

# Admission Fee Exemption / Deferred Payment and Tuition Fee Exemption Application Guidelines Nagoya University FY2026

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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 supported by "New Higher Education Study Support System".

### THE FOLLOWING STUDENTS ARE ELIGIBLE FOR THE ABOVE SYSTEMS

- ① Graduate students
- ② Privately-Financed International Students
- ③ 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.5-8)

\* Japanese undergraduate students admitted after 2020, excluding those listed in No.③ 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) 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 paying 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.

※Japanese students who entered Nagoya University in 2019 or earlier and wish to apply to this system, please contact the Student Support Division.

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# I. OVERVIEW

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## 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, their situation in Japan is applicable to their eligibility, not the situation in their 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 death 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 <sup>st</sup> , 2026 (or October 1 <sup>st</sup> , 2026), those who have <b>two or more</b> 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 illness or accident. ② The household supporter is a physically disabled person ③ The household supporter became involuntary 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.

## 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 who are moreover recognized as excellent academic achievers.
2.	Students who face extreme difficulty in paying their Admission Fee because of the death of their household supporter (i.e. father or mother) or the damage of a natural disaster, such as a storm or flood, which occurred within one year before enrolling in Nagoya University (April 2025 - March 2026).
3.	Those whose 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, their situation in Japan is applicable to their eligibility, not the situation in their 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 death of their household supporter, or the damage of a natural disaster such as a storm or flood during the time periods below. For "Both Spring and Fall Semester Application" : April 2025 - March 2026 For "Spring Semester-Only Application" : April 2025 - March 2026 For "Fall Semester-Only Application" : October 2025 - September 2026
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 death 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 2025 - March 2026 For new students admitted in October: October 2025 – September 2026
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 (only Privately-Financed International Students) 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 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 death of their household supporter (i.e. father or mother), or the damage of a natural disaster, such as a storm or flood, during the time periods below. For "Both Spring and Fall Semester Application" : October 2025 - March 2026 For "Spring semester-only Application" : October 2025 - March 2026 For "Fall semester-only Application" : April 2026 - September 2026
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.	Cases that are equivalent to the above and recognized as appropriate by the University president.

#### 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) Those who are repeaters or those who have 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 a 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 if you advance a year, those who have no or very few credits will not be eligible for exemption.

● Japanese students who entered Nagoya University in 2019 or earlier and wish to apply to this system, please contact the Student Support Division.

● For Privately-Financed International Students, their situation in Japan is applicable to their eligibility, not the situation in their 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 will only apply for the Tuition Fee Exemption, please start from No. 02 below.)

< Students admitted in April 2026 >

- 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 > Admissions > Financial Information Admission and tuition fee exemptions

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

< Students admitted in October 2025 >

- (For G30 Program undergraduate students)

When you attend the pre-admission guidance, please follow the International Admissions section's instructions.

- (Excluding G30 Program undergraduate students)

At the time of the admission procedures, 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 > Admissions > Financial Information Admission and tuition fee exemptions

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

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

Those who apply for Exemption and Deferred Payment of the Admission Fee must also apply for 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 "not approved".

## 【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 April :**  
**Monday, April 13<sup>th</sup> 2026 – Wednesday, April 22<sup>nd</sup> 2026 noon (JST) [STRICT DEADLINE]**
- Students admitted in October :  
To be determined (scheduled to be posted on the Nagoya University website in early September.)
- Enter your application information by referring to this procedure (p.23) below.
- Students admitted in April (new course) should apply with their **new student number from April onward**. If the application is submitted with the student number of the previous course, it will be invalid.

#### 02.-1. Enter Basic Information.

- After receiving the Basic Information Input Completion e-mail (p.39), proceed to "02.-2. Enter Detailed Information".

#### 02.-2. Enter Detailed Information.

After entering all your information, the documents that you are required to submit will be displayed (p.66). After registration, you will receive a Detailed Information Completion" e-mail (p.67).

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

- Print out "Sheet 1-①" ~ "Sheet 3" (whichever you require) from the Exemption System.
- If there is any incomplete information, please revise it.  
(You can only revise entries in the system during the system application period. After this period, please revise your printed documents by hand.)

#### 02.-4. Print out the required documents displayed from the SharePoint page and fill them out.

- Print out the documents you require from among Forms 1~6 from the SharePoint page and fill them out.
- Forms 1~6 can be downloaded below:  
Nagoya University website, Home > Admissions > Financial Information Admission and tuition fee exemptions > Admission Fee and Tuition Fee Exemption System SharePoint Page

#### 02.-5. Prepare other required documents.

- Prepare other documents yourself. Since it may take one to two weeks to issue some certificates, 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, such as their latest Income Tax Certificate and their Certification of Income from the previous year, etc.**

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

<Documents which are obtained by household supporters>

- The household supporters' (i.e. father and mother) latest Resident Record  
(must be issued within 3 months and for all members of the household (世帯全員))
- The household supporters' (i.e. father and mother) latest Income Tax Certificate (required even if unemployed)
- The household supporters' (i.e. father and mother) latest Withholding Certificate (for all workplaces)

02.-6. (For submission at the Submission Site)

Make a reservation for document submission date and time.

- Please make a reservation for a submission date and time by clicking “Appointment for Document Submission” in the Exemption System.

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

Please submit the application documents at the Submission Site, at the Student Support Division counter, or via postal mail by the deadline.

The Submission Site will be located on the Higashiyama campus only. Please note that documents cannot be submitted at Tsurumai and Daiko campuses. So please reserve a submission date and time through the Exemption System (p.75) before coming to the site because submission at the Submission Site is reservation only.

(No reservation is required to submit at the Student Support Division counter or by postal mail.)

**※Submission at the counter is not available when the Submission Site is available.**

< Students Admitted in April 2026 >

Date and Time (Reservation required)	Submission site
Monday, April 20 <sup>th</sup> – Wednesday, April 22 <sup>nd</sup> All days from 9:30a.m. to 4:00 p.m.	Toyoda Auditorium / Symposium (Campus MAP: D3⑤)

< Students admitted in October 2026 >

There will not be a submission site for Fall semester application. Documents can be submitted at the Student Support Division counter or via postal mail.

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

- **【Submitting directly at 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】**

【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 etc., which will keep a record.

\*Notification of postal receiving will not be made.

【Deadline】 **Thursday, April 23<sup>rd</sup> 2026 [MUST ARRIVE BY THIS DATE]**

Law School Students (法科大学院生) only: Monday, April 20<sup>th</sup>, 2026 (JST) [Postmarked by this date]

■ <Regarding documents 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 RESULTS OF THE ADMISSION FEE EXEMPTION (DEFERRED PAYMENT) (If you only apply for the Tuition Fee Exemption, this notice will not be sent.)

■ **Results Notification 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 Nagoya University website, Home> Admissions> Financial Information Admission and tuition fee exemptions > Admission Fee and Tuition Fee Exemption System SharePoint Page, so please check it yourself.

■ Results Notification Date

- Students admitted in April 2026 : Middle of July
- Students admitted in October 2026 : Early December

■ Admission Fee Payment Deadline

< Students admitted in April 2026 >

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, including the notification date.)

< Students admitted in October 2026 (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, including the notification date.)

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

If your application for Admission Fee Exemption is approved, the Student Support Division will inform you about the Admission Fee refund procedure along with the results notification.

## 05. THE RESULTS NOTIFICATION OF TUITION FEE EXEMPTION APPLICATION

- Results 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 Nagoya University website, Home > Admissions > Financial Information Admission and tuition fee exemptions > Admission Fee and Tuition Fee Exemption System SharePoint Page, so please check it on your own.  
\* Notification will not be made by mail or in person.
- Result Notification Date
  - Spring Semester Application : Early August
  - 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 your registered tuition transfer account 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.
  - Spring Semester Application : Late August
  - Fall Semester Application : Late December

### (イ) JAPANESE UNDERGRADUATE STUDENTS

Regardless of whether you are eligible for the JASSO grant-type scholarship (New Higher Education Study Support Program), if you are eligible to apply for the Nagoya University Independent Program for Admission and Tuition Fee Exemption (p. 5-7), you can apply. .

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

- If you select the Admission Fee Exemption, the amount of premium payment will be displayed.  
Please pay only the insurance premium at the time of the admission procedure.  
\*Note that paid admission fees will not be refunded, regardless of whether or not you are eligible to apply.

(Excluding the admission fee for New Higher Education Study Support Program eligible students and G30 program students)

## 02. SUBMIT THE DOCUMENTS FOR ADMISSION FEE EXEMPTION/DEFERRED PAYMENT

- 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 > Admissions > Financial Information Admission and tuition fee exemptions

【Mailing Address】

Tuition Fee Exemption, Scholarship Support Section, Team Student Support Division

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

\* **Please write the "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】 Thursday, March 19<sup>th</sup> 2026 [MUST ARRIVE BY THIS DATE]**

## 03. SUBMIT THE REQUIRED DOCUMENTS AS NOTIFIED BY THE STUDENT SUPPORT DIVISION

- Based on the Nagoya University Admission Fee Exemption and Deferred Payment of Admission Fee Application Form submitted in the procedure of Section 02., the Student Support Division will determine the required documents for each applicant. The Student Support Division will notify applicants of their required documents via the applicant's THERS e-mail address (i.e. ~@s.mail.nagoya-u.ac.jp), so please submit them by the deadline.
- Please check your e-mail for details on how and where to submit your documents, and the deadline. If you have any documents that will not be ready by the deadline, please inform us when you submit your other documents.

## 04. CHECK THE NOTIFICATION OF THE ADMISSION FEE EXEMPTION APPLICATION RESULT

- Results notification 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 Nagoya University website, Home > Admissions > Financial Information Admission and tuition fee exemptions > Admission Fee and Tuition Fee Exemption System SharePoint Page, so please check it on your own.
- Results Notification Date
  - Spring Semester Application : Middle of July
  - Fall Semester Application : Early December
- Admission Fee Payment Deadline  
< Students admitted in April 2026 >

For those who are not exempted from the full amount, please transfer the unpaid Admission Fee to the designated bank account by the date to be notified in the results notification. (If deferred payment has not been approved or applied for, the transfer must be made within 20 days, including the notification date.)

< Students admitted in October 2026 >

If your application for Admission Fee Exemption is approved, the Student Support Division will inform you about the Admission Fee refund procedure along with the results notification.

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

- Notification of results 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 Nagoya University website, Home > Admissions > Financial Information Admission and tuition fee exemptions > Admission Fee and Tuition Fee Exemption System SharePoint Page, so please check it yourself.

- Results Notification Date
  - Spring Semester Application : Early August
  - 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 your registered tuition transfer account on the date to be announced in the results notification.

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

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

## (2) 【CURRENT STUDENTS】 THE APPLICATION FLOW OF THE 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
  - <Spring Semester>
    - **Students admitted in 2025 or earlier:**  
**Friday, February 6<sup>th</sup> 2026 - Friday, March 6<sup>th</sup> 2026 17:00 (JST) [STRICT DEADLINE]**
    - **Students admitted in April 2026:**  
**Monday, April 13<sup>th</sup> 2026 - Wednesday, April 22<sup>nd</sup> 2026 noon (JST) [STRICT DEADLINE]**
  - < Fall Semester >
    - To be determined (scheduled to be posted on the Nagoya University website in early September.)
- Enter the application information by referring to the procedures (p.23) in these guidelines.

#### 01.-1. Enter Basic Information.

- After receiving the Basic Information Input Completion e-mail (p.38), proceed to "01.-2. Enter Detailed Information".

#### 01.-2. Enter Detailed Information.

- After entering all your information, the documents you are required to submit will be displayed (p.67). After registration, you will receive a Detailed Information Completion e-mail (p. 68)

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

- Print out the documents you require 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 in the system during the system application period. After this period, please revise your printed documents by hand.)

#### 01.-4. Print out the required documents displayed from the SharePoint page and fill them out.

- Print out the required documents from among Forms 1 ~ 6 from the SharePoint page and fill them out.
- Forms 1 ~ 6 can be downloaded below  
Nagoya University website, Home> Admissions > Financial Information Admission and tuition fee exemptions > Admission Fee and Tuition Fee Exemption System SharePoint Page

#### 01.-5. Prepare other required documents.

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

#### 01.-6. (If you will submit your documents at the Submission Site)

Make a reservation for document submission date and time.

- Please make a reservation for the submission date and time by clicking “Appointment for Document Submission” in the Exemption System.

