
Instructions for Application for Exemption and/or Deferred Payment of the Enrollment Fee and/or

Exemption, Deferred Payment or Payment by Installments of the Tuition Fee in Academic Year 2022-2023

○Enrollment Fee for October

○Tuition Fee for 2nd (October~March) Semester

○Change(s) in Application Information Provided for Tuition Fee Exemption, etc. for Both Semesters

◆How to Apply◆

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

①Submit the "Application Form for Students Who Plan to Apply for Exemption or Deferred Payment of the Enrollment Fee in Academic Year 2022-2023" along with the other necessary documents when completing the enrollment procedure.

Application period: Period of enrollment procedures specified by your school/faculty or graduate school.

How to submit: Follow the instructions given by your school/faculty or graduate school.

【② and ③ are for applicant for Enrollment Fee Exemption, etc. and Tuition Fee Exemption, etc.】

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

Registration period: 0:00 on September 9 (Fri.) to 16:30 on October 4 (Tue.), 2022(JST)

③Submit application documents.

Submission Period: September 9 (Fri.) to 16:30 on October 7 (Fri.), 2022(JST)

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OSAKA UNIVERSITY mascot
Dr. Wani

Introduction

Osaka University has maintained the Exemption/Deferred Payment of Enrollment Fee and Exemption/Deferred/Installment Payment of Tuition Fee Program (hereinafter the “Enrollment/Tuition Fee Exemption Program”) to support regular undergraduate and graduate students who have difficulty in paying these fees due to the death of their legal guardians responsible for paying their education expenses, suffering by natural disasters, or other economic reasons.

In addition to this, in April 2020, OU began new financial support for Japanese students (including special permanent residents and permanent residents) via the Enrollment Fee/Tuition Fee Exemption Program based on the Financial Support Program for Japanese and Permanent Resident Undergraduates (hereinafter the “New Program”), which was established by the government according to the Act on Financial Support in Higher Education.

In these systems, eligible applicants will be granted exemption from paying all or part of enrollment fees/tuition fees, and deferment/installment payment of tuition fee will be granted via screening of applications within the limits of the university’s budget. Peruse the Application Guidelines for the Enrollment/Tuition Fee Exemption Program and complete the appropriate application procedures by the designated deadline.

1. Undergraduate students

1.1 Japanese students (including special permanent residents and permanent residents)

As a rule, Osaka University will financially support Japanese undergraduate students enrolling in or after the 2021-22 academic year through the New Program introduced in 2020.

However, the university will allow students who do not* meet the requirements to apply for the New Program to apply for the university’s enrollment/tuition exemption program, providing financial support within the limits of its budget via screening of eligible candidates.

As a general rule, Osaka University also financially supports Japanese undergraduate students who enrolled in or before the 2020-21 academic year via the New Program.

However, the university allows students who meet the requirements to apply for the university’s enrollment/tuition exemption program as a temporary transitional measure, providing additional support within the limits of its budget via screening of eligible candidates.

Students eligible to receive financial support via the New Program are requested to complete the appropriate procedures.

*Students who fall under 1~4 below and transfer students with an undergraduate degree are considered ineligible to apply for the New Program:

1. Individuals for which two or more years have passed since the academic year following their first high school graduation
2. Individuals who received a Certificate for Students Achieving the Proficiency Level of Upper Secondary School Graduates within the last 5 years (or longer if the Upper Secondary School Equivalency Examination is taken every academic year following the 5-year mark) and spent two years or more studying to enroll in OU
3. Individuals who have passed the Individualized Qualification Examinations and have not enrolled in the university by the last day of the next academic year after they reach the age of 20
4. Transfer students who enrolled in OU 1 year after the conclusion of their previous program

1.2 Un-sponsored international students

Since the New Program is not intended for Un-sponsored international students, Osaka University allows Un-sponsored international students who meet the requirements set by the university to apply for the university’s enrollment/tuition fee exemption program, providing financial support within the limits of its budget via screening of eligible candidates.

2. Graduate students

Since the New Program is also not intended for graduate students, Osaka University allows graduate students who meet the requirements set by the university to apply for the university’s enrollment/tuition fee exemption program, providing financial support within the limits of its budget via screening of eligible candidates.

Note

- ◆ Date in this Instruction is the date in Academic Year 2022-2023 unless specified otherwise.
e.g. April 1 is April 1, 2022. January 1 is January 1, 2023.
- ◆ The previous year or the next year in this instruction is 2021 or 2023.
- ◆ Time in this instructions is the Japan Standard Time (JST) (UTC+9).
- ◆ Suita Student Center contacts applicants by e-mail if necessary. Please check your e-mail regularly. OU might e-mail applicants about missing documents one month later or more after they submit the application documents.
- ◆ Suita Student Center receives high volumes of applications, inquiries every day and it responds them on first-come -first-served-basis. Suita Student Center thanks applicants’ patience.

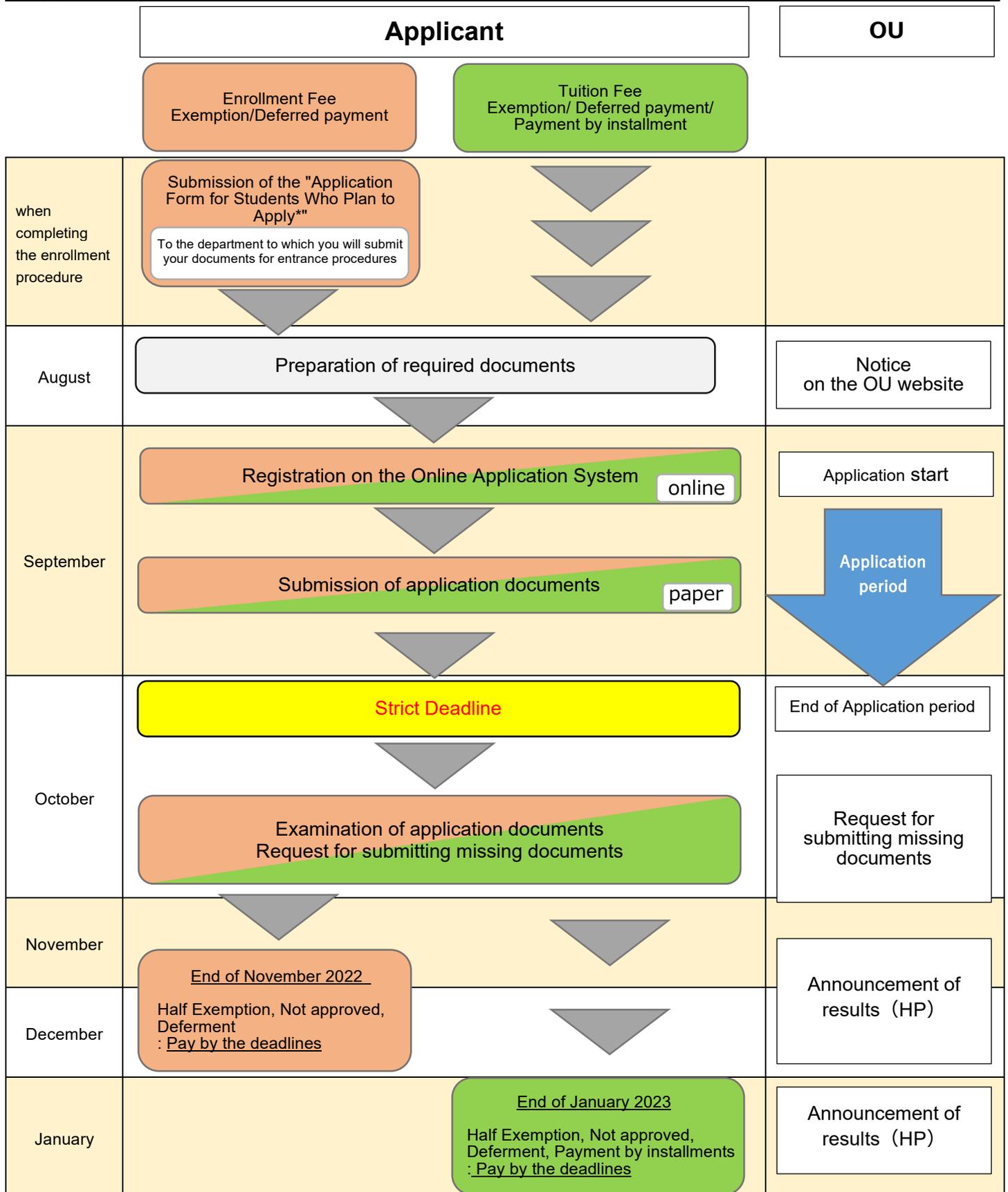
The English text is a translation from the original and shall not be regarded as official document.
The English text has been provided merely as a reference.
Please note that any official rules are based solely on the Japanese text.

