

2026 年度 授業料免除申請書類チェックシート
FY2026 Tuition Fee Exemption Application – Supporting Documents Checklist

学籍番号 : _____ 氏名 : _____
Student ID Number: _____ Name: _____

☐に✓チェックをつけ、申請書類と併せて提出してください。
Please check each box and submit this checklist together with your application documents.

全員が必ず提出する書類

Documents Required for All Applicants

- ☐ 様式 1-1 : 授業料免除申請書
Form 1-1: Application Form for Tuition Fee Waiver
- ☐ 様式 2-1, 2-2 : 家庭調書
Forms 2-1 & 2-2: Household Information Forms (Details of family members and household finances)
- ☐ 様式 3 : 奨学金受給状況確認書
Form 3: Confirmation of Scholarship Status
- ☐ 様式 11 : 独立生計者経済状況申告書
Form 11: Declaration of Financial Status (Self-Supporting Student)
- ☐ 世帯全員の住民票 原本 (「世帯全員の住民票の原本と相違がない」と記載されたもの)
Original copy of the Resident Record (Jūminhyō) showing all household members
(Certified as identical to the original resident record for all household members)
- ☐ 2026 年度所得・課税証明書 原本 …※
Certificate of Income and Taxation for Fiscal Year 2026 (Original)
- ※ (注) 例 : 本人, 配偶者, 子 (中学生), 子 (5 歳) で申請する場合は本人, 配偶者の分が必要
Example: If the household consists of the applicant, spouse, a child (junior high school student), and a child (5 years old), income certificates are required only for the applicant and spouse.
- ① 申請者本人は必ず提出が必要です。
The applicant is required to submit this certificate, unless exempt under item ② below.
- ② 2025 年 1 月 2 日以降に日本に来日した方は提出不要
Persons who entered Japan on or after January 2, 2025 are not required to submit this certificate.
- ③ 所得税・住民税の課税額 (所得割・均等割) について記載された証明書である必要があります。
The certificate must indicate the assessed amounts of income tax and local inhabitant tax (residence tax), including both the income-based portion and the per-capita portion.
- ④ 小学校就学前の方, 就学者 (本人及び配偶者を除く) の提出は不要です。
Certificates are not required for children below elementary school age, or for other students in the household except the applicant and spouse.

様式 2-1 : 家庭調書

Forms 2-1 & 2-2: Household Information Forms (Details of family members and household finances)

申請日現在の家族人数で申請していますか? ※1 人で日本に住んでいる場合 → 1 人

Are you applying based on the number of family members as of the application date?

If you live alone in Japan, your household size should be counted as one (yourself only).

☐ はい

Yes

様式 3 : 奨学金受給状況確認書

Form 3: Confirmation of Scholarship Status

国や学校, 企業等から奨学金を受給していますか?

Do you currently receive any scholarships from the government, educational institutions, companies, or other organizations?

☐ いいえ ☐ はい → 奨学金決定通知書等の (写)

No

Yes

Submit a copy of the scholarship award notification or related documents.

様式 11 : 独立生計者経済状況申告書

Form 11: Declaration of Financial Status (Self-Supporting Student)

(1) 収入項目「定職」「アルバイト」に記入がありますか?

Have you entered any amount under the income items "Regular employment" or "Part-time work"?

☐ 該当しない

Not applicable

裏面に続く

☐ はい (定職の場合) → 様式 4 : 給与支払 (予定) 証明書,
様式 5 : 給与以外の所得見込みに関する 申立書 又は 源泉徴収票 (写)
Yes (Regular employment) → Submit Form 4: Certificate of Salary Payment (or Expected Salary Payment),
Form 5: Statement of Expected Income Other Than Salary, or a copy of the Withholding Tax Statement.

☐ はい (アルバイトの場合) → 様式 7 : アルバイト料支払い証明書 又は 源泉徴収票 (写)
Yes (Part-time work) → Submit Form 7: Certificate of Payment for Part-Time Work, or a copy of the Withholding Tax Statement.

- (2) 収入項目「TA・RA・SA チューター等」に記入がありますか?
Have you entered any amount under the income item "Teaching Assistant (TA), Research Assistant (RA), Student Assistant (SA), or other university-paid tutoring"?

☐ 該当しない
Not applicable

☐ はい → 源泉徴収票 (写) 又は 給与実績証明書
Yes → Submit a copy of the Withholding Tax Statement or a Certificate of Salary Payment.

- (3) 収入項目「児童手当・児童扶養手当」に記入がありますか?
Have you entered any amount under the income item "Child Allowance or Child-Rearing Allowance"?

