

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.

Exemption Application System Contents

1. Accessing the Exemption Application System ...p. 3
2. Selection of the kind of application/Re-login screen (for in-coming freshmen) ...p. 4
3. Selection of the kind of application/Re-login screen (for persons enrolled in Osaka University) ...p. 6
4. Kind of application/Applicant's information ...p. 7
5. Reason for application and source of living expenses/Contact information of the applicant/Contact information of the applicant's family member(s) ...p. 9
6. Checklist for required documents ...p. 11
7. Financial aid ...p. 12
8. Password to edit your data (issued to in-coming freshmen only)/Saving as draft ...p. 13
9. The second and subsequent login ...p. 14
10. Household information ...p. 15
11. Special deduction ...p. 19
12. Self-supporting student's income statement ...p. 21
13. Unsponsored international student's income statement ...p. 23
14. Confirmation of data entered ...p. 27
15. Confirmation of application forms ...p. 28
16. Registration ...p. 29
17. Confirmation after registration/Preparation of application forms ...p. 30
18. Reapplication due to change(s) in application information provided for both semesters ...p. 31
19. Withdrawal of application for Tuition Fee Exemption, etc. for the second semester ...p. 32

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 “2020年10月入学者in-coming freshman (who will enroll in Osaka University in October 2020)” if you are:

- (1) A freshman enrolled in Osaka University in October 2020; or
 - (2) An Osaka University student advancing to a higher course within Osaka University in October 2020.
- (3) Click “在學生/ 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

2020年10月入学者 in-coming freshman (who will enroll in Osaka University in October 2020) 2020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 2020	① ②
在學生 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、10月6日(火) 16:30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。

下記期間は、システムメンテナンスのため利用できません。
9月12日(土) 9時00分 ~ 17時00分
9月13日(日) 9時00分 ~ 17時00分

Please register your information in the Exemption Application System by 16:30 on October 6 (Tue.), 2020.
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.

Due to system maintenance, application system will be unavailable for the periods listed below:
September 12(Sat) 9:00~17:00
September 13(Sun) 9:00~17:00

前期申請の確認はこちらから

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 “2020年10月入学者/in-coming freshman (who will enroll in Osaka University in October 2020),” the following screen appears.

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

2020年10月入学者
in-coming freshman (who will enroll in Osaka University in October 2020)

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（10~3月）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（10~3月）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 / Password to update data

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 / mail address

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: handai2010

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.

2020年10月入学者
in-coming freshman (who will enroll in Osaka University in October 2020)

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（10~3月）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 / Password to update data

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 / mail address

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

[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（10~3月）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.)

取下げ申請（「前後期一括申請の後期分取下げ申請」を含む）

Withdrawal of application for Tuition Fee Exemption, etc. for the second semester
(This option is including 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, 2020.

(2) When selecting your application category, refer to the section “Confirmation of application category and household members” in **Application Guidelines** “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 2020-2021 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.

The screenshot shows the application form interface with several sections highlighted and annotated:

- 申請の種類 / Kind of application** (1): This section is highlighted with a red box. It contains options for Enrollment Fee (併願 / Both, 免除申請 / Exemption, 取納猶予申請 / Deferred payment) and Tuition Fee (免除申請 / Exemption, 取納猶予申請 / Deferred payment, 分納申請 / Payment by installments). A red circle with the number (1) is placed next to the Tuition Fee options.
- 申請者情報 / Applicant's Information** (2): This section is highlighted with a blue box. It contains options for Application Category (一般 / General students, 独立生計者 / Self-supporting students, 私費外国人留学生 / Unsponsored international students). A blue circle with the number (2) is placed next to the category options.
- 受験番号 / Examinee's number** (3): This field is highlighted with a green box. A green circle with the number (3) and the text "(3) In-coming freshmen only" is placed next to it.

