

Guide of Tuition Fee Exemption Application: FY2021

- This guideline is original Admission Fee Exemption and Postponement of Collection of Admission Fee Application of Nagoya University, it is entirely not enforced application “Exemption of「高等教育の就学支援制度」(for undergraduate student)” on April 2019 from 文部科学省(MEXT)). For admission student, “Support of「高等教育の就学支援制度」(for admission student)” is to be enforcing, please visit the appropriate website(※) to find out more.
- Due to the global outbreak of COVID-19, we are currently unable to receive application by face to face we used to do in general. We accept to receive by mail. Please visit our university website(※) to find out the application instructions you belong to. (Please note that the reception method differs depending on the course you belong to.)
- The tuition exemption for students in households whose households have suddenly changed due to COVID-19 infection may be specially implemented based on the national “COVID-19 Information and Resources” . We will inform you on the relevant website (*).
- Regarding the Application for Tuition Fee Exemption for households affected by other severe disasters, students of households affected by the target disaster are required to submit a “Certificate of Disaster Damage” in addition to the required documents stipulated in the Guide for Tuition Fee Exemption Application.
- As a general rule, repeaters and those who have exceeded the standard period of study are not eligible for tuition exemption, but those who have repeated a year or have exceeded the standard period of study for less than one year may be accepted for some reason.
 » “Repeated a year” means staying in the same grade, and “exceeding the standard period of study” means that the period of enrollment, including the period of leave of absence, exceeds the regular period of study.
- ※ We will update in respect with above, kindly keep check the website constantly to find out more.
- ※ We strongly recommend that you make a copy of all your application forms and additional documents. You may be requested by us to be modify/update onto your copy. Please keep your all copies safe until the result is announced.

Please make sure that depending on the undergraduate / graduate school, grade and course you belong to, the submission place and reception date will be different.

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I Notes on Tuition Fee Exemption Application

- The application for tuition fee exemption is available as Simultaneous Application, Spring Semester Application, and Fall Semester Application. Those who would like to apply for both the spring and fall semesters, please submit the Simultaneous Application once a year (in the spring semester application period). (Application must be made by the applicant themselves.)
- You are unable to apply if you are graduated, completed and to leave while the term (including absence term) even you are an eligible applicant. If you take a leave of absence or withdraw from the University before the application results are known, you will forfeit your application and must pay the tuition fee.
- During the review process, there may be instances in which documents are found to be insufficient, require further clarification, etc. and, as a result, you may be asked to submit additional documents or provide confirmation/certifications even after the period for submitting application documents has passed. So please reply promptly to any communication from the university staff. We will not be held responsible for any disadvantages applicants suffer due to failing to appropriately communicate with our staff. We will also not accept applications after the application period.
- Please note that if you do not submit missing or additional requested documents by the designated date, your application will be considered incomplete and therefore excluded.
- If forgery or any false statements are found in the submitted documents after the tuition fee exemption is approved, then this approval will be revoked and the applicant will be required to pay the tuition fee.
- Please be aware that application documents cannot be returned and used only for purposes of this apply.

II Eligibility for the Tuition Exemption Application

Undergraduate (year 2019 students or International students) or graduate students (except for auditing students, non-degree students etc.) who fall under any of the following are eligible.

- (1) Students who face difficulty in paying their tuition fee due to economic reasons (excluding loan repayment or other debt) and are recognized as having excellent academic achievements.
- (2) Students who face extreme difficulty in paying their tuition fee during the time periods designated below because their educational sponsor has died, or students who themselves and/or their educational sponsor have suffered from a natural disaster such as a storm or flood.

1) For new students starting in April	→From April 2020 - March 2021
2) For new students starting in October	→From October 2020 - September2021
3) For current students who have submitted a Simultaneous Application or Spring Semester Application	→From October 2020 - March 2021

4) For current students who have submitted a Fall Semester Application	→From April 2021 - September 2021
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(3) Circumstances similar to those indicated above and approved by the University president. (Note) Except under special circumstances, anyone with a small number of or no credits, repeating a year, or staying for longer than the standard program duration is not eligible to submit an application.

Read 【Form 11】carefully, in case you have the special reason, you must submit additional documentations. Therefore, in that case, please contact with the staff in charge at your school / graduate school before submitting your applications.

III How to Obtain the Application Forms and Complete the Application Procedures

Procedure of obtaining application forms: Print out them from the Nagoya University website.
[<http://www.nagoya-u.ac.jp/>]

> Campus Life > Scholarships And Fee Exemption > Admission / Tuition Fee Exemption

Place: Undergraduate studies:

→ Student Support Division, Education & International Affairs Department (Building 1st floor.)

Graduate studies:

→ Tuition Fee Exemption Section at your school/ graduate school.

Deadline: Varies depending on each school/graduate school. Check the bulletin board or other calendar at your school/graduate school before preparing the application. (Spring Semester: February to March, Fall Semester: End of August to End of September.)

- If you cannot submit the application by the deadline cause of sickness or other circumstances, be sure to contact us before the application period to make the necessary arrangements. Note that we cannot accept applications after the designated application period.
- If your documents are incomplete by the time of the application period, bring the documents you have completed to the designated place of submission during acceptance hours to let us know.
- After submission, we may contact you if we have questions or require more information regarding your application. Please reply to our inquiries as soon as possible. If we do not receive a reply from you, we consider you to decline the application.

IV Things to Keep in Mind Before the Results are Announced
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- Applicants for tuition exemption will be deferred from paying tuition until the application results are announced.
- Note that tuition fees once paid is non-refundable even if your application for the tuition fee exemption is approved. So, please be careful not to pay tuition fee until after the application results are announced.
- Your application will be considered withdrawn if you pay for the tuition fee before the results of the application are determined.

V Announcement of result

● Applicants must check for their application results on the bulletin board of their school/graduate school or the Nagoya University Portal website. Results will be posted in early August for the Spring Semester Application and in early December for the Fall Semester Application.

● For information on accessing the Nagoya University Portal web site, please refer to the university website.

※ We will not mail decision notifications to applicants.

● Not all applications for tuition fee exemption will be approved. Please note that in some cases, the results of the application may differ for spring and fall semesters.

● If you are not granted an exemption or are granted a half exemption, be sure to pay the tuition fee by the designated due date.

