

Notes On Filling Out the Tuition Fee Exemption Application Forms. 【FOR INTERNATIONAL STUDENTS】

Since application forms are important for the selection, you must read this tuition exemption application guide carefully and fill out forms as it is about your current situation as of 1st April for applying for Spring Semester only Application or Both Spring and Fall Semester Application, or as of 1st October for applying for Fall Semester only Application.

If there is not written what to fill in necessarily or if there is any incompleteness, it will be excluded from the selection.

Any false declaration is found; your application will be also cancelled even after selection.

Please make sure that cross out the mistake with black inked double lines.

I Notes On Filling Out

【Form 1】 Tuition Fee Exemption Application Form

All applicants (students, self-supported students, international students) need to apply. According to those information on this 【form 1】 we will ask you to submit the documentation or confirmation/certificate as the proof 【form 2】 below.

★ In respect to the edibility

Please tick ☒ the applicable section.

※ これは名古屋大学独自の授業料免除の申請書です。申請前に申請資格を確認してください。 下記①～②のいずれかの該当項目へ <input checked="" type="checkbox"/> をしてください。	
授業料免除申請資格	
①	申請者は留学生(在留資格が「留学」)です / Privately financed international student
②	申請者又は申請者の学費負担者が次の激甚災害の被災者です / applicant or householder are sufferers from one with any of followed. (対象激甚災害: 平成30年7月豪雨、北海道胆振東部地震、令和元年8月9月暴風雨及び豪雨、令和2年7月豪雨 / eligible: flood July 2018, Hokkaido Eastern earthquake 2018, flood August and September 2019, cloudburst July 2020)

〈Please note〉

If you tick ☒ ① or ②, we may ask you to attach a copy of your document as to define in below.

	Edibility	Additional Documents
①	All	Resident Record which status of Residence shown "Student"
②	Cause of Natural Disaster	Certification of applicant parent resident in Japan suffered from natural disaster

1. About Tuition Fee Exemption Application

There are four categories of application types: "Spring Semester-only Application", "Fall Semester only Application", "Fall Semester- change Application" and "Both Spring and Fall Semester Application". Be aware to tick ☒ the corresponding type

1. 申請区分 (該当する申請区分に <input checked="" type="checkbox"/> してください) / Application Category (tick <input checked="" type="checkbox"/> the category of your application)		
①	前期分・後期分(春学期・秋学期)同時 / Both Spring and Fall semester Application ※前期(春学期)申請時に後期(秋学期)分も含めて申請し、後期(秋学期)分の申請書類提出を省略する	前期(春学期)申請可能区分
②	前期(春学期)分のみ / Spring semester-only Application ※当該年8月末で卒業(修了)予定、後期は休学などで休学していることが決まっている	
③	後期(秋学期)分のみ / Fall semester-only Application ※後期(秋学期)分のみ申請する	後期(秋学期)申請可能区分
④	後期(秋学期)変更 / Fall semester change Application ※前期分・後期分(春学期・秋学期)同時申請後、後期(秋学期)申請時(10月1日)に申請内容に変更が生じ、変更申請をする	

• **Both Spring and Fall semester Application:**

Applying for both the Spring Semester-only Application and the Fall Semester-only Application simultaneously. (must be chosen by student is in Spring Semester and Fall Semester in the University.)

• **Spring semester-only Application:** Applying only for the Spring Semester. (① must be chosen by student who expectedly graduate on September. / ② must be chosen by student who expectedly unenrolled or take absence over Fall Semester.)

• **Fall semester-only Application:** Applying only for the Fall Semester.

• **Fall semester change Application:** Those who applied for the Spring Semester and Fall Semester at the same time, who had changed in the latter term.

※Application for the Simultaneous Application is applying for both the Spring semester-only Application and the Fall semester-only Application simultaneously for omitting the submission of the Fall semester-only Application. Those who are planning to apply for the Fall semester-only Application, and their family status, education situation and financial situation will be expected to be unchanged are eligible to apply though, the results might be different since selections of Tuition Fee Exemption Application are done in each semester.

● If applicable in below, you are unable to apply for the Simultaneous Application.

• Those who have decided not to belong to the University in the Fall semester by such as graduation(finish) in September or taking leave of absence in the Fall semester.

● If those who applied for the Simultaneous Application at the time of the Spring Semester only Application and Fall under the following point, it is necessary to apply for the Fall Semester only Application within the application period of Fall Semester only Application.

• Any of those family status, education situation and household situation(including scholarship, applicant's part time work etc.) changed after the time of application of Spring semester-only Application.

*In this case, as the application for the Fall Semester-only Application, Form1 and documents such as certificates related to the change are necessary to submit again.

● If any of the following applies, please contact the Office within the application period of the Fall Semester only Application, and perform the prescribed procedures.

- In the case of applying for the Simultaneous Application at the time of the Spring semester-only Application but be dropping the Fall semester-only Application.
- In the case of applying for the Simultaneous Application at the time of the Spring semester-only Application but be taking leave of absence or leaving the University in the fall semester.

