

日本国籍以外
私費留学生用
Privately funded
international students
(without Japanese
citizenship or designated
residence status)

2020 年度 AY 2020

大学院生向け

入学料免除・授業料免除申請要領

Enrollment Fee and Tuition Exemption Application Guide for Graduate Students

(受付期間) Application Period

前期 For spring semester	(省略) ※2020 年度はコロナウィルス感染症のため途中変更あり
後期 For fall semester	<p>Web 申請 9月10日(木)～23日(水)</p> <p>書類提出(一次) 【在学学生】 9月28日(月)～10月1日(木) 【新入生】 10月5日(月)～10月8日(木)</p> <p>書類提出(二次) 10月30日(金)～11月5日(木)</p> <p>※書類提出は9:30～16:30まで ※郵送の場合は、最終期日までの消印のみ有効 ※書類提出(一次)のみ、在学学生と新入生の提出期間が異なることに注意</p> <p>Online Pre-application: September 10 to September 23, 2020 Primary Submission: For current students: September 28 to October 1, 2020 For new students: October 5 to October 8, 2020 Secondary Submission: October 30 to November 5, 2020 *Office hours for applications: 9:30 to 16:30 *If submitted by postal mail, it must be postmarked by the last day of each application period (Primary and Secondary Submission). *Please note that the Primary Submission period for current students is different from that for new students.</p>

- 申請は3段階あります。申請者は全段階の手続きを行う必要があります。
 1. Web 申請：申請の意思を示す
 2. 書類提出(一次)：一次提出用の様式及び必要書類を提出
 3. 書類提出(二次)：二次提出用の様式及び必要書類を提出

※書類提出(一次)および(二次)は、web 申請を完了した申請者のみ行うことができます。
新規申請ではありません。
- 受付期間内に提出できない方は、必ず事前にご相談ください。
- 受付期間を過ぎた申請書は、一切受理いたしません。郵送の場合は、最終期日までの消印のみ有効です。
- The application process consists of three steps:
 1. Online Pre-application: Notify Tokyo Tech of the intention to apply for exemption
 2. Primary Submission: Submit forms and documents for the primary procedure
 3. Secondary Submission: Submit additional documents for the secondary procedure

Please note that the two-step submission is only for those who complete the previous steps.
 Both the primary and secondary submission are NOT a new application.
- Applicants who are unable to submit documents during the stated period must consult the relevant office well in advance.
- Applications submitted after the above period will not be accepted. If submitted by postal mail, it must be postmarked by the last day of each application period (Primary and Secondary Submission).

(受付場所及び問い合わせ先)

Where to Submit Applications and Inquiries

書類は、各提出期間内に以下の場所に提出してください。

お問い合わせ時は、学籍番号・氏名・電話番号を必ず記載し、メールでご連絡ください。学生支援課より、折り返しメールまたは電話で回答します。

Please submit your documents the following office. If you have any questions, contact us by email. Please make sure to include your name, student ID number, and phone number.

We will answer inquiries by email or telephone.

<p>研究室が大岡山地区又は田町地区にある学生 Students affiliated with laboratories at Ookayama or Tamachi Campus</p> <p>→右記の大岡山地区にある学生支援課経済支援グループに提出・問い合わせ Submission of documents and Inquiry: to Financial Aid Group on Ookayama Campus</p>	<p>【窓口 Inquiry and submission on campus】 西 8 号館 E 棟 1 階 学生支援課経済支援グループ West Bldg. 8E, Floor 1 Financial Aid Group, Student Support Division E-mail: gak.kei@jim.titech.ac.jp メールボックス Mail box : W8-102</p> <p>【郵送 Submission by postal mail】 〒152-8550 目黒区大岡山 2-12-1 W8-102 東京工業大学 学務部 学生支援課 経済支援グループ 宛 Financial Aid Group, Student Support Division, Student Services Department Tokyo Institute of Technology W8-102, 2-12-1 Ookayama, Meguro-ku, Tokyo, 152- 8550 Japan</p>
<p>研究室がすすかけ台地区にある学生 Students affiliated with laboratories at Suzukakedai Campus</p> <p>→右記のすすかけ台地区にある学生支援課すすかけ台学生支援グループに提出・問い合わせ Submission of documents and Inquiry: to Suzukakedai Student Support Group on Suzukakedai Campus</p>	<p>【窓口 Inquiry and submission on campus】 J1 棟 1 階 学生支援課すすかけ台学生支援グループ J1 Bldg., Floor 1 Suzukakedai Student Support Group Financial Aid Group, Student Support Division E-mail: suz.gak@jim.titech.ac.jp メールボックス Mailbox : J1-1</p> <p>【郵送】 Submission by postal mail 〒226-8503 神奈川県横浜市緑区長津田町 4259 J1-1 東京工業大学 学務部 学生支援課 すすかけ台学生支援グループ 宛 Suzukakedai Student Support Group, Student Support Division, Student Services Department Tokyo Institute of Technology J1-1, 4259 Nagatsuta-cho, Midori-ku, Yokohama, Kanagawa, 226-8503, Japan</p>