- ◆ For tuition fee, you can select for exemption, deferred payment or payment by installments.
- ◆ You can NOT apply for Enrollment/Tuition Fee Exemption, etc. after paying the Enrollment/Tuition fee.
- ◆ After paying the Enrollment/Tuition Fee, you can not apply for Enrollment/Tuition Fee Exemption, etc.
- ◆ You can apply for Tuition Fee Exemption, etc. for the semester(s) during which your status will be “在学” (be in OU) or “留学” (study abroad). If you withdraw, take a leave of absence, or graduate in the middle of a semester, you can NOT apply for the semester and you need to withdraw your application. Please be careful you can NOT apply for both semesters if you will withdraw or graduate at the end of September or take a leave from October.
- ◆ Those who received scholarship including tuition fee from the government, etc. can NOT apply for it.
- ◆ Regarding the Tuition Fee Exemption, etc. for the first semester, you can choose to apply for both the first and second semesters together. When you apply for Tuition Fee Exemption, etc. for the second semester, you can apply only for the second semester, not for both semesters.
- ◆ The students who applied for both the first and second semesters, their application will be considered separately for each semester, which means that the screening result for the first semester (From April to September) may differ from that for the second semester (from October to March).
- ◆ If you have applied for exemption of the tuition fee for both the first and second semesters, your application for the second semester will not be processed if you do not pay the first semester's tuition fee by the designated deadline.
- ◆ Submitted documents will not be returned to you.
- ◆ If any documents are found to be missing or any questions arise in your application during the screening process, you will be asked to submit the missing documents or answer the questions even after the application period is over. Please respond quickly when contacted by the Student Center. We will contact you by e-mail, so please register your valid e-mail address on the system. If you fail to submit missing or additional documents by the designated deadline, your application will not be processed for the reason of insufficient document.
- ◆ If, after an application is accepted, any documents submitted for the application are found to include false information or to have been forged, then the acceptance will be cancelled, and the applicant will be required to pay the enrollment/tuition fee immediately.
- ◆ For Un-sponsored international students, we might re-check your submitted document (certifying that you have the means to pay for all the expenses incurred during your stay in Japan) for visa application in case of doubt.

Application Flow

※Note

- ◆ If you fail to submit the "Application Form for Students Who Plan to Apply", your application for Enrollment Fee Exemption and/or Deferred, etc. will not be accepted.
- ◆ After paying the enrollment fee/tuition fee, you can NOT apply for Enrollment/Tuition Fee Exemption, etc..
- ◆ "Registration on the Online Application System" and "Submission of application documents" are both needed for application.



◆ The exact dates of announcement will be posted on the KOAN bulletin board in advance.

Guide to application for Tuition Fee Exemption, etc. for the second semester

YES 
NO 

Do you want Tuition Fee Exemption, etc. for the second semester of the 2022-2023



Did you select "Apply for Tuition Fee Exemption, etc. for Both the First and Second Semesters" when registering your application in the Exemption Application System in the first semester?



Did you submit all necessary documents after registering your application in the Exemption Application System?
(Did you complete all necessary application procedures, including submission of missing document, if any, upon receipt of a reminder from the Student Center?)



Did you withdraw your application after completing application procedures?



Has any change occurred in your application information provided since you submitted application in the first semester?
Note: Please be sure to confirm P.6.



You don't have to re-apply for the second semester.

You have to re-apply for Tuition Fee Exemption, etc. for the second semester or withdraw your application.

You have to apply for Tuition Fee Exemption, etc. for the second semester.

- ◆ If you applied only for Enrollment Fee Exemption, etc. in the first semester and hope for Tuition Fee Exemption, etc. for the second semester, you have to submit an application.
- ◆ It should be noted that when re-applying for Tuition Fee Exemption, etc. for the second semester, you have to submit all the forms and certification documents required for application for Tuition Fee Exemption, etc., not just documents relevant to the change. You are also required to fill in all the fields of the form on the Exemption Application System. (This does not apply if you withdraw your application.)
- ◆ See "Re-apply" on P.6 to check the events for which you have to re-apply for Tuition Fee Exemption, etc.

Re-apply (only for the second semester)

If you have applied for both the first and second semesters in Academic Year 2022-2023, in principle, you don't need to re-apply for the second semester. However, you need to re-apply if any of the following events occurred between the time of application in the first semester (as of April 1, 2022) and in the second semester (as of October 1, 2022). In this case, select "Reapplication due to change(s) in application information provided for both semesters" on the Online Application System, and fill in the form that appears on the screen. Change in number of household members. (For example, you don't have to re-apply for change in the amount of income or pension, if any.) It should be noted that when re-applying for Tuition Fee Exemption, etc., you have to submit all the forms and certification documents required for application for Tuition Fee Exemption, etc., not just documents relevant to the change. You are also required to fill in all the fields of the form on the Exemption Application System.

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

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

Change in household status

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

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

No.	Reason	Remarks/example cases
8	Household member(s)/applicant entered/left employment, whether full-time or part-time.	* Mother began working part-time. Father re-entered employment after having been unemployed for a while. Father left employment.
9	Household member(s)/applicant began/stopped receiving a scholarship.	Received a letter of acceptance of the scholarship. (Not necessarily required to re-apply, even if there is a change in scholarship status. Please refer the following "how to check if you need to re-apply when there is a change in scholarship")
10	Household member(s)/applicant began/stopped receiving Osaka University Fellowship Program (tentative name) (except tuition fee exemption)	
11	Household member(s)/applicant began/stopped receiving WISE Program (Doctoral Program for World-leading Innovative & Smart Education) (except tuition fee exemption)	
12	Household member(s)/applicant began/stopped receiving Support for Pioneering Research Initiated by the Next Generation (except tuition fee exemption)	
13	Household member(s)/applicant began/stopped receiving a pension or public employees' pension	* No need to re-apply for changing pension amount.
14	Household member(s)/applicant began/stopped receiving unemployment allowance.	*
15	Household member(s)/applicant began/stopped receiving injury and disease allowance.	*
16	Household member(s)/applicant began/stopped receiving child-rearing allowance.	*
17	Household member(s)/applicant became eligible/ineligible to receive public welfare assistance.	

