

[A] For Undergraduate Enrolled in 2021

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 Academic Year 2021-2022

[Enrollment Fee for April] • [Tuition Fee for 1st(April~September) Semester] • [Tuition Fee for Both 1st and 2nd(October~March) Semesters]

Applicants are requested to read these instructions carefully in order to complete the application process without making any mistake.

◆ This instruction is specifically applicable to certain Japanese undergraduates enrolled in 2021 whom Osaka University approved because of their conditions listed below (undergraduate enrollment/university transfer etc.) and to international students. (Enrollment Fee/Tuition Fee) Application must be made by the candidate himself/herself.

Qualified students for Enrollment Fee/Tuition Fee exemption

1. Japanese undergraduates enrolled in 2021 whom one of these conditions listed below applies

- ① 3 years passed from high school graduation to Osaka University enrollment
- ② 3 years passed from receiving "Certificate for Students Achieving the Proficiency Level of Upper Secondary School Graduates" to Osaka University enrollment. Or 5 years passed from the first day of exam permission to certified date and student did not take the exam every year.
- ③ A student goes through "Individualized Qualification Examinations" and does not enroll until the last day of the next fiscal year that student became 20 years old.
- ④ For university transfer, 1 year passed after leaving from the previous university.
- ⑤ A re-enrolling/transferring undergraduate with Bachelor's degree.

※In case you are re-admitting in the 1st year from other university, please contact Suita Student Center in advance. (06-6879-7088,7089)

【注】"Japanese" in this instruction means ① Japanese national, ② special permanent resident, ③ permanent resident, spouse or child of Japanese national, spouse of permanent resident, ④ long-term resident approved to have a will to reside permanently

2. Undergraduate international students admitted in 2021

<<Caution>>

A student admitted in 2021 whom 1 or 2 listed above applies can select enrollment fee exemption and/or deferred payment. For tuition fee, he/she can select exemption, deferred payment or payment by installments.

A student admitted in 2021 whom 1 or 2 listed above does NOT apply can select enrollment fee deferred payment. For tuition fee, he/she can select deferred payment or payment by installments.

◆ After paying the enrollment fee/tuition fee, you cannot apply for Enrollment/Tuition Fee Exemption, etc.

◆ The students who have completed application both first and second semesters; Your application will be considered separately for each semester, which means that the decision made for the first semester (from April to September) may differ from the decision made for the second semester (from October to March). There is a special case applicant cannot apply for both 1st and 2nd semesters, please refer to p1.

◆ Even if you decide to withdraw from or take a leave of absence from Osaka University before the results of the application screening are announced, or it becomes likely that you will graduate within six months, you are still required to pay the tuition fee for the current semester. In this case, you should cancel your application by completing the necessary procedure at one of the Student Centers. You cannot apply for Tuition Fee Exemption, etc. for the semester in which you plan to withdraw from, take a leave of absence from Osaka University, or plan to return to university at the middle of semester.

◆ Submitted documents will not be returned to you. You may be asked to submit additional documents other than those specified herein if it is deemed necessary for screening purposes.

◆ If any documents are found to be missing or any questions arise as to your application during the screening process, you will be asked to submit the missing documents or reply to emails even after the application period is over. Please respond quickly when contacted by the Student Center. We will contact you by email, so please register your valid email address on the system. If you fail to submit missing or additional documents by the designated deadline, your application will not be processed for the reason of insufficient document.

◆ If, after an application is accepted, any documents submitted for the application are found to include false information or to have been forged, then the acceptance will be cancelled and the applicant will be required to pay the enrollment/tuition fee immediately

◆ For international student, we may re-check your submitted financial capacity document in case of doubt.

■ The English below is a translation from the original and shall not be regarded as official document. The English text has been provided merely as a reference. Please note that any official rules are based solely on the Japanese text.

[Changes from last year]

○ Application instruction varies depends on student type, please apply with the application applicable to you (Types・・・[A] new undergraduates admitted in 2021, [B] undergraduates enrolled in/before 2020, [C] Graduate students)

○ For all international students, please submit documents that show recent utility charges and rent (copies of receipts and rental agreement).

○ For international students, we may re-check your submitted financial capacity document in case of doubt.

[Application Procedures]

【(1) below is only for applicant for Enrollment Fee Exemption, etc.】

(1) Submit the "Application Form for Students Who Plan to Apply for Exemption or Deferred Payment of the Enrollment Fee in Academic Year 2021-2022" ("Application Form for Students Who Plan to Apply") along with the other necessary documents when completing the enrollment procedure. (This requirement is applicable only to students applying for Enrollment Fee Exemption, etc. For the purpose of these instructions, "students applying for Enrollment Fee Exemption, etc." includes students applying for both Enrollment Fee Exemption, etc. and Tuition Fee Exemption, etc.)

Application period: Period of enrollment procedures specified by your school

How to submit: Follow the instructions given by your school

【(2)(3) for both students applying for Enrollment Fee Exemption, etc. and students applying for Tuition Fee Exemption, etc.】

(2) Register in the Enrollment and Tuition Fee Exemption Application System ("Exemption Application System").

Application period: March 9 (Tue.) 2021 ~ April 6 (Tue.) 2021 16:30(00sec) (JST) (Strict deadline)

(3) Submit other necessary forms and certification documents.

Period: March 9 (Tue.) 2021 ~ April 8 (Thu.) 2021 16:30(00sec) (JST) (Strict deadline) except Saturdays, Sundays and holidays

◇(3) Submit to: Suita Student Center (by Japan Postal Mail)

※ If applicants come to the campus under the conditions listed in the latest "Osaka University activities," they can place application documents in the student post at each Student Center. (Maps in the end of instruction).

Suita Student Center: 1st floor of the IC Hall

Toyonaka Student Center: 2nd floor of the Student Union

(Caution) Minoh campus will be relocated, the student post in Minoh campus will be available from April 2.

◆ Your application will be invalid if you fail to complete all the above procedures within the specified periods.

◆ Delayed submission or registration cannot be accepted under any circumstances.

For inquiries, please contact:

Tuition Fee Exemption Section Suita Student Center, Osaka University

1-1 Yamadaoka, Suita, Osaka 565-0871

Email: gakusei-sien-en1@office.osaka-u.ac.jp

**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
Academic Year 2021-2022**
**[Enrollment Fee for April] • [Tuition Fee for 1st(April~September) Semester] • [Tuition Fee for
Both 1st and 2nd(October~March) Semesters]**

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Submission of Income (tax) certificate of FY2020 (for income earned during 2019)

The income certificate to be submitted must clearly show the amount of salary, income other than salary by source, spousal deduction and the number of dependents as well as the amount of tax.

You will be required to reissue the income certificate if the necessary information is not written.

*The income certificate will be issued by city government. Please request the document which includes the detail of income deduction, imposition of tax or not, and the amount of tax. Please note that "" does not mean no income.

Application for Tuition Fee Exemption, etc. for Both the First and Second Semesters

You can apply for Tuition Fee Exemption, etc. for both the first and second semesters at the same time. In this case, you do not have to file a separate application for the second semester.

Please pay attention to the following when going through the application procedures.

- ◆ If you plan to apply for Tuition Fee Exemption, etc. for both the first and second semesters in academic year 2021-2022, you are required, in principle, to select "Apply for Tuition Fee Exemption, etc. for Both the First and Second Semesters" when filing your application for the first semester.

- ◆ Under any of the following circumstances, you cannot apply for Tuition Fee Exemption, etc. for both the first and second semesters at the same time. In this case, you must apply for Tuition Fee Exemption, etc. for the first and second semesters separately.

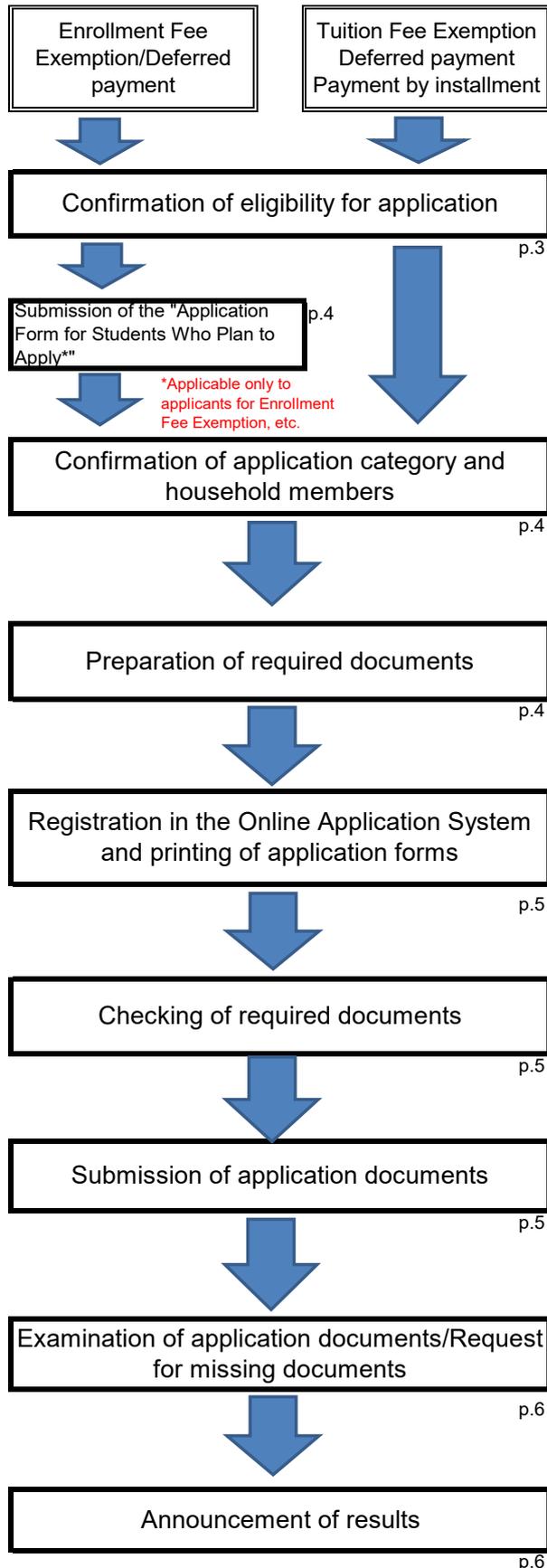
- You will be graduating from or completing your course (or advancing to a higher course or otherwise be enrolled in a different course) at Osaka University midway through the current academic year.
- You will be remaining in the course for extra years from the second semester of the current academic year for the first time since your enrollment in Osaka University.
- You will be taking a leave of absence or withdrawing from Osaka University midway through the current academic year.