Other visible fields include: 課程 / Program (Undergraduate Program, Master Course, Doctor Course, 5 year Ph.D. program), 所属 / Department (dropdown), 学年 / Grade (dropdown), 氏名 / Name (姓 / Family Name, 名 / First Name), フリガナ / Katakana of your name (セイ, メイ), 年齢 / Age (dropdown), 生年月日 / Date of Birth, 通学区分 / School commute classification (自宅 / One's home, 自宅外 / Other than one's home), and a button labeled 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	<input type="radio"/> 一般 / General students <input type="radio"/> 独立生計者 / Self-supporting students <input type="radio"/> 私費外国人留学生 / Un-sponsored International Students
受験番号 / Examinee's number	<input type="text"/>
課程 / Program	<input type="radio"/> 学部 / Undergraduate Program <input type="radio"/> 博士前期課程・修士課程/法科大学院の課程 / Master Course <input type="radio"/> 博士後期・博士課程 / Doctor Course <input type="radio"/> 5年一貫制課程 / 5 year Ph.D. program
所属 / Department	<input type="text" value="-----"/>
学年 / Grade	<input type="text" value="年"/>
氏名 / Name	姓 / Family Name: <input type="text"/> 名 / First Name: <input type="text"/>
フリガナ / Katakana of your name	セイ: <input type="text"/> メイ: <input type="text"/> 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	<input type="text" value="歳"/>
生年月日 / Date of Birth	<input type="text"/>
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 <input checked="" type="radio"/> 自宅 / One's home <input type="radio"/> 自宅外 / Other than one's home
<input type="button" value="先に進む/Next"/>	

(4)

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て家計申請を150字から250字以内で、具体的に記入してください。特に、家族の就職・退職・失業等がある場合は、その発生年月や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

申請者連絡先 / 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

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

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)

Email address

It is for notifications and communication purposes. Every year, students input wrong email addresses. Please input correct email address.

▪ Email address should be active at least for 6 months.

▪ We will contact you from email address <gakusei-sien-en1@office.osaka-u.ac.jp>

▪ Please check your email periodically.

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

現住所 / Address

氏名 / Name

続柄 / Relation

電話番号 / Telephone or cellular number

申請者世帯情報

本人又は配偶者（就学者を除く）に該当者がいる場合は「有」にチェックしその該当者等を入力してください。該当者がいない場合は「無」にチェックしてください。
If you or spouse are applicable (excluding students), please check "Yes" and enter the person's information. If there is no applicable person, please check "No".

雇用保険の失業給付金受給の有無 / Recipient of unemployment allowance 有 / Yes 無 / No
 配偶者 / Applicant's spouse

年金(遺族年金以外)受給者 / Recipient of pension/public employee's pension 有 / Yes 無 / No
 本人 / Applicant 配偶者 / Applicant's spouse

遺族年金受給者 / Recipient of bereaved family pension 有 / Yes 無 / No
 本人 / Applicant

児童手当受給者 / Recipient of child allowance 有 / Yes 無 / No
 本人 / Applicant 配偶者 / Applicant's spouse

児童手当月額合計 / Monthly amount of child allowance 円

児童扶養手当受給者 / Recipient of child-rearing allowance 有 / Yes 無 / No
 本人 / Applicant 配偶者 / Applicant's spouse

児童扶養手当月額合計 / Monthly amount of child-rearing allowance 円

養育費受給者 / Recipient of child support 有 / Yes 無 / No
 本人 / Applicant

養育費月額合計 / Monthly amount of child support 円

戻る/Back

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.

必要書類チェック / Checklist for Required Documents

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

はい / Yes 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

はい / Yes 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

はい / Yes いいえ / No

本人又は日本に住む家族(就学者除く)に2019年1月1日以降に退職した勤務先がある / On or after January 1, 2019, applicant or family member living in Japan (excluding students) has retired from a place of employment

はい / Yes いいえ / No

本人又は日本に住む家族(就学者を除く)が2019年1月2日以降に(再)就職、転職した。または、2020年10月1日以降から勤務を開始することが決まっている。 / On or after January 2, 2019, applicant or family member living in Japan (excluding students) entered employment or changed jobs. The applicant or his/her household member(s) living in Japan is to start to work on or after October 1, 2020.

はい / Yes 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)

はい / Yes 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.

