

# Application Guidebook for Enrollment Fee Exemption (Deferment) and Tuition Fee Exemption Fall Semester 2022

Students' Payment Exemption Section  
Career and Scholarship Support Division  
Kyushu University

This guidebook shows international students application procedures, eligibility, required documents for submitting and so on of enrollment fee exemption (deferment) and tuition fee exemption supported by Kyushu University. Applicants have to read this well and complete web registration (Step 1) and documents submission (Step 2) within each deadlines.

## Target Students

- Graduate school Japanese students
- Graduate and Undergraduate International students who enrolled as international students
- Undergraduate Japanese students

For more details of eligibility, please read page 7.

## Application Periods (Dates are Japan time.)

### For Current Students (include who enrolled in April 2022)

August 4 – September 8 : Web registration (Step 1) How to register? Please see page 13 - 15



August 4 – September 9 : Documents submission (Step 2)

### For Newly Enrolled Students (who enroll in October 2022)

At the enrollment procedure : Provisional Application Only for those who wish to apply enrollment fee exemption (deferment)



October 4 – October 13 : Web registration (Step 1) How to register? Please see page 13 - 15



October 4 – October 14 : Documents submission (Step 2)

## Change Points from 2021

- ★ Step 2 is acceptable by post if you live in Japan. When you post your documents, you need to email to submission counter about this. For more details, please read page 4.
- ★ For international students who have family such as children and/or spouse or have room share, there are some changes. For more details, please read page 10-11.

## 《Table of contents》

I . Application procedure for enrollment fee exemption(deferment) and tuition fee exemption	p.3
II . Exemption system and application eligibility	p.7
III. Required documents	p.9
IV. How to use Application System	p.13
V . Sample of required documents, FAQ	p.16
VI. Contact information of department (Counter for submission and inquiry)	p.18

### [Compliance Rules of Application on Enrollment(Tuition) Fee Exemption]

Upon applying for the exemption, please be sure to understand and pledge the following rules at Step 1 (Web registration). If you breach them as following, you have to pay the enrollment/tuition fee immediately.

#### Awareness of Applicant

1. I apply for the exemption with awareness that I have to pay the enrollment/tuition fee as a student. If I have questions about the application, **“I” will contact a submission counter, not my “parents”**.
2. I understand that the enrollment/tuition fee exemption is a financial support system for students with financial difficulty and excellent academic records and will dedicate myself to study after receiving the exemption.

#### Matters need to be well understood

3. I will prevent misstatements and omission of income report by reading and understanding the guidebook thoroughly.
4. I will complete the application procedures during the application period and understand that the application documents cannot be accepted after the deadline.
5. If a submission counter gave me a copy of application acceptance slip, I will keep it until the screening result is announced. (The slip will be given at the application submission.)

#### Contact with the Submission Counter

6. I will make sure to respond to phone calls and emails from Kyushu University staff.  
If the staff asks me to submit additional required documents or inquires questions, I will deal with it immediately.
7. If there is a sudden change in my household situation or student status (leave of absence/study abroad) after submitting the application, or if I am unable to get in touch due to overseas travel, I will contact the submission counter promptly.

#### Screening

8. I will check the screening result on Student Portal System. If I do not receive “full exemption”, I will pay the amount indicated on Student Portal message by the deadline. If my parent pays my educational expenses, I will inform him/her of the result, payment deadline and payment method.
9. I understand that the enrollment/tuition fee is not necessarily exempted as I wish, and consider in advance how to pay the fee if my application is not approved. Furthermore, I will not appeal to compare a screening result I will get with other students’ or a screening result of my past.

### [Privacy Policy]

Your information stated in your application form and submitted documents will be used only for the exemption screening and economic support by Kyushu University, not for other purposes.

# I . Application procedure for enrollment fee exemption(deferment) and tuition fee exemption

## 1. Confirmation of application eligibility

- (1) Check page 2 “Compliance Rules of Application on Enrollment (Tuition) Fee Exemption”. We will confirm your agreement to it on application Step1.
- (2) Check the exemption system and application eligibility on page 7.
- (3) For students who repeated a year with special reasons, please ask the submission counter about your eligibility. “Statement of Reasons for Extension beyond Standard Study Term (Form11-2)” must be submitted before Application Step1. (Refer page 8)

## 2. Provisional application of enrollment fee exemption (deferment) Only newly-enrolled students wish to apply ...at the enrollment procedure

- (1) If you wish to apply enrollment fee exemption (deferment), don't pay enrollment fee. Instead of payment, please submit a Provisional application of enrollment fee exemption (deferment).
- (2) If you decline the university admission after submitting “Provisional Application”, you must pay the enrollment fee immediately.
- (3) If you do not complete Application Step1 and 2 after enrolling the university despite having submitted “Provisional Application for Enrollment Fee Exemption/Deferment”, your application will be canceled. Therefore please pay the enrollment fee immediately. If you pay the enrollment fee after deadline of Application Step2, late payment penalty will be charged.


## 3. Preparation of required documents

- (1) Read well page 9 – 11 and prepare required documents of yours. Required documents are changed depend on sort of income, household composition.
- (2) Download required forms you need at Kyushu University website.  
Newly-enrolled students <https://www.kyushu-u.ac.jp/en/education/fees/exempt01/>  
Current students <https://www.kyushu-u.ac.jp/en/education/fees/exempt02/>
- (3) If you have questions about required documents and Step 1, please don't hesitate to contact to your submission counter.
  - ★ How to contact with submission counter? Please bring or email with “Pre-check Sheet” which can be downloaded by the URL to your submission counter.
  - ★ From past cases, we saw a lot of incomplete applications as followings. Therefore we recommend you to do pre-check before submission.
    - You don't know required documents or what information should to type on an application system even you read this application guidebook.
    - If your parents live in Japan and in case of that they have got a job(s), retired, changed a job(s) and/or started a new business after January 2, 2021.
    - If your parents live in Japan and in case of that they have multiple income.
    - In case of that a household you belong to in Japan has long-term patients for more than six months.

