

Admission Fee Exemption / Deferred Payment and Tuition Fee Exemption Application Guidelines Nagoya University FY2025

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STUDENT SUPPORT DIVISION, EDUCATION AND INTERNATIONAL AFFAIRS, NAGOYA UNIVERSITY

INTRODUCTION

APPLICATION GUIDELINE

THIS APPLICATION GUIDELINE DESCRIBES THE FOLLOWING SYSTEMS

- Admission Fee Exemption that Nagoya University independently implements.
- Admission Fee Deferred Payment that Nagoya University independently implements.
- Tuition Fee Exemption that Nagoya University independently implements.

Please refer to the Nagoya University website regarding the Admission and Tuition Fee exemption (Including support for large families) supported by the "New Higher Education Study Support System".

THE FOLLOWING STUDENTS ARE ELIGIBLE FOR THE ABOVE SYSTEMS

- ① Graduate students
- ② Privately-Financed International Students
- ③ Japanese undergraduate students admitted before 2019
- ④ Students whose household supporters have passed away, or students who themselves and/or their household supporters have suffered from a natural disaster such as a storm or flood. (Details on p.6-9)

* Japanese undergraduate students admitted after 2020, excluding those listed in No.④ above, who would like to apply for Admission Fee and Tuition Fee Exemption should refer to the Nagoya University website (教育・学生支援 > 経済支援 (授業料等免除・奨学金) > 高等教育の修学支援制度(多子世帯支援含む)) and apply for the "**New Higher Education Study Support System**"(JASSO).

*In principle, those who are repeaters or who have exceeded the standard period of study are not eligible to apply for tuition fee exemption. However, if all the following criteria apply to you, you might be screened in the same way as students who are within the period of study.

(i) Having only exceeded the standard period of study by one year or less

(ii) An unavoidable reason is approved at the conference

Approval of an unavoidable reason does not mean that you are exempted from the tuition fee.

"Repeating a year" means remaining in the same year and "exceeding the standard period of study" means that the period of enrollment, including the leave period exceeds the standard period of study.

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I. OVERVIEW

1. ELIGIBILITY

(1) 【NEW STUDENTS】 ELIGIBILITY FOR THE ADMISSION FEE EXEMPTION / DEFERRED PAYMENT APPLICATION

Undergraduate or graduate students (except for audit students, flex-access students, etc.) who meet any of the following criteria. *Eligibility differs for undergraduate and graduate students.

NOTE For Privately-Financed International Students, the situation in Japan is applicable to the application eligibility, not the situation in your home country.

Undergraduate Students (Including Transfer Students)

	Eligibility for the Admission Fee Exemption Application	Eligibility for Deferred Payment of the Admission Fee Application
1.	Those who face extreme difficulty in paying their Admission Fee because of the decease of their household supporter (i.e. father or mother) within one year before enrolling in Nagoya University.	Same as on the left
2.	Those whose household supporter or those who face extreme difficulty in paying their Admission Fee because of the damage of a natural disaster, such as a storm or flood, within one year before enrolling in Nagoya University.	Same as on the left
3.	Those whose household supporter or those who have been affected by the following catastrophic disaster. The catastrophic disaster: Noto Peninsula Earthquake in 2024	Same as on the left
4.	As of April 1 st 2025 (or October 1 st 2025), those who have two or more applicable items in the following ① to ⑤ and face extreme difficulty in paying the Admission Fee. ① The household supporter has been receiving medical treatment for 6 months or more due to an illness or accident ② The household supporter is a physically disabled person ③ The household supporter became involuntarily unemployed within one year before enrollment ④ Single-parent family ⑤ In cases equivalent to the above or when a case occurs which is recognized as appropriate	Same as on the left
5.		Students who face difficulty in paying their Admission Fee for financial reasons (excluding loan repayment or other debt),

	and who are moreover recognized as excellent academic achievers.
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Graduate Students

Eligibility for the Admission Fee Exemption and Deferred Payment Application	
1.	Students who face difficulty in paying their admission fee due to financial reasons (excluding loan repayment or other debt) and are recognized as having excellent academic achievements.
2.	Students who face extreme difficulty in paying their admission fee during the time periods designated below (October 2024 - September 2025) because of the decease of their household supporter, or the damage of a natural disaster such as a storm or flood.
3.	Those who are the household supporter or those who have been affected by the following catastrophic disaster. The catastrophic disaster: Noto Peninsula Earthquake in 2024

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

Undergraduate or graduate students (except for audit students, flex-access students etc.) who meet any of the following criteria.

*Eligibility differs for undergraduate and graduate students.

NOTE For Privately-Financed International Students, the situation in Japan is applicable to the application eligibility, not the situation in your home country.

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 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 Tuition Fee because of the decease of their household supporter, or the damage of a natural disaster such as a storm or flood during the time periods below. In case of For "Both Spring and Fall Semester Application" : April 2024 - March 2025 In case of For "Spring semester only Application" : April 2024 - March 2025 In case of For "Fall semester-only Application" : October 2024 - September 2025
3.	Those whose household supporter or those who have been affected by the following catastrophic disaster. The catastrophic disaster: Noto Peninsula Earthquake in 2024

Graduate Students

Eligibility for the Tuition Fee Exemption Application	
1.	Students who face difficulty in paying their Tuition Fee due to 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 Tuition Fee because of the decease of their household supporter, or the damage of a natural disaster, such as a storm or flood, during the time periods below. For new students admitted in April: April 2024 - March 2025 For new students admitted in October: October 2024 – September 2025
3.	Those whose household supporter or those who have been affected by the following catastrophic disaster. The catastrophic disaster: Noto Peninsula Earthquake in 2024

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

Undergraduate or graduate students (except for audit students, flex-access students etc.) who meet any of the following criteria. Even if you are a Japanese undergraduate student enrolled after 2020, you will be eligible for the application if you meet the following eligibility criteria #2 or #3.

Eligibility for the Tuition Fee Exemption Application	
1.	Students who face difficulty in paying their Tuition Fee due to 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 Tuition Fee because of the decease of their household supporter (father or mother), or the damage of a natural disaster such as a storm or flood during the time periods below. In case of For "Both Spring and Fall Semester Application" : October 2024 – March 2025 In case of For "Spring semester only Application" : October 2024 – March 2025 In case of For "Fall semester-only Application" : April 2025 - September 2025
3.	Those whose household supporter or those who have been affected by the following catastrophic disaster. The catastrophic disaster: Noto Peninsula Earthquake in 2024
4.	In cases equivalent to the above or when a case occurs which is recognized as appropriate

NOTE

● In principle, those who are repeaters or who have exceeded the standard period of study are not eligible to apply for tuition fee exemption. However, if all the following criteria apply to you, you might be screened in the same way as students who are within the period of study.

(i) who is a repeater or who has exceeded the standard period of study by one year or less.

(ii) An unavoidable reason is approved at the conference.

If you have an unavoidable reason, read the explanation in 【Form 6】 carefully.

After that, prepare and submit all the required documents.

* "Repeating a year" means staying in the same year, and "Exceeding the standard period of study" means that the period of enrollment including the period of leave of absence exceeds the standard period of study.

● If you meet the financial criteria but do not meet the academic performance criteria of each faculty / graduate school, you will not be considered excellent in academic performance and will not be eligible for exemption. Even advance a year, those who have no or very few credits will not be eligible for exemption.

● For Privately-Financed International Students, the situation in Japan is applicable to the application eligibility, not the situation in your home country.

2. THE APPLICATION FLOW

(1) 【NEW STUDENTS】 THE APPLICATION FLOW OF THE ADMISSION FEE EXEMPTION/ DEFERRED PAYMENT AND THE TUITION FEE EXEMPTION

(ア) JAPANESE GRADUATE STUDENTS AND PRIVATELY-FINANCED INTERNATIONAL STUDENTS(GRADUATE STUDENTS AND UNDERGRADUATE STUDENTS)

01. SUBMIT THE ADMISSION FEE (DEFERRED PAYMENT) APPLICATION (If you apply for only the Tuition Fee Exemption, please start from No.02 below.)

< Students admitted in October 2025 >

■ (For G30 Program Undergraduate students)

When you attend the pre-admission guidance, please follow the instruction of the International Admissions Section.

■ (Excluding G30 Program Undergraduate students)

At the time of the admission procedure, please submit the "Nagoya University Admission Fee Exemption and Deferred Payment of Admission Fee Application Form".

Application forms can be downloaded from the Nagoya University website.

Home > Campus Life > Scholarship and Fee Exemption > Admission Fee Exemption

For submission and submission deadlines, please follow the instructions of the graduate school in which you plan to be admitted.

02. APPLY THROUGH TUITION FEE EXEMPTION STUDENT APPLICATION SYSTEM (Hereinafter called the "Exemption System") AFTER ENROLLEMENT

Those who apply for Exemption and Deferred Payment of the Admission Fee must apply for the Tuition Fee Exemption. If the application for Admission Fee Exemption (Deferred Payment) has been completed but the application for Tuition Fee Exemption has not been completed, the results of both applications will be "disapproved".

【Tuition Fee Exemption Student Application System】

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

【System Application Period】

• **Students admitted in October:**

Tuesday, October 14th, 2025 – Monday, October 27th, 2025 noon (JST) [STRICT DEADLINE]

■ Enter the application information by referring to this procedure (p.22) below.

■ Students admitted in October (new course) should apply with their **new student number from October onward**. If the application is submitted with the student number of the previous course, it is invalid.

02.-1. Enter Basic Information.

- After receiving the Basic Information Input Completion email (p.35), proceed to "02.-2. Enter Detailed Information".

02.-2. Enter Detailed Information.

Entering all information, check the submission documents displayed (p.63). After registration, receive detailed information completion email (p.66).

02.-3. Print out the documents displayed from the Exemption System.

- Print out the appropriate “Sheet 1-①~ 3” documents from the Exemption System.
- If there is any incomplete information, please revise it.

(Revising entries by using the system is only available during the system application period. After this period, please revise your printed documents by hand.)

02.-4. Print out the documents displayed from NU PORTAL and fill out them.

- Print out the appropriate “Form 1~6” documents from NU PORTAL and fill them out.
- Form1-6 can be downloaded below
NU PORTAL > Dashboard > Administration Procedure > Student Counseling

02.-5. Prepare other required documents.

- Prepare other documents yourself. Since it may take one to two weeks for certificates to be issued, please confirm the required documents carefully before preparing them.

※For Japanese students who apply as "general application"

Students applying as “general application” need to submit their household supporters' documents.

If you live separately from your household supporters, because it takes time to prepare all required documents, please prepare them in advance.

<Documents which are obtained from the household supporters>

The household supporters'(father and mother) latest Resident Record

(must be issued within the last 3 months, and include all members of household(世帯全員))

The household supporters' (father and mother) latest Income Tax Certificate (required even if unemployed).

The household supporters'(father and mother) latest Withholding Certificate (for all employers)

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

< Students admitted in October 2025 >

There will not be a submission site. Documents can be submitted at the 【Submitting Student Support Division counter】 or 【By postal mail】 .

(Scheduled to be posted on the Nagoya University website in Early September.)

- 【Submitting directly to the Student Support Division Counter】

Tuition Fee Exemption Counter, Student Support Bldg. 1st floor (Campus Map: D3-⑥)

Open on weekdays 9:00 a.m. - 5:00 p.m.

- **【Postal Mail】**

【Mailing Address】 Tuition Fee Exemption Team, Scholarship Support Section, Student Support Division, Educational and International Affairs, Nagoya University, Furo-cho, Chikusa-ku, Nagoya, 464-8601

***Write in red on the envelope "Tuition Fee Exemption Documentation Enclosed".**

*Because application documents contain personal information, please be sure to send them by acceptance recorded mail or simplified registration mail, etc., which will keep a record.

*Notification of postal receiving will not be made.

【Deadline】 Monday, October 27th 2025 [MUST ARRIVE BY THIS DATE]

- <Regarding documents that cannot be submitted by the deadline>

Please submit the documents you have ready first by the deadline, even if some documents cannot be ready by the deadline. We will notify you of alternative deadlines at that time, so please submit them as soon as they are ready.

- 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 it at least once a day after application.

04. CHECK THE RESULT OF THE ADMISSION FEE EXEMPTION (DEFERRED PAYMENT) (If you apply for only the Tuition Fee Exemption, this notice will not be sent.)

- **Notification of the result will be made through the “Educational Affairs System”.**

* Notification will not be made by mail or in person.

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

When the notification date is set, it will be posted on NU PORTAL > Dashboard > Administration Procedure > Student Counseling, so please check it yourself.

- **Result Notification Date**

Early December, 2025

- **Admission Fee Payment Deadline**

< Students admitted in October 2025 (excluding G30 Program students)>

For those who are not exempted from the full amount, please transfer the unpaid Admission Fee to the designated bank account. (If deferred payment is not approved, or if deferred payment is not requested, the Admission Fee must be transferred within 20 days, from the notification date.

< G30 Program students (Graduate students • Undergraduate students)>

If your Admission Fee Exemption application is approved, the Student Support Division will guide you through the procedure of the Admission Fee refund when notifying you of the result.

05. NOTIFICATION OF TUITION FEE EXEMPTION APPLICATION RESULT

- Notification of the result 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 NU PORTAL > Dashboard > Administration Procedure > Student Counseling, so please check it yourself.
* Notification will not be made by mail or in person.
- Result Notification Date
 - Fall Semester Application : Middle of December
- Tuition Fee Payment Deadline
For those who are not exempted in full, the tuition fee will be withdrawn from the account you registered for tuition fee transfer on the date to be announced in the results notification.
Please make sure your bank account balance is at least equivalent to the amount of the tuition fee by the previous day.
 - Fall Semester Application : Late December

(1) JAPANESE UNDERGRADUATE STUDENTS

You are eligible to apply for the Nagoya University Independent Program for Admission and Tuition Fee Exemption (p. 5-6) , regardless of whether or not you are eligible for the JASSO grant-type scholarship (New Higher Education Study Support Program).

01. STUDENTS ADMITTED IN OCTOBER SHOULD FOLLOW THE INSTRUCTIONS OF THE INTERNATIONAL ADMISSIONS SECTION.

- When you attend **the pre-admission guidance**, please follow the instructions of the International Admissions Section.
【If applicants fall under categories ①~③ of “Eligibility for Admission Fee Exemption”】
You are eligible to apply for both the Admission and Tuition Fees Exemption.
【If applicants fall under category ④ of “Eligibility for Admission Fee Exemption”】
You are eligible to apply for only the Admission Fee Exemption.

02. SUBMIT THE REQUIRED DOCUMENTS SPECIFIED BY THE STUDENT SUPPORT DIVISION

- The Student Support Division will notify the applicant by e-mail of the required documents to be submitted, so please submit them by the deadline.
【Mailing Address】 (Campus Map D3-⑥ Student Support Center 1F)
Tuition Fee Exemption Team, Scholarship Support Section, Student Support Division, Education and International Affairs, Nagoya University, Furo-cho, Chikusa-ku, Nagoya,464-8601
* **Please write "Admission Fee Exemption application form enclosed" in red on the front of the envelope.**
* 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.