VI Applicants who Submitted the Simultaneous Application but Have Changes for the Fall semester

If anything has been changed in the content of your application occurs between the application for the spring semester (as of April 1st) and October 1st, be sure to submit the Fall Semester Change Application reflecting these changes for during the Fall Semester Application period. (e.g. changes in the commuting district, number of household members, family members receiving an education, or other significant changes such as the change of household income status at a reference date, etc.)

VII Handling of Personal Information

Personal information acquired at the time of application will be used for reviewing applications and related work, and will not be provided to outside parties without the consent of the applicant.

VIII Estimated maximum amount of income for Tuition Fee Exemption Application

In order to be granted the Tuition Fee Exemption Application, must fulfill both financial criteria and academic criteria. Among students who fulfill the Appraisal, Full Exemption is applied to only those in high financial difficulty, and Half Exemption is applied to those in less financial difficulty within the limits of the budget. Depending on the situation, some applications might not be accepted.

Estimated maximum amount of income for Tuition Fee Exemption Application

Undergraduate (Exemption Criteria)

	Salary income		Other income	
	Parents' house-NU	Other place-NU	Parents' house-NU	Other place-NU
2-person household	¥ 5.08 million	¥ 5.71 million	¥ 2.94 million	¥ 3.38 million
3-person household	¥ 5.65 million	¥ 6.28 million	¥ 3.34 million	¥ 3.78 million
4-person household	¥ 6.45 million	¥ 6.92 million	¥ 3.90 million	¥ 4.34 million

Master (Exemption Criteria)

	Salary income		Other income	
	Parents' house-NU	Other place-NU	Parents' house-NU	Other place-NU
1-person household	¥ 3.88 million	—	¥ 2.10 million	—
2-person household	¥ 5.42 million	¥ 6.05 million	¥ 3.18 million	¥ 3.62 million
3-person household	¥ 6.05 million	¥ 6.64 million	¥ 3.62 million	¥ 4.06 million
4-person household	¥ 6.78 million	¥ 7.22 million	¥ 4.20 million	¥ 4.64 million

Doctor (Exemption Criteria)

	Salary income		Other income	
	Parents' house-NU	Other place-NU	Parents' house-NU	Other place-NU
1-person household	¥ 4.91 million	—	¥ 2.82 million	—
2-person household	¥ 6.90 million	¥ 7.34 million	¥ 4.32 million	¥ 4.76 million
3-person household	¥ 7.53 million	¥ 7.97 million	¥ 4.95 million	¥ 5.39 million
4-person household	¥ 8.21 million	¥ 8.65 million	¥ 5.63 million	¥ 6.07 million

- ① This list is based on the assumption that a 1-person household is only the applicant, a 2-person household is the applicant and their spouse, a 3-person household is the applicant and parents, and a 4-person household is the applicant, parents, and a sibling who is a high school student living at home.
- ② Amount may change depending on household' situation and deductions. It is possible to receive the Tuition Fee Exemption Application even if your household income is higher than that on the list.
- ③ Here is a simplified version of the formula used to calculate Appraisal:

$$A(\text{Appraisal}) = B(\text{Income}) - C(\text{Exemptions and income deductions}) - D(\text{Basic deduction})$$
 - A . Appraisal: If it becomes negative amount, it comes under the financial criteria.
 - B . Income: Total of household income
 - Salary income: Payment amount on withholding slip
 - Other income: Income amount on income tax return
 - Others: Scholarships, Miscellaneous income, Incidental income, etc.
 - C . Exemptions and income deductions: Certain amount will be deducted in particular circumstances such as for single parent families, for families with tax student in education, etc.
 - D . Basic deduction: Certain amount will be deducted according to the position of the student (e.g. undergraduate, master, or doctor) and number of household members.

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: "Both Spring and Fall Semester Application", "Spring Semester-only Application", "Fall Semester-only Application" and "Fall Semester- change 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9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 semesters 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) ※All expenses necessary for the applicant (and spouse) to live are covered by themselves without assistance from parents, etc.
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 (下記※1～4を記入してください) / 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	研究科	専攻	修士課程 Master's Course	博士課程 Doctoral Course
				※2	
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※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	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	住所 Address	電話番号 Phone		

- #### 4. Reason for application

②② If a household supporter living in Japan (parents living in Japan) is unemployed or close to it and has no or close ordinary income, the method of living and the source of living expenses are described into **【Form 5】 STATEMENT**, please fill in specifically.

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

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

- Member who falls under the category ② or ③ in the above table is counted as members of household (as in the number of family member). In that case, various certification documents concerning that person must be submitted.
- 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を眺んでから記入してください) / 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			

- ① 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.
- ② 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])
- ③ Of the family, please circle principal earner and make X for separated member in specified field.
- ④ 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.
- ⑤ 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.).
- ⑥ About employment date: fill in year and month when you started the job accurately. (it is not term of office)
- ⑦ Work place should be written “○○.Ltd, ○○store” and so on.
*if you have multiple jobs, you must fill in all of them.

(2) Self-supporting student

- ① 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.
- ② Among the Undergraduate student, you are certified the Self-supporting student, if you follow all in below.

- 1) The student (or a spouse must) must have income for which income tax returns are filled and income certificates are issued
- 2) Lives separately from their parents (must different address from yours)
- 3) 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】に学状況申告書を提出してください(申請者本人は不要))									
続柄	氏名/Name	年齢	在学学校名/School	学年	通学区分	申請時に通学予定の場合 はチェック Tick ✓ if he/she is not enrolled at the time of application			
本人 Applicant			名古屋大学/Nagoya University	学部・研究科 (Graduate) School	自宅/Home				
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"			National Public		自宅/Home				
			Private		自宅外/Others				
			National Public		自宅/Home				
			Private		自宅外/Others				
			National Public		自宅/Home				
			Private		自宅外/Others				
			National Public		自宅/Home				
			Private		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(下図表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(または世帯主を除く)に記入してください(申請者本人は不要) (Please circle principal earner and make X for excepted 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) Work place: /s (if places you work)				
(原則) 本人 Applicant	〇 李 炳基	30	Part-time lecturer	(西暦) 2020年 4月	ABC University				
世帯主 Householder	李 炳基	29	lecturer	(西暦) 2020年 10月	B English language school				
(就学者を除く) student in education except compulsory education)	子	3		(西暦) 年 月					
世帯主を除く Householder	父			(西暦) 年 月					
(父母が日本に 居住している場 合) / Applicant's parent resident in Japan)	母			(西暦) 年 月					
世帯主 Householder				(西暦) 年 月					

April 2021-Current: Nagoya University Graduate School of Engineering

Pay slip 2020 of company D for her.