奨学金受給の有無 / Financial aid

今年度（2020年4月～2021年3月） / Current academic year（April 2020 to March 2021）現在の状況

「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。
（「継続」「更新」手続き中の場合、「予約採用」により受給が決定している場合は「はい」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
(Select "Yes" for "Continuous procedure" or "Reservation" has been decided)

奨学金を受給している / Receiving scholarship/grant: はい / Yes いいえ / No

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.)

対応者 / Corresponding person

奨学団体名 / Scholarship Name

受給開始(予定)時期 / Starting date

受給終了(予定)時期 / finishing date

受給月額 / Monthly amount 千円(月額) / thousand yen/month

今年度受給(予定)年額 / Yearly amount 千円(年額) / thousand yen/year

入学料・授業料が含まれているか / Are enrollment/tuition fees included?

変更の内容 / Contents of change 2020年度中に変更がある場合のみ入力すること / Input when scholarship amount is expected to change during current academic year (April 2020 to March 2021)

変更開始時期 / Start date of change

変更後受給月額 / Monthly amount after change 千円(月額) / thousand yen/month

変更後受給年額 / Yearly amount after change 千円(年額) / thousand yen/year

給付型奨学金 / Scholarship which do not have to be repaid2(クリックで開く) / Click here to open the form.)

貸与型奨学金 / Loan-type scholarship1(クリックで開く) / Click here to open the form.)

貸与型奨学金 / Loan-type scholarship2(クリックで開く) / Click here to open the form.)

戻る/Back

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.

The screenshot shows a web application interface for an exemption application. At the top, there's a header '申請の種類 / Kind of application' with a dropdown menu. Below it, there are several input fields for '入学料 / Enrollment Fee', '授業料 / Tuition Fee', '申請者氏名 / Name', and '申請者メールアドレス / Email address'. A red box highlights the '修正用パスワード / Password to update data' field, which is currently empty. Below this field, there is a small text box: '次回入力時に必要となりますので、パスワードは必ずメモしておいてください。 / Please keep your password safe. You will be required to enter password to access this system next time.' Below the password field, there is a section titled '申請者の方へ' (To the Applicant) with instructions in Japanese and English. The English text reads: 'Please register your information in the Exemption Application System by 16:30 on October 1, 2016. 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 this, there is a section titled '申請情報 / Application information' with several sub-sections: '申請の種類を変更して再入力 / Change in kind of application', '申請の種類と申請者情報 / Kind of 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)', '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)', and '家族情報 / Family Information'. The 'Family Information' section lists household members and includes a red box with the text: '(入力必須) 本人 / Applicant, 本人の配偶者 / Applicant's spouse, 父 / Father, 不在の場合はごちから / Mother, 不在の場合はごちから / Other person (Child etc.)'. Below the family information, there is a section titled '特別控除 / Special deduction' with a red box containing the text: '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 “Un-sponsored 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.

<p>入力した項目の修正はこちらから/For those who want to edit your data</p> <p>修正用パスワード / Password to update data <input type="password"/></p> <p>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.</p> <p>メールアドレス / mail address <input type="text"/></p> <p><input type="button" value="ログイン / login"/></p>	(1)
<p>取り下げ申請はこちらから/For those who want to withdraw application</p> <p>修正用パスワード / Password to update data <input type="password"/></p> <p>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.</p> <p>メールアドレス / mail address <input type="text"/></p> <p><input type="button" value="ログイン / login"/></p>	
<p>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</p> <p>募集要項に記載の新入生用共通のパスワードと、最初にログインしたときのメールアドレスを入力してください。 Please input password for all new students which is indicated in "Insructions for Application" and email address you used at first login. メールが届きます。 An automatic mail will be delivered.</p> <p>パスワード / Password <input type="password"/></p> <p>メールアドレス / mail address <input type="text"/></p> <p><input type="button" value="送信 / send"/></p>	(2)

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 / Application information

申請の種類を変更して再入力 / Change in kind of application

申請の種類と申請者情報 / Kind of 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 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。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。

- 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)
- 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)
- 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
- 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。

The following persons are counted as the applicant's household members. There is no need to enter information for other persons.

