(Form No. 1)

Seal of the Professor	
Seal of the Supervisor	

Request for Leave of Absence (Extension)
【休学(延長)願】

Date: year_____month_____day_____

To: Dean of Graduate School of Medicine

Graduate School of Medicine Department _____

Year_____admitted/advanced/transferred: _____year student

Student ID No. | | | | | — | | | — | | | | |

Name _____(Signiture)_____

Address 〒_____(Mobile) Phone_____

_____

E-Mail _____

I hereby request leave of absence (or extension of leave of absence) for the reason indicated below.

◆ Period of leave of absence (extension):
FROM year_____month_____day_____ TO year_____month_____day ____
(If you are already on leave of absence, enter the dates:
FROM year_____month____day_____ TO year_____month_____day_____)

◆ Reason for leave of absence (Circle the applicable one)

1. Overseas travel for study or other reasons
   (Please indicate, in the Further Details blank below, destination country, the name of university and overseas address. You must also submit a "Notification of Overseas Travel" Form.)
2. Change in study plans
3. Employment/Preparation for qualification exam (Please indicate, in the Further Details blank below, the name of the company/organization you will work for, or the qualification for which you are studying.)
4. Family reasons
5. Financial reasons
6. Loss of desire to study
7. Illness/Injury (If you are requesting a leave of absence on medical reason, submit to your Graduate School's Office of Student Affairs a medical certificate from your physician. When you wish to return to the University, submit a Request for Readmission (Readmission after medical leave) together with a Health Certificate (form designated by Kyoto University Health and Medical Service).
8. Other (Specify the reason in Further Details blank below.)

Further Details:_____ _____ _____

Note 1: As a general rule, unless there are exceptional conditions, period of leave of absence shall begin on the first day of a month and end on the last day of a month.
2: If you wish to extend your leave of absence period or to return to the University before leave of absence period expires, you must submit a relevant request form in advance.
3 : After you submit a request, if you do not receive any response from the university before the date of the leave of absence is due to begin, it means that your request has been approved.
4: Signature may be replaced by printed name and seal.