- ◆ If you are applying for Tuition Fee Exemption, etc. for the first and second semesters at the same time, you should report your household members and household income as of April 1, 2021.
- ◆ Even if you apply for Tuition Fee Exemption, etc. for the first and second semesters at the same time, you have to file a separate application for the second semester if any changes have occurred in your circumstances (e.g., application category, household structure, school enrollment status, household income status) between April 1, 2021 and October 1, 2021. For details, read the application instructions to be issued at the end of August, 2021
- ◆ If you apply for "both 1st and 2nd semesters," and are notified your scholarship result after April 2, 2021, you do not need to re-apply "change your application" for the second semester in case your scholarship is one of JASSO scholarship, MEXT scholarship, private funding scholarship applied via Osaka University, or Osaka University scholarship and there is no other change in your application. Information on these scholarships is also managed in the university therefore if there is any change other than these scholarships, please re-apply "change your application" for the second semester.
- ◆ Even if you apply for Tuition Fee Exemption, etc. for the first and second semesters at the same time, your application will be considered separately for each semester, which means that the decision made for the first semester may differ from the decision made for the second semester. Only limited numbers of application's will be accepted due to strict budget restrictions.

Example 1 First semester: Total Exemption → Second Semester: Half Exemption

Example 2 First semester: Total Exemption → Second Semester: Not approved

Flow from preparation to announcement of result



Read top page of the instruction carefully in advance

You are not eligible for application if you do not meet the conditions specified in these instructions.

Submit the "Application Form for Students Who Plan to Apply" along with all other necessary documents to the designated office as a part of the enrollment procedure.

Select your application category (general student, self-supporting student, or unsponsored international student) and check who is counted as members of your household for the purpose of the application. Required documents vary depending on your application category and household members.

Read the instruction carefully and prepare all supporting documents for your application. You can also check the required documents on the Enrollment and Tuition Fee Exemption Application System ("Exemption Application System").

Complete your online registration before the deadline by logging into the Online Application System, selecting the applicable items and registering your information. For further details, refer to the "Instructions for entering your information in the exemption application system" on the Osaka University website.

Check the required documents with Checklist displayed on the screen after entering the necessary information in the Online Application System. Re-read these instructions to ensure that all the documents are completed and no information is missing.

Write down your receipt number on an envelope, place the application forms and Checklist, on which your receipt number is shown, along with relevant certification documents in the envelope, and submit it in the student post next to one of the Student Centers during the application period.

After the application deadline, the application documents are examined, and if there is any missing or insufficient documents, the applicant will be requested to revise or re-submit the documents with deadline.

The receipt numbers of successful applicants are posted on the Osaka University website. (Be very careful not to lose your receipt number.)

1. Confirmation of eligibility for application

Before applying for Enrollment Fee/Tuition Fee Exemption, etc., check your eligibility for application. Your application will be considered only if you meet the specified conditions. Those who received scholarship including tuition fee from the government cannot apply for this exemption.

※In principle, undergraduate students are not allowed to apply for Enrollment Fee Exemption. For details, refer to I. Enrollment Fee 1. "Eligibility for applying for exemption" below.

I. Enrollment Fee

1. Eligibility for applying for exemption

International undergraduates¹⁾ enrolled in April 2021 and Japanese students²⁾ who are not eligible for "Financial Support System for Japanese and Permanent residents undergraduates"(in Japanese 高等教育修学支援制度) and ³⁾who fall under one of these status

- (1) Student having significant difficulty with the payment of the enrollment fee due to the death of the person mainly responsible for the payment of the student's academic expenses ("Academic Expense Payer") or due to the occurrence of a windstorm, flood or other natural disaster affecting the student or the Academic Expense Payer within one year prior to the student's enrollment in Osaka
- (2) Student recognized by the President as having a valid reason for applying for exemption of the enrollment fee, similar in substance to the reasons specified in (1) above ※

※ (Example)

The Academic Expense Payer lost his/her job or retired from work due to an unavoidable reason such as bankruptcy of the company, dismissal, or illness within one year prior to the student's enrollment in Osaka University, and the estimated annual income to be earned by the Academic Expense Payer, if re-employed, is lower than the amount obtained by multiplying the lowest hourly wage of the prefecture where the Academic Expense Payer lives by 2,080 (40 hours x 52 weeks).

- 1) Student except "permanent resident", "spouse or child of Japanese national", "spouse of permanent resident", and "Long-term resident" status
- 2) In this instruction, "Japanese" means
 - ① Japanese national
 - ② special permanent resident
 - ③ permanent resident, spouse or child of Japanese national, spouse of permanent resident
 - ④ long-term resident approved to have a will to reside permanently
- 3) Student under one of these conditions is not eligible
 - ① 3 years passed from high school graduation to Osaka University enrollment
 - ② 3 years passed from receiving "Certificate for Students Achieving the Proficiency Level of Upper Secondary School Graduates" to Osaka University enrollment. Or 5 years passed from the first day of exam permission to certified date and student did not take the exam every year.
 - ③ In case a student goes through "Individualized Qualification Examinations" and does not enroll until the last day of the next fiscal year that student became 20 years old.
 - ④ For university transfer 1 year passed after leaving from the previous university.
 - ⑤ A re-enrolling/transferring undergraduate with Bachelor's degree.

※In case you are re-admitting in the 1st year from other university, please contact Suita Student Center in advance. (06-6879-7088,70)

2. Eligibility for applying for deferred payment

- (1) Student having difficulty with the payment of the enrollment fee for financial reasons
- (2) Student having significant difficulty with the payment of the enrollment fee due to the death of the Academic Expense Payer or due to the occurrence of a windstorm, flood or other natural disaster affecting the student or the Academic Expense Payer within one year prior to the student's enrollment in Osaka University

II. Tuition Fee

1. Eligibility for applying for exemption

Undergraduate international students¹⁾ enrolled in April 2021, Japanese students²⁾ who are unable to apply 高等教育修学支援制度 and ³⁾who fall under one of these status

- (1) Student having difficulty with the payment of the tuition fee for financial reasons
- (2) Student having significant difficulty with the payment of the tuition fee due to the death of the Academic Expense Payer or due to the occurrence of a windstorm, flood or other natural disaster affecting the student or the Academic Expense Payer within six months prior to the payment day of the tuition fee for the semester (or within one year in the case of a newly enrolled student)

2. Eligibility for applying for deferred payment or payment by installments

Student having difficulty with the payment of the tuition fee for financial or any other valid reason

※If you apply for 高等教育修学支援制度, you are unable to apply for "2.deferred payment/payment by installment," even though you are eligible for deferred payment/payment by installment.

- ◆ The University does not publicize the level of academic achievement that is deemed to be "higher than a certain level."
- ◆ Even if you meet either condition (1) or (2) for applying for exemption of the tuition fee, **your application cannot be accepted if any of the following cases apply.**
 1. You have not paid the tuition fee for the immediately preceding semester.
 2. You have already paid the tuition fee for the semester for which you are planning to apply for exemption.
 3. You have repeated the year without any justifiable reason. (This does not apply in the case of (2) above.)
 4. You have remained in the course beyond the standard number of years without any justifiable reason. (This does not apply in the case of (2) above.)
- ◆ The University will conduct screening of applicants who meet the abovementioned conditions and will determine which applicants to accept for total exemption, half exemption, and deferred payment, etc. (It should be noted that the University has only a limited budget for Enrollment/Tuition Fee Exemption, etc. Therefore, some applicants, even if sufficiently qualified, might not be accepted for exemption, etc.)

2. Submission of "Application Form for Students Who Plan to Apply" (Applicable only to applicants for Enrollment Fee Exemption, etc.)

Applicants for Enrollment Fee Exemption, etc. are required to submit the form "Application Form for Students Who Plan to Apply", instead of the enrollment fee receipt, along with all other necessary documents when completing the enrollment procedure.

◆ You cannot apply for Enrollment Fee Exemption, etc. after paying the enrollment fee.

◆ It should be noted that even if you submit the abovementioned Application Form for Students Who Plan to Apply as part of the enrollment procedure, your application will be deemed invalid if you fail to complete the procedures of [5. Registration in the Online Application System and printing required forms] and [7. Submission of application documents] to be detailed below within the specified period.

3. Confirmation of application category and household members

◆ To apply for exemption or deferred payment of the April enrollment fee, or for exemption, deferred payment or payment by installments of the tuition fee for the first semester or for both the first and second semesters, select the application category applicable to you as of April 1, 2021 from the options shown in the following table.

Application category	Requirements
Self-supporting student*	All of the following three conditions must be met: 1. The applicant does not live with his or her father/mother or Household Supporter (or with the spouse's father/mother). 2. The applicant (or his or her spouse) earns an income for which an income tax return is filed and an income certificate is issued. 3. The applicant does not qualify as a dependent of his or her father/mother or Household Supporter under the Income Tax Act.
Un-sponsored international student	The applicant is a privately financed student with a visa status of "Student."
General student	The applicant does not fall under either of the above two categories.

※ In principle, undergraduates cannot apply in the category of "Self-supporting student." Certification documents to be submitted to verify your status as a self-supporting student are as shown in Form 3 "Self-Supporting Student's Income Statement." Be sure to check this form.

◆ Individuals counted as your household members

Depends on the application category, household members vary.

