

**【Privately Funded International Students (without Japanese citizenship or designated residence status)】****Checklist for Application Documents for Exemption from Tuition, Etc.**

Student ID No.	
Name	

**【Important】**

• Please be reminded that if you fail to meet the deadline set by Tokyo Tech for the document(s) you could not submit at the time of the STEP 1 and STEP 2, your exemption/postponement application will be disapproved **due to incomplete documentation**.

• Tokyo Tech will contact you at your Tokyo Tech email address in principle for inquiries regarding the content of your application documents. Please check your email settings so that you can receive emails from Tokyo Tech. **Tokyo Tech will not be liable for any disadvantage caused by the applicant not confirming or not being able to confirm such emails.**

**1. Required submission of certificates relating to family members**

Applicant	Spouse	Children	Sibling(s) living with the applicant	Sibling(s) not living with the applicant
Required	Required	Required	Required	Not required

**2. Documents to be submitted by all applicants**

Required documents	STEP 1: Register application information online	STEP 2: Submit original documents	Where to obtain documents
<input type="checkbox"/> Pledge for Exemption and/or Postponement of Enrollment Fee and/or Tuition Application (Attachment 1-1)	○	◎	Tokyo Tech website

**3. Checklist for other required documents (The following are not required if you have applied for a postponement of payment)**

Required documents	STEP 1: Register application information online	STEP 2: Submit original documents	Where to obtain documents
<input type="checkbox"/> Your residence card (both sides)	○		Tokyo Tech website

Questions	Check	Required documents if "Yes" is checked.	STEP 1: Register application information online	STEP 2: Submit original documents	Where to obtain documents
1-1 Do you have family member(s) residing in Japan and living with you?	<input type="checkbox"/> Yes <input type="checkbox"/> No	• <b>Their residence card (both sides)</b>	○		
1-2 Is any member of your household (other than yourself) enrolled in high school or higher education institutions? (Including your spouse)	<input type="checkbox"/> Yes <input type="checkbox"/> No	• <b>Relevant student ID cards</b>	○		Current school, etc.
3-1-2 Are you (or your spouse) currently working part time?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>One of the following:</b> • <b>Salary Certificate (Attachment 2-1)</b> <b>Please download the form from the Tokyo Tech website and ask your (or your spouse's) employer to fill in the relevant information.</b>	○	◎	Place of employment
		• <b>Pay statements for the last 3 months</b>	○		Place of employment
3-1-3 Do you (or your spouse) plan to work as a TA / RA, etc. this year?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Salary Certificate for TAs / RAs (Attachment 2-2)</b> The Human Resources Division cannot issue certificates. Please ask the administrative budget manager or the administrative staff in charge of the expenses.  Includes Research Fellow positions at the Institute of Innovative Research (IIR). Those who do not work under a Notice of Employment, such as tutors and library aides, do not need to submit the form.	○	◎	Tokyo Tech website

Questions	Check	Required documents if "Yes" is checked.	STEP 1: Register application information online	STEP 2: Submit original documents	Where to obtain documents
3-1-4 Have you (or your spouse or sibling(s) living with the applicant) been working for the current employer since January 1, 2023 (Reiwa 5) or earlier? (Excluding part-time jobs)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Withholding tax statement for salary in 2023 (Reiwa 5)</b>  Even with the same employer, if the income is significantly different from last year due to rehiring programs, etc., please submit the documents listed in item 3-1-5 below.  If you are paid by more than one employer, please submit all withholding tax statements.	○		Place of employment
3-1-5 Did you (or your spouse or sibling(s) living with the applicant) start working for a new employer after January 1, 2023 and still work for the same employer? (Excluding part-time jobs)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>One of the following:</b> • <b>Salary Certificate (Attachment 2-1)</b> Please download the form from the Tokyo Tech website and ask your (or your spouse's) employer to fill in the relevant information.	○	◎	Place of employment
		• <b>Pay statements for the last 3 months</b>	○		Place of employment
3-1-6 Are you (including your spouse) currently receiving scholarships or grants?	<input type="checkbox"/> Yes <input type="checkbox"/> No	• <b>Acceptance of scholarship/grant applications, etc. (Documents showing the recipient's name, the amount, and period of payment)</b>  • <u>Including spouse's MEXT scholarship</u> • Tsubame scholarship recipients do not need to upload a copy of acceptance, but you must input the information in the Enrollment Fee & Tuition Exemption application system.	○		Each funding organization, etc.
3-1-7 Are you or your spouse a recipient of the JSPS Research Fellowship for Young Scientists?	<input type="checkbox"/> Yes <input type="checkbox"/> No	• <b>Job acceptance letters (including "naitei" (provisional) acceptance letters)</b>	○		Japan Society for the Promotion of Science (JSPS)
3-1-8 Are you paid in your home country? And do you spend that salary for living in Japan? (Including your spouse) *If the whole salary is spent for your family in your home country, please check "No".	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>One of the following:</b> • <b>Copies of pay statements for the last 3 months</b> • <b>Copies of online banking receipts</b>	○		Place of employment

#### 【About Housing】

Questions	Check	Required documents if "Yes" is checked	STEP 1: Register application information online	STEP 2: Submit original documents	Where to obtain documents
3-2-2 Do you rent your flat or house?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>The lease contract</b>	○		
3-2-2 Do you have purchased your residence?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>A real estate purchase and sale agreement</b>	○		
3-2-2 Do you rent a room without a contract?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Both of the following:</b> • <b>the lessor's real estate purchase and sale agreement</b>	○		Lessor
		• <b>A Housing Contract Declaration (Attachment 1-2)</b>	○	◎	Tokyo Tech website
3-2-2 Are you resident of a Tokyo Tech dormitory or Tokyo International Exchange Center (TIEC)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	(Only input into the system.)	○		-
3-2-3 Are you living in a shared house or flat?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Both of the following:</b> • <b>Each housemate's residence card, student ID card or staff ID card, etc. that can confirm the address</b>	○		Housemate(s)
		• <b>A Room-Sharing Expense Report (Attachment 1-3)</b>	○		Tokyo Tech website

#### 【Others】

Questions	Check	Required documents if "Yes" is checked	STEP 1: Register application information online	STEP 2: Submit original documents	Where to obtain documents
Are you a doctoral program student and do you have research results?	<input type="checkbox"/> Yes <input type="checkbox"/> No	• <b>Papers: Materials to confirm the paper's name, the author's name, the date when it was accepted, and the date of publication (e.g., the first page of the paper)</b> • <b>Academic conference presentations: Materials to confirm the conference name, the date of the presentation, the presentation's title and the presenter's name</b> *Journal papers must be accepted as of the following dates: April 1, 2024 *Conference presentations must be completed by the following dates: April 1, 2024	○		
Are you a doctoral program student whose study exceeds the standard duration?	<input type="checkbox"/> Yes <input type="checkbox"/> No	(Only input into the system.)	○		