

Instructions for Entering Your Information in the Enrollment and Tuition Fee Exemption Application System ("Exemption Application System")

- For matters not specified in these instructions, follow the instructions shown on the screen regarding selecting applicable options and entering required information.
(The questions and instructions shown may vary depending on the kind of application you choose.)
- It may take longer to complete the registration process than expected, as you may have to ask your family for information necessary for registration or for other reasons. You should therefore start the registration process as early as possible.

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1. Accessing the Exemption Application System

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

Click “**新入生/in-coming freshman (who will enroll in Osaka University in October 2016)**” if you are:

- (1) A freshman enrolled in Osaka University in October 2016; or
- (2) An Osaka University student advancing to a higher course within Osaka University in October 2016.
- (3) Click “**在学生/ The person who enrolled in Osaka University**” if you fall under neither of the above two categories.

入学料免除等申請・授業料免除等申請システム(免除申請システム)
The Enrollment and Tuition Fee Exemption Application System

平成28年10月入学者
in-coming freshman (who will enroll in Osaka University in October 2016)

平成28年9月に大阪大学(大学院)を卒業(修了)し、10月に新課程に入学する方もこちらから
An Osaka University student advancing to a higher course within Osaka University in October 2016

(1) (2)

在学生
The person who enrolled in Osaka University

(3)

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、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

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.

2. Selection of the kind of application/Re-login screen (for in-coming freshmen) (If you are a student already enrolled in Osaka University, go to p. 6.)

After clicking “新入生/in-coming freshman (who will enroll in Osaka University in October 2016),” the following screen appears.

Select the kind of application on the “申請の種類/Kind of application” panel.

入学料免除等申請・授業料免除等申請システム(免除申請システム)
The Enrollment and Tuition Fee Exemption Application System

[トップページへ / Top page](#)

平成28年10月入学者
in-coming freshman (who will enroll in Osaka University in October 2016)

申請の種類 / Kind of application

- 入学料免除(収納猶予)
/ Exemption or Deferred Payment of the Enrollment Fee
- 入学料免除(収納猶予) + 授業料免除等(後期(2学期)のみの申請)
/ Exemption or Deferred Payment of the Enrollment Fee and Tuition Fee Exemption, etc. for the second semester
- 授業料免除等(後期(2学期)のみの申請)
/ Tuition Fee Exemption, etc. for the second semester

Select one of the options.

入力した項目の修正はこちらから/For those who want to edit your data

修正用パスワード

最初にログインしたときに画面に表示されたパスワードのことです
The password displayed by a screen when you logged in first.

メールアドレス

Selection of the kind of application/Re-login screen (for in-coming freshmen) (continued from previous page)

After selecting the kind of application, the following screen appears.

Enter the common password for all new students and the email address you usually use in the respective fields **correctly** and log in to the system.

Common password for all new students: handai1610

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

(Example)

When you select “Exemption or Deferred Payment of the Enrollment Fee and Tuition Fee Exemption, etc. for the second semester, the following screen appears.

入学料免除等申請・授業料免除等申請システム (免除申請システム)
The Enrollment and Tuition Fee Exemption Application System

[トップページへ / Top page](#)

平成28年10月入学者
in-coming freshman (who will enroll in Osaka University in October 2016)

申請の種類 / Kind of application

- 入学料免除(収納猶予)+授業料免除等(後期(2学期)のみの申請)
/ Exemption or Deferred Payment of the Enrollment Fee and Tuition Fee Exemption, etc. for the second semester

パスワード / Password

メールアドレス

入力した項目の修正はこちらから / For those who want to edit your data

修正用パスワード

最初にログインしたときに画面に表示されたパスワードのことです
The password displayed by a screen when you logged in first.

メールアドレス

3. Selection of the kind of application/Re-login screen (for persons enrolled in Osaka University)

After clicking “在學生/ The person who enrolled in Osaka University,” the following screen appears. **Select the kind of application on the “申請の種類/Kind of application” panel.**

入学料免除等申請・授業料免除等申請システム (免除申請システム)
The Enrollment and Tuition Fee Exemption Application System

トップページへ / Top page

在學生
The person who enrolled in Osaka university

申請の種類 / Kind of application

Exemption, deferred payment and payment by installments of tuition fee is referred to as “Tuition Fee Exemption, etc.”

- 後期(2学期)のみの授業料免除等申請(前後期一括申請をされた方は選択できません。)
Application for Tuition Fee Exemption, etc. for the second semester only
(This option is not available to applicants for Tuition Fee Exemption, etc. for both the first and second semesters.)
- 前後期一括申請の変更申請(前後期一括申請をされた方のみ選択できます。)
Reapplication due to change(s) in application information provided for both semesters
(This option is available only to applicants for Tuition Fee Exemption, etc. for both the first and second semesters.)
- 前後期一括申請の後期分取下げ申請(前後期一括申請をされた方のみ選択できます。)
Withdrawal of application for Tuition Fee Exemption, etc. for the second semester
(This option is available only to applicants for Tuition Fee Exemption, etc. for both the first and second semesters.)

◆ Enter your Osaka University personal ID and password on the screen that appears and log in to the system.

◆ The re-login screen for persons enrolled in Osaka University is as shown on p. 3. You can re-log in to the system with your Osaka University personal ID and password.

4. Kind of application/Applicant's information

Kind of application

(1) Select the kind of application.

Applicant's information

Fill in all the fields by selecting applicable items and entering required information to reflect your situation as of October 1, 2016.

(2) When selecting your application category, refer to the section “Confirmation of application category and household members” in “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 2016-2017 Academic Year.”

(3) **If you are an in-coming freshman**, enter the examinee's number assigned to you when you took the entrance examination for enrollment.

入学料免除申請・授業料免除申請システム(免除申請システム)
The Enrollment and Tuition Fee Exemption Application System

申請の種類

入学料 / Enrollment Fee

併納 / Both (exemption and deferred payment) 免除申請 / Exemption 収納猶予申請 / Deferred payment

結果が半額免除・不許可の場合、併せて入学料収納猶予を申請するか / In the case of partial fee exemption or fee exemption refusal, will the applicant apply for deferred payment of the enrollment fee?

はい / Yes いいえ / No

授業料 / Tuition Fee

免除申請 / Exemption 収納猶予申請 / Deferred payment 分納申請 / Payment by Installments

(1)

申請者情報

区分 一般 独立生計者 私費外国人留学生 / Un-sponsored International Students (2)

◆以下の独立生計者の認定条件を確認ください。以下のすべての条件を満たし、それを証明できる書類の提出が可能な場合のみ、独立生計者として申請できます。
・本人(または配偶者)の父母等と別居している
・所得税法上、父母等の扶養家族でない

受験番号 / Examinee's number (3) In-coming freshmen only

課程 / Program

学部 / Undergraduate Program 博士前期課程・修士課程 / Master's program 博士課程 / Doctoral program

5年一貫制課程 / 5 year Ph.D. program

所属 / Department

学年 / Grade

氏名 / Name 姓 / Family Name 名 / First Name

フリガナ / Katakana of your name セイメイ カナで入力してください(留学生は可能であれば) / Please input in katakana. (international student: input if possible)

年齢 / Age

生年月日 / Date of Birth

性別 / Gender 男性 / Male 女性 / Female

通学区分 / School commute classification / School attendance classification

独立生計者及び私費外国人留学生は特別な理由がない限り「自宅」となります / Unless otherwise specified, unsponsored international students should mark One's home as place of residence.

