

System Manual for Registering Your Information in the University of Osaka Enrollment and Tuition Fee Exemption Application System (“Application System”)

- For matters not specified in these instructions, follow the instructions shown on the screen.(The questions and instructions shown may vary depending on applicant.)
- Online application registration period is as below.

Current Students:

February 9 (Mon.) 2026 – March 9 (Mon.) 2026 16:30(00sec) (JST) (Strict deadline)

New Students:

March 6 (Fri.) 2026 - April 3 (Fri.) 2026 16:30(00sec) (JST) (Strict deadline)

Even though you are in the middle of registering your information, once deadline passes, the online Application System will be shut down, and you can NOT register anymore. Please make sure to complete your registration by the deadline.

- It may take longer to complete the registration process than expected, as you may have to gather documents, ask your family for necessary information. Therefore, we strongly recommend that you start the registration process now.
- Register your information as of **April 1, 2026**.

Contact

Tuition Fee Exemption Section
1st floor of the IC Hall, Suita Student Center,
The University of Osaka
1-1 Yamadaoka, Suita, 565-0871 JAPAN
06-6879-7088・7161
(Office hours: 8:30 – 12:00, 13:00 - 17:00)

Contents

| | |
|---|----|
| 1. Access to the Online Application System | 2 |
| 2. Login screen (for New student) | 3 |
| 3. Login screen (for Current student in the University of Osaka) | 4 |
| 4. Application information > Application type | 5 |
| 5. Password to re-login (for New student) | 9 |
| 6. Re-login | 10 |
| 7. Family information > Applicant | 11 |
| 8. Family information > Spouse/Father/Mother | 19 |
| 9. Scholarship information > Applicant's/ Applicant's Spouse's Scholarship | 21 |
| 10. Other information > Financial information (Privately-funded International Student) .. | 23 |
| 11. Other information > Household information | 25 |
| 12. Confirmation of data entered | 28 |
| 13. Confirmation of application forms | 29 |
| 14. Confirmation of application forms (Continued from previous page) | 30 |
| 15. Confirmation after registration/Preparation of application forms | 31 |
| 16. Withdrawing Application | 32 |

1. Access to the Online Application System

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

申請者の皆さんへ / Notice to applicants:

注意：このシステムでは、「高等教育修学支援制度の授業料等減免」の申請はできません！

日本入学生の方は、原則として高等教育修学支援制度の授業料免除へ申請をしてください。2021年度以降の学部入学者の方で、高等教育修学支援制度の申込資格を有する（入学までの期間要件・在留資格等の要件を満たす）方は、大阪大学授業料免除制度の免除へ申請できません。詳しくは大阪大学授業料免除制度申請要項をご確認ください。

大阪大学授業料免除制度申請要項：<https://www.osaka-u.ac.jp/ja/campus/tuition/remission/system>

高等教育修学支援制度授業料免除等申請方法：<https://www.osaka-u.ac.jp/ja/campus/tuition/remission/koutou/kotosyugaku-appli>

※入学料免除・収納猶予申請希望の方は必ずこちらからログインしてください。

* If you wish to apply for enrollment fee exemption or deferment of payment, please be sure to log in here.

新入生(2026年4月入学者)

New enrolling in April 2026

(2026年3月に大阪大学(大学院)を卒業(修了)し、4月に新課程に入学する方もこちらから)

(The University of Osaka student advancing to a higher course within the University of Osaka in April 2026)

授業料免除等申請システムの入力は 2026年4月3日(金) 16:30(00秒)（日本時間）までとなっております。

申請者は必ず、この時間までに登録を完了（受付番号の発行）してください。

The system is open for entry until by 4:30 (00Sec) PM on Fri, April 3, 2026 .

Applicants must complete registrasion (issuance of your receipt number) by this time.

在学生

Current the University of Osaka student

授業料免除等申請システムの入力は 2026年3月9日(月) 16:30(00秒)（日本時間）までとなっております。

申請者は必ず、この時間までに登録を完了（受付番号の発行）してください。

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Applicants must complete registrasion (issuance of your receipt number) by this time.

Click on the option that applies to you.

| | | |
|---|---|--|
| A | ① New Student enrolling in April 2026 | 新入生(2026年4月入学者) / New students enrolling in April 2026 |
| | ② The University of Osaka student advancing to a higher course within the University of Osaka in April 2026 EX.) ・Undergraduate students entering graduate school ・Research students entering graduate school ・Master's students entering doctoral program | |
| B | Those who do not fall under either ① or ② above. | 在学生 / Current University of Osaka student |

2. Login screen (for new student)

After clicking “新入生(2026 年 4 月入学者) /New students”, the following screen appears. Select “新規申請 / New application”.



※入学科免除・収納猶予申請希望の方は必ずこちらからログインしてください。
* If you wish to apply for enrollment fee exemption or deferment of payment, please be sure to log in here.

新入生(2026年4月入学者)
New enrolling in April 2026

(2026年3月に大阪大学(大学院)を卒業(修了)し、4月に新課程に入学する方もこちらから)
(The University of Osaka student advancing to a higher course within the University of Osaka in April 2026)

授業料免除等申請システムの入力は 2026年4月3日(金) 16:30(00秒) (日本時間) までとなっております。
申請者は必ず、この時間までに登録を完了 (受付番号の発行) してください。

The system is open for entry until by 4:30 (00Sec) PM on Fri, April 3, 2026 .
Applicants must complete registrasion (issuance of your receipt number) by this time.

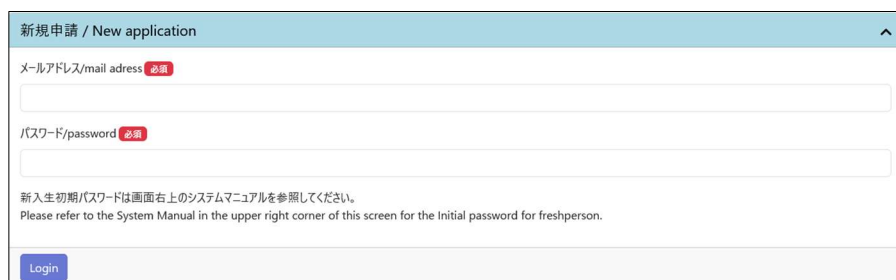
新規申請 / New application

入力した内容の確認および修正 / For those who want to confirm or edit your data

申請の取り下げ / For those who want to withdraw application

修正用パスワードを忘れた方 / For those who have forgotten the password to edit your data

After clicking the “New application,” the following screen appears.



新規申請 / New application

メールアドレス/mail address 必須

パスワード/password 必須

新入生初期パスワードは画面右上のシステムマニュアルを参照してください。
Please refer to the System Manual in the upper right corner of this screen for the Initial password for freshperson.

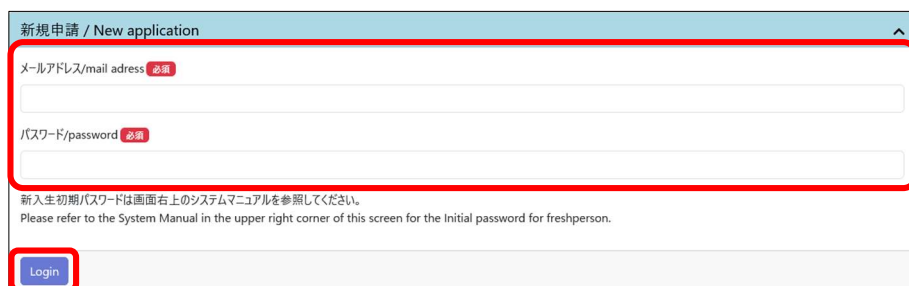
Login

Register your frequently used e-mail address in “mail address” and the initial password for new students in “password” and login to the system.

Initial password for new students: handai2604

You may be at a disadvantage if you cannot be reached by e-mail. Therefore, input the e-mail address at which you can be contacted without fail.

Suita Student Center will send you e-mails from gakusei-sien-en1@office.osaka-u.ac.jp and noreply-fee-exemption@office.osaka-u.ac.jp, register these e-mail addresses as in contact. Sometimes our emails may be delivered to your spam folder. Please check your spam folder periodically.



新規申請 / New application

メールアドレス/mail address 必須

パスワード/password 必須

新入生初期パスワードは画面右上のシステムマニュアルを参照してください。
Please refer to the System Manual in the upper right corner of this screen for the Initial password for freshperson.

Login

Enter “your frequently used e-mail address” and “initial password for new students.”
Then click “Login”.

3. Login screen (for Current University of Osaka student)

After clicking “在学生/Current University of Osaka student,” the following screen appears. Click “Login”.

The screenshot shows a green header bar with the text “在学生” and “Current the University of Osaka student”. Below this, there is a message in Japanese and English regarding the application system's entry deadline. The main content area has a green bar with “新規申請 / New application” and a blue “Login” button. Below this are two green bars with dropdown arrows, labeled “入力した内容の確認および修正 / For those who want to confirm or edit your data” and “申請の取り下げ / For those who want to withdraw application”.

When the “Login” button is pressed, a screen called SSO Test will appear, as shown below. Then register your University of Osaka personal ID and password on the screen that appears and login to the system.

