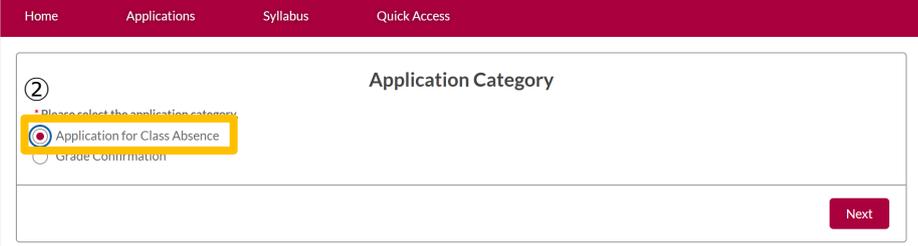
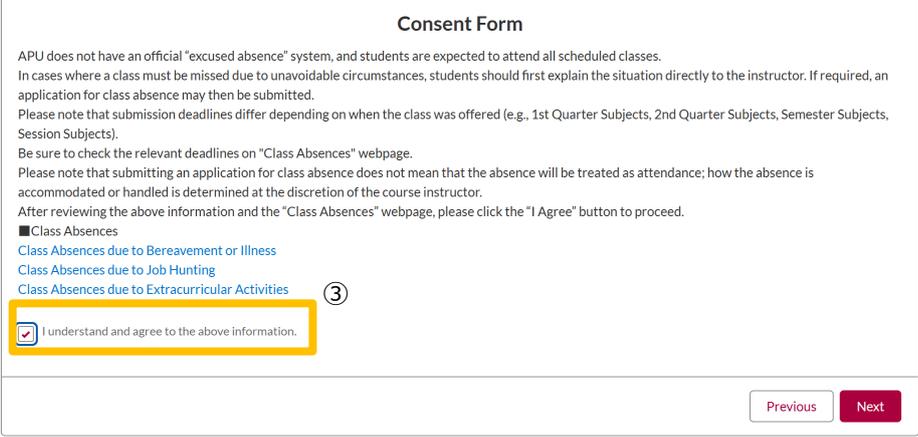
The background is a solid dark red color. It features several white geometric shapes: a large triangle in the upper right, a smaller triangle in the lower left, and a white outline of a triangle in the lower left. The text is centered in the middle of the page.

**Class Absence  
Application Manual  
(Application for Bereavement)**

Screen	Instructions
 <p>①</p> <p>Home Applications Syllabus Quick Access</p> <p><b>Urgent Information</b></p> <p>There is no urgent information.</p>  <p>②</p> <p>Application Category</p> <p>* Please select the application category:</p> <p><input checked="" type="radio"/> Application for Class Absence</p> <p><input type="radio"/> Grade Confirmation</p> <p>Next</p>	<p>Step ①</p> <p>After logging in to the Student Portal, click "Applications" from the toppage.</p> <p>Step ②</p> <p>Select "Application for Class Absence", then click "Next."</p> <p><i>*During the application process, please do not use the browser's back button. Click "Previous" to return to the preceding screen.</i></p>
 <p>Consent Form</p> <p>APU does not have an official "excused absence" system, and students are expected to attend all scheduled classes. In cases where a class must be missed due to unavoidable circumstances, students should first explain the situation directly to the instructor. If required, an application for class absence may then be submitted. Please note that submission deadlines differ depending on when the class was offered (e.g., 1st Quarter Subjects, 2nd Quarter Subjects, Semester Subjects, Session Subjects). Be sure to check the relevant deadlines on "Class Absences" webpage. Please note that submitting an application for class absence does not mean that the absence will be treated as attendance; how the absence is accommodated or handled is determined at the discretion of the course instructor. After reviewing the above information and the "Class Absences" webpage, please click the "I Agree" button to proceed.</p> <p>■ Class Absences</p> <p><a href="#">Class Absences due to Bereavement or Illness</a></p> <p><a href="#">Class Absences due to Job Hunting</a></p> <p><a href="#">Class Absences due to Extracurricular Activities</a></p> <p><input checked="" type="checkbox"/> I understand and agree to the above information.</p> <p>③</p> <p>Previous Next</p>	<p>Step ③</p> <p>Review the page regarding the application for class absence and confirm that you meet the application requirements. Then check "I understand and agree to the above information," and click "Next."</p> <p><i>*You will not be able to proceed to the next screen unless the box is checked.</i></p>

