

Application Guidebook for Enrollment Fee Exemption (Deferment) and Tuition Fee Exemption Fall Semester 2023

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 must read this well and complete web registration (Step 1) and document submission (Step 2) within each deadline.

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Compliance Rules of Application on Enrollment (Tuition) Fee Exemption

Please understand and pledge the following rules in Step 1 (Web registration) upon applying for the exemption. You must pay the enrollment/tuition fee immediately if you breach them.

Awareness of Applicant

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

Matters need to be well understood

- I will prevent misstatements and omissions of income reports by thoroughly reading and understanding the guidebook.
- I will ensure I complete the application procedures within the designated period, as Kyushu University (KU) cannot accept any application documents after the deadline.
- I will keep the copy of the application acceptance slip that the submission counter gives me until KU has announced the screening result.
- I will respond to phone calls and e-mails from Kyushu University staff.
If the staff asks me to submit additional required documents or inquires questions, I will deal with it immediately.
- If there is a sudden change in my household situation or student status (leave of absence/study abroad) after applying, or if I cannot get in touch due to overseas travel, I will contact the submission counter promptly.

Screening

- I will check the screening result on Student Portal System. If I do not receive “full exemption,” I will pay the amount indicated on the Student Portal message by the deadline. If my parent pays my educational expenses, I will inform them of the result, payment deadline, and payment method.
- I understand that KU may not exempt me from paying enrollment /tuition fees as I wish and considering how to pay the fee if my application is not approved. I also won't compare my screening results with those of other students or my previous results.

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.

II. Exemption(deferment) system and application eligibility

1. Eligibility

Kyushu University provides an exemption system for an enrollment fee and enrollment fee deferment, and tuition fee exemptions are available for students* who find it difficult to pay the fees due to economic reasons.

Exemptions (deferment) are implemented for the following eligible students after screening based on their application.

* Excluding non-degree students

Application Eligibility

- ① Students who have difficulty paying the enrollment fee or/and a tuition fee due to financial reasons are proven to have outstanding academic performance.
- ② Students recognized as having extreme difficulty paying the enrollment fee and/or a tuition fee due to the death of their Academic Expenses Supporter (hereafter called the provider) or because of a disaster such as a windstorm or a flood one year before entering university*².
- ③ Students who have significant difficulty paying the tuition fee because their provider passed away or the student (or the provider) has suffered from a natural disaster within six months before starting each semester of tuition fee payment*³.

* For privately financed International students, the students themselves (or their spouses/parents in Japan) are considered Academic Expense Supporters.

** One year before entering university: from October 1, 2022, to September 30, 2023

*** Within six months before starting each semester: from April 1, 2023, to September 30, 2023

		Enrollment fee		Tuition fee
		Exemption Exemption amount; Full or half exemption of enrollment fee	Deferment The payment deadline will be extended until a designated date by the university. In October enroll: defer until the end of February.	Exemption Be implemented per semester (spring/fall). Exemption amount; Full, half, or quarter exemption of tuition fee by semesters
Undergrad.	Newly enrolled students	②	① or ②	① or ②
	Current students			① or ③
Graduate	Newly enrolled students	① **** or ②	① or ②	① or ②
	Current students			① or ③

**** If the application eligibility is only ①, the half exemption will be the maximum and the full exemption will not be applied.

2. Support for students affected by the large-scale disaster in Japan

If you and/or the provider are affected by disasters, it may be possible to have your exemption application approved. If you are applicable, please contact your submission counter before applying.

What's a 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 their job, and so on, then their income decreased significantly.

3. 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 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 exemption).
- Scholarship Foundation (organization) does not allow you to receive an exemption from the university.
- Those who are receiving a tuition exemption as tuition support
(Example: JSPS research fellow, Doctoral course on Joint Graduate School of Mathematics for Innovation, Leading Human Resources Development Fellowship.)

4. Students who exceed the standard study term

(1) If you repeat a year or exceed the standard study term without a 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 repeats a year or exceeds the standard study term, check the 2nd page (back page) of "Statement of Reasons for Extension beyond Standard Study Term (Form11-2)". If applicable to a "special reason" and wish to apply for tuition fee exemption application, please contact your submission counter (refer to page 22) before Application Step 1 (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, it is possible to apply for the first semester of exceedance if it occurred within your shortest standard study term.
- In case of the reason for graduate thesis of master's (doctoral) course
→There is a possibility to apply because of this reason. The application should be within the first year of exceedance.

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

- If you were a final year student within the standard study term in 2022 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 2022 and cannot come to Japan or go abroad for research due to COVID-19, you decide to repeat in 2023 to complete your research (2023 will be the second year of your repeat).

Note: Applications, for this reason, will be accepted until FY2023 and will not be accepted from FY2024 onward.

(4) Please submit "Statement of Reasons for Extension beyond Standard Study Term (Form 11-2)" with other required documents and application forms. KU will accept your tuition fee exemption application if the screening process admits your request.



Go on to the next page:
III. Application Period

III. Application Period *Dates: Japan Time*

● Current Students (including those who enrolled in April 2023)

August 3–September 7 Step 1 (Web Registration)

Please refer to page 16, How to Use Application System



August 3–September 8 Step 2 (Submission Documents)

Opening hour depends on the department in charge. For details, please refer to page 22.

● Newly Enrolled Students (who enrolled in October 2023)

At enrollment procedure: Submit “Provisional Application” for enrollment fee exemption/deferment (intending applicants only)



October 3–October 17 Step 1 (Web Registration)

Please refer to page 16, How to Use Application System



October 3–October 18 Step 2 (Submission Documents)

Opening hour depends on the department in charge. For details, please refer to page 23.

How to submit Step 2's documents?