The screenshot shows a white box titled “SSOテスト”. Inside, there are two input fields: “ユーザー名” (Username) and “パスワード” (Password). Below these fields is a “ログイン” (Login) button. A red rectangle highlights the input fields and the login button.

Enter the University of Osaka personal ID (e.g., u123456a) and Password. Then click “ログイン”.

* To log in again, access the SSO test from “入力した内容の確認および修正 / For those who want to confirm or edit your data” and log in the same way you logged in the first time.

4. Application information > Application type

Register your information in “Application information,” “Family information,” “Scholarship information” and “Other information.”

Fill in all the columns by selecting applicable items and registering required information based on your situation as of April 1, 2026.

List of necessary information

Application information

Application type

Scholarship information (Input not possible) ※Please register the other items first.

Other information (Input not possible) ※Please register the other items first.

To confirm

All of the above items must be registered correctly to proceed to the next step

After clicking “Application type,” the following screen appears.

Application type

Application eligibility check

Are you enrolled (or planning to enroll) as an undergraduate or graduate student in April 2026? required

☐ Yes

☐ No

☐ No, but with the following special reasons: 1. the household supporter passed away after the application deadline; 2. you or the household supporter were hit by a natural disaster after the application deadline.

Have you make a pre-application on UOsaka Enrollment Procedure system (online) for your enrollment this April 2026? required

☐ Yes

☐ No(Include in the University of Osaka student advancing to a higher course within the University of Osaka)

Student type required

☐ Graduate student

☐ International undergraduate students (those whose status of residence is “Student”)

☐ Japanese and other undergraduate students enrolling after 2021 (Those who are eligible to apply for the Higher Education Student Support Program [Note 1])

☐ Japanese and other undergraduate students enrolling after 2021 (Those who are not eligible to apply for the Higher Education Student Support Program [Note 2])

Note 1: Those who are eligible to apply for the Higher Education Study Support Program are as follows

(1) Those who entered the university within two years after the end of the year following the year in which they first graduated from high school.

(2) Those who have passed the high school equivalency examination (however, no more than five years must have elapsed between the first day of the year in which they became eligible to take the examination and the day they passed it, except for those who have taken the examination every year even after five years have elapsed). No more than two years have passed since the end of the year following the year in which the applicant was admitted to the university.

(3) Students who will enter the university before the last day of the year following the year in which they reach 20 years of age, in the case of students who will go through the individual admission qualification screening.

(4) In the case of transfer, less than one year has passed from the end of the course of study before admission to the university.

(5) Those who meet the requirements for the Japan Student Services Organization (JASSO) scholarship regarding residence status, etc.

*If you have any questions about eligibility for the Higher Education Study Support Program, please contact the Suita Student Center, Tuition Fee Exemption Section (gakusei-sien-en1@office.osaka-u.ac.jp)

Reference: [Japan Student Services Organization website](#)

Note 2: Those who are not eligible to apply for the Higher Education Study Support Program are as follows

(1) Those who entered the university more than two years after the end of the year following the year in which they first graduated from high school.

(2) Those who have passed the high school equivalency examination (however, no more than five years must have elapsed between the first day of the year in which they became eligible to take the examination and the day you passed the examination, except in cases where you have taken the examination every year even after five years have elapsed). Students who have been enrolled in the university for more than two years from the end of the year following the year in which they became eligible to take the examination.

(3) Students who have not enrolled by the last day of the year following the year in which they reached 20 years of age, in the case of students who go through the individual admission qualification screening.

(4) In the case of transfer students, those who have been enrolled for more than one year from the end of their previous course of study to the beginning of their studies at the university.

(5) Those who have entered the university through bachelor's admission or bachelor's transfer.

(6) Those who do not meet the requirements for the Japan Student Services Organization (JASSO) scholarship regarding residence status, etc.

*If you have any questions about eligibility for the Higher Education Study Support Program, please contact the Suita Student Center, Tuition Fee Exemption Section (gakusei-sien-en1@office.osaka-u.ac.jp)

Reference: [Japan Student Services Organization website](#)

Back

Save

5

Application eligibility check

If, after March 9, 2026, 4:30 PM, and before the application system registration deadline, Those who would have difficulty paying the tuition fee due to a Household Supporter passing away and/or experiencing a natural disaster on/after the Specified Period for currently enrolled students has ended and before the standard start of the First Semester (1 April) logs in via new students login screen, select the appropriate option, and submit the Form 10-4. (After the application system registration deadline, consult the Suita Student Center) .For details, please check the application guidelines. (refer to the red box below)

Application type

Application eligibility check

Are you enrolled (or planning to enroll) as an undergraduate or graduate student in April 2026? required

☐ Yes
☐ No

☒ No, but with the following special reasons: 1. the household supporter passed away after the application deadline; 2. you or the household supporter were hit by a natural disaster after the application deadline.

You will be required to submit a Form 10-4 certifying above reason.
☐ confirm

Student type selection

Select the most applicable item by reading notes carefully.

Choice Checklist

| School | Japanese student / Foreign International student | Options |
|---------------|--|--|
| Graduate | Japanese student | Graduate student |
| | Foreign International student | Graduate student |
| Undergraduate | Foreign International student | International undergraduate students (those whose status of residence is "Student") |
| | Japanese student enrolling before 2020 | Japanese and other undergraduate students enrolling before 2020 |
| | Japanese student enrolling after 2021 | Japanese and other undergraduate students enrolling after 2021 (Those who are eligible to apply for the Higher Education Student Support Program [Note 1]) |
| | | Japanese and other undergraduate students enrolling after 2021 (Those who are not eligible to apply for the Higher Education Student Support Program [Note 2]) |

Japanese undergraduate students should also answer the following questions.

Application type

Application eligibility check

Are you enrolled (or planning to enroll) as an undergraduate or graduate student in April 2026? required

- ☒ Yes
☐ No

No, but with the following special reasons: 1. the household supporter passed away after the application deadline; 2. you or the household supporter were hit by a natural disaster after the application deadline.

Have you make a pre-application on UOsaka Enrollment Procedure system (online) for your enrollment this April 2026? required

- ☒ Yes
☐ No(Include in the University of Osaka student advancing to a higher course within the University of Osaka)

Student type required

- ☐ Graduate student
☐ International undergraduate students (those whose status of residence is "Student")
☐ Japanese and other undergraduate students enrolling after 2021 (Those who are eligible to apply for the Higher Education Student Support Program [Note 1])
☒ Japanese and other undergraduate students enrolling after 2021 (Those who are not eligible to apply for the Higher Education Student Support Program [Note 2])

Note 1: Those who are eligible to apply for the Higher Education Study Support Program are as follows

- (1) Those who entered the university within two years after the end of the year following the year in which they first graduated from high school.
- (2) Those who have passed the high school equivalency examination (however, no more than five years must have elapsed between the first day of the year in which they became eligible to take the examination and the day they passed it, except for those who have taken the examination every year even after five years have elapsed). No more than two years have passed since the end of the year following the year in which the applicant was admitted to the university.
- (3) Students who will enter the university before the last day of the year following the year in which they reach 20 years of age, in the case of students who will go through the individual admission qualification screening.
- (4) In the case of transfer, less than one year has passed from the end of the course of study before admission to the university.
- (5) Those who meet the requirements for the Japan Student Services Organization (JASSO) scholarship regarding residence status, etc.

*If you have any questions about eligibility for the Higher Education Study Support Program, please contact the Suita Student Center, Tuition Fee Exemption Section (gakusei-sien-en1@office.osaka-u.ac.jp)

Reference: [Japan Student Services Organization website](#)

Note 2: Those who are not eligible to apply for the Higher Education Study Support Program are as follows

- (1) Those who entered the university more than two years after the end of the year following the year in which they first graduated from high school.
- (2) Those who have passed the high school equivalency examination (however, no more than five years must have elapsed between the first day of the year in which you became eligible to take the examination and the day you passed the examination, except in cases where you have taken the examination every year even after five years have elapsed). Students who have been enrolled in the university for more than two years from the end of the year following the year in which they became eligible to take the examination.
- (3) Students who have not enrolled by the last day of the year following the year in which they reached 20 years of age, in the case of students who go through the individual admission qualification screening.
- (4) In the case of transfer students, those who have been enrolled for more than one year from the end of their previous course of study to the beginning of their studies at the university.
- (5) Those who have entered the university through bachelor's admission or bachelor's transfer.
- (6) Those who do Not meet the requirements for the Japan Student Services Organization (JASSO) scholarship regarding residence status, etc.

*If you have any questions about eligibility for the Higher Education Study Support Program, please contact the Suita Student Center, Tuition Fee Exemption Section (gakusei-sien-en1@office.osaka-u.ac.jp)

Reference: [Japan Student Services Organization website](#)

Are you applying for tuition fee exemption under the Financial Support System for Japanese and Permanent residents undergraduates(in Japanese 高等教育修学支援制度)? required

- ☐ Yes ☐ No

Enrollment fee application type **Only for New student**

Undergraduate students cannot apply for enrollment fee exemption unless there are special circumstances, such as the death of a financial supporter within one year prior to enrollment.

Please be sure to check the "Eligibility" on p.7 of the Application Guidelines.