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

Please submit the required application documents at the Submission Site, the Student Support Division counter, or by postal mail by the deadline.

The Submission Site will be located on the Higashiyama campus only. Please note that documents cannot be submitted at Tsurumai and Daiko campuses. So please reserve a submission date and time through the Exemption System (p.75) before coming to the site because submission at the submission site is reservation only.

(No reservation is required for submitting at the Student Support Division counter or by postal mail.)

**※Submission at the Student Support Division counter is not available when the Submission Site is available.**

### < Spring Semester Application >

Date and Time (Reservation required)	Submission Site
Monday, March 16 <sup>th</sup> – Thursday, March 19 <sup>th</sup> All days from 9:30a.m. to 4:00 p.m.	Toyoda Auditorium / Symposium (Campus Map D3 ⑤) (Campus MAP: E3①)

### < Fall Semester Application >

There will not be a Submission Site in Fall Semester. Documents can be submitted at the Student Support Division counter or by postal mail. (Scheduled to be posted on the Nagoya University website in early September.)

- **【Submit directly to 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】**

**【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 etc., which will keep a record.

\*Notification of postal receiving will not be made.

**【Deadline】 Monday, March 23<sup>rd</sup> 2025 [MUST ARRIVE BY THIS DATE]**

Law School Students (法科大学院生) only: Monday, March 9<sup>th</sup>, 2026 (JST) [Postmarked by this date]

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

Please submit the documents you have ready first by the deadline, even if some documents will not 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.

### 03. CHECK THE NOTIFICATION OF TUITION FEE EXEMPTION APPLICATION RESULT

- Notification of results 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 Nagoya University website > Admissions > Financial Information Admission and tuition fee exemptions > Admission Fee and Tuition Fee Exemption System SharePoint Page, so please check it on your own.
- Result Notification Date
  - Spring Semester Application : Early August
  - 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 your registered tuition transfer account on the date to be announced in the results notification.

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

  - Spring Semester Application : Late August
  - 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 criteria, and academic performance criteria, and applicants will be sent the results.

Admission Fee Exemption and Deferred Payment may be applied for together. If you apply for both, even if the result of the Admission Fee Exemption is a half approval or not approved, the payment of the admission fee will be deferred until the end of September (the end of February for enrollment in October) if deferred payment is approved. Students who do not complete the Tuition Fee Exemption application process will not be approved for neither Admission Fee Exemption/Deferred Payment nor Tuition Fee Exemption.

### ★ TUITION FEE EXEMPTION

Selection for Tuition Fee Exemption will be made based on your application, financial criteria, 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 must select the "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 with 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 with a "Both Spring and Fall Semester Application" and any changes regarding the information on the application (family status, educational, financial, and other situations) occur between the time of Spring semester (April 1<sup>st</sup>) and Fall semester (October 1<sup>st</sup>) applications, you must apply as a "Fall Semester Change Application" during the Fall semester application period. (If no changes occur, you do not need to submit anything in Fall)

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 with a "Both Spring and Fall Semester Application" and then withdraw only the Spring semester application, you must apply again with a "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 must withdraw your application and pay the Tuition Fee.

#### ★ NOTES AFTER APPLICATION

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Even after the application deadline, we will contact the applicant's THERS address if the 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 the results are notified. If there are any corrections, you may make corrections and resubmit a copy.

In addition, details of the Admission Fee and Tuition Fee Exemption evaluation and selection will not be made public.

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 Fees for New Higher Education Study Support Program eligible students and G30 program students.) So please be careful not to pay Admission and Tuition Fee before the application results are announced.

## 4. RESULTS NOTIFICATION

### ★ RESULTS NOTIFICATION

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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

Nagoya University website, Home > Admissions > Financial Information Admission and tuition fee exemptions > Admission Fee and Tuition Fee Exemption System SharePoint Page, 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 April : Middle of July

Students admitted in October : Early 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 did not apply) : within 20 days, including the day of announcement.
- If approved for Deferred Payment : by the end of September for enrollment in April  
by the end of February for enrollment in October

## **(2) RESULTS OF TUITION FEE EXEMPTION APPLICATION**

### ★ TIME

Spring Semester Application : Early August

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.

Spring Semester Application : Late August

Fall Semester Application : Late December

※Details of the exemption results announcement will not be made public, regardless of the reason.

## **5. HANDLING OF PERSONAL INFORMATION**

Personal information acquired at the time of application will be used for selection and related operations. 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

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

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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 the 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.

You can only revise entries in the system during the system application period.

After this period, you need to revise your printed documents by hand. So, if you need to do so, 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.

東海国立大学機構  
あなたがアクセスしようとしているサービス:  
tuitionexemptionapplicationsystem.adm.nagoya-u.ac.jp

サービスに送信される情報	
職位	student
プライマリのユーザコード	
プライマリのユーザコード(表示用)	

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。
- 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" explanation 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

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Select the language to display on your system.

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



A dark blue rectangular button with white text. On the left, the word "LANGUAGE" is written in all caps. To its right are two radio button options: "Japanese" with an unselected radio button, and "English" with a selected radio button.

**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.28).

General / Independent livelihood students ⇒ Japanese only

Privately-Financed International Students ⇒ Japanese and English

## 2. TOP MENU

This is the top menu screen.

Select the function you will use.

### 【Top menu for 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

●書類提出日時予約について/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

●書類提出日時予約について/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 LIST

 Primary Exemption Application Register

Select at the beginning of the exemption application procedure.

There are two steps to enter Basic and Detailed Information. Please enter all.

 Primary Exemption Application Fix

Select to revise the exemption application.

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

If university staff requests some revision in the sheet after the application period, please print out the relevant sheet from the "Exemption Application Print" and revise the necessary parts by hand

 Primary Exemption Application Delete

Select 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 cancellation varies.

Please follow the table below.


Term	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. (shien-menjo@t.mail.nagoya-u.ac.jp)
After application period	⇒ ⇒ ⇒ ⇒ ⇒ ⇒ ⇒	

 Exemption Application Print


Select to print out the application documents.

You can print them out even after the application period has ended, until the day before the results notification.

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

 Appointment for document submission

Select to reserve a submission date and time.

If you would like to confirm the date and time of your reservation, the  is displayed on the slot you reserved.

You can access this site to confirm your reserved date and time. (p.75-76)

### 3. ENTER BASIC INFORMATION

#### (1) AGREEMENT

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

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

The screenshot shows a web interface titled "Agreement". On the left, a sidebar contains a box that says "This is Exemption application consent confirmation screen." The main content area has a header "Read me" and a section titled "同意文書/Consent document". Below this, there is a large block of text providing detailed instructions and terms for the exemption application. At the bottom of the page, there are two buttons: "▶ Agreement" and "▶ NotAgreement".

#### (2) APPLICATION PATTERN SELECTION SCREEN

This is the application pattern (status) selection screen.

Select the item that corresponds to you and click “Next”.

The screenshot shows a web interface titled "Select Application Pattern". On the left, a sidebar contains a box that says "This is Exemption application pattern screen." The main content area has a header "申請身分の選択/Selection of application pattern" with a red "Required" label. Below this, there is a block of text explaining the requirements for each application type. There are two radio button options: "○General(Include Independent livelihood)" and "○International student". At the bottom right, there are two buttons: "Return" and "Next".

#### NOTE

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

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

At the time of application, if your status of residence is something other than "Study Abroad" but you plan on changing it to "Study Abroad" at a later date, please select "Privately-Financed International Student" and inform the Student Support Division when you submit the documents.

However, if you do not submit the documents certifying your status of residence of "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 selection screen of application type.

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

Application type	Details
Both Spring and Fall Semester Application (Selectable only for Spring Semester)	<u>Apply for Both Spring and Fall semesters.</u> Those who will be enrolled in the school for one year can select this type. Those whose minimal period of study is until the end of September and who plan on continuing to enroll in the same course (repeated semesters/years, etc.) in Fall semester cannot select this application.
Spring Semester-Only Application (Selectable only for Spring Semester)	<u>Apply only for Spring semester</u> Those who apply only for Spring semester can select this type. e.g.) Those who are scheduled to graduate (complete) at the end of September of the same year, or who will not be enrolled due to a leave of absence in Fall Semester, etc., can select this application.
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 application. Those who applied for "Both Spring and Fall Semester Application" in Spring semester will not have this option displayed.
Fall Semester Change Application (Selectable only for Fall Semester)	<u>Apply for Fall semester (change)</u> After "Both Spring and Fall Semester Application", those whose household situation, etc. has changed at the time of the Fall semester application (October 1 <sup>st</sup> ) can select this application.

## NOTE

If you also apply as having the same livelihood as someone who attends the university, please make sure that there are no differences between your application and that person's application before submitting.

In particular, please note that if one is applying with a "Both Spring and Fall Semester Application" and the other is applying with a "Fall Semester-Only Application" or "Fall Semester Change Application", differences are likely to occur.

(e.g.)

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

Their spouse did not apply in the Spring semester due to a leave of absence.

Their spouse should apply when returning to school in the Fall semester.

## (4) APPLICATION DETAILS INPUT SCREEN

This is the screen for entering Basic Information.

Select Application Pattern

Select application type

This is Exemption application input screen.

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町1-1-1

address2 不老マンション

address3 101

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

TEL **Required** 01111111111

### ★ ENTER NOTIFICATION

After reading the "Input notification" carefully, please enter the following items.

## II. TUITION FEE EXEMPTION STUDENT APPLICATION SYSTEM

### 3. ENTER BASIC INFORMATION

#### 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 YOUR PERSONAL INFORMATION

Check the personal information that is automatically displayed, and enter your information into the blanks.

Select Application Pattern

Select application type

This is Exemption application input screen.

### 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千種区不審町1-1-1

address2 不審マンション

address3 101

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

TEL **Required** 0527892172  
If you do not have a phone number other than your mobile phone number, please enter your mobile number.

TEL (Cell phone) **Required** 0527892172

E-mail **Required** 例) XXXXXXXXX@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) **Required** 例) XXXXXXXXX@xx.xx.xx

## NOTE

Some of the personal information initially displayed will be information registered in 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.

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 look up 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 <sup>st</sup> . Which address should I enter in the form, the apartment or dormitory?	Please enter the dormitory address, where you plan to live on April 1 <sup>st</sup> (or October 1 <sup>st</sup> , for Fall semester). After moving into the dormitory, please issue and submit a Resident Record with the dormitory address.
4.	Can I use any e-mail address?	Please use your "THERS e-mail address". Communication regarding the application will be sent to your THERS e-mail address.
5.	At the time of application in March (or September), I am still in my 1 <sup>st</sup> year, but on April 1 <sup>st</sup> (or October 1 <sup>st</sup> ), I will advance to my 2 <sup>nd</sup> year. Which year should I enter?	Please enter the year you will be as of April 1 <sup>st</sup> (or October 1 <sup>st</sup> ).
6.	I am a student admitted in April. At the time of application (March), I am in the second year of the master's program, but I will be enrolled in the same course (master's program) after 1 <sup>st</sup> April. Is it okay to enter that it is my "3 <sup>rd</sup> year"?	The master's program is only up to the 2 <sup>nd</sup> year. In that case, you will have to repeat the 2 <sup>nd</sup> year, so please enter "2 <sup>nd</sup> year".
7.	I am a student admitted in October. At the time of application (March), it is my first year, and after April 1 <sup>st</sup> , it will still be my 1 <sup>st</sup> year. Is it okay to enter "1 <sup>st</sup> year" as my year?	Enter your year of enrollment after April 1 <sup>st</sup> , so it will be "1 <sup>st</sup> 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.

<b>admissionTypeId</b> <small>Required</small>	<input type="text" value="Entered"/>	▼
<b>admissionDate</b> <small>Required</small>	<input type="text" value="2024/4"/>	<input type="button" value="📅"/>

**NOTE**

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

★ ENTER INFORMATION ABOUT LEAVE OF ABSENCE / STUDY ABROAD, ETC.

(ONLY IF APPLICABLE)

---

Enter information about any leave of absence or time studying abroad you have had. Also, enter the period, or select it from the calendar on the right.

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

☆ ENTER HOUSEHOLD SUPPORTER INFORMATION

Enter the addresses of your household supporters.

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

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

General . . . Father and mother, or a person who supports 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 of Japan, please enter them as your 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. If the address you entered is different from the address on his Resident Record, please explain that in the "Reason for Application" column, 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 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 their spouse, but if the parents live in Japan, the parents will be regarded as the household supporters.
7.	My father has passed away. My mother is currently being treated for an illness and is unemployed. I live off 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 a 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 their own situation, or the situation of their household supporter or household.

