

● Procedures for study abroad and leave of absence

Studying abroad requires students to change their status at Tokyo Tech to either “study abroad” or “leave of absence” based on conditions of the program. Please ask study abroad program officers or the Student Division for details.

Points to be checked	Study abroad	Leave of absence (due to overseas travel approved by Tokyo Tech)
Duration	Bachelor's students: From 31 days up to 1 year (can be extended up to 2 years in total) Master's students: From 31 days up to 1 year (can be extended by 6 months) Doctoral students: From 31 days up to 1 year (can be extended by 1 year)	Bachelor's students: From 2 months up to 1 year (can be extended up to 3 years in total) Master's students: From 2 months up to 1 year (can be extended up to 2 years in total) Doctoral students: From 2 months up to 1 year (can be extended up to 3 years in total)
Standard duration of study Bachelor's program: 4 years Master's program: 2 years Doctoral program: 3 years	The study abroad period is included in the standard duration of study.	The study abroad period is not included in the standard duration of study.
Limit on enrollment period Bachelor's program: 8 years Master's program: 4 years Doctoral program: 6 years	The study abroad period is included in the enrollment period.	The study abroad period is not included in the enrollment period.
Tuition for Tokyo Tech during the study abroad program	Payable	Waived
Transfer of credits from the study abroad program to Tokyo Tech	Available	Available Submit Study Abroad Plan and Intended Field of Study forms along with the Request for Leave of Absence.
Documents required to change status at Tokyo Tech	Documents required (to be submitted online via T2Apps) <ul style="list-style-type: none"> ● Request to Study Abroad (Fill out the form using T2Apps) ● Study Abroad Plan (Fill out the form using T2Apps) ● Letter of acceptance from a host university ● Intended Field of Study (Fill out the form using T2Apps) Submission deadline Two months prior to the expected start date Where to submit Undergraduate students: Undergraduate Services Group, Student Division (Ookayama campus) Undergraduate Services staff, Suzukakedai Student Group, Student Division (Suzukakedai campus) Graduate students: Graduate Services Group, Student Division (Ookayama campus) Graduate Services staff, Suzukakedai Student Group, Student Division (Suzukakedai campus)	Documents required <ul style="list-style-type: none"> ● Request for Leave of Absence ● Study Abroad Plan ● Letter of acceptance from a host university ● Intended Field of Study (if requesting credit transfer) Submission deadline One month prior to the expected start date