

## Application for Courses Taken while Studying Abroad

Date:  
(Month DD, YYYY)

Student ID No.:

School, Department:

Name:

I hereby request permission to register for the following course(s) which will be taken during my study abroad period (including online participation), or during my overseas stay for education and research activities. I pledge to concentrate on the activities abroad while taking classes of the course(s) to which I am admitted.

Quarter	Course no.	Course title

Note: Applicants must obtain prior consent from the chairs of their departments, and attach supporting documentation (e.g., copy of email correspondence between the applicant and the chair).

I hereby agree that the above-named student may take online classes of the above-listed course(s) during his/her study abroad, as it is mandatory for the completion of his/her degree program. An understanding exists that this will not interfere with the achievement of the objectives of his/her study abroad.

Department Chair\_\_\_\_\_

(sign or seal)

## Procedure

1. Consult your academic supervisor (or academic advisor if you have not started the independent research project) to determine which course(s) provided by Tokyo Tech you will take during your study abroad or overseas stay period. Then fill in the “Application for Courses Taken while Studying Abroad” (“Application”) form, and obtain approval from the chair of your department. Please submit the completed form along with the “Request to Study Abroad” by email to the Student Division.  
If unable to determine the course(s) in time for submission of the Request to Study Abroad form, submission of the Application form can be delayed until one week prior to the start of the course registration period. Make sure to send the form to the Student Division after obtaining approval from the department chair.
2. Register for the course(s) via the Web System for Students and Faculty, as a regular process, during the course registration period designated for the semester.
3. After completion of your course registration, the Student Division will collate the information on the Web System and on the Application form, and will ask you to cancel or add course(s) if there is inconsistency.
4. If you need to register for additional course(s), please revise the Application form upon consultation with your academic supervisor (or academic advisor). Write the information of the additional course(s) in red on the form, obtain approval from the department chair, and submit the form to the Student Division. The Student Division will then process your registration for the course(s).
5. To cancel course(s), please take the necessary procedure during the course cancellation period.