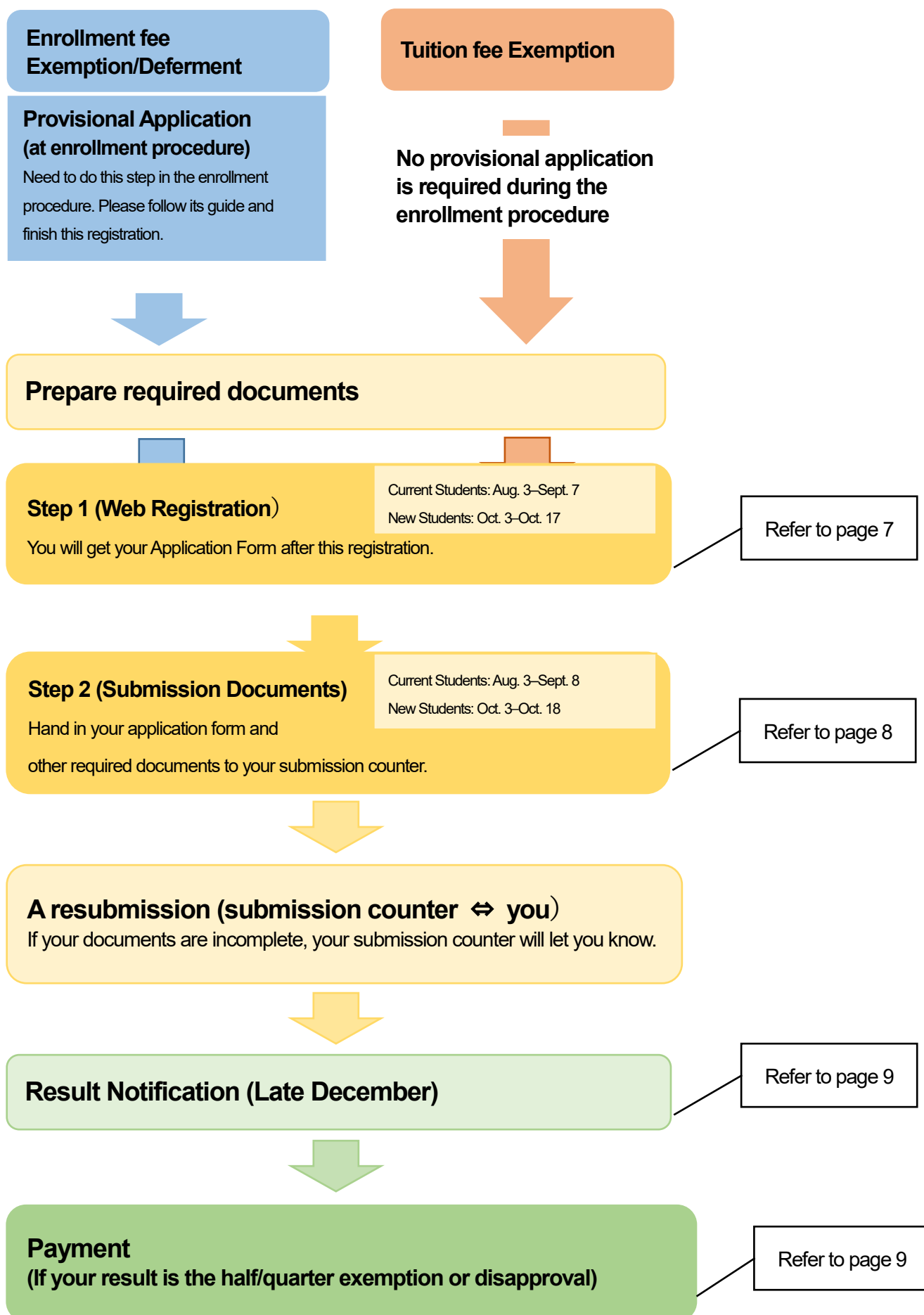
Applicants must submit applications at the counter, but if visiting the counter is difficult due to circumstances, you can also submit applications by mail.

By post (only available if you live in Japan)

- (1) When you post your documents, please e-mail your submission counter about the posting. The e-mail needs;
 - The e-mail's subject/title should be “Documents submission by post.”
 - The main message needs to be typed 1) *Student Number*, 2) *Name*, and 3) *posted date*.
- (2) Your envelope must arrive at your submission counter within the Step 2 deadline. KU will not accept late arrivals. An arrival confirmation e-mail will be e-mailed to you from your submission counter after receiving or Step 2 deadline. Please note that confirmation by phone is not available.

Note: If you have any questions regarding document submission, please contact the section in charge within the application period.

IV. Application Flow



V. Application Procedure for Enrollment Fee Exemption (deferment) & Tuition Fee Exemption

1. Confirmation of application eligibility

- (1) Check the exemption system and application eligibility on pages 3–4.
- (2) For students who repeated a year for special reasons (Leave of absence, Illness, Study abroad, Thesis preparation for master/doctoral degree, etc.) and wish to apply for our tuition fee exemption, please check page 4.

2. Provisional application of enrollment fee exemption (deferment); Only newly-enrolled students who wish to apply

at the enrollment procedure

- (1) If you wish to apply for enrollment fee exemption (deferment), don't pay the enrollment fee. Instead of payment, please submit a Provisional application for enrollment fee exemption (deferment).
Note: A provisional application is not required. If you would like to apply for ONLY tuition fee exemption,
- (2) If you do not complete Application Step1 and 2 after enrolling at the university despite submitting a "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 the deadline for the Application Step 2, a late payment penalty will be charged.

3. Preparation of required documents

- (1) Read pages 10–14 well and prepare your required documents. Required documents are changed depending on the sort of income and household composition.
- (2) Download the required forms at the Kyushu University website.
Newly-enrolled students: <https://www.kyushu-u.ac.jp/en/admission/fees/exempt01/>
Current students: <https://www.kyushu-u.ac.jp/en/admission/fees/exempt02/>

4. Application Step 1 (Web Registration)

Current students: August 3–September 7 (by 23:59 Japan Time)

Newly-enrolled Students: October 3–October 17 (by 23:59 Japan Time)

- (1) Refer to page 16 and log in to "the Application System for enrollment fee exemption/deferment and tuition fee exemption," hereafter "Application System," register your information, then output the "Application Form." This form is a necessary item for your Application Step 2. After finishing Step 1, but not completing Step 2 within the deadline of the next step, we will recognize that you have declined your application. Please be careful.
- (2) There are two types of applications for tuition fee exemption: a new application for the fall semester only and a change application for the fall semester.
- (3) If you have applied for a "Full Year" at the time of application for the spring semester and the details of your application have changed, please select "Application for Fall Semester Change" (see page 10 for more information). (See page 10 for details.) No application is required if there is no change in the application details from the previous term.

- (4) Ensure that information on the family and financial situation is estimated for April 1 for the spring semester and October 1 for the fall semester.

