

【Privately-funded international student*】

Confirmation Sheet for Required Documents

(Not required to submit this form)

*"Privately-funded international student" on the guide and "Un-sponsored international student" on the Online Application System are synonyms.

If your application category is "Privately-funded student", please confirm your application documents with this sheet.

Each document must be as of April 1, 2025.

Household member(s)

Application category \ Household member(s)	Applicant	Spouse	Child(ren)	Father/Mother/Grandfather(s)/Grandmother(s)/Brother(s)/Sister(s), etc.	Note
Privately-funded international student	◎	◎	○	△	

○: Household member(s) ◎: Household Supporter(s) (Incl. those living separately from the student)

△: Household member(s) if living together in Japan

Check your household member(s) in the table above. And fill in the below table with the results of your confirmation.

If it is difficult to determine, please contact the Suita Student Center.

	Member	Number	Documents to be submitted
Household supporter	<input checked="" type="checkbox"/> Applicant	1	1. Required Document for all applicants for Enrollment Fee Exemption, etc. 2. Documents to be submitted by all applicants 3. Document(s) to be submitted if applicable to Household Supporter and/or applicant (applicant's spouse) with income 4. Required Document(s) if applicable to the applicant 5. Required Document(s) for special deduction 6. Other
	<input type="checkbox"/> Spouse		
Household member(s)	<input type="checkbox"/> Child(ren)		5. Required Document(s) for special deduction 6. Other
	<input type="checkbox"/> Family member(s) living in Japan ()		
Total			

Please check the following pages to see what documents you need to submit.

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

(Applicants are required to submit this document when completing the enrollment procedure.)

Question	Check	Required procedure
Do you apply for Exemption and/or Deferred Payment of the 2025-2026 Academic Year Enrollment Fee?	<input type="checkbox"/> Yes	◆Application Form for Students Who Plan to Apply for an Exemption and/or Deferred Payment of the 2025-2026 Academic Year Enrollment Fee (or submit through the Advance Application registration process online) <i>*Registration procedures may differ between schools/graduate schools. Please refer to each school/graduate school's enrollment procedures for details.</i> <i>*If you fail to follow any of the procedures listed above (whichever applies to you), your application for Enrollment Fee Exemption, etc. will not be accepted.</i>

2. Documents to be submitted by all applicants

Check	Documents to be submitted	Notes
<input checked="" type="checkbox"/>	◆Form1-1 ◆Form1-2	Print these forms from the Online Application System. <u>For international student, please explain reasons for applying tuition fee exemption even though you provided sufficient financial capability to the university in your visa application.</u> <u>This document is strictly on deadline.</u>
<input checked="" type="checkbox"/>	◆Form2	Print this form from the Online 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.
<input checked="" type="checkbox"/>	◆Fom4	Print this form from the Online Application System. Annual income should always be equal to or greater than annual expenditures.
<input checked="" type="checkbox"/>	◆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 Form 4 Appendix.
<input checked="" type="checkbox"/>	◆Room rental agreement (copy)	The room rental agreement needs to show the address, name of tenant, name of landlord, contract period, monthly rent, and names of all occupants. <u>If you live in a dorm or housing provided by the University of Osaka, you do not need to submit a copy of your room rental agreement.</u>
<input checked="" type="checkbox"/>	◆A copy of your Residence Card (both sides) showing your status of residence as "留学" (student)	If a copy of your residence card is not available because you haven't arrived in Japan or haven't completed the procedure for resident registration yet, a copy of a certificate of eligibility or application for extension of period of stay may be submitted instead.
<input checked="" type="checkbox"/>	◆Application Checklist	Print this form from the Online Application System. Make sure that all necessary documents are ready by checking the Application Checklist.

3. Document(s) to be submitted if applicable to Household Supporter and/or applicant (applicant's spouse) with income

*Household supporter is you (and your spouse).