* Re-application is required only when change occurred in income of the Household Supporter and/or in relationship between a household member(s)/applicant as a dependent and the household supporter.

Other

No.	Reason	Remarks/example cases
18	Enrollment in the course beyond the minimum period of study as of October 1, 2022	The applicant is to remain in the course beyond the minimum period of study for the first time as of October 1 due to leave of absence, etc.
19	Change in kind of application	The applicant for "deferred payment of the tuition fee" for both the first and second semesters hopes to change the application to "exemption of the tuition fee."
99	Withdrawal of application	Due to an increase in income, the applicant chooses to withdraw the application for Tuition Fee Exemption, etc., for both the first and second semesters. (The applicant chooses to cancel the application for Tuition Fee Exemption, etc., for the second semester.)

【Change in scholarship】

Students who have applied for both semesters and whose scholarship has changed since April 2, 2022, generally, need to re-apply. However, there are some cases in which you do not need to re-apply.

1.	The scholarship is Monbukagakusho Honors Scholarship or the scholarship you applied through the offices of Osaka University.	
①	The change in your scholarship is only start/stop receiving it.	You don't need to re-apply. ※The scholarship will be included into your financial situation for the second semester's screening.
②	If there are any other changes in your financial situation.	<u>You need to re-apply.</u>
2.	If you applied for the scholarship directly (not through Osaka University offices) to the scholarship foundation	<u>You need to re-apply.</u>

Eligibility

Before applying for Enrollment/Tuition Fee Exemption, etc., check your eligibility for application. Your application will be examined only if you meet the specified conditions.

1. Enrollment Fee (enrollment fee exemption and/or deferred payment)

Enrollment Fee Exemption

Reason	Detailed Reason	Who
Financial reasons	Student having difficulty with the payment of the enrollment fee for financial reasons	Graduate students (only)
The death of the Academic Expense Payer	Student having significant difficulty with the payment of the enrollment fee due to the death of the Academic Expense Payer within one year prior to the student's enrollment in Osaka University	Graduate students Undergraduate students
Natural disaster	Student having significant difficulty with the payment of the enrollment fee due to a windstorm, flood or other natural disaster affecting the student or the Academic Expense Payer within one year prior to the student's enrollment in Osaka University	Graduate students Undergraduate students
Other	Student recognized by OU's President as having a valid reason for applying for exemption of the enrollment fee, similar in substance to the reasons specified in above. (Example) The Academic Expense Payer lost his/her job or retired from work due to an unavoidable reason such as bankruptcy of the company, dismissal, or illness within one year prior to the student's enrollment in Osaka University, and the estimated annual income to be earned by the Academic Expense Payer, if re-employed, is lower than the amount obtained by multiplying the lowest hourly wage of the prefecture where the Academic Expense Payer lives by 2,080 (40 hours x 52 weeks).	Graduate students Undergraduate students

Enrollment Fee Deferred Payment

Reason	Detailed Reason	Who
Financial reasons	Student having difficulty with the payment of the enrollment fee for financial reasons	Graduate students Undergraduate students
The death of the Academic Expense Payer	Student having significant difficulty with the payment of the enrollment fee due to the death of the Academic Expense Payer within one year prior to the student's enrollment in Osaka University	Graduate students Undergraduate students
Natural disaster	Student having significant difficulty with the payment of the enrollment fee due to the occurrence of a windstorm, flood, or other natural disaster affecting the student or the Academic Expense Payer within one year prior to the student's enrollment in Osaka University	Graduate students Undergraduate students

- ◆ You can NOT apply for Enrollment Fee Exemption, etc. after paying the enrollment fee.
Submit the "Application Form for Students Who Plan to Apply for Exemption or Deferred Payment of the Enrollment Fee " along with the other necessary documents when completing the enrollment procedure.
- ◆ Undergraduate students can NOT apply for Enrollment Fee Exemption with financial reasons.
- ◆ For the enrollment fee, you can select either exemption or deferred payment or both exemption and deferred payment.
- ◆ You can apply for both Enrollment Exemption, etc. and Tuition Fee Exemption, etc.
- ◆ You can NOT apply if you meet other conditions below:
 - have paid Enrollment Fee
 - receive money for Enrollment Fee from your affiliation, etc.
 - receive money for Enrollment Fee from your government, etc.
e.g. "国費外国人留学生" (MEXT scholarship student), "外国政府派遣留学生" (foreign government scholarship student)
 - receive money for Enrollment Fee from "国家建設高水平大学公派研究生項目" (China Scholarship Council)
 - receive Enrollment Fee exemption from other exemption program
- ◆ The university does not publicize the level of academic achievement that is deemed to be "higher than a certain level."
- ◆ The university will conduct screening of applicants who meet the abovementioned conditions and will determine which applicants to accept for total exemption, half exemption, and deferred payment, etc.
It should be noted that the university has only a limited budget for Enrollment/Tuition Fee Exemption, etc. Therefore, some applicants, even if sufficiently qualified, might not be accepted for exemption, etc.

2. Tuition Fee (Tuition Fee exemption or deferred payment or payment by installments)

Tuition Fee exemption

Reason	Detailed Reason	Who
Financial reasons	Student having difficulty with the payment of the enrollment fee for financial reasons	Graduate students Undergraduate students
The death of the Academic Expense Payer	Student having significant difficulty with the payment of the tuition fee due to the death of the Academic Expense Payer within six months prior to the payment day of the tuition fee for the semester (or within one year in the case of a freshperson)	Graduate students Undergraduate students
Natural disaster	Student having significant difficulty with the payment of the tuition fee due to a windstorm, flood, or other natural disaster affecting the student or the Academic Expense Payer within six months prior to the payment day of the tuition fee for the semester (or within one year in the case of a freshperson)	Graduate students Undergraduate students

