

## 2-6. Changes of GRIPS Student Status

	Maximum Period of Enrollment	Period for Leave of Absence
Master's Program	4 years	4 years
Doctoral Program	6 years	4 years

### Leave of Absence

#### Conditions

In the event that you cannot attend school for more than three months for a compelling reason such as an illness, you may take a leave of absence once you have obtained the permission of the President of GRIPS.

#### Duration

Students may take a leave of absence for a period of up to four years. The period of the leave of absence will not count toward the maximum period of enrollment, i.e., four years for the master's programs and six years for the doctoral programs.

#### Procedure for Applying for a Leave of Absence

1. Must consult your main advisor and program director regarding your plan of study (coursework and dissertation).
2. Must complete the following steps before applying for a leave of absence.
  - Return all books that you have borrowed from the GRIPS Library.
  - Clean out your desktop and desk drawers.
  - Check regarding your scholarship matters (if applicable).
  - Pay any unpaid tuition (if applicable).
3. Apply for a leave of absence via [the GRIPS online system](#), in principle at least **three weeks before the date (at the beginning of a month) on which you expect to begin your leave**. If you are applying for a leave of absence because of an illness, please submit a medical doctor's report.
4. After your leave of absence has been approved, Academic Support Team (AST) will issue a *Permission for a Leave of Absence* and will either place it in your mailbox or mail it to your home address.

#### Tuition Fees

In general, students are exempt from paying tuition while on leave of absence. However, if you take a leave of absence in the middle of a term, your tuition for that term will not be refunded. Please notify us in writing by March 1 if you know you will be taking a leave of absence in the Spring or Summer term (April-September) and by September 1 if you know you will be taking a leave of absence in the Fall or Winter term (October-March).

Note: If you do not give advance notice, you will be required to pay six months' tuition.

#### Services

The following services will be available to you during your leave of absence.

- Issuance of certificates (e.g., transcript)
- Use of your GRIPS email address

## 2. Various Procedures

- Use of GRIPS library (You must return all books that you have borrowed before applying for a leave of absence; after you have done so, you will be able to use the library during your leave.)

### Extension

If you would like to extend the duration of your leave of absence, please make sure to consult your main advisor and program director, and then apply for an extension via [the GRIPS online system](#), in principle three weeks before the end date of your current leave period.

### Address Change

If you change your address during your leave of absence, please fill out a [Notification of Address Change form](#) and submit to AST.

## Reenrollment

### Procedure for Reenrollment

Please make sure to consult your main advisor and program director and apply for reenrollment through the GRIPS online system, in principle at least three weeks before your expected reenrollment date.

### Reenrollment Before Expiration

You can reenroll in GRIPS (with the President's permission) even before your leave of absence expires. Please consult your main advisor and program director and apply for reenrollment via [the GRIPS online system](#), in principle at least three weeks before your expected reenrollment date (**at the beginning of a month**).

## Withdrawal

### Procedure for Applying for Withdrawal from GRIPS

1. If you intend to withdraw from GRIPS, you must seek guidance from both your main advisor and program director, and apply for withdrawal via [the GRIPS online system](#), in principle at least three weeks before your expected withdrawal date (**at the end of a month**). If your withdrawal is for reason of illness, please submit a medical doctor's report to AST.
2. Must complete the following steps before applying for withdrawal.
  - Return all books that you have borrowed from the GRIPS Library.
  - Clean out your desktop and desk drawers.
  - Check regarding scholarship matters (if applicable).
  - Pay any unpaid tuition (if applicable).
3. Turn in your student ID card at AST.
4. After your withdrawal has been approved, AST will issue a *Permission to Withdraw from GRIPS*. If you hand in your ID card by mail, AST will either send the permission letter as a PDF or mail it to your home address.

## Inquiries

Academic Support Team (AST)  
Academic and Student Affairs Division  
Extension: 6042  
Tel: +81-(0)3-6439-6042  
E-mail: [ast@grips.ac.jp](mailto:ast@grips.ac.jp)

## **Current GRIPS master's students who intend to pursue Ph.D. studies at GRIPS**

1. GRIPS master's students who expect to receive their master's degree in September 2026 may apply for the following Ph.D. programs:

- GRIPS Global Governance Program (G-cube)
- Policy Analysis Program
- Science, Technology and Innovation Policy Program

2. Tentative schedule

- April 2026: Application guidelines released.
- May 2026: Applicants must obtain approval of their application from: (1) their current scholarship sponsor (if applicable); (2) the director of their current master's program; and (3) the director of the Ph.D. program to which they wish to apply.
- Late May 2026: End of receipt of applications.
- July 2026: Screening of applications ends: applicants notified of screening results.

3. To be eligible for admission to the above Ph.D. program, applicants must have completed a GRIPS master's program with good grades. Significant relevant work experience is an advantage.

4. Applicants who are currently employed should, prior to applying, obtain their employer's approval of their plan to apply.

5. Please note that GRIPS will NOT provide any scholarships, such as the GRIPS Fellowship, to students who will enroll in one of the Ph.D. programs in October 2026. Those who need financial assistance are strongly encouraged to explore financial aid opportunities offered by various public and private organizations.

6. The GRIPS Admissions Office will release further details by the end of April 2026 and will e-mail them to current master's students.

## **Inquiries**

Admissions Office

E-mail: [admissions@grips.ac.jp](mailto:admissions@grips.ac.jp)