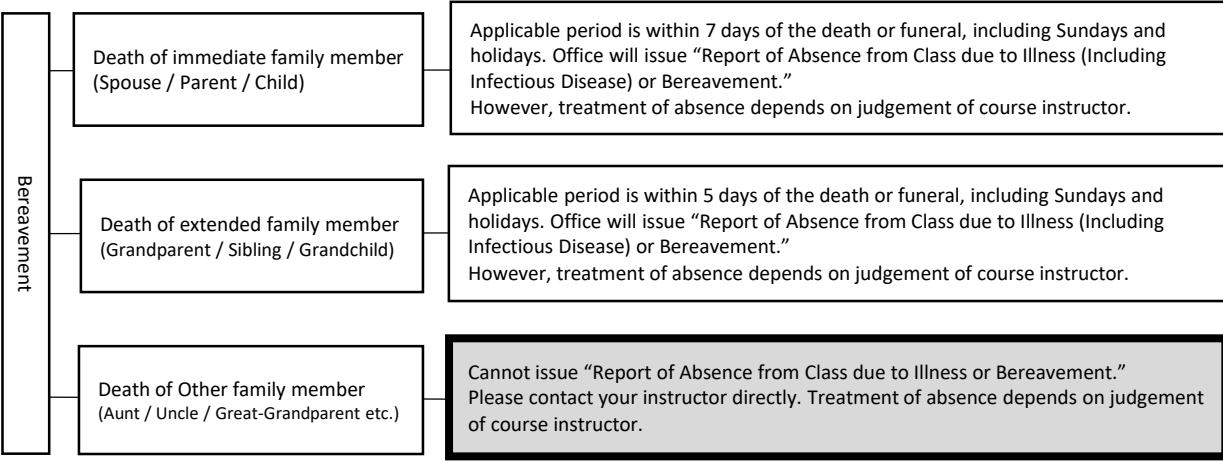


Notice of Class Absence

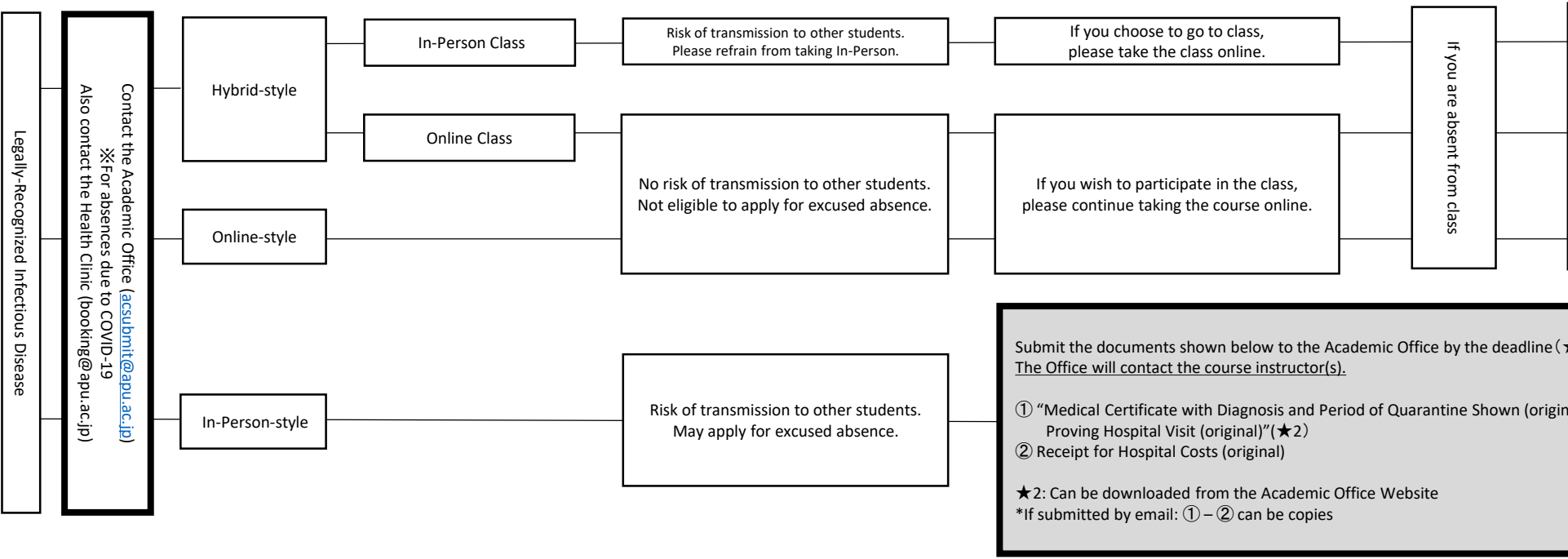
If you are absent from class, please follow the flowchart and carry out the necessary procedures.
 Inquiries: Academic Office (acsubmit@apu.ac.jp)



Submit the documents shown below to the Academic Office by the deadline (★1) to apply. The Office will issue a stamped "Report of Absence from Class due to Illness or Bereavement".
 The student must submit the stamped document to their course instructor themselves.

