

# Application Guidelines

## For Emergency Tuition Fee Exemption, Spring Semester 2025

### 1. Overview

Kyushu University (KU) provides an exemption system for Emergency Tuition Fee Exemption for students whose households have sudden financial situation changes due to the direct or indirect impact of COVID-19. After screening based on the submitted documents, students will receive a full, half, or quarter tuition fee exemption for the Spring semester of 2025, depending on the level of financial need certified by KU.

While other tuition fee exemption screenings at KU review academic performance and the previous year's income, this system does not use academic performance but rather the student's financial situation based on their estimated income for this year calculated from income earned from January to March 2025.

### 2. Application Eligibility

Eligible applicants are undergraduate or graduate students who have applied for an emergency tuition fee exemption from the fall semester of 2023 to the fall semester of 2024 and have been approved for the exemption, who meet either or both of the requirements ① and ② and who meet the criteria for the KU's tuition fee exemption system. Those who have stayed in school or have exceeded the period of study may also apply if they meet the requirements.

Those who have continuously applied for and received an emergency tuition exemption from the Fall 2023 to Fall 2024 semester.

**Requirement ①:** If the estimated income of the international student (or spouse) for this year is expected to be less than one-half before the COVID-19 impact (for any year from 2018 to 2023).

**Requirement ②:** If the international student (or spouse) is taking or used to take official financial support\* from the Japanese national or local government because the international student(or spouse) is/was an eligible person by financial damage of the COVID-19 pandemic.

\*This financial support for measures of COVID-19 is by national or local government agencies.

**note: Not included support money 100,000JPY as following**

- Special cash payments to citizens in 2020
- Student Emergency Aid for Continuance of Studies 2020, 2021, and 2022 by Nation
- Student emergency support 2020, 2021, and 2022 by Kyushu University
- Student support by Fukuoka City and other association

### Application for Privately Financed International Students

Privately financed international students are only eligible for this exemption if you (and your spouse) meet either requirement ① or ②. The requirements will be satisfied if you (and your spouse's) Salary income in 2025 from part-time work in Japan will decrease compared to the income before the COVID-19 impact (any one year from 2019 to 2023).

If the applicant meets the application requirements, exempted students will be selected based on their household financial status report.

### In Case of NOT Eligible

- If you are an international student and the income decrease is caused by the remittance from your family or your father and mother's income decreasing in your home country.
- If you are an international student and have not been living in Japan in/before 2022.
- You are an international student living in Japan since/before 2022. However, you cannot prove your salary, wage, or business income by labor in Japan with official proof documents.

### Regarding the reduction of income

- (1) Use the applicant's and their spouse's total income for students living independently or privately financed.
- (2) If the "gross income (総所得金額 in Japanese)" is 0 yen, the amount of "salary income (給与収入 in Japanese)" will be used.
- (3) The estimated income for 2025 should be calculated as follows.  
If you work for a company, multiply the total amount of "salary payments" (after deductions) shown on your pay slips for January to March 2025 by 4.  
If you are self-employed, multiply your business income (business income minus expenses) for January to March 2025 by 4.

### 3. Important Note

- (1) Students who have already applied for the regular tuition fee exemption for a whole year application in the spring or fall semester of 2024 are also eligible to apply for this emergency tuition fee exemption. However, it is not acceptable for dual applications, so if the student submits a new Emergency Tuition Fee Exemption application and is deemed eligible, the primary application will automatically cancel any previously submitted application. In such a case, even if you have applied for the regular tuition fee exemption for the full year, your application for both the spring and fall semesters will be declined. If you wish to apply for the regular tuition fee exemption in the fall semester, you must apply again during the fall semester application period.
- (2) We ask the applicant to submit additional documents to confirm the contents of the application, such as the number of family members, number of students, and income status. If we find any false declaration or omission in the application form, we reserve the right to withdraw the application.
- (3) Respond to e-mails and phone calls from KU staff. If the staff asks you to submit additional required documents or inquires questions, please deal with it immediately. We may not accept or withdraw your application if you do not respond.
- (4) For students who have applied for emergency tuition fee exemption, the tuition fee direct debit will be withheld until notification of the selection process results. Students selected for half of the tuition exemption, a quarter amount of the tuition exemption, or denied the exemption must pay the amount indicated on the Student Portal System by the deadline.
- (5) If the student takes a leave of absence or withdraws from the university in the middle of a semester, the application for a tuition fee exemption will become invalid, and students must pay the amount of tuition fees before the exemption is granted.
- (6) Please understand that we cannot necessarily exempt the tuition fee as requested, and consider how to pay the fee if your application needs approval. Furthermore, you will not appeal to compare a screening result you will get with other students' or a screening result of your past.
- (7) Emergency tuition exemption cannot be applied for the full year. If you wish to apply for emergency tuition exemption in the fall semester, you must apply again during the fall semester application period.

