

## Guides of Tuition Fee Exemption Application: FY2018

**Rules will change from FY2018, so if you have applied in the past, be aware of the changes below.**

**【Change points】**

- Discontinue mailing of result notification of Tuition Fee Exemption Application and will notify result on Nagoya University Portal .
- Submission of the certificate of your financial states has been changed from the income certificate of previous year of application year to the latest income (taxation) certificate issued at the time of application. In the case of Simultaneous Application or Spring semester-only Application, submit the income certificate issued at the time of application. (It is not necessary to submit the previous year's income certificate which you submitted in June.)
- Household of the members has changed from everyone in the same livelihood with the applicant, to the applicant, financial sponsor (e.g. parents) and their dependents. Grandparents or siblings who are not dependent are not included in the household members.

**Please make sure that depending on the undergraduate department / graduate school and grade you belong to, the submission place and reception date will be different.**

### Contents

<b>I</b> Notes on Tuition Fee Exemption Application	2
<b>II</b> Qualification for Tuition Exemption Application	2
<b>III</b> Procedure of obtaining application forms and procedure of application	3
<b>IV</b> Notes before result notification	3
<b>V</b> Announcement of result	4
<b>VI</b> Case the applicant who apply for the Simultaneous Application and there is any change in the contents of application for the Fall semester-only Application	4
<b>VII</b> Confirmation of application type and members of household	4
<b>VIII</b> Required documents for Tuition Fee Exemption Application	5
<b>IX</b> Estimated maximum amount of income for Tuition Fee Exemption Application	10
Notes on filling out the Tuition Fee Exemption Application Forms	11

## I Notes on Tuition Fee Exemption Application

- Application for Tuition Fee Exemption Application is done by annual application. Those who would like to apply for both the Spring semester-only Application and the Fall semester-only Application, please apply for the Simultaneous Application. (Make sure to apply by yourself)
  - It is acceptable that additional application for the Fall semester-only Application for the following students.
    - ① Students returning to the university or entrant from October 2018
    - ② Students who have particular circumstances after the Spring Application period
  - Change the information at the time of Fall semester-only Application is required If there is any change in the contents of the application from April 1<sup>st</sup>.
  - It is possible to apply for Spring semester-only Application If there is reason (such as taking a leave of absence) to not take the Fall semester.
  - Application is done once a year though, the selection is carried out twice in the spring semester and the fall semester, and thus there is a case that results of selection will be different.
- In order to take a leave of absence or withdrawal before getting application result, it is necessary to drop the application and pay the tuition fee.
- In the case of incomplete documentation or item to be confirmed is found during examination, you might be asked for submission of additional document or confirm fact even after the reception period. Therefor you must reply to staff in charge promptly. We will not assume the responsibility if applicant suffers a disadvantage by not being able to contact with staff in charge of the university. Also we will not accept it after the period.
- Please note that if you do not submit missing document or additional document by the designated date, your application will be out of selection as a document inadequacy.
- If false statement or forgery of the submitted document is found after the application is accepted, the application will be cancelled and the applicant will be required to pay the tuition fee.
- Certificates and other documents submitted will not be returned.

## II Qualification for Tuition Exemption Application

Regular undergraduate or graduate students (except research students, auditing students, and non-degree students etc.) who fall under any of the following are eligible.

(1) Those who are recognized as excellent academic records and it is difficult to pay tuition fees due to economic reasons (except repayment of various loans, debts etc.).

(2) In the case of financial sponsors passed away, or applicant or their financial sponsors suffered from natural disaster such as storm or flood damage in the below period, and thus it is extremely difficult to pay tuition fees.

Within 6 months prior to the payment due date:

For the spring semester	From October 1 <sup>st</sup> 2017 to March 31 2018
For the fall semester	From April 1 <sup>st</sup> 2018 to September 30 2018

(3) Others are similar to the above and the president finds it to be appropriate.

(Note) There is no entry qualification if the student gets no or very few units, is staying on, or has exceeded the minimum education duration unless it is recognized that there is particular ground. Please contact staff in charge of your department before submitting documents.

### III Procedure of obtaining application forms and procedure of application

Procedure of obtaining application forms : Print out them from the Nagoya University website.

[ <http://www.nagoya-u.ac.jp/> ] > Academics / Campus Life > Scholarships And Fee Exemption  
> Tuition Fee Exemption System

#### Application place · Application deadline

Place: Undergraduate 1st and 2nd grade students (Spring semester)

→ Student Support Division, Education Promotion Division (Engineering Building 7, Wing B)  
Undergraduate 2nd grade students (Fall semester) or higher grade students or graduate students → Tuition Exemption Counter of your department.