※問い合わせ先名称は組織改編により変更になる場合があります。

・ The above division/group names may change due to reorganization.

(結果通知時期) Decision Notification

前期 For spring semester	Mid-September Mid-July
後期 For fall semester	Late December

※通知は封書にて研究室に学内便で送付予定ですが、担当窓口での受取りを希望する場合は書類提出時（一次または二次）に申し出てください。

・ A written notification of the decision will be enclosed in a sealed envelope and sent by campus mail to your laboratory in late December. If you would like to receive it directly at the Student Support Division, please inform us at the Primary or Secondary Submission stage.

Enrollment Fee and/or Tuition Exemption and/or Postponement of Payment

In this document, section 1. covers exemption from the enrollment fee and postponement of its payment, and section 2. covers exemption from tuition and postponement of its payment. The amount of exemption, if granted, will be half of the enrollment fee and full or half of the tuition.

When preparing your application, please read this guide thoroughly. Check every part of your application documents carefully to make certain they are complete and correct before submission. In the event that application documents are found to contain false information, exemption will be revoked even if approval was previously granted.

Personal data entered in the application will be used only for application screening purposes.

1. Applying for Enrollment Fee Exemption and/or Postponement of Payment

When one of the conditions in “1. Requirements for enrollment fee exemption/payment postponement” is met, you can apply for exemption from the enrollment fee (and postponement of its payment at the same time). If you completed a master’s program at Tokyo Tech in the spring semester and entered a doctoral program in September you do not need to pay the enrollment fee again. If your application is successful, half of the enrollment fee can be waived or its payment can be postponed. Please carefully read this guide and follow the instructions necessary for preparation and submission of your application.

If you also wish to apply for exemption from tuition (and postponement of its payment at the same time), please refer to “2. Applying for Tuition Exemption and/or Postponement of Payment.”

Those who will pay the enrollment fee and/or tuition in full and apply for postponement of its payment are also required to follow the procedure stated in this guide.

1. Requirements for enrollment fee exemption/payment postponement

To apply for enrollment fee exemption/payment postponement, you must be one of the following:

- 1) A degree-seeking student who is unable to pay the enrollment fee due to financial difficulties but has demonstrated outstanding academic performance
- 2) A degree-seeking student who is unable to pay the enrollment fee due to the death of his/her financial provider, or due to damage caused by a natural disaster, which occurred within a year prior to enrollment, from which a student or his/her financial provider is suffering
- 3) A degree-seeking student whose circumstances are comparable with 1) or 2) above and whose reasons for exemption/payment postponement are approved by the president

Notwithstanding the above, international students entering Tokyo Tech in the 2020 fall semester will not be exempt from payment, although they may be eligible for payment postponement. (Those who were Tokyo Tech students in the 2020 spring semester can apply for exemption and/or postponement.) Also, the following students are not permitted to apply for exemption or postponement.

