

[B] For Undergraduate admitted in/before 2020

Instructions for Application for Exemption, Deferred Payment and Payment by Installments of the Tuition Fee in Academic Year 2021-2022

[October Enrollment Fee, Tuition Fee for the Second Semester (from October to March), and Change(s) in Application Information Provided for Tuition Fee Exemption, etc. for Both 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 full time undergraduates enrolled in 2021-2022 and admitted in/before 2020. Application must be made by the candidate himself/herself.

- ◆ For the tuition fee, you can only apply for exemption or deferred payment or payment by installment.
 - ◆ After paying tuition fee, you cannot apply for Tuition Fee Exemption, etc.
 - ◆ Only when you apply for the Tuition Fee Exemption, etc. for the first semester, you can choose to apply for both first and second semesters together. When you apply for Tuition Fee Exemption, etc. for the second semester, you can apply only for the second semester, not for both semesters.
 - ◆ 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).
 - ◆ 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 answer the questions 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 Procedure]

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

Application period : 0:00 on September 10 (Fri.) to 16:30 on October 5 (Tue.), 2021(JST) (Strict observation of the deadline is required.)

Submit other necessary forms and certification documents

Period: September 10 (Fri.) to 16:30 on October 8 (Fri.), 2021(JST) (except on Saturday, Sunday and holidays) (Strict observation of the deadline is required.)

◇(3) Submit to: Suita Student Center (by Japan Postal Mail or on-campus submission Box)

- ・ Suita Student Center: 1st floor of the IC Hall
- ・ Toyonaka Student Center: 2nd floor of the Student Union
- ・ Minoh Student Center: 2nd floor of Research and Education Hub

- ◆ 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.

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, Deferred Payment or Payment by Installments of
the Tuition Fee in Academic Year 2021-2022
[Tuition Fee for 1st(April September)] - [Tuition Fee for Both 1st and 2nd (October~March)
Semesters]**

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Instructions to students who have applied for Tuition Fee Exemption, etc. for both the first and second semesters of the 2021-2022 academic year

If you have applied for Tuition Fee Exemption, etc. for both the first and second semesters of the 2021-2022 academic year, you don't have to re-apply for Tuition Fee Exemption, etc. for the second semester, in principle.

However, you have to re-apply for Tuition Fee Exemption, etc. if any of the following events occurred between the time of application in the first semester (April 1, 2021) and the time of application in the second semester (October 1, 2021). In this case, select "Reapplication due to change(s) in application information provided for both semesters" on the Exemption Application System, and fill in the form that appears on the screen.

Reapplication is required only if any of the following cases apply. (For example, you don't have to re-apply for change in the amount of income or pension, if any.)

It should be noted that when re-applying for Tuition Fee Exemption, etc., you have to submit all the forms and certification documents required for application for Tuition Fee Exemption, etc., not just documents relevant to the change. You are also required to fill in all the fields of the form on the Exemption Application System.

◆ **Change in the number of family members and/or household members**

No.	Reason	Remarks/example cases
1	Increase/decrease in number of household members	Household Supporter died. Sibling has married or student has entered employment (becoming no longer qualified as a dependent of the Household Supporter). Brother left employment and became father's dependent.

◆ **Change in household status**

No.	Reasons	Remarks/example cases
2	Recognition as a person(s) with a disability	
3	Addition/removal of recipient(s) of long-term medical care and person(s) recognized as in need of long-term care	
4	Damage due to fire, windstorm, flood, theft, etc.	
5	Increase/decrease in number of students	
6	Change in commuting category	The applicant began living alone/living in the family's home and thus needs to change the commuting category from "Family's home" to "Other than family's home" or vice versa.)
7	Change in application category	The applicant began living alone from the second semester as a self-supporting student, and thus needs to change the application category from "General student" to "Self-supporting student." (To be recognized as a self-supporting student, the "Conditions to be qualified as a self-supporting student" set separately have to be met.)

