

**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/.

[login]

九州大学 入 学 料 免 除 ・ 徴 収 猶 予 申 請 シ ス テ ム
授業料免除申請システム
Kyushu University
Enrollment Fee Exemption and Deferment Application System
Tuition Fee Exemption Application System.

Language: 日本語 English

※IDは、SSO-KIDを入力してください。For ID, enter your SSO-KID.

ID:

Password:

Log in

①Select the language to display the menu.

②Enter SSO - KID.

③Enter the password.

④Press the [Login] button.

【メニュー】

Fiscal year 2017 Enrollment Fee Exemption - Deferment And Tuition Fee Exemption Applications

Notes on input Notes

・ 前期は4月1日、後期は10月1日現在の状況で記入してください。
Fill in details about your situation as of April 1 for the spring semester and as of October 1 for the fall semester. For the spring semester, fill out the information as of April 1st. For the fall semester, fill out the information as of October 1st.
・ 後期分も前期分と累計状況等が同じ(予定)の場合は、前期分と後期分を併せて申請できますので、同時に申請する方は、「前後期申請」欄にて「申請する」を選択してください。
If your budgetary conditions in the fall semester are expected to be the same as those for the spring semester, you can apply for both fall semester and spring semester exemptions together. If you apply for both semesters at the same time, select [Yes/Apply] at the section of [Spring and Fall Semester Application].
なお、10月1日現在で申請内容に変更が生じる場合(詳しくは申請しおりの1頁、3頁参照)は、後期分申請時に変更申請が必要となります。この場合、提出済み後期分欄を訂正して再提出することとなります。
(変更内容によっては、それに随する書類が必要となります。)
If you need to change information that has already been submitted, you must submit the application for change during the application period of the fall semester exemption.(For details, see the guide #1 and 3) In this case, correct the application for the fall semester that you have already submitted.(You may have to submit the additional document based on the changing content)

From the following buttons, please select the processing
Select the procedure from the following buttons.

Apply (Accepted already) Register the Application

Changing the temporary ID to SSO-KID is here
※ If you want to work together temporary ID in SSO-KID Also performs the processing from the above. You must process from the above even if you connect the temporary ID with SSO-KID.

[Input period]

	1 Entry	2 Entry	3 Entry
Freshman	Admission Procedure Period	2017/01/02~2017/03/31	2017/01/02~2017/04/20
Current student		2017/01/02~2017/03/31	2017/01/02~2017/03/31

▼ If you want to refer to the past of the exemption application, please select from the following. For the past exemption application - application registration information, select from the following.

	Category	Year	Semester	Submission Date of the exemption application	Submission Date of the application
Entry	Tuition Fee Only	2017		2017/01/12	2017/01/12

⑤The menu screen is displayed.

⑥Temporary ID is currently unavailable. Even if a temporary ID is issued, it will be invalid, so please do not use it.

2 .MENU

2-1.MENU

【menu】

Fiscal year 2017 Enrollment Fee Exemption · Deferment And Tuition Fee Exemption Applications

▼ Notes on input Notes

・ 前期は4月1日、後期は10月1日現在の状況で記入してください。
 Fill in details about your situation as of April 1st for the spring semester and as of October 1 for the fall semester. For the spring semester, fill out the information as of April 1st. For the fall semester, fill out the information as of October 1st.

・ 後期分も前期分と家計状況等が同じ（予定）の場合は、前期分と後期分を併せて申請できますので、同時に申請する方は、「前後期申請」欄にて「申請する」を選択してください。
 If your budgetary conditions in the fall semester are expected to be the same as those for the spring semester, you can apply for both fall semester and spring semester exemptions together. If you apply for both semesters at the same time, select 「Yes/Apply」 at the section of 「Spring and Fall Semester Application」.

