

国立大学法人東京工業大学

# Enrollment Fee & Tuition Exemption application system Guide (for applicants)

March 27, 2023

November 14, 2023

March 13, 2024 update

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## System Requirements

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### Browsers

- Windows / Microsoft Edge、Mozilla Firefox、Google Chrome
- MacOS / Apple Safari、Mozilla Firefox、Google Chrome
- Other iOS、Android

## Peripheral Equipments

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- Printer that can output A4 size
- Devices that can take pictures of documents and create image files

## 2. Switching Languages

### Language Switching and Language of Downloaded Files

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- The language of this system can be switched between Japanese and English.
- A switch button appears in the upper right corner of the system. To change the language, click [English] or [Japanese].
- Even if you have selected English, the documents may be in Japanese, or documents in both Japanese and English. (Documents for each language are specified according to the application category.)

東京太郎さんとしてログインしています。

 \_Manual

 Application Guideline

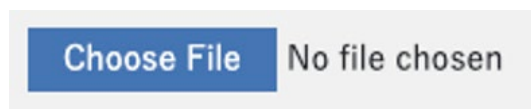
 Japanese

 Log out

### 3. File Selection Operations (PC Version)

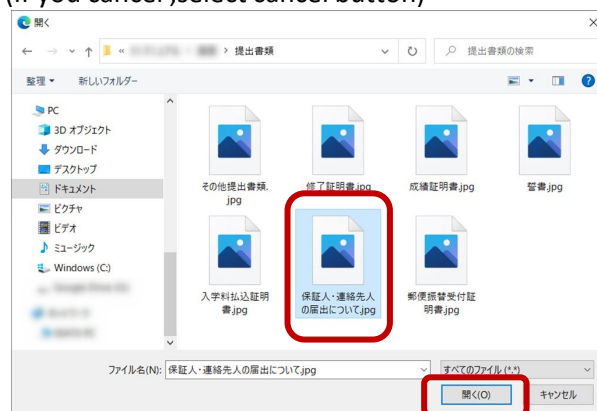
The process for uploading files is as follows.

1. Press [ファイルの選択].



If you cancel selected file,  
select "choose File" and cancel button.

2. Browse to the destination folder and select the appropriate file.  
(If you cancel ,select cancel button)



3. Registered file names are shown.

アップロード済み: [入学料免除・授業料免除及び収養予申請に関する誓約書.pdf](#) ×

- \* If it has already been uploaded, it will be overwritten by uploading again.
- \* The maximum file size is 8 MB.
- \* Supported formats are jpg, png, and pdf.
- \* To delete an uploaded file, click the X button next to the file name.

#### Notes on image uploading

##### When using a smartphone

Depending on the model of your smartphone, you may not be able to upload images to the system. In that case, please transfer the images to your PC and upload from your PC.

##### If you are using an iPhone with iOS11 or later OS

To transfer images saved on an iPhone with iOS11 or later OS to a PC, please do so with the iPhone set up as follows.  
[Settings] > [Photos], scroll down, and then tap "Automatic" under Transfer to Mac or PC.  
If the file is not in the specified format, the image cannot be handled properly even if only the extension characters are changed manually.

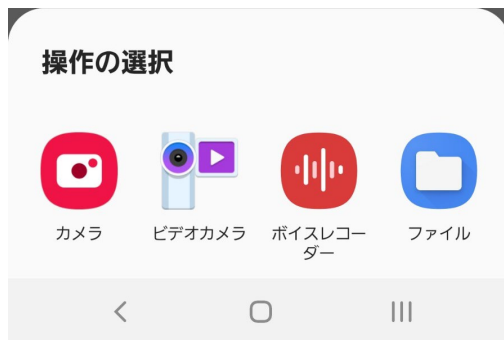
## 4. File Selection Operation (Smartphone Version)

The process for uploading files is as follows.

1. Press [ファイルの選択].



2. Take a picture with the camera application or browse to the destination folder and select the appropriate file.



## 5. Log in

Access the **Enrollment Fee & Tuition Exemption** application system via the Tokyo Tech Portal



### Educational Services

-  [教務Webシステム \(Web system for S&F\)](#)
-  [T2SCHOLA](#)
-  [TOKYO TECH OCW/OCW-i統合システム \(faculty and staff only\)](#)
-  [東工大学修ポートフォリオ \(TokyoTechPortfolio\)](#)
-  [Enrollment Fee & Tuition Exemption](#)

## 6. Application My Page

After login, the applicant must click on the button in Step 1 to proceed with the application process.