◆ **Changes in income status of Household Supporter (father/mother or the person who supports household in place of father/mother); and the applicant (and his or her spouse)**

No.	Reasons	Remarks/example cases
8	Family member(s)/applicant entered/left employment, whether regular or part-time.	* Mother began working part-time. Father re-entered employment after having been unemployed for a while. Father left employment.
9	Family member(s)/applicant began/stopped receiving a scholarship.	A letter of acceptance was received by the scholarship applicant. (Not necessarily required to re-apply, even if there is a change)
10	Family member(s)/applicant began/stopped receiving <u>Osaka University Fellowship Program</u> (tentative name) (except tuition fee exemption)	
11	Family member(s)/applicant began/stopped receiving <u>WISE Program (Doctoral Program for World-leading Innovative & Smart Education)</u> (except tuition fee exemption)	
12	Family member(s)/applicant began/stopped receiving a pension or public employees' pension.	* No need to re-apply for changing pension amount.
13	Family member(s)/applicant began/stopped receiving unemployment allowance.	*
14	Family member(s)/applicant began/stopped receiving injury and disease allowance.	*
15	Family member(s)/applicant began/stopped receiving child-rearing allowance.	*
16	Family member(s)/applicant became eligible/ineligible to receive public welfare assistance.	

*Reapplication is required only when change occurred in income status of the Household Supporter and/or in relationship between a family member(s)/applicant as a dependent and the Household Supporter.

◆ **Others**

No.	Reasons	Remarks/example cases
17	Enrollment in the course beyond the minimum period of study as of October 1, 2021	The applicant is to remain in the course beyond the minimum period of study for the first time as of October 1 due to leave of absence, etc.
18	Change in kind of application	The applicant for "deferred payment of the tuition fee" for both the first and second semesters hopes to change the application to "exemption of the tuition fee."
99	Withdrawal of application	Due to an increase in income, the applicant chooses to withdraw the application for Tuition Fee Exemption, etc., for both the first and second semesters. (The applicant chooses to cancel the application for Tuition Fee Exemption, etc., for the second semester.)