- Applicant (and the applicant's spouse if the applicant is a self-supporting student or unsponsored international student)
- Applicant's father/mother or the person who is supporting the household in place of the applicant's father/mother ("Household Supporter")
- 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
- 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み関係する項目です / Items apply only to applicant or family living in Japan

入力必須 (Be sure to fill out this section)

私費外国人留學生の家計状況申告書 / Form 4

下書き保存/Save as Draft



Enter information of each of your household members individually.

家族情報 / Family Information

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

氏名 / Name 姓: [] 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 []

勤務先1

勤務先 / Place of work [] 日本学術振興会特別研究員である / Recipient of the JSPS Research Fellowship for Young Scientists

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 (10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 October 1.)

勤務先 / Place of work []

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 (10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 October 1.)

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, 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, 2020.

家族情報 / Family Information

続柄 / Relation	本人の配偶者 / Applicant's spouse
氏名 / Name	姓: <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

勤務先 / Place of work	<input type="text"/>	<input type="checkbox"/> 日本学術振興会特別研究員である / Recipient of the JSPS Research Fellowship for Young Scientists
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 (10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 October 1.)

勤務先 / Place of work	<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

勤務先3 (10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 October 1.)

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） / Pension / Public employee's pension	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） / Other income	0千円 / Unit: 1,000yen ← Total amount is displayed.
-雇用保険受給額 / Unemployment allowance	0 円 (支給日数×日額)
-生活保護受給額 / Public welfare assistance	0 円 (年額)
-児童手当 / Child allowance	0 円 (年額)
-児童扶養手当 / Child-rearing allowance	0 円 (年額)
-その他収入 / Other income	0 円 (年額)
事業所得 / Business income	0 千円 (年額) / Unit: 1,000yen (Yearly)
雑所得 / Miscellaneous income	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.	
1. 誰からの仕送り援助金？ / Relationship with your sponsor* (Money sent from home and other similar financial aid to the unsponsored international students)	
1. 仕送り援助金額 / Money sent from home and other similar financial aid to the international student	0 千円
2. 誰からの仕送り援助金？ / Relationship with your sponsor* (Money sent from home and other similar financial aid to the unsponsored international students)	
2. 仕送り援助金額 / Money sent from home and other similar financial aid to the international student	0 千円

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, 2020.

就学情報 / School Attendance

学校に通っている / Attending School はい / Yes いいえ / No

学校名 / School name

学年 / Grade 年

設置区分 / Establishment 国立 / National 公立 / Public 私立 / Private

学校種別 / School type

小学校 / Elementary school 中学校 / Middle school 高校 / High school 大学、短大、大学院 / University 高等専門学校 / Technical College

専修学校(高等課程) / Specialized training college (high-school program) 専修学校(専門課程) / Specialized training college (specialist program)

通学区分 / School commute classification / School attendance classification 自宅 / One's home 自宅外 / Other than one's home

戻る / Back

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 a web form titled "申請情報 / Application information". The "特別控除 / Special deduction" section is highlighted with a red box. Below it, the "障害者・原爆被害者情報" section is visible.

申請情報 / Application information
申請の種類を変更して再入力 / Change in kind of application
申請の種類と申請者情報 / Kind of 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/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。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。
●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)
●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)
●配偶・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
●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。
The following persons are counted as the applicant's household members. There is no need to enter information for other persons.
●Applicant (and the applicant's spouse if the applicant is a self-supporting student or unsponsored international student)
●Applicant's father/mother or the person who is supporting the household in place of the applicant's father/mother ("Household Supporter")
●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
●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み関係する項目です / Items apply only to applicant or family living in Japan
入力必須 (Be sure to fill out this section)
私費外国人留學生の家計状況申告書 / Form 4

下書き保存 / Save as Draft

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.

障がい者・原爆被害者情報
*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.

