

# Notes On Filling Out the Admission Fee Exemption and Postponement of Collection of Admission Fee Application Forms. 【FOR INTERNATIONAL STUDENTS】

Since application forms are important for the selection, you must read this Admission Fee Exemption and Postponement of Collection of Admission Fee Application Guide carefully and fill out forms as it is about your current situation as of 1st April for April admission student, as of 1st October for October admission student.

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

Any false declaration is found; your application will be also cancelled even after selection.

Please make sure that cross out the mistake with black inked double lines.

## I . Notes On Filling Out

### 【Form 1】 Admission Fee Exemption and Postponement of Collection of Admission Fee Application

All applicants (students, self-supported students, international students) need to apply. According to those information on this 【Form 1】 we will ask you to submit the documentation or confirmation/certificate as the proof 【Form 2】 below.

★ In respect to the edibility

Please tick ✓ the applicable section.

※ これは名古屋大学独自の入学料免除・徴収猶予の申請書です。申請前に申請資格の有無を確認してください。該当する申請資格項目番号の左枠に✓を入れてください。

<input type="checkbox"/>	<b>入学料免除申請資格</b> ※①～③は学費負担者が指定の期間内に日本に居住していたまたは現在も居住している場合に属する
<input type="checkbox"/>	① 入学前1年以内に主たる学費負担者が死亡
<input type="checkbox"/>	② 入学前1年以内に主たる学費負担者または本人が風水害等で被災
<input type="checkbox"/>	③ 次の激甚災害により主たる学費負担者または本人が被災 対象：平成30年7月豪雨、北海道胆振東部地震、令和元年8月9日暴風雨及び豪雨、令和2年7月豪雨
<input type="checkbox"/>	④ (大学院生のみ) 経済的理由により入学料の納入が困難な者
<input type="checkbox"/>	<b>入学料徴収猶予申請資格</b>
<input type="checkbox"/>	① 経済的理由により入学料の納入が困難な者
<input type="checkbox"/>	② 入学料免除申請資格がある者

※In the case that you tick✓①～③, we may ask you additional document as to define.

## 1. About Admission Fee Exemption and Postponement of Collection of Admission Fee Application

There are three categories of application types: "Admission Fee Exemption", "Admission Fee Exemption and Postponement of Collection of Admission Fee" and "Postponement of Collection of Admission Fee". Be aware to tick✓ the corresponding type

1. 申請区分 (該当する申請区分に✓してください) / Tick✓ the category of you belong to.		
①	免除 (免除申請資格がある者のみ) / Exemption	Grace for payment until the result is announced. After consideration, in case you have been unsuccessful in your application. You need to pay by the due date within 20 days.
②	免除及び判定後の徴収猶予 (免除申請資格がある者のみ) / Exemption and Postponement of Collection	Grace for payment until the result is announced. After consideration you will be notified due date of required payment. End of September (For April Admission) End of next February (For October Admission).
③	徴収猶予 (免除申請資格または徴収猶予申請資格がある者のみ) / Postponement of Collection	Grace for payment until the result is announced. After consideration in case your application successfully accepted, you may have notified the due date of payment. End of September (For April Admission) End of next February (For October Admission)

- ① Exemption : 2/3 exemption, half exemption, 1/3 exemption, non-permission, payment is due by designated deadline.
- ② You have not applied for Postponement or your application for Postponement has been rejected, your payment is due within 20 days from the date result announced.
- ③ Your application for Postponement has permitted, payment deadline would be followings:
  - April admission student: By the end of September
  - October admission student: By the end of February

## 2. Application types

Tick✓ “international student” applicable items.

2. 申請身分 (該当する申請身分に✓してください) / Application types (tick✓ applicable items.)			
<input type="checkbox"/> 一般 / General student	<input type="checkbox"/> 独立生計 / Self-supported student	<input checked="" type="checkbox"/> 私費外国人留学生 / International student	

Application Type:

Application Type	Requirement
International student	International student (VISA status: [Collage student] on the residence card)
Self-Supporting student※	1. The student (or a spouse must) must have income for which income tax returns are filled and income certificates are issued 2. Must not be a dependent of any family members under the Income Tax Act and Insurance. 3. Lives separately from their parents 4. Must not receive a financial support from parents (excepting a spouse) ※All expenses necessary for the applicant (and spouse) to live are covered by themselves without assistance from parents, etc.
General student	In the case that falling under neither International student nor Self-Supporting student.

※ Undergraduate students in general are unable to apply as Self-Supported Students. For certificates and other required documents to verify your status as a Self-Supported Student, please refer to “Self-Supported Student Certification for Graduate Students 【Form 9】”. However, even if you meet the requirements, you do not necessarily need to apply as a Self-Supported Student.