東京工業大学 Enrollment Fee & Tuition Exemption

田中 太郎1 is logged in

Manual Application Guideline Japanese Log out

Home | STEP1 | STEP2

Application deadline :  
STEP1 :   
STEP2 :

Application status

STEP1 Not submitted

STEP2 Not submitted

Student ID No.	Name	Degree Program
	田中 太郎1	修士課程

Decline the enrollment fee Decline the tuition

- Name of logged-in person
- Manual
- Application Procedure: Go to HP (Displayed in a new tab)
- Japanese/English switch button
- Logout button

Display of each application status

<About the status display>

Step 1: Not submitted / Submitted / out of term

Step 2: Not submitted / No action \* / Submitted\*\* / out of term

\*In case there is NO application “sudden change of household due to COVID-19”.

\*\*In case there is the application “sudden change of household due to COVID-19”.

Decline Request Button

- Decline the enrollment Fee
- Decline the tuition

Logged-in person's information

- Student ID No.
- Name
- Degree Program



## 7. Status Description

Not submitted

Common to both STEP1 and STEP2

- The application has not yet been submitted
- The application has temporary saved and not yet completed

Submitted

Common to both STEP1 and STEP2\*

- The application has been submitted
- \* Only in case there is application sudden change of household due to COVID-19.

No action

STEP2 only\*\*

\*\*In case there is NO application “sudden change of household due to COVID-19”.

out of term

Common to both STEP1 and STEP2

- Outside application period

**No operation in 20 minutes, system will be timed out and not saved.  
If you do not operate for a while, please save temporarily.**

## 8. Applicant's My Page Decline of Enrollment fee and/or Tuition

When pressed

Decline the enrollment fee

### Declination of enrollment fee

In order to decline the enrollment fee exemption and the postponement of enrollment fee payment, please pay the enrollment fee by using the payment slip distributed at the enrollment procedures.

Once you have paid the enrollment fee, the application for enrollment fee exemption or postponement of enrollment fee payment will be automatically declined.

戻る



To Application My Page

When pressed

Decline the tuition

### Declination of tuition

#### Declination of tuition

Once you have declined the tuition exemption or the postponement payment, it cannot be applied again during the semester. In addition, the documents you had already submitted will not be returned.

☐ Approved above

Check the checkbox

Declination

Back



### Declination of tuition

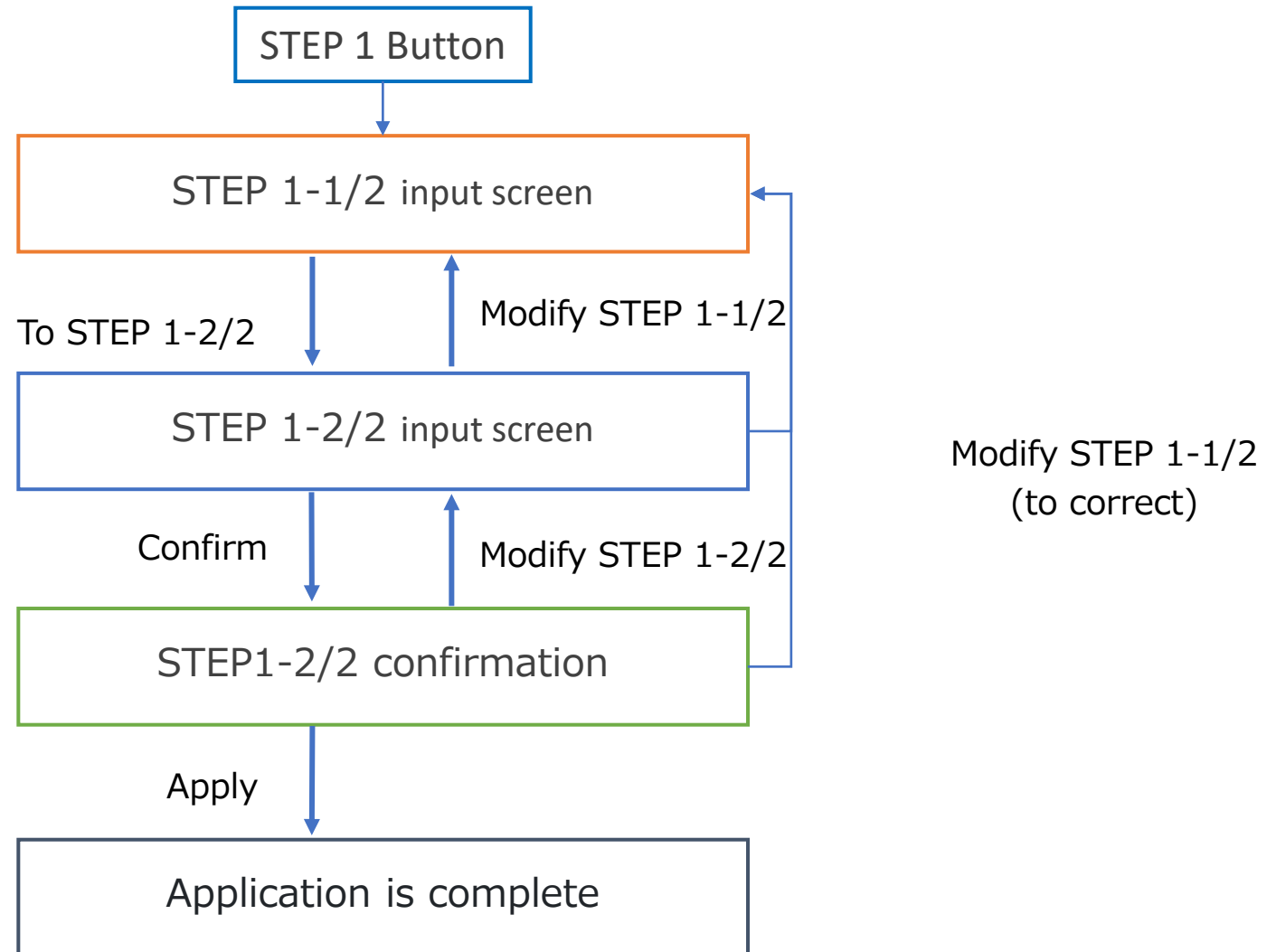
Declination is complete.