	Household members	Self-supporting student	Un-sponsored international student	General student
(1)	Applicant (and the applicant's spouse if the applicant is a self-supporting student or un-sponsored international student)	●	●	●
(2)	Applicant's father/mother, or the person supporting the household in place of the applicant's father/mother ("Household Supporter")	—	★	●
(3)	Person(s) qualifying as dependent(s) of the Household Supporter or the applicant under the Income Tax Act, regardless of whether or not such person(s) lives with the applicant	●	★	●

●: Counted as the applicant's household member.

★: Counted as the applicant's household member only if the person resides in Japan.

Persons who fall under the category numbered (2) or (3) in the above table are counted as members of your household (counted in the number of household members). In this case, certification documents for all these persons must be submitted.

In principle, the applicant cannot be the Household Supporter, with the exception of a self-supporting student, in which case the applicant (or the applicant's spouse) is deemed to be the Household Supporter.

The applicant's grandfather(s), grandmother(s), brother(s) and sister(s) not falling under category (2) or (3) above are not counted as the applicant's household members, regardless of whether or not they live with the applicant. Therefore, registration in the Exemption Application System and submission of certification documents are not required for them.

4. Preparation of required documents

First, refer to items (1) and (2) below to find out your required documents, and prepare all necessary documents as early as possible.

◆ Required documents for application for Tuition Fee Exemption, etc." shown on and after p. 7

◆ Refer to the Checklist (Enter all necessary information other than monetary figures in the Exemption Application System <at the URL shown in Section 5> and press the "Check the application" button. The relevant forms will be displayed in PDF format, with the Checklist shown on the 2nd page from last.)

(1) To enter all the needed information on the Online Application System, you must prepare the required documents.

(2) Print required form or application from the Online Application System or the Osaka University website.

※ If there is a mistake, "Document Checklist sometimes does not show the correct documents. Please refer to P7~9 for required documents.

5. Registration in the Online Application System and printing required forms

Registration period: 0:00 on March 9 (Tue.), 2021 to 16:30 on April 6 (Tue.), 2021 (JST) (Strict deadline)

URL of Online Application System : <https://cs-web.osaka-u.ac.jp/menjo/>

- ① From "Incoming freshperson enrolling in April 2021 " select "New application" and then log in by registering your email address and common password. An applicant must register only one email address. Registering multiple different email address is prohibited.

Common password for all new students (for the first login): **handai2104**

※Even though applicant's Osaka University student ID and password are issued, please do not use them. Please log in with the information provided above.
- ② After logging in, select the application type and enter the necessary information. You can select applications for both Enrollment and Tuition Fee Exemption, etc. and Tuition Fee Exemption, etc. for both the first and second semesters on this screen.
- ③ For the second and subsequent login, freshmen are required to use the password to update data that is displayed on the screen when you first logged in. This password is not known to the Student Centers, and therefore cannot be reissued if lost.
- ④ Until applicant press "register" button on "Confirmation of application details" screen, you can save and change your information several times. Before you press "Register" button, make sure everything you register is correct.

※If it is impossible to prepare necessary supporting documents on time, please leave monetary numbers blank but choose the correct choices for allowance etc.
- ⑤ After you enter all the necessary information, be sure to click on the "Register" button to complete your registration. Your application will not be valid unless you click on the "Register" button on "Confirmation of application details" screen. After the registration period shown above is over, registration cannot be accepted even if entry of information is in progress.

※After you complete registration. You cannot modify your information on application. If you need to modify information, please write correct information on printed application documents directly with black ink. ※Sealing with your inkan stamp, correction tape, commenting on post-it are not accepted.
- ⑥ Print out all application documents and Checklist with receipt number. .

※The four-digit receipt number will be needed when check the screening results. Be very careful not to forget your receipt number.
※If you apply for both 1st and 2nd semester, your receipt number will be same for both semesters.

※If you fail to register your information in the Exemption Application System within the period specified above, your application will be invalid even if you submit your application documents to the Student Center pursuant to the instructions given in [7. Submission of application documents].

6. Checking of required documents

- ◆ Make sure that all the necessary documents are prepared by checking them against the Application Checklist printed after completing your registration in the Exemption Application System. It should be noted, however, that your Application Checklist is compiled based solely on the information that you entered in the Exemption Application System. Therefore, you should read these instructions again to make doubly sure that the application documents are correct and complete.
- ◆ If you cannot prepare any certification documents during application period, indicate the earliest date that you can submit the missing documents on the Application Checklist using black ink irrespective of the submission deadline specified in [8. Examination of application documents/Request for submission of missing documents].

7. Submission of application documents

In an envelope of your choice, place the Application Checklist and application forms on which your receipt number is shown, along with the certification documents, prepared pursuant to the instructions given in Sections 4, 5, and 6 above, and submit the envelope at any one of the Student Centers.

Application period: 8:30 on March 9 (Tue.) to 16:30 on April 8 (Thu.), 2021 (JST) (Strict deadline)

(Application documents must be submitted during office hours (8:30-17:00) at the Student Centers except on the last day of the application period.)

※In principle, students in Minoh campus should mail by Japan postal service. In case, you chose to place the envelop in student post next to student center, do not go to Minoh campus until April 1 but go to student post next to Suita or Toyonaka campus

Submit to : Suita Student Centers

- ◆ **In principle, application documents should be mailed by Japan postal service.** Paste the sending slip on a size A4 envelop, place all documents in it and mail it to the address below by registered mail or other service that provides you with evidence of dispatch.
※**Application documents, if sent by Japan domestic postal service, must be postmarked by April 8 (Thu.), 2021, and any documents postmarked after this date will not be accepted.**
For International mail service is used, your envelop should arrive at student center on April 8 (Thu.), 2021
- ◆ Depends on Osaka University Activity Level, if you are allow to visit campus, you can place your envelop in the student post next to student center. Student center in Minoh campus will be available from April 2.
- ◆ You will be contacted by the Suita Student Center by email after your application documents are received. (It may take a few days after application documents are submitted. Especially, some days before the deadline it may take a week.)

Application documents cannot be received after 16:30 on April 8 (Thu.), 2021 under any circumstances. Applications submitted after the deadline will be invalid even if registration in the Online Application System is completed.

Suita Student Center, Osaka University
1-1 Yamadaoka, Suita, Osaka 565-0871

(Caution)
Attach your sending slip on a size A4 envelop of your choice.

8. Examination of application documents/Request for missing documents

You will be contacted by the Suita Student Center by email or telephone if any documents are found to be missing or any questions arise during the examination of your application documents. **If you fail to submit the missing document(s) or respond to the question(s) by the specified date, your application will not be processed.** (It will be a disadvantage if you cannot be reached by email or telephone.)

Deadline for submission of missing document(s) (and/or response to question(s)): Within approximately one week after you are contacted by the Student Center (strict observation of the deadline is required.)
 Where to submit missing document(s): Suita Student Center(Depends on Osaka University Activity Level, if you are allow to visit campus, you can place your envelop in the student post next to student center. Student center in Minoh campus will be available from April 2.

- ◆ Place the document(s) in an envelope of your choice, on which you have written "Missing Document(s)" and your receipt number. You should also specify your receipt number in the upper right corner of the document(s) to be submitted.
- ◆ Missing documents could be mailed by registered mail or other service that provides you with evidence of dispatch.
- ◆ Confirmation email for receiving missing documents will not be sent. We will not reply for inquires for receiving missing documents
- ◆ If two or more documents are missing, you must submit all of these documents by the specified deadline. It should be fully noted that if you fail to do so, your application will not be processed.

9. Announcement of results

Application screening results will be announced on the Osaka University website as shown below.

- ◆ Exemption or deferred payment of the April enrollment fee
End of June 2021 (scheduled)
 - ◆ Exemption, deferred payment or payment by installments of the tuition fee for the first semester
End of July 2021 (scheduled)
- The exact dates of announcement will be posted on the KOAN bulletin board in advance.
- ◆ In the case of applications for Tuition Fee Exemption, etc. for both the first and second semesters, the results for the second semester will be announced in or after late January of the following year.

Enrollment Fee	Total exemption	You have been granted total exemption from payment of the enrollment fee.
	Half exemption (or Partial exemption)	You must complete your payment within 14 days after the announcement of results using the payment request form sent to you by the University. It should be noted that if you fail to complete your payment by the deadline, you will lose your status as a student of Osaka University.
	Rejected	
	Deferred payment	You can delay payment of the enrollment fee until the end of September 2021. Complete your payment by the designated deadline using the payment request form sent to you by the University. It should be noted that if you fail to complete your payment by the deadline, you will lose your status as a student of Osaka University.
Tuition Fee	Total exemption	You have been granted total exemption from payment of the tuition fee only for the first semester.
	Half exemption (or Partial exemption)	Complete your payment of the tuition fee following the instructions given in the results announcement letter by the designated deadline.
	Rejected	
	Deferred payment	You can delay payment of the tuition fee until late September 2021. ※Schools may give you payment deadline for September graduates.
	Payment by installments	Pay one half of the first semester's tuition fee in late August 2021 and the other half in late September following the instructions given in the results announcement letter. If you complete your course at the end of September, the payment deadline may be designated otherwise by your school/faculty or graduate school. ※Schools may give you payment deadline for September graduates.

