

<Important Notes for students who study abroad while enrolled at Doshisha University※>

※Students who take a leave of absence and study abroad with private finance are excluded from this. Please check the "Important Notes on leave of absence".

Residence Card

- ☐ You can leave Japan with holding your residence card during the period of study abroad by applying the Special Re-entry Permit.

※Only if you return to Japan within one year (two years for special permanent residents) from the date of departure.

- ☐ However, in case your residence status is expired during the period of study abroad, you need to get a new visa before you come back to Japan. Please contact OIS by email, around 4 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.

Procedure at ward or city office

- ☐ You need to submit a "Moving Out Certificate" and return your National Insurance card at the ward office or the city hall in the district of residence in case you leave with terminating the contract of your accommodation. You cannot get the subsidies after you withdraw a National Insurance even if you apply "Kyoto City National Health Insurance Subsidies for the Privately Financed International Students".
- ☐ Please proceed a procedure for withdrawing a National Pension scheme.

【In case you join Comprehensive Renter's Insurance for International Students Studying at Doshisha University】

- ☐ Please submit the notification of termination to Doshisha Enterprise Inc. about a week before you move out. It will take about a week if some of your premium is returned.

Other Procedure

- ☐ You need to cancel the utilities such as water bill, electric bill, gas, internet connection fees, mobile phone, etc. once you decide the date of moving out. Please be sure to leave Japan with making all payments that you need to deal with.
- ☐ 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.

< Important Notes on leave of absence >

Residence card

- ☐ Incidentally, in the case you take a leave of absence, **you must return your residence card and cannot continue to stay in Japan with the resident status as "Student" during the period of leave of absence. You must either leave Japan immediately, or change the status of residence to the appropriate one.**
 - ※If you remain in Japan without engaging in any study activities corresponding to the resident status "Student" for a long time (generally 3 months or longer), your resident status will be revoked.
 - ※Please consult to Office of International Students (hereafter OIS) in case you cannot leave Japan due to a specific reason such as being ill or pregnant.
- ☐ 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.
- ☐ When you return the residence card, it will be punched a hole and return to you. Please take a picture of it and send the photo data to OIS by email.
- ☐ If you change your status to other status, please report us with sending the photo data of new card by email.

Procedure at ward office or city hall

【In case you leave with terminating the contract of your accommodation】

- ☐ You need to submit a "Moving Out Certificate" and return your National Insurance card at the ward office or the city hall in the district of residence.
- ☐ Please make a procedure for withdrawing a National Pension scheme at the ward office or the city hall in the district of residence.

【In case you move out inside Japan】

- ☐ You need to submit a "Notification of Moving Out" at the ward office or the city hall in the district of residence and submit "Notification of Moving in" to the ones at your new residence.
- ☐ You need to make a procedure to withdraw National Insurance card at the ward office or the city hall in the district of residence.
 - ※It is not required to make a procedure of submitting a notification of moving out and withdrawing a national insurance if you move inside of the same city.

【In case you join 'Comprehensive Renter's Insurance for International Students Studying at Doshisha University'】

- ☐ Please submit the notification of termination to Doshisha Enterprise Inc. about a week before you move out.
 - ※It will take about a week if some of your premium is returned.

Please turn over →

Other procedures

- ☐ You need to cancel the utilities such as water bill, electric bill, gas, internet connection fees, mobile phone, etc. once you decide the date of moving out. Please be sure to leave Japan with making all payment that you need to deal with.
- ☐ 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

- ☐ You cannot get "Reduced Tuition Scholarship" during the period of leave of absence.(except military leave)
- ☐ The reduction rate will be updated in two years after you enroll Doshisha University, and it will be determined based on your academic performance including the period of leave of absence. It means it would be difficult to keep the same rate as the original one.
- ☐ 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.

Procedure 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.

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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.

※Around November if you wish to re-enroll from the spring semester

※Around May if you wish to re-enroll from the fall semester

※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.