世帯構成状況(下記記入→0は該当でなく記入してください)/Household Financial Situation (read carefully and fill in)							
記号を必ず読み取り、主たる世帯主の印に印し、別居者×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	就労年月 Started work	勤務先住所 Work place	勤務先住所が日本ではあるか Is it places you have?
(原則) 家計支持者 Partner	本人 Applicant				西暦 年 月		
	配偶者 Husband				西暦 年 月		
就学支費者(X) student in education except compulsory education	学生 Student				西暦 年 月		
					西暦 年 月		
親計支持者による 扶養者 Parental support	扶養者 Supporter				西暦 年 月		
父が世帯に 居住していません Father/Applieant's parent resident in Japan	父 Father	O Willard Carol Smith	55	office worker	西暦 2016 年 4 月		Company C
	母 Mother	X Jade Karen Pinkett	49	office worker	西暦 2019 年 10 月		Company D
家計支持者							

令和 2 年分 給与所得の源泉徴収票

支払 先 名 義 所	愛知県名古屋市千種区不老町123	<div style="border: 1px solid black; padding: 2px;"> <div style="display: flex; justify-content: space-between;"> 氏名 〒113-8501 </div> <div style="display: flex; justify-content: space-between;"> 姓 名 大 太郎 フリガナ メイタロウ </div> </div>			
	種 別	支 払 金 額	給与所得控除後の金額	所得控除の額の合計額	源泉徴収額
	給料・賞与	4,942,096	3,412,000	2,450,000	49,100

☐ 標準税率適用の命額
 ☐ 生命保険料等の命額
 ☐ 地震保険料等の命額
 ☐ 住宅ローン金利控除の命額

配偶者 氏名 大 花子 フリガナ メイダイ ハナコ	収入金額 330,000	所得金額 330,000	源泉徴収額 330,000	控除率 100%
配偶者 氏名 大 風子 フリガナ メイダイ フウコ	収入金額 330,000	所得金額 330,000	源泉徴収額 330,000	控除率 100%
配偶者 氏名 大 一郎 フリガナ メイダイ イチロウ	収入金額 330,000	所得金額 330,000	源泉徴収額 330,000	控除率 100%
配偶者 氏名 大 月子 フリガナ メイダイ ユウジ	収入金額 330,000	所得金額 330,000	源泉徴収額 330,000	控除率 100%
配偶者 氏名 大 なつ フリガナ メイダイ ナツ	収入金額 330,000	所得金額 330,000	源泉徴収額 330,000	控除率 100%

(配偶者や親族に関する事項 (節一節))

氏 名	生 年 月 日	所得金額	源泉徴収額	控除率
大 花子	47. 11. 3	330,000	330,000	100%
大 風子	10. 7. 19	330,000	330,000	100%
大 一郎	12. 5. 5	330,000	330,000	100%
大 月子	17. 8. 11	330,000	330,000	100%
大 なつ	20. 9. 20	330,000	330,000	100%

令和 0 年分の源泉徴収の確定申告書 B

F A 2 3 0 0

氏 名 大 太郎	所得金額 3,412,000	源泉徴収額 49,100	控除率 100%
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【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	<input checked="" type="checkbox"/> 有 <input type="checkbox"/> 無 <input type="checkbox"/> 未定 (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	円	(印)

【Form7】 Financial Status Report

International students need to submit.

- ① Fill in your expected income and expenditure precisely.
(Spring Semester - only: April ~ September 2021, Spring and Fall semester: April 2021 ~ March 2022, Fall Semester - only: October 2021 ~ March 2022)
- 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.

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

⟨required documentation⟩

2021年度(2021年4月～2022年3月)【平均月額】				収入		支出	
【TA】	円	【RA】	円	【フューナー】	円		円
6,500		決定・申請中		6,500		運営費 ※別途金額は問い合わせることがあります。	38,000
※経路費 ※経路費 ※経路費がわかると事務の処理を決定すること							
アルバイト収入(証明がでるもの)		決定・申請中				ルームシェア ※別紙を提出すること	45,000
和紙発: ユニクロ本店						自転車予定 月 ※転送待ちになること	
和紙発: 2020年10月～							
期間: 年月～年月				50,000		実働水電 ● 電気 3,500 円 ● ガス 2,500 円 ● 水道 2,000 円	
※別紙1-1、別紙2-1、直業収収のいずれかを提出すること							
※費用収収を提出する場合は、費用収収、月の動きや定時間、時給等がわかると事務の処理を決定すること						合付付(月)米満はそれを 用いる(確定申告を提出すること)	9,000
アルバイト収入(証明がでるもの)						通信費 ※携帯電話代など毎月の 支払いでよいものも記入	3,000
例)海外での収入の為証明がない、日本国内の収入だが証明を提出できない						授業料	44,650
母子名称						給食費、書籍費	5,000
既済書学生学費返戻金						通学費	
和紙発: 年月～年月						日常生活費 日用品(食料、衣類)	2,000
期間: ASCE 団体 年月～年月						健康保険料・医療費	3,000
和紙発: 2021年 4月～ 2022年 3月 月額 10万円							
決定・申請中							
母子名称:				100,000			
和紙発: 年月～年月							
期間: 年月～年月							
※経路費(大抵を提出していい)母子名称は提出した金額を提出すること							
と送り 100,000円				100,000			
決定・申請中							
母子名称:							
和紙発: 年月～年月							
期間: 年月～年月							
※仕事(都合)は通業費等、関係者は費用決定通知書等を提出すること							
その他							
				合計			合計
				256,500			149,650

⟨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.

[illegible]

⟨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]

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 are confirmed 【Form 8-1】 by your employer.
- ※ You may be requested a statement for the reason. If the annual amount of income stated in Attachment 7, Attachment 8-1 and Attachment 8-2 is significantly less than the amount of income on your income Certificate 2021 (content of 2020 income).

【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 illness, duration of hospital stay, and hospital name)

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		
	Year	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 (Issued within 3 months) A resident record that resides after the time of application as of 1st April or 1st October is required. If you plan to move and cannot submit it at the time of application, submit it as soon as it is issued.	<ul style="list-style-type: none"> • Written all your family members and status of residence required. • Must NOT show “MY NUMBER” on it.

