

## To international students who will take a leave of absence for military service (Enrolled students)

When 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 an absence registration fee at the time of re-enrollment to the university by following necessary procedures. Please read the procedures carefully and follow them.

### 【Procedures BEFORE the military service】

Procedure	Due date	Submission
<b>1) Contact Global Education Center (GEC)</b> <ul style="list-style-type: none"> <li>Inform Global Education Center via email that you take a leave of absence for military service. E-mail: <a href="mailto:gso@hosei.ac.jp">gso@hosei.ac.jp</a></li> <li>required info : student ID No., name, period of military service, period of leave of absence, re-enrollment date</li> </ul>	Spring: end of May Fall: end of Oct	Global Education Center
<b>2) Submit an 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 re-enrollment to the university, with your faculty/graduate school.</li> <li>Make sure to state that you take a leave of absence <b>for military service</b> as the “reason”.</li> <li>★<u>The application must be submitted for each academic year. If you take the leave of absence across the academic year, you are required to submit a new application at the academic year end.</u></li> <li>【Application】 <a href="https://www.hosei.ac.jp/campuslife/guide/shinsei/kyugaku/">https://www.hosei.ac.jp/campuslife/guide/shinsei/kyugaku/</a></li> <li>★Also confirm with your faculty/graduate school below.               <ul style="list-style-type: none"> <li>How to submit the 2<sup>nd</sup> application if it across the academic year.</li> <li>Where to send the transfer form ( for the 1<sup>st</sup> and the 2<sup>nd</sup> year)</li> </ul> </li> </ul>	Spring: end of May Fall: end of Oct	Your faculty/graduate school
<b>3) Payment of absence registration fee</b> <ul style="list-style-type: none"> <li>* the payee and transfer info will be given by your faculty/Institute later on.</li> <li>*After your re-enrollment to Hosei university, you will receive the equivalent amount of absence registration fee as a scholarship.</li> <li>Amount: 100,000 yen for annual leave, 50,000 yen for half a year leave</li> <li>※Transfer all the amount according to the instructions from your faculty/graduate school.</li> <li>★<u>Absence registration fee must be paid for each academic year. Fees for one and a half or two years cannot be paid all together.</u></li> </ul>	Spring: end of May Fall: end of Oct	-

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**【Procedures during the military service and after re-enrollment to the university】**

※Make sure to check the emails from Hosei during your military service.

Procedure	Due date	Submission
<b>1) Submit a new application for a leave of absence (if across the academic year)</b> ★The application must be submitted for each academic year. See 2) above.	Spring: end of May Fall: end of Oct	Your faculty/ graduate school
<b>2) Payment of absence registration fee (if across the academic year)</b> ★The absence registration fee must be paid for each academic year. See 3) above. ★You would be expelled if the payment not confirmed till the due date.	Spring: end of May Fall: end of Oct	-
<b>3) Apply for the Certificate of Eligibility (CoE)</b> ·Global Education Center will apply on behalf of you about 3 months ahead of your entry date to Japan. We will contact you separately by E-mail.	3M ahead of your entry to Japan	Global Education Center
<b>4) Apply for the Scholarship (Returning from Military Service)</b> ·Application form will be informed to the eligible person by email. ·submission: Application form, bank information, residence card, Certificate / Confirmation of service which tells the beginning and the end of the dates of your military service. The certificate should be written in English. If it is in Hangul, a Japanese translation must be attached.	Spring re-enrollment: end of May Fall re-enrollment: end of Oct	

\*After all procedures above are completed and confirmed, an equivalent amount of the absence registration fee will be paid as a scholarship.

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

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**【Contact】**

Global Students and Scholars Support Office, Global Education Center, Hosei University

2-17-1 Fujimi, Chiyoda-ku, Tokyo 102-8160 Japan

Tel.: 03-3264-5475 / E-mail: [gso@hosei.ac.jp](mailto:gso@hosei.ac.jp)

■ Procedures for a leave of absence and absence registration fee

※An annual leave of absence will be introduced from fall 2024 for fall-enrollment students.

Ex. Taking 2years leave of absence

Two-year leave of absence from the spring semester				
	1st Spring Semester	1st Fall Semester	2nd Spring Semester	2nd Fall Semester
Spring Enrollment	1 <sup>st</sup> time (~5/31) Leave of absence : Annual leave Absence fee : 100,000yen		2 <sup>nd</sup> time (~5/31) Leave of absence : Annual leave Absence fee : 100,000yen	
Fall Enrollment *Those who have taken a leave of absence before the 2024 spring semester	1 <sup>st</sup> time (~5/31) Leave of absence : Half a year leave Absence fee : 50,000yen	2 <sup>nd</sup> time (~10/31) Leave of absence : Half a year leave Absence fee : 50,000yen	3 <sup>rd</sup> time (~5/31) Leave of absence : Half a year leave Absence fee : 50,000yen	4 <sup>th</sup> time (~10/31) Leave of absence : Half a year leave Absence fee : 50,000yen
Fall Enrollment *Those who have taken a leave of absence from the 2024 spring semester onwards	1 <sup>st</sup> time (~5/31) Leave of absence : Half a year leave Absence fee : 50,000yen	2 <sup>nd</sup> time (~10/31) Leave of absence : Annual leave Absence fee : 100,000yen		3 <sup>rd</sup> time (~10/31) Leave of absence : Half a year leave Absence fee : 50,000yen

Two-year leave of absence from the fall semester				
	1st Fall Semester	1st Spring Semester	2nd Fall Semester	2nd Spring Semester
Spring Enrollment	1 <sup>st</sup> time (~10/31) Leave of absence : Half a year leave Absence fee : 50,000yen	2 <sup>nd</sup> time (~5/31) Leave of absence : Annual leave Absence fee : 100,000yen		3 <sup>rd</sup> time (~5/31) Leave of absence : Half a year leave Absence fee : 50,000yen
Fall Enrollment *Those who have taken a leave of absence before the 2024 fall semester	1 <sup>st</sup> time (~10/31) Leave of absence : Half a year leave Absence fee : 50,000yen	2 <sup>nd</sup> time (~5/31) Leave of absence : Half a year leave Absence fee : 50,000yen	3 <sup>rd</sup> time (~10/31) Leave of absence : Annual leave Absence fee : 100,000yen	
Fall Enrollment *Those who have taken a leave of absence from the 2024 fall semester onwards	1 <sup>st</sup> time (~10/31) Leave of absence : Annual leave Absence fee : 100,000yen		2 <sup>nd</sup> time (~10/31) Leave of absence : Annual leave Absence fee : 100,000yen	