- ◆ If you have made arrangements for paying your tuition fee by electronic bank transfer, make sure that sufficient funds are in your bank account to pay the fee on the due date.
- ◆ If you have not made arrangements for paying your tuition fee by electronic bank transfer, pay the tuition fee into the bank account designated by the University using the payment request form sent to you. The payment deadline is shown on the payment request form.
- ◆ Regarding paying your tuition fee and registration of electronic bank transfer, please inquire educational affairs section in your school.
- ◆ **If you have applied for exemption of the tuition fee for both the first and second semesters, your application for the second semester will not be processed if you do not pay the first semester's tuition fee by the designated deadline.**

10. Others

1. Personal information handling policy
Personal information that you submit to the University when applying for Enrollment/Tuition Fee Exemption, etc. is used exclusively for the purposes of screening applications and providing various financial aid. It is possible information is analyzed for improving university education, student service or university management. In the case, individual cannot be detected from the information. Although your personal information is disclosed to the University's contractors, disclosure is limited only to the extent reasonable and necessary to achieve these purposes.
2. As is repeatedly stated in these instructions, strict observation of the deadline is required in undergoing the procedures for applying for Enrollment/Tuition Fee Exemption, etc. If you fail to meet any of the designated deadlines, your application will not be accepted under any circumstances for whatever reason. With this understanding in mind, you are expected to act early to complete the necessary procedures.
3. Information on Enrollment/Tuition Fee Exemption, etc. is also posted on the Osaka University website along with frequently asked questions and answers. Also check the website if you are considering applying.
It should be noted that you are deemed to have read and understood the information provided on the website, and that the University does not provide information to individuals by email or other means.
[Osaka University Website] <https://www.osaka-u.ac.jp/en/guide/student/tuition/remission/index.html>

◆ Each document must reflect the situation as of April 1, 2021.

- ◆ For documents marked with "(copy)", submit a copy of each document. For other documents, submit the originals.
- ◆ To submit a document that is smaller than size A4, copy or attach the document on size A4 paper.
- ◆ Carefully read the instructions for filling in each form before submitting them.
- ◆ If the same document is required for more than one purpose in your application, you only need to submit one copy.
- ◆ You cannot choose to use any other forms for the purpose of application at your own discretion. Be sure to submit the designated forms.
- ◆ Submit documents issued by the local municipality without Individual Number.
- ◆ If the required document shows Individual Number, be sure to black it out.

1. Required Document for all applicants for Enrollment Fee Exemption, etc.

(Applicants in any of the application categories are required to **submit this document when completing the enrollment procedure.**)

No.	Application category	Document to be submitted	Notes
1	General student Self-supporting student Un-sponsored international student	Application Form for Students Who Plan to Apply for Exemption or Deferred Payment of the Academic Year 2021-2022 Enrollment Fee	This document must be submitted as part of the enrollment procedure. If you fail to submit it, your application for Enrollment Fee Exemption, etc. will not be accepted.

【For Both Enrollment Fee Exemption and Tuition Fee Exemption】

2. Documents to be submitted by all applicants in each application category

(Submit the documents marked with ● in your application category.)

No.	Application category			Required Documents	Notes
	General student	Self-supporting student	Un-sponsored international student		
2	●	●	●	Application Form for Enrollment/Tuition Fee Exemption, etc. (Forms 1-1, 1-2)	Print these forms from the Exemption Application System. For international student, please provide us reasons for applying tuition fee exemption even though you provided sufficient financial capability for the university
3	●	●	●	Financial Aid Statement (Form 2)	Print this form from the Exemption Application System. You may be required to submit a document that verifies your status as a recipient of a certain financial aid. For details, refer to Form 2.
4	●	●		Income (tax) certificate of FY2020 (for income earned during 2019) (original) issued by the local municipality If no income was earned or the income amount was too low to issue an income certificate, submit a tax exemption certificate (original) instead.	If you are a general student, submit the certificate issued to the <u>Household Supporter (your father/mother, or person who is supporting the household in place of your father/mother)</u> . If you are a self-supporting student, submit the certificate issued to <u>you (and your spouse if applicable)</u> . Submit a document that clearly shows the amount of salary, income other than salary by source, spousal deduction and the number of dependents as well as the amount of tax. If both of your parents are alive, certificates for both of them must be submitted.
5		●		Self-Supporting Student's Income Statement (Form 3)	Print this form from the Exemption Application System. Income should be equal to or greater than expenditures. Depending on your situation, you may be required to submit a document verifying that you are not being financially supported by your father/mother or Household Supporter. For details, refer to the section "Conditions for graduate students to qualify as self-supporting students" in Form 3.
6		●		Certificate of Residence of the applicant (and the applicant's spouse if applicable) (original)	A Certificate of Residence that includes all persons counted as your household members under these instructions must be submitted. Have the document issued by your municipality. *Submit individual number not listed document. ◆ The Certificate of Residence to be submitted must be one that covers all of your household members. ◆ If your Certificate of Residence does not cover all of your household members, then submit the Certificate of Residence that covers all members of your father's/mother's household along with your Certificate of Residence. ◆ If you no longer live with your father/mother or Household Supporter but you have not moved your resident registry to the municipality where you now live, then you must submit a document certifying that you live separately from your father/mother or Household Supporter at the time of applying for Enrollment/Tuition Fee Exemption, etc. (such as a copy of your housing lease agreement), along with the Certificate of Residence that covers you (and your spouse) and your father/mother as well as the Household Supporter.
7			●	Un-sponsored International Student's Income Statement (Form 4)	Print this form from the Exemption Application System. Income should be equal to or greater than expenditures.
8	●	●	●	Application Checklist	Print this form from the Exemption Application System. Make sure that all necessary documents are ready by checking the Application Checklist.

3. Required Document if your status of applicant applies

No.	Student	Required Document	Notes
9	All Undergraduates	Financial Support System for Japanese and Permanent residents undergraduates (in Japanese 高等教育修学支援制度) Application Statement (Form11)	If you select Japanese student, self-sponsored International Student and Graduate students, Form 11 will be printed out. When application is made with undergraduate, fill it out directly.
10	All International Student	Resident Card (Copy of both sides)	Copy of Resident Card (Both sides) When the application is made, applicant is still in his/her home country or applicant does not register and if the resident card is unavailable, please submit it later as additional documents.
11	All International Student	Copy of rental agreement for apartment/municipal housing (on size A4 paper)	Rental agreement has to show name of tenant, contract period, monthly rent, name of occupant. If you live in a dorm or housing provided by Osaka University, you do not need to submit rental agreement.
12	All International Student	Receipt mount (Un-sponsored International Student's Income Statement) (Form4 Appendix)	Documents (Copies of receipts or bank notes) that shows the most recent payments for electricity, gas and water charges. Please glue/staple them on Form4 Appendix.

4. Required Document your household with a student/students

No.	Document to be submitted	Issuing organization
13	Enrollment Verification Document Attachment Sheet (Form 5) Complete the form and attach a copy of the student ID card or other equivalent document.	The student's school
<p>◆ For the purpose of this application, "student" refers to <u>a person enrolled in an elementary school or higher educational institution</u> as of April 1, 2021. However, <u>if the student is a junior high school student or younger, you do not have to submit No. 13 "Enrollment Verification Document Attachment Sheet" (Form 5).</u></p> <p>◆ The following persons are not deemed to be "students" for the purpose of this application: - Students enrolled in an advanced vocational school (general course) or any other school in the miscellaneous category - Preparatory school students, non-degree research students, special auditors, auditors, and credited auditors</p>		

5. Required Document(s) if applicable to the applicant

No.	Category	Document(s) to be submitted
14	The applicant remaining in the course beyond the minimum years/repeating the same grade	Statements of Reasons for repeating the same grade or remaining in the course(Form 8) (For undergraduate and graduate students) Envelop should be sealed Exceeding minimum years because of volunteer, study abroad or leave of absence. Enrollment year should not be skipped. The form includes an evaluation from your supervisor. Without the evaluation, your application will not be processed due to insufficient document. The form should be submitted by the applicant, however, the supervisor has an option to send it to Suita Student center directly.
15	The Household Supporter has died.	Death certificate (copy) or burial certificate (copy) It is applicable only if the household supporter died between April 1, 2020 and March 31, 2021
16	Applicant stays in a share room (only international students)	Statement of Room Sharing(Form 12) * Signatures from your roommates are required * Your or your roommates must be the tenant of the room.

6. Required Document(s) for Household Supporter and/or applicant (applicant's spouse) with income (Check each category and submit the document marked with if applicable. There is no need to submit the document concerning the income of the applicant (applicant's spouse) if the applicant (applicant's spouse) qualifies as a dependent of the Household Supporter under the Income Tax Act.)

No.	Category	Document(s) to be submitted	Issuing organization
17	Part-time employee working at Osaka University	<input type="checkbox"/> Osaka University Part-time Employment Certificate (Form 6-3) Specify the school, faculty, graduate school, institute, center, department or etc. ("relevant department") that employs you, the employment period, estimated annual income, etc., and write your name (signature) by hand on the form. Inquire at the relevant department that employs you for the period of employment, hourly wage and other necessary information.	Download the form from the Osaka University website.
18	Salaried employee, whether working full-time or part-time* (*Excluding part-time employee working at Osaka University specified in (17) above)	<input type="checkbox"/> Certificate of income and withholding tax in 2020 (copy) If the current employment started on or after January 2, 2020, submit the <input type="checkbox"/> (Expected) Payment Certificate (Form 6-1) for the current employment , or attach your wage slips for the past three months (copies) for the current employment by gluing or stapling to the <input type="checkbox"/> Document of Earnings Form (Form 6-2) and submit the form.	Employer(s) (If you work for two or more employers, submit the specified document for each place of employment.)
19	Worker other than salaried employee (e.g., self-employed worker) or salaried employee who has filed a final tax return	<input type="checkbox"/> File copy of the Final Tax Return Declaration Form for income earned in 2020 (both Tables 1 and 2 (copies), bearing evidence that the original form has been accepted by the tax office. In the case of Electrical Final Tax Return Declaration, receipt date is required. If a final tax return has not been filed, submit <input type="checkbox"/> a file copy of the municipal/prefectural tax return form (copy) issued by the municipal government. If income has been earned from a business operation that started on or after January 2, 2020 submit <input type="checkbox"/> a document/documents showing the amount of (expected) revenue, necessary expenditures, and income of the last three months. (Any form can be used.)	Tax office Municipal government
20	Person who left his/her employment or closed his/her business on or after January 1, 2020	<input type="checkbox"/> Document certifying the date of termination of employment (copy) or <input type="checkbox"/> notification of business closure or other document certifying the date of closure (copy) <input type="checkbox"/> Notice of Leaving Employment (Form 10-2) may be submitted <u>only in the case of leaving part-time employment.</u>	Employer Tax office
21	Person on temporary retirement	<input type="checkbox"/> Certificate of temporary retirement (Any form may be used.) If a salary or allowance is paid during the period of temporary retirement, attach <input type="checkbox"/> a document certifying the amount of salary or allowance. (Any form may be used.)	Employer, etc.
22	Recipient of pension/public employees' pension	<input type="checkbox"/> Latest notification of pension payment (copy) or <input type="checkbox"/> notification of revised (determined) pension amount (copy) Attach either of the above documents by gluing or stapling it to the <input type="checkbox"/> Pension-related Document Attachment Sheet (Form 7). If payment of pension begins in or after April 2021, submit a <input type="checkbox"/> Pension Certificate or other document certifying the latest amount of the pension benefit.	Japan Pension Service, mutual aid association, insurance company, etc.
23	Recipient of unemployment allowance	<input type="checkbox"/> Certificate of eligibility to receive unemployment allowance (copy) *All pages are required. Copies of both-side of the certificate must be submitted so that the number of days for which the allowance was paid and the amount of daily allowance are known.	Public Employment Security Office (Hello Work)
24	Recipient of injury and disease allowance	<input type="checkbox"/> Notification of granting eligibility for injury and disease allowance (copy)	Japan Health Insurance Association, mutual aid association, etc.
25	Recipient of child-rearing allowance	<input type="checkbox"/> Child-rearing allowance certificate (copy)	Municipal government
26	Recipient of public welfare assistance (household eligible for public welfare assistance)	<input type="checkbox"/> Notification of granting eligibility for public welfare assistance (notification of change to the public welfare assistance amount) (copy) Submit a document that certifies the annual amount of the public welfare assistance.	Municipal government