【Deadline】 Monday, October 27th, 2025 [MUST ARRIVE BY THIS DATE]

03. CHECK THE NOTIFICATION OF THE ADMISSION FEE EXEMPTION APPLICATION RESULT

- Notification of the result will be made through the “Educational Affairs system”.

* Notification will not be made by mail or in person.

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

When the notification date is set, it will be posted on NU PORTAL > Dashboard > Administration Procedure > Student Counseling, so please check it on your own.

- Result Notification Date

• Fall Semester Application : Early December

- Admission Fee Payment Deadline

< For G30 Program students >

If your application for Admission Fee Exemption is approved, the Student Support Division will guide you through the procedure of the Admission Fee refund in the result notification.

04. CHECK THE NOTIFICATION OF THE TUITION FEE EXEMPTION APPLICATION RESULT (ONLY IF APPLICANTS FALL UNDER “ELIGIBLE FOR ADMISSION FEE EXEMPTION”①~③)

- Notification of the result will be made through the “Educational Affairs system”.

* Notification will not be made by mail or in person.

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

When the notification date is set, it will be posted on NU PORTAL > Dashboard > Administration Procedure > Student Counseling, so please check it yourself.

- Result Notification Date

• Fall Semester Application : Middle of December

- Deadline for Payment of Tuition Fee

For those who are not exempted in full, the tuition fee will be withdrawn from the account you registered for tuition fee transfer on the date to be announced in the results notification.

Please make sure your bank account balance is at least equivalent to the amount of the tuition fee by the previous day.

• Fall Semester Application : Late December

(2) 【CURRENT STUDENTS】 APPLICATION FLOW OF TUITION FEE EXEMPTION

01. APPLY THROUGH THE TUITION FEE EXEMPTION STUDENT APPLICATION SYSTEM (Hereinafter called the “Exemption System”)

【Tuition Fee Exemption Student 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.

- System Application Period

< Fall Semester >

Students admitted before April FY2025:

Wednesday, September 3rd, 2025 - Friday, September 19th, 2025 17:00(JST) [STRICT DEADLINE]

- Enter the application information by referring to this procedure (p.21) below.

01.-1. Enter basic information.

- After receiving the Basic Information Input Completion email (p.35), proceed to "01.-2. Enter Detailed Information".

01.-2. Enter detailed information.

- Enter all information, and check the required documents that you will need to submit (p.63). After registration, you will receive a Detailed Information Completion email (p.65).

01.-3. Print out the documents displayed from the Exemption System.

- Print out the required documents from among “Sheet 1-①~ Sheet 3” from the Exemption System.
- If there is any incomplete information, please revise it.
(You can only revise entries through this system during the system application period. After this period, please revise your printed documents by hand.)

01.-4. Print out the documents displayed from in NU PORTAL and fill them out.

- Print out any required documents from among Form 1~6 from NU PORTAL and fill them out.
- Form 1 ~ Form 6 can be downloaded below
NU PORTAL > Dashboard > Administration Procedure > Student Counseling

01.-5. Prepare other required documents.

Prepare other documents yourself. Since it may take one to two weeks for certificate to be issued, please check the required documents carefully before preparing them.

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

■ 【Student Support Division Counter】 or 【Postal Mail】

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

【Mailing Address(Counter)】 (Campus Map D3-⑥ Student Support Center 1F)

Tuition Fee Exemption Team, Scholarship Support Section, Student Support Division, Education and International Affairs, Nagoya University, Furo-cho, Chikusa-ku, Nagoya,464-8601

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

* 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.

【Deadline】 **Thursday, September 25th, 2025 [MUST ARRIVE BY THIS DATE]**

Law School Students (法科大学院生) only: please submit your application to the Student Affairs Division's Student Support Desk by Monday, September 22nd, 2025 (JST) Postmark valid

■ If you have any documents that will not be ready by the deadlines, please inform us 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 that e-mail address at least once a day during the application period.

■ If you apply for "Fall Semester Change Application", please submit only Sheet 1-① and the documents related to the revision.

*Please state the reason for the change request in the "Reason" column of Sheet 1-①.

• (i.e.) Moved from a student dormitory to a private apartment.

→Revise the applicant's current address on [Sheet 1-①] and "①Average cost living per month" "Housing Expenses" on Sheet 3.

Documents to be submitted: Sheet 1-①, Sheet 3, and your Resident Record ("Juminhyo") for your new address or new rental agreement

• (i.e.) Be selected as a scholarship student.

→Revise the "①Scholarship Status" on Sheet 2 and "①Average cost living per month" "Scholarship" on Sheet 3.

Documents to be submitted: Sheet 1-①, Sheet 3, and the scholarship acceptance notification (copy) if the scholarship is a direct application.

03. CHECK THE NOTIFICATION OF TUITION FEE EXEMPTION APPLICATION RESULT

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

* Notification will not be made by mail or in person.

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

When the notification date is set, it will be posted on NU PORTAL > Dashboard > Administration Procedure > Student Counseling, so please check it on your own.

- Result Notification Date
 - Fall Semester Application : Middle of December

- Tuition Fee Payment Deadline

For those who are not exempted in full, the tuition fee will be withdrawn from the bank account you registered for tuition fee transfer on the date to be announced in the results notification.

Please make sure your bank account balance is at least equivalent to the amount of the tuition fee by the previous day.

- Fall Semester Application : Late December

3. NOTES

★ ADMISSION FEE EXEMPTION / DEFERRED PAYMENT

Selection for Admission Fee Exemption/Deferred Payment will be made based on your application, financial and academic performance criteria, and applicants will be sent of the results.

Admission Fee Exemption and Deferred Payment may be applied for together. If you apply together, even if the result of the admission fee exemption is a half approval or denied, the payment of the admission fee will be deferred until the end of September (the end of February for enrollment in October) if the deferred payment is approved.

★ TUITION FEE EXEMPTION

Selection for Tuition Fee Exemption will be made based on your application, financial and academic performance criteria and exemption will be granted to those selected within the limits of our budget. Application must be made yourself. Applications will not be accepted from anyone other than the applicant, such as friends, household supporters, etc.

In principle, if you apply for Tuition Fee Exemption in the Spring semester, you apply as a "Both Spring and Fall Semester Application". However, if you are not enrolled in the Fall semester due to a leave of absence etc., you may apply as a "Spring Semester-Only Application".

Although 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 apply as a "Both Spring and Fall Semester Application" and any changes in the information on the application (family status, educational, financial, and other situations) occur the time between the Spring semester (April 1st) and Fall semester (October 1st) applications, you must apply as the "Fall Semester Change Application" during the Fall semester application period. If you apply for Tuition Fee Exemption in the Fall semester, you will only receive Tuition

Fee Exemption for the Fall semester (only if your application is approved.). If you would like to apply for the Tuition Fee Exemption for the next fiscal year, please apply again in the Spring semester of the next fiscal year.

If you have applied as a "Both Spring and Fall Semester Application" and then withdraw only the Spring semester application, you must apply again for the "Fall Semester-only Application" 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 withdraw your application and must pay the Tuition Fee.

★ NOTES AFTER APPLICATION

Even after the application deadline, we will contact the applicant's THERS address if documents are found to be insufficient and further confirmation is needed. So please reply promptly to any communication from the university staff. We will not be held responsible for any disadvantage 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 excluded from the selection process.

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

Documents will not be returned after submission. Make a copy of all the documents you submit and keep them in a safe place until you are notified of the results. If there are any corrections, you may make corrections and resubmit a copy.

Those applying for the Admission Fee Exemption/Deferred Payment and Tuition Fee Exemption will be effectively deferred from paying the fee until the application results are announced. Note that Admission and Tuition Fees once paid are non-refundable. (excluding the Admission Fee for the New Higher Education Study Support Program(including support for large families) eligible students and G30 program students.) So please be careful not to pay Admission and Tuition Fees before the application results are announced.

4. RESULTS NOTIFICATION

★ RESULTS NOTIFICATION

Notification 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

NU PORTAL > Dashboard > Administration Procedure > [Student Counseling](#), so please check it on your own.

* Notification will not be made by mail or in person.

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

★ TIME

Students admitted in October - Earlier December

★ DUE DATE FOR PAYMENT

If you are not exempted from the full amount, please transfer the Admission Fee to the designated bank account by the following deadline.

- If not approved for Deferred Payment (or unapplied) : within 20 days including the day of announcement.
- If approved for Deferred Payment : by the end of February for enrollment in October

(2) RESULTS OF TUITION FEE EXEMPTION APPLICATION

★ TIME

Fall Semester Application - Middle of December

★ DUE DATE FOR PAYMENT

For those who are not exempted in full, the Tuition Fee will be withdrawn from your registered bank account on the date to be announced in the results notification.

Fall Semester Application - Late December

*We do not disclose any information or details regarding exemption results for any reason.

Please understand this in advance.

5. HANDLING OF PERSONAL INFORMATION

Personal information acquired at the time of application will be used for selection and related operations. And it will not be provided to outside parties without the consent of the applicant.

6. MAXIMUM INCOME ESTIMATED FOR THE APPLICATION

To be approved for Admission Fee Exemption / Deferred Payment or Tuition Fee Exemption, applicants must at least meet both financial and academic performance 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 extreme financial difficulty. Students with less 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

6. MAXIMUM INCOME ESTIMATED FOR THE APPLICATION

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:

$$A(\text{Financial Appraisal}) = B(\text{Income}) - C(\text{Special Deductions}) - D(\text{Basic Deduction})$$

- 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 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 from an on-campus environment.

Graduate students can also use the service from off-campus by using the VPN service.

For details, please check VPN Service (<https://icts.nagoya-u.ac.jp/ja/services/vpn/>).

If you cannot use the on-campus system during the application period due to unavoidable circumstances, **please contact the Student Support Division during the system application period. Requests made after the end of the system application period cannot be accepted.**

If there is any incomplete information, please revise it.

Revising entries by using the system is only available during the system application period.

After this period, you need to revise your printed documents by hand. So, if you need to please inform us.

1. LOGIN SCREEN

- (1) If you are accessing the Tuition Fee Exemption Student Application System for the first time, the following screen will be displayed. 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.

項目	student
地位	student
プライマリのユーザコード	[Masked]
プライマリのユーザコード(表示用)	[Masked]

続行すると上記の情報はこのサービスに送信されます。このサービスにアクセスするたびに、あなたに関する情報を送信することに同意しますか？

同意方法の選択:

- 次回ログイン時に再度チェックします。
 - 今回だけ情報を送信することに同意します。
 - このサービスに送信する情報が変わった場合は、再度チェックします。
- 今後はチェックしません。
 - 今回と同じ情報であれば今後も自動的にこのサービスに送信することに同意します。
 - すべての私に関する情報を今後アクセスするすべてのサービスに送信することに同意します。
- 今後はチェックしません。
 - すべての私に関する情報を今後アクセスするすべてのサービスに送信することに同意します。

この設定はログインページのチェックボックスでいつでも取り消すことができます。

拒否 同意

- (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.

授業料免除
学生申込システム
Login
Tuition Fee Exemption
Application System

LANGUAGE Japanese English

LOGIN

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 questions regarding the systems, contact the 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.25).

General / Independent Livelihood Students ⇒ Japanese only

Privately-Financed International Students ⇒ Japanese and English

2. TOP MENU

This is the top menu screen.

Select which function you will use.

【Top menu for a new applicant】

This is TopPage.
Select the function you
want to use.

TopMenu

●授業料免除申請の手続き/First application

Please complete the Tuition Fee Exemption Application process here.
Applications and amendments can only be made during the application period. Applications will not be accepted after the application period closes.
To make changes to your application, please contact Student Support Division.
*Admission Fee Exemption/Postponement of Collection applicants need to complete this tuition fee exemption application and submit the required documents to complete the application.
If you neglect to file this application, your application will be denied due to incomplete documents.

[Primary Exemption Application Register](#)

●結果の印刷/Application printing

You can print some application sheets here.
Please check the University website for information on document submission, as it may differ depending on the faculty/graduate school you belong to.

[Exemption Application Print](#)

●書類提出日時の手約について/Reservation of Document Submission Date and Time

To Submit your application documents at the document submission site.
Document submission dates and times vary depending on the campus and year of admission.
Please refer to the reservation screen, the university website, and the application guidelines.
Please be sure to make an appointment before you come to the site where you will submit your documents.

[Appointment for document submission](#)

【Top menu after registering Basic Information】

This is TopPage.
Select the function you
want to use.

TopMenu

●授業料免除申請の手続き/First application

Please complete the Tuition Fee Exemption Application process here.
Applications and amendments can only be made during the application period. Applications will not be accepted after the application period closes.
To make changes to your application, please contact Student Support Division.
*Admission Fee Exemption/Postponement of Collection applicants need to complete this tuition fee exemption application and submit the required documents to complete the application.
If you neglect to file this application, your application will be denied due to incomplete documents.

[Primary Exemption Application Fix](#)
[Primary Exemption Application Delete](#)

●結果の印刷/Application printing

You can print some application sheets here.
Please check the University website for information on document submission, as it may differ depending on the faculty/graduate school you belong to.

[Exemption Application Print](#)

●書類提出日時の手約について/Reservation of Document Submission Date and Time

To Submit your application documents at the document submission site.
Document submission dates and times vary depending on the campus and year of admission.
Please refer to the reservation screen, the university website, and the application guidelines.
Please be sure to make an appointment before you come to the site where you will submit your documents.

[Appointment for document submission](#)

 Primary Exemption Application Register

Select this at the beginning of the Exemption Application procedure.

There are two sections, the Basic Information section and the Detailed information section. Please fill in all if each section.

 Primary Exemption Application Fix

Select this to revise the Exemption Application.

It is available to revise as many times as you like during the application period. Click the “Agreement” button on the agreement screen each time, and proceed to the item you would like to revise.

If university staff requests any revisions to the sheets after the application period, please print out the relevant sheet with the "Exemption Application Print" button and revise the necessary parts by hand.

 Primary Exemption Application Delete

Select this to cancel the Exemption Application.

You can cancel as many times as you like during the application period and before submitting the application documents. Depending on the submission status and when you would like to cancel your application, the method of cancelling will vary.

Please follow the table below.

Team	Situation	To do
During application period	⇒ Before submitting application documents	⇒ Cancel with "Primary Exemption Application Delete" button in the top menu of Exemption System.
	⇒ After submitting application documents	⇒ Request for the Student Support Division to withdraw your application. (shienmenjo@t.mail.nagoya-u.ac.jp)
After application period	⇒ ⇒ ⇒ ⇒ ⇒ ⇒ ⇒ ⇒	

 Exemption Application Print

Select this to print out the application documents.

You can print out documents even after the application period, and until the day before the results notification.

(Please note that you cannot print out documents after the results notification.)

3. ENTER BASIC INFORMATION

(1) AGREEMENT

This is the screen to confirm consent of the Exemption Application.

Read the consent document carefully, agree, and click the “Agreement” button.