Enrollment fee application type **required**

☒ Both(exemption and deferred payment) ☐ Deferred payment ☐ Only Exemption (Not apply for Deferred payment) ☐ Do not apply

Only a limited number of applicants are granted enrollment fee exemptions each year. If your application for an exemption is not approved, you are required to pay the enrollment fee. Failure to pay by the deadline will result in the loss of your student status at the University of Osaka. (Please refer to the application guidelines for the payment deadline.)

☐ confirm

Undergraduate students cannot apply for an enrollment fee exemption unless there are special circumstances such as the death of the student funder within one year before enrollment. Please be sure to check the application conditions in the "Application Guidelines".

Tuition fee application type

When selecting your application category, refer to the section "Application category/member of a household" on p.9 of the Application Instructions.

Tuition fee application type **required**

☐ Do not apply ☐ Exemption ☐ Deferred payment ☐ Payment by Installments

Do you apply for tuition fee exemption for both the first and second semesters? **required**

☐ Apply for both first and second semesters. ☐ Apply for first semester only.

If any of the following conditions apply to you, you cannot select "Apply for both first and second semesters." option.

- If you plan to graduate or complete a course in the middle of a fiscal year (including cases where you change your course of study due to higher education, etc.)
- In the case of a student who will be enrolled for the first time in the middle of the academic year (second semester) and will exceed the minimum period of study.
- If you are planning to take a leave of absence or withdraw from the school during the academic year

Applicant category **required**

☐ Privately-funded international student (Those whose status of residence is "Student") ☐ General student ☐ Self-supporting student

In 300 to 500 characters in English (in 150 to 250 characters in Japanese), please explain in detail the family circumstances which led you to apply for the exemption. In particular, if any family member has been employed, retired, or unemployed, please specify the dates of occurrence and the source of current living expenses. For privately-funded international students, please specify the reason why you have decided to apply for the exemption even though you proved that you have enough money for your stay in Japan when you applied for your visa.

Reasons for application **required**

Back

Save

8

5. Password to re-login (for new student)

Once you complete “Application information” and click “save” button, your e-mail address and password will appear in pop-up screen and the top part of “List of necessary information” page. The e-mail address and password will be used when you re-login to the system. Be sure to take a note or a screen shot.

Once you complete registering “Application type,” the section turned from red ! to green ✓.

List of necessary information

Your email address to edit application : [redacted]

Your password to edit application : [redacted]

! The password will be required for the next login. Please make a note of it.

Application information

Application type [green checkmark]

How to reissue password to edit application

In case you forget your password to edit application, please press “修正用パスワードを忘れた方 / For those who have forgotten the password to edit your data” on New students login screen, enter the e-mail address you used to log in and the Initial password for new students, and press “Login”.

An e-mail containing your password will be sent to your registered e-mail address.

※入学科免除・収納猶予申請希望の方は必ずこちらからログインしてください。
* If you wish to apply for enrollment fee exemption or deferment of payment, please be sure to log in here.

新入生(2026年4月入学者)
New enrolling in April 2026

(2026年3月に大阪大学(大学院)を卒業(修了)し、4月に新課程に入学する方もこちらから)
(The University of Osaka student advancing to a higher course within the University of Osaka in April 2026)

授業料免除等申請システムの入力は 2026年4月3日(金) 16:30(00秒) (日本時間) までとなっております。
申請者は必ず、この時間までに登録を完了 (受付番号の発行) してください。

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Applicants must complete registrasion (issuance of your receipt number) by this time.

新規申請 / New application

入力した内容の確認および修正 / For those who want to confirm or edit your data

申請の取り下げ / For those who want to withdraw application

修正用パスワードを忘れた方 / For those who have forgotten the password to edit your data

募集要項に記載の新入生用共通のパスワードと、最初にログインしたときのメールアドレスを入力してください。
Please input password for all new students which is indicated in "Instructions for Application" and email address you used at first login.

メールアドレス/mail address 必須

パスワード/password 必須

Login

6. Re-login

For new student, click “For those who want to confirm or edit your data” in the blue box.
For current University of Osaka student, click “For those who want to confirm or edit your data” in the green box.

Re-login for new student, the Password is “Your password to edit application” appeared after you completed “Application information.”

Re-login for current University of Osaka student, it is same as new application with your University of Osaka personal ID and its password.

※入学科免除・収納猶予申請希望の方は必ずこちらからログインしてください。
* If you wish to apply for enrollment fee exemption or deferment of payment, please be sure to log in here.

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New enrolling in April 2026

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新規申請 / New application

入力した内容の確認および修正 / For those who want to confirm or edit your data

申請の取り下げ / For those who want to withdraw application

修正用パスワードを忘れた方 / For those who have forgotten the password to edit your data

在学生
Current the University of Osaka student

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新規申請 / New application

入力した内容の確認および修正 / For those who want to confirm or edit your data

申請の取り下げ / For those who want to withdraw application

password to edit application (for new student)

List of necessary information

Your email address to edit application :

Your password to edit application :

ⓘ The password will be required for the next login. Please make a note of it.

7. Family information>Applicant

Application information

Fill in all the columns by selecting applicable items and registering required information based on your situation as of April 1, 2026.

If you are a new student, register the examinee's number assigned to you when you took the entrance examination.

Applicant

Application information

Name

Last name required

Please enter your name as reported to the university (KOAN student name).

First name required

Please enter your name as reported to the university (KOAN student name).

Last name in Katakana required

Please input in Katakana. (International student: Input if possible.)

First name in Katakana required

Please input in Katakana. (International student: Input if possible.)

Date of birth required

Age required

years old

Applicant's information

Program required

☐ Undergraduate Program
☐ Master Course
☐ Doctor Course
☐ 5 year Ph.D. program

※Please select the course/program you are enrolled in as of April 1, 2026.

School / Graduate school required

Grade required

Entrance examinee's number required

Student ID number

3/3/2021

▼

3

2016 - 2039

<

>

2021

①Press the calendar icon to display the calendar.

②Press ▼,<,>, and you can choose year, month and date.

Only for new student

Applicant's contact details / Family contact details

The e-mail address registered in the system will be notified of the completion of application system registration, receipt of application documents, notification of missing documents, etc. There are many cases of incorrect registration every year, so please pay attention to the notes and make sure to register without any errors.

Applicant's contact details

Prefecture required

Address required

Phone number (no hyphen)

Mobile phone number (no hyphen)

* If you do not have a landline phone, register your mobile phone number.

* If you do not have a mobile phone, register your landline phone number.

Email address required

test009@amail.com

Email address (confirmation) required

the University of Osaka contacts you by email in case of receiving application documents. Please ensure that you register an address where you can be reached, as non-receipt of emails will be to the detriment of the applicant.

Email address 2

Email address (confirmation) 2

Note:

- The e-mail address you enter should be valid for at least 6 months.
- Suita Student Center will send you e-mails from gakusei-sien-en1@office.osaka-u.ac.jp and noreply-fee-exemption@office.osaka-u.ac.jp, register these e-mail addresses as in contact.
- Sometimes our e-mails may be delivered to your spam folder. Please check your spam folder periodically.

Family contact details

* If you are applying under the category of self-supporting student, please be sure to register this information. If you have a family home, you also have to register the information.

* If you do not have a family member, please register the laboratory information.

* If you are applying under the category of privately-funded international student, please complete this form only if you have a family member in Japan.

Full name required

Relationship required

Phone number (no hyphen) required

Prefecture required

Address required

Income information

If you have income (even if you are not a salaried employee), click “Add employment” and register your employment information. If you work for multiple companies, register all employment information.

If you are in “General” category and your parents are household supporters in the Income Tax Act, you do not need to register your income of your part time job.

Workplace details (0 item(s))

Occupation

* Please register the occupation as of April 1.

Add a workplace detail

[NOTICE]

1. Please register the place of employment where you (or your family) actually have worked since January 1 of last year.
2. If you are self-employed or salaried employee whether full-time or part-time, please click “Add employment” and register information.
3. If you receive financial aid(s) except tuition exemption from the programs below, please check in the “System Manual” and register it/them in “Income”.
 - The University of Osaka Fellowship Program (tentative name)
 - WISE Program (Doctoral Program for World-leading Innovative & Smart Education)
 - Fostering Researchers in Emerging Artificial Intelligence (AI) Program (Support For Doctoral Students) (BOOST)
 - Support for Pioneering Research Initiated by the Next Generation
 - DAIKIN Student Researcher Program
 - Other Programs for Graduate School Students

Enter the name of the company, etc.

If you are entering from the withholding tax slip, please enter **the name of the business as it appears on the withholding tax slip**. Please be careful especially when you work part-time for a medical corporation, convenience store, or chain store.

If you are self-employed, please enter “self-employed worker”.

Workplace details (1 item)

Workplace details * Please register the place of employment where you (or your family) actually have worked since January 1 of last year. **Delete the workplace detail**

Are you a JSPS Research Fellowship for Young Scientists? **required**

☐ Yes
☐ No

Work place required

If you are self-employed, please register “Self-employed worker” in the Workplace field.
If the name of the company (store name) where you work is different from the name of the corporation (business name) listed on the Certificate of Withholding Tax, etc., please enter

Annual Salary (Refer to p.15-18)

Enter the number in integer. Please do not use comma as digit separators.

Month of employment required

Month of resignation

Annual Salary required

Annual ,000 yen [K yen]

※If you are a business income earner, please register “0” in this field and register the amount of business income in the business income field of the income information.

