Admission Fee Exemption / Deferred Payment and Tuition Fee Exemption Application Guidelines Nagoya University FY2023

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STUDENT SUPPORT DIVISION, EDUCATION AND INTERNATIONAL AFFAIRS, NAGOYA UNIVERSITY

INTRODUCTION

This is Admission Fee Exemption / Deferred Payment and Tuition Fee Exemption that Nagoya University independently implements.

The target is graduate students, undergraduate Privately-financed International Students, and Japanese undergraduate students enrolled before 2019.
Note that Japanese undergraduate students enrolled after 2020 will be supported by the "Higher Education Study Support System" that the government has been implementing since April 2020.
Even if you are a Japanese undergraduate student enrolled after 2020, you can apply if you meet Nagoya University's original Admission Fee Exemption (Deferred Payment) Application qualification (p.6-7) or Tuition Fee Exemption Application qualification (p.7-9).

Regarding application qualifications for Admission Fee Exemption (Deferred Payment) and Tuition Fee Exemption Application for households affected by severe disasters, students of households affected by the target disaster should use the required documents specified in the Admission Fee Exemption (Deferred Payment) and Tuition Fee Exemption Application guidelines. In addition, it is necessary to submit a "Disaster Certificate".

Those who have repeated a year or have exceeded the standard period of study are not eligible for Tuition Fee Exemption in principle, but those who have repeated a year or have exceeded the standard period of study for less than one year may be accepted for some reason.
"Repeating year" means staying in the same grade, and "exceeding the standard period of study" means that the period of enrollment including the period of leave of absence exceeds the regular period of study.

* The submitted documents will not be returned. Therefore, submit a "copy" as much as possible for documents that can be copied.
* Make a copy of all the documents to be submitted and keep the copy in a safe place until the result is announced. If there are any corrections, we may ask you to make corrections to the copy and resubmit it.

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I. OVERVIEW

1. ELIGIBILITY

(1) ELIGIBILITY FOR THE ADMISSION FEE EXEMPTION / DEFERRED PAYMENT AND TUITION FEE EXEMPTION APPLICATION FOR NEW STUDENTS

Undergraduate or graduate students (except for audit students, flex-access students, etc.) who fall under any of the following are eligible.

*Eligibility requirements differ for students enrolling in undergraduate and graduate schools.

Undergraduate Students（Including transfer students）

	Eligibility for the Admission Fee Exemption Application	Eligibility for Deferred Payment of the Admission Fee
1.	Students who face extreme difficulty in paying their admission fee because within one year before enrolling in the university their household supporter (i.e. father) has died.	Same as on the left
2.	Students who face extreme difficulty in paying their admission fee because within one year before enrolling in the university students who themselves and/or their household supporter have suffered from a natural disaster such as a storm or flood.	Same as on the left
3.	Those who are the main household supporter or those who have been affected by the following catastrophic disaster. The target catastrophic disasters: Storm and heavy rain in August, September 2019/ Typhoon 19, 2019 /Heavy rain in July 2020	Same as on the left
4.	As of 1st April 2023 (or 1st October 2023), those who have two or more applicable items in the following ① to ⑤ and are extremely difficult to pay the admission fee. ① The household supporter has been receiving medical treatment for 6 months or more due to illness or accident. ② The household supporter is a physically handicapped person	As of 1st April 2023 (or 1st October 2023), those who have one or more applicable items in the following ① to ⑥ and are difficult to pay the admission fee by the due date. ① The household supporter has been receiving medical treatment for 6 months or more due to illness or accident. ② The household supporter is a physically handicapped person

	③ Within one year before enrollment, the household supporter lost his/her job or the company he/she runs went bankrupt. ④ It is a livelihood protection household ⑤ Single-parent family	③ Within one year before enrollment, the household supporter lost his/her job or the company he/she runs went bankrupt. ④ It is a livelihood protection household ⑤ Single-parent family ⑥ For financial reasons, etc.

NOTE

For Privately-financed International Students, the situation in Japan is applicable, and the situation in their home country does not qualify for application.

Graduate Students

	Eligibility for Admission Fee Exemption or Deferred Payment of the Admission Fee
1.	Students who have difficulty in paying their admission fee for financial reasons (excluding loan repayment or other debt), and who are moreover recognized as excellent academic achievers.
2.	Students who face extreme difficulty in paying their admission fee because within one year before enrolling in the university students who themselves and/or their household supporter have suffered from a natural disaster such as a storm or flood.
3.	Those who are the main household supporter or those who have been affected by the following catastrophic disaster. The target catastrophic disasters: Storm and heavy rain in August, September 2019/ Typhoon 19, 2019 /Heavy rain in July 2020

(2) ELIGIBILITY FOR THE TUITION FEE EXEMPTION APPLICATION FOR NEW STUDENTS

Undergraduate or graduate students (except for audit students, flex-access students etc.) who fall under any of the following are eligible.

*Eligibility requirements differ for students enrolling in undergraduate and graduate schools.

Undergraduate Students（Including transfer students）

	Eligibility for the Tuition Fee Exemption Application
1.	Privately-financed International Students who face difficulty in paying their tuition fee due to economic reasons (excluding loan repayment or other debt) and are recognized as having excellent academic achievements.
2.	Students who face extreme difficulty in paying their tuition fee during the time periods designated below because their household supporter has died, or students who themselves and/or their household supporter have suffered from a natural disaster such as a storm or flood. For students who have submitted a Both Spring and Fall semester Application: April 2022 - March 2023

	For students who have submitted a Spring semester-only Application: April 2022 - March 2023 For students who have submitted a Fall semester-only Application Application: October 2022 - September 2023
3.	Those who are the main household supporter or those who have been affected by the following catastrophic disaster. The target catastrophic disasters: Storm and heavy rain in August, September 2019/ Typhoon 19, 2019 /Heavy rain in July 2020

Graduate Students

	Eligibility for the Tuition Fee Exemption Application
1.	Students who face difficulty in paying their tuition fee due to economic reasons (excluding loan repayment or other debt) and are recognized as having excellent academic achievements.
2.	Students who face extreme difficulty in paying their tuition fee during the time periods designated below because their household supporter has died, or students who themselves and/or their household supporter have suffered from a natural disaster such as a storm or flood. For new students starting in April: April 2022 - March 2023 For new students starting in October: October 2022 – September 2023
3.	Those who are the main household supporter or those who have been affected by the following catastrophic disaster. The target catastrophic disasters: Storm and heavy rain in August, September 2019/ Typhoon 19, 2019 /Heavy rain in July 2020

(3) ELIGIBILITY FOR THE TUITION FEE EXEMPTION APPLICATION FOR CURRENT STUDENTS

Undergraduate or graduate students (except for audit students, flex-access students etc.) who fall under any of the following are eligible.

Even if you are a Japanese undergraduate student enrolled after 2020, you will be eligible for the application if you meet the following exemption application qualifications 2 or 3.

	Eligibility for the Tuition Fee Exemption Application
1.	Students who face difficulty in paying their tuition fee due to economic reasons (excluding loan repayment or other debt) and are recognized as having excellent academic achievements.
2.	Students who face extreme difficulty in paying their tuition fee during the time periods designated below because their household supporter has died, or students who themselves and/or their household supporter have suffered from a natural disaster such as a storm or flood. For students who have submitted a Both Spring and Fall semester Application: April 2022 - March 2023 For students who have submitted a Spring semester-only Application: April 2022 - March 2023 For students who have submitted a Fall semester-only Application Application: October 2022 - September 2023
3.	Those who are the main household supporter or those who have been affected by the following catastrophic disaster. The target catastrophic disasters: Storm and heavy rain in August, September 2019/ Typhoon 19, 2019 /Heavy rain in July 2020
4.	Circumstances similar to those indicated above and approved by the University president. As a general rule, those who have repeated a year and those who have exceeded the standard period of study are not eligible for Tuition Fee Exemption Application, but those who have repeated a year or have exceeded the standard period of study for less than one year may be admitted for some reason. Read the explanation in 【Form 6】 and, if there are any special reasons, submit the required documents. * "repeating year" means staying in the same grade, and "exceeding the standard period of study" means that the period of enrollment including the period of leave of absence exceeds the regular period of study.

NOTE

If you meet the household standards but do not meet the academic performance standards of each faculty / graduate school, you will not be considered as excellent in academic performance and will not be eligible for exemption. Even in the case of promotion, those who have no or very few credits will not be eligible for exemption.

2. THE FLOW OF APPLICATION

(1) THE FLOW OF APPLICATION FOR THE ADMISSION FEE EXEMPTION OR DEFERRED PAYMENT AND TUITION FEE EXEMPTION FOR NEW STUDENTS

(ア) GRADUATE STUDENTS(INCLUDING PRIVATELY-FINANCED INTERNATIONAL STUDENTS)

01. SUBMIT THE ADMISSION FEE (DEFFERED PAYMENT) APPLICATION

< For new students starting in April and October>

- At the time of admission procedure, please submit "Nagoya University Admission Fee Exemption and Deferred Payment of Admission Fee Application Form".
  Application forms can be downloaded from the Nagoya University website.
  Home > 教育/ キャンパスライフ > 入学後に受けられる各種免除・奨学支援 > 日本人等大学院生/私費外国人留学生 > 申請書類 or
  Home > Campus Life > Scholarships And Fee Exemption
- Please follow the instructions of the graduate school in which you plan to enroll for submission and submission deadlines.

02. APPLY THROUGH TUITION FEE EXEMPTION APPLICATION SYTEM AFTER EROLLEMENT

※ The application for admission fee exemption (deferred payment) also serves as the application for tuition fee exemption. If the tuition fee exemption procedure is not completed, the application for admission fee exemption (deferred payment) will be denied.

【Tuition Fee Exemption Application System】
https://tuitionexemptionapplicationsystem.adm.nagoya-u.ac.jp/exemption-request-system-for-student/login.jsf

- Application Period
  - Students admitted in April 2023: Wednesday, 12th April - Monday, 24th April 2023 noon (JST) [PUNCTUAL]
  - Students admitted in October 2023: To Be Determined (scheduled to be posted later August - early September 2023 the university website.
- Enter the application information by referring to this procedure (p.27-) below.
- Students who will enroll from April (October) (new course) should apply with their new student number from April (October) onward.

02.-1. Enter Basic information

- After receiving the basic information input completion email (p.32), proceed to "01.-2. Enter detailed information".

02.-2. Enter Detailed information

- Print out the application documents (p.73) after receiving the detailed information entry completion email (p.74).

02.-3. Print the displayed submitted documents from the exemption system

- Print out the appropriate “Sheet 1-①-3” documents from within the exemption system.
- If the printed content is incomplete, correct the input content.

02.-4. Print the displayed documents to be submitted from the university website and create them.

- Print out the relevant “Form 1-6” documents from the University website and create them.
- Location of attached Form
  Home＞ 教育/ キャンパスライフ ＞ 入学後に受けられる各種免除・奨学支援 ＞ 日本人等大学院生/私費外国人留学生 ＞ 申請書類 or
  Home > Campus Life > Scholarships And Fee Exemption

02.-5. Prepare the other submitted documents displayed to be submitted

- Prepare other required documents. Since it may take one to two weeks to prepare the certification documents, please carefully check the applicable documents to be submitted before preparing them.

02.-6. Schedule an appointment for document submission date and time

- Please make an appointment for the scheduled date and time of document submission by clicking "Appointment for Document Submission" in the exemption system.

03. SUBMIT THE REQUIRED DOCUMENTS DISPLAYED IN TUITION FEE EXEMPTION APPLICATION SYSTEM BY THE DEADLINE

Please submit your application documents at the document 【Submission site】.
The location and date of document receipt differ depending on the campus.
Application documents can be submitted by appointment only, so please make an appointment for submission date and time in the tuiton fee application system before coming to the site.

< Students admitted in April 2023 >

Campus	Date and time (JST)	Submission site
Higashiyama	All days from 9:30 a.m. to 4:30 p.m. Wednesday, April 19 Thursday, April 20 Friday, April 21	Science Building B-115 International Lounge (Campus MAP D3③)

Tsurumai	Tuesday, April 18, 9:30 a.m. - 2:00 p.m.	Basic Medical Research Building 1F Conference Room 1 (in front of the Student Affairs Office)
Daiko	Monday, April 17, 9:30 a.m. - 4:30 p.m.	Main Building 1F 125 Well-being Seminar Room (In front of the Office)

< Students admitted in October 2023 > To Be Determined (scheduled to be posted later August - early September 2023 the university website.

- If you are unable to submit the documents at the above submission site, please submit them by [Postal mail] or in person at the Student Support Division counter by the deadline.
  When sending by postal mail, please send by Acceptance-recorded mail or Letter Pack Light, etc., which will keep a record. Inquiries regarding the arrival of documents will not be answered.

  【Mailing Adress(Counter)】(Campus Map D3-⑥ Student Support Center 1F)
  Furo-cho, Chikusa-ku, Nagoya,
  464-8601, Student Support Division, Tuition Fee Exemption Office
  * Please write "Admission and Tuition Fee Exemption application form enclosed" in red on the front of the envelope.
  【Deadline】 **Monday, April 24, 2023 [Postmark is valid on the day.]**
  *If you expect your documents to arrive at the Student Support Division after the submission deadline, please email the Student Support Division in advance with a tracking number or other information that indicates that your documents have been sent.
- If you have any documents that are not in time for submission, inform at the time of submission.
- Notification of incomplete documents will be sent to the applicant's THERS e-mail address (i.e.～@s.mail.nagoya-u.ac.jp).
  Please check at least once a day during the application period.
- Due to the COVID-19, the only submission procedure may be by mail. In that case, we will announce it on Nagoya University website.

04. CHECK THE RESULTS OF THE ADMISSION FEE EXEMPTION (DEFERRED PAYMENT)

- Notification of results will be made through the “Educational Affairs system”.
  NU PORTAL > Student Affairs > Course registration and grading > Messages For You
  When the notification date is set, it will be posted on the university website, so please check it as appropriate and come to pick it up.
  * Notification will not be made by mail or over the counter.
- Result Notification Date

- April Enrollment: Middle of July 2023
- October Enrollment: Earlier December 2023

■ Deadline for Payment of Admission Fee

For those who are not exempted from the full amount, please transfer the amount to the designated bank account or pay in cash directly to the admissions and tuition payment counter by the date to be notified in the result notification.

* The counter is not available on weekends and holidays.

05. CHECK THE RESULTS OF THE TUITION FEE EXEMPTION APPLICATION

■ Notification of results will be made through the “Educational Affairs system”.

NU PORTAL > Student Affairs > Course registration and grading > Messages For You

We will notify you when the result is notified on the Nagoya University website.

When the notification date is set, it will be posted on the university website, so please check it as appropriate and come to pick it up.

* Notification will not be made by mail or over the counter.

■ Result Notification Date

- Spring Semester Application: Earlier August 2023
- Fall Semester Application: Middle of December 2023

■ Deadline for Payment of Tuition Fee

For those who are not exempted in full, the tuition fee will be deducted from your registered tuition transfer account on the date to be announced in the result notification.

Please prepare an amount equivalent to the amount of tuition payment as the deposit balance in your bank account by the previous day.

- Spring Semester Application: Late August 2023
- Fall Semester Application: Late December 2023

(イ) UNDERGRADUATE PRIVATELY-FINANCED INTERNATIONAL STUDENTS

The following procedures are for students admitted in April. Students entering in October should follow the instructions of the International Admissions Section.

01. SELECT <ADMISSION FEE EXEMPTION> IN [PAYMENT DETAILS] ON THE PAYMENT PAGE OF THE WEB-BASED ADMISSION PROCEDURE SYSTEM.

■ If you select the Admission Fee Exemption, the amount of premium payment will be displayed.

Please pay only the insurance premium out of the enrollment payment.

*Note that the admission fee paid will not be refunded regardless of whether you are eligible to apply.

02. SUBMIT THE ADMISSION FEE (DEFFERED PAYMENT) APPLICATION

■ Please submit "Nagoya University Admission Fee Exemption and Deferred Payment of Admission Fee Application Form".

Application forms can be downloaded from the Nagoya University website.

Home > 教育/ キャンパスライフ > 入学後に受けられる各種免除・奨学支援 > 日本人等大学院生/私費外国人留学生 > 申請書類 or

Home > Campus Life > Scholarships And Fee Exemption

【Mailing Adress】

Furo-cho, Chikusa-ku, Nagoya,

464-8601, Japan, Student Support Division, Tuition Fee Exemption Office

* Please write "Admission Fee Exemption application form enclosed" in red on the front of the envelope.

【Deadline】 **Friday, March 24, 2023** [MUST ARRIVE]

03. APPLY THROUGH TUITION FEE EXEMPTION APPLICATION SYTEM AFTER EROLLEMENT

※ The application for admission fee exemption (deferred payment) also serves as the application for tuition fee exemption. If the tuition fee exemption procedure is not completed, the application for admission fee exemption (deferred payment) will be denied.

【Tuition Fee Exemption Application System】

https://tuitionexemptionapplicationsystem.adm.nagoya-u.ac.jp/exemption-request-system-for-student/login.jsf

■ Application Period

Students admitted in April 2023: Wednesday, 12th April - Monday, 24th April 2023 noon (JST) [PUNCTUAL]

■ Enter the application information by referring to this procedure (p.27-) below.

03.-1. Enter basic information into the exemption system

- After receiving the basic information input completion email (p.32), proceed to "03.-2. Enter detailed information".

03.-2. Enter details into the exemption system

- Print out the application documents (p.73) after receiving the detailed information entry completion email (p.74).

03.-3. Print the displayed submitted documents from the exemption system

- Print the appropriate "Sheet 1-①-3" documents from within the system.
- If the printed content is incomplete, correct the input content.

03.-4. Print and create the displayed documents to be submitted from the Nagoya University website.

- Print out the relevant “Form 1-6” documents from the University website and create them.
- Location of attached Form
  Home > 教育/ キャンパスライフ > 入学後に受けられる各種免除・奨学支援 > 日本人等大学院生/私費外国人留学生 > 申請書類 or
  Home > Campus Life > Scholarships And Fee Exemption

03.-5. Prepare the displayed other documents to be submitted

- Prepare other required documents. Since it may take one to two weeks to prepare the certification documents, please carefully check the applicable documents to be submitted before preparing them.

03.-6. Schedule an appointment for document submission date and time

- Please make an appointment for the scheduled date and time of document submission by clicking "Appointment for Document Submission" in the exemption system.

04. SUBMIT THE REQUIRED DOCUMENTS DISPLAYED IN TUITION FEE EXEMPTION APPLICATION SYSTEM BY THE DEADLINE

Please submit your application documents at the document 【Submission site】.
The location and date of document receipt differ depending on the campus.
Application documents can be submitted by appointment only, so please make an appointment for submission date and time in the tuiton fee application system before coming to the site.

< Students admitted in April 2023 >

Campus	Date and time (JST)	Submission site
Higashiyama	All days from 9:30 a.m. to 4:30 p.m. Wednesday, April 19 Thursday, April 20 Friday, April 21	Science Building B-115 International Lounge (Campus MAP D3③)
Tsurumai	Tuesday, April 18, 9:30 a.m. - 2:00 p.m.	Basic Medical Research Building 1F Conference Room 1 (in front of the Student Affairs Office)
Daiko	Monday, April 17, 9:30 a.m. - 4:30 p.m.	Main Building 1F 125 Well-being Seminar Room (In front of the Office)

< Students admitted in October 2023 > Students entering in October should follow the instructions of the International Admissions Section.

■ If you are unable to submit the documents at the above Submission site, please submit them by [Postal mail] or in person at the Student Support Division counter by the deadline.

When sending by postal mail, please send by Acceptance-recorded mail or Letter Pack Light, etc., which will keep a record. Inquiries regarding the arrival of documents will not be answered.

【Mailing Adress(Counter)】(Campus Map D3-⑥ Student Support Center 1F)
Furo-cho, Chikusa-ku, Nagoya,
464-8601, Student Support Division, Tuition Fee Exemption Office
* Please write "Admission and Tuition Fee Exemption application form enclosed" in red on the front of the envelope.
【Deadline】 **Monday, April 24, 2023 [Postmark is valid on the day.]**
*If you expect your documents to arrive at the Student Support Division after the submission deadline, please email the Student Support Division in advance with a tracking number or other information that indicates that your documents have been sent.

- If you have any documents that are not in time for submission, inform at the time of submission.
- Notification of incomplete documents will be sent to the applicant's THERS e-mail address (i.e.～@s.mail.nagoya-u.ac.jp).
  Please check at least once a day during the application period.
- Due to the COVID-19, the only submission procedure may be by mail. In that case, we will announce it on Nagoya University website.

05. CHECK THE RESULTS OF THE ADMISSION FEE EXEMPTION (DEFERRED PAYMENT)

- Notification of results will be made through the “Educational Affairs system”.
  NU PORTAL > Student Affairs > Course registration and grading > Messages For You
  When the notification date is set, it will be posted on the university website, so please check it as appropriate and come to pick it up.
  * Notification will not be made by mail or over the counter.
- Result Notification Date
  April Enrollment: Middle of July 2023
- Deadline for Payment of Admission Fee
  For those who are not exempted from the full amount, please transfer the amount to the designated bank account or pay in cash directly to the admissions and tuition payment counter by the date to be notified in the result notification.
  * The counter is not available on weekends and holidays.

06. CHECK THE RESULTS OF THE TUITION FEE EXEMPTION APPLICATION

- Notification of results will be made through the “Educational Affairs system”.
  NU PORTAL > Student Affairs > Course registration and grading > Messages For You

We will notify you when the result is notified on the Nagoya University website.

When the notification date is set, it will be posted on the university website, so please check it as appropriate and come to pick it up.

* Notification will not be made by mail or over the counter.

■ Result Notification Date

- Spring Semester Application: Earlier August 2023
- Fall Semester Application: Middle of December 2023

■ Deadline for Payment of Tuition Fee

For those who are not exempted in full, the tuition fee will be deducted from your registered tuition transfer account on the date to be announced in the result notification.

Please prepare an amount equivalent to the amount of tuition payment as the deposit balance in your bank account by the previous day.

- Spring Semester Application: Late August 2023
- Fall Semester Application: Late December 2023

(ウ) JAPANESE UNDERGRADUATE STUDENTS

If you are eligible to apply for Nagoya University's own admission fee reduction (p. 6-7) or exemption regardless of whether you are eligible for the JASSO benefit scholarship

01. SELECT <ADMISSION FEE EXEMPTION> IN [PAYMENT DETAILS] ON THE PAYMENT PAGE OF THE WEB-BASED ADMISSION PROCEDURE SYSTEM.

■ If you select the Admission Fee Exemption, the amount of premium payment will be displayed.

Please pay only the insurance premium out of the enrollment payment.

*Note that the admission fee paid will not be refunded regardless of whether you are eligible to apply.

02. SUBMIT THE APPLICATION

■ Please submit "Nagoya University Admission Fee Exemption and Deferred Payment of Admission Fee Application Form".

Application forms can be downloaded from the Nagoya University website.

Home > 教育/ キャンパスライフ > 入学後に受けられる各種免除・奨学支援 > 日本人等大学院生/私費外国人留学生 > 申請書類 or

Home > Campus Life > Scholarships And Fee Exemption

【Mailing Adress】

Furo-cho, Chikusa-ku, Nagoya,

464-8601, Student Support Division, Tuition Fee Exemption Office

* Please write "Admission Fee Exemption application form enclosed" in red on the front of the envelope.

■ 【Deadline】 **Friday, March 24, 2023** [MUST ARRIVE]

03. SUBMIT THE REQUIRED DOCUMENTS CONTACTED BY THE STUDENT SUPPORT DIVISION

- Based on the Nagoya University Admission Fee Exemption and Deferred Payment of Admission Fee Application Form submitted in 02., the Student Support Division will scrutinize the required documents for each applicant. After the scrutiny, the Student Support Division will notify the applicant by THERS e-mail (i.e.～@s.mail.nagoya-u.ac.jp) of the required documents to be submitted, so please submit them by the deadline.
- The submission method, destination, and deadline will be described in the email. If you have any documents that are not in time for submission, inform at the time of submission.

04. CHECK THE RESULTS OF THE ADMISSION FEE EXEMPTION (DEFERRED PAYMENT)

- Notification of results will be made through the “Educational Affairs system”.
  NU PORTAL > Student Affairs > Course registration and grading > Messages For You
  When the notification date is set, it will be posted on the university website, so please check it as appropriate and come to pick it up.
  * Notification will not be made by mail or over the counter.
- Result Notification Date
  April Enrollment: Middle of July 2023
- Deadline for Payment of Admission Fee
  For those who are not exempted from the full amount, please transfer the amount to the designated bank account or pay in cash directly to the admissions and tuition payment counter by the date to be notified in the result notification.
  * The counter is not available on weekends and holidays.

(2) THE FLOW OF APPLICATION FOR TUITION FEE EXEMPTION FOR STUDENTS ADMITTED BEFORE FY2022

01. APPLY THROUGH TUITION FEE EXEMPTION APPLICATION SYTEM

【Tuition Fee Exemption Application System】

https://tuitionexemptionapplicationsystem.adm.nagoya-u.ac.jp/exemption-request-system-for-student/login.jsf

■ Note that the application period varies depending on the year of enrollment.

■ Application Period

＜Spring Semester＞

- Students admitted before FY2022: Tuesday, 7th February - Friday, 10th March 2023 17:00(JST) [PUNCTUAL]
- Students admitted in April 2023: Wednesday, 12th April - Monday, 24th April 2023 noon (JST) [PUNCTUAL]

＜Fall Semester＞

- Students admitted before April 2023: To Be Determined (scheduled to be posted later August - early September 2023 the university website
- Students admitted in October 2023: To Be Determined (scheduled to be posted later August - early September 2023 the university website

■ Enter the application information by referring to this procedure (p.27-) below.

01.-1. Enter basic information

- After receiving the basic information input completion email (p.32), proceed to "01.-2. Enter detailed information".

01.-2. Enter detailed information

- Print out the application documents (p.73) after receiving the detailed information entry completion email (p.74).

01.-3. Print the displayed submitted documents

- Print out the appropriate “Sheet 1-①-3” documents from within the exemption system.
- If the printed content is incomplete, correct the input content.

01.-4. Print the displayed documents to be submitted from the university website and create them.

- Print out the relevant “Form 1-6” documents from the University website and create them.
- Location of attached Form

  Home＞ 教育/ キャンパスライフ ＞ 入学後に受けられる各種免除・奨学支援 ＞ 日本人等大学院生/私費外国人留学生 ＞ 申請書類 or

  Home > Campus Life > Scholarships And Fee Exemption

01.-5. Prepare the other submitted documents

- Prepare other required documents. Since it may take one to two weeks to prepare the certification documents, please carefully check the applicable documents to be submitted before preparing them.

01-6. Schedule an appointment for document submission date and time

- Please make an appointment for the scheduled date and time of document submission by clicking "Appointment for Document Submission" in the exemption system.

02. SUBMIT THE REQUIRED DOCUMENTS DISPLAYED IN TUITION FEE EXEMPTION APPLICATION SYSTEM BY THE DEADLINE

Please submit your application documents at the document 【Submission site】.
The location and date of document receipt differ depending on the campus.
Application documents can be submitted by appointment only, so please make an appointment for submission date and time in the tuition fee application system before coming to the site.

< "Both Spring and Fall semester Application" and "Spring semester-only Application" >
【Students admitted before FY2022】

Campus	Date and time (JST)	Submission site
Higashiyama	All days from 9:30 a.m. to 4:30 p.m. Friday, March 17 Monday, March 20 Wednesday, March 22 Thursday, March 23	Kitan Hall Law and Economics Shared Facilities Building 2F (Campus MAP C4③)
Tsurumai	Wednesday, March 15, 9:30 a.m. - 4:30 p.m.	Basic Medical Research Building 1F Conference Room 1 (in front of the Student Affairs Office)
Daiko	Tuesday, March 14, 9:30 a.m. - 4:30 p.m.	Main Building 2F Lecture Room 4 (Campus MAP①)

【Students admitted in April 2023】 * The dates are different from those for students admitted before 2022 above, so please check the page for the subject.

- Graduate Students (Including Privately-financed international graduate students): p.11-12
- Undergraduate Privately-financed international students: p.15
- Japanese undergraduate students are required to submit the required documents as indicated on (p.17-18) by the designated date as communicated by the Student Support Division.

< "Fall semester-only Application" and "Fall semester change Application" >

To Be Determined (scheduled to be posted later August - early September 2023 the university website

- If you are unable to submit the documents at the above Submission site, please submit them by [Postal mail] or in person at the Student Support Division counter by the deadline.
  When sending by postal mail, please send by Acceptance-recorded mail or Letter Pack Light, etc., which will keep a record. Inquiries regarding the arrival of documents will not be answered.

  【Mailing Adress(Counter)】(Campus Map D3-⑥ Student Support Center 1F)
  Furo-cho, Chikusa-ku, Nagoya,
  464-8601, Student Support Division, Tuition Fee Exemption Office
  * Please write "Admission and Tuition Fee Exemption application form enclosed" in red on the front of the envelope.
  【Deadline】 **Friday, March 24, 2023** [MUST ARRIVE]
- If you have any documents that are not in time for submission, inform at the time of submission.
- Notification of incomplete documents will be sent to the applicant's THERS e-mail address.
  (i.e.～@s.mail.nagoya-u.ac.jp).
  Please check at least once a day during the application period.
- Due to the COVID-19, the only submission procedure may be by mail. In that case, we will announce it on Nagoya University website.
- If you are applying for “Fall semester change Application”, submit only the documents related to the modification in addition to Sheet1-①.
  *Please state the reason for the change request in the Reason column of Sheet1-①.
  - (i.e.) Moved from a student dormitory to a private apartment.
    →Correctly enter the applicant's current address on [Sheet1-①] and [Sheet 3] “①Average cost living per month” “Housing Expenses”.
    Documents to be submitted: Sheet1-①/Sheet3/Certificate of residence(“Juminhyo”) for new address/New Rental Agreement
  - (i.e.) Adopted for a scholarship.
    →Correctly enter the “①Scholarship Status” on Sheet 2 and “①Average cost living per month” “Scholarship” on Sheet 3.