#### 4. Application Period

Documents Submission **April 3 (Thu) - April 16(Wed), 2025**

**Note: all documents must arrive within this period.**

- Check the required documents on the checklist on page 4 and submit them by e-mail during the application period.
- It is necessary to resubmit the documents for this exemption, even if you have already submitted them for the regular tuition fee exemption.
- If you need help submitting any required documents before the deadline, please submit the available documents and inform us of the scheduled submission date for those you cannot submit.
- We will e-mail you confirmation of receipt of your application documents within the next business day (excluding weekends).

#### 5. How to Apply

Please submit the required documents by e-mail during the application period.

**Address:** Students' Payment Exemption Section

**E-mail address:** [kinkyumenjyo@jimu.kyushu-u.ac.jp](mailto:kinkyumenjyo@jimu.kyushu-u.ac.jp)

**Subject:** "Application for Emergency Tuition Fee Exemption"

**Body:** Indicate the student's number and name of the student.

- When submitting by e-mail, please convert the certification documents into an image format file and send them to us. If we cannot verify the image, we will ask you to resubmit the documents.
- **Please use Kyushu University's Primary mail address ([···@s.kyushu-u.ac.jp](mailto:···@s.kyushu-u.ac.jp)),** and be sure to use the correct address and password for the data when sending the e-mail, as it contains personal information.

#### 6. Result Notification

You will be notified of the result in late July 2025 through "Messages For You" on the Student Portal System.

\*Due to the selection schedule, it may be in early January 2025.

- If the result of the selection is not a full exemption, please pay the tuition fee by the date indicated in the notification.

#### 7. Inquiry

Students' Payment Exemption Section

E-mail: [kinkyumenjyo@jimu.kyushu-u.ac.jp](mailto:kinkyumenjyo@jimu.kyushu-u.ac.jp)

#### 8. Privacy Policy

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

## Required Document Check List for International Students

The applicants must show that their income is decreasing when using official documents. Therefore, please prepare and submit the application documents as follows.

Check Items		The Required documents (Copies are acceptable)
(1) I'd like to apply for this Emergency tuition fee exemption.	<input type="checkbox"/> Yes→	Required: <b>Application Form of Emergency Tuition Fee Exemption</b> *Please use the application form posted under "Emergency Tuition Fee Exemption" on the following website. <a href="https://www.kyushu-u.ac.jp/en/admission/fees/exempt02/">https://www.kyushu-u.ac.jp/en/admission/fees/exempt02/</a>
(2) I am an international student.	<input type="checkbox"/> Yes→	Required: Both 1) and 2) as follows; 1) <b>Budget Report (Emergency Tuition Fee Exemption)</b> 2) <b>Room Rental Agreement*</b> ▪ Submit page(s) of the room rental agreement showing the contractor's name, resident's name, contract period, and housing fee. ▪ If the room rental agreement doesn't show your (and your family member's) name, you need to submit your (and your family member's) residence card copy (copies). ▪ In case of room sharing, please submit " <b>Form 7 Statement of room sharing</b> " as well. ▪ Please use the form posted under "Emergency Tuition Fee Exemption" on the following website. <a href="https://www.kyushu-u.ac.jp/en/admission/fees/exempt02/">https://www.kyushu-u.ac.jp/en/admission/fees/exempt02/</a>
(3) I apply as Requirement①.	<input type="checkbox"/> Yes→ Choose one of ①—④	<p>① My income by labor not affected by COVID-19 is in 2019, and I would like to use it to compare with my income in 2025, which shows a decrease. Required: <b>Applicant's (and spouse's) Income Tax Certificate for 2020</b> ▪ in Japanese: 令和 2 年度所得課税証明書 ▪ Issued by ward office or city hall. ▪ Even if it shows 0 JPY, it needs to be submitted.</p> <p>② My income by labor not affected by COVID-19 is in 2020, and I would like to use it to compare with my 2025 income, showing diminution. Required: <b>Applicant's (and spouse's) Income Tax Certificate for 2021</b> ▪ in Japanese: 令和 3 年度所得課税証明書 ▪ Issued by ward office or city hall. ▪ Even if it shows 0 JPY, it needs to be submitted.</p> <p>③ My income by labor not affected by COVID-19 is in 2021, and I would like to use it to compare with my 2025 income, showing diminution. Required: <b>Applicant's (and spouse's) Income Tax Certificate for 2022</b> ▪ in Japanese: 令和 4 年度所得課税証明書 ▪ Issued by ward office or city hall. ▪ Even if it shows 0 JPY, it needs to be submitted.</p> <p>④ My income by labor not affected by COVID-19 is in 2022, and I would like to use it to compare with my 2025 income, showing diminution. Required: <b>Applicant's (and spouse's) Income Tax Certificate for 2023</b> ▪ in Japanese: 令和 5 年度所得課税証明書 ▪ Issued by ward office or city hall. ▪ Even if it shows 0 JPY, it needs to be submitted.</p>