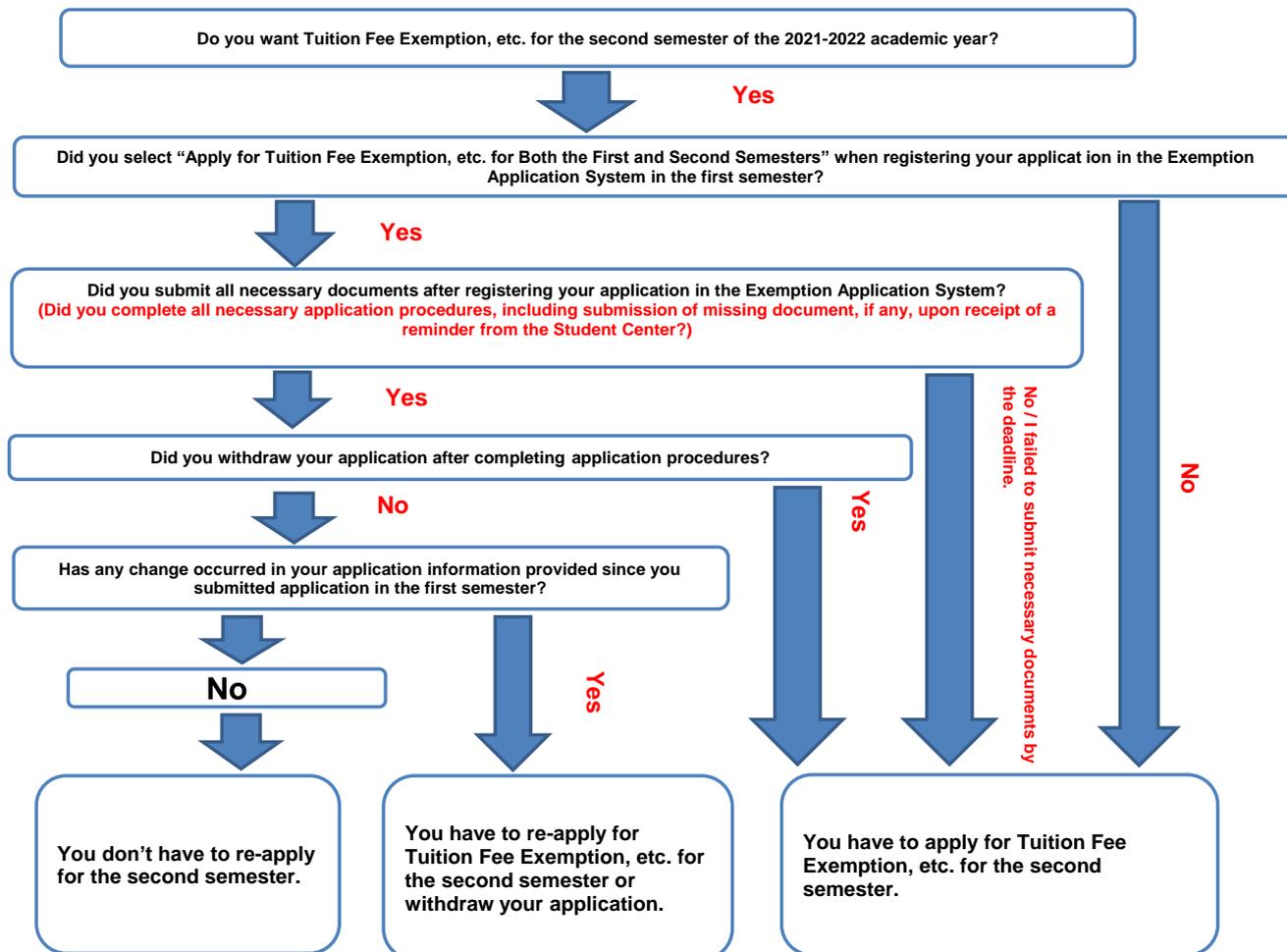
[how to check if you need to re-apply when there is a change in your scholarship situation]

Students who have applied for the Tuition Fee Exemption for both first and second semesters together and whose scholarship situation has changed since April 2, 2021, generally, have to re-apply. There are, however, some cases in which you do not have to re-apply; The scholarship is Monbukagakusho Honors Scholarship or the scholarship you applied through the offices of Osaka university.

- If there are any other changes in your financial situation, you must re-apply.
- If you applied for the scholarship directly (not through Osaka university offices) to the scholarship foundation, you must re-apply.

