

Notification of Reason for Class Absence

Course Instructor	Course Title	Day • Period

※Please fill out an extra Notification of Reason for Class Absence form if all your classes do not fit in the above table.

Student Number	
School	
Grade	
Name	

I ask for your understanding that I was/will be absent from class for the following reason.

1. Reason (Please check (✓) the applicable box)

(1) ☐ Illness or injury.

(Supporting documents that prove you have sought medical attention, such as a medical certificate or treatment certificate, copies of hospital receipts, or equivalent.)

(Diagnosis: _____)

(2) ☐ Fieldwork conducted outside of the University as a part of University course work (excluding teacher training and nursing training).

※Must be signed by the course instructor for the relevant fieldwork conducted outside of the University.

(Course Title: _____ Course Instructor's Signature: _____)

(3) ☐ Job searching (including employment tests and interviews but excluding company visits, corporate seminars, internships, unofficial job offer ceremonies, and workshops for provisional hires).

(Please specify: _____)

(4) ☐ Extracurricular activities (when participating in Kanto-Koshinetsu District University Sports Games or other such major all-Japan events).

(Please specify: _____)

(5) ☐ Short Visit as a part of University course work.

(Host Institution Name: _____)

(6) ☐ Other reasons approved by an Administrative Director.

(Please specify: _____)

2. Duration of Absence

From Date (YYYY/MM/DD): / / - To Date (YYYY/MM/DD): / /

3. Department to submit required documents

Please submit required documents to the Educational Affairs Division for reasons (1)(2)(6), to the Global Career Center for reason (3), to the Student Affairs Division for reason (4), or to the TUFS Student Mobility Center for reason (5).

Instructors who have received a Notification of Reason for Class Absence, please note the following:

Students who have submitted a Notification of Reason for Class Absence using this form, bearing an official seal, are recognized as students who meet the criteria for a special provision even though an absence has not been authorized as defined in the “Tokyo University of Foreign Studies Agreement Regarding Undergraduate and Graduate Class Absences.” Students can request consideration regarding absences, but specific considerations will be left to your discretion.

Educational Affairs Division Stamp	Student Affairs Division Stamp	Global Career Center Stamp	TUFS Student Mobility Center Stamp
NO	NO	NO	NO

Tokyo University of Foreign Studies Agreement Regarding Undergraduate and Graduate Class Absences (Excerpt)

Article 4 When a student may apply for special provision even though an absence has not been authorized.

1. When a student is absent from a class for any of the unavoidable reasons given below, special provision may be given for the absence.

(1) Illness (excluding the infection stipulated in Article 3, item 1. (1) in the preceding Article) or injury.

(2) Fieldwork conducted outside of the University as a part of University course work (excluding teacher training and nursing training).

(3) Job searching (including employment tests and interviews but excluding company visits, corporate seminars, internships, unofficial job offer ceremonies, and workshops for provisional hires).

(4) Extracurricular activities (when participating in Kanto-Koshinetsu District University Sports Games or other such major all-Japan events).

(5) Short Visit as a part of University course work.

(6) Other reasons approved by an Administrative Director.

Appended Table 2 (Article 4)

Category	Reason	Duration	Required Documents	Department to submit required documents	Procedures after submitting required documents
1	Illness, injury	For necessary duration	Supporting documents that prove you have sought medical attention, such as a medical certificate or treatment certificate, copies of hospital receipts, or equivalent.	Educational Affairs Division	After the "Notification of Reason for Class Absence" is stamped by the department in charge, it must be submitted to your class instructor.
2	Fieldwork conducted as part of University course work		"Notification of Reason for Class Absence" signed by the class instructor for the relevant fieldwork	Educational Affairs Division	
3	Job search		Documents showing the company name, date, time, and location of the event.	Global Career Center	
4	Extracurricular activity		Documents outlining the sports tournament or other such activity.	Student Affairs Division	
5	Short Visit		Documents issued by the host institution indicate the university conducting the short visit program you will participate in and the duration of the program.	TUFS Student Mobility Center	

※In principle, excluding reasons falling into Category 1, the prescribed procedures must be completed before the absence occurs. Please note that in each case, you will need to submit the university's prescribed "Notification of Reason for Class Absence" which is available at the counter on the 1st floor of the Administration Building, and can also be downloaded from the university's website.

You are only required to prepare one set of supporting documents to submit to the department in charge.