5. Application Step 2 (Submission of documents)

Current students: August 3–September 8 (Japan Time, excluding August 14–18, weekends, and holidays)


Newly-enrolled students: October 3–October 18 (Japan Time, excluding weekends and holidays)

- (1) Regarding available your submission counter and submission time, please refer to page 22–23.
- (2) Submit the required documents plenty of days before the deadline. We recommend finishing the submission three days before.
- (3) Applicant must submit the “Application Form” and required documents to the submission counter. For confirming your required documents, we recommend handling them in the Required Documents Check List, pages 11–13 of this guidebook.
- (4) If you are unavailable to submit document(s) within the deadline, **please contact your submission counter before its deadline.**
- (5) Keep an application acceptance slip until the screening result is announced if you receive it at your submission.
- (6) If some insufficiencies are found after submission, the submission counter staff will call or e-mail you.
- (7) **If you do not submit all the required documents by the designated deadline without contact, your application is invalid because it is against compliance rules. We do not accept documents after the deadline.**
- (8) If you submitted a “Provisional Application” for enrollment fee exemption/deferment but will not complete Application Steps 1 and 2 after enrolling at the university, your application for that exemption/deferment will be invalid and canceled. Therefore please pay your enrollment fee immediately. Furthermore, **a late penalty fee will be charged to the enrollment fee of your payment after the deadline for Application Step 2 (October 18).**
- (9) If there are errors in the 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 fees will be deferred until you will get your screening result(s) (late December).**
- In case you would like to pay your enrollment and/or tuition fee after this exemption/deferment submission, firstly, please submit “Withdrawal statement of enrollment fee exemption (deferment)” and/or “Withdrawal statement of tuition fee exemption” and pay the fee a specified way by the submission counter. Also, we would recognize that you decline your application if you pay that fee before you receive the screening result(s).
- If you are a graduate, complete your course, withdrawal, or leave of absence from the university in the middle of the semester after applying for tuition fee exemption, we will decline your application. In case of that, you must submit a “Withdrawal statement of tuition fee exemption” and pay your tuition fee. Moreover, even if it happens after you’ve got an exemption result, your result will be invalid.


6. Result notification: Late December

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- (1) The result will be notified to you through “Messages For You” on Student Portal System (It won’t be sent by postal mail or e-mail).
 - (2) Screening of tuition fee exemption will be implemented each semester. Therefore you will get a result ONLY in fall semesters in late December, even if you have applied for the annual status application. Furthermore, it would occur that the results of the spring and fall semester applications 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

If you get a result except for full exemption, please finish your payment by the deadline written on your result notification.

Payment method

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

8. Application for tuition exemption for the spring semester of the next academic year

- (1) The application period for a tuition fee exemption for current students for the following spring semester is scheduled from February to early March. For details, please check the information through the student portal system, etc. The same procedures as this time are required for the 1st and 2nd steps.
- (2) For those who will enter a graduate school (including a doctoral course) in April 2024 and wish to apply for an entrance fee exemption/ deferment or tuition fee exemption, please check the documents enclosed in the information for admission procedures and apply.



Go on to the next page:
VI. Application of Tuition Fee Exemption for Fall Semester & Next Spring Semester

VI. Change Application

If you applied for the full year in the spring semester, reapplying for the fall semester is unnecessary. However, if any of the following events occur between the time of application for the spring semester (as of April 1, 2023) and the time of application for the fall semester (as of October 1, 2023), a change in application is required. In this case, select "Change application for the fall semester" in the online application system and fill out the form on the screen.

(e.g., a change in the number of family members in Japan, a change in household status, a change in income status of household supporters, or a new application for a scholarship after October.

When applying for a change in tuition fee exemption, etc., you must submit all documents and certifications required for the application for tuition fee exemption, etc., in addition to the documents related to the change. In addition, all items on the Waiver Application System form must be filled out.

Note:

- If you have applied for both the Spring and Fall semester together, the review will be conducted twice, once each spring and Fall semester. Consequently, the first and second-semester results may not be the same.
- Authorization for exemption is influenced by the application conditions in each semester and the University's budget. Consequently, there may be instances when you will not receive authorization even if you satisfy all requirements.

VII. Required Documents

International students are required to submit their documents and those of their spouse in Japan, if applicable. **It is not necessary to provide information about family members residing in their home country for the application process.**

Note: If you have documents that are smaller than A4, please ensure that you submit them on a "Pasting paper."

Required Documents Check List for international students

Check if applicable and confirm the required documents!

Please submit your application documents for each.

Checkpoint		Required Documents/Notes
Documents are to be submitted by all.	<input type="checkbox"/>	Application Form (A4 size) Note: <ul style="list-style-type: none"> Do not fill in the application system with information on family members residing in your country. Round income and expenditure amount down to a thousand. (e.g., 2,023,900 JPY → 2,023 thousand JPY) If you apply for both enrollment fee and tuition fee exemption (deferment), you have to submit two application forms.
	<input type="checkbox"/>	Form 1: Budget Report <ul style="list-style-type: none"> In principle, the application will not be accepted if supplies are listed as "0 yen".
	<input type="checkbox"/>	Resident card (copy of both sides)
(1) My parents live in Japan and have an annual income of 1,040,000 yen or more.	<input type="checkbox"/>	Submit the same required documents as Japanese students. For details, refer to the Application Guidebook in Japanese and, if applicable, submit the necessary document(s) according to it.
(2) I have exceeded the minimum length of study, including leave of absence and study abroad periods.	<input type="checkbox"/>	Form 11-2: Statement of Reasons for Extension Beyond the Standard Study Term <ul style="list-style-type: none"> Check your eligibility at the application counter before Step 1. If you are within one year of exceeding the standard study period and have a "special reason," you may apply.
(3) I have been selected for the Leading Programme Scholar or the Support for Pioneering Research Initiated by the Next Generation (SPRING)	<input type="checkbox"/>	<ul style="list-style-type: none"> Not need to submit a certificate for the scholarship. Just put the scholarship amount in a box of "salary" on the Application System.
(4) I live in an apartment or municipal house as of October 1, 2023.	<input type="checkbox"/>	Room rental agreement (copy) <ul style="list-style-type: none"> Indicating contractor's name, contract period, room rent, and 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 completed the room contract process, submit a current room rent agreement (present residence).
(5) I live in Kyushu University's dormitory or international house as of October 1, 2023.	<input type="checkbox"/>	You do not need to submit a dormitory permit. Please enter the dormitory's name as your address on Application System.