なお、10月1日現在で申請内容に変更が生じる場合（詳しくは申請しおり参照）は、後期分申請時に変更申請が必要となります。この場合、提出済み後期分願書を訂正して再提出することになります。（変更内容によっては、それに関する書類が必要となります。）
 If you need to change information that has already been submitted, you must submit the application for change during the application period of the fall semester exemption.(For details, see the guide) In this case, correct the application for the fall semester that you have already submitted(Your may have to submit the additional document based on the changing content)

From the following buttons, please select the processing
 Select the procedure from the following buttons.

Apply Register the Application

Changing the temporary ID to SSO-KID is here
 ※ If you want to work together temporary ID in SSO-KID Also performs the processing from the above. You must process from the above even if you connect the temporary ID with SSO-KID.

①The menu screen is displayed.

②If you want to apply, press the [Apply] button.
 → Go to Step 1(P4)

③If you want the application registration, press the [Register the Application] button.
 →Go to Step 2(P7)

※Be sure to proceed with the procedure of "apply(Step1)" → " Register the Application (Step2)".
 You can enter" Register the Application (Step2)".after "apply (Step1)" is completed.

2-2.DISPLAYING PAST DATA ※Available from 2017 Fall semester. It cannot be used in the 2017 Spring semester

【menu】

▼ 過去の免除申請・願書登録情報を参照する場合は、以下から選択してください。

区分	年度	期	免除申請日	願書提出日
授業料のみ	2016年	後期	2016/12/14	
申請 願書 授業料のみ	2016年	前期	2016/01/07	2016/01/27
申請 願書 授業料のみ	2015年	後期	2015/11/06	2015/11/26
申請 願書 授業料のみ	2015年	前期	2015/01/05	2015/01/25
申請 願書 授業料のみ	2014年	後期	2014/11/04	2014/11/24
申請 願書 両方	2014年	前期	2014/01/03	2014/01/23

①From the past exemption application / application registration list, press the [Entry] link button of the data to be referred or the [Application] link button

【Exemption application】 or 【Registration】

2016年度 後期 免除申請 (Fiscal Year 2016 Semester Exemption Application)

提出日 / Submission Date: 2016/12/21

学生番号 / Student ID number: 2LT149995

入学時期 / Enrollment year and month: 2014 年度 西暦で入力 Please enter the year in western style
 4月 April 入学 Enrollment

全角50文字まで

②The corresponding data is displayed.

3 .EXEMPTION APPLICATION (STEP1・ENTRY)

3-1 .EXEMPTION APPLICATION 【Exemption application】

2016年度 前期 免除申請 (Fiscal Year 2016 Spring Semester Exemption Application)

