Enrollment Fee Exemption and Deferment Application System/ Tuition Fee Exemption Application System Operation Manual

Student Support Division, Kyushu University

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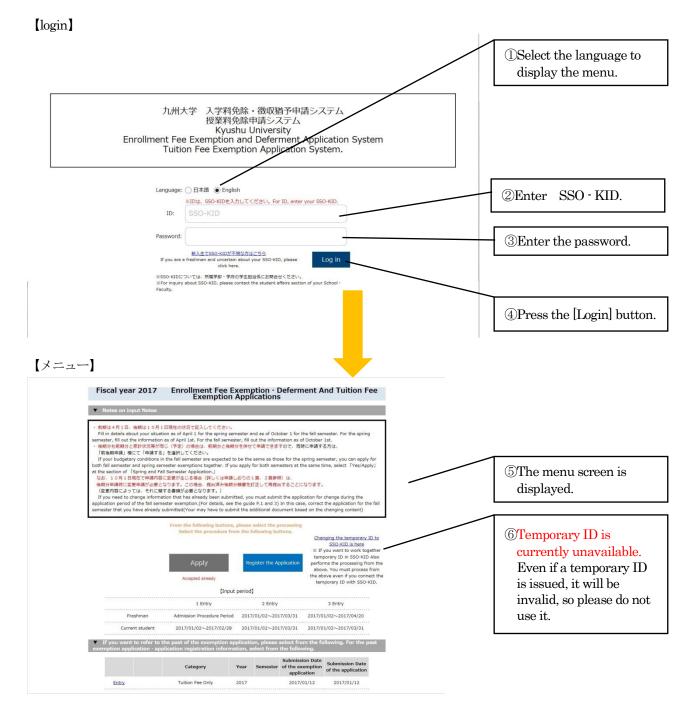
★Please read this operation manual and the application guide carefully and proceed with input★

1.LOGIN

"Kyushu University Enrollment Fee Exemption and Deferment Application System/ Tuition Fee Exemption Application System" (https://gnk-webmenjo.jimu.kyushu-u.ac.jp)

1-1. LOGIN TO THE SYSTEM WITH SSO-KID

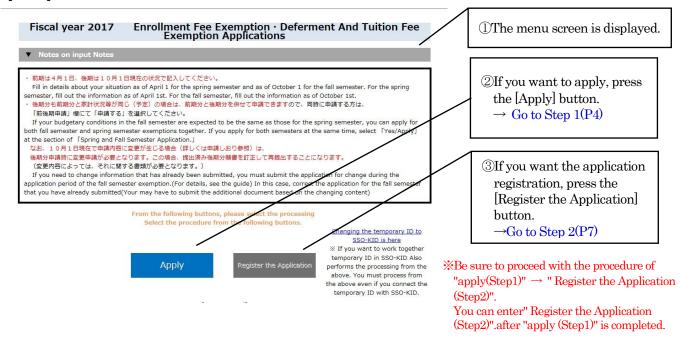
For logging in to the application system, ID / PW of SSO - KID (name of the system developed and operated by Kyushu University for the purpose of supporting students and teachers and improving services) is required. For SSO-KID please check with Kyushu University SSO portal [URL] http://web.sso.kyushu-u.ac.jp/.