自宅 / One's home 自宅外 / Other than one's home

先に進む / Next

Applicant's information (Continued from previous page)

(4) If you are enrolled in Osaka University Law School, select “Master’s Course.”

Be sure to fill in all the fields by selecting applicable items and entering required information.

申請者情報 / Applicant's Information

区分 / Application Category 一般 / General students 独立生計者 / Self-supporting students 私費外国人留学生 / Un-sponsored International Students

受験番号 / Examinee's number

課程 / Program

学部 / Undergraduate Program 博士前期課程・修士課程/法科大学院の課程 / Master Course 博士後期・博士課程 / Doctor Course (4)

5年一貫制課程 / 5 year Ph.D. program

所属 / Department

学年 / Grade 年

氏名 / Name 姓 / Family Name: 名 / First Name:

フリガナ / Katakana of your name セイ: メイ: カナで入力してください(留学生は可能であれば) / Please input in katakana. (International student: Input if possible.)

年齢 / Age 歳

生年月日 / Date of Birth

性別 / Gender 男性 / Male 女性 / Female

通学区分 / School commute classification / School attendance classification

独立生計者及び私費外国人留学生は特別な理由がない限り「自宅」となります / Unless otherwise specified, un-sponsored international students should mark One's home as place of residence

自宅 / One's home 自宅外 / Other than one's home

先に進む/Next

After selecting the kind of application and entering all applicant's information, click the “Next” button.

5. Reason for application and source of living expenses/Contact information of the applicant/Contact information of the applicant's family member(s)

Reason for application and source of living expenses

Contact information of the applicant

- Be sure to enter either your telephone number or mobile phone number.
- Enter the extension number of your department, if known.

(Notes on entering your email address)

- Enter the address you usually use.
- Re-enter the address in “メールアドレス(確認) / E-mail (Confirmation)”.

申請理由及び生活費の出所 / Reason for application and source of living expenses

免除を申請するに当たった家庭事情を150字から250字以内で、具体的に記入してください。(免除を申請するに当たった家庭事情を具体的に記入してください。)
特に、家族の転職・退職・失業等がある場合は、その発生日月、また現在の生活費の出所を明記してください。 / Please write in detail the household circumstances which have led to the application for fee exemption.

残り全角250文字 残り半角500文字

現在の生活費の出所 / Current source of living expenses

日本に住んでいる家族がいるか / Applicant has family living in Japan 有 / Yes 無 / No

話者連絡先 / the contact information of applicant

都道府県 / Prefectures

現住所 / Address

電話番号(ハイフン不要) / Phone number (no hyphen) ※固定電話がない場合は携帯電話の番号を入力してください。 / If a landline telephone number cannot be provided, please enter a mobile telephone number

携帯電話番号 / Mobile telephone number (no hyphen) ※携帯電話がない場合は固定電話の番号を入力してください。 / If a mobile telephone number cannot be provided, please enter a landline telephone number

研究室内線番号 / Department extension number

メールアドレス(必須) / Email(necessary)
こちらからの連絡メールの送付先となります。メールの不着は申請者の不利益となりますので、必ず連絡がつくアドレスを入力してください。
/ Osaka University will send email to this address.
You may be at a disadvantage if you cannot be reached by email, so be sure to enter an email address at which the University can reach you.

メールアドレス(確認) / Email(confirmation)

メールアドレス2 / Email2

メールアドレス2(確認) / Email2(confirmation)

Reason for application and source of living expenses/Contact information of the applicant/Contact information of the applicant's family member(s) (Continued from previous page)

Contact information of the applicant's family member(s)

If you are a self-supporting student and have no family members who can be contacted by the university due to unavoidable circumstances, then enter the contact information of your department (e.g. extension number) instead.

家族連絡先 / the contact information of applicant's family	
私費外国人留学生は、日本に家族がいる場合のみ記入のこと / Only fill out this section if the applicant has family living in Japan	
都道府県 / Prefectures	<input type="text"/>
現住所 / Address	<input type="text"/>
氏名 / Name	<input type="text"/>
続柄 / Relation	<input type="text"/>
電話番号 / Telephone or cellular number	<input type="text"/>
申請者世帯情報	
本人を含む世帯のどなたかに該当者がいる場合、「有」にチェックしてください。	
雇用保険の失業給付金受給の有無 / Recipient of unemployment allowance	<input checked="" type="radio"/> 有 / Yes <input checked="" type="radio"/> 無 / No <input type="checkbox"/> 配偶者
年金(遺族年金以外)受給者 / Corresponding person	<input checked="" type="radio"/> 有 / Yes <input checked="" type="radio"/> 無 / No <input type="checkbox"/> 本人 <input type="checkbox"/> 配偶者
遺族年金受給者 / Corresponding person	<input checked="" type="radio"/> 有 / Yes <input checked="" type="radio"/> 無 / No <input type="checkbox"/> 本人
児童手当受給者 / Corresponding person	<input checked="" type="radio"/> 有 / Yes <input checked="" type="radio"/> 無 / No <input type="checkbox"/> 本人 <input type="checkbox"/> 配偶者
児童手当月額合計 / Monthly amount of child allowance	<input type="text"/> 円
児童扶養手当受給者 / Corresponding person	<input checked="" type="radio"/> 有 / Yes <input checked="" type="radio"/> 無 / No <input type="checkbox"/> 本人 <input type="checkbox"/> 配偶者
児童扶養手当月額合計 / Monthly amount of child-rearing allowance	<input type="text"/> 円
養育費受給者 / Corresponding person	<input checked="" type="radio"/> 有 / Yes <input checked="" type="radio"/> 無 / No <input type="checkbox"/> 本人
養育費月額合計 / Monthly amount of child support	<input type="text"/> 円
戻る/Back	<input type="button" value="先に進む/Next"/>

After entering “Reason for application and source of living expenses/Contact information of the applicant/Contact information of the applicant's family member(s),” click the “Next” button.

6. Checklist for required documents

Specify the situation of each of your household members by selecting “yes” or “no” to confirm your required documents.

入学科免除等申請・授業料免除等申請システム(免除申請システム) The Enrollment and Tuition Fee Exemption Application System	
システム登録状況	下書き
申請締切日時	2016/10/01 00:00
必要書類チェック / Checklist for Required Documents	
標準の修業年限を超過している / Applicant is to remain in the course beyond the minimum period of study.	
<input type="radio"/> はい / Yes <input checked="" type="radio"/> いいえ / No	
申請者本人が日本学術振興会特別研究員である / Applicant is a JSPS Research Fellowship for Young Scientists recipient	
<input type="radio"/> はい / Yes <input checked="" type="radio"/> いいえ / No	
配偶者が日本学術振興会特別研究員である / Spouse of applicant is a JSPS Research Fellowship for Young Scientists recipient	
<input type="radio"/> はい / Yes <input checked="" type="radio"/> いいえ / No	
申請者本人がリーディングプログラム奨励金を受給している / Applicant is a recipient of a Leading Program grant	
<input type="radio"/> はい / Yes <input checked="" type="radio"/> いいえ / No	
配偶者がリーディングプログラム奨励金を受給している / Spouse of applicant is a recipient of a Leading Program grant	
<input type="radio"/> はい / Yes <input checked="" type="radio"/> いいえ / No	
本人又は日本に住む家族(就学者を除く)のどなたかが大阪大学でアルバイト等をしている / Applicant or family member living in Japan (excluding students) has part-time employment working at Osaka University	
<input type="radio"/> はい / Yes <input checked="" type="radio"/> いいえ / No	
本人又は日本に住む家族(就学者を除く)に平成27年1月1日以降に退職した勤務先がある / On or after January 1, 2015, applicant or family member living in Japan (excluding students) has retired from a place of employment	
<input type="radio"/> はい / Yes <input checked="" type="radio"/> いいえ / No	
本人又は日本に住む家族(就学者を除く)が平成27年1月2日以降に(再)就職、転職した / On or after January 2, 2015, applicant or family member living in Japan (excluding students) entered employment or changed jobs	
<input type="radio"/> はい / Yes <input checked="" type="radio"/> いいえ / No	
日本に住んでいる家族がいる(父母、配偶者、兄弟) / Applicant has family living in Japan (parents, spouse, siblings)	
<input type="radio"/> はい / Yes <input checked="" type="radio"/> いいえ / No	
家族に就学者がいる / The applicant has a household member(s) who is a student.	
<input type="radio"/> はい / Yes <input checked="" type="radio"/> いいえ / No	
戻る/Back	先に進む/Next

After specifying the situations of all the household members, click the “Next” button.