提出日 / Submission Date	2017/01/04	①Enter Student ID number.
学生番号 / Student ID number	2LT149995	②Enter the Enrollment year and month.
入学時期 / Enrollment year and month	2014 年度 西暦で入力 Please enter the year in western style <input checked="" type="radio"/> 4月 April <input checked="" type="radio"/> 入学 Enrollment <input type="radio"/> 10月 October <input type="radio"/> 進学 Continuing education <input type="radio"/> 編入学 Transfer	③Enter Name.
氏名 / Name	九大 太郎	④Enter Age.
年齢 / Age	25 歳	⑤Select school・Faculty / Department /Specialization.
学部・学府 / School・Faculty 学科・専攻 / Department・Specialization	人文科学府 人文基礎専攻	⑥Enter Grade.
学年 / Grade	2 年	⑦Select your status.
身分 / Status	<input type="radio"/> 学士 Undergraduate <input checked="" type="radio"/> 修士 Master program <input type="radio"/> 専門職 Professional <input type="radio"/> 博士(後期) PhD Program <input type="radio"/> 博士(一貫) PhD Integration	⑧Select "Application category", "Enrollment fee application category", "Previous tuition exemption application"
申請区分 / Application category	<input type="radio"/> 授業料のみ Tuition Fee Only <input type="radio"/> 入学料のみ Enrollment Fee Only <input checked="" type="radio"/> 両方 Both	⑨Select one.
入学料申請区分 / Enrollment Fee Application Category	<input type="radio"/> 免除のみ Enrollment Fee exemption only <input checked="" type="radio"/> 免除・徴収猶予併願 Both <input type="radio"/> 徴収猶予のみ Enrollment Fee deferment only	⑩Enter your address in japan.
前回の授業料免除申請 / Previous tuition fee exemption application	<input type="radio"/> している Yes <input checked="" type="radio"/> していない No 申請区分で「入学料のみ」以外を選択した場合は、「前回の授業料免除申請」を選択してください。 If you select other than "Enrollment Fee Only" in the application segment, please select the "Previous tuition exemption".	⑪Enter your telephone/cellular/Lab's Extension number
前後期申請 / I am submitting the Application for m for the fall semester in the spring semester.	<input checked="" type="radio"/> 申請する Yes <input type="radio"/> 申請しない No	⑫Enter your Email address.
本人住所 / Applicant's Address in Japan	福岡市東区箱崎×丁目△-ロー番荘3号 住所不定の場合は「不定」と記載してください。 If your address is indefinite, then enter 「indefinite」	⑬Enter the reason for Application
本人電話・携帯・研究室内線 / Applicant's Telephone・Cellular・Lab's Extension Number	092-111-2222 090-2222-1111 9999 電話・携帯・研究室内線のうち必ず1つ以上入力してください Please enter more than one phone number from the Telephone・Cellular・Lab's Extension Number.	
Email / Email	mail@XXXX.jp	
出願理由 / Reason for application	書籍購入により、授業料まで回らない状態です。以上のような理由により、授業料の納入が困難ですので、授業料の免除をお願いいたします。	

以下の質問にご回答ください。 / Please answer the following questions.

留学生ですか。 Are you an international student?	<input type="radio"/> はい Yes <input checked="" type="radio"/> いいえ No	⑭Please respond to questions.
申請者本人で、昨年度104万円以上の収入がありますか。又は今年度104万円以上の収入が見込めますか。 As an applicant, did you have annual income of more than 1,040,000yen last fiscal year? Or do you expect to have more than 1,040,000yen this fiscal year?	<input type="radio"/> はい Yes <input checked="" type="radio"/> いいえ No	* If you select "Yes" for any one, the same documents as Japanese students will be needed.(p14)
申請者の家族で、昨年度104万円以上の収入がありますか。又は今年度104万円以上の収入が見込めますか。 As an applicant's family, did your family have annual income of more than 1,040,000yen last fiscal year? Or do they expect to have more than 1,040,000yen this fiscal year?	<input type="radio"/> はい Yes <input checked="" type="radio"/> いいえ No	
日本学術振興会特別研究員採用者ですか。もしくは採用予定ですか。 Are you a grantee of Japan Society for the Promotion of Science Research Fellowship? Or are you expected to be granted?	<input type="radio"/> はい Yes <input checked="" type="radio"/> いいえ No	
リーディングプログラム奨励金採用者ですか。もしくは採用予定ですか。 Are you a grantee of a leading program scholarship? Or are you expected to be granted?	<input type="radio"/> はい Yes <input checked="" type="radio"/> いいえ No	

すべて記入が完了したら、下の確認を押してください。
After all entry is completed, click the confirm button below.

内容を削除したい場合は、削除ボタンを押してください。
If you want to delete the contents, click the delete button.

確認 / Confirm 削除 / Delete

⑮Click [Confirm] button. Exemption application confirmation screen will be displayed.

【Confirm exemption application】

登録はまだ完了していません。
Registration is not completed yet.

登録内容を確認してください。よろしければ、『更新』ボタンを押してください。
Check the registration details. If okay, click 「update」.