03. CHECK THE RESULTS OF THE TUITION FEE EXEMPTION APPLICATION ON NU PORTAL

- Notification of results will be made through the “Educational Affairs system”.
  NU PORTAL > Student Affairs > Course registration and grading > Messages For You
  We will notify you when the result is notified on the Nagoya University website.
  When the notification date is set, it will be posted on the university website, so please check it as appropriate and come to pick it up.
  * Notification will not be made by mail or over the counter.
- Result Notification Date

- Spring Semester Application: Earlier August 2023
- Fall Semester Application: Middle of December 2023

■ Deadline for Payment of Tuition Fee

For those who are not exempted in full, the tuition fee will be deducted from your registered tuition transfer account on the date to be announced in the result notification.

Please prepare an amount equivalent to the amount of tuition payment as the deposit balance in your bank account by the previous day.

- Spring Semester Application: Late August 2023
- Fall Semester Application: Late December 2023

3. NOTES

✯ ADMISSION FEE EXEMPTION / DEFERRED PAYMENT

Selection for Admission Fee Exemption/Deferred Payment will be made based on your application, financial and academic criteria and approval will be given to those selected within the limits of our budget.

"Deferred Payment" means that the deadline for payment will be pushed back. However, you will still be required to pay the full amount of the admission fee.

✯ TUITION FEE EXEMPTION

Selection for Tuition Fee Exemption will be made based on your application, financial and academic criteria and approval will be given to those selected within the limits of our budget.

Those who would like to apply for both the spring and fall semesters, please submit the Simultaneous Application once a year (in the spring semester application period). (Application must be made by the applicant themselves.)

Students who will not be enrolled in the fall semester for reasons such as taking a leave of absence can submit a Spring Semester-only Application.

If you have submitted the Both Spring and Fall semester Application and any changes in the information on the application (family status, educational, financial and other situations) occur between the time of spring semester (1st April) and fall semester (1st October) applications, you must submit a Fall Semester Change Application during the fall semester application period.

Although the Simultaneous Application is available once a year, the selection is made twice a year (in the spring and fall semesters). Therefore, in some cases, the application results may differ for spring and fall semesters.

If you have applied for the Both Spring and Fall semester Application and then withdraw the spring semester only application, you must apply again for the fall semester only during the fall semester application period.

If you take a leave of absence or withdraw from the University before the application results are known, you will forfeit your application and must pay the tuition fee.

✯ ADMISSION FEE EXEMPTION / DEFERRED PAYMENT AND TUITION FEE EXEMPTION

During the review process, there may be instances in which documents are found to be insufficient, require further clarification, etc. and, as a result, you may be asked to submit additional documents or provide confirmation/certifications even after the period for submitting application documents has passed. So please reply promptly to any communication from the university staff. We will not be held responsible for any disadvantage's applicants suffer due to failing to appropriately communicate with our staff. We will also not accept applications after the application period has passed.

Please note that if you do not submit missing or additionally requested documents by the designated date, your application will be considered incomplete and therefore excluded.

If forgery or any false statements are found in the submitted documents after the Admission Fee Exemption is approved, then this approval will be revoked, and the applicant will be required to pay the admission fee.

Documents will not be returned after submission.

Those applying for the Admission Fee Exemption/Deferred Payment and Tuition Fee Exemption will be exempt from paying the fee until after the application results are announced.

Note that admission and tuition fees once paid is non-refundable. So please be careful not to pay admission and tuition fee until after the application results are announced.

4. RESULT ANNOUNCEMENT

(1) RESULTS OF ADMISSION FEE EXEMPTION (DEFERRED PAYMENT) APPLICATION

☆ TIME

April Enrollment: Middle of July 2023

October Enrollment: Earlier December 2023

☆ RESULT NORTIFICATION

Notification of results will be made through the "Educational Affairs system".

NU PORTAL > Student Affairs > Course registration and grading > Messages For You

When the notification date is set, it will be posted on the university website, so please check it as appropriate and come to pick it up.

* Notification will not be made by mail or over the counter.

☆ DUE DATE FOR PAYMENT

If you are not granted a full exemption, be sure to pay the admission fee by the following due dates.

In the case of no exemption: within 20 days including the day of announcement.

In the case of deferred payment: by the end of September for spring enrollment and by the end of February for fall enrollment.

(2) RESULT OF TUITION FEE EXEMPTION APPLICATION

☆ TIME

Spring Semester Application: Earlier August 2023

Fall Semester Application: Middle of December 2023

☆ RESULT NORTIFICATION

Notification of results will be made through the "Educational Affairs system".

NU PORTAL > Student Affairs > Course registration and grading > Messages For You

When the notification date is set, it will be posted on the university website, so please check it as appropriate and come to pick it up.

* Notification will not be made by mail or over the counter.

* Sometimes, even if you apply for a exemption, it may not be granted. Also, the result may not be the same for the spring and fall semesters.

✯ DUE DATE FOR PAYMENT

If you are not granted an exemption or are granted a half exemption, be sure to pay the tuition fee by the designated due date.

5. HANDLING OF PERSONAL INFORMATION

Personal information acquired at the time of application will be used for reviewing applications and related work, and will not be provided to outside parties without the consent of the applicant.

6. MAXIMUM INCOME ESTIMATED FOR THE APPLICATION

In order to be approved for Admission Fee Exemption / Deferred Payment or Tuition Fee Exemption, applicants must at least meet both financial and academic criteria. Among students who meet the financial appraisal criteria for exemption, we will offer full exemption, half exemption, and deferred payment within the scope of our budget and with priority given to those facing a high degree of financial difficulty. Students with lesser financial difficulty may not be approved for any assistance.

Undergraduate

	Income from Salary/Wages		Other Income	
	Commuting from home	Commuting from other than home	Commuting from home	Commuting from other than home
Two-person household	JPY 5.08 M	JPY 5.71 M	JPY 2.94 M	JPY 3.38 M
Three-person household	JPY 5.65 M	JPY 6.28 M	JPY 3.34 M	JPY 3.78 M
Four-person household	JPY 6.45 M	JPY 6.92 M	JPY 3.90 M	JPY 4.34 M

Masters

	Income from Salary/Wages		Other Income	
	Commuting from home	Commuting from other than home	Commuting from home	Commuting from other than home
One-person household	JPY 3.88 M	-	JPY 2.10 M	-
Two-person household	JPY 5.42 M	JPY 6.05 M	JPY 3.18 M	JPY 3.62 M
Three-person household	JPY 6.05 M	JPY 6.44 M	JPY 3.62 M	JPY 4.06 M
Four-person household	JPY 6.78 M	JPY 7.22 M	JPY 4.20 M	JPY 4.64 M

Doctor

	Income from Salary/Wages		Other Income	
	Commuting from home	Commuting from other than home	Commuting from home	Commuting from other than home
One-person household	JPY 4.91 M	-	JPY 2.82 M	-
Two-person household	JPY 6.90 M	JPY 7.43 M	JPY 4.32 M	JPY 4.76 M
Three-person household	JPY 7.53 M	JPY 7.97 M	JPY 4.95 M	JPY 5.39 M
Four-person household	JPY 8.21 M	JPY 8.65 M	JPY 5.63 M	JPY 6.07 M

① These tables presume that a 1-person household consists only of the applicant, a 2-person household consists of the applicant and their spouse, a 3-person household consists of the applicant and their parents, and a 4-person household is the applicant, parents, and a sibling who is a public high school student living at home.

② Amounts may change depending on the makeup of your household, any special deductions, or for other reasons. It is possible to meet the criteria for the Admission or Tuition Fee Exemption even if your household income is higher than the listed amounts.

③ Here is a simplified version of the formula used in our financial appraisal:

A (Financial Appraisal) = B (Income) - C (Special Deductions) - D (Basic Deduction)

A. Financial Appraisal: If it is a negative amount, you meet the financial criteria.

B. Income: Total Household Income

- Salary/Wages: Payment amount on withholding certificate, etc.
- Other Income: Income amount on Income Tax Returns
- Others: Scholarships, miscellaneous income, incidental income, etc.

C. Special Deductions: Certain amounts will be deducted under special circumstances, such as for single parent households, households with student's dependents, etc.

D. Basic deduction: Certain amounts will be deducted according to the level of the student (i.e., undergraduate, masters, or doctor) and the number of household members.

II. TUITION FEE EXEMPTION STUDENT APPLICATION SYSTEM.

In principle, this system only guarantees operation in the campus environment.
Graduate students can also use the service from off-campus by using the VPN service.
For details, please check VPN Service (https://vpn-portal.nagoya-u.ac.jp/).
If you cannot use the on-campus system during the application period due to unavoidable circumstances, please contact the Student Support Division.

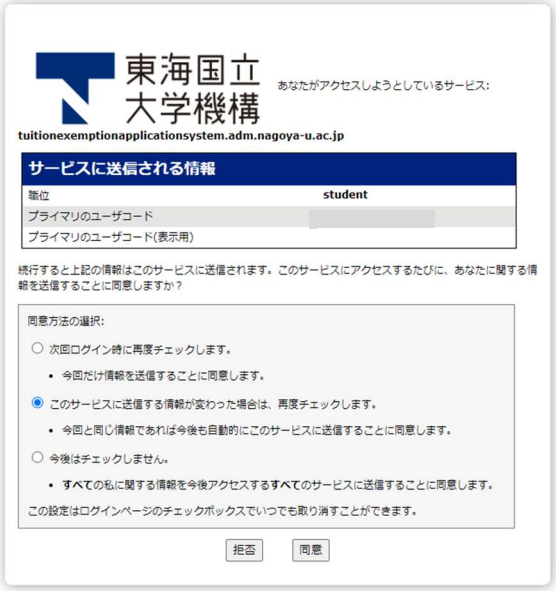
Please note that the deadline for submitting application documents differs for students admitted in April 2023 and students admitted before FY2022.

- Students admitted in April 2023: p.12/16/17-18
- Students admitted before FY2022: p.19

1. LOGIN SCREEN

(1) If you are accessing the tuition waiver application system for the first time, the following screen may appear. Select one of the items and click the "同意(Agree)" button.

If you agree to the bottom two of the three options, this screen will not appear again in principle.



(2) You will be asked for two-factor authentication for your THERS account, so please authenticate using a device that has been configured for THERS account authentication.

(3) If the authentication is successful, the following screen will be displayed.

Select the language and click the "LOGIN" button.

NOTE

If you are unable to authenticate due to a change or loss of the authentication terminal, please refer to "multi-factor authentication" on the following Organization Account (THERS Account) Help Center.

https://thersac.icts.thers.ac.jp/hc/ja/sections/14563833997977-%E5%A4%9A%E8%A6%81%E7%B4%A0%E8%AA%8D%E8%A8%BC

For other exemption systems, contact Student Support Division.

★ LANGUAGE SELECTION

Select the language to display on your system.

If you select English, the language in your system will be displayed in English.

NOTE

Regardless of which language you enter, the language notation of the format printed from this system will differ depending on the "application pattern (status)" (p.32).

General / independent livelihood ⇒ Japanese only

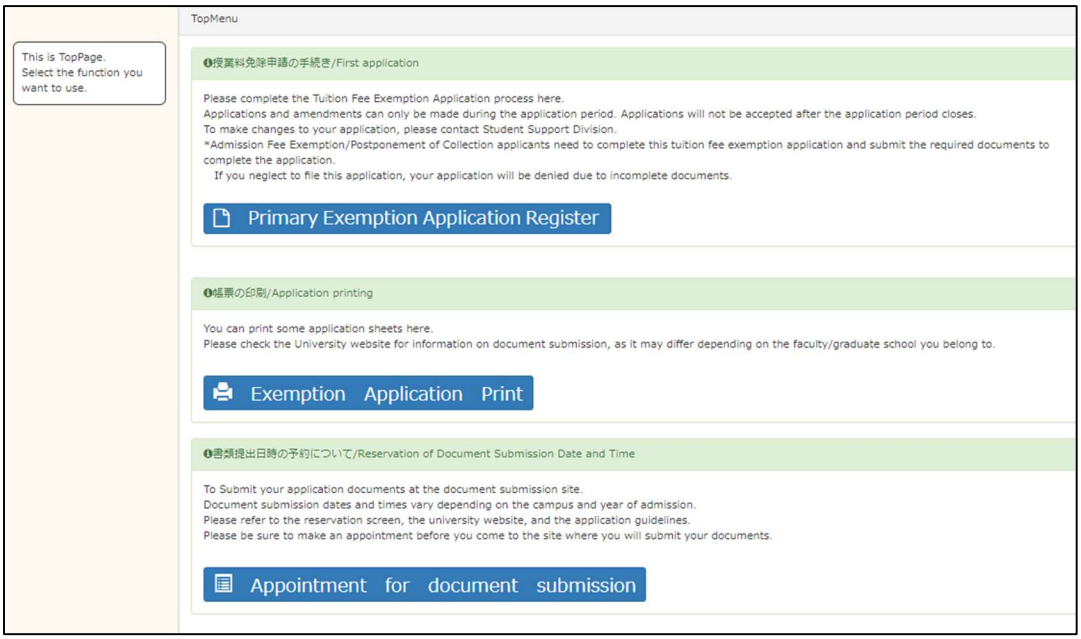
Privately-financed international students ⇒ Japanese and English

2. TOP MENU

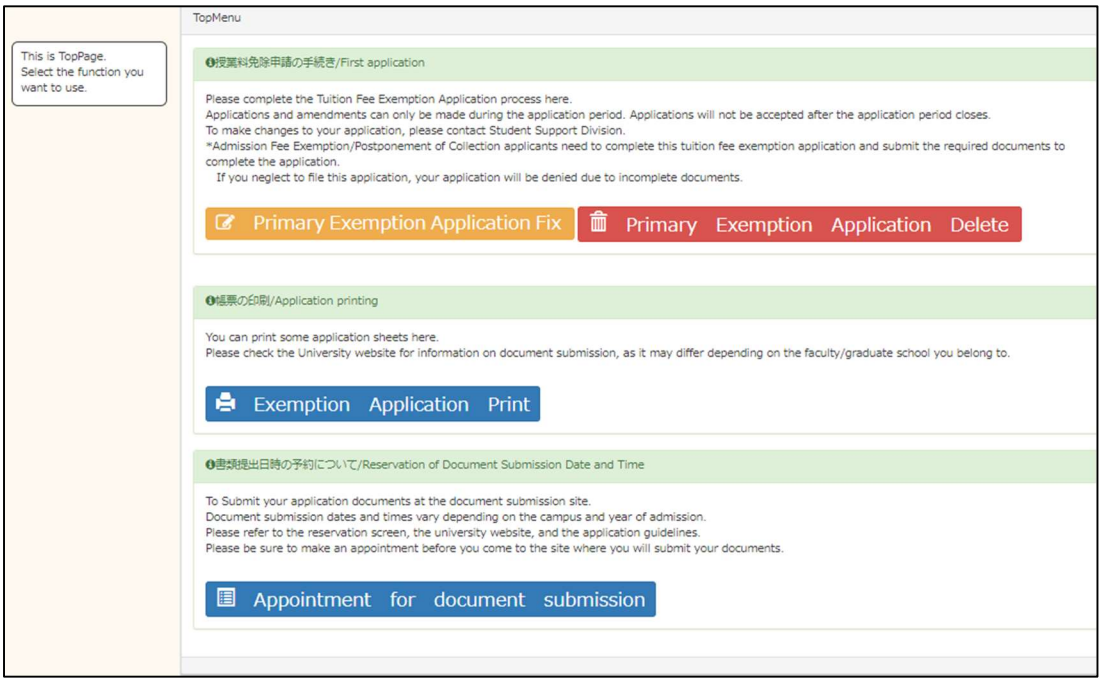
This is the top menu screen.

Select the function to use.

【Top menu for new applicant】



【Top menu after registering basic information】



★ TOP MENU LIST

Primary Exemption Application Register

Select at the beginning of the exemption application procedure.

Input consists of two stages, basic information and detailed information. Please enter all.

Primary Exemption Application Fix

Select to modify the exemption application.

You can make corrections as many times as you like within the application period, but the correction screen starts from the "agreement screen" each time, so proceed to the item you want to correct.

If you are requested to revise the form after the application period, please print the relevant form from the application details print and correct the necessary parts.

Primary Exemption Application Delete

Select to cancel the exemption application.

You can cancel as many times as you like within the application period and before submitting the application documents.

(i.e.)

Team	Situation	To do
During application period	⇒Before submitting application documents	⇒"Delete" enabled
During application period	⇒After submitting application documents	⇒Do not use the Cancel button, but withdraw your application from the "Exemption Application Withdrawal Form" on the university website.
After application period	⇒⇒⇒⇒⇒⇒⇒⇒	⇒Do not use the Cancel button, but withdraw your application from the "Exemption Application Withdrawal Form" on the university website.

Exemption Application Print

Select to print the application documents.

You can print even after the application period until the day before the result notification.

(Please note that you cannot print after the result notification date.)

Appointment for document submission

Select to reserve a date and time to submit the application documents.

If you wish to confirm the date and time of your reservation, check the list of dates and times to see which date and time the Cancel button is displayed.

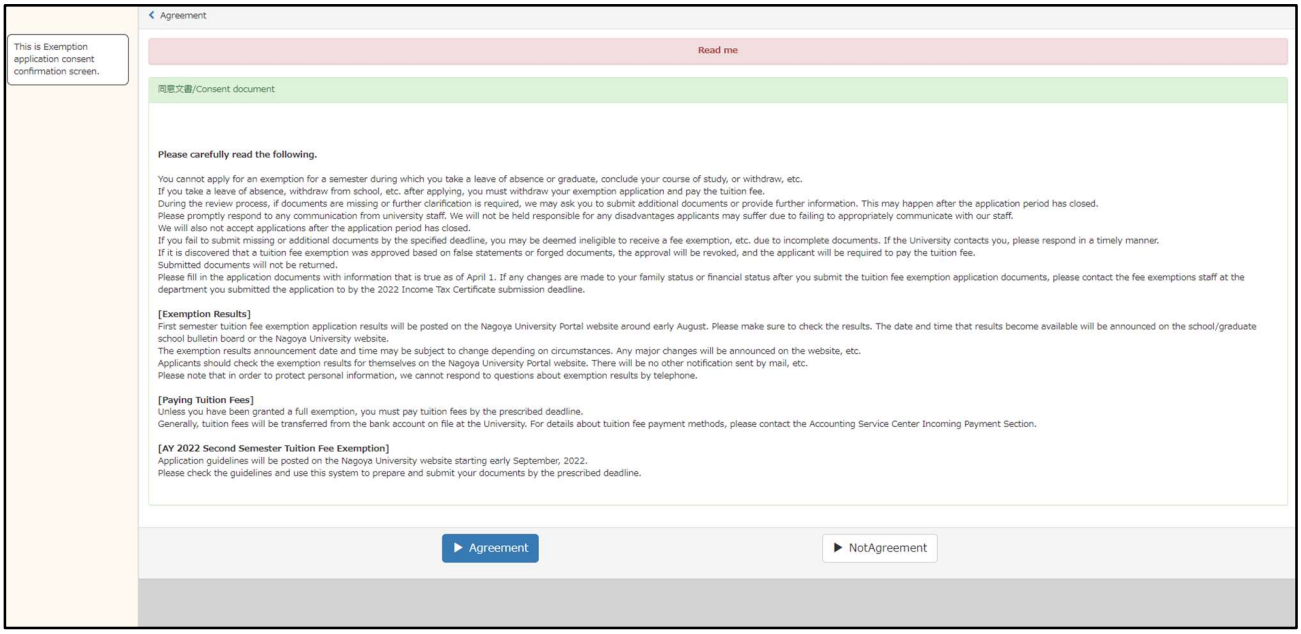
The reservation is complete at the date and time that the button is displayed. (p.80)

3. ENTER BASIC INFORMATION

(1) AGREEMENT

This is the screen to confirm the consent of the exemption application.

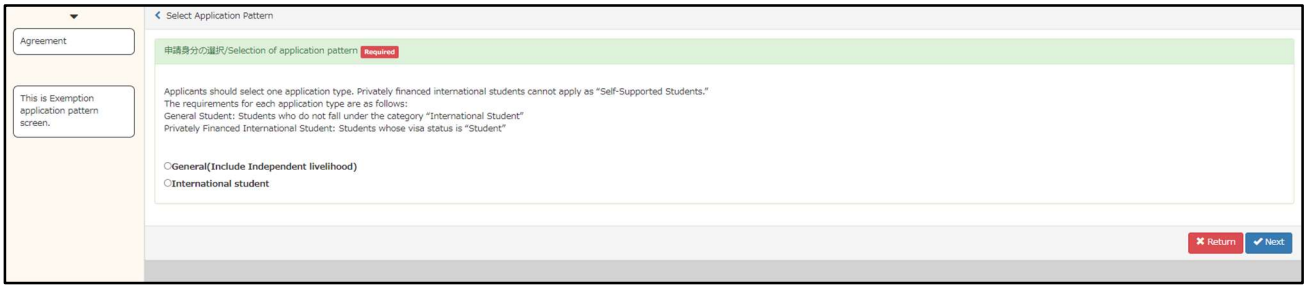
Read the consent document carefully, agree, and click the [Agree].



(2) APPLICATION PATTERN SELECTION SCREEN

This is the application pattern (status) selection screen.

Select the item that corresponds to you and click the [Next].



NOTE

As a general rule, undergraduate students cannot apply for the status of "independent livelihood".

Details of the independent livelihood certification can be confirmed at the time of "Selection of application target", so if it is not applicable, please start over from the basic information input.

If your status of residence is other than "College Student" at the time of application, please select "Privately-financed international student" if you plan to change to "College Student" and inform the Student Support Division when you submit the documents.

However, if you do not submit the documents certifying your status of residence "College Student" by the designated date of the university, you will be "not permitted" due to incomplete documents.

(3) APPLICATION TYPE SELECTION SCREEN

This is the applicaton typeselection screen.

Select the item you hope to apply for and click the [NEXT].

Application type	Details
Both Spring and Fall semester Application (Selectable only for Spring Semester Apply)	Apply for both Spring and Fall semesters. It is selected by the person who will be enrolled in the school for one year. Those who have the shortest period of study at the end of September and who plan to continue enrolling in the same course (repeated years, etc.) in Fall Semester cannot be selected.
Spring semester-only Application (Selectable only for Spring Semester Apply)	Apply only for Spring Semester Those who apply only Spring Semester can be selected. Those who are scheduled to graduate (complete) at the end of September of the same year, or who are not enrolled due to a leave of absence in Fall Semester, etc. cannot be selected.
Fall semester-only Application (Selectable only for Fall Semester Apply)	Apply only for Fall Semester Those who apply only Fall Semester can be selected. Those who applied for "Both Spring and Fall semester Application" in Spring Semester will not be displayed.
Fall semester change Application (Selectable only for Fall Semester Apply)	Apply for Fall Semester (change) After "Both Spring and Fall semester Application", the person who has changed the household situation etc. at the time of the Fall Semester Application (1st October) selects.

NOTE

If you also apply for the same livelihood who attends the university, please make sure that there is no difference with that person before submitting.

In particular, please note that if one is applying for "Both Spring and Fall semester Application" and the other is applying for “Fall semester-only Application” or “Fall semester change Application”, differences are likely to occur.

(example)

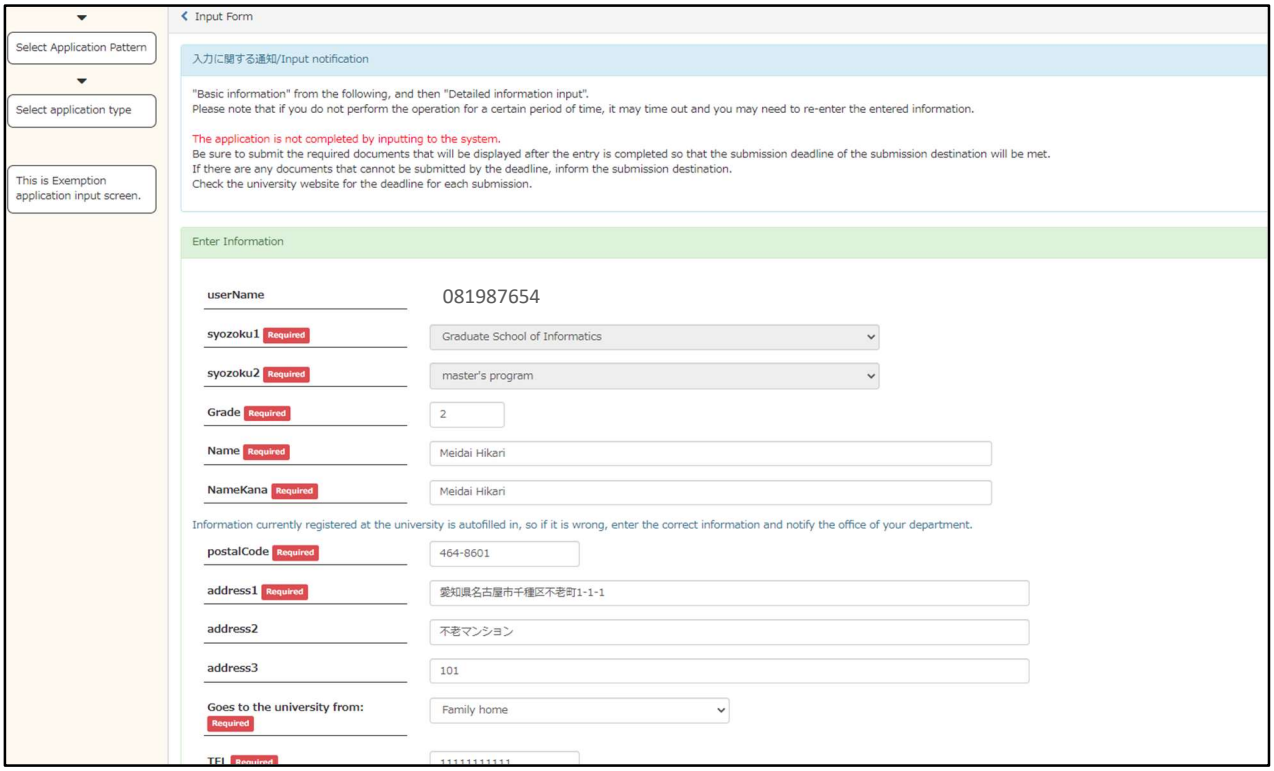
The applicant has already applied for "Both Spring and Fall semester Application" for the Spring Semester.

No application for spouse due to leave of absence in the Spring Semester.

Apply when returning to school in the Fall semester.

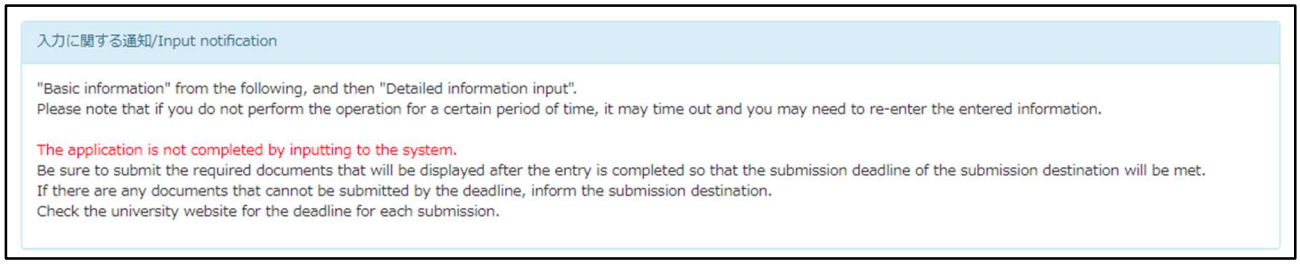
(4) APPLICATION DETAILS INPUT SCREEN

This is the screen for entering the application details.