Add a workplace detail

* If you have more than one workplace, please make sure you add your workplace details.
* In order to add another workplace, you need to register your existing workplace correctly.

Enter the month of retirement, if the applicant has retired from the previous year, or if the applicant is scheduled to retire within one year from the application reference date (first semester: end of March of the following year, second semester: end of September of the following year).

Monthly amount

Monthly amount of child allowance

Monthly ✓ ,000 yen [K yen]

Monthly amount of child-rearing allowance

Monthly ✓ ,000 yen [K yen]

Monthly amount of special child-rearing allowance

Monthly ✓ ,000 yen [K yen]

Monthly amount of child support

Monthly ✓ ,000 yen [K yen]

Enter the monthly amount and the annual amount (12 times the monthly amount) will automatically be entered.

Annual amount

Pension Amount (other than bereaved family pension and individual pension)

Annual ✓ ,000 yen [K yen]

Please register the annual amount based on the "Pension Payment Amount" on the latest pension transfer notice or pension determination (revision) notice, respectively.

Annual ✓ ,000 yen [K yen]

Others (child allowance, public assistance, etc.)

Unemployment allowance

(Daily amount × Days) ✓ ,000 yen [K yen]

Public welfare assistance

Annual ✓ ,000 yen [K yen]

Child allowance

Annual ✓ ,000 yen [K yen]

Child-rearing allowance

Annual ✓ ,000 yen [K yen]

Special child-rearing allowance

Annual ✓ ,000 yen [K yen]

Injury and disease allowance

Annual ✓ ,000 yen [K yen]

The title of the program for Graduate School students

----- ✓ v

Program for Leading Graduate Schools and the University of Osaka Honors Programs for Graduate Schools are not included.

Please enter those "scholarships" into the Scholarship Information.

*If the program income is not from your household supporter, you do not need to fill this out.

Annual amount of grants for graduate students

Annual ✓ ,000 yen [K yen]

*Please enter the annual amount received for the current fiscal year (April to March).

Other income

Annual ✓ ,000 yen [K yen]

Business income

Annual ✓ ,000 yen [K yen]

Miscellaneous income

Annual ✓ ,000 yen [K yen]

* For individual pensions, fill in this miscellaneous income column.

* Enter the amount of income from the individual pension after necessary expenses are deducted.

Annual amount of child support

Annual ✓ ,000 yen [K yen]

Savings (only allowed for privately-funded international students in principle)

Annual ✓ ,000 yen [K yen]

Salary income

A. Salaried employee, whether working full-time or part-time

*excluding part-time job at UOsaka and JSPS Research Fellowship for Young Scientists

- ① In case you have been working at your workplace as of April 1, 2026, since before January 1, 2025.
•Please enter the amount shown on last year's Withholding tax slip in the "Annual Salary" field.
- ② In case you have been working at your workplace as of April 1, 2026, since after January 2, 2025.
•Please enter the amount shown on Form 6-1 or Form 6-2 in the "Annual Salary" field.
- ③ In case you are working as of April 1, 2026, but plan to retire within a year.
•Please enter the amount shown on Form 6-1 in the "Annual Salary" field.
- ④ In case you retired between January 1, 2025, and April 1, 2026.
•The "Annual Salary" will not be displayed, so you do not need to enter this information.

B. Part-time job at UOsaka

•Please enter the amount shown on Form 6-3 in the "Annual Salary" field.

C. JSPS Research Fellowship for Young Scientists

If you are a JSPS Research Fellowship, please answer the following two questions.

1. Recipient of the JSPS Research Fellowship for Young Scientists
2. Do you handle expenses for conducting research?

When you answer question 2, the annual salary amount will be automatically entered in the "Annual Salary" column.

However, if the remaining period of employment is less than one year from April 1, 2026, please correct the annual amount to the number of months multiplied by the monthly amount.

Yes...annual amount is 1,680,000 yen. monthly amount is 140,000 yen.

No ...annual amount is 2,400,000 yen. monthly amount is 200,000 yen.

Income

A. Business income

Business income applies to income reported in the business (business or agricultural) section of the income column in the first table of the tax return.

- ① In case the business as of April 1, 2026, started before 2025.
•Enter "self-employed" in the "Work place" field and enter the amount shown on last year's tax return in the "Business Income" field.
- ② In case the business as of April 1, 2026, started in 2025 or later.
•Enter "self-employed" in the "Work place" field and enter expected business income in Form 6-4 in "Business Income".
- ③ In case the business is closed between January 1, 2025, and April 1, 2026.
•Enter "self-employed" in the "Work place" field and select the month in which you closed your business from the "Month of resignation" field. No entry is required in the "Business Income" field.

B. Miscellaneous income

This includes private pensions, real estate income, dividend income, and miscellaneous income (business and other).

Others (child allowance, public assistance, etc.)

Enter the amount of each income for the year.

☐ Child allowance • Child-rearing allowance • Special child-rearing allowance

☐ Child support

☐ Pensions (excluding individual pensions, bereaved family pensions, and disability pensions)

☐ Bereaved family pensions or disability pensions

☐ Unemployment allowance

☐ Public welfare assistance

☐ Injury and disease allowance

☐ Remittances or Financial Supports (Only for Un-sponsored international student)

☐ Deposits and savings (Only for Un-sponsored international student)

☐ Loan (Only for Un-sponsored international student)

☐ The annual income of the program for Graduate School students

Please enter the amount received for **the current academic year (April 2026 - March 2027)** for the annual income of the program for Graduate School students.

| | |
|---|--|
| <div>The title of the program for Graduate School students</div> <div>-----</div> <div>Program for Leading Graduate Schools and the University of Osaka Honors Programs for Graduate Schools are included. Please enter those "scholarship" in the Scholarship Information. *If the program income is not from a household supporter, you do not need to fill this out.</div> | <div>Annual amount of grants for graduate students</div> <div>Annual 0 ,000 yen【K yen】</div> <div>*Please enter the annual amount received for the current fiscal year (April to March).</div> |
|---|--|

大学フェローシップ創設事業 / University of Osaka Fellowship Program (tentative name)

卓越大学院プログラム / WISE Program (Doctoral Program for World-leading Innovative & Smart Education)

次世代研究者挑戦的研究プログラム / Support for Pioneering Research Initiated by the Next Generation

ダイキン学生研究員プログラム / DAIKIN Student Researcher Program

次世代AI人材育成プログラム / Fostering Researchers in Emerging Artificial Intelligence (AI) Program (Support For Doctoral Students) (BOOST)

その他大学院学生向けプログラム / Other Programs for Graduate School Students

【note】

We consider that incentive fees paid as living expenses are not considered “business income in Japanese 事業所得” for profit-making purposes, but should be declared as “miscellaneous income in Japanese 雑所得” and tax returns should be filed. Please note that we cannot be held responsible for any impact on tuition fee exemption due to the filing of income as considered “business income in Japanese 事業所得”.

Income documentation

① Certificate of income and withholding tax

令和 年分 給与所得の源泉徴収票

吹田市山田丘1番1号

税務番号 000000000001

氏名 部長 阪大 春夫

職名 部長

給与・賞与 8309554

給与所得控除後の金額 6278688

所得控除の額の合計額 3072448

源泉徴収額 320600

社会保険料等の金額 899448

生命保険料の控除額 50000

地震保険料の控除額 3000

住宅借入金等特別控除の額

(母) 夏子 (長男) 太郎 (次男) 次郎 (長女) 桜

② Form6-1

1. 氏 名

2. 生 年 月 日 年 月 日 生

3. 採 用 年 月 日 年 月 日 採用

4. 勤 務 形 態 ※ 常勤・非常勤(パート含む)・派遣
その他()

5. 【20XX年X月X日～20XX年X月XX日】に勤務した場合の支払額

支 払 額 合 計 円

(平 均 月 額) (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

代表者ではなく、給与支払担当者の証明でも構いません。

② Form6-2

Fill in the table below. Please tick the applicable box.

| In order from oldest to newest ↓ | Place of employment (Company name) | | |
|-------------------------------------|---|---|---|
| | Bonus applies: <input type="checkbox"/> Yes <input type="checkbox"/> No | Bonus applies: <input type="checkbox"/> Yes <input type="checkbox"/> No | Bonus applies: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| month | yen | yen | yen |
| month | yen | yen | yen |
| month | yen | yen | yen |
| month | yen | yen | yen |
| month | yen | yen | yen |
| Total | yen | yen | yen |
| Expected Annual Wages | Total = Months × (□15 / □12) = yen | Total = Months × (□15 / □12) = yen | Total = Months × (□15 / □12) = yen |

③ Form6-3

| (1) Place of employment (Graduate school/ research institute) | (Name of Graduate School/ research institute) |
|--|---|
| Employment Period between April 2026 and March 2027 | / (yyyy/mm) ~ / (yyyy/mm) (scheduled) |
| Employment Type (Please circle an applicable answer.) | TA・RA・TF・TUTOR・OTHER() |
| Expected Annual Wages | yen (Hourly wage: yen × Total hours: hours) |
| (2) Place of employment (Graduate school/ research institute) | (Name of Graduate School/ research institute) |
| Employment Period between April 2026 and March 2027 | / (yyyy/mm) ~ / (yyyy/mm) (scheduled) |
| Employment Type (Please circle an applicable answer.) | TA・RA・TF・TUTOR・OTHER() |
| Expected Annual Wages | yen (Hourly wage: yen × Total hours: hours) |
| (3) Place of employment (Graduate school/ research institute) | (Name of Graduate School/ research institute) |
| Employment Period between April 2026 and March 2027 | / (yyyy/mm) ~ / (yyyy/mm) (scheduled) |
| Employment Type (Please circle an applicable answer.) | TA・RA・TF・TUTOR・OTHER() |
| Expected Annual Wages | yen (Hourly wage: yen × Total hours: hours) |
| Expected Annual Wages: Total (Employment1 + Employment2 + Employment3) yen | |

Record the above total value in the Exemption Application System. Input "the University of Osaka" for place of work.