Question	Check	Document(s) to be submitted	Issuing organization
Did you (and your spouse) earn salary income in the previous year? (Excluding part-time job at the University of Osaka.)	<input type="checkbox"/> Yes	◆ Certificate of income and withholding tax in 2024 (copy)	Employer(s)
Are you (and your spouse) a salaried employee? (Excluding part-time job at the University of Osaka.) and Did the current employment start on or after January , 2024?	<input type="checkbox"/> Yes	◆ Form 6-1 or ◆ Form 6-2 You need to staple ◆ Wage slips for the latest three months (copies) to Form 6-2.	Employer(s)
Are you (and your spouse) a salaried employee who has filed a final tax return?	<input type="checkbox"/> Yes	◆ Copy of the Final Tax Return Declaration Form for income earned in 2024	Tax office
Are you (and your spouse) a worker other than salaried employee? (e.g., self-employed worker)	<input type="checkbox"/> Yes	◆ Copy of the Final Tax Return Declaration Form for income earned in 2024 If a final tax return has not been filed, submit ◆ Copy of the municipal/prefectural tax return form for income earned in 2024 issued by the municipal government. If income has been earned from a business operation that started on or after January 2, 2024, submit ◆ Form 6-4 as well as documents showing the amount of expected revenue, necessary expenditures, and income of the last three months	Tax office/ Municipal government
Are you (and your spouse) on administrative leave?	<input type="checkbox"/> Yes	◆ Certificate of administrative leave (any form) If a salary or allowance is paid during the period of administrative leave, attach a ◆ Document certifying the amount of salary or allowance (Any form)	Employer, etc.
Do you (and your spouse) receive injury and sickness allowance?	<input type="checkbox"/> Yes	◆ Notification of granting eligibility for injury and sickness allowance (copy)	Japan Health Insurance Association, mutual aid association, etc.
Is the applicant (or spouse) receiving Industrial Accident Compensation Insurance?	<input type="checkbox"/> Yes	◆ Notification of decision on workers' compensation benefits for absence from work (copy) or ◆ Notice of transfer of payment of workers' compensation benefits for absence from work (copy)	Labor Standard Inspection Offices
Did you (and your spouse) leave your (their) employment or close your (their) business on or after January 1, 2024?	<input type="checkbox"/> Yes	◆ Document certifying the date of termination of employment (copy) or ◆ Notification of business closure or other document certifying the date of closure (copy) ◆ Notice of Leaving Employment (Form 10-2) may be submitted only in the case of leaving part-time employment.	Employer Tax office
Do you (and your spouse) receive child allowance?	<input type="checkbox"/> Yes	◆ N/A If any member of the household has a child of junior high school age or younger, please enter the monthly amount of child allowance received into the system.	—
Do you (and your spouse) receive unemployment benefits?	<input type="checkbox"/> Yes	◆ Certificate of eligibility to receive unemployment benefits (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)

Do you (and your spouse) receive pension/public employees' pension?		<input type="checkbox"/> Yes	<p>◆ Latest notification of pension payment (copy) or ◆ Notification of revised (determined) pension amount (copy)</p> <p>Attach either of the above documents by gluing or stapling it to ◆ Form 7</p> <p>If pension payments begin in or after April 2025, submit a ◆ Pension Certificate or other document certifying the latest amount of pension payment(s) received.</p>	Japan Pension Service, mutual aid association, insurance company, etc.
Do you (and your spouse) receive child-rearing allowance?		<input type="checkbox"/> Yes	◆ Child-rearing allowance certificate (copy)	Municipal government
Do you (and your spouse) receive special child-rearing allowance?		<input type="checkbox"/> Yes	◆ Special child-rearing allowance certificate (copy)	Municipal government
Are you (and your spouse) a part-time job at the University of Osaka?		<input type="checkbox"/> Yes	<p>◆ Form 6-3</p> <p>Specify the school/faculty/graduate school, etc. ("affiliated department") that employs/employed you, the employment period, estimated annual income, etc., and sign the form (by hand). Inquire at your affiliated department for the necessary information.</p> <p>"Part-time employment at the University of Osaka" is limited to teaching assistants (TAs), research assistants (RAs), teaching fellow (TFs), tutors, graduate residents, and part-time employees.</p> <p>It does NOT include Assistant Administrative Staff, Assistant Technical Staff, Assistant Educational Supporting Staff, Special Researchers, and Junior-Residents.</p>	Download from the UOsaka's website
Do you (and your spouse) receive the JSPS Research Fellowship for Young Scientists?		<input type="checkbox"/> Yes	<p>◆ Selection notification (copy)</p> <p>◆ Relevant document regarding expenses for conducting research (copy)*</p> <p>Both documents must be submitted.</p> <p>*You can submit a copy of the web registration page or confirmation e-mail.</p> <p>★Have you applied to JSPS to receive research expenses this year? If YES, your monthly income is ¥140,000. If NO, your monthly income is ¥200,000.</p>	Japan Society for the Promotion of Science (JSPS)
Do you receive financial support from any of the following programs? • University of Osaka Fellowship Program • WISE Program (Doctoral Program for World-leading Innovative & Smart Education) • SPRING (Support for Pioneering Research Initiated by the Next Generation) • DAIKIN Student Researcher Program	Have you been adopted in the program since this year?	<input type="checkbox"/> Yes	<p>◆ N/A</p> <p>*Please enter the amount you receive into the system as salary income.</p>	-
	Have you been adopted in the program since last year or before?	<input type="checkbox"/> Yes	<p>◆ Copy of the Final Tax Return Declaration Form for income earned in 2024</p> <p>International student</p> <p>If you have not filed a tax return due to a tax treaty, etc., you are not required to submit one.</p>	Tax office
Do you receive any incentives from other programs?		<input type="checkbox"/> Yes	<p>◆ Documents showing that you have been accepted into/selected for the program (copy)</p> <p>◆ Documents showing the amount received and the period of receipt (copy)</p> <p>Both documents must be submitted.</p>	Program Organizers

