

System Manual for Registering Your Information in the Osaka University Enrollment and Tuition Fee Online Application System (“Online Application System”)

- This is not the system manual for the “Enrollment Fee/Tuition Fee Exemption Program based on the Financial Support Program for Japanese and Permanent Resident Undergraduates” online application system. For the “Enrollment Fee/Tuition Fee Exemption Program based on the Financial Support Program for Japanese and Permanent Resident Undergraduates” system manual, visit XXX.
- For matters not specified in these instructions, follow the instructions shown on the screen.(The questions and instructions shown may vary depending on applicant.)
- Online application registration period is **March 9 (Tue.) 2021 ~ April 6 (Tue.) 2021 16:30(00sec) (JST) (Strict deadline)**. Even though you are in the middle of registration your information, once deadline passes, the online system will be shut down and you can NOT register anymore. Make sure to complete your registration by the deadline.
- It may take longer to complete the registration process than expected, as you may have to gather documents, ask your family for necessary information. Therefore, we strongly recommend you start the registration process now.
- Register your information as of April 1, 2021.

System Manual

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<1. Access to the Online Application System>

Upon accessing the Online Application System at <https://cs-web.osaka-u.ac.jp/menjo/>, the following top page appears.

If you are Incoming freshman enrolled in April 2021 or Osaka University student advancing to a higher course within Osaka University in April 2021, click “**新入生(2021年4月入学者) / Incoming freshperson enrolling in April 2021**”.

If you fall under neither of the above two categories, click “**在学生/Current Osaka University student**”.

The screenshot shows the top page of the 'The Enrollment and Tuition Fee Exemption Application System'. The header is dark blue with the title 'The Enrollment and Tuition Fee Exemption Application System' and a 'Language' dropdown menu. Below the header is a yellow notice box with the following text:

申請者の皆さんへ / Notice to applicants:
授業料免除等申請システムの入力は **2021年4月6日(火) 16:30(00秒) (日本時間) まで** となっております。
申請者は必ず、この時間までに登録を完了（受付番号の発行）してください。
また、受付番号の記載のない申請書は受理されませんので、ご注意ください。

Please register your information in the Exemption Application System **by 4:30 PM on Tuesday, April 6, 2021 (JST)**.
Even if you are in the process of filling in the form on the Exemption Application System, your application cannot be accepted after the deadline is over.
Therefore, be sure to enter all necessary information by the deadline and have your receipt number issued.
It should be also noted that application forms without a receipt number cannot be accepted.

Below the notice are two selection buttons, each with a red border and a dropdown arrow:

- 新入生(2021年4月入学者)**
Incoming freshperson enrolling in April 2021
(2021年3月に大阪大学(大学院)を卒業(修了)し、4月に新課程に入学する方もこちらから)
(Osaka University student advancing to a higher course within Osaka University in April 2021)
- 在学生**
Current Osaka University student

<2. Login screen (for incoming freshmen)> (If you are currently an Osaka University student, go to p. 6.)

After clicking “新入生(2021年4月入学者) /Incoming freshman,” the following screen appears.
Select “New application among other tabs.

The screenshot shows a web interface for incoming freshmen. At the top, there is a header with the text: 新入生(2021年4月入学者) Incoming freshperson enrolling in April 2021. Below this, there is a sub-header: (2021年3月に大阪大学(大学院)を卒業(修了)し、4月に新課程に入学する方もこちらから) (Osaka University student advancing to a higher course within Osaka University in April 2021). The main content area is divided into several tabs. The first tab, '新規申請 / New application', is highlighted with a red border. Below this tab, there are two input fields: 'メールアドレス/mail address' and 'パスワード/password', both marked as '必須' (required). A blue 'Login' button is positioned below the input fields. At the bottom of the page, there are three more tabs: '入力した内容の確認および修正 / For those who want to confirm or edit your data', '取下申請 / For those who want to withdraw application', and '修正用パスワードを忘れた方 / For those who have forgotten the password to edit your data'.

<2. Login screen (for incoming freshmen)>

After clicking the “New application,” the following screen appears.

Register your frequently used email address in “mail address” and the common password for new students in “password” and login to the system.

Common password for all new students: handai2104

You may be at a disadvantage if you cannot be reached by email. Therefore, input the email address at which you can be contacted without fail.

新入生(2021年4月入学者)
Incoming freshperson enrolling in April 2021

(2021年3月に大阪大学(大学院)を卒業(修了)し、4月に新課程に入学する方もこちらから
(Osaka University student advancing to a higher course within Osaka University in April 2021)

新規申請 / New application

メールアドレス/mail address **必須**

パスワード/password **必須**

Login

入力した内容の確認および修正 / For those who want to confirm or edit your data

取下申請 / For those who want to withdraw application

修正用パスワードを忘れた方 / For those who have forgotten the password to edit your data

Common password is on p.5 of the instructions:
handai2104

<3. Login screen (for Current Osaka University student)>

After clicking “在学生/Current Osaka University student,” the following screen appears. Register your Osaka University personal ID and password on the screen that appears and login to the system.