7. Financial aid

If you receive any financial aid, report the type of such financial aid by selecting applicable items and entering required information. (You should report all financial aid including that for which certifying documents need not be submitted.)

***You do not have to report financial aid if you have applied but do not yet know whether it will be granted.**

(1) First, specify whether you are a recipient of financial aid or not, and select the financial aid you receive. Then select applicable options and enter required information.

(2) “Grant-type financial aid” and “loan-type financial aid” refer to financial aid other than the JASSO financial aid (Type I and Type II). Select the applicable financial aid and enter required information without confusing grants and loans.

If you are a recipient of grant-type financial aid (repayment is not required), select “Scholarship which do not have to be repaid 1, 2” and fill in the form.

If you are a recipient of loan-type financial aid (repayment is required), select “Loan-type scholarship 1, 2” and fill in the form.

The screenshot shows a web form for reporting financial aid. A red box highlights the top section with the text: "奨学金受給の有無 / Financial aid" and "今年度(平成28年4月～平成29年3月) / Current academic year (April 2016 to March 2017)現在の状況". Below this, there is a question in Japanese and English: "「予約採用候補者」、「申請中」など受給が決定していない奨学金については、受給がないものとしてください。 You do not have to report financial aid if you have applied but do not yet know whether it will be granted". A red "(1)" is placed next to this section. A blue box highlights the "給付型奨学金 / Scholarship which do not have to be repaid1(クリックで開く) / Click here to open the form." section, which contains various input fields for recipient information, scholarship name, dates, amounts, and change details. A blue "(2)" is placed next to this section. At the bottom, a red box highlights the "先に進む/Next" button. Other buttons for "戻る/Back" and "貸与型奨学金" are also visible.

After entering information on your financial aid, click the “Next” button.

8. Password to edit your data (issued to in-coming freshmen only)/Saving as draft

After you complete the registration process up to the stage of “Financial aid,” the following screen appears.

- If you are an in-coming freshman, a password to edit your data (consisting of six letters) will be issued to you.
- If you want to save the forms you have completed so far, click the “Save as draft” button.

If you quit the process at this stage without clicking the “Save as draft” button, the information you have entered will be lost, and, if you are an in-coming freshman, the password to edit your data issued to you will become invalid.

- Refer to the next page for instructions for the second and subsequent login after saving the data as a draft.

授業料 / Tuition Fee 免除申請 / Exemption

申請者氏名 / Name osaka osaka

申請者メールアドレス

新証明パスワード / Password to update data

次回入力時に必要となりますので、パスワードは必ず覚えておいてください。 / Please keep your password safe. You will be required to enter password to access this system next time.

申請者の方へ

授業料免除等申請システムの入力は、ここまでとなっております。
入力途中でも、この時点で入力を完了していない場合、そこまでの「下書き」状態での申請は無効となります。
申請者は必ず、この時刻までに家庭を完了（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。

申請情報

申請の種類と申請者情報 / Kind of the application and Applicant Information(入力済・修正 / Edit)

申請理由及び生活費の出所申請者・家族の連絡先申請者世帯情報 / Reason for application and source of living expenses・Contact information of the applicant・Contact information of the applicant's family member(s)・Information on the applicant's household member(s)(入力済・修正 / Edit)

必要書類チェック / Checklist for Required Documents(入力済・修正 / Edit)

奨学金状況調査 / Scholarship details (入力済・修正 / Edit)

家族情報 / Family Information

世帯の構成員は以下のとおりです。 / The following persons are counted as the applicant's household members.これらに該当しない方の情報は入力の必要はありません。 / There is no need to enter information for other persons.

- 申請者本人(独立生計者・私費外国人留學生の場合は配偶者を含む) / Applicant (and the applicant's spouse if the applicant is a self-supporting student or unsponsored international student)
- 父および母、または父および母に代わって家計を支えている者(「家計支持者」といふ) / Applicant's father/mother or the person who is supporting the household in place of the applicant's father/mother ("Household Supporter")
- 同居・別居を問わず、家計支持者または申請者の扶養下にある者 / Person(s) qualifying as dependent(s) of the Household Supporter or the applicant, regardless of whether or not such person(s) lives with the applicant
- 私費外国人留學生は、日本にいる家族についてのみ入力してください。 / Only fill out this section if the applicant has family living in Japan.

●(入力必須)本人 / Applicant

●本人の配偶者 / Applicant's spouse

●父 / Father 不在の場合はこちら /

●母 / Mother 不在の場合はこちら /

●追加(兄弟姉妹、祖父母、子供等)について入力してください。 / Other person (Child etc.)

特別控除 / Special deduction

私費外国人留學生は、本人及び日本に住む家族についての関係する項目です / Items apply only to applicant or family living in Japan

私費外国人留學生の家計状況申告書 / Form4

下書き保存 / Save as draft

**To in-coming freshmen:
When the password to edit your data is shown on the screen, copy or write it down so that you will not forget it; the password cannot be reissued.**

Enter information of each of your household members individually.

Instructions for entering “Household information (individual situation),” “Special deduction,” “Self-supporting student’s income statement,” and “Unsponsored international student’s income statement” are given on p. 15 and after.

9. The second and subsequent login

If you are an in-coming freshman:

Log in to the system from the “Selection of the kind of application/Re-login” page.

- (1) Enter your password to edit your data and the email address you previously entered in the “For those who want to edit your data” window.
- (2) If you have forgotten your password to edit your data, log in to the system from the “For those who have forgotten the password to edit your data” window and follow the procedures indicated in the email that will be sent to you.

The screenshot shows a web interface with three distinct sections, each with a light blue background and rounded corners. The top section is outlined in red and contains a form for editing data. The middle section is outlined in blue and contains a form for withdrawing an application. The bottom section is outlined in blue and contains a form for users who have forgotten their password. Each section includes a title in Japanese and English, a password field, an email address field, and a login button.

Section (1): 入力した項目の修正はこちらから/For those who want to edit your data. Includes fields for 修正用パスワード (Reset Password) and メールアドレス (Email Address), and a ログイン / login button.

Section (2): 修正用パスワードを忘れた方はこちらから/For those who have forgotten the password to edit your data. Includes fields for パスワード / Password and メールアドレス (Email Address), and a 送信 / send button.

If you are a student already enrolled in Osaka University:

Log in to the system using your Osaka University personal ID and password as you did when you first logged in.

10. Household information

Click “Household members” in the “Application information” window and enter information of each of your household members.