## 4. Application Step 1 (Web Registration)

**Current students :** August 4 – September 8 (by 23:59 Japan Time)  
**Newly-enrolled Students :** October 4 – October 13 (by 23:59 Japan Time)

- (1) Refer to page 13 and log in to the Application System for enrollment fee exemption/deferment and tuition fee exemption, hereafter Application System, and register your information then output the “Application Form”. This form is necessary for your Application Step 2. After finishing Step 1, but not complete Step 2 within a deadline of the next step, we will recognize that you decline your application. Please be careful.

- 
- (2) For tuition fee exemption, there are two types of application; Fall Semester Only Application and Change Application.
  - (3) If applicable to the following case, apply for Change Application for fall semester.
    - Applicants have already applied an annual status application at spring application term but they need to update their application information for fall semester because something has changed from spring. (For more details, please see page 5.)
  - (4) Make sure that information of family and financial situation which is including estimated is as of 1 April for the spring semester and as of 1 October for the fall semester.

## 5. Application Step2 (Submission of documents)

**Current students:** August 4 – September 9 (Japan Time, excluding dates: refer to page 18)

**Newly-enrolled student:** October 4 – October 14 (Japan Time, excluding weekends and holidays)

- (1) Regarding available submission time at the submission counter, please refer page 18.
- (2) Submit the required documents in plenty of days before the deadline. We recommend to finish submission until three days before.
- (3) Applicant oneself has to submit “Application Form” and required documents to the submission counter. For confirming required documents of yours, we recommend to hand in Required Documents Check List, page 9 – 11 of this guidebook.
- (4) If you live in Japan, submission by post is also available. If you post your documents, please check points of note as following.
  - ★Email your submission counter when you post. Please make sure that...
    - The email subject is “Documents Submission by Post”.
    - Main message needs 1) to 3).
  - 1) Student Number 2) Name (shown same as application form) 3) posted date
- ★Please make every effort to ensure the post arrives your submission counter within Step 2 deadline. If it delays, we cannot accept your application.
- ★Arrival confirmation email will email you from your submission counter after receiving or Step 2 deadline. Confirmation by phone is not available.
- (5) If you are out of Japan, please see “Step 2 flow from overseas” on our web page and complete your Step 2. (Submission by email is for students in overseas only.)
- (6) In case you have unavailable submitting document(s) within deadline, **please make sure to contact your submission counter before its deadline.**
- (7) Keep an application acceptance slip until the screening result is announced if you receive it at your submission.
- (8) If some insufficiencies are found after submission, submission counter staff will call or email you.
- (9) **If you do not submit all the required documents by designated deadline without any contact, we recognize that you decline your application.** We do not accept them after the deadline.
- (10) In case you submitted “Provisional Application” for enrollment fee exemption/deferment but will not complete Application Step 1 and 2 after enrolling at the university, your application of those exemption/deferment will be invalid and canceled. Furthermore, **penalty late fee will be charged to the enrollment fee of your payment after a deadline of Application Step 2 (October 14).**
- (11) In case there are errors in information filled out on your submitted documents, they will be revised by the submission counter without your confirmation.

### **[Points of note: After submission]**

★If your submission(s) are all complete, enrollment/tuition fee will be deferred until you will get your screening result(s) (late December).

★In case you would like to pay your enrollment/tuition fee after this exemption/deferment submission, firstly please submit “Withdrawal statement” for those fee and pay the fee a specified way by the submission counter. Also we would recognize that you decline your application if you

pay those fee before you receive the screening result(s).

★If you are graduate, complete your course, withdrawal or leave of absence from the university at the middle of the semester after applying for tuition fee exemption, your application will be declined. In case of that, you need to submit “Withdrawal statement of tuition fee exemption and pay your tuition fee. Moreover to say, even if it happens after you’ve got an exemption result, your result will be invalid.

## 6. Result notification: Around late December

- (1) The result will be notified to you through “Messages For You” on Student Portal System (It won’t be sent by postal mail).
- (2) Screening of tuition fee exemption will be implemented each semester. Therefore it would occur that results of spring and fall semester application are different even if you apply for the annual status application.
- (3) Regarding screening result(s), we cannot comply with your appeal for comparing a screening result you will get and other students’ or a screening result of your past.

## 7. Payment of enrollment fee and tuition fee for fall semester: Late December

- (1) If you are notified of the half or quarter exemption, please pay the amount indicated in the notification by the payment deadline.
- (2) Bank account for the enrollment fee payment will be notified in the result notification. After the due date, late payment penalty will be charged (3% of the enrollment fee per year).  
The due day in case of...
  - ★the result you got an approval of deferment: the End of February
  - ★the result you got an approval of a half exemption, a disapproval of exemption or a disapproval of deferment: Early January
- (3) After the notification, the tuition fee for the fall semester will be withdrawn on December 27 from your bank account in Japan which is registered at university for your tuition fee payment. If you haven’t registered it, please transfer money by a bank to a bank account of Kyushu University for tuition fee by December 31.

## 8. Application of tuition fee Exemption for spring semester 2023

- (1) **Application period of the tuition fee exemption for the next spring semester 2023 will be open from February to early March.** Announcement will be sent on “Message from University” by Student Portal System and the same procedures will be required: Step 1 (Web Registration) and Step 2 (Documents Submission).
- (2) If you are planning to enter a master’s or doctoral course in April 2023, and wish to apply for the enrollment (tuition) fee exemption, please follow instructions enclosed in enrollment procedure documents and apply those exemption.

## **[Notes] If some changes occur in your application contents after applying for annual status application...**

- (1) If some changes as following occur in your application contents (such as family situation, school attendance and household budget) after period of spring semester exemption application (information as of April 1) to period of fall semester exemption application (information as of October 1), you have to apply “Change Application” during the period of fall semester exemption application for “Current students”.

What kind of changes you got you will need to apply “Change Application”?

★ Change(s) of residence category, home address in Japan, family members in Japan and so on.

★ Significant Income changes of you, your spouse or/and family (your educational expenses provider) lives in Japan

★ You have got a grant-type of scholarship(s) after April.

(2) Procedures for Change Application

- ① Log in to Application System and change the information and enter reasons for change during the period of Application Step 1 (Web Registration) for the fall semester. Then print out “Application Form”.
- ② Submit “Application Form” and required documents about changing contents during the period of Application Step 2 (Documents Submission) for the fall semester. If your change(s) is/are without required document(s) (e.g. your name written in Katakana to alphabet), just print out and submit “Application Form” for informing the change.