2016年度 後期 免除申請 (Fiscal Year 2016 Semester Exemption Application)

提出日 / Submission Date	2016/12/23		
学生番号 / Student ID number	2LT14999S		
入学時期 / Enrollment year and month	2014 年度	西暦で入力 Please enter the year in western style	
	4月 April	入学 Enrollment	
氏名 / Name	九六 太郎		全角50文字まで Up to 50 letters (double-sized-font (zenkaku)).
年齢 / Age	25 歳		
学部・学府 / School・Faculty	人文科学府		
学科・専攻 / Department・Specialization	人文基礎専攻		
学年 / Grade	2 年		
身分 / Status	修士 Master program		
申請区分 / Application category	両方 Both		
	免除・徴収猶予併願 Both		
入学料申請区分 / Enrollment Fee Application Category	申請区分で「授業料のみ」以外を選択した場合は、「入学料申請区分」を選択してください。 If you select other than "Tuition Fee Only" in the application category, select "Enrollment Fee Application Category"		
前回の授業料免除申請 / Previous tuition fee exemption application	していない No 申請区分で「入学料のみ」以外を選択した場合は、「前回の授業料免除申請」を選択してください。 If you select other than "Enrollment Fee Only" in the application segment, please select the "Previous tuition exemption".		
本人住所 / Applicant's Address in Japan	福岡市東区箱崎×丁目△-ロ一番 3 号		全角60文字まで Up to 60 letters (double-sized-font (zenkaku)).
	住所不定の場合は「不定」と記載してください。 If your address is indefinite, then enter 「indefinite」		
本人電話・携帯・研究室内線 / Applicant's Telephone・Cellular・Lab's Extension Number	092-111-2222	090-2222-1111	9999
	電話・携帯・研究室内線のうち必ず1つ以上入力してください Please enter more than one phone number from the Telephone・Cellular・Lab's Extension Number.		
Email / Email	mail@XXXX.jp		半角50文字まで Up to 50 letters.
出願理由 / Reason for application	父は、水産加工会社に勤務しておりますが、長引く不況により収入がダウンしました。母は、昨年9月からパートで働き始めましたが、祖父の介護の為、長時間勤務ができません、資金も少な		
	全角500文字まで Up to 500 letters (double-sized-font (zenkaku)).		
	▲ページ上部に戻す Go back to the top		
以下の質問にご回答ください。 / Please answer the following questions.			
留学生ですか。 Are you an international student?			いいえ No
	更新 / update		戻る / Back

⑮ The exemption application confirmation screen is displayed.

We will confirm the registration contents. To make corrections, please return to the exemption request screen and change the input contents from the [Back] button at the bottom of the screen.

⑯ If there is no change in the registered contents, press the [Update] button.

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

Language: Japanese English
 ※IDは、SSO-KIDを入力してください。For ID, enter your SSO-KID.
 ID:
 Password:
 新入生でSSO-KIDが不明な方はこちら
 If you are a freshman and uncertain about your SSO-KID, please click here.
 Log in

① Enter the user ID and password and press the [Login] button.

Fiscal year 2017 Enrollment Fee Exemption · Deferment And Tuition Fee Exemption Applications

▼ Notes on input Notes

・前期は4月1日、後期は10月1日現在の状況で記入してください。
 Fill in details about your situation as of April 1 for the spring semester and as of October 1 for the fall semester. For the spring semester, fill out the information as of April 1st. For the fall semester, fill out the information as of October 1st.
 ・後期分も前期分と個別に回答が同じ（予定）の場合は、前期分と後期分を併せて申請できますので、同時に申請する方は、「前後期申請」欄にて「申請する」を選択してください。
 If your budgetary conditions in the fall semester are expected to be the same as those for the spring semester, you can apply for both fall semester and spring semester exemptions together. If you apply for both semesters at the same time, select 「Yes/Apply」 at the section of 「Spring and Fall Semester Application」.
 なお、10月1日現在で申請内容に変更が生じる場合（詳しくは申請しおり参照）は、後期分申請時に変更申請が必要となります。この場合、提出済み後期分願書を訂正して再提出することになります。
 （変更内容によっては、それに附する書類が必要となります。）
 If you need to change information that has already been submitted, you must submit the application for change during the application period of the fall semester exemption.(For details, see the guide) If this case, correct the application for the fall semester that you have already submitted.(Your may have to submit the additional document based on the changing content)

From the following buttons, please select the processing
 Select the procedure from the following buttons.