新入生(2021年4月入学者)
Incoming freshperson enrolling in April 2021

(2021年3月に大阪大学(大学院)を卒業(修了)し、4月に新課程に入学する方もこちらから)
(Osaka University student advancing to a higher course within Osaka University in April 2021)

在学生
Current Osaka University student

SSOテスト

ユーザー名 | Username

パスワード | Password

ログイン

Input
Osaka University personal ID
(e.g. u123456a)
and
Password.

Then click “ログイン”.

新規申請 / New application

Login

入力した内容の確認および修正 / For those who want to confirm or edit your data

取下申請 / For those who want to withdraw application

For Incoming freshperson, re-login is shown on p. 3.

For Current Osaka University student, re-log in to the system with your Osaka University personal ID and password.

<4. Application information>Application type>

Register your information in “Application information,” “Family information” and “Other information.”

Fill in all the columns by selecting applicable items and registering required information based on your situation as of April 1, 2021.

The Enrollment and Tuition Fee Exemption Application System Language ▾ Logout

List of necessary information

Application information ^

Application type	
------------------	---

Family information (Input not possible) ※Please register the other items first.

Other information (Input not possible) ※Please register the other items first.

To confirm

 All of the above items must be registered correctly to proceed to the next step

<4. Applicant's information>Application type>

Select the most applicable item by reading notes carefully

Student type **required**

- Undergraduate student (Japanese and other students who are eligible to apply for the Higher Education Student Support Program [Note 1])
- Undergraduate student (international students and Japanese students who are not eligible to apply for the Higher Education Student Support Program [Note 2])
- Graduate student

Note 1: Those who are eligible to apply for the Higher Education Study Support Program are as follows

- (1) Those who have passed the high school equivalency examination (however, no more than five years must have elapsed between the first day of the year in which the examination was taken and the date of passing the examination.
- (2) Those who have passed the high school equivalency examination (however, no more than five years must have elapsed between the first day of the year in which they became eligible to take the examination and the day they passed it, except for those who have taken the examination every year even after five years have elapsed). (2) No more than two years have passed since the end of the year following the year in which the applicant was admitted to the university.
- (3) Students who will enter the university before the last day of the year following the year in which they reach 20 years of age, in the case of students who will go through the individual admission qualification screening.
- (4) In the case of transfer, less than one year has passed from the end of the course of study before admission to the university.

Note 2: Those who are not eligible to apply for the Higher Education Study Support Program are as follows

- (1) Those who entered the university more than two years after the end of the year following the year in which they first graduated from high school.
- (2) Those who have passed the high school equivalency examination (however, no more than five years must have elapsed between the first day of the year in which you became eligible to take the examination and the day you passed the examination, except in cases where you have taken the examination every year even after five years have elapsed). (2) Students who have been enrolled in the university for more than two years from the end of the year following the year in which they became eligible to take the examination.
- (3) Students who have not enrolled by the last day of the year following the year in which they reached 20 years of age, in the case of students who go through the individual admission qualification screening.
- (4) In the case of transfer students, those who have been enrolled for more than one year from the end of their previous course of study to the beginning of their studies at the university.
- (5) Those who have entered the university through bachelor's admission or bachelor's transfer.

Enrollment fee application type **required**

- Do not apply
- Exemption
- Deferred payment
- Both(exemption and deferred payment)

for incoming freshmen only

Undergraduate students cannot apply for an enrollment fee exemption unless there are special circumstances such as **the death of the student funder within one year before enrollment**. Please be sure to check the application conditions in the "Application Guidelines".

<4. Application information>Application type>

When selecting your application category, refer to the section “Confirmation of application category and household members” on p.4 “Instructions for Application for Exemption or Deferred Payment of the Enrollment Fee and Exemption, Deferred Payment or Payment by Installments of the Tuition Fee in the 2021-2022 Academic Year”.

Tuition fee application type **required**

Do not apply Exemption Deferred payment Payment by Installments

Do you apply for tuition fee exemption for both the first and second semesters? **required**

Yes No

Application category **required**

General student Self-supporting student Unsponsored international student

In 150 to 250 words, please describe in detail the family circumstances which led you to apply for the exemption. In particular, if any family member has been employed, retired, or unemployed, please specify the dates of occurrence and the source of current living expenses. For privately financed international students, please specify the reason why you have decided to apply for the exemption even though you proved that you have the ability to pay for your expenses in Japan when you obtained your status of residence or when you renewed your period of stay.

Reasons for application **required**

After selecting the kind of application and entering all applicant's information, click the "Save" button.

< 5. Password to re-login (for incoming freshperson) >

Once you complete “Application information” and click “save” button, your email address and password will appear in pop up screen and the top part of “List of necessary information” page. The email address and password will be used when you re-login to the system. Be sure to take a note or screen shot.