Tuition Fee deferred payment or payment by installments

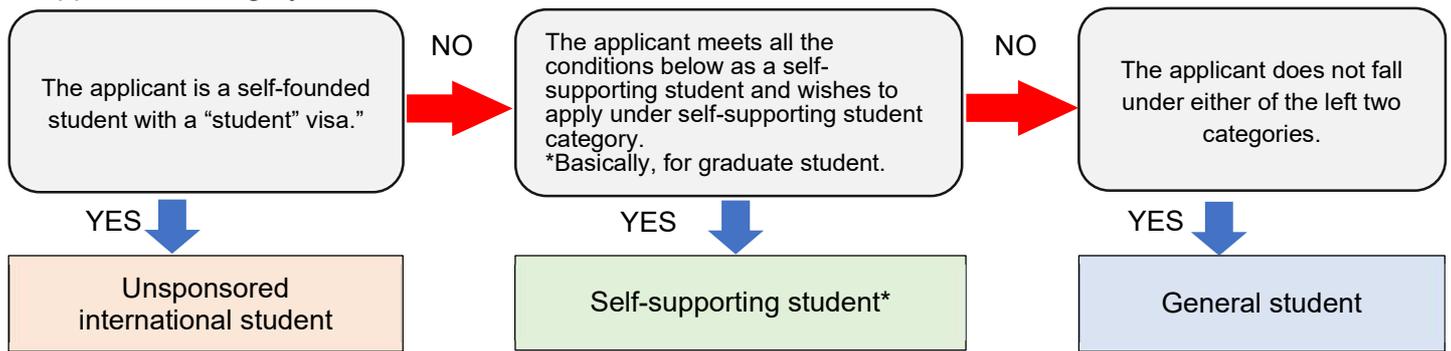
Reason	Detailed Reason	Who
Financial reasons	Student having difficulty with the payment of the enrollment fee for financial reasons	Graduate students Undergraduate students
Other	Student having difficulty with the payment of the tuition fee for financial or any other valid reason	Graduate students Undergraduate students

- ◆ You can NOT apply for Tuition Fee Exemption, etc. after paying the tuition fee
- ◆ For tuition fee, you can select for exemption, deferred payment or payment by installments.
- ◆ You can apply for both Enrollment Exemption, etc. and Tuition Fee Exemption, etc.
- ◆ Even if you meet the condition for applying for exemption of the tuition fee, your application can NOT be accepted if any of the following cases apply:
 1. You have not paid the tuition fee for the previous semester.
 2. You have already paid the tuition fee for the semester for which you are planning to apply for exemption, etc..
 3. You have repeated the year without any justifiable reason. (Except for the case that your application reason is “The death of the Academic Expense Payer or natural disaster.”)
 4. You have remained in the course beyond the standard number of years without any justifiable reason. (Except for the case that your application reason is “The death of the Academic Expense Payer or natural disaster”)
 5. You have paid Tuition Fee.
 6. You receive money for Tuition Fee from your affiliation, etc.
 7. You receive money for Tuition Fee from your government, etc.
e.g. “国費外国人留学生” (MEXT scholarship student), “外国政府派遣留学生” (foreign government scholarship student)
 8. You receive money for Tuition Fee from “国家建設高水平大学公派研究生項目” (China Scholarship Council).
 9. You receive Enrollment Fee exemption from other exemption program.
e.g. “卓越大学院プログラム” (WISE Program (Doctoral Program for World-leading Innovative & Smart Education)), “博士課程教育リーディングプログラム”(Program for Leading Graduate Schools)
- ◆ The university does not publicize the level of academic achievement that is deemed to be “higher than a certain level.”
- ◆ The university will conduct screening of applicants who meet the abovementioned conditions and will determine which applicants to accept for total exemption, half exemption, and deferred payment, etc.. (It should be noted that the university has only a limited budget for Enrollment/Tuition Fee Exemption, etc. Therefore, some applicants, even if sufficiently qualified, might not be accepted for exemption, etc.)

Confirmation of application category and household members

Depends on the application category, household members and application documents vary.

○ Application category



*If you apply as an Unponsored international student, please make sure that your status of residence is "Student" and that you are within your period of stay.

***Conditions**
All of the following three conditions must be met:

1. The applicant does not live with his/her father/mother or Household Supporter (or with the spouse's father/mother).
2. The applicant (or his or her spouse) earns an income for which an income tax return is filed, and an income certificate is issued.
3. The applicant does not qualify as a dependent of his or her father/mother or Household Supporter under the Income Tax Act.

○ Individuals counted as your household members

① General student · Self-supporting student

Application category \ Household member(s)	Household member(s)								
	Applicant	Spouse	Father/Mother	Brother(s)/Sister(s) supported by the Household supporter(s)	Child(ren)	Grandfather(s)/Grandmother(s) supported by the Household supporter(s)	Brother(s)/Sister(s) NOT supported by the Household supporter(s)	Grandfather(s)/Grandmother(s) NOT supported by the Household supporter(s)	Note
General student	○	△	◎	○	△	○	×	×	Someone other than the applicant's parents could be counted as the Household supporter if the applicant's parents died.
Self-supporting student	◎	◎	△	○	○	○	×	×	

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

② Unponsored international student

Application category \ Household member(s)	Household member(s)				
	Applicant	Spouse	Child(ren)	Father/Mother/Grandfather(s)/Grandmother(s)/Brother(s)/Sister(s)	Note
Unponsored international student	◎	◎	○	△	

○: Household member(s) ◎: Household supporter(s) △: Household member(s) if live(s) together in Japan

◆ You do NOT need to submit documents for non-Household member(s). Documents about income are only needed for Household supporter(s).

◆ "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 a preschool-attending children are included in the number of household members, not only in terms of the Income Tax Law. In such cases, the relevant certification documents, etc. for such persons must be submitted.

◆ In a case that the university does not approve applicant to apply under the self-supporting student category, the university will contact the applicant.

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

Registration on the Online Application System and printing Application Forms

1. How to register

Registration on the Online Application System

URL : <https://cs-web.osaka-u.ac.jp/menjo/>



*Please refer the manual from the upper right "System Manual" button on the screen.

2. Registration period

0:00 on September 9 (Fri.) to 16:30 on October 4 (Tue.), 2022(JST) (Strict deadline)

3. Login

Freshperson(enrolling in October)

From "Incoming freshperson enrolling in October 2022 " select "New application" and then log in by registering your e-mail address and initial password. An applicant must register only one e-mail address. Registering multiple different e-mail address is prohibited.

Initial password for freshperson (for the first login) : handai2210

※Even though applicant's Osaka University personal ID and password are issued, please do not use them. Please log in with the information provided above.

※For the second and subsequent login, freshperson are required to use the password to update data that is displayed on the screen when you first logged in.

This password is not known to the Student Centers, and therefore can NOT be reissued if lost.

Current student

Please log in to the Online Application System as a "Current Osaka University student" by entering your Osaka University personal ID (e.g. u123456a) and password.

4. Entering information

Please check "Required documents" (P.14-19), prepare the documents, and enter the information on the system according to the documents.

※If it is difficult to prepare necessary supporting documents on time, please leave monetary numbers blank but choose the correct choices for allowance etc.

5. Registration

After you enter all the necessary information, be sure to click on the "Registration" button to complete your registration. Your application will not be valid unless you click on the "Register" button on "Confirmation of application details" screen. After the registration period is over, registration can NOT be accepted even if entry of information is in progress.

※You will receive an e-mail from Suita Student Center after you complete your registration.

※After you complete a registration, You can NOT modify your information on the system.

If you need to modify information, please write correct information on printed application documents directly with black ink.

Sealing with your inkan (stamp), correction tape, commenting on post-it are NOT accepted.

※Do NOT modify on PDF.

※The four-digit receipt number will be needed when checking your screening results. Be very careful not to forget your receipt number.

6. Printing Application Forms

Please download and print the PDF of the Application Form from "Print Application Form" on the system screen.

※Each form should be printed on one side. (Forms 3, 9, and 11 must be submitted in sets of two.)

※If you need to modify information, please write correct information on printed application documents directly with black ink.

