

July 2017

**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

★If you cannot go forward even if you press the login button, check the pop-up blocking, cancel the setting and login again!

【Menu】

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

▼ Notes on input Notes

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

Apply Register the Application

Accepted already

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.

	1 Entry	2 Entry	3 Entry
Freshman	Admission Procedure Period 2017/01/02~2017/03/31	2017/01/02~2017/04/20	
Current student	2017/01/02~2017/02/28	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 1st 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となります。（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 ti above. You must process from the above even if you connect ti 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 the application completion mail of "Apply (Step1)" arrives.

2-2.DISPLAYING PAST DATA

※Those who applied for WEB in the spring semester are available.
Other people cannot use it.

【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】

免除申請 - Internet Explorer

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

提出日 / Submission Date	2017/01/04
学生番号 / Student ID number	2LT149995 <small>新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, then enter the examinee's number.</small>
入学時期 / Enrollment year and month	2014 年度 <small>西暦で入力 Please enter the year in western style</small> <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
氏名 / Name	九大 太郎 <small>全角50文字まで Up to 50 letters (double-sized-font (zenkaku)).</small>
年齢 / Age	25 歳
学部・学府 / School・Faculty 学科・専攻 / Department・Specialization	人文科学府 人文基礎専攻
学年 / Grade	2 年
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 <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
申請区分 / 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 <small>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"</small>
入学料申請区分 / Enrollment Fee Application Category	<input type="radio"/> している Yes <input checked="" type="radio"/> していない No <small>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".</small>
前回の授業料免除申請 / Previous tuition fee exemption application	<input checked="" type="radio"/> 申請する Yes <input type="radio"/> 申請しない No
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
本人住所 / Applicant's Address in Japan	福岡市東区箱崎×丁目△-ロー番荘3号 <small>全角60文字まで Up to 60 letters (double-sized-font (zenkaku)).</small> <small>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"</small>
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 <small>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.</small>
Email / Email	mail@XXXX.jp <small>半角50文字まで Up to 50 letters.</small>
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。 <small>全角500文字まで Up to 500 letters (double-sized-font (zenkaku)).</small>

[▲ページ上部に戻る Go back to the top](#)

①Enter Student ID number.

②Enter the Enrollment year and month.

③Enter Name.

④Enter Age.

⑤Select "School・Faculty / Department /Specialization"

⑥Enter Grade.

⑦Select your status.

⑧Select "Application category", "Enrollment fee application category", "Previous tuition exemption application"

⑨Only "No" can be selected in the fall semester.

⑩Enter your address in japan.

⑪Enter your telephone/cellular/Lab's Extension number

⑫Enter your Email address.

⑬Enter the reason for Application.
★ If you are applying for changes, delete the reasons for the spring semester application and itemize the reason for the change.

⑭Please respond to questions.

* If you select "Yes" for any one, the same documents as Japanese students will be needed

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

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
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
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

【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 <small>新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, then enter the examinee's number.</small>		
入学時期 / Enrollment year and month	2014 年度 <small>西暦で入力 Please enter the year in western style</small>	4月 April 入学 Enrollment	
氏名 / Name	九六 太郎		<small>全角50文字まで Up to 50 letters (double-sized-font (zenkaku)).</small>
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		<small>全角60文字まで Up to 60 letters (double-sized-font (zenkaku)).</small>
本人住所 / Applicant's Address in Japan	<small>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」</small>		
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
本人電話・携帯・研究室内線 / Applicant's Telephone・Cellular・Lab's Extension Number	<small>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.</small>		
Email / Email	mail@XXX.jp		<small>半角50文字まで Up to 50 letters.</small>
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、長時間勤務ができず、資金も少な		<small>全角500文字まで Up to 500 letters (double-sized-font (zenkaku)).</small>
▲ページ上部に戻る 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 Confirm exemption application screen will be displayed.

You 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 of "Application confirmation sheet" and "Check List of Exemption" will be displayed, so please print and save.

And a mail to the effect that registration was done to the email address registered by exemption application is automatically distributed.

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.

処理年度：平成28年度

申請確認シート

このシートの内容に間違いがないかご確認ください。間違いがあった場合は、免除申請画面から修正してください。Please make sure there are no mistakes in the contents of this sheet. If there is a mistake, please correct from the exemption application screen.