## 3. Applicant's information

### 3. 申請者氏名等 (下記※1～4を読んでから記入してください)

フリガナ		学生番号※大学記入欄		入学年度※1	
申請者氏名				年度 入学・編入学 4月・10月	
所属	学部	学科		年	
	研究科	専攻	修士課程 博士前期課程	博士課程 博士後期課程 ※2	年
住所※3	〒 -				
全学メールアドレス※4					
電話番号※4			携帯電話※4		
申請者の父母が 母国にいる場合 (氏名・住所・電話番号)	氏名		電話番号		
	住所	〒 -			
申請者の父母が 日本に居住している場合 (氏名・住所・電話番号)	氏名		電話番号		
	住所	〒 -			

※1 入学年月及び入学形態について該当箇所を○で囲むこと

※2 該当課程を○で囲むこと

※3 4月1日時点で申請者の居住地を記入すること

※4 申請内容の補正や不正確な点の修正が必要なため、必ず申請者本人と連絡が  
取れるものを記入すること

- ① “Entry year” must be the same year as your entry of undergraduate or graduate university.
- ② “Address” must be current place you live in. Make sure fill in postcode, building number, and room number so on.
- ③ “Phone number” and “university e-mail” must be accessible one you have. “mobile phone” must be belong to you.
- ④ We will be in touch with you to notify by through “University e-mail “. We kindly advise you to add your university e-mail account to your mobile devices to receiving updates. Therefore, please note that fill in with clarify \_ and -, 0 (number) or o, 1 and l, and so similar.
- ⑤ If you are a self-supporting international student, fill in your parent name, address (which in your county)

#### 4. Reason for application

4. 申請理由(家族状況やその他特に説明を要することを具体的に3行以上記入してください。)

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※家計支持者が無職又は無収入の場合、退職等年月、現在の生活費の出所を「別紙5申立書」に記入してください。

- ① Write down the reason why you apply for and it must be at least three lines.
- ② If a household supporter living in Japan (parents living in Japan) is unemployed or close to it and has no or close ordinary income, the method of living and the source of living expenses are described into 【Form 5】 STATEMENT, please fill in specifically.

#### 5. Family structure

Members of household are counted depending on your application type, as below.

	Members of household	International student
①	Applicant (including spouse)	●
②	Household supporter: Father and mother resident in Japan, or those who support household on behalf of father and mother	▲
③	Dependent of household supporter or applicant under the Income Tax Act, resident in Japan, regardless of whether or not living with applicant	▲

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

- Member who falls under the category ② or ③ in the above table is counted as members of household (as in the number of family member). In that case, various certification documents concerning that person must be submitted.
- Grandparents and siblings who fall under the category ② or ③ in the above table are not counted as members of household regardless of whether or not living with applicant, no certification document is submitted.

#### (1) Family members (excluding those receiving an education)

5. 世帯構成状況(下記※1～6を記入してください)

a. 就学者を除く構成員(主たる家計支持者に○印、別居者に×印を記入してください)

	続柄	○×	氏名	年齢	職業	就職年月	勤務先
(原則) 家計支持者	本人					(西暦) 年 月	
	配偶者					(西暦) 年 月	
(就学者を除く) 家計支持者による扶養者	※1					(西暦) 年 月	
	※1					(西暦) 年 月	
	※1					(西暦) 年 月	
(父母が日本に居住している場合) 家計支持者	父	※2				(西暦) 年 月	
	母	※2				(西暦) 年 月	
	※3					(西暦) 年 月	

- ① If applicant is a privately financed international student, household supporter must be the applicant. Write down the name of your parent as your household supporter if they are live in Japan. You do not need to write down if they don't live in Japan.
- ② Fill in the information of applicant, household supporters (e.g. parents), and any dependents of the household supporter. (if a parent/s is/are separated or deceased, write

their name with [ ] round it in the field. If you are not recognised their name, write as [unknown]

- ③ Please circle principal earner and make × for separated member in specified field.
- ④ About age: fill in age as of 1st April for April admission, and age as of October 1st for October admission.
- ⑤ About occupation/work: ambiguous description is not preferable, fill in the specific occupation (e.g. food stuff retailer, government employee, elementary school teacher or office worker etc.). Since there must be no blank, even if they don't have job, describe their situation such as housewife, full-time union officer, domestic helper, pensioner, unemployment etc. (Full-time union officer means person who fully works commerce, manufacturing industry, service industry or agriculture at their house with their family.).
- ⑥ About employment date: fill in year and month when you started the job accurately. (it is not term of office)
- ⑦ Work place should be written “○○.Ltd, ○○store” and so on.  
**※If you have multiple jobs, you must fill in all of them.**

## (2) Student in education

b. 就学者(義務教育を除く就学者がいる場合は【別紙3】在学状況申告書を提出してください(申請者本人は不要))

氏名	年齢	在学学校名	学年	通学区分	申請時時点で進学予定の場合は ✓チェック
本人		名古屋大学		自宅 自宅外	
		国立 公立 私立		自宅 自宅外	
		国立 公立 私立		自宅 自宅外	
		国立 公立 私立		自宅 自宅外	
		国立 公立 私立		自宅 自宅外	
		国立 公立 私立		自宅 自宅外	

- ① The students must be one with any of followed.

