

Leave of absence, return to school and withdrawal from school

1. About Procedure

(1) Receive necessary formats from the Student Affairs Section of Faculty of Agriculture/ Graduate School of Agricultural Science. Alternatively, formats are also available on our website.

(2) The retroactive application is not allowed. Please submit the required documents to the Student Affairs Section as soon as possible.

(For example, if you wish to take a leave of absence from April 1 or withdraw from the university as of March 31, please complete the procedures by the end of February. If you do not complete the procedures by the designated date, you will be obliged to pay tuition fee for the following year (or semester), so please be sure to meet the deadline).

(3) Contact your supervisor and obtain signature from the supervisor.

2. Leave of Absence Process

(1) Those who wish to take a Leave of Absence for more than 3 months due to an illness or other circumstances should complete a Leave of Absence Form (those with an illness should attach a medical certificate from their doctor) and submit the completed form to the Student Affairs Section of Faculty of Agriculture/ Graduate School of Agricultural Science.

(2) The period of leave of absence may be requested in one-month increments, from the first day of the month following the month in which the application for leave of absence is submitted to the end of any month in the school year. As a general rule, the leave of absence may not extend over more than one academic year.

(3) The first day of the leave of absence period cannot be earlier than the date of receipt of the application for leave of absence.

(4) In order to extend the period of the leave of absence, students must submit an additional Leave of Absence Form before the end of the current leave period. However, leave of Absences must not exceed three years for Ph.D. students, and two years for undergraduate students and Master's students.

(5) More than 3 months of the leave of absence is not counted as period of enrollment. Students may be exempt from paying tuition fees during their leave of absence.

(6) Leave of absence without the permission is counted as period of enrollment and students must pay the tuition fees.

(7) The request cannot be accepted if a student has outstanding financial obligation to the university.

3. Returning from Leave of Absence

Students on leave wishing to return to Tohoku University to resume their studies must complete the following process:

(1) Students must complete a Return from Leave of Absence form and submit it to the Student Affairs Section of Faculty of Agriculture/ Graduate School of Agricultural Science in advance.

(2) At the end of your leave of absence, you must submit a form to notice to return to school to

the Student Affairs Section of Faculty of Agriculture/ Graduate School of Agricultural Science.

4. Withdrawal from school

- (1) Those wishing to withdraw from the school must submit their application to withdraw to the Student Affairs Section of Faculty of Agriculture/ Graduate School of Agricultural Science
- (2) Tuition fees incurred the semester that includes withdrawal date must be paid before their application.

5. Study Abroad

- (1) When students wish to study at a foreign university or other institution (limited to those deemed to be beneficial to his/her education), he/she must submit the "Request for Approval to (Extend the Duration of) Study Abroad" to the Student Affairs Section of Faculty of Agriculture/ Graduate School of Agricultural Science.
- (2) The period of study abroad will be counted as the period of enrollment. Tuition fees must be paid during the period of study abroad.
- (3) If students wish to extend their period of study abroad, he/she must submit the "A Request for Approval to (Extend the Duration of) Study Abroad " to the Student Affairs Section of Faculty of Agriculture/ Graduate School of Agricultural Science.

6. Study at Other Graduate Schools, etc.

- (1) If students wish to take courses or receive research supervision (limited to when it is deemed educationally beneficial) at another graduate school or research institute, students must complete the prescribed application procedures at the Student Affairs Section of Faculty of Agriculture/ Graduate School of Agricultural Science.
- (2) The period of study at other graduate schools is counted as the period of enrollment. Tuition fees must be paid during the period of study.
- (3) If you wish to extend your period of study, you must submit an "修学（期間延長・変更）願" to the Student Affairs Section of Faculty of Agriculture/ Graduate School of Agricultural Science. However, Master's course students may not study at other graduate schools for more than one year.

Student Affairs Section of Faculty of Agriculture/
Graduate School of Agricultural Science
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