(e.g.)

My father's workplace went bankrupt, and in September 2025, he became unemployed. My mother is unemployed because she is busy caring for her mother. Now we manage to live with my father's unemployment insurance benefits and the help of my grandfather. We cannot afford to pay my tuition fee. Therefore, I have come to apply for the Tuition Fee Exemption.

**NOTE**

If the household supporter is unemployed, please describe in detail the date they became unemployed, the reason they haven't found new employment, and the source of the current living expenses.

★ ENTER ANY DAMAGE CAUSED BY CATASTROPHIC DISASTERS

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

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

Extreme Eevere  
Disaster Required

No ▼

The applicable catastrophic disaster:


[Noto Peninsula Earthquake in 2024](#)

**NOTE**

If the applicant's household is damaged by fire, storm, flood, theft, etc. within 6 months (within 1 year for new students) other than the above catastrophic disaster, select "Yes" in the "Selecting Application Applicability".

★ CLICK “REGISTER”

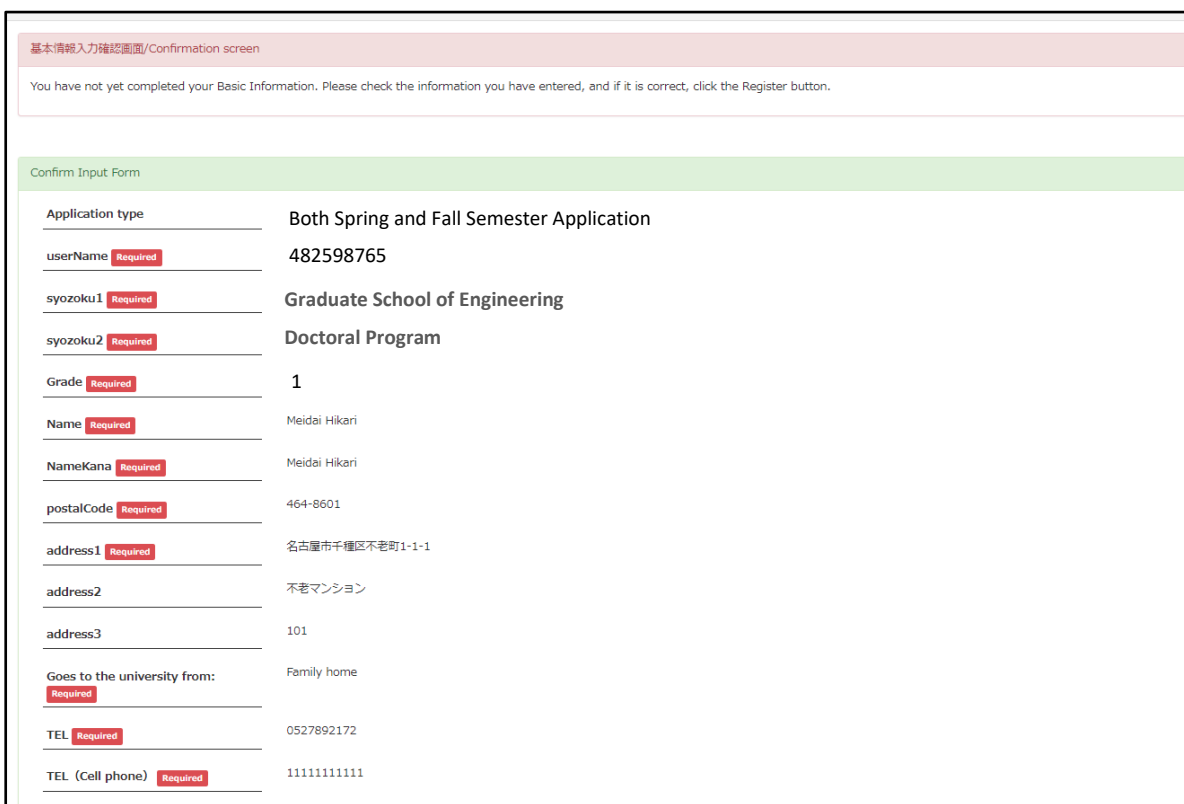
Click “Register” at the bottom right of the screen after completion of entering Basic Information.



The screenshot shows a form with a field labeled 'Disaster' with a red 'Required' tag. At the bottom right, there are two buttons: a red 'Return' button with a left-pointing arrow and a blue 'Register' button with an up-pointing arrow.

(5) APPLICATION CONFIRMATION SCREEN

This is the application confirmation screen.



The screenshot shows the 'Confirmation screen' with the following text: '基本情報入力確認画面/Confirmation screen' and 'You have not yet completed your Basic Information. Please check the information you have entered, and if it is correct, click the Register button.' Below this is a 'Confirm Input Form' section with the following details:

Application type	Both Spring and Fall Semester Application
userName <b>Required</b>	482598765
syozoku1 <b>Required</b>	Graduate School of Engineering
syozoku2 <b>Required</b>	Doctoral Program
Grade <b>Required</b>	1
Name <b>Required</b>	Meidai Hikari
NameKana <b>Required</b>	Meidai Hikari
postalCode <b>Required</b>	464-8601
address1 <b>Required</b>	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: <b>Required</b>	Family home
TEL <b>Required</b>	0527892172
TEL (Cell phone) <b>Required</b>	1111111111

Check for input omissions.

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

The Online Registration Completed e-mail will be sent to e-mail address your entered, so please be particularly careful not to enter an incorrect e-mail address.

★ CLICK “REGISTER”

If there aren't any problems with all the application details, click “Register” at the bottom right of the screen. To correct the information you input, click “Return”.

After registration, an e-mail 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.

✖ ReturnRegister

## ★ ONLINE REGISTRATION COMPLETED E-MAIL

---

Check if you received the following e-mail to your registered e-mail address.

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

shien-menjosystem@t.mail.nagoya-u.ac.jp  
宛先Registered e-mail address

返信全員に返信転送📧...

2024/01/12 (金) 13:17

Dear Meidai Hikari

You have completed your tuition fee exemption basic information online registration.  
You will also receive this email if you make any changes to your information.  
Please continue on to Select Application Eligibility and Enter Detailed Information.

■ATTENTION■

This is an automated message sent by the system. Please do not reply to this email. Please direct inquiries to the Student Support Division ([shien-menjo@t.mail.nagoya-u.ac.jp](mailto:shien-menjo@t.mail.nagoya-u.ac.jp)).

### NOTE

This e-mail will be sent each time you make corrections to your application.

## (6) COMPLETION SCREEN

This is the completion screen.

Basic information input complete screen

基本情報入力完了画面/Completion screen

You have completed your Basic Information. Please now select your application eligibility and enter your Detailed Information.

Basic information input complete screen

Application type	Both Spring and Fall Semester Application
userName	482598765
syozoku1	Graduate School of Engineering
syozoku2	Doctoral Program
Grade	1
Name	Meidai Hikari
NameKana	Meidai Hikari
postalCode	464-8601
address1	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:	Family home
TEL	0527892172
TEL (Cell phone)	1111111111
E-mail	gaku-sien3@adm.nagoya-u.ac.jp

確認

- Updated successfully.

OK

### ★ CLICK “COMPLETE”

After registration, click “OK” in the displayed dialog box, and then click “Complete” at the bottom right of the screen.

Proceed to the Detailed Information input screen.

If you need to send the e-mail again, click “Send Mail”.

Basic information input complete screen

基本情報入力完了画面/Completion screen

You have completed your Basic Information. Please now select your application eligibility and enter your Detailed Information.

Basic information input complete screen

Application type: Both Spring and Fall Semester Application

userName: 482598765

syozoku1: Graduate School of Engineering

syozoku2: Doctoral Program

Grade: 1

Name: Meidai Hikari

NameKana: Meidai Hikari

postalCode: 464-8601

address1: 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: Family home

TEL: 0527892172

TEL (Cell phone): 1111111111

E-mail: gaku-sien3@adm.nagoya-u.ac.jp

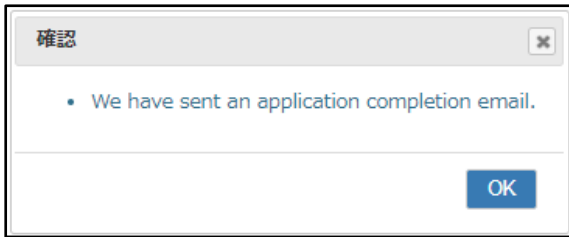
Sent Mail Complete

### ★ SEND MAIL

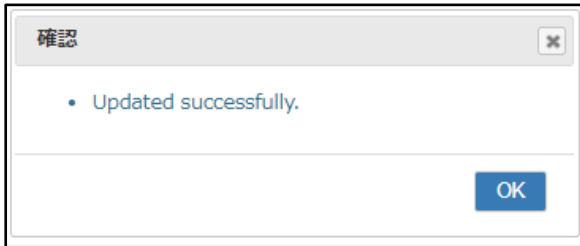
If you click “Send Mail”, the following message will be displayed.

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

© Confirmation dialog box for the first time you apply



© Confirmation dialog box when revising application information



**NOTE**

Only entering Basic Information is not enough to complete application.

Continue to enter Detailed Information 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 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

②Go to the next screen.

#### 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 they apply to you, please check the detailed explanation page.

General • Independent Livelihood Student		
Question	Input items	Pages
Required item	「Home Status」	P. 44
	「Family Students」	P. 50
If you selected "Yes" for Q-1	「Living Expenses」	P. 64
If you selected "Yes" for Q-6	「Status of Part-Time/Regular Job」	P. 54
If you selected "Yes" for Q-7	「Scholarship Receipt」	P. 52
If you selected "Yes" for Q-20	「Single Parent Household」	P. 59
If you selected "Yes" for Q-21	「Disaster」	P. 58
If you selected "Yes" for Q-22	「Disabilities」	P. 62

Privately-Financed International Student		
Question	Input items	Pages
Required item	「Home Status」	P. 44
	「Family Students」	P. 50
If you selected "Yes" for Q-10	「Single Parent Household」	P. 59
If you selected "Yes" for Q-11	「Disaster」	P. 58
If you selected "Yes" for Q-12	「Disabilities」	P. 62
If you selected "Yes" for Q-13	「Living Expenses」	P. 64
	「Status of Part-Time/Regular Job」	P. 54
If you selected "Yes" for Q-15	「Scholarship Receipt」	P. 52

## (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 field.

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.

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

Home Status Family Student

Scholarship Receipt Status of part-time/regular job

Disaster Single Parent

Disabilities Living Expenses

Submit

### ★ SUBMENU LIST

On the Submenu screen, if there is a menu that you would like to enter but is displayed as “Not Applicable”, or if there is a menu that you do not require that is displayed as “Unregistered”, please return to the "APPLICATION APPLICABILITY SELECTION SCREEN" and reselect items.

	Sub menu	Pages
1.	Home Status	P. 44
2.	Family Students	P. 50
3.	Scholarship Receipt	P. 52
4.	Status of Part-Time/Regular Job	P. 54
5.	Disaster	P. 58
6.	Single Parent Household	P. 59
7.	Disabilities	P. 62

## 7. ENTER HOME STATUS

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

### ★ FOR NEW REGISTRATION

The screenshot shows the 'HomeStatus' app interface. At the top, there are navigation buttons: 'Return', 'Temporarily saved', 'Confirm', and 'Next'. Below this is a header '家庭状況入力画面/Home situation input screen' and a block of instructions in English. A callout box points to this area, stating 'Displays the area for entering detailed information.'

Below the instructions is a table with columns: 'Relationship', 'Name', 'Age', 'Office name', and 'Working from (month/year)'. A '+AddNew' button is located to the right of the table.

The 'Enter Information' section contains several form fields:
 

- Relationship** (Required): A dropdown menu with 'Applicant' selected.
- Name** (Required): A text input field containing 'Meidai Hikari'. A callout box points to this field, stating 'Enter each item.'
- Age** (Required): A text input field containing '20'.
- Office name** (Required): A text input field containing 'NagoyaUniversity'. Below this field is a note: 'Applicants must be blank. If you are self-employed, please write "self-employment", otherwise "unemployed".'
- Working from (month/year)**: A date picker field.
- Primary Financial Provider**: A checkbox labeled 'Yes'.

 A callout box points to the 'Register' button at the bottom right, stating 'Register the information you have entered.' Another callout box points to the 'Cancel' button, stating 'Cancel entry.'