Student of primary/grammar school, middle/junior high school, senior high/high school, vocational college/vocational school, college, university.

- ※ Please fill in the “if there is any family member receiving education other than compulsory education” If there is a student be one with any of followed a research, an occasional unregistered, student excepted above or specialized training college(post-secondary course, upper secondary course, general course) and other schools (crammer school, vocational school and so on).

- ※ Check ✓ “if any member of family is planning to enter school” as of creating applications.  
Please note that contact us to update your confirmation of work once you know.

- ② Student in education works, fill in the family member field excepting the student in education.
- ③ Privately financed international student should circle "home" in commuting type field. But if the parents live in the same place, please circle “others”.

E.g. 1

<In respect with Applicant>

March 2020: Arrived to Japan

April 2020 - Current: Nagoya University Graduate School of Humanities

April 2020 - Current: Part-time lecture at ABC University (annual contract)

(In respect with Documentation of income)

Pay slip of 2020 at ABC University as part-time lecture

Employment agreement at ABC University for April 2020- March 2020 (Working hours, wage)

Employment agreement at ABC University for April 2021- March 2021 (As soon as its be issued)

<In respect with spouse>

March 2020: Arrived to Japan

March to September 2020: blank time

October 2020 - Current: Lecture at B English language school

(In respect with Documentation of income)

Pay slip 2020 of B English language school as lecture

【Form 8-1 or 8-2】 of lecture at B English language school

5. 世帯構成状況 (下記※1～6を記入してください)

a. 就学者を除く構成員 (主たる家計支持者に○印、別居者に×印を記入してください)

続柄	氏名	年齢	職業	就職年月	勤務先
(原則) 本人	李 炳憲	30	非常勤講師	2020年 4月	A大学
配偶者	李 珉廷	28	アルバイト	2020年 10月	B英会話スクール
子	李 鍾碩	3			
父					
母					

b. 就学者 (義務教育を除く就学者がいる場合は【別紙3】在学状況申告書を提出してください (申請者本人は不要))

続柄	氏名	年齢	在学学校名	学年	通学区分	申請時時点で通学予定の場合はイチェック
本人	李 炳憲	30	名古屋大学 人文学部	2	自宅外	イ

E.g. 2

<In respect with Applicant>

April 2021-Current: Nagoya University Graduate School of Engineering

<In respect with parents of Applicant>

Resident in Tokyo, each work for company C and company D.

(In respect with Documentation of income)

Pay slip 2020 of company C for him.

Pay slip 2020 of company D for her.

5. 世帯構成状況 (下記※1～6を記入してください)

a. 就学者を除く構成員 (主たる家計支持者に○印、別居者に×印を記入してください)

続柄	氏名	年齢	職業	就職年月	勤務先
(原則) 本人					
配偶者					
子					
父	Willard Carroll Smith	55	会社員	2016年 4月	C社
母	Jada Koren Pinkett	49	会社員	2019年 10月	D社

b. 就学者 (義務教育を除く就学者がいる場合は【別紙3】在学状況申告書を提出してください (申請者本人は不要))

続柄	氏名	年齢	在学学校名	学年	通学区分	申請時時点で通学予定の場合はイチェック
本人	Jaden Christopher Syre Smith	23	名古屋大学 工学部	1	自宅外	イ

※For refer to figure out defendant Payslip 2020 and Income tax return (Table 2)

## Payslip

Number of deductible dependent relatives

令和 2 年分 給与所得の源泉徴収票

住所又は居所 愛知県名古屋市中区千種区不老町123	氏名 名大 太郎
種別 給料・賞与	支払金額 4,942,096
給与所得控除後の金額 3,412,000	所得控除の額の合計額 2,450,000
源泉徴収税額 49,100	
控除対象扶養親族の数 (配偶者を除く.) 特定 1 人 扶養 1 人 合計 2 人	控除対象扶養親族の数の内訳 配偶者 1 人 扶養 1 人

Deductible dependent relatives

氏名 名大 花子	生年月日 47.11.3	扶養親族の種別 配偶者
氏名 名大 風子	生年月日 10.7.19	扶養親族の種別 扶養
氏名 名大 一郎	生年月日 12.5.5	扶養親族の種別 扶養
氏名 名大 月子	生年月日 17.8.11	扶養親族の種別 扶養
氏名 名大 なつ	生年月日 20.9.20	扶養親族の種別 扶養

