

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

## Instructions for Application for Exemption or Deferred Payment of the Enrollment Fee and Exemption, Deferred Payment or Payment by Installments of the Tuition Fee in the 2019-2020 Academic Year

[April Enrollment Fee and Tuition Fee for the First Semester (from April to September) and Both the First and Second Semesters]

Applicants are requested to read these instructions carefully in order to be able to complete the application procedure without making any mistakes.

- ◆ Eligibility for application is limited to full-time undergraduate and graduate students enrolled in Osaka University in the semester for which the application is made. Application must be made by the candidate himself/herself.
- ◆ For the enrollment fee, you can apply for either exemption or deferred payment or both exemption and deferred payment ("Enrollment Fee Exemption, etc."). Please note that the eligibility for the application is different from Undergraduate students and Graduate students. For the tuition fee, you can only apply for one of the options – exemption, deferred payment or payment by installments ("Tuition Fee Exemption, etc.").
- ◆ After paying the enrollment fee/tuition fee, you cannot apply for Enrollment/Tuition Fee Exemption, etc.
- ◆ You can apply for Tuition Fee Exemption, etc. for both the first and second semesters at the same time. In this case, your application will be considered separately for each semester, which means that the decision made for the first semester (from April to September) may differ from the decision made for the second semester (from October to March).  
Note: Applications will be accepted only on a limited basis due to budget restrictions.
- Note: There are some cases that you cannot apply for Tuition Fee Exemption for both the first and second semesters at the same time. Please see the page 1 for the detail information.
- ◆ Even if you decide to withdraw from or take a leave of absence from Osaka University before the results of the application screening are announced, or it becomes likely that you will complete your course within six months, you are still required to pay the tuition fee for the current semester. In this case, you should cancel your application by completing the necessary procedure at one of the Student Centers. You cannot apply for Tuition Fee Exemption, etc. for the semester in which you plan to withdraw from, take a leave of absence from or complete your course at Osaka University.
- ◆ Submitted documents will not be returned to you. You may be asked to submit additional documents other than those specified herein if it is deemed necessary for screening purposes.
- ◆ If any documents are found to be missing or any questions arise as to your application during the screening process, you will be asked to submit the missing documents or answer the questions even after the application period is over. Please respond quickly when contacted by the Student Center. We will contact you by email, so please register your valid email address on the system. If you fail to submit missing or additional documents by the designated deadline, your application will not be processed for the reason of insufficient documentation.
- ◆ If, after an application is accepted, any documents submitted for the application are found to include false information or to have been forged, then the acceptance will be cancelled and the applicant will be required to pay the enrollment/tuition fee immediately.
- ◆ Other important instructions are provided in each section. Be sure to read everything carefully.

«Application Procedures»

(1) Submit the Application Form for Students Who Plan to Apply for Exemption or Deferred Payment of the 2019-2020 Academic Year Enrollment Fee ("Application Form for Students Who Plan to Apply") along with the other necessary documents when completing the enrollment procedure. (This requirement is applicable only to students applying for Enrollment Fee Exemption, etc. For the purpose of these instructions, "students applying for Enrollment Fee Exemption, etc." includes students applying for both Enrollment Fee Exemption, etc. and Tuition Fee Exemption, etc.)

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

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

(2) Register in the Enrollment and Tuition Fee Exemption Application System ("Exemption Application System"). (This requirement is applicable both to students applying for Enrollment Fee Exemption, etc. and students applying for Tuition Fee Exemption, etc.)

Application period: March 4 (Mon.) to 16:30 on April 4 (Thur.), 2019 (Strict observation of the deadline is required.)

(3) Submit other necessary forms and certification documents. (This requirement is applicable both to students applying for Enrollment Fee Exemption, etc. and students applying for Tuition Fee Exemption, etc.)

Period: March 4 (Mon.) to 16:30 on April 8 (Mon.), 2019 (except on Saturday, Sunday and holidays) (Strict observation of the deadline is required.)

- ◇ Place the documents specified above in Item (3) in the postbox installed at each Student Center.  
Suita Student Center: 1st floor of the IC Hall  
Toyonaka Student Center: 1st floor of the Student Union  
Minoh Student Center: 1st floor of Research and Lecture Building A

- ◆ Your application will be invalid if you fail to complete all the above procedures within the specified periods.
- ◆ Delayed submission or registration cannot be accepted under any circumstances.
- ◆ Refer also to the list of frequently asked questions and answers about the application procedures, which will be posted on the Osaka University website. (Available in Japanese only.)

For inquiries, please contact:  
Tuition Fee Exemption Section  
Suita Student Center, Osaka University  
1-1 Yamadaoka, Suita, Osaka 565-0871  
Email: [gakusei-sien-en1@office.osaka-u.ac.jp](mailto:gakusei-sien-en1@office.osaka-u.ac.jp)

**Instructions for Application for Exemption or Deferred Payment of the Enrollment Fee and Exemption, Deferred Payment or Payment by Installments of the Tuition Fee in the 2019-2020 Academic Year**  
**[April Enrollment Fee and Tuition Fee for the First Semester (the spring and summer terms) and Both the First and Second Semesters]**

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## Submission of Income (tax) certificate of FY2018 (for income earned during 2017)

The income certificate to be submitted must clearly show the amount of salary, income other than salary by source, spousal deduction and [the number of dependents as well as the amount of tax](#).

You will be required to reissue the income certificate if the necessary information is not written.

\*The income certificate will be issued by city government. Please request the document which includes the detail of income deduction, imposition of tax or not, and the amount of tax. Please note that ""\*"" does not mean no income.