☐ 該当しない
Not applicable

☐ はい (児童手当を受給) → 預貯金通帳 (写) ※口座名義人, 直近 6 ヶ月分程度の記帳部分
Yes (Child Allowance) → Submit a copy of your bank passbook showing the account holder's name and transaction records for approximately the last six months.

☐ はい (児童扶養手当を受給) → 児童扶養手当決定通知書 (写)
Yes (Child-Rearing Allowance) → Submit a copy of the Notice of Child-Rearing Allowance.

- (4) 収入項目「本国からの送金」または「経費支弁者援助」に記入がありますか?
Have you entered any amount under the income items "Remittances from your home country" or "Financial support from a third party"?

☐ 該当しない
Not applicable

☐ はい → 様式 12 : 申立書を提出
Yes → Submit Form 12: Statement by Third-Party Financial Supporter.

※経費支弁者や援助者 (本国にいる父や母, 兄弟等) 本人が毎月の送金額について記入すること。
* The financial supporter or provider of assistance (e.g. parents or siblings residing in the home country) must personally complete the form and state the monthly amount remitted.

預貯金通帳 (写) ※口座名義人, 直近 6 ヶ月分程度の記帳部分
Copy of bank passbook (or bank statement): Showing the account holder's name and transaction records for approximately the most recent six months.

- (5) 収入項目「預貯金引出」に記入がありますか?
Have you entered any amount under "Withdrawals supervisor from savings" in the income section?

☐ 該当しない
Not applicable

☐ はい → 預貯金通帳 (写) ※口座名義人, 直近 6 ヶ月分程度の記帳部分
Yes → Submit a copy of your bank passbook (or bank statement) showing the account holder's name and transaction records for approximately the last six months.

- (6) 支出項目「住居費」に記入がありますか?
Have you entered any amount under the expense item "Housing expenses"?

☐ 該当しない
Not applicable

☐ はい → 賃貸借契約書 (写) 又は 直近の領収書 (写), 口座振替の場合は預貯金通帳 (写)
Yes → Submit a copy of your lease agreement, or a copy of the most recent rent receipt.
If payment is made by automatic withdrawal from a bank account, submit a copy of your bank passbook (or bank statement)

※学生寮又は国際交流会館に居住している場合は住居費に関する確認資料は不要です。
If you reside in a student dormitory or an International House, supporting documents for housing costs are not required.

- (7) 支出項目「水道光熱費」「通信費」に記入がありますか？
Have you entered any amount under the expense items “Utilities” or “Communication expenses”?
- ☐該当しない
Not applicable
- ☐はい → 預貯金通帳（写）又は 直近の領収書（写）
Yes → Submit a copy of your bank passbook (or bank statement) or a copy of the most recent receipt.
- (8) 支出項目「衣服・日用品費」に記入がありますか？
Have you entered an amount under the expense item “Clothing and daily necessities”?
- ☐はい → ※生活必需品を含む項目のため必ず0円以外を記入すること。
Yes → As this category includes essential living items, be sure to enter an amount other than zero.
- (9) 収入合計額 ≥ 支出合計額であることをご確認ください。
Please confirm that your total income is equal to or greater than your total expenses.
- (10) 指導教員欄については、現に在籍している大学や日本語学校の担当の先生または島根大学の担当の先生に記入・署名・捺印をお願いしてもらってください。
For the supervisor section, please ask your supervisor at your current university or Japanese language school, or the designated faculty member at Shimane University, to complete the section and provide their signature and seal.
- 4月1日時点（後期は10月1日）の状況を踏まえ、様式1の申請書や様式2-1の調書を作成していますか？
Have you completed Form 1 and Form 2-1 based on your circumstances as of April 1 (or October 1 for the fall semester)?
- ☐はい ☐いいえ → 現在の家庭状況をもう一度確認して下さい。
Yes No → Please review your current household situation again.

【学力基準の確認】修得単位数（出雲キャンパスについては科目数）を記入してください。

【Confirmation of Academic Performance Criteria】

Please enter the number of credits earned
(for Izumo Campus students, enter the number of courses completed).

該当に ☒ Applicable	所属 Affiliation	秀 Outstanding	優 Very Good	良 Good	可 Pass	総修得単位数 Total Credits Earned	成績指数 Grade Point Average (GPA)
☐	大学院（新入生） Graduate School (New Student)	☐ 入試合格者 Passed Entrance Examination					
☐	大学院 (2年生以上) Graduate School (Second Year or Above)						
☐		☐ 指導教員が成績優秀と認めた者 Certified by Supervisor as Having Excellent Academic Performance					

学力基準を満たしていることを確認しましたか？

Have you confirmed that the academic performance criteria have been met?

- ☐はい ☐いいえ → その場で確認してもらう
Yes No → Please have your supervisor confirm this at the time of submission.