Once you complete registering “Application type,” the section turned from red ! to green ✓

List of necessary information

Your email address to edit application : **osaka@email.com**

Your password to edit application : **yBHXY6**

i The password will be required for the next login. Please make a note of it.

Application information

Application type ✓

Family information

Household members are as follows. *If you do not fall into one of the following categories, you do not need to register any information.*

- The applicant himself/herself (and the applicant's spouse if the applicant is a self-supporting student or unsponsored international student)
- Applicant's father/mother, or the person supporting the household in place of the applicant's father/mother ("Household Supporters")
- Person(s) qualifying as dependent(s) of the Household Supporter or the applicant under the Income Tax Act, regardless of whether or not such person(s) lives with the applicant
- Family members of unsponsored international students who have family members living in Japan

Applicant !

< 6. Re-login >

For incoming freshperson, click “For those who want to confirm or edit your data” in the blue box. For current Osaka University student, click “For those who want to confirm or edit your data ” in the green box.

Re-login for Incoming freshperson, it is same as p.4~p.5. Password is “Your password to edit application” appeared after you completed “Application information.”

Re-login for current Osaka University student, it is same as p.6. Re-login with your Osaka University personal ID and its password.

新入生(2021年4月入学者)
Incoming freshperson enrolling in April 2021
(2021年3月に大阪大学(大学院)を卒業(修了)し、4月に新課程に入学する方もこちらから)
(Osaka University student advancing to a higher course within Osaka University in April 2021)

新規申請 / New application

入力した内容の確認および修正 / For those who want to confirm or edit your data

取下申請 / For those who want to withdraw application

修正用パスワードを忘れた方 / For those who have forgotten the password to edit your data

在学生
Current Osaka University student

新規申請 / New application

入力した内容の確認および修正 / For those who want to confirm or edit your data

取下申請 / For those who want to withdraw application

List of necessary information

Your email address to edit application : **osaka@email.com**

Your password to edit application : **yBHXY6**

ⓘ The password will be required for the next login. Please make a note of it.

Application information

※ For Incoming freshperson
When “Your password to edit application” appeared, please be sure to take a note or screen shot.
If you forget your password, visit “**For those who have forgotten the password to edit your data**” and re-issue it.

<7. Family information>Applicant>

Fill in all the columns by selecting applicable items and registering required information based on your situation as of April 1, 2021.

If you are an incoming freshperson, register the examinee's number assigned to you when you took the entrance examination.

The Enrollment and Tuition Fee Exemption Application System

Applicant

Application information

Name

Last name **required** First name **required**

Last name in Katakana **required** First name in Katakana **required**

Please input in Katakana. (International student: Input if possible.)

Date of birth **required** Age **required**

1 

2

2

2

2

Applicant's information

Program **required**

Undergraduate Program

Master Course

Doctor Course

5 year Ph.D. program

School / Graduate school **required**

Grade **required**

Entrance examinee's number **required**

Student ID number

for incoming freshperson only

School commute classification **required**

Family's home

Other than family's home

Applicants with a category of "Self-supported student" or "Un-sponsored international student" are required to mark "Family's home" reason not to.

Source of living expenses **required**

- ① Click calendar icon to see calendar
- ② Click "▼", "<", ">" to see year and select your birth year, and then select birth month and day.

<7. Family information>Applicant>

If you have income (even if you are not a salaried employee), click “Add employment” and register your employment information. If you work for multiple companies, register all employment information. If you are in “General” category and your parents are household supporters in the Income Tax Act, you do not need to register your income of your part time job.

Applicant's contact details

Prefecture **required** Address **required**

Phone number (no hyphen)

* If you do not have a landline phone, register your mobile phone number.

Laboratory extension number

Email address **required**
hikawa.M@gomail.vom

Email address (confirmation) **required**

Family contact details

* If you are applying as a self-supporting student, please register your parent(s) information below.
If you do not have a family member, please register the laboratory extension number in the telephone number column.
* If you are applying under the category of unsponsored international student, please complete this form only if you have a family member in Japan.

Name **required** Relationship **required**

Phone number (no hyphen) **required**

Prefecture **required** Address **required**

Employment (0 items)

Add employment

※ Even if you are self-employed, press 'Add employment' and register your information.

【Email address (required)】

- The email address you enter should be valid for at least 6 months
- Suita Student Center will send you emails from gakusei-sien-en1@office.osaka-u.ac.jp, register this email address as in contact.
- Sometimes our emails go to Spam folder directly, check your Spam folder periodically.

<7. Family information>Applicant>

※Input JSPS research fellowship here.
 ※Monthly amount is 200,000 yen. If you decide to use a part of it as "research advancing expense" calculate only 70% of it.