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

Question	Check	Document(s) to be submitted	Issuing organization
Are you (and your spouse) an Undergraduate student other than privately-funded students ?	<input type="checkbox"/> Yes	◆Form 11 *If you select "Japanese student", Form 11 will be printed out.	Download from the Online Application System.
Does your family member live in Japan?	<input type="checkbox"/> Yes	◆Certificate of Residence (original) <u>*The certificate must include all family members.</u> * The certificate must contain the information on all family members living with the resident in Japan (if applicable). *The issued certificate should be no older than 3 months.	Municipal government
	<input type="checkbox"/> Yes	◆Latest income (tax) certificate (original) issued by the local municipality <u>*This certificate is required for all persons (except the applicant and applicant's children) who are counted as members of the applicant's household as defined in these guidelines.</u> <u>*Submit a document that clearly shows your salary, income from sources other than salary, spousal deduction(s), and the number of dependents.</u> *The issued certificate should be no older than 3 months.	Municipal government
Do you share your room?	<input type="checkbox"/> Yes	◆Form 12 *The roommate's signature is required. *At least one roommate must be on room rental agreement.	Download from the Online Application System.
Do you remain in the course beyond the minimum years? or repeat grade?	<input type="checkbox"/> Yes	◆Form 8 *Form 8 must be in a sealed envelope. *This includes years away from the university due to volunteering, a study abroad, or a leave of absence when calculating the total years. *The form includes an evaluation from your supervisor. Without the evaluation, your application will not be processed. *The form should be submitted by the applicant; however, the supervisor has an option to send it to the Suita Student Center directly. *Please refer to p. 24 for the criteria for submitting Form 8. <u>If you remain in a course beyond the minimum years or repeat a grade due to illness, you need to submit a</u> ◆Medical certificate (copy) *If you submitted a medical certificate to UOsaka when you took a leave of absence, you don't need to submit another.	Download from the Online Application System.

5.Required Document(s) for special deduction

If any of the following categories applies to any of your “household members”, submit the documents marked with ◆ 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 p.9 of the guide “Household member(s)” to see who can be counted as your household members.

