2020.11 Student Office

Leave of Absence for Overseas Travel or Internships

Statement of Purpose and Planning Sheet

Student ID Number: Name:

**1**

**. Motivation, objective, and plan**

**Will:** Write about what do you want to achieve during your time at university or after graduation, what you want to gain during your leave of absence, or your image of yourself and how you have grown after your leave of absence.

**Why:** Explain why you are unable to achieve the objectives under "Will" through your studies and life at university, or reflect on why you have not been able to achieve these objectives through your studies up until now. (Give a reason why you must take a leave of absence.)

**Why:** Thinking about what you have written so far, why do you think there is a gap between who you are now and who you would like to become. Alternatively, write about your problems and weak points.

**Can:** Use this space to list any good points, strengths, or areas you would like to improve from your answers to the "Will" and "Why" questions above.

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| Personal good points or strengths | Weaknesses / Areas for improvement | Areas you want to challenge for personal growth (both strengths and weaknesses) |
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**Must:** Think about what you need to accomplish during your leave of absence, and make plan to achieve this.

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| Mission (target, subject, numbers) | Process  (plan or method; think of the 5W/1H while writing) | How you see yourself after achieving this |
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# 2. Destination Information

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| --- | --- | --- | --- | --- |
| Country |  | School or Organizatio n |  | |
| Period of Study | From (year/month/day): To (year/month/day): | | | |
| Location | Address:  Phone: | | | |
| Reason for choosing this institution | 1. Recommended by acquaintance 2. Recruiter referral 3. Magazine or website 4. Other (　　 　　　　　　　　　　　　) | | Application  Method | 1. Handled by recruiter (Company Name: ) 2. Apply directly to the host institution 3. Other ( ) |

**3. Safety Measures** (Not required for domestic internships)

Explain how you will conduct yourself if you encounter natural disaster, disease, crime, or other trouble at your destination. Also discuss how you have prepared for risk management.

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| Travel or study abroad insurance | 1. Purchased (Insurance Company: ) 2. Plan to purchase 3. Will not purchase |
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# 4. Reminder

In order to deal with any emergency situations that may arise, the University must have a current address and contact information for all students at all times. Therefore, if you will be traveling abroad or participating in an internship during your leave of absence and will be living at an address other than your domestic address in Japan, be sure to keep your current address updated in Campusmate. In the event of an emergency, the University will attempt to reach you through your current address or hometown address registered in Campusmate.

If you are going to be traveling abroad, it is important to have a good understanding of any security issues for the countries or regions you will be visiting before you finalize your plans. You can find information on safety and risk management on a number of websites published by the governments of different countries around the world.

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| **Address Update Pledge**  I promise to promptly update my current address on Campusmate once I know my new address, both while on leave of absence as well as after I have returned to the University.  I understand that if I do not update my current address, there is a possibility my leave of absence may be revoked.  **Date: Signature:**  Year Month Day |