For graduate students and undergraduate students who enrolled before 2025

Application Guidebook for Enrollment Fee Exemption (Deferment) and Tuition Fee Exemption Spring Semester 2026

Career and Scholarship Support Division
Kyushu University

This guidebook provides details on the application procedures, eligibility criteria, required documents for submission, and other information related to enrollment fee exemption (deferment) and tuition fee exemption offered by Kyushu University (referred to as the "original system"). It is important for applicants to carefully read the guidebook and complete the web registration (Step 1) and document submission (Step 2) within the given deadlines.

From 2026(Reiwa 8) to 2027(Reiwa9), the exemption system will change significantly.

[Changes from 2026(Reiwa 8)] *No change for graduate students

・Exemption system for undergraduate students

In principle, Only the New System for Financial Aid for Higher Education by MEXT* (including free tuition for families with many children) will be implemented.

Only those who fall under "special circumstances" outside the application requirements of the new system can apply for original system.

However, as a transitional measure for the 2026 academic year, students who enrolled before the 2025 academic year and① are not subject to the new system's application requirements (including international students), and② applied for and received exemption under the original system in the 2025 academic year (or in the 2024 academic year if they took a leave of absence in the 2025 academic year) will be permitted to apply under the original system.

***New system eligibility: Japanese students (Foreign students must have permanent resident statusor equivalent)**

[Changes from 2027(Reiwa 9)]

・Exemption system for graduate students

A new screening frame based on academic review will be established, and only Japanese students will be screened by financial review.

Until 2026(Reiwa 8): Screening by financial review (Target: Japanese students* and international students)

↓

From 2027(Reiwa9): Screening by financial review (Target: Japanese students*)
Screening by academic review (Target: Japanese students* and international students)

*Includes foreign nationals such as permanent residents.

Details regarding the selection criteria for financial and academic reviews will be posted on the university website.

Kyushu University website.
https://www.kyushu-u.ac.jp/en/admission/fees/exempt02/

Table of contents

I. Introduction 3
II. Exemption(deferment) system and application Eligibility 4
III. Income and Income Limits 6
IV. Application Process and Application Period 7
V. Application Procedure 8
VI. Annual Application Schedule for Enrollment Fee Exemption(deferment) and Tuition Fee Exemption 11
VII. Check the application category and household members 12
VIII. Required documents (checklist) 14
IX. Details of Required Documents 23
X. How to use the Application System 26
XI. Sample of required documents 29
XII. How to read the required documents 30
XIII. Frequently Asked Questions (FAQ) 33
XIV. Contact Information of Department (Counter for Submission & Inquiry) 35

I. Introduction

Kyushu University has its application system, the "original system," for students facing financial challenges in paying tuition fees. This system is designed for those who demonstrate academic excellence but struggle to afford tuition and for individuals who encounter special circumstances that make it difficult to pay the enrollment fee and tuition.
Graduate and international students with private funding must verify their eligibility and complete the application process if they wish to apply.

≪Application for Tuition Fee Exemption for Undergraduate Students (International Students Only)≫

In principle, International undergraduate students cannot apply for the original system. However, as a transitional measure for the 2026 academic year, students who enrolled before the 2025 academic year and① are not subject to the new system's application requirements (including international students), and② applied for and received exemption under the original system in the 2025 academic year (or in the 2024 academic year if they took a leave of absence in the 2025 academic year) will be permitted to apply under the original system.

The New System for Supporting Higher Education Studies * （Including fee-free education for families with multiple children）
* A program combining JASSO's "Grant-Based Scholarships" and "Tuition and Enrollment Fee Exemptions"
・Students with Japanese nationality may apply if you satisfy the apply requirements designated by JASSO.
・Students with foreign nationals whose status of residence falls under any of the following categories 1 to 4, may apply.
1. Statutory Special Permanent Residents
2. Permanent Residents, Spouses of Japanese Nationals, or Spouses of Permanent Residents
3. Long-term Residents who intend to become permanent residents in the future
4. Family Stay Visa holders

For more details, please check the website below (Japanese only).
https://www.kyushu-u.ac.jp/ja/admission/fees/exempt03/

≪Compliance Roles of Application on Enrollment Fee Exemption (deferment) and Tuition Fee Exemption≫

You will be asked to agree to the following pledge when using the web application. Please read it carefully before agreeing.
If you fail to comply with these rules, you must pay the enrollment/tuition fee immediately.

Awareness of Applicant
1. 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."
2. 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
3. I will prevent misstatements and omissions of income reports by thoroughly reading and understanding the guidebook.
4. I will ensure I complete the application procedures within the designated period, as Kyushu University cannot accept documents after the deadline.
5. I will keep the copy of the application acceptance slip the submission counter gives me until Kyushu University has announced the screening result.

Contact with the section in charge
6. I will respond to phone calls and e-mails from Kyushu University staff.
   I will deal with it immediately if the staff asks me to submit additional required documents or questions.
7. 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
8. I will check the screening result on the 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.
9. I understand that Kyushu University may not exempt me from paying enrollment /tuition fees as I wish and consider 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

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

II. Exemption(deferment) system and application Eligibility

1. Exemption System and Eligibility

The following applicants will be screened based on applications from students, and exemptions will be selected from among all applicants.
*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 (or their spouses/parents in Japan) are considered academic expense supporters.
** One year before entering university: from April 1, 2025, to March31, 2026
*** Within six months before starting each semester: from October 1, 2025, to March31, 2026

system		Enrollment fee		Tuition fee
		Exemption Exemption amount; Full or half exemption of enrollment fee	Deferment A deferment, which is a postponement of the payment due date, is available for the entrance fee until the University's specified date (the last day of September for April enrollment).	Exemption Be implemented per semester (Spring/Fall). Exemption amount, full, half, or a quarter exemption of tuition fee by semesters.
Undergraduate	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 or the provider are affected by a disaster, your exemption application may be approved. If you are eligible, please contact your submission counter before applying.

What's a large-scale disaster?

2024 Noto Peninsula earthquake, Torrential Rain in July 2020 in Japan, Typhoon 19 in 2019, Torrential Rain in July 2018, Hokkaido Eastern Iburi Earthquake in 2018, Kumamoto Earthquake in 2016, Great East Japan Earthquake

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 receive full tuition exemptions as tuition support.
  (e.g., JSPS Research Fellowship for Young Scientists, Former Leading Human Resources Development Fellowship Program fellows and prospective fellows.)

4. Students who exceed the standard study term

(1) If you are repeating a year or exceeding 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 repeating a year or exceeding the standard study term, check the 2nd page (back page) of **"Form 11-2: Statement of Reasons for Extension Beyond Standard Study Term."** If applicable to a "special reason" and wish to apply for tuition fee exemption application, please contact your submission counter (refer to pages 35) before Application Step 1 (Web Registration).

Notes:

- In the event of a leave of absence, study abroad, or illness, the reason must occur within the minimum term of study. Additionally, please apply for tuition fee exemption for the first semester following the minimum term of study.

- In the event of a graduate student preparing a thesis, the application must be submitted within one year after the student has exceeded the minimum study period.

III. Income and Income Limits

Income and income limits are provided below for reference when applying for enrollment and tuition fee exemptions. This is a guideline for those who may be eligible but does not guarantee exemption from the enrollment fee and tuition fees. Due to the limited exemption budget, you may not qualify for an exemption even if your income is within the specified limits in the guideline table. Selection will be based not only on income and income amount but also on family structure, the applicant's course of study, and the applicant's commuting category.

- The enrollment fee exemption will only be granted to those who have "special circumstances," such as the death of a family supporter or damage caused by a windstorm, flood, etc., and whose level of financial need is recognized to be extremely high. In addition, if a student enrolling in a graduate program applies solely for financial reasons, the full amount of the tuition exemption will not be granted.
- The tuition fee exemption will be granted in the order of the highest level of financial need: full, half, and one-fourth, so there may be cases in which the desired selection result is not achieved.

Please note that the selection process is conducted every semester, so even if your family's financial situation does not change, the result may not always be the same as the previous election result.

Income and Income Limit Approximate Table

course	Family structure ***	The applicant's Commuting category to KYUSHU UNIVERSITY	Amount of salary income* (1,000 yen)	Amount of income** (1,000 yen)
Undergraduate	Two-person household	From Parents' house	5,785	3,430
		From Other	6,414	3,870
	Three-person household	From Parents' house	5,657	3,340
		From Other	6,285	3,780
	Four-person household	From Parents' house	6,457	3,900
		From Other	6,920	4,340
	Five-person household	From Parents' house	6,900	4,320
		From Other	7,340	4,760
Master/Professional	One-person households	From Parents' house	3,885	2,100
	Two-person household	From Parents' house	6,128	3,670
		From Other	6,690	4,110
	Three-person household	From Parents' house	6,057	3,620
		From Other	6,640	4,060
	Four-person household	From Parents' house	6,780	4,200
		From Other	7,220	4,640
	Five-person household	From Parents' house	7,230	4,650
		From Other	7,670	5,090
Doctoral	One-person households	From Parents' house	4,914	2,820
	Two-person household	From Parents' house	6,900	4,320
		From Other	7,830	5,250
	Three-person household	From Parents' house	7,530	4,950
		From Other	7,970	5,390
	Four-person household	From Parents' house	8,210	5,630
		From Other	8,650	6,070
	Five-person household	From Parents' house	8,780	6,200
		From Other	9,220	6,640

*The salary income is the amount paid on the withholding slip and the salary income column on the tax certificate, which refers to the amount before the deduction of income tax.

**The amount of income refers to the amount of operating income, etc. (income amount column) obtained by subtracting necessary expenses from the sales amount as defined in the final tax return.

*** Example: **One-person household**: The applicant (a self-financed livelihood student commuting to Kyushu University from places other than their parents' house).
Two-person household: The applicant and their spouse.
Three-person household: The applicant and parents.
Four-person household: The applicant, parents, and a high school student sibling.
Five-person household: The applicant, parents, and siblings who are high school students and junior high school student

IV. Application Process and Application Period

Please note that the application period differs for current students and new students.
Please be sure to confirm application acceptance hours and other details with the submission counter listed on page 35.

Enrollment fee exemption /Deferment

Tuition Fee Exemption

1. Confirmation of eligibility

2. Pre-application
During the admission process, you must complete this task by following the provided instructions.

There is no need to apply in advance to apply for tuition Exemption.

3. Confirmation of applicant classification and preparation of necessary documents (Required Documents Confirmation Form)

4. Step 1 (Web Registration)
Once you have completed the registration, you will be able to obtain an application form.

Step1 Application period:
Current Students: Feb. 13–Mar. 12
Newly enrolled Students: Apr. 6–Apr. 16

5. Step 2 (Submission of Documents)
Submit the application form and other required documents to your submission counter.

Step 2 Application period:

Current Students: Feb. 13–Mar. 13*
*Excluding 2/25・26 Saturdays, Sundays, and holidays.
*The Student Support Section for Engineering, etc., is closed on March 12 as well.
Newly enrolled Students: Apr. 6–Apr. 17**
**Excluding Saturdays, Sundays.

6. A resubmission(submission counter ⇔ you)
If any of your documents are missing or incomplete, the submission counter will notify you.

7. Result Notification (Late July)
*** You will receive a notification through the student portal system.**

8. Payment of enrollment fees and tuition fees
If you receive a half/quarter exemption or a disapproval result.

V. Application Procedure

1. Confirmation of application eligibility

(1) Please check the exemption system and application eligibility on pages4-5.

(2) **Undergraduate students (international students) must check on page 3:**
≪Application for Tuition Fee Exemption for Undergraduate Students (International student only)≫

(3) For the student who has been absent or has exceeded the minimum period of study due to special reasons (leave of absence, study abroad, illness, writing a thesis by a graduate student, etc.) and wishes to apply for the tuition fee exemption, please refer to page 5: 4. Students who exceed the standard study term

2. Provisional application of enrollment fee exemption (deferment); Only for newly enrolled students who wish to apply at the time of the enrollment procedure

(1) If you wish to apply for an enrollment fee exemption or deferment, you should not pay the enrollment fee during the enrollment procedures. Instead, you must submit a "Provisional Application for Enrollment Fee Exemption (Deferment)" form.

– A provisional application is not necessary for tuition fee exemption only.

