Information on 2017 Fall Semester Tuition Fee Exemption application

Tuition exemption application for 2017 is divided into "Applicant via WEB" and "Applicant by paper base" because of the transition period to WEB application.Therefore, please apply for the tuition fee exemption application of the Fall Semester in 2017 by applying the method applicable to yourself after checking the contents below.

＊Application cannot be accepted after application period is over and it will be canceled, so please be sure to observe the application period.

Ⅰ. Those who need to apply via web

① If an applicant who did not apply for the spring semester (including withdrawal in the middle of application) wishes to apply in the fall semester.
② A person who applied for only the spring semester (a person who did not apply for the full year)and wishes to apply for the fall semester.
③A person who applied for a full year application via WEB in the spring semester, and there was a change in application content thereafter.
   Please check at 『Guide to application＊1)』Page5【【Notes】When it is necessary to record a change in your situation.】

《Schedule》 ※ You cannot proceed to the next application unless each application is completed! Application for tuition fee exemption will be completed upon the completion of STEP 3.
Kyushu University Enrollment Fee Exemption and Deferment application system / Tuition Fee Exemption application system＊2)
Use your SSO - KID /PW to log into the system and complete each application within the time period as instructed.

Step1（Entry） Application Period：Aug 9（Wed）- Aug30（Wed）※ We can not respond to inquiries for summer holidays from 14th to 16th August
After completion of input, "Application confirmation sheet" and "Check List of Exemption" will be output and arrive an email of completion of the primary application submission will be delivered.

Please prepare the necessary documents for secondary application by referring to "Check List of Exemption".

Step2（Registration） Application Period：Sep 4（Mon）- Sep21（Thu）
After completion of input, "Application " and "The list of Required Documents" will be output and arrive an email of completion of the secondary application submission will be delivered.

Step3 (Application and submission of required documents)
Application Period：Sep4（Mon）- Sep22（Fri）9：30-16：00（Excluding Saturdays , Sundays and holidays）
Please submit the "Application Form", "Required Documents List" printed out, and the prepared "Form・Certificate Documents etc" at the following window.

★Attention★
Documents with mistyping or incompleteness may not be able to accept tertiary applications, so please read carefully the guide and manual and apply with a margin.

* 1) Guide ,Manual etc

* 2) Application system

Document submission window
・Administrative Office (Design) Student Affairs Section

＊ 1)Please check the guide, manual, forms etc of the application from following URL.
（URL：http://www.kyushu-u.ac.jp/ja/education/fees/exempt02/）
＊ 2)Kyushu University Enrollment Fee Exemption and Deferment application system / Tuition Fee Exemption application system
（URL： https://gnk-webmenjo.jimu.kyushu-u.ac.jp）

Ⅱ. Those who need to apply by paper base application

・Students of Undergraduate 2nd grade who applied for full year by paper base in the spring semester,and there was a change in application content thereafter.

《Schedule》
Please contact the Student Support Division (Ito) by e-mail and submit additional documents and correct application at the Administrative Office (Design) Student Affairs Section

E-mail contact period：Aug 9（Wed）- Aug30（Wed）※ Excluding Saturdays , Sundays ,holidays, and summer holidays（from 14th to 16th August）
Please contact the Student Support Division (Ito) by e-mail about the changes.（gagmenjyo@jimu.kyushu-u.ac.jp）

Fall semester application correction and required documents submission period：Aug 9（Wed）- Sep22（Fri）9：30-17：00
※ Excluding Saturdays , Sundays , holidays,and summer holidays（from 14th to 16th August）
Please correct the fall semester application form and submit the document at the at the following window.

Correction of application form and document submission window
・Administrative Office (Design) Student Affairs Section

Ⅲ. Points to keep in mind

・Those who applied for full year application at the spring semester and have no particular change from the time of application of the spring semester to the present is no need to change.

・If you do not change the procedure within the period despite the change point, the application will be canceled because you made a false application.
 Please inform by e-mail the Student Support Division (Ito)about the change that was found after each application deadline.

・As a general rule, submission is to be brought to the window by the applicants.Please contact the Administrative Office (Design) Student Affairs Section beforehand if you cannot submit to the window within the period.