<p>(6) I share a room with roommates.</p>	<input type="checkbox"/> Form 7: Statement of Room Sharing <ul style="list-style-type: none"> Accompanied with roommate's sign. We check the roommate's name officially on the room rental agreement. If your roommate's name does not appear on the agreement, you must provide a copy of their residence card to confirm their address.
<p>(7) I (or my spouse) had income by part-time job etc. last year and I (or spouse) will estimate the nearly same total amount of income as last year (including part-time job and TA/RA)</p> <p>This income above mean income in Japan, not in your home country.</p>	<input type="checkbox"/> <div> <input type="checkbox"/> ① Your/your spouse's annual income of less than 1,040,000 yen. Payment slips for the latest three months (copy) </div> <hr/> <input type="checkbox"/> ② Your/your spouse's annual income of 1,040,000 yen or more Both of the following documents (Applicant's and spouse's) <ol style="list-style-type: none"> Income Tax Certificate Reiwa 5-nendo(2023) (Reiwa 4-nendo/令和4年度) (copy) (issued in/after July 2023 by City Hall/Ward Office where your residence is registered as of January 1, 2023) Withholding Record 2022 (Reiwa 4) (copy) <p>* If you are a TA/RA with salaried income, submit Form2-4: TA・RA Annual Income (expected) Certificate.</p>
<p>(8) No income in Japan last year, but expect to have income this year.</p>	<input type="checkbox"/> <div> <input type="checkbox"/> ① Your/your spouse's annual income of less than 1,040,000 yen this year Payslips for the latest three months (copy) Note: If the job starts in/after October, you don't need to submit those. </div> <hr/> <input type="checkbox"/> ② Your/your spouse's annual income of 1,040,000 yen or more this year Three of the following documents (Applicant's and spouse's) <ol style="list-style-type: none"> Income Tax Certificate Reiwa 5-nendo(2023) (Reiwa 4-nendo/令和4年度) (copy) (issued in/after July 2023 by City Hall/Ward Office where your residence is registered as of January 1, 2023) Form2-1: Estimated Annual Income Certificate Proof document such as Employment Agreement shows your income <p>*If you have difficulty submitting 2) and 3), the following documents may also be submitted. Form2-2 Certificate of Estimated Annual Income (ask your employer to prepare this for you)</p> <p>**If you are a TA/RA with salary income, submit the following instead of 2) and 3). • Form2-4: TA・RA Annual Income (expected) Certificate</p>
<p>(9) I will receive grant type scholarship* in 2023.</p> <p>*scholarship that you do not need to pay back</p>	<input type="checkbox"/> <p>Type in your grant-type scholarship information, which is continuing from 2022 and/or confirmed to receive in 2023, on Application System. This information should be written on the scholarship ongoing box of ・ ・</p> <p>Form 1: Budget Report.</p> <p>If you are applying to this type of scholarship but haven't received a confirmation notice yet, it should be written on the scholarship pending box of (Form 1) Budget Report but do not need to type in on the application system.</p> <p>→ In case you get a grant-type scholarship(s) through the university after Application Step 1, university staff will add the amount to the application system (application form) and Form 1.</p>

(10) I have a Spouse, children, and other dependents in Japan.	<input type="checkbox"/>	Residence cards for all members (copies of both sides)
(11) My spouse or dependent is enrolled in a Japanese high school, technical college, junior college, university, or graduate school. I have a dependent family member(s), such as a spouse, children, etc., in Japan.	<input type="checkbox"/>	Submit the following two items • Form 5-1: Certificate of Siblings' Enrollment • Valid student ID card (copy)
(12) My spouse or dependent is enrolled in a specialized training college (a post-secondary course or upper secondary course school) in Japan.	<input type="checkbox"/>	• Form 5-2: Certificate of Siblings' Enrollment for Vocational School

Where can I get Forms 1 to 11? Visit our website below:

For Current Students: <https://www.kyushu-u.ac.jp/en/admission/fees/exempt02/>

For Newly-enrolled Students (enrolled in October 2023): <https://www.kyushu-u.ac.jp/en/admission/fees/exempt01>

Example of required documents

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

- ① Application Form (A4 size)
- ② Form 1: Budget Report
- ③ Room rental agreement (copy) (indicating contractor's name, residents' name, contract term, and monthly room rent.)
- ④ Residence card (front and back sides' copy)

(2) I am an international student living with my friend in Japan and working part-time*.

*My annual income is less than 1,040,000 yen.

- ① Application Form (A4 size)
- ② Form 1: Budget Report
- ③ Room rental agreement (copy)
- ④ Form 7: Statement of room sharing
- ⑤ Payslips for the latest three months (copy)
- ⑥ Residence card (front and back sides' copy)

(3) I am an international student who lives with my spouse in Japan. My spouse is a Kyushu University student as well. The applicant's annual income is 800,000 yen, and your spouse's is 400,000 yen (each annual incomes are less than 1,040,000 yen).

- ① Application Form (A4 size)
- ② Form 1: Budget Report
- ③ Room rental agreement (copy)
- ④ [You and spouse] Payslips for the latest three months (copies)
- ⑤ Form 5-1: Certificate of Siblings' Enrollment and their student card (copy)
- ⑥ [All members of the household] Residence cards (front and back sides' copy)

(4) I am an international student who lives with my spouse. My annual income is 300,000 yen and my spouse's 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 2023 (Reiwa 5 nendo/令和 5 年度)"
- ⑤ [You and spouse]
Copy of Withholding Record 2022 (Reiwa 4) OR
Form 2-1: Estimated Annual Income Certificate (Filled in by yourself), attach payslips for the latest three months (copies)
- ⑥ [All members of the household] Residence cards (front and back sides' copy)

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

The scholarship does not seem like a salary. Thus you need to hand in documents the same as the standard.