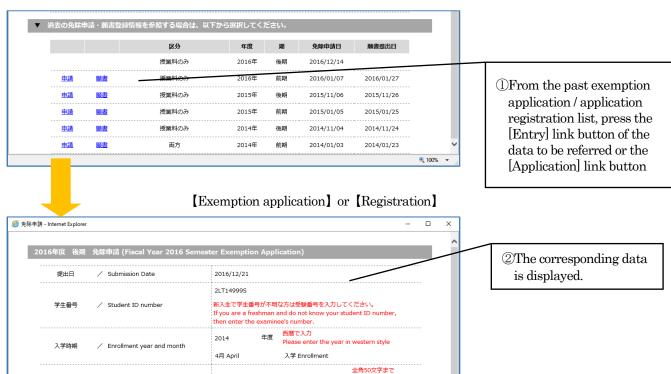
2.MENU

2-1.MENU

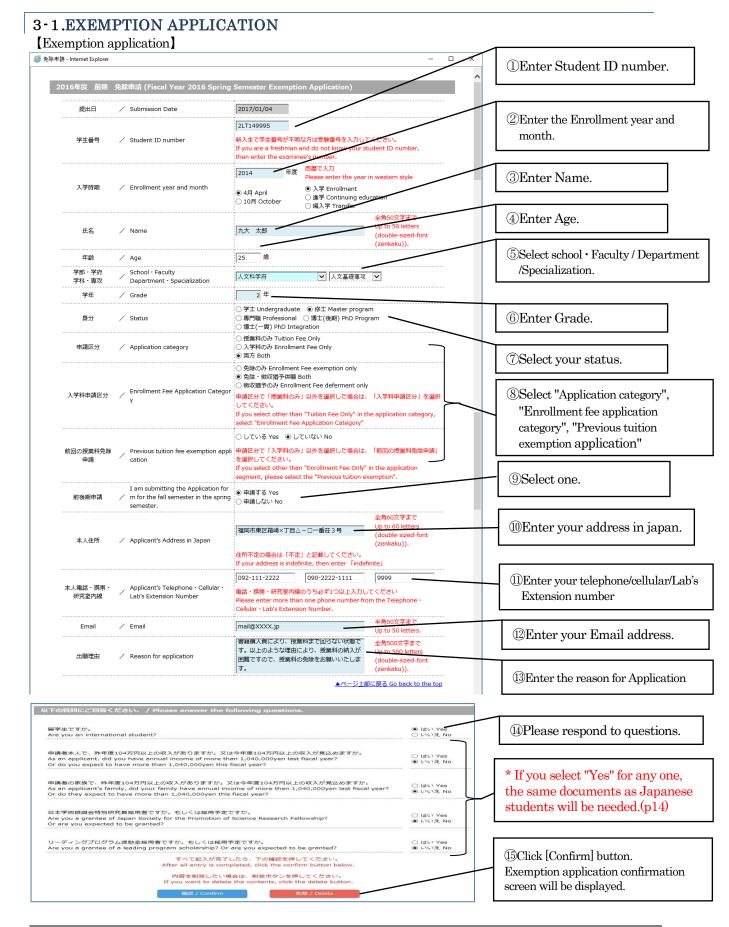
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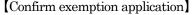


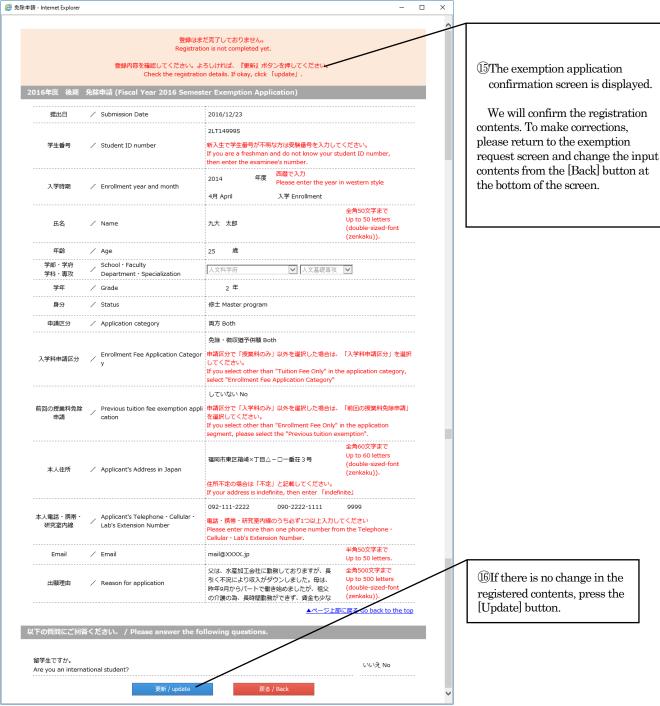
[menu]



3 .EXEMPTION APPLICATION (STEP1 · ENTRY)