Go on to the next page:  
II . Exemption system and application eligibility



## II. Exemption system and application eligibility

### 1. Enrollment fee exemption(deferment) and application eligibility

#### (1) Enrollment fee exemption

Enrollment fee exemption (full exemption/half exemption) is implemented for the following eligible students after screening based on their application. (If you apply with reason of ①, full exemption is not applicable.)

【Incoming Graduate Students who is applicable to the following ① or ②】

- ① Students who have excellent academic records and difficulty in paying the enrollment fee due to financial reasons.
- ② Students with significant difficulty in paying the enrollment fee because a main provider of their educational expenses (hereafter called “the provider”\*\*) had lived in Japan passed away within a year prior to enrollment\* or the student (or the provider) has suffered from natural disasters within a year prior to enrollment\*.

【Incoming Undergraduate Students (including transfer students)】

Students who are applicable to the above ②.

(Not allow to apply as ① only for undergraduate students.)

#### (2) Enrollment fee deferment

Enrollment fee deferment is implemented for the following eligible students after screening based on their application. The payment deadline will be deferred (extended) until a date designated by university (For students enrolling in October, the deadline will be the end of February. Deferment does not include exemption.

【Incoming graduate and undergraduate students who are applicable to the following ① or ②】

- ① Students who have excellent academic records and difficulty in paying the enrollment fee by a payment deadline due to financial reasons.
- ② Students who have significant difficulty in paying the enrollment fee by a payment deadline because the provider who had lived in Japan passed away within a year prior to enrollment\* or the student/the provider who lives in Japan has suffered from natural disasters within a year prior to enrollment\*.

\* “within a year prior to enrollment”: from October 1, 2021 to September 30, 2022

\*\* The providers for international students mean applicants themselves, parents and/or other family supporters live in Japan. Parents and/or other family supporters who live in your home country are not applicable.

### 2. Tuition fee exemption and application eligibility

The tuition fee exemption is implemented per semester (spring/fall) for the following eligible students after screening based on their application. The exemption amount is “full exemption”, “half exemption” or “quarter exemption” of the tuition fee for the semester.

【Eligible Applicants for Tuition Fee Exemption: If applicable to the following ① or ②】

- ① Students who have excellent academic records and difficulty in paying the tuition fee due to financial reasons.
- ② Students who have significant difficulty in paying the tuition fee because a main provider of their educational expenses (hereafter called “the provider”\*\*) passed away within six months prior to starting each semester\* or the student (or the provider) has suffered from natural disasters within six months prior to starting each semester\* (For newly-enrolled students: within one year prior to enrollment).

\* “within six months prior to starting each semester”: from April 1, 2022 to September 30, 2022

\*\* The providers for international students mean applicants themselves, parents and/or other family supporters live in Japan. Parents and/or other family supporters who live in your home country are not applicable.

## 《Support for students affected by large-scale disaster in Japan》

If you and/or the provider affected by disasters as following, there is a possibility to accept your exemption application. If you are applicable, please contact to your submission counter before applying.

### What's large-scale disaster?

Great East Japan Earthquake, Kumamoto Earthquake 2016, Torrential Rain July 2018, Hokkaido Eastern Iburi Earthquake 2018, Typhoon 19 in 2019, Torrential Rain July 2020 in Japan

### Apply to in case:

- ★The provider's home-based house/building was damaged.
- ★The provider passed away or has been missing.
- ★The provider lost his/her job and so on then his/her income decreased significantly.

## 《Students who are not eligible to apply for the enrollment fee exemption(deferment) and tuition fee exemption》

- Those who have already paid the enrollment fee (or tuition fee if you apply for the tuition fee exemption).
- Those who work at a company, government office or school and others, and receive a subsidy from those organizations as the enrollment fee (or tuition fee if you apply for the tuition fee exemption).
- Scholarship students or government-sponsored international students who receive the scholarship or a subsidy as the enrollment fee (or tuition fee if you apply for the tuition fee exemption).
- Scholarship foundation (organization) does not allow you to receive exemption from the university.

## 《Students who exceed the standard study term》

- (1) If you repeat a year or exceed the standard study term without specific reason such as leave of absence, illness, study abroad, graduate thesis of master's (doctoral) course and others, you are not eligible for tuition fee exemption application.
- (2) If you are a student who repeat a year or exceed the standard study term but wish to apply tuition fee exemption application, check the back page of "Statement of Reasons for Extension beyond Standard Study Term (Form11-2)". If applicable to a "special reason", please contact the submission counter before Application Step1 (Web Registration).

< In case of the reason for leave of absence, illness or study abroad >

If you had left school because of those reason(s) and it happened within the applicant's shortest standard study term → There is a possibility to apply for the first semester of exceedance.

< In case of the reason for graduate thesis of master's (doctoral) course >

There is a possibility to apply because of this reason. Application should be within the first year of exceedance.

- (3) In case of exceedance due to COVID-19 influence

★If you were a final year student within standard study term at 2021 and couldn't go abroad which was exchange study abroad from Kyushu University to overseas known as the university or the school.

★If you are a graduate student in 2021 couldn't come to Japan or go to abroad for research due to COVID-19 influence and that's why you decide to repeat in 2022 for completing your research (in 2022 will be the second year of repeat of yours).

- (4) Please submit "Statement of Reasons for Extension beyond Standard Study Term (Form11-2)" with other required documents and application form. If your request by the reason would be admitted by screening, we would accept your tuition fee exemption application.



Go on to the next page:  
III. Required documents



### III. Required documents

For international students, applicants have to submit documents related with you and your spouse in Japan if you have. (Information of your family who lives in your home country is not required for the application.)

#### Required Documents Check List for international student

Please submit your applicable documents of each.