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 offices.	Enter for each workplace. (e.g.) Father, MEIDAI Sou, 53 years old, Shirataka Electrician Co., Ltd., April 1992

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

		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 office name.	Enter the work name 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 name because she does not have a job.	Enter the office name 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 the office name.	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 office name 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 choice such as "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 <b>【Form 3】 STATEMENT.</b>
※	If you would like to enter details, please enter them in parentheses in the name or office 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)

	<p>Sister, MEIDAI Mizuho, 18 years old, Unemployed (preparatory school student)</p> <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 FY2025(Reiwa 7<sup>th</sup> Year)

令和7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 輝
種別	給与・賞与	6,800,000	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(配偶者を除く)	特定	1	1
	本人	1	1
	その他	2	1
	特別	1	1
	その他		

氏名	名大のぞみ	区分	0
氏名	名大ひかり	区分	1
氏名	名大つばめ	区分	1
氏名	名大瑞穂	区分	1
氏名	名大とき	区分	1
氏名	名大輝	区分	0

「Deductible dependent relatives」

Tax Return Table 2 FY2025(Reiwa 7<sup>th</sup> Year)

令和 07 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	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	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	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	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	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	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
氏名	名大ひかり	生年月日	10. 10. 1	続柄	子
氏名	名大つばめ	生年月日	14. 3. 12	続柄	子
氏名	名大瑞穂	生年月日	15. 12. 3	続柄	子
氏名	名大とき	生年月日	18. 11. 15	続柄	母
氏名	名大輝	生年月日	18. 3. 13	続柄	子

「Deductible dependent relatives」

NOTE

Although not listed here, those who are dependents of household supporters at the time of application (April 1<sup>st</sup> or October 1<sup>st</sup>), or those who are listed here, but who are not a dependent of a household supporter at the time of application (April 1<sup>st</sup> or October 1<sup>st</sup>), explain that in 【Form3】 STATEMENT.

★ DELETE OR EDIT

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

The screenshot shows a mobile application interface for household registration. At the top, there are navigation options: a red 'Return' button, a status indicator 'Temporarily saved', a confirmation status '@Confirm', and a blue 'Next' button. The main heading is '家庭状況入力画面/Home situation input screen'. Below this is a detailed instruction block in Japanese and English, explaining that users should register household members and providing specific rules for different categories like 'Applicant', 'Father and/or mother', and 'Persons considered dependents'. A table below the instructions lists registered household members with columns for Relationship, Name, Age, Office name, and Working from (month/year). 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 (date), and Primary Financial Provider (checkbox). At the bottom right, there are 'Cancel' and 'Register' buttons. Several callout boxes with green borders provide instructions: '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	NagoyaUniversit		Delete Edit
Father	Meidai Ken	57	Nagoya CityHall	1987/04	Delete Edit
Mother	Meidai Nozomi	51	○○ Drug	2021/10	Delete Edit

☆ CONFIRM REGISTRATION

From this time forward, please delete and edit the submenu screen as shown below.

The screenshot shows the 'HomeStatus' application form. At the top, there are four buttons: 'Return' (red), 'Temporarily saved' (orange), 'Confirm' (green), and 'Next' (blue). Callouts provide instructions for each: 'Return to the previous screen.' points to the 'Return' button; 'After completing the form, select "Confirm".' points to the 'Confirm' button; 'Proceed to the next screen.' points to the 'Next' button. The form contains a table with family members' information and an 'AddNew' button at the bottom right.

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

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

Confirm : Select "Confirm", if you would like to confirm entered contents. (The submenu turns green)

**NOTE**

You can still revise your information after confirmation, so please revise your information if there are any changes.

However, please contact the Student Support Division for revisions after submitting the documents.

## 1. ENTER FAMILY STUDENT STATUS

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

### ★ FOR NEW REGISTRATION

The screenshot shows the 'Family Student' input screen. At the top, there are navigation buttons: 'Return', 'Temporarily saved', '@Confirm', and 'Next'. Below the navigation is a header '就学者入力画面/Student input screen' and a paragraph of 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."'. This is followed by two numbered conditions for enrollment: 1) Family members supported by the parent(s) or financial provider(s) (persons named on withholding tax slips as dependents eligible for tax deduction or dependents under 16 years of age) and 2) Persons enrolled at any of the following: elementary school, middle school, high school, or technical college; postsecondary course or upper secondary course at a specialized training college; university (including junior college, graduate school, advanced course, and short-term course); and Research students and auditing students, and students enrolled at schools other than those listed above, such as a general course at a specialized training college or a miscellaneous school (preparatory school, vocational training school, etc.), should be listed in the Family Status section. Below this is another instruction: 'If, at the time of application, the new school is not known/decided, please enter the name of the school the student is planning to enroll at, then select Establishment Category: "National," School Type: planned type, Commuting District: "Home." Please submit documentation about enrollment as soon as that information is available. After filling in the information, please select "Confirm" at the top of the screen, then click "Next."'. A callout box points to the top right area, stating 'Displays the area for entering detailed information.' Below the instructions is a table header with columns: Relationship, Name, Age, School Name, Grade, School category, School Type, and Goes to the school from:. To the right of the table is a '+AddNew' button. Below the table is the 'Enter Information' section, which contains several required fields: Relationship (dropdown menu with 'Brother' selected), Name (text input with 'Meidai Kodama'), Age (text input with '15'), School Name (text input with 'Furo High School'), Grade (text input with '1'), School category (dropdown menu with 'National'), School Type (dropdown menu with 'High school'), and Goes to the school from: (dropdown menu with 'Family home'). A callout box points to these fields, stating 'Enter each item.' At the bottom right of the form are two buttons: 'Cancel' (with a red 'x' icon) and 'Register' (with a blue checkmark icon). A callout box points to the 'Register' button, stating 'Register the edited content.' Another callout box points to the 'Cancel' button, stating 'Cancel input.'

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

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

	exams and has not yet decided where to go to school. Can I enter his junior high school information?	(e.g.) Relationship: Younger brother / Name: Teru Meidai / Age: 15 years old / School name: Furo University Furo High School / Grade: 1 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 years / 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 48.

★ CONFIRM REGISTRATION

Refer to page 49.

## ウ. ENTER SCHOLARSHIP RECEIPT STATUS

Enter the scholarships you will receive or apply for (including ones you plan to apply for) 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 for '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 table has columns: Fiscal Year, Relationship, Scholarship section, Scholarship name, Annual amount (yen), and Eligibility period. A 'Total' row shows '0'. A '+AddNew' button is at the bottom right of the table.

The 'Enter Information' section contains 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 provide instructions:

- 'Display "Enter Information".' points to the 'Enter Information' section header.
- 'Enter each item.' points to the input fields.
- 'Register the edited content.' points to the 'Register' button.
- 'Cancel entry' points 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 scholarship is undecided, it is no problem if you leave it blank. 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.	Since I'm applying for a scholarship, I will enter it in the form. However, what should I do if I am not accepted?	If you are not accepted for the scholarship you entered, please notify the 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 category: Other Services Organization (Payment)

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

	Scholarship”, how should I enter it?	Scholarship name: Monbukagakusho Honors Scholarship
4.	I am a member of 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?	As the WISE program has different types of support, please input your information depending on the type of support. (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 RA Please refer to FAQ 2. or 3. on p.55.
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 (or 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. What should I do now?	Please follow the same steps as No. 1.

★ DELETE OR EDIT

Refer to page 48.

★ CONFIRM REGISTRATION

Refer to page 49.

## Ⅰ. ENTER PART-TIME/REGULAR JOB STATUS

On the part-time / regular job status screen, enter the following items depending on the results of your answers to the Application Applicability.

For Independent Livelihood Students

Selection of Application Applicability	Input items
If you select "Yes" in Q1 "Do you 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 Applicability	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 entering job information. The table has columns for 'Relationship', 'Job type', 'Employer', and 'Job description'. A callout points to this table with the text 'Displays the entry screen for part-time/regular jobs'. To the right of the table, there are fields for 'Total (Applicant)' and 'Total (Spouse)', both showing '0', and an '+AddNew' button. Below the table is a section for 'Status of earning from part-time/regular jobs for the previous year'. This section contains several required fields: 'Relationship' (dropdown menu with 'Applicant' selected), 'Job type' (dropdown menu with 'Part-time job' selected), 'Employer' (text input with 'restaurant' selected), 'Job description' (text input with 'waitress' entered), 'Period of payment [From(month)]' (date range from 2019/05 to 2021/04), and 'Total payment (yen)' (text input with '600,000' entered). A callout points to these fields with the text 'Enter each item.'. At the bottom right of this section, there are 'Cancel' and 'Register' buttons. A callout points to the 'Register' button with the text 'Register the edited content.'. Another callout points to the 'Cancel' button with the text 'Cancel entry.'.

### 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.64).

FAQs		
No.	質問	回答
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: JPY1,300, number of hours in charge: 30 hours, employment period: April 2026 to September 2026</p> <p>Employer: Graduate School of Engineering, Nagoya University</p> <p>Date of adoption: April 2026</p> <p>Job description: TA</p> <p>Weekly working hours: Approximately 1 hour (<math>\Leftarrow 30 \text{ hours} \div 24 \text{ weeks}</math>)</p> <p>Monthly income: JPY6,500 (<math>\text{JPY}1,300 \times 30 \text{ hours} \div 6 \text{ months}</math>)</p>
2.	I am planning to be an RA on campus. How should I enter it?	<p>Enter the following.</p> <p>(e.g.1: If you have an Announcement Notice)</p> <p>Hourly wage: JPY1,500, number of hours in charge: 792 hours, recruitment period: April 2026 to March 2027</p> <p>Employer: Nagoya University Graduate School of Engineering</p> <p>Date of adoption: April 2026</p> <p>Job description: RA</p> <p>Weekly working hours: Approximately 16 hours (<math>\Leftarrow 792 \text{ hours} \div 48 \text{ weeks}</math>)</p> <p>Monthly income: JPY99,000 (<math>\text{JPY}1,500 \times 792 \text{ hours} \div 12 \text{ months}</math>)</p> <hr/> <p>(e.g.2: If you have a Notification of Working Conditions)</p> <p>Hourly wage: JPY1,482, Weekly working hours: 9 hours, Employment period: April 2026 to March 2027</p> <p>Employer: Nagoya University Graduate School of Engineering</p> <p>Date of adoption: April 2026</p> <p>Job description: RA</p> <p>Weekly working hours: 9 hours</p> <p>Monthly income: JPY53,352 (<math>\text{JPY}1,482 \times 9 \text{ hours} \times 4 \text{ weeks}</math>)</p>
3.	I plan to be a research assistant, administrative assistant, and technical assistant on campus. How should I enter it?	Enter in the same way as an RA.
4.	I will only be a TA for the Spring semester. What should I do for the Fall semester?	Please apply for “Fall Semester Change Application” and enter information about your situation as of October 1 <sup>st</sup> .

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 as a JSPS Research Fellow. How should I enter it?	From FY2026, JSPS Research Fellows cannot apply for this tuition fee exemption system. Therefore, if you are a JSPS Research Fellow, please withdraw your application. (As a JSPS Research Fellow, you will still receive full tuition fee exemption.)

(e.g.)

[Sales staff]

Hourly wage: JPY1,100

Employer: ○× Store

Date of adoption: October 2025

Job description: Salesperson

Weekly working hours: 8 hours

Monthly income: JPY35,200 (32 hours / month x JPY1,100)

[TA]

Hourly wage: JPY1,500, number of hours in charge: 30 hours, employment period: April-September 2025

Employer: Graduate School of Engineering, Nagoya University

Date of adoption: April 2026

Job description: TA

Weekly working hours: Approximately 1 hour ( $\Leftarrow 30 \text{ hours} \div 24 \text{ weeks}$ )

Monthly income: JPY7,500 ( $\text{JPY1,500} \times 30 \text{ hours} \div 6 \text{ months}$ )

[RA]

Hourly wage: JPY1,500, 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 2026

Job description: RA

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

Monthly income: JPY99,000 ( $\text{JPY1,500} \times 792 \text{ hours} \div 12 \text{ months}$ )

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

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
<b>Total</b>							138,500	

☆ DELETE OR EDIT

Refer to page 48.

☆ REGISTER

Refer to page 49.