## Application for Tuition Fee Exemption, etc. for Both the First and Second Semesters

You can apply for Tuition Fee Exemption, etc. for both the first and second semesters at the same time. In this case, you do not have to file a separate application for the second semester.

Please pay attention to the following when going through the application procedures.

- ◆ [If you plan to apply for Tuition Fee Exemption, etc. for both the first and second semesters of the 2019-2020 academic year, you are required, in principle, to select "Apply for Tuition Fee Exemption, etc. for Both the First and Second Semesters" when filing your application for the first semester.](#)

- ◆ [Under any of the following circumstances, you cannot apply for Tuition Fee Exemption, etc. for both the first and second semesters at the same time.](#) In this case, you must apply for Tuition Fee Exemption, etc. for the first and second semesters separately.

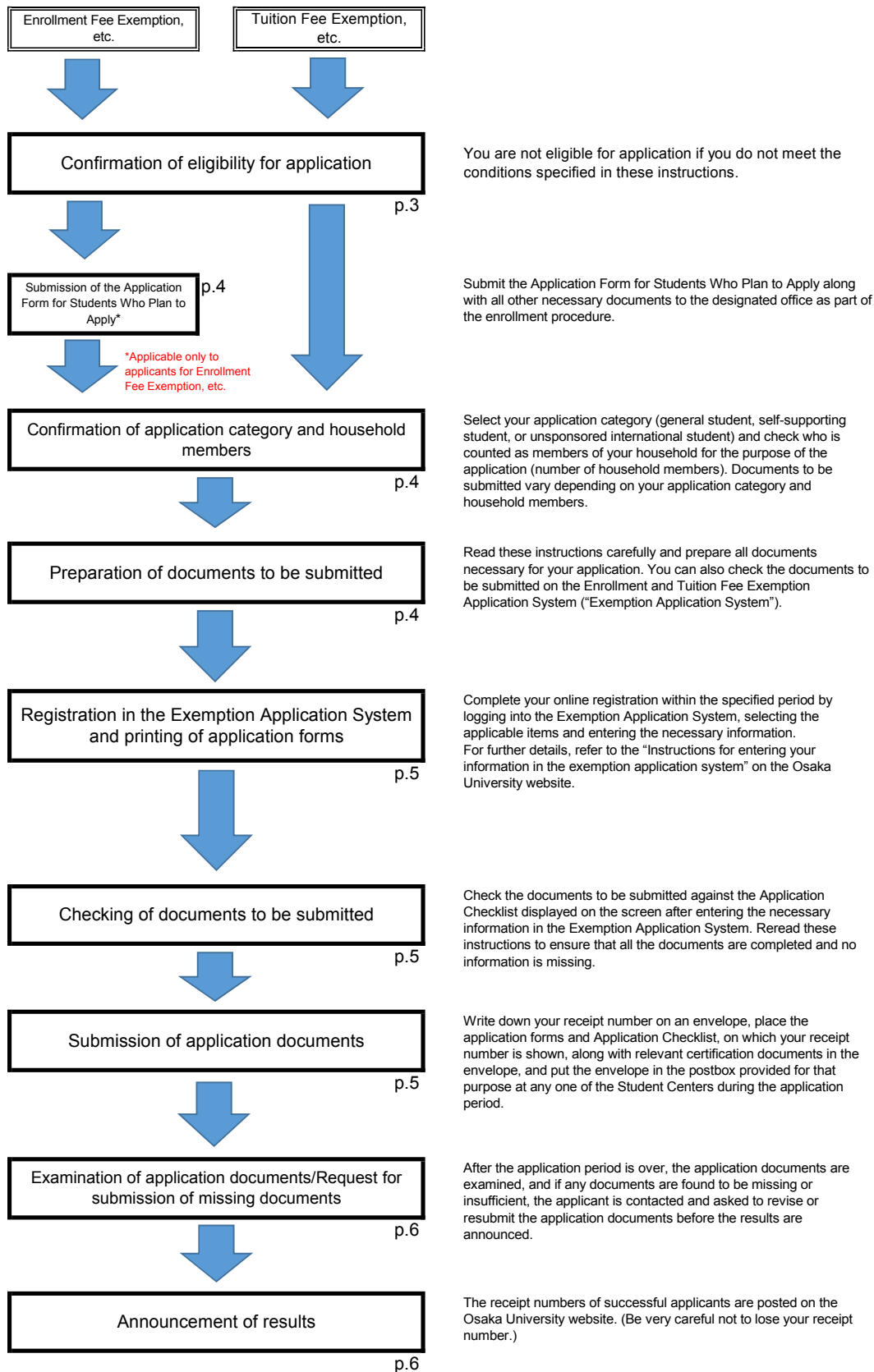
• You will be graduating from or completing your course (or advancing to a higher course or otherwise be enrolled in a different course) at Osaka University midway through the current academic year.  
• You will be remaining in the course beyond the standard number of years from the second semester of the current academic year for the first time since your enrollment in Osaka University.  
• You will be taking a leave of absence from or withdrawing from Osaka University midway through the current academic year.

