

# 【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 October 1, 2023.

Household member(s)

Household member(s) Application category	Applicant	Spouse	Child(ren)	Father/Mother/ Grandfather(s)/ Grandmother(s)/ Brother(s)/Sister(s)	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
	<input type="checkbox"/> Spouse		4. Required Document(s) if applicable to the applicant 5. Required Document(s) for special deduction 6. Additional paperwork for victim of the heavy rain in July 2020 and in July 2021 7. Other
Household member(s)	<input type="checkbox"/> Child(ren)		5. Required Document(s) for special deduction 6. Additional paperwork for victim of the heavy rain in July 2020 and in July 2021 7. 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 2022-2023 Academic Year Enrollment Fee?	<input type="checkbox"/> Yes	<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 <u>when completing the enrollment procedure.</u></p> <p>*If you fail to submit it, your application for Enrollment Fee Exemption, etc. will not be accepted.</p>

## 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 unsponsored 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>
<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
<p>Questions for salaried employee (Excluding part-time employee at Osaka University.)</p> <p>(1) Did You/ your spouse start working on or after January 2, 2022?</p> <p>(2) Will You/ your spouse start working on or after October 1, 2023?</p>	<input type="checkbox"/> Yes	<p>◆Form 6-1 or ◆Form 6-2 You need to staple ◆Wage slips for the latest three months (copies) to Form 6-2.</p>	Employer(s)
<p>Are you (or your spouse) applicable for the following statement both(1) or (2) below?</p> <p>(1) You/ your spouse are not salaried employee.</p> <p>(2) You/your spouse started a business after January 2, 2022.</p>	<input type="checkbox"/> Yes	<p>◆Document showing the amount of expected revenue, necessary expenditures, and income of the last three months (Any form can be used.)</p>	The worker himself/herself
<p>Are you (and your spouse) on temporary retirement?</p>	<input type="checkbox"/> Yes	<p>◆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.)</p>	Employer, etc.
<p>Do you (and your spouse) receive Workers' Compensation for Absence from Work?</p>	<input type="checkbox"/> Yes	<p>◆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)</p>	Labor standards bureau
<p>Do you (and your spouse) receive injury and disease allowance?</p>	<input type="checkbox"/> Yes	<p>◆Notification of granting eligibility for injury and disease allowance (copy)</p>	Japan Health Insurance Association, mutual aid association, etc.
<p>Did you (and your spouse) leave your (his/her) employment or close your (his/her) business on or after January 1, 2022?</p>	<input type="checkbox"/> Yes	<p>◆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.</p>	Employer Tax office
<p>Do you (and your spouse) receive unemployment allowance?</p>	<input type="checkbox"/> Yes	<p>◆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.</p>	Public Employment Security Office (Hello Work)

Do you (and your spouse) receive pension/public employees' pension?	<input type="checkbox"/> Yes	<p>◆Latest notification of pension payment (copy) or ◆Notification of revised (determined) pension amount (copy)</p> <p>Attach either of the above documents by gluing or stapling it to ◆Form 7</p> <p>If payment of pension begins in or after October 2022, submit a ◆Pension Certificate or other document certifying the latest amount of the pension benefit.</p>	Japan Pension Service, mutual aid association, insurance company, etc.
Do you (and your spouse) receive Recipient of personal pension?	<input type="checkbox"/> Yes	<p>◆Documents showing the latest amount of personal pension benefits received (copy) and ◆Documents showing the amount of lump-sum deductions (copy)</p> <p>Ex. Copy of the Final Tax Return Declaration Form for income earned in 2021/2022, Copy of life insurance premiums deduction certificate (for personal pension), etc.</p>	Insurance companies, etc.
Do you (and your spouse) receive Child allowance?	<input type="checkbox"/> Yes	<p>◆N/A</p> <p>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.</p>	—
Do you (and your spouse) receive child-rearing allowance?	<input type="checkbox"/> Yes	◆Child-rearing allowance certificate (copy)	Municipal government
Do you (and your spouse) receive special child-rearing allowance?	<input type="checkbox"/> Yes	◆Special child-rearing allowance certificate (copy)	Municipal government
Are you (and your spouse) a part-time employee at Osaka University?	<input type="checkbox"/> Yes	<p>◆Form 6-3</p> <p>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.</p> <p>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>	Download from the OU's website
Do you (and your spouse) receive the JSPS Research Fellowship for Young Scientists?	<input type="checkbox"/> Yes	<p>◆Selection notification (copy)</p> <p>◆Statement regarding Research Expenses (copy) — Both documents must be submitted.</p> <p>*You can submit a copy of registration page or mail instead of "Statement regarding Research Expenses (copy)".</p> <p>★Did you Choose Research Expenses? YES ;Your monthly income is "¥140,000". NO ;Your monthly income is "¥200,000".</p>	Japan Society for the Promotion of Science (JSPS)
<p>Do you receive financial support from any of the following programs?</p> <p>•Osaka University Fellowship Program (tentative name)</p> <p>•WISE Program (Doctoral Program for World-leading Innovative &amp; Smart Education)</p> <p>•Support for Pioneering Research Initiated by the Next Generation)</p> <p>•DAIKIN Student Researcher Program</p>	<input type="checkbox"/> Yes	<p>◆N/A</p> <p>*Please enter the amount you receive into the system as salary income.</p>	—