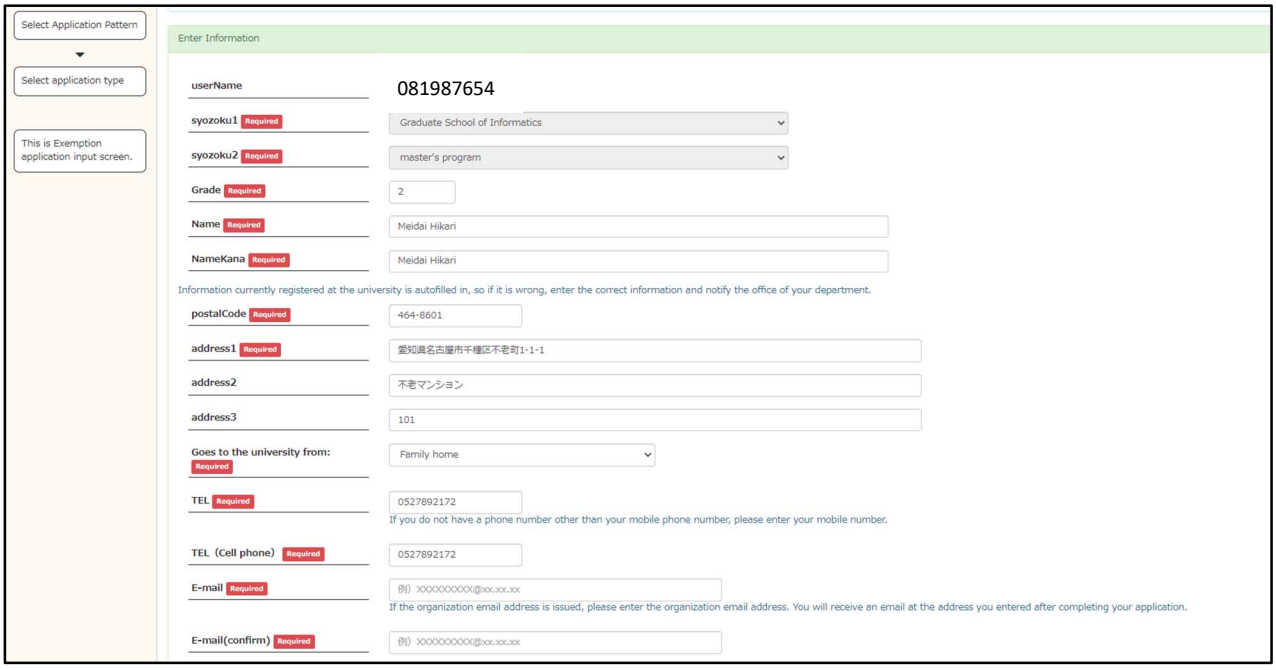
✯ INPUT NOTIFICATION

Please read the input notification carefully and start further input.



✯ ENTER PERSONAL INFORMATION

Check the initially displayed personal information and enter a blank.



NOTE

Some of the personal information fields initially display the information registered in the academic affairs system. Please correct any changes at the time of application. Also, please report the change to the office work of your department.

FAQs

No.	Question	Answer
1.	Currently, I am leaving my home and living in a rental apartment, but the address displayed in my address was my parents' address. Can I leave it as it is?	Please change your address to the address of the rental apartment where you currently live.
2.	I don't know the postal code.	You can find the postal code on the JAPAN POST Co.,Ltd. Website.
3.	At the time of application (March), I live in a rental apartment, but I am planning to move into the "dormitory" from 1st April 2023. Should I enter the address as a rental apartment or a dormitory?	Please enter the address of the "dormitory" where you plan to live from 1st April 2023. After moving into the dormitory, please issue and submit a resident card that has been moved from the rental apartment to the dormitory.
4.	Can I use any email address?	Please use "THERS account" as the email address. Communication regarding the application will be sent to the THERS email address.
5.	At the time of application (March), it is the 1st year, but from 1st April, it will be promoted to the 2nd year. Which year should I enter?	Please enter the year you will be promoted from 1st April.
6.	I am a student enrolled in April. At the time of application (March), I am in the second year of the master program, but I will be enrolled in the same course (master program) after 1st April. Is it okay to use the "3rd year" as the year?	The master program is only up to the 2nd year. In that case, you will have to repeat the 2nd year, so enter "2nd year".
7.	I am a new student in October. At the time of application (March), it is the first year, but after 1st April, it is also the 1st year. Is it okay to use "1st year" as the year?	Enter your year of enrollment after 1st April, that is, "1st year".

★ ENTER THE CATEGORY AND DATE OF ADMISSION

Select admission / transfer.

Also, enter the year and month of enrollment, or select from the [Calendar] on the right.

NOTE

Admission to Nagoya University is "April" or "October". Do not enter any other month.

★ INPUT OF LEAVE / STUDY ABROAD INFORMATION, ETC. （APPLICABLE ONLY）

Enter information about leave of absence and study abroad. Also, enter each date and period, or select from the [Calendar] on the right.

★ ENTERING HOUSEHOLD SUPPORTER INFORMATION

Enter the address of the household supporter.

◎What is a household supporter? ……A person who supports the household budget on behalf of the father and mother or the father or mother.

General・・・Father and mother, or those who support the household budget on behalf of the father and mother

(i.e.) ①Father ②Mother

Independent livelihood・・・Applicant and spouse

(i.e.) ①Applicant ②Spouse

Privately-financed international students・・・Applicant and spouse

(i.e.) ①Applicant ②Spouse

(i.e.) ①Father ②Mother ← When parents live in Japan

NOTE

For Privately-financed international students, if the applicant's parents are resident in Japan, please make them a household supporter. You do not need to enter anything for parents who live in your home country.

FAQs

No.	Question	Anwer
1.	My father is assigned to work alone and lives alone, but he has not renewed his resident registration. Should I enter the actual address or the address on the Residence Reccord?	Please enter the address where your father actually resides. Please enter the reason why the address you entered and the address on your resident card are different in the reason for application, or fill out and submit the 【Form 3】 STATEMENT.
2.	I live with my mother. My father has been assigned to work alone, and the resident registration has also been transferred to the new location. Do I need a resident card for each?	Please submit your father's resident's card and your mother's resident's card respectively. If the addresses and resident registrations of household supporters (father and mother, person and spouse) are different, each Resident Record is required.
3.	Since it is a detached house, there is no building name or room number. Is it okay to leave blank?	It can be left blank.
4.	Household supporters do not have a phone at home. Can I leave it blank?	If you do not have the home phone number of the household supporter, enter the mobile phone number of the household supporter.
5.	My household is made up of only my father's income, and my mother is a full-time housewife and has no income to support her household. Is she a household supporter?	This applies regardless of whether the mother has income or not.
6.	I am a Privately-financed international student and my status of residence is "College Student". My parents live in Tokyo. Are the household supporters myself or my parents?	In this case, the household supporter is the parent. In principle, the household supporters of Privately-financed international students are the applicant and his / her spouse, but if the parents live in Japan, the parents will be the household supporters.
7.	I am bereavement of my father. My mother is currently being treated for illness and is unemployed. I live with my brother's income and my mother's survivor's pension, but who will be the household supporter?	Your mother and brother. Your brother is considered to be the one who supports the household budget on behalf of your father.

★ ENTER THE REASON FOR APPLICATION

Enter the reason for applying.

Please enter the specific reason why you applied for Tuition Fee Exemption.

(Bad e.g.)

"Because it is financially difficult" "Because it is a mother-child (parent-child) household" etc.

The reason for the application lacks specificity. Please enter why the applicant is in financial need based on his/her own situation and the situation of the household supporter.

(i.e.)

Due to the global outbreak of COVID-19 infection, my father's place of employment went bankrupt, and in September 2022, he became unemployed. He is looking for a new job, but hasn't decided yet. My mother is unemployed because she is busy caring for her mother and does not have time to earn part-time income. Now my mother manages to live with my father's unemployment insurance benefits and the help of my grandfather. At present, we cannot afford to pay my tuition fees. As I have many experimental lessons and cannot take time for a part-time job. Therefore, I have come to apply for the Tuition Fee Exemption. The details of the assistance from my grandfather are described in 【Form 3】 STATEMENT.

NOTE

If the household supporter is unemployed, please describe in detail the date of unemployment, the reason for not re-employment, and the source of the current living expenses.

★ ENTER WHETHER OR NOT THERE WAS A SEVERE DISASTER

If the applicant or the applicant's household supporter's home is damaged by more than half the damage due to the catastrophic disaster of the target, select Yes.

After that, please be sure to select "Yes" to the question "Have you been damaged by storms and floods within 6 months (1 year for new students)" when entering the detailed information "Selecting the application target".

The target catastrophic disasters are as follows.

Storm and heavy rain in August, September 2019/ Typhoon 19, 2019 /Heavy rain in July 2020

NOTE

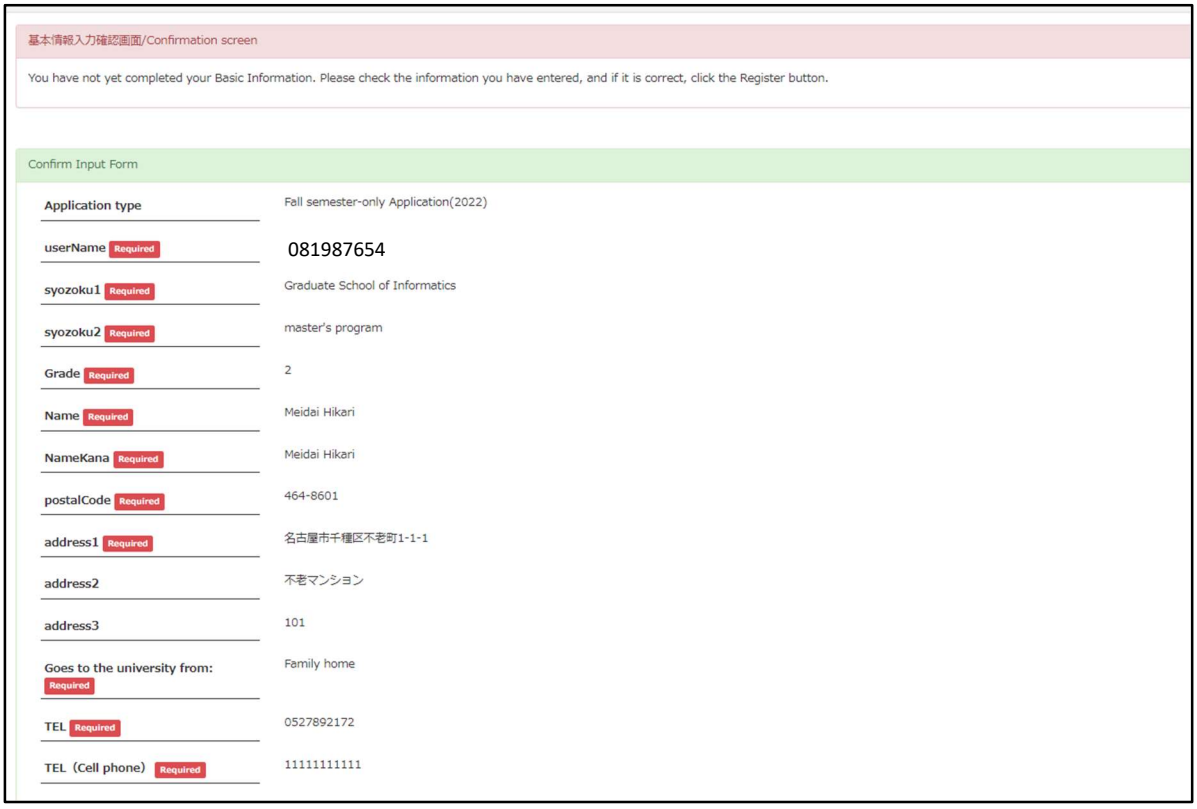
If the applicant's household is damaged by fire, storm, flood, theft, etc. within 6 months (1 year for new students) other than the above-mentioned catastrophic disaster, select "Yes" when selecting the application target.

☆ PRESSING THE REGISTER

Click [Register] at the bottom right of the screen after completing the input.

(5) APPLICATION CONFIRMATION SCREEN

This is the application confirmation screen.



Check for input omissions.

This content will be printed on "Sheet 1-① Application for Tuition Fee Exemption".

A data entry completion email will be sent to the email address you entered, so be sure to check your email address in particular.

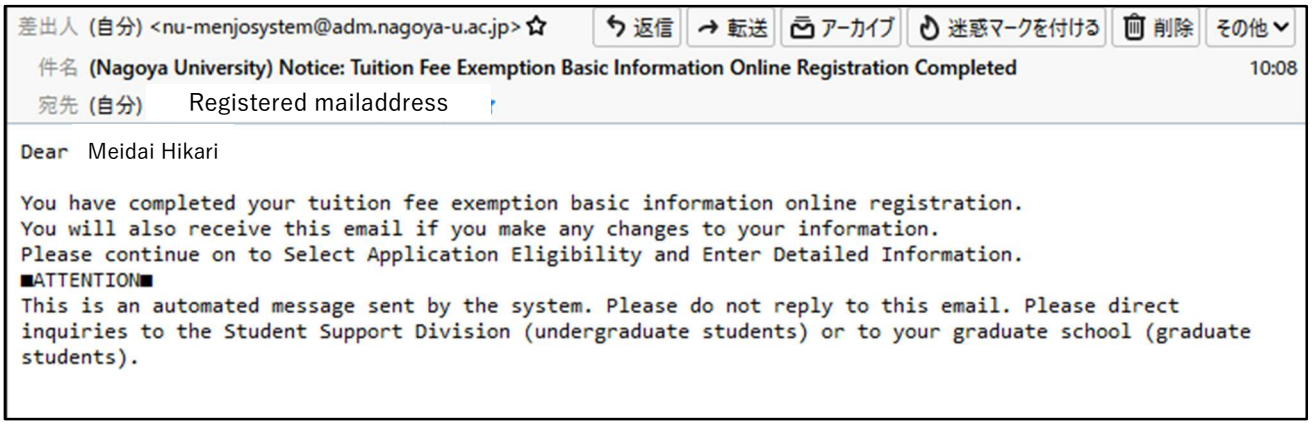
✯ PRESSING THE REGISTER

If there are no problems with all the application details, click [Register] at the bottom right of the screen. To correct the input, click [Back].

After registration, an email will be sent automatically to the email address you entered, so please check if it has arrived. If you do not receive it, the email address you entered may be incorrect, so please check and correct it, and then register again.

✯ ONLINE REGISTRATION COMPLETED EMAIL

Check if you received the following email to your registered email address.

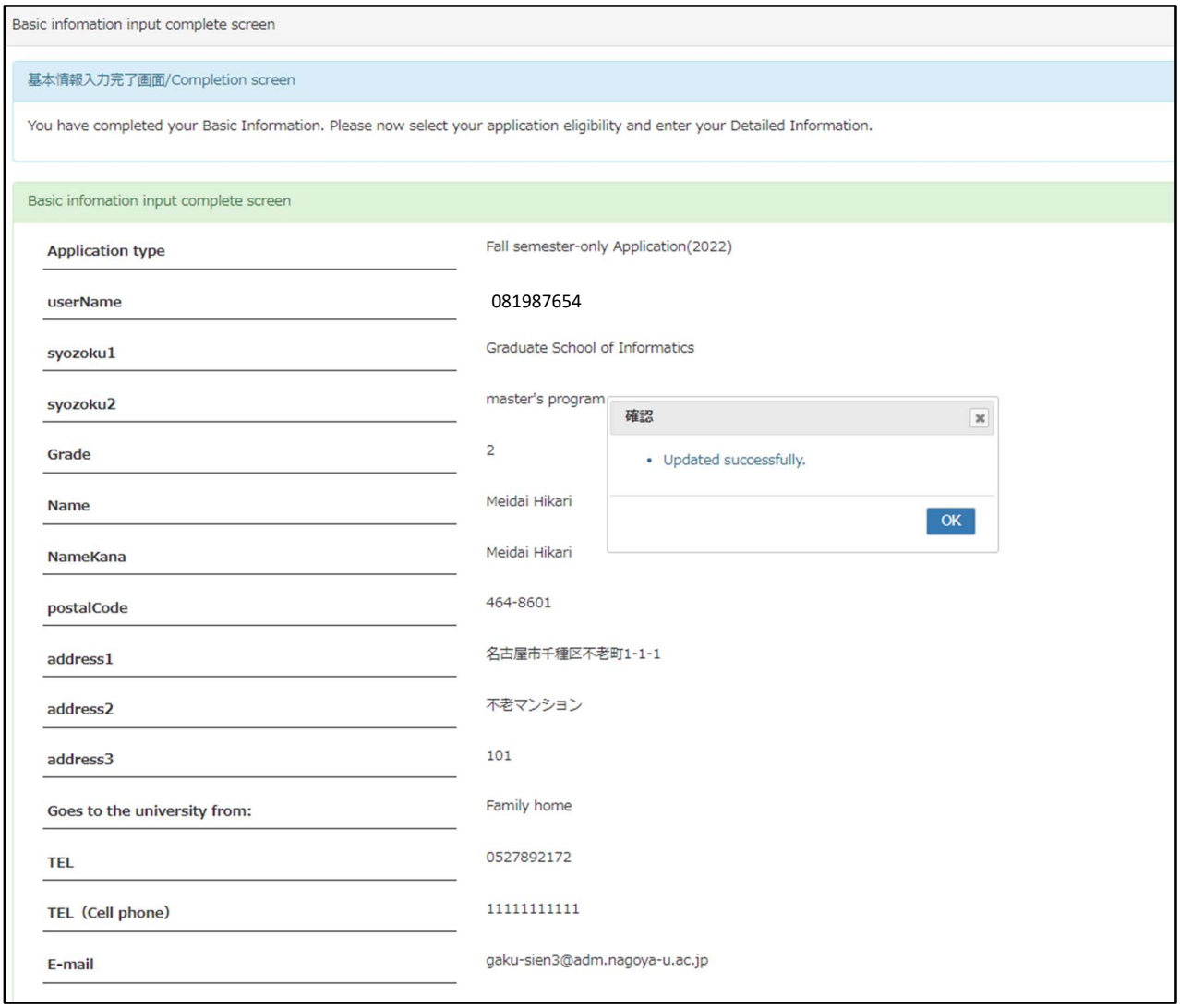


NOTE

This email will be sent each time you make corrections to your application.

(6) COMPLETION SCREEN

This is the completion screen.



☆ PRESSING THE REGISTER

After registration, click [OK] in the displayed dialog box, and then click [Register] at the bottom right of the screen.

Proceed to the detailed information input screen.

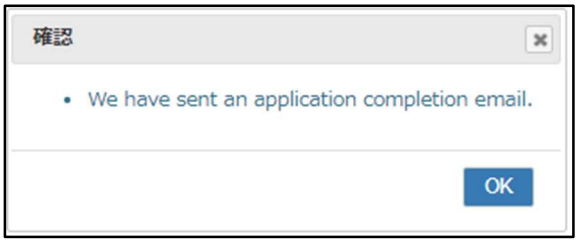
If you need to send the email again, click【Send Mail】.

☆ SEND MAIL

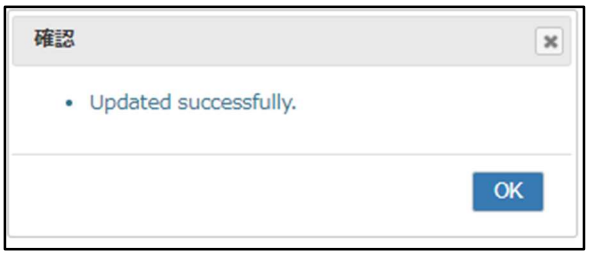
If you click Send Mail, the following message will be displayed.

You cannot click Finish unless you click OK in the confirmation dialog box.

◎ Confirmation dialog box for the first time you apply



◎ Confirmation dialog box when modifying application information



NOTE

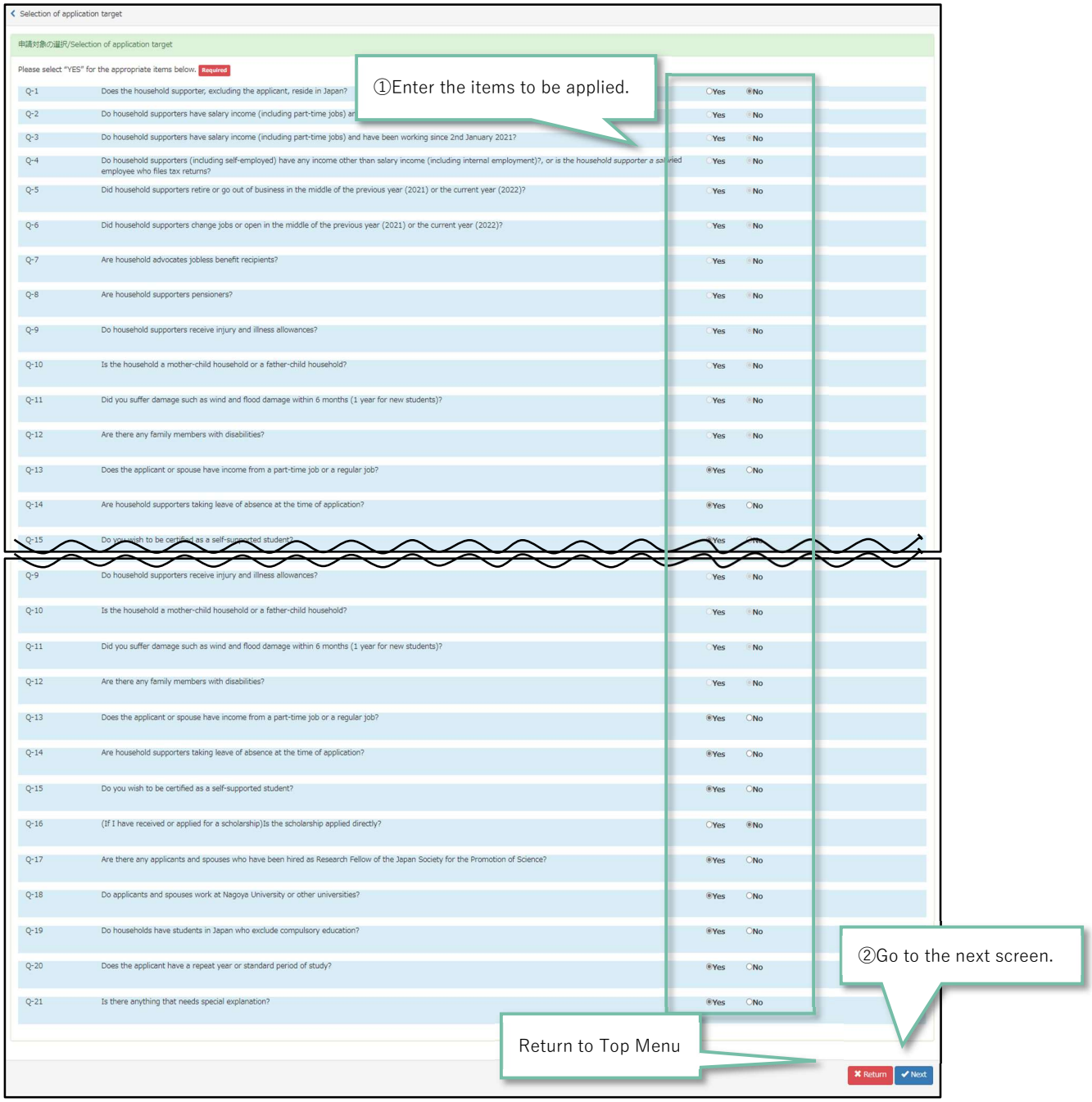
The application is not complete with the entry of basic information only.

Continue to enter detailed information (p.45) and submit the required documents to complete the application.

4. ENTERING DETAILED INFORMATION

(1) APPLICATION TARGET SELECTION SCREEN

It is a screen to enter the application target. Answer all questions.



NOTE

This sample screen is displayed when "International student" is selected in the application pattern (status). Please note that the questions will be different for those who have selected " General student (including independent livelihood)".

✯ INPUT ITEMS

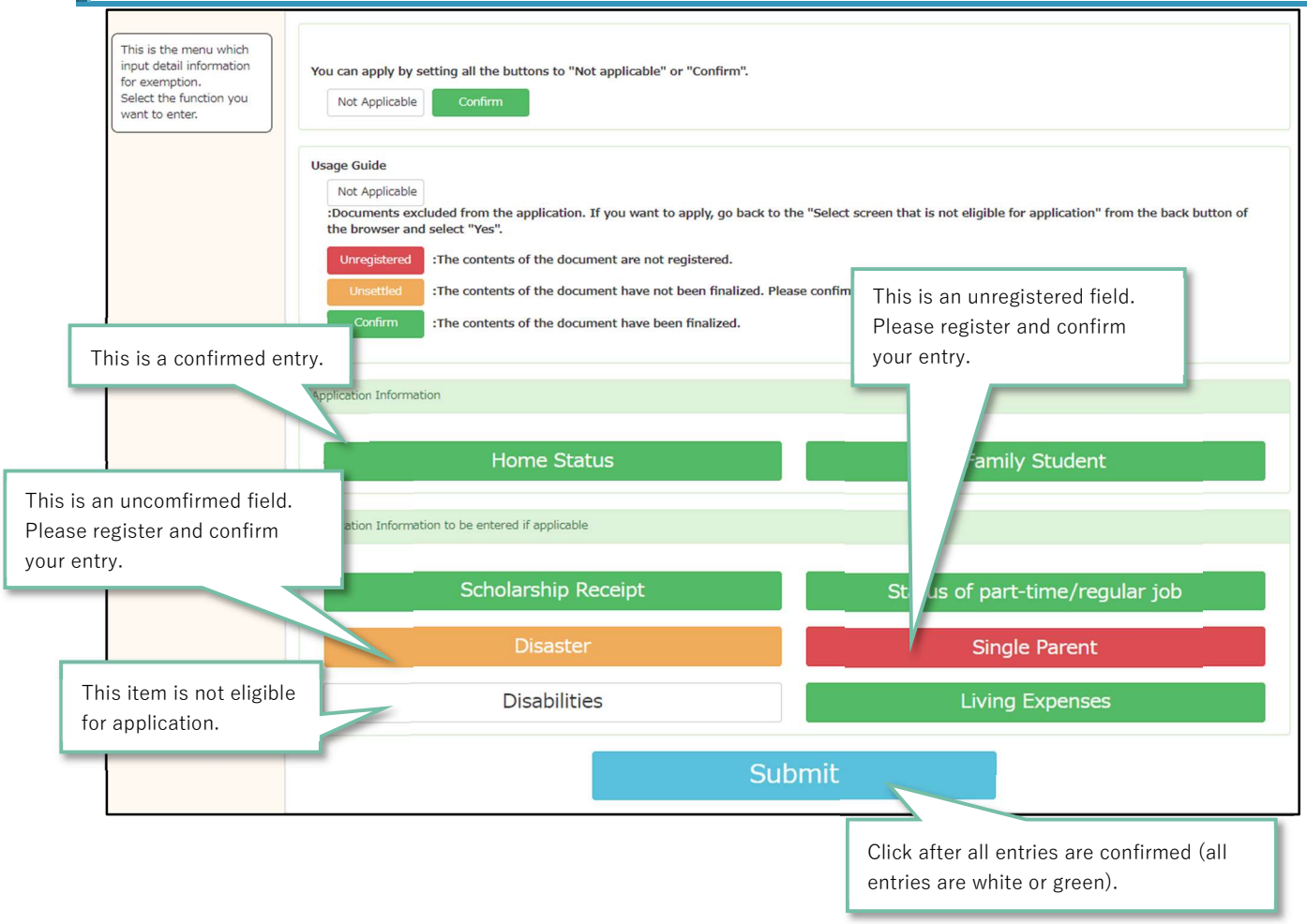
The required application will vary depending on the answer to the question.

If you are not sure if you are the target, please check the detailed explanation page.

General・Self-Supported Student		
Question	**Input items**	**Pages**
Required item	「Home Status」 「Family Student」	P. 48 P. 54
If you selected "Yes" for Q-1	「Living expenses」	P. 69
If you selected "Yes" for Q-6	「Status of part-time/regular job」	P. 58
If you selected "Yes" for Q-7	「Scholarship Receipt」	P. 56
If you selected "Yes" for Q-20	「Single Parent」	P. 64
If you selected "Yes" for Q-21	「Disaster」	P. 62
If you selected "Yes" for Q-22	「Disabilities」	P. 67

Privately-financed International Student		
Question	**Input items**	**Pages**
Required item	「Home Status」 「Family Student」	P. 48 P. 54
If you selected "Yes" for Q-10	「Single Parent」	P. 64
If you selected "Yes" for Q-11	「Disaster」	P. 62
If you selected "Yes" for Q-12	「Disabilities」	P. 67
If you selected "Yes" for Q-13	「Living expenses」 「Status of part-time/regular job」	P. 69 P. 58
If you selected "Yes" for Q-15	「Scholarship Receipt」	P. 56

(2) SUBMENU SCREEN



✯ SUBMENU LIST

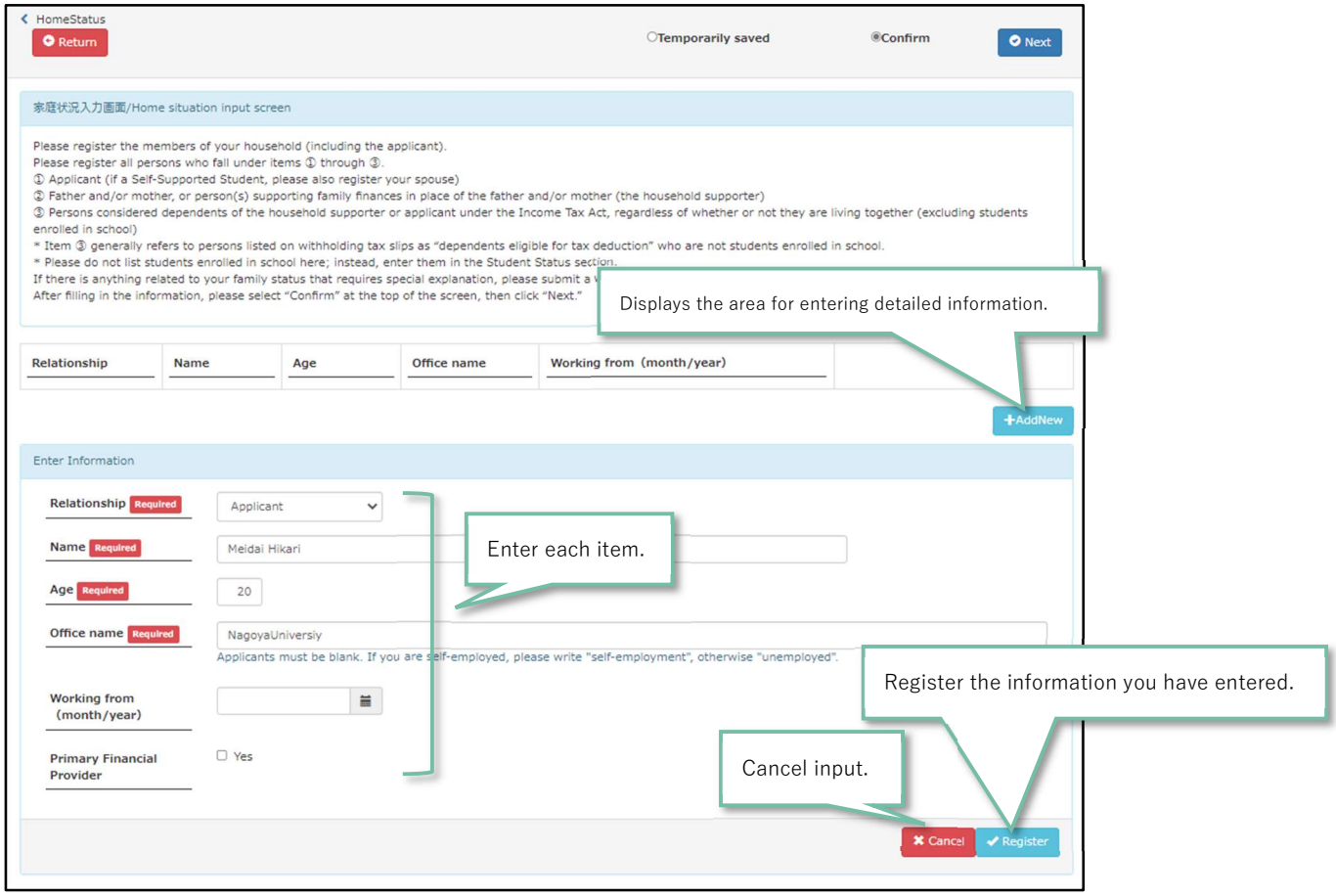
If the menu to be entered in each submenu is "Not applicable" or the menu that does not require input is "Unregistered", please reselect the Application Target.