- ◆ If you are applying for Tuition Fee Exemption, etc. for the first and second semesters at the same time, you should report your household members and household income as of April 1.
- ◆ Even if you apply for Tuition Fee Exemption, etc. for the first and second semesters at the same time, [you have to file a separate application for the second semester if any changes have occurred in your circumstances \(e.g., application category, household structure, school enrollment status, household income status\)](#) between April 1 and October 1. For details, read the application instructions to be issued at the end of August.
- ◆ Even if you apply for Tuition Fee Exemption, etc. for the first and second semesters at the same time, your application will be considered separately for each semester, which means that [the decision made for the first semester may differ from the decision made for the second semester. Applications will be accepted only on a limited basis due to budget restrictions.](#)

**Example 1** First semester: Total Exemption → Second Semester: Half Exemption

**Example 2** First semester: Total Exemption → Second Semester: Not approved

## Flow from preparation for application through to announcement of result



# 1. Confirmation of eligibility for application

Before applying for Enrollment/Tuition Fee Exemption, etc., check your eligibility for application. Your application will be considered only if you satisfy the specified conditions. Those who received scholarship including tuition fee from the government cannot apply for it. (In principle, undergraduate students are not allowed to apply for Enrollment Fee Exemption. For details, see 1.1. "Eligibility for applying for exemption (Undergraduate students)" below.)

## I. Enrollment Fee

### 1. Eligibility for applying for exemption

#### (Undergraduate students)

- (1) Student having significant difficulty with the payment of the enrollment fee due to the death of the person mainly responsible for the payment of the student's academic expenses ("Academic Expense Payer") or due to the occurrence of a windstorm, flood or other natural disaster affecting the student or the Academic Expense Payer within one year prior to the student's enrollment in Osaka University
- (2) Student recognized by the President as having a valid reason for applying for exemption of the enrollment fee, similar in substance to the reasons specified in (1) above ※

#### (Graduate students)

- (1) Student having difficulty with the payment of the enrollment fee for financial reasons
- (2) Student having significant difficulty with the payment of the enrollment fee due to the death of the Academic Expense Payer or due to the occurrence of a windstorm, flood or other natural disaster affecting the student or the Academic Expense Payer within one year prior to the student's enrollment in Osaka University
- (3) Student recognized by the President as having a valid reason for applying for exemption of the enrollment fee, similar in substance to the reasons specified in (2) above ※

#### ※ (Example)

The Academic Expense Payer lost his/her job or retired from work due to an unavoidable reason such as bankruptcy of the company, dismissal, or illness within one year prior to the student's enrollment in Osaka University, and the estimated annual income to be earned by the Academic Expense Payer, if re-employed, is lower than the amount obtained by multiplying the lowest hourly wage of the prefecture where the Academic Expense Payer lives by 2,080 (40 hours x 52 weeks).

### 2. Eligibility for applying for deferred payment (Both undergraduate and graduate students)

- (1) Student having difficulty with the payment of the enrollment fee for financial reasons
- (2) Student having significant difficulty with the payment of the enrollment fee due to the death of the Academic Expense Payer or due to the occurrence of a windstorm, flood or other natural disaster affecting the student or the Academic Expense Payer within one year prior to the student's enrollment in Osaka University

## II. Tuition Fee

### 1. Eligibility for applying for exemption (Both undergraduate and graduate students)

- (1) Student having difficulty with the payment of the tuition fee for financial reasons
- (2) Student having significant difficulty with the payment of the tuition fee due to the death of the Academic Expense Payer or due to the occurrence of a windstorm, flood or other natural disaster affecting the student or the Academic Expense Payer within six months prior to the payment day of the tuition fee for the semester (or within one year in the case of a newly enrolled student)

### 2. Eligibility for applying for deferred payment or payment by installments (Both undergraduate and graduate students)

Student having difficulty with the payment of the tuition fee for financial or any other valid reason

◆ The University does not publicize the level of academic achievement that is deemed to be "higher than a certain level."

◆ Even if you meet either condition (1) or (2) for applying for exemption of the tuition fee, **your application cannot be accepted if any of the following cases apply.**

1. You have not paid the tuition fee for the immediately preceding semester.
2. You have already paid the tuition fee for the semester for which you are planning to apply for exemption.
3. You have repeated the year without any justifiable reason. (This does not apply in the case of (2) above.)
4. You have remained in the course beyond the standard number of years without any justifiable reason. (This does not apply in the case of (2) above.)

◆ The University will conduct screening of applicants who meet the abovementioned conditions and will determine which applicants to accept for total exemption, half exemption, and deferred payment, etc. (It should be noted that the University has only a limited budget for Enrollment/Tuition Fee Exemption, etc. Therefore, some applicants, even if sufficiently qualified, might not be accepted for exemption, etc.)

## 2. Submission of the Application Form for Students Who Plan to Apply (Applicable only to applicants for Enrollment Fee Exemption, etc.)

Applicants for Enrollment Fee Exemption, etc. are required to submit the Application Form for Students Who Plan to Apply (Application Form for Students Who Plan to Apply for Exemption or Deferred Payment of 2019-2020 Academic Year Enrollment Fee), instead of the enrollment fee receipt, along with all other necessary documents when completing the enrollment procedure.

- ◆ You cannot apply for Enrollment Fee Exemption, etc. after paying the enrollment fee.
- ◆ It should be noted that even if you submit the abovementioned Application Form for Students Who Plan to Apply as part of the enrollment procedure, your application will be deemed invalid if you fail to complete the procedures of [5. Registration in the Exemption Application System and printing of forms to be submitted] and [7. Submission of application documents] to be detailed below within the specified period.

## 3. Confirmation of application category and household members

- ◆ To apply for exemption or deferred payment of the April enrollment fee, or for exemption, deferred payment or payment by installments of the tuition fee for the first semester or for both the first and second semesters, select the application category applicable to you as of April 1 from the options shown in the following table.

Application category	Requirement
Self-supporting student*	All of the following three conditions must be met: 1. The applicant does not live with his or her father/mother or Household Supporter (or with the spouse's father/mother). 2. The applicant (or his or her spouse) earns an income for which an income tax return is filed and an income certificate is issued. 3. The applicant does not qualify as a dependent of his or her father/mother or Household Supporter under the Income Tax Act.
Un-sponsored international student	The applicant is a privately financed student with a visa status of "Student."
General student	The applicant does not fall under either of the above two categories.