④ Form6-4

| months | (1)Revenue | (2)Necessary expenditures | Contents of necessary expenditures(2) | Income (1)-(2) |
|----------------|------------|---------------------------|---------------------------------------|----------------|
| April 2025 | yen | yen | | yen |
| May 2025 | yen | yen | | yen |
| June 2025 | yen | yen | | yen |
| July 2025 | yen | yen | | yen |
| August 2025 | yen | yen | | yen |
| September 2025 | yen | yen | | yen |
| October 2025 | yen | yen | | yen |
| November 2025 | yen | yen | | yen |
| December 2025 | yen | yen | | yen |
| January 2026 | yen | yen | | yen |
| February 2026 | yen | yen | | yen |
| March 2026 | yen | yen | | yen |
| TOTAL | yen | yen | | * yen |

① Business period is 12+ months

TOTAL (Income): * yen

② Business period is less than 12 months

TOTAL (Income): * yen

(Total income: * yen ÷ [] months × 12 months) * From the launch to March 2026.

Final Tax Return Declaration Form

FA 2200

令和 3 年 2 月 16 日 令和 02 年分の所得税及び復興特別所得税の確定申告書B

住所: 〇〇市△△町×-××-×
フリガナ: コクセイ タロウ
氏名: 国税 太郎
職業: 〇〇小売業 国税商店
所得上の氏名: 国税太郎
所得上の続柄: 本人

第一表 (令和二年分以降用)

| 収入金額等 | 税 | 計 | 算 | 所得金額等 |
|--------------|--|---------|---|---------|
| 事業所得 (1) | 課税される所得金額 (25-29) 又は第1表上の②に對する税額 又は第2表の④ | 3120000 | | 5367200 |
| 農業所得 (2) | 配当控除 (32) | 214500 | | 1279200 |
| 不動産所得 (3) | | 8000 | | 1264000 |
| 利子所得 (4) | | 00 | | 130000 |
| 配当所得 (5) | | 14000 | | 130000 |
| 給与所得 (6) | | 192500 | | 130000 |
| 公的年金等所得 (7) | | 192500 | | 130000 |
| 雑所得 (8) | | 4042 | | 130000 |
| 総合課税 (9) | | 196542 | | 130000 |
| 一時所得 (10) | | 67567 | | 130000 |
| 事業所得 (11) | | 128900 | | 130000 |
| 農業所得 (12) | | 101200 | | 130000 |
| 不動産所得 (13) | | 27700 | | 130000 |
| 利子所得 (14) | | | | 130000 |
| 配当所得 (15) | | | | 130000 |
| 給与所得 (16) | | | | 130000 |
| 公的年金等所得 (17) | | | | 130000 |
| 雑所得 (18) | | | | 130000 |
| 総合課税 (19) | | | | 130000 |
| 一時所得 (20) | | | | 130000 |

| | 授業料免除制度上の分類 | 確定申告書上の分類 | 例 |
|---|----------------------|---------------------------------|-------------------------------------|
| ① | Business income | Business | - |
| ② | Miscellaneous income | real estate | - |
| | | interest | - |
| | | dividend | - |
| | | Miscellaneous income (business) | Manuscript fee Speaking fee etc. |
| | | Miscellaneous income (Other) | personal pension insurance etc. |

8. Family information > Spouse/Father/Mother

The subject that needs to be entered differs for each application category. Please refer to the table below for details.

| application category | Subjects for which information input is required | | | | |
|--|--|---------|--|--|--|
| General | Applicant | Father | Mother | Household members other than applicant and parents | |
| Self-supporting student | Applicant | Father* | Mother* | Spouse | Household members other than applicant and parents |
| Privately-funded International student | Applicant | Spouse | Household members other than applicant and parents | | |

*If he or she is not included as the household members, only information such as name, age, etc. will be entered.

Individuals counted as your household members

① General student・Self-supporting student

| Household member(s) Application category | Applicant | Spouse | Father/Mother | Brother(s)/Sister(s) supported by the Household supporter(s) | Child(ren) | Grandfather(s)/Grandmother(s), etc. supported by the Household supporter(s) | Brother(s)/Sister(s) NOT supported by the Household supporter(s) | Grandfather(s)/Grandmother(s), etc. NOT supported by the Household supporter(s) | Note |
|---|-----------|--------|---------------|---|------------|--|---|--|---|
| General student | ○ | △ | ◎ | ○ | △ | ○ | × | × | In the absence of a parent/guardian, such as the death of a parent/guardian, another person can be assigned as a Household Supporter. |
| Self-supporting student | ◎ | ◎ | △ | ○ | △ | ○ | × | × | |

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

△: Household member(s) if supported by the Household supporter(s) ×: NOT Household member(s)

② Privately-funded international student

| Household member(s) Application category | 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 live(s) together in Japan

◆ “Household member(s) if supported by the Household Supporter(s)” means Household member(s) if supported by the Household supporter(s) under the Income Tax Act. However, in principle, students or preschool-attending children are included in the number of household members in terms of the Income Tax Law. In such cases, the relevant certification documents, etc. for such persons must be submitted.

◆ If the university does not approve an applicant applying under the self-supported student category, the university will contact the applicant.

◆ For privately-funded international students: If living with your parent(s)/guardian(s) in Japan, your Household Supporter will be your parent/guardian regardless of the above chart.

◆ Should you have any inquiries, please contact the Suita Student Center.

Information

Fill in all the columns by selecting applicable items and registering required information based on your situation as of April 1, 2026.

Fill in each field as you did in the Applicant section. If he or she attends school, select “Yes” to the “Attending School” question. * Miscellaneous Schools are not included in schools in this system.

After you finish selecting “Student” part, click “Save” button.

Spouse

Application information

Name

Last name required

First name required

Last name in Katakana required

First name in Katakana required

Please input in Katakana. (International student: Input if possible.)

Date of birth required

Age required

years old

Student

Is s/he a student? required

☐ Yes

☐ No

Back

Save

Student section

For “Student” section if you select “Yes,” school related questions will appear.

If you have an elementary school student or above in your household members, select “Yes.”

If you have household members who are younger than elementary school students, select “No.”

Fill in all the columns by selecting applicable items and registering required information based on your household member’s situation as of April 1, 2026.

Student

Is s/he a student? required

☒ Yes

☐ No

School name required

Grade required

Establishment required

☐ National

☐ Public

☐ Private

School commute classification required

☐ Family's home

☐ Other than family's home

School type required

Back

Save

9. Scholarship information>Applicant' s/Applicant' s Spouse' s Scholarship

If your scholarship/grant is confirmed as of April 1, 2026, select “Yes”, click “Add scholarship”, register scholarship information as next page and click “Save”.

*Even if your scholarship is one of scholarships you do not need to submit the certificate listed on “Instruction Q&A,” you still need to register the information.

*Check “Yes” even if you are in the “continuation” or “renewal” process. Please check “No” if you are applying for a new scholarship and the result has not been decided yet as of April 1.

If you receive financial aid(s) except tuition exemption from the program(s) below, register it/them in “Employment” not in “Scholarship information”.

Please refer to p.16 in detail.

1. The University of Osaka Fellowship Program
2. WISE Program (Doctoral Program for World-leading Innovative & Smart Education)
3. Support for Pioneering Research Initiated by the Next Generation
4. Fostering Researchers in Emerging Artificial Intelligence (AI) Program (Support for Doctoral Students) (BOOST)
5. DAIKIN Student Researcher Program

Applicant's scholarship information (0 item(s))

[NOTICE]

If you receive financial aid(s) except tuition fee exemption from the program(s) below, please register it/them in “Employment” not in “Scholarship information”. However, if the applicant is applying under the “General student” category and is not a household supporter, they do not need to fill in this form. Please read the “System Manual” carefully in detail.

- The University of Osaka Fellowship Program
- WISE Program (Doctoral Program for World-leading Innovative & Smart Education)
- Support for Pioneering Research Initiated by the Next Generation
- Fostering Researchers in Emerging Artificial Intelligence (AI) Program (Support For Doctoral Students) (BOOST)
- DAIKIN Student Researcher Program
- Other Programs for Graduate School Students

Scholarship you receive between April 2026 and March 2027

Scholarships without official announcement as of April 1, such as “Applying”, please assume that you have not received it.
(If you are in the process of “continuation” or “renewing” your scholarship, or if reservation has been decided, please register your scholarship information.)