● If applicant who applied for the Spring semester-only Application applies for the Fall Semester-only Application, please apply for that within application period of the Fall Semester-only

Application. Those who are planning to apply for the Fall Semester-only Application, reconfirm which Application Type you apply.

●If applicant's status changes due to leave of absence or withdrawal before result of the application is set, promptly contact the Office to drop the application.

2. Application types

Tick✓ "international student" applicable items. Following the guidance of tuition fee apply.

2. 申請身分 (該当する申請身分に✓してください) / Application types (tick✓ applicable items.)			
<input type="checkbox"/> 一般 / General student	<input type="checkbox"/> 独立生計 / Self-supported student	<input checked="" type="checkbox"/> 私費外国人留学生 / International student	

Application Type:

Application Type	Requirement
International student	Privately-funded international student (VISA status: [Collage student] on the residence card)
Self-Supporting student*	1. The student (or a spouse must) must have income for which income tax returns are filled and income certificates are issued 2. Must not be a dependent of any family members under the Income Tax Act and Insurance. 3. Lives separately from their parents 4. Must not receive a financial support from parents (excepting a spouse)
General student	In the case that falling under neither International student nor Self-Supporting student.

※Undergraduate students in general cannot apply as Self-Supported Students. For certificates and other documents required to verify your status as a Self-Supported Student, please refer to "Self-Supported Student Certification for Graduate Students 【Form 9】". However, even if you meet the requirements, you do not necessarily need to apply as a Self-Supported Student.

3. Applicant's information

3. 申請者氏名等 (下配※1〜4を細心で記入してください) / Applicant's information (read1~4 carefully and choose)									
フリガナ / Furigana		学生番号 / Student number			入学年度 / Month and year of entry ※1				
申請者氏名 / Name					年度 / Year		入学・編入学 / Entry・Transfer		
					4月・10月				
所属	学部		学科		専攻		年		
	研究科						年		
住所※3 / Address	〒 -								
全学メールアドレス※4 / University e-mail									
電話番号※4 / Phone	携帯電話番号※4 / Mobile phone								
申請者の父母が 母国に いる場合 (氏名・住所・電話番号) If applicant parent resident in	氏名 / Name	〒 -			電話番号 / Phone				
	住所 / Address	〒 -			電話番号 / Phone				
申請者の父母が 日本に 居住している場合 (氏名・住所・電話番号) If applicant parent resident in Japan	氏名 / Name	〒 -			電話番号 / Phone				
	住所 / Address	〒 -			電話番号 / Phone				

- ① "Entry year" must be the same year as your entry of undergraduate or graduate university.
- ② "Address" must be current place you live in. Make sure fill in postcode, building number, and

- ③ “Phone number” and “university e-mail” must be accessible one you have. “mobile phone” must be belong to you.
- ④ We will be in touch with you to notify by through “University e-mail “. We kindly advise you to add your university e-mail account to your mobile devices to receiving updates. Therefore, please note that fill in with clarify _ and -, 0 (number) or o, 1 and l, and so similar.
- ⑤ If you are a self-supporting international student, fill in your parent name, address (which in your county)

4. 申請理由(日本に居住している家族、申請者自身のアルバイト等日本での生活で困っていることについて具体的に3行以上記入してください。)(Statement (write down the reason why you apply for and it must be at least four lines))

※家計支持者（日本に居住する父母）が無職又は無収入の場合、退職等年月、現在の生活費の出所を「別紙5申立書」に記入してください。/If the householder (your parent/s resident in japan) is an employment, no-income, fill in the [Form 5] Statement about former and current work financial

Members of household are counted depending on your application type, as below.

	Members of household	International student
①	Applicant (Including spouse)	●
②	Household supporter: Father and mother resident in Japan, or those who support household on behalf of father and mother	▲
③	Dependent of household supporter or applicant under the Income Tax Act, resident in Japan, regardless of whether or not living with applicant	▲

▲: Counted as members of household only they live in Japan

- Regarding household supporter, applicant is not applicable to household supporter in principle, but Self-Supporting student or their spouse is considered exceptionally household supporter.
- Grandparents and siblings who fall under the category 2 or 3 in the above table are not counted as members of household regardless of whether or not living with applicant, no certification document is submitted.

(1) Family members (excluding those receiving an education)

5. 世帯構成状況(下記※1～6を記入してください) / Household Financial Situation (read carefully and fill in)									
a. 就学者を除く構成員(主たる家計支持者に○印、別居者に×印を記入してください) / Family members excluding students in education (Please circle principal earner and make X for separated member in specified field)									
	続柄 Relationship	○×	氏名 Name	年齢 Age	職業 Occupation	就職年月 Started work	勤務先(複数ある場合は全て記入) Work place/s (all places you work)		
(原則) 家計支持者 House holder	本人 Applicant					(西暦) 年 月			
	配偶者 Partner					(西暦) 年 月			
(就学者を除く/ student in education except compulsory education) 家計支持者による 扶養者	※1					(西暦) 年 月			
	※1					(西暦) 年 月			
	※1					(西暦) 年 月			
(父母が日本に 居住している場 合 / Applicant's parent resident in Japan) 家計支持者 /House holder	父 Father	※2				(西暦) 年 月			
	母 Mother	※2				(西暦) 年 月			
		※3				(西暦) 年 月			