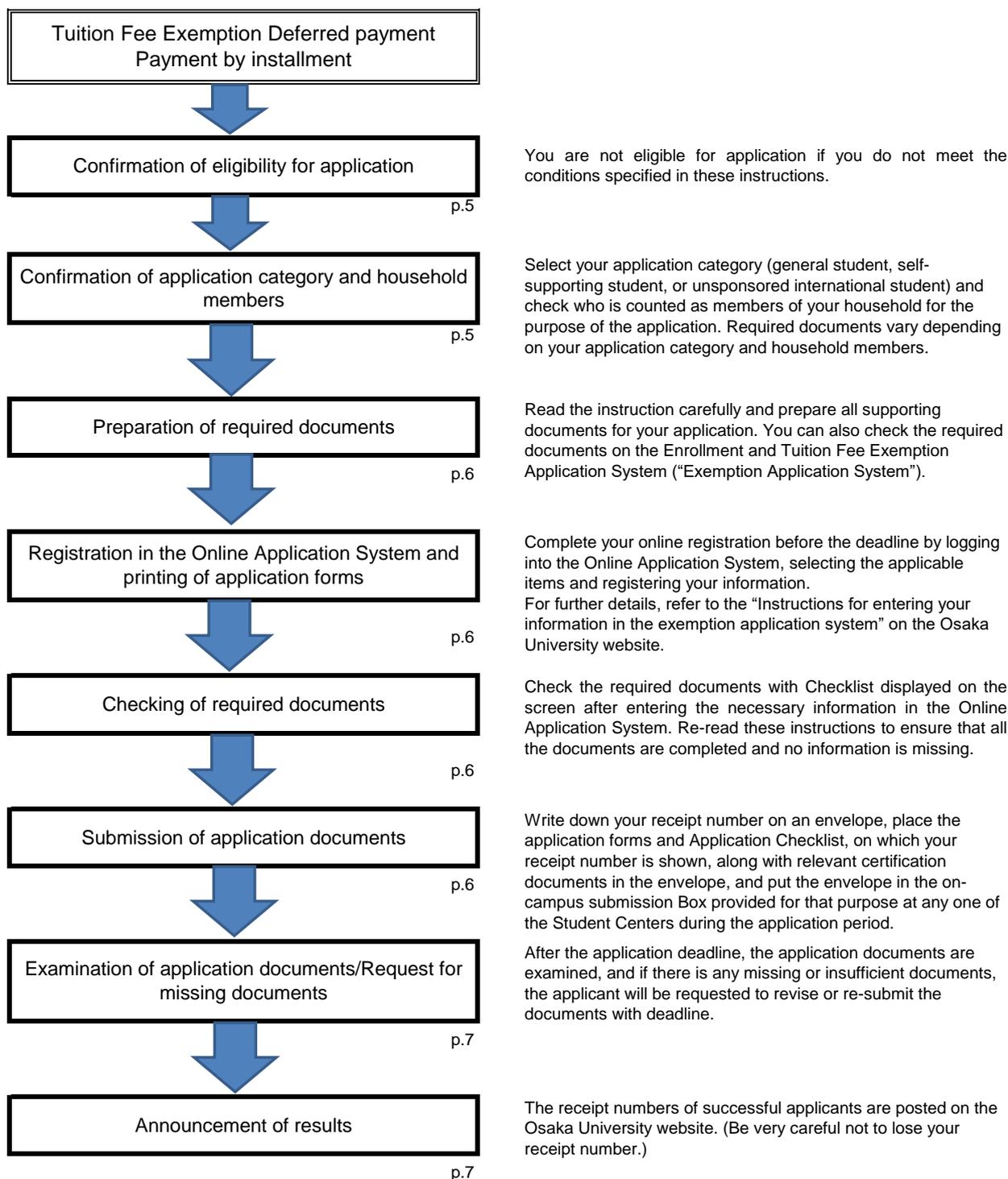
Guide to application for Tuition Fee Exemption, etc. for the second semester of the 2021-2022 academic year

See the following flow chart to check whether you need to apply or re-apply for Tuition Fee Exemption, etc. for the second semester or withdraw your application.



- ◆ If you applied only for Enrollment Fee Exemption, etc. in the first semester and hope for Tuition Fee Exemption, etc. for the second semester, you have to submit an application.
- ◆ It should be noted that when re-applying for Tuition Fee Exemption, etc. for the second semester, you have to submit all the forms and certification documents required for application for Tuition Fee Exemption, etc., not just documents relevant to the change. You are also required to fill in all the fields of the form on the Exemption Application System. (This does not apply if you withdraw your application.)
- ◆ See “Instructions to students who have applied for Tuition Fee Exemption, etc. for both the first and second semesters of the 2020-2021 academic year” on p. 2 to check the events for which you have to re-apply for Tuition Fee Exemption, etc.

Flow from preparation for application through to announcement of result



1. Confirmation of eligibility for application

Before applying for 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 who is applying for 高等教育修学支援制度 is not allowed to apply for tuition fee deferred payment and payment by installments, even though 1. Tuition Fee 2. "Eligibility for applying for Deferred payment or payment by installment" below applies.

