

【Un-sponsored international student】

Confirmation Sheet for Required Documents (Not For Submitting)

If your application category is “Un-sponsored international student”, please confirm your application documents with this sheet.

Each document must be as of April 1, 2024.

Household member(s)

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

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

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

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

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

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

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

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

Question	Check	Documents to be submitted
Do you apply for Exemption and/or Deferred Payment of the 2024-2025 Academic Year Enrollment Fee?	<input type="checkbox"/> Yes	◆Application Form for Students Who Plan to Apply for Exemption and/or Deferred Payment of the 2024-2025 Academic Year Enrollment Fee *Applicants in any of the application categories are required to submit this document <u>when completing the enrollment procedure.</u> *If you fail to submit it, your application for Enrollment Fee Exemption, etc. will not be accepted.

2. Documents to be submitted by all applicants

Check	Documents to be submitted	Notes
<input checked="" type="checkbox"/>	◆Form1-1 ◆Form1-2	Print these forms from the Online Application System. <u>For international student, please explain reasons for applying tuition fee exemption even though you provided sufficient financial capability to the university in your visa application.</u>
<input checked="" type="checkbox"/>	◆Form2	Print this form from the Online Application System. You may be required to submit a document that verifies your status as a recipient of a certain financial aid. For details, refer to Form 2.
<input checked="" type="checkbox"/>	◆Fom4	Print this form from the Online Application System. Annual income should always be equal to or greater than annual expenditures.
<input checked="" type="checkbox"/>	◆Form4 Appendix	Documents (copies of receipts or bank notes) that shows the most recent payments for electricity, gas, and water charges. Please glue/staple them on Form 4 Appendix.
<input checked="" type="checkbox"/>	◆Copy of rental agreement for apartment/municipal housing	Room rental agreement needs to show address, name of tenant, name of landlord, contract period, monthly rent, name of occupant. <u>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.</u>
<input checked="" type="checkbox"/>	◆Resident Card(Copy of both sides)	Copy of Resident Card (both sides). When the application is made, applicant is still in his/her home country or applicant does not resister and if the resident card is unavailable, please submit it later as additional documents.
<input checked="" type="checkbox"/>	◆Application Checklist	Print this form from the Online Application System. Make sure that all necessary documents are ready by checking the Application Checklist.

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

*Household supporter is you (and your spouse).

Question	Check	Document(s) to be submitted	Issuing organization
Did you (and your spouse) earn salary income in the previous year? (Excluding part-time job at Osaka University.)	<input type="checkbox"/> Yes	◆ Certificate of income and withholding tax in 2023 (copy)	Employer(s)
Are you (and your spouse) a salaried employee? (Excluding part-time job at Osaka University.) and Did the current employment start on or after January 2, 2023?	<input type="checkbox"/> Yes	◆ Form 6-1 or ◆ Form 6-2 You need to staple ◆ Wage slips for the latest three months (copies) to Form 6-2.	Employer(s)
Are you (and your spouse) a salaried employee who has filed a final tax return?	<input type="checkbox"/> Yes	◆ Copy of the Final Tax Return Declaration Form for income earned in 2023	Tax office
Are you (and your spouse) a worker other than salaried employee? (e.g., self-employed worker)	<input type="checkbox"/> Yes	◆ Copy of the Final Tax Return Declaration Form for income earned in 2023 If a final tax return has not been filed, submit ◆ Copy of the municipal/prefectural tax return form for income earned in 2023 issued by the municipal government. If income has been earned from a business operation that started on or after January 2, 2023, submit ◆ Document showing the amount of expected revenue, necessary expenditures, and income of the last three months (Any form can be used.)	Tax office Municipal government
Are you (and your spouse) on temporary retirement?	<input type="checkbox"/> Yes	◆ 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.
Do you (and your spouse) receive injury and disease allowance?	<input type="checkbox"/> Yes	◆ Notification of granting eligibility for injury and disease allowance (copy)	Japan Health Insurance Association, mutual aid association, etc.
Is the applicant (or spouse) receiving Workers' Compensation for Absence from Work?	<input type="checkbox"/> Yes	◆ Notification of decision on workers' compensation benefits for absence from work (copy) or ◆ Notice of transfer of payment of workers' accident compensation benefits for absence from work (copy)	Labor standards bureau
Did you (and your spouse) leave your (his/her) employment or close your (his/her) business on or after January 1, 2023?	<input type="checkbox"/> Yes	◆ Document certifying the date of termination of employment (copy) or ◆ Notification of business closure or other document certifying the date of closure (copy) ◆ Notice of Leaving Employment (Form 10-2) may be submitted only in the case of leaving part-time employment.	Employer Tax office
Do you (and your spouse) receive child allowance?	<input type="checkbox"/> Yes	◆ N/A If any member of the household has a child of junior high school age or younger, please enter the monthly amount of child allowance received into the system.	—

