

The English below 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.

## Tuition Fee Exemption for the 1st semester for Sudden Income Loss due to the COVID-19 situation

If you meet "1. Applicant" listed below, you can apply for the Tuition Fee exemption for the 1st semester for Sudden Income Loss due to the COVID-19 situation. If you wish to apply, please read this introduction carefully and submit the application documents specified in "2. Required documents".

**Note 1. If you are eligible for 高等教育修学支援制度(receiving financial support or planning to apply), apply for its 家計急変採用.**

Note 2. Student, "1. Applicant" on this instruction do not apply to and wishes to apply for the regular Osaka University Tuition Fee Exemption, read "Instructions for Application for Osaka University Exemption, Deferred Payment or Payment by Installments of the Tuition Fee" and apply for it.

Note 3. Even if you apply in accordance with these instructions, you may not necessarily be approved for a tuition fee exemption.

### 1. Applicant

Regular undergraduate or graduate student who meets the criteria below:

(1) or (2)

And

the criteria of the regular Osaka University Tuition Fee Exemption (decreased income and academic achievements)

(1) Document of financial support from the national or local public organization for business owner or individual who suffered income decrease due to the COVID-19 situation can be submitted.

(2) Document which shows income of household supporter(s) was decreased by more than 50% compared to the income in 2019, 2020, 2021, or 2022 can be submitted.

(NOTE)

※1 Household supporter

・Household supporter for application category "General" is applicant's father/mother, or the person supporting the household in place of the applicant's father/mother.

・Household supporter for application category "Self-supporting student" is applicant and the applicant's spouse

・Household supporter for application category "Un-sponsored international student(※3)" is applicant and the applicant's spouse (in case the spouse lives in Japan)

Application category	Requirements
General student	The applicant does not fall under either of the below two categories.
Self-supporting student*	All of the following three conditions must be met: 1. The applicant does not live with applicant's father/mother or Household Supporter (nor with the spouse's father/mother). 2. The applicant (and/or applicant's 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 applicant's father/mother or Household Supporter under the Income Tax Act.
Un-sponsored international student	The applicant is a privately financed student with a visa status of "Student."

\* In principle, "Self-supporting student" is an applicant who earns (and/or applicant's spouse earns) sufficient and continuous income to cover all the expenses for a whole year and make living on his/her/their own income. In case of doubt, the university will check the requirements and advice the applicant to change the application category to "General student".

※2 Income

・Calculate your income based on documents (wage slip etc.) show decrease after the COVID-19 situation.

Salaried Employee・・・In principle, household supporter's income in the latest three months multiplied by 4 (refer to Form13-1 or 13-2)

Worker other than salaried employee (self-employed worker)・・・Household supporter's net income (gross income minus expenses) in the latest three months multiplied by 4 (refer to Form13-3)

※3 Un-sponsored international student

・Your household supporter(s) is you (and/or your spouse). You are NOT eligible if the amount of family support was decreased.

・You need to meet the criteria (1)or(2)in 1. Applicant and ① or ② below.



① Had income in Japan in 2019

② Had income in Japan in 2020

③ Had income in Japan in 2021

④ Had income in Japan in 2022

## 2. Required documents(Each document must be as of April 1, 2023.)

No.	Required Documents	
1	All the required documents for the regular Osaka University Tuition Fee Exemption for the 1st semester (April-September) in Academic Year 2023- 2024. the regular Osaka University Tuition Fee Exemption in Academic Year 2023 - 2024 (1st semester) <a href="https://www.osaka-u.ac.jp/en/campus/tuition/remission/system">https://www.osaka-u.ac.jp/en/campus/tuition/remission/system</a> 	required
2	Household supporter's Income (tax) certificate of FY2020 (for income earned during 2019) Original Or Income (tax) certificate of FY2021 (for income earned during 2020) Original Or Income (tax) certificate of FY2022 (for income earned during 2021) Original	
3	Tuition Fee Exemption Status Check Sheet for the 1st semester AY2023 - 2024 【Form 14】	
4	Salaried Employee ① Document which shows income of household supporter(s) was decreased by more than 50% compared to the income in 2019, 2020, 2021, or 2022 【Form 13-1 or Form 13-2 with copies of wage slips for the latest three months】	① or ②
	Worker other than salaried employee (self-employed worker) ② Document which shows gross income, expenses and net income in the latest 3 months of the household supporter(s) 【Form 13-3 and documentary evidence】	
	③ Receipts or official documents of financial support from the national or local public organization for business owner or individual who suffered income decrease by the COVID-19 situation  ※For details, visit JASSO's website below. Public supports follow supports listed on JASSO's website. See "List of public supports approved as sudden income loss due to the COVID-19."  JASSO's website <a href="https://www.jasso.go.jp/shogakukin/kyufu/kakei_kyuhen/coronavirus.html">https://www.jasso.go.jp/shogakukin/kyufu/kakei_kyuhen/coronavirus.html</a> 	recommended

## 3. Application Flow

Carefully read the instructions for regular Osaka University Tuition Fee Exemption in Academic Year 2023 - 2024 (1st semester) and complete steps below by the deadlines:

- ❶ Register on the Enrollment and Tuition Fee Exemption Application System by 16:30 April 4 (Tue.).