Deadline: Depending on your department so please check the date on bulletin boards of your department and go through the application procedure. (In early February - March)

- ◆ Mailing submission is not allowed.
- ◆ Be sure to contact the Office before the reception period if you are not able to submit within the reception period due to illness or other unavoidable circumstances. Please note that it will not be accepted after the period.
- ◆ Bring documents that you can submit within the reception period to the Office If you do not prepare all required documents by the reception date.
- ◆ Prepare for a detailed interview concerning your financial status when applying.
- ◆ We might contact you to ask additional information after submitting the application. If you don't reply promptly, your application might be cancelled.

### IV Notes before result notification

- The applicant will be suspended for payment of tuition fees until the selection result is announced.
- It is not possible to return of tuition fees when paying the tuition fees during the valid Tuition Fee Exemption Application duration, please be sure not to pay the tuition fees until the selection result is announced.
- Eligibility for the application is invalidated when Pay the tuition fees before the selection result is set.

**V** Announcement of result

• About announcement of the result, for the result of Spring semester-only Application will be announced in late July to early August, for the result of Fall semester-only Application will be announced in early December on bulletin boards and the website. Be sure to check bulletin boards and confirm selection result on Nagoya University Portal.

- For information on accessing the Nagoya University Portal, refer to the website.

✕No mailing notification to applicants.

Note that the application might be not selected or each result might be differ from the other.

In the case of Half Exemption or refusal, please pay the tuition fees by the prescribed deadline.

**VI** Case the applicant who apply for the Simultaneous Application and there is any change in the contents of application for the Fall semester-only Application

(1) If there is any change in contents between the application of the Spring semester-only Application (April 1st) and the application of the Fall semester-only Application, go to the Office to change the application within the Fall semester-only Application period. (E.g. type of commuting, number of family household, status of student in education, significant change of income status, etc.)

**VII** Confirmation of application type and members of household

- Application Type:

Application Type	Requirement
International student	Privately-funded international student (VISA status: [Collage student] on the residence card)
Self-Supporting student*	All of the following requirements must be fulfilled. 1. Not a dependent of any family members under the Income Tax Act. 2. Has income which income tax return is filed and an income certificate is issued. 3. Lives alone (be separated from parents) 4. Be insured person of health insurance.
General student	In the case that falling under neither International student nor Self-Supporting student.

✕Undergraduate students are not Self-Supporting student in principle. For certificate and required document to verify your status as a Self-Supporting student, refer to “Requirement of Self-Supporting certification for graduate students”. However, even if you meet the requirement, you do not necessarily need to apply as Self-Supporting student.

- Members of household

Members of household are counted depending on your application type.

	Members of household	International student	Self-Supporting student	General student
1	Applicant (Including spouse when the applicant is Self-Supporting student or international student)	●	●	●
2	Household supporter: Father and mother, or those who support household on behalf of father and mother	▲		●
3	Dependent of household supporter or applicant under the Income Tax Act, regardless of whether or not living with applicant	▲	●	●

● : Counted as members of household

▲ : Counted as members of household only when they live in Japan

※International students are not counted.

Member who falls under the category 2 or 3 in the above table is counted as members of household (as in the number of family member). In that case, various certification documents concerning that person must be submitted.

Regarding household supporter, applicant is not applicable to household supporter in principle, but Self-Supporting student or their spouse is considered exceptionally household supporter.

Grandparents and siblings who fall under the category 2 or 3 in the above table are not counted as members of household regardless of whether or not living with applicant, no certification document is submitted.

VIII Required documents for Tuition Fee Exemption Application
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◆ Submit documents in the situation of April 1<sup>st</sup> 2018 for Simultaneous Application or Spring semester-only Application, in the situation of October 1<sup>st</sup> 2018 for Fall semester-only Application.

◆ Submit a copy of required document stated as “(copy)”, or an original one unstated as “(copy)”.

◆ Read the guide of each form thoroughly and submit them.

◆ In the case of submitting the Tuition Fee Exemption Application and Admission Fee Exemption/Deferment Application simultaneously, original submission documents must be attached to Admission Fee Exemption/Deferment Application, and copies of them are attached to Tuition Fee Exemption Application with description that “the original document is attached to Admission Fee Exemption Application”.

◆ No description of Individual number is required on documents issued by municipalities.

