

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

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

**September 8 (Mon.) 2025 – October 3 (Fri.) 2025 16:30(00sec) (JST) (Strict deadline)**

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

- It may take longer to complete the registration process than expected, as you may have to gather documents, ask your family for necessary information. Therefore, we strongly recommend that you start the registration process now.
- Register your information as of **October 1, 2025**.

## Contact

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

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# 1. Access to the Online Application System

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

申請者の皆さんへ / Notice to applicants:

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

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

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

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

※入学科免除・収納猶予申請希望の方は必ずこちらからログインしてください。

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

新入生(2025年10月入学者)

New enrolling in October 2025

(2025年9月に大阪大学(大学院)を卒業(修了)し、10月に新課程に入学する方もこちらから)

(The University of Osaka student advancing to a higher course within the University of Osaka in October 2025)

授業料免除等申請システムの入力は 2025年10月3日(金) 16:30(00秒) (日本時間) までとなっております。

申請者は必ず、この時間までに登録を完了（受付番号の発行）してください。

The system is open for entry until by 4:30 (00Sec) PM on Fri, October 3, 2025 .

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

在学生

Current the University of Osaka student

授業料免除等申請システムの入力は 2025年10月3日(金) 16:30(00秒) (日本時間) までとなっております。

申請者は必ず、この時間までに登録を完了（受付番号の発行）してください。

The system is open for entry until by 4:30 (00Sec) PM on Fri, October 3, 2025 .

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

Click on the option that applies to you.

A	① New Student enrolling in October 2025	新入生(2025年10月入学者) / New students enrolling in October 2025
	② The University of Osaka student advancing to a higher course within the University of Osaka in October 2025 EX.) ・Undergraduate students entering graduate school ・Research students entering graduate school ・Master's students entering doctoral program	
B	Those who do not fall under either ① or ② above.	在学生 / Current the University of Osaka student

## 2. Login screen (for new student)

After clicking “新入生(2025年10月入学者) /New students”, the following screen appears. Select “新規申請 / New application”.



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

新入生(2025年10月入学者)  
New enrolling in October 2025

(2025年9月に大阪大学(大学院)を卒業(修了)し、10月に新課程に入学する方もこちらから)  
(The University of Osaka student advancing to a higher course within the University of Osaka in October 2025)

授業料免除等申請システムの入力は 2025年10月3日(金) 16:30(00秒) (日本時間) までとなっております。  
申請者は必ず、この時間までに登録を完了 (受付番号の発行) してください。

The system is open for entry until by 4:30 (00Sec) PM on Fri, October 3, 2025.  
Applicants must complete registrasion (issuance of your receipt number) by this time.

新規申請 / New application

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

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

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

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



新規申請 / New application

メールアドレス/mail address 必須

パスワード/password 必須

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

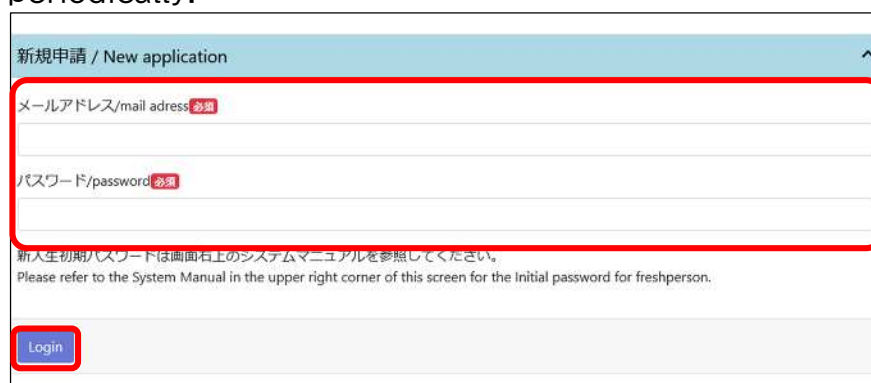
Login

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

Initial password for new students: handai2510

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

Suita Student Center will send you e-mails from [gakusei-sien-en1@office.osaka-u.ac.jp](mailto:gakusei-sien-en1@office.osaka-u.ac.jp) and [noreply-fee-exemption@office.osaka-u.ac.jp](mailto:noreply-fee-exemption@office.osaka-u.ac.jp), register these e-mail addresses as in contact. Sometimes our e-mails go to Spam folder directly, check your Spam folder periodically.



新規申請 / New application

メールアドレス/mail address 必須

パスワード/password 必須

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

Login

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

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

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

The screenshot shows a green header bar with the text “在学生 / Current the University of Osaka student”. Below this, a message states: “授業料免除等申請システムの入力は 2025年10月3日(金) 16:30(00秒) (日本時間) までとなっております。申請者は必ず、この時間までに登録を完了 (受付番号の発行) してください。” and its English translation: “The system is open for entry until by 4:30 (00Sec) PM on Fri, October 3, 2025. Applicants must complete registrasion (issuance of your receipt number) by this time.”. Below the message is a list of menu items: “新規申請 / New application”, “前後期一括申請の変更申請 / Reapplication due to change(s) in application information provided for both semesters”, “入力した内容の確認および修正 / For those who want to confirm or edit your data”, “申請の取り下げ / For those who want to withdraw application”, and “前期申請の確認 / Confirm your first term data”. The “Login” button under “新規申請 / New application” is highlighted with a red box.

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

The screenshot shows the “SSOテスト” (SSO Test) login screen. It has two input fields: “ユーザー名 / Username” and “パスワード / Password”. Both fields and the “ログイン” (Login) button below them are highlighted with a red box.

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

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



## 4. Login screen (for Re-application)

If you chose application category “apply for both the first and second semester” when applying for the first semester in Academic Year 2025-2026 and need to do reapplication for the second semester, please choose “Reapplication due to change(s) in application information provided for both semesters.” After that, the screen below will be shown.

About the matter applied to re-application, please refer to p.12 “Re-applying (for the Second Semester only)” in the instruction.

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

### Reasons for changes

変更申請が必要な事由は、以下に記載のとおりです。/The reasons for which a change application is required are as follows.