提出日 Submission Date	2017/01/04
学生番号 ID number	21114995
入学時期 Academic Year, Month	2016 年度 4月 入学 April Enrollment
氏名 Name	九犬 太郎
年齢 Age	25 歳
学部・学院 School・Faculty	人文科学府
学科・専攻 Department・specialization	
学年 Grade	2 年
身分 Your Status	修士 Master program
申請区分 Application	両方 Both
入学料申請区分 Enrollment Fee Application	免除・徴収猶予併用 Both
前回の授業料免除申請 Previous tuition exemption	していない No
募集期申請 I am submitting the Application form for the fall semester in the spring semester	
本人住所 Applicant address in Japan	福岡市西区元町4 8 5
本人電話 Applicant Telephone	092-802-0918
本人携帯 Applicant Cellular	
本人研究室内線 Applicant Ext	
本人Eメール Applicant Email	goumen.jre@ims.kyushu-u.ac.jp
免除理由 Reason for application	
様式不備により経済的に苦しいため	

申請確認シート 1 出力日：2017/1/4 15:11

[Self-Supporting International Students]

Check List for Exemption

* This check list shows you the required documents for the secondary application (Data entry of your family and household budget) and also helps you prepare for the tertiary application. Please see the check lists below and prepare accordingly.
* Information of your family and household budget should be based solely on the official certificate.

Notes

- 1) The reference dates for the application are as follows: Spring semester: April 1st, Fall semester: October 1st. Please check all your documents to have the latest information as of the reference date except income certificate and tax imposition.
- 2) Even though you have any documents you cannot attach, you can complete the secondary application online. Instead you are required to print out the list of required documents, write down the approximate submission dates next to the names of corresponding unattached documents, and submit it in the tertiary application. All the documents should be met a deadline decided by the University; otherwise, your application will be declined.
- 3) You will be contacted via e-mail registered in the primary application when confirmation is needed, so please keep your e-mail setting up-to-date in order to surely receive the e-mail from the University. The University will not take any responsibility for any loss caused in the case in which the contact to the applicant cannot be made.

1 Definition of your family and your household situation

In the application procedure, only you, your spouse and your family members are regarded as the valid members of your household. Please note that only household members living in Japan are subject to the examination of income and deduction in the screening procedure of tuition exemption.

2 All applicants must submit the following documents

- Application (Form 8)
- All required documents which vary from your household situation

3 Required documents depending on the situation of you (spouse included) and your family members living in Japan

※ You can download and print out the application forms from Kyushu University Home Page. <http://www.kyushu-u.ac.jp/education/fees/exemp02/>

(You must submit the following documents checked "Yes" in each question.)

- 1) Have you or your spouse been working at the same company since 2016/01/01?
NO YES → Fiscal year 2016 withholding record of employment income (copy)
- 2) Do you and your family member live in an apartment or live with host family? Check 'NO' if you live in a dormitory or International House provided by Kyushu University.
NO YES → Monthly amount of your rent (copy)
- 3) Do you have any family members enrolled in a high school and above? (except you)
NO YES → [Form 5-1] Either certificate of enrollment or student ID card should be attached on the certificate of enrollment of siblings. A certificate from the school will be needed for those who are enrolled in vocational schools. Use the certificate of sibling enrollment form. (Form 5-2)
- 4) Are you exceeded the standard study term due to repeated year, temporal withdrawal or overseas education?
NO YES → Statement of reasons for those who have repeated a year or exceeded the standard study term (Form 11-2)

"Application confirmation sheet" and "Check List of Exemption"

Please check "Check List of Exemption" and prepare the necessary documents properly by the Step2!
If the document is insufficient, you cannot enter the correct input!

3-2.HOW TO FIX EXEMPTION APPLICATION

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

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 cannot be modified.

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.

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?»

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

	Input period		Entry
	1 Entry	2 Entry	3 Entry
Freshman	2017/01/02~2017/02/28	2017/01/02~2017/02/28	2017/01/02~2017/04/30
Current student	2017/01/02~2017/02/28	2017/01/02~2017/02/28	2017/01/02~2017/02/28

4 .REGISTRATION (STEP 2)

4-1.REGISTRATION (FOR FOREIGN STUDENTS)

BASIC INFORMATION OF APPLICATION FORM

※ The contents entered in the first application(STEP1) are displayed as they are. Please change if there is a change.