Question	Check	Document(s) to be submitted	Issuing organization
Are there any students in your household member(s)?	<input type="checkbox"/> Yes	<p>◆Form 5</p> <p><u>*If the child is a junior high school student or younger, you do not need to submit Form 5.</u></p> <p>*If the child is in high school or older, complete the form and attach a copy of their student ID card or other equivalent document.</p> <p>*The following persons are not deemed “students” for the purpose of this application:</p> <ul style="list-style-type: none"> -Students enrolled in a Specialized Training College (General Course) or Miscellaneous School(各種学校 <i>kakushugakkō</i>) -Preparatory school students, non-degree research students, special auditors, auditors, and credited auditors. 	The student's school
Are there any persons with a disability in your household member(s)?	<input type="checkbox"/> Yes	<p>◆Disability certificate (copy)</p> <p>or</p> <p>◆Application form for the disability certificate (copy)</p> <p>if a disability certificate has been applied for but has not yet been issued.</p> <p>◆Atomic Bomb Survivor certificate (copy)</p>	Municipal government,
Does your household member(s) receive medical care for a period of six months or longer or person recognized as in need of long-term care?	<input type="checkbox"/> Yes	<p>◆Form 9</p> <p>*In principle, submit Form 9 that has been certified by a physician/facility.</p> <p>*When submitting the form, please refer to the description in the instructions for filling out Form 9 and attach certification documents as necessary.</p>	Hospital, pharmacy, etc.
<p>Was your household member(s) damaged by fire, typhoon, flood, theft, etc. in the applicable period?</p> <p>*You can NOT apply for both semesters</p>	<input type="checkbox"/> Yes	<p>◆Disaster victim certificate (copy) or theft report certificate (copy)</p> <p>◆Document certifying the amount of loss (copy)</p> <p>◆Document certifying payment of casualty insurance benefit (Compensation for loss) (copy)</p> <p>*all documents must be submitted</p> <p>*Applicable Period*</p> <p><input type="checkbox"/> New student</p> <p>1 April 2024 to 31 March 2025</p> <p><input type="checkbox"/> Current student</p> <p>1 October 2024 to 31 March 2025</p> <p>*Regardless of the above periods, you may apply for the special deduction for Victims of Heavy Rain in July 2020.</p>	Fire department, municipal government, insurance comp

<p>Was your household member(s) damaged by Severe Disasters in the applicable period?</p> <p>*You can NOT apply for both semesters</p>	<input type="checkbox"/> Yes	<p>◆Documents that show damages (e.g.) *Disaster Victim Certificate(copy) *Death certificate(copy) *Document certifying a missing person(s) (copy) *Diagnosis certificate (copy) *Bankruptcy certificate (copy) *Disaster Damage Certificate(copy)</p> <p>◆Document certifying the amount of loss (copy) ◆Document(s) certifying payment of casualty insurance benefits/Compensation for losses (copy) *all documents must be submitted</p> <p>*Applicable Period* <u>New student</u> 1 April 2024 to 31 March 2025</p> <p><u>Current student</u> 1 October 2024 to 31 March 2025</p> <p>*Regardless of the above periods, you may apply for the special deduction for Victims of Heavy Rain in July 2020.</p>	<p>Fire department, municipal government, insurance comp</p>
<p>Was your household member(s) damaged by the heavy rain in July 2020?</p>	<input type="checkbox"/> Yes	<p>◆Documents that show damages (e.g.) *Disaster Victim Certificate (copy) *Death certificate (copy) *Document certifying a missing person(s) (copy) *Diagnosis certificate (copy) *Bankruptcy certificate (copy) *Disaster Damage Certificate (copy)</p> <p>Document that shows</p> <p>◆The Amount of damage ◆The Amount of payments from damage insurance etc. *all documents must be submitted</p>	<p>Fire department, municipal government, insurance company, etc.</p>

6.Misc

Question	Check	Document(s) to be submitted	Issuing organization
Do you wish to state their special circumstances in detail?	<input type="checkbox"/> Yes	◆ Form10-1	Download from the UOsaka's website
Are you a currently enrolled student applying during the Specified Period for new students?	<input type="checkbox"/> Yes	◆ Form 10-4	Download from the UOsaka website
Are you a student whose remaining enrollment is 6 months or less and wish to submit the documents indicated in the right column? (for Self-supported students or privately-funded international students)	<input type="checkbox"/> Yes	<p>If the declaration of the household financial status for the period from October 2024 to September 2025 cannot be made due to the remaining period of enrollment from the application date (1 April 2025) is six months or less, an exception will be made to allow the household financial status to be entered for the one-year period starting April 2025. In such cases, please submit the following documents instead of the standard form(s).</p> <p><u>Self-supported students</u> ◆Form 3 ⇒ Form 3A, Form 6-1 ⇒ Form 6-1A, Form 6-3 ⇒ Form 6-3A</p> <p><u>Privately-funded international students</u> ◆Form 4 ⇒ Form4A, Form 6-1 ⇒ Form 6-1A, Form 6-3 ⇒ Form6-3A</p>	Download from the UOsaka website