- ① Application Form (A4 size)
- ② Form 1: Budget Report
- ③ Room rental agreement (copy)
- ④ [You] Payslips of the latest three months (copy)
- ⑤ (spouse) Form 5-1: Certificate of siblings' enrollment with a student ID card (copy)

⑥ Form2-4:TA・RA Certificate of expected annual income

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

- ① Application Form (A4 size)
- ② [Father and mother] Income Tax Certificate 2023 (Reiwa 5 nendo/令和 5 年度)” (issued by City Hall/Ward Office)
- ③ [Father and mother]Withholding Record 2022 (Reiwa 4)”
- ④ [Brother] Form5-1:Certificate of siblings’ enrollment with a student ID card (copy)

(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 an annual income of more than 1,040,000 yen. I live alone in a rental apartment

- ① Application Form (A4 size)
- ② Form1:Budget Report
- ③ [You and spouse]Income Tax Certificate 2023 (copy, Reiwa 5 nendo/令和 5 年度, and issued by City Hall/Ward Office)
- ④ [You and spouse]Withholding Record 2022 (copy, Reiwa 4, issued by employer) or Form2-1:Estimated Annual Income Certificate
- ⑤ Room rental agreement (copy)

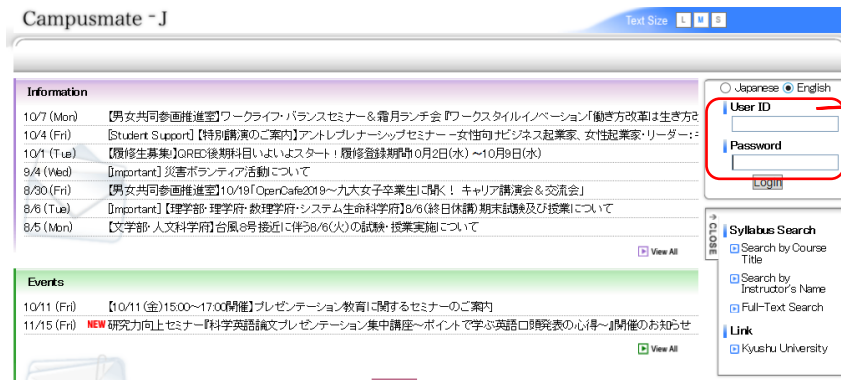


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IV. How to use Application System

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

This system is for notifications regarding the application for the tuition fee exemption and logging into the application system. Be sure to check the system at the time of application and notification of results.



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>).

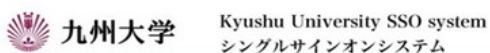


“Message Transfer Settings”
You can set up your received message to forward your daily use e-mail address from this function.

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

2. Application System for Enrollment/Tuition Fee Exemption

This system requires access from a personal computer. Smartphones and other devices cannot access the system.



③ Enter SSO-KID and password.

重要: 2016年3月15日から全学生のログインIDがSSO-KID(10桁の数字)になりました。
パスワードは以前のものが利用できます。
Notice: All student's Login ID has changed to SSO-KID (e.g. 1234567890) since Mar.15,2016.
The Password remains the same as before.

[IDの移行について \(SSO-KIDの確認方法\)](#)

九州大学全学共通ID(SSO-KID)でログイン・サインインして下さい。

[ログイン方法が分からない時には](#)
[I Don't know how to login](#)

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、お使いのブラウザのヘルプ 等を参照ください。
※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 and press the [Log in] button.

ID: 1234567890

Password: ●●●●●●●●

Log in

★If you cannot go to the next page when clicking the “Log in” button...
Deactivate the **pop-up blocker** of a browser on your computer and log in again. The deactivation method varies from browser to browser. Please check for yourself.
If you cannot log in after changing the setting, please try to log in from other browsers.

④ Select language.

SSO-KID and password are displayed in advance.

⑤ Click the “Log in” button.

When you leave the screen for more than 30 minutes, the connection will be time out.

▼ 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.
・後期分も前期分と申請状況等が同じ(予定)の場合は、前期申請時に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、それに関する書類が必要となります。)
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 the “Apply (Register the Application)” button.

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

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

⑧ Click “Next.”

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.

1. 私の申請内容に事実と異なる記載、収入の申告漏れ等はありません。
また、申請状況の急変や学業の異動(休学・留学)が生じた場合、海外渡航等により連絡が取れなくなる場合には、速やかに申請受付担当係に連絡し、その指示に従います。
I. I shall promise that the contents written on this application form are true.

6. 私は、申請の当事者としての義務を十分に持ち、申請内容の正確性の確認、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 responsibility and responsibility for the application contents, screening, confirmation and the payment of enrollment/tuition fees.

☐ 上記のとおり理解し、同意いたします。

次へ/Next

⑨ Follow the on-screen instructions to enter your income and expense details. Once you have verified that all the information is correct, click on the “Update” button located on the final page.

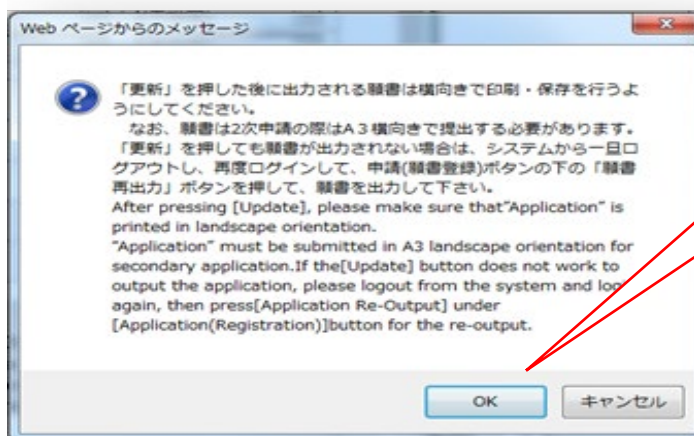
- If you have previously applied, you will see the information you provided when you first applied. If there have been any updates or corrections to this information, please be sure to edit it accordingly.
- International students are not required to provide information about the income status of their family members.

Use the Budget Report (Form 1) template to enter your **Income** and **Expenditure**.
If you're a self-supporting student, see the “How to Enter (Reference)” guidelines for help with income information.

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.

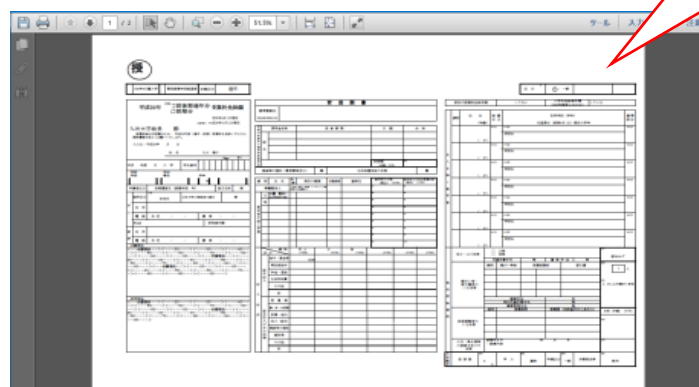
収入合計	/	Income	千円	Thousand yen
支出合計	/	Expenditure	千円	Thousand yen



⑩ Click "OK".

⑪ After the "Application Form" is displayed in PDF format, please save and print it.