7. Required Document(s) for special deduction

- ◆ If any of the following categories applies to any of the persons that you entered in the "household members" column, submit the documents marked with ○ to be eligible for a special deduction. Eligibility for special deduction will not be granted if any of the submitted documents are found to be incomplete and/or incorrect.
- ◆ Refer to Section 3 "Confirmation of application category and household members" to see who can be counted as your household members, and submit the certification documents for the special deduction only if any of your household members are eligible for the deduction.

No.	Category	Document(s) to be submitted	Issuing organization
27	Student Repeating No.13	○ Enrollment Verification Document Attachment Sheet (Form 5)	The student's school
28	Single-parent household	○ Document certifying that the household is a single-parent household (Examples) ○ Income (taxation) certificate issued in FY2020 (for income earned in 2019) (original) ○ Certificate of income and withholding tax in 2020 (copy) ○ Document certifying payment of bereaved family pension to the household (copy) ○ Document certifying payment of child-rearing allowance to the household (copy) ○ Family register or extract of family register (original)	Municipal government, employer, Japan Pension Service, etc.
29	Person with a disability A-bomb survivor	○ Disability certificate (copy) *Or ○ a medical certificate for the disability if a disability certificate has been applied for but has not yet been issued. ○ A-bomb survivor's certificate (copy)	Municipal government
30	Recipient of medical care for a period of six months or longer Person recognized as in need of long-term care	○ Medical Expense Certificate (Form 9) When filling in Form 9, read the instructions provided in the form and attach a certification document(s) if necessary. Please attach the document certificated by a doctor or hospital.	Hospital, pharmacy, etc.
31	Victims of fire, windstorm, flood, theft, etc.*	○ Disaster victim certificate or theft report certificate ○ Document certifying the amount of loss ○ Document certifying payment of casualty insurance benefit (compensation for loss) * This applies only to a disaster/theft that occurred between: October 1, 2020 and March 31, 2021 (Or between April 1, 2020 and March 31, 2021 in the case of students enrolled in Osaka University in April 2021) ※Regardless of the periods listed above, this condition apply to Victim for the Heavy rain in July 2020.	Fire department, municipal government, insurance company, etc.

8. Required Documents for unsponsored international students who have family members living in Japan

No.	Documents to be submitted	Notes	Issuing organization
32	Certificate of Residence (original)	◆ The certificate must include all persons counted as the applicant's household members pursuant to these instructions. ◆ The certificate must be one that certifies that the information on all household members is included. * Submit individual number not listed document.	Municipal government
33	Income (taxation) certificate issued in FY2020 (for income earned in 2019) (original) If no income was earned or the income amount was too low to issue an income certificate, submit a tax exemption certificate (original) instead.	◆ This certificate is required for all persons who are counted as the applicant's household members pursuant to these instructions. ◆ Income (taxation) certificate of the applicant is not required. ◆ Submit a document that clearly shows the amount of salary, income other than salary by source, spousal deduction as well as the number of dependents.	Municipal government

9. Additional paperwork for victim of the heavy rain in July 2020

Student having difficulties in paying the tuition fee due to loss of or damage for the hoshohled supporter from the heavy rain in July 2020

No.	Category	Required Document	Issuing organization
34	Victim of the heavy rain in July 2020	1. Documents that show damages (Ex.) ○ Disaster victim certificate (Copy) ○ Death certificate (Copy) ○ Document certifies missing (Copy) ○ Diagnosis certificate ○ Bankruptcy certificate (Copy) ○ Disaster affected certificate (Copy) ○ Statement etc. Document that shows 2. Amount of damage 3. Amount of payments from damage insurance etc.	Fire department, hospital, municipal government, insurance company, etc.

Forms

Application Form for Students Who Plan to Apply for Exemption or Deferred Payment of the Enrollment Fee and Exemption, Deferred Payment or Payment by Installments of the Tuition Fee in the Academic Year 2021-2022.

- Enrollment Verification Document Attachment Sheet (Form 5) ***Japanese version only**
- (Expected) Payment Certificate (Form 6-1)
- Document of Earnings Form (Form 6-2)
- Osaka University Part-time Employment Certificate (Form 6-3)
- Pension-related Document Attachment Sheet (Form 7) ***Japanese version only**
- Statements of Reasons for repeating the same grade or remaining in the course (Form 8)
- Medical Expense Certificate (Form 9) [Please print this form double-sided] ***Japanese version only**
- Special Statement (Form 10-1) ***Japanese version only**
- Notice of Leaving Employment (Form 10-2)
- Financial Support System for Japanese and Permanent residents undergraduates(in Japanese高等教育修学支援制度) Application Statement (Form11) [Please print this form double-sided]
- Statement of Room Sharing (Form 12)

Form 13-1 to 13-3 are the forms for applicants who meet the conditions of "Tuition Fee Exemption Sudden Income Loss due to the COVID-19 situation", NOT of "Exemption or Deferred Payment of the Enrollment Fee and Exemption, Deferred Payment or Payment by Installments of the Tuition Fee" (ordinary Enrollment/Tuition Fee Exemption, etc.).

『新型コロナウイルス感染症の影響による支払(見込み)証明書』(様式13-1_家計急変用)
(給与所得の方が新型コロナウイルス感染症の影響を受け減収した場合に使用) ***Japanese version only**

Document of Earnings Form (Sudden Income Loss due to the COVID-19 situation) (Form 13-2 Sudden Income Loss)

(給与所得の方が新型コロナウイルス感染症の影響を受け減収した場合に使用)

『新型コロナウイルス感染症の影響による収入申立書』(様式13-3_家計急変用)

(給与所得者以外の方が新型コロナウイルス感染症の影響を受け減収した場合に使用)

***Japanese version only**

◆ Please print the below forms after completing the Enrollment Fee and Tuition Fee Exemption Application System

- Application Form for Enrollment/Tuition Fee Exemption, etc. (Forms 1-1, 1-2)
- Financial Aid Statement (Form 2)
- Self-Supporting Student's Income Statement (Form 3)
- Un-sponsored International Student's Income Statement (Form 4)
- Receipt Mount (for Un-sponsored International Student's Income Statement) (Form 4 Appendix)
- Sending Slip

Please print each form on a separate page.

Multiple forms printed on the same page will not be accepted.

Separate forms printed together double-sided will not be accepted.

Application Form for Students Who Plan to Apply for Exemption or Deferred Payment of the Enrollment Fee in Academic Year 2021-2022

To apply for exemption or deferred payment of the enrollment fee, submit this form along with other enrollment documents to the section in charge of enrollment procedures.

Be sure to read the following notes.

1. Do not submit this form if you have already paid the enrollment fee. (Do not pay the enrollment fee if you plan to apply for exemption or deferred payment of the enrollment fee.)
2. For undergraduate students, please note that financial reason will not be accepted.
Please see the next page for the details.
3. The application process for exemption or deferred payment of the enrollment fee will not be completed until you finish the following three procedures by the deadlines. Delayed submission or registration cannot be accepted under any circumstances.
(Each procedure should be completed by the specified deadline, which will be shown in the Instructions for Application for Exemption or Deferred Payment of the Enrollment Fee and Exemption, Deferred Payment or Payment by Installments of the Tuition Fee to be posted on the official Osaka University website in late February for April enrollment and in late August for October enrollment.)
 - (1) Submit this form (Submission of a paper document).
 - (2) Register into the Osaka University Online Application System (Online registration).
 - (3) Submit other necessary forms and certification documents to the Student Center (Submission of paper documents).
4. In case you apply only for exemption or deferred payment of the tuition fee, you don't have to submit this form, even if you are a newly enrolled student. In this case, complete the procedures numbered (2) and (3) in section 3 above by the respective deadlines.

[Form to be submitted only by an applicant for exemption or deferred payment of the enrollment fee]

Please fill in the following columns.