## Income tax return (Table 2)

Number of dependent relatives

令和 0 年分の所得税及びの確定申告書B

整理番号 FA2300

○ 保険料控除等に関する事項 (55~58)

保険料等の種類	支払保険料等の計	うち年末調整等以外
社会保険料控除		
生命保険料控除		
新生命保険料		

○ 配偶者や親族に関する事項 (59~63)

氏名	生年月日	扶養親族の種別	扶養親族の種別	扶養親族の種別	扶養親族の種別	扶養親族の種別	扶養親族の種別
名大 花子	47.11.3	配偶者	扶養	扶養	扶養	扶養	扶養
名大 風子	10.7.19	子	扶養	扶養	扶養	扶養	扶養
名大 一郎	12.5.5	子	扶養	扶養	扶養	扶養	扶養
名大 月子	17.8.11	子	扶養	扶養	扶養	扶養	扶養
名大 なつ	20.9.20	母	扶養	扶養	扶養	扶養	扶養



### 【Form 2】Applicant's Academic History and Employment History

All International student need to fill in and submit.

- ① Fill in academic history and employment history from graduation of high school to current entry of Nagoya University without blank period.
- ② Put periods during which you prepared for entrance examination or studying abroad in academic history field,
- ③ Put periods during which you were home-maker in employment history.
- ④ Any part-time job while you are enrolled is no need to be included.

例)

#### 学 歴 / Academic History

入学及び卒業年月 Dates of Entry and Graduation (Year, Month)				学校名 School	休学・留学期間 Leave / Overseas Study Period
2010	4	2013	3	ABC 高等学校卒業 High school graduation	
2013	4	2017	3	D大学工学部	留学2015.4~2016.3
2020	4	2020	9	母国にて自宅学習	
2020	10	2021	3	名古屋大学工学部研究生	
2021	4			名古屋大学工学研究科博士前期課程入学	

Should write faculties  
down as of 1st April (for  
Spring Semester), 1st  
October (for Fall Semester)

#### 職 歴 / Employment History

期間 Period (Year, Month)				勤務先 Company Name	在職期間・職業 No. of Years in the Job / Occupation
2017	4	2020	3	E 株式会社	3年間・システムエンジニア

### 【Form 3】School Identification

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

(\* Applicant is not necessary to submit.)

- ① Fill in or check✓ applicable items.
- ② Attach copy of your student ID card  
Please also submit a copy of the expiration date (if the expiration date is printed on the back side, or if the expiration date is not stated on both sides, submit the certificate of enrollment (original) issued after 1st October).
- ③ It is acceptable to submit the certificate of enrollment (original) issued on or after 1<sup>st</sup> October if student ID is not issued yet as of the time of application.

### 【Form 4】Salary Prospects Certificate

Applicant's parent resident in Japan, submit 【Form 4】 if any your family member got job, changed job, started business, or changed employment status

- ① Kindly ask employer a certification of your duty for 12 months from the beginning. In the case of self-employed and you are unable to be certified by third-party, attach annual prospective account of income and expenditure instead, and get proved by household supporter.
- ② Attach copy of your withholding slip, document certifying income and document certifying that you leave previous job.

E.g.

<In respect with ①>

1st June 2020 started work as a permanent worker

Proved on March 2021

Estimate income of March to May 2021

<In respect with ①>

Withholding slip of 2020 (former job (left on 31<sup>st</sup> May 2020) and current job (1<sup>st</sup> June 2020))

The Date of you left the former job required.

If there is no date on, you must add the leaving certificate.

在職者氏名	名大 太郎	申請者との続柄	父
就職(転職)年月日	2020 年 6 月 1 日		
職 種	正社員・パート・委託・嘱託・派遣・アルバイト・その他( )		
賞与の有無	<input checked="" type="checkbox"/> 有 <input type="checkbox"/> 無 <input type="checkbox"/> 未定 (有の場合: 年 2 回 合計 2 ヶ月)		
給与・賞与支給額(税込、円) (但し2020年 3 月以降は見込み額)			
勤労月	金 額	勤労月	金 額
2021 年 1 月	204,800	2020 年 7 月	221,500
2021 年 2 月	202,600	2020 年 8 月	203,000
2021 年 3 月	200,000	2020 年 9 月	208,000
2021 年 4 月	200,000	2020 年 10 月	248,000
2021 年 5 月	200,000	2020 年 11 月	232,300
2020 年 6 月	218,000	2020 年 12 月	216,700
賞 与 2020 年 7 月	200,000	賞 与 2020 年 12 月	200,000
		合 計	2,954,900

上記のとおり証明します。

2021 年 3 月 3 日

※金額からは非課税通勤手当を除く。  
※採用時から12ヶ月分を記入してください。

### 【Form 5】 Statement

State any particular circumstances or explanation. Read carefully notification at the bottom of Form and be sure that state must sign their signature.