◆ If there is description of Individual number, copy it hidden the portion.

① Documents to be submitted by all applicants according to application type:

Application type:			Required document	Notes
General Student	Self-Supporting student	International student		
●	●	●	【Form1】Nagoya University Tuition Fee Exemption Application Form	
	●	●	【Form2】Applicant's Academic History and Employment History	
	●		Requirement of Self-Supporting certification for graduate students (must be applicable to all items)	
	●	●	【Form 9】Financial Status Report	
	●	●	【Form10】Scholarship, Student Loan or Fellowships Status Report	
	●		Document certifying that applicant is not a dependent	Parents' withholding slip for 2017(copy)
	●		Health insurance card (copy)	
※		●	Lease agreement (copy)	Including contactor's name, address, amount of the rent and contract period. *No need to submit when living in University's dormitory. Need to submit Form5 when sharing a room.
●	●	●	Certificate on income (Refer to ②Certificate on income)	
●	●	●	Resident Record (called "Juminhyo") of you and <b>all your family members</b> issued by municipal government (Issued within 3 months)	Submit Resident Record which there is description of "Whole household". For international students, it must include your "residence status" and "period of stay" without description of Individual number.
●	●	●	<u>Latest income certificate</u> issued by municipal government *Please check the notes on the contents of description.	General student: household supporters (father and mother, or person who support

			*The name of certificate might be changed to “Municipal · Prefectural tax declaration certificate”.	household on behalf of father and mother) Self-Supporting student: Applicant (and spouse) <b>Submit original certificate which clearly shows amount of salary, amount of each income other than salary, spouse deduction, and taxation of residence tax.</b> When neither of parents is alive, need certificate about person who supports household on behalf of father and mother.
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※ Those who commute from other place than parents’ house which is located in Aichi, Gifu or Mie prefecture.

㊦Certificate on income to be submitted by applicants as necessary on application:

General student	Self-Supporting student	International student	Category	Submission document	issue source
●	●	●	Salary income (including part-time job)	Withholding slip for the previous year (copy)	Office
●	●	●	Income other than salary	Income tax return for the previous year (copy) (*Page1 with reception stamp)	Tax office, Municipality
●	●	△	Got or changed job in the middle of the previous year or in this year	One of following documents: <b>【Form4】</b> Salary Prospects Certificate, Withholding slip for 2017 (copy), or Annual prospective account of income and expenditure	Office
●	●	△	Retired or closed their business on or after January 1 <sup>st</sup> 2017	Withholding slip for 2017 (copy) issued by office you retired (If there is description of the retirement date, it can be used as resignation certificate.)	Office Tax office

●	●	△	Recipient of unemployment compensation	Certificate of Eligibility for Employment Insurance (copy) *make copies of both sides	Public Employment Security Office
●	●	●	Leave of absence	Certificate of leave *In the case that you are paid allowance during the period, attach document certifying amount of the allowance.	Office
●	●	△	Pensioner	Latest pension transfer notice (copy), or Withholding slip of pension (copy) *need to attach it to Form8	
●	●	△	Recipient of Sickness benefits	Notice certifying amount of allowance and the period	
	●	●	Open scholarship	Notice of open scholarship (copy)	
	●	●	JSPS Research Fellow	Selection notice of JSPS Research Fellow, Document certifying amount	
	●	●	TA • RA In Nagoya University or other universities	Working-time table sheet (copy), Employment notice (copy) *They must include total working hours and hourly wage.	
	●	●	Leading Program	【Form10】Scholarship, Student Loan or Fellowships Status Report, Income tax return for 2017 (copy)	
	●	●	Students who fall under all of the following: • Self-Supporting student • International student • Earning income from part-time job	【Form11-1】Part-Time Work Status Certificate, or 【Form11-2】Part-Time Work Income Declaration	



③Certificate on particular circumstances to be submitted by applicants as necessary on application:

General student	Self-Supporting student	International student	Category	Submission document	Issue source
●			Those who commutes from other place than parents' house which is located in Aichi, Gifu or Mie prefecture	Lease agreement (copy) *Except for those who live in University's dormitory.	
●			Academic expenses payer has passed away	Death certificate (copy), Family register certificate	
●	●	●	Person with disabilities	Physical disability certificate (copy), Rehabilitation certificate (copy), Psychiatric disorders certificate (copy)	
●	●	●	Student in education except compulsory education	【Form3】 School Identification	
●	●	●	Specific circumstances	【Form5】 Statement	
●			Household receiving public assistance	Public assistance certificate (copy), Notice of payment by public assistance (copy)	Social welfare office
●	●	●	long-term medical treatment patient	【Form 6】 Certificate of long-term medical expenses	Hospital, Pharmacy, etc.
●	●	△	In case of suffered from fire, windstorm, flood or theft	Damage Report, Document certifying damage amount, Document certifying payment of property and casualty insurance (compensation for damages)	Fire department, Municipal government, Insurance company
●			Principle earner is separated with family	【Form7】 Report on the Separation of Principle earner, Document certifying separation (copy), Receipt of housing expenses and utility bills (copy)	Office, Electric company

## IX Estimated maximum amount of income for Tuition Fee Exemption Application

In order to be granted the Tuition Fee Exemption Application, must fulfill both financial criteria and academic criteria. Among students who fulfill the Appraisal, Full Exemption is applied to only those in high financial difficulty, and Half Exemption is applied to those in less financial difficulty within the limits of the budget. Depending on the situation, some applications might not be accepted.

### Estimated maximum amount of income for Tuition Fee Exemption Application

#### Undergraduate (Exemption Criteria)

	Salary income		Other income	
	Parents' house-NU	Other place-NU	Parents' house-NU	Other place-NU
2-person household	¥5.08 million	¥5.71 million	¥2.94 million	¥3.38 million
3-person household	¥5.65 million	¥6.28 million	¥3.34 million	¥3.78 million
4-person household	¥6.45 million	¥6.92 million	¥3.90 million	¥4.34 million

#### Master (Exemption Criteria)

	Salary income		Other income	
	Parents' house-NU	Other place-NU	Parents' house-NU	Other place-NU
1-person household	¥3.88 million	—	¥2.10 million	—
2-person household	¥5.42 million	¥6.05 million	¥3.18 million	¥3.62 million
3-person household	¥6.05 million	¥6.64 million	¥3.62 million	¥4.06 million
4-person household	¥6.78 million	¥7.22 million	¥4.20 million	¥4.64 million

#### Doctor (Exemption Criteria)

	Salary income		Other income	
	Parents' house-NU	Other place-NU	Parents' house-NU	Other place-NU
1-person household	¥4.91 million	—	¥2.82 million	—
2-person household	¥6.90 million	¥7.34 million	¥4.32 million	¥4.76 million
3-person household	¥7.53 million	¥7.97 million	¥4.95 million	¥5.39 million
4-person household	¥8.21 million	¥8.65 million	¥5.63 million	¥6.07 million

- ① This list is based on the assumption that a 1-person household is only the applicant, a 2-person household is the applicant and their spouse, a 3-person household is the applicant and parents, and a 4-person household is the applicant, parents, and a sibling who is a high school student living at home.
- ② Amount may change depending on household' situation and deductions. It is possible to receive the Tuition Fee Exemption Application even if your household income is higher than that on the list.
- ③ Here is a simplified version of the formula used to calculate Appraisal:  

$$A(\text{Appraisal}) = B(\text{Income}) - C(\text{Exemptions and income deductions}) - D(\text{Basic deduction})$$
  - A. Appraisal: If it becomes negative amount, it comes under the financial criteria.
  - B. Income : Total of household income  
 Salary income: Payment amount on withholding slip  
 Other income: Income amount on income tax return  
 Others: Scholarships, Miscellaneous income, Incidental income, etc.
  - C. Exemptions and income deductions: Certain amount will be deducted in particular circumstances such as for single parent families, for families with tax student in education, etc.
  - D. Basic deduction: Certain amount will be deducted according to the position of the student (e.g. undergraduate, master, or doctor) and number of household members.

## Notes on filling out the Tuition Fee Exemption Application Forms

Since application forms are important for selection, carefully read this tuition exemption application guide and fill out forms as it is about your current situation as of April 1 for applying for spring semester only application or Simultaneous application, or as of October 1 for applying for fall semester only application.

You are required to mention and make papers about your family in Japan though it is not necessary to do about family in home country.

If there is not written what to fill-in necessarily or if there is any incompleteness in application, it is excluded from selection.

Any false declaration is found, your application is cancelled even after selection

### **【Form1】Nagoya University Tuition Fee Exemption Application Form**

\* Write April 1 as the entry date in the application and fill in exactly about your current situation in April

\* Filling in your name and student number on the right top of all application forms.

#### **1.Application Type**

There are three categories of application types: "Spring semester-only Application", "Fall semester-only Application" and " Simultaneous Application". Be sure to circle corresponding type.