Name				
School/faculty/ graduate school in which you will be enrolled	<u>School/faculty/graduate school</u>	Enrollment category	Tick the applicable box below	
	<u>Department</u>		1st-year undergraduate student	
			Undergraduate student transferred from another university	
			Master's course student	
			Doctoral course student	
			Law School student	
Contact information	* Enter the telephone number and email address at which we can reach the applicant without fail. If the applicant is not in Japan, enter the contact information of the person who acts on behalf of the applicant in Japan.			
	Telephone Number	Extension Number of the laboratory (only if known)		
	Email address	(* The address should be written in a manner that makes clear the distinction between alphanumeric characters and symbols.)		
Application category (Check the applicable box.)	<input type="checkbox"/> Both exemption and deferred payment of the enrollment fee (Exemption is the first choice, but if only half exemption is permitted or exemption is not permitted, then deferred payment is desired.) <input type="checkbox"/> Only exemption of the enrollment fee <input type="checkbox"/> Only deferred payment of the enrollment fee			

(Submission of this form is only required for an applicant for exemption or deferred payment of the enrollment fee.)

Overview: Exemption or Deferred Payment of the Enrollment Fee

1. Eligibility

(A) Eligibility for applying for enrollment fee exemption

(Undergraduate students)

- (1) Student having significant difficulty with the payment of the enrollment fee due to the death of the person mainly responsible for the payment of the student's academic expenses ("Academic Expense Payer") or due to a windstorm, flood or other natural disaster affecting the student or the Academic Expense Payer within one year prior to the student's enrollment in Osaka University
- (2) Student approved by the President as having a valid reason for applying for exemption of the enrollment fee, similar to the reasons specified in (1) above.

(Graduate students)

- (1) Student having difficulty with the payment of the enrollment fee for financial reasons
- (2) Student having significant difficulty with the payment of the enrollment fee due to the death of the Academic Expense Payer or due to a windstorm, flood or other natural disaster affecting the student or the Academic Expense Payer within one year prior to the student's enrollment in Osaka University
- (3) Student approved by the President as having a valid reason for applying for exemption of the enrollment fee, similar to the reasons specified in (2) above.

(B) Eligibility for applying for deferred payment (Both undergraduate and graduate students)

- (1) Student having difficulty with the payment of the enrollment fee for financial reasons
- (2) Student having significant difficulty with the payment of the enrollment fee due to the death of the Academic Expense Payer or due to a windstorm, flood or other natural disaster affecting the student or the Academic Expense Payer within one year prior to the student's enrollment in Osaka University

2. Procedure

(A) Application procedure for exemption and deferred payment of the enrollment fee. (You can apply for exemption, deferred payment or payment by installments for tuition fee at the same time.)

- (1) Submit the Application Form for Students Who Plan to Apply for Exemption or Deferred Payment of the Enrollment Fee in Academic Year 2021-2022 along with the other necessary documents when completing the enrollment procedure. For Graduate Students, please follow the enrollment procedure of your graduate school.
- (2) Register in the Enrollment and Tuition Fee Exemption Application Online System.
<https://cs-web.osaka-u.ac.jp/menjo/>
(The Application Online System is scheduled to be available from early March for April enrollment and from early September for October enrollment.)
- (3) Submit other necessary forms and certification documents to the Student Center.

*Complete all the procedures within the specified periods after reading the application instructions posted on the Osaka University website in the end of February (in the end of August for October enrollment).

(B) Application procedure only for exemption, deferred payment or payment by installments of the tuition fee.

*Complete all the procedures (2. (A) (2) and (3) above) within the specified periods after reading the application instructions.

※After paying the enrollment/tuition fee, you cannot apply for Enrollment/Tuition Fee Exemption, etc.

3. Publication of Instructions

The Application Instructions can be downloaded from Osaka University website around the end of February (August). <https://www.osaka-u.ac.jp/en/guide/student/tuition/remission/guideline>

4. Contact

Suita Student Center, Osaka University 1-1 Yamadaoka, Suita, Osaka 565-0871

Tel: 06-6879-7088,7089 Office hours: 8:30 – 12:00, 13:00 – 17:00 (except on Saturday, Sunday and holidays)

大阪大学免除申請者(申請者本人)

学籍番号									氏名
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在学状況書類貼付用紙

※印は該当する項目に○を付けてください。

在学者氏名(続柄)	<p>() この欄に学生証のコピーを貼付してください。</p> <p>(必ず有効期限の記載されたものを提出してください。有効期限が裏面に記載されているもの又は両面ともに有効期限の記載のないものについては、両面をコピーの上、提出してください。)</p> <p>2021年4月入学者で、学生証がまだ発行されていない場合は、各学校所定様式の在学証明書又は合格通知書(写)と入学手続きが完了していることが確認できる書類(例:入学金支払領収書(写)等)の2点を提出してください。</p> <p>※自宅・自宅外 ※中学生以下の場合、提出は不要です。</p>
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学校区分	
※国立・公立・私立	
通学区分	
※自宅・自宅外	

在学者氏名(続柄)	<p>() この欄に学生証のコピーを貼付してください。</p> <p>(必ず有効期限の記載されたものを提出してください。有効期限が裏面に記載されているもの又は両面ともに有効期限の記載のないものについては、両面をコピーの上、提出してください。)</p> <p>2021年4月入学者で、学生証がまだ発行されていない場合は、各学校所定様式の在学証明書又は合格通知書(写)と入学手続きが完了していることが確認できる書類(例:入学金支払領収書(写)等)の2点を提出してください。</p> <p>※自宅・自宅外 ※中学生以下の場合、提出は不要です。</p>
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学校区分	
※国立・公立・私立	
通学区分	
※自宅・自宅外	

在学者氏名(続柄)	<p>() この欄に学生証のコピーを貼付してください。</p> <p>(必ず有効期限の記載されたものを提出してください。有効期限が裏面に記載されているもの又は両面ともに有効期限の記載のないものについては、両面をコピーの上、提出してください。)</p> <p>2021年4月入学者で、学生証がまだ発行されていない場合は、各学校所定様式の在学証明書又は合格通知書(写)と入学手続きが完了していることが確認できる書類(例:入学金支払領収書(写)等)の2点を提出してください。</p> <p>※自宅・自宅外 ※中学生以下の場合、提出は不要です。</p>
()	
学校区分	
※国立・公立・私立	
通学区分	
※自宅・自宅外	

大阪大学免除申請者(申請者本人)

学籍番号										氏名
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支払見込み証明書 (Expected) Payment Certificate

◆ 事業主の方へ、記入上のお願い

- ① ※印は該当する項目に○印を付けてください。
- ② 金額は、通勤手当を差し引いた「支払総額」を記入してください。賞与がある場合は、賞与を含めてください。
- ③ 5. の欄は、示している期間を通常に勤務した場合に、支払が見込まれる金額を記入してください。また、期間の途中で退職することが決まっている場合は、その退職日までの期間において支払が見込まれる金額を記入した上で、備考欄に在職期間も併せて記入してください。

1. 氏名	
2. 生年月日	年 月 日生
3. 採用年月日	年 月 採用
4. 勤務態様	※ 常勤 ・ パート(非常勤)

5. 【2021年4月1日 ～ 2022年3月31日】に勤務した場合の支払額

支払額合計 (平均月額)	円 (円)
備考	

上記のとおり相違ないことを証明します。

年 月 日

(給与支払者)

所在地 _____

事業所名又は店名 _____

職名・氏名 _____ 印

※代表者等ではなく、給与支払担当者の証明でも構いません。

Osaka University Part-time Employment Certificate

Applicant Name _____ signature

I hereby certify that the below information is true and correct.

◆ **Instructions**

Report for the period between April 2021 and March 2022.
 Report each school, faculty, graduate school, institute, center, department or etc. ("relevant department") that employs you.
 You need to report separately in the case of multiple contracts with the same relevant department.
 (Expected) Annual Wages are wages assuming normal work for the indicated period at the time of declaration.
 The box for Total Wages is mandatory.
 In the case of four or more relevant departments, photocopy this form and continue on the second page.

<EXAMPLE>

Relevant Department	Graduate School of XXXXX
Employment Period between April 2021 and March 2022	2021/4 (yy/mm) - 2022/3 (yy/mm) (Scheduled)
Employment Type (Tick the applicable box.)	<input checked="" type="checkbox"/> TA <input type="checkbox"/> RA <input type="checkbox"/> Tutor <input type="checkbox"/> Other ()
(Expected) Annual Wages	72000 Yen (Hourly wage: 1200 Yen × Total hours: 60 hours)

<Employment 1>

Relevant Department	
Employment Period between April 2021 and March 2022	_____ / _____ (yy/mm) - _____ / _____ (yy/mm) (Scheduled)
Employment Type (Tick the applicable box.)	<input type="checkbox"/> TA <input type="checkbox"/> RA <input type="checkbox"/> Tutor <input type="checkbox"/> Other ()
(Expected) Annual Wages	_____ Yen (Hourly wage: _____ Yen × Total hours: _____ hours)

<Employment 2>

Relevant Department	
Employment Period between April 2021 and March 2022	_____ / _____ (yy/mm) - _____ / _____ (yy/mm) (Scheduled)
Employment Type (Tick the applicable box.)	<input type="checkbox"/> TA <input type="checkbox"/> RA <input type="checkbox"/> Tutor <input type="checkbox"/> Other ()
(Expected) Annual Wages	_____ Yen (Hourly wage: _____ Yen × Total hours: _____ hours)

<Employment 3>

Relevant Department	
Employment Period between April 2021 and March 2022	_____ / _____ (yy/mm) - _____ / _____ (yy/mm) (Scheduled)
Employment Type (Tick the applicable box.)	<input type="checkbox"/> TA <input type="checkbox"/> RA <input type="checkbox"/> Tutor <input type="checkbox"/> Other ()
(Expected) Annual Wages	_____ Yen (Hourly wage: _____ Yen × Total hours: _____ hours)

[Total Wages (Employment1 + Employment2 + Employment3)]

(Expected) Annual Wages: Total	_____ Yen
Record the above total value in the Exemption Application System. Input "Osaka University" for place of work.	