The screenshot shows a web browser window displaying the '2016年度 前期 願書登録 (2016 Spring Application)' form. The form contains the following fields and callouts:

- 1** Select "Residence category".
※ As a general rule, select "home"
- 2** Select dormitory (dormitory).
※Applicant only
- 3** Enter your address in japan.
- 4** Enter your telephone/cellular/Lab's Extension number
- 5** Enter your Email address.
- 6** Enter" your status last year"
※Only freshmen !
- 7** Enter" your nationality".

Additional form details visible in the screenshot include:

- Submission Date (提出日) / Submission Date
- ID number (学籍番号) / ID number
- Residence category (通学区分) / Residence category: 自宅 Home, 自宅外 Other. Note: 原則として「自宅」を選択してください。 Please select a "home" as a general rule.
- If living in a Residence hall in Kyushu University (寄宿舎) / If living in a Residence hall in Kyushu University: 寮 Dormitory, 交流会館 International House. Note: 対象者のみ選択してください。 Please select only the subject.
- Applicant Address in Japan (本人住所) / Applicant Address in Japan: 福岡市東区香椎浜4-5-7 A-XXX. Note: 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. Limit: 全角60文字まで (up to 60 letters (double-sized-font (zenkaku))).
- Applicant Telephone · Cellular · Ext (本人電話・携帯・研究室内線) / Applicant Telephone · Cellular · Ext: 092-111-2222 | 090-3333-4444 | 8XXX. Note: 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) / Email: mail@XXXX.jp. Note: 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. Limit: 半角50文字まで (Up to 50 letters).
- Your status last year (前年度身分) / Your status last year: 学部生 Undergraduate student, 大学院生 Graduate student, 研究生 Research student, その他 Other.
- Nationality (国籍) / Nationality: united states of america. Note: 半角60文字まで (Up to 60 letters).

FAMILY INFORMATION

http://sk358077/A/A011020_10/7SMODE=1&PMODE=5990010_00 - Internet Explorer

日本にいる家族数 / Family members in Japan Q-1

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."

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 with the URL http://sk358077/A/A011020_10/?SMODE=1&PMODE=5990010_00. The page title is "収入状況 / Income".

送金 / Remittance

受給者 Recipient	送金者 Sender's Name	続柄 Relationship	受取方法 Method of receipt	送金額 Amount of remittance
You	張 ○○	Father	<input type="radio"/> 銀行振込 Bank transfer <input checked="" type="radio"/> 帰国時手渡し Upon return to home country <input type="radio"/> その他 Other	100,000 円/年 Yen/year
			<input type="radio"/> 銀行振込 Bank transfer <input type="radio"/> 帰国時手渡し Upon return to home country <input type="radio"/> その他 Other	円/年 Yen/year
			<input type="radio"/> 銀行振込 Bank transfer <input type="radio"/> 帰国時手渡し Upon return to home country <input type="radio"/> その他 Other	円/年 Yen/year
			<input type="radio"/> 銀行振込 Bank transfer <input type="radio"/> 帰国時手渡し Upon return to home country <input type="radio"/> その他 Other	円/年 Yen/year
			<input type="radio"/> 銀行振込 Bank transfer <input type="radio"/> 帰国時手渡し Upon return to home country <input type="radio"/> その他 Other	円/年 Yen/year

有 Yes 無 No
 月額 / Monthly amount: [] 円/月 Yen/month
 受給総額 / Total amount: [] 円/年 Yen/year
 有 Yes 無 No
 親戚等の援助 (養育費等含む) / Assistance such as relatives
 無 No 有 Yes
 生活保護受給 / Welfare

- Enter "Recipient", sender name, and relationships.
- Select "Method of receipt".
- Enter "Amount of remittance".
- If there are multiple remittances, enter ① to ③ on the next line.
- Select whether or not you are receiving status.
- Enter the monthly amount.
- Enter the total amount received (annual amount).
- Select the presence or absence of assistance, such as relatives. People who receive remittance from the family of the country please select "yes".
- Select whether or not to receive welfare protection. Please select "No" principle.

