

Year 2025

About Application for Admission Fee Exemption and Grace of Admission Fee Payment

1. On Application

Those who want to have exemption from admission fee or grace of admission fee payment should keep the following in mind.

- (1) **Late application for admission fee exemption or grace of admission fee payment will not be accepted.**
- (2) If some falsity is found in the description or submitted documents, the granted exemption or grace 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 6.

2. On Application Documents

Please carefully read the **"Guidebook on Application for Admission Fee Exemption and Grace of Admission Fee Payment (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 Admission Fee Exemption [Form 1-1] or for Grace of Admission Fee Payment [Form 1-2]. Describe the reason for application as of the date of admission procedures. (See Guidebook P7).
- (2) Fill-out the Record of Household Finances [Form 2-1] as of the date of admission procedures, concerning the circumstances of the applicant himself/herself and his/her family. (See Guidebook P9).
***The family includes those living together and those dependent relatives who live separately.** Those brothers and sisters who are financially independent and live separately, grandfather and grandmother etc. who live separately and are financially independent do not belong to the family. So, it is not necessary to include them in the description of the finance.
***Privately funded international students are required to describe the finance regarding themselves and the family members who live in Japan with them.**
- (3) Confirm the Applicant and the members of the family as described in (2) and the necessary documents regarding them, by consulting the Guidebook, and assort them. (See Guidebook P3-6).
***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.**
***For those privately funded international students who came over to Japan after January 2, 2024, no Certificate of Income and Taxation is issued. So please let the person in charge know the date of arrival in Japan at the desk.**
- (4) Based on the documents regarding the income among the assorted documents as in (3), fill-out the 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 Guidebook P9-10).
***If plural sources of income are described in the file copy etc. of Final Income Tax Return, please confirm the following items in each of them: "content of the income", "whether there is income continuously in this year also", "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 Services 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 scholarship loan or non-refundable scholarship.**

3. On Submission of Application Documents

- (1) Due date of submission of application documents

The last day in the period of entrance procedures (by the time entrance procedures end).

- (2) Where and how to submit application documents

[When you go through the entrance procedures by postal mail.]

Never fail to submit application documents for admission fee exemption or for grace of admission fee payment together with the documents for entrance procedures enclosed in the same envelope.

For details, see “Admission Guide”.

[When you go through the entrance procedures by coming to the campus in person.]

Please submit application documents for admission fee exemption or for grace of admission fee payment to Bursary Support Group, Student Support Division (2nd floor of Student Support Center) on the day of entrance procedures. (After submission of the documents, please submit the documents for entrance procedures to Entrance Examination Planning Group, Education and Entrance Examination Planning Division, Education and Student Support Department (2nd floor of Student Center)).

(3) Other remarks

- ① **Even if all documents are not completely ready by the deadline date, documents are accepted. Do make application by the deadline.**
- 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 indicated date, and submit them together with the Check List to the office for Bursary Support Group (2nd 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 the Bursary Support Group (0852-32-6063) in the cellphone.

4. Notification of the Results

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

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

*The results are notified at the office of Bursary Support Group, Student Support Division (2nd floor of Student Support Center)

5. Remark

(1) Please keep it in mind in advance that application for admission fee exemption or for grace of admission fee payment does not necessarily result in exemption or grace.

(2) If the screening result of application for admission fee exemption has been “half exemption” or “refusal” and **the student does not pay admission fee by the time designated by the University (within 14 days from the time of notice), the student will be “removed from the list” according to University’s rule.**

(3) If the screening result of application for grace of admission fee payment has been “approval”, **the student has to pay the admission fee by the time designated by the University. Otherwise, the student will be “removed from the list” according to University’s rule.**

6. Where to inquire

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

TEL 0852-32-6063