Apply Register the Application

Changing the temporary ID to SSO-KID is here
 ※ If you want to work together temporary ID in SSO-KID Also performs the processing from the above. You must process from the above even if you connect the temporary ID with SSO-KID

② Press the [Apply] button.
 If the application is not accepted, "Apply" button will be displayed in a usable state.
 When the application is accepted, "Apply" button becomes unusable and can not be modified.

2017年度 免除申請 (Fiscal Year 2017 Semester Exemption Application)

提出日 / Submission Date	2017/01/19
学生番号 / Student ID number	2LT14999S

新入生で学生番号が不明な方は受験番号を入力してください。
 If you are a freshman and do not know your student ID number,

③ The exemption request screen is displayed.
 Since the contents entered last time are displayed, we will make corrections.
 After correction, click the [Confirm] button.

登録はまだ完了していません。
 Registration is not completed yet.

登録内容を確認してください。よろしければ、『更新』ボタンを押してください。
 Check the registration details. If okay, click 「update」.

2017年度 免除申請 (Fiscal Year 2017 Semester Exemption Application)

提出日 / Submission Date	2017/01/19
学生番号 / Student ID number	2LT14999S

④ The exemption application confirmation screen is displayed.
 We will confirm the registration contents. To make corrections, please return to the exemption request screen and change the input contents from the [Back] button at the bottom of the screen.
 If there is no change in the contents of registration, press the [Update] button.

◀How long can it be fixed?▶

From the following buttons, please select the processing
 select the procedure from the following buttons.

Apply Register the Application

Changing the temporary ID to SSO-KID is here
 ※ If you want to work together temporary ID in SSO-KID Also performs the processing from the above. You must process from the above even if you connect the temporary ID with SSO-KID

Input period

	1 Entry	2 Entry	3 Entry
Freshman	Admission Procedure Period: 2017/01/02~2017/02/31	2017/01/02~2017/04/30	
Current student	2017/01/02~2017/02/28	2017/01/02~2017/03/31	2017/01/02~2017/03/31

After updating the exemption application, you can correct the exemption application before the reception processing is done at the Student Support Division.

When the reception is completed, the display of "Accepted already" appears and cannot be clicked

4 .REGISTRATION (STEP 2)

4-1.REGISTRATION (FOR FOREIGN STUDENTS)

BASIC INFORMATION OF APPLICATION FORM

2016年度 前期 願書登録 (2016 Spring Application)

提出日 / Submission Date	
学生番号 / ID number	
通学区分 / Residence category	<input checked="" type="radio"/> 自宅 Home <input type="radio"/> 自宅外-Other 原則として「自宅」を選択してください。 Please select a "home" as a general rule.
寄宿舍 / If living in a Residence hall in Kyushu University	<input type="checkbox"/> 寮 Dormitory <input checked="" type="checkbox"/> 交流会館 International House 対象者のみ選択してください。 Please select only the subject.
本人住所 / Applicant Address in Japan	福岡市東区番瀬4-5-7 A-XXX 住所不定の場合は「不定」と記載してください。 If your address is indefinite, then enter 「indefinite」 入力内容に変更がある場合は修正してください。 Please correct if there is a change in the input contents.
本人電話・携帯・研究室内線 / Applicant Telephone・Cellular・Ext	092-111-2222 090-3333-4444 8XXX 電話・携帯・研究室内線のうち必ず1つ以上入力してください Please enter more than one phone number from the Telephone・Cellular・Lab's Extension Number. 入力内容に変更がある場合は修正してください。 Please correct if there is a change in the input contents.
Email / Email	mail@XXXX.jp 半角50文字まで Up to 50 letters. 入力内容に変更がある場合は修正してください。 Please correct if there is a change in the input contents.
前年度身分 / Your status last year	<input type="radio"/> University <input checked="" type="radio"/> 学部生 Undergraduate student <input type="radio"/> 大学院生 Graduate student <input type="radio"/> 研究生 Research student <input type="radio"/> その他 Other
国籍 / Nationality	united states of america 半角60文字まで Up to 60 letters.