- ☐ 1 世帯の構成員に増減があった / Increased/decreased in number of household members
- ☐ 2 世帯の構成員の中に新たに障がい者としての認定を受けた者がいる / Recognition as a person(s) with disability
- ☐ 3 長期療養者・要介護認定者の増減があった / Increased/decreased in number of recipient(s) of long-term medical care and/or person(s) recognized as in need of long-term care
- ☐ 4 火災・風水害・盗難等の被害を受けた / Damaged by fire, windstorm, flood, theft, etc.
- ☐ 5 就学者の増減があった / Increased/decreased in number of students
- ☐ 6 申請者区分「一般」の申請者について通学区分の変更があった / Changed in school commute classification \*Applicant category “General Student” Only
- ☐ 7 申請者区分の変更があった(例:一般→独立生計者) / Changed in application category
- ☐ 8 就職(事業開始)/退職(廃業)した家計支持者がいる(アルバイトを含む) / People who are the main source of income for their households are starting new jobs / businesses or retiring / closing their businesses(including part-time workers).
- ☐ 9 奨学金の受給を新たに開始した/奨学金の受給が終了した / Family member(s)/applicant began/stopped receiving a scholarship
- ☐ 10 大学フェロシップ創設事業で経済的支援(授業料免除を除く)の受給を開始/終了した / Family member(s)/applicant began/stopped receiving financial aid(s) (except tuition fee exemption) from Osaka University Fellowship Program (tentative name).
- ☐ 11 卓越大学院プログラムで経済的支援(授業料免除を除く)の受給を開始/終了した / Family member(s)/applicant began/stopped receiving financial aid(s) (except tuition fee exemption) from WISE Program (Doctoral Program for World-leading Innovative & Smart Education).
- ☐ 12 次世代研究者挑戦的研究プログラム/次世代AI人材育成プログラムで研究奨励金の受給を開始/終了した / Started/completed receiving research grants from the Next-Generation Researchers Challenge Research Program/Fostering Researchers in Emerging Artificial Intelligence (AI) Program (Support For Doctoral Students) (BOOST)
- ☐ 13 ダイキン学生研究員プログラムで研究奨励金の受給を開始/終了した / Family member(s)/applicant began/stopped receiving financial aid(s) from DAIKIN Student Researcher Program.
- ☐ 14 その他大学院学生向けプログラムで研究奨励金の受給を開始/終了した / Family member(s)/applicant began/stopped receiving financial aid(s) (except tuition fee exemption) from other programs for graduate school students.
- ☐ 15 年金または恩給の受給を開始した / Family member(s)/applicant began/stopped receiving a pension or public employees' pension
- ☐ 16 雇用保険失業給付金の受給を開始/終了した / Family member(s)/applicant began/stopped receiving unemployment allowance
- ☐ 17 傷病手当の受給を開始/終了した / Family member(s)/applicant began/stopped receiving injury and disease allowance
- ☐ 18 児童扶養手当・特別児童扶養手当の受給を開始/終了した / Family member(s)/applicant began/stopped receiving child-rearing allowance / special child-rearing allowance
- ☐ 19 生活保護の認定を受けた/取り消された / Family member(s)/applicant became eligible/ineligible to receive public welfare assistance
- ☐ 20 2024年10月1日付けでの最短修業年限の超過/留年 / Exceeding the Minimum Period of Study or repeating a year as of October 1, 2024
- ☐ 21 申請区分の変更(例:免除申請→収納猶予申請) / Change in application category (e.g.“Exemption”→“Deferred Payment”)
- ☐ 22 その他(上記の他、やむを得ない理由がある場合) / Other (in addition to the above, if there are unavoidable reasons)※「22.その他」に該当する方は、次にすすむと「申請理由」の入力欄がありますので、やむを得ない理由を必ず入力してください。※If you fall under “22. Other,” proceed to the next step, where you will find a field to enter your “reason for application.” Be sure to enter your unavoidable reason.

Back

Save

① Please check the appropriate box(es)  
(multiple selections allowed)

② Click on the “Save” button.

## 5. Application information > Application type

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

Fill in all the columns by selecting applicable items and registering required information based on your situation as of October 1, 2025.

List of necessary information

Application information

Application type

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

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

To confirm

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

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

Application eligibility check

Are you enrolled (or planning to enroll) as an undergraduate or graduate student in October 2025?  
☐ Yes  
☒ No

Student type required  
☐ Graduate student  
☒ International undergraduate students (those whose status of residence is “Student”)  
☐ Japanese and other undergraduate students enrolling after 2021 (Those who are eligible to apply for the Higher Education Student Support Program [Note 1])  
☐ Japanese and other undergraduate students enrolling after 2021 (Those who are not eligible to apply for the Higher Education Student Support Program [Note 2])  
☐ Japanese and other undergraduate students enrolling before 2020

Note 1: Those who are eligible to apply for the Higher Education Study Support Program are as follows  
(1) Those who entered the university within two years after the end of the year following the year in which they first graduated from high school.  
(2) Those who have passed the high school equivalency examination (however, no more than five years must have elapsed between the first day of the year in which they became eligible to take the examination and the day they passed it, except for those who have taken the examination every year even after five years have elapsed). No more than two years have passed since the end of the year following the year in which the applicant was admitted to the university.  
(3) Students who will enter the university before the last day of the year following the year in which they reach 20 years of age, in the case of students who will go through the individual admission qualification screening.  
(4) In the case of transfer, less than one year has passed from the end of the course of study before admission to the university.  
(5) Those who meet the requirements for the Japan Student Services Organization (JASSO) scholarship regarding residence status, etc.  
  
\*If you have any questions about eligibility for the Higher Education Study Support Program, please contact the Suita Student Center, Tuition Fee Exemption Section ([gakusei-sien-en1@office.osaka-u.ac.jp](mailto:gakusei-sien-en1@office.osaka-u.ac.jp))  
Reference: [Japan Student Services Organization website](#)

Note 2: Those who are not eligible to apply for the Higher Education Study Support Program are as follows  
(1) Those who entered the university more than two years after the end of the year following the year in which they first graduated from high school.  
(2) Those who have passed the high school equivalency examination (however, no more than five years must have elapsed between the first day of the year in which you became eligible to take the examination and the day you passed the examination, except in cases where you have taken the examination every year even after five years have elapsed). Students who have been enrolled in the university for more than two years from the end of the year following the year in which they became eligible to take the examination.  
(3) Students who have not enrolled by the last day of the year following the year in which they reached 20 years of age, in the case of students who go through the individual admission qualification screening.  
(4) In the case of transfer students, those who have been enrolled for more than one year from the end of their previous course of study to the beginning of their studies at the university.  
(5) Those who have entered the university through bachelor's admission or bachelor's transfer.  
(6) Those who do Not meet the requirements for the Japan Student Services Organization (JASSO) scholarship regarding residence status, etc.  
  