The screenshot shows the 'Agreement' screen. At the top, there is a navigation bar with a back arrow and the title 'Agreement'. Below the navigation bar, there is a red button labeled 'Read me'. The main content area is titled '同意文書/Consent document'. It contains the following text:

Please carefully read the following.

You cannot apply for an exemption for a semester during which you take a leave of absence or graduate, conclude your course of study, or withdraw, etc.
If you take a leave of absence, withdraw from school, etc. after applying, you must withdraw your exemption application and pay the tuition fee.
During the review process, if documents are missing or further clarification is required, we may ask you to submit additional documents or provide further information. This may happen after the application period has closed.
Please promptly respond to any communication from university staff. We will not be held responsible for any disadvantages applicants may suffer due to failing to appropriately communicate with our staff.
We will also not accept applications after the application period has closed.
If you fail to submit missing or additional documents by the specified deadline, you may be deemed ineligible to receive a fee exemption, etc. due to incomplete documents. If the University contacts you, please respond in a timely manner.
If it is discovered that a tuition fee exemption was approved based on false statements or forged documents, the approval will be revoked, and the applicant will be required to pay the tuition fee.
Submitted documents will not be returned.
Please fill in the application documents with information that is true as of April 1. If any changes are made to your family status or financial status after you submit the tuition fee exemption application documents, please contact the fee exemptions staff at the department you submitted the application to by the 2022 Income Tax Certificate submission deadline.

[Exemption Results]
First semester tuition fee exemption application results will be posted on the Nagoya University Portal website around early August. Please make sure to check the results. The date and time that results become available will be announced on the school/graduate school bulletin board or the Nagoya University website.
The exemption results announcement date and time may be subject to change depending on circumstances. Any major changes will be announced on the website, etc.
Applicants should check the exemption results for themselves on the Nagoya University Portal website. There will be no other notification sent by mail, etc.
Please note that in order to protect personal information, we cannot respond to questions about exemption results by telephone.

[Paying Tuition Fees]
Unless you have been granted a full exemption, you must pay tuition fees by the prescribed deadline.
Generally, tuition fees will be transferred from the bank account on file at the University. For details about tuition fee payment methods, please contact the Accounting Service Center Incoming Payment Section.

[AY 2022 Second Semester Tuition Fee Exemption]
Application guidelines will be posted on the Nagoya University website starting early September, 2022.
Please check the guidelines and use this system to prepare and submit your documents by the prescribed deadline.

At the bottom of the screen, there are two buttons: 'Agreement' (with a right-pointing arrow) and 'NotAgreement' (with a right-pointing arrow).

(2) APPLICATION PATTERN SELECTION SCREEN

This is the application pattern (status) selection screen.

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

The screenshot shows the 'Select Application Pattern' screen. At the top, there is a navigation bar with a back arrow and the title 'Select Application Pattern'. Below the navigation bar, there is a red button labeled 'Return' and a blue button labeled 'Next'. The main content area is titled '申請身分の選択/Selection of application pattern' with a red 'Required' label. It contains the following text:

Applicants should select one application type. Privately financed international students cannot apply as "Self-Supported Students."
The requirements for each application type are as follows:
General Student: Students who do not fall under the category "International Student"
Privately Financed International Student: Students whose visa status is "Student"

Below the text, there are two radio button options:

- General(Include Independent livelihood)
- International student

NOTE

In principle, all international students whose status of residence is "Study Abroad" and Japanese undergraduate students cannot apply under as "Independent Livelihood" status.

Eligibility for applying under as "Independent Livelihood" status can be confirmed in the **"APPLICATION TARGET SELECTION SCREEN"**, so if you do not meet criteria for “Independent Livelihood” status, please start over from the **"ENTER BASIC INFORMATION"**.

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

However, if you do not submit the documents certifying your status of residence as "Study Abroad" by the date designated by the university, you will be "not approved" due to incomplete documents.

(3) APPLICATION TYPE SELECTION SCREEN

This is the application type selection screen.

Select the item you would like to apply for and click the "NEXT" button.

Application Type	Details
Fall Semester-Only Application (Selectable only for Fall Semester)	<u>Apply only for Fall semester</u> Those who apply only for Fall Semester can select this type. This will not be displayed to those who applied for "Both Spring and Fall Semester Application" in Spring semester.
Fall Semester Change Application (Selectable only for Fall Semester)	<u>Apply to make changes for Fall semester</u> After applying for "Both Spring and Fall Semester Application" in Spring, those whose household situation, etc. has changed at the time of the Fall semester application (October 1 st) can select this type.

NOTE

If you applying as a "Same Livelihood" with another person 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.

(e.g.)

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 Basic Information.

Input Form

入力に関する通知/Input notification

"Basic information" from the following, and then "Detailed information input".
Please note that if you do not perform the operation for a certain period of time, it may time out and you may need to re-enter the entered information.

The application is not completed by inputting to the system.
Be sure to submit the required documents that will be displayed after the entry is completed so that the submission deadline of the submission destination will be met.
If there are any documents that cannot be submitted by the deadline, inform the submission destination.
Check the university website for the deadline for each submission.

Enter Information

userName 482598765

syozoku1 **Required** Graduate School of Engineering

syozoku2 **Required** Doctoral Program

Grade **Required** 1

Name **Required** Meidai Hikari

NameKana **Required** Meidai Hikari

Information currently registered at the university is autofilled in, so if it is wrong, enter the correct information and notify the office of your department.

postalCode **Required** 464-8601

address1 **Required** 愛知県名古屋市中区不老1-1-1

address2 不老マンション

address3 101

Goes to the university from: **Required** Family home

TEL **Required** 011-11111111

★ NOTIFICATION REGARDING INPUT

After reading the "Notification Regarding Input" carefully, please enter the categories that follow.

入力に関する通知/Input notification

"Basic information" from the following, and then "Detailed information input".
Please note that if you do not perform the operation for a certain period of time, it may time out and you may need to re-enter the entered information.

The application is not completed by inputting to the system.
Be sure to submit the required documents that will be displayed after the entry is completed so that the submission deadline of the submission destination will be met.
If there are any documents that cannot be submitted by the deadline, inform the submission destination.
Check the university website for the deadline for each submission.

★ ENTER PERSONAL INFORMATION

Check the initially displayed personal information and enter the blanks.

Select Application Pattern
▼
 Select application type

 This is Exemption application input screen.

Enter Information

userName	482598765
syozoku1 <small>Required</small>	Graduate School of Engineering
syozoku2 <small>Required</small>	Doctoral Program
Grade <small>Required</small>	1
Name <small>Required</small>	Meidai Hikari
NameKana <small>Required</small>	Meidai Hikari

Information currently registered at the university is autofilled in, so if it is wrong, enter the correct information and notify the office of your department.

postalCode <small>Required</small>	464-8601
address1 <small>Required</small>	愛知県名古屋市中区千種区不老町1-1-1
address2 <small>Required</small>	不老マンション
address3 <small>Required</small>	101
Goes to the university from: <small>Required</small>	Family home
TEL <small>Required</small>	0527892172
If you do not have a phone number other than your mobile phone number, please enter your mobile number.	
TEL (Cell phone) <small>Required</small>	0527892172
E-mail <small>Required</small>	例) XXXXXXXXXXX@xx.xx.xx
If the organization email address is issued, please enter the organization email address. You will receive an email at the address you entered after completing your application.	
E-mail(confirm) <small>Required</small>	例) XXXXXXXXXXX@xx.xx.xx

NOTE

Some of the personal information initially displayed is information registered on the Educational Affairs System.
 If there are any changes at the time of application, please revise them. Also, please report them to your department office.
 If your department's information is not displayed, please inform the Student Support Division.

II. TUITION FEE EXEMPTION STUDENT APPLICATION SYSTEM
3. ENTER BASIC INFORMATION

FAQs		
No.	Question	Answer
1.	Currently, I have left my parents' home and am living in a rented apartment. But my parents' address is displayed on my page. Can I leave it as it is?	Please revise your address to the new one where you live now.
2.	I don't know the postal code.	Please search the postal code yourself on the Japan Post website and enter it.
3.	At the time of application (March), I live in a rented apartment, but I am planning to move into a "dormitory" on April 1 st . Which address should I enter on the form, the apartment or the dormitory?	Please enter the dormitory address where you plan to live from April 1 st or October 1 st . After moving to the dormitory, please issue and submit a Resident Record with the dormitory address.
4.	Can I use any email address?	Please use your "THERS email address". Communication regarding the application will be sent to your THERS email address.
5.	At the time of application in March (or September), it is the 1 st year, but from April 1 st (or October 1 st), it will be promoted to the 2 nd year. Which year should I enter?	Please enter the year you will be as of from April 1 st (or October 1 st).
6.	I am a student admitted in April. At the time of application (March), I am in my second year of the master program, but I will be enrolled in the same course (master program) after April 1 st . Is it okay to use the "3 rd year" as my year?	The master program is only up to the 2 nd year. In that case, you will have to repeat the 2 nd year, so enter "2 nd year".
7.	I am a student admitted in October. At the time of application (March), it is the first year, but after April 1 st , it will still be my 1 st year. Is it okay to use "1 st year" as my year?	Enter your year of enrollment after April 1 st , which in this case would be "1 st year".

★ ENTER THE CATEGORY AND DATE OF ADMISSION

Select “admission” or “transfer”.

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

This is Exemption application input screen.

admissionTypeId <small>Required</small>	Entered	▼
admissionDate <small>Required</small>	2025/4	

NOTE

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

★ ENTER INFORMATION ABOUT LEAVE OF ABSENCE / STUDY ABROAD, ETC.
(APPLICABLE ONLY)

If you had a leave of absence or have studied abroad, please enter that information here. Also, enter the period, or select it from the calendar on the right.

suspensionTerm	<input type="text"/>	~	<input type="text"/>
suspensionReason	<input type="text"/>		
Study Abroad Term	<input type="text"/>	~	<input type="text"/>
Study Abroad Reason	<input type="text"/>		

★ ENTER HOUSEHOLD SUPPORTER INFORMATION

Enter the household supporter's address.

Household1_PostalCode	<input type="text" value="464-8601"/>
Household1_Address1	<input type="text" value="愛知県名古屋市中種区不老町1-1-1"/>
Household1_Address2	<input type="text" value="不老マンション"/>
Household1_Address3	<input type="text" value="101"/>
Household1_TelNo	<input type="text" value="0527892172"/>
Household1_MobileNo	<input type="text" value="09087654321"/>
Household2_PostalCode	<input type="text" value="464-8601"/>
Household2_Address1	<input type="text" value="愛知県名古屋市中種区不老町1-1-1"/>
Household2_Address2	<input type="text" value="不老マンション"/>
Household2_Address3	<input type="text" value="101"/>
Household2_TelNo	<input type="text" value="0527892172"/>
Household2_MobileNo	<input type="text" value="09087654321"/>

◎What is a household supporter? ……The father and/or mother, or a person who supports the household budget on behalf of the father and 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 residents in Japan, please regard them as the household supporters. You do not need to enter anything for parents who live in your home country.

FAQs		
No.	Question	Answer
1.	My father works and lives separate from my family, but he has not renewed his Resident Record. Which address should I enter, the actual address or the address on the Resident Record?	Please enter your father's actual address. Please enter the reason the address you entered is different from the address on his Resident Record in the column of "Reason for Application", or fill out and submit the "Form 3 STATEMENT".
2.	I live with my mother. My father works and lives separate from my family, and the resident registration has also been transferred to his new location. Do I need to submit the Resident Records, of both my father and mother?	Please submit both. If your household supporters (father and mother, applicant and spouse) differ in address, 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?	Yes, no problem.
4.	Household supporters do not have a phone at home. Can I leave it blank?	If you do not have the home phone number, enter the mobile phone number of the household supporters.
5.	My household is made up of only my father's income, and my mother is a housewife and has no income to support my household. Is she regarded as a household supporter?	Regardless of whether your mother has income or not, she is a household supporter.
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 supporters are your parents. In principle, the household supporters of Privately-Financed International Students are the applicant and his / her spouse, but if the applicant's parents live in Japan, they will be regarded as the household supporters.
7.	I am bereaved 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 regarded as the household supporter?	Your mother and brother. Your brother is regarded as the household supporter instead of your father.

★ ENTER THE REASON FOR APPLICATION

Enter the reason for applying.

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



applicationReason
Required

Be specific and detailed. If your household supporters are unemployed, please describe the source of the cost of living.

(Bad e.g.)

"Because it is financially difficult" "Because I come from a single-parent family" etc.

The above reasons for the application lack specificity. Please enter why the applicant faces financial difficulty based on the situation of his/her own and the household supporter.

(e.g.)

Due to the global outbreak of COVID-19 infection, my father's employer went bankrupt, and in September 2022, he became unemployed. He is looking for a new job but hasn't found one yet. My mother is unemployed because she is busy caring for her mother and does not have time to earn a part-time income. Now we manage to live with my father's unemployment insurance benefits and the help of my grandfather. At present, we cannot afford to pay my tuition fee. 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 they became unemployed, the reason they have not been hired yet, and the source of the current living expenses.

★ **ENTER WHETHER OR NOT THERE IS ANY DAMAGE CAUSED BY CATASTROPHIC DISASTERS**

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

After that, please be sure to select "Yes" to the question "Have you experienced damage by storms or floods within 6 months (1 year for new students)" when entering the detailed information for "Selecting Application Applicability".



Extreme Eevere
Disaster Required

No

The applicable catastrophic disaster is below.

[Noto Peninsula Earthquake in 2024](#)

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 catastrophic disaster above, select "Yes" in the "Selecting Application Applicability" screen.

★ CLICK THE [REGISTER]

Click the "Register" button at the bottom right of the screen after you've completed entering basic information.