	Sub menu	Pages
1.	Home Status	P. 48
2.	Family Student	P. 54
3.	Scholarship Receipt	P. 56
4.	Status of part-time/regular job	P. 58
5.	Diaster	P. 62
6.	Single Parent	P. 64
7.	Disabilities	P. 67
8.	Living expenses	P. 69

ア. ENTER HOME STATUS

Enter the household members who are dependent on household supporters and household supporters (excluding those who are enrolled in school).

★ FOR NEW REGISTRATION



FAQs		
No.	**Question**	**Answer**
1.	The applicant is a student and has a part-time job. Should I enter a part-time job as the work place?	It can be left blank. (Even if the applicant's work place is entered, it will not be reflected at the time of printing)
2.	My father has multiple offices.	Enter for each workplace. (i.e.) Father, MEIDAI Sou, 53 years old, Shirataka Electrician Co., Ltd., April 1991 Father, MEIDAI Sou, 53 years old, Social Welfare Corporation Asama no Sato, October 2020

3.	My mother is a full-time housewife and does not work, so I cannot enter her work place.	Enter the work name as unemployed *. Leave the date of employment blank. (i.e.) Mother, MEIDAI Nozomi, 50 years old, unemployed
4.	My grandmother is receiving a pension and cannot enter her work name because she does not have a job.	Enter the work name as unemployed *. Leave the date of employment blank. (i.e.) Grandmother, MEIDAI Toki, 78 years old, unemployed
5.	My brother has retired due to illness and is undergoing medical treatment. I cannot enter the work name.	Enter the work name as unemployed *. Leave the date of employment blank. (i.e.) Brother, MEIDAI Kodama, 26 years old, unemployed
6.	I am a student who failed entrance exams failed to get into university and spend a year at prepratory school now. I can not entrer work place because I don't have a part-time job.	Enter the work name as unemployed *. Leave the date of employment blank. (i.e.) Sister, MEIDAI Mizuho, 18 years old, unemployed
7.	There is no relationship such as "child", "uncle / uncle", "aunt / aunt", etc. Which one should I choose?	Select "Others" * If there are many other people, enter the relationship in parentheses after the name.
8.	My daughter is 4 years old and attends kindergarten, so I can't enter her work name.	Enter the work name as unemployed *. Leave the date of employment blank. (i.e.) Others, MEIDAI Sakura, 4 years old, unemployed
9.	My father and mother are divorced and I have the same livelihood as my mother. My mother has remarried, but I haven't adopted her husband. Who should I write in the father's column?	Enter the mother's husband * as "father". (example) Father, TANIGAWA Takeru, 57 years old, Hayabusa City Hall, April 1987 If you receive financial support from your biological father, use【Form 3】STATEMENT.
※	If you would like to enter details, please enter them in parentheses in the name or office field.	(i.e.) Enter details of unemployed Mother, MEIDAI Nozomi, 50 years old, Unemployed (housewife) Grandmother, MEIDAI Toki, 78 years old, Unemployed (pensioner) Brother, MEIDAI Kodama, 26 years old, Unemployed (under medical treatment) Sister, MEIDAI Mizuho, 18 years old, Unemployed (preparatory school student)

		Others, Nagoya University, 4 years old, Unemployed (kindergarten student) (i.e.) Enter the details of the relationship Father, TANIGAWA Takeru (mother's husband), 57 years old, Falcon City Hall, April 1987 Others, MEIDAI Sakura (child), 4 years old, Unemployed (kindergarten student)

NOTES

All "relationships" are from the perspective of the applicant.

(i.e.)

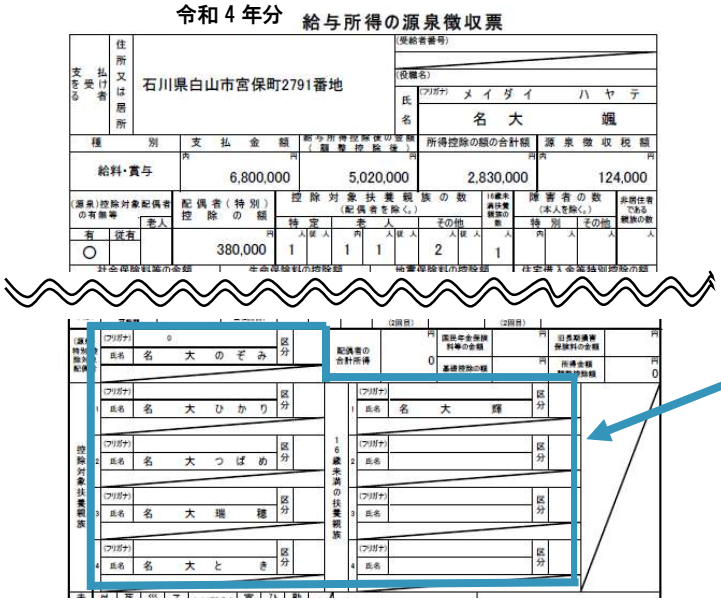
Relationship	Name	Age	Office name	Working from (month/year)
Applicant	Meidai Hikari	23	NagoyaUniversit	
Spouse	Meidai Komachi	23	Nagoya CityHall	2020/04
Other	Meidai Sakura	4	unemployed	

(i.e.)

Relationship	Name	Age	Office name	Working from (month/year)
Applicant	Meidai Hikari	23	NagoyaUniversit	
Father	Meidai Ken	57	Nagoya CityHall	1987/04
Mother	Meidai Nozomi	51	○○ Drug	2021/10

☆ HOW HOUSEHOLD SUPPORTERS IDENTIFY THEIR DEPENDENTS

Withholding slip



令和 4 年分 給与所得の源泉徴収票

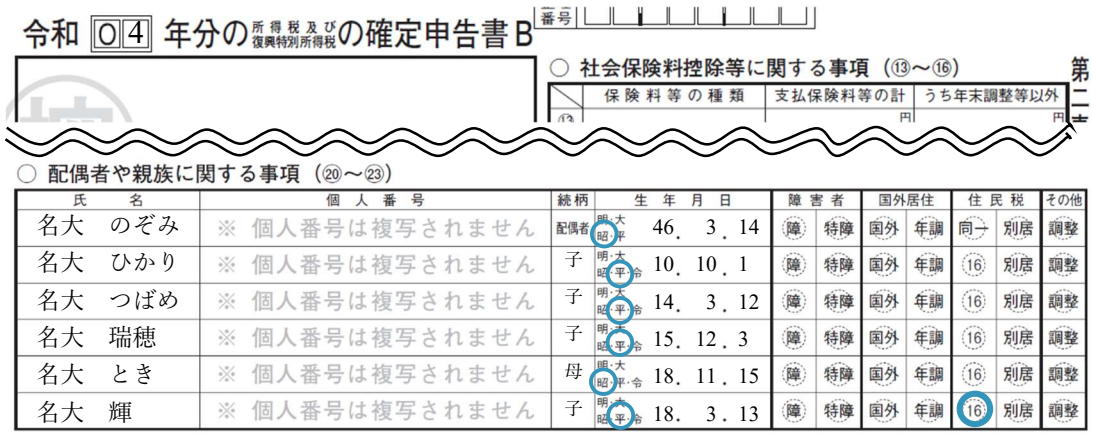
支払を受ける者 住所又は居所	石川県白山市宮保町2791番地
	氏名 メイダイ ハヤテ 名大 颯

種別	支払金額	給与所得控除後の金額	所得控除の額の合計額	源泉徴収税額
給料・賞与	6,800,000	5,020,000	2,830,000	124,000

(源泉)控除対象配偶者の有無等	配偶者(特別)控除の額	控除対象扶養親族の数(配偶者を除く。) 特定	老人	その他	障害者の数(本人を除く。) 特別	その他	非居住者である親族の数
有 ○ 従有	380,000	1	1	2	1		

「Deductible dependent relatives」

Tax Return Table 2



令和 04 年分の所得税及び復興特別所得税の確定申告書B

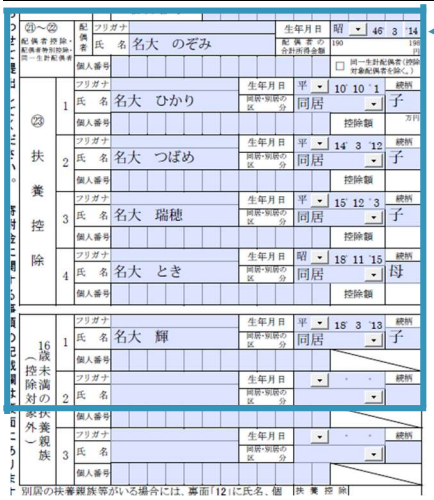
○ 社会保険料控除等に関する事項 (⑬～⑯)

保険料等の種類	支払保険料等の計	うち年末調整等以外
⑬	円	円

○ 配偶者や親族に関する事項 (⑳～㉓)

氏名	個人番号	続柄	生年月日	障害者	国外居住	住民税	その他
名大 のぞみ	※ 個人番号は複写されません	配偶者	昭 46. 3. 14	障 特障	国外 年調	同一	別居 調整
名大 ひかり	※ 個人番号は複写されません	子	平 10. 10. 1	障 特障	国外 年調	⑯	別居 調整
名大 つばめ	※ 個人番号は複写されません	子	平 14. 3. 12	障 特障	国外 年調	⑯	別居 調整
名大 瑞穂	※ 個人番号は複写されません	子	平 15. 12. 3	障 特障	国外 年調	⑯	別居 調整
名大 とき	※ 個人番号は複写されません	母	昭 18. 11. 15	障 特障	国外 年調	⑯	別居 調整
名大 輝	※ 個人番号は複写されません	子	平 18. 3. 13	障 特障	国外 年調	⑯	別居 調整

City (town) prefectural tax return



㉑～㉒ 配偶者控除・配偶者特別控除・同一生計配偶者	氏名 名大 のぞみ	生年月日 昭 46 3 14
㉓ 扶養控除 1	名大 ひかり	平 10 10 1 子 同居
2	名大 つばめ	平 14 3 12 子 同居
3	名大 瑞穂	平 15 12 3 子 同居
4	名大 とき	昭 18 11 15 母 同居
16歳未満の扶養親族(控除対象外) 1	名大 輝	平 18 3 13 子 同居

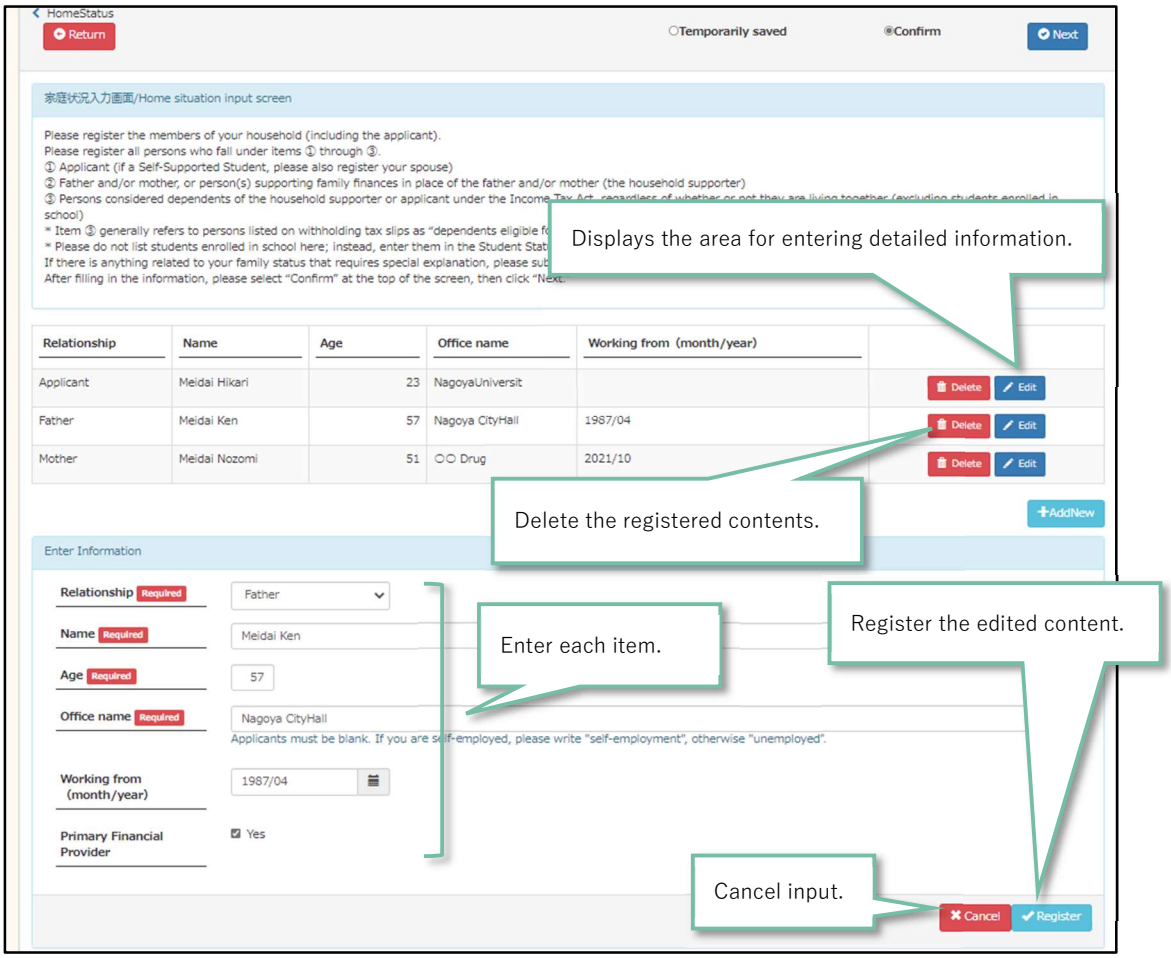
「Deductible dependent relatives」

NOTE

Although not listed here, those who are dependents of household supporters at the time of application (1st April or 1st October). Or, as stated here, if you are not a dependent of a household supporter at the time of application (1st April or 1st October), prove it in【Form3】STATEMENT.

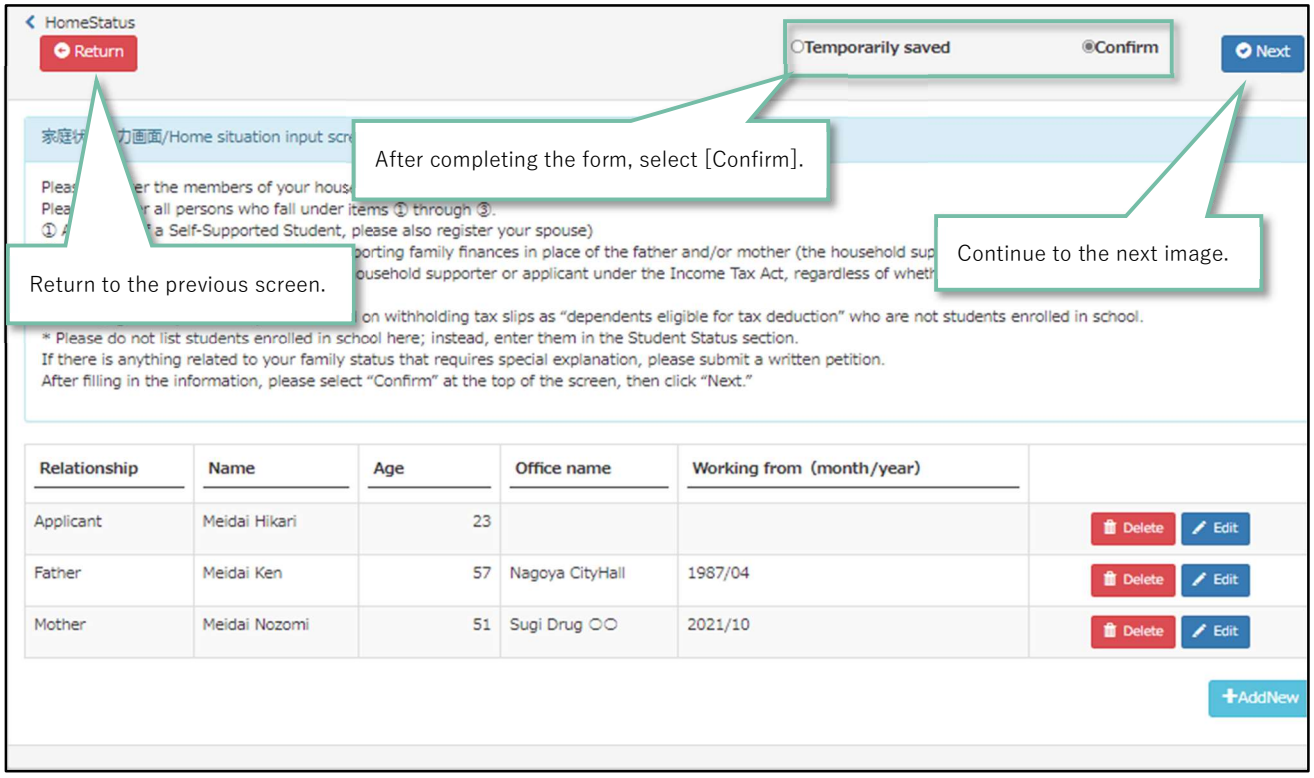
✯ TO DELETE OR EDIT

Follow the same steps below to delete or edit the submenu screen in the future.



★ TO CONFIRM REGISTRATION

From this time forward, please delete and edit the submenu screen in the same way as below.



Temporarily save: Select to temporarily if you hope to enter it later. (The submenu turns orange)

Confirm: Select to confirm with the input contents. (The submenu turns green)

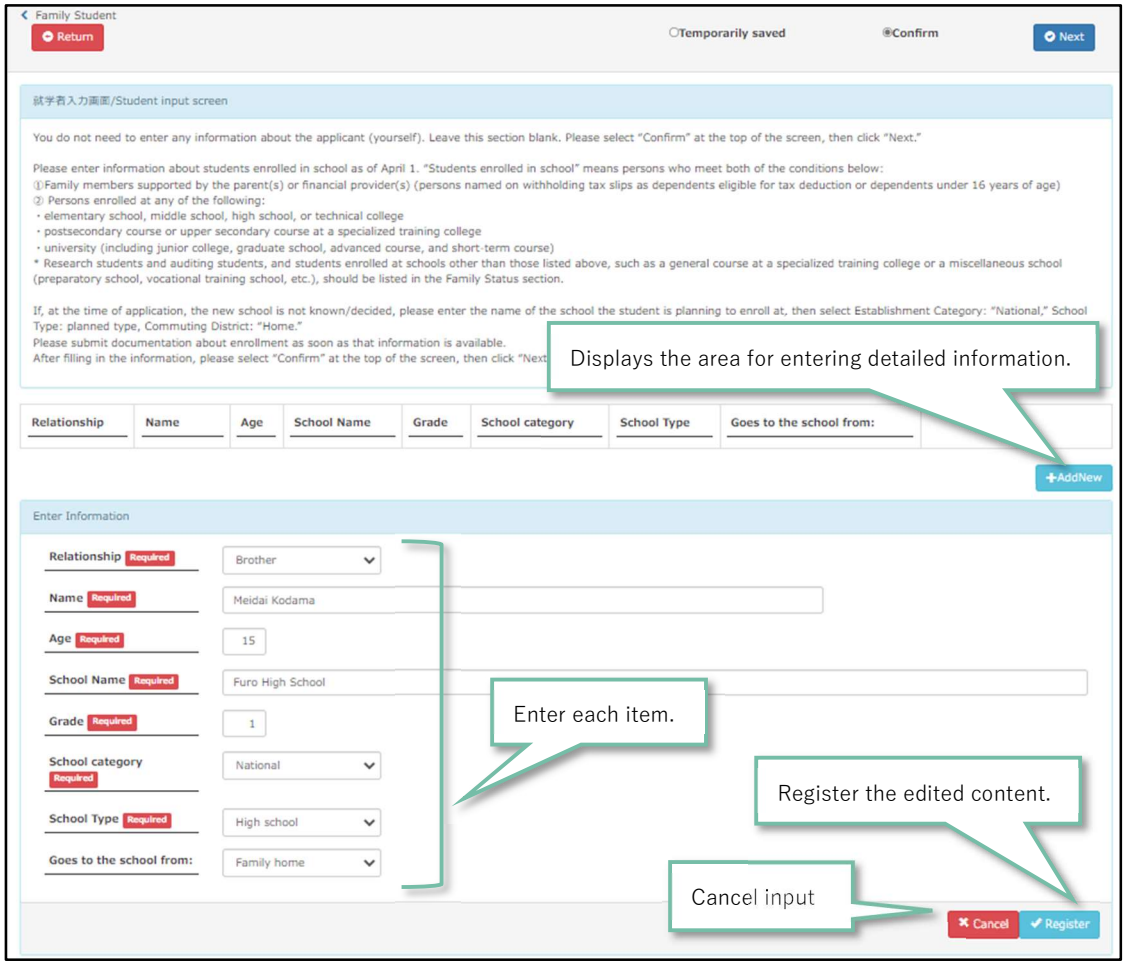
NOTE

You can also make corrections after confirmation, correct each time a change occurs. However, please contact the Student Support Division for corrections after submitting.

イ . ENTER FAMILY STUDENT

Enter the household supporter (excluding the applicant) or the students who are dependent on the household supporter.

★ FOR NEW REGISTRATION



FAQs		
No.	**Questions**	**Answers**
1.	There are no students other than the applicant. Do I have to enter my content?	If you are the only student, do not enter anything, select "Confirm" at the top right of the screen, and click "Next".
2.	At the time of application (February), my younger brother, a junior high school student, will be a high school student from April, but he is taking the	Please enter the input information as of 1t April 1 (or 1st October) of the application year. Therefore, first enter the high school schedule that you know at the time of application. You will be asked to correct the application information after your younger brother is enrolled in the school, so please apply to Student Support Division along with the certificate of enrollment in the school.

	exam and has not yet decided where to go to school. Can I enter junior high school information?	(i.e.) Relationship: Younger brother / Name: Teru Meidai / Age: 15 years old / School name: Fuoro University Furo High School / Grade: 1 year / Installation category: National / School type: High school / Attendance category: Home
3.	My sister goes to an agricultural college. Is she considered a student?	If you can get a degree / title at that school (affiliation), select the appropriate school type and enter it as a student. (i.e.) When the title of "Diploma" can be obtained at the current school Relationship: Sister / Name: Nagoya University Tsubame / Age: 19 years old / School name: Nagoya Prefectural Agricultural College / Grade: 2 years / Installation category: Public / School type: Vocational school (specialized course) / School category: Outside home

(例)

Relationship	Name	Age	School Name	Grade	School category	School Type	Goes to the school from:
Brother	Meidai Kodama	15	Furo High School	1	National	High school	Family home
Sister	Meidai Tsubame	19	Agricultural College	2	Public	Specialized training college (specialized)	Other residence

✯ TO DELETE OR EDIT

Refer to page 52.

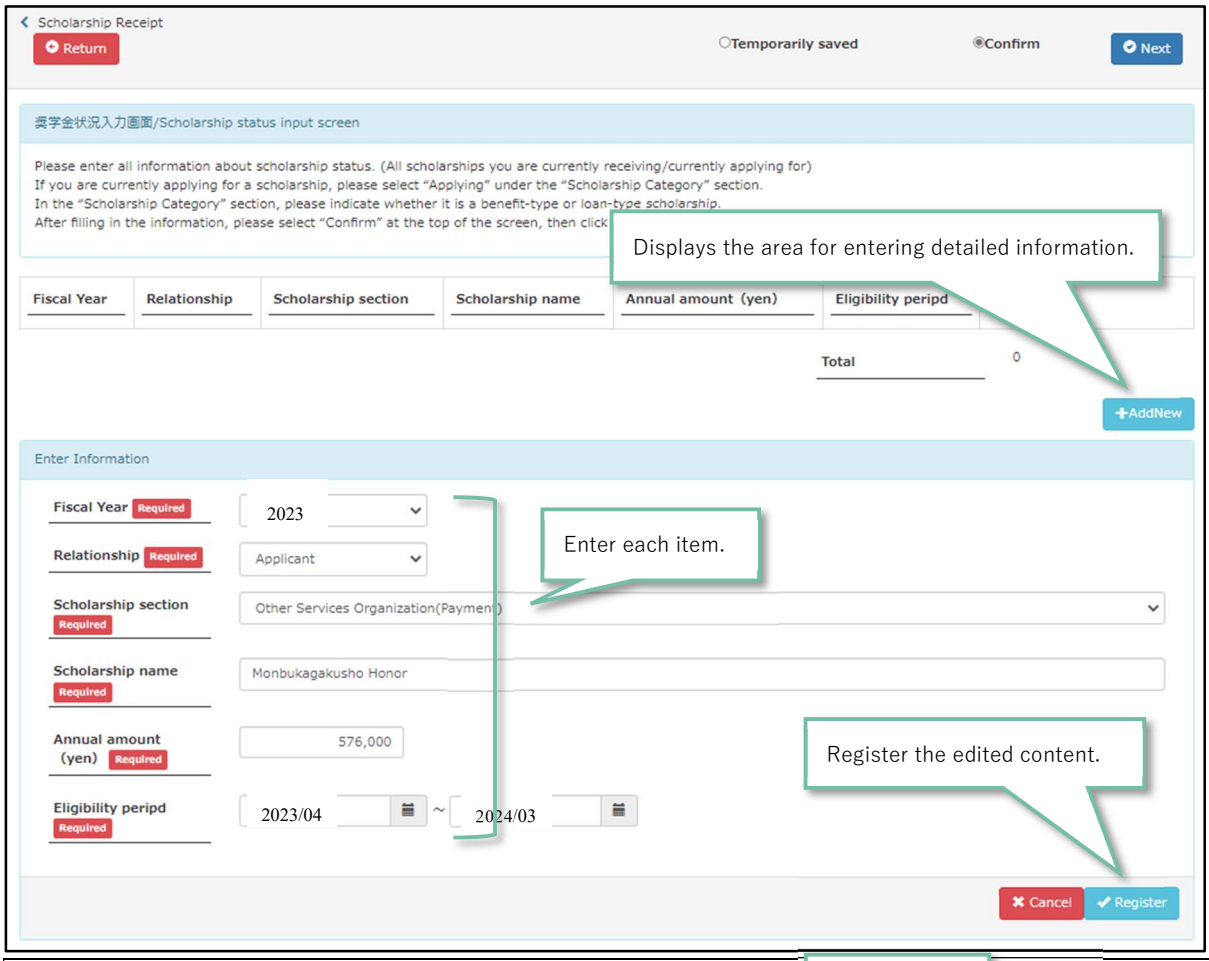
✯ TO CONFIRM REGISTRATION

Refer to page 53.

ウ. ENTER SCHOLARSHIP RECEIPT

Enter the scholarships you will receive or apply for (including plans) during the application year.