※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	<p>Tuition Fee Exemption Application 2021 for Law School.</p>

※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)	<p>Started before 1st January 2020 →</p> <p>Started after 2nd January 2020 →</p>	<p>→ Withholding slip for the previous year (copy)</p> <p>→【Form 4】Expecting income certification</p>	Office
●	Income other than salary e.g. self-employed	Filed a tax refund	Income tax return for the previous year (copy) (*Page1 with reception stamp)	Tax office, Municipality

	Salaried workers who declare a tax return properly.	Declare to office, Municipality	prefectural tax of the year	
△	Got or changed job in the middle of the previous year or in this year	<p>changed before 1st January 2020 →</p> <p>changed after 2nd January 2020 →</p>	<p>One of following documents: 【Form4】Salary Prospects Certificate, Withholding slip for 2019 (copy), or Annual prospective account of income and expenditure</p> <p>Expecting income of year (Free format)</p>	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		<p>Certificate of Eligibility for Employment Insurance (copy) *make copies of both sides</p>	Public Employment Security Office
●	Leave of absence		<p>Certificate of leave *In the case that you are paid allowance during the period, attach document certifying amount of the allowance.</p>	Office
△	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 when the widow/widower deduction , single parent is checked)	

		<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	Physical disability certificate (copy), Rehabilitation certificate (copy), Psychiatric disorders certificate (copy)	
△	Households that have suffered from storms, flooding, or other disaster	Disaster Victim Certificate; Documents stating the total cost of damages; Documents stating property or other insurance payment (compensation) (A quotation is NOT allowed)	Fire Department, Municipal Government, Insurance Company
●	【Form11】 inevitable Reason Certification of Holdover	Must submit when you apply for.	

Checklist of Nagoya University Tuition Fee Exemption Apply 2021 【For International Student】

学部 School of	学科・専攻 Department・Major	学生番号 Student ID No.	電話番号 Phone
研究科 Graduate School of	<input type="checkbox"/> 学士(Bachelor) <input type="checkbox"/> 博士前期・修士(Master) <input type="checkbox"/> 博士後期・医学博士(Doctor)	課程 Course	年 Year
		申請者氏名 Student Name (printed)	

Kindly read through and find out required documents below, make sure tick on 「Applicant tick✓」 with your all additional documents onto this checklist before your apply at the end. This checklist must submit with your all application as well.

No.	NEED TO SUBMIT	Applicable Confirmation	Documents that need to be submitted	Things To Confirmation	Applicant tick✓	Expect submission date (unable to submit by due date)	University tick✓	University Use Only
①	All		Checklist of Nagoya University Tuition Fee Exemption Apply 2021 【For international Student】 (This form)		<input type="checkbox"/>		<input type="checkbox"/>	
②	All		【Form 1】 Nagoya University Tuition Fee Exemption Application Form 【For International Student】		<input type="checkbox"/>		<input type="checkbox"/>	
③	All		Certificate of Residence for all family members resident in Japan ※ A resident card that resides after the time of application (October 1) is required. If you plan to move and cannot submit it at the time of application, submit it as soon as it is issued.	Written all your family members and status of residence, issued within 3 months. Must NOT be shown "MY NUMBER" on "NUMBER" on it.	<input type="checkbox"/>		<input type="checkbox"/>	
④	All		Apartment rental contract(copy)(The contract period is within the term as of 1st October 2021)※Except students living in the dormitory of Nagoya University	Including contactor's name, address, amount of the rent and contract period. If you share a house with your friend(s), let us now the their information.	<input type="checkbox"/>		<input type="checkbox"/>	
⑤	All		【Form2】 Applicant's Academic History and Employment History	Fill in academic history and employment history from graduation of high school to current entrance.	<input type="checkbox"/>		<input type="checkbox"/>	
⑥	All		【Form7】 Financial Status Report	Housing expenses are the total amount of rent and Kyoeki-hi. If you share a room, the rent must be the amount paid by the applicant.	<input type="checkbox"/>		<input type="checkbox"/>	
⑦	As a general rule, for international students, the applicant (and spouse) is(are) a household supporter(s). Tick✓ Applicable items for the applicant and the applicant's spouse.	<input type="checkbox"/>	Certificate on income (depending on house holder or financial situation, you must tick ✓ specific section in below.	Required documentation of house hold. International Student Applicant (and spouse) in general, however must be parent resident in Japan	<input type="checkbox"/>		<input type="checkbox"/>	
		<input type="checkbox"/>	Absent from work		<input type="checkbox"/>		<input type="checkbox"/>	
		<input type="checkbox"/>	Scholarship which Not applying through the University		<input type="checkbox"/>		<input type="checkbox"/>	
		<input type="checkbox"/>	JSPS Research Fellow (applicant or spouse)		<input type="checkbox"/>		<input type="checkbox"/>	
		<input type="checkbox"/>	Employee at Nagoya University or other universities (applicant or spouse)	Working over 2021, all required documents below page 12 must be 2021.	<input type="checkbox"/>		<input type="checkbox"/>	
		<input type="checkbox"/>	TA-RA	Working over 2021, all required documents below page 12 must be 2021.	<input type="checkbox"/>		<input type="checkbox"/>	
		To submit additional financial documentation below.						
		<input type="checkbox"/> Applicant (or spouse) is householder.						
		<input type="checkbox"/>	International students with part-time job income	【Form8-1】Part-Time Job Payment Certificate, or 【Form8-2】Monthly Payment Details of Part-Time Job (for 3 months)	Earning less than 3 months, ask your employer to get the certification of expecting income from April for 3 months for applying Spring Semester.	<input type="checkbox"/>		
		<input type="checkbox"/>	Income other than salary e.g. self-employed	Copy of Income tax return 2020 (copy of Tables 1 and 2 are required submissions.)	Reception stamped required in general. Un-reception stampable, make sure "No difference from the original" with your signature and seal on the bottom right. Requested via online application system, printed confirmation email at the same time.	<input type="checkbox"/>		
		<input type="checkbox"/>	Salaried workers who declare a tax return properly			<input type="checkbox"/>		
		<input type="checkbox"/> Applicant (or spouse) is not house hold, is one of family resident in Japan (e.g. parent)						
		<input type="checkbox"/>	Salary income (Started before 1st January 2020)	Withholding slip for the previous year (copy) (all places where you work)	Number of deductible dependent relatives on Pay Slip must be the same as 【Form 1】 5. Household Financial Situation. Discrepancy founded - To add 【Form 5】 Statement as well.	<input type="checkbox"/>		<input type="checkbox"/>
		<input type="checkbox"/>	Salary income (Started before 2nd January 2020)	【Form 4】 Expecting income certification		<input type="checkbox"/>		<input type="checkbox"/>
		<input type="checkbox"/>	Income other than salary e.g. self-employed	Withholding slip for the previous year (copy) (former and current)		<input type="checkbox"/>		<input type="checkbox"/>
		<input type="checkbox"/>	Salaried workers who declare a tax return properly	Resignation Certificate of former work place		<input type="checkbox"/>		<input type="checkbox"/>
		<input type="checkbox"/>	Got or changed job in the middle of the previous year or in this year	Copy of Income tax return 2020 (copy of Tables 1 and 2 are required submissions.)	Reception stamped required in general. Un-reception stampable, make sure "No difference from the original" with your signature and seal on the bottom right. Requested via online application system, printed confirmation email at the same time.	<input type="checkbox"/>		<input type="checkbox"/>
		<input type="checkbox"/>	Retired or closed their business on or after 1st January 2020			<input type="checkbox"/>		<input type="checkbox"/>
		<input type="checkbox"/>	Recipient of unemployment compensation			<input type="checkbox"/>		<input type="checkbox"/>
		<input type="checkbox"/>	Recipient of Sickness benefits			<input type="checkbox"/>		<input type="checkbox"/>
⑧	APPLICABLE	<input type="checkbox"/>	Single parent household			<input type="checkbox"/>		<input type="checkbox"/>
⑨		<input type="checkbox"/>	Person with disabilities			<input type="checkbox"/>		<input type="checkbox"/>
⑩		<input type="checkbox"/>	Student in education except compulsory education			<input type="checkbox"/>		<input type="checkbox"/>
⑪		<input type="checkbox"/>	Households that have suffered from storms, flooding, or other disasters			<input type="checkbox"/>		<input type="checkbox"/>
⑫		<input type="checkbox"/>	Specific circumstances			<input type="checkbox"/>		<input type="checkbox"/>
⑬		<input type="checkbox"/>	Holdover, over average course term	【Form 11】 Inevitable Reason Certification of holdover	Signature and seal by supervisor or faculty are required	<input type="checkbox"/>		<input type="checkbox"/>
⑭	ALL※	<input type="checkbox"/>	Resident registered on or before 31st December 2020	【Form 1-2】 Submission Form for Income Certificate Income/taxation certificates 2020	Must submit by 22nd June 2021 with【Form 1-2】 Certification shown description; income, earnings, prefectural tax, number of deductible dependent relatives, and so on. Or, Certification of income and Income/taxation certificates issued by Ward Office.	<input type="checkbox"/>	※	<input type="checkbox"/>
⑮	ALL※	<input type="checkbox"/>	Resident registered after 1st January 2020	Unrequired	If you do not have a resident registration in Japan on 1st January 2021, you will not be issued it, so you do not need to submit it.	<input type="checkbox"/>		<input type="checkbox"/>
★We strongly recommend that you make a copy of all your application forms and additional documents before you submit. You may be requested by us to be modify/update onto your copy. Please keep your all copies safe until the result is announced.					<input type="checkbox"/>		<input type="checkbox"/>	