申請情報
申請の種類と申請者情報 / Kind of the application and Applicant Information (入力済 / 修正 / Edit)

申請理由及び生活費の出所申請者・家族の連絡先申請者世帯情報 / Reason for application and source of living expenses・ Contact information of the applicant・ Contact information of the applicant's family member(s) / Information on the applicant's household member(s) (入力済 / 修正 / Edit)

必要書類チェック / Checklist for Required Documents (入力済 / 修正 / Edit)

奨学金状況調査 / Scholarship details (入力済 / 修正 / Edit)

家族情報 / Family Information

世帯の構成は以下のとおりです。 / The following persons are counted as the applicant's household members.これ以外に課税しない他の情報は入力する必要はありません。 / There is no need to enter information for other persons.

- 申請者本人 (独立型申請者・私費外国人留学生在の場合は配偶者を含む) / Applicant (and the applicant's spouse if the applicant is a self-supporting student or unsponsored international student)
- 父及び母、または父または母に代わって世帯を支えている者(世帯長または母) / Applicant's father/mother or the person who is supporting the household in place of the applicant's father/mother ("Household Supporter")
- 同居・別居を問わず、家計を維持または申請者の扶養下にある者 / Person(s) qualifying as dependent(s) of the Household Supporter or the applicant, regardless of whether or not such person(s) lives with the applicant
- 私費外国人留学生在は、日本にいる家族についての記入が必要です。 / Only fill out this section if the applicant has family living in Japan

● (入力必須) 本人 / Applicant
● 本人の配偶者 / Applicant's spouse
● 父 / Father / 不在の場合は省略 /
● 母 / Mother / 不在の場合は省略 /
● 世帯長(世帯長、世帯長、世帯長) / Other person (Child etc.)

特別控除 / Special deduction
私費外国人留学生在は、本人及び日本に住む家族についての必要事項を記入してください。 / Items apply only to applicant or family living in Japan

私費外国人留学生在の家計状況申告書 / Form

下書き保存 / Save as draft

Enter information of each of your household members individually.



入学料免除等申請・授業料免除等申請システム (免除申請システム)
The Enrollment and Tuition Fee Exemption Application System

家族情報 / Family Information

続柄 / Relation 本人の配偶者 / Applicant's spouse

氏名 / Name 姓 / Family Name { } 名 { }

フリガナ / Katakana of your name セイ { } メイ { }

年齢 / Age { } 歳

生年月日 / Date of Birth { } / { } / { }

職業 / Occupation { } 職業

勤務先1 / Place of work

勤務先 { } 日本学術振興会特別研究員である 博士課程リーディングプログラム奨励金を受給している

就職年月 / Date of Employment { } / { } / { }

退職年月 / Date of Retirement { } / { } / { }

給与年額 / Annual Amount of Salary { } 千円 / Unit: 1,000yen

勤務先2 / Place of work (4月1日時点で複数の勤務先: アルバイト先等あれば記入 / Specify if you work for more than one employer, whether full or part time, as of April 1)

勤務先 { }

就職年月 / Date of Employment { } / { } / { }

退職年月 / Date of Retirement { } / { } / { }

給与年額 / Annual Amount of Salary { } 千円 / Unit: 1,000yen

勤務先3 / Place of work (4月1日時点で複数の勤務先: アルバイト先等あれば記入 / Specify if you work for more than one employer, whether full or part time, as of April 1)

勤務先 { }

就職年月 / Date of Employment { } / { } / { }

Household information (Continued from previous page)

(1) Household information

(“Occupation”)

Elementary school pupil and older student → Select “就学者(小学生以上)/Student (elementary school pupil and older)” and fill in the “School attendance” window (see p. 18).

Preschool child → Select “無給(年金受給者除く)/Unemployed (excluding pension recipient).”

(2) Place of work

- Enter the name of the company or other employer in the “Place of work” field.
- **If you have a household member(s) who is a recipient of the JSPS Research Fellowship for Young Scientists or a scholarship from the Program for Leading Graduate Schools, check the applicable box.**
- In the “Annual salary” field, round the amount down to the nearest thousand and show it in thousand yen. (Example: 6,343,800 yen → 6343)
- There is no need to enter information on the place of work if your household member is no longer employed as of October 1, 2016.

家族情報 / Family Information	
続柄 / Relation	本人の配偶者 / Applicant's spouse
氏名 / Name	姓 / Family Name: <input type="text"/> 名: <input type="text"/>
フリガナ / Katakana of your name	セイ: <input type="text"/> メイ: <input type="text"/>
年齢 / Age	<input type="text"/> 歳
生年月日 / Date of Birth	<input type="text"/>
職業 / Occupation	<input type="text"/>

(1)

勤務先1 / Place of work	
勤務先	<input type="text"/> <input type="checkbox"/> 日本学術振興会特別研究員である <input type="checkbox"/> 博士課程リーディングプログラム奨励金を受給している
就職年月 / Date of Employment	<input type="text"/>
退職年月 / Date of Retirement	<input type="text"/>
給与年額 / Annual Amount of Salary	<input type="text"/> 千円 / Unit: 1,000yen

(2)

勤務先2 / Place of work (4月1日時点で複数の勤務先・アルバイト先等あれば記入 / Specify if you work for more than one employer, whether full or part-time, as of April 1.)	
勤務先	<input type="text"/>
就職年月 / Date of Employment	<input type="text"/>
退職年月 / Date of Retirement	<input type="text"/>
給与年額 / Annual Amount of Salary	<input type="text"/> 千円 / Unit: 1,000yen

Household information (Continued from previous page)

Income

Enter the **annual amount** in each applicable field.

Round the amount down to the nearest thousand and show it in thousand yen.

- Note that the amount should be shown in whole (unrounded) yen in some fields.
- Note to international students: Please enter the relationship with your sponsor in the applicable field. (e.g. “father”).

所得情報 / Income	
年金(個人年金以外)	0 千円 / Unit: 1,000yen ※それぞれの最新の年金振り込み通知書、もしくは、年金決定(改定)通知書の「年金支払額」を元に年額を入力してください。
その他(児童手当、公的扶助など)	0千円 / Unit: 1,000yen
雇用保険受給額	0 円
生活保護受給額	0 円
児童手当	0 円
児童扶養手当	0 円
その他収入 / Other income	0 円
事業所得	0 千円 / Unit: 1,000yen
雑所得	0 千円 / Unit: 1,000yen ※個人年金についても、この雑所得欄に記入
*The following is to be completed by international students only.	
留学生仕送り援助金等名称1 / Relationship with your sponsor* (Money sent from home and other similar financial aid to the unsponsored international students)	
留学生仕送り援助金等1 / Money sent from home and other similar financial aid to the international student	0 千円
留学生仕送り援助金等名称2 / Relationship with your sponsor* (Money sent from home and other similar financial aid to the unsponsored international students)	
留学生仕送り援助金等2 / Money sent from home and other similar financial aid to the international student	0 千円

Total amount is displayed.

Note: Show the amount in whole (unrounded) yen.

Household information (Continued from previous page)

(4) School attendance

Fill in this window if any of your household members, including your spouse, father and mother, is attending a school.

Select “yes” or “no” in the “Attending school” field. **For “Academic year,” select the year as of October 1, 2016.**

The screenshot shows a web form titled "就学情報 / School Attendance". The form contains several sections with radio buttons and input fields. A red box highlights the "学校に通っている / Attending School" section, which includes a radio button for "はい / Yes" (selected) and "いいえ / No", a text input field for "学校名 / School name", and a dropdown menu for "学年 / academic year" followed by "年". Below this, there are radio buttons for "設置区分 / Establishment" (National, Public, Private), "学校種別 / School type" (Elementary school, Middle school, High school, University, Technical College, Specialized training college), and "通学区分 / School commute classification / School attendance classification" (One's home, Other than one's home). At the bottom, there are two buttons: "戻る / Back" and "保存 / Save", with the "Save" button also highlighted by a red box.