★ FOR NEW REGISTRATION



FAQs

No.	Questions	Answers
1.	I'm considering applying for a scholarship, but I haven't decided what to apply for yet. What should I do in that case?	Since the content is undecided, there is no problem with "no input". If you apply for a scholarship after applying for an exemption and are accepted, please contact the Student Support Division. At that time, you may be required to revise the "Statement of Income Status" and "Hearing Report on the Situation of the Applicant".
2.	I will enter about applying for a scholarship, but what happens if I fail?	If the scholarship you have entered is rejected, please notify the submission destination. At that time, you may be asked to revise the " Statement of Income Status" and "Hearing Report on the Situation of the Applicant".
3.	I am receiving a "Monbukagakusho Honors Scholarship", how should I enter it?	Enter the following: (i.e.) Scholarship category: Other scholarships (benefits) Scholarship name: Monbukagakusho Honors Scholarship

4.	I am receiving Frontier Fellowship Program or Frontier Next Generation Research Program, how should I enter it?	Enter the following: (i.e.) Scholarship category: Other scholarships (benefits) Scholarship name: “Frontier Fellowship Program” or “Frontier Next Generation Research Program”
5.	I am receiving the Excellent Graduate School Program, how should I enter it?	Because the Excellent Graduate School Program has a variety of supports, please change the input method depending on the support. (i.e.) 1. If you are receiving a scholarship or Budget to Fund Research Activities for Students Scholarship category: Other scholarships (benefits) Scholarship name: Excellent Graduate School Program (Program name) 2. If you are receiving a salary from employment such as RA Enter STATUS OF PART-TIME/REGULAR JOB. (p.60)
6.	I only receive scholarships for the remaining half year. How should I enter the amount?	If you will receive a monthly scholarship of JPY100,000 until September when you apply for the Spring Semester, please enter as follows. (i.e.) Annual amount (JPY): JPY 600,000 ⇐ (JPY 100,000 x 6 months) Receiving period: ~ September 2023
7.	I am receiving a scholarship at the time of application (February), but the scholarship will end in March. Do I have to enter it?	No need to enter. Enter the scholarships you will receive (planned to apply for) in the year of application.
8.	After applying, the scholarship I forgot to enter was adopted. What should I do now?	Please respond in the same way as No1.

✯ TO DELETE OR EDIT

Refer to page 52.

✯ TO CONFIRM REGISTRATION

Refer to page 53.

エ. ENTER STATUS OF PART-TIME/REGULAR JOB

On the part-time job screen, enter the following items depending on the selection result of the Application Target.

For Self-Supported students

Selection of application target	Input items
If you select [Yes] in [Would you like to be certified as an independent livelihood application?	"Income situation of the previous year" "Current work status of regular jobs and part-time jobs"

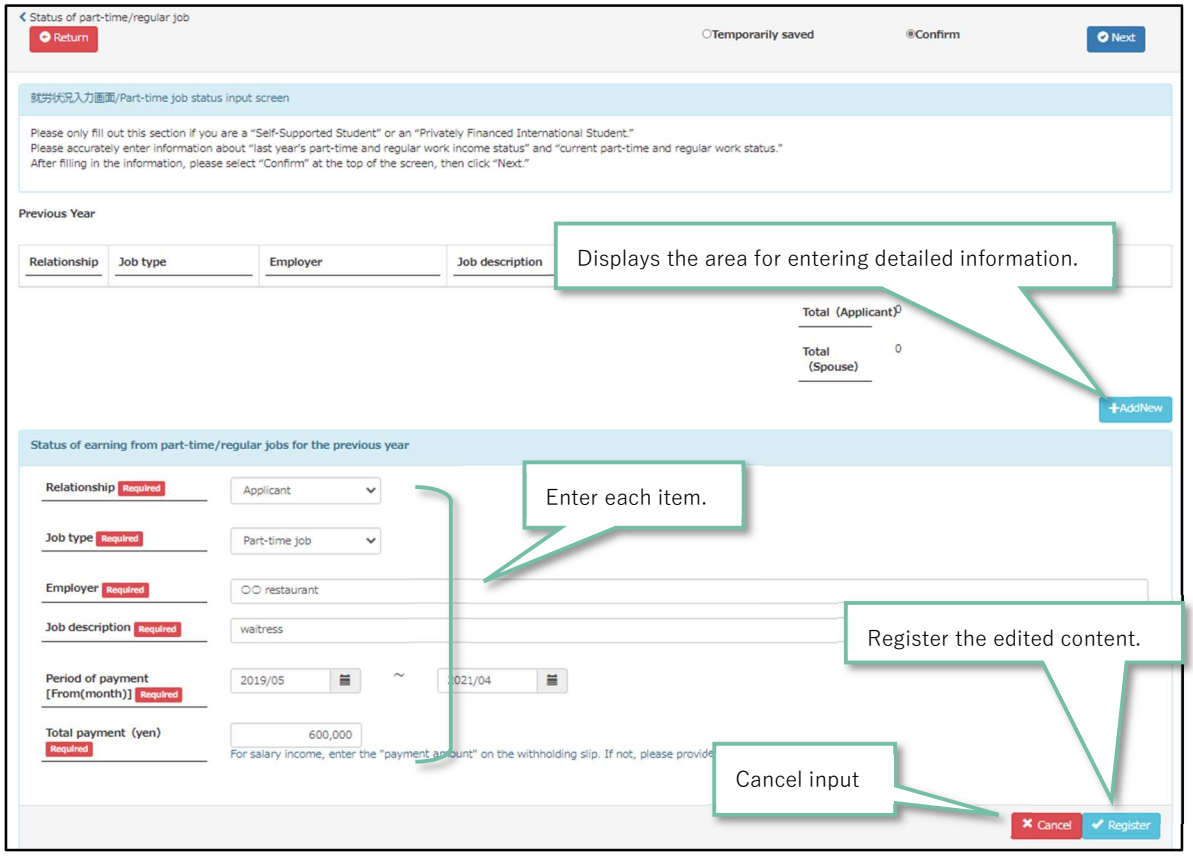
NOTE

If you apply as a general student, you are not asked for the income of the applicant.

For international students

Selection of application target	Input items
If you select [Yes] in [Would you like to be certified by applying for an independent livelihood?	"Income situation of the previous year" "Current work status of regular jobs and part-time jobs"

☆ FOR NEW REGISTRATION



NOTES

For part-time jobs and regular jobs, enter the total monthly amount for each part-time job or regular job in "Entering Living Expense Information" (p.69).

FAQs

No.	質問	回答
1.	I am planning to do TA on campus. How should I enter it?	Enter the following: (i.e.) Hourly wage: JPY1,300, number of hours in charge: 30 hours, recruitment period: April-September 2023 Work: Graduate School of Engineering, Nagoya University Date of adoption: April 2023 Work content: TA Weekly working hours: Approximately 1 hour (⇐ 30 hours ÷ 24 weeks) Monthly income: JPY6,500 (JPY1,300 x 30 hours ÷ 6 months)
2.	I am planning to do RA on campus. How should I enter it?	Enter the following. (i.e.1: In the case of an announcement notice) Hourly wage: JPY1,500, number of hours in charge: 792 hours, recruitment period: April 2023 to March 2024 Work: Nagoya University Graduate School of Engineering Date of adoption: April 2023 Work content: RA Weekly working hours: Approximately 16 hours (⇐792 hours ÷ 48 weeks) Monthly income: JPY99,000 (JPY1,500 x 792 hours ÷ 12 months) (i.e.2: In the case of a notification of working conditions) Hourly wage: JPY1,482, working hours per week: 9 hours, hiring period: April 2023 to March 2024 Work: Nagoya University Graduate School of Engineering Date of adoption: April 2023 Work content: RA Weekly working hours: 9 hours Monthly income: JPY53,352 (JPY1,482 x 9 hours x 4 weeks)
3.	I plan to be a research assistant, administrative assistant, and technical assistant on campus. How should I enter it?	Enter in the same way as RA.

4.	TA is only for the previous term. What should I do for the fall semester?	Please apply for the late change and apply for the situation as of 1st October.
5.	I have decided to be hired by TA / RA on campus, but I have not yet received a notice of issuance or a notice of working conditions. What should I do?	Enter the expected period of time and the expected amount to be received, and offer to submit the information to the Student Support Division as soon as it is issued. Please submit it as soon as it is issued.
6.	I have been hired as a JSPS Research Fellowship. How should I enter it?	Enter the following. (i.e.) For employment in April 2023 Work: Japan Society for the Promotion of Science Date of adoption: April 2023 Work content: Research Fellowship Weekly working hours: Enter actual working hours Monthly income: JPY200,000 (No need to enter Grant-in-Aid for Scientific Research)

(i.e.)

[Salesperson]

Hourly wage: JPY1,000

Workplace: Seven-Eleven

Date of adoption: October 2022

Work content: Salesperson

Weekly working hours: 8 hours

Monthly income: JPY32,000 (32 hours / month x JPY1,000)

[TA]

Hourly wage: JPY1,500, number of hours in charge: 30 hours, recruitment period: April-September 2023

Work: Graduate School of Engineering, Nagoya University

Date of adoption: April 2023

Work content: TA

Weekly working hours: Approximately 1 hour (⇐ 30 hours ÷ 24 weeks)

Monthly income: JPY7,500 (JPY1,500 x 30 hours ÷ 6 months)

[RA]

Hourly wage: JPY1,500, number of hours in charge: 792 hours, recruitment period: April 2023 to March 2024

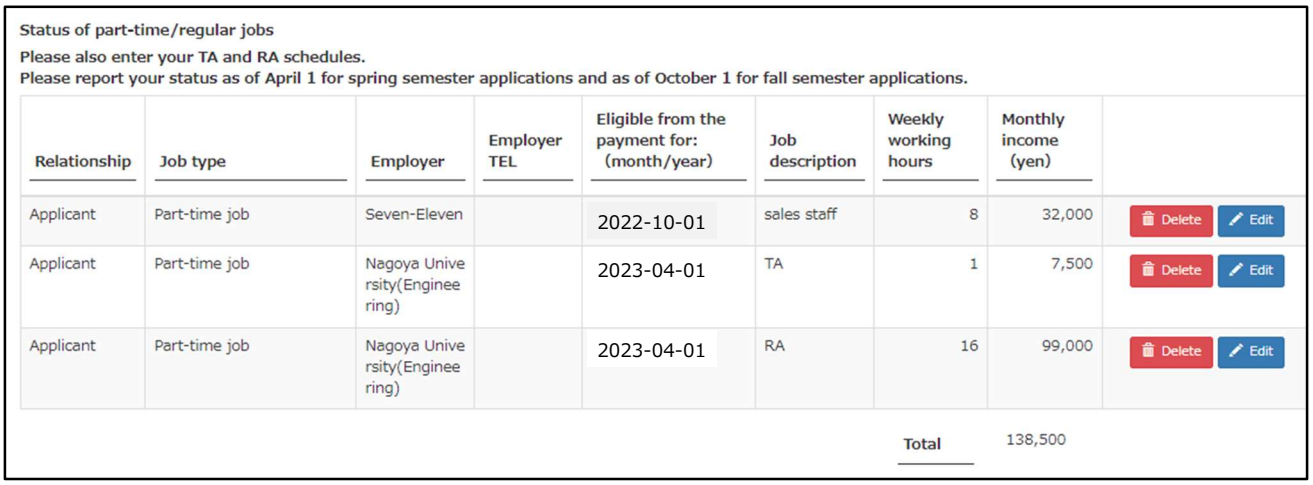
Work: Nagoya University Graduate School of Engineering

Date of adoption: April 2022

Work content: RA

Weekly working hours: Approximately 16 hours (⇐792 hours ÷ 48 weeks)

Monthly income: JPY99,000 (JPY1,500 x 792 hours ÷ 12 months)



Status of part-time/regular jobs

Please also enter your TA and RA schedules.

Please report your status as of April 1 for spring semester applications and as of October 1 for fall semester applications.

Relationship	Job type	Employer	Employer TEL	Eligible from the payment for: (month/year)	Job description	Weekly working hours	Monthly income (yen)	
Applicant	Part-time job	Seven-Eleven		2022-10-01	sales staff	8	32,000	Delete Edit
Applicant	Part-time job	Nagoya University(Engineering)		2023-04-01	TA	1	7,500	Delete Edit
Applicant	Part-time job	Nagoya University(Engineering)		2023-04-01	RA	16	99,000	Delete Edit
						Total	138,500	

✯ TO DELETE OR EDIT

Refer to page 52.

✯ TO REGISTER

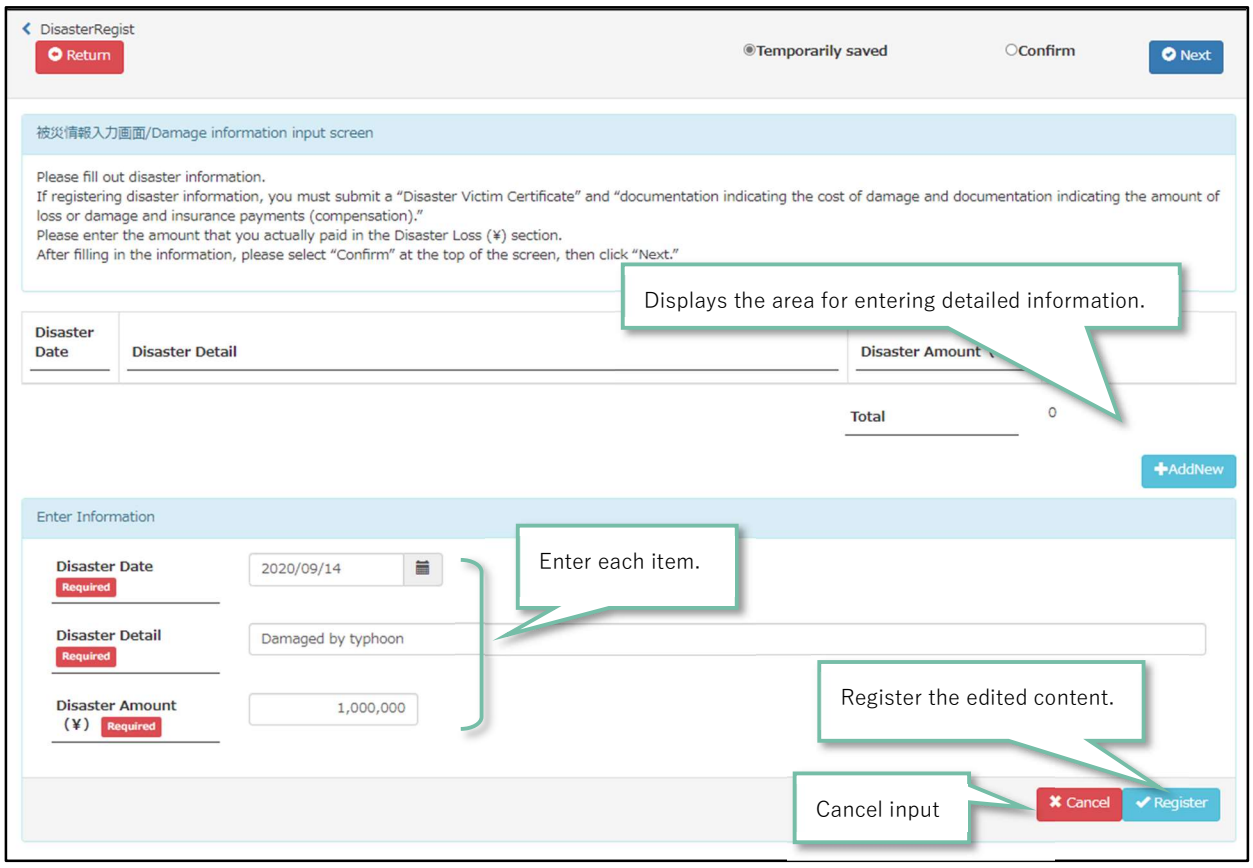
Refer to page 53.

オ. ENTER DISASTER

Enter if you are a disaster-affected household.

Also, if you have selected "Yes" for the presence or absence of a catastrophic disaster in the basic information input, enter it.

☆ FOR NEW REGISTRATION



【Applicable requirements】

1. Fire, storm, flood and burglary damage within 6 months at the time of application by the student in Japan or the student's household supporter (within 1 year before enrollment for the exemption for the period to which the new enrollee belongs) Being recognized as an increase in spending or a decrease in income over the long term in the future due to damage caused by.
2. The student himself / herself or the student's household supporter in Japan has been affected by the catastrophic disaster.
3. Submit the following documents certifying 1 or 2 above.
   - ・Damage certificate
   - ・Documents showing the amount of damage (quotation or receipt, etc.)
   - ・Documents showing payment (compensation) of non-life insurance money, etc.

NOTE

Of the Privately-financed international students, disasters in their home countries are not covered.

✯ TO DELETE OR EDIT

Refer to page 52.

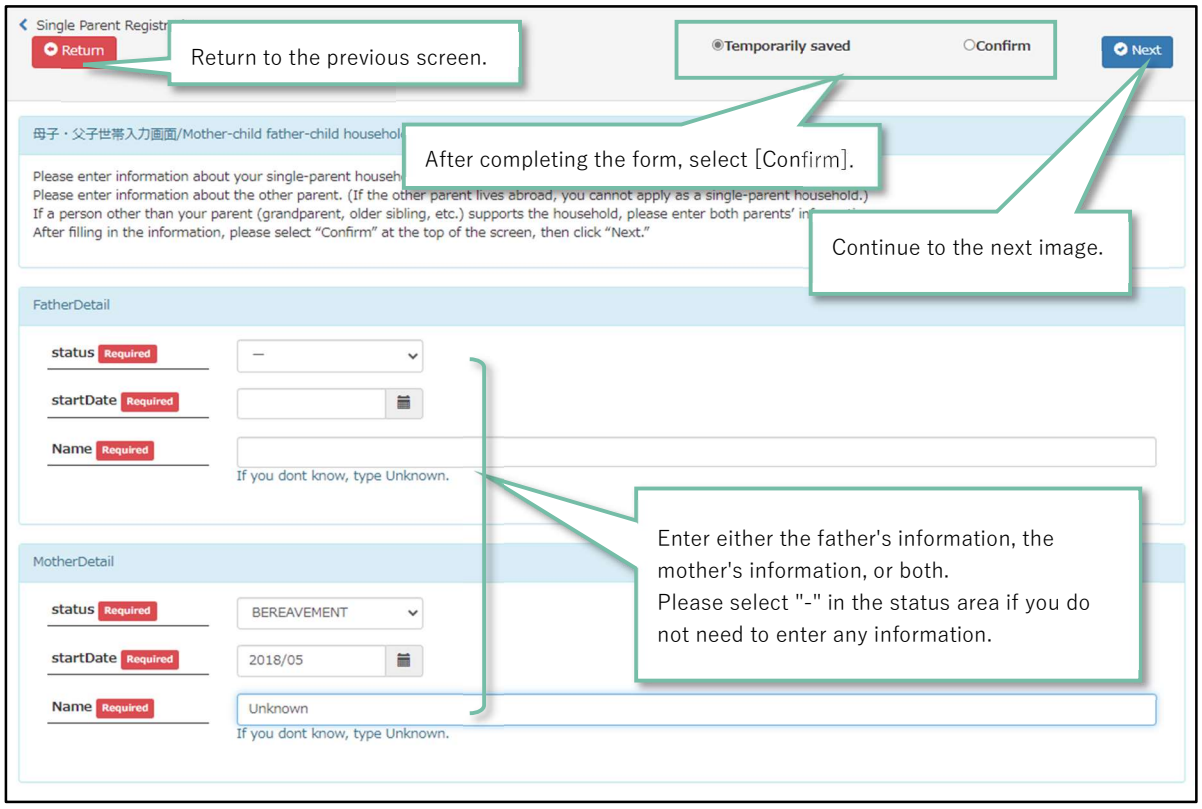
✯ TO CONFIRM REGISTRATION

Refer to page 53.

カ. ENTER SINGLE PARENT

Enter information about single-mother and single-parent households.

★ TO REGISTER AND EDIT



【Applicable requirements】

1. If you do not have either a father or a mother
2. If you do not have both a father and a mother
3. Submit one of the following documents certifying 1 or 2 above.
   - A copy of the withholding slip for 4 years of Reiwa, a copy of the final tax return for 4 years of Reiwa (Table 2), a copy of the Reiwa 5th year city (town) prefectural tax return (the widows / single parent deduction column is checked)
   - Those who can confirm that they are receiving the survivor's pension.
   - Items that can be confirmed to receive child-rearing allowance.
   - A copy of the family register or an extract (issued within 3 months from the time of submission)

   ※ If there is anything that can be proved other than the above documents, please submit it immediately. In that case, please explain where and what you are proving on the document.

NOTES

Privately-financed international students who are single-parent households in their home country are not eligible.

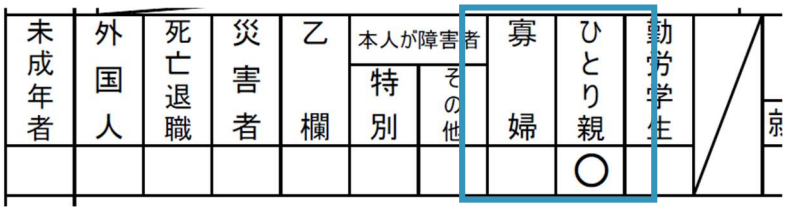
In addition, if the following 1 to 6 are applicable to a single-parent household, the single-parent deduction may be applied.

1. Households of mother or father and children under 18 years old *
2. Households of mother or father, children under 18 years old * and grandparents who are 60 years old or older and are dependent on household supporters.
3. Households of children under 18 years old *
4. Households of grandparents and children under 18 years old *
5. Households of siblings without spouse and children under the under 18 years old *
6. Households of siblings without spouse, children under 18 years old * and grandparents dependent on household supporters

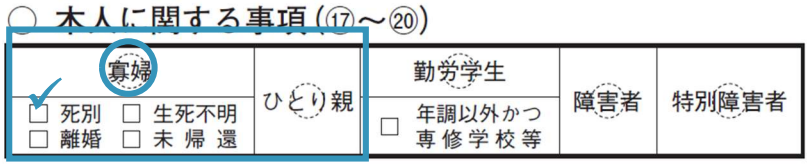
※ "Children under the age of 18" refers to those who are 18 years of age or older (including themselves) and those who do not have financial strength due to long-term medical treatment or physical and mental disabilities.

✯ AN EXAMPLE OF HOW TO CHECK A SINGLE－PARENT HOUSEHOLD

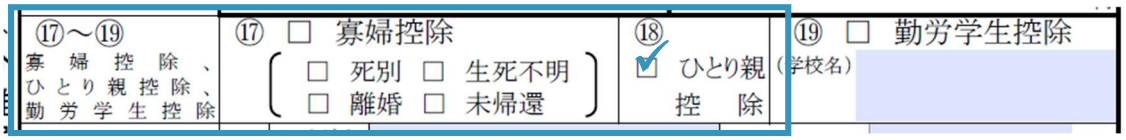
Withholding slip



Tax Return Table 2



City (town) prefectural tax return



FAQs

No.	Question	Answer
1.	I'm a single-mother household, but I don't know the name because I haven't had a father since I was born. How should I enter it?	Enter the following in the father information field. (i.e.) Father: By student / May 1998 * / Unknown

		(* Please set the start time to the date of birth of the applicant)
2.	I have already died from my parents and live in the dependents of my grandparents.	Enter both father information and mother information as follows. (i.e.) Father: Bereavement / February 2007 / MEIDAI Tsubasa Mother: Bereavement / July 2015 /MEIDAI Nozomi
3.	I'm an independent livelihood, but I'm separated from my spouse, and I'm a two-person household with an elementary school child.	Enter the following in the father information field. (i.e.) Father: Birth / June 2020 / MEIDAI Tsubasa

✯ TO DELETE OR EDIT

Refer to page 52.

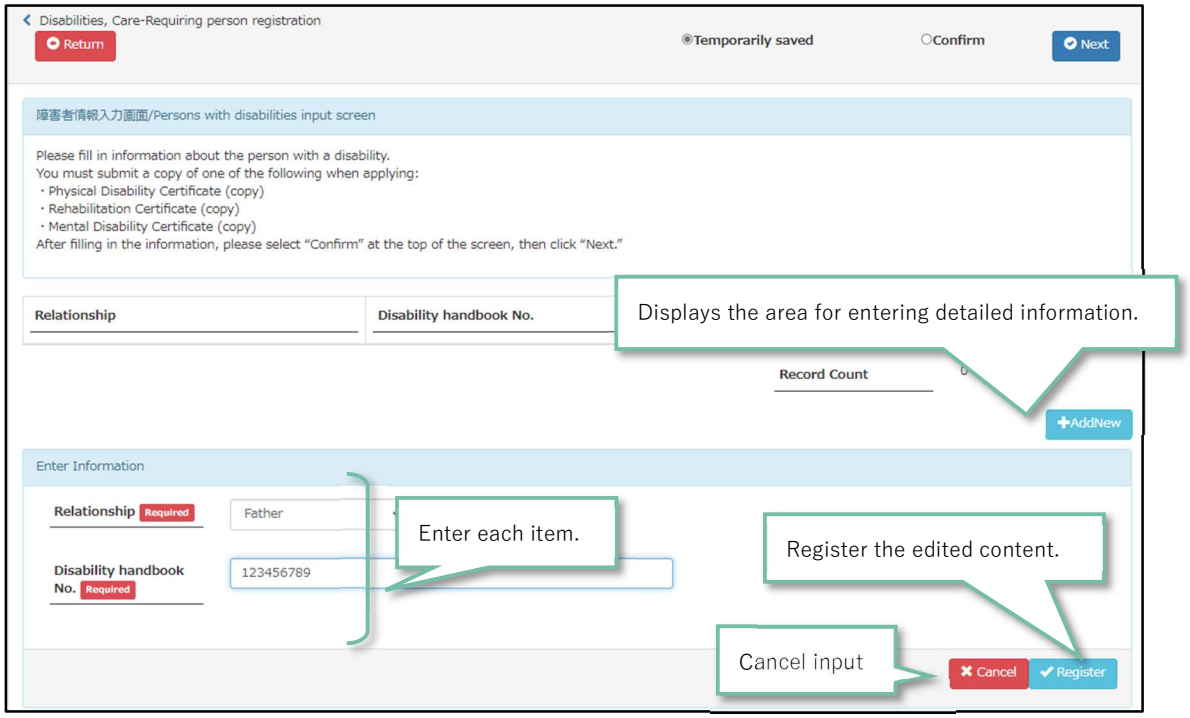
✯ TO CONFIRM REGISTRATION

Refer to page 53.

キ. ENTER DISABILITIES

Enter the information of the person with a disability (or the appropriate person).

★ FOR NEW REGISTRATION



【Applicable requirements】

1. There is a person who falls under any of the following among the members of the household

   ① Persons who have or are equivalent to a physical disability certificate, mental health and welfare certificate, or nursing certificate.

   ② Persons who have been certified as having a pollution illness and who have physical disabilities due to the pollution.

   ③ Atomic bomb survivors with impaired physical or other functions

   ④ Those who are constantly in a state of lacking the ability to judge the matter due to mental disabilities, or those who are judged to be intellectually disabled.

1. Submit one of the following documents certifying 1. above

   - Physical disability certificate
   - Rehabilitation notebook
   - Mental Health and Welfare Handbook
   - Issuance of A-bomb survivor health handbook
   - Atomic bomb survivor health handbooks

   ※ If you have any documents other than the above that can be proved, please submit them. In that case, please explain where and what you are proving on the document.

✯ TO DELETE OR EDIT

Refer to page 52.

✯ TO CONFIRM REGISTRATION

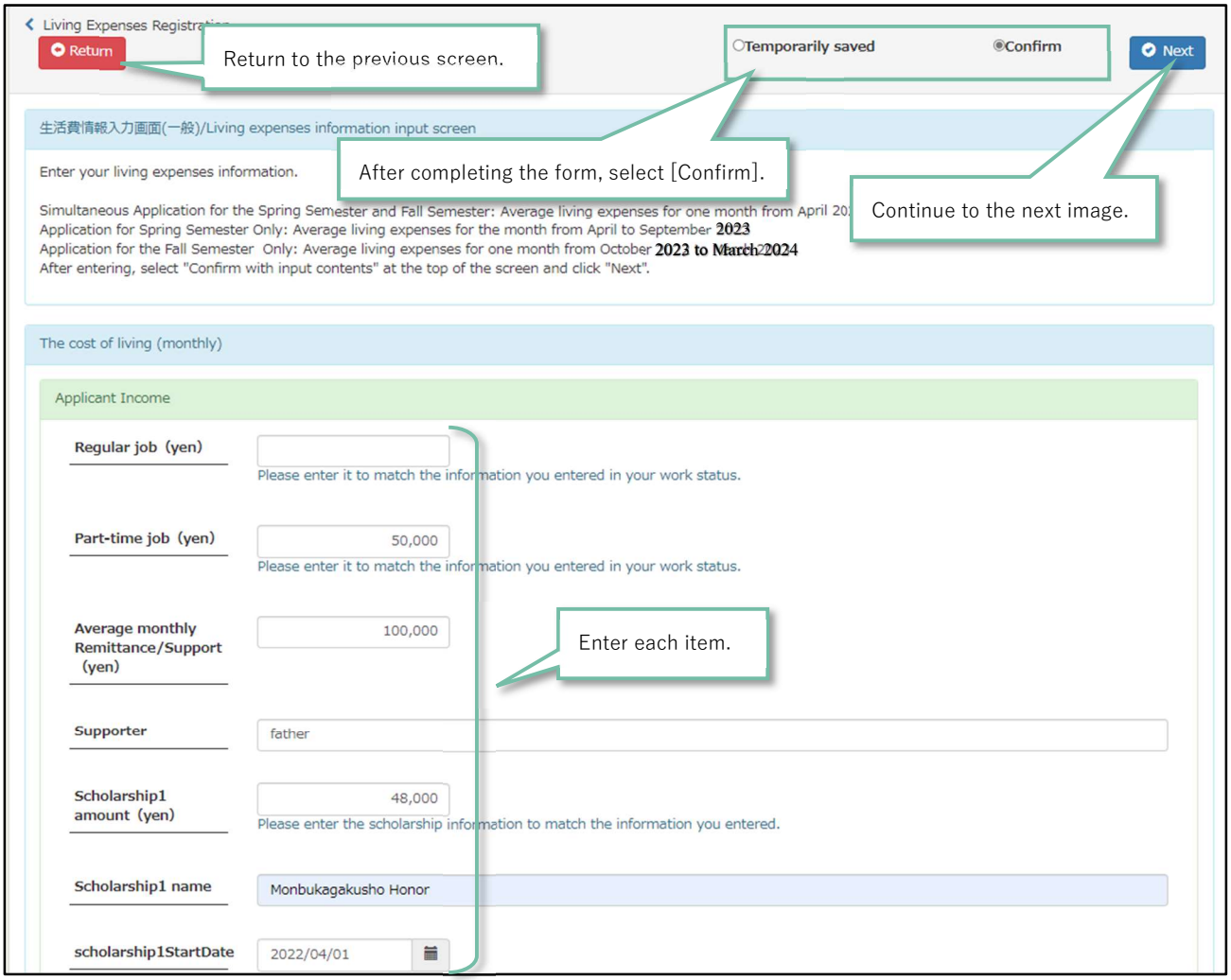
Refer to page 53.

