

* The Japanese version is the authoritative version, and this English translation is intended for reference purposes only. Should any discrepancies or doubts arise between the two versions, the Japanese version will supersede the English version.

Regulations Concerning Long Term Registration at the Tokyo University of Foreign Studies Graduate School

(March 19, 2019 Regulation No. 56)

Amended: March 26, 2024: Regulation No. 31

Article 1 Purpose

These Regulations provide for necessary matters relating to the long term registration in accordance with Article 8-2 of the Graduate School Regulations of Tokyo University of Foreign Studies Graduate School (hereinafter referred to as the “Graduate School Regulations”).

Article 2 Period of Long Term Registration

- 1 The period of long term registration shall be allowed on a year basis within the period not exceeding the years of enrollment prescribed in Article 9, paragraph 1 and 3 of the Graduate School Regulations.
- 2 The commencement of the long term registration shall be at the beginning of the Spring Quarter for the students admitted in April and the beginning of the Fall Quarter for those admitted in October.

Article 3 Eligible person

Persons eligible for long term registration shall be the students enrolled in the Master’s Program or the Doctoral Program of the Graduate School.

Article 4 Qualifications for Application

Persons qualified for applying for long term registration shall be those who are considered to have difficulty in attending school within the period of study prescribed in Article 8, paragraph 1 and 2 of the Graduate School Regulations because they are in employment (work of not less than thirty (30) hours per week in the case of part-time positions). However, this shall not apply to any person who is in the final or subsequent year of the period of study prescribed in Article 8, paragraph 1 and 2 of the Graduate School Regulations.

Article 5 Extension of Period of Long Term Registration

- 1 Any person who is admitted to long term registration (hereinafter referred to as "Long-Term Student") may extend or shorten the period for long-term registration (hereinafter referred to as "Extension, etc.") with permission if the working environment, etc. changes.
- 2 The shortening of the period of long term registration under the provisions of the preceding paragraph may be allowed up to one (1) year plus the period of study prescribed in Article 8, paragraph 1 and 2 of the Graduate School Regulations.

Article 6 Cancellation of Long Term Registration

Any Long Term Student may cancel their long term registration with permission if his/her working environment, etc. changes. However, this shall not apply to any person who is in the final or subsequent year of the period of study prescribed in Article 8, paragraph 1 and 2 of the Graduate School Regulations.

Article 7 Application Procedure, etc.

- 1 Persons wishing to undertake long term registration shall submit the following documents to the President:
 - (1) Application for Long Term Registration (Attached Form No. 1)
 - (2) Consent of Immediate Manager (Attached Form No. 4)
 - (3) Other documents deemed necessary by the President
- 2 If a Long-Term Student wishes to have Extension, etc. of the period of registration, he/she shall submit the following documents to the President:
 - (1) Application for (Extension/Shortening) of Long Term Registration (Attached Form No. 2)
 - (2) Other documents deemed necessary by the President
- 3 If a Long-Term Student withdraws the long term registration, he/she shall submit an Application for Withdrawal of Long Term Registration (Attached Form No. 3) to the President.
- 4 The procedures under paragraph 1 shall be carried out at the time of the admission procedures in the case of students newly admitted to the University and by the end of January of the year preceding the year to which long term registration applies in the case of the students already enrolled in the University.
- 5 The procedures under paragraph 2 shall be carried out by the end of January of the year preceding the year to which the Extensions, etc. applies.
- 6 The procedures under paragraph 3 shall be carried out by the end of January of the year preceding the final year of the period of study prescribed in Article 8, paragraph 1 and 2 of the Graduate School Regulations.

Article 8 Permission

- 1 The permission under paragraphs 1 through 3 of the preceding article shall be given by the President through deliberation by the Faculty Council.
- 2 The permission under paragraphs 1 and 3 of the preceding article shall be granted only once each while enrolled (including the period from acceptance to admission).
- 3 The permission under paragraph 2 of the preceding article shall be given only once for any one of the Extension, etc. However, if a Long-Term Student desires the Extension, etc. again due to special circumstances, such Extension, etc. may be granted again only if the Faculty Council deems it particularly necessary.

Article 9 Method of Collection of Tuition Fees

Tuition fees for Long-Term Students shall be collected in accordance with Article 3-2 of the Regulations Concerning Tuition and Other Fees of National University Corporation Tokyo University of Foreign Studies.

Article 10 Miscellaneous Provisions

Any matters not set forth in these Regulations concerning the long term registration shall be prescribed separately.

Date:

Application for Long Term Registration

To President for Tokyo University of Foreign Studies

I hereby file an application for the long term registration as follows, together with necessary documents.

Examinee Number or Student ID		Field of Study	
Name in Hiragana Name	Seal		
Work Address, etc.	Zip Code		
	Tel		
Desired Period of Long Term Registration, etc.	Desired period of long term registration: year(s)		
	From	(start) to	(scheduled completion)
Reasons for Desiring Long Term Registration			
Academic Supervisor's Opinion (Note that the applicant does not fill in this field.)			
	Academic Supervisor _____ Seal		

Date:

Application for (Extension/Shortening) of Long Term Registration

To President for Tokyo University of Foreign Studies

I hereby file an application for (extension/shortening) of the long term registration, together with necessary documents.

Student ID		Field of Study	
Name in Hiragana Name			Seal
Place of Work			
Work Address, etc.	Zip Code		
	Tel		
Current Period of Long Term Registration	From	to	(years)
Desired Period of Long Term Registration	From	to	(years)
Reasons for Desiring to Change the Period of Long Term Registration and the Course Plan after Change			
Academic Supervisor's Opinion (Note that the applicant does not fill in this field.)			
	Academic Supervisor _____		Seal

Date:

Application for Withdrawal of Long Term Registration

To President for Tokyo University of Foreign Studies

I hereby withdraw the long term registration.

Student ID		Field of Study	
Name in Hiragana Name	Seal		
Period of Long Term Registration	From	to	(years)
Reasons for Desiring to Change the Period of Long Term Registration and the Course Plan after Change			
Academic Supervisor's Opinion (Note that the applicant does not fill in this field.)	Academic Supervisor _____ Seal		

Date:

Written Acceptance

To: President of Tokyo University of Foreign Studies

(Title and name of immediate manager at place of employment)

Name, etc. of
Company _____

Title _____

Name _____

Official Seal

I hereby agree that the person indicated below may attend (enroll in) your graduate school while employed by us.

Student ID (Examinee Number): _____

Name: _____