

【IMPORTANT: Required documents for application】

After you click the submit button, your required documents will be displayed like the image as follows.

1. Take a screenshot of this page: completion screen and keep it.
2. **Print it out and submit it with other required documents to the Student Affairs Office.** **Keep in mind that the paper version is required.** We don't allow you to show us this page at the counter with your phone or PC. It is necessary to confirm what is required for you to submit. If you don't bring it, it's not possible to check your documents.

***When you print it out, make sure that all the required documents are displayed on the paper. It must include until "Sent Mail" and "Complete" on the bottom. The screenshot cannot be cut off in the middle.**

***Students who will send the documents by post are required to put the paper version of the screenshot in an envelope.**

***If you forget to take a screenshot and want to check it again, it's required to re-start from the consent screen due to the exemption system.**

Exemption Application System LOGIN: Logout

免除申請完了 提出書類/Secondary application completed Documents to be submitted

Print this screen or take a screenshot to check the submitted documents. In addition, if you are requested to submit documents other than the following documents during the examination process, please respond promptly. If the same document is shown multiple times, please submit one.
Please download the attached sheets from the Nagoya University website : Education / Campus Life → Various Exemption Systems / Scholarship Support → Admission Fee Exemption (and collection deferral), Tuition Exemption → Japanese Undergraduate Students / Japanese Graduate Students / Privately Funded Foreign Students
Be aware to check "Guide of Admission Fee Exemption and Tuition Fee Exemption Application FY2022 (冊)" for the details of each required document to be submitted.
Make a copy of all the applications you submit and keep them in a safe place until the results are available. (If there are any corrections, you may be asked to correct the copy and resubmit it.)

<Submission Destination>
Graduate Students: Each Faculty / Graduate School
Undergraduate Students: Student Support Division

<Documents required for submission>

- Application for Tuition Fee Exemption [Sheet1-①] (Print from the top menu./After printing, fill in ✓ on the "Qualifications for application" before submission.)
- Resident Record (called "Juminhyo") of you and all your family members issued by municipal government[Written all your family members and status of residence required./Issued within 3 months./Must NOT show "MY NUMBER"/A resident record that resides after the time of application as of 1st April or 1st October is required. If you plan to move and cannot submit it at the time of application, submit it as soon as it is issued.)
- Submission Form for Income Certificate [Form1] (If you are applying in the fall semester, you do not need to submit this form.)
- Income Certificate (content of 2021 income) issued by Ward Office in June 2022.※
※It will be issued in early June 2022 and should be submitted by the respective submission deadline as soon as it is issued.
- Report on Family Status [Sheet1-②] (Print from the top menu./After printing, fill in the "Current Occupation" column and ✓ the "House Supporter" before submission.)
- School Identification [Form2] (If you are the only student, you do not need to submit this form.)
- Notification of the decision to hire a Research Fellow of the Japan Society for the Promotion of Science / Documents showing the amount (copy)
*Offer letters are not acceptable.

SAMPLE

Sent Mail Complete

***The screenshot must include till this part. Make sure that it's not cut off in the middle.**

If it's not possible to print in one page, print in a few pages.