

## Emergency Tuition Exemptions for Undergraduate Students Affected Financially by COVID-19, Spring Semester AY 2021 Application Information

Applications for emergency tuition exemptions will be available for eligible 3rd- to 4th-year bachelor's students in AY 2020 who have difficulty paying the tuition due to a significant, sudden change in their financial circumstances caused by the COVID-19 pandemic. If you wish to apply for the exemptions, please carefully read all information below and follow the instructions.

This application is for the 2021 spring semester only, not for the fall semester.

### ◆ Eligibility

#### **【Privately funded international students】**

Applicants must be either of the following:

1. Those who have been approved for financial assistance from designated public organizations

Note: Please click on the following link to download a list of organizations (details are only available in Japanese): <https://www.titech.ac.jp/student-support/pdf/jyugyo-2020menjokyuhen-sienlist.pdf>

2. Those whose income has decreased due to the COVID-19 pandemic, and meet either of the following conditions:

- 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 in Japan in 2020 or 2019, AND their annual income from part-time jobs in Japan in 2021 is expected to drop by 50% or more from 2020 or 2019.
- b. A major source of income for students and/or family members physically living in the same household in Japan in 2020 or 2019 was part-time jobs etc., AND their annual income from part-time jobs etc. in Japan in 2021 is expected to drop by 50% or more from 2020 or 2019. In addition, applicants must be those who applied for tuition exemption for AY 2020.

### ◆ Application process

All the required documents (see below) must be submitted within the application period. Submission of documents by postal mail (sent from within Japan only) to the Student Support Division on Ookayama campus is recommended, although submissions in person are also accepted.

### ◆ Application period

The application period is as follows. Tokyo Tech will not accept any documents received after the stated deadlines. Submissions by postal mail must be postmarked by the last day of each application period (Primary and Secondary Submissions).

Primary Submission: April 5 to April 14, 2021

Secondary Submission: May 11 to May 24, 2021

Note:• Office hours for applications: 8:30 to 17:15

◆ **Required documents**

**【Documents for Primary Submission】**

(1) Declaration of Change in Household Income Due to COVID-19

Please click [here](#) to download forms:

(2) The same documents listed as “Documents required (primary)” for the exemption from tuition for Undergraduate students must be submitted.

- Exemption and Postponement of [the Tuition Application Guide](#)
- Application Documents: Please click [here](#) to download application forms.

Note: If you are a current student who applied for ordinary exemption, and already submitted the Primary Submission documents in March, you do not need to submit them again.

**【Documents for Secondary Submission】**

**(1) Documentation proving financial hardship due to COVID-19**

<p>Those who applied for financial assistance from public organizations</p>	<ul style="list-style-type: none"> <li>• Certificate(s) proving that the applicant is receiving or has been accepted to receive financial assistance from public organizations</li> </ul> <p>AND either of the following documents:</p> <ul style="list-style-type: none"> <li>• Copies of salary (wage) statements for the past three months (after January 2021): Must be submitted if the applicant’s annual employment income is expected to drop.</li> <li>• 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.</li> </ul>
<p>Applicants whose annual employment income is expected to drop by 50% or more from 2020 or 2019</p>	<p>Both of the following documents concerning the applicant and each family member physically living in the same household in Japan:</p> <ul style="list-style-type: none"> <li>• Taxation certificate for 2021</li> <li>• Copies of salary (wage) statements for the past three months (after January 2021)</li> </ul> <p>If the current (reduced) income needs to be compared to that of 2019, the following document is also required:</p> <ul style="list-style-type: none"> <li>• Taxation certificate for 2020</li> </ul>
<p>Applicants whose annual income from sources other than salary is expected to</p>	<p>All of the following documents concerning the applicant and each family member physically living in the same household in Japan:</p> <ul style="list-style-type: none"> <li>• Taxation certificate for 2021</li> </ul>

<p>drop by 50% or more from 2020 or 2019</p>	<ul style="list-style-type: none"> <li>• Declaration of drop in income received from sources other than salary*<sup>1</sup></li> <li>• A copy of the 2020 final income tax return certificate</li> <li>• Documentation proving a drop in sales (e.g., a monthly trial balance)</li> </ul> <p>If the current (reduced) income needs to be compared to that of 2019, the following document is also required:</p> <ul style="list-style-type: none"> <li>• Taxation certificate for 2020</li> </ul>
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\*<sup>1</sup> Please click [here](#) to download the form (in Japanese only):

(2) The same documents listed as “Documents required (secondary)” for the exemption from tuition for Undergraduate students must be submitted.

• Application Documents: Please click [here](#) to download application forms.

### ◆ Submission of application

The required documents must be submitted to the office below.

<Submission by postal mail>

Financial Aid Group, Student Support Division, Student Services Department,  
Tokyo Institute of Technology  
TP-102, 2-12-1 Ookayama, Meguro-ku, Tokyo, 152- 8550 Japan

< In-person submission on campus>

Taki Plaza, Floor 1  
Financial Aid Group, Student Support Division

Notes:

- Submission by postal mail (from within Japan only) is recommended.
- If you send required documents by postal mail, please use **Japan Post’s registered mail or “Letter Pack Light ” services** so you can check their tracking status.
- Please write **“Application for Emergency Tuition Exemption (for undergraduate students)”** on the front of the envelope.

### ◆ Result notification

The result of the application will be notified at the mid-July.

Depending on the result received (50% exemption or disapproval), applicants are required to pay the tuition by the designated deadline.

### ◆ Contact information

Please email inquiries to the following office. **Make sure to include your name, student ID No., and phone number.** We will answer your questions by email.

Financial Aid Group, Student Support Division: [gak.kei@jim.titech.ac.jp](mailto:gak.kei@jim.titech.ac.jp)

## ◆ Q&A

Q1: I applied for the emergency tuition exemption for spring semester. Can I assume that my application and documents will also be considered for the fall semester?

A1: No. You are asked to complete the designated procedure for the fall semester, too. Different from ordinary exemptions, decisions on approval for emergency exemptions for the spring and fall semesters will be made separately.

Q2: I have applied for (or am applying for) a financial assistance program offered by a public organization. What should I do if I haven't received the decision on my application by the Primary Submission deadline? Am I not eligible to apply for the emergency exemption?

A2: You may be eligible to apply. Be sure to submit a certificate or documentation proving that you have been accepted for (or are receiving) financial assistance from a public organization by the Secondary Submission deadline.

Q3: What are the criteria to determine that part-time work is a major source of income, in relation to the eligibility for privately funded international students (Eligibility 2. b)?

A3: If more than 50% of your income comes from part-time work, this is deemed a major source of income.

Q4: I am a current student and have already applied for tuition exemption in March. However, I would like to instead apply for these "emergency enrollment fee and/or tuition exemptions."

A4: You can change applications if you additionally submit the necessary primary documents for this application during the Primary Submission period.

Q5: I am currently outside Japan. Am I eligible to apply?

A5: You may apply. You may ask laboratory associates in Japan to submit all the required documents on your behalf. When your proxy sends the documents by domestic postal mail, please follow the instructions in "Application process" and "Submission of application" above.

In all cases, please be sure to complete the application procedure by the deadline.