The Enrollment and Tuition Fee Exemption Application System <https://cs-web.osaka-u.ac.jp/menjo/>

- ❷ Past the sending slip on a size A4 envelop, place all the application documents, and submit them by 16:30 April 7 (Fri.) to Suita Student Center by either way below:

A:postal mail by traceable postal service e.g. "特定記録郵便". Must be postmarked on or before April 7.  
"Suita Student Center, Osaka University"  
1-1 Yamadaoka, Suita, Osaka 565-0871

B: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)

## 4. Contact

Suita Student Center, Osaka University  
TEL:06-6879-7088,7161  
E-mail:gakusei-sien-en1@office.osaka-u.ac.jp

大阪大学免除申請者(申請者本人)

申請者氏名		学籍番号							
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【給与所得者用】  
新型コロナウイルス感染症の影響による支払見込み証明書  
(給与所得者の方が新型コロナウイルス感染症の影響を受け減収した場合に使用)

- ◆事業主の方へ、記入上のお願い
- ①※印は該当する項目へ○を付けてください。
- ②「5」の欄は、直近3カ月の勤務実績に基づく給与明細書等をもとに、各種控除前の給与総額から、通勤手当を差し引いた「支払総額」を記入してください。
- ③「6」の欄に記入する年間支払見込額は、賞与がある場合、「5」の欄で算出した直近3カ月分合計額×5倍、賞与がない場合は、「5」の欄で算出した直近3カ月分合計額×4倍で算出した額を年間支払見込額として所定の欄に記入してください。

1. 氏 名			
2. 採用年月日	年 月 日採用		
3. 勤務形態	※ 常勤 ・ パート(非常勤)		
4. 賞与の有無	※ 有 ・ 無		
5. 給与支払金額 (直近3カ月分)	年 月 支払分	支払額(税込)	円
	年 月 支払分	支払額(税込)	円
	年 月 支払分	支払額(税込)	円
	直近3ヶ月合計	支払額(税込)	円
6. 年間支払見込額	賞与(ボーナス)がある場合 「直近3カ月分合計」× 5 = 円		
	賞与(ボーナス)がない場合 「直近3カ月分合計」× 4 = 円		
備考			

上記のとおり相違ないことを証明します。

年 月 日

(給与支払者)  
所在地 \_\_\_\_\_  
事業所名又は店名 \_\_\_\_\_  
職 名 ・ 氏 名 \_\_\_\_\_ 印

※代表者ではなく、給与支払担当者の証明でも構いません。

Applicant

Name		Student ID Number								
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**Document of Earnings Form  
(Sudden Income Loss due to the COVID-19 situation)  
【For Salaried Employee】**

Employee Name		Relation (To applicant)	
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◆Instructions

- The Form 13-2 is only for those who can NOT get the Form 13-1.
- Applicant who meets the condition below, please calculate expected annual wage based on the latest 3 months wage slips right after the event of household change.
- Applicant who can provide documents that show income was decreased by more than 50% compared to the income in 2019, 2020, 2021, or 2022 due to the COVID-19 situation.

【How to calculate expected annual wage】

With bonus:

Average monthly wage of the latest 3 months (basic wage (before deduction)-commuting allowance) ×5 = expected annual wages

Without bonus:

Average monthly wage of the latest 3 months (basic wage (before deduction)-commuting allowance) ×4 = expected annual wages

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

In order from oldest to newest ↓	Place of employment (Company name)		
	Bonus applies: <input type="checkbox"/> Yes <input type="checkbox"/> No	Bonus applies: <input type="checkbox"/> Yes <input type="checkbox"/> No	Bonus applies: <input type="checkbox"/> Yes <input type="checkbox"/> No
Month	yen	yen	yen
Month	yen	yen	yen
Month	yen	yen	yen
Month	yen	yen	yen
Month	yen	yen	yen
Total	yen	yen	yen
Expected Annual Wages (With bonus)	Total(Latest 3 months)×5 = yen	Total(Latest 3 months)×5 = yen	Total(Latest 3 months)×5 = yen
Expected Annual Wages (Without bonus)	Total(Latest 3 months)×4 = yen	Total(Latest 3 months)×4 = yen	Total(Latest 3 months)×4 = yen

Please prepare document by photocopying wage slips to size A4 paper and attach by either pasting or stapling (on the top left) behind this form. Document should be immediately visible when this page is turned.

