

Explanation Letter

(For those who apply for the residence hall application beyond the original expected graduation/completion date of admission)

《Student entry》 ※Students should read the reverse side carefully and complete the box below.

Department		Name	
Student ID		Initial expected graduation/completion date at the time of enrollment	
dormitory you applied for	Ikkyo-ryo / Kokusai Residence Hall / Chuwa-ryo / Keimeikan		
Term of leave of absence(mm-dd-yy)	From / / Till / /	Reason for leave of absence	
Reason for enrollment beyond the Initial expected graduation/completion date			

※Please complete the Student Entry Sheet in advance and then ask your academic advisor to fill it out.

《Academic supervisor entry》 ※Please read the reverse side and fill in the box below.

Academic supervisor 's Findings

For the reasons stated above, I find that the applicant's retention or exceeding his/her years of study is unavoidable. (Please add any additional findings below.)

Date(mm/dd/yy) _____

Signature _____



For those who apply for the residence hall application beyond the original expected graduation/completion date of admission (Retention, etc.)

The following is the operation when applying to move into International Student Housing (Ikkyo-ryo, Chuwa-ryo, and Residence Hall Kunitachi) beyond the original expected graduation/completion date of enrollment.

Expected Graduation/ Completion Date	Reason	Need to do	Permitted period of residence
At the time of initial enrollment	Study abroad, illness, military service, disaster, etc.	Explanation Letter proposed to omit is possible	A year
Exceeding the expected graduation/completion date	(Graduate students only) Writing papers, etc.	<u>Explanation Letter required</u> , same selection as for general applications	
	Retention for personal reasons	<u>Explanation Letter required</u> , some consideration will be given at the time of selection	

(For students who have exceeded the original graduation/completion date of enrollment)

If you wish to move in beyond the original graduation/completion date, you are required to submit an "Explanation Letter from academic advisor" as a rule. However, if the reason for exceeding the original graduation/completion date is only as follows, the submission of an Explanation Letter may be omitted.

- Leave of absence for Study abroad, illness, military service, disaster, etc.

■ Explanation Letter required

- (Graduate students only) If it is deemed necessary for writing a thesis... Selection will be made in the same manner as for general applications.
- Postponement of graduation/completion due to job search...may be partially taken into consideration during the selection process for residency.
- Due to poor academic performance...may be partially taken into consideration during the selection process for residency

■ Explanation Letter may be omitted...Please apply Online Form.

- Due to leave of absence for study abroad, illness, or military service...will not affect the selection.
- ※An Explanation Letter is not required, but the contents may be checked. If a false declaration is made, permission to move in will be revoked.

How to submit a letter

- Submitted by the student himself/herself : at the Student Support Division directly or by mail
 - Submitted by the academic advisor : at the Student Support Division directly or by e-mail
- ※In both cases, the submission deadline is the same as the deadline for the move-in application.

Contact us:
 Accommodation Section, Students Service Division,
 Hitotsubashi University
 1st Floor West Campus (Weekday 8:30~17:15)
 TEL : 042-580-8141 / Email : dormitory@ad.hit-u.ac.jp