**We strongly recommend to hand in this check list as well at Application Step 2.**

Check point	Check	Required documents/Notes
<b>Regarding an applicant</b>		
(1) My parents live in Japan and have annual income 1,040,000 yen or more.	<input type="checkbox"/> Yes → <input type="checkbox"/> No	Submit the same required documents as Japanese students. For details, check page 9-13 on Japanese ver. Application Guidebook and if you are applicable, please submit the necessary document(s) for it.
(2) I have already completed Application Step1 (Web Registration) before the deadline.	<input type="checkbox"/> Yes → All applicants need to submit	<b>【Document】 Application Form (A4 size)</b> * Print out after web registration. Not A3 size paper. *Please refer page 13 - 15 and confirm the information on your application form. Especially things as following to confirm. ★Not typed about your family information in your home country. ★Round income and expenditure amounts down to the thousand. (e.g. 2,022,900 JPY → 2,022 thousand JPY) *If you apply for both enrollment fee and tuition fee exemption (deferment), you have to submit two application forms. *If you cannot register on Application System, please refer page 14. *If you cannot come to Japan due to COVID-19 regulation, please apply assuming that you live in Japan.
(3) I am an international student.	<input type="checkbox"/> Yes →	<b>【Document】 · (Form1) Budget Report</b> <u>If 0 JPY was written in a box of "Daily use items", in principle, we would not accept your application.</u> • <b>Residence card (Yours, front and back side's copy)</b>
(4) I have exceeded the standard study term (considering absent period)	<input type="checkbox"/> Yes → <input type="checkbox"/> No	<b>【Document】 (Form11-2) Statement of reasons for extension beyond standard study term</b> <b>【Download】</b> Kyushu Univ. website * Ask the submission counter about your eligibility before Application Step 1. * If you are within one year after exceeding the standard study term and have a "special reason", you can apply for.
(5) I live in an apartment or municipal house as of October 1, 2022.	<input type="checkbox"/> Yes → <input type="checkbox"/> No	<b>【Document】 Room rental agreement (copy)</b> *Indicating contractor's name, contract period, room rent, residents' name. *If you have not made the contract yet because you cannot come to Japan, contact the submission counter. *If you are going to move on or after October 2 but have not complete the room contract process, submit a present room rent agreement (present residence).

(6) I live in Kyushu Univ.'s dormitory or international house as of October 1, 2022.	<input type="checkbox"/> Yes → <input type="checkbox"/> No	You do not need to submit a residence permit. Please enter the dormitory's name as your address on Application System.
(7) I share a room with roommates.	<input type="checkbox"/> Yes → <input type="checkbox"/> No	<b>【Document】 (Form7) Statement of Room Sharing</b> * Accompanied with roommate's sign. * We check roommate's name by its room rental agreement as well. If the agreement has no name of yours/his/hers, you need to submit a copy of your/his/her residence card for confirming the address.
(8) I (or spouse) will have the nearly same income <u>as last year</u> (including part-time job and TA/RA)  This "income" above means income in Japan, not in your home country. If you or spouse had no income last year, put a check mark on "No".	<input type="checkbox"/> Yes → Check ① or ②	<input type="checkbox"/> ① Your/spouse's annual income of less than 1,040,000 yen. <b>【Document】 Payment slips for the latest three months (copy)</b> <input type="checkbox"/> ② Your/spouse's annual income of 1,040,000 yen or more <b>【Document】 Both of the following documents (Applicant's and spouse's)</b> 1) Income Tax Certificate 2022 (Reiwa 4) (copy) (issued by City Hall/Ward Office.) 2) Withholding Record 2021 (Reiwa 3) (copy) * Please apply as a self-supporting student. For details, check page 16-18 on Japanese ver. Application Guidebook and if you are applicable, please submit the necessary document(s) for it.
	<input type="checkbox"/> No → Check ① or ②	<input type="checkbox"/> ① Your/spouse's annual income of less than 1,040,000 yen this year <b>【Document】 Payment slips for the latest three months (copy)</b> If the job starts in October 2022, don't need to submit those. <input type="checkbox"/> ② Your/spouse's annual income of 1,040,000 yen or more this year <b>【Document】 Both of the following documents (Applicant's and spouse's)</b> 1) Income Tax Certificate 2022 (Reiwa 4) (copy) (issued by City Hall/Ward Office.) 2) "(Form2-1) Estimated Annual Income Certificate" and documents indicating the estimated salary (e.g. employment contract paper) 3) Proof document such as Employment Agreement shows your income * Please apply as a self-supporting student. For details, check page 16-18 on Japanese ver. Application Guidebook and if you are applicable, please submit the necessary document(s) for it.
(9) I will receive grant type scholarship* in 2022. (*scholarship that you do not need to pay back)	<input type="checkbox"/> Yes → <input type="checkbox"/> No	Type in your grant type scholarship information which is continuing from 2021 and/or confirmed to receive in 2022 on Application System. This information should be written on scholarship ongoing box of (Form 1) Budget Report.  If you are applying to this type of scholarship but you haven't receive a confirmation notice yet, should be written on scholarship pending box of (Form 1) Budget Report.  <b>In case you will get grant type scholarship(s) through the</b>

		university after Application Step 1, university staffs will add it/them to the amount on application system and Form 1.
(10) I am an applicable student as noted below; - JSPS research fellow, - Leading Human Resources Development Fellowship Program, Or - Doctoral course on Joint Graduate School of Mathematics for Innovation	<input type="checkbox"/> Yes →  <input type="checkbox"/> No	Those students get support of tuition fee full exemption or receive support money to cover the fee. Therefore you cannot apply this tuition fee exemption application.
(11) I (and/or my spouse) is/are an applicable student(s) as noted below; · Leading Program · Support for Pioneering Research Initiated by the Next Generation (SPRING)	<input type="checkbox"/> Yes →  <input type="checkbox"/> No	<ul style="list-style-type: none"> <li>· Not need to submit a certificate for the scholarship. Just put in the scholarship amount in a box of salary on the Application System.</li> <li>· If your application of those program is pending during Step 1 term, submission staff will help you to update the salary amount in your application form after adoption of them.</li> </ul>
(12) I have dependent family member(s) such as spouse, children and so on in Japan.	<input type="checkbox"/> Yes →  <input type="checkbox"/> No	<p><b>【Document】 Residence card(s) (all members of household, front and back sides' copy)</b></p> <p>※If applicable to case (12) or (15)~(23) on page 13-14 of Application Guidebook (Japanese version), please submit the required documents which show on the guidebook as well.</p>

## [Where can I get Form 1 to 11? ]

You can get them on our website.