1. Privately funded international students who have been assigned by their government to a study abroad program
2. Government funded international students

2. Documents required

Online Pre-application

An online pre-application form must be completed and submitted via the following link:

• Tokyo Tech website - Current Students - Tuition and Scholarships - Exemptions from Enrollment Fee and Tuition for Graduate Students

<https://www.titech.ac.jp/english/enrolled/tuition/exemptions.html>



Primary Submission

*The Following documents must be prepared and submitted. When preparing the documents, **please refer to “Instructions for Completing Application Documents” (p.8-9)**. If you will pay the enrollment fee in full and are applying for postponement of its payment, please submit only 1) and 2).*

Documents can be submitted directly or sent by postal mail to the Student Support Division on your campus (not by campus mail). If you send the documents by postal mail, please use Japan Post’s registered mail or “Letter Pack Light Plus” services to check their tracking service. Please write “Application for Enrollment Fee Exemption for graduate students” on the front of the envelope. In case that you cannot enter Japan yet and cannot ask family members or laboratory associates in Japan to submit the documents on your behalf, please inform the Student Support Division on your campus of your situation by email.

- 1) Processing Slip for Enrollment Fee Exemption and Postponement of Enrollment Fee Payment (Attachment 1-1)
- 2) Pledge for Exemption and/or Postponement of Enrollment Fee and/or Tuition Application (Attachment 1-3)
- 3) Documents proving housing costs: Depending on your case, submit one of the following documents:
 - A copy of a rental agreement, if you rent your flat or house (If sharing it, please see below “A Room-Sharing Expense Report”)
 - A copy of a real estate purchase and sale agreement if you have purchased your residence.
 - A Housing Contract Declaration (Attachment 1-8) with a copy of the lessor’s real estate purchase and sale agreement if you rent a room without a contract
 - A Room-Sharing Expense Report (Attachment 1-9) with a copy of a rental agreement if you are living in a shared house or flat
 - A Dormitory Residence Report (Attachment 1-7) if you are resident of a Tokyo Tech dormitory or Tokyo International Exchange Center (TIEC)
- 4) Copies of your residence card (both sides) and National Health Insurance card: If you have family member(s) living with you in Japan, submit their copies as well as yours. And 「記号」 (code) & 「番号」 (numbers) should be blacked out in the copy of National Health Insurance card.
- 5) Declaration of Research Results (Attachment 1-4): Required only for doctoral students. Evidence is needed. See “Instructions for Completing Application Documents.”
 - i. A self-addressed 長形 3 号 envelope (120 mm x 235 mm, Japanese Naga 3 size) : Required only for those who send required documents by postal mail, for receiving an application receipt. Write your name, student ID number and address in Japan on the envelope and affix JPY 84 postage.

Secondary Submission

*The Following documents must be prepared and submitted. As with the primary submission, **please refer to “Instructions for Completing Application Documents” (p.8-9)**, when preparing the following documents.*

Documents can be submitted directly or sent by postal mail to the Student Support Division on your campus (not by campus mail). If you send the documents by postal mail, please use Japan Post’s registered mail or “Letter Pack Light Plus” services to check their tracking service. Please write “Application for Enrollment Fee Exemption for graduate students” on the front of the envelope. In case that you cannot enter Japan yet and cannot ask family members or laboratory associates in Japan to submit the documents on your behalf, please inform the Student Support Division on your campus of your situation by email.

- 6) 【Privately Funded International Students】 Checklist for Application Documents for Exemption from Tuition, etc. (Attachment 2-3)
- 7) Financial Status Report (For Privately Funded International Students) (Attachment 2-7)
- 8) Salary Certificate (Attachment 2-4) or copies of salary (wage) statements for the past three months: Must be submitted if you have worked part time. If you have family member(s) living with you in Japan, submit the same document(s) in respect to them.

- 9) Documents proving the school registration status of the applicant's siblings and spouse: If family member(s) living with you in Japan include a student (in high school or higher education), submit a copy of their student ID card.
- i. A self-addressed 長形 3 号 envelope (120 mm x 235 mm, Japanese Naga 3 size) : Required only for those who send required documents by postal mail, for receiving an application receipt. Write your name, student ID number and address in Japan on the envelope and affix JPY 84 postage.

