

February 4, 2017

International Student Office

Dear International Students,

Submission of Temporary Leave Report

Please submit the following documents to International Student office before going back to your home country or going to other countries temporarily during holidays.

- 1) Temporary Leave Report (for Privately Financed International Students)
- 2) Temporary Leave Report (for MEXT Scholars)
- 3) 海外渡航届

(Privately Financed International Students who live in Company dormitories)

*For Exchange Students, please submit 1) Temporary Leave Report (Privately Financed International Students).

【Notice】

- 1) Unpaid rent

International Student office occasionally receives a notice from real estate agencies regarding unpaid rent. Please confirm the payment before leaving.

- 2) Office hours during the holiday

Our office hours changes during the holiday, please check the bulletin board/ website for details.