For Current Students

→ <https://www.kyushu-u.ac.jp/en/education/fees/exempt02>

For Newly-enrolled Students (enrolled in October 2022)

→ <https://www.kyushu-u.ac.jp/en/education/fees/exempt01>

## [Example of required documents]

(1) I am an international student without a job and I live alone in a rental apartment in Japan.

- ① Application Form (A4 size)
- ② Budget Report (Form 1)
- ③ Copy of “room rental agreement” (indicating contractor’s name, residents’ name, term of contract, monthly room rent.)

(2) I am an international student who live with my friend in Japan and I have a part time job. (My annual income is less than 1,040,000 yen.)

- ① Application Form (A4 size)
- ② Budget Report (Form 1)
- ③ Copy of room rental agreement
- ④ Statement of room sharing (Form 7)
- ⑤ Copies of payment slips for the latest three months

(3) I am an international student who live with my spouse in Japan. My annual income is 800,000 yen and my spouse’s is 400,000 yen (our each annual incomes are less than 1,040,000 yen).

- ① Application Form (A4 size)
- ② Budget Report (Form 1)
- ③ Copy of room rental agreement
- ④ [You and spouse]

Copy of Withholding Record 2021 (Reiwa 3)

OR

Estimated Annual Income Certificate (Filled in by yourself) (Form 2-1), attached copies of payment slips for the latest three months

⑤ [All members' of the household] Residence cards (front and back sides' copy)

(4) I am an international student who live with my spouse. My annual income is 300,000 yen and my spouse's annual income is 1,300,000 yen and we have children.

① Application Form (A4 size)

② Budget Report (Form 1)

③ Copy of room rental agreement

④ [You and spouse] Copies of Income Tax Certificate 2022 (Reiwa 4)

⑤ [You and spouse]

Copy of Withholding Record 2021 (Reiwa 3)

OR

Estimated Annual Income Certificate (Filled in by yourself) (Form 2-1), attached copies of payment slips for the latest three months

[All members' of the household] Residence cards (front and back sides' copy)

(5) I am an international students who live with my spouse. My annual income is 300,000 yen and my spouse receives a grant-type scholarship (scholarship not need to be repaid) of 1,200,000 yen. (If you (or spouse) receive scholarships of 1,040,000 yen or more, do not apply as self-supporting student. (※Exceptionally, students of Leading Program and SPRING need to apply as self-supporting student. )

Scholarship is not seem as salary, thus you need to hand in documents same as standard.

① Application Form (A4 size)

② Budget Report (Form1)

③ Copy of room rental agreement

④ [You] Copy of "Withholding Record 2021 (Reiwa 3)" (issued by employer) OR payment slips of the latest three months (copy)

⑤ [spouse] "Certificate of siblings' enrollment (Form5-1)" with a copy of student ID card

(6) I am an international students whose parents live in Japan. My parents live in Japan. My father works at a company and receives annual income of more 1,040,000 yen. My mother works as part-time and her annual income is 800,000 yen. My brother is a high school student in Japan. (Submit required documents same as Japanese students.)

① Application Form (A4 size)

② [father and mother] Copies of "Income Tax Certificate 2022 (Reiwa 4)" (issued by City Hall/Ward Office)

③ [father and mother] Copies of "Withholding Record 2021 (Reiwa 3)"

④ [brother] "Certificate of siblings' enrollment (Form5-1)" with a copy of student ID card

(7) I am (or my spouse is) a grantee of Leading Program Scholar or Support for Pioneering Research Initiated by the Next Generation (SPRING) and have annual income of more than 1,040,000 yen.

① Application Form (A4 size)

② Budget Report (Form1)

③ [You and spouse] Copies of "Income Tax Certificate 2022 (Reiwa 4)" (issued by City Hall/Ward Office)

④ [ You and spouse ] Copies of "Withholding Record 2021 (Reiwa 3)" (issued by employer) or "Estimated Annual Income Certificate (Form2-1)"

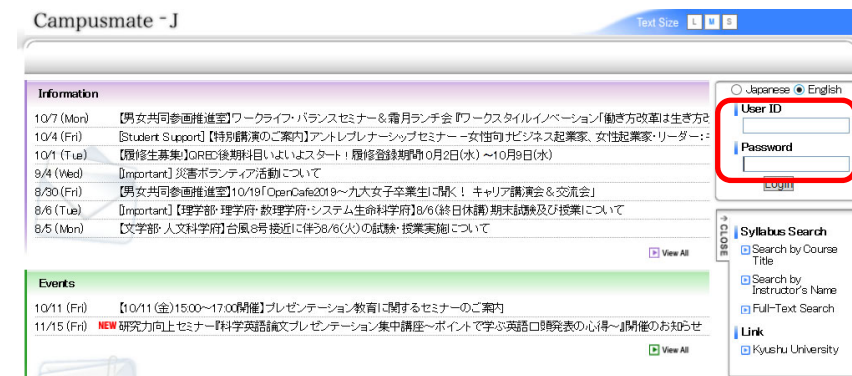
⑤ Copy of room rental agreement

## IV. How to use Application System

### 1. Student Portal System <https://ku-portal.kyushu-u.ac.jp/campusweb/top.do>

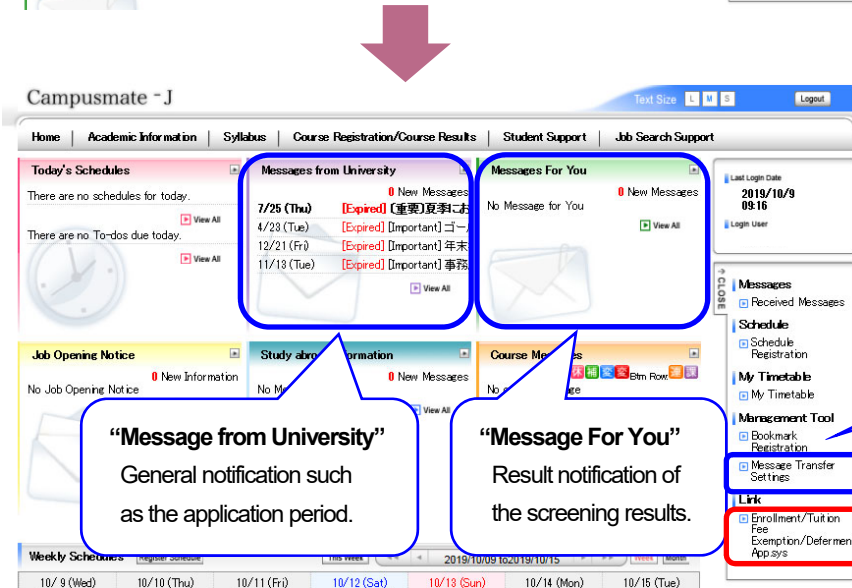
Student Portal System is to use for checking information about the application for the tuition fee exemption and logging in to Application System.