ク. ENTER LIVING EXPENSES

Entered by Self-Supported students and Privately-financed international students

Be careful not to make an error with the scholarship receipt status and part-time job information input.

☆ TO REGISTER, EDIT AND CONFIRM



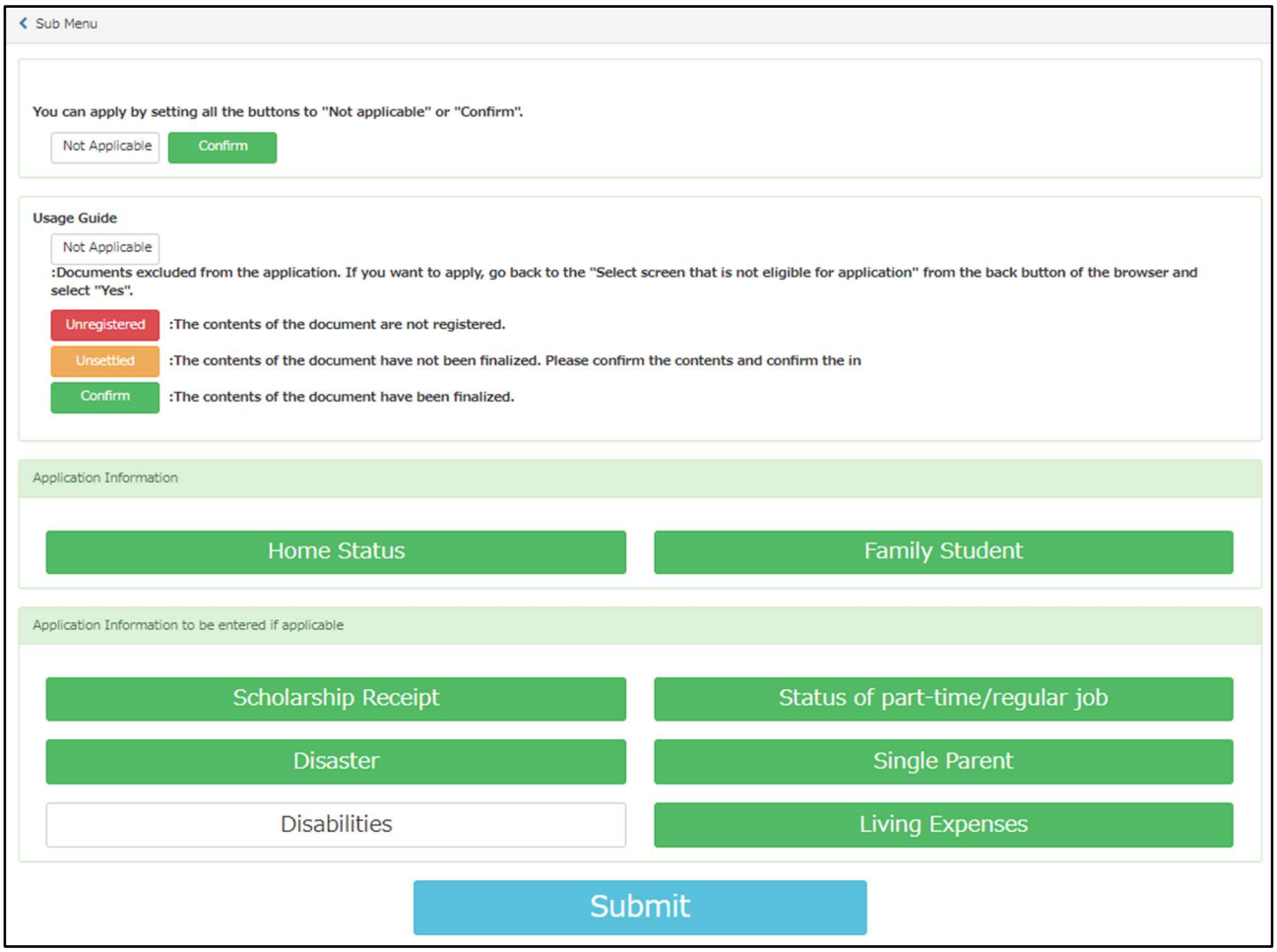
FAQs

Income		
No.	Question	Answer
1.	We will apply for the scholarship at the same time in the spring and fall semesters, but the scholarship will end in the spring semester (end of September). From the fall semester, I	Enter the monthly amount of scholarship. After receiving the payment, it will be changed to remittance, apply for the fall (change) semester.

	plan to have my parents remit that amount. How should I enter it?	
2.	I have several types of part-time jobs. Can I enter the amounts all at once?	Please enter all at once. However, please make sure that the amount is the same as the total monthly amount of part-time jobs entered in "Enter part-time job status". (i.e.) In part-time job status input Seven-Eleven: JPY 32,000 / month TA: JPY 7,500 / month RA: JPY 99,000 / month Total: JPY 138,500 / month Entering living expenses information — Same amount Part-time job: JPY 138,500 / month
3.	What is other income?	If you have income that does not apply to the input items, please use it.
Expenditure		
No.	**Question**	**Answer**
1.	Can I enter only the rent for housing expenses?	Check the lease agreement, and if there are any of the following items, please add them to the rent and enter them. (i.e.) Management fee, common service fee, neighborhood association fee, support fee, transfer (withdrawal) fee, parking fee * However, please enter the water bill, electricity bill, etc. in the utility bill.
2.	What is the communication cost?	It is the cost of mobile phones, the Internet, etc.
3.	The cost of mobile phones is paid by parents in their home countries. Do I have to type in this case?	Enter it for the cost of what you use.
4.	What is daily living expenses?	Sanitary goods such as toilet paper, tissue paper, masks, detergents, clothing such as clothes, underwear, shoes, and other expenses for daily life.
5.	Where do I enter the national pension?	Enter in Others (Savings, etc.)

(3) SUBMENU SCREEN（AFTER INPUT IS COMPLETED）

After confirming the input of all items (all input items are displayed in white or green), click [Submit] with the above contents at the bottom of the screen.



(4) CONFIRMATION SCREEN

This is the completion screen.

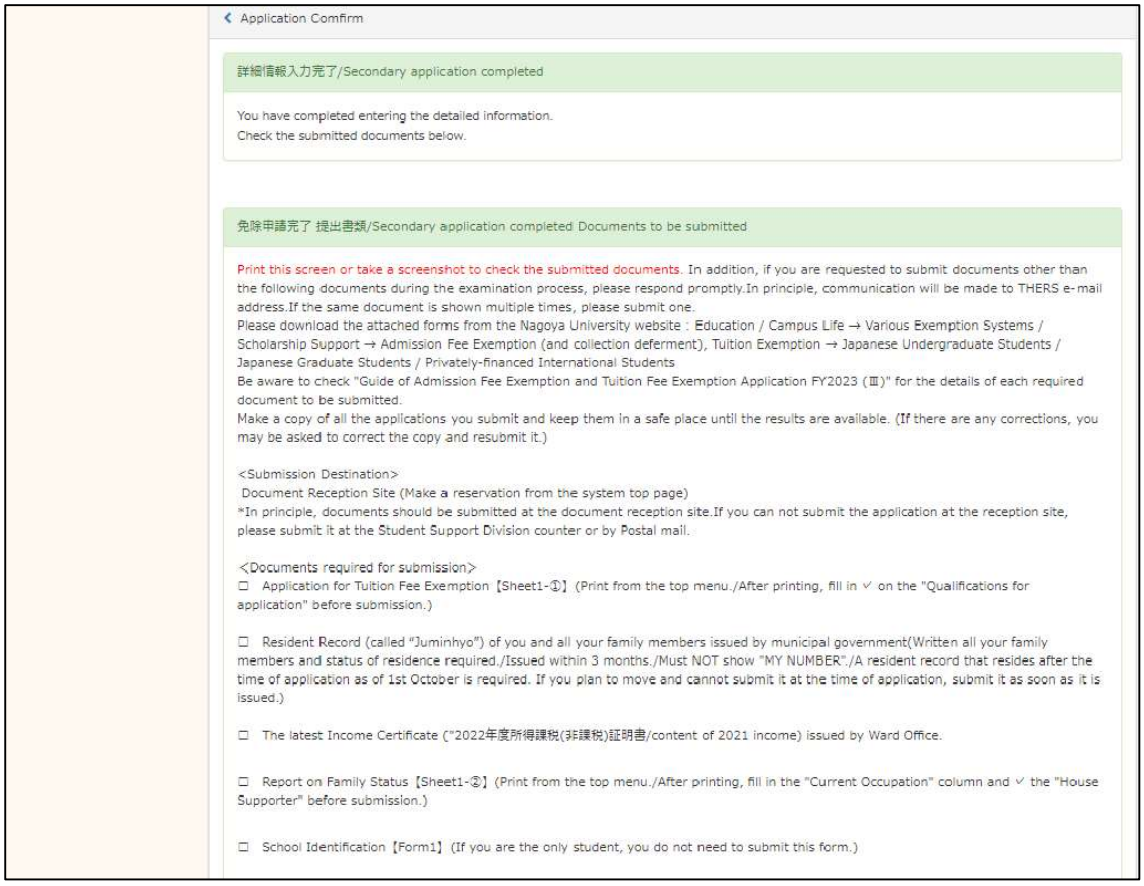
An email will be sent automatically after registration is completed.

The required documents will be displayed, please submit by the application deadline.

If there are any documents that are not in time for submission, please enclose a memo or other document stating the due date for submission and submit it in due course. In addition, if there are items to be confirmed during the examination stage, we may ask you to submit additional documents that were not displayed on this screen.

NOTE

In order to check this screen again, it is necessary to proceed from the consent screen due to the exemption system, so it is recommended to save the image as a screenshot etc.

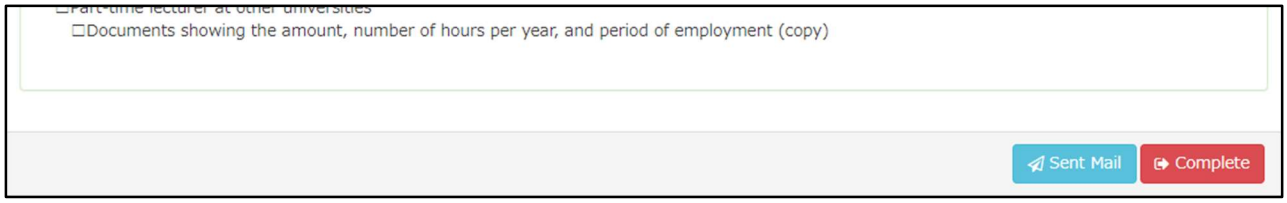


✯ PRESSING THE COMPLTE

An email will be sent automatically after registration is completed.

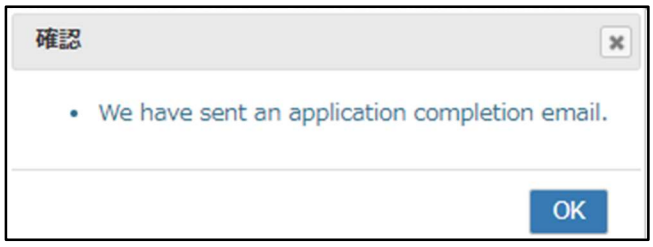
After confirming the application details, click the [Complet].

If you need to send the email again, click［Send Mail］.



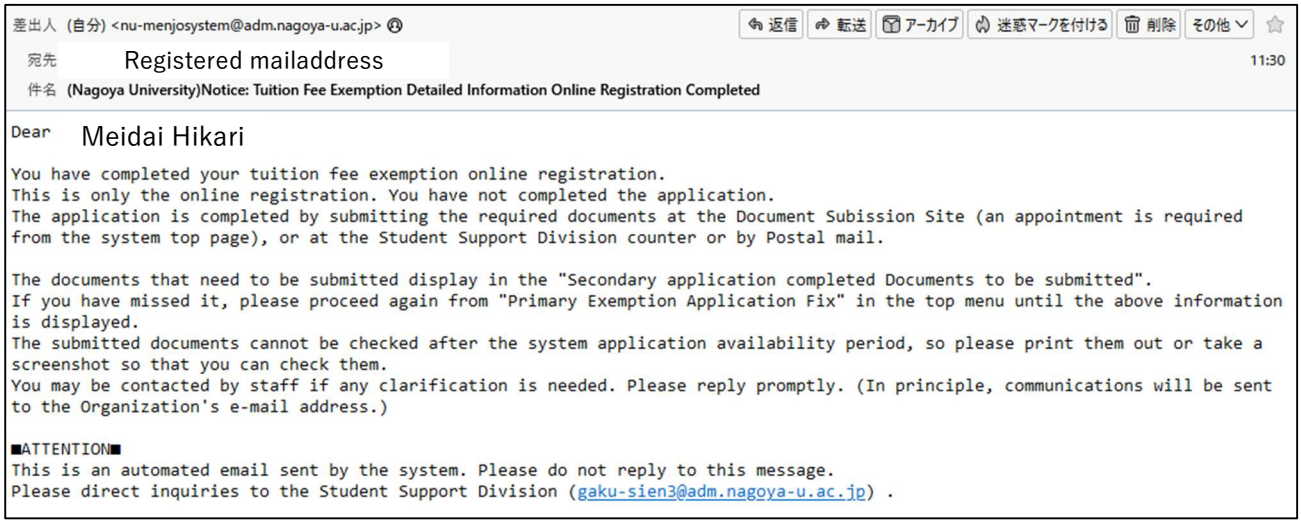
✯ SEND MAIL

After sending the email, the following message will be displayed.



✯ EMAIL CONTENT

Check if you received the following email to your registered email address.



差出人 (自分) <nu-menjosystem@adm.nagoya-u.ac.jp>
返信 転送 アーカイブ 迷惑マークを付ける 削除 その他

宛先 Registered mailaddress 11:30

件名 (Nagoya University)Notice: Tuition Fee Exemption Detailed Information Online Registration Completed

Dear Meidai Hikari

You have completed your tuition fee exemption online registration.
This is only the online registration. You have not completed the application.
The application is completed by submitting the required documents at the Document Subission Site (an appointment is required from the system top page), or at the Student Support Division counter or by Postal mail.

The documents that need to be submitted display in the "Secondary application completed Documents to be submitted".
If you have missed it, please proceed again from "Primary Exemption Application Fix" in the top menu until the above information is displayed.
The submitted documents cannot be checked after the system application availability period, so please print them out or take a screenshot so that you can check them.
You may be contacted by staff if any clarification is needed. Please reply promptly. (In principle, communications will be sent to the Organization's e-mail address.)

■ATTENTION■
This is an automated email sent by the system. Please do not reply to this message.
Please direct inquiries to the Student Support Division (gaku-sien3@adm.nagoya-u.ac.jp) .

NOTE

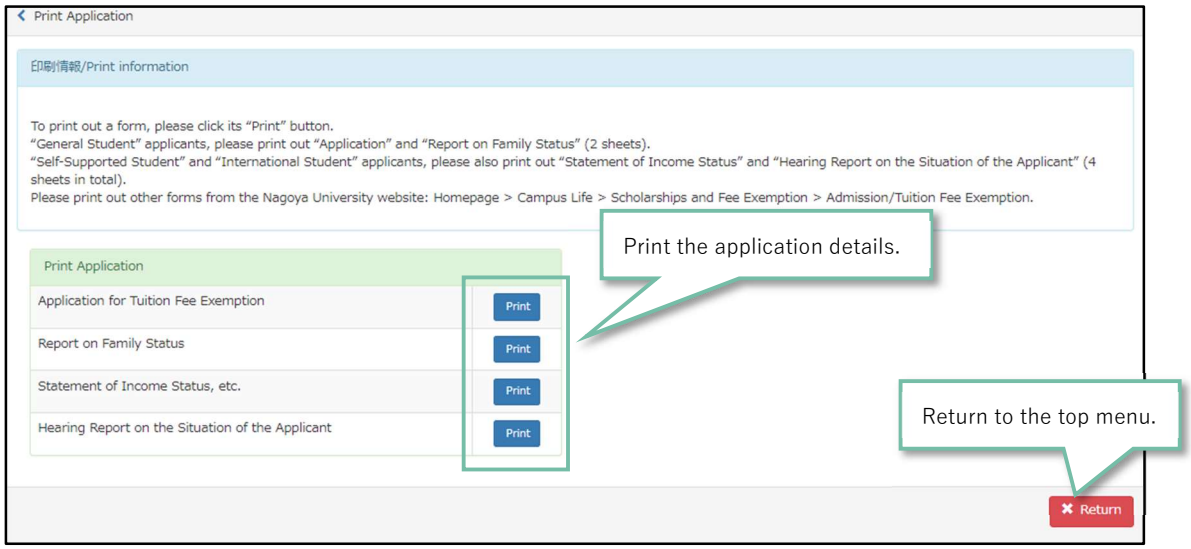
The application is not yet complete.

Submit the required documents to complete the application.

5. TO PRINT

(1) APPLICATION DETAILS PRINT SCREEN

Various application forms will be output based on the entered application details.



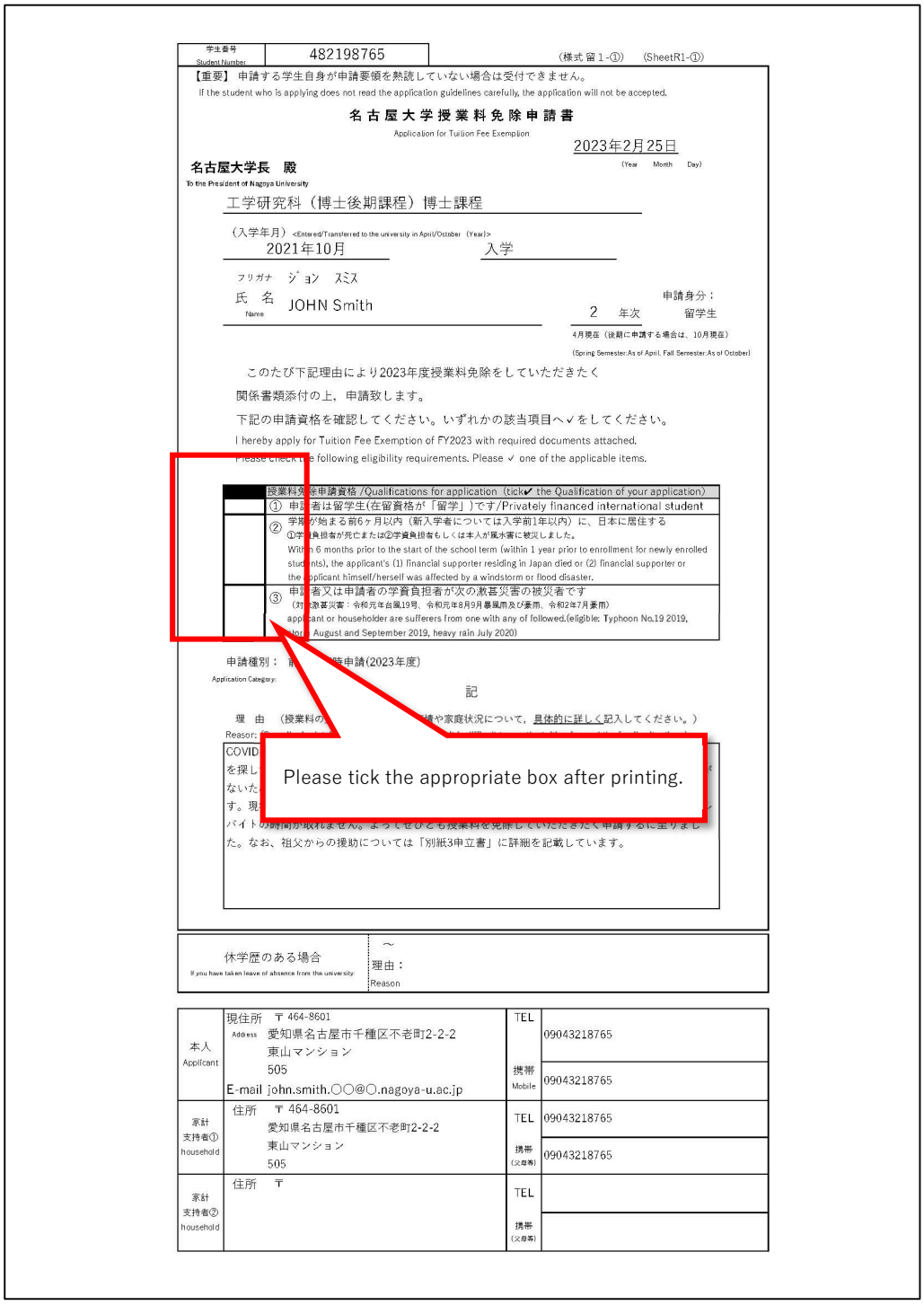
様式の種類			General Student	Self-Supported Student	Privately-Financed International Student
Sheet	1-①	授業料免除申請書	○	○	
Sheet	1-①	Nagoya University Tuition Fee Exemption Application Form			○
Sheet	1-②	家庭状況調書	○	○	
Sheet	R1-②	Report on Family Status			○
Sheet	2	収入状況等申告書		○	
Sheet	R2	Statement of Income Status			○
Sheet	3	事情聴取調書 Hearing Report on the Situation of the Applicant		○	○

(2) APPLICATION DOCUMENT SAMPLE

➢ TUITION FEE EXEMPTION APPLICATION （PRIVATELY-FINANCED INTERNATIONAL STUDENTS)

All Privately-financed international students must submit

* The contents entered in the basic information input will be printed.



学生番号 Student Number 482198765 （様式 留1-③） (SheetR1-①)

【重要】 申請する学生自身が申請要領を熟読していない場合は受付できません。
If the student who is applying does not read the application guidelines carefully, the application will not be accepted.

名古屋大学授業料免除申請書
Application for Tuition Fee Exemption

2023年2月25日 (Year Month Day)

名古屋大学長 殿
To the President of Nagoya University

工学研究科（博士後期課程）博士課程

（入学年月） <Entered/Transferred to the university in April/October (Year)>
2021年10月 入学

フリガナ ジョン スミス
氏 名 Name JOHN Smith

申請身分：
2 年次 留学生
4月現在（後期に申請する場合は、10月現在）
(Spring Semester: As of April, Fall Semester: As of October)

このたび下記理由により2023年度授業料免除をしていただきたく
関係書類添付の上，申請致します。
下記の申請資格を確認してください。いずれかの該当項目へ✓をしてください。
I hereby apply for Tuition Fee Exemption of FY2023 with required documents attached.
Please check the following eligibility requirements. Please ✓ one of the applicable items.

	授業料免除申請資格 /Qualifications for application (tick✔ the Qualification of your application)
	① 申請者は留学生(在留資格が「留学」)です/Privately financed international student
	② 学期が始まる前6ヶ月以内（新入学者については入学前1年以内）に、日本に居住する ①学資負担者が死亡または②学資負担者もしくは本人が風水害に被災しました。 Within 6 months prior to the start of the school term (within 1 year prior to enrollment for newly enrolled students), the applicant's (1) financial supporter residing in Japan died or (2) financial supporter or the applicant himself/herself was affected by a windstorm or flood disaster.
	③ 申請者又は申請者の学資負担者が次の激甚災害の被災者です （対象激甚災害：令和元年台風19号、令和元年8月9月暴風雨及び豪雨、令和2年7月豪雨） applicant or householder are sufferers from one with any of followed.(eligible: Typhoon No.19 2019, ...tor..., August and September 2019, heavy rain July 2020)

申請種別： 新...時申請(2023年度)
Application Category:

記

理 由 （授業料の...績や家庭状況について，具体的に詳しく記入してください。）
Reason: (...)

COVID...
を探し...
ないた...
す。現...
バイトの時間が取れません。よってせひとも授業料を免除していただきたく申請するに至りました。なお、祖父からの援助については「別紙3申立書」に詳細を記載しています。

Please tick the appropriate box after printing.

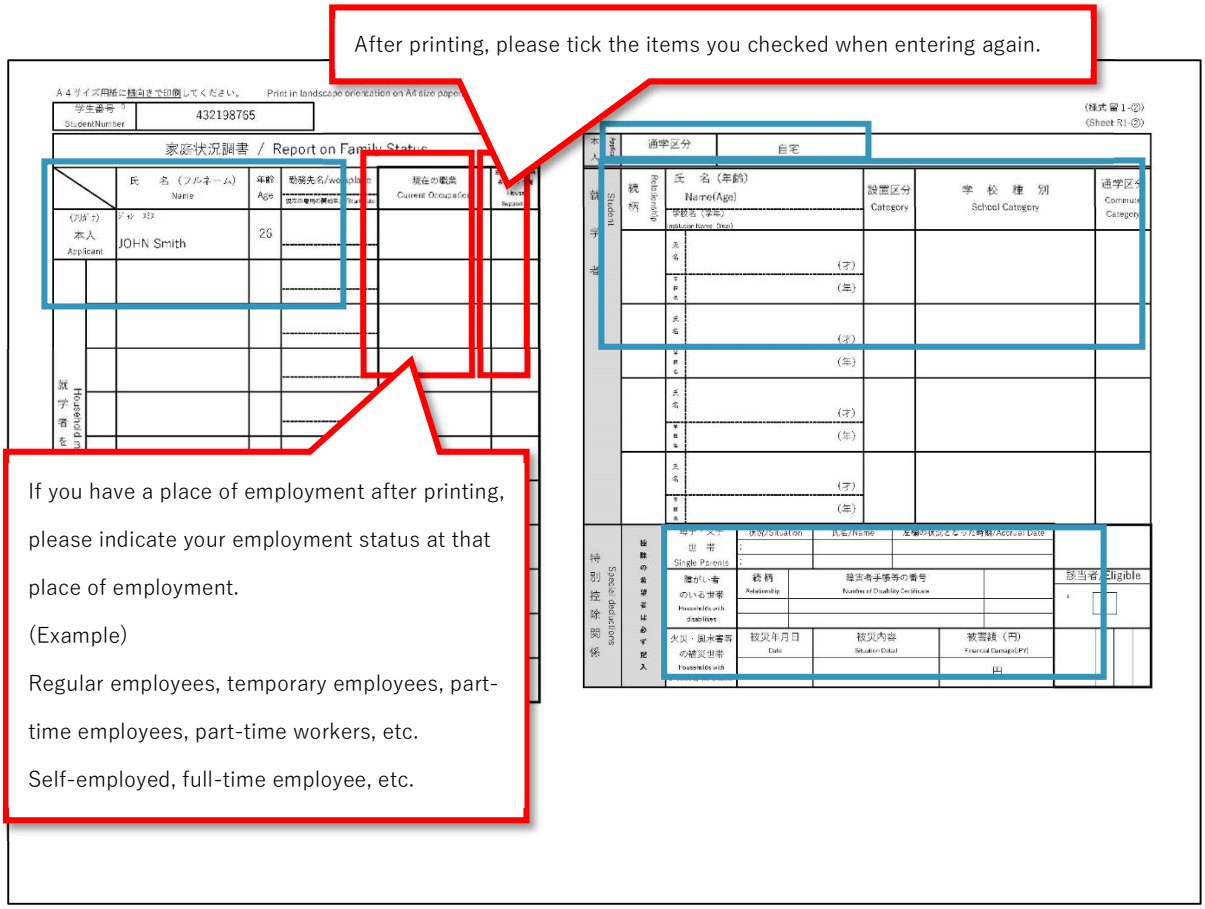
休学歴のある場合 If you have taken leave of absence from the university:	～ 理由： Reason

本人 Applicant	現住所 〒464-8601 Address 愛知県名古屋市千種区不老町2-2-2 東山マンション 505 E-mail john.smith.○○@○.nagoya-u.ac.jp	TEL	09043218765
		携帯 Mobile	09043218765
家計支持者① household	住所 〒464-8601 愛知県名古屋市千種区不老町2-2-2 東山マンション 505	TEL	09043218765
		携帯 (父母等)	09043218765
家計支持者② household	住所 〒	TEL	
		携帯 (父母等)	

➢ FAMILY SITUATION SURVEY （PRIVATELY-FINANCED INTERNATIONAL STUDENTS)

All Privately-financed international students must submit

* The contents entered in the detailed information input will be printed. (Information entered in the detailed information only for the commuter classification.)