\* In principle, undergraduate students cannot apply under the category of "Self-supporting student." Certification documents to be submitted to verify your status as a self-supporting student are as shown in Form 3 "Self-Supporting Student's Income Statement." Be sure to check this form.

- ◆ Individuals counted as your household members

Who can be counted as your household members varies depending on your application category.

	Household members	Self-supporting student	Un-sponsored international student	General student
(1)	Applicant (and the applicant's spouse if the applicant is a self-supporting student or un-sponsored international student)	●	●	●
(2)	Applicant's father/mother, or the person supporting the household in place of the applicant's father/mother ("Household Supporter")	—	★	●
(3)	Person(s) qualifying as dependent(s) of the Household Supporter or the applicant under the Income Tax Act, regardless of whether or not such person(s) lives with the applicant	●	★	●

●: Counted as the applicant's household member.

★: Counted as the applicant's household member only if the person resides in Japan.

Persons who fall under the category numbered (2) or (3) in the above table are counted as members of your household (counted in the number of household members). In this case, certification documents for all these persons must be submitted.

In principle, the applicant cannot be the Household Supporter, with the exception of a self-supporting student, in which case the applicant (or the applicant's spouse) is deemed to be the Household Supporter.

The applicant's grandfather(s), grandmother(s), brother(s) and sister(s) not falling under category (2) or (3) above are not counted as the applicant's household members, regardless of whether or not they live with the applicant. Therefore, registration in the Exemption Application System and submission of certification documents are not required for them.

## 4. Preparation of documents to be submitted

First, refer to items (1) and (2) below to find out which documents you have to submit, and prepare all necessary documents as early as possible.

- (1) "Documents to be submitted for application for Enrollment/Tuition Fee Exemption, etc." shown on and after p. 7
- (2) Application Checklist (Enter all necessary information other than monetary figures in the Exemption Application System (at the URL shown in Section 5) and press the "Prepare Application Form" button. The relevant forms will be displayed in PDF format, with the Application Checklist shown on the last page.)

- ◆ To enter all the needed information on the Exemption Application System, you must prepare the required documents.
- ◆ Print the forms to be submitted for application from the Exemption Application System or the Osaka University website.

## 5. Registration in the Exemption Application System and printing of forms to be submitted

**Registration period: 0:00 on March 4 (Mon.), 2019 to 16:30 on April 4 (Thur.), 2019 (Strict observation of the deadline is required.)**

**URL of Exemption Application System: <https://cs-web.osaka-u.ac.jp/menjo/>**

If you are a freshman, select the log-in panel for “平成31年(2019年)4月入学者/in-coming freshman,” and log in to the Exemption Application System by entering the following password and your own email address in the “Kind of application” of your choice. It should be noted that only one application is permitted per person. You cannot register multiple applications using different email addresses.

**Common password for all new students (for the first login): handai1904**

- ◆ If you are a student enrolled in Osaka University, select the log-in panel for “在学生/Person enrolled in Osaka University,” and log in to the Exemption Application System by entering your Osaka University personal ID and password.
- ◆ After logging in, select the kind of application and enter the necessary information. You can select applications for both Enrollment and Tuition Fee Exemption, etc. for both the first and second semesters on this screen.
- ◆ For the second and subsequent login, freshmen are required to use the password to update data that was displayed on the screen when you first logged in. This password is not known to the Student Centers, and therefore cannot be reissued if lost. Be sure to remember your password, as you cannot apply for Enrollment/Tuition Fee Exemption, etc. without it.
- ◆ After you enter all the necessary information, be sure to click on the “Register” button to complete your registration. Your application will not be valid unless you click on the “Register” button. After the registration period shown above is over, registration cannot be accepted even if entry of information is in progress.
- ◆ If you fail to register your information in the Exemption Application System within the period specified above, your application will be invalid even if you submit your application documents to the Student Center pursuant to the instructions given in [7. Submission of application documents].

Freshmen are required to use the common password for all new students shown above when first logging in to the Exemption Application System even if you already have your own Osaka University personal ID and password.

Before clicking on the “Register” button, you can enter information as many times as you like by clicking on the “Save” button.

If you cannot obtain any of the necessary certification documents within the registration period shown above for some unavoidable reason, and cannot enter specific monetary figures in the relevant field, you can leave the space blank and just select the applicable items and provide information about factual matters known to you such as the availability of financial aid.

Before clicking on the “Register” button, make completely sure that all the information is correct and nothing is missing.

After entering all necessary information, click on the “Register” button and the “Prepare Application Form” button will be displayed. Click on the “Prepare Application Form” button and print the application forms and the Application Checklist on which your receipt number is shown.

- ◆ After your registration is completed, you cannot change the information entered in the Exemption Application System. If you have to correct any of the information, do this directly on the printed application form using black ink.
- ◆ The four-digit receipt number issued to you will be needed when checking the results of the application screening. Therefore, be very careful not to lose your receipt number.

## 6. Checking of documents to be submitted

- ◆ Make sure that all the necessary documents are prepared by checking them against the Application Checklist printed after completing your registration in the Exemption Application System. It should be noted, however, that your Application Checklist is compiled based solely on the information that you entered in the Exemption Application System. Therefore, you should read these instructions again to make doubly sure that the application documents are correct and complete.
- ◆ If you cannot prepare any certification documents during application period, indicate the earliest date that you can submit the missing documents on the Application Checklist using black ink irrespective of the submission deadline specified in [8. Examination of application documents/Request for submission of missing documents].