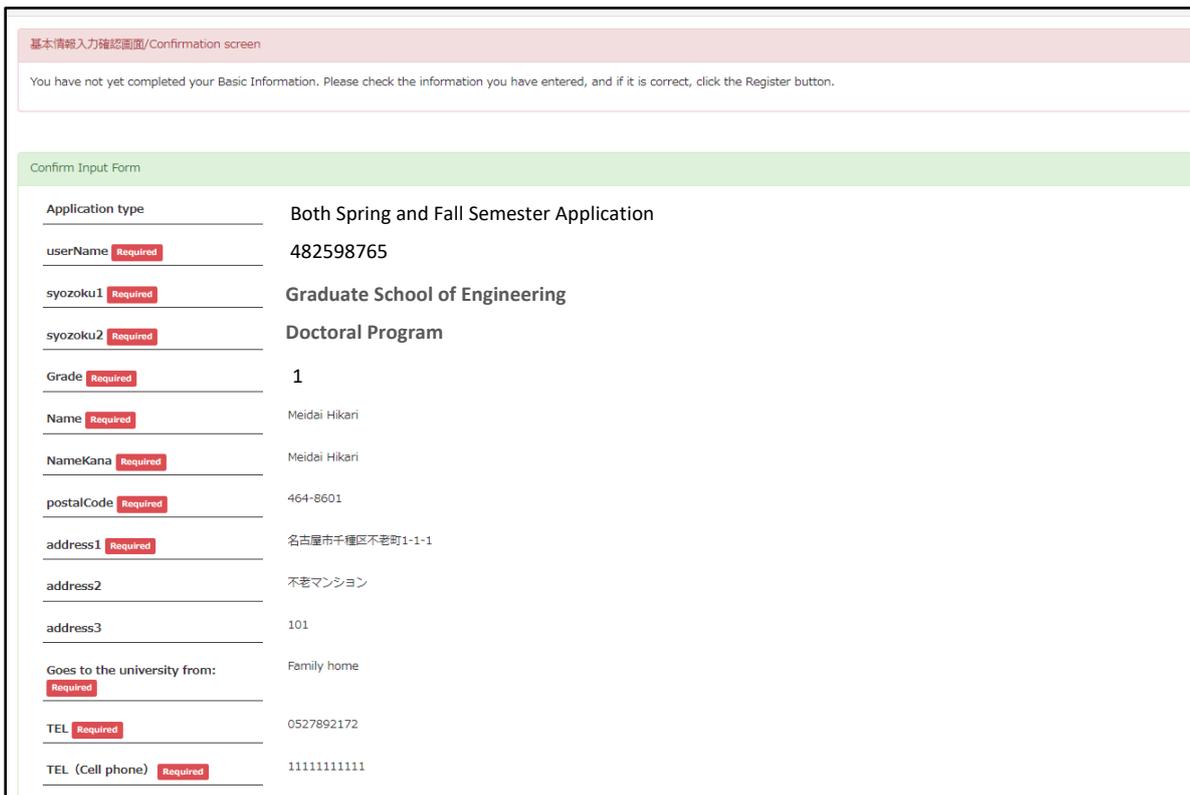


Disaster Required

Return Register

(5) APPLICATION CONFIRMATION SCREEN

This is the application confirmation screen.



基本情報入力確認画面/Confirmation screen

You have not yet completed your Basic Information. Please check the information you have entered, and if it is correct, click the Register button.

Confirm Input Form

Application type	Both Spring and Fall Semester Application
userName Required	482598765
syozoku1 Required	Graduate School of Engineering
syozoku2 Required	Doctoral Program
Grade Required	1
Name Required	Meidai Hikari
NameKana Required	Meidai Hikari
postalCode Required	464-8601
address1 Required	名古屋市千種区不老町1-1-1
address2	不老マンション
address3	101
Goes to the university from: Required	Family home
TEL Required	0527892172
TEL (Cell phone) Required	1111111111

Check for input omissions.

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

An Online Registration Completed email will be sent to the email address you entered, so please be careful not to enter an incorrect email address.

★ CLICK THE “REGISTER” BUTTON

If there aren't problems with the application details, click the “Register” button at the bottom right of the screen. To make any corrections to what you entered, click the “Return” button.

After registration, an email will be sent automatically to the address you entered, so please check if it has arrived. If it has not arrived, the 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.

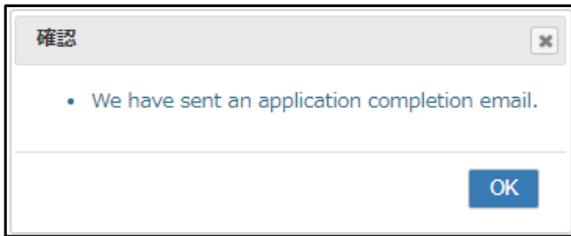


NOTE

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

You cannot click the “Complete” button unless you click the “OK” button in the confirmation dialog box.

◎ Confirmation dialog box the first time you apply



◎ Confirmation dialog box when revising application information



NOTE

Only entering the Basic Information section is not enough to complete the application.
Continue to enter Detailed Information section and submit the required documents to complete the application.

4. ENTER DETAILED INFORMATION

(1) APPLICATION APPLICABILITY SELECTION SCREEN

Please answer “yes” or “no” to all questions below regarding your household situation.

Selection of application target

申請対象の選択/Selection of application target

Please select "YES" for the appropriate items below. **Required**

① Select "yes" or "no" regarding your household situation.

Q-1	Does the household supporter, excluding the applicant, reside in Japan?	<input type="radio"/> Yes <input type="radio"/> No
Q-2	Do household supporters have salary income (including part-time jobs) and have been working before 1st January 2021?	<input type="radio"/> Yes <input type="radio"/> No
Q-3	Do household supporters have salary income (including part-time jobs) and have been working since 2nd January 2021?	<input type="radio"/> Yes <input type="radio"/> No
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?	<input type="radio"/> Yes <input type="radio"/> No
Q-5	Did household supporters retire or go out of business in the middle of the previous year (2021) or the current year (2022)?	<input type="radio"/> Yes <input type="radio"/> No
Q-6	Did household supporters change jobs or open in the middle of the previous year (2021) or the current year (2022)?	<input type="radio"/> Yes <input type="radio"/> No
Q-7	Are household advocates jobless benefit recipients?	<input type="radio"/> Yes <input type="radio"/> No
Q-8	Are household supporters pensioners?	<input type="radio"/> Yes <input type="radio"/> No
Q-9	Do household supporters receive injury and illness allowances?	<input type="radio"/> Yes <input type="radio"/> No
Q-10	Is the household a mother-child household or a father-child household?	<input type="radio"/> Yes <input type="radio"/> No
Q-11	Did you suffer damage such as wind and flood damage within 6 months (1 year for new students)?	<input type="radio"/> Yes <input type="radio"/> No
Q-12	Are there any family members with disabilities?	<input type="radio"/> Yes <input type="radio"/> No
Q-13	Does the applicant or spouse have income from a part-time job or a regular job?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Q-14	Are household supporters taking leave of absence at the time of application?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Q-15	Do you wish to be certified as a self-supported student?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Q-9	Do household supporters receive injury and illness allowances?	<input type="radio"/> Yes <input type="radio"/> No
Q-10	Is the household a mother-child household or a father-child household?	<input type="radio"/> Yes <input type="radio"/> No
Q-11	Did you suffer damage such as wind and flood damage within 6 months (1 year for new students)?	<input type="radio"/> Yes <input type="radio"/> No
Q-12	Are there any family members with disabilities?	<input type="radio"/> Yes <input type="radio"/> No
Q-13	Does the applicant or spouse have income from a part-time job or a regular job?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Q-14	Are household supporters taking leave of absence at the time of application?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Q-15	Do you wish to be certified as a self-supported student?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Q-16	(If I have received or applied for a scholarship) Is the scholarship applied directly?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Q-17	Are there any applicants and spouses who have been hired as Research Fellow of the Japan Society for the Promotion of Science?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Q-18	Do applicants and spouses work at Nagoya University or other universities?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Q-19	Do households have students in Japan who exclude compulsory education?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Q-20	Does the applicant have a repeat year or standard period of study?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Q-21	Is there anything that needs special explanation?	<input checked="" type="radio"/> Yes <input type="radio"/> No

Return to Top Menu

② Go to the next screen.

Return Next

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)".

★ ENTER ITEMS

Items that must be entered will vary depending on the answer results. Please check the detailed explanation page of each item.
If you are not sure if you are applicable, please check the detailed explanation page.

General • Independent Livelihood Student		
Question	Input items	Pages
Required item	「Home Status」	P. 41
	「Family Student」	P. 47
If you selected "Yes" for Q-1	「Living Expenses」	P. 61
If you selected "Yes" for Q-6	「Status of Part-Time/Regular Job」	P. 51
If you selected "Yes" for Q-7	「Scholarship Receipt」	P. 49
If you selected "Yes" for Q-20	「Single Parent Household」	P. 56
If you selected "Yes" for Q-21	「Disaster」	P. 55
If you selected "Yes" for Q-22	「Disabilities」	P. 59

Privately-Financed International Student		
Question	Input items	Pages
Required item	「Home Status」	P. 41
	「Family Student」	P. 47
If you selected "Yes" for Q-10	「Single Parent Household」	P. 56
If you selected "Yes" for Q-11	「Disaster」	P. 55
If you selected "Yes" for Q-12	「Disabilities」	P. 59
If you selected "Yes" for Q-13	「Living Expenses」	P. 61
	「Status of Part-Time/Regular Job」	P. 51
If you selected "Yes" for Q-15	「Scholarship Receipt」	P. 49

(2) SUBMENU SCREEN

This is the menu which input detail information for exemption. Select the function you want to enter.

You can apply by setting all the buttons to "Not applicable" or "Confirm".

Not Applicable Confirm

Usage Guide

Not Applicable :Documents excluded from the application. If you want to apply, go back to the "Select screen that is not eligible for application" from the back button of the browser and select "Yes".

Unregistered :The contents of the document are not registered.

Unsettled :The contents of the document have not been finalized. Please confirm

Confirm :The contents of the document have been finalized.

This is a confirmed item entered.

This is an unconfirmed field. Please register and confirm your entry.

This item is not eligible for application.

This is an unregistered field. Please register and confirm your entry.

Submit

Click after all entries are confirmed (all entries are white or green).

★ SUBMENU LIST

If a menu you would like to enter is "Not Applicable" or a menu that you are not required to enter is "Unregistered", please return to the "APPLICATION TARGET SELECTION SCREEN" and reselect items.

	Sub menu	Pages
1.	Home Status	P. 41
2.	Family Student	P. 47
3.	Scholarship Receipt	P. 49
4.	Status of Part-Time/Regular Job	P. 51
5.	Disaster	P. 55
6.	Single Parent Household	P. 56
7.	Disabilities	P. 59
8.	Living Expenses	P. 61

ア. ENTER HOME STATUS

Enter the household supporters and those who are dependents of the household supporters and household (excluding those who are enrolled in school).

☆ FOR NEW REGISTRATION

The screenshot shows the 'HomeStatus' application interface. At the top, there are navigation buttons: 'Return', 'Temporarily saved', 'Confirm', and 'Next'. Below this is the 'Home situation input screen' with instructions in Japanese and English. The main form area is titled 'Enter Information' and contains several fields: 'Relationship' (dropdown menu), 'Name', 'Age', 'Office name', 'Working from (month/year)', and 'Primary Financial Provider'. A '+AddNew' button is located to the right of the form. At the bottom, there are 'Cancel' and 'Register' buttons. Callouts provide the following information:

- 'Displays the area for entering detailed information.' points to the top section of the form.
- 'Enter each item.' points to the individual input fields.
- 'Register the information you have entered.' points to the 'Register' button.
- 'Cancel entry.' points to the 'Cancel' button.

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 office name?	It can be left blank. (Even if the applicant's office name is entered, it will not be reflected at the time of printing)
2.	My father has multiple employers.	Enter for each employer. (e.g.) 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 employer.	Enter the employer as “unemployed”. Leave the date of employment blank. (e.g.) Mother, MEIDAI Nozomi, 50 years old, unemployed
4.	My grandmother is receiving a pension and cannot enter her work employer because she does not have a job.	Enter the employer as “unemployed”. Leave the date of employment blank. (e.g.) Grandmother, MEIDAI Toki, 78 years old, unemployed
5.	My brother quit his job due to illness and is undergoing medical treatment. I cannot enter his employer.	Enter the office name as “unemployed”. Leave the date of employment blank. (e.g.) Brother, MEIDAI Kodama, 26 years old, unemployed
6.	My sister is a preparatory school student. I cannot enter her employer because she does not have a part-time job.	Enter the office name as “unemployed”. Leave the date of employment blank. (e.g.) Sister, MEIDAI Mizuho, 18 years old, unemployed
7.	There is no option to enter "child", "uncle", "aunt", etc. in the relation column. Which one should I choose?	Select "Others" If there are many other people who fall under "Others", enter the relationship in parentheses after the name.
8.	My daughter is 4 years old and attends kindergarten, so I can't enter her office name.	Enter the office name as “unemployed”. Leave the date of employment blank. (e.g.) 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". (e.g.) 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 employer field.	(e.g.) 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)

II. TUITION FEE EXEMPTION STUDENT APPLICATION SYSTEM
4. ENTER DETAILED INFORMATION

		<p>Others, Nagoya University, 4 years old, unemployed (kindergarten student)</p> <p>(e.g.) Enter the details of the relationship</p> <p>Father, TANIGAWA Takeru (mother's husband), 57 years old, Falcon City Hall, April 1987</p> <p>Others, MEIDAI Sakura (child), 4 years old, unemployed (kindergarten student)</p>
--	--	---

NOTES

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

(e.g.)

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	

(e.g.)

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 Tax Certificate FY2024(Reiwa 6th Year)

令和6年分 給与所得の源泉徴収票

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	受給者番号	役職名
種別 給料・賞与	支払金額 6,800,000	給与所得控除後の金額 5,020,000	所得控除の額の合計額 2,830,000
			源泉徴収税額 124,000
源泉控除対象配偶者の有無等	配偶者(特別)控除の額 380,000	控除対象扶養親族の数 1 1 1	障害者の数 2 1
		その他 1	特別 1

氏名 名大のぞみ	区分 配偶者の合計所得 0	扶養親族の種類 基礎控除の額	日本国籍 0
氏名 名大ひかり	区分 基礎控除の額		
氏名 名大つばめ	区分 基礎控除の額		
氏名 名大瑞穂	区分 基礎控除の額		
氏名 名大とき	区分 基礎控除の額		
氏名 名大輝	区分 基礎控除の額		

「deductible dependent relatives」

Tax Return Table 2 FY2024(Reiwa 6th Year)

令和06年分の所得税及び復興特別所得税の確定申告書B

番号

○ 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
	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	46. 3. 14	障 特障	国外 年調	同 別居	調整
名大ひかり	※ 個人番号は複写されません	子	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	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	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	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	18. 3. 13	障 特障	国外 年調	16 別居	調整

City (town) Prefectural Tax Return

氏名 名大のぞみ	生年月日 46. 3. 14	続柄 配偶者	同居 同居
氏名 名大ひかり	生年月日 10. 10. 1	続柄 子	同居 同居
氏名 名大つばめ	生年月日 14. 3. 12	続柄 子	同居 同居
氏名 名大瑞穂	生年月日 15. 12. 3	続柄 子	同居 同居
氏名 名大とき	生年月日 18. 11. 15	続柄 母	同居 同居
氏名 名大輝	生年月日 18. 3. 13	続柄 子	同居 同居

「deductible dependent relatives」

NOTE

Please use “Form 3 STATEMENT” to explain those who are dependents of household supporters at the time of application (April 1st or October 1st) but are not listed in any of these documents.

☆ DELETE OR EDIT

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

The screenshot shows the 'HomeStatus' application interface. At the top, there are navigation buttons: 'Return', 'Temporarily saved', '@Confirm', and 'Next'. The main heading is '家庭状況入力画面/Home situation input screen'. Below this, there is a detailed instruction block in Japanese and English. The central part of the screen features a table with columns for 'Relationship', 'Name', 'Age', 'Office name', and 'Working from (month/year)'. The table contains three entries: Applicant (Meidai Hikari, 23, Nagoya Universit), Father (Meidai Ken, 57, Nagoya CityHall, 1987/04), and Mother (Meidai Nozomi, 51, OO Drug, 2021/10). Each row has 'Delete' and 'Edit' buttons. Below the table is an 'Enter Information' form with fields for 'Relationship' (dropdown), 'Name', 'Age', 'Office name', 'Working from (month/year)', and 'Primary Financial Provider' (checkbox). At the bottom right, there are 'Cancel' and 'Register' buttons. Callouts with arrows point to these elements: 'Displays the area for entering detailed information.' points to the instruction block; 'Delete the registered contents.' points to the 'Delete' buttons in the table; 'Enter each item.' points to the form fields; 'Register the edited content.' points to the 'Register' button; and 'Cancel entry.' points to the 'Cancel' button.