- If applicant is a privately financed international student, house hold supporter must be the applicant. Write down the name of your parent as your house hold supporter if they are live in japan. You do not need to write down if they don't live in japan.
- Fill in the information of applicant, house hold supporters (e.g. parents), and any dependents of the household supporter. (if a parent/s is/are separated or deceased, write their name with [] round it in the field. If you are not recognised their name, write as [unknown])
- Of the family, please circle principal earner and make X for separated member in specified field.
- About age: fill in age as of 1st April for the Simultaneous Application and the Spring semester-only Application, and age as of October 1st for the Fall semester-only Application.
- About occupation/work: ambiguous description is not preferable, fill in the specific occupation (e.g. food stuff retailer, government employee, elementary school teacher or office worker etc.). Since there must be no blank, even if they don't have job, describe their situation such as housewife, full-time union officer, domestic helper, pensioner, unemployment etc. (Full-time union officer means person who fully works commerce, manufacturing industry, service industry or agriculture at their house with their family.).
- About employment date: fill in year and month when you started the job accurately. (it is not term of office)
- Work place should be written “〇〇.Ltd, 〇〇store” and so on.
*if you have multiple jobs, you must fill in all of them.

(2) Self-supporting student

- You are the Graduate student who separately live away from parents, and also a house holder. If you are a self-supporting house holder, you must follow ② in below.
- Among the Undergraduate student, you are certified the Self-supporting student, if you follow all in below.
 - The student (or a spouse must) must have income for which income tax returns are filled and income certificates are issued
 - Lives separately from their parents (must different address from yours)
 - Must not be a dependent of any family members under the Income Tax Act and Insurance.

4) Must not receive any financial help or support from your parent.

(3) Student in education

b. 就学者 (義務教育を除く就学者がいる場合は【別紙3】在学校状況申告書を提出してください(申請者本人は不要))									
非就学者は、「a. 就学者を除く構成員」へ記入すること For non-students, fill in "a. Members excluding students"	続柄 Applicant	氏名/Name	年齢	在学学校名/School				学年	通学区分 ※6 自宅/Home 自宅外/Others
				名古屋大学/Nagoya University	学部・研究科 (Graduate) School	学部・研究科 (Graduate) School	学部・研究科 (Graduate) School		
				National					自宅/Home
				Public					自宅外/Others
				Private					自宅/Home
				National					自宅外/Others
				Public					自宅/Home
				Private					自宅外/Others
				National					自宅/Home
				Public					自宅外/Others
				Private					自宅/Home
				National					自宅外/Others

① The students must be one with any of followed.

Student of primary/grammar school, middle/junior high school, senior high/high school, vocational college/vocational school, college, university.

※please fill in the "if there is any family member receiving education other than compulsory education" If there is a student be one with any of followed a research, an occasional unregistered, student excepted above or specialized training college(post-secondary course, upper secondary course, general course) and other schools (crammer school, vocational school and so on).

② Check ☒ "if any member of family is planning to enter school" as of creating applications. Please note that contact us to update your confirmation of work once you know.

③ Student in education also works, fill in the family member field excepting the student in education.

④ A Privately financed international student should circle "home" in commuting type field. But if the parents live in the same place, please circle "others".

E.g. 1

<In respect with Applicant>

March 2020: Arrived to Japan

April 2020 - Current: Nagoya University Graduate School of Humanities

April 2020 - Current: Part-time lecture at ABC University (annual contract)

(In respect with Documentation of income)

Pay slip of 2020 at ABC University as part-time lecture

Employment agreement at ABC University for April 2020- March 2020 (Working hours, wage)

Employment agreement at ABC University for April 2021- March 2021 (As soon as its be issued)

<In respect with spouse>

March 2020: Arrived to Japan

March to September 2020: blank time

October 2020 - Current: Lecture at B English language school

(In respect with Documentation of income)

Pay slip 2020 of B English language school as lecture

【Form 8-1 or 8-2】 of lecture at B English language school

5. 世帯構成状況(下欄第1～8を記入してください) / Household Financial Situation (read carefully and fill in)									
a. 就学者を除く構成員(または家族支持者に○印、就業者に×印を記入してください) / Family members excluding students in education (Please circle principal earner and make X for associated member in specified field)									
続柄	氏名	年齢	職業	就労年月	勤務先(複数ある場合は全て記入)				
Relationship	Name	Age	Occupation	Started work	Work place/s (if places you work)				
(原則) 本人 Applicant	○ 李 炳基	30	Part-time lecture	2020年4月	ABC University				
家族支持者 House holder	配偶者 Partner	李 潔妹	28	lecture	2020年10月 B English language school				
(就学者を除く/ student in education except compulsory education)	子	李 健恒	3						
家族支持者による 扶養者	父								
(父母が日本に 居住している場 合) / Applicant's parent resident in Japan)	父 Father								
母 Mother									
家族支持者 House holder									

E.g. 2

<In respect with Applicant>

April 2021-Current: Nagoya University Graduate School of Engineering

<In respect with parents of Applicant>

Resident in Tokyo, each work for company C and company D.