障がい者がいる世帯としての控除を受ける / Receive deduction due to a household member with a disability
 はい / Yes いいえ / No

障がい者人数 / Number of person(s) with a disability: 人

障がい者一人目 / Person with a disability

続柄 / Relation:

氏名 / Name:

種別 / Category:

障がい年金 / Disability pension
 あり / Recipient なし / Non-Recipient

障がい者手帳 / Disability certificate
 あり / In possession 申請中 / Have applied

特別児童扶養手当 / Special child-rearing allowance
 あり / Recipient なし / Non-Recipient

障がい者二人目 / Person with a disability

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, 2020. 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の控除を受ける / Receive deduction due to a household member receiving prolonged medical treatment	<input type="radio"/> はい / Yes <input checked="" type="radio"/> いいえ / No
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"/>
<input type="button" value="戻る/Back"/> <input checked="" type="button" value="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 application interface with a blue header bar containing the text '申請情報' (Application Information). Below the header are several menu items, each with a light blue background and a white border. The items are: '申請の種類を変更して再入力' (Change application type and re-input), '申請の種類と申請者情報 (入力済・修正)' (Application type and applicant information (input/modified)), '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)' (Application reason and source of living expenses/applicant/family contact info/applicant household info (input/modified)), '必要書類チェック (入力済・修正)' (Check required documents (input/modified)), and '奨学金状況調査 (入力済・修正)' (Scholarship status survey (input/modified)). Below these is a section titled '家族情報' (Family Information) with a light blue background. It contains instructions: '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 names even if you are not supported by 'father' or 'mother'). It also lists household composition: '世帯の構成員は以下のとおりです。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。' (Household members are as follows. Information for those not applicable is not required). The list includes: '●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含む)' (Applicant (independent student/private fee foreign student including spouse)) and '●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' (Regardless of cohabitation/separation, household supporter or dependent). Below this are input fields for '本人 (入力済・修正) Handai Jiro 削除' (Self), '本人の配偶者' (Spouse), '(入力必須) 父 不在の場合はこちら' (Father, click here if absent), '(入力必須) 母 不在の場合はこちら' (Mother, click here if absent), '子を追加 (子について入力してください)' (Add child), and '追加 (兄弟姉妹、祖父母等について入力してください)' (Add others). Below the family info is '特別控除 (入力済・修正)' (Special deduction). The '独立生計者の家計状況申告書 (入力済・修正)' (Independent student household status declaration (input/modified)) is highlighted with a red rectangular box. At the bottom left is a yellow button labeled '下書き保存' (Save draft).

Income and other situations

Fill in the “Regular/part-time job” window to reflect the situation as of October 1, 2020.

Do not enter information on a regular/part-time job you are no longer doing as of October 1, 2020.

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.

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
<input type="button" value="戻る"/>	<input type="button" value="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 / Application information

申請の種類を変更して再入力 / Change in kind of application

申請の種類と申請者情報 / Kind of 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・Co

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。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。

- 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含む)
- 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)
- 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
- 私費外国人留学生は、日本にいる家族についてのみ入力してください。

The following persons are counted as the applicant's household members. There is no need to enter information for other persons.

- Applicant (and the applicant's spouse if the applicant is a self-supporting student or un-sponsored international student)
- Applicant's father/mother or the person who is supporting the household in place of the applicant's father/mother ("Household Supporter")
- 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
- Only fill out this section if the applicant has family living in Japan

本人 / Applicant (入力済 / 修正 / Edit) 版大 17部 削除 / Delete
 配偶者 (入力済 / 修正 / Edit) 版大 配偶者十七部 削除 / Delete
 父 / Father (死別) (入力済 / 修正 / Edit) 削除 / Delete
 母 / Mother (入力済 / 修正 / Edit) 版大 独立生計母子 削除 / Delete
 子 (入力済 / 修正 / Edit) 版大 配偶者の連れ子 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

入力必須 (Be sure to fill out this section)

私費外国人留学生の家計状況申告書 / Form 4

下書き保存 / Save as Draft

父の収入状況 / Father's income

職業 / Occupation

就職年月 / Date of Employment --

現地での収入金額 / Current income (例) \$

日本円換算 / Amount in Japanese yen 円 / Yen

Enter the amount converted into Japanese yen.

母の収入状況 / Mother's income

職業 / Occupation

就職年月 / Date of Employment --

現地での収入金額 / Current income 0 (例) \$

日本円換算 / Amount in Japanese yen 円 / Yen

2020年10月1日から1年間の家計状況を入力してください。10月1日現在で終了しているものは入力しないでください。 / Fill in this section to reflect the situation from October 1, 2020 to September 30, 2021. Do not enter information on a part-time job you are no longer doing as of October 1.