7. Checking of required documents

Double check the following points before you submit application documents:

◆Make sure that all the necessary documents shown on the "Application Checklist" are prepared.

◆If you can NOT prepare any certification documents by the deadline, indicate the earliest date (at the latest 1 week later) on the "Application Checklist" when you can submit the missing documents. Then, submit the missing documents. The Form 1-1, 1-2, 2, and "Application Checklist" (all generated by the system) must be submitted by the deadline. Otherwise, the university can NOT accept your application under any circumstances.

◆The university can NOT accept the Form 1-1 and/or 1-2 with the watermark "NOT FOR SUBMISSION" and/or without printed receipt number. Please submit the Forms printed after the registration without the watermark and with printed receipt number.

◆Do NOT change the forms (language, layout, etc.). The university can NOT accept any changed forms.

◆If applicant input irrelevant information, "Application Checklist" can NOT indicate correct required documents. Please refer "Required documents for application for Exemption" on P.14-19 for detailed information.

Submission of application documents

Please check "Required documents" (P.14-19) and submit them with the forms generated by the system to Suita Student Center.

1. How

Paste the sending slip on a size A4 envelop, place all application documents in it and submit them to 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)

2. When

September 9 (Fri.) to 16:30 on October 7 (Fri.), 2022 (JST) (Strict deadline)

※Application documents, if sent by Japan domestic postal service, must be postmarked on or before October 7(Fri.), 2022, and any documents postmarked after this date will not be accepted.

※For international mail service, your envelop should arrive at Suita Student Center on or before October 7 (Fri.), 2022

3. Where

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

4. Note

- ◆ If you can NOT prepare any certification documents by the deadline, please indicate the earliest date (at the latest 1 week later) on the "Application Checklist" when you can submit the missing documents and submit the available documents first by the deadline. Then, submit the missing documents. The Form 1-1, 1-2, 2, and "Application Checklist" (all generated by the system) must be submitted by the deadline.
- ◆ You will receive another e-mail from Suita Student Center after your application documents are received.
(It may take a few days after application documents are submitted. Especially, around the deadline it may take a week.)
- ◆ Application documents can NOT be received after the deadline under any circumstances.
Applications submitted after the deadline will be invalid even if registration on the Online Application System is completed.

[To applicants for enrollment and tuition fee exemption who stay outside Japan]

If it is difficult to submit the application documents by the deadline, please apply as below:

(1) Registration on the Online Application System

0:00 on September 9 (Fri.) to 16:30 on October 4 (Tue.), 2022(JST)

(2) How

After you complete online application, PDF application documents, Form1-1, 1-2, 2, 4, 4Appendx and Application Checklist, etc., will be generated.

Please e-mail the PDF forms and other application documents in PDF by the deadline to Suita Student Center. When you send an e-mail, make sure you include all the information listed below.

E-mail title	(Receipt number : ●●●)Tuition fee exemption application documents
E-mail body	your name, your school/graduation school, your receipt number, and the reason why you are sending application documents by e-mail.
E-mail address	gakusei-sien-en1@office.osaka-u.ac.jp
Deadline	16:30 on October 7(Fri.), 2022 (JST) 【Strict Deadline】
Note	Please paste PDF files directly into the email.

(3) Other

For original documents or paperwork only issued in Japan (including residence card), please submit them soon after you come to Japan and get them.

Examination of application documents/Request for submitting missing documents

You will be contacted by Suita Student Center by e-mail if any documents are found to be missing or any questions arise during the examination of your application documents.

If you fail to submit the missing document(s) or respond to the question(s) by the specified date, your application will not be processed.
(It will be a disadvantage if you can NOT be reached by email or telephone.)

1. How

Place the document(s) in an envelope with a memo "Missing Document(s)" and submit it to Suita Student Center by either way below: You should also specify your receipt number in the upper right corner of the missing document(s).

(1) postal mail

※by traceable postal service e.g. "特定記録郵便"

(2) on-campus submission box

- 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)

2. Note

- ◆ Confirmation e-mail for receiving missing documents will NOT be sent. We will not reply for inquiries about receiving missing document(s).
- ◆ If two or more documents are missing, you must submit all of these documents by the specified deadline. It should be fully noted that if you fail to do so, your application will not be processed.

Withdrawal of application

If you wish to withdraw your application after you submit application documents, please submit the form "Withdrawal of Application for Tuition Fee Exemption, etc." to Suita Student Center by the following way: Once you submitted the form, you can NOT cancel it.

【How】

- (1) Receive the form "Withdrawal of Application for Tuition Fee Exemption, etc." at Student Center on any campus, fill it in, and submit it.
- (2) Withdraw on the Online Application System, print the form "Withdrawal of Application for Tuition Fee Exemption, etc.", and submit it either way:
 - ① Mail to Suita Student Center
 - ② putting into on-campus submission box at each campus
 - ※If Suita Student Center allows you, you can send it by e-mail.

Announcement of screening results

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

- ◆ Exemption or deferred payment of the October enrollment fee
End of November 2022 (scheduled)
- ◆ Exemption, deferred payment or payment by installments of the tuition fee for the second semester
End of January 2023 (scheduled)

Enrollment Fee	Total exemption	You have been granted total exemption from payment of the enrollment fee.
	Half exemption	You must complete your payment within 14 days after the announcement of results using the payment request form sent to you by the university.
	Not Approved	It should be noted that if you fail to complete your payment by the deadline, you will lose your status as a student of Osaka University.
	Deferred payment	You can delay payment of the enrollment fee until the end of February 2023. Complete your payment by the designated deadline using the payment request form sent to you by the university. It should be noted that if you fail to complete your payment by the deadline, you will lose your status as a student of Osaka University.
Tuition Fee	Total exemption	You have been granted total exemption from payment of the tuition fee only for the second semester.
	Half exemption	Complete your payment of the tuition fee following the instructions by the designated deadline.
	Not Approved	
	Deferred payment	You can delay payment of the tuition fee until late March 2023. *If you complete your course at the end of March 2023, the payment deadline may be designated otherwise by your school/faculty or graduate school.
	Payment by installments	Pay one half of the second semester's tuition fee by late February 2023 and the other half by late March 2023 following the instructions. *If you complete your course at the end of March 2023, the payment deadline may be designated otherwise by your school/faculty or graduate school.

- ◆ If you registered your bank account for automated direct debit, make sure that you have sufficient amount in your bank account.
- ◆ If you did not registered your bank account for automated direct debit, make a bank transfer to pay the tuition fee to OU's the bank account using the payment request form sent to you.
- ◆ Regarding paying your tuition fee and registration for automated direct debit, please inquire to educational affairs section in your school/graduate school.
- ◆ **If you have applied for exemption of the tuition fee for both the first and second semesters, your application for the second semester will not be processed if you do not pay the first semester's tuition fee by the designated deadline.**

Required documents

- ◆ Each document must be as of October 1, 2022.
- ◆ To submit a document that is smaller than size A4, copy or attach the document on a size A4 paper.
- ◆ If the same document is required for more than one purpose in your application, you do NOT need to submit more than one.
- ◆ Submit documents issued by the local municipality without Individual Number (“マイナンバー”).
- ◆ You can download application forms from the Online Application System and OU website.