(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 have not completed the Step 1 or Step 2 application, please pay the enrollment fee by the deadline for Application Step 2. A late payment penalty will be charged
.

3. Check the applicant categories and prepare the required documents

Please refer to page 26 and log in to the Enrollment and Tuition Fee Exemption Application System, referred to as the "Application System."
Next, select your application category and financial status from the "Confirmation of Required Documents" section, and verify the required documents.
Please consult this handbook for information regarding your application category and the necessary documents.

Note: Please print and save the list of required documents to prepare for Steps 1 and 2 of the application. You must re-enter the information if you have not printed or saved this list.

4. Application Step 1 (Web Registration)

Current students: Feb. 13–Mar. 12 (by 23:59 Japan Time)
Newly-enrolled Students: Apr. 6–Apr. 16(by 23:59 Japan Time)

(1) Please log in to the "Application System" and fill out the necessary information in the "Application (Application Form Registration)" section to generate the "Application Form." This form is a necessary item for your Application Step 2. After finishing Step 1, If you do not complete Step 2 by the deadline for the next step, we will recognize that you have declined your application. Please be careful.

(2) Tuition exemptions can be applied for both the spring semester and the fall semester together as a whole-year application: (It is called a "Year-round application.")

(3) If the following cases apply to you, please note that you can only apply for the spring semester and not for the Year-round application:
- If you are scheduled to graduate in September of this year.
- If you enrolled in October and will have completed the minimum study period (regular graduation) by September.

(4) The base date for family and financial situation is **April 1 for the spring semester and October 1 for the fall semester.**

5. Application Step 2 (Submission of documents)

Current students: Feb. 13–Mar. 13
(Excluding 2/25-26, Saturdays, Sundays, and holidays. The Student Support Section for Engineering, etc., is closed on March 12 as well.)
Newly-enrolled Students: Apr. 6–Apr. 17
(Excluding Saturdays, Sundays.)

(1) Regarding your submission counter, please refer to pages 35.

(2) Submit the required documents plenty of days before the deadline. We recommend finishing the submission three days before.

How to submit the documents

As a general rule, it should be submitted at the counter." However, if you wish to send it by mail, please follow the steps below.

- Please make sure to send an email to the relevant section before mailing your exemption application documents. The subject line should read "Mailing of Exemption Application Documents." In the body, please include ①your student number, ②your name (as it appears on your application form), ③the date you shipped the documents,and ④ Reasons why you cannot apply at the window.
- Please write " Documents for Tuition fee exemption application are enclosed " in red on the front of the envelope. Send it by Letter Pack, Simplified Registered Mail, Acceptance recorded mail, or any other method that allows delivery services to ensure it arrives no later than the deadline for the Step 2 application. If the documents arrive after the deadline, they will not be accepted.
- Please ensure that the documents are mailed within the deadline for step 2. Please note that any arrivals after the deadline will not be accepted. Once we receive the documents, we will notify you via email. Therefore, please keep an eye out for your email. Please be informed that we do not accept phone confirmation of receipt.

Note: If you cannot submit your application in person or by mail during the application period because you are studying abroad or for any other reason, please make sure to contact the section in charge listed on pages 35 within the application period." Proxy applications by guardians or proxies are not permitted in principle.

(3) Applicant must submit the "Application Form" and required documents to the submission counter.

(4) If you have certificates that cannot be submitted before the deadline, **please contact the relevant section before the deadline.**

(5) Keep an application acceptance slip until the screening result is announced if you receive it at your submission.

(6) 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.

Notes: After submission

- **If all your submissions are complete, enrollment and tuition fees will be deferred until you receive your screening results in late July.**
- If you wish to pay the enrollment fee and tuition fees after applying, please submit the " Withdrawal statement of Enrollment fee exemption (deferment) and/or Tuition fee exemption" and pay by the method instructed. **If you pay the enrollment and tuition fees before receiving the selection result, your application will be treated as withdrawn.**
- **If you graduate, complete the course, withdraw from Kyushu University, or take a leave of absence in the middle of a semester, your application for enrollment and tuition fees exemption will be considered withdrawn. Therefore, you must submit the "Withdrawal statement of Enrollment fee exemption (deferment) and/or Tuition fee exemption" and pay the enrollment and tuition fees. Additionally, if you choose to withdraw or take a leave of absence after receiving notification of the enrollment and tuition fees exemption selection result, the exemption result will become invalid.**

6. A resubmission (submission counter ⇔ you)

(1) If any missing documents or items are to be confirmed after submission, **the staff in charge will contact the student by e-mail or telephone. If the person in charge asks you to submit missing documents or makes inquiries about something you are not sure about, please respond promptly. Please ensure you keep a copy of the receipt and the submitted documents until you receive notification of the selection results.**

(2) If you do not respond promptly to the contact from the person in charge, or if you do not submit the missing documents by the specified date, it is a violation of the compliance rules, and your application will be invalid. **We cannot accept the submission of missing documents after the deadline.**

(3) If an obvious error is found in the submitted documents, the staff in charge may correct it without contacting the applicant.

7. Result Notification (Late July)

(1) Students will be notified of the results by the "Message for You" section of the student portal system. **We will not send any notices by mail or to parents.**

(2) Tuition exemption selection is conducted every semester, so **even if you are applying for a full year, the results of the spring semester may not be applied to the fall semester as they are.**

(3) We will not accept appeals about the selection results based on comparisons with others or past results.

8. Payment of enrollment fees and tuition fees after results notification

If the selection doesn't result in a full exemption, please pay the indicated amount by the due date.

Payment method

(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.

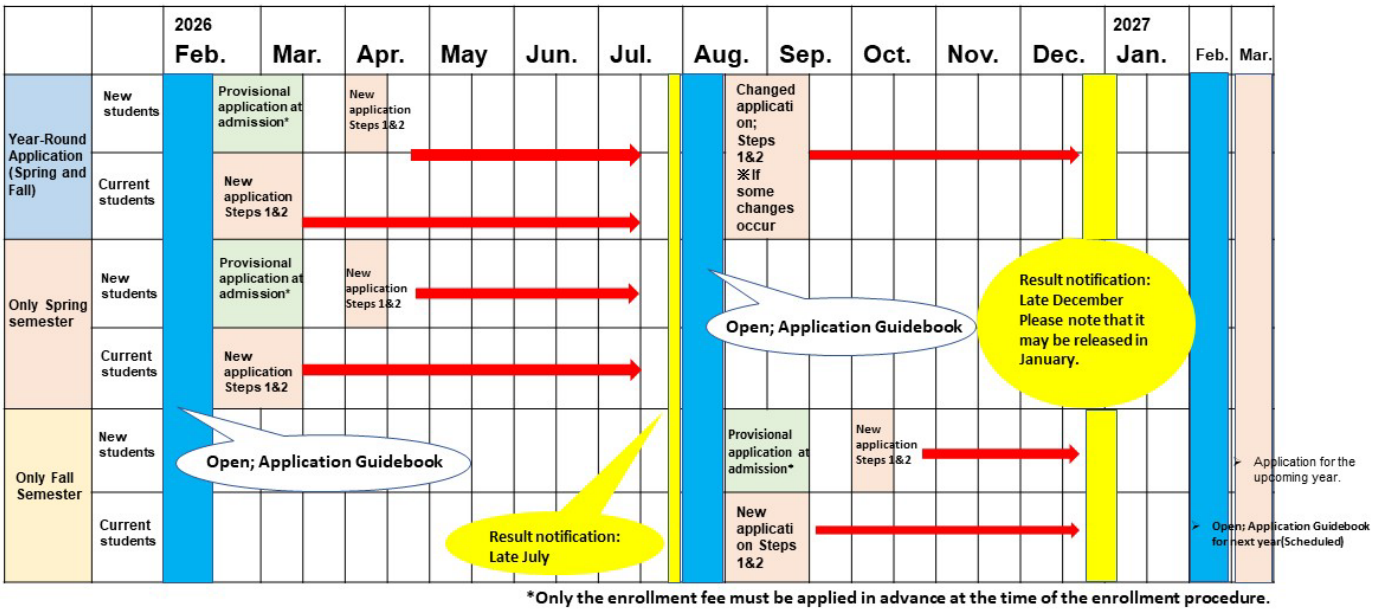
- The payment deadline in case of the result you got the approval of deferment is the end of September.
- If only half of the enrollment fee exemption is approved or denied, or if a deferment of enrollment fee collection is denied, the enrollment fee must be paid within 20 days of the result being notified.
- **After the due date, a late payment penalty (3% of the enrollment fee per year) will be charged.**

(2) The tuition fee for the spring semester will be withdrawn on July 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 July 31.

*Bank account registration be processed as web registration.
Those who have applied for an exemption must also register.
Students enrolling in April 2026 must complete registration between April 7 and 30.
Please check the details via the URL or QR code below.

https://www.kyushu-u.ac.jp/en/admission/fees/payment

VI. Annual Application Schedule for Enrollment Fee Exemption(deferment) and Tuition Fee Exemption



Application for Change: If there are any modifications to a year-round application

(1) If there are any changes in your family situation, commuting category, household finances, or any other relevant information as below between the spring semester application (as of April 1) and the fall semester application (as of October 1), please apply for changes during the fall semester application period.

- When there is a change in the information provided in the application form, such as the Commuting category, residence, number of family members, other students in the family, etc.
- When there is a significant change in the income status of the applicant (self-financed livelihood student, privately financed international student, or a student whose income exceeds the limits set by tax law) or his/her family supporter, such as a parent.
- If you are a self-financed livelihood student or a privately financed international student who has been newly selected for a scholarship of benefit type after April 2.
- When there is a significant change in the family members (such as those with disabilities requiring long-term care or extended health care).

(2) How to apply for change

① During the 1st application period of the fall semester, enter the reason for the change and the changed section in the application system, and print out the application form.

② Submit the "Application Form" and " Certifying documents related to the revised content" during the second application period of the fall semester.
(If you do not have the relevant documents (e.g. if you have changed from commuting from your parents' home to commuting from another place other than your parent's home), please submit the application form only.)

Note: If there is no particular change from the spring semester at the time of the fall semester application, there is no need to complete the procedure during the fall semester application period. The examination will be conducted again in the fall semester due to the financial situation of the previous semester.

VII. Check the application category and household members

● Check the application category

Please select the applicable application category based on your status as of the reference date at the time of application (Spring semester: April 1, Fall semester: October 1) and confirm the required documents with the checklist.

If the applicant (the student) is a dependent of a person who supports the family (parents, etc.) under the Income Tax Law
(If the applicant is neither an independent earner nor a privately financed student, please select here.

1. Students dependent on their parents

Household supporters: As a general rule, "both parents."
(Or one that supports the household budget on behalf of parents)

・If the applicant (student) depends on the household budget supporter (parents, etc.) under the Income Tax Act.
・If you are not an independent earner or an international student, please select 1.

Notes: "Family members who are dependents under the Income Tax Act of a household supporter" refers to a person who can be confirmed to be supported by a household supporter by supporting the household budget supporter by supporting documents such as withholding slips, final tax returns, and municipal, prefectural resident tax returns, regardless of whether they live together or separately.

Even if grandparents or siblings live with your household supporters, you do not need to fill out an application form or submit documents if they are not a dependent under the Income Tax Act of the household supporter.

Go to page 14 "1. Checklist of Required Documents for Students Dependent of Parents"

If you meet either 1) or 2) below and want to apply for the application as an independent livelihood

2. Self-financed livelihood students

Household Budget Supporter: This includes the applicant and their spouse.

1) Graduate students who meet all of the following requirements ① - ③

① The applicant must not be a dependent of their parents or other family members under the Income Tax Law.
② The applicant and their spouse must live independently from their parents and be responsible for their own housing expenses. The applicant and their spouse must live independently from their parents and be responsible for their own housing expenses.
③ The applicant and their spouse do not receive remittances from parents or family members, and they have sufficient income to cover their living expenses, including school costs. This income must generally exceed the limits established by tax laws, and a report detailing their income must be submitted.

2) Undergraduate students who meet any of the following requirements ①-⑤ may be eligible:

① The applicant has lost or been separated from both parents and cannot receive support from relatives or others.
② The applicant is a supporter.
③ The applicant's spouse is the primary provider for the applicant's living expenses.
④ The applicant had an income (excluding part-time jobs and scholarships) that would allow them to maintain their livelihood before enrollment.
⑤ In addition, when it corresponds to ① to ④ above

Go to the checklist of required documents for "2. Independent Livelihood" on page 17

Visa status is "Student" on your residence card

3. International Students

The household budget supporter is basically the applicant himself/herself

Notes: However, if you have a spouse in Japan or a family member living with you in Japan, you will be considered a member of the household.