大阪大学免除申請者(申請者本人)

学籍番号									氏名
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年金関係書類貼付用紙

受給者氏名(続柄)	()
<p>最新の年金振込通知書(写)又は年金額改定(決定)通知書を (2021年4月以降の支給が決定している方は最新の年金決定 (裁定)通知書(写)を)この欄に貼付してください。 <u>(注意:コピーは受給者の氏名がわかるようにしてください。)</u></p> <ul style="list-style-type: none"> この貼付用紙1枚につき、1名分ずつ貼付してください。 また、それぞれの年金について「年金の種類」「年金年額」を必ず 記入してください。 スペースが足りない場合は、この用紙の後ろ側に貼付又はホチキ ス留め(左上)し、用紙をめくった時に確認が行えるようにしてくださ い。 この貼付用紙が複数枚必要な時はこの用紙をコピーしてください。 	

年金の種類	年金年額
	円
	円
	円
年金受給額合計	円

Receipt Number

____ / ____ / ____ (yy/mm/dd)

Form 8

To the President of Osaka University

Statements of Reasons for repeating the same grade or remaining in the course
(For both undergraduate and graduate use)

Applicants are supposed to submit own documents, however, for Form 8, it is possible for supervisor to submit it directly to the Student Center. In this case, write "Submitted by supervisor" in Form 8 column on "Required document checklist" (or place a memo in the envelop).

Fill in boxes in bold. Please tick the applicable box.

Name:		Student ID Number					
<input type="checkbox"/> School of	Department of	<input type="checkbox"/> Bachelor	Year	Enrollment	Year	Month	
<input type="checkbox"/> Graduate School of		<input type="checkbox"/> Master's					<input type="checkbox"/> Doctorate
To be completed by Student Center		(Expected Graduation _____ Year ____ Month. Currently _____ months in excess)					

1. Reasons for repeating the year or remaining in the course. Please tick the applicable box.

1. Illness
 2. Study abroad
 3. Childbirth
 4. Childcare
 5. Attended dispatch program
 6. Uncompleted papers

*In the case of illness, please attach a medical certificate.

7. Other (_____)

Please explain reasons in detail. Record the period for leave of absences, study abroad, or repeating a year.

Leave of absence	:	_____ / _____ (yy/mm) - _____ / _____ (yy/mm)
Study abroad	:	_____ / _____ (yy/mm) - _____ / _____ (yy/mm)
Repeating a year	:	_____ / _____ (yy/mm) - _____ / _____ (yy/mm)

2. Research Topic (Graduate Students only)

--

------(Following sections are to be completed by supervisor)-----

3. 修学状況・研究態度・研究活動の進捗状況等

4. 今年度成業の見込み ※卒業(修了)単位の充足状況も含めて記載してください

指導教員(又はクラス担任)氏名

指導教員等各位

この様式は、授業料免除等申請者が選考時に進級せず同一学年に留まっている場合、もしくは休学期間を含め在籍期間が最短修業年限を超過している場合に提出する書類です。指導教員等の記入欄には、同状況にも関わらず申請者免除等に相応しい所見を具体的に記入してください。なお、申請者本人からではなく、指導教員からの直接提出を要するときは、申請者にその旨を指示し、吹田学生センター授業料免除担当宛に送付してください。また、申請者本人からこの様式を提出させる場合は、『厳封』したものを渡してください。

大阪大学免除申請者(申請者本人)

様式9

学籍番号										氏名
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_____年 _____月 _____日

(記入にあたっては裏面を参照してください。)

療 養 費 証 明 書

療養者氏名					診療期間	※ 通院・入院			年	月	日	回数	程度	来院
傷病名					健康保険の種類	※ 国保・社会保険・老人保険・その他 ()								
区分	↓診療機関の方は証明した項目に○をつけてください。			④その他		⑤補填金額 (高額療養費・高額介護サービス費)		自己負担額合計 (①+②+③+④) - ⑤						
	①入院	②外来	③介護サービス (自己負担分)											
支払った月	※個室料・予防注射料・文書料は除いて記入願います。 (本人が記入する場合は、診断書、領収書(写)の添付が必要です。)			診療機関記入欄	本人記入欄 (領収書添付必要)	診療機関記入欄	本人記入欄 (振込通知書(写)の添付が必要です。)							
2020年 4月														
2020年 5月														
2020年 6月														
2020年 7月														
2020年 8月														
2020年 9月														
2020年 10月														
2020年 11月														
2020年 12月														
2021年 1月														
2021年 2月														
2021年 3月														
合計金額	円	円	円	円	円	円	円	円	円	円	円	円	円	円

上記傷病に係る、療養費及び、6か月以上療養していること、
又は6か月以上の療養を必要とすることについて証明します。

_____年 _____月 _____日

診療機関名

※調剤薬局に依頼するときは、必ず医師の証明のある傷病等の分についてのみ証明を受けてください。

住所

※介護サービスに係る分については、請求内容の内訳が記載された領収書(写)が必要です。

医師名等

印

<この様式は、2枚目(裏面)があります。必ず併せて確認してください。>

療養費証明書(様式9)記入要領及び注意事項

- 「長期療養者のいる世帯」の特別控除を受ける場合は提出してください。
 - 申請時現在において、6か月以上の長期療養中の方、医師の診断書等により療養が必要であると診断された方又は介護保険被保険者証にて介護等が必要とされた方が対象となります。
 - 算入する療養費は、申請前12か月以内に支払った分が対象です。
 - 病院・施設等に願ひ出て、記入してもらい、証明を受けてください。証明を受けた場合は医療費に関して診断書・領収書の提出は不要です。
介護サービスに係る分については、この用紙で施設等に証明を受けた場合でも、介護保険被保険者証(写)と請求内容の内訳が記載された領収書(写)が必要です。
 - 証明を受けられなかった場合、自身で療養費証明書に記入ください。提出の際は、「6か月以上療養していること、又は6か月以上の療養を必要とすることが明記された診断書(原本)」と「算出の元となった領収書(写)」を併せて提出してください。
提出のないものについては無効です。
 - 自身で証明する場合は「診療機関記入欄」に記入しないよう、注意してください。また、診療機関が証明する場合は、本人記入欄は記載しないでください。記入がある場合、本紙は無効となります。
 - 自身で作成する場合は、領収書(写)は最近1年以内のもので、月ごとにA4判用紙に貼付し、合計金額を記入してください。
領収書は確認しやすいように月ごとに並べてください。
※月ごとに並んでいないもの、算出表に金額の記入がないもの及びA4判になっていないものは対象外とします。
※領収書に氏名の書かれていないもの、領収印のないもの、介護サービスについては料金の内訳の記載がないものも対象外とします。
※補填される金額があり、⑤に記入する場合は、振込通知書(写)も添付してください。
 - 複数の医療機関を受診されている場合は、本紙をコピーし、病気別、病院別に療養費証明書を作成してください。
 - 控除の対象となる費目は次のとおりです。
 - ア. 医師又は歯科医師への診療・治療費
 - イ. 病院、診療所への入院費用
 - ウ. マッサージ師、鍼灸師、柔道整復師などの治療費
 - エ. 看護人に対して支払う費用(看護人に対する賄い費を含む)
 - オ. 治療又は療養のための医薬品費(おむつ代は医師が必要と証明したものに限ります。併せて「おむつ使用証明書」(写)を添付してください。)
 - カ. 病院、診療所に通院するための交通費(診断書等により必要不可欠と認められたものに限る)
 - キ. 介護保険法により「要介護認定・要支援認定」を受けたものがサービスを利用した場合の自己負担額
 - ク. 医師が必要と認めた治療用装具代
- ※文書料、予防注射料、個室料、差額ベッド代、医師により必要であることが証明されていないおむつ代は控除対象になりません。

(証明にあたる診療機関の方へ)

- 太枠内を記入してください。なお、空欄の箇所は斜線を引いてください。
- 月ごとにかかった自己負担額について証明をお願いします。
- 「④その他」欄については、上記の控除対象費目のうちエ〜クについて記入をお願いします。
- 算入する療養費は、申請前12か月以内に支払った分の領収書によるものが対象です。

Receipt Number				
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Form 10-2

Notice of Leaving Employment

This form can be used for the case of retirement of part-time workers.

Record each case if one had multiple jobs.

Photocopy this form if multiple pages are required.

This form is not necessary in the case of retirement from part-time jobs at Osaka University including TA, RA, part-time job and Tutor.

_____ / _____ / _____ (yy/mm/dd)

School/Graduate School	Year	Name
	<input type="checkbox"/> Undergraduate <input type="checkbox"/> Masters <input type="checkbox"/> Doctoral	Year

Name of person who left his/her employment	Relation (to applicant)

(1)

Place of Employment	
Job description	
Date of employment	_____ / _____ / _____ (yy/mm/dd)
Date of retirement	_____ / _____ / _____ (yy/mm/dd)
Average monthly wage	_____ Yen
Retirement allowance	<input type="checkbox"/> Yes <input type="checkbox"/> No
If retirement allowance was paid, indicate the amount	_____ Yen

(2)

Place of Employment	
Job description	
Date of employment	_____ / _____ / _____ (yy/mm/dd)
Date of retirement	_____ / _____ / _____ (yy/mm/dd)
Average monthly wage	_____ Yen
Retirement allowance	<input type="checkbox"/> Yes <input type="checkbox"/> No
If retirement allowance was paid, indicate the amount	_____ Yen

(3)

Place of Employment	
Job description	
Date of employment	_____ / _____ / _____ (yy/mm/dd)
Date of retirement	_____ / _____ / _____ (yy/mm/dd)
Average monthly wage	_____ Yen
Retirement allowance	<input type="checkbox"/> Yes <input type="checkbox"/> No
If retirement allowance was paid, indicate the amount	_____ Yen

受付番号
Receipt number

様式11
Form 11

学部学生のみ提出
Undergraduate student only

高等教育修学支援制度授業料等免除申請状況調書

(Financial Support System for Japanese and Permanent residents undergraduates(in Japanese高等教育修学支援制度) Application Statement)

黒のペンで直接記入して提出してください。 / Please fill out directly with black ink

学籍番号 Student ID Number	
氏名 Name	

Q1. あなたは外国人留学生(在留資格が「留学」である方)ですか? / Are you an international student with a "study" visa?