For Annual Salary, ①if you started working on/before January 1, 2020, "Paid amount" on "Certificate of Income and withholding." If you started working on/after January 2, 2020, ② "Total Paid Amount" on Form 6-1 or ③"Expected Annual Wages" on Form 6-2. ④If you work for Osaka University, "(Expected)Annual Wages: Total" on Form 6-3. If you are not a salaried employee, input "0" for annual salary.

For Annual Salary, unit should be 000 yen (K yen) round down on thousand. (Ex. : 6,343,800(yen)→6343(K yen))
 Input your employment information and annual salary as 0, if you left your work between January 1, 2020 and March 31, 2021.
 If you are planning to leave work after April 1, 2021, input employment information and total paid amount on Form 6-1 .

Employment (1 items)

Employment * Please register the place of employment as of April 1. Delete employment

Recipient of the JSPS Research Fellowship for Young Scientists required Work place required

required
 Yes
 No

Part-time employe
 Yes
 No

"Annual Salary" (Refer to p.15)
 ①Certificate of Income and withholding→"Paid amount"
 ②Form 6-1→"Total Paid Amount"
 ③From 6-2→"Expected Annual Wages"
 ④From 6-3 →"(Expected)Annual Wages: Total"

Month of employment required Month of resignation

Annual Salary required
 Annual .000 yen [K yen] ※If you are a business income earner, please register "0" in this field and register the amount of business income in the business income field of the income information.

Add employment

* If you have more than one workplace, please make sure you add your workplace details.
 * In order to add another workplace, you need to register your existing workplace correctly.
 ※Even if you are self-employed, press 'Add employment' and register your information.

 In or before 2019
 January 2020
 February 2020
 March 2020
 April 2020
 May 2020
 June 2020
 July 2020
 August 2020
 September 2020
 October 2020
 November 2020
 December 2020
 January 2021
 February 2021
 March 2021
 April 2021

<7. Family information> Applicant >

①Certificate of Income and withholding→"Paid amount"

令和 年分 給与所得の源泉徴収票

支払を受ける者	住所又は居所 吹田市山田丘1番1号	(受給者番号) 000000000001
		(個人番号)
		(税職名) 部長
		氏名 (フリガナ) ハダガイ 春夫
		名 阪大 春夫
種別	支払金額	給与所得控除後の金額 (調整控除後)
給与・賞与	8309354	6278688
		所得控除の額の合計額 3072448
		源泉徴収税額 320600
(源泉)控除対象配偶者の有無等	控除対象扶養親族の数 (配偶者を除く。)	16歳未満扶養親族の数
有 無 等	特 定 老 人 その他	障 害 者 の 数 (本人を除く。)
○	3	
社会保険料等の金額	生命保険料の控除額	地震保険料の控除額
899448	50000	3000
(摘要) (母) 夏子 (長男) 太郎 (次男) 次郎 (長女) 桜		

②Form 6-1→"Total Paid Amount (支払い金額合計)"

1. 氏 名			
2. 生 年 月 日	年	月	日生
3. 採用年月日	年	月	採用
4. 勤務態様	※ 常勤 ・ パート (非常勤)		
5. 【2021年4月1日 ~ 2022年3月31日】に勤務した場合の支払額			
支払額合計 (平均月額)			円
備考			

上記のとおり相違ないことを証明します。

年 月 日

③From 6-2→"Expected Annual Wages"

Fill in the table below. Please tick the applicable box.

In order from oldest to newest ↓	Place of employment (Company name)		
	Bonus applies: <input type="checkbox"/> Yes <input type="checkbox"/> No	Bonus applies: <input type="checkbox"/> Yes <input type="checkbox"/> No	Bonus applies: <input type="checkbox"/> Yes <input type="checkbox"/> No
Month	Yes	Yes	
Total	Yes	Yes	
Expected Annual Wages	Total+3×(□15 / □12)	Total+3×(□15 / □12)	Total+3×(□15 / □12)

④From 6-3 →"(Expected)Annual Wages: Total"

<Employment 3 >

Relevant Department	
Employment Period between April 2021 and March 2022	/ (yy/mm) - / (yy/mm) (Scheduled)
Employment Type (Tick the applicable box.)	<input type="checkbox"/> TA <input type="checkbox"/> RA <input type="checkbox"/> Tutor <input type="checkbox"/> Other ()
(Expected) Annual Wages	Yen (Hourly wage: Yen × Total hours: hours)
[Total Wages (Employment 1 + Employment 2 + Employment 3)]	
(Expected) Annual Wages: Total	Yen Record the above total value in the Exemption Application System. Input "Osaka University" for place of work.

<7. Family information>Applicant>

Register amount you receive monthly and annually.

For Annual amount, register the amount you receive between April 2021 and March 2022.

“Child support” is a financial support from family members who are not counted as household members. Financial support for an unsponsored International student from his/her parents in home country is not regarded as “child support.”