In the examination of tuition fee exemption, etc., only household members in Japan will be selected for income and deduction.

Go to page 20, "3. Checklist of Required Documents for International Students"

Privately financed international students should check here.

Check the household members

① Students who are dependent on their parents and Self-Financed livelihood students

member / applicant category	applicant	spouse	parents	Dependent on household supporters siblings	child	Dependent on household supporters Grandparents, etc.	Household Advocates Not under dependency siblings	Household Advocates Not under dependency Grandparents, etc.	remarks
Students who are dependent on their parents	○	△	◎	○	△	○	×	×	If a person supports the household on behalf of his or her parents due to a parent's death, that person will be considered a household supporter.
Self-Financed livelihood students	◎	◎	△	○	○	○	×	×	

○: Included in the household ◎: Household supporter △: Not included in the household in principle, but included if the person is dependent on the household supporter ×: Not included in the household

② Privately financed international students

member / applicant category	applicant	spouse	Child	Father Mother siblings Grandparents, etc.
International Students	◎	◎	○	△

○: Included in the household ◎: Household budget supporter △: Not included in the household in principle, but included if you live together in Japan

Notes:

- Documents are not required for family members not in the household, and income documents are only needed for household supporters.
- After reviewing the application documents, the applicant category for Self-Financed livelihoods may not be approved.
- If unsure, please contact the section on pages 35.

VIII. Required documents (checklist)

Check if applicable and check the required documents!

1. Students dependent on their parents 父母等の扶養下の学生

After checking the required documents in the checklist, please check the details of the required documents (points to note, how to obtain them, etc.) on pages 23-25.

	Checkpoint	☑	Required Documents/Notes
	Documents to be submitted by all	☐	**Application Form (A4 size)** **Application for Enrollment Fee Exemption, Enrollment Fee Deferment, or Tuition Fee Exemption**
		☐	**2025 (Reiwa7-nen) Income tax certificate of your parents (or those who support the household budget on behalf of parents, etc.) (a copy is acceptable)**
Matters about you	(1) Japanese undergraduate students (not graduate students)	☐	**Confirmation of Eligibility for Application for Tuition Exemption for Undergraduate Students (Spring Semester): 学部生の授業料免除等資格確認票**
	(2) Exceeding the minimum period of study, including the period of leave of absence and study abroad	☐	**Form 11-2: Statement of Reasons for Extension Beyond the Standard Study Term**
	(3) I earn an annual salary that exceeds my tax-dependent coverage. *This is not required if you have no employment income above the dependent coverage under tax law.	☐	Your **2025(Reiwa 7-nendo) Income tax certificate** (a copy is acceptable) Your **Withholding Slip** for **2025(Reiwa 7-nen)** (copy) (attached to Form 3-1) Your**Table 1 and Table 2 (Table 3) of the tax return for 2025(Reiwa 7-nen) (copy) (attached to Form 3-2)**
	(4) Those who have been selected for the Next Generation Researcher Challenging Research Program (K2SPRING), K-BOOST, and Graduate Program of Mathematics for Innovation (GPMI)	☐	You do not need to submit a certificate of program acceptance, but when you enter the application system (Step 1 application), please enter the research incentive fee (only the amount equivalent to living expenses) or K-BOOST Incentives or GPMI Scholarship* as your salary income in the "Salary and wages" column. * Please enter only if you are a PhD student
Matters related to household supporters (e.g., parents) and family members dependent on the household supporter	(5) Household supporters have salary income (including full-time employees*, part-time employees, etc.) ・Select the appropriate number in (1) ~ (3) * Full-time employees are self-employed family employees.	☐	☐ (1) No employment or job change since January 2, 2025. → **Withholding Slip** for **2025(Reiwa 7-nen)** (copy) (attached to Form 3-1) ☐ (2) Your parent resigned or changed jobs on or after January 2, 2025.* → Submit all three items below. ・ **Form 2-1: Estimated Annual Income Statement** (to be completed by the person who retired.) ・ **Salary and bonus statements (copies) for the last three months** ** ・ **Documents showing retirement (copy)** ☐ (3) Your parent has been employed on or after January 2, 2025, or has been at the same employer since before January 1, 2025, but due to a change in work status (e.g., reemployment), their income this year will be significantly different than in 2025. * → Submit all two of the following items. ・ **Form 2-1: Estimated Annual Income Statement** (to be prepared by the relevant person) ・ **Salary and bonus statements (copies) for the last three months** ** * If the person who falls under category (2) or (3) is a dependent, according to tax laws, a document confirming their name as a dependent must be submitted. ** If the person has not been employed for at least three months, is unsure about the bonus amount, or cannot calculate their expected annual income based on their salary slips from the past three months, they should submit one of the following documents: - Form 2-2: Estimated Annual Income Statement (which should be prepared by the employer) - Documents that show the expected annual income, such as an employment contract (copy) .

	(6) The household supporter has income other than salary due to self-employment, asset ownership, etc. (there is business income, agricultural income, real estate income, interest/dividend income, and miscellaneous income) ・Select the appropriate number in (1)and (2)	☐	☐ (1) Started a new business before January 1, 2025. → Submit one of the following two items. ・ **Table 1 and Table 2 (Table 3) of the tax return for 2025(Reiwa 7-nen) (copy) (attached to Form 3-2)** ・ **2026(Reiwa8-nendo) (for Reiwa 7-nen) municipal, prefectural resident tax return form (copy)** ☐ (2) Started a new business on or after January 2, 2025 (including scheduled opening) * → **Form 2-3: Certificate of Expected Income** * A document confirming the dependent's name is required Only if the person who falls under (2) is a dependent under the tax law.
	(7) The household supporter is currently unemployed or has no income.	☐	**Form 4：Petition for unemployment** Submit the following only if applicable: ・ **Documents that can show resignation (copy)** (* If the income tax certificate states the salary at the time of employment) ・ Documents **that can confirm the name of the dependent** (*If the person is a dependent under the tax law)
	(8) Household supporters are receiving pensions (old age, bereaved families, disability, corporate pensions, etc.) (including cases where they are scheduled to receive pensions from April 2026)	☐	Submit all two of the following items. ・ **Form 3-3: Pension Receipt Status Report** ・ The latest pension revision notice, pension **transfer notice, pension certificate, etc. (copy) (attached to Form 3-3)** Submit the following only if applicable: ・ **Form 4: Petition for unemployment** (* If the income of the household supporter is only pension)
	(9) The household supporter is receiving a child support allowance or special child support allowance.	☐	**Child Support Allowance Certificate (copy) (showing** the amount received) *Child allowance does not need to be submitted.
	(10) Household supporters receive public assistance	☐	**Certificate of receipt of welfare receipt (copy) (showing the** fact of receiving welfare and the amount of assistance for the last one year)
	(11) The supporter of the household receives assistance, including child support, from relatives or divorced partner. (Not required if the applicant is receiving assistance themselves.)	☐	**Form 8: Petition for Assistance from Relatives, etc.**
	(12) Household supporters receive injury and sickness allowance or childcare leave allowance	☐	**Notice of payment decision (copy)**
	(13) Dependents (siblings of the applicant) are enrolled in high school, technical college, junior college, university, or graduate school. (*Excluding the applicant himself/herself)	☐	Submit all two of the following items. ・ **Form 5-1: Certificate of Siblings' Enrollment** ・ **Student ID card (copy of both sides) or certificate of enrollment from the school in the prescribed format** *within the expiration date
	(14) A dependent (sibling of the applicant) is enrolled in a vocational school (specialized or high school)	☐	**Form 5-2: Certificate of Siblings' enrollment (for Vocational School)**
	(15) Dependents (siblings of the applicant) include infants, elementary and junior high school students, preparatory school students, commuters to general courses at various schools or vocational schools, and unemployed family members.	☐	You do not need to submit a certificate, but for elementary and junior high school students, enter the information in the "Enrollment other than the student"column of the application system and for other family members,enter in the "Non-school family members" column of the application system.
	(16) There is a person with a disability who is a household supporter or a dependent.	☐	Submit one of the following: 1) ~4) 1) **Physical disability certificate (copy)** 身体障害者手帳（写） 2) **Rehabilitation notebook (copy)** 療育手帳（写） 3) **Health and Welfare Certificate for Persons with Mental Disabilities (copy)** 精神障害者保健福祉手帳（写） 4) **Only if you are applying for issuance** of a doctor's certificate (copy)*1)~3) 医師の診断書（写）
	(17) There is a person who requires nursing care, one or more among the household supporters or dependents.	☐	**Long-term care insurance card (copy)** 介護保険被保険者証（写） *A page that contains your name, long-term care status classification, and the validity period of your certification

	(18) There is a long-term medical care person who has a household supporter or dependent who has a medical treatment period of 6 months or more, and the medical care expenses (excluding compensation by health insurance, etc.) for one year are 100,000 yen or more for each recuperated person.	☐	Form **6: Certificate of Rehabilitation Expenses for Long-term Care Recipients** *Be sure to check page 25 for long-term care recipients within the dependents of the household support **（様式６）長期療養者に係る療育費証明書**
	(19) Household supporters or dependents are atomic bomb survivors and recipients of various allowances.	☐	**Various allowance certificates (copy)**
others	(20) Households were affected by the 2024 Noto Peninsula earthquake, the Great East Japan Earthquake, the Kumamoto Earthquake in 2016, Torrential Rain in July 2018, the Hokkaido Eastern Iburi Earthquake in 2018, Typhoon 19 in 2019, Torrential Rain in July 2020 in Japan.	☐	**Certificate of Disaster (copy)** * If you submitted a certificate of disaster when you applied for a tuition exemption in the past, you do not need to submit it again. **罹（被）災証明書（写）**
	(21) Households that have been affected by earthquakes, fires, storms, and floods within six months (1 year for new students) prior to the start of payment.	☐	**Certificate of Disaster (copy)** **罹（被）災証明書（写）**

Example of required documents (students who are dependents of their parents)

(1) I am a Japanese undergraduate student; my father works for a company, my mother receives a national pension, and I have a younger brother who is currently in high school.

① Your application form and Confirmation of Eligibility for Application for Tuition Exemption for Undergraduate Students (Sprimg Semester).
② Your parents' 2025 (Reiwa 7-nendo) Income tax certificate (a copy is acceptable).
③ A copy of your father's Withholding Slip for 2025(Reiwa 7-nen) (copy), attached to Form 3-1.
④ Your mother's Pension Receipt Status Report (Form 3-3) with the latest pension revision notice attached.
⑤ Your younger brother's Form 5-1: Certificate of Siblings' Enrollment and a copy of his student ID (both sides) or certificate of enrollment from the school in the prescribed format.

(2) I am a Japanese graduate student; my father is self-employed, and my mother quit her job in December 2025 and started a new one in January 2026. I have no siblings.

① Your application form and Confirmation of Eligibility for Application for Tuition Exemption for Undergraduate Students (Spring Semester).
② Your Parents' 2025 (Reiwa 7-nendo) Income tax certificate (a copy is acceptable)
③ A copy of your father's Reiwa 7-nen (2025) tax return, including Table 1 and Table 2, attached to Form 3-2
④ Documents regarding the mother's place of employment after January: Form 2-1: Estimated Annual Income Statement, with copies of the last three months' salary and bonus statements.
⑤ A copy of the Withholding Slip or other documents that show the date of your mother's retirement from employment prior to December.

Check if applicable and check the required documents!

2. Self-Financed livelihood students　独立生計者

After reviewing the items on the checklist, please refer to pages 23-25 for specific details on the required documents (important points, acquisition process, etc.).

