

If you have been/will be absent from class, please follow steps ①–⑤ below.

Please note that in unforeseeable circumstances, it is possible to complete the procedures after the absence if your reason meets the requirements.

(Please check the Course Registration Guide of each year for further details and refer to this while preparing for the following procedures.)

<Steps>



① Check whether you need to submit the Notification of Authorized Absence or the Notification of Reason for Class Absence, and fill in the notification form.

(For reference : Please check the excerpts on page 2 of each notification form for a detailed description of each reason.)

Reason for Authorized Absence	Supporting Documents	Department to submit required documents
• Infection as stipulated in Article 18 of the implementation guidelines for the School Health and Safety Act, or when infection is likely.	Required	Educational Affairs Division Kiroku-Kakari (Undergraduate) tufs-absent@tufs.ac.jp ※This is a dedicated address for the submission of the Notification of Authorized Absence or the Notification of Reason for Class Absence ■ Graduate Students please use the following address ■ kyoumu-daigakuin@tufs.ac.jp
• Commuting to classes is difficult due to bad weather warnings or the stoppage of public transportation.	Required	
• Death of relative (spouse, or relative in first or second degree of kinship).	Required	
• Called to serve as a citizen judge or selected as a candidate to be a citizen judge.	Required	
• Participating in teacher training or nursing care training (excluding prior instruction, meetings, or travel days for teacher training or nursing care training).	Not required	

Reason for Class Absence	Supporting Documents	Department to submit required documents
• Illness, injury (Supporting documents that prove you have sought medical attention, such as a medical certificate or treatment certificate, copies of hospital receipts, or equivalent.)	Required	Educational Affairs Division Kiroku-Kakari (Undergraduate) tufs-absent@tufs.ac.jp ※This is a dedicated address for the submission of the Notification of Authorized Absence or the Notification of Reason for Class Absence ■ Graduate Students please use the following address ■ kyoumu-daigakuin@tufs.ac.jp
• Fieldwork conducted as part of University course work (excluding teacher training and nursing training)	Required	
• Job search (including employment tests and interviews but excluding company visits, corporate seminars, internships, unofficial job offer ceremonies, and workshops for provisional hires)	Required	Student Affairs Division (Global Career Center) cs@tufs.ac.jp

• Extracurricular activities (when participating in Kanto-Koshinetsu District University Sports Games or other such major all-Japan events) • Health Check-up (if the Health Check-up was held at the same time as class)	Required	Student Affairs Division (Student Affairs Section) gakusei-kakari@tufs.ac.jp
• Short Visit as a part of University course work	Required	TUFS Student Mobility Center ryugakushien@tufs.ac.jp

- ② Prepare any required supporting documents.
- ③ Submit any required supporting documents and the Notification of Authorized Absence or the Notification of Reason for Class Absence to either the Educational Affairs Division, the Student Affairs Division, or the TUFS Student Mobility Center via email or at the counter of the department in charge.
- ④ Via email : Students will receive a “Certificate of Receipt” after approval.
At the counter : The Notification of Authorized Absence or the Notification of Reason for Class Absence will be stamped and returned to the student on the spot.
- ⑤ The student will submit the approved Notification of Authorized Absence or the Notification of Reason for Class Absence (and the Certificate of Receipt for submissions via email ③) to the class instructor.

【Examples of submission via email】

Example 1) Notification of Authorized Absence (Death of relative)

Scan and send the Notification of Authorized Absence (filled in) and the funeral announcement to the Educational Affairs Division via email.

⇒ “Certificate of Receipt” is sent to the student by the Educational Affairs Division on approval, which can then be sent to the class instructor via email.

Example 2) Notification of Reason for Class Absence (Illness ※Outside the scope of an Authorized Absence))

Scan and send the Notification of Reason for Class Absence (filled in) and the medical certificate etc. to the Educational Affairs Division via email.

⇒ “Certificate of Receipt” is sent to the student by the Educational Affairs Division on approval, which can then be sent to the class instructor via email.