Income

Monthly amount

Monthly amount of child allowance

Monthly ,000 yen 【K yen】

Monthly amount of child-rearing allowance

Monthly ,000 yen 【K yen】

Monthly amount of child support

Monthly ,000 yen 【K yen】

Pereaved family pension

Annual ,000 yen 【K yen】

Others (child allowance, public assistance, etc.)

Unemployment allowance

(Daily amount × Days) ,000 yen 【K yen】

Public welfare assistance

Annual ,000 yen 【K yen】

Child allowance

Annual ,000 yen 【K yen】

child-rearing allowance

Annual ,000 yen 【K yen】

injury and disease allowance

Annual ,000 yen 【K yen】

Other income

Annual ,000 yen 【K yen】

Business income

Annual ,000 yen 【K yen】

Miscellaneous income

Annual ,000 yen 【K yen】 * For individual pensions, fill in this miscellaneous income column.

Annual amount of child support

Annual ,000 yen 【K yen】

Back Save

<8. Family information> Spouse/Father/Mother >

Fill in all the columns by selecting applicable items and registering required information based on your situation as of April 1, 2021.

Register all information as you did in “Applicant” section. After you finish selecting “Student” part, click “Save” button.

Spouse

Application information

Name

Last name **required**

First name **required**

Last name in Katakana **required**

First name in Katakana **required**

Please input in Katakana. (International student: Input if possible.)

Date of birth **required** 

Age **required**

Is the applicant supporting that person? **required**

Yes

No

Employment (0 items)

Occupation

[Add employment](#)

Financial support

1. Financial supporter

1. Amount Annual ,000 yen [K yen]

2. Financial supporter

2. Amount Annual ,000 yen [K yen]

Student

Is a student? **required**

Yes

No

[Back](#) [Save](#)

※Even if you are self-

<9. Family information>Additional household members>

Fill in all the columns by selecting applicable items and registering required information based on your situation as of April 1, 2021.

For “Student” section, if you select “Yes,” school related questions will appear.

If you have an elementary school student or older student in your household members, select “Yes.” If you have household members before elementary school, select “No.”

The screenshot shows a web form titled "Family information". It is divided into two main sections: "Application information" and "Student".

Application information section:

- Name:** Fields for Last name, First name, Last name in Katakana, and First name in Katakana. Each field has a "required" label.
- Date of birth:** A date input field with a calendar icon and a "required" label.
- Age:** An input field with a "required" label.
- Relationship:** Radio button options: Older brother, Younger brother, Older sister, Younger sister, Applicant's children, and Other. Each option has a "required" label.
- Is a "Household Supporter":** Radio button options: Yes and No. Each option has a "required" label. A note below states: "Household Supporter" refers to "father and mother" or "person supporting the household in place of the".
- Living with you:** Radio button options: Yes and No. Each option has a "required" label.

Student section (highlighted with a red box):

- Is a student:** Radio button options: Yes (selected) and No. Each option has a "required" label.
- School name:** An input field with a "required" label.
- Grade:** A dropdown menu with a "required" label.
- Establishment:** Radio button options: National, Public, and Private. Each option has a "required" label.
- School type:** A dropdown menu with a "required" label.
- School commute classification:** Radio button options: Family's home and Other than family's home. Each option has a "required" label.

At the bottom of the form, there are two buttons: "Back" and "Save". The "Save" button is highlighted with a red box.

< 10. Scholarship information>Applicant's/Applicants Spouse's Scholarship >

If your scholarship/grant is confirmed as of April 1, 2021 , select “Yes”, click “Add scholarship”, register scholarship information as next page and click “Save”.

※ Even if your scholarship is one of scholarships you do not need to submit the certificate listed on ”Instruction Q&A”, you still need to register the information. If your scholarship/grant is NOT confirmed as of April 1, 2021, simply select “No” and click “Save”.

The Enrollment and Tuition Fee Exemption Application System

Language ▾ Logout

Applicant's scholarship information (0 items)

Scholarship you receive between April 2021 and March 2022
Scholarships without official announcement as of April 1, such as "Applying", please assume that you have not received it.
(If you are in the process of "continuing" or "renewing" your scholarship, or if reservation has been decided, please register your scholarship information.)

Do you have a scholarship/grant? **required**

Yes
 No

Add scholarship

Back Save

< 10. Scholarship information>Applicant's/Applicants Spouse's Scholarship >

Select "Type of scholarship" and register the information.

Depends on your selection, different questions will be shown, register information accordingly. If there are more than 2 scholarships, complete first scholarship and then click "Add scholarship."

Scholarship information Delete this scholarship information

Types of scholarships **required**

JASSO Scholarship (loan)

JASSO Scholarship (non-refundable)

Private scholarship (non-refundable) * Please select this option, if you are a 'Monbukagakusho Honors Scholarship for Privately-Financed International Students.'

Private scholarship (loan)

Starting month **required** Terminating month **required**

----- ----- ----- -----

Monthly amount Expected amount

Monthly ,000 yen [K yen] Annual ,000 yen [K yen]

Is there any change in the amount or the sponsored period during this academic year? **required**

Yes

After selecting and entering all "Scholarship information", click the "Save" .