If applying for tuition only, one application form is displayed. If applying for both enrollment and tuition Fees, two application forms have appeared.



★If "Application Form" is not displayed

- The PDF file might be behind a web screen.
- Please, log out of the system once. Then, log in again and click the "Application Re-Output" button.

Application Form can be output until the deadline for Application Step 2.

★How to revise the Application Form.

When clicking "Apply (Register the Application)," the previous data is displayed. After revising them, please output the Application Form. Application Form can be revised during the period of Application Step 1.

▼ 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。
- ・後期分も前期分と累計状況等が同じ(予定)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。
- ・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、それに従う必要がある場合があります。)

▼ 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"/> 学生番号は学生証の表にある11T、25C ... など英数字9ケタの番号です The student ID number is the number of alphanumeric 9 digits, such as 11T, 25C ... in the student ID card table.
入学時期 / Enrollment year and month	年度 <input type="text"/> 西暦で入力 Please enter the year in the Christian Era <input type="radio"/> 4月 April <input type="radio"/> 入学 Enrollment <input type="radio"/> 編入学 Transfer <input type="radio"/> 10月 October
氏名 / Name	<input type="text"/> 全角50文字まで Up to 50 letters (double-sized-font (zenkaku)).
年齢 / Age	<input type="text"/> 才
学部・学府 / School・Faculty	<input type="text"/> (未設定)
学科・専攻 / Department・Specialization	<input type="text"/> (未設定)
学年 / Grade	<input type="text"/> 年 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.

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

IX. Sample of required documents

1. Application Form

授

Do not write information about your family living in your home country. ①②

Write your income and expenditure calculated on Budget Report: Form 1

If you are a self-supporting student, write your income in ①.

2. Budget Report

Budget Report [Form 1]

April 1st, 2021

Student ID Number _____ Name _____

As an international student, I report that I will make a living in this fiscal year as follows.
I declare that the following information is true. I understand that if there is any false statement, my exemption application will be canceled and I am required to pay the exempted amount.

Before filling in, please read "Notes" on the back of this paper.
Make sure "Income" (①) and "Expenditure" (②).

Income (monthly)		Expenditure (monthly)	
Item	You	You	Spouse
Full-time job/Part-time job (including TA/RA)			
JGSC			
Leading Program			
Grant type Scholarships (Ongoing)			
Grant type Scholarships (Pending)			
Remittance from family			
Other ()			
① Total (monthly)			
② Total (annual) (① × 12)			
Savings (Amount spent from savings)			
Loan-based Scholarships			
Grant type Scholarships (Pending)			
Grant type Scholarships (Spouse)			
③ Total (monthly)			
④ Total (annual) (③ × 12)			

Expenditure (monthly)

Item	You	Spouse
Food		
House rent (including common-area charge)		
Utilities (e.g. electricity, gas and water)		
Educational expenses (excluding tuition fee)		
Communication (e.g. mobile phone, internet)		
Transportation (e.g. Bus, Train, Gasoline)		
Insurance (e.g. healthcare insurance)		
Childcare (and educational) expenses		
Others ()		
Tuition fee (see ⑤ on back page)		44,650
⑤ Total (monthly)		
⑥ Total (annual) (⑤ × 12)		

(大学認定用 For Official Use Only) Please don't write anything below.

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

3. Room Rental Agreement

定期賃貸住宅契約書

(1) 賃貸借の目的物

建物名称 第一マンション

建物所在地

住戸番号 208

附属施設 駐車場: 1台

(2) 契約期間

始期 2019年4月27日から 終期 2021年4月26日まで

(3) 賃料等

賃料・共益費 42000円

支払期限 毎月25日まで

支払方法 手数料借主負担

敷金 84000円

その他一時金 84000円

駐車場料 6000円

附属施設使用料

初期費用 216000円

更新料 42000円(2年ごと)

(4) 貸主、借主、同居人、緊急連絡先および連帯保証人

貸主(甲)

借主(乙)

同居人

緊急連絡先

Indicating contract period (①), room rent (②), contractor's name (③), and residents' name (④).

If you live in a Kyushu Univ. dormitory or international house, you do not need to submit.

Notes:

- The reference date for family and household status is April 1 for the Spring semester and January 1 for the Fall semester.
- You may change the information on the application form yourself during the Step 1 period. However, once you have submitted your application in Step 2, please only change it in the application system if instructed by a staff member.

4. Payment slip for the latest three months

給与支払明細書

令和 年 12 月

給与支払明細書

令和 年 1 月

給与支払明細書

令和 年 2 月

労働日数

労働時間

所定時間外労働

基本給

支

給

非課税通勤費

合計

雇用保険

健康保険

厚生年金

雇用保険

合計

前月支給額

- If you do not have payment slips, please submit a copy of the bank account book showing your 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 a "Withholding Record" last year. What should I submit on behalf of it?

A1. Submit payment slips for the latest three months (copy). If you do not receive payslips, submit a copy of your bank account book showing your last three months' salary. (See "IX. Sample of required documents")

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

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

Q3. I am an international student who will enroll at Kyushu University. Can I get an enrollment and/or tuition fee exemption before I enroll at the university?

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

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

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

Q5. I cannot go to the next page when clicking the "Log in" button.

A5. Please deactivate the "Pop-up Block" setting of a browser on your computer and log in again. (The activation method varies according to the browser. Please check it via the Internet.)

If you still can not log in after activating, please contact the submission counter.

※Application System is accessible from computers. (You cannot access it by smartphone.)

Q6. The application Form is not displayed even though I have entered all the required information.

A6. The PDF file of the Application Form might be behind the web screen.

If you cannot find it, please log out of the system once. Then, log in again and click the "Application Re-Output" button.

Q7. I cannot log in again. "Outside entry period" is displayed.

A7. You might have entered incorrect information for "University Admission Year and Month." Please contact the Students' Payment Exemption Section.

Q8. I have completed the web registration with incorrect information. Can I revise it?

A8. Yes. Please log in again and click "Apply (Register the Application)." Then you can revise the information. However, you cannot revise yourself after the deadline for this Application, Step 1. In this case, please contact the submission counter. In some cases, you need to submit documents certifying the changed information.

Q9. I am applying for a whole year but mistakenly registered a change application for the fall semester through the application system. What should I do?

A9. Please inform the section in charge that you mistakenly submitted a change application during the application period.

Q10. Do I have to inform you about my family's income in my home country?

A10. If you are not a self-supporting student, you must not provide your family's information in your home country at Application Step1 and 2.