## 7. Submission of application documents

In an envelope of your choice, place the Application Checklist and application forms on which your receipt number is shown, along with the certification documents, prepared pursuant to the instructions given in Sections 4, 5, and 6 above, and submit the envelope at any one of the Student Centers.

**Application period: 8:30 on March 4 (Mon.) to 16:30 on April 8 (Mon.), 2019 (Strict observation of the deadline is required.)**

**(Application documents must be submitted during office hours (8:30-17:00) at the Student Centers except on the last day of the application period.)**

**Office hours at Minoh Student Center is 10:00-16:30.**

**Where to submit: Postboxes provided at the Student Centers and other locations on the Suita, Toyonaka and Minoh campuses**

Application documents cannot be received after 16:30 on April 8 (Mon.), 2019 under any circumstances. Applications submitted after the deadline will be invalid even if registration in the Exemption Application System is completed.

- ◆ Be sure to write down your receipt number on the envelope.
- ◆ You may use the postal service to submit your application documents to the Student Center. In this case, send the complete set of documents to the following address by using registered mail or other service that provides you with evidence of dispatch.
- ◆ You will be contacted by the Suita Student Center by email after your application documents are received. (It may take a few days after application documents are submitted.)

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

(Write “Application documents for Tuition (Enrollment) Fee Exemption, etc. enclosed” on the front side of the envelope using red ink.)

Application documents, if sent by mail, must post by April 8 (Mon.), 2019, and any documents postmarked after this date will not be accepted.

## 8. Examination of application documents/Request for submission of missing documents

You will be contacted by the Suita Student Center by email or telephone if any documents are found to be missing or any questions arise during the examination of your application documents. **If you fail to submit the missing document(s) or respond to the question(s) by the specified date, your application will not be processed.** (You may be at a disadvantage if you cannot be reached by email or telephone.)

Deadline for submission of missing document(s) (and/or response to question(s)): Within approximately one week after you are contacted by the Student Center (strict observation of the deadline is required.)  
Where to submit missing document(s): Any of the postboxes for application documents provided at the Student Centers and other locations on the Suita, Toyonaka and Minoh campuses

- ◆ Place the document(s) in an envelope of your choice, on which you have written "Missing Document(s)" and your receipt number. You should also specify your receipt number in the upper right corner of the document(s) to be submitted.
- ◆ If two or more documents are missing, you must submit all of these documents by the specified deadline. It should be fully noted that if you fail to do so, your application will not be processed.

## 9. Announcement of results

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

- ◆ Exemption or deferred payment of the April enrollment fee  
End of June 2019 (scheduled)
- ◆ Exemption, deferred payment or payment by installments of the tuition fee for the first semester  
End of July 2019 (scheduled)  
The exact dates of announcement will be posted on the KOAN bulletin board in advance.
- ◆ In the case of applications for Tuition Fee Exemption, etc. for both the first and second semesters, the results for the second semester will be announced in or after late January of the following year.

Enrollment Fee	Total exemption	You have been granted total exemption from payment of the enrollment fee.
	Half exemption	You must complete your payment within 14 days after the announcement of results using the payment request form sent to you by the University.
	Rejected	It should be noted that <b>if you fail to complete your payment by the deadline, you will lose your status as a student of Osaka University.</b>
	Deferred payment	You can delay payment of the enrollment fee until the end of September. Complete your payment by the designated deadline using the payment request form sent to you by the University. It should be noted that <b>if you fail to complete your payment by the deadline, you will lose your status as a student of Osaka University.</b>
Tuition Fee	Total exemption	You have been granted total exemption from payment of the tuition fee only for the first semester.
	Half exemption	Complete your payment of the tuition fee following the instructions given in the results announcement letter by the designated deadline.
	Rejected	
	Deferred payment	You can delay payment of the tuition fee until late September.
	Payment by installments	Pay one half of the first semester's tuition fee in late August and the other half in late September following the instructions given in the results announcement letter. If you complete your course at the end of September, the payment deadline may be designated otherwise by your school/faculty or graduate school.

- ◆ If you have made arrangements for paying your tuition fee by electronic bank transfer, make sure that sufficient funds are in your bank account to pay the fee on the due date.
- ◆ If you have not made arrangements for paying your tuition fee by electronic bank transfer, pay the tuition fee into the bank account designated by the University using the payment request form sent to you. The payment deadline is shown on the payment request form.
- ◆ Regarding paying your tuition fee and registration of electronic bank transfer, please inquire each educational affairs section.
- ◆ **If you have applied for exemption of the tuition fee for both the first and second semesters, your application for the second semester will not be processed if you do not pay the first semester's tuition fee by the designated deadline.**

## 10. Others

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



## Documents to be submitted for application for Enrollment/Tuition Fee Exemption, etc.

- ◆ Each document must reflect the situation as of April 1, 2019.
- ◆ For documents marked with "(copy)", submit a copy of each document. For other documents, submit the originals.
- ◆ To submit a document that is smaller than A4, copy or attach the document on A4-sized paper.
- ◆ Carefully read the instructions for filling in each form before submitting them.
- ◆ If the same document is required for more than one purpose in your application, you only need to submit one copy.
- ◆ You cannot choose to use any other forms for the purpose of application at your own discretion. Be sure to submit the designated forms.
- ◆ Submit documents issued by the local municipality without Individual Number.
- ◆ If the document to be submitted shows Individual Number, be sure to black it out.