Log Out



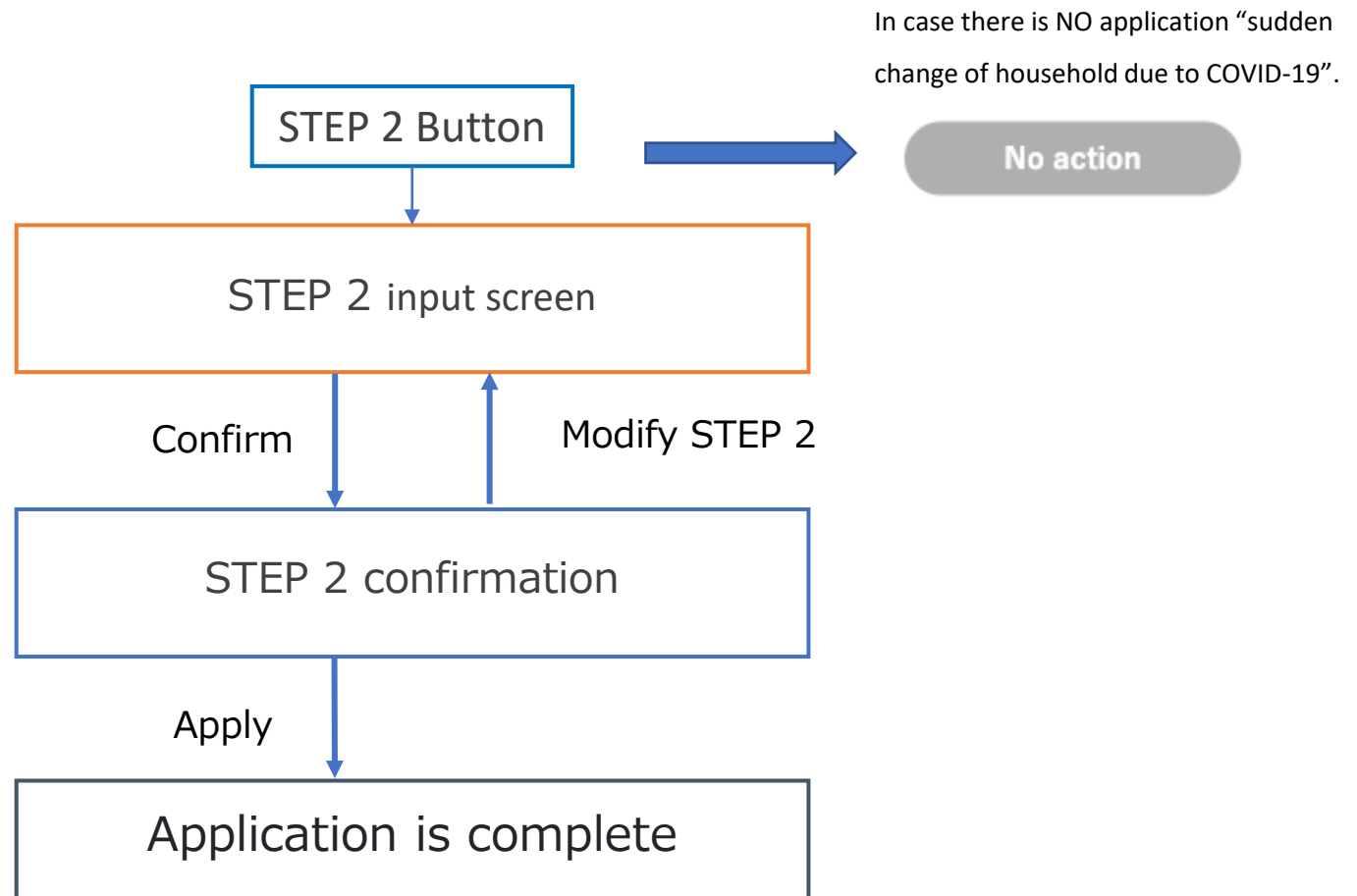
To Application My Page

## 9. Step 1 Transition



You will receive an email to your Tokyo Tech email address confirming the completion of STEP1.

## 10. Step 2 Transition



You will receive an email to your Tokyo Tech email address confirming the completion of STEP2.

## 11. Explanation of question display

For each question, if you need to submit materials and select an item, it will be displayed when you select the items.

Application category 【Tuition】

- ☐ Tuition exemption
- ☐ Postponement of tuition payment (Exemption is not applicable)
- ☒ Not applying



Application category 【Tuition】

- ☒ Tuition exemption
- ☐ Postponement of tuition payment (Exemption is not applicable)
- ☐ Not applying

Reason for payment postponement

- ☐ I'll make the payment using my scholarship granted this semester at Tokyo Tech.
- ☐ Other

Reason for exemption

Input

Application due to sudden change in household finances due to COVID-19  
(Available only who have applied for the "Financial Impact of COVID-19" category for the Fall 2023 semester and the result is a full or half exemption.)

- ☐ Yes
- ☐ No

※If you are a privately funded international students and your status immediately prior to enrollment is not that of a Tokyo Tech student, you cannot apply for enrollment fee exemption.  
※If there is an error in the information you have entered, we will contact you for confirmation on an individual basis.  
Please note that if it is discovered that your status immediately prior to enrollment is not that of a Tokyo Tech student, your application for enrollment fee exemption will be cancelled and your application for postponement of enrollment fee payment will be automatically switched to that for postponement of enrollment fee payment.

# **Items for International Students STEP1 (1/2)**

## 12. Items for International Students STEP1 (1/2)

Application category 【 Enrollment fee 】 \*Only new students

Application category 【Enrollment fee】

Postponement of enrollment fee payment (Exemption is not applicable)

## 13. Items for International Students STEP1 (1/2)

Application category [Tuition ]: Select one of the following