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

Enter Information

Relationship **Required** Father

Name **Required** Meidai Ken

Age **Required** 57

Office name **Required** Nagoya CityHall
Applicants must be blank. If you are self-employed, please write "self-employment", otherwise "unemployed".

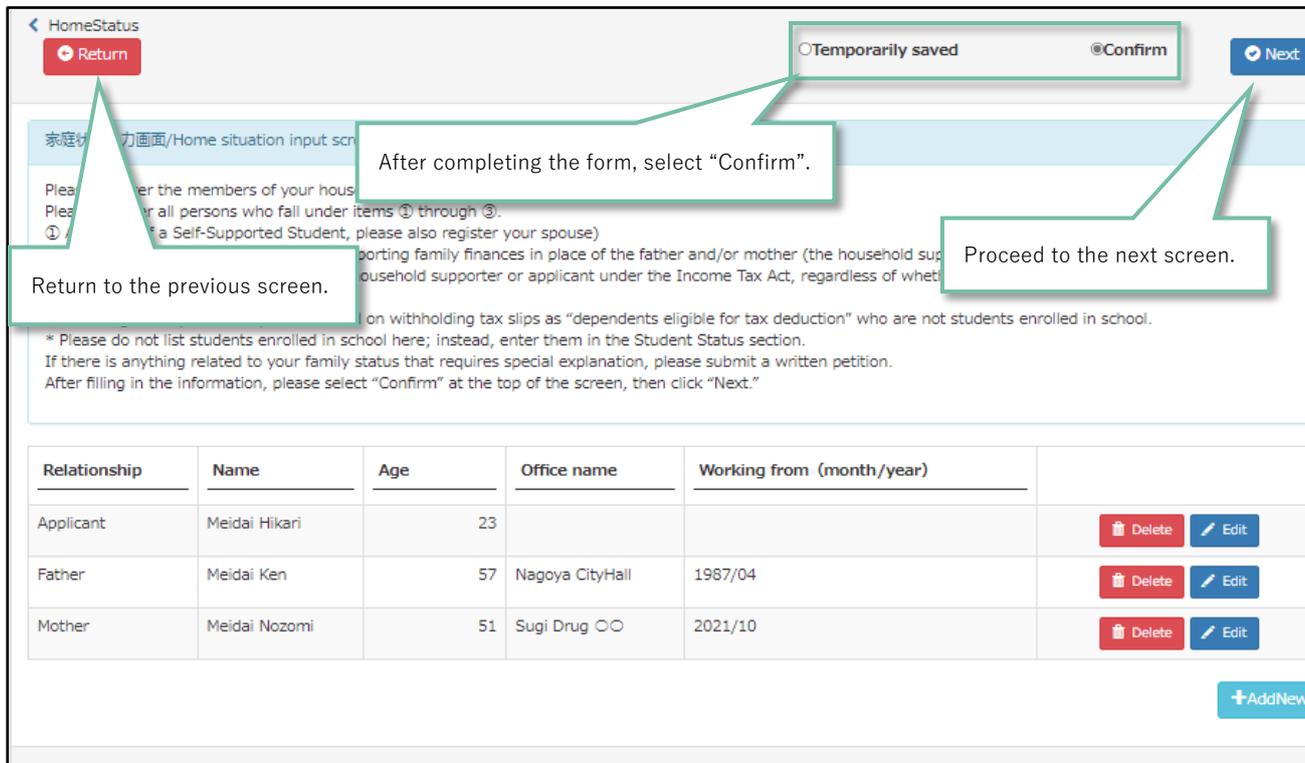
Working from (month/year) 1987/04

Primary Financial Provider Yes

Cancel Register

☆ CONFIRM REGISTRATION

After this, please delete and edit the submenu screen as shown below.



Temporarily saved - Select "Temporarily saved", if you would like to continue later. (The submenu turns orange)

Confirm - Select "Confirm", if you would like to confirm the information you entered. (The submenu turns green)

NOTE

You can also revise the information after confirmation, so revise it if you have any changes. However, please contact the Student Support Division for revisions after submitting the documents.

1. ENTER FAMILY STUDENT STATUS

Input any household supporters (excluding the applicant) who are students or any dependents of the household supporters who are students.

★ FOR NEW REGISTRATION

The screenshot shows the 'Family Student' input screen. At the top, there are buttons for 'Return', 'Temporarily saved', 'Confirm', and 'Next'. Below this is a section titled '就学者入力画面/Student input screen' with instructions: 'You do not need to enter any information about the applicant (yourself). Leave this section blank. Please select "Confirm" at the top of the screen, then click "Next."'. It lists conditions for 'Students enrolled in school as of April 1' and provides instructions for new schools. Below the text is a table with columns: Relationship, Name, Age, School Name, Grade, School category, School Type, and Goes to the school from. A '+AddNew' button is at the bottom right of the table. Below the table is the 'Enter Information' form with fields for Relationship (dropdown), Name (text), Age (text), School Name (text), Grade (text), School category (dropdown), School Type (dropdown), and Goes to the school from (dropdown). At the bottom right of the form are 'Cancel' and 'Register' buttons. Callouts point to the 'Enter each item.' text, the 'Register' button, and the 'Cancel' button.

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 the "Confirm" button at the top right of the screen, and click the "Next" button.
2.	My younger brother, a junior high school student, will be a high school student at the time of application, will be a	Please enter information as of April 1 st (or October 1 st) of the application year. Therefore, at the time of application, first enter the information you have for the high school he is planning to attend. You will be asked to revise the application information after your younger brother is enrolled in

	high school student from April, but he is still taking exams and has not yet decided where to go to school. Can I enter his junior high school information?	the school, so please contact the Student Support Division and a certificate of his enrollment in the school. (e.g.) Relationship: Younger brother / Name: Teru Meidai / Age: 15 years old / School name: Furo University Furo High School / Grade: 1 st year / School category: National / School type: High school / Commuting Category : Family 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. (e.g.) 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 nd year / School category: Public / School type: Specialized training college(specialized) / Commuting Category: Other residence

(e.g.)

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

★ DELETE OR EDIT

Refer to page 45.

★ CONFIRM REGISTRATION

Refer to page 46.

ウ. ENTER SCHOLARSHIP RECEIPT STATUS

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

★ FOR NEW REGISTRATION

The screenshot shows the 'Scholarship Receipt' input screen. At the top, there are navigation buttons: 'Return', 'Temporarily saved', 'Confirm', and 'Next'. Below this is a header '奨学金状況入力画面/Scholarship status input screen' and instructions: 'Please enter all information about scholarship status. (All scholarships you are currently receiving/currently applying for) If you are currently applying for a scholarship, please select "Applying" under the "Scholarship Category" section. In the "Scholarship Category" section, please indicate whether it is a benefit-type or loan-type scholarship. After filling in the information, please select "Confirm" at the top of the screen, then click "Next."'

The main form area contains a table with columns: Fiscal Year, Relationship, Scholarship section, Scholarship name, Annual amount (yen), and Eligibility period. A 'Total' row shows a value of 0. An '+AddNew' button is located at the bottom right of the table.

Below the table is the 'Enter Information' section with the following fields:

- Fiscal Year (Required): 2025
- Relationship (Required): Applicant
- Scholarship section (Required): Other Services Organization(Payment)
- Scholarship name (Required): Monbukagakusho Honor
- Annual amount (yen) (Required): 576,000
- Eligibility period (Required): 2025/04 ~ 2026/03

Callouts in the image point to:

- 'Display "Enter Information".' pointing to the 'Enter Information' section header.
- 'Enter each item.' pointing to the input fields.
- 'Register the edited content.' pointing to the 'Register' button.
- 'Cancel entry' pointing to the 'Cancel' button.

FAQs

No.	Questions	Answers
1.	I'm considering applying for a scholarship, but I haven't decided which scholarship to apply for yet. What should I do in that case?	Since the content is undecided, it is no problem to not enter anything. 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.	Because I'm applying for a scholarship, I will enter it into the form. However, what should I do if my application is not accepted?	If the scholarship you entered is disapproved, please notify Student Support Division. At that time, you might 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	Enter the following: (e.g.)

	Scholarship”, how should I enter it?	Scholarship category: Other Services Organization (Payment) Scholarship name: Monbukagakusho Honors Scholarship
4.	I am a member of the THERS Make New Standards Program for the Next Generation Researchers, how should I enter it?	Enter the following: (e.g.) Scholarship category: Other Services Organization (Payment) Scholarship name: “THERS Make New Standards Program for the Next Generation Researchers”
5.	I am a member of the WISE Program (Doctoral Program for World-leading Innovative & Smart Education), how should I enter it?	Because the WISE program has a variety of support programs, please change the input method depending on your support program. (e.g.) 1. If you are receiving a scholarship or educational research support expenses Scholarship category: Other Services Organization (Payment) Scholarship name: The WISE Program (Program name) 2. If you are receiving a salary from employment, such as being an RA Please refer to FAQ 2. or 3. on p.52.
6.	I will only receive a scholarship 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. (e.g.) Annual amount (JPY): JPY 600,000 ⇐ (JPY 100,000 x 6 months) Receiving period: ~ September 2025
7.	I am receiving a scholarship at the time of application (February or September), but the scholarship will end in March (or September). Do I have to enter it?	Enter only the scholarship you will receive (plan to apply for) in the fiscal application year (April to March).
8.	After applying for the exemption, I was accepted for a scholarship that I forgot to enter was. What should I do now?	Please follow the same steps as No1.

★ DELETE OR EDIT

Refer to page 45.

★ CONFIRM REGISTRATION

Refer to page 46.

Ⅰ. ENTER STATUS OF PART-TIME/REGULAR JOB

On the part-time / regular job status screen, enter the following items depending on the answer results of the Application Applicability Selection Screen.

For Independent Livelihood Students

Selection of Application target	Input Items
If you select “Yes” in Q1 “Do you wish to be recognized as an Independent Livelihood?”	"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 Q13 “Does the applicant or spouse have income from a part-time job or a regular job?”	"Income situation of the previous year" "Current work status of regular jobs and part-time jobs"

★ FOR NEW REGISTRATION

The screenshot shows the 'Status of part-time/regular job' input screen. At the top, there are navigation buttons: 'Return', 'Temporarily saved', 'Confirm', and 'Next'. Below the title, there is a section for 'Previous Year' with a table for job entries. The table has columns for 'Relationship', 'Job type', 'Employer', and 'Job description'. To the right of the table, there are fields for 'Total (Applicant)' and 'Total (Spouse)', both showing '0'. Below the table is a '+AddNew' button. The main section is titled 'Status of earning from part-time/regular jobs for the previous year' and contains several required fields: 'Relationship' (dropdown menu), 'Job type' (dropdown menu), 'Employer' (text input), 'Job description' (text input), 'Period of payment' (date range), and 'Total payment (yen)' (text input). At the bottom right, there are 'Cancel' and 'Register' buttons. Callouts with arrows point to various elements: 'Display part-time/regular jobs' situation entry screen.' points to the table; 'Enter each item.' points to the 'Relationship' dropdown; 'Register the edited content.' points to the 'Register' button; and 'Cancel entry.' points to the 'Cancel' button.

NOTES

For part-time jobs and regular jobs, enter the total monthly amount for each part-time job or regular job in "Input Living Expense Information" (p.61).

FAQs		
No.	Question	Answer
1.	I am planning to be a TA on campus. How should I enter it?	<p>Enter the following:</p> <p>(e.g.)</p> <p>Hourly wage: JPY 1,300, number of hours in charge: 30 hours, employment period: April 2025 to September 2025</p> <p>Employer: Graduate School of Engineering, Nagoya University</p> <p>Date of adoption: April 2025</p> <p>Job description: TA</p> <p>Weekly working hours: Approximately 1 hour ($\Leftarrow 30 \text{ hours} \div 24 \text{ weeks}$)</p> <p>Monthly income: JPY 6,500 ($\text{JPY } 1,300 \times 30 \text{ hours} \div 6 \text{ months}$)</p>
2.	I am planning to be a RA on campus. How should I enter it?	<p>Enter the following.</p> <p>(e.g.1: If you have a notice of issuance)</p> <p>Hourly wage: JPY 1,500, number of hours in charge: 792 hours, recruitment period: April 2025 to March 2026</p> <p>Employer: Nagoya University Graduate School of Engineering</p> <p>Date of adoption: April 2025</p> <p>Job description: RA</p> <p>Weekly working hours: Approximately 16 hours ($\Leftarrow 792 \text{ hours} \div 48 \text{ weeks}$)</p> <p>Monthly income: JPY 99,000 ($\text{JPY } 1,500 \times 792 \text{ hours} \div 12 \text{ months}$)</p>
		<p>(e.g.2: If you have a notification of working conditions)</p> <p>Hourly wage: JPY 1,482, Weekly working hours: 9 hours, Employment period: April 2025 to March 2026</p> <p>Employer: Nagoya University Graduate School of Engineering</p> <p>Date of adoption: April 2025</p> <p>Job description: RA</p> <p>Weekly working hours: 9 hours</p> <p>Monthly income: JPY 53,352 ($\text{JPY } 1,482 \times 9 \text{ hours} \times 4 \text{ weeks}$)</p>
3.	I plan to be a research assistant, administrative assistant, and technical assistant on campus. How should I enter it?	Enter it in the same way as you entered the RA information.

II. TUITION FEE EXEMPTION STUDENT APPLICATION SYSTEM
4. ENTER DETAILED INFORMATION

4.	My TA position is only for the Spring semester. What should I do for the Fall semester?	Please apply for a “Fall Semester Change Application” with information regarding your situation as of October 1 st .
5.	I have decided to be employed as a 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 recruitment period and the expected income. Please notify the Student Support Division that you will submit the documents as soon as they are issued. Please submit them as soon as they are issued.
6.	I have been employed by the JSPS Research Fellowship. How should I enter it?	Enter the following. (e.g.) For employment in April 2025 Employer: Japan Society for the Promotion of Science Date of adoption: April 2025 Job description: Research Fellowship Weekly working hours: Enter actual working hours Monthly income: JPY 200,000 (No need to enter Grant-in-Aid for Scientific Research)

(e.g.)