Do you (and your spouse) receive unemployment allowance?		<input type="checkbox"/> Yes	◆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)
Do you (and your spouse) receive pension/public employees' pension?		<input type="checkbox"/> Yes	◆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 April 2024, submit a ◆Pension Certificate or other document certifying the latest amount of the pension benefit.	Japan Pension Service, mutual aid association, insurance company, etc.
Do you (and your spouse) receive child-rearing allowance?		<input type="checkbox"/> Yes	◆Child-rearing allowance certificate (copy)	Municipal government
Do you (and your spouse) a receive special child-rearing allowance?		<input type="checkbox"/> Yes	◆Special child-rearing allowance certificate (copy)	Municipal government
Are you (and your spouse) a part-time job at Osaka University?		<input type="checkbox"/> Yes	◆Form 6-3 Part-time employment inside Osaka University includes teaching assistants (TA), research assistants (RA), tutors, teaching fellow (TF), and part-time employees of Osaka University. It does NOT include administrative support staff, technical support staff, educational support staff, specially appointed researcher, and junior-resident.	Download from the OU's website
Do you (and your spouse) receive the JSPS Research Fellowship for Young Scientists?		<input type="checkbox"/> Yes	◆Selection notification (copy) ◆Relevant document regarding Expenses for Conducting Research (copy)* Both documents must be submitted. *You can submit a copy of the web registration page or a confirmation e-mail. ★Have you applied to JSPS for treatment of Expenses for Conducting Research this year? YES ;Your monthly income is "¥140,000". NO ;Your monthly income is "¥200,000".	Japan Society for the Promotion of Science (JSPS)
Do you receive financial support from any of the following programs? ・Osaka University Fellowship Program (tentative name) ・WISE Program (Doctoral Program for World-leading Innovative & Smart Education) ・SPRING(Support for Pioneering Research Initiated by the Next Generation) ・DAIKIN Student Researcher Program	Have you been adopted in the program since this year ?	<input type="checkbox"/> Yes	◆N/A *Please enter the amount you receive into the system as salary income.	-
	Have you been adopted in the program since last year or before ?	<input type="checkbox"/> Yes	◆Copy of the Final Tax Return Declaration Form for income earned in 2023 *If you have not filed a final tax return due to a tax treaty, etc. you do not need to submit any documents.	Tax office
Do you receive any incentives from other programs?		<input type="checkbox"/> Yes	◆Documents showing that you have been accepted into the program (copy) ◆Documents showing the amount of incentive received and the period of receipt (copy) Both documents must be submitted.	Program Organizers

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

Question	Check	Document(s) to be submitted	Issuing organization
Are you (and your spouse) a Japanese undergraduate student?	<input type="checkbox"/> Yes	◆Form 11 *If you select Japanese student, self-sponsored International Student and Graduate students, Form 11 will be printed out.	Download from the Online Application System.
Does your family member live in Japan?	<input type="checkbox"/> Yes	◆Certificate of Residence (original) * <u>The certificate must include all applicant's family members in Japan.</u> *The certificate must be one that certifies that the information of all family members is included. *The certificate should be issued within 3 months.	Municipal government
	<input type="checkbox"/> Yes	◆Latest income (tax) certificate (original) issued by the local municipality *This certificate is required for all persons (except the applicant and applicant's children) who are counted as the applicant's household members defined in the instructions. *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. *The certificate should be issued within 3 months.	Municipal government
Do you share your room?	<input type="checkbox"/> Yes	◆Form 12 *The signature of the roommate is required. *It is an essential that at least one of the roommate is on room rental agreement.	Download from the Online Application System.
Do you remain in the course beyond the minimum years? or repeat the same grade?	<input type="checkbox"/> Yes	◆Form 8 *The Form 8 must be in a sealed envelope. *Exceeding minimum years because of volunteer, study abroad or leave of absence. Enrollment year should not be skipped. *The form includes an evaluation from your supervisor. Without the evaluation, your application will not be processed due to insufficient document. *The form should be submitted by the applicant, however, the supervisor has an option to send it to Suita Student center directly. *Please refer to p. 19 of the instructions for criteria for submitting Form 8. <u>If you remain in the course beyond the minimum years or repeat the same grade because of illness, you need to submit</u> ◆Medical certificate (copy). *If you submitted a medical certificate to OU when you took a leave of absence, you don't need to submit it.	Download from the Online Application System.