(In respect with Documentation of income)

Pay slip 2020 of company C for him.

Pay slip 2020 of company D for her.

5. 世帯構成状況(下記※1～※6を記入してください) / Household Financial Situation (read carefully and fill in)

a. 就学者を除く世帯員(主たる養育支持者に○印、別居者に×印を記入してください) / Family members excluding students in education (Please circle principal earner and make X for separated member in specified field)

氏名	性別	年齢	職業	就職年月	勤務先(通称を記入)
本人	○				
家族支持者					
配偶者					
(就学者を除く)					
家族支持者					
(父が日本に居住している場合)					
父	○	Willard Gerald Smith	55	office worker	2010年4月 Company C
母	×	Jade Karen Privett	48	office worker	2019年10月 Company D
家族支持者					
家族支持者					

※For refer to figure out defendant Pay slip 2020

令和2年分 給与所得の源泉徴収票

愛知県名古屋市中区千代田123

氏名 名大 太郎

給与・賞与 4,942,096 給与所得控除後の金額 3,412,000 所得控除の合計額 2,450,000 源泉徴収税額 49,100

Number of deductible dependent relatives

deductible dependent relatives

Number of dependent relatives

令和00年分の所得決定申告書B

【Form 1-2】 Income certificate

All applications (General student, Self-supported student, privately financed international student) who apply for Both Spring and Fall Semester Application and Spring Semester Application need to submit/be asked the income certificate. Privately financed international students who their parents live in Japan need to be submitted.

① Provide us the required documents filled in the field (student number, name, Presence or absence of resident registration on 1st January 2021, Income certificate 2020, by the due date for submission.

② If you are an applicant who have got a resident registration on the 1st January 2021, kindly come to the department counter to take a confirmation and receive 【Form 1-2】.

③ Come down to the city hall where you resided and be issued income certificate 2020 (including all the member of your family) on June 2021 (look up to find out yourself more details of the day it comes out), then you provide us the required documents with 【Form 1-2】 by the due date.

※The final due date is Tuesday, 22nd June 2021 《DEADLINE》

※If you are unable to apply cause of inevitable or emergency, please contact the faculty counter which belong to you by the due date.

※Your application will be withdrawn from the selection by the university, unless you do not provide us the required document or contact us to processing delay by the due date.

Applicants for Fall Semester – only Application and Fall Semester change Application, necessary to attach 【Form 1-2】 this time, will need to submit on September 2021.

【Form2】 Applicant's Academic History and Employment History

All International student need to fill in and submit.

- ① Fill in academic history and employment history from graduation of high school to current entry of Nagoya University without blank period.
- ② Put periods during which you prepared for entrance examination or studying abroad in academic history field,
- ③ Put periods during which you were home-maker in employment history.
- ④ Any part-time job while you are enrolled is no need to be included.

学 歴 / Academic History									
入学及び卒業年月 Dates of Entry and Graduation (Year, Month)				学校名 School		休学・留学期間 Leave / Overseas Study Period			
2010年	4月	2013年	3月	ABC	高等学校卒業 High school graduation				
2013年	4月	2017年	3月	D大学工学部		留学2015.4～2016.3			
2020年	4月	2020年	9月	母国にて自宅学習					
2020年	10月	2021年	3月	名古屋大学工学部研究生					
2021年	4月	年	月	名古屋大学工学研究科博士前期課程入学					

Should write faculties down be as of 1st April (for Spring Semester), 1st October (for Fall Semester)

職 歴 / Employment History									
期間 Period (Year, Month)				勤務先 Company Name		在職期間・職業 No. of Years in the Job / Occupation			
2017年	4月	2020年	3月	E 株式会社		3年間・システムエンジニア			
年	月	年	月						

【Form3】 School Identification

Submit if there is any student in education except compulsory education in family.

(* Applicant is not necessary to submit.)

- ① Fill in or check✓ applicable items.
- ② Attach copy of your student ID card (necessarily includes expiration date part, but there is no expiration date on both sides, attach copies of both sides.).
- ③ It is acceptable to submit original certificate of enrollment issued on or after 1st April if student ID is not issued yet as of the time of application.

【Form4】 Salary Prospects Certificate

Applicant's parent resident in Japan, submit Form4 if any your family member got job, changed job, started business, or changed employment status

- ① Kindly ask employer a certification of your duty for 12 months from the beginning. In the case of self-employed and you are unable to be certified by third-party, attach annual prospective account of income and expenditure instead, and get proved by household supporter.
- ② Attach copy of your withholding slip, document certifying income and document certifying that you quit previous job.

E.g.

<In respect with ①>

1st June 2020 started work as a permanent worker

Proved on March 2021

Estimate income of March to May 2021

<In respect with ①>

Withholding slip of 2020 (former job (left on 31st May 2020) and current job (1st June 2020))

The Date of you left the former job required.

If there is no date on, you must add the leaving certificate.