[Sales staff]

Hourly wage: JPY 1,000

Employer: ○× Store

Date of adoption: October 2024

Job description: Salesperson

Weekly working hours: 8 hours

Monthly income: JPY 32,000 (32 hours / month x JPY 1,000)

[TA]

Hourly wage: JPY 1,500, number of hours in charge: 30 hours, employment period: April-September 2025

Employer: Graduate School of Engineering, Nagoya University

Date of adoption: April 2025

Job description: TA

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

Monthly income: JPY 7,500 (JPY 1,500 x 30 hours ÷ 6 months)

[RA]

Hourly wage: JPY 1,500, number of hours in charge: 792 hours, employment period: April 2025 to March 2026

Employer: Nagoya University Graduate School of Engineering

Date of adoption: April 2025

Job description: RA

Weekly working hours: Approximately 16 hours ($\Leftarrow 792 \text{ hours} \div 48 \text{ weeks}$)

Monthly income: JPY 99,000 ($\text{JPY } 1,500 \times 792 \text{ hours} \div 12 \text{ months}$)

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	○× Store		2024-10-01	sales staff	8	32,000	Delete Edit
Applicant	Part-time job	Nagoya University(Engineering)		2025-04-01	TA	1	7,500	Delete Edit
Applicant	Part-time job	Nagoya University(Engineering)		2025-04-01	RA	16	99,000	Delete Edit
Total							138,500	

★ DELETE OR EDIT

Refer to page 45.

★ REGISTER

Refer to page 46.

才. ENTER DISASTER INFORMATION

Enter if you are a disaster-affected household. Also, if “Yes” was selected for "whether or not there was a severe disaster" in the Basic Information section, enter it here.

☆ FOR NEW REGISTRATION

The screenshot shows the 'DisasterRegist' application form. At the top, there are navigation buttons: 'Return', 'Temporarily saved', 'Confirm', and 'Next'. Below this is a header section titled '被災情報入力画面/Damage information input screen' with instructions: 'Please fill out disaster information. If registering disaster information, you must submit a "Disaster Victim Certificate" and "documentation indicating the cost of damage and documentation indicating the amount of loss or damage and insurance payments (compensation)." Please enter the amount that you actually paid in the Disaster Loss (¥) section. After filling in the information, please select "Confirm" at the top of the screen, then click "Next."'

The form contains several input fields: 'Disaster Date', 'Disaster Detail', and 'Disaster Amount (¥)'. A 'Total' field shows '0'. There is an '+AddNew' button. Below the input fields is an 'Enter Information' section with a 'Cancel entry' button and 'Cancel' and 'Register' buttons.

Callouts in the image point to specific elements:

- 'Displays the area for entering detailed information.' points to the main form area.
- 'Enter each item.' points to the 'Disaster Date', 'Disaster Detail', and 'Disaster Amount' fields.
- 'Register the edited content.' points to the 'Register' button.
- 'Cancel entry' points to the 'Cancel' button.

【Applicable Requirements】

1. Students or their household supporter who lived in Japan and are recognized as having an increase in spending or a decrease in income over the long term future due to damage from fire, storm, flood or burglary damage within 6 months at the time of application (within 1 year before enrollment for the new enrollee belongs).
2. Students or their household supporter in Japan who have been affected by the catastrophic disaster.
3. Submit the following documents certifying 1 or 2 above.
 - Damage certificate (copy)
 - Documents showing the amount of damage (quotation or receipt, etc.) (copy)
 - Documents showing payment (compensation) of non-life insurance money, etc. (copy)

NOTE

For the Privately-Financed International Students, disasters in their home countries are not eligible.

☆ DELETE OR EDIT

Refer to page 45.

☆ CONFIRM REGISTRATION

Refer to page 46.

カ. ENTER SINGLE PARENT HOUSEHOLD STATUS

Enter your information if you are from a single-parent household.

★ TO REGISTER AND EDIT

The screenshot shows the 'Single Parent Register' form. At the top, there are three buttons: 'Return' (with a red circle icon), 'Temporarily saved' (with a radio button), and 'Confirm' (with a radio button). A 'Next' button (with a blue circle icon) is also visible. Below the buttons, there is a section titled '母子・父子世帯入力画面/Mother-child father-child household' with instructions: 'Please enter information about your single-parent household. Please enter information about the other parent. (If the other parent lives abroad, you cannot apply as a single-parent household.) If a person other than your parent (grandparent, older sibling, etc.) supports the household, please enter both parents' information. After filling in the information, please select "Confirm" at the top of the screen, then click "Next."'

The form is divided into two sections: 'FatherDetail' and 'MotherDetail'. Each section has three required fields: 'status', 'startDate', and 'Name'. The 'status' field is a dropdown menu. The 'startDate' field has a calendar icon. The 'Name' field has a placeholder text: 'If you dont know, type Unknown.' A callout box points to these fields with the text: 'Enter either the father's information, the mother's information, or both. Please select "-" in the status area if you do not need to enter any information.'

Callouts also point to the 'Return' button ('Return to the previous screen.'), the 'Temporarily saved' button ('After completing the form, select "Confirm".'), and the 'Next' button ('Proceed to the next screen.').

【Applicable Requirements】

1. If you do not have either a father or a mother
 2. If you do not have neither a father nor a mother
 3. Submit one of the following documents certifying 1 or 2 above.
 - A copy of the withholding tax certificate for FY2024, a copy of income tax return for FY2024 (Table 2), a copy of city (town) prefectural tax return for FY2025 (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 are any documents that can serve as proof other than those listed above, please submit them immediately. In that case, please explain where and what you are proving with the document.

NOTES

Privately-Financed International Students who are single-parent households in their home countries 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 a mother or father and children under 18 years old *
 2. Households of a 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 a spouse and children under the under 18 years old *
 6. Households of siblings without a spouse, children under 18 years old * and grandparents dependent on household supporters
- ※ "Children under the age of 18" refers to students who are 18 years of age or older (including the applicant) and those who do not have financial strength due to long-term medical treatment or physical and mental disabilities.

★ AN EXAMPLE OF HOW TO CONFIRM A SINGLE – PARENT HOUSEHOLD

Withholding slip										
未成年者	外国人	死亡退職	災害者	乙欄	本人が障害者 特別	その他	寡婦	ひとり親	勤労学生	東京
								○		

Tax Return Table 2				
○ 本人に関する事項 (17~20)				
<input checked="" type="checkbox"/> 寡婦	ひとり親	勤労学生	障害者	特別障害者
<input type="checkbox"/> 死別 <input type="checkbox"/> 生死不明 <input type="checkbox"/> 離婚 <input type="checkbox"/> 未帰還		<input type="checkbox"/> 年調以外かつ 専修学校等		

City (town) prefectural tax return			
17~19 寡婦控除、 ひとり親控除、 勤労学生控除	17 <input type="checkbox"/> 寡婦控除 (<input type="checkbox"/> 死別 <input type="checkbox"/> 生死不明 <input type="checkbox"/> 離婚 <input type="checkbox"/> 未帰還)	18 <input checked="" type="checkbox"/> ひとり親 控除	19 <input type="checkbox"/> 勤労学生控除 (学校名)

FAQs		
No.	Question	Answer
1.	I'm from a single-parent household. Because I haven't had a father since I was born, I don't know his name. How should I enter it?	Enter the following in the father information field. (e.g.) Father: Lifelong separation / May 1998 * / Unknown (* Please set the start time to the date of birth of the applicant)

2.	My parents have already passed away, and I live as a dependent of my grandparents. In this case, should I enter my parents' information?	Enter both father and mother information as follows. (e.g.) Father: Bereavement / February 2007 / MEIDAI Tsubasa Mother: Bereavement / July 2015 /MEIDAI Nozomi
3.	I'm an Independent Livelihood, but I divorced my spouse (ex-husband), and I'm a single parent household with an elementary school child. Should I enter my spouse's(ex-husband's) information?	Enter the following information about your spouse(ex-husband)in the father information field. (e.g.) Father: Lifelong separation / June 2020 / Furo Tsubasa

★ DELETE OR EDIT

Refer to page 45.

★ CONFIRM REGISTRATION

Refer to page 46.

キ. ENTER DISABILITIES INFORMATION

Enter the information of any people in your household with a disability (or any other appropriate people).

★ FOR NEW REGISTRATION

【Applicable Requirements】

1. There is a person who falls under any of the following among the members of the household.
 - ① Those who have or have the equivalent to a physical disability certificate, mental health and welfare certificate, or nursing certificate.
 - ② Those who have been certified as having a pollution illness and who have physical disabilities due to the pollution.
 - ③ Those who are atomic bomb survivors with impaired physical or other functions
 - ④ Those who are constantly in a state of lacking the ability to discern facts or circumstances due to a mental disability, or those who are judged to be intellectually disabled.

1. Submit one of the following documents certifying one of the requirements above:
 - Physical Disability Certificate
 - Intellectual Disability Certificate
 - Mental Health and Welfare Certificate
 - Pollution Medical Certificate
 - Atomic Bomb Survivor Health Handbooks

※ If you have any documents other than those listed above that can serve as proof, please submit them. In that case, please explain where and what you are proving with the document.

★ DELETE OR EDIT

Refer to page 45.

★ CONFIRM REGISTRATION

Refer to page 46.

ク. ENTER LIVING EXPENSES INFORMATION

Independent Livelihood Students and Privately-Financed International Students enter this information.

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

★ TO REGISTER, EDIT AND CONFIRM

The screenshot shows the 'Living Expenses Registration' interface. At the top, there are three buttons: 'Return' (red), 'Temporarily saved' (radio button), and 'Confirm' (radio button). A 'Next' button (blue) is also visible. Below the buttons, the screen title is '生活費情報入力画面(一般)/Living expenses information input screen'. The main instruction reads: 'Enter your living expenses information. After completing the entry, select "Confirm". Proceed to the next screen.' Below this, there is a section titled 'The cost of living (monthly)' with a sub-section 'Applicant Income'. This section contains several input fields: 'Regular job (yen)', 'Part-time job (yen)' (with a value of 50,000), 'Average monthly Remittance/Support (yen)' (with a value of 100,000), 'Supporter' (with a value of 'father'), 'Scholarship1 amount (yen)' (with a value of 48,000), 'Scholarship1 name' (with a value of 'Monbukagakusho Honor'), and 'scholarship1StartDate' (with a value of '2024/04/01'). A callout box points to these fields with the text 'Enter each item.'.

FAQs		
Income		
No.	Question	Answer
1.	I will apply for the exemption as a "Both Spring and Fall Semester Application", but the scholarship will end in the Spring semester (end of September).	Enter the monthly amount of the scholarship. In Fall semester, please apply for the exemption as "Fall Semester Change Application", and change the income fields to your information as of October 1 st .

	From the fall semester, I will receive remittance for that amount from my parents. How should I enter it?	
2.	I have several part-time jobs. Can I enter the total amount?	Yes, please enter total amount on the “Enter Living Expenses information”. However, please make sure that this amount is the same as the total monthly amount from part-time jobs entered on the "Enter part-time job status" screen. (e.g.) In "Enter part-time job status" ○ × Store: JPY 32,000 / month TA: JPY 7,500 / month RA: JPY 99,000 / month Total: <u>JPY 138,500 / month</u> ← In “Enter Living Expenses information” — Same amount Part-time job: <u>JPY 138,500 / month</u> ←
3.	What should I enter as other income?	If you have income that does not apply to the input categories, please enter it here.

Expenditure

No.	Question	Answer
1.	Can I enter only the rent for housing expenses?	Check the Rental Contract, and if there are any of the following items, please add them to the rent and enter them. (e.g.) 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” category.
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 my home countries. Do I have to enter in this case?	Yes, please enter it. Because it is the cost for things you use.
4.	What are 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 should I enter the National Pension Insurance premiums?	Enter in Others (Savings, etc.)

(3) SUBMENU SCREEN (AFTER INPUT IS COMPLETED)

After confirming the input of all items (all entered items are displayed in white or green), click “Submit” at the bottom of the screen.

The screenshot shows a mobile application interface titled "Sub Menu". At the top, there is a navigation bar with a back arrow and the text "Sub Menu". Below this, a message states: "You can apply by setting all the buttons to 'Not applicable' or 'Confirm'." This message is followed by two buttons: "Not Applicable" (white with a grey border) and "Confirm" (green). Below this is a "Usage Guide" section. It starts with a "Not Applicable" button and a note: ":Documents excluded from the application. If you want to apply, go back to the 'Select screen that is not eligible for application' from the back button of the browser and select 'Yes'." This is followed by three items: "Unregistered" (red button) with the note ":The contents of the document are not registered.", "Unsettled" (orange button) with the note ":The contents of the document have not been finalized. Please confirm the contents and confirm the in", and "Confirm" (green button) with the note ":The contents of the document have been finalized." Below the usage guide is an "Application Information" section with two green buttons: "Home Status" and "Family Student". Below that is another "Application Information to be entered if applicable" section with five buttons: "Scholarship Receipt", "Status of part-time/regular job", "Disaster", "Single Parent", and "Living Expenses". The "Disabilities" button is white with a grey border, while the others are green. At the bottom center is a large blue "Submit" button.

(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 them by the deadline.

If there are any documents that are not in time for submission, please enclose a memo or other document stating the submission date and submit them later. In addition, if there are any items to confirm during the screening, you might be asked by the Student Support Division to submit additional documents that were not displayed on the screen.

NOTE

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

< Application Confirm

詳細情報入力完了/Secondary application completed

You have completed entering the detailed information.
Check the submitted documents below.

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

Print this screen or take a screenshot to check the submitted documents. In addition, if you are requested to submit documents other than the following documents during the examination process, please respond promptly. In principle, communication will be made to THERS e-mail address. If the same document is shown multiple times, please submit one.
Please download the attached forms from the Nagoya University website : Education / Campus Life → Various Exemption Systems / Scholarship Support → Admission Fee Exemption (and collection deferment), Tuition Exemption → Japanese Undergraduate Students / Japanese Graduate Students / Privately-financed International Students
Be aware to check "Guide of Admission Fee Exemption and Tuition Fee Exemption Application FY2023 (Ⅲ)" for the details of each required document to be submitted.
Make a copy of all the applications you submit and keep them in a safe place until the results are available. (If there are any corrections, you may be asked to correct the copy and resubmit it.)

<Submission Destination>
Document Reception Site (Make a reservation from the system top page)
*In principle, documents should be submitted at the document reception site. If you can not submit the application at the reception site, please submit it at the Student Support Division counter or by Postal mail.

<Documents required for submission>

- Application for Tuition Fee Exemption [Sheet1-①] (Print from the top menu./After printing, fill in ✓ on the "Qualifications for application" before submission.)
- Resident Record (called "Juminhyo") of you and all your family members issued by municipal government (Written all your family members and status of residence required./Issued within 3 months./Must NOT show "MY NUMBER"/A resident record that resides after the time of application as of 1st 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.)
- The latest Income Certificate ("2022年度所得課税(非課税)証明書/content of 2021 income) issued by Ward Office.
- Report on Family Status [Sheet1-②] (Print from the top menu./After printing, fill in the "Current Occupation" column and ✓ the "House Supporter" before submission.)
- School Identification [Form1] (If you are the only student, you do not need to submit this form.)

★ CLICK THE [COMPLETE]

An email will be sent automatically after registration is completed.

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

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

Part-time lecturer at other universities
 Documents showing the amount, number of hours per year, and period of employment (copy)

★ SEND MAIL

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

確認

- We have sent an application completion email.