Application category 【Tuition】

- ☐ Tuition exemption
- ☐ Postponement of tuition payment (Exemption is not applicable)
- ☒ Not applying

\*Selection items for the application category [enrollment fee] and application category [tuition fee]  
The contents to be registered will vary depending on the contents of the selection items.

1. If “Postponement of enrollment fee payment (Exemption is not applicable)” and/or  
“Postponement of tuition payment (Exemption is not applicable)” is selected
  - Reason for payment postponement
2. If “Tuition exemption” is selected
  - Reason for exemption
3. In the case of both postponement and exemption
  - Reason for payment postponement
  - Reason for exemption
4. If “Not applying” is selected
  - Nothing is displayed



## 14. Items for International Students STEP1 (1/2)

Reason for payment postponement: Select one of the following (If "Other" is selected, the text input field will be displayed.)

Reason for payment postponement

☐ I'll make the payment using my scholarship granted this semester at Tokyo Tech.

☒ Other

Input "within 100 double-byte characters (200 single-byte characters)"

Reason for exemption: input text

Reason for exemption

Input

## 15. Items for International Students STEP1 (1/2)

Application due to sudden change in household finances due to COVID-19: : Select one of the following  
(When "Yes" is selected, a caution message is displayed.)

Application due to sudden change in household finances due to COVID-19

(Available only who have applied for the "Financial Impact of COVID-19" category for the Fall 2023 semester and the result is a full or half exemption.)

☒ Yes

☐ No

※Upload your certification documents in Step 2. Please submit any documents that need to be submitted.



**\* If "Yes" is selected, the following actions are required.**

**STEP 1-2/2: Declaration of Change in Household Income Due to COVID-19**

**STEP 2: Submit the documents proving financial hardship due to COVID-19**


## 16. Items for International Students STEP1 (1/2)

(Privately funded international student and new student) Old student ID number: Please enter each item.