①Select "Residence category".
 ※ As a general rule, select "home"

②Select dormitory (dormitory).
 ※Select only the subject

③Enter your address in japan.
 The contents entered in the exemption application (Step1) are displayed. If there is a change, change it.

④Enter your telephone/cellular/Lab's Extension number
 The contents entered in the exemption application (Step1) are displayed. If there is a change, change it.

⑤Enter your Email address.

The contents entered in the exemption application (Step1) are displayed. If there is a change, change it.

⑥Enter" your status last year"
 ※Only freshmen !

⑦Enter" your nationality".

FAMILY INFORMATION

日本にいる家族数 / Family members in Japan 2人

続柄 Relationship	氏名 Name	年齢 Age	現在の職業 Occupation	学校名 School name	学年 Grade	通学区分 Residence	設置区分 Installation	学校区分 School
本人	張 松	30歳			年	(未設定)	(未設定)	(未設定)
(未設定)	李 竹	30歳	アルバイト		年	(未設定)	(未設定)	(未設定)
(未設定)		歳			年	(未設定)	(未設定)	(未設定)
(未設定)		歳			年	(未設定)	(未設定)	(未設定)
(未設定)		歳			年	(未設定)	(未設定)	(未設定)
(未設定)		歳			年	(未設定)	(未設定)	(未設定)
(未設定)		歳			年	(未設定)	(未設定)	(未設定)
(未設定)		歳			年	(未設定)	(未設定)	(未設定)
(未設定)		歳			年	(未設定)	(未設定)	(未設定)

日本の住居 / Address in Japan

アパート Apartment (Flat)
 下宿 Home stay
 その他 Other
 寮 Dormitory

- 松原寮 Matsubara
- 具塚寮 Kaizuka
- 井尻寮 Ijiri
- ドミトリ-1(伊那) Dormitory1 (Ito)
- ドミトリ-2(伊那) Dormitory2 (Ito)
- ドミトリ-3(伊那) Dormitory3 (Ito)
- 伊那協奏館 Ito Harmony House

 留学生会館(香椎浜) International Student House (Kashii-hama)

- 単身 single
- 夫婦 couple
- 家族 family
- シェア share room

 インターナショナルレジデンス(香椎浜) International Residence (Kashii-hama)

- 単身 single
- 夫婦 couple
- 家族 family room

 井尻留学生会館 International Student House (Ijiri)
 福岡国際交流会館(店屋町6F~9F) Fukuoka Community Building (Tenya-machi 6F-9F)
 福岡学生交流会館(店屋町5F) Fukuoka Student Community Building (Tenya-machi 5F)

母子・父子世帯 / Single parent households

父無 No Father 母無 No Mother
 死亡 Death 死亡 Death
 生別 Lifelong separation 生別 Lifelong separation

2000年 2月 年 月

① Enter "Family members in Japan."
(Including himself / herself)

② Select a relationship.

③ Enter "Name", "Age", "Occupation", "Grade".

④ Select "Residence", "Installation", "School".

⑤ If there is more than one, enter ② ~ ④ in the next line.

⑥ Select the residence in Japan. When selecting "other", please input other contents.

⑦ When selecting "Dormitory" "International Student House(Kashi-hama)" "International Residence (Kashi-hama)", we will select detailed contents.

⑧ If father or mother is death / raw, select either. Also, enter the death / raw classification and year and month.
※Only in case of living with either parents in Japan.