- Simultaneous : Applying for both the Spring semeste and the Fall semester simultaneously. (needs to chosen by students are in spring semester and fall semester in the University.)
- Spring semester only : Applying only for the spring semester.
- Fall semester only : Applying only for the fall semester. (1. needs to be chosen by students returning or entering to the University from October 2018. / 2. needs to be chosen by student who have particular financial circumstances that suddenly changed after the application date of Spring semester only Application.)

\*Application for the Simultaneous is applying for both the Spring semester and the Fall semester simultaneously for omitting the submission of the Fall semester application. Those who are planning to apply for the Fall semester only , and their family status, education situation and financial situation will be expected to be unchanged are eligible to apply though, the results might be different since selections of Tuition Fee Exemption Application are done in each semester.

● If applicable below, you are not able to apply for the Simultaneous Application.

- Those who have decided not to belong to the University in the fall semester by such as graduation(finish) in September or taking leave of absence in the fall semester.

● If those who applied for the Simultaneous Application at the time of the Spring semester application and fall under the following point, it is necessary to apply for the Fall semester application within the application period of Fall semester.

- Any of those family status, education situation and household situation(including scholarship, applicant's part time work etc.) changed after the time of application of Spring semester application.

\*In this case, as the application for the Fall semester-only Application, Form1 and documents such as certificates related to the change are necessary to submit again.

● If any of the following applies, please contact the Office within the application period of the Fall semester application, and perform the prescribed procedures.

- In the case of applying for the Simultaneous Application at the time of the Spring semester application but be dropping the Fall semester Application.
- In the case of applying for the Simultaneous Application at the time of the Spring semester application but be taking leave of absence or leaving the University in the fall semester.

● If applicant who applied for the Spring semester-only Application applies for the Fall semester-only Application, please apply for that within application period of the Fall semester application.

Those who are planning to apply for the Fall semester-only Application, reconfirm which Application Type you apply.

- If applicant's status changes due to leave of absence or withdrawal before result of the application is set, promptly contact the Office to drop the application.

## 2. Applicant's Profile

Fill in grade and address as of April.

If applicant lives in Japan alone, household supporter must be the applicant.

## 3. Reason for application

Fill in the circumstances for applying for Tuition Fee Exemption Application.

## 4. Family structure

### (1) Family Members (who is not in education)

- ① About family: Fill in applicant, household supporters (e.g. parents), and household supporters' dependent. (In the case that if parent is separated, write their name with [ ] in the name field, and if you do not know their name, write [unknown].)

For grandparents and siblings who have not been dependent, in principle they are not included in household members.

In addition, if you are Self-Supporting International Student, it's required to fill in only family in the same livelihood in Japan.

- ② Of the family, please circle principal earner and make X for separated member in specified field.
- ③ About age: fill in age as of April 1st for the Simultaneous Application and the Spring semester-only Application, and age as of October 1st for the Fall semester-only Application.
- ④ About occupation/work: ambiguous description is not preferable, fill in the specific occupation (e.g. food stuff retailer, government employee, elementary school teacher or office worker etc.). Since there must be no blank, even if they don't have job, describe their situation such as housewife, full-time union officer, domestic helper, pensioner, unemployment etc. (Full-time union officer means person who fully works commerce, manufacturing industry, service industry or agriculture at their house with their family.).
- ⑤ About employment date: fill in year and month when you started the job accurately. (it is not term of office)
- ⑥ About company: fill in specific description as "----division, ----company".  
\* if you are doing multiple jobs fill in all.

### (2) Self-supporting student • International student

It is necessary to be filled in by international students.

Fill in your names if you (the applicant) and your spouse live in Japan.

In case of working regularly or part time, fill in the Occupation, Employment date (year and month) and Company accurately.

Write "student" as occupation if applicant or their spouse or either one is a student.

Fill in that matter if you are housewife or unemployed.

### (3) Family member in education

Fill in their name, school, grade and commenting type if there is any student in education in your members of family in the same livelihood in Japan (including applicant).

Fill in grade as of April 1st and if living in the same place as household supporters, circle "home" in commuting type field.

Fill in if any member of family is planning to enter school after April and if there any student other than compulsory education, attach copy of their student ID card (or student notebook) onto form 3 and submit it. Submit applicant's one is not necessary.

## 5 Household financial situation

Amount of miscellaneous income and incidental income of all those who are filled in "4 Family structure" such as household supporter, self-supporter and international student are needed to fill in.