2. Applying for Tuition Exemption and/or Postponement of Payment

When one of the conditions in “1. Requirements for tuition exemption/payment postponement” is met, you can apply for exemption from tuition (and postponement of its payment at the same time). If your application is successful, the full or half the amount of the tuition can be waived or its payment postponed upon request. Please carefully read this guide and follow the instructions for preparation and submission of your application.

1. Requirements for tuition exemption/payment postponement

To apply for tuition exemption/payment postponement, you must be one of the following:

- 1) A degree-seeking student who is unable to pay tuition due to financial difficulties but has demonstrated outstanding academic performance
- 2) A degree-seeking student who is unable to pay tuition due to the death of his/her financial provider, or due to damage caused by a natural disaster that occurred within a year prior to enrollment as a new student, or six months prior to the deadline for tuition payment for current students, from which the student or his/her financial provider is suffering
- 3) A degree-seeking student whose circumstances are comparable with 1) or 2) above and whose reasons for exemption/payment postponement are approved by the president

Notwithstanding the above, international students entering Tokyo Tech in the 2020 fall semester will not be exempt from payment, although they may be eligible for payment postponement. (Those who were Tokyo Tech students in the 2020 spring semester can apply for exemption and/or postponement.)

Also, the following students are not permitted to apply for exemption or postponement.

1. Students who applied for exemption in the 2020 spring semester, and have been notified the result for the academic year. Those who are not approved for full exemption (and are required to pay the full or half the amount) can apply for full exemption again if they fall under 2) of the above requirements.
2. Government funded international students
3. Privately funded international students who have been assigned by their government to a study abroad program

2. Documents required

Online Pre-application

An online pre-application form must be completed and submitted via the following link:

- Tokyo Tech website - Current Students - Tuition and Scholarships - Exemptions from Enrollment Fee and Tuition for Graduate Students

<https://www.titech.ac.jp/english/enrolled/tuition/exemptions.html>

If you wish to be exempt from both the enrollment fee and tuition, choose the relevant option on the pre-application form.



Primary Submission

The Following documents must be prepared and submitted. When preparing the documents, please refer to “Instructions for Completing Application Documents” (p.8-9). When applying for both exemption from

the enrollment fee and tuition, you may attach copies of documents in place of the originals to the tuition exemption application for 2)- 5), as long as the original documents are attached to the enrollment fee exemption application. If you will pay the tuition in full and are applying for postponement of its payment, please submit only 1) and 2).

Documents can be submitted directly or sent by postal mail to the Student Support Division on your campus (not by campus mail). If you send the documents by postal mail, please use Japan Post's registered mail or "Letter Pack Light Plus" services to check their tracking service. Please write "Application for Tuition Exemption for graduate students" on the front of the envelope. One envelop is sufficient for both enrollment fee and tuition exemption. In case that you cannot enter Japan yet and cannot ask family members or laboratory associates in Japan to submit the documents on your behalf, please inform the Student Support Division on your campus of your situation by email.

- 1) Processing Slip for Tuition Exemption and Postponement of Tuition Payment (Attachment 1-2)
- 2) Pledge for Exemption and/or Postponement of Enrollment Fee and/or Tuition Application (Attachment 1-3)
- 3) Documents proving housing costs: Depending on your case, submit one of the following documents:
 - A copy of a rental agreement, if you rent your flat or house (If sharing it, please see below "A Room-Sharing Expense Report")
 - A copy of a real estate purchase and sale agreement, if you have purchased your residence.
 - A Housing Contract Declaration (Attachment 1-8) with a copy of the lessor's real estate purchase and sale agreement if you rent a room without a contract
 - A Room-Sharing Expense Report (Attachment 1-9) with a copy of a rental agreement if you are living in a shared house or flat
 - A Dormitory Residence Report (Attachment 1-7) if you are resident of a Tokyo Tech dormitory or Tokyo International Exchange Center (TIEC)
- 4) Copies of your residence card (both sides) and National Health Insurance card: If you have family member(s) living with you in Japan, submit copies in respect to them. And 「記号」 (code) & 「番号」 (numbers) should be blacked out in the copy of National Health Insurance card.
- 5) Declaration of Research Results (Attachment 1-4): Required only for doctoral students. Evidence is needed. See "Instructions for Completing Application Documents."
 - i. Academic Supervisor's Comments (Attachment 1-6): Required only for current students. Your academic supervisor must complete the form for you. See "Instructions for Completing Application Documents."
 - ii. Application for Exemption of the Tuition for Doctoral Program Students Who Stay Over the Standard Years: See "For Doctoral Students who started in academic year 2017 and before.pdf" via the web page "Exemptions from Enrollment Fee and Tuition for Graduate Students." The form must be completed separately by yourself and your academic supervisor.
 - iii. A self-addressed 長形 3 号 envelope (120 mm x 235 mm, Japanese Naga 3 size) : Required only for those who send required documents by postal mail, for receiving an application receipt. Write your name, student ID number and address in Japan on the envelope and affix JPY 84 postage.