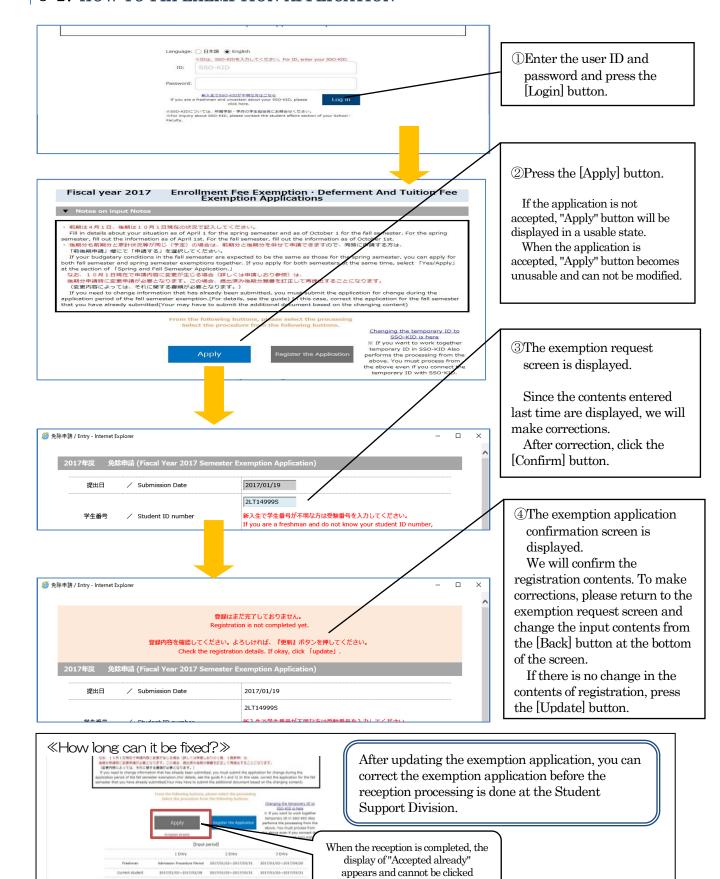




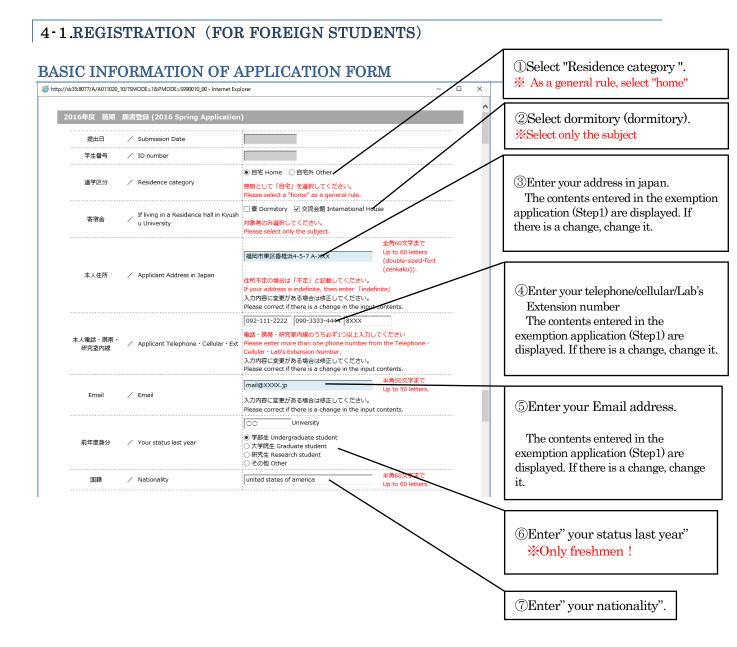
When you press the [Update] button, the form preview screen will be displayed and an email will be delivered to the email address registered for exemption application to the effect that registration was done. In addition, even after accepting exemption application data at the Student Support Division, a mail will be delivered to the effect that the exemption application data has been accepted to the e-mail address registered for exemption application.

You can register your application (Step2) after the reception is completed.