URL : <https://www.osaka-u.ac.jp/en/campus/tuition/remission/system>



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

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

Who	Document(s) to be submitted	Issuing organization
Freshperson	<p>◆ Application Form for Students Who Plan to Apply for Exemption and/or Deferred Payment of the 2022-2023 Academic Year Enrollment Fee</p> <p>※Applicants in any of the application categories are required to submit this document when completing the enrollment procedure.</p> <p>※If you fail to submit it, your application for Enrollment Fee Exemption, etc. will not be accepted.</p>	OU's website

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

Application category			Documents to be submitted	Notes
General student	Self-supporting student	Unponsored international student		
●	●	●	<p>◆ Form 1-1</p> <p>◆ Form 1-2</p>	<p>Print these forms from the Online Application System.</p> <p><u>For unponsored international students, please explain reasons for applying tuition fee exemption even though you provided sufficient financial capability to the university in your visa application.</u></p>
●	●	●	◆ Form 2	<p>Print this form from the Online Application System.</p> <p>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.</p>
		●	◆ Form 4	<p>Print this form from the Online Application System.</p> <p>Annual income should always be equal to or greater than annual expenditures.</p>
		●	◆ Form 4 Appendix	<p>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.</p>
		●	◆ Room rental agreement (copy)	<p>Room rental agreement needs to show address, name of tenant, name of landlord, contract period, monthly rent, name of occupant.</p> <p>If you live in a dorm or housing provided by Osaka University, you do not need to submit a copy of your room rental agreement.</p>
		●	◆ Resident Card (Copy of both sides)	<p>Copy of Resident Card (both sides). When the application is made, applicant is still in his/her home country or applicant does not register and if the resident card is unavailable, please submit it later as additional documents.</p>
●	●		<p>The Household Supporter's</p> <p>◆ Latest income (tax) certificate (original) issued by the local municipality</p> <p>If no income was earned or the income amount was too low to issue an income certificate, submit a</p> <p>◆ Tax exemption certificate (original) instead.</p>	<p>If you are a general student, submit the certificate issued to the <u>Household Supporter (your father/mother, or person who is supporting the household in place of your father/mother)</u>. If you are a self-supporting student, submit the certificate issued to <u>you (and your spouse if applicable)</u>.</p> <p>Submit a document that clearly shows the amount of salary, income other than salary by source, spousal deduction and the number of dependents as well as the amount of tax. If both of your parents are alive, certificates for both of them must be submitted.</p>
	●		◆ Form 3	<p>Print this form from the Online Application System.</p> <p>Income should be equal to or greater than expenditures.</p>
	●		◆ Certificate of Residence of the applicant (and the applicant's spouse if applicable) (original)	<p>※<u>The certificate must include all family members.</u></p> <p>※ The certificate must be one that certifies that the information on all family members is included.</p> <p>※The certificate should be issued within 3 months.</p> <p>※If you are in the same address with your parent(s), etc. in the certificate, submit all the documents below:</p> <p>◆ Certificate of Residence of the applicant (and the applicant's spouse if applicable) and parent(s) (original)</p> <p>◆ Room rental agreement (copy) which shows your name.</p>
	●		◆ Document showing that the applicant does not qualify as a dependent of his or her father/mother or Household Supporter under the Income Tax Act.	<p>e.g. “給与所得者の扶養控除等異動申告書” (With receipt stamp by the company) (copy)</p>
●	●	●	◆ Application Checklist	<p>Print this form from the Online Application System. Make sure that all necessary documents are ready by checking the Application Checklist.</p>

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

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

Category	Document(s) to be submitted	Issuing organization
Salaried employee (excluding part-time job at Osaka University) who meet the following (1) or (2) (1) Who Started working on or after January 2, 2021. (2) Who will start working on or after October 1, 2022.	◆ 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)
Worker other than salaried employee (e.g., business owner) who started a business operation on or after January 2, 2021	◆ Document showing the amount of expected revenue, necessary expenditures, and income of the last three months (Any form can be used.)	The worker himself/herself
Person on temporary retirement	◆ Certificate of temporary retirement (Any form may be used.) If a salary or allowance is paid during the period of temporary retirement, attach ◆ Document certifying the amount of salary or allowance. (Any form may be used.)	Employer, etc.
Recipient of injury and disease allowance	◆ Notification of granting eligibility for injury and disease allowance (copy)	Japan Health Insurance Association, mutual aid association, etc.
Person who left his/her employment or closed his/her business on or after January 1, 2021	◆ Document certifying the date of termination of employment (original) 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
Recipient of unemployment allowance	◆ Certificate of eligibility to receive unemployment allowance (copy) *All pages are required. Copies of both-side of the certificate must be submitted so that the number of days for which the allowance was paid, and the amount of daily allowance are known.	Public Employment Security Office (Hello Work)
Recipient of pension/public employees' pension	◆ Latest notification of pension payment (copy) or ◆ Notification of revised (determined) pension amount (copy) Attach either of the above documents by gluing or stapling it to ◆ Form 7 If payment of pension begins in or after October 2022, submit a ◆ Pension Certificate or other document certifying the latest amount of the pension benefit.	Japan Pension Service, mutual aid association, insurance company, etc.
Recipient of child-rearing allowance	◆ Child-rearing allowance certificate (copy)	Municipal government
Recipient of special child-rearing allowance	◆ Special child-rearing allowance certificate (copy)	Municipal government
Recipient of public welfare assistance (household eligible for public welfare assistance)	◆ Notification of granting eligibility for public welfare assistance (notification of change to the public welfare assistance amount) (copy) ※Submit a document that certifies the annual amount of the public welfare assistance. Submit a document that certifies the annual amount of the public welfare assistance.	Municipal government

<p>Part-time employee at Osaka University</p>	<p>◆Form 6-3 Specify the school, faculty, graduate school, institute, center, department or etc. ("relevant department") that employs you, the employment period, estimated annual income, etc., and write your name (signature) by hand on the form. Inquire at the relevant department that employs you for the period of employment, hourly wage and other necessary information. Part-time employment inside Osaka University includes teaching assistants (TA), research assistants (RA), teaching fellow (TF), tutors, and part-time employees of Osaka University.</p>	<p>Download from the OU's website</p>
<p>Recipient of the JSPS Research Fellowship for Young Scientists</p>	<p>◆Selection notification (copy) ◆Statement regarding Research Expenses (copy) __Both documents must be submitted. ※You can submit a copy of web registration page or confirmation e-mail instead of "Statement regarding Research Expenses (copy)". ★Did you Choose Research Expenses? YES ;Your monthly income is "¥140,000". NO ;Your monthly income is "¥200,000".</p>	<p>Japan Society for the Promotion of Science (JSPS)</p>
<p>Receiving financial support from any of the following programs</p> <ul style="list-style-type: none"> ·Osaka University Fellowship Program (tentative name) ·WISE Program (Doctoral Program for World-leading Innovative & Smart Education) ·Support for Pioneering Research Initiated by the Next Generation) 	<p>◆N/A ※Please enter the amount you receive into the system as salary income.</p>	<p>-</p>
<p>Receiving any incentives from other programs</p>	<p>◆Documents showing that you are accepted by the program (copy) ◆Documents showing the amount of incentive received and the period of receipt (copy) __Both documents must be submitted.</p>	<p>Program Organizers</p>

