

Notes for the Preparation and Submission of Withdrawal from School Request

1. Consultation and submission counter

Consultation regarding submission of Withdrawal from School Request is available at the Academic Affairs Office* at your campus.

*Independent Graduate Schools Office for graduate courses in the Graduate School of Business Administration, Graduate School of Social Design Studies, and Graduate School of Artificial Intelligence and Science

2. Withdrawal from School and Academic Fees

The amount of the payments (tuition or academic fees) you need to complete before the submission of the Withdrawal from School Request may differ.

For details, please check the [frequently asked questions about academic fees](#).

3. Course guidebook

Basic principles are described. Please check them in advance.

4. Prohibition of withdrawal

Once submitted, the Withdrawal from School Request cannot be withdrawn, so please consider about it carefully.

5. Inform your supervisor of your decision before submitting your application

Please report to your supervising professor about your withdrawal from school before submitting the Withdrawal from School Request.

6. Submission method, etc.

In principle, the student must submit the request/application in person at the Academic Affairs Office, however submissions via post or by the guarantor are also accepted. Please check [here](#) for details.

7. After submission

If the Withdrawal from School Request is approved by your college/graduate school, A Notice of Withdrawal Permission will be sent to you and your guarantor. Please check the Notice of Withdrawal Permission to confirm the approval. Please note, however, that it takes approximately one month from the Submission of the Withdrawal from School Request before the approval by the college/graduate school you belong to and you receive the notice of permission.

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