在職者氏名	名大 太郎	申請者との続柄	父
就職(転職)年月日	2020 年 6 月 1 日		
職 種	正社員・パート・委託・嘱託・派遣・アルバイト・その他()		
賞与の有無	有 <input checked="" type="checkbox"/> 無 <input type="checkbox"/> 未定 <input type="checkbox"/> (有の場合: 年 2 回 合計 2 ヶ月)		
給与・賞与支給額(税込、円) (但し2020年 3 月以降は見込み額)			
勤労月	金 額	勤労月	金 額
2021 年 1 月	204,800	2020 年 7 月	221,500
2021 年 2 月	202,600	2020 年 8 月	203,000
2021 年 3 月	200,000	2020 年 9 月	208,000
2021 年 4 月	200,000	2020 年 10 月	248,000
2021 年 5 月	200,000	2020 年 11 月	232,300
2020 年 6 月	218,000	2020 年 12 月	216,700
賞与 2020年 7 月	200,000	賞与 2020年 12 月	200,000
合 計			2,954,900

上記のとおり証明します。

2021 年 3 月 3 日

※金額からは非課税通勤手当を除く。

※採用時から12ヶ月分を記入してください。

【Form5】 Statement

State any particular circumstances or explanation. Read carefully notification at the bottom of Form and be sure that state must sign their signature.

Case of sharing house or room:

e.g. I have been sharing a house with my friend Mr. Smith who is a student of Nagoya University and we pay the rent 15,000 JPY per person.

※Signature and seal by your share mate are required. The total number of the rent must be the same amount on the lease agreement.



私はルームシェアをしています。それぞれの支払金額は以下のとおりです。

※申請者及び申請者のルームメイトがそれぞれ支払っている金額を記入してください

※その合計が賃貸借契約書上の金額と同等になるようにしてください

ルームメイト氏名	金額	署名
本人 李連杰	21,000 円	李連杰 (印)
ルームメイト1 Edward John David Redmayne	21,000 円	Edward Redmayne (印)
ルームメイト2 Ken Watanabe	21,000 円	渡辺 謙 (印)
ルームメイト3		(印)

【Form7】 Financial Status Report

International students need to submit. Applicant who their parent resident in Japan no need to submit.

- ① Fill in your expected income and expenditure precisely.
- ② If you have any financial changes while processing, (e.g. acceptance or rejection of tuition fee exemption application, job application) please contact us kindly. Spring-only semester: when you submit the income/taxation certificates. Fall-only semester: when apply for the fall change semester.
- ③ Documents are determined by person. Please read carefully this tuition exemption application guide2021.

E.g.1 Applying Exemption Documentation (situation)

- TA submitting to Nagoya University
- Working part time at UNIQLO
- Submitted Scholarship of ABC fundraising (directly apply)
- Financial help from father in his country.

(this will not be continued after Scholarship successfully determined)

(required documentation)

【Form8-1】 and 【Form8-2】 to certify your part time job at UNIQLO

1. 2021年度(2021年4月~2022年3月)【平均月額】

収入		支出	
収入	収入	支出	支出
TA	6,500 円	授業料	38,000 円
アルバイト収入(証明がでるもの)	50,000 円	住居費	45,000 円
アルバイト収入(証明がでないもの)		食料費	9,000 円
奨学金収入	100,000 円	通信費	3,000 円
父からの収入	100,000 円	医療費	44,650 円
合計	256,500 円	合計	149,650 円

E.g.1-2 TA・Scholarship Successful (situation)

- Determined Nagoya University TA, ABC Fundraising scholarship.
- Finance help from father suspended.

(required documentation)

- 【TA】 Notice issue, Labor contract, Distribution time count notification (wage, annual working hours, length of employment shown)
- 【Scholarship】 Acceptance letter such as documentation shown monthly amount, duration of receipt.

1. 2021年度(2021年4月~2022年3月)【平均月額】

収入		支出	
収入	収入	支出	支出
TA	6,500 円	授業料	38,000 円
アルバイト収入(証明がでるもの)	50,000 円	住居費	45,000 円
アルバイト収入(証明がでないもの)		食料費	9,000 円
奨学金収入	100,000 円	通信費	3,000 円
父からの収入	100,000 円	医療費	44,650 円
合計	256,500 円	合計	149,650 円

⟨situation⟩

- Nagoya University TA and ABC Fundraising scholarship. Unsuccessful
- Financial help from father will be continued

⟨required documentation⟩

• None (※ 【Form 8-1】 or 【Form 8-2】 must be submitted at the time of application)

[illegible]

E.g.2-1 Married couple: Student A belong to Graduate School of humanities and Student B belong to Graduate School of Engineering

⟨situation of two⟩

- A and B both apply to Tuition Fee Exemption of Graduate School each

 $\langle \text{situation of A} \rangle$

- Work as a part time Japanese-Chinese translator for Chinese company

⟨required financial document⟩

- Contract and request via e-mail and unable to submit **【Form 8-1】**
- Direct transfer into the online banking account, no payslip and unable to submit **【Form 8-2】**

⇒Therefore, situation of A is to be written and explained to Part-time income (No certificate attached) on **[Form 7]**

Aの別紙 7

1. 2021年度(2021年4月～2022年3月) [平均月額]