- はい / Yes いいえ / No

外国人留学生の場合(「はい」の場合)はQ2以降の回答は不要です。

If you are an international student(yes for Q1), you do not need to answer the rest of the questions.

Q2. あなたの国籍を回答してください。

- 日本国籍 日本国籍以外

Q3. Q2で日本国籍以外を回答した場合は在留資格を回答してください。

- 特別永住者 永住者 日本人の配偶者 永住者の配偶者
 定住者 その他()

高等教育修学支援制度による授業料等免除の申請状況

Q4. 高等教育修学支援制度による授業料等免除申請(新規申請/継続申請)を行っていますか?

「大学等における修学の支援に関する法律(令和元年法律第8号)に基づき、学部(特別永住者、永住者などを含む)のうち、支援対象者として認められる住民税非課税世帯及びそれに準ずる世帯を対象として国が実施する高等教育修学支援制度の減免認定による授業料等免除の申請のことです。この書類(様式11)を提出する「大阪大学授業料免除等制度」の申請のことではありません。詳細は大阪大学HP参照」

- 行った(行う予定) 行わなかった(行わない)

高等教育修学支援制度による授業料等免除の申請を行わなかった理由

Q5. Q4で申請を行わなかった(行わない)と回答した場合はその理由を回答してください。

- A.高等教育修学支援制度の支援対象者の要件のうち「大学入学までの期間に関する要件を満たさない」ため(学士入学・学士編入学により本学に入学している場合を含む)
⇒ この理由により「大阪大学授業料免除等制度」に申請する方は、裏面の必要事項を記入するほか、証明書類を申請書類と一緒に提出してください。【令和3年度以降に入学する方に限ります。】
- B.高等教育修学支援制度の支援対象者となる家計の経済状況に関する要件を満たさないため [①②も☑]
 ① 支援対象者の所得に関する要件を満たさないため
 ② 支援対象者の資産に関する要件を満たさないため
- C.高等教育修学支援制度の支援対象者となる学業成績・学修意欲に関する要件を満たさないため [①②も☑]
 ① 休学期間を除き最短修業年限で卒業できないことが確定しているため
 ② ①以外の学業成績・学修意欲に関する要件を満たさないため
- D.過去に在籍した高等教育機関(本学を含む)で一度支援を受けたことがあるため
⇒ この理由により「大阪大学授業料免除等制度」に申請する方は、裏面の必要事項を記入してください。【令和3年度以降に入学する方に限ります。】
- E.本学在籍中に一度支援を受けていたが支援を打ち切られたため
- F.上記に該当しない場合(以下の欄に理由を記載してください)

Q6. Q5で「A」を選択し、「大阪大学授業料免除等制度」による「授業料免除」に申請する方は、以下の該当する□に✓印を付けてください。

申請にあたって、私は以下の事項を確認し、理解しています。

■ このQ6の記載事項は事実と相違ありません。なお、以下の記載事項に事実と相違があった場合、免除を取り消され、免除を受けた金額の支払いを求められることがあることを承知しています。

※以下の該当する□に✓印を付けてください。

高等学校等を始めて卒業から年度の翌年度の末日から本学入学までに2年を経過している

高卒認定試験に合格(ただし、受験資格取得年度初日から合格まで5年を経過していないこと。5年を経過した後も毎年度認定試験を受験している場合は除く。)した年度の翌年度の末日から本学入学までに2年を経過している者

個別入学資格審査を経る場合にあつて20歳に達した年度の翌年度の末日までに入学していない者

転学・編入学で入学前の在籍課程終了後から本学入学までに1年を経過している

既に「学士」の学位を取得している

入学・合格年月 (西暦)	卒業・退学年月 (西暦)	教育機関名など	支援期間
年 月 入学・試験合格 (該当するものに○)	年 月 卒業・退学 (該当するものに○)		年 月 ~ 年 月
年 月 入学・試験合格 (該当するものに○)	年 月 卒業・退学 (該当するものに○)		年 月 ~ 年 月
年 月 入学・試験合格 (該当するものに○)	年 月 卒業・退学 (該当するものに○)		年 月 ~ 年 月

※高等学校卒業からの学歴を記入してください。

※「支援期間」欄は、本学入学前に在籍した教育機関で高等教育修学支援制度による支援を受けた期間を記入してください。(該当しない場合は、記入不要)

(注意)

☑に該当することを確認できる証明書類を添付してください。また、学歴を記入してください。

Q7. Q5で「D」を選択し、「大阪大学授業料免除等制度」による「授業料免除」に申請する方は、以下の必要事項を記入してください。(他大学在籍時に高等教育修学支援制度による支援を受けていた方で本学の1年次から入学する方以外は、「大阪大学授業料免除等制度」ではなく、高等教育修学支援制度に申請していただくことになることがあります。)

申請にあたって、私は以下の事項を確認し、理解しています。

■ このQ7の記載事項は事実と相違ありません。なお、以下の記載事項に事実と相違があった場合、免除を取り消され、免除を受けた金額の支払いを求められることがあることを承知しています。

入学・合格年月 (西暦)	卒業・退学年月 (西暦)	教育機関名など	支援期間
年 月 入学・試験合格 (該当するものに○)	年 月 卒業・退学 (該当するものに○)		年 月 ~ 年 月
年 月 入学・試験合格 (該当するものに○)	年 月 卒業・退学 (該当するものに○)		年 月 ~ 年 月
年 月 入学・試験合格 (該当するものに○)	年 月 卒業・退学 (該当するものに○)		年 月 ~ 年 月

※高等学校卒業からの学歴を記入してください。

※「支援期間」欄は、本学入学前に在籍した教育機関で高等教育修学支援制度による支援を受けた期間を記入してください。(該当しない場合は、記入不要)

Receipt Number

Form 12

Statement of Room Sharing

		Date:
School/Graduate School	Course • Grade	Name
	B • M • D Year	

I, _____ state that I share my room
with the person(s) below and my monthly rent is _____ yen.

Signature	
Name in full in block letters	
Student ID Number if applicable	

Signature	
Name in full in block letters	
Student ID Number if applicable	

Signature	
Name in full in block letters	
Student ID Number if applicable	

大阪大学免除申請者(申請者本人)

学籍番号								氏名
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新型コロナウイルス感染症の影響による 支払(見込み)証明書

(給与所得者の方が新型コロナウイルス感染症の影響を受け減収した場合に使用)

【給与所得者用】

◆ 事業主の方へ、記入上のお願い

- ① ※印は該当する項目に○印を付けてください。
- ② 「5」の欄は、直近3カ月の勤務実績に基づく給与明細書等をもとに、各種控除前の給与総額から、通勤手当を差し引いた「支払総額」を記入してください。
- ③ 「6」の欄に記入する年間支払見込額は、賞与がある場合、「5」の欄で算出した直近3カ月分合計額×5倍、賞与がない場合は、「5」の欄で算出した直近3カ月分合計額×4倍で算出した額を年間支払見込額として所定の欄に記入してください。

1. 氏名			
2. 採用年月日	年	月	採用
3. 勤務態様	※ 常勤 ・ パート(非常勤)		
4. 賞与(ボーナス)の有無	※ 有 ・ 無		
5. 給与支払金額(直近3カ月分)	年 月 支払分	支払額(税込)	円
	年 月 支払分	支払額(税込)	円
	年 月 支払分	支払額(税込)	円
	直近3カ月分合計	支払額(税込)	円
6. 年間支払見込額	賞与(ボーナス)がある場合 「直近3カ月分合計」 × 5 =		円
	賞与(ボーナス)がない場合 「直近3カ月分合計」 × 4 =		円
備考			

上記のとおり相違ないことを証明します。

年 月 日

(給 与 支 払 者)

所 在 地 _____

事業所名又は店名 _____

職 名 ・ 氏 名 _____ 印 _____

※代表者等ではなく、給与支払担当者の証明でも構いません。

学籍番号									
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様式13-3
(家計急変用)

新型コロナウイルス感染症の影響による収入申立書(両面印刷)
(給与所得者以外の方が新型コロナウイルス感染症の影響を受け減収した場合に使用)
【自営業者用】

学部名・研究科名	学年	氏名
	学部・修士・博士 年	

私は、令和3年度前期分授業料免除申請時現在、下記①②のいずれかに該当し、新型コロナウイルス感染症の影響により減収したことを下記のとおり申し立てます。

- (条件)
- ① 国や地方公共団体が新型コロナウイルス感染症の感染拡大による収入減少があった者等を支援対象として実施する公的支援の受給証明書が提出できる。
 - ② 家計急変後の家計支持者の所得が2019(令和元)年の所得と比較し1/2以下となっていることを示す書類が提出できる。

【A】

申立者(家計支持者)の氏名(署名)	申請者との続柄
減収の理由(業種・業態、収入減少の理由、前年同期と比較した収入等の減少率等を詳細に書いてください。)	

【B】

	「直近13か月」の収入(売上)金額・必要経費・所得金額 ※以下の注意事項参照のこと。					「前年同期13か月」間の収入(売上)金額・必要経費・所得金額 ※以下の注意事項参照のこと。			
	年/月	収入金額	必要経費	所得金額		年/月	収入金額	必要経費	所得金額
内訳	/	千円	千円	千円	内訳	/	千円	千円	千円
	/	千円	千円	千円		/	千円	千円	千円
	/	千円	千円	千円		/	千円	千円	千円
直近3か月合計		千円		前年同期3か月合計		千円			

(注意事項)

- 1 家計支持者が、自営業を営んでおり、新型コロナウイルス感染症の影響を受け減収した場合は提出してください。
- 2 減収したことの証明のため、以下の2種類の書類を必ず添付してください。
 - ・ 令和元年分確定申告書控 第一表及び第二表の写 ※税務署の申告印(電子申告の場合は受付日時)が確認できるもの
 - ・ 所得の減少状況を証明する書類(【B】欄に記載した額の根拠書類)
- 3 給与所得(専従者給与、役員報酬含む)者の場合は、この様式ではなく、様式13-1、又は様式13-2と直近3か月分給与明細を提出してください。