I. Tuition Fee (Apply only one from Tuition Fee Exemption, Deferred payment, or payment by installment)

1. Eligibility for applying for exemption

(Undergraduate admitted in/before 2020 and condition below applies)

- (1) Student having significant difficulty with the payment of the tuition fee.
- (2) Student having significant difficulty with the payment of the tuition fee due to the death of the academic sponsor or due to the occurrence of a windstorm, flood or other natural disaster affecting the student or the Academic sponsor within 6 months.

2. Eligibility for applying for Deferred payment or payment by installment

- Student having difficulty with the payment for financial reasons or other unavoidable reasons.

- ◆ 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. Confirmation of application category and household members

◆ Application category

To apply for October Enrollment Fee Exemption, etc., Tuition Fee Exemption, etc. for the second semester, or to re-apply for Tuition Fee Exemption, etc. for the second semester, select the application category applicable to you as of October 1 from the options shown in the following table.

Application category	Requirement
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	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 academic supporter 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.

3. 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.

(1) "Required documents for application for Tuition Fee Exemption, etc." shown on and after p. 8

(2) 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.)

- ◆ To enter all the needed information on the Online Application System, you must prepare the required documents.
- ◆ 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 P8~10 for required documents.

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

Registration period: 0:00 on September 10 (Fri.), 2021 to 16:30 on October 5 (Tue), 2021 (JST) (Strict deadline)

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

- ① If you are a student enrolled in Osaka University, select the log-in panel for "Current Osaka University student," and log in to the Exemption Application System by entering your Osaka University personal ID and password.
- ② After logging in, select "Application type" and then continue to the next page.
- ③ 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.
- ④ **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 pos-it are not accepted.
- ⑤ 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 select "Reapplication due to change(s) in application information provided for both semesters," you will be given the same receipt number as the one issued to you when you submitted the application in the first semester.

※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 [6. Submission of application documents].

5. Checking of required documents

- ◆ Make sure that all the necessary documents are prepared by checking them against the Checklist printed after completing your registration in the Online 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(about a week) that you can submit the missing documents on the Checklist using black ink.

6. Submission of application documents

In an envelope of your choice, place your Checklist and application forms on which your receipt number is shown, along with the certification documents, prepared pursuant to the instructions given in Sections 3~ 5 above, and submit the envelope at any one of the student post next to Student Centers.

Application period: 8:30 on September 10 (Fri.) to 16:30 on October 8 (Fri.), 2021 (JST) (Strict deadline)

Submit to: Suita Student Center (by Japan Postal Mail or on-campus submission Box)

- Suita Student Center : 1st floor of the IC Hall
- Toyonaka Student Center : 2nd floor of the Student Union
- Minoh Student Center : 2nd floor of Research and Education Hub

- ◆ **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 October 8 (Fri.),2021, and any documents postmarked after this date will not be accepted.
For International mail service, your envelop should arrive at student center on October 8 (Fri.), 2021
- ◆ 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 October 9 (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.

7. 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 (by Japan Postal Mail or on-campus submission Box)
 ・Suita Student Center : 1st floor of the IC Hall
 ・Toyonaka Student Center : 2nd floor of the Student Union
 ・Minoh Student Center : 2nd floor of Research and Education Hub

- ◆ 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.

8. Announcement of results

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

- ◆ Exemption, deferred payment or payment by installments of the tuition fee for the second semester
 End of January 2022 (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.

Tuition Fee	Total exemption	You have been granted total exemption from payment of the tuition fee only for the second 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 February 2022.
	Payment by installments	Pay one half of the second semester's tuition fee in late February 2022 and the other half in late March 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.

- ◆ 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.**

9. Others

1. Personal information handling policy
 Personal information that you submit to the University when applying for 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 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 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>

Required Documents for application for Tuition Fee Exemption, etc.