Screen	Instructions												
<p style="text-align: center;"><b>Enter Application Details</b></p> <p><b>■Applicant Information</b></p> <table border="0"> <tr> <td>Student ID</td> <td>Name</td> <td>Semester</td> </tr> <tr> <td>435001</td> <td>APUテスト学生1 (学部生・日本語)</td> <td>1</td> </tr> </table> <p><b>■Application Details</b> <span style="float: right;">④</span></p> <div style="border: 2px solid orange; padding: 5px; margin-bottom: 10px;"> <p>* Type of Class Absence</p> <p>--None--</p> </div> <p style="text-align: center;"><b>Enter Application Details</b></p> <p><b>■Applicant Information</b></p> <table border="0"> <tr> <td>Student ID</td> <td>Name</td> <td>Semester</td> </tr> <tr> <td>435001</td> <td>APUテスト学生1 (学部生・日本語)</td> <td>1</td> </tr> </table> <p><b>■Application Details</b></p> <p>* Type of Class Absence</p> <div style="border: 1px solid blue; padding: 5px; margin-bottom: 5px;"> <p>--None--</p> </div> <div style="border: 2px solid orange; padding: 5px; margin-bottom: 5px;"> <p>Bereavement</p> </div> <p>Illness (Legally Recognized Infectious Disease)</p> <p>Illness (Hospitalization)</p> <p>Illness (Other)</p> <p>Job Hunting</p> <p>Extracurricular Activities</p>	Student ID	Name	Semester	435001	APUテスト学生1 (学部生・日本語)	1	Student ID	Name	Semester	435001	APUテスト学生1 (学部生・日本語)	1	<p>Step ④</p> <p>From "Type of Class Absence," select "Bereavement."</p>
Student ID	Name	Semester											
435001	APUテスト学生1 (学部生・日本語)	1											
Student ID	Name	Semester											
435001	APUテスト学生1 (学部生・日本語)	1											

Screen	Instructions
<p style="text-align: center;"><b>Enter Application Details</b></p> <p><b>■Applicant Information</b></p> <p>Student ID                      Name                      Semester                      College / Graduate school  435001                      APUテスト学生1 (学部生・日本語)                      1                      アジア太平洋学部</p> <p><b>■Application Details</b></p> <p>* Type of Class Absence                      * Relationship to the Applicant                      Period of Bereavement Leave (Start Date)  Bereavement                      --None--                      <input type="text"/></p> <p>First-Degree Relative (Parent/Child)  Second-Degree Relative (Grandparent/Sibling)</p> <p>Period of Bereavement Leave (End Date)  <input type="text"/></p> <p style="text-align: center;"><b>Enter Application Details</b></p> <p><b>■Applicant Information</b></p> <p>Student ID                      Name                      Semester                      College / Graduate school  435001                      APUテスト学生1 (学部生・日本語)                      1                      アジア太平洋学部</p> <p><b>■Application Details</b></p> <p>* Type of Class Absence                      * Relationship to the Applicant                      Period of Bereavement Leave (Start Date)  Bereavement                      --None--                      <input type="text"/></p> <p>Period of Bereavement Leave (End Date)  <input type="text"/></p>	<p>Step ⑤  Select "Relationship to the Applicant."</p> <p>Step ⑥  Select the Period of Bereavement Leave (Start Date) and Period of Bereavement Leave (End Date). Please input the start date as the date indicated on the official documentation.</p> <p><b>*Applicable Period</b>  First-degree relatives:  Within 7 days including Saturdays, Sundays, and holidays  Second-degree relatives:  Within 5 days including Saturdays, Sundays, and holidays.</p>