1. Document to be submitted by all applicants for Enrollment Fee Exemption, etc.

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

No.	Application category	Document to be submitted	Notes
1	General student Self-supporting student Un-sponsored international student	<b>Application Form for Students Who Plan to Apply for Exemption or Deferred Payment of the 2019-2020 Academic Year Enrollment Fee</b>	This document must be submitted as part of the enrollment procedure. <b><u>If you fail to submit it, your application for Enrollment Fee Exemption, etc. will not be accepted.</u></b>

**【For Both Enrollment Fee Exemption and Tuition Fee Exemption】**

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

(Submit the documents marked with ● in your application category.)

No.	Application category			Documents to be submitted	Notes
	General student	Self-supporting student	Un-sponsored international student		
2	●	●	●	<b>Application Form for Enrollment/Tuition Fee Exemption, etc. (Forms 1-1, 1-2)</b>	Print these forms from the Exemption Application System.
3	●	●	●	<b>Financial Aid Statement (Form 2)</b>	Print this form from the Exemption Application System. You may be required to submit a document that verifies your status as a recipient of a certain financial aid. For details, refer to Form 2.
4	●	●		<b>Income (tax) certificate of FY2018 (for income earned during 2017) (original)</b> issued by the local municipality  If no income was earned or the income amount was too low to issue an income certificate, submit a <b>tax exemption certificate (original)</b> instead.	If you are a general student, submit the certificate issued to the <b>Household Supporter (your father/mother, or person who is supporting the household in place of your father/mother)</b> . If you are a self-supporting student, submit the certificate issued to <b>you (and your spouse if applicable)</b> .  <b>Submit a document that clearly shows the amount of salary, income other than salary by source, spousal deduction and the number of dependents as well as the amount of tax. If both of your parents are alive, certificates for both of them must be submitted.</b>
5		●		<b>Self-Supporting Student's Income Statement (Form 3)</b>	Print this form from the Exemption Application System. Income should be equal to or greater than expenditures. Depending on your situation, you may be required to submit a document verifying that you are not being financially supported by your father/mother or Household Supporter. For details, refer to the section "Conditions for graduate students to qualify as self-supporting students" in Form 3.
6		●		<b>Certificate of Residence of the applicant (and the applicant's spouse if applicable) (original)</b>	A Certificate of Residence that includes all persons counted as your household members under these instructions must be submitted. Have the document issued by your municipality. ※ Submit individual number not listed document. ◆ The Certificate of Residence to be submitted must be one that covers all of your household members. ◆ If your Certificate of Residence does not cover all of your household members, then submit the Certificate of Residence that covers all members of your father's/mother's household along with your Certificate of Residence. ◆ If you no longer live with your father/mother or Household Supporter but you have not moved your resident registry to the municipality where you now live, then you must submit a document certifying that you live separately from your father/mother or Household Supporter at the time of applying for Enrollment/Tuition Fee Exemption, etc. (such as a copy of your housing lease agreement), along with the Certificate of Residence that covers you (and your spouse) and your father/mother as well as the Household Supporter.
7			●	<b>Un-sponsored International Student's Income Statement (Form 4)</b>	Print this form from the Exemption Application System. Income should be equal to or greater than expenditures.
8	●	●	●	<b>Application Checklist</b>	Print this form from the Exemption Application System. Make sure that all necessary documents are ready by checking the Application Checklist.

3. Document to be submitted if your household members include a student/students

No.	Document to be submitted	Issuing organization
9	Enrollment Verification Document Attachment Sheet (Form 5) Complete the form and attach a copy of the student ID card or other equivalent document.	The student's school
<p>◆ For the purpose of this application, "student" refers to a <u>person enrolled in an elementary school or higher educational institution</u> as of April 1, 2019. However, <u>if the student is a junior high school student or younger, you do not have to submit No. 9 "Enrollment Verification Document Attachment Sheet" (Form 5)</u>.</p> <p>◆ The following persons are not deemed to be "students" for the purpose of this application:</p> <ul style="list-style-type: none"> <li>- Students enrolled in an advanced vocational school (general course) or any other school in the miscellaneous category</li> <li>- Preparatory school students, non-degree research students, special auditors, auditors, and credited auditors</li> </ul>		

4. Document(s) to be submitted if applicable to the applicant

No.	Category	Document(s) to be submitted
10	The applicant is to remain in the course beyond the standard number of years.	<b>Reference Letter (Form 8) (Common to undergraduate and graduate students)</b> Submission of a reference letter is required even if the term of study has been exceeded due to overseas study or leave of absence. The reference letter must include the reason for recommendation by your supervisor. Without the reason, your application will not be processed due to insufficient documentation. Be sure to confirm the month and year of your enrollment when filling in the form.
11	The Academic Expense Payer has died.	<b>Death certificate (copy) or burial certificate (copy)</b> This requirement is applicable only if the Academic Expense Payer died between October 1, 2018 and March 31, 2019 (or between April 1, 2018 and March 31, 2019 in the case of students newly enrolled in April 2019).

