

## 2-4. Temporary Leave / Internship

### Temporary Leave

If you need to leave Japan temporarily during your authorized period of stay, you are required to fill out a “Request for Temporary Leave” form and submit it to the Program Management Team (PMT) at least two weeks prior to your planned date of departure. Before making any plans, you must confirm that your plans will not conflict with your study and other academic events at GRIPS.

The form is available at the PMT counter, or you can download it from GRIPS Portal Site for Students at Notice board. Before you submit the form, fill in the names of the classes you will miss during your trip, obtain permission from the professor of each class (including your advisor for Independent Study / Policy Paper / Policy Proposal Paper and intensive courses), and obtain the approval of the Program Director (Master’s Program) / Advisor (Doctoral Program).

You are not required to apply for a re-entry permit if you possess a valid passport and Residence Card, and will return to Japan within one year of your departure. Make sure to take your Residence Card on your trip, since you must show it when you leave and re-enter Japan. For the details, please visit the website of the Immigration Services Agency of Japan.

([https://www.moj.go.jp/isa/immigration/procedures/minashisainyukoku\\_00001.html?hl=en](https://www.moj.go.jp/isa/immigration/procedures/minashisainyukoku_00001.html?hl=en))

Also, as soon as you come back to Japan, you must notify PMT of your return and sign the “Confirmation of Return” section of the “Request for Temporary Leave” form.

### Internship

Students who wish to participate in internships (except for activities regarded as part of classes at GRIPS), whether in Japan or abroad, are required to complete the following steps.

1. Please obtain the permission of your program director  
(if you are a doctoral student, the permission of your advisor as well) before applying for internship or other programs outside GRIPS.

2. Submit a “Notification of Internship Participation”

Please submit the completed form to the Program Management Team (PMT) of the Academic and Student Affairs Division at least two weeks prior to the planned start date of your internship.

Please note that when international students participate in internships outside Japan, they are also required to submit a “Request for Temporary Leave” form.

These forms are available at the PMT counter, or you can download them from GRIPS GATEWAY system (G-way) at Notice board.

3. Insurance

Please apply for the following insurance at the Student Office.

- Personal Accident Insurance for International Students

\*If you already have this insurance, you do not need to apply again.

4. Confirmation of return

Please sign a “Confirmation of Return” form at the PMT counter when you come back from your internship.