[Confirmation items at the time of correction]

Upper part of this form ... Entering the home status

Lower part of this form ... Entering basic information

Right centre of this form ... Entering student information

Bottom right of this form ... Entering detailed information for single-parent household information, disability information, Disaster information.

➢ INCOME STATUS REPORT （INDEPENDENT LIVELIHOOD）

All Self-Supported students must submit

学生番号	462099887	氏名	不老　翼

（様式 2）

収 入 状 況 等 申 告 書

（独立生計認定希望者用）

① 奨学金の受給状況

続柄	年度	奨学金名称(給付・貸与)	奨学金名称	年額	受給期間	備考
本人	2023	日本学生支援機構奨学金（１種）		1,200,000円(yen)	2021年04月～2024年03月	
				円(yen)		
				円(yen)		
				円(yen)		
				円(yen)		
				円(yen)		
				円(yen)		
				円(yen)		
				円(yen)		
				円(yen)		

○直接応募の奨学金を受給している場合は、奨学金の通知書の写しまたは奨学金名・期間・金額のわかる書類の写を提出してください。

②前年アルバイト・定職による収入の状況・・・本人及び配偶者（夫/妻）について記入してください。

○前年（1月～12月）の**すべての**収入を下欄に記入してください。
短期のもの、所得証明書に記載されないものもすべて記入してください。（**家庭教師**や大学での**TA・RA等含む**）
辞めているものも記入してください。**未申告の収入があった場合、問い合わせる場合があります。**
○独立生計者は記入した収入に関する源泉徴収票（写）または確定申告書第一表及び第二表(第三表)(写)を提出してください。
○独立生計者は前年1月2日以降に就職・転職をした場合、勤務先にて勤務開始月からの給与見込証明書(別紙3)を作成し、
提出してください。
○独立生計者は前年1月1日以降に退職・廃業をした場合、退職・廃業の証明書または退職日の記載のある勤務先の前年の源泉徴収票を
提出してください。
○名古屋大学・他大学で勤務している者は、TA・RAの金額、年間時間数、雇用期間のわかる書類の写を提出してください。

	続　柄	区分	勤 務 先 名	勤務内容	支払を受けた期間	受給総額
1	本人	アルバイト	名古屋大学	研究アシスタント	2022年04月～2022年12月	901,056円(yen)
2	配偶者	定職	名古屋市立奈須野小学校	教師	2022年01月～2022年12月	4,876,000円(yen)
3						円(yen)
4						円(yen)
5						円(yen)
6						円(yen)

配偶者 合計:4,876,000円　　本人 合計:901,056円

前年（1月～12月）の収入については、上記に記載したものが全てであり、これ以外の収入は、一切無かったことを申し立てます。

年　月　日　　**本人署名**

After printing, please fill in the creation date and sign by the applicant.

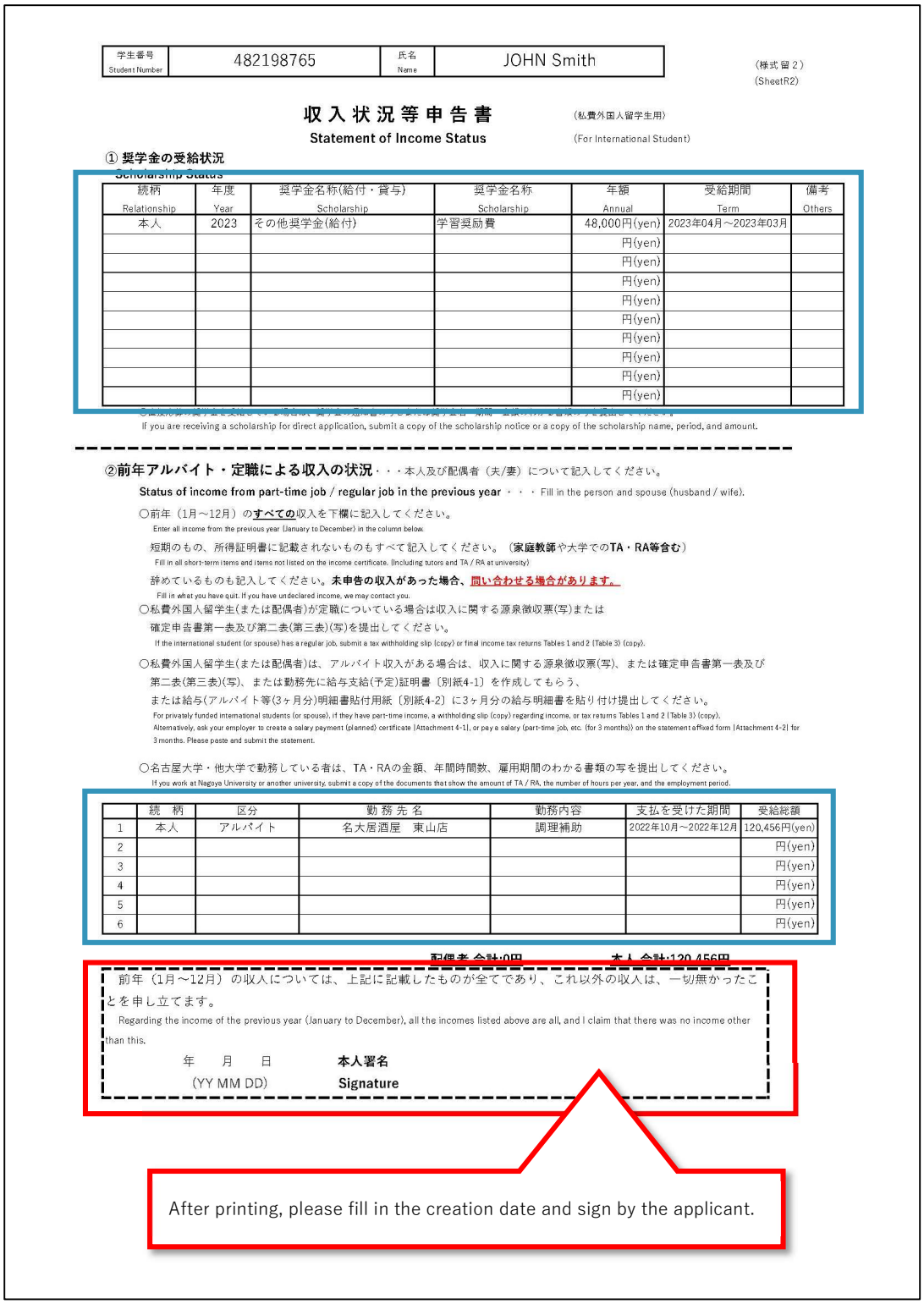
[Confirmation items at the time of correction]

Upper part of this form ... Entering scholarship status

Lower part of this form ... Entering basic information

➢ INCOME STATUS REPORT （PRIVATELY-FINANCED INTERNATIONAL STUDENT)

All Privately-financed international students must submit



学生番号 Student Number: 482198765　氏名 Name: JOHN Smith

（様式留２）
(SheetR2)

収 入 状 況 等 申 告 書
Statement of Income Status

（私費外国人留学生用）
(For International Student)

① 奨学金の受給状況
Scholarship Status

続柄 Relationship	年度 Year	奨学金名称(給付・貸与) Scholarship	奨学金名称 Scholarship	年額 Annual	受給期間 Term	備考 Others
本人	2023	その他奨学金(給付)	学習奨励費	48,000円(yen)	2023年04月～2023年03月	
				円(yen)		
				円(yen)		
				円(yen)		
				円(yen)		
				円(yen)		
				円(yen)		
				円(yen)		
				円(yen)		
				円(yen)		

If you are receiving a scholarship for direct application, submit a copy of the scholarship notice or a copy of the scholarship name, period, and amount.

②前年アルバイト・定職による収入の状況・・・本人及び配偶者（夫/妻）について記入してください。
Status of income from part-time job / regular job in the previous year ・・・ Fill in the person and spouse (husband / wife).

○前年（1月～12月）の**すべての**収入を下欄に記入してください。
Enter all income from the previous year (January to December) in the column below.

短期のもの、所得証明書に記載されないものもすべて記入してください。（**家庭教師**や大学での**TA・RA等含む**）
Fill in all short-term items and items not listed on the income certificate. (Including tutors and TA / RA at university)

辞めているものも記入してください。**未申告の収入があった場合、問い合わせる場合があります。**
Fill in what you have quit. If you have undeclared income, we may contact you.

○私費外国人留学生(または配偶者)が定職についている場合は収入に関する源泉徴収票(写)または
確定申告書第一表及び第二表(第三表)(写)を提出してください。
If the international student (or spouse) has a regular job, submit a tax withholding slip (copy) or final income tax returns Tables 1 and 2 (Table 3) (copy).

○私費外国人留学生(または配偶者)は、アルバイト収入がある場合は、収入に関する源泉徴収票(写)、または確定申告書第一表及び
第二表(第三表)(写)、または勤務先に給与支給(予定)証明書〔別紙4-1〕を作成してもらう、
または給与(アルバイト等(3ヶ月分)明細書貼付用紙〔別紙4-2〕に3ヶ月分の給与明細書を貼り付け提出してください。
For privately funded international students (or spouse), if they have part-time income, a withholding slip (copy) regarding income, or tax returns Tables 1 and 2 (Table 3) (copy).
Alternatively, ask your employer to create a salary payment (planned) certificate [Attachment 4-1], or pay a salary (part-time job, etc. (for 3 months)) on the statement affixed form [Attachment 4-2] for 3 months. Please paste and submit the statement.

○名古屋大学・他大学で勤務している者は、TA・RAの金額、年間時間数、雇用期間のわかる書類の写を提出してください。
If you work at Nagoya University or another university, submit a copy of the documents that show the amount of TA / RA, the number of hours per year, and the employment period.

	続　柄	区分	勤 務 先 名	勤務内容	支払を受けた期間	受給総額
1	本人	アルバイト	名大居酒屋　東山店	調理補助	2022年10月～2022年12月	120,456円(yen)
2						円(yen)
3						円(yen)
4						円(yen)
5						円(yen)
6						円(yen)

配偶者 合計:0円　　本人 合計:120,456円

前年（1月～12月）の収入については、上記に記載したものが全てであり、これ以外の収入は、一切無かったことを申し立てます。
Regarding the income of the previous year (January to December), all the incomes listed above are all, and I claim that there was no income other than this.

年　月　日 (YY MM DD)　　**本人署名 Signature**

After printing, please fill in the creation date and sign by the applicant.

[Confirmation items at the time of correction]

Upper part of this form ... Entering scholarship status

Lower part of this form ... Entering basic information

➢ HEARING REPORT ON THE SITUATION OF THE APPLICANT

All Privately-financed international students and Self-Supported students must submit

学生番号 Student Number	482198765	氏名 Name	JOHN Smith

(様式 3)
(Sheet3)

事 情 聴 取 調 書
Hearing Report on the Situation of the Applicant
(私費外国人留学生・独立生計者申請用)
(For International Students ・ Self Supported Students)

前後期同時申請(2023年度)

① 1か月間の平均生活費
Average cost of living per month

※前半期分申請では**4月現在**、後半期分申請では10月現在の状況を記入してください。
※Please enter the status as of April for Spring Semester application and as of October for Fall Semester application.

収入 INCOME			支出 EXPENDTURE	
項目 Categories	本人 Applicant	配偶者 Spouse	項目 Categories	本人 Applicant
定職 Work	円(yen)	円(yen)	住宅費 Housing Expenses	45,000円(yen)
アルバイト Part-time Income	48,000円(yen)	円(yen)	水道光熱費 Utility Bills	10,000円(yen)
送金・援助 Supporting	円(yen)	円(yen)	食費 Food Expenses	35,000円(yen)
	援助者:	援助者:	書籍・教育費 Books, Education Expenses	5,000円(yen)
奨学金① 金額 Amount	48,000円(yen)	円(yen)	通信費 Comunication Costs	8,000円(yen)
奨学金① 名称 Title	学習奨励費		交通費 Commute Expenses	円(yen)
奨学金① 受給期間 Period Covered	2023年04月01日～2024年03月31日		健康保険料・医療費 Health, Medical Expenses	3,000円(yen)
奨学金② 金額 Amount	円(yen)	円(yen)	日常生活費 Basic Living Expenses	5,000円(yen)
奨学金② 名称 Title			配偶者の授業料 Spouse Tuition Fee	円(yen)
奨学金② 受給期間 Period Covered			その他(貯金等) Others (deposits and savings, etc.)	15,000円(yen)
奨学金③ 金額 Amount	円(yen)	円(yen)		
奨学金③ 名称 Title				
奨学金③ 受給期間 Period Covered				
借入 Borrowing	円(yen)	円(yen)		
預貯金等 Savings, etc	30,000円(yen)	円(yen)		
その他収入 Others	円(yen)	円(yen)		
合計 Total		126,000円(yen)	合計 Total	126,000円(yen)

Scholarship

注）収入の合計が支出の合計以上である必要があります。 The total income must be greater than or equal to the total expenditure.
注）日本での一般的な常識的生活を維持する収入及び支出を前提として、それぞれの月額を記入してください。
Enter the monthly amount of each of the following, assuming that you have the income and expenses to maintain a normal, sensible life in Japan.
注）アルバイトは「②4月1日現在の定職・アルバイトの勤務状況」と額が一致するように記入してください。
For part-time jobs, please enter the same amount as in ②Status of regular/part-time work as of 1st April 2022.
注）水道光熱費は、独立生計申請者は証明となる領収書等を添付してください。私費外国人留学生は7000円未満の場合証明となる領収書等を添付してください。
For utility bills, attach a proof receipt for independent livelihood applicants. And for international students, attach a proof receipt if the amount is less than JPY 7,000.
注）(定職・アルバイト・TA・RA・日本学術振興会特別研究員)前年分の源泉徴収票、退職した場合は退職証明書類、
契約期間が切れ再雇用されたものは最新の雇用契約書(労働条件通知書及び時間数のわかるもの)を提出してください。
(Regular job, part-time job, TA, RA, JSPS) Submit the withholding tax certificate for the previous year, proof of resignation if you resigned. And the latest employment contract if your contract expired and you were rehired. (Notice of working conditions and the number of hours, notice of issuance, etc.)
注）住居費を証明する賃貸契約書は有効期限内のものを提出してください。Submit a valid rental contract to prove your housing expenses.
注）光熱水費・通信費の証明については申請者本人(または契約者名)および月額がわかるものを提出してください。
For proof of utility and communication expenses, submit the applicant's name (or Subscriber Name) and the monthly amount.

② 4月1日現在の定職・アルバイトの勤務状況
Status of regular/part-time employment as of 1st April

※ 日本学術振興会特別研究員、大学でのTA、RA等の予定も記入してください。
*Also indicate your plans for JSPS, TA/RA at the university, etc.

(前半期分申請では**4月1日現在**、後半期分申請では**10月1日現在**の状況)
Status as of 1st April for Spring Applications and as of 1st October for Fall Applications

	続柄 Relationship	区分 Categories	勤務先 Workplace	採用年月日 Start Date	勤務内容 Job Description	週等労働時間 Work Hours(weekly)	収入月額 Income(monthly)
	本人	アルバイト	名大居酒屋 東山店	2022年09月10日	調理補助	12	48,000円(yen)
							円(yen)
							円(yen)
							円(yen)
							円(yen)
							円(yen)

〔独立生計申請者署名欄〕[For Self-Supported Students]

私は、父母等の所得税法上の扶養家族ではありません。
I am not a dependent of my parents or other family members under the Income Tax Act.

本人署名
Signature

〔私費外国人留学生記入欄〕[For International Students]

※指導教員 当該学生の生活状況をよく知っている先生方へ
To supervisors and teachers who are familiar with the life of the student in question.

以下の1及び2について確認し、口に✔を入れてください。
不適切な場合は、当該学生に修正指導をしてください。

1. 日本での一般的な常識的生活を維持する収入及び支出を前提として書かれている。 It is written on the premise that income and expenses are sufficient to maintain a common sense lifestyle in Japan.

2. 収入合計≧支出合計となるように記入されている。
Entered so that total income ≥ total expenses.

上記の通り、当該学生の経済生活状況（収入・支出）を確認しました。
As mentioned above, I have confirmed the financial living conditions (income and expenditure) of the students concerned.

(教員氏名)
(Faculty Name)

fter printing out the form, please have it ✓ed and signed by your academic advisor or a teacher who knows about your living situation.

If it is difficult for you to fill out the form in person, please send the data of this form to your teacher and have him/her return the signed form to you or submit an e-mail message indicating that he/she has reviewed it.

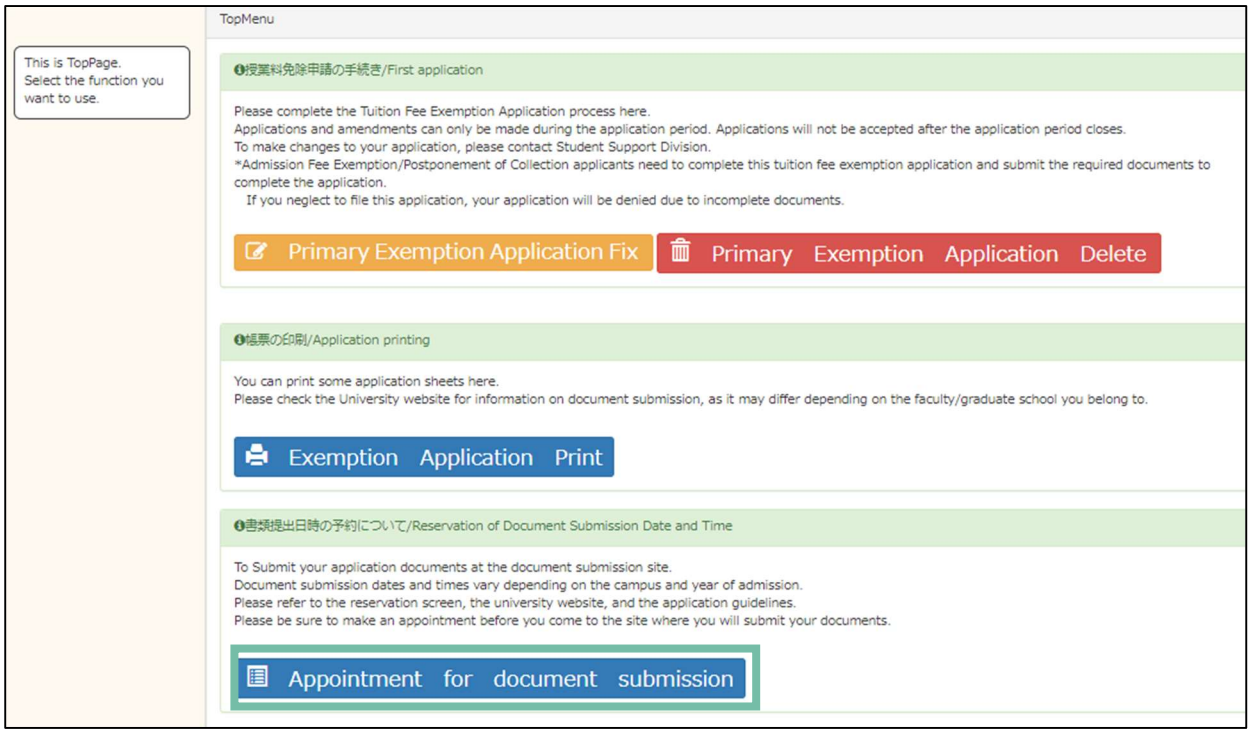
[Confirmation items at the time of correction]

Upper part of this form ... Entering living expenses information for entering detailed information

Lower part of this form ... Entering the part-time job status of detailed information

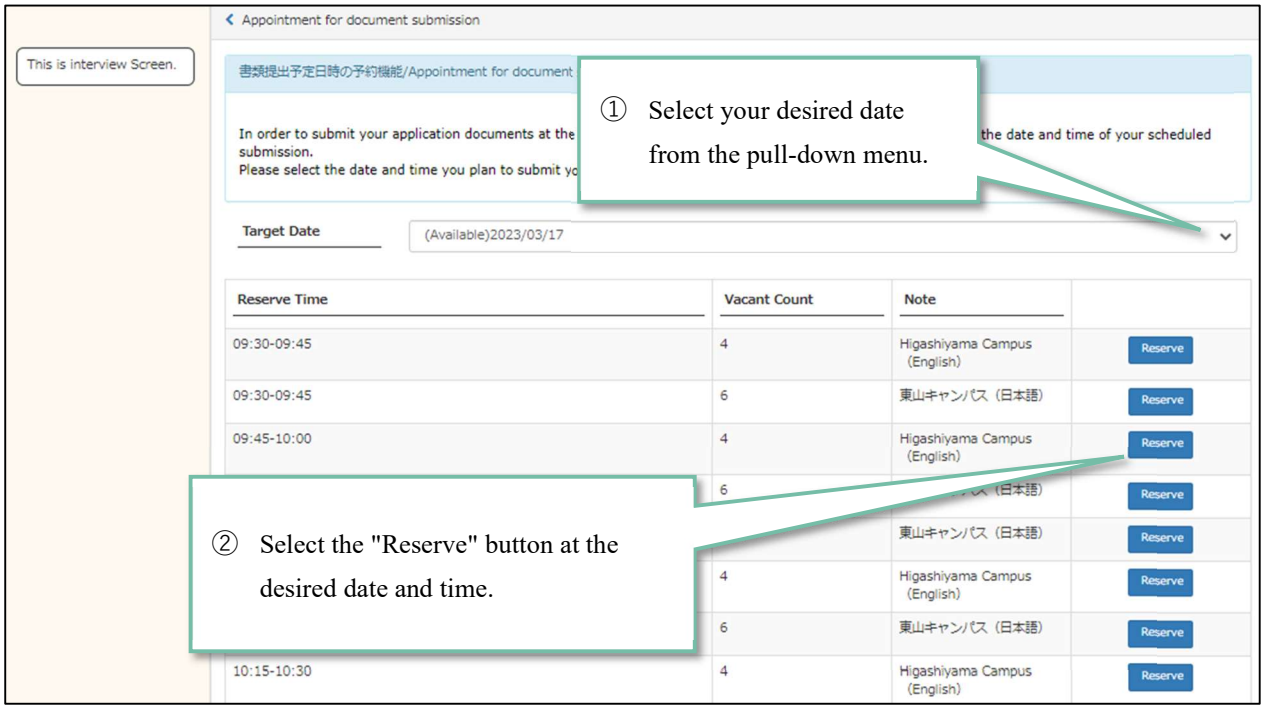
6. APPOINTMENT FOR DOCUMENT SUBMISSION

(1) Please make an appointment from [Appointment for document submission] on the system top screen.

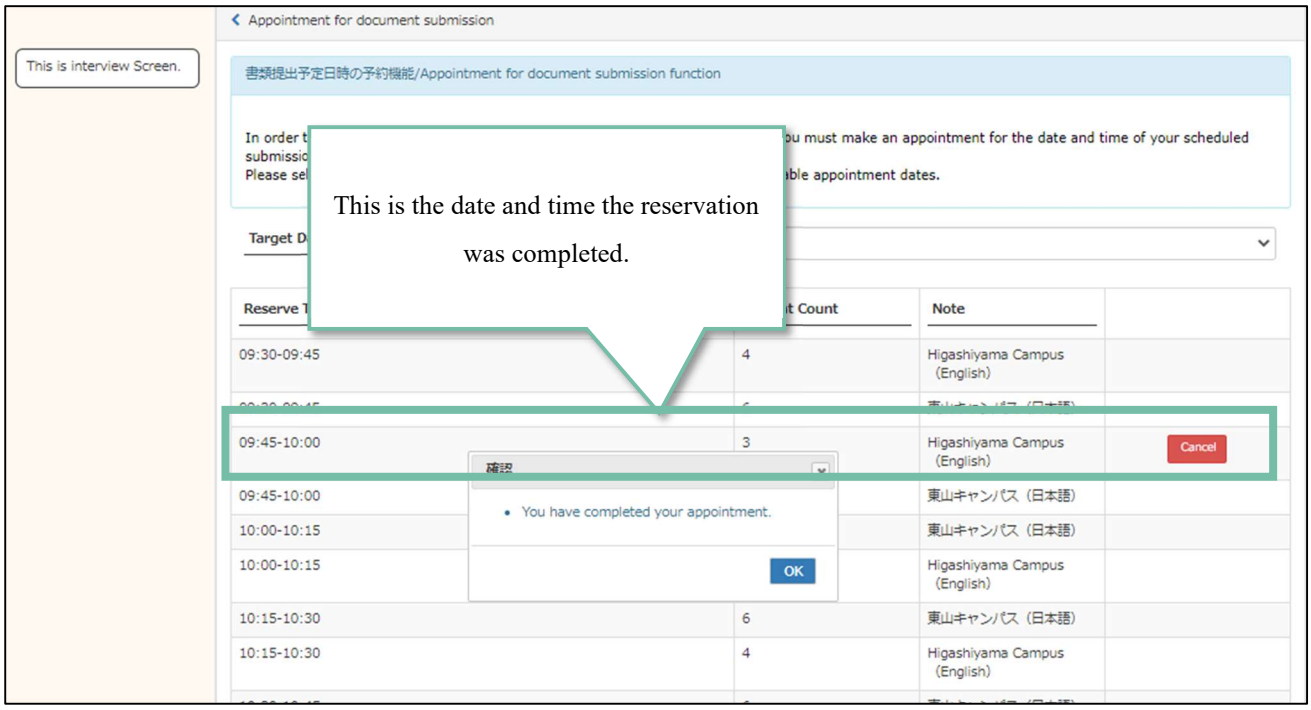


(2) Select the "Reserve" button at the desired date and time.

*If you wish to use English-speaking staff when submitting documents, please select the (English) appointment slot.



(3) This is the reservation completion screen. Press OK on the confirmation message.



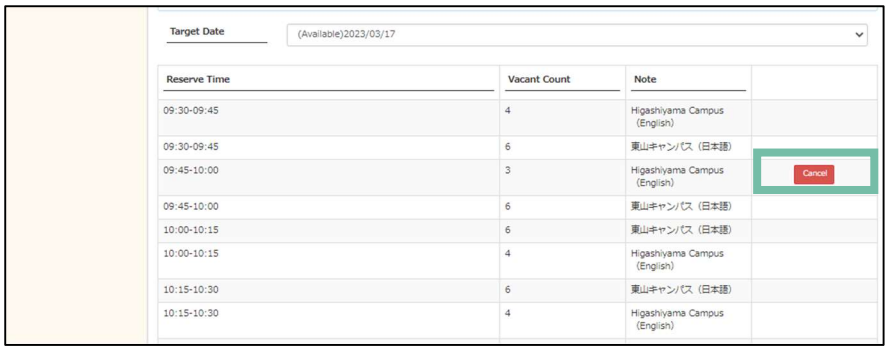
Please make sure that the reserved date and time are correct.

* Cancel will be displayed for dates and times that have already been reserved.

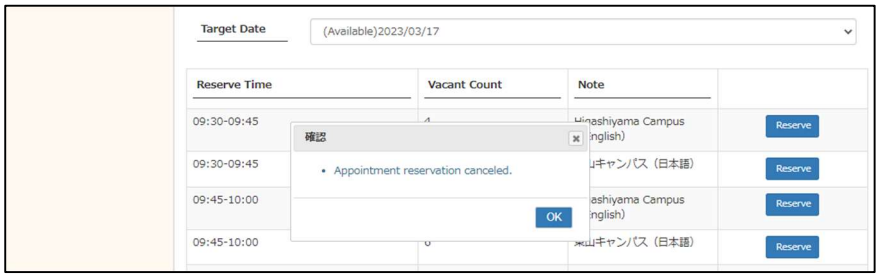
☆ TO CHANGE OR CANCEL AN APPOINTMENT DATE AND TIME

Click the Cancel button to cancel that reservation.

If you wish to change the date and time of your appointment, please cancel the appointment and make a new appointment.



This is the reservation cancellation screen.



✯ DATE AND TIME OF SUBMISSION OF APPLICATION DOCUMENTS

The location and date of document submission differ depending on the campus and year of admission. Please check the "Notes on Appointments" below and make an appointment for the appropriate date. (Location of submission sites are listed on p.96-98)

1.Students admitted before FY2022

Campus	Date	Time (JST)
Higashiyama	Friday, March 17 Monday, March 20 Wednesday, March 22 Thursday, March 23	All days from 9:30 a.m. to 4:30 p.m.
Tsurumai	Wednesday, March 15,	9:30 a.m. - 4:30 p.m.
Daiko	Tuesday, March 14,	9:30 a.m. - 4:30 p.m.

2.Students admitted in April 2023

Campus	Date	Time (JST)
Higashiyama	Wednesday, April 19 Thursday, April 20 Friday, April 21	All days from 9:30 a.m. to 4:30 p.m.
Tsurumai	Tuesday, April 18,	9:30 a.m. - 2:00 p.m.
Daiko	Monday, April 17,	9:30 a.m. - 4:30 p.m.

3. Students admitted in October 2023

To Be Determined (scheduled to be posted later August - early September 2023 the university website.