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

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

No.	Category	Document(s) to be submitted	Issuing organization
12	Part-time employee working at Osaka University	<input type="radio"/> <b>Osaka University Part-time Employment Certificate (Form 6-3)</b> Specify the school, faculty, graduate school, institute, center, department or etc. ("relevant department") that employs you, the employment period, estimated annual income, etc., and write your name (signature) by hand on the form. Inquire at the relevant department that employs you for the period of employment, hourly wage and other necessary information.	Download the form from the Osaka University website.
13	Salaried employee, whether working full-time or part-time* (*Excluding part-time employee working at Osaka University specified in (12) above)	<input type="radio"/> <b>Certificate of income and withholding tax in 2018 (copy)</b> <u>If the current employment started on or after January 2, 2018</u> , submit the <input type="radio"/> <b>(Expected) Payment Certificate (Form 6-1) for the current employment</b> , or attach your <b>wage slips for the past three months (copies) for the current employment</b> by gluing or stapling to the <input type="radio"/> <b>Documentation of Earnings Form (Form 6-2)</b> and submit the form.	Employer(s) (If you work for two or more employers, submit the specified document for each place of employment.)
14	Worker other than salaried employee (e.g., self-employed worker) or salaried employee who has filed a final tax return	<input type="radio"/> <b>File copy of the Final Tax Return Declaration Form for income earned in 2018 (both Tables 1 and 2 (copies), bearing evidence that the original form has been accepted by the tax office. In the case of Electrical Final Tax Return Declaration, receipt date is required.</b> <u>If a final tax return has not been filed</u> , submit <input type="radio"/> <b>a file copy of the municipal/prefectural tax return form (copy)</b> issued by the municipal government. <u>If income has been earned from a business operation that started on or after January 2, 2018</u> , submit <input type="radio"/> <b>a document/documents showing the amount of (expected) revenue, necessary expenditures, and income of the last three months.</b> (Any form can be used.)  <b>*Be sure to black out the Individual Number</b>	Tax office Municipal government
15	Person who left his/her employment or closed his/her business on or after January 1, 2018	<input type="radio"/> <b>Document certifying the date of termination of employment (copy) or <input type="radio"/> notification of business closure or other document certifying the date of closure (copy)</b> <input type="radio"/> <b>Notice of Leaving Employment (Form 10-2)</b> may be submitted <u>only in the case of leaving part-time employment</u> .	Employer Tax office
16	Person on temporary retirement	<input type="radio"/> <b>Certificate of temporary retirement</b> (Any form may be used.) <u>If a salary or allowance is paid during the period of temporary retirement</u> , attach <input type="radio"/> <b>a document certifying the amount of salary or allowance.</b> (Any form may be used.)	Employer, etc.
17	Recipient of pension/public employees' pension	<input type="radio"/> <b>Latest notification of pension payment (copy) or <input type="radio"/> notification of revised (determined) pension amount (copy)</b> Attach either of the above documents by gluing or stapling it to the <input type="radio"/> <b>Pension-related Document Attachment Sheet (Form 7)</b> . <u>If payment of pension begins in or after April 2019</u> , submit a <input type="radio"/> <b>Pension Certificate</b> or other document certifying the latest amount of the pension benefit.	Japan Pension Service, mutual aid association, insurance company, etc.
18	Recipient of unemployment allowance	<input type="radio"/> <b>Certificate of eligibility to receive unemployment allowance (copy) *All pages are required.</b> Copies of both sides of the certificate must be submitted so that the number of days for which the allowance was paid and the amount of daily allowance are known.	Public Employment Security Office (Hello Work)
19	Recipient of injury and disease allowance	<input type="radio"/> <b>Notification of granting eligibility for injury and disease allowance (copy)</b>	Japan Health Insurance Association, mutual aid association, etc.
20	Recipient of child-rearing allowance	<input type="radio"/> <b>Child-rearing allowance certificate (copy)</b>	Municipal government
21	Recipient of public welfare assistance (household eligible for public welfare assistance)	<input type="radio"/> <b>Notification of granting eligibility for public welfare assistance (notification of change to the public welfare assistance amount) (copy)</b> Submit a document that certifies the annual amount of the public welfare assistance.	Municipal government
22	Recipient of the JSPS Research Fellowship for Young Scientists	<input type="radio"/> <b>Selection notification (copy)</b> <input type="radio"/> <b>Statement regarding Research Expenses (copy)</b> (Both documents must be submitted.)	Japan Society for the Promotion of Science (JSPS)

6. Document(s) to be submitted to be eligible for special deduction

◆ If any of the following categories applies to any of the persons that you entered in the "household members" column, submit the documents marked with ○ to be eligible for a special deduction. Eligibility for special deduction will not be granted if any of the submitted documents are found to be incomplete and/or incorrect.

◆ Refer to Section 3 "Confirmation of application category and household members" to see who can be counted as your household members, and submit the certification documents for the special deduction only if any of your household members are eligible for the deduction.