After entering “Household information” by selecting applicable items and entering required information for all of your household members, including you, your spouse, father and mother, click the “Save” button.

11. Special deduction

Click “Special deduction” in the “Application Information” window.

The screenshot shows the 'Application Information' window with several tabs: '申請情報 / Kind of the application and Applicant Information (入力済・修正 / Edit)', '申請理由及び生活費の出所申請者・家族の連絡先申請者世帯情報 / Reason for application and source of living expenses・ Contact information of the applicant・ Contact information of the applicant's family member(s)・ Information on the applicant's household member(s) (入力済・修正 / Edit)', '必要書類チェック / Checklist for Required Documents (入力済・修正 / Edit)', '奨学金状況調査 / Scholarship details (入力済・修正 / Edit)', and '家族情報 / Family Information'. The 'Special deduction / Special deduction (入力済・修正 / Edit)' tab is highlighted with a red box. Below the tabs, there is a '下書き保存 / Save as draft' button.

Person with a disability/A-bomb survivor

If applicable to any of your household members, select “yes” and fill in this window by selecting applicable items and entering required information.

The screenshot shows the '障がい者・原爆被害者情報 / Person with a disability/A-bomb survivor' form. It includes a note: '*障がい者手帳のコピーの提出が必要です / Submission of a disability certificate (copy) is required.' The form has a header with '障がい者がある世帯としての控除を受ける / Receive deduction due to a household member with a disability' and radio buttons for 'はい / Yes' (selected) and 'いいえ / No'. Below this, there is a dropdown for '障がい者人数 / Number of person(s) with a disability' set to '1人'. The form is divided into two sections: '障がい者一人目 / Person with a disability' and '障がい者二人目 / Person with a disability'. Each section has fields for '続柄 / Relation', '氏名 / Name', and '種別 / Category'. The first section also has radio buttons for '障がい年金 / Disability pension' (あり / Recipient, ない / Non-Recipient), '障がい者手帳 / Disability certificate' (あり / In possession, 申請中 / Have applied), and '特別児童扶養手当 / Special child-rearing allowance' (あり / Recipient, ない / Non-Recipient). The second section has fields for '続柄 / Relation' and '氏名 / Name'.

Special deduction (Continued from previous page)

Household with recipient(s) of long-term medical care (who is recognized as needing long-term care)

If applicable to any of your household members, select “yes” and enter required information.

長期療養者(要介護認定者)のいる世帯 / Household with recipient(s) of long-term medical care (who is recognized as needing long-term care)	
<p>申請時(10月1日)現在において、6ヶ月以上の期間療養中または療養が必要と認められた人が対象です。疾病については、3ヶ月以内に発行された医師の診断書(原本)が必要です。 介護サービスについては、介護保険被保険者証(コピー)が必要です。 (提出のない場合、控除はしません) This applies to an individual who has been in medical care for more than six months or who is recognized as in need of medical care for more than six month as of October 1, 2015. Submission of a medical certificate (original) issued in the past 3 months is required For a recipient of care under the Long-Term Care Insurance System, a copy of his or her Long-Term Care Insurance Card should be submitted. (If not submitted, there will be no deduction)</p>	
長期療養者がいる世帯として <input checked="" type="radio"/> はい / Yes <input type="radio"/> いいえ / No	
の控除を受ける / Receive deduction due to a household member receiving prolonged medical treatment	
長期療養者一人目 / Person receiving prolonged medical treatment	
続柄 / Relation	<input type="text"/>
氏名 / Name	<input type="text"/>
療養費 / Medical Treatment Fee	<input type="text"/> 千円(年額) / thousand yen/year
長期療養者二人目 / Person receiving prolonged medical treatment	
続柄 / Relation	<input type="text"/>
氏名 / Name	<input type="text"/>
療養費 / Medical Treatment Fee	<input type="text"/> 千円(年額) / thousand yen/year
戻る / Back	保存 / Save

After entering information for “Special deduction” by selecting applicable items and entering required information, click the “Save” button.

12. Self-supporting student's income statement (Applicable only if you apply as a self-supporting student)

Click “Self-supporting student's income statement” in the “Application information” window.

The screenshot shows a web form titled "申請情報" (Application Information). It contains several sections: "申請の種類と申請者情報 (入力済・修正)", "申請理由及び生活費の出所(申請者・家族の連絡先申請者世帯情報 (入力済・修正))", "必要書類チェック (入力済・修正)", "異字金状況調査 (入力済・修正)", and "家族情報". Under "家族情報", there is a section for "独立生計者の方は、扶養していない「父」もしくは「母」がいる場合も、氏名を入力してください。" (For independent students, please enter the name of the parent you are not supported by, even if you have one). Below this, there is a list of family members that can be selected: "本人 (入力済・修正) 最大 25 名 削除", "本人の配偶者", "父 (入力済・修正) 最大 1 名 削除", "母 (入力済・修正) 最大 1 名 削除", and "直系兄弟姉妹、祖父母、子供等について入力してください". At the bottom, there is a section for "特別控除 (入力済・修正)" with a red box around the option "独立生計者の家計状況申告書". A yellow button labeled "下書き保存" (Save Draft) is at the bottom left.

Income and other situations

Fill in the “Regular/part-time job” window to reflect the situation as of October 1, 2016.

Do not enter information on a regular/part-time job you are no longer doing as of October 1, 2016.

Enter estimated hours in the “Number of weekly working hours” field. You may leave this field blank if it is difficult to estimate the hours due to irregular work pattern.

Other income

Enter the name of the entity from which you receive an income.

The screenshot shows a web form titled "収入等状況" (Income and other situations). It contains several sections for entering income information: "定職・アルバイト 1", "定職・アルバイト 2", "定職・アルバイト 3(クリックで開く)", "定職・アルバイト 4(クリックで開く)", "定職・アルバイト 5(クリックで開く)", "その他の収入 1", and "その他の収入 2". Each section has fields for "職種" (Job type), "職種(勤務先)" (Job type (Employer)), "就労期間開始年月" (Start date of employment), "就労期間終了年月" (End date of employment), "週間稼働時間" (Weekly working hours), and "年額" (Annual amount) in thousands of yen. The "その他の収入 1" section also has a "名称" (Name) field and a "受給区別" (Benefit category) dropdown menu. A yellow button labeled "下書き保存" (Save Draft) is at the bottom left.

Self-supporting student's income statement (Continued from previous page)

Expenditure

Specify "Other expenditures" if any.

Income and expenditure

Before saving the data, **check the amounts to ensure that income is equal to or greater than expenditure.**

支出状況	
食費	0 千円(月額)
住居費	0 千円(月額)
光熱費	0 千円(月額)
修学費(授業料を除く)・教養費	0 千円(月額)
社会保険費(国民健康保険等のこと)	0 千円(月額)
通信費(携帯電話代等)	0 千円(月額)
その他の支出項目	
<input type="text"/>	0 千円(月額)
<input type="text"/>	0 千円(月額)
<input type="text"/>	0 千円(月額)
収支	
収入合計(年額) ≥ 支出合計(年額)である必要があります。	
収入合計(年額)	0千円
支出合計(年額)	0千円
戻る	保存

After entering information in "Self-supporting student's income statement" by selecting applicable items and entering required information, click the "Save" button.

13. Un-sponsored international student's income statement (Applicable only if you apply as an un-sponsored international student)

Click "Form 4" in the "Application information" window.