\*If you have any questions about eligibility for the Higher Education Study Support Program, please contact the Suita Student Center, Tuition Fee Exemption Section ([gakusei-sien-en1@office.osaka-u.ac.jp](mailto:gakusei-sien-en1@office.osaka-u.ac.jp))  
Reference: [Japan Student Services Organization website](#)

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## Student type selection

Select the most applicable item by reading notes carefully.

### Choice Checklist

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

Japanese undergraduate students should also answer the following questions.

Application eligibility check

Are you enrolled (or planning to enroll) as an undergraduate or graduate student in October 2025? required  
☒ Yes  
☐ No

Have you make a pre-application on UOsaka Enrollment Procedure system (online) for your enrollment this October 2025? required  
☐ Yes  
☒ No (Include in the University of Osaka student advancing to a higher course within the University of Osaka)

Those who have not completed either of the above procedures while the pre-entrance period are allowed to apply for Exemption, Deferred Payment, or Payment by Installments of the Tuition Fee ONLY.

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

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

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

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

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

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

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

\*If you have any questions about eligibility for the Higher Education Study Support Program, please contact the Suita Student Center, Tuition Fee Exemption Section ([gakusei-sien-en1@office.osaka-u.ac.jp](mailto:gakusei-sien-en1@office.osaka-u.ac.jp))  
Reference: [Japan Student Services Organization website](#)

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

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

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

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

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

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

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

\*If you have any questions about eligibility for the Higher Education Study Support Program, please contact the Suita Student Center, Tuition Fee Exemption Section ([gakusei-sien-en1@office.osaka-u.ac.jp](mailto:gakusei-sien-en1@office.osaka-u.ac.jp))  
Reference: [Japan Student Services Organization website](#)

Are you applying for tuition fee exemption under the Financial Support System for Japanese and Permanent residents undergraduates (in Japanese: 高等教育修学支援制度)? required  
☐ Yes ☐ No



\*This Manual is for the Second Semester, AY205-2026

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

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

Please be sure to check the "Eligibility" on p.6 of the Application Instructions.

Enrollment fee application type **required**

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

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

☐ confirm

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

### Tuition fee application type

When selecting your application category, refer to the section "Confirmation of application category and household members" on p.8 of the Application Instructions.

Tuition fee application type **required**

☐ Do not apply ☒ Exemption ☐ Deferred payment ☐ Payment by installments

Applicant category **required**

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

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

Reasons for application **required**

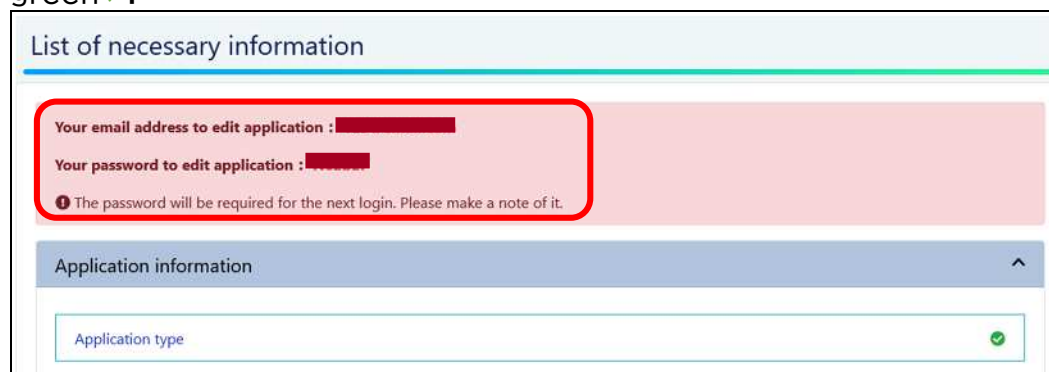
Back

Save

## 6. Password to re-login (for new student)

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

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



List of necessary information

Your email address to edit application : [redacted]  
Your password to edit application : [redacted]  
! The password will be required for the next login. Please make a note of it.