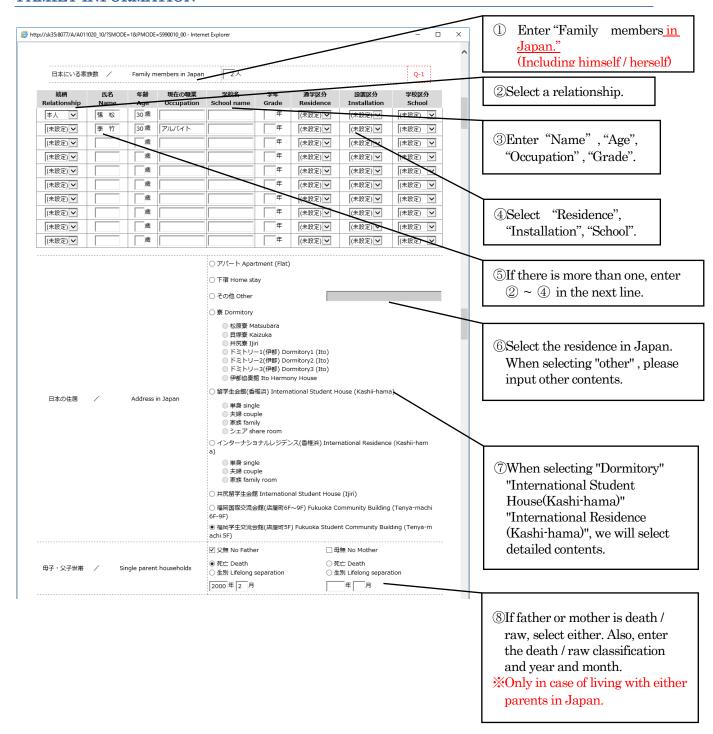
3-2. HOW TO FIX EXEMPTION APPLICATION



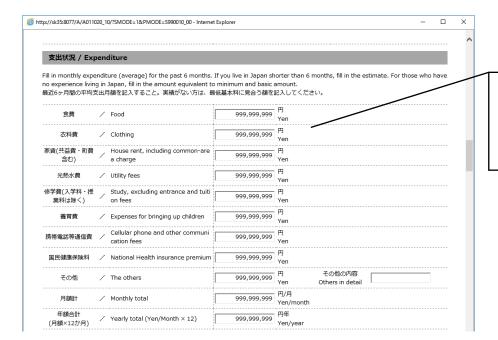
4 .REGISTRATION (STEP 2)