	Checkpoint	☑	Required Documents/Notes
	Documents to be submitted by all	☐	**Application Form (A4 size)** **Application for Enrollment Fee Exemption, Enrollment Fee Deferment, or Tuition Fee Exemption**
		☐	**your (and your spouse's) 2025 (Reiwa 7-nendo) Income tax certificate (a copy is acceptable)** 令和７年度所得課税証明書（令和６年分） *If the income tax certificate shows salary income from the previous job, a copy of **the document showing resignation** is also required. * Even if you have gone through the tax treaty procedure, you need to submit an income tax certificate to prove that you are exempt from taxation.
		☐	**Form 1: Budget Report**
		☐	**A copy of the rental contract for an apartment, municipal housing, etc.,** or **a property tax payment statement that confirms the burden of the maintenance cost** of the owner's home (in the case of an owner-occupied home)
Matters about you	(1) Japanese undergraduate students (not graduate students)	☐	**Confirmation of Eligibility for Application for Tuition Exemption for Undergraduate Students (Spring Semester)** **：学部生の授業料免除等資格確認票**
	(2) Exceeding the minimum period of study, including the period of leave of absence and study abroad	☐	**Form 11-2: Statement of Reasons for Extension Beyond the Standard Study Term**
	(3) Those who have been selected for the Next Generation Researcher Challenging Research Program (K2SPRING), K-BOOST, and Graduate Program of Mathematics for Innovation (GPMI)	☐	* You do not need to submit a certificate of program acceptance, but when you enter the application system (Step1 application), please enter the research incentive fee (only the amount equivalent to living expenses) or K-BOOST Incentives or GPMI Scholarship as your salary income in the "Salary and wages" column.
	(4) Sharing a room	☐	**Form 7: Statement of Room Sharing**
	(5) The applicant (or spouse) works for a company and earns a salary income through part-time work (excluding TAs and RAs). ・Please select the appropriate number in (1) ~ (3)	☐	☐ (1) No employment or job change since January 2, 2025. → **Withholding Slip** for **2025(Reiwa 7-nen)** (copy) (attached to Form 3-1) ☐ (2) You (and your spouse) resigned or changed jobs on or after January 2, 2025. * → Submit all three items below. ・ **Form 2-1: Estimated Annual Income Statement** (to be completed by the person who retired.) ・ **Salary and bonus statements (copies) for the last three months** ・ **Documents showing retirement (copy)** ☐ (3) You (your spouse) have been employed on or after January 2, 2025, or have been at the same employer since before January 1, 2025, but due to a change in work status (e.g., reemployment), his/her income this year will be significantly different than in 2025. → Submit all two of the following items. * ・ **Form 2-1: Estimated Annual Income Statement (to be prepared by the relevant person)** ・ **Salary and bonus statements (copies) for the last three months** * If the person has not been employed for at least three months, is unsure about the bonus amount, or cannot calculate their expected annual income based on their salary slips from the past three months, they should submit one of the following documents: - Form 2-2: Estimated Annual Income Statement (which should be prepared by the employer) - Documents that show the expected annual income, such as an employment contract (copy).
	(6) The applicant (or spouse) has had TA/RA income since April	☐	**Form 2-4: TA/RA Estimated Annual Income Certificate + Certificate of Acceptance or e-mail from the faculty member in charge** Note: If the number of hours worked is not substantially different from the previous year, please submit the following documents. ・**Withholding Slip** for **2025(Reiwa 7-nen)** (copy) (attached to Form 3-1)

	(7) The applicant (or spouse) has income other than salary due to self-employment, asset ownership, etc. (business income, agricultural income, real estate income, interest/dividend income, miscellaneous income) ・Select the appropriate number in (1) and (2)	☐	☐ (1) Started a new business before January 1, 2025. → Submit one of the following two items. ・ **Table 1 and Table 2 (Table 3) of the tax return for 2025(Reiwa 7-nen) (copy) (attached to Form 3-2)** ・ **2026(Reiwa8-nendo) (for Reiwa 7-nen) municipal, prefectural resident tax return form (copy)** ☐ (2) Started a new business on or after January 2, 2025 (including scheduled opening) * → **Form 2-3: Certificate of Expected Income**
	(8) The applicant's (or spouse's) income tax certificate shows the annual income at the time of employment but is currently unemployed	☐	**Documents showing resignation (copy)**
	(9) The applicant will receive a benefit-type scholarship in the 2026 academic year.	☐	For scholarships that you have decided to receive or that you will continue to receive from the previous year, please enter the amount you will receive this year into the application system. (Loan-type scholarships do not need to be entered.)
	(10) Salary income in excess of your tax-dependent coverage cannot be confirmed by income tax certificate, withholding slip, etc., and the person is not selected for the program in (3) but is not dependent on his or her parents and has the means of income necessary to support his or her livelihood, including tuition fees.	☐	In order to confirm that you are not a dependent of your parents, submit one of the following: 1)-3) 1) Not under the support of parents before January 1, 2026. → Parents' **Withholding Slip** for **2025 (Reiwa 7-nen)** (copy) (attached to Form 3-1) **or Table 1 and Table 2 (Table 3) of the tax return for 2025 (Reiwa 7-nen) (copy) (attached to Form 3-2)** 2) Removed from parental support after January 2, 2026 → Declaration **of change of deduction for dependents of parents, etc. (copy)** 3) In the case of a situation where both parents are unemployed and cannot support them or when they are widowed or bereaved. →**Health Insurance Eligibility Certificate or Mynaportal** (**copy**) **headed by the person**(in the case of National Health Insurance, the person is the head of the household)
	(11) You are a working student who is recognized by your employer as enrolling you in the University (e.g., if you are dispatched for research or training)	☐	**Proof that the employer does not provide subsidies for enrollment (tuition) fees issued by the employer in any form.**
	(12) The applicant (or spouse) is currently receiving a pension, including those scheduled to start from April 2026, such as old-age, survivor, disability, company pension, etc.	☐	**Submit all two items below** ・ **Form3-3: Report on Pension Receipt Status** ・ **The latest pension revision notice, pension transfer notice, or pension certificate (copy) (attach to Form 3-3)** The following are to be submitted only if applicable. **Form 4: Petition for Unemployed** (* when the household supporter's income is solely from pensions)
	(13) Have dependents such as spouses or children	☐	**Certificate of residence of all members of the household (a copy is acceptable) *** **If the** name of the dependent can be confirmed on the withholding slip, etc., it is not necessary to submit it.
	(14) The applicant (or spouse) is receiving a child support allowance or special child support allowance.	☐	**Certificate of Child Support Allowance (copy) (**showing the amount received) *Submission of child allowance is not required.
	(15) The applicant (or spouse) is receiving an injury and sickness allowance or childcare leave allowance.	☐	**Notice of payment decision (copy)**
	(16) The applicant's spouse or dependent is enrolled in a high school, technical college, junior college, university, or graduate school.	☐	Submit all two of the following items. ・ **Form 5-1: Certificate of Siblings' Enrollment** ・ **Student ID card (copy of both sides) or certificate of enrollment from the school in the prescribed format** *within the expiration date
	(17) The applicant's spouse or dependent is enrolled in a vocational school (vocational or high school)	☐	**Form 5-2: Certificate of Siblings' enrollment (for Vocational School)**
	(18) Dependents (siblings of the applicant) include infants, elementary and junior high school students, preparatory school students, commuters to general courses at various schools or vocational schools, and unemployed family members.	☐	You do not need to submit a certificate, but for elementary and junior high school students, enter the information in the "Enrollment other than the student" column of the application system and for other family members, enter in the "Non-school family members" column of the application system.

	(19) The applicant or the applicant's spouse or dependent has a disability.	☐	Submit one of the following: 1~4) 1) **Physical disability certificate (copy)** 身体障害者手帳（写） 2) **Rehabilitation notebook (copy)** 療育手帳（写） 3) **Health and Welfare Certificate for Persons with Mental Disabilities (copy)** 精神障害者保険福祉手帳（写） 4) **Only if you are applying for issuance of a doctor's certificate (copy)*1 ~ 3)** 医師の診断書（写）
	(20) The applicant or the applicant's spouse or dependent has one or more people requiring long-term care.	☐	**Long-term care insurance card (copy)** * A page that contains your name, long-term care status classification, and the validity period of your certification
	(21) The applicant or the applicant's spouse or dependent has a long-term medical treatment period of 6 months or more, and the medical care expenses for one year (excluding compensation by health insurance, etc.) are 100,000 yen or more for each recuperated person.	☐	Form **6: Certificate of Rehabilitation Expenses for Long-term Care Recipients** *Be sure to check page 25 for long-term care recipients within the dependents of the household support （様式６）長期療養者に係る療育費証明書
	(22) The applicant or the applicant's spouse or dependent is an atomic bomb survivor and a recipient of various allowances.	☐	**Various allowance certificates (copy)**
others	(23) The applicant himself/herself was affected by the 2024 Noto Peninsula earthquake, the Great East Japan Earthquake, the Kumamoto Earthquake in 2016, the Torrential Rain in July 2018, the Hokkaido Eastern Iburi Earthquake in 2018, Typhoon 19 in 2019, Torrential Rain in July 2020 in Japan * Not applicable if the applicant's parents' home is damaged	☐	**Certificate of Disaster (copy)** * If you submitted a certificate of disaster when you applied for a tuition waiver in the past, you do not need to submit it again. 罹（被）災証明書（写）
	(24) The applicant has been affected by an earthquake, fire, storm, or flood damage within six months (1 year for new students) prior to the start of payment. * Not applicable if the applicant's parents' home is damaged	☐	**Certificate of Disaster (copy)** 罹（被）災証明書（写）

Example of required documents (independent livelihood)

The applicant is a Japanese graduate student who lives separately from his parents. He has been selected for the Next Generation Researcher Challenging Research Program(K2SPRING) and is applying for a Self-financed livelihood. He is scheduled to be hired as a TA in April, but the TA will not be able to submit the recruitment notice in time for the step 2 application.

① Application form
② Reiwa 7-nendo (2025) Income tax certificate (a copy is acceptable).
③ Room rental agreement (copy)
④ Form 1: Budget Report
⑤ Form 2-4: TA/RA Annual Income Estimate Declaration Form + email from faculty member in charge.

Check if applicable and check the required documents!

3. International Students　留学生

Note: Visa status is Student on your residence card

After checking the required documents in the checklist, please check the details of the required documents (Points to note, how to obtain them, etc.) on pages 23-25.

	Checkpoint	☑	Required Documents/Notes
	Documents to be submitted by all	☐	**Application Form (A4 size)** **Application for Enrollment Fee Exemption, Enrollment Fee Deferral, or Tuition Fee Exemption** ***Please do not enter the information of your family members in your home country in the application system.**
		☐	**Form 1: Budget Report**
		☐	**Residence card (copy of both sides)**
Matters about you	(1) My parents reside in Japan and have an annual income of at least 1,230,000 yen	☐	Submit the same documents as students who are dependent on their parents. Please review the checklist (page 14) for dependent students and submit the required documents indicated in the relevant section.
	(2) Exceeding the minimum period of study, including the period of leave of absence and study abroad	☐	**Form 11-2: Statement of Reasons for Extension Beyond the Standard Study Term** ・ Check your eligibility at the section in charge before Step 1. ・ If you are within one year of exceeding the standard study period and have a "special reason," you may apply.
	(3) Those who have been selected for the Next Generation Researcher Challenging Research Program (K2SPRING), K-BOOST, and Graduate Program of Mathematics for Innovation (GPMI)	☐	**2025 (**Reiwa 7-**nendo) Income tax certificate (a copy is acceptable)** **令和 7 年度所得課税証明書（令和 6 年分）** * Even if you have gone through the tax treaty procedure, you need to submit an income tax certificate to prove that you are exempt from taxation. * You do not need to submit a certificate of program acceptance, but when you enter the application system (first application), please enter the research incentive fee (only the amount equivalent to living expenses) or K-BOOST Incentives or GPMI Scholarship as your salary income in the "Salary and wages" column.
	(4) Living in a private apartment or municipal housing as of April1, 2026	☐	**Room rental agreement (copy)** ・ 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 April 2 but have not completed the room contract process, submit a current room rent agreement (present residence).
	(5) Living in a student dormitory or international house at Kyushu University as of April1, 2026	☐	You do not need to submit a dormitory permit. However, please mention the name of your dormitory in the address field while filling out the application form (Step 1).
	(6) Sharing a room	☐	**Form 7: Statement of Room Sharing** ・ A residence card (copy of both sides) is needed if the roommate is a foreigner.
	(7) I (or my spouse) earned salary income from a part-time job in Japan, and we expect to receive the same income this year (including TA and RA) after April1, 2026. ・Select the appropriate number in (1) ～ (3)	☐	☐(1) Your/your spouse's annual income of less than 1,230,000 yen. → A copy of the last three months' pay slips **(attached to Form 2-1)** ☐(2) Your (or your spouse's) salary income is 1,230,000 yen or more. → Submit all two of the following items (spouse is also required) 1) **Reiwa 7-nendo (2025) income tax certificate (a copy is acceptable)** 2) **Withholding Slip for Reiwa 7-nen (2025) (copy) (attached to Form 3-1)** ☐(3) You (or your spouse) have income in TA/RA. → **Form 2-4: TA/RA Annual Income Certificate Form + Certificate of Acceptance or e-mail from the faculty member in charge** **If your (or your spouse's) salary income is 1,230,000 yen or more, you must also submit the 2025 (Reiwa 7-nendo) Income tax certificate (a copy is acceptable).**