EXPENDITURE SITUATION

http://sk35:8077/A/A011020_10/SMODE=1&PMODE=5990010_00 - Internet Explorer

支出状況 / Expenditure

Fill in monthly expenditure (average) for the past 6 months. If you live in Japan shorter than 6 months, fill in the estimate. For those who have no experience living in Japan, fill in the amount equivalent to minimum and basic amount.
最近6ヶ月間の平均支出月額を記入すること。実績がない方は、最低基本料に見合う額を記入してください。

食費	Food	999,999,999	円 Yen
衣料費	Clothing	999,999,999	円 Yen
家賃(共益費・町費含む)	House rent, including common-area charge	999,999,999	円 Yen
光熱水費	Utility fees	999,999,999	円 Yen
修学費(入学科・授業料は除く)	Study, excluding entrance and tuition fees	999,999,999	円 Yen
養育費	Expenses for bringing up children	999,999,999	円 Yen
携帯電話等通信費	Cellular phone and other communication fees	999,999,999	円 Yen
国民健康保険料	National Health insurance premium	999,999,999	円 Yen
その他	The others	999,999,999	円 Yen
	その他の内容 Others in detail		<input type="text"/>
月額計	Monthly total	999,999,999	円/月 Yen/month
年額合計 (月額×12か月)	Yearly total (Yen/Month × 12)	999,999,999	円年 Yen/year

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

The screenshot shows a web browser window displaying a form titled "収入状況 / Income". The form is divided into several sections:

- 送金 / Remittance Table:** A table with columns for Recipient, Sender's Name, Relationship, Method of receipt, and Amount of remittance. The first row is filled with "You", "張 〇〇", "Father", "Bank transfer (checked)", and "100,000 Yen/year".
- 受給状況 / Status of allowance:** A section with radio buttons for "有 Yes" and "無 No".
- 月額 / Monthly amount:** A text input field with a unit of "円/月 Yen/month".
- 受給総額 / Total amount:** A text input field with a unit of "円/年 Yen/year".
- 親戚等の援助 (義育費等含む) / Assistance such as relatives:** A section with radio buttons for "有 Yes" and "無 No".
- 生活保護受給 / Welfare:** A section with radio buttons for "無 No" (checked) and "有 Yes".

Numbered callouts (1-9) point to specific fields in the form:

- ① Enter "Recipient", senders name, and relationships.
- ② Select "Method of receipt".
- ③ Enter "Amount of remittance".
- ④ If there are multiple remittances, enter ① to ③ on the next line.
- ⑤ Select whether or not you are receiving status.
- ⑥ Enter the monthly amount.
- ⑦ Enter the total amount received (annual amount).
- ⑧ Select the presence or absence of assistance, such as relatives.
- ⑨ Select whether or not to receive welfare protection.

SCHOLARSHIP

奨学金名称 Name of scholarship	受給期間 Period (Total Mnth)	月額 The monthly amount	受給総額 Total amount
〇〇奨学金	4 ~ 5 12ヶ月 month	88,000 円 yen	1,056,000 円 yen
	~ ヶ月 month	円 yen	円 yen
	~ ヶ月 month	円 yen	円 yen
	~ ヶ月 month	円 yen	円 yen
	~ ヶ月 month	円 yen	円 yen
合計 Total		0 円 yen	0 円 yen

① Select the status of your scholarship in last fiscal year. (2016.4 – 2017.3)

② Enter the name of scholarship .

③ Enter the period.
Enter the start month to end month. Since the acceptance period after input is automatically calculated, please change when the payment period is different.

④ Enter “The monthly amount”.

⑤ Enter the total amount.
Receipt period × Monthly value will be displayed for initial display. If the annual amount is different, change it.

⑥ If you are receiving multiple scholarships, enter ② to ⑤ at the next line.