旧学籍番号

身分

卒業・修了等日

※入学直前の身分が東工大学生でない場合は、入学金免除の申請はできません。

※入力した情報に誤りがあった場合は、個別に確認のご連絡をします。

なお、入学直前の身分が東工大学生でないことが判明した場合は、入学金免除の申請は取り消され、入学金徴収猶予の申請に自動的に切り替わります。

※If you are a privately funded international students and your status immediately prior to enrollment is not that of a Tokyo Tech student, you cannot apply for enrollment fee exemption.

※If there is an error in the information you have entered, we will contact you for confirmation on an individual basis.

Please note that if it is discovered that your status immediately prior to enrollment is not that of a Tokyo Tech student, your application for enrollment fee exemption will be cancelled and your application for postponement of enrollment fee payment will be automatically switched to that for postponement of enrollment fee payment.

# **Items for International Students**

## **STEP1 (2/2)**

## 17. Items for International Students STEP1 (2/2)

Pledge for Exemption and/or Postponement of Enrollment Fee and Tuition Application  
(Upload File and submit the original)

Pledge for Exemption and/or Postponement of Enrollment Fee and Tuition Application

Please download the form from the Tokyo Tech website. Upload and submit the original.

[Choose File](#) No file chosen

# 18. Items for International Students STEP1 (2/2)

Cohabiting Family Members: Input and upload the following information. Press "+" or "-" to add or delete input fields.

1-1.Cohabiting Family Members

Relationship with applicant	Applicant
Name	Same as Applicant
Age	<div>Please entry</div>
School/Employer	Tokyo Tech

Upload of your residence card (both sides)

Choose File

No file chosen

Choose File

No file chosen

+

-

Is any member of your household(other than yourself) enrolled in high school or higher education institutions? (Including your spouse): Select any (if yes, upload student ID card)

1-2.Is any member of your household(other than yourself) enrolled in high school or higher education instituions?(Including your spouse)

No

☒ Yes

Upload of relevant student ID cards

Choose File

No file chosen

1-3. Number of family including the applicant (required entry)

Family members residing in Japan and living with the applicant

入力

# 19. Items for International Students STEP1 (2/2)

Financial Circumstances: Input text

2. Financial Circumstances

(Please enter details of the actual situation.)

Input

Monthly average of living expenses for the entire household: Input amount

Monthly average of living expenses for the entire household

a. Provide accurate information concerning "Income and Expenditure," "Details of Incomes," and "Financial Circumstances."

b. In the "Monthly Income and Expenditure" table, the amount of income must be greater than or equal to that of expenditure.

3-1-1.Income

Money sent from home country	<input type="text"/>	¥/JPY
Part-time employment	<input type="text"/>	¥/JPY
TA/RA	<input type="text"/>	¥/JPY
Scholarships	<input type="text"/>	¥/JPY
Other	<input type="text"/>	¥/JPY
Total	0¥/JPY	

## 20. Items for International Students STEP1 (2/2)

Currently working part-time (including spouse): Select one of the items (if you select yes, upload the file)

Currently working part-time (including spouse)

☐ No ☒ Yes

One of the following:

☐ Salary Certificate (Attachment 2-1)

• Please download the form from the Tokyo Tech website and ask your (or your spouse's) employer to fill in the relevant information, then upload and submit the original.

☐ Upload of pay statements for the last 3 months

[Choose File](#) No file chosen

TA/RA income in the current year (including spouse): Select one of the items (if you select yes, upload the file)

TA/RA income in the current year (including spouse)

☐ No ☒ Yes

☐ Salary Certificate for TAs / RAs (Attachment 2-2)

• Please download the form from the Tokyo Tech website. This form should be certified by the administrative budget manager (head of laboratory or principal investigator), etc. or the administrative staff in charge of the expenses for the TA/RA applying. Upload and submit the original.

• 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.

[Choose File](#) No file chosen



## 21. Items for International Students STEP1 (2/2)

Worked at the same employer: Select one of the items (if you select yes, upload the file)

3-1-4. Worked at the same employer (including spouse and siblings living together) from before January 1, 2023 to the present (Excluding part-time jobs)

☐ No ☒ Yes

☐ Upload of withholding tax statement for salary in 2023

※If you are paid by more than one employer, please upload all withholding tax statements.

※Even with the same employer, if the income is significantly different from last year due to rehiring programs, etc., please submit the documents listed one of the following documents below.

No file chosen

☐ Salary Certificate (Attachment 2-1)

※Please download the form from the Tokyo Tech website and ask your (or your spouse's) employer to fill in the relevant information, then upload and submit the original.

☐ Upload of pay statements for the last 3 months

If you are paid by more than one employer, please submit all withholding tax statements.