Q11. 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)

A11. If you move on April 1st (as for the fall semester application, October 1st), please submit the apartment contract paper for the new residence. If you move after April 2nd (as for the fall semester, your application is October 2nd), it is required to submit the contract paper of your present (former) residence.

Q12. I have just entered the university. So, I do not have a contact number yet.

A12. Please provide a dormitory or your supervisor's phone number.

Q13. When and how can I receive the screening result?

A13. 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/Tuition Fee (Spring Semester): late July

Enrollment Fee/Tuition Fee (Fall Semester): late December

Q14. When transferring the enrollment/tuition fee at a bank (or ATM), I mistakenly did not enter my name and student number. What should I do?

A14. Please contact the inquiry(submission) counter immediately. Otherwise, we cannot confirm your payment.



Go to the next page:
X. Contact Information of Department (Counter for Submission & Inquiry)

X. Contact Information of Department (Counter for Submission & Inquiry) for Current Students

Application Schedule for Tuition Fee Exemption for Fall Semester 2023 for Current Students

School/ Graduate School			Submission Counter	Address	Application Step 1	Application Step 2
<p>- First-year students of all faculties</p> <p>- Second-year and above students in the School of Interdisciplinary Science and Innovation, Science, Agriculture, The 21st Century Program</p> <p>- Students in Graduate Schools of Science, Mathematics, Bioresource and Bioenvironmental Sciences, Systems Life Science*, Joint Graduate School of Mathematics for Innovation</p> <p>*Students in the Graduate School of Systems Life Science may submit to Student Affairs Section for the School of Medicine, Administrative Office Student Affairs Division at the Hospital Campus. Only submissions will be accepted, and no responses will be provided for inquiries</p>			<p>Students' Payment Exemption Section, Career and Scholarship Support Division, Student Affairs Department</p> <p>E-mail: sinseigagmenyo@jimu.kyushu-u.ac.jp</p>	<p>Ito Campus 744 Motooka, Nishi-ku, Fukuoka City 819-0395 (2nd floor, Center Zone 1)</p>	<p>August 3-September 8 10:00 -16:00, Japan Time (excluding August 14-18, weekends and national holidays)</p> <p>Note: The submission counters tend to get crowded with students during lunch breaks and other breaks. If possible, kindly try to avoid mentioning the time</p>	
<p>- Second-year and above students in the School of Engineering (excluding the Department of Architecture)</p> <p>- Students in Graduate School of Engineering, Information Science and Electrical Engineering, Integrated Frontier Sciences*</p> <p>*Students in the 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)</p> <p>Only submissions will be accepted, and no responses will be provided for inquiries.</p>			<p>Student Support Section, Administrative Office Student Affairs Division (Engineering, Information Science and Electrical Engineering and Integrated Frontier Sciences)</p> <p>E-mail: kotgakusei@jimu.kyushu-u.ac.jp</p>	<p>Ito Campus 744 Motooka, Nishi-ku, Fukuoka City 819-0395 (2nd floor, West Zone 4)</p>		
<p>- Second-year and above students in School of Letters, Education, Law, Economics, Engineering (Department of Architecture)</p> <p>- All students in the Graduate School of Humanities, Integrated Sciences for Global Society, Human-Environment Studies, Law, Economics</p>			<p>Student Affairs Division for Planning and General Affairs(Humanities, Human-Environment Studies, Law, Economics and Integrated Sciences for Global Society)</p> <p>E-mail: jbggakusei@jimu.kyushu-u.ac.jp</p>	<p>Ito Campus 744 Motooka, Nishi-ku, Fukuoka City 819-0395 (1st floor, East Zone 1)</p>		
<p>- Second-year and above students in the School of Medicine (Department of Medicine, Biomedical Science)</p> <p>- Students in the Graduate School of Medical Sciences (excluding the Department of Health Sciences)</p>			<p>Student Affairs Section for School of Medicine, Administrative Office Student Affairs Division (Medical Sciences, Dental Science and Pharmaceutical Sciences)</p> <p>E-mail: jgigakuka@jimu.kyushu-u.ac.jp</p>	<p>Hospital Campus 3-1-1 Maidashi, Higashi-ku, Fukuoka City 812-8582</p>		
<p>- Second-year and above students in the School of Medicine (Department of Health Sciences)</p> <p>- Students in the Graduate School of Health Sciences (Department of Health Sciences)</p>			<p>Student Affairs Section for Department of Health Sciences, Administrative Office Student Affairs Division (Medical Sciences, Dental Science and Pharmaceutical Sciences)</p> <p>E-mail: ighoken@jimu.kyushu-u.ac.jp</p>			
<p>- Second-year and above students in the School of Pharmaceutical Sciences</p> <p>- Students in the Graduate School of Pharmaceutical Sciences</p>			<p>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)</p> <p>E-mail: jgyakugaku@jimu.kyushu-u.ac.jp</p>			
<p>- Second-year and above students in the School of Dentistry</p> <p>- Students in the graduate School of Dental Science</p>			<p>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)</p> <p>E-mail: jgsgigaku@jimu.kyushu-u.ac.jp</p>			
<p>- Students in the Interdisciplinary Graduate School of Engineering Sciences</p>			<p>Student Support Section, Administrative Office Student Affairs Division</p> <p>E-mail: srggakusien@jimu.kyushu-u.ac.jp</p>	<p>Chikushi Campus 6-1 Kasugakoen, Kasuga City 816-8580</p>		
<p>- Second-year and above students in the School of Design</p> <p>- Students in the Graduate School of Design</p>			<p>Student Support Section, Administrative Office Student Affairs Division (Design)</p> <p>E-mail: gkggakusei@jimu.kyushu-u.ac.jp</p>	<p>Ohashi Campus 4-9-1 Shobaru, Minami-ku, Fukuoka City 815-8540</p>		

Note: If you submit by post, make sure to contact the submission counter before sending. Application Forms and required documents must reach three days before the submission deadline. Application method and period may change depending on the faculty/department. Please follow their instructions.