Add scholarship

(In order to add another scholarship information, you must register the existing scholarship information correctly.)

Back Save

<11. Other information>Financial information (Un-sponsored International Student)>

Please enter your parents' financial information.

Financial information

Your father's income	Your mother's income
<p>Occupation</p> <input type="text"/>	<p>Occupation</p> <input type="text"/>
<p>Month of employment</p> <input type="text" value="0"/> 	<p>Month of employment</p> <input type="text" value="0"/> 
<p>Amount in local currency</p> <input type="text" value="0"/>	<p>Amount in local currency</p> <input type="text" value="0"/>
<p>Currency (e.g. USD)</p> <input type="text"/>	<p>Currency (e.g. USD)</p> <input type="text"/>
<p>Japanese Yen in</p> <input type="text" value="0"/> ,000 yen 【K yen】	<p>Japanese Yen in</p> <input type="text" value="0"/> ,000 yen 【K yen】

※The part below is same as “Self-supporting student” section. Refer to p.20~p.21
After selecting and registering all “Financial information”, click “Save” button.

<12. Other information>Financial information>

Check financial information on this page.

①All income sources are listed here. Make sure all these numbers are correct. If you need to modify, click “Modify” and modify income.

①

Scholarship				
Receiver	Category	Period	Expected amount in this academic year	Modify
Applicant	Private scholarship (non-refundable) * Please select this option, if you are a 'Monbukagakusho Honors Scholarship for Privately-Financed International Students.' ABC Scholarship Foundation	April 2019 ~ March 2023	240,000 yen	<input type="button" value="Modify"/>

Employment					
Relationship	Work place	Period	Part-time employee (including associate employees)	Salary	Modify
Applicant	Osaka University	April 2021 ~	Yes	1,000,000 yen	<input type="button" value="Modify"/>

仕送り・援助金			
Relationship	Financial supporter	Annual amount	Modify
Applicant	My father	500,000 yen	<input type="button" value="Modify"/>

Other income
No other income has been registered. Please register here .

<12. Other information>Financial information>

② Register Expenses

• Register a monthly amount in thousand yen in each column.

• Specify expenditure items, if any, and the monthly amounts in the “Other expenditure” column.

③ Confirmation of Income and expenditure

All information on this page cannot be saved unless Total income \geq Total expenses. **Make sure your income exceeds your expense.**

The screenshot shows a web form titled 'Expenses' with a red header. It contains several sections for entering monthly amounts in thousands of yen:

- Food Expenses: Monthly ,000 yen [K yen]
- Housing (international student residences, lodgings, flats, etc.): Monthly ,000 yen [K yen]
- Utility bills: Monthly ,000 yen [K yen]
- School fees (excluding tuition fees) and education fees: Monthly ,000 yen [K yen]
- Social insurance costs: Monthly ,000 yen [K yen]
- Communication costs (e.g. mobile phone bills): Monthly ,000 yen [K yen]

Below these is the 'Other expenditure items' section with three rows:

Others 1 - Name	Others 1 - Amount
<input type="text"/>	Monthly <input type="text" value="0"/> ,000 yen [K yen]
Others 2 - Name	Others 2 - Amount
<input type="text"/>	Monthly <input type="text" value="0"/> ,000 yen [K yen]
Others 3 - Name	Others 3 - Amount
<input type="text"/>	Monthly <input type="text" value="0"/> ,000 yen [K yen]

At the bottom, a green header reads 'Revenue and expenditure'. Below it, a message states: 'Total income must exceed total expense. [Total income (annual amount) \geq total expense (annual amount).]'. A red box highlights the summary: 'Total income (annual amount) : 1740,000 yen' and 'Total expenses (annual amount) : 0,000 yen'. A red arrow points from the text 'Make sure your income exceeds your expense.' to this box. To the right, red text says: 'All income and expenses are added up and total amount is shown here'.

After selecting and entering all “Financial Information”, click the “Save” button.

Save

13. Other information>Household information>

Household with recipient(s) of long-term medical care

If applicable to any of your household members, select “Yes”, click “Add a long-term care patient (person)” button and select relationship and enter number in “自己負担額合計” on Form9 to Medical expenses.

Household information

Part-time job at Osaka University ^

Does your family member (including yourself) work at Osaka University? **required**

Yes
 No

• This is a required field.

Long-term medical care ^

- As of the time of application (April 1, 2021), those who have been under medical care for 6 months or more or those who are recognized as needing medical care are eligible.
- For disease, a doctor's certificate (original) issued within the last three months is required.
- For nursing care services, a copy of the nursing care insurance card is required. (No deduction will be made if not submitted)
- If you are applying as a privately financed international student, please register only the information for yourself and your family members living in Japan.