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

Category		Document(s) to be submitted	Issuing organization
Undergraduate student		<p>◆ Form 11</p> <p>※If you select Japanese student, self-sponsored International Student and Graduate students, Form 11 will be printed out. When application is made with undergraduate, fill it out directly.</p>	Download from the Online Application System.
Un-sponsored international student	Family member(s) living in Japan	<p>◆ Certificate of Residence (original)</p> <p>※<u>The certificate must include all applicant's family members in Japan.</u></p> <p>※The certificate must be one that certifies that the information of all family members is included.</p> <p>※The certificate should be issued within 3 months.</p>	Municipal government,
		<p>◆ Latest income (tax) certificate (original) issued by the local municipality or</p> <p>◆ Tax exemption certificate (original)</p> <p>※<u>This certificate is required for all persons (except the applicant) who are counted as the applicant's household members defined in the instructions.</u></p> <p>※<u>Submit a certificate that clearly shows the amount of salary, income other than salary by source, spousal deduction as well as the number of dependents.</u></p> <p>※The certificate should be issued within 3 months.</p>	Municipal government
	Room Sharing	<p>◆ Form 12</p> <p>※The signature of the roommate is required.</p> <p>※It is an essential that at least one of the roommate is on room rental agreement.</p>	Download from the Online Application System.
The applicant exceeding the minimum period of study or repeating a year		<p>◆ Form 8</p> <p>※The Form 8 must be in a sealed envelope.</p> <p>※Exceeding minimum years because of volunteer, study abroad or leave of absence. Enrollment year should not be skipped.</p> <p>※The form includes an evaluation from your supervisor. Without the evaluation, your application will not be processed due to insufficient document.</p> <p>※The form should be submitted by the applicant, however, the supervisor has an option to send it to Suita Student center directly.</p> <p><u>If you remain in the course beyond the minimum years or repeat the same grade because of illness, you need to submit</u></p> <p>◆ Medical certificate (copy).</p> <p>※If you submitted a medical certificate to OU when you took a leave of absence, you don't need to submit it.</p>	Download from the Online Application System.
Death of the Academic Expense Payer		<p>◆ Death certificate (copy) or</p> <p>◆ Burial certificate (copy)</p> <p>* Target Period *</p> <p><input type="text" value="Freshperson (enrolling in October)"/> October 1, 2021~ September 30, 2022</p> <p><input type="text" value="Current student"/> April 1, 2022~September 30, 2022</p>	Hospital Municipal government

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 the special deduction. Eligibility for special deduction will not be granted if any of the submitted documents are found to be incomplete and/or incorrect.

Refer to P.7 "Confirmation of application category and household members" to see who can be counted as your household members.

Category	Document(s) to be submitted	Issuing organization
Student	<p>◆ Form 5</p> <p>※If the student is a junior high school student or younger, you do not need to submit the Form 5.</p> <p>※Complete the form and attach a copy of the student ID card or other equivalent document.</p> <p>※The following persons are not deemed to be "students" for the purpose of this application:</p> <p>*Students enrolled in an advanced vocational school (general course) or any other school in the miscellaneous category</p> <p>*Preparatory school students, non-degree research students, special auditors, auditors, and credited auditors.</p>	The student's school
Single-parent household	<p>◆ Document certifying that the household is a single-parent household</p> <p>(Ex.)</p> <ul style="list-style-type: none"> ○ Income (taxation) certificate issued in FY2022 (original) ○ Certificate of income and withholding tax in 2021 (copy) ○ Document certifying payment of bereaved family pension to the household (copy) ○ Document certifying payment of child-rearing allowance to the household (copy) ○ Family register or extract of family register (original) 	Municipal government, employer, Japan Pension Service, etc.
Person with a disability A-bomb survivor	<p>◆ Disability certificate (copy)</p> <p>or</p> <p>◆ Application form for the disability certificate (copy) if a disability certificate has been applied for but has not yet been issued.</p> <p>◆ A-bomb survivor's certificate (copy)</p>	Municipal government,
Recipient of medical care for a period of six months or longer Person recognized as in need of long-term care	<p>◆ Form 9</p> <p>When filling in the Form 9, read the instructions provided in the form and attach a certification document(s) if necessary. Please attach the document certified by a doctor or hospital.</p>	Hospital, pharmacy, etc.
Victims of fire, windstorm, flood, theft, etc.	<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) __all documents must be submitted</p> <p>* Target Period *</p> <p><input type="checkbox"/> Freshperson (enrolling in October) October 1, 2021 ~ September 30, 2022</p> <p><input type="checkbox"/> Current student April 1, 2022 ~ September 30, 2022</p> <p>※Regardless of the above periods, you can apply for the special deduction for Victims for the Heavy rain in July 2020 and/or July 2021 .</p>	Fire department, municipal government, insurance company, etc.

6. Additional paperwork for victim of the heavy rain in July 2020 and in July 2021

Student having difficulties in paying the tuition fee due to loss of or damage for the household supporter from the heavy rain in July 2020 and in July 2021.

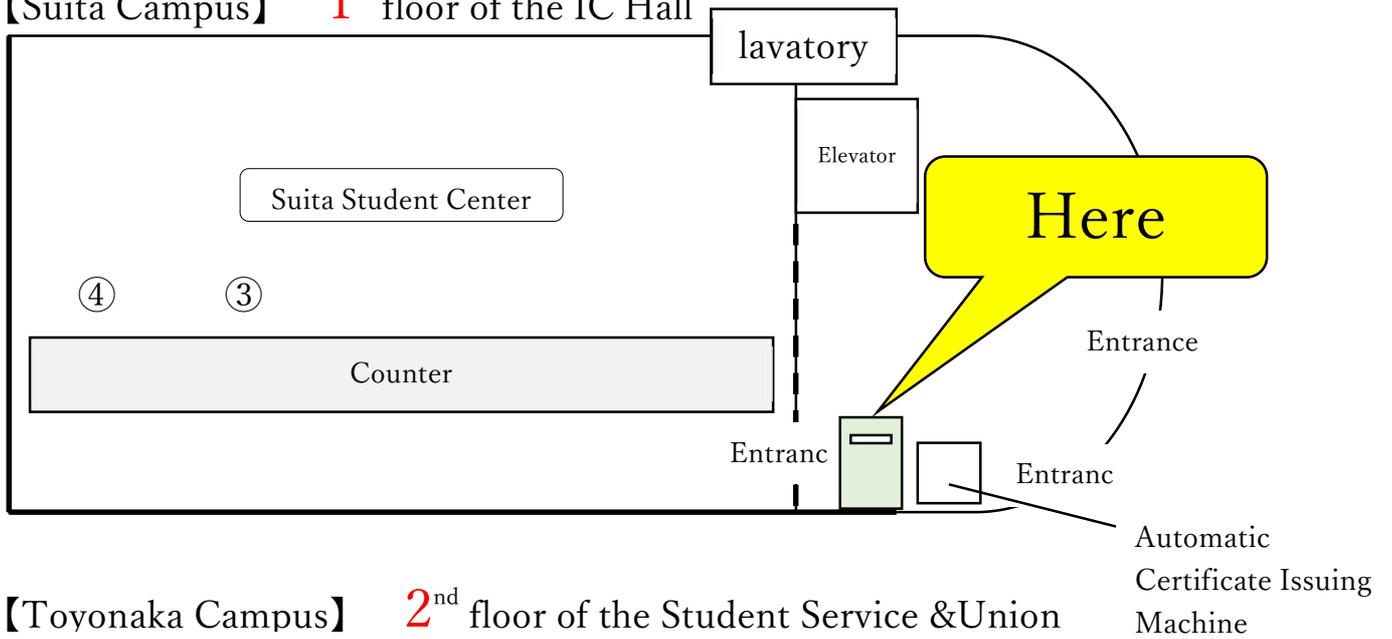
Category	Document(s) to be submitted	Issuing organization
Victim of the heavy rain in July 2020 Victim of the heavy rain in July 2021	<p>◆ Documents that show damages (Ex.)</p> <ul style="list-style-type: none"> ○ Disaster victim certificate(copy) ○ Death certificate(copy) ○ Document certifies missing (copy) ○ Diagnosis certificate ○ Notice of dismissal (copy) ○ Bankruptcy certificate (copy) ○ Disaster affected certificate (copy) ○ Statement etc. <p>Document that shows</p> <p>◆ Amount of damage</p> <p>◆ Amount of payments from damage insurance etc.</p> <p style="text-align: right;">__all documents must be submitted</p>	Fire department, municipal government, insurance company, etc.