収入		支出	
(TA)	(RA)	(チューター)	
決定 / 申請中	決定 / 申請中	決定 / 申請中	
① 受給期間: 採用時数: 受給給付額がわかる書類の写しを添付すること アルバイト収入(証明ができるもの) 期間: 年 月 ～ 年 月 給付額: 年 月 ～ 年 月 ② 別紙①-2. 源泉徴収票のいずれかを提出すること ③ 雇用契約書 提出する場合は、雇用期間、月の勤務予定時数、時給率がわかるものを提出してください。また、雇用期間が切れるという書類は無効です。			
アルバイト収入(証明ができないもの) 期間: 年 月 ～ 年 月 給付額: 2020年 月 ～ 年 月 (例) 海外での収入の取扱いが難しい、日本国内の収入だが証明書類を提出できない			
奨学金 ① 貸与型学生学習支援費 期間: 年 月 ～ 年 月 / 月額 円 / 決定 / 申請中 ② 貸与型名称: 期間: 年 月 ～ 年 月 / 月額 円 / 決定 / 申請中 ③ 貸与型名称: 期間: 年 月 ～ 年 月 / 月額 円 / 決定 / 申請中 ④ 国公立大学の大学を給出し、ない奨学金は採用決定通知書に書添付すること ⑤ 返済 納付 納付 約金 150,000円		50,000	
配偶者の収入 配偶者: 〇 / 未定 期間: 年 月 ～ 年 月 ① 配偶者の収入: 期間: 年 月 ～ 年 月 ② 配偶者の収入: 期間: 年 月 ～ 年 月 ③ 配偶者の収入: 期間: 年 月 ～ 年 月 ④ 配偶者の収入: 期間: 年 月 ～ 年 月 ⑤ 配偶者の収入: 期間: 年 月 ～ 年 月 ⑥ 配偶者の収入: 期間: 年 月 ～ 年 月 ⑦ 配偶者の収入: 期間: 年 月 ～ 年 月 ⑧ 配偶者の収入: 期間: 年 月 ～ 年 月 ⑨ 配偶者の収入: 期間: 年 月 ～ 年 月 ⑩ 配偶者の収入: 期間: 年 月 ～ 年 月 ⑪ 配偶者の収入: 期間: 年 月 ～ 年 月 ⑫ 配偶者の収入: 期間: 年 月 ～ 年 月 ⑬ 配偶者の収入: 期間: 年 月 ～ 年 月 ⑭ 配偶者の収入: 期間: 年 月 ～ 年 月 ⑮ 配偶者の収入: 期間: 年 月 ～ 年 月 ⑯ 配偶者の収入: 期間: 年 月 ～ 年 月 ⑰ 配偶者の収入: 期間: 年 月 ～ 年 月 ⑱ 配偶者の収入: 期間: 年 月 ～ 年 月 ⑲ 配偶者の収入: 期間: 年 月 ～ 年 月 ⑳ 配偶者の収入: 期間: 年 月 ～ 年 月 ㉑ 配偶者の収入: 期間: 年 月 ～ 年 月 ㉒ 配偶者の収入: 期間: 年 月 ～ 年 月 ㉓ 配偶者の収入: 期間: 年 月 ～ 年 月 ㉔ 配偶者の収入: 期間: 年 月 ～ 年 月 ㉕ 配偶者の収入: 期間: 年 月 ～ 年 月 ㉖ 配偶者の収入: 期間: 年 月 ～ 年 月 ㉗ 配偶者の収入: 期間: 年 月 ～ 年 月 ㉘ 配偶者の収入: 期間: 年 月 ～ 年 月 ㉙ 配偶者の収入: 期間: 年 月 ～ 年 月 ㉚ 配偶者の収入: 期間: 年 月 ～ 年 月 ㉛ 配偶者の収入: 期間: 年 月 ～ 年 月 ㉜ 配偶者の収入: 期間: 年 月 ～ 年 月 ㉝ 配偶者の収入: 期間: 年 月 ～ 年 月 ㉞ 配偶者の収入: 期間: 年 月 ～ 年 月 ㉟ 配偶者の収入: 期間: 年 月 ～ 年 月 ㊱ 配偶者の収入: 期間: 年 月 ～ 年 月 ㊲ 配偶者の収入: 期間: 年 月 ～ 年 月 ㊳ 配偶者の収入: 期間: 年 月 ～ 年 月 ㊴ 配偶者の収入: 期間: 年 月 ～ 年 月 ㊵ 配偶者の収入: 期間: 年 月 ～ 年 月 ㊶ 配偶者の収入: 期間: 年 月 ～ 年 月 ㊷ 配偶者の収入: 期間: 年 月 ～ 年 月 ㊸ 配偶者の収入: 期間: 年 月 ～ 年 月 ㊹ 配偶者の収入: 期間: 年 月 ～ 年 月 ㊺ 配偶者の収入: 期間: 年 月 ～ 年 月 ㊻ 配偶者の収入: 期間: 年 月 ～ 年 月 ㊼ 配偶者の収入: 期間: 年 月 ～ 年 月 ㊽ 配偶者の収入: 期間: 年 月 ～ 年 月 ㊾ 配偶者の収入: 期間: 年 月 ～ 年 月 ㊿ 配偶者の収入: 期間: 年 月 ～ 年 月		50,000	
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 $\langle \text{situation of B} \rangle$

- Under consideration working as part time in Japan, therefore fill in the estimate income.