Please check messages especially application and result notification time.



① Enter SSO-KID and password.

Further information on the use of SSO-KID is available at Kyushu University SSO Portal (<https://web.sso.kyushu-u.ac.jp/english/English.html>).



“Message Transfer Settings”

Received information can be transferred to your regular use email address from Student Portal System.

“Message from University”

General notification such as the application period.

“Message For You”

Result notification of the screening results.

② Click “Enrollment/Tuition Fee Exemption/Deferment App. sys”.

### 2. Application System for Enrollment/Tuition Fee Exemption



③ Enter SSO-KID and password.

If you have already used your SSO-KID once in the past on another system, this “Single Sign-on System” screen is not displayed.

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.

※本システムはブラウザのポップアップブロックが設定されている場合、ログインできません。ブラウザのポップアップブロックの設定を解除してください。ポップアップブロックの設定解除については、ご利用しているブラウザのヘルプ 等をお確認ください。  
※You can not log in to this system if your browser blocks pop-ups. Please be able to disable the pop-up block setting of the browser and use. For details on unsetting the pop-up block, please refer to the help of the browser you are using.

Language: ☒ 日本語 ☐ English

※IDに自分のSSO-KIDが表示されていることを確認し、[Log in]ボタンを押してください。  
Confirm that your SSO - KID is displayed in the ID area and click the [Log in] button.

ID: 1234567890

Password: ●●●●●●●●

Log in

★If you cannot go on to a next page when clicking “Log in” button...

Deactivate “Pop-up Block” of a browser on your computer and login again. The deactivate method varies according to the browser. Please check it yourself.

If you cannot login after changing the setting, please try to login by other browsers.

④ Select language.

SSO-KID and password are displayed in advance.

⑤ Click “Log in” button.

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.  
・後期から前期分と累計が変更された(半期)の場合は、前期申請時に前期分と後期分を併せて申請できますので、通年で申請する方は、「申請期間」欄にて、「前後期申請」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 in spring semester. If you apply for both semesters at the same time, select 「Application for the Spring and Fall semester」 at the section of 「Application period」.  
なお、10月1日現在で申請内容に変更が生じる場合(「申請のしおり」参照)は、後期分申請時に変更申請が必要となります。  
(変更内容によっては、それに伴う申請が必要となります。)  
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 Book」) (You may have to submit the additional document based on the changing content)

Please click the button below and input.

Apply(Register the Application)

⑥ Click “Apply (Register the Application)” button.

誓約書 Pledge

九州大学 総長 殿  
To: President, Kyushu University

私は、平成30(2018)年度の入学料免除・徴収猶予ならびに授業料免除の申請を行うに当たり、下記事項を遵守し、反する場合は申請を取り下げ、直ちに入学料・授業料を納付することを誓約します。

I swear to observe the following matters when applying for enrollment fee exemption/deferment and tuition fee exemption for 2018. In case of disagreement, I will withdraw the application and pledge to pay the enrollment fee and tuition fee immediately.

- 私の申請内容に事実と異なる記載、収入の申告誤り等はありません。  
また、事案状況の急変や学業の異動(休学・留学)が生じた場合、事務局へ速やか連絡がとれる場合には、速やかに申請受付担当係に連絡し、指示に従います。  
I. I shall promise that the contents written on the application form are truly from the
- 私は、申請の当事者としての意識を十分に持ち、申請内容、選考結果の確認、入学料および授業料の納付について責任を持ちます。  
VI. I shall have enough awareness and responsibility for the application contents, screening result confirmation and the payment of enrollment/fees.

☐ 上記のとおり理解し、同意いたします。

次へ/Next

The “Pledge” screen is displayed only for the first time input.

⑦ Read “Pledge” carefully and click in the checkbox.

⑧ Click “Next”.

⑨ Please follow instructions on the screens and enter information about your income and expenditure. After confirming all the information are correct, click “Update” button on a last page.

- If you applied last year (regardless of the spring or fall semester), you can quote the data from the previous application. Please check and revise the quoted data in accordance with application contents of this time.
- International Students may not enter information of your family living in your home country.

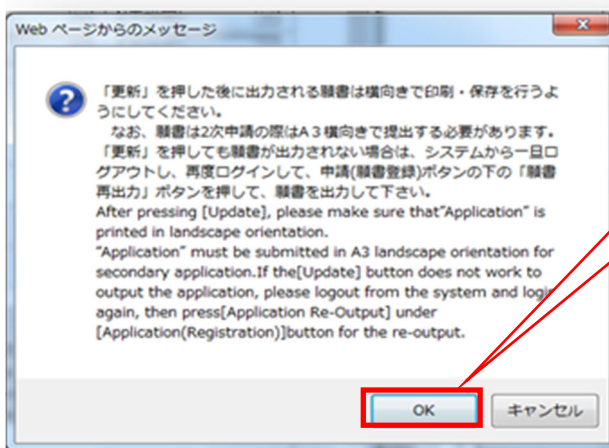
収入額・支出額 / Income・Expenditure

様式1に記入した金額を下記に入力してください。Enter the amount calculated in Form1.

収入合計	/	Income	千円 Thousand yen
支出合計	/	Expenditure	千円 Thousand yen

- Enter “Income” and “Expenditure” referring “International Student Budget Report (Form1)”.
- For self-supporting students, enter your income referring to a back side of “(Form 1)”.





⑩ Click "OK".

⑪ After "Application Form" is displayed in PDF format, please save and print it out. If applying for Tuition Fee only, one Application Form is displayed. If applying for both Enrollment and Tuition Fee, two Application Forms are displayed.

★If "Application Form" is not displayed,

- 1) The PDF file might be behind a web screen.
  - 2) Please logout the system once. Then, login again and click "Application Re-Output" button.
- Application Form can be re-output until the deadline of Application Step2.

