

(English follows)

留学期間中における本学授業科目履修届

申請日 年 月 日

学籍番号：

所属（学院・系）：

氏名：

留学（オンライン含む）および海外渡航（教育研究活動）期間中の授業履修について、留学期間中は留学に専念することを誓約の上、下記のとおり申請いたします。

記

クォーター	科目コード	科目名

※履修届は、授業開講学期ごとに提出ください。授業開講学期以外の科目は申請できません。

※既に履修申告済みの科目についても、留学期間と授業開講期間が重複している科目がある場合は、履修届の提出が必要です。

※申告取消が必要な場合は、ご自身で申告取消を行ってください。ただし、申告取消は、期限を過ぎた場合には一切受け付けられませんので、期限を厳守してください。

留学目的を妨げないことを前提として、学修の都合上、やむを得ず、留学期間中に当該学生が上記本学のオンライン授業科目を履修することを承認します。

系主任 (T2APPs で承認)

【手続き方法】

◆これから留学に行く方（現在の身分：在学）

身分「在学」の場合は、教務 web システム上で、通常通り履修申告が可能です。ただし、今回の海外渡航が単位となる授業科目以外の科目を履修する場合は、履修届を提出してください。

- 1) 留学期間と授業開講期間が重複している科目がある場合は、履修届を指導教員(特課研未開始の学生はアカデミック・アドバイザー)と相談の上、作成してください。
- 2) 留学願を T2APPs 上で提出する際に、「I. 留学期間中の本学授業科目履修希望について（該当者のみ入力）」欄で、授業履修年度と学期を選択の上、履修届をアップロードしてください。
- 3) 各学期の履修申告期間に、ご自身にて、通常どおり教務 web システム上で履修申告をしてください。
- 4) 申告取消がある場合は、申告取消期間中にご自身で行ってください。
既に履修申告済みの場合は、教務 web システム上の申告科目と履修届に記載の科目を照合し、必要に応じて申告取り消しを行ってください。
- 5) 2) で履修届を提出した後に追加申告を行う場合は、教務 web システム上で追加申告を行うとともに、追加申告分の履修届を指導教員(特課研未開始の学生はアカデミック・アドバイザー)と相談の上、作成してください。

先に提出した留学願が T2APPs で教務課の承認登録前であれば、**取り下げ**のうえ、再度、上記 2) を行ってください。一方、教務課の承認登録後であれば、留学願を**改訂**し、再度、上記 2) を行ってください。

◆すでに留学中の方（現在の身分：留学）

身分「留学」の場合は、教務 web システム上で、名前の右側に[留学]と表示されます。身分「留学」では、講究科目、様式第 8 号申請科目以外は履修申告不可のため、履修届の内容を確認し、教務課が代理で手続きを行います。

- 1) 留学期間と授業開講期間が重複している科目がある場合は、履修届を指導教員(特課研未開始の学生はアカデミック・アドバイザー)と相談の上、作成してください。
- 2) 東工大ポータルより T2APPs にログインし、「I. 留学期間中の本学授業科目履修希望について（該当者のみ入力）」欄で、授業履修年度と学期を選択の上、履修届をアップロードしてください。

履修届のアップロードは、原則**履修申告期間開始 1 週間前まで**に行ってください。

※今回の海外渡航が単位となる授業科目については、履修届の記載は不要です。

科目コードと科目名を記載の上、教務課学務グループ宛に履修申告依頼のメールをお送りください。留学期間が終了し、身分が「在学」に戻ってから追加申告を行うことも可能です。

- 3) 申告取消がある場合は、申告取消期間中にご自身で行ってください。
- 4) 2) で履修届を提出した後に追加申告を行う場合は、追加申告分の履修申告届を指導教員(特課研未開始の学生はアカデミック・アドバイザー)と相談の上、作成し、教務課学務グループ宛に履修申告依頼のメールをお送りください。

先に提出した留学願が T2APPs で教務課の承認登録前であれば、取り下げのうえ、再度、上記 2) を行ってください。一方、教務課の承認登録後であれば、留学願を改訂し、再度、上記 2) を行ってください。

Application for Courses to Be Taken while Studying Abroad

Date:

(Month DD, YYYY)

Student ID No.:

School, Department:

Name:

I hereby request permission to register for the following courses 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 courses to which I am admitted.