Income should be based on amount of income for the previous year by referring withholding slip or income tax return for the previous year.

Cut down the fraction of less than 1000 yen.

Also if you are Self-Supporting international student, and are private tutor or in the case of certificate

is not issued, fill in income amount in the miscellaneous income field.

※ Please do not use the University only field.

(1)Miscellaneous income

Describe income interest/dividend, rent, land fee and so on accurately (including side work, any support from relatives or acquaintances.).

In addition, those who are receiving support from others need to declare about source of current living expenses, prospect of employment in "reason for application".

(2)Incidental income

Incidental income is income of transferred property and forestry income.

Fill in accumulated amount if you have any of those incomes in the previous year of the application.

<Example>

	Type	Relation	Income amount	Type	Relation	Income amount
Details of Misc. Income	Interest/Dividend		¥ 500 K	Home Work		¥ K
	Child Support/Other Support		¥ K	Real estate		¥ 2,371 K
	Other( )		¥ K			
Incidental Income Details	Type	Relation	Income amount			
	Investment Transfer		¥ K	Occurrence Date:	Receipt Date:	
	Forestry Income		¥ K	Occurrence Date:	Receipt Date:	

収入金額等	事業等	3238189
	業	
	不動産	2948000
	利子	
	配当	560000
	給付	
	公的年金等	
所得金額	その他	
	短期	
	長期	
	一時	
	事業等	1461363
	業	
	不動産	2371279
利子		
配当	500000	
給付		
雑		
総合課税・一時		
合計		

(Part of income tax return form)

6 Other information

Check off  box beside "self-supporting student", and circle "Selfsupporting International student".

If there is any other applicable item, fill in or circle item, or check left box of item.

It is necessary to submit required documents by referring to below.

(1) Single-parent household

①Single-parent household is:

- 1)One of mother or father and child under 18 years old.
- 2)One of child under 18 years old.
- 3)One of grandparents and child under 18 years old.
- 4)One of sibling without spouse and child under 18 years old.

※Regarding students in education older than 17 years old(including applicant), those who need long-term medical treatment, or those who have physical or mental disabilities as child under 18 years old.

②In case of father or mother is separated from applicant, fill-in year and month when it occurred.

Fill in annual amount if receiving child support by divorce.

Fill in annual amount and submit Form8 if receiving survivor's pension.

(2) Person with disabilities

① Person with disabilities is:

- 1) One has physical disability certificate (notebook), psychiatric disorders certificate or rehabilitation certificate, or equivalent person.
- 2)One has been certified as pollution diseases and has physical disabilities due to such pollution.

- 3) One is suffered from atomic bomb, and disabled their physical function.
- 4) One is in a state lacking capacity to appreciate right or wrong by mental disabilities at all times or is determined to person with intellectual disabilities.
- 5) One requires bedding and complicated care at all times.
- ② Fill in "disability name, grade, certificate number" stated in physical disability certificate.  
If there is any person who is restricted their daily life or social life continuously due to diseases, referred to
- (5) Long-term medical treatment patient.
- ③ Copy of their certificate is required.

**(3) Household on public assistance**

- ① Circle type of assistance.
- ② Copy of Public Assistance Certificate and Notice of Payment by Public Assistance must be prepared.

**(4) Self-Supporting student**

Circle Self-Supporting student or international student.

**(5) Long-term medical treatment patient**

- ① Long-term medical treatment patient is person who is under medical treatment for more than six months as of the time of application (including prospect with doctor's certification).  
In the case of treatment is over as of the time of application is not eligible.
- ② Submit Form6 by referring page 6.
- ③ For amount of expenditure (annual amount), calculate amount of expenses commensurable with treatment duration and it must be based on expenditure until the application, and considering expected treatment duration.

**(6) Principal earner is separated from family**

- ① Amount of special expenditure accompanying separation is the same amount as actual housing expenses and utility bills.
- ② Submit Form7 by referring to page 6.
- ③ For amount of expenditure (annual amount), calculate amount of expenses commensurable with separated duration and it must be based on expenditure until the application, and considering expected duration.

**(7) Household suffered from fire, windstorm, flood, or theft**

- ① Amount must be regarded as amount of expenditure increase or income decrease in income for the long term in the future due to disaster within six months at the time of application.  
( In The case of new students, within one year)
- ② "Annual amount recognized as expenditure increase or income decrease in income for the long term in the future" is as follows:
  - 1) Amount is based on minimum amount of clothing expenses, purchase costs of furniture, repair costs when suffering damage to materials necessary for running the daily life.
  - 2) Regarding it as "annual amount expected as income decrease in income for the long term" when suffering damage to means of production (e.g. field, farm or store)
- ③ Damage Report, document certifying damage amount, document certifying payment of property and casualty insurance are required.
- ※ Please do not use the University only field.