Do you want to receive a deduction of long-term medical care? **required**

Yes
 No

1: Please fill in the items Delete

Relationship required ----- ⓘ ▼ • This is a required field.	Medical expenses required Annual <input type="text"/> ⓘ ,000 yen [K yen] • This is a required field.
--	--

Add a long-term care patient (person)

13. Other information>Household information>

Handicaps or atomic bomb victim

If applicable to any of your household members, select “yes”, click “Add a member with a handicap or an atomic bomb victim” and fill out columns by selecting applicable items and entering required information .

The screenshot shows a web form titled "Handicaps or atomic bomb victim". At the top, there is a note: "If you are applying as a privately financed international student, please register only the information for yourself and your family members living in Japan." Below this is a question: "Do you want to receive a deduction of handicap or atomic bomb victim?" with a "required" label. Two radio buttons are present: "Yes" (which is selected and highlighted with a red box) and "No". Below the question is a section labeled "1: Please fill in the items" with a "Delete" button. A large red box encloses the main form fields: a "Relationship" dropdown menu (with a "required" label and a "This is a required field." error message), a "Category" section with three radio buttons: "Disabled person", "Atomic bomb survivors (with disabilities)", and "Atomic bomb survivors (no disabilities)" (with a "required" label and "This is a required field." error message), and three columns of radio buttons: "Disability pension" (with "Recipient" and "Non-Recipient" options, "required" label, and "This is a required field." error message), "Disability certificate" (with "In possession" and "Have applied" options, "required" label, and "This is a required field." error message), and "Special child-rearing allowance" (with "Recipient" and "Non-Recipient" options, "required" label, and "This is a required field." error message). At the bottom of the form is a blue button labeled "Add a member with a handicap or an atomic bomb victim" (highlighted with a red box). At the very bottom of the page are "Back" and "Save" buttons, with the "Save" button highlighted with a red box.

After selecting and confirming all “Household information”, click the “Save” button.

14. Confirmation of data entered

List of necessary information

Your email address to edit application : osaka@email.com
Your password to edit application : [yBHXY6](#)
❗ The password will be required for the next login. Please make a note of it.

Application information

Application type

Family information

Household members are as follows. If you do not fall into one of the following categories, you do not need to register any information.

- The applicant himself/herself (and the applicant's spouse if the applicant is a self-supporting student or unsponsored international student)
- Applicant's father/mother, or the person supporting the household in place of the applicant's father/mother ("Household Supporters")
- Person(s) qualifying as dependent(s) of the Household Supporter or the applicant under the Income Tax Act, regardless of whether or not such person(s) lives with the applicant
- Family members of unsponsored international students who have family members living in Japan

Applicant (Osaka Dai)

Scholarship information

Applicant's scholarship information (1 items)

Other information

Financial information

Household information

After completing all pages and saving all the data, confirm if all information turns to green ✓ from red !

Click "To confirm" button at the bottom of the screen.

15. Confirmation of application forms

① 1. Confirmation of application status

Your email address to edit application : osaka@email.com
Your password to edit application : yBHXY6

ⓘ The password will be required for the next login. Please make a note of it.

Your application status is as follows. You can check the application details by clicking the "Confirm application form" button, so be sure to check that the registered details are correct. Click the "Back" button to make corrections, or click the "Next" button to confirm. If you want to modify the contents after completing the registration in the exemption application system, please modify the application forms handwriting directly with black ink.

Receipt number	Issued after registration is completed
Applicant's name	Osaka Dai
Application semester	First and Second semester tuition fees
Application type	Enrollment fee: do not apply Tuition fee: Exemption

Online registration **Not completed (draft)** Deadline : [Tuesday, April 6, 2021 \(JST\) Strict Deadline](#)
Submission of application documents **Not Received** Deadline : [Thursday, April 8, 2021 \(JST\) Strict Deadline](#)

② 2. Confirmation items (Please check all items)

Please read all the items in "2. Confirmation items" and tick the boxes.

- After the deadline, we will not be able to accept applications for any reason.
- Regarding the tuition exemption, if the applied semester is "only the first semester" and you wish to apply for the second semester, you need to apply again.
- For students enrolled in October, if you wish to apply for the next fiscal year and beyond, you need to apply again.

③ 3. Confirm the Application Form

Check the application

Please use Adobe Reader to display and print the PDF.
In the case of browsers such as Chrome and Firefox, it may be displayed by the built-in PDF viewer, and it may not be printed correctly.

Currently, it is in a draft state.
Click the "Next" button and complete the registration in the next page.

Please read all the items in "2. Confirmation items" and tick the boxes.

④ ← Back Next →

If you want to exit once, please logout from here (contents are saved)

Then application information is displayed.

① Confirm the "1. Confirmation of application status"

② Read carefully "2. Confirmation items" and tick the .

