1. Reinstatement
   1) If you wish to return to your studies at APU, you will need to apply for reinstatement. If you do not apply for reinstatement or extension of your leave of absence, you will be automatically withdrawn from the University at the end of your leave of absence.
   2) Send the required documents to the address listed below. The documents must arrive no later than the deadline below.

   Application Deadlines

<table>
<thead>
<tr>
<th>If you are returning in the:</th>
<th>Your deadline is:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring semester</td>
<td>December 31</td>
</tr>
<tr>
<td></td>
<td>(of the preceding year)</td>
</tr>
<tr>
<td>Fall semester</td>
<td>June 30</td>
</tr>
</tbody>
</table>

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

   3) Please note that the curriculum may change during your leave of absence. Contact the Academic Office to see if there were any changes made to the curriculum.
   Phone: 0977-78-1122  Email: acsubmit@apu.ac.jp

   4) If you remained in Japan during your leave of absence without a valid reason (valid visa), you will not be permitted to reinstate.

2. Application Procedures
   1) Submit all required documents.
      - Check the list of documents necessary to apply, and be sure you have all documents.
      - If you took a medical leave of absence, you must provide a medical certificate from your physician.
   2) The University will review the application and other documents you submit.
   3) Results will be sent by registered mail (or EMS) to the address you indicate in your application.

3. If permission to reinstate is granted:
   1) Update your addresses on Campusmate.
   2) Your tuition invoice will be mailed to the billing address you have registered in Campusmate in early April or early October. Check your invoice and pay your tuition before the deadline.
   3) Pick up your new student ID card in the Student Office during the designated period. You will have a different student ID number than the one you had before your leave of absence. Check the documents sent to you with your reinstatement notification for a detailed schedule. (Your student ID will be provided to you after the start of the semester you return to APU.)
   4) Information about course registration is published on the Academic Office homepage. Review this information, and register for classes during your assigned registration period.
   5) Contact the Creotech APU Office if you have any questions about housing.
   Phone: 0977-78-1158  Email: creotech@apu.ac.jp

   Important information may be sent to you by APU campus terminal or to your APU email address, so check these on a regular basis!