	(8) Last year, there was no income in Japan. However, this year, I (or my spouse) am expected to earn from part-time work, including TA and RA. ・Select the appropriate number in (1) and (2)	☐	☐(1) Your (or your spouse's) income this year does not exceed 1,230,000 yen. →**Form 2-1: Estimated Annual Income Statement** **A copy of the last three months' payslips** *You do not need to submit it if you plan to work from April onwards. ☐(2) Your salary (or your spouse's) for this year is at least 1,230,000 yen. → Submit all three of the following items (spouse is also required) 1) Reiwa **7-nendo (2025) Income tax certificate (a copy is acceptable) 令和 7 年度所得課税証明書（令和 6 年分）** 2) **Form 2-1: Estimated Annual Income Statement** 3) **A copy of the salary and bonus statement for the last three months or a document that can prove the amount of salary, such as an employment contract** **Note: If it is difficult to submit the above income-related documents (Form 2-1, etc.), you may submit the following alternative document: (Form 2-2) Certificate of Estimated Annual Income (ask your employer to prepare this for you).** ☐(3) You (or your spouse) have income in TA/RA. → **Form 2-4: TA/RA Annual Income Certificate Form + Certificate of Acceptance or e-mail from the faculty member in charge** **If your (or your spouse's) salary income is 1,230,000 yen or more, you must also submit the 2025 (Reiwa 7-nendo) Income tax certificate (a copy is acceptable) 令和 7 年度所得課税証明書（令和 6 年分）.**
	(9) I will receive a benefit-type scholarship in the 2026 academic year.	☐	For scholarships that you have decided to receive or that you will continue to receive from the previous year, please enter the amount you will receive this year into the application system. (Loan-type scholarships do not need to be entered.)
	(10) I have dependents, such as a spouse and children.	☐	**Residence card for all members (copy of both sides)**
	(11) My spouse or dependent is enrolled in a high school, technical college, junior college, university, or graduate school in Japan.	☐	Submit all two of the following items. ・ **Form 5-1: Certificate of Siblings' Enrollment** ・ **Student ID card (copy of both sides) or certificate of enrollment from the school in the prescribed format** *within the expiration date
	(12) My spouse or dependent is enrolled in a vocational school (vocational or high school) in Japan.	☐	**Form 5-2: Certificate of Siblings' enrollment (for Vocational School)**
	(13) Dependents who live in Japan (siblings of the applicant) include infants, elementary and junior high school students, preparatory school students, commuters to general courses at various schools or vocational schools, and unemployed family members.	☐	You do not need to submit a certificate, but for elementary and junior high school students, enter the information in the "Enrollment other than the student" column of the application system and for other family members, enter in the "Non-school family members" column of the application system.

Example of required documents (privately financed international students)

(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)
④ Your residence card (copy of both sides)

(2) I am an international student living with my friend in Japan and working part-time*.
***My annual income is less than 1,230,000 yen.**

① Application Form (A4 size)
② Form 1: Budget Report
③ Room rental agreement (copy)
④ Form 7: Statement of room sharing
⑤ Form 2-1: Estimated Annual Income Statement, Pay slips for the latest three months(copy)
⑥ You and your roommate's residence card (copy of both sides)

(3) I am an international student who lives with my spouse and a pre-school-aged child 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 income is less than 1,230,000 yen).

① Application Form (A4 size)
② Form 1: Budget Report
③ Room rental agreement (copy)
④ 〔You and your spouse〕Form 2-1: Estimated Annual Income Statement, the pay slips for the last three months copies)
⑤ 〔Spouse〕Form 5-1: Certificate of Siblings' Enrollment and their student card (copy of both sides)
⑥ 〔All members of the household〕Residence cards (copy of both sides)

(4) I am an international student who lives with my spouse. My annual income is 300,000 yen, and my spouse is 1,300,000 yen. We have children of elementary school age. (If either the applicant or spouse has annual salary income exceeding 1,230,000, submit the same documents as a Japanese self-financed livelihood students.)

① Application Form (A4 size)
② Form 1: Budget Report
③ Room rental agreement (copy)
④ 〔You and spouse〕Income Tax Certificate 2025 (Reiwa 7 nendo/令和 7 年度) (a copy is acceptable).
⑤ 〔You and spouse〕Copy of Withholding Slip for 2025 (Reiwa7)(copy) attached to Form 3-1 OR Form 2-1: Estimated Annual Income Statement, the pay slips for the last three months copies).
⑥ 〔All members of the household〕Residence cards (copy of both sides)

(5) I am an international student who lives with my spouse. My spouse is a graduate school student at 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 1,230,000 yen or more, do not apply as a self-supporting student. (※ Exceptionally, students of the Leading K2SPRING, K-BOOST, and GPMI need to apply as self-supporting students.)
The scholarship does not seem like a salary. Thus, you need to hand in the same documents as the standard.

① Application Form (A4 size)
② Form1: Budget Report
③ Room rental agreement (copy)
④ Form 2-1: Estimated Annual Income Statement, the pay slips for the last three months copies).
⑤ 〔Spouse〕Form5-1: Certificate of siblings' enrollment with a student ID card (copy of both sides)
⑥ 〔All members of the household〕Residence cards (copy of both sides)

(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 1,230,000 yen. My mother works part-time and receives an annual income of 800,000 yen. My brother is a high school student in Japan. (In this situation, submit the required documents in the same way as Japanese students.)

① Application Form (A4 size)
② Your parents' Income Tax Certificate for2025 (Reiwa 7 nendo/令和 7 年度)(a copy is acceptable).
③ Your parents' Copy of the Withholding Slip for 2025 (Reiwa7) (copy) attached to Form 3-1
④ Your brother of Form 5-1: Certificate of siblings' enrollment with a student ID card (copy of both sides)
⑤ 〔All members of the household〕Residence cards (copy of both sides)

(7) I am (or my spouse is) a grantee of Leading Program Scholar or Support for Pioneering Research Initiated by the Next Generation (K2SPRING) and have an annual income of more than 1,230,000 yen.

① Application Form (A4 size)
② Form1: Budget Report
③ 〔You and spouse〕Income Tax Certificate 2025 (Reiwa 7 nendo/令和 7 年度)(a copy is acceptable)
④ 〔You and spouse〕Copy of Withholding Slip for 2025 (Reiwa 7)(copy) attached to Form 3-1 or Form 2-1: Estimated Annual Income Statement, the pay slips for the last three months copies).
⑤ Room rental agreement (copy)
⑥ 〔All members of the household〕Residence cards (copy of both sides)

IX. Details of Required Documents

	Documents	Points to keep in mind	Place of issue, etc.
	Documents to be submitted by all: **Application Forms** (Application for exemption/deferment from enrollment fee, application for exemption from tuition fee)	After entering the application system (Step 1), you will see a PDF file, "Application Form," displayed at the end. Please print it out in A4 size. If you are applying for both admission fee exemption/deferral of collection and tuition exemption, please print out two copies of each form separately (single-sided printing). Before submitting your application, please refer to page 30 and check the information you have entered.	After entering the application system, it will be issued.
Documents relating to you	**Form 11-2: Statement Reasons for Extension Beyond the Standard Study Term**	Please check the "special reasons" listed on the backside of "Form 11-2: Statement Reasons for Extension Beyond the Standard Study Term" before filling it out. If you are uncertain whether your reason falls under the special reasons, please contact the person in charge (as indicated on pages 35) before submitting your application (Step 1).	Kyushu University Web site
	Confirmation of Eligibility for Application for Tuition Exemption for Undergraduate Students (Spring Semester) For Japanese undergraduate students (not graduate students) 学部生の授業料等免除資格申請票（前期）	On the first page of the application system, choose "Status: Undergraduate" and "International Student: No." You will then need to answer the questions displayed. Once you have completed all the necessary information, your application form and this document will be generated. Make sure to print them on single-sided A4-size paper.	After entering the application system, it will be issued.
	Form 1: Budget Report	Please fill it out correctly. In addition, if the suppplies fee is set to "0 yen," it cannot be accepted in principle.	Kyushu University Website
	Lease contracts for apartments, municipal housing, etc.	Documents that show the contractor's name, contract period, rent, and tenant ***If the contractor is not the person themself, the independent livelihood must have something that can confirm the payment of rent by the person, such as a copy of the rental contract and the person's passbook.**	Applicant
Documents related to income	**2025 (Reiwa 7-nendo) Income tax certificate for2024 (Reiwa 6-nen)**	Issued after mid-June of 2025, it contains the amount of income, taxation, resident tax income, proportional rate, and the number of dependent relatives in 2024. *If you have both parents, you need both parents. It is also necessary even if you have no income. * The horizontal "Notice of Determination of Municipal Tax and Prefectural Resident Tax Special Collection Amount" distributed by the employer is unacceptable. *Please refer to page 32 before submission to ensure no deficiencies.	City, word, town, village, etc.
	Withholding Slip for 2025 (Reiwa7-nen) (attached to Form 3-1)	If you have more than one place of employment, submit all of them. *Please refer to page 30 before submission to ensure no deficiencies.	Place of employment
	Table 1 and Table 2 (Table 3) of the tax return for 2025 (Reiwa 7-nen) (copy) (attached to Form 3-2)	In the case of an electronic tax return, a "receipt notice" was printed Stuff. If you do not have a receipt stamp, etc., please submit "Tax Payment Certificate No. 2" or "National Tax Refund Transfer Notice (copy)" together with the final tax return. Notes: -If the details of interest and dividend income are listed in Table 3, submit Table 3 as well. -If you do not receive a receipt notification, please submit a copy of the receipt indicating the date, time, and receipt number. *Please refer to page 31 before submission to ensure no deficiencies.	The taxpayer themselves
	2026(Reiwa 8-nen) municipal prefectural tax return form	Documents that show the amount of income, income amount, necessary expenses, etc., for 2025 (Reiwa 7 nendo).	City, ward, town, village, etc.