★ EMAIL CONTENT

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

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

 shien-menjosystem@t.mail.nagoya-u.ac.jp
宛先 **Registered mailaddress**

返信 全員に返信 転送 2024/01/12 (金) 13:17

このメッセージから余分な送信を抑制しました。

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 Submission Site, at the Student Support Division counter or by Postal mail.
【Submission deadline】 For students enrolling before October 2023: Deadline: Monday, April 1 [Must Arrive] For applicants who will enroll in April 2024: Deadline: Wednesday, April 24 [Must Arrive] 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 (shien-menjo@t.mail.nagoya-u.ac.jp) .

NOTE

The application is not complete yet.

Submit the required documents to complete the application.

5. PRINT APPLICATION

(1) APPLICATION DETAILS PRINT SCREEN

Various application forms will be printed based on the application details you entered.

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 this sheet.

* The information entered in the “Basic Information” input will be printed here.

学生番号 Student Number	482498765	(様式 第1-(B)) (SheetR1-(B))
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名古屋大学授業料免除申請書
Application for Tuition Fee Exemption

2024年4月12日
(Year Month Day)

名古屋大学総長 殿
To the President of Nagoya University

工学研究科博士後期課程
入学

(入学期) (Started/Transferred to the university in April/October (Year))
2024年4月

フリガナ ジョン スミス
氏名 JOHN Smith

申請身分: 1 年次 留学生
(4月現在 (後期)に在籍する場合は、10月現在)
(Starting Semester As of April/Fall Semester/As of October)

このたび下記理由により2024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 FY2024 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)	
<input type="checkbox"/>	① 申請者は留学生(在留資格が「留学」)です/Privately financed international student 入学が始まる前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) 経済的負担者が死亡または(2) 学費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 winds/orn or flood disaster.
<input type="checkbox"/>	② 申請者又は申請者の学費負担者が次の感染症の被災者です (感染症発生要：令和2年7月豪雨 令和3年能登半島地震) applicant or householder are sufferers from one with any of followed. (aff: heavy rain July 2020 Noto Peninsula Earthquake 2024)

申請種別: 同時申請(2024年度)
Application Category: 記

理由 (授業料免除申請書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: (Describe in detail which is difficult to pay the tuition fee and the family situation.)

COVID 感染症の発生による学費の滞りや滞りによる授業料免除申請が困難なため、自身または家族の学費滞りによる授業料免除申請が困難なため、申請するに至りました。

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 愛知県名古屋市中区千種区不老町2-2-2 東山マンション 505 E-mail john.smith.○○@s.nagoya-u.ac.jp	TEL 09043218765 携帯 Mobile 09043218765
	家計 支持者① household	住所 〒464-8601 愛知県名古屋市中区千種区不老町2-2-2 東山マンション 505
家計 支持者② household	住所 〒	TEL 携帯 (父母等)

➤ REPORT ON FAMILY STATUS (PRIVATELY-FINANCED INTERNATIONAL STUDENTS)

All Privately-Financed International Students must submit this sheet.

* The contents entered in the “Detailed Information” input will be printed here. (Only commuter classification will be based on information you entered in “Basic Information”.)

After printing, please tick the box for the person(s) who is(are) household supporter(s).

A 4 サイズ用紙に横向きで印刷してください。 Print in landscape orientation on A4 size paper. (種別留 1-②) (Sheet R1-②)

学生番号 Student Number: 432198765

家状況調書 / Report on Family Status

氏名 (フルネーム) Name	年齢 Age	勤務先名/ 就業先名 Employer's Name	現在の職業 Current Occupation	住所 Address
本人 Applicant JOHN Smith	26			
親 Parent				
兄弟 Sibling				
祖父母 Grandparent				
その他 Others				

通学区分: 自宅

氏名 (年齢) Name (Age)	設置区分 Category	学校種別 School Category	通学区分 Commuter Category
本人 (才)			
親 (年)			
兄弟 (才)			
祖父母 (年)			
その他 (才)			
その他 (年)			

母子・父子
Single Parents

氏名/Name	雇用が開始となった時期/Arrival Date	該当者 Eligible
本人 Applicant		<input type="checkbox"/>
親 Parent		<input type="checkbox"/>
兄弟 Sibling		<input type="checkbox"/>
祖父母 Grandparent		<input type="checkbox"/>
その他 Others		<input type="checkbox"/>

火災・風水害等
の被災世帯
Disaster-stricken household

被災年月日 Date	被災内容 Disaster Content	被害額 (円) Financial Damage (JPY)

For people who have some regular/part-time jobs, please check that employer names are printed and add the type of employment. If employer names are not printed, please fill in all employer names.
(e.g.)
Regular employees, temporary employees, part-time employees, part-time workers, etc.
Self-employed, full-time employee, etc.

[Items to confirm at the time of correction]

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

Upper right part of this form ... Entry of basic information

Right center of this form ... Entry of student information

Bottom right of this form ... Entry of detailed information for single-parent household information, disability information, disaster information.

➤ STATEMENT OF INCOME STATUS (INDEPENDENT LIVELIHOOD STUDENTS)

All Independent Livelihood Students must submit this sheet.

学生番号 Student Number	482498765	氏名 Name	JOHN Smith
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(様式留2)
(SheetR2)

収入状況等申告書 (私費外国人留学生用)
Statement of Income Status (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	2024	その他奨学金(給付)	学習奨励費	48,000円(yen)	2024年04月～2025年03月	
				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。
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、退職済のもの等所得証明書に記載されない収入もすべて記入してください。(家庭教師や大学のTA・RA等含む)
Fill in all income not shown on the income statement, such as short-term income, retired employers, etc. (including tutors and TA / RA at university)

未申告の収入があった場合、免除申請を認められないことがあります。
If there is undeclared income, the application for exemption may not be approved.

○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。
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。

	続柄 Relationship	区分 Category	勤務先名 Workplace	勤務内容 Occupation	支払を受けた期間 Term	受給総額 Amount Received
1	本人	アルバイト	名大居酒屋 東山店	調理補助	2023年10月～2023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立ます。
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 本人署名
(YY MM DD) Signature

After printing, please fill in the date and sign it.

[Items to confirm at the time of correction]

Upper part of this form ... Entry of scholarship status

Lower part of this form ... Entry of part-time / regular job status.

➤ STATEMENT OF INCOME STATUS (PRIVATELY-FINANCED INTERNATIONAL STUDENTS)

All Privately-Financed International Students must submit this sheet.

学生番号 Student Number	482498765	氏名 Name	JOHN Smith
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(様式 第2)
(Sheet#2)

収入状況等申告書 (私費外国人留学生用)
Statement of Income Status (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	2024	その他奨学金(給付)	学習奨励費	48,000円(yen)	2024年04月~2025年03月	
				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。
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記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、退職済のもの等所得証明書に記載されない収入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 income not shown on the income statement, such as short-term income, retired employers, etc. (including tutors and TA / RA at university).
未申告の収入があった場合、免除申請を認められないことがあります。
If there is undeclared income, the application for exemption may not be approved.

○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)を作成してもらい、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 working hours per year, and the employment period.

	続柄 Relationship	区分 Category	勤務先名 Workplace	勤務内容 Occupation	支払を受けた期間 Term	受給総額 Amount Received
1	本人	アルバイト	名大居酒屋 東山店	調理補助	2023年10月~2023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、一切な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 本人署名
(YY MM DD) Signature

After printing, please fill in the date and sign it.

[Items to confirm at the time of correction]
Upper part of this form ... Entry of scholarship status
Lower part of this form ... Entry of part-time / regular job status.

➤ HEARING REPORT ON THE SITUATION OF THE APPLICANT

All Privately-Financed International Students and Independent Livelihood Students must submit this sheet.

学生番号 Student Number	482498765	氏名 Name	JOHN Smith	(様式 3) (Sheet3)
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事情聴取調書
Hearing Report on the Situation of the Applicant
(私費外国人留学生・独立生活申請者用)
(For Internationally Financed Students / Self-Supported Students)

(前後期同時申請(2024年度))

① 1か月の平均生活費 ※前後期同時申請または前期中申請では4月現在、後期中申請では10月現在の状況を記入してください。
Please enter the status as of April for both of Spring and Fall Semester or Spring Semester application, and as of October for Fall Semester application.

Average cost of living, per month

項目 Categories	収入 INCOME		支出 EXPENDITURE	
	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	50,000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・振込 Supporting	50,000円(yen)	円(yen)	食費 Food Expenses	40,000円(yen)
奨学金 Amount	48,000円(yen)	円(yen)	書籍・教育費 Books, Education Expenses	5,000円(yen)
名称 Title	奨学金奨励費	円(yen)	通信費 Communication Costs	8,000円(yen)
支給期間 Period Covered	2024年04月1日～2025年03月31日	円(yen)	交通費 Commute Expenses	円(yen)
名称 Title		円(yen)	健康保険料・医療費 Health, Medical Expenses	3,000円(yen)
支給期間 Period Covered		円(yen)	日常生活費 Basic Living Expenses	15,000円(yen)
名称 Title		円(yen)	札幌市の授業料 Sapporo Univ. Fee	円(yen)
支給期間 Period Covered		円(yen)	その他(貯蓄等) Others (savings, etc.)	15,000円(yen)
名称 Title		円(yen)		
支給期間 Period Covered		円(yen)		
借入金 Borrowing	円(yen)	円(yen)		
預貯金等 Savings etc.	円(yen)	円(yen)		
その他収入 Others	円(yen)	円(yen)		
合計 Total		146,000円(yen)	合計 Total	146,000円(yen)

② 4月1日現在の定職・アルバイトの勤務状況 ※ 大学でのTA/RA、日本学術振興会特別研究員等の予定も記入してください。
Also indicate your plans for TA/RA at the university, JSPS, etc.

Status of regular/part-time employment as of 1st April
(前後期同時申請または前期中申請では4月1日現在、後期中申請では10月現在の状況)

種別 Residency	区分 Category	勤務先 Workplace	雇用年月日 Start Date	勤務内容 Job Description	週労働時間 Work Hours(weekly)	収入月額 Income(Monthly)
本人	アルバイト	名大居酒屋 兼山店	2023年10月15日	調理補助	12	48,000円(yen)
						円(yen)
						円(yen)
						円(yen)
						円(yen)

(独立生活申請者署名欄) [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]

私費外国人留学生の経済生活状況を確認し、以下の1及び2について確認し、□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。
Check 1 and 2 below, and tick the appropriate box. If it is inappropriate, please instruct the student in question to correct it.

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. 収入合計と支出合計となるように記入されている。
Entered on the total income vs 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 named.

学長(氏名) _____
(Faculty Name)

After printing this form, ask your supervisor or a teacher who knows your living situation to tick the box and sign it.

If it is difficult to get their signature in person, please send the data to them and have them return the signed form to you or forward an email indicating that they have reviewed it to the Student Support Division.

[Items to confirm at the time of correction]

Upper part of this form ... Entry of living expenses information from your "Detailed Information" entry.

Lower part of this form ... Entry of the part-time job status from your "Detailed Information" entry.

III. LIST OF REQUIRED DOCUMENTS

1. WHAT ARE THE REQUIRED DOCUMENTS

The required documents differ depending on the applicant's situation.

It means that you need to submit documents on the questions you answered "Yes" to on the Application Applicability Selection screen.

Tuition Fee Exemption Student Application System ▷ Detailed Information input ▷ Application Applicability Selection screen

These questions are listed again below, so please confirm which question you answered "Yes".

Then please carefully confirm the documents displayed and submit the documents that cover all the necessary information.

★ LIST OF QUESTIONS FOR SELECTING THE APPLICATION APPLICABILITY

General or Independent Livelihood Student	
Q-1	Are you an Independent Livelihood Student? ※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 as an Independent Livelihood Student.
Q-2	Does the applicant fall under any of the following A through 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 (excluding loan scholarships) are not applicable to this income. B : Salary income (e.g. 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 (excluding 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 not a dependent relative of a parent or other (excluding spouse) under the Income Tax Act and social insurance?
Q-4	Does the applicant (and their spouse) live separately from their parents?
Q-5	Does the applicant receive financial assistance from parents, etc. (excluding their spouse)? ※The applicant and their spouse must pay all necessary living expenses.
Q-6	Does the applicant or their spouse have income from a part-time job or a regular job?
Q-7	Does the applicant or their spouse receive a scholarship, or have they applied for a scholarship? ※Please select "No" if you are applying as a "General Student" and receiving or applying for the New Higher Education Study Support Program.
Q-8	(If they have received or applied for a scholarship) Is the scholarship applied for directly?
Q-9	Has the applicant or their spouse been hired as a Research Fellow of the Japan Society for the Promotion of Science?

Q-10	Does the applicant or their spouse work at Nagoya University or another university?
Q-11	Do household supporters have a salary income (including part-time jobs) and have been working for their employer since prior to January 1 st , 2024?
Q-12	Do household supporters have a salary income (including part-time jobs) and began working for their current employer on or after January 2 nd , 2024?
Q-13	Do household supporters have any income other than salary income (including self-employment or side work), 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 (2024) or the current year (2025)?
Q-15	Did household supporters change jobs, open a business, retire, or close their businesses in the middle of the previous year (2024) or in the current year (2025)?
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 receiving a pension?
Q-18	Are household supporters receiving injury and illness benefits?
Q-19	Do households have students in Japan who are beyond compulsory education?
Q-20	Are you from a single parent household?
Q-21	Has the applicant's or the household supporter's 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	Has the applicant repeated a year or exceeded the standard period of study?
Q-24	Is there anything that needs a special explanation?
Q-25	(Please select "Yes" only if you are an applicable undergraduate student) Were 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 an Independent Livelihood Student. This is only applicable to "General Students".) Is the applicant's family home in Aichi, Gifu, or Mie and does the applicant live somewhere other than the family home?
Q-27	(Please select "No" if you are an Independent Livelihood 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 an Independent Livelihood 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 a salary income (including part-time jobs) and have been working for their employer since prior to January 1 st , 2024?

III. LIST OF REQUIRED DOCUMENTS
1. WHAT ARE THE REQUIRED DOCUMENTS

Q-3	Do household supporters have a salary income (including part-time jobs) and began working for their current employer or after January 2 nd , 2024?
Q-4	Do household supporters have any income other than salary income (including self-employment or side work), 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 year (2024) or the current year (2025)?
Q-6	Did household supporters change jobs or open a business in the middle of the previous year (2024) or the current year (2025)?
Q-7	Are household supporters jobless benefit recipients?
Q-8	Are household supporters receiving a pension?
Q-9	Are household supporters receiving injury and illness benefits?
Q-10	Are you from a single parent household?
Q-11	Did you suffer damage such as wind or 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 their spouse have income from a part-time job or a regular job?
Q-14	Are household supporters taking a leave of absence at the time of application?
Q-15	Are the applicant or spouse receiving a scholarship or have they applied for a scholarship?
Q-16	(If they have received or applied for a scholarship) Is the scholarship applied for directly?
Q-17	Has the applicant or spouse been hired as a Research Fellow of the Japan Society for the Promotion of Science?
Q-18	Does the applicants or their spouse work at Nagoya University or another university?
Q-19	Does the household have students in Japan who are beyond compulsory education?
Q-20	Has the applicant repeated a year or exceeded the standard period of study?
Q-21	Is there anything that needs a special explanation?