SCHOLARSHIP

奨学金 / Scholarship/Fellowship

前年度受給状況 / Status of your scholarship in last fiscal year. 有 Yes 無 No

奨学金名称 Name of scholarship	受給期間 Period (Total month)	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.
For example, if accurate figures are not displayed such as 500,000 a year, please enter a period of 1 month and a monthly amount of 500,000.

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

今年度受給状況 / Status of your scholarship in this fiscal year. 有 Yes 無 No

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.
For example, if accurate figures are not displayed such as 500,000 a year, please enter a period of 1 month and a monthly amount of 500,000.

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に変更ありませんか? / 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
 Annual amount 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.

YOUR FAMILY'S PART-TIME JOB

本人以外のアルバイト / Your family's 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
xxxx	1,000,000 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に変更ありませんか? / 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 / Yearly Pay: 1,200,000 Yen/year

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.

QUESTION

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

Q-1 家族の中に就学者が存在しますか。
Do you have a family member who are enrolled in school? はい Yes いいえ No

Q-2 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? はい Yes いいえ No

Q-3 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? はい Yes いいえ No

作業を一時中断するときは一時保存、すべて記入が完了したら、確認を押してください。
Save your work when you temporary suspend. 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, please press the delete button.

一時保存 / Temporarily save | 確認 / Confirm | 削除 / Delete

① Answer the questions.

② Press [Confirm] button.

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.

When you press the [Confirm] button, the form preview screen of "Application " and "The list of Required Documents " will be displayed ,so please print and save.

And mail to the effect that registration was done to the email address registered by exemption application is automatically distributed. Please submit "Application" and necessary documents to each window.

For those who have completed the secondary and tertiary applications, we will automatically distribute the e-mail of completion of acceptance of secondary and tertiary applications to the e-mail address registered for exemption application.

Do not forget your signature!

Spring Semester, 2017
Tuition Fee Exemption Application
 Base date: April 1, 2017

To: President, Kyushu University
 I cannot afford to pay the tuition fee, and consequently request exemption of the tuition fee as set forth in the relevant documents. I acknowledge that if any statement in my application or certificates is found to be false, the tuition fee exemption will be voided.

Admission Date: 01/11/2017
 Name (fill in by hand): 李冬 (Age: 25)

ID Number: 118 27E699A Approved

Residence category: Home If living in a residence hall in Kyushu University Dormitory

Address in Japan: F3B-U-2

Telephone: Home: 092-802-9948 Cellular: _____

Email: yagomiy@knu.kyushu-u.ac.jp Fax: _____

Reason for application: 経済的に困難しているため

Please check each of the following:
 If your budgetary condition in the fall semester are expected to be the same as for the spring semester, you can apply for fall semester and spring semester exemption together (See the Guide to Tuition Fee Exemption Application 2017, Kyushu University)

I am submitting the application form for the fall semester in the spring semester:
 Yes
 No Please make sure to fill in the application form for the fall semester and submit it together with the spring semester application.

Notes:
 1. Fill in the areas set within the blank frame.
 2. As for entries marked with *, circle the sum that applies.
 3. Do not fill in the areas set within the bold line.

申請者記入欄
 氏名(フリガナ) 李 冬
 性別 男
 年齢 25
 学年 1
 学号 27E699A

Budget Report for self-supporting international students (FormB)

Affiliation 所属	Enrollment year 入学年	School 学校	Department 学部	Enrollment 入学	Year Status last year 前年度身分	Nationality 国籍
九州大学	2016年	工学部	物質創造工学専攻	1	Master program	中国

Family and Residence in Japan (自国における生活状況)
 Family members in Japan including yourself: 1 person (本人)

Expenditure (支出状況)
 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.

Category	Monthly total (円/Month)	Yearly total (円/Year)
Food 食費	3,000	36,000
Clothing 衣料費	2,000	24,000
House rent, including common-area charge 家賃(共益費・貯蓄含む)	19,000	228,000
Lighting, heating and water 光熱水道料	3,000	36,000
Study, including entrance and tuition fees 学費(入学金・授業料は除く)	60,000	720,000
Expenses for bringing up children 養育費	1,000	12,000
Calendar, phone and other communication fees 携帯電話等通信費	1,000	12,000
National Health Insurance premium 国民健康保険料	1,000	12,000
The others その他	40,000	480,000
Yearly total (円/Year)	120,000	1,440,000

Income (収入状況)
 Remittance (送金)

