

Verification of Job Hunting Activity

—if you have a recruitment screening on the day of a class or exam at APU—

If an interview or an examination for job hunting happens to coincide with the day of a scheduled class or final exams, first request that the company reschedules. When doing so, refer to “Notice for companies, when requesting to reschedule a mandatory screening” form under the “Absence from Class due to Job Hunting Activities” page on the Career Office website. Companies will usually make allowances such as for individual interviews, but may not for selection screenings that are designed for large numbers of participants.

In the case that it is impossible to get the selection screening rescheduled and you have no choice but to miss your class/exam at APU, please request for a *Verification of Job Hunting Activity*. If you are able to provide documentation that confirms your attendance in the selection screening, we will issue the document.

However, absence from class for job hunting is not considered a university-approved absence. It is up to your instructor to decide how to accommodate for your absence. Submitting a *Verification of Job Hunting Activity* does not necessarily mean that your absence is excused or that allowances will be made in terms of grading. Furthermore, certain conditions must be fulfilled to be able to obtain this *Verification of Job Hunting*, and the procedures vary depending on the situation. Therefore, please proceed with applying for the form after checking the conditions and whether or not you are eligible.

There are deadlines for requests for *Verification of Job Hunting Activity*. Requests with missing documentation and submissions after the deadline will not be accepted, so if anything is unclear, please consult with the Career Office rather than trying to figure it out yourself.

For more information on this form, please check “Absence from Class due to Job Hunting Activities” on the Career Office website.

Please note:

- Notify your instructor in advance that you need to miss class due to job hunting activities, and obtain their consent.
- Please be aware that absence for job hunting activities is only authorized for the day of the activity in principle. However, in the case of extra days needed for travel to attend screenings occur during the final exam period, please consult with the Career Office before the day of the screening. Consultations at a later date will not be accepted under any circumstances.
- When requesting the company to fill in/stamp the form, please inform the company beforehand and not on the day of.
- Please refrain from asking company representatives to send documentation directly to the Career Office by fax or post, as this is very impolite.
- Be sure to check the 「がくせいかくにんじこ学生確認事項」 section in each of the various types of *Verification of Job Hunting Activity*: 「せつしよん / じゆぎやうセッション / 授業用」 (session/regular class), 「せつしよんしけん / きまつしけんセッション試験 / 期末試験」 (session exams/final exams)