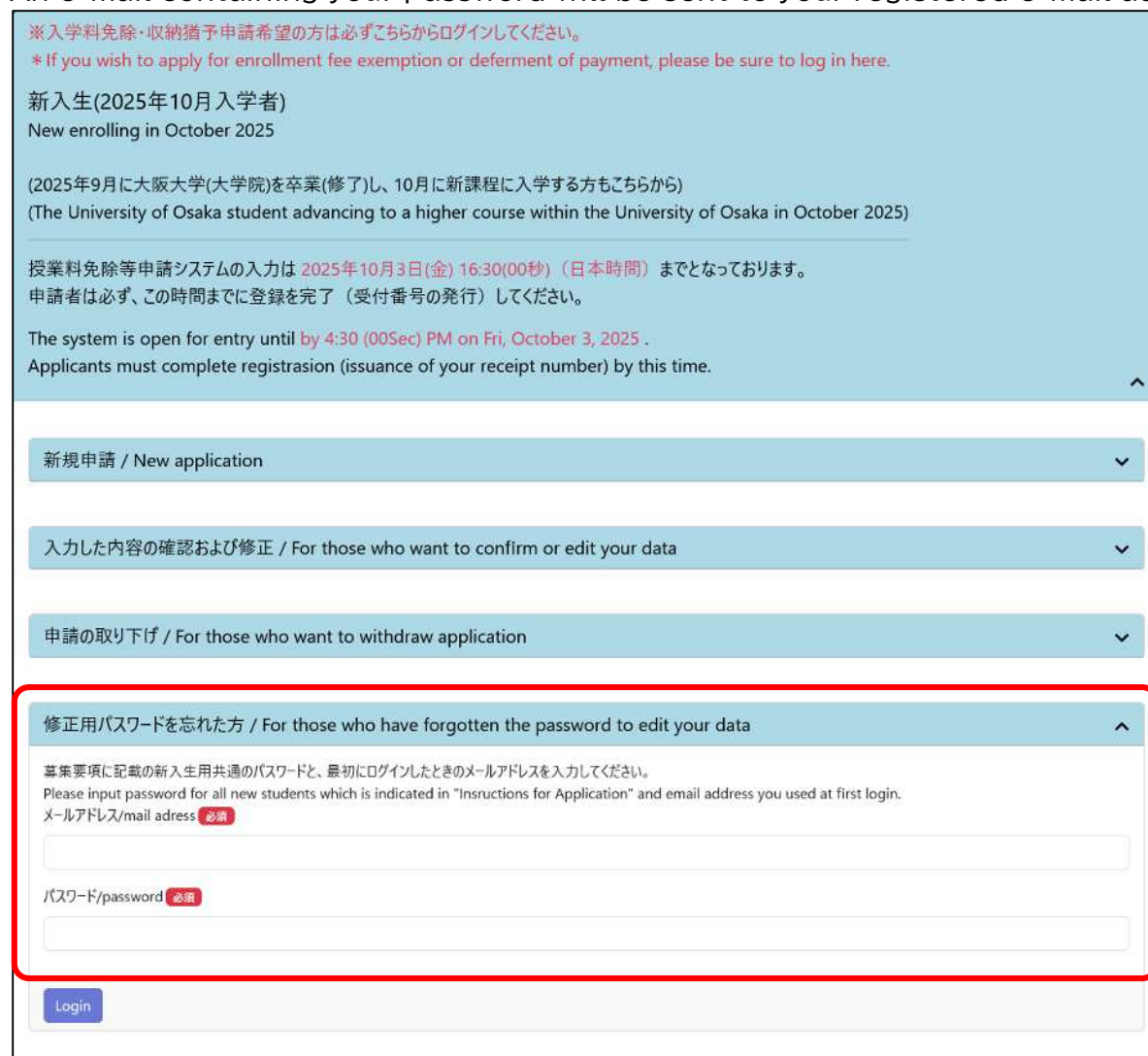
Application information

Application type [green checkmark]

### How to reissue password to edit application

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

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



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

新入生(2025年10月入学者)  
New enrolling in October 2025

(2025年9月に大阪大学(大学院)を卒業(修了)し、10月に新課程に入学する方もこちらから)  
(The University of Osaka student advancing to a higher course within the University of Osaka in October 2025)

授業料免除等申請システムの入力は 2025年10月3日(金) 16:30(00秒) (日本時間) までとなっております。  
申請者は必ず、この時間までに登録を完了 (受付番号の発行) してください。

The system is open for entry until by 4:30 (00Sec) PM on Fri, October 3, 2025 .  
Applicants must complete registrasion (issuance of your receipt number) by this time.

新規申請 / New application

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

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

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

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

メールアドレス/mail address 必須

パスワード/password 必須

Login

## 7. Re-login

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

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

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

The screenshot displays the login system interface. It is divided into two main sections: one for new students (blue background) and one for current students (green background). Both sections include a header with instructions in Japanese and English, and a list of application options. In the new student section, the option "入力した内容の確認および修正 / For those who want to confirm or edit your data" is highlighted with a red box. In the current student section, the same option is also highlighted with a red box.

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

新入生(2025年10月入学者)  
New enrolling in October 2025

(2025年9月に大阪大学(大学院)を卒業(修了)し、10月に新課程に入学する方もこちらから)  
(The University of Osaka student advancing to a higher course within the University of Osaka in October 2025)

授業料免除等申請システムの入力は 2025年10月3日(金) 16:30(00秒) (日本時間) までとなっております。  
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Applicants must complete registrasion (issuance of your receipt number) by this time.

新規申請 / New application

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

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

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

在学生  
Current the University of Osaka student

授業料免除等申請システムの入力は 2025年10月3日(金) 16:30(00秒) (日本時間) までとなっております。  
申請者は必ず、この時間までに登録を完了 (受付番号の発行) してください。

The system is open for entry until by 4:30 (00Sec) PM on Fri, October 3, 2025 .  
Applicants must complete registrasion (issuance of your receipt number) by this time.

新規申請 / New application

前後期一括申請の変更申請 / Reapplication due to change(s) in application information provided for both semesters

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

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

前期申請の確認 / Confirm your first term data

password to edit application (for new student)

The screenshot shows the "List of necessary information" form for new students. It includes fields for "Your email address to edit application" and "Your password to edit application". The password field is highlighted with a red box. Below these fields, there is a note: "The password will be required for the next login. Please make a note of it." The form also includes a section for "Application information" with a dropdown menu for "Application type" which has a green checkmark next to it.

List of necessary information

Your email address to edit application : [redacted]

Your password to edit application : [redacted]

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

Application information

Application type [green checkmark]

## 8.Family information>Applicant

### Application information

Fill in all the columns by selecting applicable items and registering required information based on your situation as of October 1, 2025.

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

### Applicant

#### Application information

**Name**  
Last name **required**  
  
Please enter your name as reported to the university (KOAN student name).

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

Last name in Katakana **required**  
  
Please input in Katakana. (International student: Input if possible.)

First name in Katakana **required**  
  
Please input in Katakana. (International student: Input if possible.)

Date of birth **required**

Age **required**  
 years old

#### Applicant's information

**Program** **required**  
☐ Undergraduate Program  
☐ Master Course  
☐ Doctor Course  
☐ 5 year Ph.D. program  
  
※ 2025 年 4 月 1 日時点で所属している課程を入力してください。

**School / Graduate school** **required**

**Grade** **required**

**Entrance examinee's number** **required**

**Student ID number**

3/3/2021

▼

<

>

S	M	T	W	T	F	S
MAR						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

2016 - 2039

<

>

2016	2017	2018	2019
2020	2021	2022	2023
2024	2025	2026	2027
2028	2029	2030	2031
2032	2033	2034	2035
2036	2037	2038	2039

①Press the calendar icon to display the calendar.