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

続柄 / Relation 父 / from Father

送金者との関係 / Relationship with your sponsor

生活費の出所 / Source of living costs

年額 / Annual amount 200 千円 / Unit: 1,000yen

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

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, 2020.

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"/> <input type="text"/>
就労期間終了年月 / Date of Retirement	<input type="text"/> <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"/> <input type="text"/>
就労期間終了年月 / Date of Retirement	<input type="text"/> <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 work 3(クリックで開く / Click here to open the form.)	
アルバイト等 / Part-time work4(クリックで開く / Click here to open the form.)	
アルバイト等 / Part-time work5(クリックで開く / Click here to open the form.)	
その他収入 / Other income1	

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 expenses	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

(1)

(2)

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.**

日本にいる家族 / Family in Japan 1	
続柄 / Relation	<input type="text"/>
氏名 / Name	<input type="text"/>
年齢 / Age	0 歳
職業 / Occupation	<input type="text"/>
学校名 / School name	<input type="text"/>
学年 / academic year	1 年
申請者と同居している / Does he/she live with the applicant?	<input type="radio"/> 同居 / Living together <input type="radio"/> 別居 / Living separately

日本にいる家族 / Family in Japan 2	
続柄 / Relation	<input type="text"/>
氏名 / Name	<input type="text"/>
年齢 / Age	0 歳
職業 / Occupation	<input type="text"/>
学校名 / School name	<input type="text"/>
学年 / academic year	1 年
申請者と同居している / Does he/she live with the applicant?	<input type="radio"/> 同居 / Living together <input type="radio"/> 別居 / Living separately

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 / Annual amount)	0千円 / Unit: 1,000yen
支出合計(年額 / Annual amount)	0千円 / Unit: 1,000yen

戻る / Back **保存 / Save**

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 / Application information	
申請の種類を変更して再入力 / Change in kind of application	
申請の種類と申請者情報 / Kind of 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。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。 ●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含む) ●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) ●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 ●私費外国人留学生は、日本にいる家族についてのみ入力してください。 The following persons are counted as the applicant's household members. There is no need to enter information for other persons. ●Applicant (and the applicant's spouse if the applicant is a self-supporting student or unsponsored international student) ●Applicant's father/mother or the person who is supporting the household in place of the applicant's father/mother ("Household Supporter") ●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 ●Only fill out this section if the applicant has family living in Japan	
本人 / Applicant (入力済・修正 / Edit) 阪大 17郎 削除 / Delete	
配偶者 (入力済・修正 / Edit) 阪大 配偶者十七 削除 / Delete	
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 (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	
入力必須 (Be sure to fill out this section)	
私費外国人留学生の家計状況申告書 / Form 4 (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 second semester 免除申請 / Exemption
Application category	私費外国人留学生
Online registration	Not completed Deadline: 16:30 on October 6 (Tue.), 2020
Submission of application documents	Not Received Deadline: 16:30 on October 9 (Fri.), 2020
<ul style="list-style-type: none">◆ Please check if the status of the online registration is “Completed”. If it is “Not completed”, you should completed your registration by the deadline.◆ Please check if the status of the submission of application documents is “Received”. If it is “Not received” and you have not submitted documents yet, please submit them to the Suita Student Center by the deadline . (It may take a few days for documents to be confirmed receipt. We need you to submit them as soon as they are ready regardless of the deadline.)◆ 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.◆ Those who enroll in October cannot apply for the tuition fee exemption for both semesters at once because the academic year ends in March at Osaka University. Applicants should complete the registration each academic year.	
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/Edit	

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	
学年 / Grade	3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	後期のみ
授業料免除申請 / Kind of application for Tuition Fee	免除申請 / Exemption
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、内臓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. 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。 <input type="checkbox"/> 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xxxxです。
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 (後期) です。

You have entered all necessary information in the Exemption Application System.

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.