**【Form2】Applicant's Academic History and Employment History**

Self-Supporting students and international students need to submit.

- Fill in academic history and employment history from graduation of high school to current entrance of Nagoya University without blank period.
- Put periods during which you prepared for entrance examination or studying abroad in academic history field, periods during which you were house-maker in employment history.
- Any part-time job while you are enrolled is no need to include.

<Example>

Academic History				School		Leave / Overseas Study Period	
Dates of Entry and Graduation (Year, Month)							
年	月	年	月	〇〇〇〇 高等学校卒業 High school graduation			
2006	9	2010	7	●●University			
年	月	年	月	Preparation for Study in Japan			
2010	7	2010	9	◇◇Institute (Japanese Language School)			
年	月	年	月	Research Student at △△Graduate School, Nagoya University			
2011	4	2012	3	Masters from △△Graduate School, Nagoya University			
年	月	年	月	Doctorate at △△Graduate School, Nagoya University			
2012	4	2014	3				
年	月	年	月				
2017	4						
職 歴 / Employment History							
期間 Period (Year, Month)				勤務先 Company Name		在職期間・職業 No. of Years in the Job / Occupation	
年	月	年	月	◆◆Company, Ltd.		3 years / Researcher	
2014	4	2017	3				

### 【Form3】School Identification

Submit if there is any student in education except compulsory education in family.

- ① Fill in or check  applicable items.
  - ② Attach copy of your student ID card (necessarily includes expiration date part, but there is no expiration date on both sides, attach copies of both sides)
  - ③ It is acceptable to submit original certificate of enrollment issued on or after April 1st if student ID is not issued as of the time of application.
- \* Applicant is not necessary to submit.

### 【Form4】Salary Prospects Certificate

Submit Form4 if any your family member got job, changed job, started business, or changed employment status in the middle of the previous year or in this year.

- ① Ask employer to certify your duty for 12 months from starting job. In the case of self-employed and you can't be certified by third-party, attach annual prospective account of income and expenditure, and prove by household supporter.
- ② Attach copy of withholding slip, document certifying income and document certifying that you quit previous job.

### 【Form5】Statement

State any particular circumstances or explanation.

Read carefully notification at the bottom of Form and be sure that stater must sign their signature.

Ex) In the case of sharing house or room:

I have been sharing a house with my friend Mr. Smith who is a student of Nagoya University and we pay the rent by 15,000YEN per person. (stated by your share mate)

### 【Form6】Certificate of long-term medical expenses

Submit when there is "long-term treatment patient" who is under medical treatment for more than 6 months or who needs to be treated for more than 6 months as of the time of application.

( Spring semester : April 1st, Fall semester : October 1st )

\* In the case of completing medical treatment is not eligible.

- ① Check required documents on application checklist for receiving special deduction for "Household with long-term treatment patient" and submit Form 6.
- ② In the Spring semester-only Application, receive certification of medical expenses from September of the previous year to February this year, in the Fall semester-only Application, receive certification of medical expenses from March to August this year.
- ③ Expenses covered by the expenditure amount are as follows:
  - 1) Doctor's fee or treatment pay paid to a doctor or dentist.
  - 2) Expenses for being hospitalized in hospital or clinic. (Excluding food expenses of inpatient.)

- 3) Expenses paid to treatment such as masseur, acupuncturist, moxibutionist, or bonesetter.
  - 4) Expenses paid to nurses (including cost of coverage for nurses).
  - 5) Medicine expenses paid to medical treatment or rehabilitation.
  - 6) Transportation expenses for going to hospital or clinic.
  - 7) Self-pay amount when using service by person who has received "Certification of Needed Long-Term Care • Needed Support" under Long-Term Care Insurance Law.
- ④ In the case of receiving compensation by insurance money (e.g. medical benefits, high-cost medical care expenses, or life insurance etc.), submit copy of payment details.

### 【Form7】Report on the Separation of Principle Earner

Submit when principal earner lives away from home for work.