Case of sharing house or room:

e.g. I have been sharing a house with my friend Mr. Smith who is a student of Nagoya University and we pay the rent 15,000 JPY per person.

※ Signature and seal by your share mate are required. The total number of the rent must be the same amount on the lease agreement.



私はルームシェアをしています。それぞれの支払金額は以下のとおりです。  
※申請者及び申請者のルームメイトがそれぞれ支払っている金額を記入してください  
※その合計が賃貸借契約書上の金額と同等になるようにしてください

ルームメイト氏名	金額	署名
本人 李連杰	21,000 円	李連杰 (印)
ルームメイト1 Edward John David Redmayne	21,000 円	Edward Redmayne (印)
ルームメイト2 Ken Watanabe	21,000 円	渡辺 謙 (印)
ルームメイト3		(印)

### 【Form 7】 Financial Status

International students need to submit.

- ① Fill in your expected income and expenditure precisely.  
(Admission on October: October 2021~March 2022)
- ② If you have any financial changes while processing, (e.g. acceptance or rejection of tuition fee exemption application, job application) please contact us. Spring-only semester: when you submit the income/taxation certificates. Fall-only semester: when apply for the fall change semester.
- ③ Documents are determined by person. Please read this Admission Fee Exemption and Postponement of Collection of Admission Fee Application Guide 2021 carefully.



### E.g.1 Applying Exemption Documentation

(situation)

- TA submitting to Nagoya University
- Working part time at UNIQLO
- Submitted Scholarship of ABC fundraising (directly apply)
- Financial help from father in his country.

(this will not be continued after Scholarship successfully determined)

(required documentation)

【Form8-1】 and 【Form8-2】 to certify your part time job at UNIQLO

1. 2021年度(2021年4月～2022年3月)【平均月額】				収入		支出	
【TA】	【RA】	【チューター】					
6,500 円	円	円	円	6,500	円	38,000	円
※奨学金・貸付金・奨励金等がわかる書類の提出を要すること	決定・申請中	決定・申請中					
アルバイト収入(証明ができるもの)							
勤務先: ユニクロ本山店							
期間: 2020年10月～							
※別紙8-1、別紙8-2、源泉徴収票のいずれかを提出すること							
※雇用契約書を提出する場合は、雇用期間、月の勤務予定時間、時給等がわかるものを提出してください。また、雇用期間が切れている書類は無効です。							
アルバイト収入(証明ができないもの)							
期間: 年 月～ 年 月							
※海外での収入の為証明が難しい、日本国内の収入だが証明書類を提出できない							
奨学金							
奨学金名称: ABC財団留学生奨学金							
期間: 2021年 4月～ 2022年 3月/月額 10万円/ 決定・申請中							
※直接応募の大学を提出していない奨学金は採用決定通知書を提出すること							
仕送り 100,000円/父 借入 納付 貯金							
配属者の収入							
勤務先: □							
期間: 年 月～ 年 月							
奨学金名称:							
期間: 年 月～ 年 月							
※仕事の場合は源泉徴収票等、奨学金は採用決定通知書を提出すること							
その他							
合計				256,500	円	149,650	円

### E.g.1-2 TA・Scholarship Successful

(situation)

- Determined Nagoya University TA, ABC Fundraising scholarship.
- Finance help from father suspended.

(required documentation)

- 【TA】 Notice issue, Labor contract, Distribution time count notification (wage, annual working hours, length of employment shown)
- 【Scholarship】 Acceptance letter such as documentation shown monthly amount, duration of receipt.

1. 2021年度(2021年4月～2022年3月)【平均月額】				収入		支出	
【TA】	【RA】	【チューター】					
6,500 円	円	円	円	6,500	円	38,000	円
※奨学金・貸付金・奨励金等がわかる書類の提出を要すること	決定・申請中	決定・申請中					
アルバイト収入(証明ができるもの)							
勤務先: ユニクロ本山店							
期間: 2020年10月～							
※別紙8-1、別紙8-2、源泉徴収票のいずれかを提出すること							
※雇用契約書を提出する場合は、雇用期間、月の勤務予定時間、時給等がわかるものを提出してください。また、雇用期間が切れている書類は無効です。							
アルバイト収入(証明ができないもの)							
期間: 年 月～ 年 月							
※海外での収入の為証明が難しい、日本国内の収入だが証明書類を提出できない							
奨学金							
奨学金名称: ABC財団留学生奨学金							
期間: 2021年 4月～ 2022年 3月/月額 10万円/ 決定・申請中							
※直接応募の大学を提出していない奨学金は採用決定通知書を提出すること							
仕送り 100,000円/父 借入 納付 貯金							
配属者の収入							
勤務先: □							
期間: 年 月～ 年 月							
奨学金名称:							
期間: 年 月～ 年 月							
※仕事の場合は源泉徴収票等、奨学金は採用決定通知書を提出すること							
その他							
合計				156,500円	256,500円	149,650	円