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

Only for new student



\*This Manual is for the Second Semester, AY205-2026

### Applicant's contact details / Family contact details

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

Applicant's contact details

Prefecture required

Address required

Phone number (no hyphen)

Mobile phone number (no hyphen)

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

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

Email address required

789@email.com

Email address (confirmation) required

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

Email address 2

Email address (confirmation) 2

#### Note :

- The e-mail address you enter should be valid for at least 6 months.
- Suita Student Center will send you e-mails from [gakusei-sien-en1@office.osaka-u.ac.jp](mailto:gakusei-sien-en1@office.osaka-u.ac.jp) and [noreply-fee-exemption@office.osaka-u.ac.jp](mailto:noreply-fee-exemption@office.osaka-u.ac.jp), register these e-mail addresses as in contact.
- Sometimes our e-mails go to Spam folder directly, check your Spam folder periodically.

Family contact details

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

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

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

Full name required

Relationship required

Phone number (no hyphen) required

Prefecture required

Address required

\*This Manual is for the Second Semester, AY205-2026

## Income information

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

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

Workplace details (0 item(s))

Add a workplace detail

**[NOTICE]**

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

Enter the name of the company, etc.

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

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

Workplace details (1 item(s))

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

Delete the workplace detail

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

☐ Yes  
☐ No

Work place **required**

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

Part-time employee (including associate employees) **required**

☒ Yes  
☐ No

Annual Salary (Refer to p.15-18)

Month of employment **required**

Working hours per week **required**

Hours

Annual Salary **required**

Annual

,000 yen[K yen]

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

Month of resignation

Add a workplace detail

Enter the number in integer.

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

Income

### Monthly amount

Monthly amount of child allowance

Monthly  ✓ ,000 yen【K yen】

Monthly amount of child-rearing allowance

Monthly  ✓ ,000 yen【K yen】

Monthly amount of special child-rearing allowance

Monthly  ✓ ,000 yen【K yen】

Monthly amount of child support

Monthly  ✓ ,000 yen【K yen】

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

### Annual amount

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

Annual  ✓ ,000 yen【K yen】

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

Bereaved family pension

Annual  ✓ ,000 yen【K yen】

Others (child allowance, public assistance, etc.)

Unemployment allowance

(Daily amount × Days)  ✓ ,000 yen【K yen】

Public welfare assistance

Annual  ✓ ,000 yen【K yen】

Child allowance

Annual  ✓ ,000 yen【K yen】

Child-rearing allowance

Annual  ✓ ,000 yen【K yen】

Special child-rearing allowance

Annual  ✓ ,000 yen【K yen】

injury and disease allowance

Annual  ✓ ,000 yen【K yen】

The title of the program for Graduate School students

----- ✓

Program for Leading Graduate Schools and the University of Osaka Honors Programs for Graduate Schools are not included.  
Please enter those "scholarships" into the Scholarship Information.  
\*If the program income is not from your household supporter, you do not need to fill this out.

Annual amount of grants for graduate students

Annual  ,000 yen【K yen】

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

Other income

Annual  ✓ ,000 yen【K yen】

Business income

Annual  ✓ ,000 yen【K yen】

Miscellaneous income

Annual  ✓ ,000 yen【K yen】

\* For individual pensions, fill in this miscellaneous income column.  
\* Enter the amount of income from the individual pension after necessary expenses are deducted.

Annual amount of child support

Annual  ✓ ,000 yen【K yen】

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

Annual  ✓ ,000 yen【K yen】

## Salary income

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

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

- ① In case you have been working at your workplace as of October 1, 2025 since before January 1, 2024.  
•Please enter the amount shown on last year's Withholding tax slip in the "Annual Salary" field.
- ② In case you have been working at your workplace as of October 1, 2025 since after January 2, 2024.  
•Please enter the amount shown on Form 6-1 or Form 6-2 in the "Annual Salary" field.
- ③ In case you are working as of October 1, 2025, but plan to retire within a year.  
•Please enter the amount shown on Form 6-1 in the "Annual Salary" field.
- ④ In case you retired between January 1, 2024 and October 1, 2025.  
•The "Annual Salary" will not be displayed, so you do not need to enter this information.

### B. Part-time job at UOsaka

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

### C. JSPS Research Fellowship for Young Scientists

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

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

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

However, if the remaining period of employment is less than one year from October 1, 2025, please correct the annual amount to the number of months multiplied by the monthly amount.

Yes...annual amount is 1,680,000 yen. monthly amount is 140,000 yen.
No ...annual amount is 2,400,000 yen. monthly amount is 200,000 yen.

## Income

### A. Business income

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

- ① In case the business as of October 1, 2025 started before 2024.  
•Enter "self-employed" in the "Work place" field and enter the amount shown on last year's tax return in the "Business Income" field.
- ② In case the business as of October 1, 2025 started in 2024 or later.  
•Enter "self-employed" in the "Work place" field and enter expected business income in Form 6-4 in "Business Income".
- ③ In case the business is closed between January 1, 2024 and October 1, 2025.  
•Enter "self-employed" in the "Work place" field and select the month in which you closed your business from the "Month of resignation" field. No entry is required in the "Business Income" field.



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

OLoan (Only for Privately-funded international student)

Please enter the amount received for **the current academic year (April 2025 - March 2026)** for the annual income of the program for Graduate School students.

The title of the program for Graduate School students

----

✓

Program for Leading Graduate Students and the University of Osaka Honors Programs for Graduate Schools are included.

Please enter those "scholarship" in the Scholarship Information.

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

Annual amount of grants for graduate students

Annual

0

,000 yen【K yen】

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

----

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

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

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

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

次世代AI人材育成プログラム / (Support For Doctoral Students) (BOOST)

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

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

①Certificate of income and withholding tax

		令和    年分      給与所得の源泉徴収票									
支払 を受ける者	住所又は居所 <b>吹田市山田丘1番1号</b>										
	(受給者番号)      000000000001										
	(個人番号)										
	(氏名) <b>部長</b>										
	氏         (フリガナ) <b>ムサシイ ショウ</b>										
	名 <b>阪大 春夫</b>										
	<b>給与・賞与</b>										
種                          別		支    払    金    額		給与所得控除後の金額 (課税標準額)		所得控除の額の合計額		源泉徴収額			
内	千	円	千	円	千	円	千	円	千	円	
<b>給与・賞与</b>		<b>8309654</b>		<b>6278688</b>		<b>3072448</b>		<b>320600</b>			
(給主) 控除対象配偶者の有無等		配偶者(有無) 控除の額		(配偶者を除く。)		16歳未満扶養親族の数		障害者の数 (本人を除く。)		非居住者である家族の数	
有	無	人	控除の額	認定	老	若	その他	人	人	人	人
<b>○</b>			<b>** ** *</b>	<b>3</b>	人	人	人	人	人	人	人
社会保険料等の金額				生命保険料の控除額		地震保険料の控除額		住宅借入金等特別控除の額			
千	円	千	円	千	円	千	円	千	円	千	円
<b>899</b>		<b>448</b>		<b>50000</b>		<b>3000</b>					
(摘要)											
(母) 夏子 (長男) 太郎 (次男) 次郎 (長女) 桜											