⟨required financial document⟩

- As soon as start working, submit **【Form 8-1】**
- Unable to certify part time income of spouse A, contact the faculty counter which you belong to.

Please note

Submitting B should make 2 copies of 【Form8-1】

⇒ One for A to submit to Graduate School of Humanities.

⇒ Another one for B-self to submit to Graduate School of Engineering.

*While applying Fall Semester Application, in case A increased workload, reduce saving and so on and needs to apply Fall Semester change Application to Graduate School of Humanities. B also needs to apply Fall Semester change Application to Graduate School of Engineering as well. (A and B are in the same family, one of them have any change or update, it means also another one have any change or update as well.) -----

[illegible]

【Form 8-1, 8-2】 Part-Time Work Income Declaration

International students who have part-time income must submit 【Form 8-1】 or 【Form 8-2】 .

In respect with 【Form 8-1】

- ① Ask your employer to prepare 【Form 8-1】
- ② Ask your employer your description of salary (must be at least for 3 months)
- ③ If you are not able to earn more than 3 months, ask your employer to get the certification of expected income.

In respect with 【Form 8-2】

- ① If you work for more than two places, we ask you the certifications per each work place, submit 【Form 8-1】 without certificates.
- ② We ask you the copy of the document that to be confirmed the name of your work place (company or shop), fill in the Employment date (year and month), employed person (student), paying amount, paying months.
- ③ Attach copy of your pay slip for the last 3 months when applying.

※We may rarely ask you the copy of your pay slip for the last 3 months even you're confirmed 【Form 8-1】 by your employer.

※We may ask you the statement that the reason why. We found out your income (taxation certificates you submitted on June) has been significantly refunctioned than the amount on 【Form 7】 【Form 8-1】 【Form 8-1】 .

【Form 11】 Statement of reasons (inevitable reason)

Holdovers, over average course term students

Student who are enrolled over the minimum study period needs to submit.

- ① Fill in your enrollment status for each semester in your course from the admission.
- ② Fill in the special reason why you have exceeded the minimum study period as specific as possible, and we also ask you to submit document that shows the reason why.
- ③ Signature and seal by your supervisor or faculty member are required.

E.g.

<situation>

April 2017 Admission – March 2019: Enrollee

April 2019 – September 2019: Leave of Absence (cause of an accident)

October 2019 – March 2020: Enrollee

April 2020 – September 2020: Study Abroad (credit transfer)

October 2020 – September 2021: Enrollee

<required documentation>

Medical statement issued by medical institutions (shown hospital name and period of hospital stay)

Documentation of study abroad (shown period of stay, purpose and destination)

1. 就学状況 School Attendance 【学生記入 Filled in by students】

所属学部・研究科の課程における在学状況(在学・休学・留学)について、入学時から記入してください。

Fill in your Enrollment Status (Enrollment, Leave of Absence, Study Abroad) for each semester in your course from the admission.

年度 Academic Year	学期 Semester	学年 Grade	在学状況 Enrollment Status	学期 Semester	学年 Grade	在学状況 Enrollment Status
2017~2018 Year	春学期 Spring Sem	1~2	在学	秋学期 Fall Sem	1~2	在学
2019 Year	春学期 Spring Sem	3	休学	秋学期 Fall Sem	3	在学
2020 Year	春学期 Spring Sem	4	留学	秋学期 Fall Sem	4	在学
2021 Year	春学期 Spring Sem	4	在学	秋学期 Fall Sem		
	春学期 Spring Sem			秋学期 Fall Sem		

※複数年度にわたり、在学状況が同じ場合は、同じ行にまとめて記入してください。
If you have the same enrollment status for multiple years, please fill in the same line.

2. 理由 REASON(S) 【学生記入 Filled in by students】

標準修業年限を超過した具体的な理由を記入してください。

Please fill in the special reason(s) why you have exceeded the minimum study period as specific as possible.

理由が複数ある場合は、それぞれについて記入してください。

If you have multiple reasons, please fill in all one by one.

- ・2019年度前期休学：右ひじ骨折による入院、手術、リハビリ通院のため
- ・2020年度前期留学：フライブルク大学へ交換留学（単位互換）

II Required documents for Tuition Fee Exemption Application

- ◆ Submit the required documents relevant to your situation as of 1st April 2021 for the Simultaneous Application or Spring Semester Application, and as of 1st October 2021 for the Fall Semester Application.
- ◆ Submit a copy of required document stated as “(copy)”, or an original one unstated as “(copy)”.
- ◆ Read the guide of each form thoroughly and submit them.
- ◆ In the case of submitting the Tuition Fee Exemption Application and Admission Fee Exemption /Deferment Application simultaneously, original submission documents must be attached to Admission Fee Exemption /Deferment Application, and copies of them are attached to Tuition Fee Exemption Application with description that “the original document is attached to Admission Fee Exemption Application”.
- ◆ No description of “My number” (Individual number) is required on documents issued by municipalities.
- ◆ If a document contains your "my number"(individual number) on the form, make sure be unreadable by blacking it out.