Screen	Instructions																														
<p>If a doctor orders a period of medical leave that requires you to miss more than half of the total number of classes (or more than one quarter for Language Education Courses, Student Success Workshop, and Multicultural Cooperative Workshop), the course may be subject to deletion.            *The office will verify the required period of medical leave and the number of absences based on the courses selected in your application for class absence.            *Session courses are also included.            *If a course becomes subject to deletion, the office will contact you separately via your APU email.</p> <p><input checked="" type="checkbox"/> I understand the above information. ⑦</p> <p>Remarks</p> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> <p><b>Required Documents</b></p> <p>Please attach the following documents:            1. A copy of either the condolence notice, funeral attendance letter or official death certificate showing the date of passing.</p> <p>*If you return to this screen after moving to the next screen, you will need to reattach all files. ⑧</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Files (0)</b> <span style="float: right;">Upload Files Or drop files</span></p> <p>0 items</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Title</th> <th>File Extension</th> </tr> </thead> <tbody> <tr> <td colspan="2" style="text-align: center;">No items to display.</td> </tr> </tbody> </table> <p style="text-align: right;">Previous Next</p> </div>	Title	File Extension	No items to display.		<p><b>Step ⑦</b>            Review the information regarding course deletion and check "I understand the above information."</p> <p>*You will not be able to proceed to the next screen unless the box is checked.</p> <p><b>Step ⑧</b>            Upload the official documentation (copy) and click "Next."</p> <p>*If the official documentation is written in a language other than Japanese or English, please also upload a Japanese or English translation.</p>																										
Title	File Extension																														
No items to display.																															
<p><b>Select Course(s) for Absence</b></p> <p>Please select all courses in which you had, or will have absences.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th><input type="checkbox"/></th> <th>Course Code</th> <th>Course Title</th> <th>Class</th> <th>Instructor</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>11111</td> <td>近代ヨーロッパ思想史</td> <td>AB</td> <td>APUテスト教員1 (日本語)</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>22222</td> <td>日本文学研究入門</td> <td>CD</td> <td>APUテスト教員2 (英語)</td> </tr> <tr> <td><input type="checkbox"/></td> <td>33333</td> <td>政治哲学の基礎</td> <td>EF</td> <td>テスト教員3 (日本語、メール...</td> </tr> <tr> <td><input type="checkbox"/></td> <td>44444</td> <td>メディアと表象文化論</td> <td>GD</td> <td>テスト教員4 (英語、メールな...</td> </tr> <tr> <td><input type="checkbox"/></td> <td>55555</td> <td>国際関係論A</td> <td>HI</td> <td>テスト教員5 (ユーザーが存在...</td> </tr> </tbody> </table> <p>⑨</p> <p><b>Course Name : 近代ヨーロッパ思想史</b></p> <p>Please enter the date(s) for which you will be absent.</p> <p>Period of Bereavement Leave (Start Date)      Period of Bereavement Leave (End Date)    2026年3月2日      ⑩      2026年3月6日</p> <p>* Absence Date ①</p> <div style="border: 1px solid #ccc; padding: 2px;">2026/03/02</div> <p>Absence Date ②</p> <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div> <p>Absence Date ③</p> <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div> <p>Absence Date ④</p> <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div> <p style="text-align: right;">Previous Next</p>	<input type="checkbox"/>	Course Code	Course Title	Class	Instructor	<input checked="" type="checkbox"/>	11111	近代ヨーロッパ思想史	AB	APUテスト教員1 (日本語)	<input checked="" type="checkbox"/>	22222	日本文学研究入門	CD	APUテスト教員2 (英語)	<input type="checkbox"/>	33333	政治哲学の基礎	EF	テスト教員3 (日本語、メール...	<input type="checkbox"/>	44444	メディアと表象文化論	GD	テスト教員4 (英語、メールな...	<input type="checkbox"/>	55555	国際関係論A	HI	テスト教員5 (ユーザーが存在...	<p><b>Step ⑨</b>            Select all courses for which you are applying for a class absence, then click "Next."</p> <p><b>Step ⑩</b>            Within the period of bereavement leave (Start Date - End Date), select the date(s) on which you missed class and click "Next."</p> <p>*If you will be/were absent on multiple dates, please enter further dates in the fields labeled "Absence Date ②" and onwards.</p>
<input type="checkbox"/>	Course Code	Course Title	Class	Instructor																											
<input checked="" type="checkbox"/>	11111	近代ヨーロッパ思想史	AB	APUテスト教員1 (日本語)																											
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<input type="checkbox"/>	55555	国際関係論A	HI	テスト教員5 (ユーザーが存在...																											