### ★How to revise Application Form.

When clicking "Apply (Register the Application)", the previous data is displayed. After revising them, please re-output Application Form. Application Form can be revised during the period of Application Step1. However, you may not revise your application after submitting the form as Step 2 without the submission counter's advice.

▼ 入力上の注意

- ・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。
- ・後期分も前期分と併せて申請が可能な場合は、前期申請時に後期分を併せて申請できますので、連年申請する方は、「申請期間」欄にて、「前後期申請」を選択してください。
- ・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「申請のしおり」参照）は、後期分申請時に変更申請が必要となります。（変更内容によっては、それに伴う書類が必要となります。）

以下のボタンをクリックし、入力を行ってください。

▼ 各種様式のダウンロード

申請のしおり・操作マニュアル・2次申請で必要となる各種様式は、[こちら](#)からダウンロードできます。

**申請（願書登録）**

	【入力期間】	
	1次申請	2次申請
新入生	2018/12/19～2019/04/18	2019/04/04～2019/04/19
在校生	2019/02/18～2019/03/14	2019/02/18～2019/03/15

提出日 / Submission Date	2018/12/19
学生番号 / ID number	<input type="text"/> <p>学生番号は学生証の表にある1LT、2SC...など英数字9桁の番号です The student ID number is the number of alphanumeric 9 digits, such as 1LT, 2SC ... in the student ID card table.</p>
入学時期 / Enrollment year and month	年度 <input type="text"/> <p>西暦で入力 Please enter the year in the Christian Era.</p> <p> <input type="radio"/> 4月 April    <input type="radio"/> 入学 Enrollment  <input type="radio"/> 10月 October    <input type="radio"/> 編入学 Transfer         </p>
氏名 / Name	<input type="text"/> <p>全角50文字まで Up to 50 letters (double-sized-font (zenkaku)).</p>
年齢 / Age	<input type="text"/>
学部・学府 / School・Faculty	<input type="text"/>
学科・専攻 / Department・Specialization	<input type="text"/> (未設定) <input type="text"/> (未設定)
学年 / Grade	<input type="text"/> 年 <p>前期は4月1日、後期は10月1日現在の学年を入力して下さい。 Please enter the grade of April 1st for the spring semester and October 1st for the fall semester.</p>

▼ 入力上の注意

- ・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。
- ・後期分も前期分と併せて申請が可能な場合は、前期申請時に後期分を併せて申請できますので、連年申請する方は、「申請期間」欄にて、「前後期申請」を選択してください。
- ・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「申請のしおり」参照）は、後期分申請時に変更申請が必要となります。（変更内容によっては、それに伴う書類が必要となります。）

以下のボタンをクリックし、入力を行ってください。

▼ 各種様式のダウンロード

申請のしおり・操作マニュアル・2次申請で必要となる各種様式は、[こちら](#)からダウンロードできます。

**申請（願書登録）**

**受付済**

	【入力期間】	
	1次申請	2次申請
新入生	2018/12/19～2019/04/18	2019/04/04～2019/04/19
在校生	2019/02/18～2019/03/14	2019/02/18～2019/03/15

After the Step 1 period ends, "Accepted already" is displayed and "Apply (Register the Application)" cannot be clicked. If you need to revise, please contact an inquiry counter.

## V. Sample of required documents, FAQ

### 1. Application Form

The Application Form (Form 1) is a detailed document for international students. It includes sections for personal information, academic background, and financial details. Red boxes highlight specific areas: (1) Personal Information, (2) Academic Information, and (3) Financial Information.

- ◆Do not write information of your family living in your home country. (1②)
- ◆Write your income and expenditure calculated on Budget Report (Form1). (If you are a self-supporting student, write your income in "1").

### 2. Budget Report

The Budget Report (Form 1) is a form for international students to report their estimated income and expenditure for the year. It includes sections for income (You, Spouse) and expenditure (You, Spouse). Red boxes highlight specific areas: (1) Income and (2) Expenditure.

- ◆Fill in your estimated income and expenditure for this year.
- ◆Then input ① and ② on Application System

### 3. Room Rental Agreement

The Room Rental Agreement (Form 1) is a document for international students to sign when renting a room. It includes sections for contract period, room rent, contractor's name, and residents' name. Red boxes highlight specific areas: (1) Contract Period, (2) Room Rent, (3) Contractor's Name, and (4) Residents' Name.

- ◆Indicating contract period (1), room rent (2), contractor's name (3) and residents' name (4).
- ◆If you live in Kyushu Univ. dormitory or international house, you do not need to submit.

### 4. Payment slip for the latest three months

The Payment slip for the latest three months (Form 1) is a document for international students to submit when applying for a visa. It includes sections for income and expenditure for the latest three months. Red boxes highlight specific areas: (1) Income and (2) Expenditure.

- ◆If you do not have payment slips, please submit a copy of the bank account book pages showing your name and latest three months' salary.
- ◆If you do not have any job or part-time work, you do not need to submit.



Go on to the next page:  
FAQ

## FAQ

Q1. I have a part-time job. (the annual income is less than 1,040,000 yen.) But I do not receive "Withholding Record" last year. What should I submit on behalf of it?

A1. Submit payment slips of the latest three months (copy). If you do not receive payment slips, submit copy of your bank account book pages showing your name and latest three months salary. (See above "V. Sample of required documents")

Q2. If my exemption application would be accepted, does this mean I would not need to pay enrollment or tuition fee?

A2. If you got a screening result of full exemption, you don't need to pay the fee. However, if you got other results like "a half exemption" or "a quarter exemption", you need to pay the price difference.

Q3. I am an international students who will enroll to Kyushu University. Is it possible to know I will be able to get exemption of enrollment and/or tuition fee before I will enroll the university?

A3. It cannot be decided before enrolling university because the screening of our tuition fee exemption need information of applicant's life in Japan including economic situation. Please kindly understand it.

Q4. (This question would be fit at fall semester application period) I have applied tuition fee exemption at spring but I forgot my application status for application, "Annual status (spring + fall)" or "Spring only". Is there any way to confirm my application status?

A4. If you have kept your Application Form at the spring, please see upper left of the form. Your application status is shown there. Furthermore, you can confirm on our application system. Please login the system during a period of Step 1.