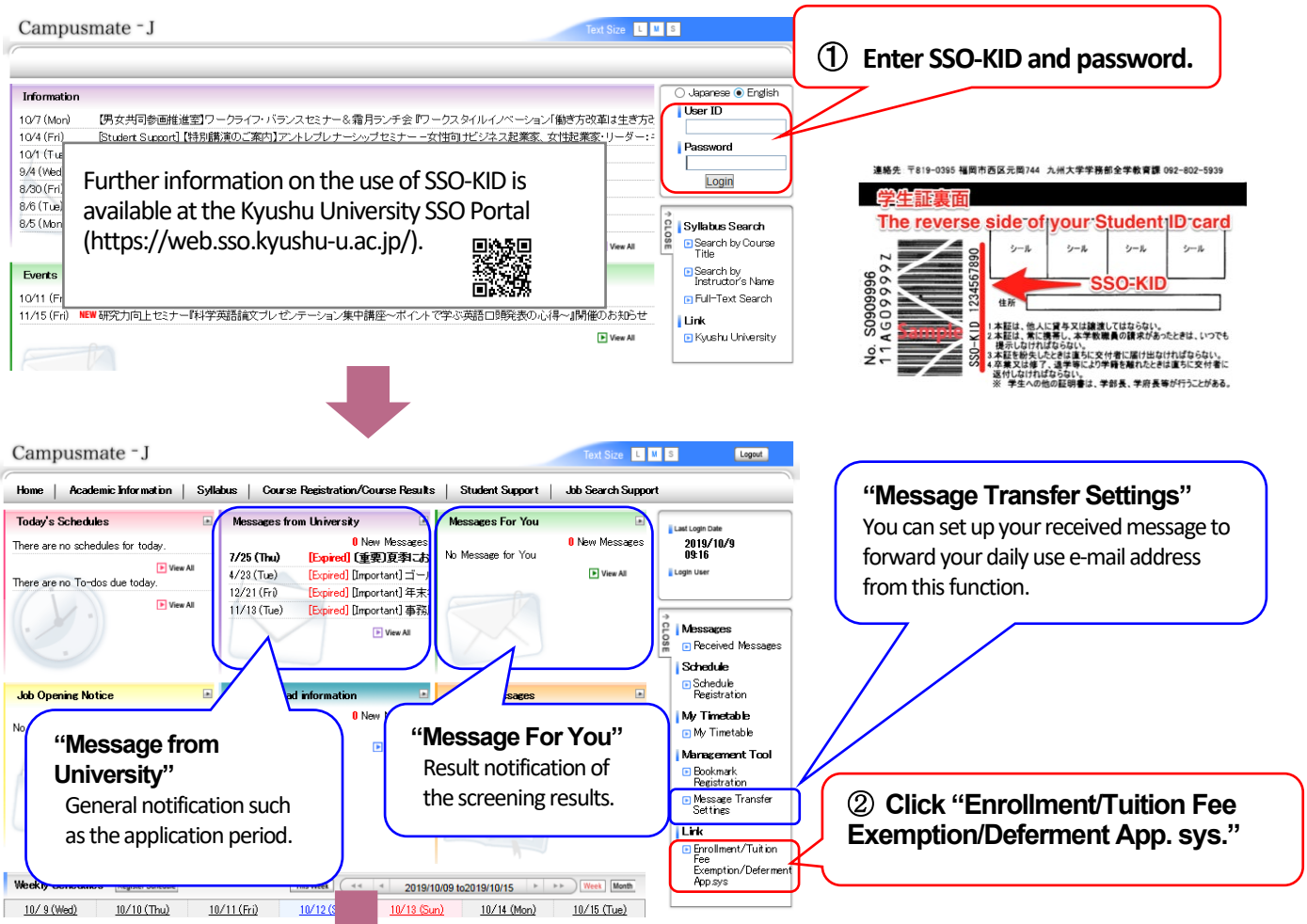
	Notice of revision of pension amount, notice of pension transfer, pension certificate, etc. (attached to Form 3-3)	At the time of application, the latest one (if you submit a pension certificate, it will be issued after June, 2025) lines). ***Withholding slips for public pensions cannot be submitted.** *Please refer to page 31 before submission to ensure no deficiencies.	Japan Pension Service ・Mutual aid associations, etc.
	Form 2-4: TA/RA Estimated Annual Income certificate	Please attach the acceptance report or an email from the faculty member in charge (stating the hourly wage, period of acceptance, and hours of work per month).	Kyushu University Website
	Documents that can show resignation	Withholding slip issued at the time of retirement (limited to those with the date of retirement) and employment insurance The first page of the salary qualification certificate, resignation slip, resignation letter, etc.	Place of employment, etc.
others	**Documents confirming the names of dependents**	Withholding slip at the time of employment, the second table of tax return, the application form for change of dependents' deductions, etc. *Please make sure that the names of family members entered in the application system are listed.	Place of employment
	Form 5-1: Certificate of Siblings' Enrollment	**Attach a valid student ID card** (copy of both sides) If there is a significant delay in issuing your student ID card, or if you cannot prove that you are enrolled as of the record date, please submit a certificate of enrollment issued by each school instead of your student ID.	Schools in which the student is enrolled
	Form 5-2: Certificate of Siblings' Enrollment for Vocational School	Please request the school where the student is enrolled. *General courses at preparatory schools, various schools, and special training schools are not applicable.	Schools in which the student is enrolled
	Form 7: Statement of Room Sharing	If the roommate is an international student, please submit a copy of their residence card (both sides). If the roommate is Japanese, please provide a document that verifies their address.	Kyushu University Web site
	Certificate of Disaster (copy) 罹（被）災証明書（写）	・If you submitted a certificate of disaster when you applied for a tuition exemption in the past, you do not need to submit it again. ・If you wish to declare the amount of damage, please enter the repair costs for the past year into the application system and submit the following documents, as the amount of damage is not the total amount of damage but the expected increase in expenditure for the next year. In addition, if you are reimbursed by non-life insurance, etc., please enter the amount deducted from the damage amount. In addition, if you cannot submit the following supporting documents, please set the amount of damage to "0 yen". ・Documents that show the amount of payment, such as non-life insurance claims and repair cost receipts for the past year	City, word, town, village, etc.

	Form 6: Certificate of Rehabilitation Expenses for Long-term Care Recipients **（様式６）長期療養者に係る療育費証明書**	***≪ Long-term care recipients in the dependents of household supporters ≫*** If there is a long-term medical treatment period of 6 months or more at the time of application, or a person who is recognized as needing long-term (6 months or more) medical treatment by a doctor's certificate, etc., among household supporters or dependents, one year per recuperator (In the Spring semester April of the previous year ~ March of this year, In the fall semester is from October of the previous year to September of this year., if the total amount of medical expenses (out-of-pocket expenses minus the amount covered by insurance, high-cost medical expenses, etc.) is 100,000 yen or more, you can apply by submitting the necessary documents. If you wish to consider applying, please check the second (back) of Form 6 and request issuance from a medical institution. In addition, please note the following: – If the total medical expenses are less than 100,000 yen within the above period, you cannot apply for long-term care. (Please note that the concept is different from "100,000 yen or more" for the total amount of medical expenses for applying for medical expense deduction on the final tax return and "100,000 yen or more" for this long-term medical care expense.) ） – Treatment expenses for regular dental and ophthalmological checkups, temporary examinations for colds, and free medical treatment such as implants cannot be added to medical expenses. – Only medical care expenses for injuries and illnesses that a doctor deems necessary for long-term medical care (the amount of out-of-pocket expenses minus the amount covered by insurance, high-cost medical expenses, etc.) are eligible for long-term medical care expenses. – If you are receiving insurance benefits, you will need to submit a document showing the amount you will receive. * If obtaining certification from a medical institution is difficult, submit all three of the following points. 1) Form 6: Certificate of Rehabilitation Expenses for Long-term Care Recipients * Prepared by the person themself. 2) Doctor's medical certificate (original, issued within one year, the reason for long-term medical treatment (name of the disease, etc.) It is proved that the recuperation period is more than six months stuff) 3) Receipt showing payment of medical expenses (copy) **Form 6: When the applicant prepares a certificate of rehabilitation expenses for a long-term care person, please check the amount carefully, ensure there are no errors, and organize the receipt before submitting it. If there are many deficiencies, we may be unable to accept your application!**	Medical institutions, etc.

X. How to use the Application System

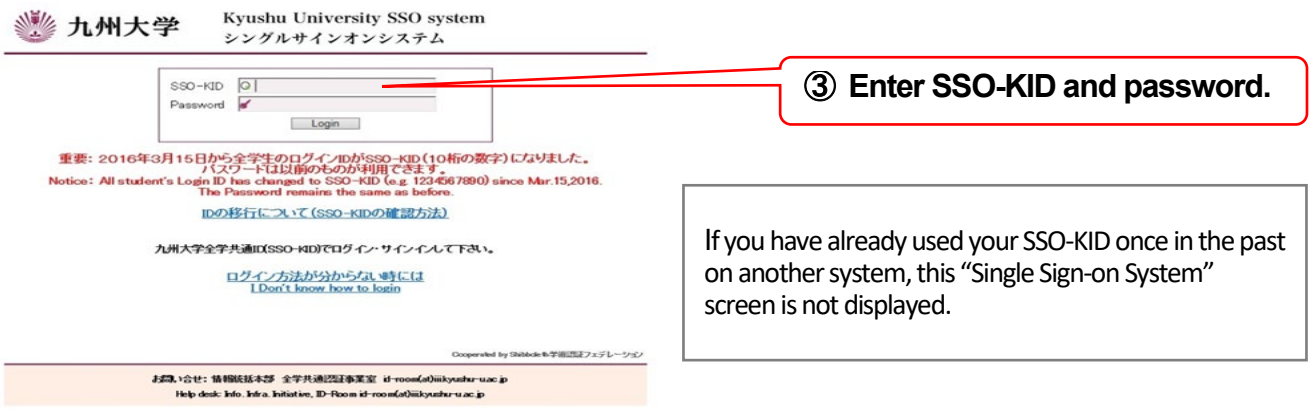
1. Student Portal System https://Kyushu University-portal.kyushu-u.ac.jp/campusweb/top.do

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.



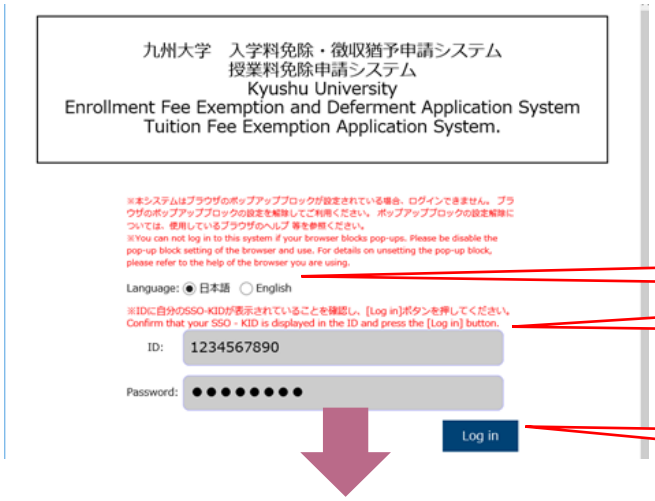
2. Application System for Enrollment/Tuition Fee Exemption

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



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

★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.

The connection will be time out when you leave the screen for over 30 minutes.

⑥ Please click the "Apply(Register the Application" button.

***Please click" Confirm Required Documents" to confirm the necessary documents.**

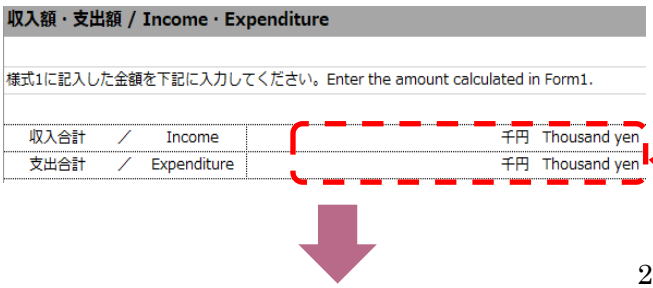
The "Pledge" screen is displayed only for the first-time input.

⑦ Read the "Pledge" carefully and click on the checkbox.

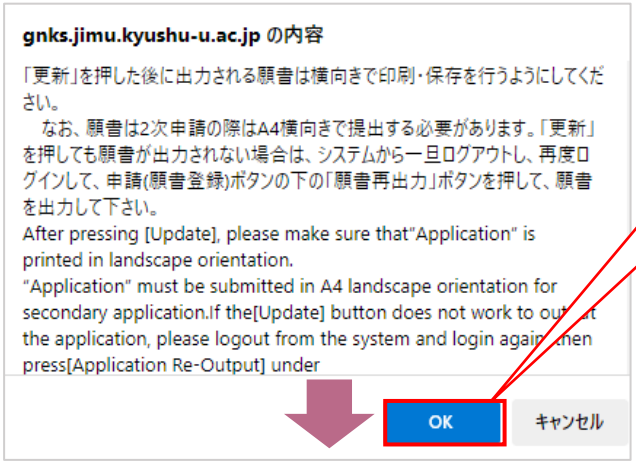
⑧ Click "Next."

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.

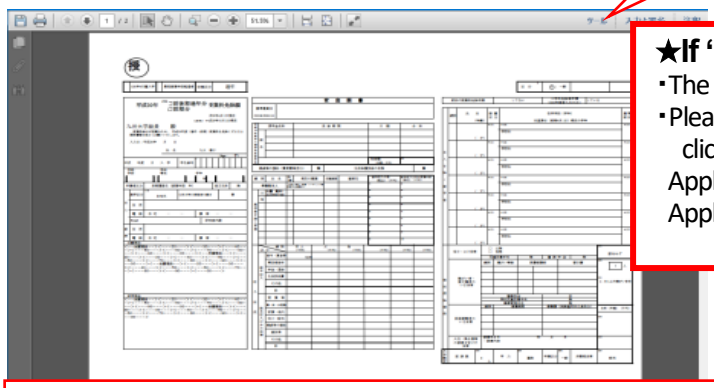


Use the Budget Report (Form 1) template to enter your *Income* and *Expenditure*.
If you're a self-supporting student, see the "How to Enter (Reference)" guidelines for help with income information.