Do you receive any incentives from other programs?	<input type="checkbox"/> Yes	<p>◆Documents showing that you have been accepted into the program (copy)</p> <p>◆Documents showing the amount of incentive received and the period of receipt (copy)</p> <p>__Both documents must be submitted.</p>	Program Organizers
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#### 4. Required Document(s) if applicable to the applicant

Question	Check	Document(s) to be submitted	Issuing organization
Does your family member live in Japan?	<input type="checkbox"/> Yes	<b>◆Certificate of Residence (original)</b> <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	<b>◆Latest income (tax) certificate (original) issued by the local municipality</b> <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> <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> *The certificate should be issued within 3 months.	Municipal government
Do you share your room?	<input type="checkbox"/> Yes	<b>◆Form 12</b> *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	<b>◆Form 8</b> *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. *See p. 21 of instructions for criteria on whether Form 8 must be submitted. <u>If you remain in the course beyond the minimum years or repeat the same grade because of illness, you need to submit</u> <b>◆Medical certificate (copy).</b> *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.9 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	<b>◆Form 5</b> *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	<b>◆Disability certificate (copy)</b> or <b>◆Application form for the disability certificate (copy)</b> if a disability certificate has been applied for but has not yet been issued. <b>◆A-bomb survivor’s certificate (copy)</b>	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	<b>◆Form 9</b> 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 certificated by a doctor or hospital.	Hospital, pharmacy, etc.
Was your household member(s) damaged by fire, windstorm, flood, theft, etc. in the target period?	<input type="checkbox"/> Yes	<b>◆Disaster victim certificate (copy) or theft report certificate (copy)</b> <b>◆Document certifying the amount of loss (copy)</b> <b>◆Document certifying payment of casualty insurance benefit (Compensation for loss) (copy)</b> <b>__all documents must be submitted</b>  *Target Period* Freshperson (enrolling in October) October 1, 2022~ September 30, 2023  Current student April 1, 2023~ September 30, 2023 *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 .	Fire department, municipal government, insurance comp

## 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.

Question	Check	Document(s) to be submitted	Issuing organization
Was your household member(s) damaged by the heavy rain in July 2020 and in July 2021?	<input type="checkbox"/> Yes	<p>◆ Documents that show damages (Ex.)  <input type="checkbox"/> Disaster victim certificate(copy)  <input type="checkbox"/> Death certificate(copy)  <input type="checkbox"/> Document certifies missing(copy)  <input type="checkbox"/> Diagnosis certificate  <input type="checkbox"/> Notice of dismissal (copy)  <input type="checkbox"/> Bankruptcy certificate (copy)  <input type="checkbox"/> Disaster affected certificate(copy)  <input type="checkbox"/> Statement etc.</p> <p>Document that shows</p> <p>◆ Amount of damage</p> <p>◆ Amount of payments from damage insurance etc.</p> <p>__all documents must be submitted</p>	Fire department, municipal government, insurance company, etc.

## 7. 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