申請情報 / Kind of the application and Applicant Information (入力済・修正 / Edit)

申請理由及び生活費の出所申請者・家族の連絡先申請者世帯情報 / Reason for application and source of living expenses・ Contact information of the applicant・ Contact information of the applicant's family member(s)・ Information on the applicant's household member(s)(入力済・修正 / Edit)

必要書類チェック / Checklist for Required Documents (入力済・修正 / Edit)

奨学金状況調書 / Scholarship details (入力済・修正 / Edit)

家族情報 / Family Information

世帯の構成員は以下のとおりです。 / The following persons are counted as the applicant's household members. / これらに該当しない方の情報は入力する必要はありません。 / There is no need to enter information for other persons.

- 申請者本人(独立生計者・私費外国人留学生の場合は配偶者を含む) / Applicant (and the applicant's spouse if the applicant is a self-supporting student or un-sponsored international student)
- 父および母、または父および母に代わって家計を支えている者(家計支持者)を含む / Applicant's father/mother or the person who is supporting the household in place of the applicant's father/mother ("Household Supporter")
- 同居 別居を問わず、家計支持者または申請者の扶養下にある者 / Person(s) qualifying as dependent(s) of the Household Supporter or the applicant, regardless of whether or not such person(s) lives with the applicant
- 私費外国人留学生は、日本にも家族についてのみ入力してください。 / Only fill out this section if the applicant has family living in Japan

- 本人 / Applicant (入力済・修正 / Edit) 最大2名削除 / Delete
- 本人の配偶者 / Applicant's spouse
- 父 / Father (入力済・修正 / Edit) 最大1名削除 / Delete
- 母 / Mother (入力済・修正 / Edit) 最大1名削除 / Delete
- 同居(兄弟姉妹、祖父母、子供等)について入力してください。 / Other person (Child etc.)

特別控除 / Special deduction (入力済・修正 / Edit)

私費外国人留学生は、本人及び日本に住む家族についてのみ関係する項目です。 / Items apply only to applicant or family living in Japan

私費外国人留学生の家計状況申告書 / Form4 (入力済・修正 / Edit)

下書き保存 / Save as draft

父の収入状況 / Earnings / Father's income

職業 / Occupation

就職年月 / Date of Employment

現地での収入金額 / Current income

日本円換算 / Amount in Japanese yen

母の収入状況 / Earnings / Mother's income

職業 / Occupation

就職年月 / Date of Employment

現地での収入金額 / Current income

日本円換算 / Amount in Japanese yen

援助金/仕送り / allowance/support from relatives 1

続柄 / Relation

送金者の氏名 / Name of Supporter

生活費の出所 / Source of living costs

年額 / Annual amount

援助金/仕送り / allowance/support from relatives 2

続柄 / Relation

送金者の氏名 / Name of Supporter

生活費の出所 / Source of living costs

Income of father (mother)

Enter the amount earned by your father (mother) in the "Income earned in home country" field along with the currency.

Convert the above amount into Japanese yen using the exchange rate at the time of application and enter the result in the "Amount in Japanese yen" field.

Financial support/money from home

Be sure to enter the name of the sender of support/money. The annual total amount should be shown.

Un-sponsored international student's income statement (Continued from previous page)

Part-time job, etc.

Fill in this window to reflect the situation as of October 1, 2016.

Do not enter information on a part-time job you are no longer doing.

Other income

Enter the name of the entity from which you receive an income.

アルバイト等 / Part-time work1	
続柄 / Relation	<input type="text"/>
職種(勤務先) / Job Category (Place of Work)	<input type="text"/>
就労期間開始年月 / Date of Employment	<input type="text"/>
就労期間終了年月 / Date of Retirement	<input type="text"/>
週間稼働時間 / hours/week	<input type="text"/> 時間 / hours
年額 / Annual amount	<input type="text"/> 千円 / Unit: 1,000yen
アルバイト等 / Part-time work2	
続柄 / Relation	<input type="text"/>
職種(勤務先) / Job Category (Place of Work)	<input type="text"/>
就労期間開始年月 / Date of Employment	<input type="text"/>
就労期間終了年月 / Date of Retirement	<input type="text"/>
稼働時間/週 / hours/week	<input type="text"/> 時間 / hours
年額 / Annual amount	<input type="text"/> 千円 / Unit: 1,000yen
アルバイト等 / Part-time work3(クリックで開く)	
アルバイト等 / Part-time work4(クリックで開く)	
アルバイト等 / Part-time work5(クリックで開く)	
その他収入 / Other income1	
続柄 / Relation	<input type="text"/>
名称 / Name	<input type="text"/>
受給区別 / Type	<input type="text"/>
年額 / Annual amount	<input type="text"/> 千円 / Unit: 1,000yen

Un-sponsored international student's income statement (Continued from previous page)

Expenditure

- (1) **Enter a monthly amount in thousand yen in each field.**
- (2) Specify expenditure items, if any, and the **annual amounts** in the **“Other expenditure” field.**

支出状況 / Expenditures	
食費 / Food	0 <input type="text"/> 千円(月額) / thousand yen/month
住居費 / Housing(留学生会館・下宿・アパート・他)	0 <input type="text"/> 千円(月額) / thousand yen/month
光熱費 / Electricity and heating	0 <input type="text"/> 千円(月額) / thousand yen/month
修学費(授業料を除く)・教養費 / Study expenses (not including tuition fees)	0 <input type="text"/> 千円(月額) / thousand yen/month
社会保険費 / Insurance costs ※国民健康保険のこと / National Health Insurance	0 <input type="text"/> 千円(月額) / thousand yen/month
通信費(携帯電話代等) / Telephone and cellular expenses	0 <input type="text"/> 千円(月額) / thousand yen/month
その他の支出項目 / Other expences	以下年額 / Annual amount
<input type="text"/>	0 <input type="text"/> 千円(年額) / thousand yen/year
<input type="text"/>	0 <input type="text"/> 千円(年額) / thousand yen/year
<input type="text"/>	0 <input type="text"/> 千円(年額) / thousand yen/year
合計年額 / Total annual amount	0千円(年額) / thousand yen/year

Un-sponsored international student's income statement (Continued from previous page)

Household members living in Japan

If any of your household members is living in Japan, enter their relationship with you, name, occupation, and school, as applicable.

Income and expenditure

Before saving the data, **check the amounts to ensure that income is equal to or greater than expenditure.**

The screenshot displays a web form for an international student's income statement. It is divided into three main sections:

- 日本にいる家族 / Family in Japan 1:** This section includes fields for '続柄 / Relation' (dropdown), '氏名 / Name' (text), '年齢 / Age' (0 years), '職業 / Occupation' (text), '学校名 / School name' (text), and '学年 / academic year' (1 year). It also features a question '申請者と同居している / Does he/she live with the applicant?' with radio buttons for '同居 / Living together' and '別居 / Living separately'.
- 日本にいる家族 / Family in Japan 2:** This section is identical to the first one.
- 収支 (Income and Expenditure):** This section contains a note: '収入合計(年額) ≥ 支出合計(年額)である必要があります。' (Total annual income must be greater than or equal to total annual expenditure). Below this are two input fields: '収入合計(年額) / Annual amount' and '支出合計(年額) / Annual amount', both currently set to '0千円 / Unit: 1,000yen'.

At the bottom of the form, there are two buttons: '戻る / Back' and '保存 / Save'. The '保存 / Save' button is highlighted with a red rectangular box.

After entering information in “Un-sponsored international student’s income statement” by selecting applicable items and entering required information, click the “Save” button.