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.



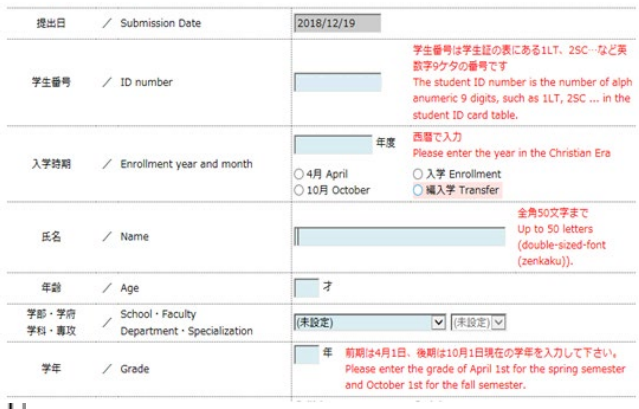
★If "Application Form" is not displayed

- 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.
After submitting an application form, please do not modify the application system, unless otherwise instructed by submission counter.

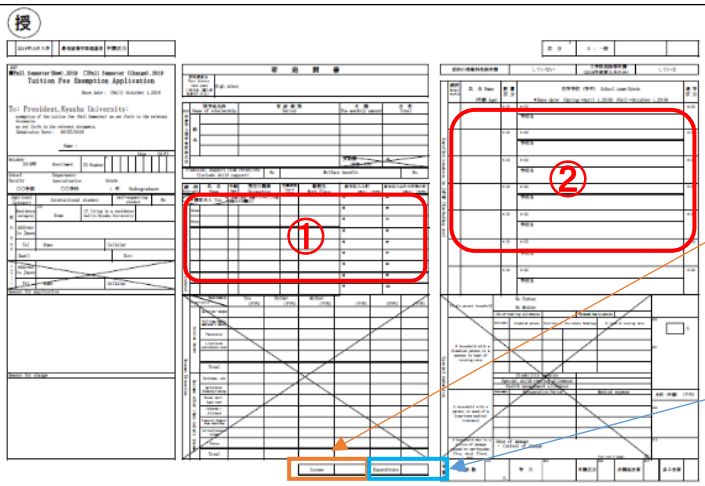


After the Application Step 1 period ends, "Accepted already" is displayed, and "**Apply (Register the Application)**" cannot be clicked. If you need to revise, contact your submission counter.

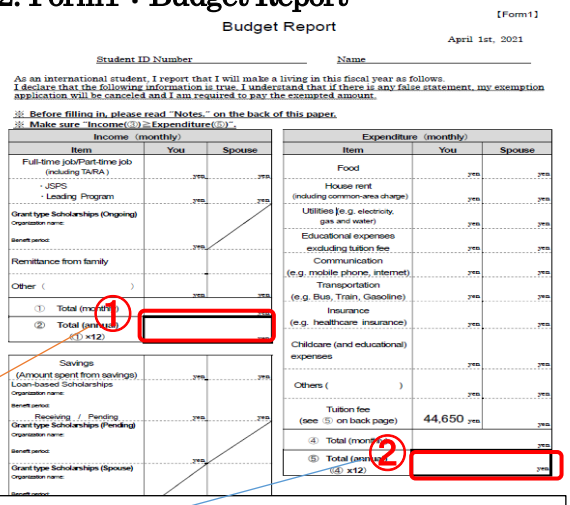
XI. Sample of required documents

1. Application Form

- 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.

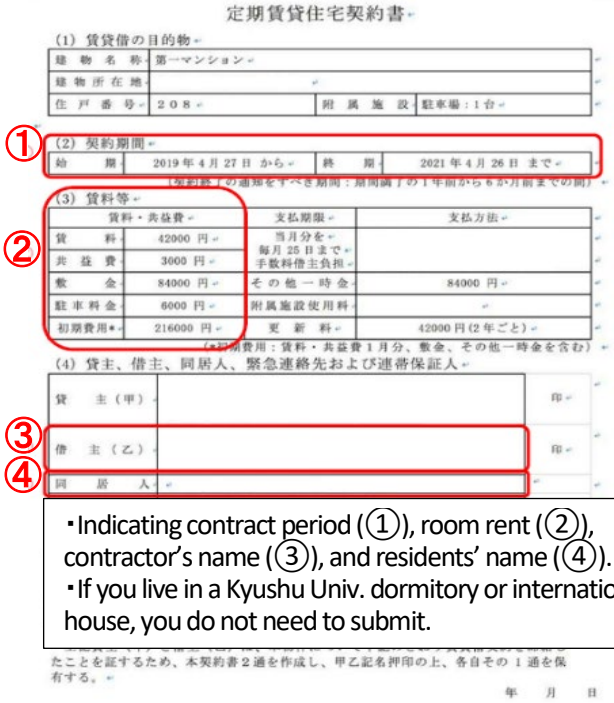


2. Form1：Budget Report



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

3. Room Rental Agreement



- 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.

4. Payment slip for the latest three months

- 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 Application for Change: If there are any modifications to a full-year application work, you do not need to submit.

Notes:

(1) The reference date for family and household status is April 1 for the Spring semester and October 1 for the Fall semester.

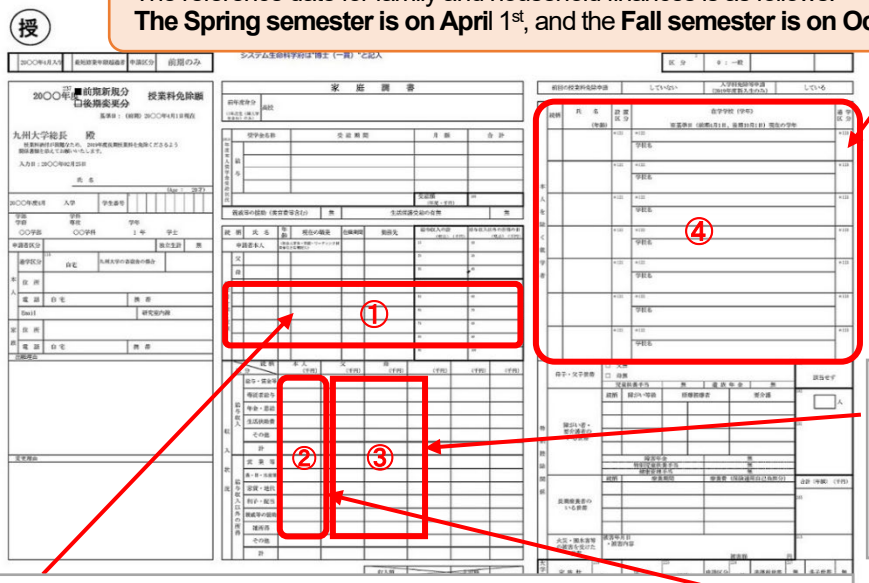
(2) You may change the information on the application form yourself during the Step 1 period. However, once you have submitted your application in Step 2, please only change it in the application system if instructed by a staff member.

XII. How to read the required documents

1. Application form (application for exemption from admission fee, deferral of collection, application for tuition exemption)

There are many mistakes in the following ①~④, so please check them.

The reference date for family and household finances is as follows:
The Spring semester is on April 1st, and the Fall semester is on October 1st.



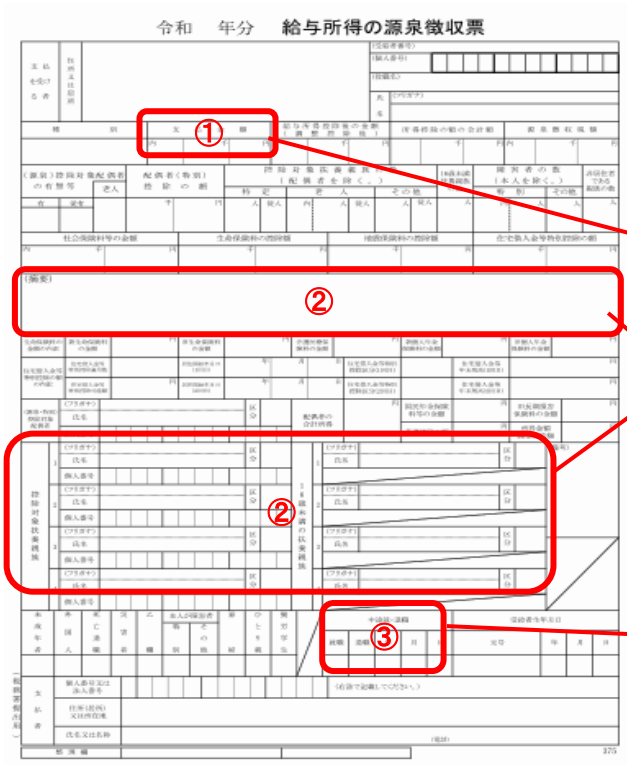
④ In the "Enrollment excluding the student" column, are siblings of elementary and junior high schools, high schools, universities, graduate schools, technical colleges, junior colleges, and vocational schools (vocational and senior high schools) listed?
International students should only list their students in Japan.

③ Does the income column of the parents, etc., contain the amount of income stated on the withholding slip or final return, and should the amount of less than 1,000 yen be **rounded down instead of rounded off?**

① "Family members excluding school attendance" includes whether the dependents of the household supporter (family members listed on the withholding slip or tax return) are listed.
Even if your grandparents or siblings who are employed live with your parents, please do not include them unless they are dependents of your parents under the tax law.
International students should only fill in the list of dependent family members.
Please do not include parents in your home country.

② The income **column of "the person" should remain blank if their income, such as from a part-time job is less than or equal to the amount specified under tax law for tax dependents.**
* However, applicants classified as self-financed livelihood students must fill in their salary, even if they are outside the tax-dependent coverage.

2. Withholding slip (If you have salary income, attach it to Form 3-1.)



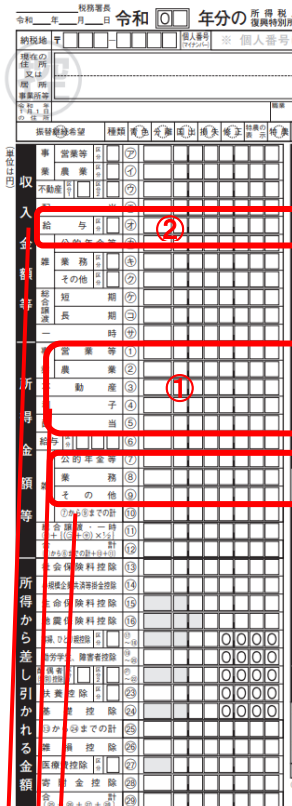
* The contents of the application form can be revised by each person during the period of the first application. However, after submitting the application in the second application, please do not modify the application system unless instructed by the person in charge.

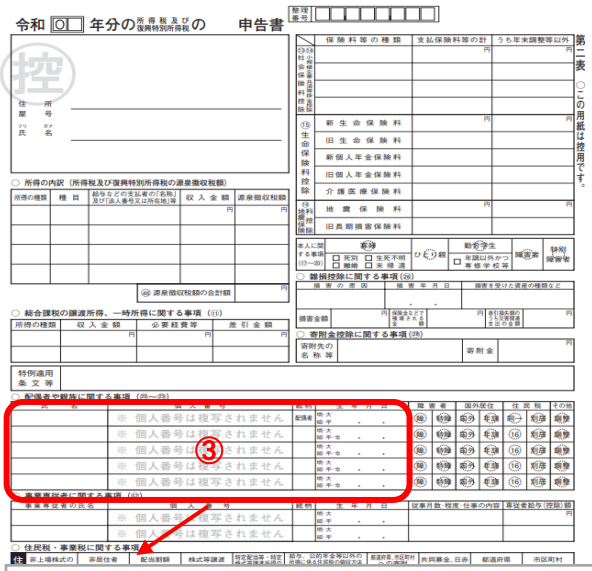
① The "payment amount" is stated in the "salary income" of the application form.