入力内容の修正はできませんので、学生センターへの書類提出までに修正の必要が生じた場合は、書類に修正内容を記入した付箋を貼付するか、該当箇所に直接黒インクで修正を行うかのいずれかを行ってください。
現時点でま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 (各様式) は、様式ごとA4サイズで印刷してください。A4サイズでうまく印刷できない場合は外部フォルダ (ご自身が管理する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。
学生センターへの書類提出期限は2020年10月9日(Fri) 16:30です。期限後は一切受け付けは行いません。
WEB登録を完了した場合でも、書類提出が期限までになされない場合は申請は無効となります。

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 16:30 on October 9 (Fri.), 2020. Applications will not be accepted after this 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	6005 (Be sure to remember this number)
Name	
Kind of application	Tuition fee second semester 免除申請 / Exemption
Application category	私費外国人留学生
Online registration	Completed
Submission of application documents	Not Received Deadline: 16:30 on October 9 (Fri.), 2020
◆ Please check if the status of the online registration is "Completed". If it is "Not completed", you should completed your registration by the deadline.	
◆ Please check if the status of the submission of application documents is "Received". If it is "Not received" and you have not submitted documents yet, please submit them to the Suita Student Center by the deadline. (It may take a few days for documents to be confirmed receipt. We need you to submit them as soon as they are ready regardless of the deadline.)	
◆ 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.	
◆ Those who enroll in October cannot apply for the tuition fee exemption for both semesters at once because the academic year ends in March at Osaka University. Applicants should complete the registration each academic year.	
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、内臓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。	
	
申請書の確認はこちらから / Confirm the 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).

変更理由 / Reason for change

変更理由 / Reason for change

- 1. 世帯の構成員に増減があった / Increase/decrease in number household members
- 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 a disability
- 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
- 4. 火災・風水害・盗難等の被害を受けた / Damage due to fire, windstorm, flood, theft, etc.
- 5. 就学者の増減があった / Increase/decrease in number of students
- 6. 通学区分の変更があった / Change in commuting category
- 7. 申請区分の変更があった(例:一般→独立生計者) / Change in application category
- 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
- 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
- 10. 卓越大学院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 Education and research support fund for WISE Program
- 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
- 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
- 13. 傷病手当の受給を開始/終了した / Family member(s)/applicant began/stopped receiving injury and disease allowance
- 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
- 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
- 16. 新型コロナウイルス感染症の影響で家計急変した / Household income was negatively affected by COVID-19 situation
- 17. 2020年10月1日付け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, 2020
- 18. 申請の種類の変更(例:免除申請→収納猶予申請) / Change in kind of application
- 19. 『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1～18に限ります。
これ以外の変更理由がある場合は、『19.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 1–18 are deemed valid as reasons for change.
If you have any other reason for change, submit “19. 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 “Confirmation” button first, and then click the “Withdraw” button.

取下申請 / Application Withdrawal

入学料の申請区分 / Enrollment Fee 免除申請 / Exemption

授業料の申請区分 / Tuition Fee 免除申請 / Exemption

取り下げ申請する理由を100字以内で、具体的に記入してください。
Please write the reason for withdrawal of application

I am planning to take "leave of absence" in November

現在登録している申請を取り下げますか。
Web登録完了後は、取り下げ申請を取り消すことはできません。
Are you sure to withdraw your application for Tuition Fee Exemption, etc.? You cannot cancel your withdrawal after completing online registration by clicking the "Withdraw" button below.

【確認 / Confirmation】 (1)

取下げ申請をする / Withdraw (2)

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 and place the completed form in an envelope. If applicants come to the campus under the conditions listed in the latest “Osaka University activities,” they can place application documents in the postboxes 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

取下申請登録状況

登録済

取下申請締切日時

2020/11/30 16:30

免除等申請の取下げWEB登録が完了しました。

あなたの受付番号は です。

Your online registration for withdrawal of application for Tuition Fee Exemption, etc. has been completed.

Your receipt number is

以下のボタンから取下げ申請書をダウンロード（印刷）して封筒に入れ、11月30日(Mon) 16:30までに吹田学生センターに提出してください。

Download an Application Withdrawal form by clicking the button below, place the completed form in an envelope and submit it to the Suita Student Center by 16:30 on November 30 (Mon.), 2020.

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