14. Confirmation of data entered

After completing all pages and saving all the data, click the “Save as draft” button at the lower part of the “Application information” window.

(Pages in which data entry is completed are marked “Edit.” Make sure that no page is left uncompleted.)

申請情報
申請の種類と申請者情報 / Kind of the application and Applicant Information (入力済・修正 / Edit)
申請理由及び生活費の出所申請者・家族の連絡先申請者世帯情報 / Reason for application and source of living expenses・ Contact information of the applicant・ Contact information of the applicant's family member(s)・ Information on the applicant's household member(s) (入力済・修正 / Edit)
必要書類チェック / Checklist for Required Documents (入力済・修正 / Edit)
奨学金状況調書 / Scholarship details (入力済・修正 / Edit)
家族情報 / Family Information
世帯の構成員は以下のとおりです。 / The following persons are counted as the applicant's household members. これらに該当しない方の情報は入力の必要はありません。 / There is no need to enter information for other persons.
●申請者本人(独立生計者・私費外国人留學生の場合は配偶者含む) / Applicant (and the applicant's spouse if the applicant is a self-supporting student or unsponsored international student)
●父および母、または父および母に代わって家計を支えている者(「家計支持者」という) / Applicant's father/mother or the person who is supporting the household in place of the applicant's father/mother ("Household Supporter")
●同居・別居を問わず、家計支持者または申請者の扶養下にある者 / Person(s) qualifying as dependent(s) of the Household Supporter or the applicant, regardless of whether or not such person(s) lives with the applicant
●私費外国人留學生は、日本にいる家族についてのみ入力してください。 / Only fill out this section if the applicant has family living in Japan
<ul style="list-style-type: none">■ 本人 / Applicant (入力済・修正 / Edit) 阪大 25郎 削除 / Delete■ 本人の配偶者 / Applicant's spouse■ 父 / Father (入力済・修正 / Edit) 阪大 父 削除 / Delete■ 母 / Mother (入力済・修正 / Edit) 阪大 母 削除 / Delete■ 追加(兄弟姉妹、祖父母、子供等について入力してください) / Other person (Child etc.)
特別控除 / Special deduction (入力済・修正 / Edit)
私費外国人留學生は、本人及び日本に住む家族についてのみ関係する項目です / Items apply only to applicant or family living in Japan
私費外国人留學生の家計状況申告書 / Form4 (入力済・修正 / Edit)
下書き保存 / Save as draft

15. Confirmation of application forms

Then application information is displayed. Click the “申請書確認 / Confirm the Application Form” button to open completed application forms with the information you have entered and Application Checklist. Check these forms to ensure that all information is accurate. After checking the application forms, click the “確認画面へ / Next” button.

Kind of application	
Your application information is as follows. Make sure that all the information is accurate, and click "確認画面へ/Next" button at the bottom of this page. If you need to correct any of the information after completing registration, correct the information directly on the printed form using black ink.	
Receipt number	issued after registration is completed
Name	
Kind of application	Tuition fee both first and second semester Exemption
Application category	Un-sponsored international student
Online registration	Not completed
Submission of application documents	Not Received
◆Is your online registration completed? If not, complete registration by the deadline.	
◆Are your application documents received? If not, submit application documents to the postboxes at the Student Centers.(It may take a few days until submitted documents are received.)	
◆Application is not accepted after the deadline under any circumstances	
◆If you apply for Tuition fee exemption, etc. only for the first semester and hope to apply for the second semester, you have to submit an application in the second semester again.	
申請書確認/Confirm the Application Form	
PDFの表示と印刷は、Adobe Reader を用いてください。 Internet Explorer 以外のブラウザ(Chrome, Firefox 等)の場合、内蔵PDFビューアで表示している可能性があり、正しく印字・印刷されないことがあります。	
	
現在は、下書きの状態です。 「確認画面へ/Next」ボタンを押下し、次の画面で登録を完了してください。 Your registration is not completed. Click the "確認画面へ/Next" button and complete registration on the next page.	
確認画面へ/Next	
一旦終了する場合は、こちらからログアウトしてください(内容は保存されています) Click here to logout if you need to temporary stop input.	
入力再開	

16. Registration

Be sure to read the message that appears above the “登録 / Register” button before clicking the button.

If you agree with the message, check the box, and click the “登録 / Register” button.

申請内容確認	
所属 / Department	人間科学研究科 / Graduate School of Human Sciences
学年 / Grade	2年
学籍番号 / Student ID number	
申請者氏名 / Name	
申請者メールアドレス / Email address	
申請者メールアドレス2 / Email address2	
学期 / Semester	前期 / First semester
授業料免除申請 / Kind of application for Tuition Fee	収納滞り申請 / Deferred payment
申請書確認 / Confirm the Application Form	
PDFの表示と印刷は、Adobe Readerを用いてください。 Internet Explorer 以外のブラウザ (Chrome, Firefox 等) の場合、内蔵PDFビューアで表示している可能性があり、正しく印字・印刷されないことがあります。	
	
下記チェックボックスをチェックした上で、「登録」を完了してください。 Be sure to check the box below, and click the “登録/ Register” button to complete registration. 一度登録をすると以降修正は行えなくなります You cannot edit your data once you have submitted your registration. 提出書類チェックシートを登録前に参照すること Refer to the “Application Checklist” in your application form before completing registration.	
<input checked="" type="checkbox"/> 今回提出する書類の内容は確かに相違ありません。また、故意の虚偽記載が発覚した場合は、免除等が取り消されることに異存ありません。 I hereby certify that the information submitted here is true and correct. Furthermore, if any intentional falsifications are discovered, I accept the revocation of enrollment fee (tuition fee) exemption.	
<input type="button" value="登録 / Register"/>	
<input type="button" value="戻る / Back"/>	

17. Confirmation after registration/Preparation of application forms

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.

◆ After reading this message, click the “Prepare Application Form” button to print the application forms and check the printed forms.

- Print each application form on A4 paper. 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.)
- You must submit the documents marked “Required” in the Application Checklist.

Submit application documents (application forms) along with relevant certification documents by putting them in a postbox installed at each Student Center or sending them by mail to one of the Student Centers. Be sure to write your four-digit receipt number on the envelope.

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.

WEB入力が完了しました。
あなたの受付番号は、**受付番号は結果発表の際に必要となりますので、大切に保管してください。**
(前期・後期一括申請をした場合は、同一の受付番号を後期でも使用します。)
申請の種類は授業料(前期・後期)です。

Your receipt number is
Keep the receipt number carefully as you will need it to view the application results which will be announced online.

If you apply for tuition fee exemption, deferred payment or payment by installments for both the first and second semesters at the same time, the same receipt number will be used for both semesters.
Please be informed that you have applied for following exemption(s),etc.
First semester and Second semester Tuition Fee Exemption

◆ 申し込みの住所が変更になったり、変更センターへの申請情報として修正が必要になった場合は、書類に修正内容を記入した封筒を貼付するか、該当箇所(申請料印)で修正を行うかのいずれかを行ってください。
◆ 既出で済んだ申請は完了していません。このあと学生センターに書類を提出する必要があります。
◆ 申請書(申請書)は、捺印と電子化して印刷していただき、A4サイズで正確に印刷していただき、申請書(申請書)は、申請書(申請書)をUSBメモリ等にいったん申請書PDFを保存してから印刷してください。
◆ 申請センターの申請情報は、申請センターで管理されています。申請センターへお問い合わせは、申請センターにお問い合わせください。
◆ WEB登録が完了した後も、申請センターに問い合わせる必要はありません。

◆ You cannot change the information entered in the Exemption Application System. If you need to correct any of the information before submitting application forms to the Student Center, write the correct information on a post-it note and stick it to the form, or correct the information directly on the printed form using black ink.
◆ The application process has not been completed yet. To complete the process, you must submit application documents to the Student Center.
◆ Print each application form on A4 paper. 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.
◆ Application documents should be submitted to one of the Student Centers by [deadline]. Applications will not be accepted after the deadline under any circumstances.
◆ Applications submitted after the deadline will be invalid even if registration in the Exemption Application System is completed.