No file chosen

Changed jobs or started working in the middle of the previous year or in the middle of this year and is still working at the same place: Select one of the items (if you select yes, upload the file)

3-1-5 Changed jobs or started working in the middle of the previous year or in the middle of this year and is still working at the same place (including spouse and siblings living together) ※Excluding part-time jobs

☐ No ☒ Yes

Submit the documents listed one of the following documents below.

☐ Salary Certificate (Attachment 2-1)

• Please download the form from the Tokyo Tech website and ask your (or your spouse's) employer to fill in the relevant information, then upload and submit the original.

☐ Upload of pay statements for the last 3 months

No file chosen

## 22. Items for International Students STEP1 (2/2)

Currently receiving scholarships or grants (including spouse and siblings living together)(if you select yes, input text and upload the file)

3-1-6 Currently receiving scholarships or grants (including spouse and siblings living together)

☐ No ☒ Yes

Name of Scholarship

Period of Payment  ~

Monthly Amount  JPY/month

☐ Upload of acceptance of scholarship/grant applications, etc.  
(Documents showing the recipient's name, the amount, and period of payment)  
· Including spouse's MEXT scholarship  
Tsubame scholarship recipients do not need to submit a Upload, but must report it in the Income.

No file chosen

Be a recipient of the JSPS Research Fellowship for Young Scientists. (including spouse) (if you select yes, upload the file)

3-1-7 Be a recipient of the JSPS Research Fellowship for Young Scientists. (including spouse)

☐ No ☒ Yes

☐ Upload of job acceptance letters (including "naitel" (provisional) acceptance letters)

No file chosen

# 23. Items for International Students STEP1 (2/2)

The applicant receives a salary from a company in home country and spends money for living in Japan: Select one of the items (if you select yes, upload the file)

3-1-8 The applicant receives a salary from a company in home country and spends money for living in Japan.  
If the entire salary is used for family members in the home country, it is not eligible.

☐ No ☒ Yes

One of the following:

☐ Upload of pay statements for the last 3 months

☐ Upload of online banking receipts

No file chosen

Other e. g. Withdrawal from your savings: Select one of the items (if you select yes, input text. Press "+" or "-" to add or delete input fields.

3-1-9 Other e.g. Withdrawal from your savings

☐ No ☒ Yes

Details

Please entry

Monthly Amount

Please entry

¥/JPY

Annual Amount

Please entry

¥/JPY

+

-

# 24. Items for International Students STEP1 (2/2)

Expenditure: Input amount

## Expenditure

Food	<input type="text"/>	円/JPY
Housing	<input type="text"/>	円/JPY
Common services fee	<input type="text"/>	円/JPY
Electricity, gas, and water charges	<input type="text"/>	円/JPY
National health insurance premium	<input type="text"/>	円/JPY
Resident Tax	<input type="text"/>	円/JPY
School materials	<input type="text"/>	円/JPY
Transpor	<input type="text"/>	円/JPY
Communication	<input type="text"/>	円/JPY
Other* <input type="text"/>	<input type="text"/>	円/JPY

Total	0円/JPY
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Excluding enrollment fee and tuition

## 25. Items for International Students STEP1 (2/2)

About housing: Select one of the items. Upload as indicated below

### 3-2-2 About housing

- ☒ If you rent your flat or house
- ☐ If you have purchased your residence.
- ☐ If you rent a room without a contract
- ☐ If you are resident of a Tokyo Tech dormitory or Tokyo International Exchange Center (TIEC)

Upload of the lease contract

[Choose File](#) No file chosen

### 3-2-2 About housing

- ☐ If you rent your flat or house
- ☒ If you have purchased your residence.
- ☐ If you rent a room without a contract
- ☐ If you are resident of a Tokyo Tech dormitory or Tokyo International Exchange Center (TIEC)

Upload of a real estate purchase and sale agreement

[Choose File](#) No file chosen

### 3-2-2 About housing

- ☐ If you rent your flat or house
- ☐ If you have purchased your residence.
- ☒ If you rent a room without a contract
- ☐ If you are resident of a Tokyo Tech dormitory or Tokyo International Exchange Center (TIEC)

Upload of the lessor's real estate purchase and sale agreement

[Choose File](#) No file chosen

A Housing Contract Declaration (Attachment 1-2) Download the form from the Tokyo Tech website. Upload and submit the original.

[Choose File](#) No file chosen

## 26. Items for International Students STEP1 (2/2)

Continued from previous page: Select one of the items. Select as indicated below

### 3-2-2 About housing

- ☐ If you rent your flat or house
- ☐ If you have purchased your residence.
- ☐ If you rent a room without a contract
- ☒ If you are resident of a Tokyo Tech dormitory or Tokyo International Exchange Center (TIEC)

Check the box of the dormitory where you currently live, and enter the year and month of occupancy.