### E.g.1-3 TA・Scholarship Unsuccessful

(situation)

- Nagoya University TA and ABC Fundraising scholarship. Unsuccessful
- Financial help from father will be continued

(required documentation)

- None (※ 【Form 8-1】 or 【Form 8-2】 must be submitted at the time of application)

1. 2021年度(2021年4月～2022年3月)【平均月額】				収入		支出	
【TA】	【RA】	【チューター】					
6,500 円	円	円	円	6,500	円	38,000	円
※奨学金・貸付金・奨励金等がわかる書類の提出を要すること	決定・申請中	決定・申請中					
アルバイト収入(証明ができるもの)							
勤務先: ユニクロ本山店							
期間: 2020年10月～							
※別紙8-1、別紙8-2、源泉徴収票のいずれかを提出すること							
※雇用契約書を提出する場合は、雇用期間、月の勤務予定時間、時給等がわかるものを提出してください。また、雇用期間が切れている書類は無効です。							
アルバイト収入(証明ができないもの)							
期間: 年 月～ 年 月							
※海外での収入の為証明が難しい、日本国内の収入だが証明書類を提出できない							
奨学金							
奨学金名称: ABC財団留学生奨学金							
期間: 2021年 4月～ 2022年 3月/月額 10万円/ 決定・申請中							
※直接応募の大学を提出していない奨学金は採用決定通知書を提出すること							
仕送り 100,000円/父 借入 納付 貯金							
配属者の収入							
勤務先: □							
期間: 年 月～ 年 月							
奨学金名称:							
期間: 年 月～ 年 月							
※仕事の場合は源泉徴収票等、奨学金は採用決定通知書を提出すること							
その他							
合計				150,000円	256,500円	149,650	円

E.g.2-1 Married couple: Student A belong to Graduate School of humanities and Student B belong to Graduate School of Engineering

〈situation of two〉

- A and B both apply to Tuition Fee Exemption of Graduate School each

〈situation of A〉

- Work as a part time Japanese-Chinese translator for Chinese company

〈required financial document〉

- Contract and request via e-mail and unable to submit 【Form 8-1】
- Direct transfer into the online banking account, no payslip and unable to submit 【Form 8-2】

⇒Therefore, situation of A is to be written and explained to Part-time income (No certificate attached) on 【Form 7】

〈situation of B〉

- Under consideration working as part time in Japan, therefore fill in the estimate income.

〈required financial document〉

- As soon as start working, submit 【Form 8-1】
- Unable to certify part time income of spouse A, contact the faculty counter which you belong to.

【Form7】of A

1. 2021年度(2021年4月～2022年3月) [平均月額]			
収入		支出	
[TA]	[RA]	[チューター]	
決定・申請中	決定・申請中	決定・申請中	
※専任助教・准助教・専任准助教・専任准助教がわかる書類の写しを添付すること			
アルバイト収入(証明ができるもの)			
勤務先:		住居費	50,000
期間:	年 月～ 年 月	ルームシェア	65,000
勤務先:		※別紙を提出すること	
期間:	年 月～ 年 月	口転賃予定	
勤務先:		※転賃申請すること	
期間:	年 月～ 年 月	光熱費	4,500
勤務先:		電気	4,500
期間:	年 月～ 年 月	ガス	4,500
勤務先:		水道	2,500
期間:	年 月～ 年 月	※合計で4万未満はそれを証明する領収書を添付すること	11,500
勤務先:	上海ABC有限公司	通信費	4,000
期間:	2020年 10月～ 年 月	※携帯電話代など毎月の支払いでも可	
勤務先:		授業料	44,650
期間:	年 月～ 年 月	※授業料は授業料決定通知書で添付すること	
勤務先:		学費	5,000
期間:	年 月～ 年 月	※学費は学費決定通知書で添付すること	
勤務先:		通学費	4,000
期間:	年 月～ 年 月	※通学費は学費決定通知書で添付すること	
勤務先:		日常生活費	4,000
期間:	年 月～ 年 月	※日常生活費は学費決定通知書で添付すること	
勤務先:		日用品費・衣類費	6,000
期間:	年 月～ 年 月	※日用品費・衣類費は学費決定通知書で添付すること	
勤務先:		配偶者の収入	50,000
期間:	年 月～ 年 月	※配偶者の収入は学費決定通知書で添付すること	
勤務先:		配偶者の授業料	44,650
期間:	年 月～ 年 月	※配偶者の授業料は学費決定通知書で添付すること	
勤務先:		その他	
期間:	年 月～ 年 月		
勤務先:		合計	250,000
期間:	年 月～ 年 月		
勤務先:		合計	234,800
期間:	年 月～ 年 月		

