

In case international students take a leave of absence for military service (current students)

In case that international students with a “Student” resident status take leave of absence for military service, the students are eligible to receive, as a scholarship, the equivalent amount of tuition fees during the period of absence at the time of return to the university by following necessary procedures. Please apply after reading the following procedures carefully.

### 【Procedures before military service】

Order	<input checked="" type="checkbox"/> Procedure	Deadline	Submission
①	<input type="checkbox"/> <b>Contact Global Education Center</b> <ul style="list-style-type: none"> <li>Inform Global Education Center via email that you take a leave of absence for military service. Email: <a href="mailto:gso@hosei.ac.jp">gso@hosei.ac.jp</a></li> </ul>	Spring: end of May Fall: end of October	Global Education Center
②	<input type="checkbox"/> <b>Submission of application for a leave of absence</b> <ul style="list-style-type: none"> <li>Before applying, confirm the period of the leave of absence and the time of return to the university, with your faculty/graduate school.</li> <li>Make sure to state that you take a leave of absence for military service in the part of “reason”.</li> </ul> <p>★<u>A fresh application must be submitted to your faculty/graduate school for each new academic year. (Submit the application for a leave of absence to your faculty/graduate school again in 2<sup>nd</sup> year of military service.)</u></p> <p>【Application for a leave of absence】 <a href="https://www.hosei.ac.jp/campuslife/guide/shinsei/kyugaku/">https://www.hosei.ac.jp/campuslife/guide/shinsei/kyugaku/</a></p>	Spring: end of May Fall: end of October	Your faculty/graduate school
③	<input type="checkbox"/> <b>Payment of tuition fees to the university during the leave of absence</b> <p><b>We will contact you separately by E-mail.</b> <b>The equivalent amount of tuition fees during the period of absence will be paid (refunded) to you as a scholarship after return to the university.</b></p> <ul style="list-style-type: none"> <li>Amount: 100,000 yen for a leave of one year 50,000 yen for a leave of six months</li> <li>※ In case of a leave of absence in the spring semester, tuition fees for the leave of absence and miscellaneous costs must be paid.</li> <li>※ A fourth year student applying for the first time must pay the alumni association fee.</li> </ul> <p>★<u>Tuition fees for a leave of absence must be paid for each academic year. Fees for two years cannot be paid together.</u></p> <ul style="list-style-type: none"> <li>Transfer destination bank: contact you separately by E-mail</li> </ul>	Spring: end of May Fall: end of October	

### 【Procedures during the military service and after return to the university】

①	<input type="checkbox"/> <b>Application for the Certificate of Eligibility</b> <ul style="list-style-type: none"> <li>The university will apply for your Certificate of Eligibility on behalf of you about 3 months before your entry date to Japan. We will contact you separately by E-mail.</li> </ul>	3 months before your entry date to Japan	
②	<input type="checkbox"/> <b>Submission of the application for scholarship by E-mail</b> <ul style="list-style-type: none"> <li>Submit the application after return to the university from the military service.</li> </ul>		

③	<p><b>□Acquisition of the certificate of military service (confirmation of service) and submission of the certificate by E-mail</b></p> <ul style="list-style-type: none"> <li>•Submit the application after return to the university from the military service.</li> <li>•Only a certificate stating the period of service is valid.</li> <li>• The certificate should be written in English. If it is in Hangul, a Japanese translation must be attached.</li> </ul>	<p>Return in Spring: end of May</p> <p>Return in Fall: end of October</p>	<p>Global Education Center</p>
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\*After all procedures above are completed and confirmed, an equivalent amount of tuition fees for the period of absence will be paid (refunded) as a scholarship.

If you do not return to the university after military service, the amount will not be paid.

**【Contact】**

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