名古屋大学授業料免除申請書
【私費外国人留学生(在留資格が「留学」の者)用】
Nagoya University Tuition Fee Exemption Application Form
【For Privately financed international students】

名古屋大学総長 殿

To: the President of Nagoya

2021年10月 1日

下記のとおり授業料免除を受けたいので、別紙関係書類を添えて申請します。

I hereby apply for Tuition Fee Exemption of FY2021 with required documents attached.

※ 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✓をしてください。

授業料免除申請資格 / Qualifications for application (tick✓ the Qualification of your application)

☐ 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資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, storm August and September 2019, heavy rain July 2020)

【用語解説】

★学資負担者: 学部、研究科に在学または在籍する者の学資を主として負担している者

★家計支持者: 申請者(及び配偶者)又は日本に居住している申請者の父母

この別紙1に記入されている情報の証明として別紙2以下の提出を求めます。以下の1.～5.について該当項目は全て記入し、それに伴う別紙及び証明書類を必ず添付してください。添付書類は申請要領及び記入上の注意をよく読んで確認してください。You should read the instructions carefully. Fill in all 1-5, you must submit additional documents. We ask you [Form 2] and after to confirm informations on this [Form 1].

1. 申請区分 (該当する申請区分に✓してください) / Application Category (tick✓ the category of your application)

<input type="checkbox"/>	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
<input type="checkbox"/>	② 前期(春学期)分のみ / Spring semester-only Application ▶当該年9月まで卒業(修了)予定、後期は休学などで在学しないことが決まっている	
<input type="checkbox"/>	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
<input type="checkbox"/>	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	

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 checked="" type="checkbox"/> 一般 / General student	<input checked="" type="checkbox"/> 独立生計 / Self-supported student	<input type="checkbox"/> 私費外国人留学生 / International student
--	---	---

3. 申請者氏名等 (下記※1～4を読んでから記入してください) / Applicant's information (read 1-4 carefully and chose)

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 4月 ・ 10月 入学・編入学 Entry・Transfer	
所属 faculty	学部 School	学科 Department		年 grade	
	研究科 Graduate School	専攻 Major		Master course	Doctoral Course ※2
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※4 Mobile phone			
申請者の父母が母国にいる場合 記入してください。if your parent(s) resident in home country, fill in their information. →	氏名 Name			電話番号 Phone	
	住所 Address	〒 -			
申請者の父母が日本に居住している場合、記入してください。if your parent(s) resident in Japan, fill in their information. →	氏名 Name			電話番号 Phone	
	住所 Address	〒 -			

※1 Fill in the year of your admission, circle your admission month and type of your admission.

※2 Circle your course.

※3 Fill in the place of your residence on the application date.(April 1st or October 1st)

※4 Be sure to fill in your contact information that can be contacted as it is necessary for confirming the application contents and requesting missing documents.

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 three 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 house holder (your parent(s) resident in japan) is unemployed or have no income, fill in the 【Form 5】 about former and current work financial situation.