2. LIST OF REQUIRED DOCUMENTS

(1) DOCUMENTS THAT CAN BE PRINTED FROM THE TUITION FEE EXEMPTION STUDENT APPLICATION SYSTEM

As stated in the remarks, these are documents that must be submitted by applicable people.

No.	Documents	Notes
1.	【Sheet 1-①】 Nagoya University Tuition Fee Exemption Application Form	All must submit this sheet.
2.	【Sheet 1-②】 Report on Family Status	All must submit this sheet.
3.	【Sheet 2】 Statement of Income Status	Independent Livelihood Students and Privately-Financed International Students must submit this sheet.
4.	【Sheet 3】 Hearing Report on the Situation of the Applicant	Independent Livelihood students and Privately-Financed International Students must submit this sheet.

(2) DOCUMENTS THAT CAN BE DOWNLOADED FROM NU PORTAL

These are documents to be submitted only by applicable people.

No.	Documents	Important Notes	Reason for Necessity Questions for Selecting Application Applicability (pages 80 to 82)	Issued by:
1.	【Form 1】 School Identification		【General・Independent Livelihood Student】 Q. 19 【Privately-Financed International Student】 Q. 19	
2.	【Form 2】 Salary Prospects Certificate		【General・Independent Livelihood Student】 Q. 12, 15 【Privately-Financed International Student】 Q. 3, 6	Employer
3.	【Form 3】 Statement		【General・Independent livelihood 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	Employer

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】 New Higher Education Study Support System application eligibility confirmation	Submitted only by those undergraduate students enrolled before 2019 who are not certified by the New Higher Education Study Support System.	【General Student】 Q. 25	
7.	【Form 6】 Inevitable Reason	Please submit this along with documents showing the reason for exceeding the standard period of study.	【General・Independent Livelihood Student】 Q. 23 【Privately-Financed International Student】 Q. 20	

(3) DOCUMENTS SUBMITTED BY ALL APPLICANTS FOR ADMISSION FEE EXEMPTION (DEFERRED PAYMENT)

This is a document that all applicants for Admission Fee Exemption (Deferred Payment) must submit, regardless of their answers to applicability questions.

No.	Documents	Important Notes	Issued by:
1.	Nagoya University Admission Fee Exemption/Deferred Payment Application Form	You can download it from the Nagoya University website	

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

These documents must be submitted by all applicants for tuition fee exemption, regardless of their answers to applicability questions.

No.	Documents	Important Notes	Issued by:
1.	Your latest Income Tax (Exemption) Certificate (“ShotokuKazei (Hikazei) Shomeisho”) issued by your municipal government. *Please check the “notes” on the right for details on the required contents.	◎ The certificate of each household supporter, according to the 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.	Municipality

	*The name of the certificate may be “Municipal / Prefectural Resident Tax (Tax Exemption) Certificate”.	<p>NOTE</p> <ul style="list-style-type: none"> • (If you are applying in the Spring semester) It cannot be issued if you were not registered as a resident in Japan by January 1st 2024. • (If you are applying in the Fall semester) It cannot be issued if you were not registered as a resident in Japan by January 1st 2024. 	
2.	Resident Record (“Jyuminhyo”)	<p>◎The Resident Record of each household supporter, according to the application pattern (status)</p> <ul style="list-style-type: none"> • Must be issued within 3 months of submission. • The Resident Record must be for “all members of the household(setai-zenin)”. • The “My Number” of members are not listed. • Privately-Financed International Students have a status of residence of “Study Abroad”. 	Municipality

(5) DOCUMENTS SUBMITTED BY APPLICABLE PEOPLE

NOTE

If there are duplicate documents, submit only one document.

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 Applicability (pages 80 to 82)	Issued by:
1.	Medical certificate etc. created by a doctor	It is stated that the household supporter is currently undergoing medical treatment for a period of 6 months or more as of the time of application (April 1 st or October 1 st).	Applicants for Admission Fee Exemption for Japanese undergraduates should submit only when applicable	Medical institutions, etc.
2.	Withholding Certificate for 2024 (copy)	<ul style="list-style-type: none"> • Can also be used as proof of the retirement if retirement date is described. • Can also be used as proof of a single parent household, if it has a check in the widows / single-parent deduction column. 	<p>【General · Independent Livelihood Student】 Q- 11, 12, 14, 15</p> <p>【Privately-Financed International Student】 Q- 2, 3, 5</p>	Employer
3.	Income Tax Return for 2024 (copy)*	<ul style="list-style-type: none"> • Can also be used as proof of the single parent household, if it has a 	【General · Independent Livelihood Student】	Tax office, Municipality

III. LIST OF REQUIRED DOCUMENTS
2. LIST OF REQUIRED DOCUMENTS

	<ul style="list-style-type: none"> • Tables 1 • Tables 2 • Table 3 if you submitted it <p>* This copy here means a copy or receipt of what you have created and entered.</p>	<p>check in the widows / single-parent deduction column in Table2.</p> <ul style="list-style-type: none"> • If there is a statement such as "Separate Sheet" in the income breakdown, submit that, too. 	<p>Q- 13 【Privately-Financed International Student】 Q- 2, 3, 4, 5</p>	
4.	<p>City (town) Prefectural Tax Return 2025 (copy)*</p> <ul style="list-style-type: none"> • Front • Back side <p>* This copy here means a copy or receipt of what you have created and entered.</p>	<p>Can also be used as proof of the single parent household, if it has a check in the widows / single-parent deduction column.</p>	<p>【General · Independent Livelihood Student】 Q- 13, 20 【Privately-Financed International Student】 Q- 4, 10</p>	Municipality
5.	<p>Annual Income and Expenditure Forecast Statement (Free style)</p>	<p>Creating an estimate of income and expenses for one year from the date of starting a business</p>	<p>【General · Independent Livelihood Student】 Q- 15 【Privately-Financed International Student】 Q- 6</p>	
6.	<ul style="list-style-type: none"> • Withholding Tax Certification for public pension for FY2023 (copy) • Latest Pension Payment Notice (copy) • Pension Amount Revision Notice (copy) • National Pension and Employees' Pension Insurance Pension Certificate 		<p>【General · Independent Livelihood Student】 Q- 17 【Privately-Financed International Student】 Q- 8</p>	
7.	<p>Certificate of Retirement from previous job</p>	<p>Retired person's name, retirement date, and the name of the employer they retired from are required. Withholding Certification can be used as proof of retirement date if there is a description of retirement date.</p>	<p>【General · Independent Livelihood Student】 Q- 14 【Privately-Financed International Student】 Q- 5</p>	Workplace
8.	<ul style="list-style-type: none"> • Certificate of Discontinuance of Business 	<p>The notification form must have a Tax Office reception stamp.</p>	<p>【General · Independent Livelihood Student】 Q- 14, 15</p>	Tax Office

	• Notification form for Opening / Closing a private business (copy)		【Privately-Financed International Student】 Q- 5	
9.	Employment Insurance Eligibility Certificate (pages1 to 4) (copy)		【General · Independent Livelihood Student】 Q- 16 【Privately-Financed International Student】 Q- 7	Public Employment Security Office
10.	Certificate of Leave	Employer name, name of employees on leave, and period of leave are required	【General · Independent Livelihood Student】 Q- 16 【Privately-Financed International Student】 Q- 14	Employer
11.	Documents showing the amount of salary, allowance, etc. paid during the leave period (copy)		【General · Independent livelihood Student】 Q- 16 【Privately-financed International Student】 Q- 14	
12.	Notification showing the amount and period of the injury and illness allowance(copy)		【General · Independent Livelihood Student】 Q- 18 【Privately-Financed International Student】 Q- 9	
13.	Certificate showing the applicant is a recipient of a scholarship they applied for directly (copy)	The scholarship name, receiving period, and the amount received are required.	【General · Independent Livelihood Student】 Q- 7 【Privately-Financed International Student】 Q- 15	Scholarship Organization
14.	Appointment notification of THERS Make New Standards Program for the Next Generation Researchers (copy)	Notification showing your name, receiving period, and the amount.	【General · Independent Livelihood Student】 Q- 7 【Privately-Financed International Student】 Q- 15	
15.	Appointment notification of JSPS Research Fellowship (copy)	Notification showing qualifications, employment period, and amount of research grant.	【General · Independent Livelihood Student】 Q- 9 【Privately-Financed International Student】 Q- 17	

16.	<ul style="list-style-type: none"> • Appointment notification showing the employment period and hourly wage(copy) • Notification showing the course subject the applicant oversees and working hours allocated (copy) <p>(Both required)</p>	TA or RA of Nagoya University will be issued at the time of employment.	<p>【General・Independent Livelihood Student】 Q- 10</p> <p>【Privately-Financed International Student】 Q- 18</p>	Employer
17.	<ul style="list-style-type: none"> • Working conditions notification showing the employment period and hourly wage (copy) • Document showing the days and hours of work per week (copy) <p>(Both required)</p>	RA, research assistant, administrative assistant or technical assistants of Nagoya University will be issued at the time of employment	<p>【General・Independent Livelihood Student】 Q- 10</p> <p>【Privately-Financed International Student】 Q- 18</p>	Employer
18.	Document showing the hourly wages, working hours per year, and employment period (copy)	Tutor at Nagoya University or part-time lecturer at other universities	<p>【General・Independent Livelihood Student】 Q- 10</p> <p>【Privately-Financed International Student】 Q- 18</p>	Employer
19.	Health Insurance Card (copy) or Document showing the health insurance information	<ul style="list-style-type: none"> • Within the expiration date • The applicant's (and spouse's) • If you use an Individual Number Card as your health insurance card → You can print this information out from the "MynaPortal". 	<p>【General・Independent Livelihood Student】 Q- 3</p>	
20.	Lease Agreement (copy) (Excluding residents of the International Ohmeikan and University's dormitory)	<ul style="list-style-type: none"> • Documents showing the contractor's name, address, rent, and contract period. • If you are sharing the residence with other people, the names of the people you are living with required. • For Independent Livelihood students, the contractor is the applicant (or spouse) 	<p>【General・Independent Livelihood Student】 Q- 4, 26</p> <p>【Privately-Financed International Student】 Required for all, regardless of answers to the applicability questions</p>	
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 this as proof that you are not receiving their support.	<p>【General・Independent Livelihood Student】 Q- 3</p>	

22.	Death Certificate(copy)		【General · Independent Livelihood Student】 Q- 20, 27	Hospital
23.	Certified copy of Family Register (Extract of Family Register)		【General · Independent Livelihood Student】 Q- 20, 27	Municipality
24.	<ul style="list-style-type: none"> • Physical Disability Certificate (copy) • Intellectual Disability Certificate (ryo-iku tetyou) (copy) • Mental Health and Welfare Certificate(copy) • Atomic Bomb Survivor Certificate (copy) • Pollution Medical Certificate (copy) 	Must have the person's name, the name of the disability, grade, the notebook number, etc., and within its expiration date	【General · Independent Livelihood Student】 Q- 22 【Privately-Financed International Student】 Q- 12	Municipality
25.	Documents showing the amount of survivors' pension (survivors' pension transfer notice, etc.) (copy)	Most recent at the time of application	【General · Independent Livelihood Student】 Q- 17, 20 【Privately-Financed International Student】 Q- 8, 10	Japan Pension Service
26.	Document that shows you have received a child-rearing allowance (copy)	Most recent at the time of application	【General · Independent Livelihood Student】 Q- 20 【Privately-Financed International Student】 Q- 10	Municipality
27.	<ul style="list-style-type: none"> • Certificate of public assistance recipient • Notification of public assistance Money and Goods Payment (copy) 	Most recent at the time of application	【General · Independent Livelihood Student】 Q- 28	Municipality
28.	Damage (Victim) certificate (copy)		【General · Independent Livelihood Student】 Q- 21 【Privately-Financed International Student】 Q- 11	Municipality
29.	Documents showing the amount of damage (copy)	Quotation or receipt, etc.	【General · Independent Livelihood Student】 Q- 21 【Privately-Financed International Student】	Repair Company, etc.

III. LIST OF REQUIRED DOCUMENTS
 2. LIST OF REQUIRED DOCUMENTS

			Q- 11	
30.	Document showing the payment (compensation) of Non-Life Insurance money, etc. (copy)		【General · Independent Livelihood Student】 Q- 21 【Privately-Financed International Student】 Q- 11	Insurance Company

IV. CONTACT INFORMATION AND WHERE TO SUBMIT

1. STUDENT SUPPORT DIVISION

The address for documents submission and inquiries for both undergraduate and graduate students has been changed to the Student Support Division since FY2023. Please make sure that the contact information you are using is correct.

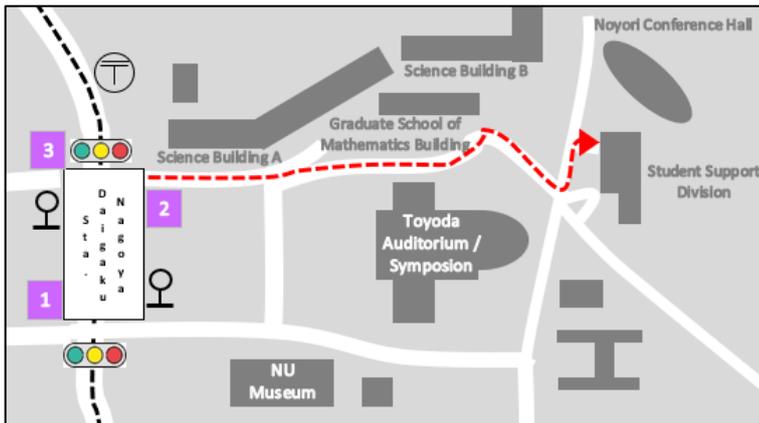
(1) ACCESS (SUBMIT THE DOCUMENTS AT THE COUNTER)

Tuition Fee Exemption Counter, Student Support Bldg. 1st floor (Campusmap : D3⑥)

Furo-cho, Chikusa-ku, Nagoya,464-8601,

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

※Submission at the Student Support Division counter is not available when a submission site is available.



(2) POSTAL MAIL ADDRESS / MAIL ADDRESS

【Submit the documents by Postal Mail】

Tuition Fee Exemption Team, Scholarship Support Section, Student Support Division, Educational and International Affairs, Nagoya University

Furo-cho, Chikusa-ku, Nagoya,464-8601,

***Write in red on the envelope "Tuition Fee Exemption Documentation Enclosed".**

*Because application documents contain personal information, please be sure to send them by acceptance recorded mail or simplified registration etc., which will keep a record.

*Inquiries regarding the arrival of documents will not be answered.

【Inquire by e-mail】

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

Mail Address: shien-menjo (at) t.mail.nagoya-u.ac.jp ※Replace (at) with @.

- Applicant Information (All must be listed.)
 - Undergraduate or graduate school you belong to (As of October 1st, 2025):
 - 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 to higher education.)
- Details of Inquiry