Do you have a scholarship/grant? required

☐ Yes

☐ No

As of April 1, 2026, you have been adopted to the “国家建设高水平大学公派研究生项目” (China Scholarship Council). required

☐ Yes

☐ No

Back

Save

Enter Scholarship Information

Select “Type of scholarship” and register the information.

Depending on your selection, different questions will be shown, register information accordingly.

If there are more than 2 scholarships, complete first scholarship and then click “Add scholarship.”

Scholarship information
Delete this scholarship information

Types of scholarships required

- ☐ JASSO Scholarship (loan)
- ☐ JASSO Scholarship (non-refundable)
- ☐ Private scholarship (non-refundable) * Please select this option, if you are a 'Monbukagakusho Honors Scholarship for Privately-Financed International Students.'
- ☐ Private scholarship (loan)

Starting month required
Terminating month required

Monthly amount
Expected amount

Monthly
,000 yen [K yen]
Annual
,000 yen [K yen]

*Please enter the annual amount received for the current fiscal year (April to March).

Is there any change in the amount or the sponsored period during this academic year? required

- ☐ Yes
- ☐ No

Add scholarship

(In order to add another scholarship information, you must register the existing scholarship information correctly.)

As of April 1, 2026, you have been adopted to the "国家建設高水平大学公派研究生项目" (China Scholarship Council) required

- ☐ Yes
- ☐ No

Back
Save

10. Other information>Financial information (Privately-funded International Student)

①Please enter your parents' financial information.

Financial information

Your father's income

Occupation

Month of employment

Annual income in local currency

0

Currency (e.g. USD)

Annual income in Japanese Yen

0

,000 yen 【K yen】

Your mother's income

Occupation

Month of employment

Annual income in local currency

0

Currency (e.g. USD)

Annual income in Japanese Yen

0

,000 yen 【K yen】

②Confirmation of Income

All income sources are listed here. Make sure all these numbers are correct.
If you need to modify, click “Modify” and modify income.

| Workplace details | | | | | |
|-------------------|-------------------------|---------------------|--|-------------|--------|
| Relationship | Work place | Period | Part-time employee (including associate employees) | Salary | Modify |
| Applicant | The University of Osaka | In or before 2024 ~ | Yes | 300,000 yen | Modify |

| Other income | | | |
|--------------|------------------|---------------|--------|
| Relationship | Income name/type | Annual amount | Modify |
| Applicant | 大学院学生向けプログラム受給額 | 1,240,000 yen | Modify |

③Entering Expenses

Register a monthly amount in thousand yen in each column.

Specify expenditure items, if any, and the monthly amounts in the “Other expenditure” column.

Expenses

※Please enter the condition as of April 1st.

Food Expenses

Monthly

20

✓

,000 yen【K yen】

Housing (international student residences, lodgings, flats, etc.)

Monthly

50

✓

,000 yen【K yen】

Utility bills

Monthly

10

✓

,000 yen【K yen】

School fees (excluding tuition fees) and education fees

Monthly

10

✓

,000 yen【K yen】

Social insurance costs

Monthly

5

✓

,000 yen【K yen】

Communication costs (e.g. mobile phone bills)

Monthly

5

✓

,000 yen【K yen】

Other expenditure items

Others 1 - Name

✓

Others 1 - Amount

Monthly

0

,000 yen【K yen】

Others 2 - Name

✓

Others 2 - Amount

Monthly

0

,000 yen【K yen】

Others 3 - Name

✓

Others 3 - Amount

Monthly

0

,000 yen【K yen】

【Be careful】

Housing means rent and common charges. Please submit room rental agreement as evidence. If you are living in the dormitory of the University of Osaka, you do not need to submit it. If you cannot tell your rent because you haven't arrived in Japan, please use the following amount as your monthly charges. Limited to the time of enrollment.
Rent: 80,000yen (Please submit the room rental agreement before mid-April at the latest if you could.)

As evidence of utility charges, please submit copies of receipts, bank book or screenshot shows amount of utility charges. In case you do not have the documents above, please enter the following expenses below:

Electricity: 15,000 yen/per month

Gas: 10,000 yen/per month

Water:3,000 yen/per month

School fees do not include tuition fee.

④Confirmation of Income and expenditure

All information on this page cannot be saved unless Total income \geq Total expenses.

Make sure your income exceeds your expense.

Revenue and expenditure

Total income must exceed total expense. 【Total income (annual amount) \geq total expense (annual amount).】

Total income (annual amount) : 1540,000 yen

Total expenses (annual amount) : 1200,000 yen

Back

Save

After selecting and entering all “Financial Information,” click the “Save” button.

11. Other information>Household information

①Part-time job at UOsaka

Select “Yes” if the household supporter is working part-time at University of Osaka.

【Confirmation】

Part-time employment inside the University of Osaka includes teaching assistants (TA), research assistants (RA), tutors, teaching fellow (TF), and part-time employees of the University of Osaka.

It does NOT include administrative support staff, technical support staff, educational support staff, specially appointed researcher, and junior-resident.

Part-time job at the University of Osaka

Does your family member (including yourself) work at the University of Osaka?

required

☒ Yes

☐ No

Please choose “No” if your application type is “General student” and you do part-time job in the University of Osaka.

②Death of a student sponsor

Death of a student sponsor

Has your academic expense payer died during the following period?

required

☐ Yes

☒ No

In the case of students admitted in April, 2026 it's from April 1, 2025~March 31, 2026

③Household damaged by fire, wind, flood, theft, etc.

If applicable to any of your household members, select “Yes,” fill in the information.

Household damaged by fire, wind, flood, theft, etc.

Receive deductions as a household damaged by fire, wind, flood, or theft during the following periods.

required

☒ Yes

☐ No

In the case of students admitted in April, 2026 it's from April 1, 2025~March 31, 2026

* If the damage is stated in the “Instructions for Application”, it is included.

Date of damage

required

Damage amount

required

,000 yen【K yen】

Details of damage

required

Please fill in 40 characters or less.

④Household with recipient(s) of long-term medical care

If applicable to any of your household members, select “Yes,” “Add a long-term care patient (person)” button and select relationship, and then enter number in “自己負担額合計” on Form9 to Medical expenses.

Long-term medical care

- As of the time of application (April 1, 2026), those who have been under medical care for 6 months or more or those who are recognized as needing medical care are eligible.
- For disease, a doctor's certificate (original) issued within the last three months is required.
- For nursing care services, a copy of the nursing care insurance card is required. (No deduction will be made if not submitted)
- If you are applying as a privately financed international student, please register only the information for yourself and your family members living in Japan.

Do you want to receive a deduction of long-term medical care? required

☒ Yes

☐ No

1: Please fill in the items Delete

Relationship required

ⓘ ▼

- This is a required field.

Medical expenses required

Annual

ⓘ

,000 yen【K yen】

- This is a required field.

Add a long-term care patient (person)

⑤Handicaps or atomic bomb victim

If applicable to any of your household members, select “Yes,” “Add a member with a handicap or an atomic bomb victim” and fill out columns by selecting applicable items, and enter required information.

Handicaps or atomic bomb victim

- If you are applying as a privately financed international student, please register only the information for yourself and your family members living in Japan.

Do you want to receive a deduction of handicap or atomic bomb victim? required

☒ Yes

☐ No

1: Please fill in the items Delete

Relationship required

ⓘ ▼

- This is a required field.

Category required

☐ Disabled person

☐ Atomic bomb survivors (with disabilities)

☐ Atomic bomb survivors (no disabilities)

- This is a required field.

Disability pension required

☐ Recipient

☐ Non-Recipient

- This is a required field.

Disability certificate required

☐ In possession

☐ Have applied

- This is a required field.

Special child-rearing allowance required

☐ Recipient

☐ Non-Recipient

- This is a required field.

Add a member with a handicap or an atomic bomb victim

26

⑥Change in the number of family members

If you select “Yes” for the question, a button labeled “Add information of change in the number of family members” will appear. Click the button and enter the required information.

Change in the number of family members

Are there anyone who are listed in the Dependents column on the certificate of income and withholding tax or the final tax return declaration form income earned last year but who will be excluded from support as of April 1st?

required

☒ Yes

☐ No

1: Please fill in the items

Delete

Relationship

required

ⓘ

• This is a required field.

Name

required

ⓘ

• This is a required field.

Reason

required

☐ Employment / Independence

☐ Lifelong Separation

☐ Bereavement

☐ Other

• This is a required field.

Add information of change in the number of family members

The information you have registered is invalid. [Jump to invalid item.](#)

Back

Save

After selecting and confirming all “Household information,” click the “Save” button.

12. Confirmation of data entered

After completing all pages and saving all the data, confirm if all information turns green ✓ from red !.

Click “To confirm” button at the bottom of the screen.

List of necessary information

Your email address to edit application :

Your password to edit application :

The password will be required for the next login. Please make a note of it.

Application information

Application type

✓

Family information

Household members are as follows. If your family member is not a household member, you do not need to register any information about him/her.