5.Required Document(s) for special deduction

If any of the following categories applies to any of your “household members”, submit the documents marked with ◆ for a special deduction. Eligibility for special deduction will not be granted if any of the submitted documents are found to be incomplete and/or incorrect.

Refer to P.7 of the Instructions “Household member(s)” to see who can be counted as your household members.

Question	Check	Document(s) to be submitted	Issuing organization
Are there any students in your household member(s)?	<input type="checkbox"/> Yes	◆Form 5 *If the student is a junior high school student or younger, you do not need to submit the Form 5. *Complete the form and attach a copy of the student ID card or other equivalent document. *The following persons are not deemed to be “students” for the purpose of this application: *Students enrolled in an advanced vocational school (general course) or any other school in the miscellaneous category *Preparatory school students, non-degree research students, special auditors, auditors, and credited auditors.	The student's school
Are there any persons with a disability in your household member(s)?	<input type="checkbox"/> Yes	◆Disability certificate (copy) or ◆Application form for the disability certificate (copy) if a disability certificate has been applied for but has not yet been issued. ◆A-bomb survivor's certificate (copy)	Municipal government,
Does your household member(s) receive medical care for a period of six months or longer or person recognized as in need of long-term care?	<input type="checkbox"/> Yes	◆Form 9 *In principle, please submit Form 9 certified by a physician/facility. *When submitting the form, please refer to the description in the instructions for filling out Form 9 and attach certification documents as necessary.	Hospital, pharmacy, etc.
Was your household member(s) damaged by fire, windstorm, flood, theft, etc. in the applicable period?	<input type="checkbox"/> Yes	◆Disaster victim certificate (copy) or theft report certificate (copy) ◆Document certifying the amount of loss (copy) ◆Document certifying payment of casualty insurance benefit (Compensation for loss) (copy) __all documents must be submitted *Applicable Period* <div> <div>Freshperson</div> <div>April 1, 2023~March 31, 2024</div> </div> <div> <div>Current student</div> <div>October 1, 2023~March 31, 2024</div> </div> *Regardless of the above periods, you can apply for the special deduction for Victims for the Heavy rain in July 2020 .	Fire department, municipal government, insurance comp

Was your household member(s) damaged by Severe Disasters (激甚災害) in the applicable period?	<input type="checkbox"/> Yes	<p>◆Documents that show damages (Ex.) ○Disaster victim certificate(copy) ○Death certificate(copy) ○Document certifies missing(copy) ○Diagnosis certificate ○Bankruptcy certificate (copy) ○Disaster affected certificate(copy).</p> <p>◆Document certifying the amount of loss (copy) ◆Document certifying payment of casualty insurance benefit (Compensation for loss) (copy) __all documents must be submitted</p> <p>*Applicable Period* <input type="checkbox"/>Freshperson April 1, 2023~March 31, 2024</p> <p><input type="checkbox"/>Current student October 1, 2023~March 31, 2024 *Regardless of the above periods, you can apply for the special deduction for Victims for the Heavy rain in July 2020.</p>	Fire department, municipal government, insurance comp
Was your household member(s) damaged by the heavy rain in July 2020?	<input type="checkbox"/> Yes	<p>◆Documents that show damages (Ex.) ○Disaster victim certificate(copy) ○Death certificate(copy) ○Document certifies missing(copy) ○Diagnosis certificate ○Bankruptcy certificate (copy) ○Disaster affected certificate(copy).</p> <p>Document that shows</p> <p>◆Amount of damage ◆Amount of payments from damage insurance etc. __all documents must be submitted</p>	Fire department, municipal government, insurance company, etc.

6.Other

Question	Check	Document(s) to be submitted	Issuing organization
Do you wish to state your special circumstances in detail?	<input type="checkbox"/> Yes	◆Form10-1	Download from OU's website