【Form7】of B

1. 2021年度(2021年4月～2022年3月) [平均月額]			
収入		支出	
[TA]	[RA]	[チューター]	
決定・申請中	決定・申請中	決定・申請中	
※専任助教・准助教・専任准助教・専任准助教がわかる書類の写しを添付すること			
アルバイト収入(証明ができるもの)			
勤務先:		住居費	50,000
期間:	年 月～ 年 月	ルームシェア	65,000
勤務先:		※別紙を提出すること	
期間:	年 月～ 年 月	口転賃予定	
勤務先:		※転賃申請すること	
勤務先:		光熱費	4,500
期間:	年 月～ 年 月	電気	4,500
期間:	年 月～ 年 月	ガス	4,500
期間:	年 月～ 年 月	水道	2,500
期間:	年 月～ 年 月	※合計で4万未満はそれを証明する領収書を添付すること	11,500
期間:	2020年 10月～ 年 月	通信費	4,000
期間:	年 月～ 年 月	※携帯電話代など毎月の支払いでも可	
期間:	年 月～ 年 月	授業料	44,650
期間:	年 月～ 年 月	※授業料は授業料決定通知書で添付すること	
期間:	年 月～ 年 月	学費	5,000
期間:	年 月～ 年 月	※学費は学費決定通知書で添付すること	
期間:	年 月～ 年 月	通学費	4,000
期間:	年 月～ 年 月	※通学費は学費決定通知書で添付すること	
期間:	年 月～ 年 月	日常生活費	4,000
期間:	年 月～ 年 月	※日常生活費は学費決定通知書で添付すること	
期間:	年 月～ 年 月	日用品費・衣類費	6,000
期間:	年 月～ 年 月	※日用品費・衣類費は学費決定通知書で添付すること	
期間:	年 月～ 年 月	配偶者の収入	50,000
期間:	年 月～ 年 月	※配偶者の収入は学費決定通知書で添付すること	
期間:	年 月～ 年 月	配偶者の授業料	44,650
期間:	年 月～ 年 月	※配偶者の授業料は学費決定通知書で添付すること	
期間:	年 月～ 年 月	その他	
期間:	年 月～ 年 月		
期間:	年 月～ 年 月	合計	250,000
期間:	年 月～ 年 月		
期間:	年 月～ 年 月	合計	234,800
期間:	年 月～ 年 月		

Please note

Submitting B should make 2 copies of 【Form 8-1】

⇒One for A to submit to Graduate School of Humanities.

⇒Another one for B-self to submit to Graduate School of Engineering.

- ※ While applying Fall Semester Application, in case A increased workload, reduce saving and so on and needs to apply Fall Semester change Application to Graduate School of Humanities. B also needs to apply Fall Semester change Application to Graduate School of Engineering as well. (A and B are in the same family, one of them have any change or update, it means also another one have any change or update as well.)

**【Form 8-1】 Monthly Payment (Estimate) Details of Part-Time Job (for 3 months)**

**【Form 8-2】 Monthly Payment Details of Part-Time Job (for 3 months) Declaration**

International students who have part-time income must submit **【Form 8-1】** or **【Form 8-2】** .

In respect with **【Form 8-1】**

- ① Ask your employer to prepare **【Form 8-1】**
- ② Ask your employer your description of salary (must be at least for 3 months)
- ③ If you are not able to earn more than 3 months, ask your employer to get the certification of expected income.

In respect with **【Form 8-2】**

- ① If you work for more than two places, we ask you the certifications per each work place, submit **【Form 8-1】** without certificates.
- ② We ask you the copy of the document that to be confirmed the name of your work place (company or shop), fill in the employment date (year and month), employed person (student), paying amount, paying months.
- ③ Attach copy of your pay slip for the last 3 months when applying.

- ※ We may rarely ask you the copy of your pay slip for the last 3 months even you are confirmed **【Form 8-1】** by your employer.
- ※ You may be requested a statement for the reason. If the annual amount of income stated in Attachment 7, Attachment 8-1 and Attachment 8-2 is significantly less than the amount of income on your income Certificate 2021 (content of 2020 income).

## II . Required documents for Tuition Fee Exemption Application

- ◆ Submit the required documents relevant to your situation as of 1st April **2021** for the April Admission, and as of 1st October **2021** for the October Admission.
- ◆ Submit a copy of required document stated as “(copy)”, or an original one unstated as “(copy)”.
- ◆ Read the guide of each form thoroughly and submit them.
- ◆ In the case of submitting the Tuition Fee Exemption Application and Admission Fee Exemption /Deferment Application simultaneously, original submission documents must be attached to Admission Fee Exemption /Deferment Application, and copies of them are attached to Tuition Fee Exemption Application with description that “the original document is attached to Admission Fee Exemption Application”.
- ◆ No description of “My number” (Individual number) is required on documents issued by municipalities.
- ◆ If a document contains your "my number"(individual number) on the form, make sure be unreadable by blacking it out.