- ① Submit document or appointment certifying separation.
- ② Amount expended especially by living separately is housing expenses and utility bills. (In this case, submit copy of lease contract, and copy of receipts in the last few months.)
- ③ In the Spring semester-only Application, submit receipt from September of the previous year to February this year, in the Fall semester-only Application, submit receipt from March to August this year.
- ④ Income of household supporter who lives separately is payment amount in withholding slip, not remittance amount.

### 【Form8】Pension Status Declaration

Submit by each when there is pensioner.

Attach copy of the latest pension transfer notice or withholding slip of pension.

### Self-Supporting certification for graduate students

Submit it when applying as Self-Supporting student.

Graduate students who fall under all of the following is certified as Self-Supporting student.

- 1) One who is not parents' dependent under the Income Tax Act.
- 2) Applicant or spouse has income, and income certificate is issued.
- 3) One who is separated from parents.
- 4) Insured of health insurance.

### 【Form9】Financial Status Report

Self-Supporting students and international students need to submit.

For financial status of family in the same livelihood in Japan including applicant in 2017 and 2018, please divide income by item and fill in average monthly income, and fill in average monthly expenses for each item that correspond average monthly income. (Items are, for example, regular work, TA, part-time job, fellowships, allowance, digging into savings, spouse's income etc.)

\*Fill in relationship with you in ( ) and method of obtaining If there is remittance.(e.g. card withdrawal, receiving when returning home country)

\*Filling in pending scholarship or fellowships is required.

\*Ask your professor to confirm and sign(signature and seal) Form 9 after complete the form.

\*Submit copy of withholding slip for 2017 or copy of income tax return for 2017 if you have regular job.

※If there is description of Individual number, please copy it hidden the portion.

• Submit Form4"Salary Prospects Certificate" mentioned income for 12 months when you are not able to prepare above documents.

• Submit certificate of retirement which includes income and retirement date If you or your family members have retired in 2017.

• When you work part-time, submit Form11-2"Part-Time Work Income Declaration".

• No need to fill in "3. Income in FY2017 (Monthly Average)" and "4. Expenditure (Monthly Average)" when you didn't live in Japan in 2017.

### 【Form10】Scholarship, Student Loan or Fellowships Status Report

Self-Supporting students and International students submit.

\*Fill in state of scholarships or fellowships in FY2017 and FY2018, including a pending scholarship in 2018.

\*Submit copy of Acceptance Letter of scholarship.

\*Submit by checking "No" when you do not receive or apply for scholarship.



\*Submit copy of document includes payment period and amount of scholarship when you have received scholarship, but about scholarship through Nagoya university, no need to submit document.

\*In the case of Grant for Program for Leading Graduate Schools, necessary to submit certificate includes payment period and monthly amount.

### **【Form11-1,11-2】Part-Time Work Income Declaration**

Self-Supporting students and International students must submit.

\*Submit Form11-1, which is certified your work plan in 2018 by employer. Make necessary copies of Form11-1 when you have more than two part-time jobs.

\*Check  applicable boxes and submit copy of Work Order and Notification as soon as it turns April if you will work as TA, RA, tutor or part-time staff of Nagoya University from April 2018.

\*No need to prepare Form11-1 when you already quit part-time job (TA, RA, tutor or part-time staff of Nagoya University) as of April 1st.

\*Those who continue the same part-time job this year, choose form either Form11-1 or Form11-2.

Calculate annual income and prepare it as following when you use Form11-2:

- 1) Attach copy of withholding slip for 2017 if you have.
- 2) Fill in total amount of 12-month of monthly average salary and attach copy of payment slips when there are payment slips of the latest 3 months.
- 3) Fill in total of 12-month of monthly average salary and attach copy of the bankbook when there is description of the latest 3 months salary in bankbook.
- 4) Ask your employer to prepare Form11-1 if it is not possible to prepare any certificate of part-time job by yourself.

### **Bankbook**

Bring your bankbooks of all accounts that you have, including in the name of your own and of your spouse.

There is a case that you may be asked to show your bankbooks during interview. In addition to that you also may be asked to submit additional documents if the bankbooks are not sufficient evidence for officer to grasp your balance.

### **Income certificate of FY2017 ( income in 2016) 【All students】**

※ Depending on the municipal office, it might be called "Municipal · Prefectural tax declaration certificate" but only all stated is required.

Apply to municipal office where there is resident card as of January 1st for getting the certificate.

• It is not necessary to submit if there is no resident record in Japan on January 1st 2018.

### **【About submission】**

Submit about "Applicant" and "Spouse" of family members in the same livelihood in Japan.

Unemployed and in the case of who has no-income also need to submit.