

[24] Certificates, Request Forms, Application Form

Type of Certificate	Location	Remarks
<ul style="list-style-type: none"> • Certificate of Attendance • Official Transcript • Certificate of Expected Graduation • Certificate of Expected Completion of Teacher Training Program 	<p>Automatic Certificate Issuing Machine in Shiko-kan 1F lobby, Ryoshin-kan 1F, Kambai-kan 1F and Jinshin-kan 1F</p>	<p>Student ID Card needed</p> <p><Current students></p> <p>-100 yen per document (Japanese) -300 yen per document (English)</p> <p><Non-current students></p> <p>Purchase application form from machine; take it to the Graduate School of Global Studies Office</p> <p>-300 yen per document (Japanese) -500 yen per document (English)</p>
<ul style="list-style-type: none"> • Certificate of Expected Acquisition of Curator Qualification • Certificate of Completion of Curator Program • Certificate of Expected Acquisition of Librarian Qualification • Certificate of Completion of Librarian Program • Certificate of Expected Completion of School Library Teacher Program 	<p>Center for License and Qualification (Ryoshin-kan 1F)</p>	<p>-100 yen per document for current students -300 yen per document for non-current students</p> <p>Please note that it takes one week to issue Certificate of Completion of Curator/Librarian Program.</p> <p>Please note that it takes one day to issue the other documents.</p>
<ul style="list-style-type: none"> • Certificate of Commuter Pass • Document certifying that Ph.D. student was enrolled in program for more than 3 years and withdrew from Doshisha University without submitting Dissertation 	<p>GSGS Office (Shiko-kan 1F)</p>	<p>- Free of charge -300 yen per document</p>
<ul style="list-style-type: none"> • Certificate of Graduation • Certificate of Withdrawal 	<p>GSGS Office (Shikokan 1F)</p>	<p>-300 yen per document (Japanese) -500 yen per document (English) (Approximately 3 days to issue English certificate)</p>

Type of Application	Location	Remarks
<ul style="list-style-type: none"> • Certificate of Health Examination 	Automatic Certificate Issuing Machine in Shiko-kan 1F lobby.	<ul style="list-style-type: none"> -For employment purposes, issuance period will be posted on message boards of GS and Health Center. -For scholarship application purposes, issuance takes approximately 10 days. Ensure enough time to apply at Health Center.
<ul style="list-style-type: none"> • Other certificates Documents certified by Doshisha University (for example, reports on student) 	GSGS Office (Shiko-kan 1F)	<ul style="list-style-type: none"> -100 yen per document (Japanese) -500 yen per document (English) (Takes 1 week for issuance)
<ul style="list-style-type: none"> • Bicycle Parking Permit Stickers <p>*required to take Bicycle Safety Class</p>	Shiko-kan Gate Security or other gates on Imadegawa Campus	-Student ID Card and Certificate of Commuter Pass needed
Request for Leave of Absence	GSGS Office (Shiko-kan 1F)	<p>For 1 or 2 semesters' leave of absence due to sickness or other unavoidable circumstances, students must submit <u>Leave of Absence Request before the start of the semester for which you take a leave.</u></p> <p>Students must pay 120,000 yen to take leave of absence for two semesters, 60,000 yen for one semester.</p> <p>Interruption period cannot be longer than 2 years in Master's Program, 3 years in Ph. D. Program</p>
University Withdrawal Form	GSGS Office (Shiko-kan 1F)	<p>For withdrawal due to sickness or other unavoidable circumstances, students must submit <u>University Withdrawal Form by the last day of a semester.</u></p> <p>Students who do not pay tuition will be expelled from the university.</p>
Re-admission Form	GSGS Office (Shiko-kan 1F)	Students who withdraw from university for less than five years can apply to Committee of Faculty for approval of re-admission.