## ②Form6-1

1. 氏 名	
2. 生 年 月 日	年 月 日 生
3. 採 用 年 月 日	年 月 日 採用
4. 勤 務 形 態	※ 常勤・非常勤(パート含む)・派遣 その他( )
5. 【20XX年X月X日～20XX年X月XX日】に勤務した場合の支払額	
支 払 額 合 計	円
( 平 均 月 額 )	( 円)
備 考	

上記のとおり相違ないことを証明します。

年 月 日

( 給 与 支 払 者 )  
所 在 地 \_\_\_\_\_

事業所名又は店名 \_\_\_\_\_

職 名 ・ 氏 名 \_\_\_\_\_ 印

代表者ではなく、給与支払担当者の証明でも構いません。

## ② Form6-2

Fill in the table below. Please tick the applicable box.			
In order from oldest to newest ↓	Place of employment (Company name)		
	Bonus applies: <input type="checkbox"/> Yes <input type="checkbox"/> No	Bonus applies: <input type="checkbox"/> Yes <input type="checkbox"/> No	Bonus applies: <input type="checkbox"/> Yes <input type="checkbox"/> No
month	yen	yen	yen
month	yen	yen	yen
month	yen	yen	yen
month	yen	yen	yen
month	yen	yen	yen
Total	yen	yen	yen
Expected Annual Wages	Total ÷ Months × (□15 / □12)	Total ÷ Months × (□15 / □12)	Total ÷ Months × (□15 / □12)
	= yen	= yen	= yen

## ③ Form6-3

< Employment 1 >	
Relevant Department	
Employment Period between October 2025 and September 2026	____ / ____ ( ____/ ____/ ____ ) ~ ____ / ____ ( ____/ ____/ ____ ) (scheduled)
Employment Type (Please circle an applicable answer.)	TA • RA • TF • TUTOR • OTHER(____)
Expected Annual Wages	_____ yen (Hourly wage: _____ yen × Total hours: _____ hours)
< Employment 2 >	
Relevant Department	
Employment Period between October 2025 and September 2026	____ / ____ ( ____/ ____/ ____ ) ~ ____ / ____ ( ____/ ____/ ____ ) (scheduled)
Employment Type (Please circle an applicable answer.)	TA • RA • TF • TUTOR • OTHER(____)
Expected Annual Wages	_____ yen (Hourly wage: _____ yen × Total hours: _____ hours)
< Employment 3 >	
Relevant Department	
Employment Period between October 2025 and September 2026	____ / ____ ( ____/ ____/ ____ ) ~ ____ / ____ ( ____/ ____/ ____ ) (scheduled)
Employment Type (Please circle an applicable answer.)	TA • RA • TF • TUTOR • OTHER(____)
Expected Annual Wages	_____ yen (Hourly wage: _____ yen × Total hours: _____ hours)
[Total Wages (Employment1 + Employment2 + Employment3)]	
Expected Annual Wages: Total	_____ yen
Record the above total value in the Exemption Application System Input "the University of Osaka" for place of work.	

## ④ Form6-4

	Revenue	Necessary expenditures	Income (Revenue-Necessary Expenditures)
month		yen	
	yen	contents:	yen
month		yen	
	yen	contents:	yen
month		yen	
	yen	contents:	yen
Total amount of income of the last three months			yen
Expected annual income			Average of the last three months×12

②

18

## 9. Family information > Spouse/Father/Mother

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

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

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

### Individuals counted as your household members

#### ① General student・Self-supporting student

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

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

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

#### ② Privately-funded international student

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

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

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

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

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

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

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



\*This Manual is for the Second Semester, AY205-2026

## Information

Fill in all the columns by selecting applicable items and registering required information based on your situation as of October 1, 2025.

Fill in each field as if you were the applicant. If you are attending school, select "Yes" to the "Attending School" question.

Register all information as you did in "Applicant" section. After you finish selecting "Student" part, click "Save" button.

**Spouse**

**Application information**

**Name**

Last name **required** First name **required**

Last name in Katakana **required** First name in Katakana **required**

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

Date of birth **required** Age **required** years old

**Student**

Is s/he a student? **required**

☐ Yes

☐ No

Back Save

## Student section

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

If you have an elementary school student and/or above in your household members, select "Yes."

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

Fill in all the columns by selecting applicable items and registering required information based on your household member's situation as of October 1, 2025.

**Student**

Is s/he a student? **required**

☒ Yes

☐ No

School name **required**

Grade **required**

Establishment **required**

☐ National

☐ Public

☐ Private

School type **required**

School commute classification **required**

☐ Family's home

☐ Other than family's home

\*This Manual is for the Second Semester, AY205-2026

## 10. Scholarship information>Applicant's/Applicant's Spouse's Scholarship

If your scholarship/grant is confirmed as of October 1, 2025, select "Yes", click "Add scholarship", register scholarship information as next page and click "Save".

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

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

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

Please refer to p.16 in detail.

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

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

[NOTICE]  
If you receive financial aid(s) except tuition fee exemption from the program(s) below, please register it/them in "Employment" not in "Scholarship information". However, if the applicant is applying under the "General student" category and is not a household supporter, they do not need to fill in this form. Please read the "System Manual" carefully in detail.  
•The University of Osaka Fellowship Program  
•WISE Program (Doctoral Program for World-leading Innovative & Smart Education)  
•Support for Pioneering Research Initiated by the Next Generation  
•Fostering Researchers in Emerging Artificial Intelligence (AI) Program  
•DAIKIN Student Researcher Program  
•Other Programs for Graduate School Students

Scholarship you receive between April 2025 and March 2026  
Scholarships without official announcement as of October 1, such as "Applying", please assume that you have not received it.  
(If you are in the process of "continuing" or "renewing" your scholarship, or if reservation has been decided, please register your scholarship information.)