5. 世帯構成状況(下記※1～6を読んでから記入してください) /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 ※4	就職年月 Started work ※5	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	
就学者を除く家計支持者による扶養者 Those who are dependent on household supporters, excluding those who are in school	※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	

b. 就学者(義務教育を除く就学者がいる場合は【別紙3】在学状況申告書を提出してください(申請者本人は不要)) /Students in education (If you have a student in education other than compulsory education, please submit Form3.(Applicant not required))

	続 柄	氏 名 /Name	年齢	在 学 学 校 名 /School	学年	通学区分 ※6	申請時に進学予定の場合はチェック Tick ✓ if he/she is not enrolled at the time of application
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"	本人 Applicant			名古屋大学 /Nagoya University 学部・研究科 (Graduate) School		自 宅 /Home 自宅外 /Others	
				National Public Private		自 宅 /Home 自宅外 /Others	
				National Public Private		自 宅 /Home 自宅外 /Others	
				National Public Private		自 宅 /Home 自宅外 /Others	
				National Public Private		自 宅 /Home 自宅外 /Others	

- ※1 申請者本人又は申請者の配偶者が扶養している者を記入、申請者本人の父母が日本にいる場合はその父母が扶養している者を記入すること /Fill in household supporters' dependent of applicant or partner of applicant, and If the parent/s have a dependent as well.
- ※2 私費外国人留学生は、父母が日本国内に居住している場合のみ記入すること /Fill in, if your parents resident in Japan.
- ※3 日本に居住している父母以外が家計支持者の場合に記入すること /Fill in if the house holder is not your parents resident in Japan
- ※4 無職、専業主婦、年金受給、予備校生等無収入者も必ず記入すること /Be sure to fill in non-income earners such as unemployed, full-time housewives, pensioners, and preparatory school students.
- ※5 就職年月により別途、別紙4～8や所得に関する必要書類が異なるため記入要領などをよく確認すること。 /You must submit additional documents depending on individual circumstances. Please read the instructions carefully.
- ※6 該当する方を○で囲むこと 私費外国人留学生は原則「自宅」です。日本に居住している父母と申請者が別居している場合のみ「自宅外」となります /Select and circle item. International student must commute from「home」in principle. Separately live from parents resident in Japan, then it must be from「Others」

<大学記入欄 /University use only>

申請者本人の学歴及び職歴

Applicant's Academic History and Employment History

学生番号 Student Number							
申請者氏名 Name (Printed)							

1. 申請資格の確認等に必要です。
This sheet is necessary for confirmation of the applicant's eligibility.
2. 高等学校卒業から現在の課程に入学するまで、空白期間のないように学歴及び職歴を記入してください。
Enter your academic history after high school graduation. Do not leave any periods unaccounted for.

學歷 / Academic History

[illegible]

職 歷 / Employment History

[illegible]

2021年10月1日

School Identification

Student number										Name (Printed)	
----------------	--	--	--	--	--	--	--	--	--	----------------	--

Name of enrolled student					Relationship with applicant	
Commuting Type	School Type					
<input type="checkbox"/> Parents' house <input type="checkbox"/> Other place	<input type="checkbox"/> National	<input type="checkbox"/> University・College	<input type="checkbox"/> Highschool	<input type="checkbox"/> College of technology		
	<input type="checkbox"/> Public	<input type="checkbox"/> Specialized Training College (Postsecondary)	<input type="checkbox"/> Specialized Training College (UpperSecondary)	<input type="checkbox"/> Specialized Training College (General)		
	<input type="checkbox"/> Private	<input type="checkbox"/> Academy				
<p align="center">Attach a copy of student ID card. A copy necessarily includes expiration date part. ※If there is no expiration date on front side or both sides, attach copies of both sides.</p> <p>If your student ID card does not have an expiration date, please submit a certificate of enrollment(original) issued after 1st October 2021. ※If there is no renewal, please submit it by middle of October when it is ready, or submit the certificate of enrollment (original) issued after 1st October 2021.</p> <p align="center">※In compulsory education it is not necessary to submit.</p>						

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Name of enrolled student					Relationship with applicant	
Commuting Type	School Type					
<input type="checkbox"/> Parents' house <input type="checkbox"/> Other place	<input type="checkbox"/> National	<input type="checkbox"/> University・College	<input type="checkbox"/> Highschool	<input type="checkbox"/> College of technology		
	<input type="checkbox"/> Public	<input type="checkbox"/> Specialized Training College (Postsecondary)	<input type="checkbox"/> Specialized Training College (UpperSecondary)	<input type="checkbox"/> Specialized Training College (General)		
	<input type="checkbox"/> Private	<input type="checkbox"/> Academy				
<p align="center">Attach a copy of student ID card. A copy necessarily includes expiration date part. ※If there is no expiration date on front side or both sides, attach copies of both sides.</p> <p>If your student ID card does not have an expiration date, please submit a certificate of enrollment(original) issued after 1st October 2021. ※If there is no renewal, please submit it by middle of October when it is ready, or submit the certificate of enrollment (original) issued after 1st October 2021.</p> <p align="center">※In compulsory education it is not necessary to submit.</p>						

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給 与 見 込 証 明 書

名古屋大学総長 殿

学生番号 Student Number									
申請者氏名 Name (Printed)									

【雇用先証明欄】

下記事項(太枠内)について証明願います。

在 職 者 氏 名			申 請 者 と の 続 柄	
就職(転職)年月日	年 月 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 □無 □未定 (有の場合: 年 回 合計 ヶ月)			
給与・賞与支給額(税込、円) [但し2021年 月以降は見込み額]				
勤労月	金 額	勤労月	金 額	
年 1月		年 7月		
年 2月		年 8月		
年 3月		年 9月		
年 4月		年10月		
年 5月		年11月		
年 6月		年12月		
賞 与 年 月		賞 与 年 月		
		合 計		

※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。

上記のとおり証明します。

年 月 日

〔証明者〕 事業所所在地

事業所名



[注意事項]

1. この証明書は、2020年1月以降、就職・転職、開業、雇用形態が変化した者について、現在の収入金額により、年間収入金額を計算するために必要とするものです。
2. 2020年1月以降に就職・転職等をした場合は、2020年分源泉徴収票の写、所得を証明する書類等とともに、前職を辞めた事を証明する書類を提出してください。
3. 自営等の場合で、第三者の証明が受けられない場合は、年間の収支見込計算書(様式自由)を添付の上、家計支持者が証明してください。

※ 用紙が不足する場合は、適宜複写して使用してください。

申 立 書

名古屋大学総長 殿

2021年10月 1日

学生番号									
申請者氏名									

この申立書は別紙1の内容について、特に説明が必要な事柄を記入するものです。
 該当項目に✓を入れてください。また、その項目の申立を証明できる資料を添付してください。

授業料 免除申請について、以下の項目について申立をします。

☐ 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	円	印
ルームメイト1	円	印
ルームメイト2	円	印
ルームメイト3	円	印

