

About Application for Tuition Fees Exemption in the First Semester in 2024

1. On Application

Those who want to have exemption from tuition fees should keep the following in mind.

- (1) **Late application for tuition fees exemption will not be accepted.**
- (2) If some falsity is found in the submitted documents, the granted exemption will be revoked.
- (3) If necessary documents have not been submitted, the student's application will be excluded from the screening process.
- (4) **The results are determined within the limited budget, so your application may not be accepted even though you meet the standards.**
- (5) If you have any question about application in advance, please contact a person in charge as mentioned in 7.

2. On Application Documents

Please confirm "Guidebook on Application for Tuition Fees Exemption (hereafter "Guidebook")" and submit assorted documents necessary for the application.

Please consult the following procedures as a reference.

- (1) Fill out the **application form for tuition fees exemption [Form 1-1] as of April 1 (base date)** with the reasons for application. (See page 9 in the Guidebook).
- (2) **Fill out the Record of Household Finances [Form 2-1]** with the situation of the applicant and the family **as of April 1**. (See page 13 in the Guidebook).
 - ***The members of the family include those who live together, and those who do not live together but are dependent on the same household finance.**
 - *Privately funded international students are required to describe the situation of the applicant himself/herself and those members of the family who are in Japan with the applicant.
- (3) Assort the necessary documents concerning the applicant himself/herself and the family as filled out in (2) after confirming them by consulting the Guidebook. (See pages 3-7 in the Guidebook).
 - *The size of documents must be standardized on A4 size. If the size of the document is smaller than A4, it should be pasted on the A-4 sized paper.
 - ***Please submit a school certificate issued as of the date later than April 1** by April 19 (Friday).
 - *To those privately funded international students who came to Japan after January 2 in 2023, no taxation certificate will be issued. So, enter the date of arrival in Japan into the application form for tuition fees exemption [Form 1-1].
- (4) Based on documents regarding the income among the assorted documents as in (3), fill out the appropriate columns regarding the income in the Record of Household Finances [Form 2-2] and write the total amount of income into the column of gross income in the Record of Household Finances [Form 2-1] with a "**pencil**". (See pages 13-14 in the Guidebook).
 - *If there are plural sources of income, please confirm the following items in each of them: "content of the income", "whether there is income continuously in this year also", and "the period (in year) of continued employment".
- (5) Concerning Confirmation of Status of Scholarship Entitlement [Form 3].
If you receive scholarship other than that of Japan Student Service Organization, you are also required to submit a copy of document (Notification of Appointment, Scholarship Certificate, etc.) which indicates the term, amount of money, distinction whether it is a scholarship loan or non-refundable scholarship.

3. On Submission of Application Documents

(1) **Deadline of Submission of Application Documents:** **5 pm, April 5 (Friday) (strict)**

*Time of submission of documents is from 9 am to 6 pm, except for the last day.

*If it is difficult for you to proceed with the application in Japanese, please come to the room with your supervisor or a Japanese student.

(2) Place to submit documents:

Office of Bursary Support Group, Student Support Division (Second floor, Student Support Center)

(3) Others

① Even if all documents are not completely ready by the deadline date, documents are accepted. Never fail to make application by the deadline.

*No documents will be accepted after the deadline [5 pm, April 5 (Friday)].

② If there is defect or inadequacy in the documents at the time of submission, we will hand out “Check List of Submitted Documents” in which inadequate documents etc. are shown. Please assort the necessary documents by the specified date, and submit them together with the Check List to the Office of Bursary Support Group (second floor of Student Support Center).

③ There may be a case where some inquiry is made from University concerning the documents after their submission. The applicant is required to register the telephone number of Bursary Support Group (0852-32-6063) in the cellphone.

4. Notification of the Results etc.

(1) Time of notification of the results: Middle of July (Plan)

(2) Way of notification: Announcement will be made on the *gakumu joho* system (educational information system) board that results have become available.

*Results of tuition fees exemption will be notified through *gakumu joho system* to each applicant. Confirmation procedure will be posted on the bulletin boards.

*If you have difficulty in checking information on the *gakumu joho system*, we will give information at the window.

5. Communication concerning Tuition Fees Exemption

Communication from University is done, in principle, by posting the information on bulletin boards. Therefore, please make it a custom to check the *gakumu joho system* board.

It is responsibility of the student to take care not to overlook the information to avoid disadvantage or inconvenience incurred by overlooking the information. So, be cautious.

6. On Application for Tuition Fees Exemption in the Second Semester

Those who have applied for tuition fees exemption in the “first semester” and want to apply for it also in the “second semester” are required to **submit the documents within the application period** by any means, in order for us to be able to confirm the situation of household finances and family status during the first semester (April 1 – September 30 in 2024). For more detail, see page 7 in the Guidebook.

Submission period etc. will be notified on the bulletin boards and University HP in late July.

7. Where to inquire.

Bursary Support Group, Student Support Division (2nd floor, Student Support Center)

TEL: 0852-32-6063