

Applying for Leave of Absence

Student Office

1. Leave of Absence

- ① Students with a valid reason for being unable to attend classes **for three months or more** may apply for a leave of absence. (Examples: Illness, financial hardship, military service, or other unavoidable reasons.)
- ② Students in a semester and course registrations in which they could potentially graduate are not able to apply for a leave of absence.
- ③ Leave of absence can only be taken in semester units (to include the semester and session). Leave of absence may be taken for a maximum of four consecutive semesters.
 - ① During the leave of absence students may apply to **shorten** their leave of absence (return to APU earlier than planned), or they may apply to **extend** their leave of absence up to the total four semesters.
- ④ The leave of absence period is not regarded as part of your studies at APU.
 - You must attend for eight semesters and complete all required credits, otherwise you will not be able to graduate. (Six or seven semesters for students in the accelerated graduation program.)
 - Your status during leave of absence is *registered student*, not *current student*. You will be able to continue to use services like your APU email and Campus Terminal, but the type of certificates you can apply for are limited.

If you need a certificate, you can apply through the APU website.

URL : [<http://www.apu.ac.jp/home/alumni/content4/>]

Access : [APU Official Homepage]→[Menu]→[Alumni]→[Certificates]

Note:

- Any application fees or matriculation fees that have been paid will not be refunded for any reason.
- You cannot receive student discounts during a leave of absence.
- Students currently receiving a scholarship should check with the organization providing them with a scholarship to see if there are any procedures required to stop or suspend scholarship payments while on the leave of absence.
- Leave of absence applications **will not be approved** for students who owe money to the University. If you owe money to AP House, the library, or any other part of the University, pay what you owe before applying for a leave of absence.
- You cannot live in AP House during your leave of absence.

2. Leave of Absence Application Deadlines

For a leave of absence starting in the: Your deadline is:

Spring semester	Feb. 15
Fall semester	Aug. 5

Note: If the deadline falls on a weekend or holiday, the deadline will move to the next business day.

- If you need to cancel your leave of absence after receiving permission, you must complete the necessary cancellation procedures before the application deadline for the start of your leave of absence. Once the application period has ended, you will not be able to cancel your leave of absence.

3. Application Procedures

- ① Receive the necessary documents at Student Office.
- ② Fill out the documents and pay Application fee and Matriculation fee. Submit the documents at Student Office by the deadline. Note: Please see '4. Required Documents' how to pay the fees.
- ③ Your application is reviewed by committee.
- ④ Results will be sent by post to the address you provided on the address label noted above.

4. Required Documents

- Request for Leave of Absence:** Must include your financial sponsor or family member's signature. Include the leave of absence dates you are requesting (using the western calendar), and circle the reason.
- Leave of Absence Statement:** May be handwritten or typed, and must include the date and your signature or inkan.
 - *A student requesting a leave of absence will need to write a statement explaining why a leave of absence is necessary. The statement needs to be approximately one A4-size paper in length.
 - *Students traveling abroad or with an internship must use the forms provided.
 - *A statement is not required if applying for reasons of illness.
- Address Label:** The results of your application will be sent to this address.
 - *Results can only be sent via post.
- Application Fee:** 15,000 yen
- Matriculation Fee:** 5,000 yen per semester
 - Must be paid by APU certificate stamp or by credit card

【 U R L 】 <http://e-apply.jp/e/apu-payment/>

When you pay these fees by credit card or Convenience Store payment, you have to submit 'Application Information' that you can see on the Online Application page.

- Medical Certificate:** If applying for a leave of absence for medical reasons.

5. If your application is granted

- Check the student ID number, name, and date of your leave of absence printed on the certificate. If any of the information differs from your application form, immediately contact the Student Office.
- When departing Japan, **cancel your residence card** when going through immigration.

6. Finishing Your Leave of Absence

Before your leave of absence ends, the University will **send documents to the home country address you have registered in Campusmate** (sometime in May or November). **You must apply for reinstatement, withdrawal, or a leave of absence extension before the deadline.**

For a leave of absence ending: Returning in the: **The deadline is:**

Spring semester (Sep. 20)	Fall semester	Aug. 5
Fall semester (Mar. 31)	Spring semester	Feb. 15

Note: If the deadline falls on a weekend or holiday, the deadline will move to the next business day.

- **If you do not apply for reinstatement or a leave of absence extension by the deadline, you will be automatically withdrawn at the end of your leave of absence period.**
- If you are taking a leave of absence for medical reasons, you will need to include a medical certificate from your doctor with your application.
- If any of your addresses change during your leave of absence (current address, home country address, or other contact information), **be sure to update your addresses in Campusmate.** You will not receive special treatment from the University if any documents fail to reach you because you did not update your addresses or contact information.

[Reinstatement]

- Information about course registration is published on the Academic Office homepage. Review this information, and register for classes during assigned registration period.
- Taking a health checkup is obligatory for all students when they are reinstated.
- Your curriculum may change depending on when you return to APU. The courses or credits you need to graduate may change. Check with the Academic Office homepage for more detailed information.

TEL:0977-78-1122 E-mail : acsubmit@apu.ac.jp

Contact the Student Office if you have any questions:

Ritsumeikan Asia Pacific University Student Office, Student Status

1-1 Jumonjibaru, Beppu City, Oita Prefecture 874-8577 Japan

Email: apustu1@apu.ac.jp