Other FAQs are available on Kyushu University website as following.

<https://www.kyushu-u.ac.jp/en/education/fees/exempt02>



Go to the next page:

VI. Contact information of department (Counter for submission and inquiry)

## VI. Contact information of department (Counter for submission and inquiry)

[For current students] Schedule of Application for Tuition Fee Exemption for Fall Semester 2022

School/ Graduate School	Submission Counter	Address	Application Step1	Application Step2
<ul style="list-style-type: none"> <li>- First year undergraduate students in all schools (All Department)</li> <li>- Second year and above students in School of Interdisciplinary Science and Innovation, Science, Agriculture, 21st Century Program</li> <li>- Students in Graduate School of Science, Mathematics, Bioresource and Bioenvironmental Sciences, Systems Life Science*, Joint Graduate School of Mathematics for Innovation</li> <li>※ Students in Graduate School of Systems Life Science can submit to Student Affairs Section for School of Medicine, Administrative Office Student Affairs Division (Hospital Campus) [Submission only. No pre-check.]</li> </ul>	Students' Payment Exemption Section, Career and Scholarship Support Division, Student Affairs Department sinseigamenjo@jimu.kyushu-u.ac.jp	Ito Campus 744, Motooka, Nishi-ku, Fukuoka City 819-0395 (2nd floor, Center Zone 1)		
<ul style="list-style-type: none"> <li>- Second year and above students in School of Engineering (excluding Department of Architecture)</li> <li>- Students in Graduate School of Engineering, Information Science and Electrical Engineering, Integrated Frontier Sciences*</li> <li>※ Students in Graduate School of Integrated Frontier Sciences can submit to Student Support Section in East Zone 1 (Ito Campus) or Student Support Section, Administrative Office Student Affairs Division, Design (Ohashi Campus) [Submission only. No pre-check.]</li> </ul>	Student Support Section, Administrative Office Student Affairs Division (Engineering, Information Science and Electrical Engineering and Integrated Frontier Sciences) kotgakusei@jimu.kyushu-u.ac.jp	Ito Campus 744, Motooka, Nishi-ku, Fukuoka City 819-0395 (2nd floor, West Zone 4)		
<ul style="list-style-type: none"> <li>- Second year and above students in School of Letters, Education, Law, Economics, Engineering (Department of Architecture)</li> <li>- All students in Graduate School of Humanities, Integrated Sciences for Global Society, Human-Environment Studies, Law, Economics</li> </ul>	Student Support Section, Administrative Office Student Support Division (Humanities, Human-Environment Studies, Law, Economics and Integrated Science for Global Society) joggakusei@jimu.kyushu-u.ac.jp	Ito Campus 744, Motooka, Nishi-ku, Fukuoka City 819-0395 (1st floor, East Zone 1)		Aug. 4 (Thu) ~ Sep. 9 (Fri) (10:00 - 16:00) Japan Time *excluding Aug. 11 to Aug. 16, weekends and national holidays
<ul style="list-style-type: none"> <li>- Second year and above students in School of Medicine (Department of Medicine, Biomedical Science)</li> <li>- Students in Graduate School of Medical Sciences (excluding Department of Health Sciences)</li> </ul>	Student Affairs Section for School of Medicine, Administrative Office Student Affairs Division (Medical Sciences, Dental Science and Pharmaceutical Sciences) iiggakusei@jimu.kyushu-u.ac.jp		Aug. 4 (Thu) ~ Sep. 8 (Thu) 23:59, Japan Time	
<ul style="list-style-type: none"> <li>- Second year and above students in School of Medicine (Department of Health Sciences)</li> <li>- Students in Graduate School of Health Sciences (Department of Health Sciences)</li> </ul>	Student Affairs Section for Department of Health Sciences, Administrative Office Student Affairs Division (Medical Sciences, Dental Science and Pharmaceutical Sciences) iijghoken@jimu.kyushu-u.ac.jp			
<ul style="list-style-type: none"> <li>- Second year and above students in School of Pharmaceutical Sciences</li> <li>- Students in Graduate School of Pharmaceutical Sciences</li> </ul>	Student Affairs Section for Graduate School of Pharmaceutical Sciences and School of Pharmaceutical Sciences, Administrative Office Student Affairs Division (Medical Sciences, Dental Science and Pharmaceutical Sciences) jigyakugaku@jimu.kyushu-u.ac.jp	Hospital Campus 3-1-1, Maidashi, Higashi-ku, Fukuoka City 812-8582		
<ul style="list-style-type: none"> <li>- Second year and above students in School of Dentistry</li> <li>- Students in Graduate School of Dental Science</li> </ul>	Student Affairs Section for Graduate School of Dental Science and School of Dentistry, Administrative Office Student Affairs Division (Medical Sciences, Dental Science and Pharmaceutical Sciences) jigsigaku@jimu.kyushu-u.ac.jp			
<ul style="list-style-type: none"> <li>- Students in Interdisciplinary Graduate School of Engineering Sciences</li> </ul>	Student Support Section, Administrative Office Student Affairs Division srggakusei@jimu.kyushu-u.ac.jp	Chikushi Campus 6-1, Kasugakoen, Kasuga City 816-8580		Aug. 4 (Thu) ~ Sep. 9 (Fri) (10:00 - 16:00) Japan Time *excluding Aug. 8 to Aug. 16, weekends and national holidays
<ul style="list-style-type: none"> <li>- Second year and above students in School of Design</li> <li>- Students in Graduate School of Design</li> </ul>	Student Support Section, Administrative Office Student Affairs Division (Design) gkggakusei@jimu.kyushu-u.ac.jp	Ohashi Campus 4-9-1, Shiobaru, Minami-ku, Fukuoka City 815-8540		Aug. 4 (Thu) ~ Sep. 9 (Fri) (10:00 - 16:00) Japan Time *excluding Aug. 11 to Aug. 16, weekends and national holidays

※ If you submit by post, make sure to contact the submission counter before sending. Application form and required documents must reach until three days prior to the submission deadline. ※ Application method and period may change depending on the faculty/department. Please follow their instructions. ※ Submission counters will be crowded with many students during lunch break and other break time. Please avoid the time as much as possible.