7. Other

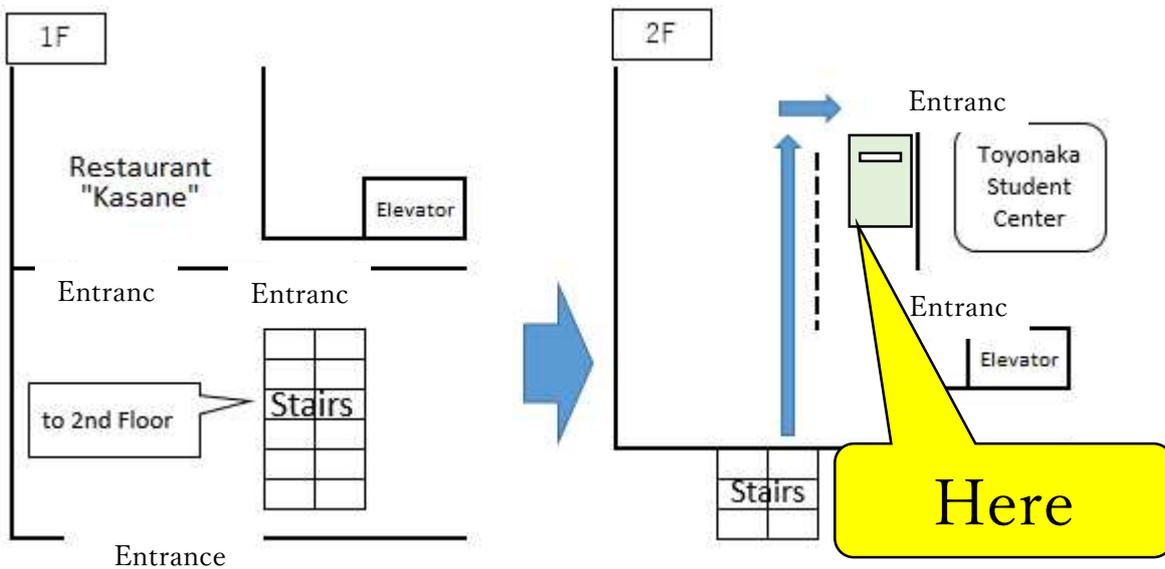
Category	Document(s) to be submitted	Issuing organization
Those who wish to state your special circumstances in detail	◆ Form 10-1	Download from the OU's website

Where to submit

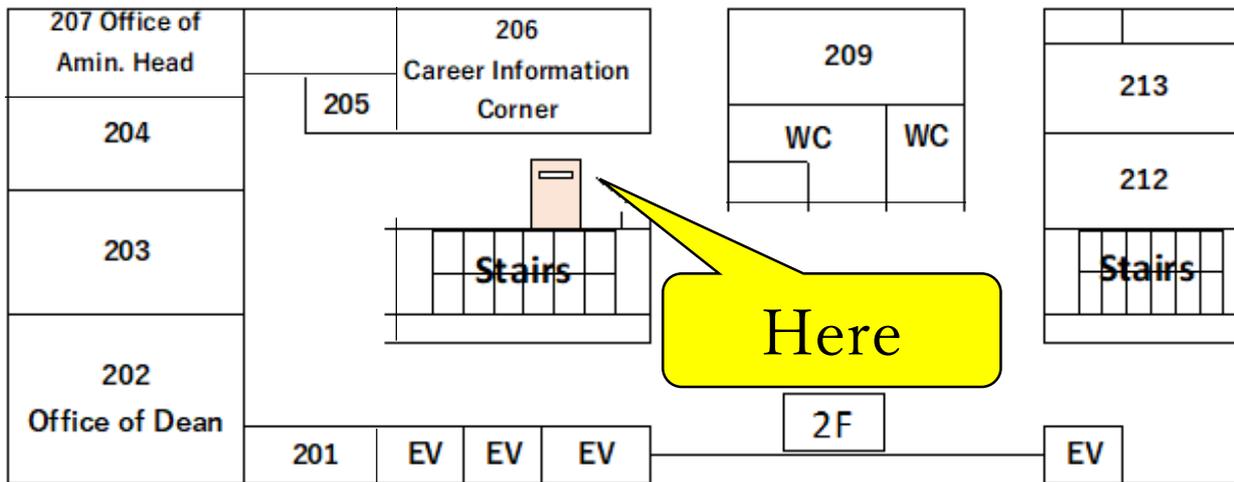
【Suita Campus】 1st floor of the IC Hall



【Toyonaka Campus】 2nd floor of the Student Service & Union



【Minoh Campus】 2nd floor of Research and Education Hub



Contact

Suita Student Center, Osaka University
1-1 Yamadaoka, Suita, Osaka 565-0871
T E L : 06-6879-7088・7161
E - m a i l : gakusei-sien-en1@office.osaka-u.ac.jp

Others

1. Personal information handling policy
 - ① Personal information that you submit to the university when applying for Enrollment/Tuition Fee Exemption, etc. is used exclusively for the purposes of screening applications and providing various financial aid.
 - ② Although your personal information is disclosed to the university's contractors, disclosure is limited only to the extent reasonable and necessary to achieve these purposes.
2. As is repeatedly stated in these instructions, strict observation of the deadline is required in undergoing the procedures for applying for Enrollment/Tuition Fee Exemption, etc. If you fail to meet any of the designated deadlines, your application will not be accepted under any circumstances for whatever reason. With this understanding in mind, you are expected to act early to complete the necessary procedures.
3. "Information on Enrollment/Tuition Fee Exemption, etc. is also posted on the Osaka University website along with frequently asked questions and answers. Also check the website if you are considering applying.
It should be noted that you are deemed to have read and understood the information provided on the website, and that the university does not provide information to individuals by e-mail or other means.

[Osaka University's Website]

<https://www.osaka-u.ac.jp/en/campus/tuition/remission/index.html>