Do you have a scholarship/grant? **required**

☐ Yes  
☐ No

As of October 1, 2025, you have been adopted to the "国家建设高水平大学公派研究生项目" (China Scholarship Council). **required**

☐ Yes  
☐ No

Back Save

### Enter Scholarship Information

Select "Type of scholarship" and register the information.

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

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

Scholarship information Delete this scholarship information

Types of scholarships **required**

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

Starting month **required** Terminating month **required**

Monthly amount Expected amount

Monthly 0,000 yen [K yen] Annual 0,000 yen [K yen]  
\*Please enter the annual amount received for the current fiscal year (Apr 1 to March).

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

☐ Yes  
☐ No

Add scholarship

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

As of October 1, 2025, you have been adopted to the "国家建设高水平大学公派研究生项目" (China Scholarship Council). **required**

☐ Yes  
☐ No

Back Save

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

①Please enter your parents' financial information.

### Financial information

#### Your father's income

Occupation

Month of employment

Annual income in local currency  Currency (e.g. USD)

Annual income in Japanese Yen  
 ,000 yen 【K yen】

#### Your mother's income

Occupation

Month of employment

Annual income in local currency  Currency (e.g. USD)

Annual income in Japanese Yen  
 ,000 yen 【K yen】

②Confirmation of Income

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

#### Workplace details

Relationship	Work place	Period	Part-time employee (including associate employees)	Salary	Modify
Applicant	University of Osaka	April 2025 -	Yes	300,000 yen	<span style="border: 2px solid red; padding: 2px;">Modify</span>

#### Remittances or Financial Supports

Relationship	Financial supporter	Annual amount	Modify
Applicant	Father	500,000 yen	<span style="border: 2px solid red; padding: 2px;">Modify</span>

#### Other income

Relationship	Income name/type	Annual amount	Modify
Applicant	大学院学生向けプログラム受給額	1,240,000 yen	<span style="border: 2px solid red; padding: 2px;">Modify</span>

\*This Manual is for the Second Semester, AY205-2026

### ③Entering Expenses

Register a monthly amount in thousand yen in each column.

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

Expenses

※Please enter the condition as of October 1st.

Food Expenses

Monthly 0 ,000 yen【K yen】

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

Monthly 0 ,000 yen【K yen】

Utility bills

Monthly 0 ,000 yen【K yen】

If you do not have a receipt for utilities at hand, please enter the monthly amount determined by the university. Electricity: 15,000 yen, gas: 10,000 yen, water: 3,000 yen

School fees (excluding tuition fees) and education fees

Monthly 0 ,000 yen【K yen】

Social insurance costs

Monthly 0 ,000 yen【K yen】

Communication costs (e.g. mobile phone bills)

Monthly 0 ,000 yen【K yen】

Other expenditure items

Others 1 - Name Others 1 - Amount

Monthly 0 ,000 yen【K yen】

Others 2 - Name Others 2 - Amount

Monthly 0 ,000 yen【K yen】

Others 3 - Name Others 3 - Amount

Monthly 0 ,000 yen【K yen】

#### 【Be careful】

Housing means rent and common charges. Please submit a room rental agreement as its evidence. If you are living in the dormitory of the University of Osaka, you do not need to submit it.

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

Electricity: 15,000 yen/per month

Gas: 10,000 yen/per month

Water: 3,000 yen/per month

School fees do not include tuition fee.

### ④Confirmation of Income and expenditure

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

**Make sure your income exceeds your expense.**

Revenue and expenditure

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

Total income (annual amount) : 2040,000 yen

Total expenses (annual amount) : 1320,000 yen

Back Save

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



## 12. Other information>Household information

### ①Part-time job at UOsaka

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

#### 【Confirmation】

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

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

**Part-time job at the University of Osaka** ^

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

☐ Yes

☐ No

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

### ②Death of a student sponsor

**Death of a student sponsor** ^

Has your academic expense payer died during the following period? **required**

☐ Yes

☒ No

In the case of students admitted in April, 2025 it's from April 1, 2024~March 31, 2025

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

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

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

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


☒ Yes

☐ No

In the case of students admitted in April, 2025 it's from April 1, 2024~March 31, 2025

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

Date of damage **required**



Damage amount **required**

,000 yen 【K yen】

Details of damage **required**

Please fill in 40 characters or less.

\*This Manual is for the Second Semester, AY205-2026

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

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

### Long-term medical care

- As of the time of application (April 1, 2025), those who have been under medical care for 6 months or more or those who are recognized as needing medical care are eligible.
- For disease, a doctor's certificate (original) issued within the last three months is required.
- For nursing care services, a copy of the nursing care insurance card is required. (No deduction will be made if not submitted)
- If you are applying as a privately financed international student, please register only the information for yourself and your family members living in Japan.

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

☒ Yes  
☐ No

1: Please fill in the items **Delete**

Relationship **required**

----- ⓘ

• This is a required field.

Medical expenses **required**

Annual ⓘ ,000 yen [K yen]

• This is a required field.

**Add a long-term care patient (person)**

#### ⑤Handicaps or atomic bomb victim

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

### Handicaps or atomic bomb victim

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

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

☒ Yes  
☐ No

1: Please fill in the items **Delete**

Relationship **required**

----- ⓘ

• This is a required field.

Category **required**

☐ Disabled person  
☐ Atomic bomb survivors (with disabilities)  
☐ Atomic bomb survivors (no disabilities)

• This is a required field.

Disability pension **required**

☐ Recipient  
☐ Non-Recipient

• This is a required field.

Disability certificate **required**

☐ In possession  
☐ Have applied

• This is a required field.

Special child-rearing allowance **required**

☐ Recipient  
☐ Non-Recipient

• This is a required field.

**Add a member with a handicap or an atomic bomb victim**

25

\*This Manual is for the Second Semester, AY205-2026

⑤ Change in the number of family members

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

The screenshot shows a web form titled "Change in the number of family members". At the top, a question asks: "Are there anyone who are listed in the Dependents column on the certificate of income and withholding tax or the final tax return declaration form income earned last year but who will be excluded from support as of October 1st?". Below this question are two radio button options: "Yes" (which is selected) and "No".

