

FAQ Application for Enrollment/Tuition Fee Exemption

※If you have any question, please contact the submission counter by email, not phone.

As of February 1, 2023

No.	Question	Answer
1	First of all, what should I do for the application?	Please read "Application Guidebook" shown on Kyushu University website. You can get the fundamental information such as the application eligibility and procedures. Regarding the application schedule and submission counters, we will release on Student Portal System and Kyushu University website before the application period. Please check Student Portal System and the university website habitually and don't miss important information.
2	I don't understand about required documents and web registration well even if I read the Application Guidebook. What should I do?	If you have any questions about the required documents or web registration, please come to the submission counter before Step1.
◆Application Step1 (Web Registration)		
3	I cannot go on to the next page when clicking "Log in" button.	Please deactivate "Pop-up Block" setting of a browser on your computer and login again. (The activate method varies according to the browser. Please check it via internet.) If you still cannot login after activating, please contact the submission counter. ※Application System is accessible from computers. (You cannot access by smartphone.)
4	Application Form is not displayed even though I have entered all the required information.	The PDF file of Application Form might be behind the web screen. If you cannot find it, please logout the system once. Then, login again and click "Application Re-Output" button.
5	I cannot login again. "Outside entry period" is displayed.	You might have entered incorrect information for "University Admission Year and Month". Please contact Students' Payment Exemption Section.
6	I do not have a printer. Where can I print out Application Form?	You can print out at the university libraries and convenience stores in campus. Please save Application Form in USB memory stick and bring it there.
7	I have completed the web registration with incorrect information. Can I revise it?	Yes. Please login again and click "Apply (Register the Application)". Then you can revise the information. However, after the deadline of Application Step1, you cannot revise yourself. In the case, please contact the submission counter. In some cases, you need to submit documents certifying the changed information.
8	I don't have my personal phone number in Japan because I cannot come to Japan due to COVID-19 immigration regulation. May I put my phone number in home country to Web registration ?	Yes, please enter your home phone or mobile number in your home country. If you don't have any number or doesn't fit to a phone blank box on Web registration, please enter "0000" on each box. (e.g. Home phone: 0000 0000 0000)
◆Application Step2 (Document Submission)		
9	I intend to start a part-time job after the reference date*. Should I inform it at the application? *Reference date: April 1st (for Spring Semester) October 1st (for Fall Semester)	Yes. Please write the estimate salary of the part-time job on Form1("International Student Budget Report").

No.	Question	Answer
10	Regarding "Application Category", what is the difference between "Annual Status Application" and "Applicaton for Spring Semester Only"?	<ul style="list-style-type: none"> • "Annual Status Application" is to apply for the exemption of the spring and fall semester together. If you choose this, you do not need to apply again at the application period for the fall semester. However, if your household budget changed after submitting this application, you need to submit "Change Application" at the application period for the fall semester. Even if you choose the annual status application, the screening will be done separately. Therefore, please understand that the screening result of the fall semester could be different from the spring semester. • "Application for Spring Semester Only" is to apply for the one (spring) semester only. If you wish to apply for the fall semester after submitting this application, you need to apply again during the application period for the fall semester. * We recommend "Annual Status Application" if you wish to apply for the fall semester exemption continuously. However, if you graduate in September or it is obvious that your household changes after the spring semester application, please choose "Spring Semester Application".
11	What are the definition and application conditions for Self-supporting student?	The definition of Self-supporting student is those (or their spouse) has a job and receives annual incomes of more than 1,040,000 yen, or those (or their spouse) are JSPS Research Fellowship or a grantee of Leading Program Scholarship.
12	Do I have to inform about incomes of my family who lives in my home country?	If you are <u>not</u> a self-supporting student, you do not need to provide the information of your family in your home country at Application Step1 and 2.
13	I will move after the reference date. Do I have to submit a new apartment contract paper? *Reference date: April 1st (for Spring Semester) October 1st (for Fall Semester)	If you move on April 1st (as for the fall semester application, October 1st), please submit the apartment contract paper of new residence. If you move after April 2nd (as for the fall semester application, October 2nd), it is required to submit the contract paper of present (former) residence.
14	I have just entered the university. So, I do not have any personal contact number in Japan yet.	Please provide a dormitory's or your supervisor's phone number.
◆Others		
15	I will go to study abroad during the application period. So I cannot submit the required documents. How can I apply for?	Please contact the submission counter <u>in advance</u> and follow its instructions.
16	I repeated a year (exceeded the standard study term). Can I apply for the exemption?	If you have a special reason* (such as leave of absence with specific reason, study abroad, graduate thesis), you might be able to apply. Please ask the submission counter about the eligibility in advance. Then you need to submit Form11-2 ("Statement of Reasons for Extension beyond Standard Study Term") at Application Step2. *For details on "special reason", please see the back page of Form11-2.
17	When and how can I receive the screening result?	The result will be notified to "Message For You" on Student Portal System. It won't be sent to parents or by postal mail. 〔Notification schedule〕 Enrollment Fee (Spring Semester): late June Tuition Fee (Spring Semester): late July Enrollment Fee (Fall Semester): late November Tuition Fee (Fall Semester): late December
18	When transferring the enrollment/tuition fee at a bank (or ATM), I did not enter my name and student number by mistake. What should I do?	Please contact the inquiry(submission) counter immediately. Otherwise, we cannot confirm your payment.