

## Application for tuition fee exemption in fall semester 2022

For students who cannot come to Japan during the exemption application period due to effects of the COVID-19 regulation and wish to apply for exemption, you can submit your Application Step 2 (Documents Submission) by email, instead of mail. Please apply in accordance with application procedure.

According to the application procedure, please check our “Application Guidebook” on the Kyushu University’s website (<https://www.kyushu-u.ac.jp/en/education/fees/exempt02>) and you must complete both Application Step 1 (web registration) AND Application Step 2 (Document Submission). Each steps have each submission period so don’t miss them!

<Regarding the Step 2>

### Submission period for Application Step 2: August 4 – September 9, 2022 (Japan Time)

1. Email attached required documents and an application form to the submission counter. Your application form is available to output when you finish Application Step 1.

※According to your submission counter, please see page 18 on Application Guidebook.

※When you send the email, your email must include the following information.

【Subject】 Please enter “Exemption application from overseas”

【Main message】

- Your undergraduate/graduate school name in Kyushu University
- Student ID Number
- Your name

※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 emails.

※Please confirm your application documents and form are complete before you send the email.

※If some required documents don’t meet the application deadline, please email submission counter before the deadline.

2. Confirmation of submission

After you submit all required documents, university staff(s) will email you a confirmation. (It will be sent by September 16, 2022.) After submitting the documents, please make sure to check the confirmation email. If you do not receive the confirmation email by September 16, please contact the submission counter by email. The submission counter cannot answer you about confirmation of submission by phone(s).

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