## 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, enter it.

### ★ FOR NEW REGISTRATION

The screenshot displays the 'DisasterRegist' application interface. At the top, there are navigation buttons: 'Return', 'Temporarily saved', 'Confirm', and 'Next'. The main heading is '被災情報入力画面/Damage information input screen'. Below this, there is instructional text: '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 three required fields: 'Disaster Date' (2020/09/14), 'Disaster Detail' (Damaged by typhoon), and 'Disaster Amount (¥)' (1,000,000). Below the form is a table with columns for 'Disaster Date', 'Disaster Detail', and 'Disaster Amount'. The 'Total' row shows a value of 0. A '+AddNew' button is located to the right of the table.

Callouts in the image point to the table with the text 'Displays the area for entering detailed information.' and to the form fields with the text 'Enter each item.'. At the bottom right, there are 'Cancel' and 'Register' buttons. A callout points to the 'Register' button with the text 'Register the edited content.' and another callout points to the 'Cancel' button with the text 'Cancel entry'.

### 【Applicable Requirements】

1. Students or their household supporter who live in Japan are recognized as having had an increase in spending or a decrease in income over the long term in the future due to damage caused by a fire, storm, flood, or theft that occurred within 6 months of the time of application (or within 1 year before enrollment for the new students).
2. Students or their household supporter in Japan who have been affected by the applicable catastrophic disaster.
3. Submit the following documents proving #1 or #2 listed 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 Privately-Financed International Students, disasters in their home countries are not eligible.

### ★ DELETE OR EDIT

Refer to page 48.

★ CONFIRM REGISTRATION

Refer to page 49.

力. ENTER SINGLE PARENT HOUSEHOLD STATUS

Enter information if you belong to 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 left arrow), 'Temporarily saved' (with a radio button), and 'Confirm' (with a radio button). A 'Next' button (with a right arrow) is also visible. Below the buttons, there is a title '母子・父子世帯入力画面/Mother-child father-child household' and a paragraph of instructions. The form is divided into two sections: 'FatherDetail' and 'MotherDetail'. Each section has three required fields: 'status', 'startDate', and 'Name'. The 'FatherDetail' section has a dropdown for 'status' (currently showing '-'), a date picker for 'startDate', and a text input for 'Name'. The 'MotherDetail' section has a dropdown for 'status' (currently showing 'BEREAVEMENT'), a date picker for 'startDate' (showing '2018/05'), and a text input for 'Name' (showing 'Unknown'). Callouts provide the following instructions: 'Return to the previous screen.' (pointing to the Return button), 'After completing the form, select "Confirm".' (pointing to the Confirm radio button), 'Proceed to the next screen.' (pointing to the Next button), and '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.' (pointing to the status dropdowns).

【Applicable Requirements】

1. If you do not have either a father or a mother
  2. If you have neither a father nor a mother
  3. Submit one of the following documents certifying #1 or #2 listed above.
    - A copy of the withholding tax certificate for FY2025, a copy of income tax return for FY2025 (Table 2), a copy of city (town) prefectural tax return for FY2026 (the widows / single parent deduction column is checked)
    - Those who can confirm that they are receiving the survivor's pension.
    - Items that can confirm receipt of a child-rearing allowance.
    - A copy of the family register or an extract (issued within 3 months from the time of submission)
- ※ If there is any proof other than the above documents, please submit it immediately. In that case, please explain where and what you are proving with that document.

**NOTES**

Privately-Financed International Students who are from 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 the 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 the household supporters
- ※ "Children under the age of 18" refers to those who are 18 years of age or older (including the applicant) and who do not have financial strength due to long-term medical treatment or physical and mental disabilities.

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

Withholding slip

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

Tax Return Table 2

○ 本人に関する事項 (17～20)

<input checked="" type="checkbox"/> 死別 <input type="checkbox"/> 生死不明 <input type="checkbox"/> 離婚 <input type="checkbox"/> 未帰還	<input checked="" type="checkbox"/> 寡婦 ひとり親	<input type="checkbox"/> 勤労学生 <input type="checkbox"/> 年調以外かつ専修学校等	<input type="checkbox"/> 障害者 <input type="checkbox"/> 特別障害者
--	--	---	--

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. I haven't had a father since I was born, so I don't know his name.	Enter the following in the father information field. (e.g.) Father: Lifelong separation / May 1999 * / Unknown

	How should I enter it?	(* 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 Student, but I divorced my spouse (ex-husband), and I now have a single-parent household with an elementary school child. Should I enter my spouse's(ex-husband's) information?	Enter the following about your spouse (ex-husband) information in the father information field. (e.g.) Father: Lifelong separation / June 2020 / Furo Tsubasa

★ DELETE OR EDIT

---

Refer to page 48.

★ CONFIRM REGISTRATION

---

Refer to page 49.

## ✂. ENTER DISABILITIES INFORMATION

Enter the information of any people with disabilities (or applicable people).

### ★ FOR NEW REGISTRATION

Disabilities, Care-Required person registration

Temporarily saved Confirm Next

Return

障害者情報入力画面/Persons with disabilities input screen

Please fill in information about the person with a disability.  
You must submit a copy of one of the following when applying:

- Physical Disability Certificate (copy)
- Rehabilitation Certificate (copy)
- Mental Disability Certificate (copy)

After filling in the information, please select "Confirm" at the top of the screen, then click "Next."

Relationship Disability handbook No.

Record Count 0

+AddNew

Enter Information

Relationship **Required** Father

Disability handbook No. **Required** 123456789

Cancel entry Cancel Register

Enter each item.

Register the edited content.

Displays the area for entering detailed information.

### 【Applicable Requirements】

1. There is a member of your household who falls under any of the following.
  - ① Those who have a physical disability certificate, mental health and welfare certificate, nursing certificate, or the equivalent to one.
  - ② Those who have been certified as having a pollution illness and who have physical disabilities due to 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 judge matters due to mental disabilities, or those who are judged to be intellectually disabled.
2. Submit one of the following documents certifying 1. above
  - Physical disability certificate
  - Rehabilitation certificate
  - Mental Health and Welfare certificate
  - Pollution medical certificate
  - Atomic bomb survivor health handbooks

✂ If there is any proof other than the above documents, please submit it. In that case, please explain where and what you are proving with the document.

★ DELETE OR EDIT

---

Refer to page 48.

★ CONFIRM REGISTRATION

---

Refer to page 49.

## ク. ENTER LIVING EXPENSES INFORMATION

Entered by Independent Livelihood Students and Privately-Financed International Students.

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

### ★ TO REGISTER, EDIT, AND CONFIRM

The screenshot shows the 'Living Expenses Registration' interface. At the top, there are navigation buttons: 'Return' (red), 'Temporarily saved' (radio button), 'Confirm' (radio button), and 'Next' (blue). Below these is the title '生活費情報入力画面(一般)/Living expenses information input screen' and the instruction 'Enter your living expenses information.'.

Below the instruction, there are three callouts:
 

- 'Return to the previous screen.' pointing to the 'Return' button.
- 'After completing the entry, select "Confirm".' pointing to the 'Confirm' radio button.
- 'Proceed to the next screen.' pointing to the 'Next' button.

The main section is titled 'The cost of living (monthly)' and contains a form for 'Applicant Income'. The form fields are:
 

- Regular job (yen): [Empty field]
- Part-time job (yen): [50,000]
- Average monthly Remittance/Support (yen): [100,000]
- Supporter: [father]
- Scholarship1 amount (yen): [48,000]
- Scholarship1 name: [Monbukagakusho Honor]
- scholarship1StartDate: [2024/04/01]

 A callout 'Enter each item.' points to the input fields.

### FAQs

Income		
No.	Question	Answer
1.	I will apply for exemption with a “Both Spring and Fall Semester Application”, but my scholarship will end at the end of Spring semester (September).	Enter the monthly amount of the scholarship. In Fall semester, please apply for exemption with a “Fall Semester Change Application”, and change the income fields to your information as of October 1 <sup>st</sup> .

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

	From the fall semester, I will be given that amount of remittance by my parents. How should I enter it?	
2.	I have several part-time jobs. Can I enter the total amount?	Yes, please enter the total amount in “Enter Living Expenses Information”. However, please make sure that this amount is the same as the total monthly amount of part-time jobs entered in 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” <u>Same amount</u> 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 items, please use it.
4.	What does the “Savings, etc.” category indicate?	If you are withdrawing money from your savings to cover basic living expenses, please enter how much you use <u>per month</u> . Please be careful not to enter your total amount of savings.
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.
2.	What is “communication cost”?	It is the cost of mobile phones, internet service, etc.
3.	The cost of my mobile phone is paid by my parents in my home country. Do I have to enter it in this case?	Yes, please enter it, because it is 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'." Below the message are two buttons: "Not Applicable" (white) and "Confirm" (green). A "Usage Guide" section follows, containing a "Not Applicable" button and text: ":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'." Below the guide are three status buttons with descriptions: "Unregistered" (red) :The contents of the document are not registered.; "Unsettled" (orange) :The contents of the document have not been finalized. Please confirm the contents and confirm the in; and "Confirm" (green) :The contents of the document have been finalized. The "Application Information" section contains two green buttons: "Home Status" and "Family Student". Below this, the "Application Information to be entered if applicable" section contains six buttons: "Scholarship Receipt", "Status of part-time/regular job", "Disaster", "Single Parent", "Disabilities" (white), and "Living Expenses" (green). At the bottom center is a large blue "Submit" button.

### (4) CONFIRMATION SCREEN

This is the completion screen.

An e-mail will be sent automatically after registration is completed.

The required documents will be displayed, so 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, upon screening your application, if there are any items that require confirmation, you might be asked by the Student Support Division to submit additional documents that were not displayed on the screen.

**NOTE**

## II. TUITION FEE EXEMPTION STUDENT APPLICATION SYSTEM

### 4. ENTER DETAILED INFORMATION

Due to the flow of the Exemption System, in order to check this screen again, you will have to proceed from the consent screen, so we recommend saving the image as a screenshot etc. for your own reference.

< 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 [Sheet1-④] (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 [Sheet1-⑤] (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" BUTTON

An e-mail will be sent automatically after registration is completed.

After confirming the application details, click the "Complete" button.

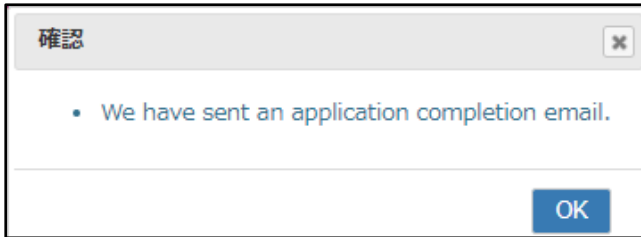
If you need to send the e-mail again, click "Send Mail" .

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

Sent Mail Complete

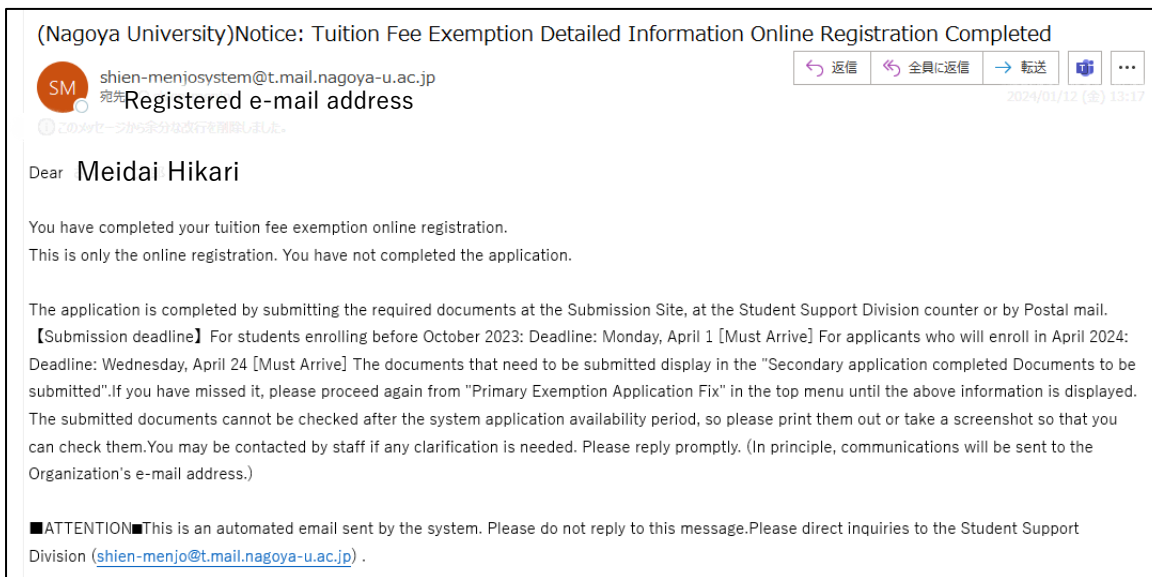
#### ★ SEND MAIL

After sending the e-mail, the following message will be displayed.