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

International student	Required Documentation	Notes
●	Checklist of Nagoya University Admission Fee Exemption and Postponement of Collection of Admission Fee Apply 2021 【For International Student】	Unable to submit, make sure that fill in the estimate date.
●	【Form 1】Nagoya University Admission Fee Exemption and Postponement of Collection of Admission Fee Application Form	
●	【Form 2】Applicant's Academic History and Employment History	
●	【Form 7】Financial Status Report	
●	Lease agreement (copy)	Including contactor's name, address, amount of the rent and contract period. If you share a house with your friend(s), let us now the their information.

●	Certificate on income (Refer to「②Certificate on income」)	
●	Resident Record (called “Juminhyo”) of you and <b>all your family members</b> issued by municipal government (Issued within 3 months) <b>A resident record that resides after the time of application as of 1st April or 1st October is required. If you plan to move and cannot submit it at the time of application, submit it as soon as it is issued.</b>	<ul style="list-style-type: none"> <li>• Written all your family members and status of residence required.</li> <li>• Must NOT show “MY NUMBER” on it.</li> </ul>
※1	<u><b>Income Certificate (content of 2020 income)</b></u> issued by Ward Office in <b>June 2021</b> . *Please check the notes on the contents of description. *The name of certificate might be changed to “Municipal・Prefectural tax declaration certificate”.	General student: household supporters (father and mother, or person who support household on behalf of father and mother) Self-Supporting student: Applicant (and spouse) International student: Applicant (and spouse) If your parents live in Japan, your parents’ certificate should be submitted. <b>Submit original certificate which clearly shows amount of salary, amount of each income other than salary, spouse deduction, and taxation of residence tax.</b> When neither of parents is alive, need certificate about person who supports household on behalf of father and mother.

※1 Those who have resident registration in Japan on 1<sup>st</sup> January 2021.

②Certificate on income to be submitted by applicants as necessary on application:

International student	Category		Submission document	issue source
△	Salary income (including part-time job)	Started before 1st January 2020 →  Started after 2nd January 2020 →	→ Withholding slip for the previous year (copy)  →【Form 4】Expecting income certification	Office
●	Income other than salary e.g. self-employed  Salaried workers who declare a tax return properly.	Filed a tax refund  Declare to office, Municipality	Income tax return for the previous year (copy) (*Page1 with reception stamp)  prefectural tax of the year	Tax office, Municipality
△	Got or changed job in the middle of the previous year or in this year	changed before 1st January 2020 →  changed after 2nd January 2020 →	One of following documents: 【Form 4】Salary Prospects Certificate, Withholding slip for 2019 (copy), or Annual prospective account of income and expenditure  Expecting income of year (Free format )	Office
△	Retired or closed their business on or after January 1 <sup>st</sup> 2020		Withholding slip for 2019 (copy) issued by office you retired (If there is description of the retirement date, it	Office Tax office



			can be used as resignation certificate.)	
△	Recipient of unemployment compensation		Certificate of Eligibility for Employment Insurance (copy) *make copies of both sides	Public Emplo yment Securi ty Office
●	Leave of absence		Certificate of leave *In the case that you are paid allowance during the period, attach document certifying amount of the allowance.	Office
△	Recipient of Sickness benefits		Notice certifying amount of allowance and the period	
●	Open scholarship		Notice of open scholarship (copy)	
●	JSPS Research Fellow		Selection notice of JSPS Research Fellow, Document certifying amount	
●	TA • RA In Nagoya University or other universities		Working-time table sheet (copy), Employment notice (copy) *They must include total working hours and hourly wage.	
●	International students with part-time job income		【Form8-1】Part-Time Job Payment Certificate, or 【Form8-2】Monthly Payment Details of Part- Time Job (for 3 months)	

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

International student	Category	Submission document	Issue source
●	Student in education except compulsory education	【Form 3】 School Identification	
●	Specific circumstances	【Form 5】 Statement	
●	Those from single parent household	Documents that can prove the applicant comes from a single parent household. e.g. • Income tax return (Table 2) • withholding certificate for the previous year (copy) (only applies when the widow/widower deduction , single parent is checked) • documentation showing the household receives a survivor pension • Documentation showing the household receives a child rearing allowance • the family register in its entirety or an excerpt (original)	
●	Person with disabilities	Physical disability certificate (copy), Rehabilitation certificate (copy), Psychiatric disorders certificate (copy)	
△	Households that have suffered from storms, flooding, or other disaster	Disaster Victim Certificate; Documents stating the total cost of damages; Documents stating property or other insurance payment	Fire Department, Municipal Government, Insurance Company

		(compensation) (A quotation is NOT allowed)	
△	The person who bears school expenses has passed away within one year before entering the university	Copy of Death certificate or family register (abstract of family register)	