		<p>⑤ My income by labor not affected by COVID-19 is in 2023, and I would like to use it to compare with my 2025 income, showing diminution.</p> <p>Required: <b>Applicant's (and spouse's) Income Tax Certificate for 2024</b></p> <ul style="list-style-type: none"> <li>▪ in Japanese: 令和 6 年度所得課税証明書</li> <li>▪ Issued by ward office or city hall.</li> <li>▪ Even if it shows 0 JPY, it needs to be submitted.</li> </ul> <p>&lt;FYI&gt; Income Tax Certificate in Japanese: 所得課税証明書 2019 = 令和元 ( 1 ) 年 2020 = 令和 2 年 2021 = 令和 3 年 2022 = 令和 4 年 2023 = 令和 5 年 2024 = 令和 6 年</p>
(4) I apply as Requirement②.	<input type="checkbox"/> Yes→	<p>Required: <b>Official Financial Support Beneficiary Certificate</b></p> <ul style="list-style-type: none"> <li>▪ This financial support of measures COVID-19 is by a national or local government agency.</li> </ul>
(5) I (and my spouse) now have a salary and/or wage income from a part-time job in Japan.	<input type="checkbox"/> Yes→	<p>Required: <b>Applicant's (and spouse's) salary/wage official proof document from January to March 2025</b></p> <p>Example : Pay slips</p>
(6) I (and my spouse) have/had run my own business in Japan.	<input type="checkbox"/> Yes→	<p>Required: <b>Applicant's (and spouse's) business income* official proof document from January to March 2025</b></p> <p><b>*Deducted necessary expenses and showed income</b></p> <p>Example: Account book Earnings statement</p>
(7) My spouse or dependent is enrolled in a high school, technical college, junior college, university, or graduate school in Japan.	<input type="checkbox"/> Yes→	<p>Required: <b>Form 5-1: Certificate of Siblings' Enrollment Student ID card (copy of both sides) *within the expiration date</b></p> <p>*Please use the application form posted under "Emergency Tuition Fee Exemption" on the following website. <a href="https://www.kyushu-u.ac.jp/en/admission/fees/exempt02/">https://www.kyushu-u.ac.jp/en/admission/fees/exempt02/</a></p>

### Example of required documents

1. The international student has been living in Japan since 2021 and earns a part-time income in 2021. However, due to COVID-19, this student's wages from the part-time job will decrease in 2025. This student has no spouse or children and shares a room with a friend.
  - (1) Application Form of Emergency Tuition Fee Exemption
  - (2) Form 1: Budget Report (Emergency Tuition Fee Exemption)
  - (3) Room Rental Agreement
  - (4) Form 7: Statement of room sharing
  - (5) Income Tax Certificate 2022
  - (6) Pay slips (Copy), January to March 2025
  
2. The international student has been living in Japan since 2022 and had wages from a part-time job in 2021, but after quitting his part-time job in December 2023, he expects a decrease in income in 2025 compared to 2022 due to the inability to find a new part-time job because of COVID-19. This student has a spouse and children and doesn't share a room with a friend.
  - (1) Application Form of Emergency Tuition Fee Exemption
  - (2) Form 1: Budget Report (Emergency Tuition Fee Exemption)
  - (3) Room Rental Agreement
  - (4) Income Tax Certificate 2023
  - (5) Form 5-1: Certificate of Siblings' Enrollment and Student ID card\* (copy of both sides)

\*High school students only