Below the radio buttons is a section labeled "1: Please fill in the items" with a "Delete" button. This section contains three required fields:

- Relationship:** A dropdown menu with "Sister" selected and a green checkmark.
- Name:** A text input field with two dots and a green checkmark.
- Reason:** A list of radio button options: "Employment / Independence" (selected), "Lifelong Separation", "Bereavement", and "Other".

At the bottom of the form, there is a blue button labeled "Add information of change in the number of family members". At the very bottom of the page, there are two buttons: "Back" on the left and "Save" on the right, which is highlighted with a red rectangle.

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

### 13. Confirmation of data entered

After completing all pages and saving all the data, confirm if all information turns to green

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

To confirm



## 14. Confirmation of application forms

Then application information is displayed.

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

### 1. Confirmation of application status

Your email address to edit application : XXXXXXXXXX

Your password to edit application : XXXXXXXXXX

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

Your application status is as follows. Be sure to check that the registered details are correct. Click the “Back” button to make corrections, or **click the “Next” button** to confirm.

If you want to modify the contents after completing the registration in the exemption application system, please modify the application forms handwriting directly with red ink.

Receipt number	Issued after registration is completed
Applicant's name	阪大 太郎
Application semester	First and Second semester tuition fees
Application type	Enrolment fee: do not apply 授業料 : Exemption

Online registration    **Not completed (draft)**

Submission of application documents    **Not Received**

### 2. Confirmation items (Please check all three items)

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

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

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

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

### 3. Confirm the Application Form

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

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

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

①

②

③

④

## 15. Confirmation of application forms(Continued from previous page)

- ① Check the confirmation of application details. Once you click “Registration” button, you will NO longer be able to change any information on the system.
- ② Be sure to read the message that appears above “Registration” button and click the sentences to tick, if you agree with the message before clicking the button.
- ③ Once you are ready, click the “Registration” button.

\*Once you click the "Confirm" button, you will not be able to correct any of the information you have entered.

Confirmation of application details

Your email address to edit application :

Your password to edit application :

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

Basic Application Information

Student ID number	
Enrollment Fee	Do not apply
Enrollment and Tuition Fee	Exemption
Applicant category	General student
School commute classification	Family's home

Income Information

Father	Salary	5,000 ,000 yen
	Non-salary income	0 ,000 yen
Mother	Salary	0 ,000 yen
	Non-salary income	0 ,000 yen
Non-refundable scholarship annual amount		0 ,000 yen

Household information

Number of households	4
Maternal and paternal households	Not applicable
Number of persons with handicaps	0
Long-term medical expenses	0 ,000 yen
Disaster damage	0 ,000 yen
Public welfare assistance	Not applicable
Application Conditions	General student

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

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

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

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

← Back

Registration

①

②

③

## 16. Confirmation after registration/Preparation of application forms

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

**Online registration is complete.**


**Application Forms**

②

\* Please print on **one side of the page.**

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

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



Your receipt number is **1036**

①

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

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

Suita Student Center

### Application Status

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

Receipt number	1036 Make sure you keep a copy.	①
Applicant's name	鈴木 一郎	
Application semester	Enrolment fee First semester tuition fees only	
Application type	入学料：併願（免除・収納猶予とも） Tuition fee: Exemption	

Online registration	Completed
Submission of application documents	Not Received

## 17. Withdrawing Application

### New student

After clicking “新入生(2025年10月入学者) /New student”, the following screen appears. Select “申請の取り下げ / For those who want to withdraw application”.

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

新入生(2025年10月入学者)  
New enrolling in October 2025

(2025年9月に大阪大学(大学院)を卒業(修了)し、10月に新課程に入学する方もこちらから)  
(The University of Osaka student advancing to a higher course within the University of Osaka in October 2025)

授業料免除等申請システムの入力は 2025年10月3日(金) 16:30(00秒) (日本時間) までとなっております。  
申請者は必ず、この時間までに登録を完了 (受付番号の発行) してください。

The system is open for entry until by 4:30 (00Sec) PM on Fri, October 3, 2025 .  
Applicants must complete registrasion (issuance of your receipt number) by this time.

新規申請 / New application

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

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

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

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

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

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

メールアドレス/mail address **必須**

パスワード/password **必須**

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

Login

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

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

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

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

同意する / Agree



\*This Manual is for the Second Semester, AY205-2026

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

Withdrawal of application

Receipt number: 1034

Type of application to be withdrawn : Enrollment Fee Exemption required

-----

Type of application to be withdrawn : Tuition Fee Exemption required

-----

Reason for withdrawing application required

-----

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

Request for withdrawal

#### Type of application to be withdrawn (Enrollment Fee )

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

#### Type of application to be withdrawn (Tuition Fee )

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

## Reason for withdrawing application.

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

### 【Note】

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

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

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

This completes the withdrawal procedure.

### 【Note1】

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

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

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

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

### 【Note2】

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

\*This Manual is for the Second Semester, AY205-2026

### Current the University of Osaka student

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

在学生  
Current the University of Osaka student

授業料免除等申請システムの入力は 2025年10月3日(金) 16:30(00秒) (日本時間) までとなっております。  
申請者は必ず、この時間までに登録を完了 (受付番号の発行) してください。

The system is open for entry until by 4:30 (00Sec) PM on Fri, October 3, 2025 .  
Applicants must complete registration (issuance of your receipt number) by this time.

新規申請 / New application

前後期一括申請の変更申請 / Reapplication due to change(s) in application information provided for both semesters

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

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

Login

前期申請の確認 / Confirm your first term data

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

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

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

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

同意する / Agree

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

SSOテスト

ユーザー名 Username

パスワード Password

ログイン

\*This Manual is for the Second Semester, AY205-2026

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

Withdrawal of application

Receipt number: 1002

Type of application to be withdrawn : Tuition Fee Exemption required

Reason for withdrawing application required

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

Request for withdrawal

Type of application to be withdrawn (Tuition Fee )

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

Reason for withdrawing application.

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

【Note】

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

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

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

Withdrawal of application

Receipt number: 1002

Type of application to be withdrawn : Tuition Fee Exemption required

Reason for withdrawing application required

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

Request for withdrawal

This completes the withdrawal procedure.

#### 【Note1】

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

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

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

#### 【Note2】

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