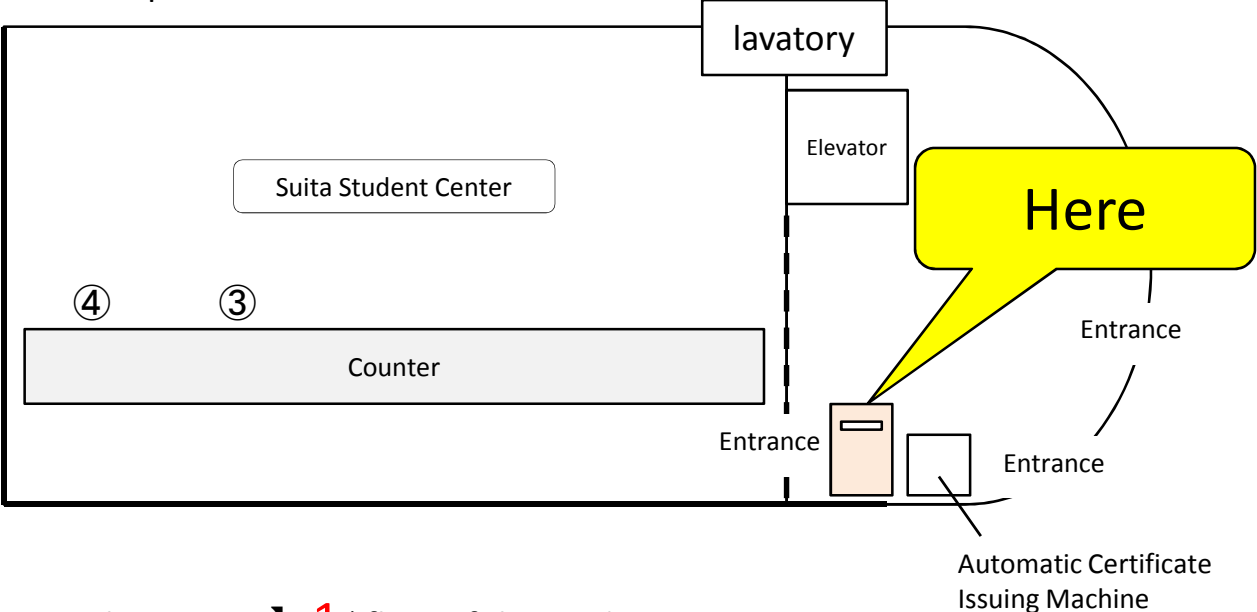
No.	Category	Document(s) to be submitted	Issuing organization
23	Student	○ Enrollment Verification Document Attachment Sheet (Form 5)	The student's school
24	Single-parent household	○ Document certifying that the household is a single-parent household (Examples) ○ Income (taxation) certificate issued in FY2018 (for income earned in 2017) (original) ○ Certificate of income and withholding tax in 2018 (copy) ○ Document certifying payment of bereaved family pension to the household (copy) ○ Document certifying payment of child-rearing allowance to the household (copy) ○ Family register or extract of family register (original)	Municipal government, employer, Japan Pension Service, etc.
25	Person with a disability A-bomb survivor	○ Disability certificate (copy) *Or ○ A medical certificate for the disability if a disability certificate has been applied for but has not yet been issued. ○ A-bomb survivor's certificate (copy)	Municipal government
26	Recipient of medical care for a period of six months or longer Person recognized as in need of long-term care	○ Medical Expense Certificate (Form 9) When filling in Form 9, read the instructions provided in the form and attach a certification document(s) if necessary. Please attach the document certified by a doctor or hospital.	Hospital, pharmacy, etc.
27	Household that fell victim to fire, windstorm, flood, theft, etc.*	○ Disaster victim certificate or theft report certificate ○ Document certifying the amount of loss ○ Document certifying payment of casualty insurance benefit (compensation for loss) * This applies only to a disaster/theft that occurred between: <u>October 1, 2018 and March 31, 2019</u> (Or between April 1, 2018 and March 31, 2019 in the case of students enrolled in Osaka University in April 2019)	Fire department, municipal government, insurance company, etc.

7. Documents to be submitted by unsponsored international students who have family members living in Japan

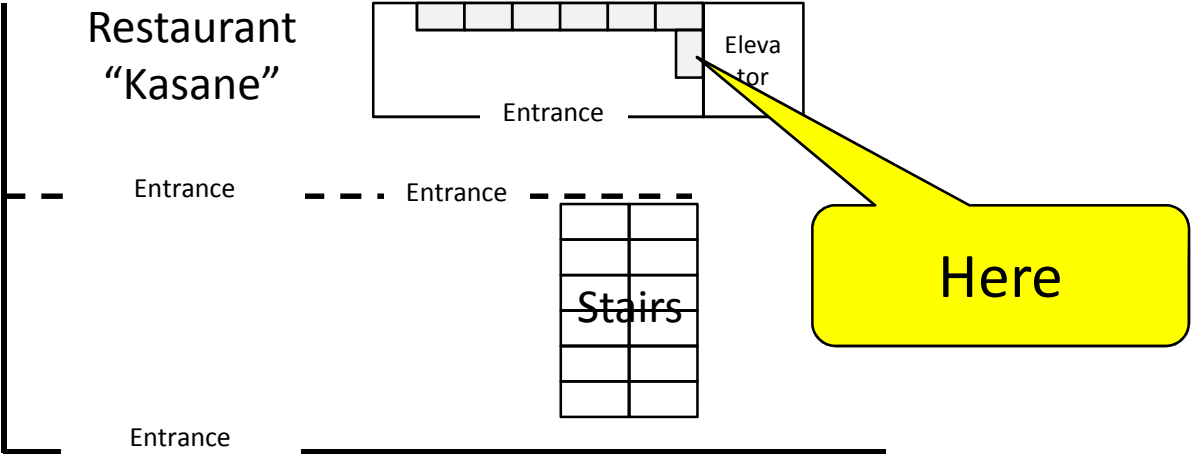
No.	Documents to be submitted	Notes	Issuing organization
28	Certificate of Residence (original)	◆ The certificate must include all persons counted as the applicant's household members pursuant to these instructions. ◆ The certificate must be one that certifies that the information on all household members is included. * Submit individual number not listed document.	Municipal government
29	Income (taxation) certificate issued in FY2018 (for income earned in 2017) (original) If no income was earned or the income amount was too low to issue an income certificate, submit a tax exemption certificate (original) instead.	◆ This certificate is required for all persons who are counted as the applicant's household members pursuant to these instructions. ◆ Income (taxation) certificate of the applicant is not required. ◆ Submit a document that clearly shows the amount of salary, income other than salary by source, spousal deduction as well as the number of dependents.	Municipal government

# Where to submit application documents

【Suita Campus】 1<sup>st</sup> floor of the IC Hall



【Toyonaka Campus】 1<sup>st</sup> floor of the Student Union



【Minoh Campus】 1<sup>st</sup> floor of Research and Lecture Building A