吹田学生センター

申請状況

Receipt number	(Be sure to remember this number)
Name	
Kind of application	Tuition fee both first and second semester Payment by installments
Application category	Un-sponsored international student
Online registration	Completed
Submission of application documents	Not Received Deadline:

◆ Is your online registration completed? If not, complete registration by the deadline.
◆ Are your application documents received? If not, submit application documents to the postboxes at the Student Centers.(It may take a few days until submitted documents are received.)
◆ Application is not accepted after the deadline under any circumstances
◆ If you apply for Tuition fee exemption, etc. only for the first semester and hope to apply for the second semester, you have to submit an application in the second semester again.

PDFの表示と印刷は、Adobe Reader を用いてください。
Internet Explorer 以外のブラウザ(Chrome, Firefox 等)の場合、内蔵PDFビューアで表示している可能性があり、正しく印字・印刷されないことがあります。

上記内容を確認しましたので、申請書を作成します。// I have read the above and will prepare the application form. ("Prepare Application Form")

18. Reapplication due to change(s) in application information provided for both semesters (for persons enrolled in Osaka University)

After clicking “前後期一括申請の変更申請／Reapplication due to change(s) in application information provided for both semesters,” the following screen appears. Select the events which occurred between the time of application in the first semester (April 1) and the time of application in the second semester (October 1).

入学料免除等申請・授業料免除等申請システム(免除申請システム)
The Enrollment and Tuition Fee Exemption Application System

変更理由 / Reason for change

変更理由 / Reason for change	
<input type="checkbox"/>	1. 世帯の構成員に増減があった / Increase / decrease in number of household members
<input type="checkbox"/>	2. 世帯の構成員の中に新たに障がい者としての認定を受けた者がいる / Recognition as a person(s) with disability
<input type="checkbox"/>	3. 長期療養者・要介護認定者の増減があった / Addition/removal of recipient(s) of long-term medical care and person(s) recognized as in need of long-term care
<input type="checkbox"/>	4. 火災・風水害・盗難等の被害を受けた / Damage due to fire, windstorm, flood, theft, etc.
<input type="checkbox"/>	5. 就学者の増減があった / Increase/decrease in number of students
<input type="checkbox"/>	6. 通学区分の変更があった / Change in commuting category
<input type="checkbox"/>	7. 申請区分の変更があった(例-一般・独立生計者) / Change in application category (e.g. from General student to Self-supporting student)
<input type="checkbox"/>	8. 就職/退職した人がいる(アルバイトを含む) / Family member(s)/applicant entered/left employment, whether regular or part-time.
<input type="checkbox"/>	9. 奨学金の受給を新たに開始した/奨学金の受給が終了した / Family member(s)/applicant began/stopped receiving a scholarship.
<input type="checkbox"/>	10. リーディングプログラム奨励金受給が決定した / Family member(s)/applicant was accepted as a recipient of a scholarship from the Program for Leading Graduate Schools.
<input type="checkbox"/>	11. 年金または恩給の受給を開始した / Family member(s)/applicant began/stopped receiving a pension or public employees' pension.
<input type="checkbox"/>	12. 雇用保険失業給付金の受給を開始/終了した / Family member(s)/applicant began/stopped receiving unemployment allowance.
<input type="checkbox"/>	13. 傷病者手当の受給を開始/終了した / Family member(s)/applicant began/stopped receiving injury and disease allowance.
<input type="checkbox"/>	14. 児童扶養手当の受給を開始/終了した / Family member(s)/applicant began/stopped receiving child-rearing allowance.
<input type="checkbox"/>	15. 生活保護の認定を受けた/取り消された / Family member(s)/applicant became eligible/ineligible to receive public welfare assistance.
<input type="checkbox"/>	16. 平成27年10月1日付での最短修業年限の超過 / Enrollment in the course beyond the minimum period of study as of October 1, 2015
<input type="checkbox"/>	17. 申請の種類の変更(例-免除申請・収納猶予申請) / Change in kind of application
<input checked="" type="checkbox"/>	18. 申立書・事情書(様式10-1)を提出します / Submission of Special Statement (Form 10-1)

変更理由は原則として上記1～17に限りです。
これ以外の変更理由がある場合は、『18.申立書・事情書(様式10-1)』と変更に係る証明書を提出してください。
In principle, only the events listed above from 1-17 are deemed valid as reasons for change.
If you have any other reason for change, submit “18. Special Statement (Form 10-1)” along with a certificate relevant to the change.

戻る / Back **先に進む / Next**

After selecting applicable items, click the “Next” button.

19. Withdrawal of application for Tuition Fee Exemption, etc. for the second semester (for persons enrolled in Osaka University)

After clicking “前後期一括申請の後期分取下げ申請／Withdrawal of application for Tuition Fee Exemption, etc. for the second semester,” the following screen appears.

To withdraw the application for Tuition Fee Exemption, etc., click the “Final Confirmation” button first, and then click the “Yes” button.

入学科免除等申請・授業料免除等申請システム(免除申請システム)
The Enrollment and Tuition Fee Exemption Application System

取下申請 / Application Withdrawal

前後期一括申請(について後期分取下げ申請をしますか。 / Are you sure to withdraw your application for Tuition Fee Exemption, etc. for the second semester?

取下げ申請のWeb登録を行った場合、申請を取り消すことはできません。 / You cannot cancel your withdrawal after completing online registration by clicking “Yes” button below.

【確認 / Final Confirmation】

取下げ申請をする / Yes

Submission of Application Withdrawal Form (for persons enrolled in Osaka University) (Continued from previous page)

After online registration for withdrawal of application is completed, the following screen appears.

Download an Application Withdrawal form by clicking the “Download an Application Withdrawal form” button, fill in the form by referring to the sample form, place the completed form in an envelope and put it in any one of the postboxes provided at each Student Center.

入学料免除等申請・授業料免除等申請システム(免除申請システム)
The Enrollment and Tuition Fee Exemption Application System

前後期一括申請の後期分授業料免除等申請の取下げWEB登録が完了しました。/ Your online registration for withdrawal of application for Tuition Fee Exemption, etc. for the second semester has been completed.
あなたの受付番号は994です。/ Your receipt number is 994.

以下のボタンから取下げ申請書をダウンロードし、申請書記入例を参照の上必要事項を記入し、封筒に入れ、 月 日 () 16:30までに各学生センターに設置のポストに提出してください。

/ Download an Application Withdrawal form by clicking the button below, fill in the form by referring to the sample form, place the completed form in an envelope and put it in any one of the postboxes provided at each Student Center by 16:30 on ().

なお、封筒には受付番号を記入してください。/ Write down your receipt number on the envelope.

PDFの表示と印刷は、Adobe Readerを用いてください。

Internet Explorer 以外のブラウザ(Chrome, Firefox 等)の場合、内蔵PDFビューアーで表示している可能性があり、正しく印字・印刷されないことがあります。



申請書記入例はこちら / Click here to see a sample form.

取下げ申請書ダウンロード / Download an Application Withdrawal form