## Screen

## Instructions

### Review Application Details

After reviewing the application details, click "Submit".

#### ■ Applicant Information

Student ID	Name	Semester	College / Graduate school
435001	APUテスト学生 1 (学部生・日本語)	1	アジア太平洋学部

#### ■ Application Details

Type of Class Absence	Relationship to the Applicant	Period of Bereavement Leave (Start Date)
Bereavement	First-Degree Relative (Parent/Child)	2026年3月2日
		Period of Bereavement Leave (End Date)
		2026年3月6日

Remarks

#### ■ Required Documents

\*If you return to the application page after proceeding to the confirmation screen, you will need to reattach all files.

1 of 1 item	
タイトル	ファイル拡張子
テスト用 2026-02-27 152434	png

#### ■ Course(s) for Absence and Absence Dates

Course Code	Course Title	Class	Instructor	Absence Date(s)
11111	近代ヨーロッパ思想史	AB	APUテスト教員 1 (日本...	2026-03-02,
22222	日本文学研究入門	CD	APUテスト教員 2 (英語)	2026-03-06,

Previous

Apply



### Step ⑪

Review your application to ensure there are no errors. If everything is correct, click "Apply."

Screen	Instructions
<div style="border: 1px solid black; padding: 10px; text-align: center;"> <p><b>Application Complete</b></p> <p>Your application has been submitted. Please check that you have received the confirmation email.</p> <p>If the submitted documents are in order, the office will inform your instructor of your absence. You can check the status of your application in the "Applications" tab of the Student Portal.</p> <div style="text-align: right; margin-top: 10px;"> <span style="background-color: #c00040; color: white; padding: 5px 10px; border-radius: 3px;">Finish</span> </div> </div>	<p>Your Application for Class Absence (Bereavement) is now complete.</p> <p>You can check the status of your application in the "Applications" tab of the Student Portal.</p>

### Post-Submission Email Notifications

You will receive automatic email notifications when you submit your application, when it is approved, and at other key stages.

Please check your APU email account to confirm your application was submitted successfully and to monitor its progress. Notifications are sent at the following stages:

#### List of Automatic Email Notifications

Notification Timing	Subject Line
Your Application is Complete	【Application for Class Absence/授業欠席申請】 Application Received/申請受付のお知らせ
Your Revised Application is Complete	【Application for Class Absence/授業欠席申請】 Revised Application Received/再申請受付のお知らせ
The Office has Approved your Application	【Application for Class Absence/授業欠席申請】 Application Approved/申請承認のお知らせ
The Office has Returned your Application for Revision	【Application for Class Absence/授業欠席申請】 Revision Required/申請内容の修正依頼
The Office has Not Approved your Application.	【Application for Class Absence/授業欠席申請】 Application Not Approved/申請却下のお知らせ

#### **Contact Information:**

Student Office Student Advising and Career Team ([acsubmit@apu.ac.jp](mailto:acsubmit@apu.ac.jp))