奨学金名称 Name of scholarship	受給期間 Period (Total Mnth)	月額 The monthly amount	受給総額 Total amount
	~ ヶ月 month	円 yen	円 yen
	~ ヶ月 month	円 yen	円 yen
	~ ヶ月 month	円 yen	円 yen
合計 Total		0 円 yen	0 円 yen

① Select the status of your scholarship in this fiscal year. (2017.4 – 2018.3)

② Enter the name of scholarship .

③ Enter the period.
Enter the start month to end month. Since the acceptance period after input is automatically calculated, please change when the payment period is different.

④ Enter “The monthly amount”.

⑤ Enter the total amount.
Receipt period × Monthly value will be displayed for initial display. If the annual amount is different, change it.

⑥ If you are receiving multiple scholarships, enter ② to ⑤ at the next line.

YOUR PART-TIME JOB

http://sk35:8077/A/A011020_10/7SMODE=1&PMODE=5990010_00 - Internet Explorer

本人アルバイト / Your part-time job

前年度実施状況 / Status of your part-time job in last fiscal year. 有 Yes 無 No

アルバイト先 Work place	受給総額 Total amount a year	提出する給与証明書 Certificates of salary to be submitted
〇〇〇〇	800,000 円 Yen	<input checked="" type="radio"/> 源泉徴収票 Withholding record <input type="radio"/> 給与明細書 Pay slip <input type="radio"/> 通帳写 Copy of Bank Book <input type="radio"/> 無 Nothing
	円 Yen	<input type="radio"/> 源泉徴収票 Withholding record <input type="radio"/> 給与明細書 Pay slip <input type="radio"/> 通帳写 Copy of Bank Book <input type="radio"/> 無 Nothing
	円 Yen	<input type="radio"/> 源泉徴収票 Withholding record <input type="radio"/> 給与明細書 Pay slip <input type="radio"/> 通帳写 Copy of Bank Book <input type="radio"/> 無 Nothing
	円 Yen	<input type="radio"/> 源泉徴収票 Withholding record <input type="radio"/> 給与明細書 Pay slip <input type="radio"/> 通帳写 Copy of Bank Book <input type="radio"/> 無 Nothing
	円 Yen	<input type="radio"/> 源泉徴収票 Withholding record <input type="radio"/> 給与明細書 Pay slip <input type="radio"/> 通帳写 Copy of Bank Book <input type="radio"/> 無 Nothing

今年度アルバイト予定 / Will you work part-time job this year? する(予定) Yes しない(予定) No

昨年と勤務先や受給状況が変更ありませんか? / Are there any changes in the employment and the status of salary from last year?
 「変更有り」選択時のみ、受給年額を記入してください。
 If YES, please enter the new annual salary.
 受給年額 円/年 Yen/yea

① Select "Status of your part-time job in last year." (2016.1-2016.12)

② Enter your work place.

③ Enter the total amount a year.

④ Select "Certificates of salary to be submitted".

⑤ If more than one part-time job is carried out, enter ②-④ in the next line.

⑥ Select the year part-time job schedule.

⑦ Answer the question about the change of the previous year and work and receiving situation. If you answered 'yes', enter the annual payment amount.

4-2.HOW TO FIX REGISTRATION

①Enter the user ID and password and press the [Login] button.

②Press [Register the Application]button.
If the application form is unreceived, [Register the Application]button will be displayed in a usable state.
If the application is accepted, [Register the Application] button becomes unavailable, it will not be able to fix.

③The application registration screen will be displayed.
Since the contents entered last time are displayed, we will make corrections.
After correcting, press the [Confirm] button

④An application registration confirmation screen will be displayed.
It confirms the registration content. To make corrections, please go back to the application registration screen and change the input contents from the [Back] button at the bottom of the screen.
If there is no change in the contents of registration, press the [Update] button.

《How long can it be fixed?》

After updating the application form, it is possible to modify the application form before the reception process is done at the Student Support Division.

When reception is completed, the display "accepted already" appears and cannot be clicked.