① Documents to be submitted by all applicants according to application type:

Notes		
International student		
●	Checklist of Nagoya University Tuition Fee Exemption Apply 2021 【For International Student】	Unable to submit, make sure that fill in the estimate date.
●	【Form1】Nagoya University Tuition Fee Exemption Application Form	
●	【Form2】Applicant's Academic History and Employment History	
●	【Form7】Financial Status Report	
●	Lease agreement (copy)	Including contactor's name, address, amount of the rent and contract period. If you share a house with your friend(s), let us know the their information.
●	Certificate on income (Refer to「②Certificate on income」)	
●	Resident Record (called “Juminhyo”) of you and all your family members issued by municipal government	Submit Resident Record which there is description of “Whole household”.

	(Issued within 3 months)	For international students, it must include your “residence status” and “period of stay” without description of “my number” Individual number.
※1	<p><u>Income Certificate (content of 2020 income)</u> issued by Ward Office in June 2021.</p> <p>*Please check the notes on the contents of description.</p> <p>*The name of certificate might be changed to “Municipal・Prefectural tax declaration certificate”.</p>	<p>General student: household supporters (father and mother, or person who support household on behalf of father and mother)</p> <p>Self-Supporting student: Applicant (and spouse)</p> <p>International student: Applicant (and spouse)</p> <p>If your parents live in Japan, your parents’ certificate should be submitted.</p> <p>Submit original certificate which clearly shows amount of salary, amount of each income other than salary, spouse deduction, and taxation of residence tax. When neither of parents is alive, need certificate about person who supports household on behalf of father and mother.</p>
●	Law Student	Tuition Fee Exemption Application 2021 for Law School.

※1 Those who have resident registration in Japan on January 1, 2021. If you haven’t registered yet, you must attach 【Form 1-2】as your additional documentation)

②Certificate on income to be submitted by applicants as necessary on application:

International student	Category		Submission document	issue source
△	Salary income (including part-time job)	Started before 1st January 2020 →	→ Withholding slip for the previous year (copy)	Office

		Started after 2nd January 2020 →	→【Form 4】Expecting income certification	
●	Income other than salary e.g. self-employed Salaried workers who declare a tax return properly.	Filed a tax refund Declare to office, Municipality	Income tax return for the previous year (copy) (*Page1 with reception stamp) prefectural tax of the year	Tax office, Municipality
△	Got or changed job in the middle of the previous year or in this year	changed before 1st January 2020 → changed after 2nd January 2020 →	One of following documents: 【Form4】Salary Prospects Certificate, Withholding slip for 2019 (copy), or Annual prospective account of income and expenditure Expecting income of year (Free format)	Office
△	Retired or closed their business on or after January 1 st 2020		Withholding slip for 2019 (copy) issued by office you retired (If there is description of the retirement date, it can be used as resignation certificate.)	Office Tax office
△	Recipient of unemployment compensation		Certificate of Eligibility for Employment Insurance (copy) *make copies of both sides	Public Employment Security Office
●	Leave of absence		Certificate of leave *In the case that you are paid allowance during the period, attach	Office

			document certifying amount of the allowance.	
△	Recipient of Sickness benefits		Notice certifying amount of allowance and the period	
●	Open scholarship		Notice of open scholarship (copy)	
●	JSPS Research Fellow		Selection notice of JSPS Research Fellow, Document certifying amount	
●	TA • RA In Nagoya University or other universities		working-time table sheet (copy), Employment notice (copy) *They must include total working hours and hourly wage.	
●	International students with part-time job income		【Form11-1】Part-Time Job Payment Certificate, or 【Form11-2】Monthly Payment Details of Part-Time Job (for 3 months)	

③Certificate on particular circumstances to be submitted by applicants as necessary on application:

International student	Category	Submission document	Issue source
●	Student in education except compulsory education	【Form3】 School Identification	
●	Specific circumstances	【Form5】 Statement	
●	Those from single parent household	Documents that can prove the applicant comes from a single parent household. e.g. • Income tax return (Table 2) • withholding certificate for the previous year (copy) (only applies	

		<p>when the widow/widower deduction box is checked)</p> <ul style="list-style-type: none"> • documentation showing the household receives a survivor pension • Documentation showing the household receives a child rearing allowance • the family register in its entirety or an excerpt (original) 	
●	Person with disabilities	<p>Physical disability certificate (copy),</p> <p>Rehabilitation certificate (copy),</p> <p>Psychiatric disorders certificate (copy)</p>	
△	Households that have suffered from storms, flooding, or other disaster	<p>Disaster Victim Certificate;</p> <p>Documents stating the total cost of damages;</p> <p>Documents stating property or other insurance payment (compensation)</p>	<p>Fire Department,</p> <p>Municipal Government,</p> <p>Insurance Company</p>
●	【Form11】 inevitable Reason Certification of Holdover	Must submit when you apply for.	