## ★ E-MAIL CONTENT

Check if you received the following e-mail to your registered e-mail address.



### NOTE

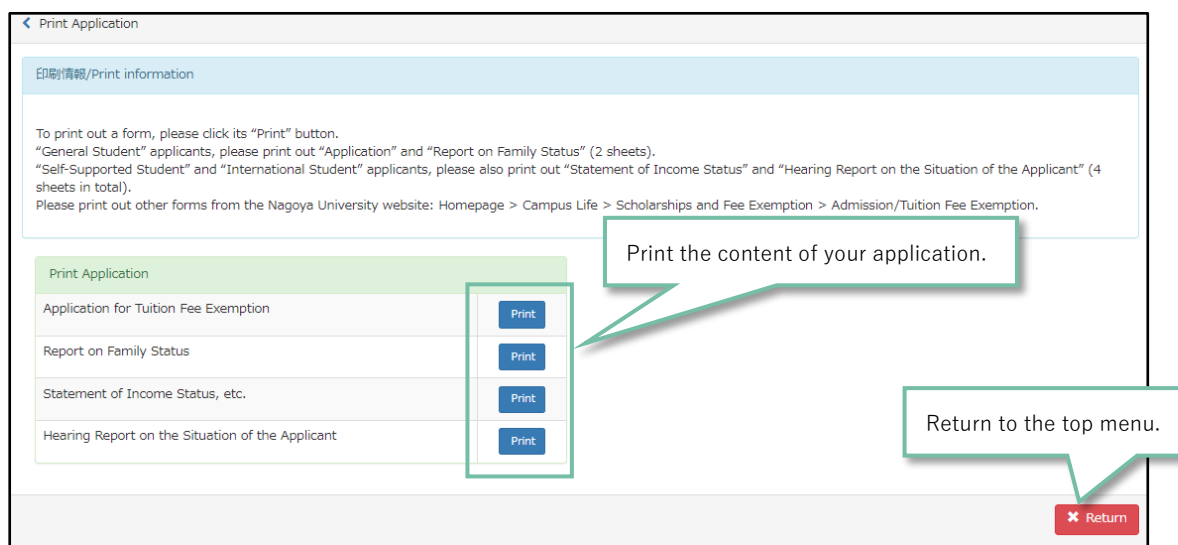
The application is not complete yet.

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 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 contents entered in the Basic Information input will be printed here.

学籍番号 Student Number	482498765	(様式 留1-①) (SheetR1-①)												
<b>名古屋大学授業料免除申請書</b> Application for Tuition Fee Exemption														
		2024年4月12日												
名古屋大学総長 殿 <small>To the President of Nagoya University</small>														
工学研究科博士後期課程 <hr/> <small>(入学年月) &lt;Entered/Transferred to the university in April/October (Year)&gt;</small> 2024年4月 入学														
フリガナ 氏名	ジョン スミス JOHN Smith	申請身分: 留学生												
	1 年次	<small>4月現在 (後期に申請する場合は、10月現在) (Spring Semester As of April, Fall Semesters of October)</small>												
<p>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。</p> <p>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.</p>														
<table border="1"> <thead> <tr> <th colspan="2">授業料免除申請資格 / Qualifications for application (Tick ✓ the Qualification of your application)</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>① 申請者は留学生(在留資格が「留学」)です/Privately financed international student</td> </tr> <tr> <td><input type="checkbox"/></td> <td>② 入学が始まる前6ヶ月以内(転入学者については入学前1年以内)に、日本に居住する (1) 経済的負担が死したまたは(2) 学費負担が死した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 student), the applicant's (1) financial supporter residing in Japan died or (2) financial supporter or the applicant himself/herself was affected by a windstorm or flood disaster.</td> </tr> <tr> <td><input type="checkbox"/></td> <td>③ 申請者又は申請者の学費負担者が次の激甚災害の被災者です (※ 激甚災害：令和2年7月豪雨、令和3年幹線幹線被害) applicant or householder are sufferers from one with any of followed. (eligible: heavy rain July 2020, Kanto Peninsula Earthquake 2024)</td> </tr> </tbody> </table>			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	<input type="checkbox"/>	② 入学が始まる前6ヶ月以内(転入学者については入学前1年以内)に、日本に居住する (1) 経済的負担が死したまたは(2) 学費負担が死した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 student), the applicant's (1) financial supporter residing in Japan died or (2) financial supporter or the applicant himself/herself was affected by a windstorm or flood disaster.	<input type="checkbox"/>	③ 申請者又は申請者の学費負担者が次の激甚災害の被災者です (※ 激甚災害：令和2年7月豪雨、令和3年幹線幹線被害) applicant or householder are sufferers from one with any of followed. (eligible: heavy rain July 2020, Kanto Peninsula Earthquake 2024)				
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													
<input type="checkbox"/>	② 入学が始まる前6ヶ月以内(転入学者については入学前1年以内)に、日本に居住する (1) 経済的負担が死したまたは(2) 学費負担が死した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 student), the applicant's (1) financial supporter residing in Japan died or (2) financial supporter or the applicant himself/herself was affected by a windstorm or flood disaster.													
<input type="checkbox"/>	③ 申請者又は申請者の学費負担者が次の激甚災害の被災者です (※ 激甚災害：令和2年7月豪雨、令和3年幹線幹線被害) applicant or householder are sufferers from one with any of followed. (eligible: heavy rain July 2020, Kanto Peninsula Earthquake 2024)													
申請種別: 共同申請(2024年度) <small>Application Category: 共同申請(2024年度)</small>														
理由 (授業料免除が困難な申請や家庭状況について、具体的に詳しく記入してください。) <small>Reason: (Describe in detail why it is difficult to pay the tuition fee and the family situation.)</small>														
<div style="border: 2px solid red; padding: 5px; display: inline-block;">             Please tick the appropriate box after printing.           </div>														
<table border="1"> <thead> <tr> <th colspan="2">休学歴のある場合 <small>If you have taken leave of absence from the university:</small></th> <th>理由: <small>Reason:</small></th> </tr> </thead> <tbody> <tr> <td>本人 Applicant</td> <td>           現住所 〒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            E-mail john.smith.oo@s.nagoya-u.ac.jp         </td> <td>           TEL 09043218765            携帯            Mobile 09043218765         </td> </tr> <tr> <td>家族 支持者① household</td> <td>           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         </td> <td>           TEL 09043218765            携帯            (父母等) 09043218765         </td> </tr> <tr> <td>家族 支持者② household</td> <td>住所 〒</td> <td>           TEL            携帯            (父母等)         </td> </tr> </tbody> </table>			休学歴のある場合 <small>If you have taken leave of absence from the university:</small>		理由: <small>Reason:</small>	本人 Applicant	現住所 〒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 E-mail john.smith.oo@s.nagoya-u.ac.jp	TEL 09043218765 携帯 Mobile 09043218765	家族 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	TEL 09043218765 携帯 (父母等) 09043218765	家族 支持者② household	住所 〒	TEL 携帯 (父母等)
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本人 Applicant	現住所 〒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 E-mail john.smith.oo@s.nagoya-u.ac.jp	TEL 09043218765 携帯 Mobile 09043218765												
家族 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	TEL 09043218765 携帯 (父母等) 09043218765												
家族 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 page will be printed here. (Only the applicant's commuter status is from what you entered in Basic Information.)

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

For people who have regular/part-time jobs, please check that the workplace names are printed and add the type of employment. If workplace names are not printed, please fill in all workplace 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 ... Entering the home status

Lower part of this form ... Entering basic information

Right center of this form ... Entering student information

Bottom right of this form ... Entering 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
------------------------	-----------	------------	------------

(様式留2)  
(SheetR2)

収入状況等申告書

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

Statement of Income Status

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)		
				円(yen)		

○直前直後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 receive a scholarship just before/just after, submit a copy of the scholarship certificate or name of the scholarship, 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 employees, 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 undisclosed 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。

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えます。  
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 sign and date it.

[Items to Confirm at the Time of Correction]

Upper part of this form ... Entering scholarship status

Lower part of this form ... Entering 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 留2)  
(Sheet R2)

**収入状況等申告書**  
Statement of Income Status

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

**① 奨学金の受給状況**  
Scholarship Status

続柄 Relationship	年度 Year	奨学金名称(給付・貸与) Scholarship	奨学金名称 Scholarship	年額 Annual	受給期間 Term	備考 Others
本人	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)		
				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)が定職に就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、一切無かったことを申し立てます。  
Regarding the income of the previous year (January to December), all the incomes listed above are all, and I claim that there was no income other than this.

年 月 日      本人署名  
(YY MM DD)      Signature

After printing, please sign and date it.

[Items to Confirm at the Time of Correction]  
Upper part of this form ... Entering scholarship status  
Lower part of this form ... Entering 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 International Students・Self-Supported Students)

前後期同時申請(2024年度)

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

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

項目 Categories	収入 INCOME		支出 EXPENDITURE	
	本人 Applicant	配偶者 Spouse	本人 Applicant	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・援助 Supporting	50,000円(yen)	円(yen)	食費 Food Expenses	40,000円(yen)
奨学金 Scholarship	48,000円(yen)	円(yen)	書籍・教育費 Books, Education Expenses	5,000円(yen)
金類 Amount	円(yen)	円(yen)	通信費 Communication Costs	8,000円(yen)
名称 Title	学習奨励費		通学費 Commute Expenses	円(yen)
支給期間 Period Covered	2024年04月1日～2025年03月31日		健康保険料・医療費 Health, Medical Expenses	3,000円(yen)
金額 Amount	円(yen)	円(yen)	日常生活費 Basic Living Expenses	15,000円(yen)
名称 Title			配偶者の授業料 Spouse Tuition Fee	円(yen)
支給期間 Period Covered			その他貯金等 Others (deposits and savings, etc.)	15,000円(yen)
金額 Amount	円(yen)	円(yen)		
名称 Title				
支給期間 Period Covered				
借入 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)

- ① 収入・支出の記入は、収入・支出の総額を記入してください。The total amount to be entered is the total amount of income and expenses.
- ② 日本での一般的な常識的な生活を維持する収入及び支出を前提として、それぞれの月額を記入してください。Enter the monthly amount of each of the following, assuming that you have the income and expenses to maintain a normal, sensible life in Japan.
- ③ アルバイトは ②4月1日現在の定職・アルバイトの勤続状況と額が一覧するように記入してください。For part-time jobs, please enter the same amount as in ② Status of regular/part-time work as of 1st April.
- ④ 永住特許費は、独立生活申請者は証明となる領収書を添付してください。永費外国人留学生は7,000円未満の領金証明となる領収書を添付してください。For utility bills, attach a proof receipt for independent life (for applicants). And for international students, attach a good receipt if the amount is less than JPY 7,000.
- ⑤ 定職・アルバイト・TA・RA・日本学術振興会特別研究員(前年分の源泉徴収票、退職した場合は退職証明書、契約期間が切れ再雇用されたものは前年の雇用契約書(労働条件通知書及び時期期間のおかせるもの)を提出してください。 (Regular job, part-time job, TA, RA, JSPS) Submit the withholding tax certificate for the previous year; proof of resignation if you resigned. And the latest employment contract if your contract expired and you were rehired. (Proof of working conditions for the last working hours, notice of issuance, etc.)
- ⑥ 借入を証明する賃貸契約書は有効期限のものをご提出ください。 Submit a valid rental contract to prove your housing expenses.
- ⑦ 光熱費・通信費の証明については申請者本人(または契約者名)および月額がわかるものを提出してください。 For proof of utility and communication expenses, submit the applicant's name (or Subscriber Name) and the monthly amount.

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

※ 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 plan for TA/RA at the university, JSPS, etc.

続柄 Relationship	区分 Category	勤務先 Workplace	採用年月日 Start Date	勤務内容 Job Description	週等労働時間 Work Hours (weekly)	収入月額 Income (monthly)
本人 Self	アルバイト	森大居酒屋 東山店	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]

経済状況良好と判断される生活費をより詳しく記入してください。  
If your financial conditions are good, please enter the living expenses more in detail.

以下の1及び2について確認し、口印を入れてください。  
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な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 or 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.