- ☐ Minamishinagawa House(Minami-Shinagawa, Shinagawa-ku, Tokyo)
- ☐ Senzokuie House(Minamisenzoku, Oota-ku, Tokyo)
- ☐ Midorigaoka House(Midorigaoka, Meguro-ku, Tokyo)
- ☐ Ookayama House(Ookayama, Meguro-ku, Tokyo)
- ☒ Aobadai House(Aoba-ku yokohama-shi, Kanagawa)
- ☐ Nagatsuda House(Minamidai, Nagatsuda, Midori Ward, Yokohama City)
- ☐ Suzukakedai House(Minamitsukushino, Machida City)
- ☐ Minami-tsukushino House(Minamitsukushino, Machida City)
- ☐ Komaba International House(Komaba, Meguro-ku, Tokyo)
- ☐ Shofu Dormitory(Matsukazedai, Yokohama Aoba-ku, Kanagawa)
- ☐ Umeagaoka Dormitory(Umeagaoka, Yokohama Aoba-ku, Kanagawa)
- ☐ TIEC(Aomi, Koto-ku, Tokyo)
- ☐ Tokyo Tech-affiliateddormitory (Tokyo Tech Kajigaya International Dormitory, Dormy Miyazakidai, Dormy Aobadai, Dormy Nagatsuta)
- ☐ Dormitory recommended by Tokyo Tech(e.g., private company employee dormitory)

Enter the year ("年") and month ("月") of occupancy in YYYY and MM format.

## 27. Items for International Students STEP1 (2/2)

You are living in a shared house or flat : Select one of the items (if you select yes, upload the file)

### 3-2-3 You are living in a shared house or flat

☐ No ☒ Yes

☐ Upload of each housemate's Residence card or student ID card or staff ID card showing address

**Choose File** No file chosen

☐ A Room-Sharing Expense Report (Attachment 1-3) download the form from the Tokyo Tech website. Upload and submit the original

**Choose File** No file chosen

# 28. Items for International Students STEP1 (2/2)

Declaration of Research Results: Enter the following information and upload files (up to 5 files)

<div>Refereed papers</div> <div>Journal</div> <div>【Lead author】</div> <div>• Total number</div> <div></div> <div>• Reference Material Number</div> <div></div> <div>【Co-author】</div> <div>• Total number</div> <div></div> <div>• Reference Material Number</div> <div></div>	<div>International academic conference presentations</div> <div>【Oral presentation】</div> <div>• Leader or presenter</div> <div>• Total number</div> <div></div> <div>• Reference Material Number</div> <div></div> <div>【Poster】</div> <div>• Leader or presenter</div> <div>• Total number</div> <div></div> <div>• Reference Material Number</div> <div></div>	<div>Domestic academic conference presentations</div> <div>【Oral presentation】</div> <div>• Leader or presenter</div> <div>• Total number</div> <div></div> <div>• Reference Material Number</div> <div></div> <div>【Poster】</div> <div>• Leader or presenter</div> <div>• Total number</div> <div></div> <div>• Reference Material Number</div> <div></div>
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## Upload File

<div>Choose File</div>	No file chosen	<div>Choose File</div>	No file chosen	<div>Choose File</div>	No file chosen
<div>Choose File</div>	No file chosen	<div>Choose File</div>	No file chosen		



## 29. Items for International Students STEP1 (2/2)

Notes for Tuition Exemption Applicants Whose Study in Doctoral Programs Exceeds the Standard Duration: Select one of the items and input text

Statement on Study at Tokyo Tech That Exceeds the Standard Duration (Applicant use)

Expected Month of Graduation

- ☐ June
- ☐ Sept
- ☐ Dec
- ☐ Mar. of the following year
- ☐ Undecided

Reasons explained in detail

## **STEP 1-2/2: Declaration of Change in Household Income Due to COVID-19**

**->Go to 30 (p38).**

# **Items for International Students**

## **STEP2**

**STEP 2: Submit the documents proving financial hardship due to COVID-19**

**-> Go to 31 (p39).**

**If the case falls under Affected  
Financially by COVID-19**

## 30. STEP 1-2/2: Declaration of Change in Household Income Due to COVID-19

Input and select the following information.

### Declaration of Change in Household Income Due to COVID-19

(1) When did COVID-19 start affecting your household income?

Enter the date ()

(2) Who is especially affected?

※Independent living person cannot choose A. Father or mother.

