

## Important Notes on leave of absence

### Residence card

- In the event that you take a leave of absence, **it is imperative that you return your residence card and refrain from remaining in Japan under the "Student" residence status for the duration of the leave.** You must promptly depart Japan or adjust your residence status to an appropriate one.
  - \*If you persist in residing in Japan without participating in any study activities consistent with the "Student" residence status for an extended period, typically three months or more, your residency status may be subject to revocation.
  - \*Please seek guidance from OIS if you are unable to depart Japan due to specific circumstances such as illness or pregnancy.
- Please return your card to the Immigration Officer at the airport or a port when you leave Japan.
  - \*You can hold your residence card in case you study aboard while enrolled at Doshisha University.
- Upon returning the residence card, it will be punched a hole and returned to you. Kindly take a photograph of it and submit the image data to OIS using the web form provided below.
- If you change your residence status to another category, kindly inform us by sending a photograph of your new card via email.

### Web form you need to submit

- Please make sure to submit the web form below to provide us with your contact information, your residence status, and any other relevant details.**

<https://forms.office.com/r/PUhGW6cykZ>



### Procedure at ward office or city hall

#### \*In case you leave with terminating the contract of your accommodation

- You are required to submit a "Moving Out Certificate" and return your National Insurance card to the ward office or city hall in your residential district.
- Please proceed with the process of withdrawing from the National Pension scheme at the ward office or city hall in your residential district.

#### \*In case you move out inside Japan

- You are required to submit a "Notification of Moving Out" at the ward office or city hall in your current residential district, and subsequently submit a "Notification of Moving In" at the respective office in your new place of residence.

- Please proceed with the process of withdrawing from the National Pension scheme at the ward office or city hall in your residential district.

\*If you relocate within the same city, there is no need to complete the process of submitting a notification of moving out and withdrawing from national insurance.

### **\*In case you join ‘Comprehensive Renter’ s Insurance for International Students Studying at Doshisha University’**

- Please notify Doshisha Enterprise Inc. of your intent to terminate your contract approximately one week prior to your move-out date. Refunds for any remaining premiums may take up to one week to process.

### **Other procedures**

- Once you have determined your move-out date, it is important to cancel utilities such as water, electricity, gas, internet, and mobile phone services. Please ensure that all necessary payments are settled before departing Japan.
- If you have a bicycle and would like to hand over it to another person, you have to complete the ownership transfer procedure with the new owner before leaving Japan. There are some cases where those who tried to proceed with the procedure after returning to the home country, but failed for lack of required documents. If the ownership transfer procedure has not been completed accordingly, the new owner might be regarded as a larcener.

### **Reduced tuition scholarship while you take a leave of absence**

- During a leave of absence, you are ineligible for the "Reduced Tuition Scholarship" (except in the case of military leave).
- The reduction rate will be reassessed two years after your enrollment at Doshisha University, taking into account your academic performance, including any periods of leave of absence. Therefore, maintaining the original reduction rate may prove challenging.
- If you take a military leave, above measure shall not apply since the military leave is considered as an obligation at your home country. Therefore, the period of military leave is not counted as the term you receive this scholarship and you can get it for two years (4 semesters) that you actually take classes as planned. Also, the updated rate for this scholarship will be determined based on the academic performance during two years you take classes.

### **Procedures of Military Leave** (Only for students who take a military leave)

- You need to submit the certificate of military service (English version) in addition to “request for leave of absence” . Once your military leave is approved, you are eligible for a waiver of the fee normally charged to students taking a leave of absence (60,000yen for a semester/ 120,000yen for a year). Please be sure to submit the certificate to OIS as soon as it is ready to be issued .

\*The certificate of military service must be the original version signed by proper organization or issued via the system of issuing a certificate that is officially approved by government.

- Please submit a “certificate of termination of military service” (English version) to OIS when you finish the military service and return to Doshisha University.
- In the past, there were some students who could not be admitted to start the military service due to the restriction of number of applicant and their leave of absence were handled with regular leave even though they had planned to take a military leave and gone back to their countries. Please consult to OIS or the office of your faculty or graduate school immediately in case your entry of military service is not approved so that you might be able to cancel taking the leave of absence depends on the timing.

### **Procedure of application for student visa after a leave of absence**

- Please contact OIS by email, around 4 to 5 months before you wish to re-enroll for applying Certificate of Eligibility (CoE). We will explain the detail procedure by email.**

\*Please note that you might not be able to get the visa by the date you wish to come back to Japan due to your short notice.