

Leave of Absence Request

To the President of the University of Yamanashi

Date (yyyy, mm, dd): , ,

Affiliation (e.g. faculty, graduate school, department / course of study, department, major, etc.)

Student number

Name seal

[Guaranter] Full Name seal

(Reason (Circle where applicable number))

1. Illness I would like to take a leave of absence from to

2. Injury

3. Due to personal reason and request that you permit me to do so, { 1. Doctor's certificate

4. Due to family reason with a separate letter { 2. Statement of reason

Resident adress during absence 〒 TEL

Address for sending 〒 TEL
leave of absence permits

Opinion of your department/graduate school/faculty (see Note 1) 所属学部・大学院の所見

氏名 印

Tuition fee payment status 授業料納入状況

令和 年度 期 (分納により 月分 円) まで納入済

令和 年 月 日 会計課担当者 (甲府C) 印
または管理課担当者 (医学部C)

Scholarship Receiving Status 奨学金受給状況

令和 年度 期 授業料 ☐ 全額免除 ☐ 半額免除 ☐ (/) 免除 / 奨学金 ☐ 有 ☐ 無 ☐ 後払

令和 年 月 日 学生支援課担当者 (甲府C) 印
または学務課担当者 (医学部C)

Submission of "Notification of Temporary leave" (only for International students)

令和 年 月 日 グローバル推進課事務担当者 (甲府C) 印
または学務課担当者 (医学部C)

Confirmation of your departmental administrative officer 所属学部事務担当確認

令和 年 月 日 学部教務担当者 印

(Note 1) For the "Opinion of your department/graduate school/faculty", it should be obtained in accordance with the following table of affiliation.

Undergraduate/ Graduate school, etc.	Course, Department, Division, Major, etc.		Persons in charge of filling in opinions
Faculty of Education	Your course of study		For first-year students: the course representative For second-year students and above: the course representative or the teacher in charge of each department.
Faculty of Medicine	Each department		Small class teacher
Faculty of Engineering	Each department/course		Head of department/course
Faculty of Life and Environmental Sciences	Each department		Head of department
Graduate school of Education	Each course		※Head of department/course (must contact supervisor first)
Integrated Graduate School of Medicine, Engineering, and Agricultural Sciences	Master's course	Department of Biomedical Science	Head of department
		Department of Nursing Science	
		Department of Engineering	
		Department of Life and Environmental Science	
	Doctor's course	Medical Sciences, Department of Human Health Care Sciences, Integrated Applied Biosciences Department, Biomedical Sciences Courses	Supervisor
		Department of Engineering, Integrated Applied Biosciences, Life and Agricultural Sciences Course and Biotechnology Course.	※Head of department/course (must contact supervisor first)

※The term 'head of department, etc.' refers to the representative teacher of the department or discipline to which you belong.