【Notes on Appointments】

- Applicants admitted in 2022 or earlier may make an appointment to submit documents at a different campus within the schedule in 1 above, and applicants admitted in April 2023 may make an appointment to submit documents at a different campus within the schedule in 2 above.
- Appointments can be made for document submission dates and times even after the period when applications can be submitted through the exemption application system.
- If you change or cancel an appointment, you do not need to contact the Student Support Division.
- Please arrive at the venue at least 5 minutes prior to your appointment time. (Location of submission sites are listed on p. 96-98)
- If you are unable to submit documents at the site on the above dates, please submit them to the Student Support Division by the following deadlines. (Refer to p.95 for submission locations other than the site.)
  - Students admitted before FY2022: **Friday, March 24, 2023** [MUST ARRIVE]
  - Students admitted in April 2023: **Monday, April 24, 2023** [Postmark is valid on the day.]

Ⅲ. LIST OF REQUIRED DOCUMENTS TO BE SUBMITTED

1. DOCUMENTS REQUIRED FOR SUBMISSION

The required documents to be submitted differ depending on the applicant's application content.

The application details are the Admission Fee / Tuition Fee Exemption Application system ▷ Detailed information input ▷ "Yes" is selected in the "Selection of application target" question.

The content of the question will be posted here again, so please check which question you answered "yes" to. Then, read the notes on the displayed documents carefully and submit the one that covers all the necessary information.

✯ LIST OF QUESTIONS FOR SELECTING THE APPLICATION TARGET

General or Self-Supported Student	
Q-1	Do you Independent livelihood? ※If you selected "No" for Q-1, you do not need to select Q-2 to Q-10. ※If you do not meet all the requirements of Q-2 to Q-5, you cannot apply for independent livelihood.
Q-2	Does it fall under any of the following A to C? A：The person (including the spouse) has income (salary income or income) exceeding 1,030,000 yen per year, income declarations are made for that income, and an income certificate is issued. ※Various types of borrowing (including loan scholarships) are not applicable to this income. B：Salary income (e.g., salary scholarship (annual amount), total amount including part-time job) or income is expected to exceed 1,030,000 yen for the person (including spouse) ※Various types of borrowing (including loan scholarships) are not applicable to this income. C：A person who has retired (took leave of absence, etc.) and has become incomeless for admission to the University, and lives on savings at work, and the deposit balance exceeds 1,030,000 yen
Q-3	Is the applicant a dependent relative of a parent or other (excluding spouse) under the Income Tax Act and social insurance?
Q-4	Are you separated from the parents of the applicant (or spouse)?
Q-5	Does the applicant receive financial assistance from parents or the like (excluding spouses)? ※The applicant and spouse must pay all necessary living expenses.
Q-6	Does the applicant or spouse have income from a part-time job or a regular job?
Q-7	Does the applicant or spouse receive a scholarship or applied for a scholarship? ※Please select "No" if you are a general applicant and receiving or applying for the JASSO scholarship(benefit).
Q-8	(If I have received or applied for a scholarship) Is the scholarship applied directly?
Q-9	Are there any applicants and spouses who have been hired as Research Fellow of the Japan Society for the Promotion of Science?
Q-10	Do applicants and spouses work at Nagoya University or other universities?
Q-11	Do household supporters have salary income (including part-time jobs) and have been working before 1st January 2022?

Q-12	Do household supporters have salary income (including part-time jobs) and have been working since 2nd January 2022?
Q-13	Do household supporters (including self-employed) have any income other than salary income (including internal employment), or is the household supporter a salaried employee who files tax returns?
Q-14	Did household supporters retire or go out of business in the middle of the previous year (2022) or the current year (2023)?
Q-15	Did household supporters change jobs, open, retire, or close their businesses in the middle of the previous year (2022) or in the current year (2023)?
Q-16	Are household supporters a recipient of unemployment benefits or are they on leave at the time of application?
Q-17	Are household supporters pensioners?
Q-18	Do household supporters receive injury and illness allowances?
Q-19	Do households have students in Japan who exclude compulsory education?
Q-20	Is the household a mother-child household or a father-child household?
Q-21	Has the applicant or the applicant's parents' house been damaged by wind, flood, etc. within 6 months (or within 1 year for new students)?
Q-22	Are there any family members with disabilities?
Q-23	Does the applicant have a repeat year or standard period of study?
Q-24	Is there anything that needs special explanation?
Q-25	(Please select "Yes" only for applicable undergraduate students) Are you an undergraduate student before 2019 and are not eligible to apply for the Higher Education Study Support System?
Q-26	(Please select "No" if you are self-supported student) Is the applicant an out-of-home student whose family lives in Aichi, Gifu, or Mie? (Enter only for general student: No input for self-supported student)
Q-27	(Please select "No" if you are self-supported student) Did the applicant's household supporter pass away within 6 months (1 year for new students)?
Q-28	(Please select "No" if you are self-supported student) Is the applicant's household a welfare recipient household?

Privately-financed International Student	
Q-1	Does the household supporter, excluding the applicant, reside in Japan? ※If you selected "No" for Q-1, you do not need to select Q-2 to Q-10.
Q-2	Do household supporters have salary income (including part-time jobs) and have been working before 1st January 2022?
Q-3	Do household supporters have salary income (including part-time jobs) and have been working since 2nd January 2022?
Q-4	Do household supporters (including self-employed) have any income other than salary income (including internal employment), or is the household supporter a salaried employee who files tax returns?

Q-5	Did household supporters retire or go out of business in the middle of the previous (2022) year or the current year (2023)?
Q-6	Did household supporters change jobs or open in the middle of the previous year (2022) or the current year (2023)?
Q-7	Are household supporters jobless benefit recipients?
Q-8	Are household supporters pensioners?
Q-9	Do household supporters receive injury and illness allowances?
Q-10	Is the household a mother-child household or a father-child household?
Q-11	Did you suffer damage such as wind and flood damage within 6 months (1 year for new students)?
Q-12	Are there any family members with disabilities?
Q-13	Does the applicant or spouse have income from a part-time job or a regular job?
Q-14	Are household supporters taking leave of absence at the time of application?
Q-15	Does the applicant or spouse receive a scholarship or applied for a scholarship?
Q-16	(If I have received or applied for a scholarship) Is the scholarship applied directly?
Q-17	Are there any applicants and spouses who have been hired as Research Fellow of the Japan Society for the Promotion of Science?
Q-18	Do applicants and spouses work at Nagoya University or other universities?
Q-19	Do households have students in Japan who exclude compulsory education?
Q-20	Does the applicant have a repeat year or standard period of study?
Q-21	Is there anything that needs special explanation?

2. DOCUMENTS

(1) DOCUMENTS THAT CAN BE PRINTED WITHIN THE ADMISSION FEE EXEMPTION / TUITION FEE EXEMPTION SYSTEM

As stated in the remarks, this is a document that must be submitted by the relevant person.

No.	Documents	Notes
1.	【Sheet 1-①】Nagoya University Tuition Fee Exemption Application Form	All must be submitted
2.	【Sheet 1-②】Family Situation Survey Report	All must be submitted
3.	【Sheet 2】Income status report	Self-Supported Student and Privately-financed international students are required to submit
4.	【Sheet 3】Hearing Report on the Situation of the Applicant	Self-Supported Student and Privately-financed international students are required to submit

(2) DOCUMENTS THAT CAN BE DOWNLOADED FROM THE NAGOYA UNIVERSITY WEBSITE

This is a document to be submitted only by the relevant person.

No.	Documents	Important Notes	Reason for necessity Questions for selecting application targets (pages 84 to 86)	Issue location
1.	【Form 1】 School Identification		【General・Self-Supported Student】 Q. 19 【Privately-financed International Student】 Q. 19	
2.	【Form 2】 Salary Prospects Certificate		【General・Self-Supported Student】 Q. 12, 15 【Privately-financed International Student】 Q. 3, 6	Workplace
3.	【Form 3】 Satement		【General・Self-Supported Student】 Q. 24 【Privately-financed International Student】 Q. 21	
4.	【Form 4-1】 Salary Payment (Estimated) Certificate	Not required if you submit【Form 4-2】	【Privately-financed International Student】 Q. 13	Workplace

5.	【Form 4-2】 Monthly Payment Details of Part-Time Job (for 3months)	Not required if you submit【Form 4-1】	【Privately-financed International Student】 Q. 13	
6.	【Form 5】 Higher education study support system application eligibility confirmation	Submit only those undergraduate students enrolled before 2019 who are not certified by the higher education study support system.	【General Student】 Q. 25	
7.	【Form 6】 Inevitable Reason		【General・Self-Supported Student】 Q. 23 【Privately-financed International Student】 Q. 20	

(3) DOCUMENTS SUBMITTED BY ALL APPLICANTS FOR ADMISSION FEE EXEMPTION（DEFERRAL OF COLLECTION）

This is a document that everyone submits regardless of the question.

No.	Documents	Important Notes	Issue location
1.	Nagoya University Admission Fee Exemption/Deferred Payment Application Form	You can download it from Nagoy University website	

(4) DOCUMENTS SUBMITTED BY ALL APPLICANTS FOR TUITION FEE EXEMPTION

This is a document that everyone submits regardless of the question.

No.	Documents	Important Notes	Issue location
1.	Your latest Income (tax) Certificate (“ShotokuKazei(Hikazei) Shomeisho”) issued by your municipal government. *Please check the “notes” on the right for details on the required contents. *The name of the certificate may be “Municipal / Prefectural Resident Tax	◎ Those of household supporters according to application status • The amount of income, city / prefectural tax, various deductions, and the number of dependents must be clearly stated. • If a certificate with all details is not issued, submit a "Tax or Tax Exemption Certificate" and an "Income Certificate" together. NOTE • It cannot be issued if there is no resident registration in Japan by 1st January 2022. (If you are applying in the spring semester) • It cannot be issued if there is no resident registration in Japan by 1st January 2023. (If you are applying in the fall semester)	Municipality

	(Tax Exemption) Certificate".		
2.	Resident Record ("Juminhyo")	◎Those of household supporters according to the application pattern (status) • Must be issued within 3 months of submission. • There is a statement that it is for "all households. • My Number is not listeded. • Privately-financed international student have a status of residence "study abroad".	Municipality

(5) DOCUMENTS SUBMITTED BY THE PERSON CONCERNED

NOTE

If there are duplicates, only a partial submission is acceptable.

Submit copies of required documents that are specified as "(copy)" below, and originals for those that are not specified as "(copy)".

No.	Documents	Important Notes	Reason for necessity Questions for selecting application targets (pages 84 to 86)	Issue location
1.	Medical certificate etc. created by a doctor	It is stated that the tuition fee bearer is currently undergoing medical treatment for a period of 6 months or more as of the time of application (1st April or1st October).	**【Applicants for Admission Fee Exemption for Japanese undergraduates should submit only when applicable】**	Municipality
2.	Withholding Certificate for 2022 (copy)	• Can be used as proof of retirement date if there is a description of retirement date. • If there is a check in the widows / single-parent deduction column it can also be used as proof of a mother-child father-child household.	【General・Self-Supported Student】 Q- 11, 12, 14, 15 【Privately-financed International Student】 Q- 2, 3, 5	Workplace
3.	Income Tax Return for 2022 (copy)* ・Tables 1 ・Tables 2	• If there is a check in the widows / single-parent deduction column in Table 2, it can also be used as	【General・Self-Supported Student】 Q- 13	Tax office, Municipality

	・Table 3 if there is * This copy here means a copy or receipt of what you have created and entered.	proof of a mother-child father-child household. • If there is a statement such as "There is a separate sheet" in the income breakdown, also submit the additional sheet.	【Privately-financed International Student】 Q- 2, 3, 4, 5	
4.	City (town) Prefectural Tax Return 2023 (copy)* ・Front ・Back side * This copy here means a copy or receipt of what you have created and entered.	If there is a check in the widows / single-parent deduction column it can also be used as proof of a mother-child father-child household.	【General・Self-Supported Student】 Q- 13, 20 【Privately-financed International Student】 Q- 4, 10	Municipality
5.	Annual Income and Expenditure Forecast Statement (Free style)	Creating an estimate of income and expenses for one year from the date of starting a business	【General・Self-Supported Student】 Q- 15 【Privately-financed International Student】 Q- 5	
6.	• Withholding Slip for public pension for 2022 (copy) • Latest Pension Payment Notice (copy) • Pension Amount Revision Notice (copy) • National Pension and Employees' Pension Insurance Pension Certificate		【General・Self-Supported Student】 Q- 17 【Privately-financed International Student】 Q- 8	
7.	Certificate of Retirement from previous job	Retired person name, retirement date, retired workplace name required	【General・Self-Supported Student】 Q- 14 【Privately-financed International Student】 Q- 5	Workplace
8.	• Certificate of business closure • Notification form for opening / closing a private business (copy)	Notification form must have a Tax Office reception stamp	【General・Self-Supported Student】 Q- 14, 15 【Privately-financed International Student】 Q- 5	Tax Office

9.	Employment Insurance Eligibility Certificate (pages1 to 4) (copy)		【General・Self-Supported Student】 Q- 16 【Privately-financed International Student】 Q- 7	Public Employment Security Office
10.	Leave Certificate	Work name, name of employees on leave, and period of leave are required	【General・Self-Supported Student】 Q- 16 【Privately-financed International Student】 Q- 14	Workplace
11.	Documents showing the amount of salary, allowance, etc. paid during the leave period (copy)		【General・Self-Supported Student】 Q- 16 【Privately-financed International Student】 Q- 14	
12.	A copy of the notice showing the amount and period of the injury and illness allowance		【General・Self-Supported Student】 Q- 18 【Privately-financed International Student】 Q- 9	
13.	A copy of the Scholarship Employment Notice for direct application (copy)	Notification that shows the scholarship name, receiving period, and receiving amount	【General・Self-Supported Student】 Q- 7 【Privately-financed International Student】 Q- 15	Scholarship Organization
14.	Notification of Frontier Fellowship Program or Frontier Next Generation Research Program (copy)	Notification that shows the scholarship name, receiving period, and receiving amount	【General・Self-Supported Student】 Q- 7 【Privately-financed International Student】 Q- 15	
15.	Notification of Appointment as a JSPS Research Fellowship (copy)	Notification that shows qualifications, period of employment, and amount of research incentive ※If you are not able to submit the Letter of Employment Decision within the submission period, submit the Letter of Expected Employment and be sure to submit the Letter of Employment Decision in due course.	【General・Self-Supported Student】 Q- 9 【Privately-financed International Student】 Q- 17	

16.	• Announcement Notice • Notification of decision on the subject in charge and the number of hours allocated (Both required)	TA or RA of Nagoya university will be issued at the time of recruitment.	【General・Self-Supported Student】 Q- 10 【Privately-financed International Student】 Q- 18	Workplace
17.	• Working conditions notice • Working time ledger (Both required)	RA, research assistant, administrative assistant or technical assistants of Nagoya University will be issued at the time of hiring	【General・Self-Supported Student】 Q- 10 【Privately-financed International Student】 Q- 18	Workplace
18.	Documents showing the amount of hourly wages, number of hours per year, and employment period (copy)	Tutor of Nagoya university or part-time lecturer of other universities	【General・Self-Supported Student】 Q- 10 【Privately-financed International Student】 Q- 18	Workplace
19.	Health Insurance Card (copy)	• Within the expiration date • The applicant (and spouse)	【General・Self-Supported Student】 Q- 3	
20.	Lease Agreement (copy) Excluding residents of the International Ohmeikan*	• Required place for contractor name, address, rent, contract period. • In the case of room sharing, the description of the person living together is required. • For Self-Supported students, the contractor is the applicant (or spouse)	【General・Self-Supported Student】 Q- 4, 26 【Privately-financed International Student】 All regardless of the question	
21.	Dependent Deletion Certificate etc.	If the name of the applicant (and spouse) is listed in the dependent column of the parent's Income Certificate, submit it as proof that the parent is out of support.	【General・Self-Supported Student】 Q- 3	
22.	Death Certificate(copy)		【General・Self-Supported Student】 Q- 20, 27	Hospital
23.	Certified copy of Family Register (Extract of Family Register)		【General・Self-Supported Student】 Q- 20, 27	Municipality
24.	• Physical Disability Certificate (copy)	Must have name, disability name, grade, notebook number, etc. Within the expiration date	【General・Self-Supported Student】 Q- 22	Municipality

	• Medical Rehabilitation Handbook (copy) • Mental Disability Certificate (copy) • Atomic Bomb Survivour's Cetiicates (copy) • Pollution Medical Notebook (copy)		【Privately-financed International Student】 Q- 12	
25.	Documents showing the amount of survivor's pension (survivor's pension transfer notice, etc.)	Most recent at the time of application	【General・Self-Supported Student】 Q- 17, 20 【Privately-financed International Student】 Q- 8, 10	Japan Pension Service
26.	Documents that show that you have received a child-rearing allowance (copy)	Most recent at the time of application	【General・Self-Supported Student】 Q- 20 【Privately-financed International Student】 Q- 10	Municipality
27.	• Life protection receipt certificate • Notification of welfare payment	Most recent at the time of application	【General・Self-Supported Student】 Q- 28	Municipality
28.	Damage (Victim) certificate		【General・Self-Supported Student】 Q- 21 【Privately-financed International Student】 Q- 11	Municipality
29.	Documents showing the amount of damage (copy)	Quotation or receipt, etc	【General・Self-Supported Student】 Q- 21 【Privately-financed International Student】 Q- 11	Repair Company, etc.
30.	Documents that show payment (compensation) of Non-Life Insurance money, etc. (copy)		【General・Self-Supported Student】 Q- 21 【Privately-financed International Student】 Q- 11	Insurance Company

Ⅳ. CONTACT INFORMATION/SUBMISSION SITE

1. STUDENT SUPPORT DIVISION

The address for submission of documents and inquiries for both undergraduate and graduate students has been changed to the Student Support Division from FY2023.

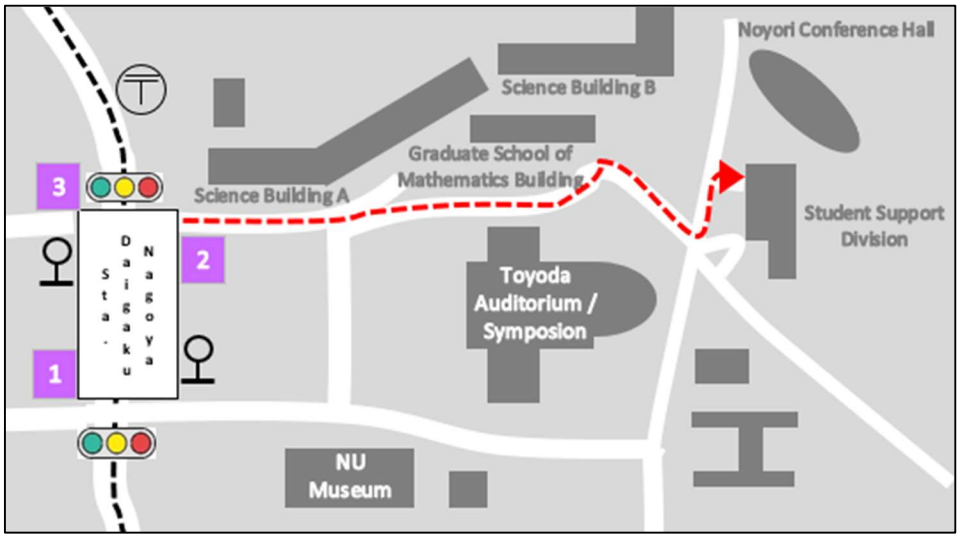
Please make sure that there are no mistakes in the address for submission or inquiries.

(1) ACCESS

Furo-cho, Chikusa-ku, Nagoya,

464-8601, Student Support Division, Tuition Fee Exemption Office (Campusmap:D3⑥)

Opening Hours: Weekdays 9:00 a.m. - 5:00 p.m.



(2) CONTACT INFORMATION / MAILING ADDRESS

Furo-cho, Chikusa-ku, Nagoya,464-8601, Student Support Division, Tuition Fee Exemption Office Student Support Division, Scholarship Section, In charge of Tuition Fee Exemption

* When sending by postal mail, please send by Acceptance-recorded mail or Letter Pack Light, etc., which will keep a record. Inquiries regarding the arrival of documents will not be answered.

* Please write "Tuition Fee Exemption application form enclosed" in red on the front of the envelope.

Mail Adress: gaku-sien3(at)adm.nagoya-u.ac.jp ※Replace (at) with @.

When contacting us by e-mail, please paste the following inquiry template into the body of your e-mail.

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■Applicant Information (All must be listed.)

Undergraduate or graduate school you belong to (As of April 1, 2023):

Bachelor or Master's or Doctoral Program:

Name:

Student Number(9-digit): (Leave blank if student ID number is unknown before entering school or continuing on to higher education.)

■Details of Inquiry:

－－－－－－－－－－－－－－

2. DOCUMENT SUBMISSION SITE

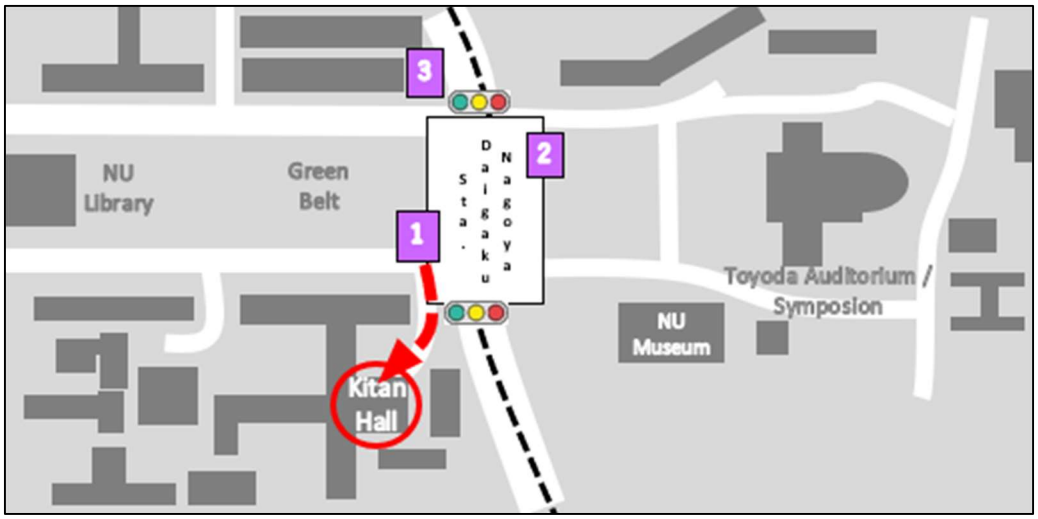
Please make an appointment for the submission date and time through the Tuition Fee Exemption Application System (p.80-82) and arrive at the document submission site at least 5 minutes prior to your appointment time.

(1) SUBMISSION SITE (STUDENTS ADMITTED BEFORE FY2022)

HIGASHIYAMA CAMPUS

Kitan Hall: Law and Economics Shared Facilities Building 2F (Campus Map : C4③)

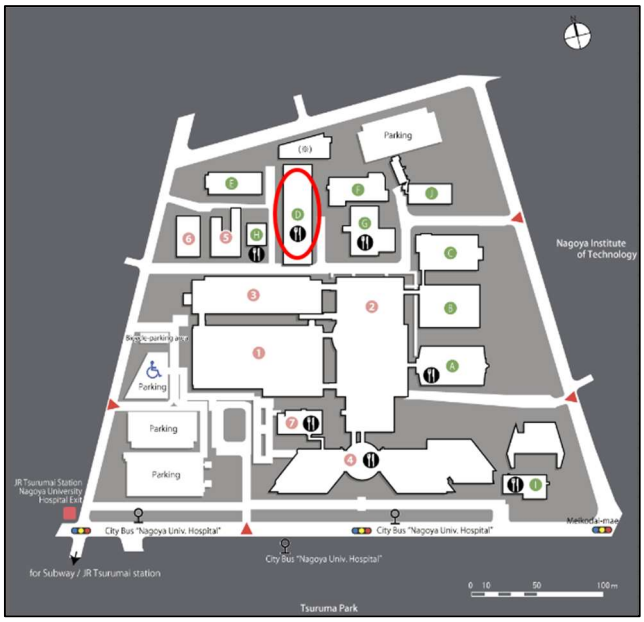
Date	Time (JST)
Friday, March 17 Monday, March 20 Wednesday, March 22 Thursday, March 23	All days from 9:30 a.m. to 4:30 p.m.



TSURUMAI CAMPUS

Basic Medical Research Building 1F Conference Room 1 (In front of the Student Affairs Office)

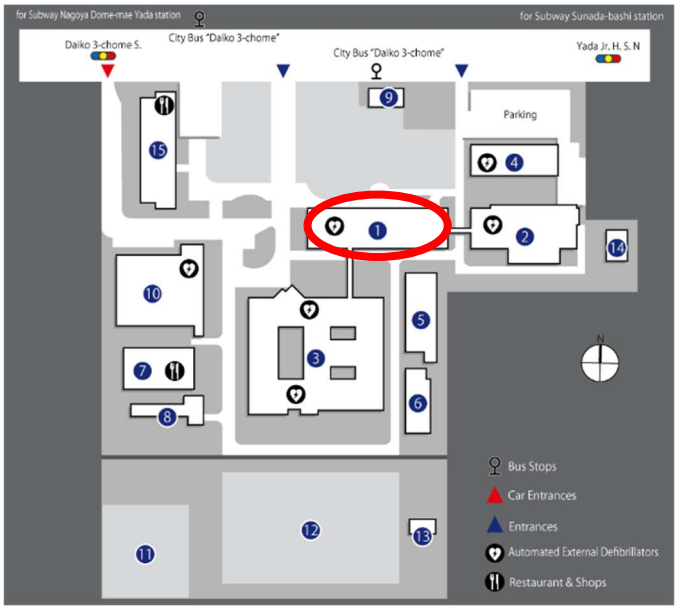
Date	Time (JST)
Wednesday, March 15,	9:30 a.m. - 4:30 p.m.



DAIKO CAMPUS

Main Building 2F Lecture Room 4 (Campus MAP：①)

Date	Time (JST)
Tuesday, March 14,	9:30 a.m. - 4:30 p.m.

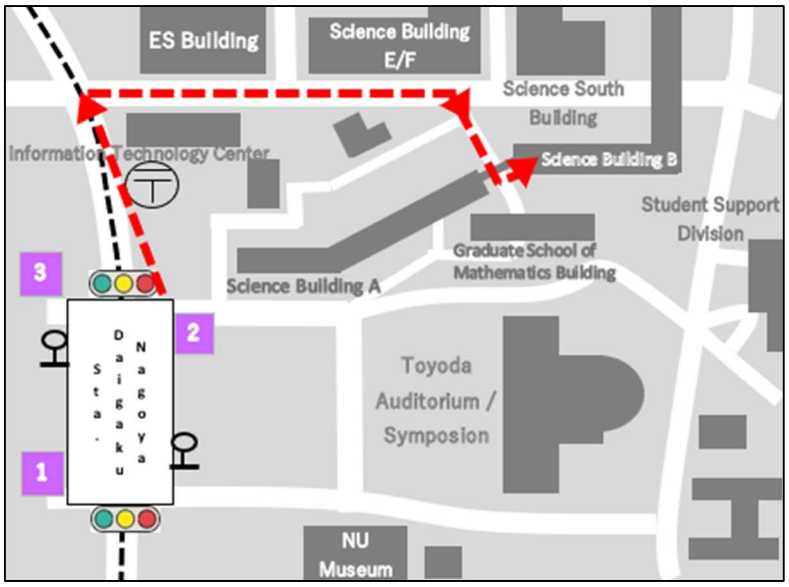


(2) SUBMISSION SITE (STUDENTS ADMITTED IN APRIL 2023)

HIGASHIYAMA CAMPUS

Science Building B-115 International Lounge (Campus MAP: D3③)

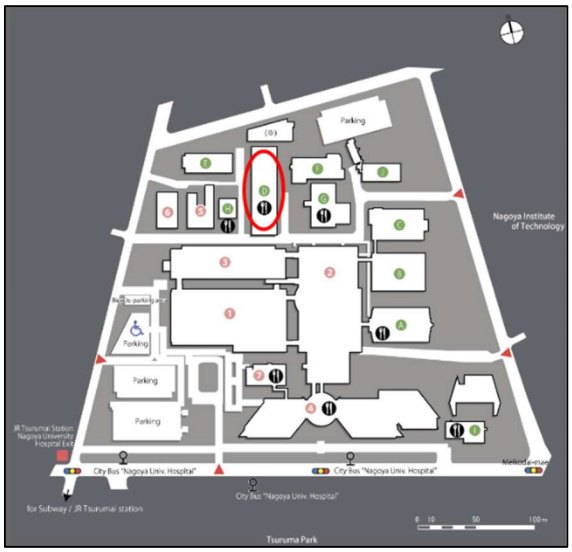
Date	Time (JST)
Wednesday, April 19 Thursday, April 20 Friday, April 21	All days from 9:30 a.m. to 4:30 p.m.



TSURUMAI CAMPUS

Basic Medical Research Building 1F Conference Room 1 (In front of the Student Affairs Office)

Date	Time (JST)
Tuesday, April 18,	9:30 a.m. - 2:00 p.m.



DAIKO CAMPUS

Main Building 1F 125 Well-being Seminar Room (In front of the Office)

Date	Time (JST)
Monday, April 17,	9:30 a.m. - 4:30 p.m.