② Among the family members listed in the "Description" column or "Exempt Dependent Relatives" and "Dependent Relatives under the Age of 16", the family members who are still under dependents in the year of application for exemption are listed in the application form.

③ If the date of employment is stated in the "Mid-Career/Retirement" column, please also submit the Estimated Annual Income Declaration Form (Form 2-1) or (Form 2-2) Certificate of Expected Annual Income.
If the date of retirement is stated in the "Mid-Career/Retirement" column and the household supporter (excluding independent earners and international students) is currently unemployed, please also submit a petition for unemployment (Form 4).

3. Tax return (if there is income other than salary income, such as self-employment or owned assets) (attached to Form 3-2)

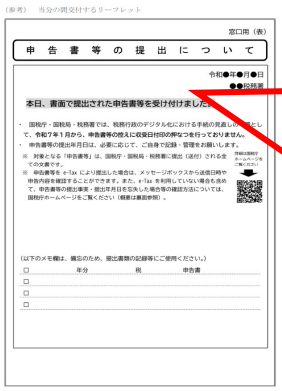




① In the "Amount of income" column of Table 1, the amount of "Sales, etc.", "Agriculture", "Real Estate", "Interest", "Dividends", "Miscellaneous/Business", and "Miscellaneous/Other" is listed in the "Income other than salary income" of the application form.

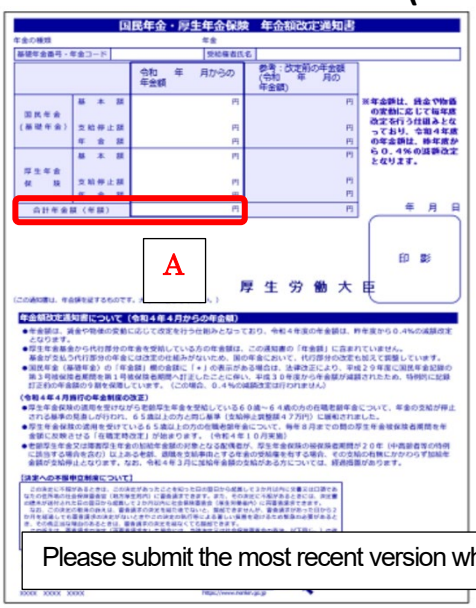
② The amount of "salary" in the "Income amount, etc." column is listed in the "Salary income" section of the application form.

③ Among the family members listed in "Matters related to spouses and relatives" in Table 2, family members who are dependent on the household supporter in the year of application for exemption are listed in the application.



When submitting a tax return in writing, please include the "leaflet" issued as a temporary measure due to the revised handling of stamped receipt copies, effective January 2025. If you are filing electronically, be sure to submit a printed copy of the "Notice of Receipt."

4. Notice of Revision of Pension Amount / Notice of Pension Transfer (Attached to Form 3-3)



Please submit the most recent version when applying.

In the case of a "Notice of Revision of Pension Amount," the annual amount of A is stated in (Form 3-3) and "Application Form."

In the case of a "Pension Notice," the total amount of the six transfers of B is stated in the Pension Receipt Report (Form 3-3) and the "Application Form."

Other pension documents that can be submitted (✓)

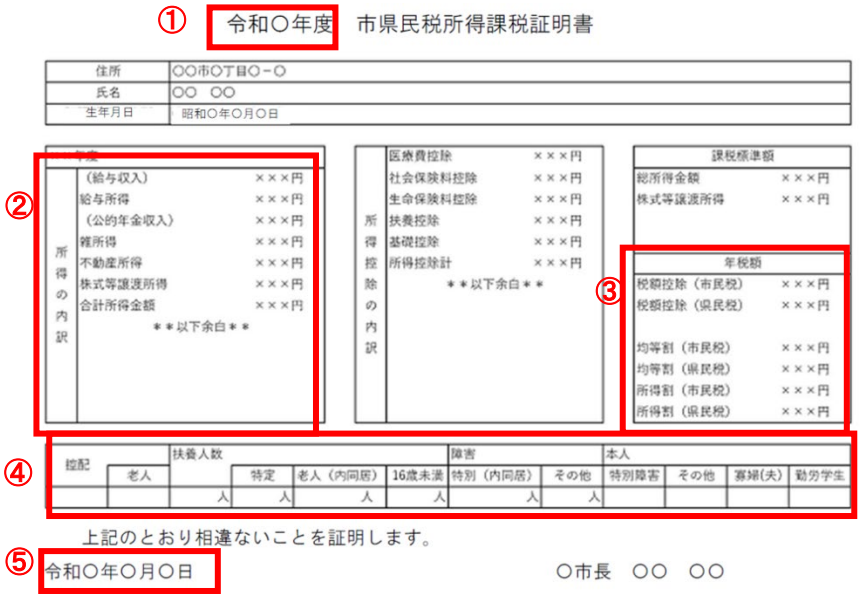
- Pension certificate (issued after June 2025(Reiwa 7-nendo)
- Notice of Pension Decision and Notice of Change of Amount of Payment
- Pension payment notice
- Notice of revision of pension amount and notice of pension payment

Pension documents that cannot be submitted (NG)

- Withholding **slip for a public pension***

* We are unsure whether the payment will be made or suspended in the middle of the fiscal year or if the amount will change.

5. Income Taxation Certificate



Income tax certificates that can be submitted

Point ①
The fiscal year refers to the designated year.

Point ②
There is a description of income and income.

Point ③
There is a description of taxes (income discount, etc.)

Point ④
The number of dependents is listed.

Point ⑤
It has been issued since mid-June of 2025 (Reiwa 7)

Please note that these are not acceptable documents.

NG

- **Tax payment certificate**: This is not an income tax certificate
- **Notice of determination of the amount of special municipal** and **prefectural inhabitant tax collection related to salary income** is not an income tax certificate
- **Income certificate**: Not possible because there is no description of taxation
- **Tax certificate**: Not possible because there is no description of income/income

Sample: Notice of Determination of Amount of Special Collection of Municipal and Prefectural Resident Tax on Employment Income

XIII. Frequently Asked Questions (FAQ)

Q1. I have a part-time job with an annual income of less than 1,230,000 yen, but I did not receive a "Withholding Slip" last year. What should I submit instead?

A1. Please submit payment slips for the last three months (copy). If you don't have pay slips, submit a copy of your bank account book showing your last three months' salary. Refer to "XI. Sample of required documents" for further details.

Q2. If my exemption application is accepted, does this mean I won't have to pay enrollment or tuition fees?

A2. You won't need to pay the fee if you receive a full exemption screening result. However, if you receive other results, such as "a half exemption" or "a quarter exemption," you'll have to pay the price difference.

Q3. I'm an international student who will enroll at Kyushu University. Can I get an enrollment and tuition fee exemption before I enroll?

A3. Our tuition fee exemption screening requires information about the applicant's life in Japan, including their economic situation. Therefore, it cannot be decided before university enrollment. Please kindly understand this.

Q4. I applied for tuition fee exemption in the spring, but I forgot my application status for application: "Annual status (spring + fall)" or "Only spring." How can I confirm my application status?

A4. If you have kept your Application Form from the spring, check the upper left corner of the form to see your application status. Alternatively, you can confirm your status on our application system. Please log in to the system during Step 1.

Q5. I can't go to the next page when clicking the "Log in" button.

A5. Please deactivate your browser's "Pop-up Block" setting 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't log in after activating, please contact the submission counter. Note that the Application System is only accessible from computers, not smartphones.

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 can't find it, log out of the system and log in again. Then, click the "Application Re-Output" button.

Q7. I can't log in again. "Outside entry period" is displayed.

A7. You might have entered incorrect information for "University Admission Year and Month." Please contact the Financial support Section.

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

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

Q9. I'm applying for a whole year, but I 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. No. You must not provide information about your family in your home country in Application Steps 1 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 (for the fall semester application, October 1st), please submit the apartment contract paper for your new residence. If you move after April 2nd (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 and don't 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 the Student Portal System. It won't be sent to parents or by postal mail. The notification schedule is as follows:

- Enrollment Fee/Tuition Fee (Spring Semester): late July
- Enrollment Fee/Tuition Fee (Fall Semester): late December*

* It might be released in January.

Q14. I transferred the enrollment/tuition fee at a bank (or ATM) but didn't enter my name and student number. What should I do?

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

Q15. I am scheduled to enroll in graduate school in April, but my arrival has been delayed due to immigration procedures. How should I proceed with the application process?

A15. Please be sure to contact the office in charge within the application deadline to inform them that you have not yet entered Japan, and confirm the future application procedure.

XIV. Contact Information of Department (Counter for Submission & Inquiry)

School/ Graduate School	Submission Counter	Address
- First-year students of all faculties - Second-year and above students in the School of Interdisciplinary Science and Innovation, Science, Agriculture, - Students in Graduate Schools of Science, Mathematics, Bioresource and Bioenvironmental Sciences, Systems Life Science*, Joint Graduate School of Mathematics for Innovation *Students in the Graduate School of Systems Life Science may submit to Student AffairsSection 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	Financial Support Section, Career and Scholarship Support Division, Student Affairs Department E-mail: sinseigagmenjyo@jimu.kyushu-u.ac.jp	**Ito Campus** 744 Motooka, Nishi-ku, Fukuoka City 819-0395 (2nd floor, CenterZone1)
- Second-year and above students in the School of Engineering (excluding the Department of Architecture) - Students in Graduate School of Engineering, Information Science and Electrical Engineering, Integrated Frontier Sciences* *Students in the Graduate School of Integrated Frontier Sciences can submit to the Student Support Section in East Zone 1 (Ito Campus) or the Student Support Section, Administrative Office Student Affairs Division, Design (Ohashi Campus) Only submissions will be accepted, and no responses will be provided for inquiries.	Student Support Section, Administrative Office Student Affairs Division (Engineering, Information Science and Electrical Engineering and Integrated Frontier Sciences) E-mail: kotgakusei@jimu.kyushu-u.ac.jp	**Ito Campus** 744 Motooka, Nishi-ku, Fukuoka City 819-0395 (2nd floor, WestZone 4)
- Second-year and above students in School of Letters, Education, Law, Economics, Engineering (Department of Architecture) - All students in the Graduate School of Humanities, Integrated Sciences for Global Society, Human-Environment Studies, Law, Economics	Student Affairs Division for Planning and General Affairs(Humanities, Human-Environment Studies, Law, Economics and Integrated Sciences for Global Society) E-mail: jbggakusei@jimu.kyushu-u.ac.jp	**Ito Campus** 744 Motooka, Nishi-ku, Fukuoka City 819-0395 (1st floor, East Zone1)
- Second-year and above students in the School of Medicine (Department of Medicine, Biomedical Science) -Students in the Graduate School of Medical Sciences (excluding the Department of Health Sciences)	Student Affairs Section for School of Medicine, Administrative Office Student Affairs Division (Medical Sciences, Dental Science and Pharmaceutical Sciences) E-mail: ijgigakuka@jimu.kyushu-u.ac.jp	**Hospital Campus** 3-1-1 Maidashi, Higashi-ku, Fukuoka City 812-8582
- Second-year and above students in the School of Medicine (Department of Health Sciences) - Students in the Graduate School of Health Sciences (Department of HealthSciences)	Student Affairs Section for Department of Health Sciences, Administrative Office Student Affairs Division (Medical Sciences, Dental Science and Pharmaceutical Sciences) E-mail: ijghoken@jimu.kyushu-u.ac.jp	
- Second-year and above students in the School of Pharmaceutical Sciences - Students in the Graduate School of Pharmaceutical Sciences	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) E-mail: ijgyakugaku@jimu.kyushu-u.ac.jp	
- Second-year and above students in the School of Dentistry - Students in the graduate School of Dental Science	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) E-mail: ijgsigaku@jimu.kyushu-u.ac.jp	
- Students in the Interdisciplinary Graduate School of Engineering Sciences	Student Support Section, Administrative Office Student Affairs Division E-mail: srggakusien@jimu.kyushu-u.ac.jp	**Chikushi Campus** 6-1 Kasugakoen, Kasuga City 816-8580
- Second-year and above students in the School of Design - Students in the Graduate School of Design	Student Support Section, Administrative Office Student Affairs Division (Design) E-mail: gkggakusei@jimu.kyushu-u.ac.jp	**Ohashi Campus** 4-9-1 Shiobaru, Minami- ku, Fukuoka City 815-8540