○ Individuals counted as members of a household:

① General students / Self-supported students

| Household member(s) Application category | Applicant | Spouse | Father/ Mother | Brother(s)/ Sister(s) supported by the Household supporter(s) | Child(ren) | Grandfather(s)/ Grandmother(s), etc. supported by the Household supporter(s) | Brother(s)/ Sister(s) NOT supported by the Household supporter(s) | Grandfather(s)/ Grandmother(s) etc. NOT supported by the Household supporter(s) | Note |
|---|-----------|--------|-------------------|--|------------|---|---|---|---|
| General student | ○ | △ | ⊙ | ○ | △ | ○ | × | × | In the absence of a parent/guardian, such as the death of a parent/guardian, another person can be assigned as a Household Supporter. |
| Self-supported student | ⊙ | ⊙ | △ | ○ | △ | ○ | × | × | |

○: Household member(s) ⊙: Household Supporter(s) (Incl. those living separately from the student)
△: Household member(s) if supported by the Household Supporter(s) ×: NOT Household member(s)

② Privately-funded international students:

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

Applicant (Suita Taro)

✓

Spouse

Father (不在 / lost)

✓

Mother (Suita Hanako)

✓

Add your family member

Scholarship information

Applicant's scholarship information (0 item(s))

✓

Other information

Financial information

✓

Household information

✓

To confirm

13. Confirmation of application forms

Then application information is displayed.

- ① Confirm the “1. Confirmation of application status”
- ② Read “2. Confirmation items” carefully and click the sentences to tick.
- ③ If there is any incorrect information, click “←Back” to return to the previous page.
- ④ After checking the application forms, click “Next→” button.

1. Confirmation of application status

Your email address to edit application :

Your password to edit application :

i The password will be required for the next login. Please make a note of it.

Your application status is as follows. Be sure to check that the registered details are correct. Click the “Back” button to make corrections, or **click the “Next” button** to confirm.
If you want to modify the contents after completing the registration in the exemption application system, please modify the application forms handwriting directly with red ink.

| | |
|---|--|
| Receipt number | Issued after registration is completed |
| Applicant's name | Suita Taro |
| Application semester | Enrollment Fee |
| Application type | 入学料 : Both(exemption and deferred payment) 授業料 : Do not apply |
| Online registration Submission of application documents | Not completed (draft) Not Received |

2. Confirmation items (Please check all three items)

Please read all the items in “2. Confirmation items” and click the sentences to tick.

☐ After the deadline, we will not be able to accept applications for any reason.

☐ If you need to modify information (e.g. Amount of income), please write correct information on printed application documents directly with red ink.

☐ This application is only for the semester you have selected during the current academic year (first semester, second semester, and both first and second semesters). If you wish to apply for tuition fee exemption, etc. for a semester not covered by this application, you will need to apply for it again.

3. Confirm the Application Form

Currently, it is in a draft state.
Click the “Next” button and complete the registration in the next page.

Please read all the items in “2. Confirmation items” and click the sentences to tick.

[If you want to exit once, please logout from here \(contents are saved\)](#)

14. Confirmation of application forms(Continued from previous page)

- ① Check the confirmation of application details. Once you click “Registration” button, you will NO longer be able to change any information on the system.
 - ② Be sure to read the message that appears above “Registration” button and click the sentences to tick, if you agree with the message before clicking the button.
 - ③ Once you are ready, click the “Registration” button.
- *Once you click the "Confirm" button, you will not be able to correct any of the information you have entered.

Confirmation of application details

Your email address to edit application : XXXXXXXXXX

Your password to edit application : XXXXXXXXXX

① The password will be required for the next login. Please make a note of it.

Basic Application Information

| | |
|-------------------------------|--------------------------------------|
| Student ID number | |
| Enrollment Fee | Both(exemption and deferred payment) |
| Enrollment and Tuition Fee | Do not apply |
| Applicant category | Self-supporting student |
| School commute classification | Family's home |

Income Information

| | | |
|--|-------------------|----------------|
| You | Salary | 1,540 ,000 yen |
| | Non-salary income | 0 ,000 yen |
| Non-refundable scholarship annual amount | | 0 ,000 yen |

Houesehold information

| | |
|----------------------------------|-----------------|
| Number of households | 1 |
| Maternal and paternal households | Not applicable |
| Number of persons with handicaps | 0 |
| Long-term medical expenses | 0 ,000 yen |
| Disastar damage | 0 ,000 yen |
| Public welfare assistance | Not applicable |
| Application Conditions | General student |

① If you only applied in the first semester, you will need to apply again in the second semester.

Please read before register:
Once you register, you can NOT amend information on the system.

After you read, click the sentences to tick and click the "Registration" button.

☐ I swear that the documents I am submitting are true and correct. I have no objection to my application being withdrawn in the event of a misstatement.

← Back Registration ③

15. Confirmation after registration/Preparation of application forms

- ① Upon registration, “Your receipt number xxxx (four-digit number) is displayed.”
Keep the receipt number carefully as you will need it to make inquiries and view the application results.
- ② After reading this message, click the “Application Forms” button to print and check the application forms.
 - Print each application form on A4 paper. Form 1-1 and Form 1-2 should be printed in horizontal. Not vertically.
 - If you cannot print any of the forms properly on A4 paper, save the form in PDF format in an external folder (e.g. your own USB memory) and then print it.
 - If you need to correct any of the information, correct the information directly on the printed form using red ink. (Do not use correction tape or whiteout.)
 - You must submit the documents marked “Required” in the Application Checklist. Submit application documents (application forms) along with relevant certification documents by sending them by mail to Suita Student Centers or putting them into an on-campus submission Box installed at each Student Center.
 - Application documents must be submitted to the Student Center by the designated deadline. If you fail to meet the deadline, your application will NOT be accepted under any circumstances for whatever reason.

Online registration is complete.

Application Forms ②

* Please print on one side of the page.

Please use Adobe Reader to display and print the PDF.
In the case of browsers such as Chrome and Firefox, it may be displayed by the built-in PDF viewer, and it may not be printed correctly.

Please print out the application forms, prepare the required documents, and submit them to the Suita Student Center by either way below:
(1) postal mail
※by traceable postal service e.g. “特定記録郵便”
(2) on-campus submission box in front of:
•Suita Student Center(1st floor of the IC Hall)
•Toyonaka Student Center(2nd floor of the Student Service & Union)
•Minoh Student Center(2nd floor of Research and Education Hub)

Your receipt number is **1040** ①

Please keep your receipt number as you will need it for the results announcement.
(If you apply for the first and second semesters at once, the same application number will be used for the second semester.)

At the moment your application is not yet completed. You will then need to submit your documents to the Student Center.
The application form should be printed in A4 size; if you are unable to print the application form in size A4, please save the PDF file to an external folder (e.g. a USB memory stick that you manage) and print it out.
No applications will be accepted after the deadline for submitting documents to the Student Center under any circumstances.
Even if you have completed the online registration, your application will be invalid if you do not submit your documents by the deadline.

Suita Student Center

Application Status

Please find below the status of your application. Please make sure to check that your application is correct before submitting your documents.

| | |
|----------------------|--|
| Receipt number | 1040 Make sure you keep a copy. ① |
| Applicant's name | Suita Iaro |
| Application semester | Enrollment Fee |
| Application type | 入学科 : Both(exemption and deferred payment) 授業料 : Do not apply |

| | |
|-------------------------------------|--------------|
| Online registration | Completed |
| Submission of application documents | Not Received |

✓ Is the system registration status set to "Registration complete"? If you have not completed your registration (draft), please complete it before the registration deadline.

✓ Is the status of your application submission "Received"? If your application has not been received, please send your documents to the Suita Student Center by mail (by the deadline) or submit them to the on-campus submission box in front of the Student Center at each campus by the deadline. (Please note that it may take a few days to confirm receipt. Please submit your documents as soon as possible regardless of the deadline).

✓ After the deadline, we will not be able to accept applications for any reason.

✓ If you need to modify information (e.g. Amount of income), please write correct information on printed application documents directly with red ink.

✓ This application is only for the semester you have selected during the current academic year (first semester, second semester, and both first and second semesters). If you wish to apply for tuition fee exemption, etc. for a semester not covered by this application, you will need to apply for it again.

16. Withdrawing Application

New student

After clicking “新入生(2026年4月入学者) /New student”, the following screen appears. Select “申請の取り下げ / For those who want to withdraw application”.

※入学科免除・収納猶予申請希望の方は必ずこちらからログインしてください。
* If you wish to apply for enrollment fee exemption or deferment of payment, please be sure to log in here.

新入生(2026年4月入学者)
New enrolling in April 2026

(2026年3月に大阪大学(大学院)を卒業(修了)し、4月に新課程に入学する方もこちらから)
(The University of Osaka student advancing to a higher course within the University of Osaka in April 2026)

授業料免除等申請システムの入力は 2026年4月3日(金) 16:30(00秒) (日本時間) までとなっております。
申請者は必ず、この時間までに登録を完了 (受付番号の発行) してください。

The system is open for entry until by 4:30 (00Sec) PM on Fri, April 3, 2026 .
Applicants must complete registrasion (issuance of your receipt number) by this time.

新規申請 / New application

入力した内容の確認および修正 / For those who want to confirm or edit your data

申請の取り下げ / For those who want to withdraw application

修正用パスワードを忘れた方 / For those who have forgotten the password to edit your data

Then after clicking “申請の取り下げ/For those who want to withdraw application”, the following screen appears.

Enter the e-mail address you used to log in and the “password to edit application ” and click the “Login” button.

