

Leave of Absence

If you wish to take a leave of absence due to illness, military service obligations in your home country, or other unavoidable circumstances, **first consult with your faculty or graduate school office and confirm the procedures.** Then, please decide on whether to take a leave of absence after carefully understanding the information provided on the university website below and consulting with your guarantor.

- You must pay the prescribed fee by the deadline for your leave of absence.
- The period of leave that can be applied for at one time is either one semester or one year. If you wish to continue your leave of absence beyond the one year (or semester) that you initially applied for, **you must submit a new application for leave of absence to your faculty by the specified deadline.** Please be aware that if you forget to complete the necessary procedures you may be expelled.
- No reinstatement procedure is required at the end of your leave of absence.
- Your leave of absence cannot exceed two consecutive years. It also cannot exceed four years in total. A half-year (=one semester) leave of absence will be calculated as 0.5 years.



<Hosei University website>

Leave of absence

<https://www.hosei.ac.jp/campuslife/guide/shinsei/kyugaku/?auth=9abbb458a78210eb174f4bdd385bcf54>

Regarding student status 👉 Check with the office of your faculty or graduate school

Please consult with the office of your faculty or graduate school in advance regarding the period and timing of leave of absence, payment of leave of absence fees, etc. Generally, taking a leave of absence will result in repeating the year. The exact details depend on your previous enrollment status and grades, so please check with the office of your faculty or graduate school. Before taking a leave of absence, please carefully check the required courses and courses necessary for graduation and make a proper study plan after returning to school.

For details on tuition fee reductions and scholarships 👉 check with Global Education Center

If you repeat a year due to a leave of absence, you will generally not be eligible for tuition reductions in the year you return to the university. In addition, undergraduate students will generally not be eligible for internal selection scholarships for international students.

Details vary by individual, so please check with Global Education Center.

If you are currently eligible for tuition reduction and are taking a leave of absence in the second half semester of the fiscal year, you will get the tuition reduction for the first half. Those currently receiving scholarships should also contact Global Education Center.

Regarding status of residence Check with GEC

"Leave of absence" means "not engaging in activities as an international student" and you have no reason to stay in Japan. **So even if you have a "Student" residence status remaining, as a general rule, once the leave of absence is decided, you must return to your home country ASAP and return your residence card at the airport when you leave Japan.** (you will be given a card that has been punched to invalidate it).

Returning to University Certificate of Eligibility (CoE) → Visa

① **GEC or your faculty will send an email to students who plan to return to school next semester.**

Around June for Fall returning students

Around November for Spring returning students

② Follow the instructions and apply online to university (or an administrative scrivener appointed by the university). You will need a face photo, a copy of your passport, a letter of financial support (Documents certifying the bank balance of all those paying your tuition and living expenses, with a balance equivalent or more than your one year's living expenses, must be attached. English or with Japanese translation), a document certifying your Japanese language proficiency (not mandatory for English degree students), and the following:

Military service: Certificate which tells your enlistment and discharge date (in English or with Japanese translation)

Leave of Absence, Expulsion, Withdrawal, or Residence renewal denial: Statement of Reason for Leave of Absence (and a doctor's certificate in the case of sick leave)

Study Abroad: Documents evidencing study abroad, such as a transcript from the host university

* tuberculosis-free certificate for those from government-designated countries

③ The university (or an administrative scrivener) will prepare the application documents and submit them to the immigration office on your behalf.

④ After about 2 months of review by the Immigration Bureau, if approved, a "Certificate of Eligibility (Electronic Version)" (CoE) will be sent to the university.

⑤ The university will transfer the CoE to you by email.

⑥ Apply for a visa at the Japanese embassy (consulate) in your home country with your CoE and other necessary documents.

⑦ Once the visa is issued, enter Japan within the validity period and receive a residence card at the airport in Japan.

⑧ Register as residents at your city office and have your address written on the back of the residence card. Also enroll in national health insurance and apply for a reduction if your income in Japan in the previous year was approximately 1 million yen or less.

⑨ If you have a Japanese bank account, register your new residence card with the bank.

⑩ Submit photos of both the front and back of your residence card to Global Education Center via the designated online system.

<Hosei University Website>
Application for Certification of Residence Eligibility /
<https://www.global.hosei.ac.jp/en/students/currently/residence-status/outside/>



Other things ~Before taking a leave of absence

• No official "Certificate of Leave of Absence" is available. The "Permission to Leave of Absence" from your faculty will be as a certificate, so please keep it.

• Be sure to check with your city office regarding resident tax, national health insurance, national pension, and My Number card. If you do not complete the necessary procedures before returning to your home country, it may affect your immigration process for returning to school, and it may take time and money for the re-enrollment procedures.

• If you are keeping your room in Japan, please contact the property manager/real estate company and make arrangements to pay all utility bills before returning home. If you do not keep your room in Japan, you must notify your city office of your move out of the country.

• If your current residence status expires during your leave of absence, your bank account transaction will be restricted. Be sure to avoid any overdue for any payments you have set up for withdrawals. Your mobile phone may be suspended if your bill cannot be debited during your absence. When you return to school, register your new residence card with your bank so that you can use your account.

• If the reason is for health matter, please obtain medical certificates from all the hospitals you received treatment. These will be required when applying for a Certificate of Eligibility for Residence upon returning to school.

Notes while leave of absence

• **Please be sure to check your email even during your leave of absence so that you do not miss any important announcements from the university.**

• **You must not work part-time in Japan while on leave of absence.**

• Please prepare the documents required for applying for a Certificate of Eligibility (CoE) (listed in ② in the left box).

Leave of absence for military service

• The period of leave that can be applied for at one time is either one semester or one year. If you wish to continue your leave of absence beyond the one year (or semester) that you initially applied for, **you must submit a new application for leave of absence to your faculty by the specified deadline even during your military service.** Please be aware that if you forget to complete the necessary procedures you may be expelled.

• Returning to Hosei University : When applying for a Certificate of Eligibility (CoE) and for the Return scholarship equivalent to the enrollment fee, you will need a document verifying your enlistment and discharge dates. (Military Service Certificate/Service Confirmation/(Planned) Discharge Certificate/Discharge Certificate, etc. In English. If it is in Hangul, please attach a Japanese translation yourself.)

• Check out the Hosei University website below.

Leave of absence for military service
<https://www.global.hosei.ac.jp/en/students/currently/military/>