・Wage slips should be arranged according to the order recorded above.

・Please photocopy this form if multiple pages are required.

大阪大学免除申請者(申請者本人)

申請者氏名		学籍番号							
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**【自営業者用】**  
**新型コロナウイルス感染症の影響による収入申立書**  
(給与所得者以外の方が新型コロナウイルス感染症の影響を受け減収した場合に使用)

私は、令和5年度前期分授業料免除申請時現在、下記①②のいずれかに該当し、新型コロナウイルス感染症の影響により減収したことを下記のとおり申し立てます。

(条件)

- ①国や地方公共団体が新型コロナウイルス感染症の感染拡大による収入減少があった者等を支援対象として実施する公的支援の受給証明書が提出できる。
- ②新型コロナウイルス感染症の影響による家計急変事由発生後の所得が2019年・2020年・2021年・2022年のいずれかの所得と比較し1/2以下となっている。

【A】

申立者(家計支持者)の氏名(署名)		申請者との続柄	
減収の理由(業種・業態、収入減少の理由、前年同期と比較した収入等の減少率等を詳細に書いてください。)			

【B】

	「 <u>直近</u> 」3か月の収入(売上)金額・必要経費・所得金額 ※以下の注意事項参照のこと。					「 <u>前年同期</u> 」3か月間の収入(売上)金額・必要経費・所得金額 ※以下の注意事項参照のこと。			
	年 / 月	収入金額	必要経費	所得金額		年 / 月	収入金額	必要経費	所得金額
内 訳	/	千円	千円	千円	内 訳	/	千円	千円	千円
	/	千円	千円	千円		/	千円	千円	千円
	/	千円	千円	千円		/	千円	千円	千円
直近3カ月合計		千円			前年同期3カ月合計		千円		

(注意事項)

- 家計支持者が自営業を営んでおり、新型コロナウイルス感染症の影響を受け減収した場合は提出してください。
- 減収したことの証明のため、以下の2種類の書類を必ず添付してください。  
○ 令和3年分確定申告書控 第一表・第二表・別紙の写 ※ 税務署の受領印(電子申告の場合は受付日時)が確認できるもの  
○ 所得の減少状況を証明する書類(【B】欄に記載した額の根拠書類)
- 給与所得(専従者給与、役員報酬含む)者の場合は、この様式ではなく、「様式13-1」、又は「様式13-2と直近3カ月分給与明細(写)」を提出してください。

Applicant

Name		Student ID Number								
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## Sudden Income Loss due to the COVID-19 situation Tuition Fee Exemption Status Check Sheet for the 1st semester AY 2023-2024

I state that income of my household was decreased due to the COVID-19 situation and meet the criteria below:

(Criteria)

- ① Document of financial support from the national or local public organization for business owner or individual who suffered income decrease due to the COVID-19 situation can be submitted.
- ② Applicant who can provide documents that show income was decreased by more than 50% compared to the income in 2019, 2020, 2021, or 2022 due to the COVID-19 situation.

### 1. Tuition Fee Exemption Status

Please circle in the box below if applicable.

<input type="checkbox"/>	A	I have applied for tuition fee exemption by “高等教育修学支援制度”. ⇒ If you have applied, please fill in its 5 digits receipt number.	<table border="1" style="width: 100%;"> <tr> <td style="width: 20%;">receipt number</td> <td style="width: 5%;">A</td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> </tr> </table>	receipt number	A				
receipt number	A								
<input type="checkbox"/>	B	I will apply for tuition fee exemption by “高等教育修学支援制度”.							
<input type="checkbox"/>	C	I have applied for the regular Osaka University Tuition Fee Exemption. ⇒ If you have applied, please fill in its 4 digits receipt number.	<table border="1" style="width: 100%;"> <tr> <td style="width: 20%;">receipt number</td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> <td style="width: 5%;"> </td> </tr> </table>	receipt number					
receipt number									
<input type="checkbox"/>	D	I will apply for the regular Osaka University Tuition Fee Exemption.							

### 2. Sudden Income Loss

Please circle.

When happened	year	month
Previous year of the Sudden Income Loss	2019 / 2020 / 2021/ 2022	

### 3. Income situation before sudden income loss (unsponsored international student ONLY)

Please circle in the box below if applicable. If NOT applicable at all, you are NOT eligible to apply.

<input type="checkbox"/>	1	I had income in Japan in 2019.
<input type="checkbox"/>	2	I had income in Japan in 2020.
<input type="checkbox"/>	3	I had income in Japan in 2021.
<input type="checkbox"/>	4	I had income in Japan in 2022.