◆ Each document must reflect the situation as of October 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 documents for all applicants in each application category

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

No.	Application category			Documents to be submitted	Notes
	General student	Self-supporting student	Un-sponsored international		
1	●	●	●	Application Form for Enrollment/Tuition Fee Exemption, etc. (Forms 1-1, 1-2)	Print these forms from the Exemption Application System. <u>For international student, please provide us reasons for applying tuition fee exemption even though you provided sufficient financial capability for the university</u>
2	●	●	●	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.
3	●	●		Income (tax) certificate of FY2021 (for income earned during 2020) (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.
4		●		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.
5		●		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.
6			●	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.
7	●	●	●	Application Checklist	Print this form from the Exemption Application System. Make sure that all necessary documents are ready by checking the Application Checklist.

2. Required Document if your status of applicant applies

No.	Status of Applicant	Document to be submitted	Notes
8	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.
9	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.
10	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.
11	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.

3. Required Document your household with a student/students

No.	Document to be submitted	Issuing organization
12	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 October 1, 2021. However, <u>if the student is a junior high school student or younger, you do not have to submit No. 12 "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>		

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

No.	Category	Document(s) to be submitted
13	The applicant remaining in the course beyond the standard 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.
14	The Household Supporter has died.	Death certificate (copy) or burial certificate (copy) It is applicable only if the household supporter died between October 1, 2020 and September 30, 2021
15	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.

5. 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
16	Part-time employee working at Osaka University	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.
17	Full-time employee (including part-time, excluding No.16 part-time job at Osaka University) Started working, on or after January 2, 2020, including started working on or after October 1, 2021.	<input type="checkbox"/> (Expected) Payment Certificate (Form 6-1) for the <u>current employment</u> , or attach your <u>wage slips for the latest three months (copies) for the current employment</u> 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.)
18	Worker other than salaried employee (e.g., business owner) who started a business operation on or after January 2, 2020	<input type="checkbox"/> a document/documents showing the amount of (expected) revenue, necessary expenditures, and income of the latest three months. (Any form can be used.)	Tax office Municipal government
19	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 O 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
20	Person on temporary retirement	<input type="checkbox"/> Certificate of temporary retirement (Any form may be used.) <u>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.</u> (Any form may be used.)	Employer, etc.
21	Recipient of pension/public employees' pension	<input type="checkbox"/> Latest notification of pension payment (copy) or O 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). <u>If payment of pension begins in or after October 2021, submit a <input type="checkbox"/> Pension Certificate or other document certifying the latest amount of the pension benefit.</u>	Japan Pension Service, mutual aid association, insurance company, etc.
22	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)
23	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.
24	Recipient of child-rearing allowance	<input type="checkbox"/> Child-rearing allowance certificate (copy)	Municipal government
25	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

6. 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 the 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 2 "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
26	Student Repeating No.12	○ Enrollment Verification Document Attachment Sheet (Form 5)	The student's school
27	Single-parent household	○ Document certifying that the household is a single-parent household (Ex.) ○ Income (taxation) certificate issued in FY2021 (for income earned in 2020) (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.
28	Person with a disability A-bomb survivor	○ Disability certificate (copy) *Or An application for the disability certificate if a disability certificate has been applied for but has not yet been issued. ○ A-bomb survivor's certificate (copy)	Municipal government
29	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 certified by a doctor or hospital.	Hospital, pharmacy, etc.
30	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: April 1, 2021 and September 30, 2021 (Or between October 1, 2020 and September 30, 2021 in the case of students enrolled in Osaka University in October 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.

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

No.	Documents to be submitted	Notes	Issuing organization
31	Certificate of Residence (original)	◆ The certificate must include all family members in Japan. ◆ The certificate must be one that certifies that the information on all household members is included. ※ Submit individual number not listed document.	Municipal government
32	Income (taxation) certificate issued in FY2021 (for income earned in 2020) (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

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

Student having difficulty with the payment of the tuition fee due to loss or damage for financial supporter from heavy rain in July 2020

No.	Category	Required Document	Issuing organization
33	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.