申請の取り下げ / For those who want to withdraw application

メールアドレス/mail address 必須

パスワード/password 必須

入力必須の項目です。

入力必須の項目です。

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

Login

Click the “Login” button to display the pop-up window as shown below. After confirming the contents, click the “同意する/Agree” button to proceed to the next screen.

【注】～授業料免除等申請を取り下げる前に確認してください～
Caution : Before withdrawing your application for tuition fee exemption, please confirm the following

① 一度申請を取り下げると、申請の取り下げを撤回することはできません。
② 収入・支出金額の追加・修正・削除や住所・氏名・学年などの軽微な修正は申請の取り下げをしないで、申請書に赤インクで修正内容を記入ください。

(1) Once an application is withdrawn, the withdrawal cannot be revoked.
(2) Minor corrections such as additions, corrections, or deletions of income or expense amounts, or minor corrections such as address, name, or grade should not be withdrawn from the application, but the corrections should be written in red ink on the application form.

同意する / Agree

After clicking the “同意する/Agree” button, the following screen will appear. Please select the type of application you wish to withdraw and the reason for withdrawal from all the options on the pull-down menu.

Withdrawal of application

Receipt number: 1040
Type of application to be withdrawn : Enrollment Fee Exemption required

Type of application to be withdrawn : Tuition Fee Exemption required

Reason for withdrawing application required

☐ Do you want to withdraw your current application?
Once you push "Request for withdrawal", you can't cancel your withdrawal requests.
If you do not complete the application process again within the application period after withdrawal, you will be required to pay tuition fee, etc.
If you want to apply again after you send withdrawal requests, you must start from the application beginning.

Request for withdrawal

Type of application to be withdrawn (Enrollment Fee)

| options | note |
|--|---|
| Withdrawal of application for enrollment fee exemption | In case of withdrawal of application for enrollment fee exemption only |
| Withdrawal of application for enrollment fee deferred payment | In case of withdrawal of application for enrollment fee Deferred Payment only |
| Withdrawal of application for enrollment fee Both exemption and deferred payment | In case of withdrawal of both application for enrollment fee exemption and deferred payment |
| Not withdraw the application for enrollment fee exemption, etc. | In case the application for enrollment fee exemption or deferred payment is not withdrawn |

Type of application to be withdrawn (Tuition Fee)

| options | note |
|---|---|
| Withdrawal of application for tuition fee exemption | In case of withdrawal of application for tuition fee exemption only |
| Withdrawal of application for tuition fee deferred payment | In case of withdrawal of application for tuition fee Deferred Payment |
| Withdrawal of application for tuition fee Payment by Installments | In case of withdrawal of application for tuition fee payment by installments |
| Not withdraw the application for tuition fee exemption, etc. | In case the application for tuition fee exemption, deferred payment or payment by installments is not withdrawn |

Reason for withdrawing application.

| options | note |
|--|--------------------------------------|
| (1) Incorrect application (Incorrect Applicant Category [General, Self-supporting student, Unsponsored international student]) | |
| (2) Incorrect application (Incorrect Login method [New student, Current University of Osaka student]) | |
| (3) Incorrect application (Applicant is eligible to apply for the Higher Education Educational Support System *Only for Japanese etc.) | |
| (4) Incorrect application (Other than above, correction of input contents, etc.) | Please refer to the following notes. |
| (5) Enrollment and tuition fees paid from scholarship foundations, government funds, etc. | |
| (6) Other reasons not applicable to the above (free input) | |

【Note】

In case of modification of amounts, etc. regarding (4), please do not withdraw the application, but make the modification on the application form with a ballpoint pen in red ink.

When all selections have been made, check the notes in the frame, and click (tap) on the notes to set ☐ to ☒ status. Then the “Withdraw Application” button will be enabled.

※Once the withdrawal procedure has been completed, it cannot be reversed.

This completes the withdrawal procedure.

【Note1】

When the withdrawal procedure is completed, a reception e-mail of the withdrawal request will be sent to the e-mail address registered in the system.

Suita Student Center will confirm the information registered on the above screen before deleting the information from the system. Please note that this may take several days to a week. When the process is completed, an e-mail notifying you of the completion of the withdrawal process will be sent to the e-mail address registered in the system.

If payment of enrollment fee and tuition fee is required, you will be notified later, so please follow the instructions to pay the enrollment fee and tuition fee.

In particular, please note that if the enrollment fee is not paid by the deadline indicated in the information, you will lose your status as a student of the University of Osaka.

【Note2】

After withdrawal, system registration with the same e-mail address will be available only after processing at Suita Student Center.

Current University of Osaka student

After clicking “在学生 / Current University of Osaka student”, the following screen appears. Select “申請の取り下げ / For those who want to withdraw application”. Click “login” button.

在学生
Current the University of Osaka student

授業料免除等申請システムの入力は 2026年3月9日(月) 16:30(00秒) (日本時間) までとなっております。
申請者は必ず、この時間までに登録を完了 (受付番号の発行) してください。

The system is open for entry until by 4:30 (00Sec) PM on Mon, March 9, 2026 .
Applicants must complete registrasion (issuance of your receipt number) by this time.

新規申請 / New application

入力した内容の確認および修正 / For those who want to confirm or edit your data

申請の取り下げ / For those who want to withdraw application

Login

Click the “Login” button to display the pop-up window as shown below. After confirming the contents, click the “同意する/Agree” button to proceed to the next screen.

【注】～授業料免除等申請を取り下げる前に確認してください～
Caution : Before withdrawing your application for tuition fee exemption, please confirm the following

① 一度申請を取り下げると、申請の取り下げを撤回することはできません。
② 収入・支出金額の追加・修正・削除や住所・氏名・学年などの軽微な修正は申請の取り下げをしないで、申請書に赤インクで修正内容を記入ください。

(1) Once an application is withdrawn, the withdrawal cannot be revoked.
(2) Minor corrections such as additions, corrections, or deletions of income or expense amounts, or minor corrections such as address, name, or grade should not be withdrawn from the application, but the corrections should be written in red ink on the application form.

同意する / Agree

When the “同意する/Agree” button is pressed, a screen called SSO Test will appear, as shown below. Then register your University of Osaka personal ID and password on the screen that appears and login to the system.

SSOテスト

ユーザー名 Username

パスワード Password

ログイン

Please select the type of application you wish to withdraw and the reason for withdrawal from all the options in the pull-down menu.

Withdrawal of application

Receipt number: 1002

Type of application to be withdrawn : Tuition Fee Exemption required

Reason for withdrawing application required

☐ Do you want to withdraw your current application?
Once you push "Request for withdrawal", you can't cancel your withdrawal requests.
If you do not complete the application process again within the application period after withdrawal, you will be required to pay tuition fee, etc.
If you want to apply again after you send withdrawal requests, you must start from the application beginning.

Request for withdrawal

Type of application to be withdrawn (Tuition Fee)

| options | note |
|---|--|
| Withdrawal of application for tuition fee exemption | In case of withdrawal of application for tuition fee exemption only |
| Withdrawal of application for tuition fee deferred payment | In case of withdrawal of application for tuition fee Deferred Payment |
| Withdrawal of application for tuition fee Payment by Installments | In case of withdrawal of application for tuition fee payment by installments |

Reason for withdrawing application.

| options | note |
|--|--------------------------------------|
| (1) Incorrect application (Incorrect Applicant Category [General, Self-supporting student, Un-sponsored international student]) | |
| (2) Incorrect application (Incorrect Login method [New student, Current University of Osaka student]) | |
| (3) Incorrect application (Applicant is eligible to apply for the Higher Education Educational Support System *Only for Japanese etc.) | |
| (4) Incorrect application (Other than above, correction of input contents, etc.) | Please refer to the following notes. |
| (5) Enrollment and tuition fees paid from scholarship foundations, government funds, etc. | |
| (6) Other reasons not applicable to the above (free input) | |

【Note】

In case of modification of amounts, etc. regarding (4), please do not withdraw the application, but make the modification on the application form with a ballpoint pen in red ink.

When all selections have been made, check the notes in the frame, and click (tap) on the notes to set ☐ to ☒ status. Then the "Withdraw Application" button will be enabled.

※Once the withdrawal procedure has been completed, it cannot be reversed.

Withdrawal of application

Receipt number: 1002

Type of application to be withdrawn : Tuition Fee Exemption required

Reason for withdrawing application required

☐ Do you want to withdraw your current application?
Once you push "Request for withdrawal", you can't cancel your withdrawal requests.
If you do not complete the application process again within the application period after withdrawal, you will be required to pay tuition fee, etc.
If you want to apply again after you send withdrawal requests, you must start from the application beginning.

Request for withdrawal

This completes the withdrawal procedure.

【Note1】

When the withdrawal procedure is completed, a reception e-mail of the withdrawal request will be sent to the e-mail address registered in the system.

Suita Student Center will confirm the information registered on the above screen before deleting the information from the system. Please note that this may take several days to a week. When the process is completed, an e-mail notifying you of the completion of the withdrawal process will be sent to the e-mail address registered in the system.

If payment of tuition fees is required, you will be notified later, so please follow the instructions to pay the tuition fees.

【Note2】

After withdrawal, system registration will be available only after processing at Suita Student Center.