(署名氏名)  
Faculty Name

After printing this form, ask your supervisor or a teacher who knows your living situation to tick the boxes 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 indicate in an e-mail that they have reviewed it, and forward that e-mail to the Student Support Division.

[Items to Confirm at the Time of Correction]

Upper part of this form ... Entering Living Expenses Information of the Detailed Information section

Lower part of this form ... Entering the Part-Time Job Status of the Detailed Information section

## 6. RESERVATION FOR DOCUMENTS SUBMISSION

- Reservation is required for submission at the Submission Site. (Students of Nagoya University Law School are required to submit the documents to the Student Affairs Division of Humanities & Social Sciences, so reservation is not required.)
- Reservation is not required for submission at the Student Support Division counter or by postal mail.

**(Submission at the Student Support Division counter is not available when the Submission Site is available.)**

(1) Please make a reservation from “Appointment for document submission” on the system top screen.

The screenshot shows the 'TopMenu' page of the system. On the left, a yellow sidebar contains the text: 'This is TopPage. Select the function you want to use.' The main content area is divided into three sections:

- 授業料免除申請の手続き/First application**: Includes instructions to complete the application process, a note that applications are only accepted during the application period, and a warning that incomplete documents will result in a denied application. It features two buttons: 'Primary Exemption Application Fix' (orange) and 'Primary Exemption Application Delete' (red).
- 書類の印刷/Application printing**: States that users can print application sheets and should check the university website for submission information. It features a blue button labeled 'Exemption Application Print'.
- 書類提出日時予約について/Reservation of Document Submission Date and Time**: Instructs users to submit documents at the submission site and refers them to reservation screens and guidelines. A blue button labeled 'Appointment for document submission' is highlighted with a green border.

(2) Click the “Reserve” button for the preferred date and time.

\*If you would like to use English-speaking staff when submitting documents, please select the (English) reservation slot.

\*If you would like to apply as "Independent Livelihood"(only available to Japanese graduate students), please select the "Independent Livelihood Application" slot.

This is interview Screen.

Appointment for document submission

書類提出予定日時予約機能/Appointment for document submission function

In order to submit your application documents at the document submission site, you must make an appointment for the date and time of your scheduled submission. Please select the date and time you plan to submit your application from the available appointment dates.

Target Date (Available) 2023/03/17

Reserve Time	Vacant Count	Note	
09:30-09:45	4	Higashiyama Campus (English)	Reserve
09:30-09:45	6	東山キャンパス (日本語)	Reserve
09:45-10:00	4	Higashiyama Campus (English)	Reserve
09:45-10:00	6	東山キャンパス (日本語)	Reserve
09:45-10:00	6	東山キャンパス (日本語)	Reserve
09:45-10:00	4	Higashiyama Campus (English)	Reserve
09:45-10:00	6	東山キャンパス (日本語)	Reserve
10:15-10:30	4	Higashiyama Campus (English)	Reserve

① Select your preferred date from the pull-down menu.

② Click the "Reserve" button for your preferred date and time.

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

This is interview Screen.

Appointment for document submission

書類提出予定日時予約機能/Appointment for document submission function

In order to submit your application documents at the document submission site, you must make an appointment for the date and time of your scheduled submission. Please select the date and time you plan to submit your application from the available appointment dates.

Target Date (Available) 2023/03/17

Reserve Time	Vacant Count	Note	
09:30-09:45	6	Higashiyama Campus (English)	Reserve
09:30-09:45	6	東山キャンパス (日本語)	Reserve
09:45-10:00	3	Higashiyama Campus (English)	Cancel
09:45-10:00	6	東山キャンパス (日本語)	Reserve
10:00-10:15	6	東山キャンパス (日本語)	Reserve
10:00-10:15	6	Higashiyama Campus (English)	Reserve
10:15-10:30	6	東山キャンパス (日本語)	Reserve
10:15-10:30	4	Higashiyama Campus (English)	Reserve

This is the date and time of your completed reservation.

確認

- You have completed your appointment.

OK

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

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

★ CHANGE OR CANCEL A RESERVED DATE AND TIME

Click the **Cancel** button to cancel that reservation.

If you would like to change your reserved date and time, please cancel the reservation and make a new reservation.

Reserve Time	Vacant Count	Note	
09:30-09:45	4	Higashiyama Campus (English)	
09:30-09:45	6	東山キャンパス (日本語)	
09:45-10:00	3	Higashiyama Campus (English)	<b>Cancel</b>
09:45-10:00	6	東山キャンパス (日本語)	
10:00-10:15	6	東山キャンパス (日本語)	
10:00-10:15	4	Higashiyama Campus (English)	
10:15-10:30	6	東山キャンパス (日本語)	
10:15-10:30	4	Higashiyama Campus (English)	

This is the reservation cancellation screen.

Reserve Time	Vacant Count	Note	
09:30-09:45	4	Higashiyama Campus (English)	<b>Reserve</b>
09:30-09:45	6	東山キャンパス (日本語)	<b>Reserve</b>
09:45-10:00	3	Higashiyama Campus (English)	<b>Reserve</b>
09:45-10:00	6	東山キャンパス (日本語)	<b>Reserve</b>

★ SUBMISSION DATE AND TIME

The location and date of document submission differ depending on the campus and year of admission.

Please confirm the "Notes on Reservation" below and make a reservation for an appropriate date.

(Location of the Submission Site is listed on p.92-93)

Please note that documents cannot be submitted at Tsurumai and Daiko campuses.

1. Students admitted in October 2025 or earlier

Date and Time (Reservation Required)	Submission Site
Monday, March 16 <sup>th</sup> – Thursday, March 19 <sup>th</sup> All days from 9:30 a.m. to 4:00 p.m.	Higashiyama Campus Toyoda Auditorium / Symposium (Campus MAP: D3⑤)

If you are unable to submit documents on the above dates, please submit them to the Student Support Division by the following deadline.

**【DEADLINE】** Monday, March 23<sup>rd</sup> **MUST ARRIVE BY THIS DATE**

Law School Students (法科大学院生) only: Monday, March 9<sup>th</sup>, 2026 (JST) [Postmarked by this date]

2. Students admitted in April 2026

Date and Time (Reservation Required)	Submission Site
Monday, April 20 <sup>th</sup> – Wednesday, April 22 <sup>nd</sup> All days from 9:30 a.m. to 4:00 p.m.	Higashiyama Campus Toyoda Auditorium / Symposium (Campus MAP: D3⑤)

If you are unable to submit documents on the above dates, please submit them to the Student Support Division by the following deadline.

**【DEADLINE】** Wednesday, April 23<sup>rd</sup> **MUST ARRIVE BY THIS DATE**

Law School Students (法科大学院生) only: Monday, April 20<sup>th</sup>, 2026 (JST) [Postmarked by this date]

3. Students admitted in October 2026

To Be Determined (scheduled to be posted on the Nagoya University website in early September.)

**【Notes on Reservation】**

- Reservation is not required for submission at the Student Support Division counter or by postal mail.  
(Submission at the Student Support Division counter is not available when the Submission Site is available.)
- Reservations can be made even after Exemption Application System availability period.
- If you change or cancel your reservation, you do not need to contact the Student Support Division.
- Please arrive at the venue at least 5 minutes prior to your reserved time. (The location of the Submission Site is listed on p. 93)
- If you come to the Submission Site without a reservation, priority will be given to those with reservations.

# III. LIST OF REQUIRED DOCUMENTS

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## 1. WHAT ARE THE REQUIRED DOCUMENTS

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

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

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

These questions are posted again below, please confirm which questions you answered "Yes".

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

### ★ LIST OF QUESTIONS FOR SELECTING THE APPLICATION APPLICABILITY

General or Independent Livelihood Student	
Q-1	Is the applicant applying as an Independent Livelihood Student? ※If you selected "No" for Q-1, you do not need to answer 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 general income) exceeding 1,300,000 yen per year, income declarations are made for that income, and an income certificate has been 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 general income is expected to exceed 1,300,000 yen for the person (including spouse) ※Various types of borrowing (excluding loan scholarships) are not applicable to this income. C : A person who has stopped working (took a leave of absence, etc.) and has become incomeless for admission to the university, and lives on savings at work, and the deposit balance exceeds 1,300,000 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 are receiving or applying for the New Higher Education Study Support Program.
Q-8	(If I 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?

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

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 <sup>st</sup> 2025?
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 <sup>nd</sup> 2025?
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 stop working or go out of business in the middle of the previous year (2025) or the current year (2026)?
Q-15	Did household supporters change jobs, open a business, stop working, or close their business in the middle of the previous year (2025) or in the current year (2026)?
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 or illness benefits?
Q-19	Does the household have students in Japan who are enrolled in education other than compulsory education?
Q-20	Is the applicant 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 self-supported student) Is the applicant's household a welfare recipient household?

Privately-Financed International Student	
Q-1	Does the household supporter, excluding the applicant, reside in Japan? ※If you selected "No" for Q-1, you do not need to select Q-2 to Q-10.
Q-2	Do household supporters have a salary income (including part-time jobs) and have been working for their employer since prior to January 1 <sup>st</sup> , 2025?

Q-3	Do household supporters have a salary income (including part-time jobs) and began working for their current employer on or after January 2 <sup>nd</sup> , 2025?
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 stop working or go out of business in the middle of the previous year (2025) or the current year (2025)?
Q-6	Did household supporters change jobs or open a business in the middle of the previous year (2025) or the current year (2026)?
Q-7	Are household supporters jobless benefit recipients?
Q-8	Are household supporters receiving a pension?
Q-9	Are household supporters receiving injury or illness benefits?
Q-10	Is the applicant from a single parent household?
Q-11	Did the applicant suffer damage, such as wind or flood damage, within 6 months (1 year for new students)?
Q-12	Are there any members of the applicant's household 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	Does the applicant or their spouse receive a scholarship, or have they applied for a scholarship?
Q-16	(If the applicant or their spouse has received or applied for a scholarship) Is the scholarship applied for directly?
Q-17	Has the applicant or their spouse been hired as a Research Fellow of the Japan Society for the Promotion of Science?
Q-18	Does the applicant or their spouse work at Nagoya University or other universities?
Q-19	Does the household have students in Japan who are enrolled in education other than compulsory education?
Q-20	Has the applicant repeated a year or exceeded the standard period of study?
Q-21	Is there anything that needs 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	<b>All must submit</b>
2.	【Sheet 1-②】 Report on Family Status	<b>All must submit</b>
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 THE SHAREPOINT PAGE

These are documents to be submitted only by applicable people.

No.	Documents	Important Notes	Reason Necessary Questions for Selecting Application Applicability (pages 80 to 82)	Issue Location
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	Workplace
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	Workplace
5.	【Form 4-2】 Monthly Payment Details of Part-Time Job (for 3 months)	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	Only submitted by Japanese undergraduate students who meet the criteria for this system but are not certified by the New Higher Education Study Support System.	【General Student】 Q. 25	
7.	【Form 6】 Inevitable Reason	Please submit along with documents showing the reason for exceeding the standard period.	【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) submit regardless of the question.

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

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

This document must be submitted by all applicants for tuition fee exemption, regardless of the questions.