☐ A.Father or Mother

\*International students may choose "A" only if they are living together with their parent(s) in Japan.

☒ B.Applicant

☐ C.Spouse

☐ D.Other

(3) How have you been financially affected?

※Applicants must be either of A or B. International Students who chose B. are required to answer a. or b., too.

☐ A. Asked and approved for public organization's assistance program.

☒ B. Annual income is expected to drop by 25% or more from 2023, 2022, 2021, 2020, or 2019

※International Students who chose B. are required to answer a. or b.

☐ A. Students and/or family members physically living in the same household in Japan earned JPY 1,300,000 or more from part-time jobs etc. in Japan in 2023, 2022, 2021, 2020, or 2019, AND their annual income from part-time jobs etc. in Japan in 2024 is expected to drop by 25% or more from 2023, 2022, 2021, 2020, or 2019.

☐ B. A major source of income for students and/or family members physically living in the same household in Japan in 2023, 2022, 2021, 2020, or 2019 was part-time jobs etc., AND their annual income from part-time jobs etc. in Japan in 2024 is expected to drop by 25% or more from 2023, 2022, 2021, 2020, or 2019. In addition, applicants must be those who applied for tuition exemption for AY 2023.

(4) Please describe in detail how COVID-19 has affected your household.

(e.g., impact on household finances, impact on research activities, impact on family members, etc.)

全角500字(半角1000字) 以内

## 31. STEP 2: Submit the documents proving financial hardship due to COVID-19

Upload required documents according to choices

If A is selected

### Documentation proving financial hardship due to COVID-19

Please choose that applies to below.

- ☒ A Those who applied for financial assistance from public organizations
- ☐ B .Applicants whose annual employment income is expected to drop by 25% or more from 2023, 2022, 2021, 2020 or 2019
- ☐ C .Applicants whose annual income from sources other than salary is expected to drop by 25% or more from 2023, 2022, 2021, 2020 or 2019

Upload of certificate(s) proving that the applicant is receiving or has been accepted to receive financial assistance from public organizations  
AND either of the following documents

Please choose one.

- ☐ Copies of salary (wage) statements for the past three months(after January 2024) Must be submitted if the applicant's annual employment income is expected to drop.
- ☐ Declaration of drop in income received from sources other than salary \*1: Must be submitted if the applicant's annual income from sources other than salary is expected to drop.

## 32. STEP 2: Submit the documents proving financial hardship due to COVID-19

If B is selected

Documentation proving financial hardship due to COVID-19

Please choose that applies to below.

- ☐ A Those who applied for financial assistance from public organizations
- ☒ B .Applicants whose annual employment income is expected to drop by 25% or more from 2023, 2022, 2021, 2020 or 2019
- ☐ C .Applicants whose annual income from sources other than salary is expected to drop by 25% or more from 2023, 2022, 2021, 2020 or 2019

Upload of both of the following documents concerning the applicant and each family member physically living in the same household in Japan  
(The original taxation certificate must be submitted)

Choose one of the below year which to be compared with current income(decreased) and upload the required certificates.

Taxation certificate for 2024 (When compared to 2023) ※ 2

No file chosen

Taxation certificate for 2023 (When compared to 2022)

No file chosen

Taxation certificate for 2022 (When compared to 2021)

No file chosen

Taxation certificate for 2021 or 2020 (When compared to 2020 or 2019)

No file chosen

Copies of salary (wage) statements for the past three months (after January 2024)

No file chosen



## 33. STEP 2: Submit the documents proving financial hardship due to COVID-19

If C is selected

Documentation proving financial hardship due to COVID-19

Please choose that applies to below.

- ☐ A Those who applied for financial assistance from public organizations
- ☐ B .Applicants whose annual employment income is expected to drop by 25% or more from 2023, 2022, 2021, 2020 or 2019
- ☒ C .Applicants whose annual income from sources other than salary is expected to drop by 25% or more from 2023, 2022, 2021, 2020 or 2019

Upload of both of the following documents concerning the applicant and each family member physically living in the same household in Japan  
(The original taxation certificate must be submitted)

Choose one of the below year which to be compared with current income(decreased) and upload the required certificates.

Taxation certificate for 2024 (When compared to 2023) ※ 2

No file chosen

Taxation certificate for 2023 (When compared to 2022)

No file chosen

Taxation certificate for 2022 (When compared to 2021)

No file chosen

Taxation certificate for 2021 or 2020 (When compared to 2020 or 2019)

No file chosen

Declaration of drop in income received from sources other than salary\*1

No file chosen

A copy of the 2023 final income tax return certificate

No file chosen

Documentation proving a drop in sales (e.g., a monthly trial balance)

No file chosen