Recipient 受給者	Sender's name (relationship) 送金者(続柄)	Method of receipt 受取方法	Amount of remittance 送金額
本人	王 妻	Bank transfer	1,000,000/year
Yearly total 合計年間総額: 1,000,000/year			

Income (収入状況)
 Absence for children in Japan (生活扶助費)

Do you receive? 受給状況	Monthly amount 月額	Total amount 年間総額
No		
Financial support from relatives (in job, etc.) (親戚等からの生活費貸付等) 無		
Tuition loan (in job, etc.) (生活費貸付等) 無		

 3. Scholarship/Fellowship (奨学金)
 Please write down any scholarships you have been granted.

Do you receive? 受給状況	Name of scholarship 奨学金名称	The monthly amount 月額	Period 支給期間	Total amount 年間総額
No	JASSO	48,000/Yes	10/2016-10/2017 (10)	480,000/Yes
Total 合計: Yes 48,000/Yes 480,000/Yes				

 4. Your part-time job (本人アルバイト)

Do you receive? 実施状況	Work place アルバイト先	Total amount a year 年間総額	Document to submit 提出する給与証明書
Yes	コソソ	130,000/Yes	Withholding record
Total 合計: Yes 130,000/Yes 130,000/Yes			

 5. Your family's part-time job (本人以外のアルバイト)

Do you receive? 実施状況	Work place アルバイト先	Total amount a year 年間総額	Document to submit 提出する給与証明書
Yes			
Total 合計: Yes			

"Application" and "The list of Required Documents"

必要書類一覧表
 The list of Required Documents

入力項目等	必要書類	本人チェック	受付場所
家賃	アパート、下宿に住民している場合は最近の家賃(月額)がわかるもの(写)を付すること。九州大学の寮や留学生会館に住民している場合は不要です。	<input type="checkbox"/>	寮の支社長
House rent, including common-area charge	Students who live in an apartment(except dormitory or international house) should attach a document(copy)of the latest rent payment.	<input type="checkbox"/>	Recipient of your rent payment
日本に就学者がいる世帯(本人、小・中学生を除く)	(様式9-1)兄弟姉妹等在学証明書 ※入学金免除および徴収猶予申請と授業料免除申請を併願する場合、この書類は1冊でいいです。	<input type="checkbox"/>	就学者の中学校
Student in the household in Japan(excluding the applicant and elementary and junior high school students)	Certificate of enrollment(Form5-1) *Even if you are applying for both an enrollment fee exemption/deferment and a tuition fee exemptn,you need to submit only one.	<input type="checkbox"/>	Student's school
日本学術振興会特別研究員採用(予定)者(本人及び配偶者)	採用決定通知書(写) 研究遂行費申請状況の分かるもの(写) 平成28年分源泉徴収票(写)	<input type="checkbox"/>	日本学術振興会
A grantee(expected) of Japan Society for the Promotion of Science Research Fellowship(Applicant or/and Spouse of the applicant)	Acceptance letter (copy) Document which shows a status of the cost of research activity (copy) Fiscal year 2016 withholding record (copy)	<input type="checkbox"/>	Japan Society for the Promotion of Science
リーディングプログラム採用者(採用2年目以降のみ)	支払証明書	<input type="checkbox"/>	所属部署
A grantee of a leading program scholarship (2nd year or later grantee only)	payment certificate	<input type="checkbox"/>	related department
標準修業年限を超えている者(特別な事由があり、原則超過1年以内の者のみ)	(様式11-2)留年・修業年限超過者特別事由書	<input type="checkbox"/>	担当者のみ配布
Those who exceed the standard study term. (Only for those who exceed less than a year with a special reason)	(form 11-2) Statement of reasons for those who have repeated a year or exceeded the standard study term	<input type="checkbox"/>	Divide to correspond applicant

※ Please check the documents attached at the time of submission. For documents that cannot be received at the time of the first submission, please indicate when it can be submitted.

※ Please submit "Rental agreement" for document which understands rent.

※For those who apply for change, please submit only the "certificate documents related to the modified contents".

★When the preview screen does not appear★

If the form preview screen does not appear, log out of the system and log in again. Since the "reissue" button is displayed on the menu screen, please print from there. If you still cannot print, please send an email to the Student Support Division..

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.

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.