No.	Documents	Important Notes	Issue location
1.	Resident Record ("Jyuminhyo")	<p>◎The Resident Records of each household supporter, according to the application pattern (status)</p> <ul style="list-style-type: none"> <li>• Must be issued within 3 months of submission.</li> <li>• The Resident Record must be for "all members of the household (setai zenin)".</li> <li>• The My Number of members is not listed.</li> </ul>	Municipality

	<ul style="list-style-type: none"> <li>Privately-Financed International Students have a status of residence of “study abroad”.</li> </ul>	
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## (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 Necessary Questions for Selecting Application Applicability (pages 80 to 82)	Issue location
1.	<p><b>Your latest Income tax (exemption) Certificate (“Shotoku Kazei (Hikazei) Shomeisho”) issued by your municipal government.</b></p> <p>*Please check the “notes” on the right for details on the required contents. *The name of the certificate may be “Municipal / Prefectural Resident Tax (Tax Exemption) Certificate”</p>	<p>◎ The certificate of each household supporter, according to the application status.</p> <ul style="list-style-type: none"> <li>The amount of income, city / prefectural tax, various deductions, and the number of dependents must be clearly stated.</li> <li>If a certificate with all details is not issued, submit a "Tax or Tax Exemption Certificate" and an "Income Certificate" together.</li> </ul> <p><b>NOTE</b></p> <ul style="list-style-type: none"> <li><b>If you are applying in Spring semester, it cannot be issued if you were not registered as a resident in Japan by January 1<sup>st</sup>, 2025.</b></li> <li><b>If you are applying in Fall semester, it cannot be issued if you were not registered as a resident in Japan by January 1<sup>st</sup>, 2026.</b></li> </ul>		Municipality
2.	Medical certificate etc. created by a doctor	It is stated that the tuition payer is currently undergoing medical treatment for a period of 6 months or more as of the time of application (April 1 <sup>st</sup> or October 1 <sup>st</sup> ).	<b>【Japanese undergraduate students applying for Admission Fee Exemption should submit this only when applicable】</b>	Medical institutions, etc.
3.	Withholding Certificate for 2025 (copy)	<ul style="list-style-type: none"> <li>Can also be used as proof of termination if a termination date is listed.</li> <li>Can also be used as proof of a single parent household, if it has a check in the widows /</li> </ul>	<p><b>【General · Independent Livelihood Student】</b> Q- 11, 12, 14, 15</p> <p><b>【Privately-Financed International Student】</b> Q- 2, 3, 5</p>	Workplace

		single-parent deduction column.		
4.	Income Tax Return for 2025 (copy)* <ul style="list-style-type: none"> <li>· Tables 1</li> <li>· Tables 2</li> <li>· Table 3 if it is submitted</li> </ul> * This “copy” here means a copy or receipt of what you have created and entered.	<ul style="list-style-type: none"> <li>• Can also be used as proof of a single parent household, if it has a check in the widows / single-parent deduction column in Table 2.</li> <li>• If there is a statement such as "Separate sheet" in the income breakdown, also submit that separate sheet.</li> </ul>	<b>【General · Independent Livelihood Student】</b> Q- 13 <b>【Privately-Financed International Student】</b> Q- 2, 3, 4, 5	Tax Office, Municipality
5.	City (Town) Prefectural Tax Return 2026 (copy)* <ul style="list-style-type: none"> <li>· Front</li> <li>· Back side</li> </ul> * This “copy” here means a copy or receipt of what you have created and entered.	Can also be used as proof of a single parent household, if it has a check in the widows / single-parent deduction column.	<b>【General · Independent Livelihood Student】</b> Q- 13, 20 <b>【Privately-Financed International Student】</b> Q- 4, 10	Municipality
6.	Annual Income and Expenditure Forecast Statement (No specific format)	Creating an estimate of income and expenses for one year from the date of starting a business	<b>【General · Independent Livelihood Student】</b> Q- 15 <b>【Privately-Financed International Student】</b> Q- 6	
7.	<ul style="list-style-type: none"> <li>• Latest Pension Amount Revision Notice (copy)</li> <li>• Latest Pension Determination Notice / Payment Total Change Notice (copy)</li> <li>• Latest Pension Payment Notice (copy)</li> <li>• Withholding Tax Certification for public pension for FY2025 (copy)</li> <li>• National Pension and Employees' Pension Insurance Pension Certificate</li> </ul>	Submit one of these documents on the left.	<b>【General · Independent Livelihood Student】</b> Q- 17 <b>【Privately-Financed International Student】</b> Q- 8	Japan Pension Service
8.	Certificate of Retirement from previous job	Terminated person’s name, date of termination, name of workplace from where they were terminated are required.	<b>【General · Independent Livelihood Student】</b> Q- 14	Workplace

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

		Withholding Certificates can be used as proof of termination if the date of termination is listed.	<b>【Privately-Financed International Student】</b> Q- 5	
9.	<ul style="list-style-type: none"> <li>• Certificate of Discontinuance of Business</li> <li>• Notification form for Opening / Closing a Private Business (copy)</li> </ul>	The notification form must have a Tax Office reception stamp.	<b>【General · Independent Livelihood Student】</b> Q- 14, 15 <b>【Privately-Financed International Student】</b> Q- 5	Tax Office
10.	Employment Insurance Eligibility Certificate (pages 1 to 4) (copy)		<b>【General · Independent Livelihood Student】</b> Q- 16 <b>【Privately-Financed International Student】</b> Q- 7	Public Employment Security Office
11.	Certificate of Leave	Company name, name of employee on leave, and period of leave are required	<b>【General · Independent Livelihood Student】</b> Q- 16 <b>【Privately-Financed International Student】</b> Q- 14	Workplace
12.	Documents showing the amount of salary, allowance, etc. paid during the leave period (copy)		<b>【General · Independent Livelihood Student】</b> Q- 16 <b>【Privately-Financed International Student】</b> Q- 14	
13.	Notification showing the period of the injury and illness allowance, and the amount of allowance received. (copy)		<b>【General · Independent Livelihood Student】</b> Q- 18 <b>【Privately-Financed International Student】</b> Q- 9	
14.	Certificate showing the applicant is a recipient of a scholarship they applied for directly. (copy)	The scholarship name, receiving period, and receiving amount are required.	<b>【General · Independent Livelihood Student】</b> Q- 7 <b>【Privately-Financed International Student】</b> Q- 15	Scholarship Organization
15.	Notification of Appointment for THERS Make New Standards Program for the Next Generation Researchers (copy)	Notification showing your name, receiving period, and the amount.	<b>【General · Independent Livelihood Student】</b> Q- 7 <b>【Privately-Financed International Student】</b> Q- 15	

16.	Notification of Appointment for 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	
17.	<ul style="list-style-type: none"> <li>Notification of Appointment showing the employment period and hourly wage (copy)</li> <li>Notification showing the course subject the applicant is in charge of and the working hours allocated (copy)</li> </ul> <b>(Both required)</b>	This will be issued at the time of employment as a TA or RA of Nagoya University.	【General · Independent Livelihood Student】 Q- 10 【Privately-Financed International Student】 Q- 18	Workplace
18.	<ul style="list-style-type: none"> <li>Notification of working conditions showing the employment period and hourly wage (copy)</li> <li>Document showing the days and hours of work per week (copy)</li> </ul> <b>(Both required)</b>	This will be issued at the time of employment as an RA, research assistant, administrative assistant or technical assistant of Nagoya University.	【General · Independent Livelihood Student】 Q- 10 【Privately-Financed International Student】 Q- 18	Workplace
19.	Document showing the hourly wages, working hours per year, and employment period (copy)	Tutor of Nagoya University or part-time lecturer of other universities	【General · Independent Livelihood Student】 Q- 10 【Privately-Financed International Student】 Q- 18	Workplace
20.	A printed PDF of insurance beneficiary qualification information displayed on your Myna health insurance card in your Myna Portal.	<ul style="list-style-type: none"> <li>Within the expiration date</li> <li>“Notification of Qualification Information” is not proof (since the head of household is not listed).</li> <li>The information of the applicant (and spouse)</li> <li></li> </ul>	【General · Independent Livelihood Student】 Q- 3	
21.	Lease Agreement (copy) (Excluding residents of university dormitories, such as the International Ohmeikan dormitory)	<ul style="list-style-type: none"> <li>Documents showing the contractor’s name, address, rent, and contract period.</li> <li>If the applicant is sharing the residence with other people, the names of the people they live with are required.</li> </ul>	【General · Independent Livelihood Student】 Q- 4, 26 【Privately-Financed International Student】 All regardless of the question	

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

		<ul style="list-style-type: none"> <li>• For Independent Livelihood Students, the contractor is the applicant (or spouse)</li> </ul>		
22.	Dependent Deletion Certificate etc.	If the name of the applicant (and/or their spouse) is listed in the dependent column of their parent's Income Certificate, submit this as proof that they are not receiving support.	<b>【General · Independent Livelihood Student】</b> Q- 3	
23.	Death Certificate (copy)		<b>【General · Independent Livelihood Student】</b> Q- 20, 27	Hospital
24.	Certified copy of Family Register (Extract of Family Register)		<b>【General · Independent Livelihood Student】</b> Q- 20, 27	Municipality
25.	<ul style="list-style-type: none"> <li>• Physical Disability Certificate (copy)</li> <li>• Intellectual Disability Certificate (ryo-iku techou) (copy)</li> <li>• Mental Health and Welfare Certificate (copy)</li> <li>• Atomic Bomb Survivor Certificate (copy)</li> <li>• Pollution Medical Certificate (copy)</li> </ul>	Must have the person's name, the name of the disability, grade, notebook number, etc. and a valid expiration date.	<b>【General · Independent Livelihood Student】</b> Q- 22 <b>【Privately-Financed International Student】</b> Q- 12	Municipality
26.	Documents showing the amount of survivor's pension (survivor's pension transfer notice, etc.) (copy)	Most recent at the time of application	<b>【General · Independent Livelihood Student】</b> Q- 17, 20 <b>【Privately-Financed International Student】</b> Q- 8, 10	Japan Pension Service
27.	Document that shows you have received a child-rearing allowance (copy)	Most recent at the time of application	<b>【General · Independent Livelihood Student】</b> Q- 20 <b>【Privately-Financed International Student】</b> Q- 10	Municipality
28.	<ul style="list-style-type: none"> <li>• Certificate of Public Assistance Recipient</li> <li>• Notification of Public Assistance Payments and Benefits (copy)</li> </ul>	Most recent at the time of application	<b>【General · Independent Livelihood Student】</b> Q- 28	Municipality

29.	Damage (Victim) certificate (copy)		<b>【General · Independent Livelihood Student】</b> Q- 21 <b>【Privately-Financed International Student】</b> Q- 11	Municipality
30.	Documents showing the amount of damage (copy)	Quotation or receipt, etc.	<b>【General · Independent Livelihood Student】</b> Q- 21 <b>【Privately-Financed International Student】</b> Q- 11	Repair Company, etc.
31.	Document showing the payment (compensation) of Non-Life Insurance money, etc. (copy)		<b>【General · Independent Livelihood Student】</b> Q- 21 <b>【Privately-Financed International Student】</b> Q- 11	Insurance Company

# **IV. CONTACT INFORMATION AND WHERE TO SUBMIT**

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## 1. STUDENT SUPPORT DIVISION

The Student Support Division is the location for both undergraduate and graduate students to submit documents and inquire about Admission Fee and Tuition Fee Exemption.

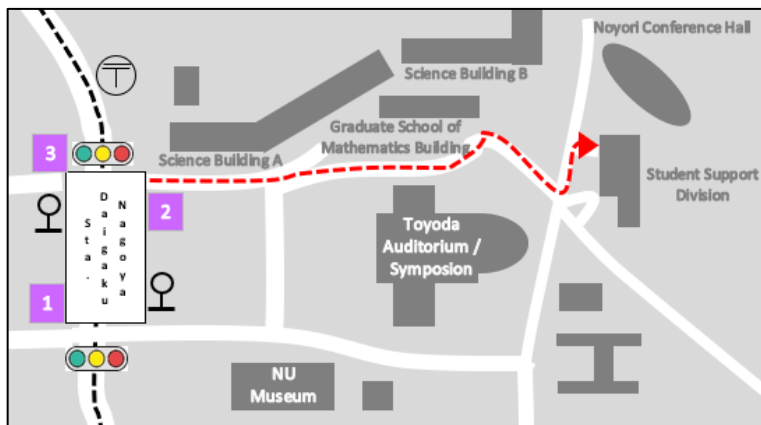
### (1) ACCESS (TO SUBMIT DOCUMENTS AT THE COUNTER)

Tuition Fee Exemption Counter, Student Support Division, 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,

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

Educational and International Affairs, Nagoya University

**\*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 April 1<sup>st</sup>, 2026):
  - Bachelor or Master's or Doctoral Program:
  - Name:
  - Student Number (9-digit): (Leave blank if you don't know your student ID number prior to entering the university or continuing to higher education.)
- Details of Inquiry

## 2. DOCUMENT SUBMISSION SITE

Please make a reservation for the submission date and time through the Tuition Fee Exemption Student Application System (p.75-78) and arrive at the document Submission Site at least 5 minutes prior to your reservation time.

If you come to the Submission Site without a reservation, priority will be given to those with reservations.

(For students of Nagoya University Law school, please submit the documents to the Student Affairs Division of Humanities & Social Sciences instead of the submission site.)

### SUBMISSION SITE

Toyoda Auditorium / Symposium : Campus MAP: D3⑤

Date	Time (JST)
(Current Students) Monday, March 16 <sup>th</sup> – Thursday, March 19 <sup>th</sup>	9:30 a.m. to 16:00 p.m.
(New Students) Monday, April 20 <sup>th</sup> - Wednesday, April 22 <sup>nd</sup>	9:30 a.m. to 4:00 p.m.

