## Application for tuition fee exemption in spring semester 2021

For students who cannot come to Japan during the exemption application period due to effects of the COVID-19 pandemic and wish to apply for exemption, please apply in accordance with the following process.

## Application Process

1. Prepare for required documents

    Read "Application Guidebook" and prepare required documents.

    * Some required forms are available to download at the website.
       (https://www.kyushu-u.ac.jp/en/education/fees/exempt02)

2. Pre-check    [Submission period: Friday February 12 to Wednesday February 24, 2021]

    (Pre-check is not mandatory. But if you have any questions about the application process, please make sure to ask submission counter to do Pre-check. [For the information on submission counter, see "Application Guidebook".])

    Fill in and send "Pre-check sheet for exemption application" via email with other required documents to the submission counter. After checking your documents, university staff will inform you of insufficiency about the documents.

3. Application Step1(Web Registration) [Application period: Tuesday February 16 to Monday March 15, 2021]

    Referring to "Application Guidebook", log in to "Student Portal System" and provide your information on Application System. (Student Portal System: https://ku-portal.kyushu-u.ac.jp/campusweb/top.do)

4. Application Step2 (Document Submission)
   [Application period: Tuesday February 16 to Tuesday March 16, 2021]

    After completing Web Registration (Step1), "Application Form" will be output. Please send it via email with other required documents to the submission counter. (For the information on submission counter, see "Application Guidebook".)

       Your email must include the following information.
       【Subject】 "Exemption application from overseas"
              ・Your department (school/graduate school) in Kyushu University
              ・Student ID Number
              ・Your name
       ※You need to complete both Application Step1 and Step2.
       ※After the application deadlines, we cannot accept any applications.
       ※If your email is not delivered to the submission counter because of your typing mistake of email address, we cannot accept your application. After sending emails, please check whether you do not receive error mails.

5. Confirmation of submission

    After you submit all required documents, university staff will send you a confirmation email. (It will be sent by April 16th, 2021.) After submitting the documents, please make sure to check the confirmation email. If you do not receive the confirmation email by April 16th, please contact the submission counter.

    If there are some problems or insufficiencies with your submitted documents, university staff will contact you. Please follow their instructions and resubmit required documents.