- ① Funeral Attendance Letter (original) or Official Death Certificate (copy OK). Please note that if the date of death is not written on the funeral attendance letter, staff members may ask you for the date directly.
- ② "Report of Absence from Class due to Illness or Bereavement" with the necessary information filled in (★3)
- ③ Translation (If document ① is not written in English or Japanese)
- ④ Public transportation tickets with the travel dates clearly shown (only if absent for longer than the allotted period)

★3: Can be downloaded from the Academic Office Website
 *If submitted by email: ① - ④ can be copies



Please check "Illnesses other than those from Legally-Recognized Infectious Disease / Injury / Hospitalization" below and follow the flow for

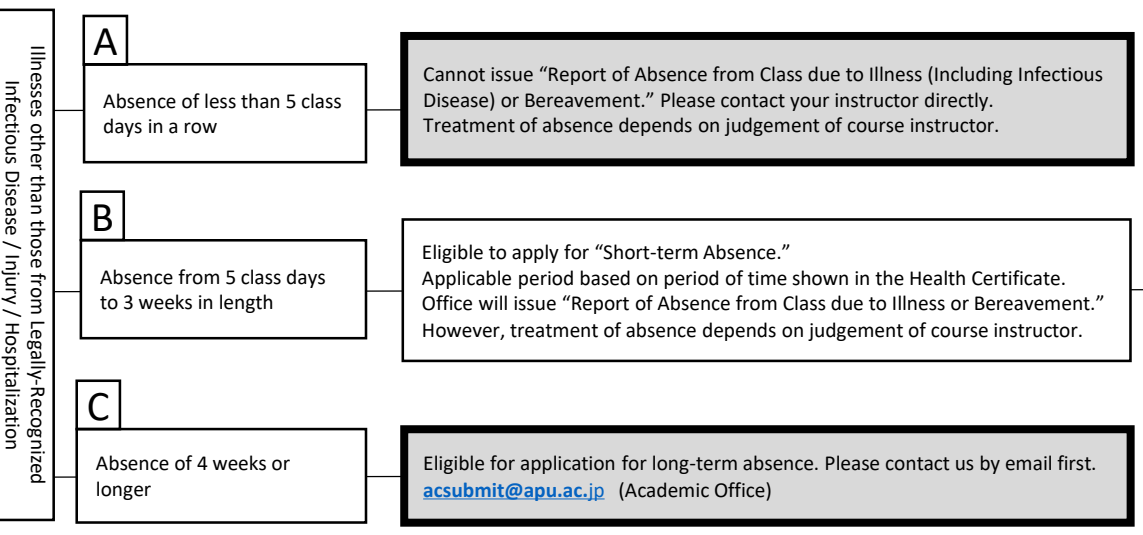
A **B** **C**

as appropriate to carry out the necessary procedures.

Submit the documents shown below to the Academic Office by the deadline (★1) to apply. The Office will contact the course instructor(s).

- ① "Medical Certificate with Diagnosis and Period of Quarantine Shown (original)" or "Certificate Proving Hospital Visit (original)" (★2)
- ② Receipt for Hospital Costs (original)

★2: Can be downloaded from the Academic Office Website
 *If submitted by email: ① - ② can be copies



Submit the documents shown below to the Academic Office by the deadline (★1) to apply. The Office will issue a stamped "Report of Absence from Class due to Illness or Bereavement." The student must submit the stamped document to their course instructor themselves.

- ① "Medical Certificate with Diagnosis and Period of Quarantine Shown (original)"
- ② Receipt for Hospital Costs (original)
- ③ "Report of Absence from Class due to Illness or Bereavement" with the necessary information filled in (★3)

★3: Can be downloaded from the Academic Office Website
 *If submitted by email: ① - ③ can be copies

[Response for COVID-19 Cases]

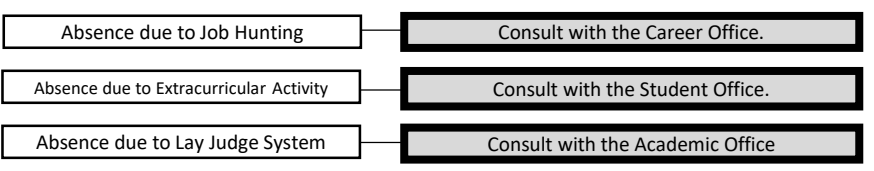
Eligibility: Those diagnosed with COVID-19 or identified as Close Contacts (including suspected cases) and told to self-quarantine by the university (health clinic) or another medical institution.

1. Contact the Health Clinic (booking@apu.ac.jp) and the Academic Office (acsubmit@apu.ac.jp).
2. Follow the procedures for "Absence from Infectious Disease"

- ① "Medical Certificate with Diagnosis and Period of Quarantine Shown (original)"
- ② Receipt for Hospital Costs (original)

If you are not able to get documents ① and ② above, please submit a document with the results of your PCR test and a document that contains the information shown below to apply.

a: Date Identified as Close Contact b: Date of PCR Test c: Quarantine Period



(★1) Application Deadlines

- 1Q Courses: By 16:30 on Last Day of 1Q Class Period (excluding final exam days / makeup days)
- 2Q and Semester Courses: by 16:30 on last day of 2Q Class Period (excluding final exam days / makeup days)
- Session Courses: by 16:30 on the final day of the course (dates vary depending on course)

※No applications will be accepted after the deadline.

About Class Absences (Academic Office Website)