③ Click "Check the Application Form" button to open completed application forms and Checklist. Check these forms to ensure that all information is accurate. Go through all these forms (Form 1-1~2, Form 2, for self-supporting student Form 3, for unsponsored International student Form 4) to check if the information is correct. Check closely especially incomes on Form 3 and 4 with supporting documents ("Certificate of income and withholding tax," "Final tax return declaration form," Form 6-1~3 etc.) If there is any incorrect information, click green button "←Back" to return to the previous page.

④ After checking the application forms, click "Next→" button.

15. Confirmation of application forms (Continued from previous page)

Confirmation of application details

Your email address to edit application : **osaka@email.com**
Your password to edit application : **yBHXY6**
The password will be required for the next login. Please make a note of it.

Receipt number	Issued after registration is completed
School / Graduate school	文学研究科 / Graduate School of Letters
Grade	Year 1
Applicant's name	Osaka Dai
Applicant's email address	osaka@email.com
Applicant's email address	osaka@email.com
Applied semester	First
Application semester	Enrolment fee: do not apply Tuition fee: Exemption

If you only applied in the first semester, you will need to apply again in the second semester.

Check the application ①

Please use Adobe Reader to display and print the PDF.
In the case of browsers such as Chrome and Firefox, it may be displayed by the built-in PDF viewer, and it may not be printed correctly.

Get Adobe Reader

Please tick the box below to complete your 'Registration'.
Once you have registered, you will not be able to make any further amendments.
Please refer to the submission checklist before registering. ②

I am sure that the documents I am submitting are correct. We have no objection to the exemption being withdrawn in the event of a deliberate misstatement.

← Back **Register** ③

① Click “Check the application” button to final-confirm all information printed on forms. Once you click “Register” button, you will NO longer be able to change any information on the system.

② Be sure to read the message that appears above “Register” button and tick the if you agree with the message before clicking the button.

③ Once you are ready, click the “Register” button.

16. Confirmation after registration/Preparation of application forms

- ① Upon registration, “Your receipt number xxxx (four-digit number) is displayed.”
Keep the receipt number carefully as you will need it to make inquiries and view the application results.
- ② After reading this message, click the “Check the application” button to print and check the application forms.
 - Print each application form on A4 paper. Form 1-1 and 1-2 should be printed in horizontal. Not vertically.
 - If you cannot print any of the forms properly on A4 paper, save the form in PDF format in an external folder (e.g. your own USB memory) and then print it.
 - If you need to correct any of the information, correct the information directly on the printed form using black ink. (Do not use correction tape or whiteout.)
 - You must submit the documents marked “Required” in the Application Checklist. Submit application documents (application forms) along with relevant certification documents by sending them by mail to Suita Student Centers or putting them in a postbox installed at each Student Center. Application documents must be submitted to the Student Center by the designated deadline. If you fail to meet the deadline, your application will NOT be accepted under any circumstances for whatever reason.

Online register is complete.

Your receipt number is 1032

①

Please note your receipt number as you will need it for the results announcement.
 (If you apply for the first and second semesters at once, the same application number will be used for the second

At the moment your application is not yet completed. You will then need to submit your documents to the Student Center.
 The application form should be printed in A4 size; if you are unable to print the application form in size A4, please use a printer with a larger paper size (e.g. a USB memory stick that you manage) and print it out.
 The deadline for submitting documents to the Student Centre is 2021/4/8 (Thu) 16:30 (JST). No applications will be accepted after this deadline.
 Even if you have completed the online registration, your application will be invalid if you do not submit your documents by the deadline.

Application Status

Please find below the status of your application. Please make sure to check that your application is correct before printing. If you want to modify the contents after completing the registration in the exemption application system, please do so by handwriting directly with black ink.

Receipt number	1032 Make sure you keep a copy.
Applicant's name	大阪大学
Application semester	Enrolment fee First and Second semester tuition fees
Application type	Enrolment fee: waived Tuition fee: Exemption

②

Online registration Completed

Submission of application documents Not Received Deadline : 2021年4月8日(木) 16:30(00秒) (日本時間) Strict Deadline

✓ Is the system registration status set to "Registration complete"? If you have not completed your registration (draft), please complete it before the registration deadline.

✓ Is the status of your application submission "Received"? If your application has not been received, please send your documents to the Suita Student Centre by post (by the deadline) or submit them to the post box at the Student Centre by the deadline. (Please note that it may take a few days to confirm receipt. Please submit your documents as soon as possible regardless of the deadline).

✓ After the deadline, we will not be able to accept applications for any reason.

✓ Regarding the tuition exemption, if the applied semester is "only the first semester", and you wish to apply for the second semester, you need to apply again.

✓ For students enrolled in October, if you wish to apply for the next fiscal year and beyond, you need to apply again.

Check the application

Please use Adobe Reader to display and print the PDF. In the case of browsers such as Chrome and Firefox, it may be displayed by the built-in PDF viewer, and it may not be printed correctly.



Print and submit the application forms from this button, not from the button on previous pages. Draft forms are NOT acceptable.