

**To international students who will take a leave of absence right after the enrollment for military service
(Newly 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, tuition fees for the 1st semester and the equivalent amount of an absence registration fee at the time of re-enrollment by the following necessary procedures.

Read the procedures carefully and follow them.

【Procedures BEFORE the military service】

Procedure	Due date	Submission
<p>1) Contact Global Education Center (GEC)</p> <ul style="list-style-type: none"> Inform Global Education Center via email that you take a leave of absence for military service. E-mail: gso@hosei.ac.jp <p>required info : student ID No., name, period of military service, period of leave of absence, re-enrollment date</p>	Ahead of enrollment	Global Education Center
<p>2) Submit an application for a leave of absence Your faculty office will e-mail you how to submit the application.</p> <p>★<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></p> <p>【Application】 https://www.hosei.ac.jp/campuslife/guide/shinsei/kyugaku/</p> <p>★Also confirm with your faculty/graduate school below.</p> <ul style="list-style-type: none"> How to submit the 2nd application if it across the academic year. Where to send the transfer form (for the 1st and the 2nd year) 	Ahead of enrollment	Your faculty
<p>3) Payment of absence registration fee</p> <p>* the payee and transfer info will be given by your faculty/Institute later on.</p> <p>*After your re-enrollment to Hosei university, you will receive the tuition fee for the 1st semester and the equivalent amount of absence registration fee as a scholarship.</p> <ul style="list-style-type: none"> Amount: 1st year tuition fee for the 1st semester + 50,000 yen for half a year leave 2nd year 100,000 yen for an annual year, 50,000 yen for half a year leave <p>※Transfer all the amount according to the instructions from your faculty.</p> <p>★<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></p>	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
1) Submit new application for a leave of absence (if across the academic year) ★The application must be submitted for each academic year. See 2) above.	Spring: end of May Fall: end of Oct	Your faculty/ graduate school
2) Payment of absence registration fee (if across the academic year) ★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	-
3) Apply for the Certificate of Eligibility (CoE) ・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
4) Apply for the Scholarship (Returning from Military Service) ・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】

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■ 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
Spring Enrollment	1 st time (~5/31) Leave of absence : Annual leave Tuition for Spring semester + absence fee for Fall semester 50,000yen		2 nd time (~5/31) Leave of absence : Annual leave Absence fee : 100,000yen

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