FAMILY INFORMATION

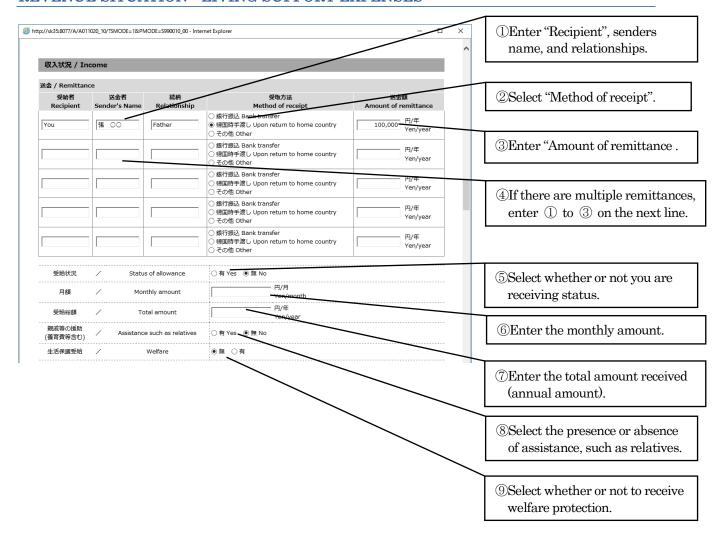


EXPENDITURE SITUATION

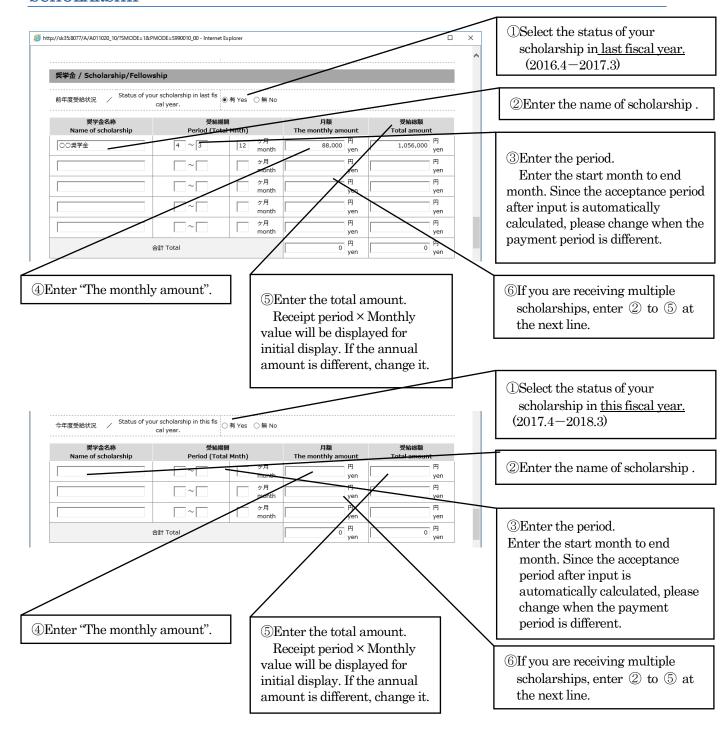


Enter each item of expenditure status. If the amount is 0 "Please enter 0 (zero). If you enter "The others", enter other contents.

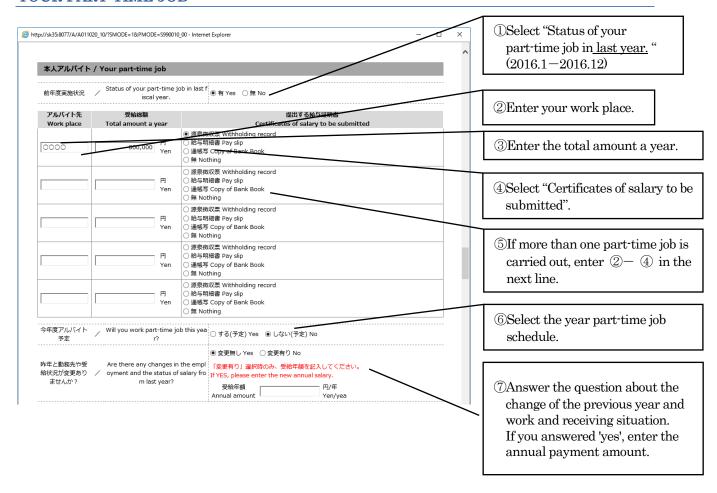
REVENUE SITUATION · LIVING SUPPORT EXPENSES



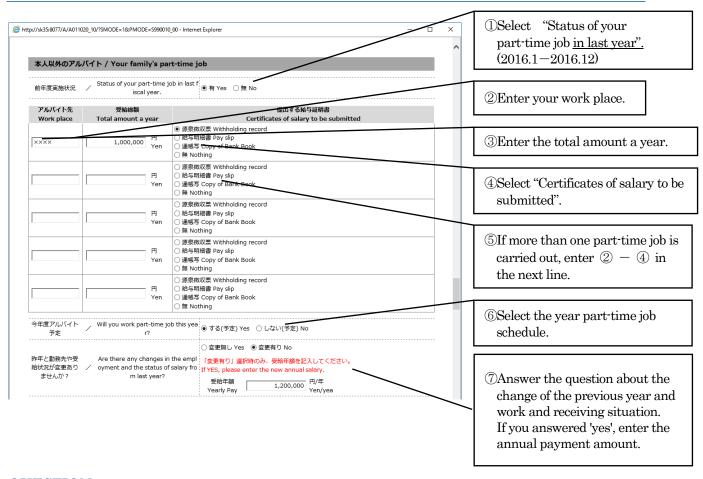
SCHOLARSHIP



YOUR PART-TIME JOB



YOUR FAMILY'S PART-TIME JOB



QUESTION





After updating the registration, it will be displayed form the preview screen. In addition, since a mail to the effect that registration was done to the mail address registered by application registration will be delivered, prepare the document and submit it. (The application form requires a signature! Please check that the signature is done properly and submit!) After that, even if application data is accepted, please be sure to check that you will receive an e-mail stating that the application data has been accepted to the registered e-mail address. Please note that it will not be an exemption application if the reception is not completed.