XI. Contact Information of Department (Counter for Submission & Inquiry) for Newly-Enrolled Students

Application Schedule for Tuition Fee Exemption for Fall Semester 2023 for Newly-Enrolled Students

School/ Graduate School	Submission Counter	Address	Application Step 1	Application Step 2
<p>- First-year students of all faculties</p> <p>- Second-year and above students in the School of Interdisciplinary Science and Innovation, Science, Agriculture, The 21st Century Program</p> <p>- Students in Graduate Schools of Science, Mathematics, Bioresource and Bioenvironmental Sciences, Systems Life Science*, Joint Graduate School of Mathematics for Innovation</p> <p>*Students in the Graduate School of Systems Life Science may submit to Student Affairs Section for the School of Medicine, Administrative Office Student Affairs Division at the Hospital Campus. Only submissions will be accepted, and no responses will be provided for inquiries</p>	<p>Students' Payment Exemption Section, Career and Scholarship Support Division, Student Affairs Department</p> <p>E-mail: sinseigagmenjyo@jimu.kyushu-u.ac.jp</p>	<p>Ito Campus 744 Motooka, Nishi-ku, Fukuoka City 819-0395 (2nd floor, Center Zone 1)</p>	<p>October 3 - October 18 10:00 - 16:00, Japan Time (excluding weekends and national holidays)</p>	<p>October 3 - October 18 10:00 - 16:00, Japan Time (excluding weekends and national holidays)</p>
<p>- Second-year and above students in the School of Engineering (excluding the Department of Architecture)</p> <p>- Students in Graduate School of Engineering, Information Science and Electrical Engineering, Integrated Frontier Sciences*</p> <p>*Students in the 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). Only submissions will be accepted; inquiries will not be responded to.</p>	<p>Student Support Section, Administrative Office Student Affairs Division (Engineering, Information Science and Electrical Engineering and Integrated Frontier Sciences)</p> <p>E-mail: kotgakusei@jimu.kyushu-u.ac.jp</p>	<p>Ito Campus 744 Motooka, Nishi-ku, Fukuoka City 819-0395 (2nd floor, West Zone 4)</p>	<p>October 3 - October 17 23:59, Japan Time</p>	<p>October 3 - October 18 10:00 - 16:00, Japan Time (excluding weekends and national holidays)</p>
<p>- Second-year and above students in School of Letters, Education, Law, Economics, Engineering (Department of Architecture)</p> <p>- All students in the Graduate School of Humanities, Integrated Sciences for Global Society, Human-Environment Studies, Law, Economics</p>	<p>Student Affairs Division for Planning and General Affairs (Humanities, Human-Environment Studies, Law, Economics and Integrated Sciences for Global Society)</p> <p>E-mail: jbggakusei@jimu.kyushu-u.ac.jp</p>	<p>Ito Campus 744 Motooka, Nishi-ku, Fukuoka City 819-0395 (1st floor, East Zone 1)</p>	<p>October 3 - October 17 23:59, Japan Time</p>	<p>October 3 - October 18 10:00 - 16:00, Japan Time (excluding weekends and national holidays)</p>
<p>- Second-year and above students in the School of Medicine (Department of Medicine, Biomedical Science)</p> <p>- Students in the Graduate School of Medical Sciences (excluding the Department of Health Sciences)</p>	<p>Student Affairs Section for School of Medicine, Administrative Office Student Affairs Division (Medical Sciences, Dental Science and Pharmaceutical Sciences)</p> <p>E-mail: ijigakuka@jimu.kyushu-u.ac.jp</p>	<p>Ito Campus 744 Motooka, Nishi-ku, Fukuoka City 819-0395 (1st floor, East Zone 1)</p>	<p>October 3 - October 17 23:59, Japan Time</p>	<p>October 3 - October 18 10:00 - 16:00, Japan Time (excluding weekends and national holidays)</p>
<p>- Second-year and above students in the School of Medicine (Department of Health Sciences)</p> <p>- Students in the Graduate School of Health Sciences (Department of Health Sciences)</p>	<p>Student Affairs Section for Department of Health Sciences, Administrative Office Student Affairs Division (Medical Sciences, Dental Science and Pharmaceutical Sciences)</p> <p>E-mail: ijghoken@jimu.kyushu-u.ac.jp</p>	<p>Hospital Campus 3-1-1 Madashi, Higashi-ku, Fukuoka City 812-8582</p>	<p>October 3 - October 17 23:59, Japan Time</p>	<p>October 3 - October 18 10:00 - 16:00, Japan Time (excluding weekends and national holidays)</p>
<p>- Second-year and above students in the School of Pharmaceutical Sciences</p> <p>- Students in the Graduate School of Pharmaceutical Sciences</p>	<p>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)</p> <p>E-mail: ijgyakugaku@jimu.kyushu-u.ac.jp</p>	<p>Hospital Campus 3-1-1 Madashi, Higashi-ku, Fukuoka City 812-8582</p>	<p>October 3 - October 17 23:59, Japan Time</p>	<p>October 3 - October 18 10:00 - 16:00, Japan Time (excluding weekends and national holidays)</p>
<p>- Second-year and above students in the School of Dentistry</p> <p>- Students in the Graduate School of Dental Science</p>	<p>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)</p> <p>E-mail: ijgsigaku@jimu.kyushu-u.ac.jp</p>	<p>Hospital Campus 3-1-1 Madashi, Higashi-ku, Fukuoka City 812-8582</p>	<p>October 3 - October 17 23:59, Japan Time</p>	<p>October 3 - October 18 10:00 - 16:00, Japan Time (excluding weekends and national holidays)</p>
<p>- Students in the Interdisciplinary Graduate School of Engineering Sciences</p>	<p>Student Support Section, Administrative Office Student Affairs Division</p> <p>E-mail: sggakusen@jimu.kyushu-u.ac.jp</p>	<p>Chikushi Campus 6-1 Kasugakoen, Kasuga City 816-8580</p>	<p>October 3 - October 17 23:59, Japan Time</p>	<p>October 3 - October 18 10:00 - 16:00, Japan Time (excluding weekends and national holidays)</p>
<p>- Second-year and above students in the School of Design</p> <p>- Students in the Graduate School of Design</p>	<p>Student Support Section, Administrative Office Student Affairs Division (Design)</p> <p>E-mail: gkggakusei@jimu.kyushu-u.ac.jp</p>	<p>Ohashi Campus 4-9-1 Shiobaru, Minami-ku, Fukuoka City 815-8540</p>	<p>October 3 - October 17 23:59, Japan Time</p>	<p>October 3 - October 18 10:00 - 16:00, Japan Time (excluding weekends and national holidays)</p>

Note: If you submit by post, make sure to contact the submission counter before sending. Application Forms and required documents must reach three days before the submission deadline. Application method and period may change depending on the faculty/department. Please follow their instructions.