Quarter	Course no.	Course title

Notes:

- Application must be made for each semester in which the courses are offered.
- Application using this form is required if courses previously registered through the Web System for Students and Faculty overlap with the study abroad period.
- Cancellation of registration, if necessary, must be done by the student during the designated cancellation period. Cancellations will not be accepted after the cancellation deadline.

I hereby agree that the above-named student may take online classes of the above-listed courses 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 _____

(Approval granted through T2APPs)

Procedure and points to note

- For students planning study abroad (current status: “studying on campus (在学)”)
 1. Please consult with your academic supervisor (or academic advisor if you have not started the independent research project) if any courses you intend to take overlap with your study abroad period, and complete this form.
 2. When submitting your “Request to Study Abroad” through T2APPs, go to the “I. Intention to take courses offered by Tokyo Tech during the study abroad period (if applicable)” section, select the academic year and semester in which the courses you intend to take are offered, then upload this form.
 3. When registering, follow the regular procedure using the Web System for Students and Faculty during the designated registration period.
 4. Cancellation of registration, if necessary, must be done by the student during the designated cancellation period.

Select the courses to be cancelled from among those registered on the Web System for Students and Faculty, and submit a cancellation request. Make sure you do not cancel courses you are planning to take during your study abroad period (courses indicated in this form).
 5. To add courses to be taken after submitting this form (see item 2 above), send a request for registration of additional courses through the Web System for Students and Faculty. Also, complete this form again, in consultation with your academic supervisor (or academic advisor if you have not started the independent research project).

When approval for your request to study abroad is not yet recorded by the Student Division on T2APPs, cancel and renew the request by going through the procedure in item 2 again.

If the approval has already been registered on T2APPs, revise the “Request to Study Abroad” and submit it by following the procedure specified in item 2 above.
- For students already studying abroad (current status: “studying abroad (留学)”)

If you are currently participating in a study abroad program, you will see the status “studying abroad (留学)” beside your name on the Web System for Students and Faculty.

Students who are studying abroad are not allowed to register for courses offered by Tokyo Tech other than the research seminars and courses submitted in Form No. 8. Registration for those courses, if required, will be handled by the Student Division.

 1. Please consult with your academic supervisor (or academic advisor if you have not started the independent research project) if any courses you are planning to take overlap with your study abroad period, and complete this form.

2. Log in to T2APPs from the Tokyo Tech portal website, go to the “I. Intention to take courses offered by Tokyo Tech during the study abroad period (if applicable)” section, select the academic year and semester in which the courses you intend to take are offered, then upload this form. This must be completed within one week before the start of the course registration period, in principle.

Note: This form is not necessary for courses that can be credited on the basis of your study abroad program. acquired through your study abroad program. If you wish to be credited for such courses, send an email to the Undergraduate Services Group at the Student Division requesting registration for the courses (include course numbers and titles).

You may also register for the courses after your return to Tokyo Tech, when your status reverts to “studying on campus (在学).”

3. Cancellation of registration, if necessary, must be done by the student during the designated cancellation period.
4. To add further courses after submitting this form (see item 2 above), complete the form again, in consultation with your academic supervisor (or academic advisor if you have not started the independent research project), and send it by email to the Undergraduate Services Group at the Student Division.

In cases where approval for your request to study abroad is not yet recorded by the Student Division on T2APPs, cancel and renew the request by going through the procedure in item 2 again.

If the approval has already been registered on T2APPs, revise the “Request to Study Abroad” and submit it by following the procedure specified in item 2 above.