Request Letter for Special Permission

to Enroll in Three Japanese Language Class Sessions Per Week

To the Director of the Center for Global Education, the University of Tokyo,

I am writing to formally request special permission for the student below to enroll in three Japanese language class sessions (periods) per week during his/her exchange study at the University of Tokyo. I understand that, under any circumstances, no more than three class sessions (periods) per week may be taken.

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| Student Name |  |
| Home University |  |

Note: There are no restrictions on non-credit-bearing Japanese language programs.

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| Responsible Person at the student’s HOME UNIVERSITY |
| Name |  |
| Affiliation/Position |  |
| E-mail |  |
| Signature |  | Date | (year) (month) (day) |