☐ 家計支持者が無職又はそれに近い状態であって、経常的収入が皆無又はそれに近い状態について、理由・退職等の年月日・生活費の出所は以下のとおりです。

※援助金がある場合は、援助の年額を援助者が申立者として記入してください

※援助金および預貯金以外の生活費の出所については申し立て内容を証明できる書類を添付してください

申請者との続柄	申立者氏名	印
対象: 家計支持者、援助者(援助の場合)		
申立理由		

☐ 家計支持者の源泉徴収票または確定申告書の扶養親族と「別紙1.家族構成状況」欄に記載した家族に違いがある理由は以下のとおりです。

※理由を証明できる書類を添付してください。

(例) 姉が退職し2021年2月に扶養に入った場合⇒姉の退職証明書など

(例) 兄が就職し2021年4月から扶養を外れる場合⇒兄の就職内定通知など

申請者との続柄	申立者氏名	印
対象: 家計支持者		
申立理由		

☐ その他

申請者との続柄	申立者氏名	印
申立理由		

経済生活状況申告書 FINANCIAL REPORTS

私の世帯の経済生活状況等は、下記のとおりであることを申告します。
I make a report about the financial situation of my household in below.

2021年10月1日

学生番号 Student Number									
申請者氏名 Applicant Name									

2021年度(2021年10月～2022年3月/October 2021～March 2022) [平均月額/Monthly Average]

収入 / INCOME			支出 / EXPENDITURE	
【Teaching Assistant】 決定 / Hiring ・ 申請中 Applying 円 ※受給期間・採用時間数・受給金額等がわかる書類の写しを添付すること / If you get salaries of TA, RA, tutor, attach a copy of the documents that clarified the period, hours, amount paid, etc.	【Research Assistant】 決定 / Hiring ・ 申請中 Applying 円 ※別紙8-1、別紙8-2、源泉徴収票等を提出すること / Submit Form 8-1, Form 8-2, or withholding slip, etc. ※雇用契約書を提出する場合は、雇用期間、月の勤務予定時間、時給等がわかるものを提出してください。また、雇用期間が切れている書類は無効です。 / Period of employment, expecting working hours, wages must be written on Employment agreement. Contract that has expired is invalid.	【チューター Tutor】 決定 / Hiring ・ 申請中 Applying 円 ※別紙8-1、別紙8-2、源泉徴収票等を提出すること / Submit Form 8-1, Form 8-2, or withholding slip, etc. ※雇用契約書を提出する場合は、雇用期間、月の勤務予定時間、時給等がわかるものを提出してください。また、雇用期間が切れている書類は無効です。 / Period of employment, expecting working hours, wages must be written on Employment agreement. Contract that has expired is invalid.	食費 / Food expenses ※過少金額は確認します。 We will Check underestimation. 円	
アルバイト収入(証明あり) / Part-time income (With certificate attached) 勤務先 / place of work: 期間 / Term: 年/year 月/month～ 年/year 月/month 勤務先 / place of work: 期間 / Term: 年/year 月/month～ 年/year 月/month ※別紙8-1、別紙8-2、源泉徴収票等を提出すること / Submit Form 8-1, Form 8-2, or withholding slip, etc. ※雇用契約書を提出する場合は、雇用期間、月の勤務予定時間、時給等がわかるものを提出してください。また、雇用期間が切れている書類は無効です。 / Period of employment, expecting working hours, wages must be written on Employment agreement. Contract that has expired is invalid.			住居費 / Housing expenses □ルームシェア/room share ※別紙5提出/With Form5 □転居予定/Moving 月 ※完了報告/Report after moving 円	
アルバイト収入(証明なし) / Part-time income (No certificate attached) 勤務先 / place of work: 期間 / Term: 年/year 月/month～ 年/year 月/month (例) 海外での収入の証明が難しい、日本国内の収入だが証明書類を提出できない等 / e.g. Unable to certify cause of income was earned outside Japan. Unable to get certification of income earned in Japan.			光熱水費 / Utility costs 電気/electric 円 ガス/Gas 円 水道/Water 円 ※合計7千円未満はそれを証明する領収書を添付すること If the total amount is less than 7,000 yen, attach a receipt to prove it. 円	
奨学金 / Scholarship 私費留学生学習奨励費/Honors Scholarships (Gakushu Shoreit) 金額: 円yen/月month 期間/Term: 年/year 月/month～ 年/year 月/month Adopted ・ Applying 奨学金名称 / Title of Scholarship: 金額: 円yen/月month 期間/Term: 年/year 月/month～ 年/year 月/month Adopted ・ Applying 奨学金名称 / Title of Scholarship: 金額: 円yen/月month 期間/Term: 年/year 月/month～ 年/year 月/month Adopted ・ Applying ※直接応募等の大学を経由していない奨学金は採用決定通知書を添付すること Attach the acceptance letter of scholarship which Not applying through the university			通信費/Communication costs ※携帯電話代など母国での支払いでも要記入/Also fill in payments in your home country such as mobile phone charges. 円	
仕送り/Money from Family (From) 円yen (From) 借入/Borrowing (From) 円yen (From) 貯金/Savings 円yen			授業料 / Tuition Fee Include in total spending 44,650 円	
配偶者の収入 / Income of spouse 勤務先 / place of work : 期間/Term: 年/year 月/month～ 年/year 月/month 奨学金名称 / Title of Scholarship: 期間/Term: 年/year 月/month～ 年/year 月/month ※仕事の場合は源泉徴収票等、奨学金は採用決定通知書を添付すること To confirm, withholding slip for income from work, acceptance letter for income from scholarship.			勉学費、書籍費 / School Supplies 円	
その他 / Others			通学費 / Commute expenses 円	
			日常生活費 / Basic living expenses 日用雑貨費・衣料費等 Daily goods, clothing, etc. 円	
			健康保険料・医療費 / Medical expenses 円	
			その他 / Others 貯金・渡航費など /Saving, travel expenses 円	
			合計 / Total 円	合計 / Total 円

[注意事項]

※この申告書は決定・予定(申請中含む)のものをすべてを記載してください。記載内容に変更があった場合、10月中旬までに申し出てください。Please include all decisions and schedules (including pending applications) in this form. If there are any changes to the information, please contact us by middle of October.

1. 日本での一般的な常識的生活を維持する収入及び支出を前提として、それぞれの月額を記入してください。

Fill in each monthly expenditure on the assumption that you lead a commonsensible life with your income/expenditure.

2. 入学料は含めないで記入してください。It must not be included admission fee.

3. 収入合計≥支出合計となるように記入してください。The total income must be greater than or equal to the total expenditure.

4. 収入は申請中のものも全て記入してください。Fill in all the income you are applying for.

5. 本学に通う同一生計者と収支が同額になるようにしてください。同一生計者が後期変更や後期のみ申請する場合は特に注意してください。

Make sure that the income and expenditure is the same as that of the same livelihood attending Nagoya University. Be especially careful if the same livelihood applies for Fall Semester tuition exemption.

※指導教員・当該学生の実生活状況をよく知っている先生方へ

以下の1及び2について確認し、□に✓を入れてください。不適切な場合は、当該学生に修正指導をしてください。

- ☐ 1. 日本での一般的な常識的生活を維持する収入及び支出を前提として書かれている
☐ 2. 収入合計≥支出合計となるように記入されている

上記の通り、当該学生の実生活状況(収入・支出)を確認しました。

(教員氏名)

給与支給(予定)証明書 Part-time Job Payment Certificate

名古屋大学総長 殿

学生番号 Student ID No.									
申請者氏名 Student Name									

給与支給責任者の方へ、記入上のお願い

- 以下①～④を記入してください。必ず雇用先の方が記入してください。
Please fill in the following ① to ④. These columns must be completed by the payroll manager.
- 給与額は、通勤費を除いた税込額で記入してください。
Please write the amount excluded commuting expenses from salary and including tax as your salary.
- 支給実績がない場合は、支給予定を記入してください。
Please fill in the payment plan, if the worker don't have the work record in the three months.

① 就業者氏名 Worker's Name			
② 種類 Type of Part-time Job	一般アルバイト ・ 家庭教師 A general Part-time Job ・ Home teacher		
③ 期間 Period of Part-time Job	年 月 ～ 継続 ・ 退職 (年 月) Year Month ~ Continued ・ Retired (Year Month)		
④ 給与 Salary (申請前最近3ヶ月分) (For the previous 3 months)	年 月分 (for	year month)	円JPY
	年 月分 (for	year month)	円JPY
	年 月分 (for	year month)	円JPY
	3ヶ月分合計 (Total of 3 month)		円JPY

⑤ 上記のとおり証明します。

年 月 日

給与支給責任者
the payroll manager

所在地・住所
Location/Address

事業所名・店名
Office/Shop Name

氏名 NAME

印

[注意事項 / Note]

- この様式は、雇用主(給与支給責任者)に記入してもらってください。※申請者記入不可
This Form should be filled out by the employer (the Payroll Manager).
- この様式を提出した場合は、様式8-2及び支払明細書等は不要です。
Those who submit Form8-1 are not required to submit Form8-2 and your salary payment etc.
- 2カ所以上でアルバイト等をしている場合は、必要な枚数を印刷してください。
If the applicant has more than 2 part-time jobs, please print the necessary number of this Form.

給与(アルバイト等(3ヶ月分))明細書貼付用紙

Monthly Payment Details of Part-Time Job (for 3 months)

学生番号 Student ID No.									
申請者氏名 Student Name									

2021 年 10 月 1 日

アルバイトの種類 Type of Part-time Job	※				
期 間 Period of Part-time Job	年 Year	月 Month	～ ～	継続 Continued	退職 (年 月) Retired (Year Month)
給 与 (通勤費を除く) Salary (without transportation)	※	年	月分 (for	year month)	円JPY
		年	月分 (for	year month)	円JPY
		年	月分 (for	year month)	円JPY
		ヶ月分合計 (Total of			month) 円JPY

※印箇所は、記入して下さい。 Please fill in the column marked.

給与(アルバイト等(3ヶ月分))明細書を添付してください。

最近の3ヶ月の支払金額が分かる書類。

Please attach the details of salaries payment (for 3 months) (part-time job etc.)

給与明細には、勤務先名、学生氏名、支給期間、支給金額が明記されていること。

The attached details of salaries pament (for 3 months) should clearly indicate your name, work place, payment period, and payment amount.

[注意事項 / Note]

- この様式を提出した場合は、様式8-1は不要です。

Those who submit Form8-2 are not required to submit Form8-1.

- 2カ所以上でアルバイト等をしている場合は、必要な枚数を印刷してください。

If the applicant has more than 2 part-time jobs, please print the necessary number of this Form.

修業年限超過の理由書 (Inevitable Reason)

留年者、標準修業年限超過者は、原則として、授業料免除の対象としませんが、病気、出産、交換留学等の特別な事由がある場合は、免除の対象として認められる場合があります。経済的に授業料納付が困難だが、やむを得ない事由により留年又は標準修業年限超過となった者は、この様式に、やむを得ない事由を証明する書類を添付の上、提出してください。

Students who are enrolled over the minimum study period, are not eligible to apply for tuition fee exemption.

The application may be accepted for special reasons; illness, childbirth, exchange study abroad etc.

学生番号 Student Number		申請者氏名 Name (Printed)	
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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
Year	春学期 Spring Sem			秋学期 Fall Sem		
Year	春学期 Spring Sem			秋学期 Fall Sem		
Year	春学期 Spring Sem			秋学期 Fall Sem		
Year	春学期 Spring Sem			秋学期 Fall Sem		
Year	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.

※理由が「病気」の場合は、通入院期間と病名が分かる、医療機関等の発行する診断書を添付してください。

If the reason is "illness", please attach a medical certificate issued by medical institution, etc., which shows the treatment period and the name of illness.

※理由が「留学」の場合は、留学の期間と目的、留学先が分かる書類を添付してください。

If the reason is "study abroad", please attach the document that shows the period and purpose of study abroad and the destination of study abroad.

※留年・修業年限超過して授業料免除の対象とならない事例

単なる単位不足、国家試験等の受験、大学院受験、就職活動、論文作成、その他自己都合

The following reasons are **not accepted** for tuition exemption.

Insufficient credit, Taking national exams, Graduate school exam, Looking for a job, Writing Thesis, Other Personal Reasons

3. 指導教員等の所見 【教員記入 Filled in by Supervisor or Faculty member】

上記の理由により、申請者の留年または修業年限超過は、やむを得ないものと認める。

(追加の所見がありましたら、以下に記入してください。)

年(year) 月(month) 日(day)

指導教員またはそれに代わる教員

Supervisor or Faculty member

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