Secondary Submission

*The Following documents must be prepared and submitted. As with the primary submission, **please refer to "Instructions for Completing Application Documents" (p.8-9)** when preparing the following documents. When applying for both exemption from the enrollment fee and tuition, you may attach copies of the following documents 6)-9) in place of the originals to the tuition exemption application, as long as the original documents are attached to the enrollment fee exemption application. If you will pay the tuition in full and are applying for postponement of its payment, you do not need to submit any documents in the secondary submission.*

Documents can be submitted directly or sent by postal mail to the Student Support Division on your campus (not by campus mail). If you send the documents by postal mail, please use Japan Post's registered mail or "Letter Pack Light Plus" services to check their tracking service. Please write "Application for Tuition Exemption for graduate students" on the front of the envelope. One envelope is sufficient for both enrollment fee and tuition exemption. In case that you cannot enter Japan yet and cannot ask family members or laboratory associates in Japan to submit the documents on your behalf, please inform the Student Support Division on your campus of your situation by email.

- 6) 【Privately Funded International Students】 Checklist for Application Documents for Exemption from Tuition, etc. (Attachment 2-3)
- 7) Financial Status Report (For Privately Funded International Students) (Attachment 2-7)
- 8) Salary Certificate (Attachment 2-4) or copies of salary (wage) statements for the past three months: Must be submitted if you have worked part time. If you have family member(s) living with you in Japan, submit the same document(s) in respect to them.
- 9) Documents proving the school registration status of the applicant's siblings and spouse: If family member(s) living with you in Japan include a student (in high school or higher education), submit a copy of their student ID card.
- i. A self-addressed 長形 3 号 envelope (120 mm x 235 mm, Japanese Naga 3 size) : Required only for those who send required documents by postal mail, for receiving an application receipt. Write your name, student ID number and address in Japan on the envelope and affix JPY 84 postage.

4. Other important points for both enrollment fee and tuition fee exemption and postponement of payment

- 1) For those who apply for exemption from tuition and/or the enrollment fee and/or postponement of its payment, the collection of tuition will be withheld until the decision on their application is made. If you have applied, please do not make payment until you have been notified of the decision. If you do, your application will be automatically withdrawn. Also note that you may not apply for exemption from tuition that you have already paid.
- 2) After receiving your application result, unless full exemption is approved, you must pay the designated amount immediately or by the date specified in the notification. Failure to meet the payment deadline will result in your dismissal from Tokyo Tech.
- 3) Information on the payment method will be enclosed with the notification that you receive. For inquiries regarding tuition payment, please contact: Revenue Group, Accounting Division on Ookayama campus (Tel: 03-5734-2313).
- 4) If there is a need to inquire about the application documents, we will contact your Tokyo Tech email address(@m.titech.ac.jp) in principle. Please check your email settings so that you can receive emails from Tokyo Tech. Also, be sure to check your email regularly during the exemption application process. Tokyo Tech will not be liable for any disadvantage caused by the applicant not confirming or not being able to confirm emails.
- 5) Failure to submit all documents fully completed by the specified deadline, or failure to reply to inquiries from the Student Support Division, could result in disapproval of applications or applicants not being entitled to deductions. Also, if we contact your Tokyo Tech email address but do not receive a reply by the specified deadline, your application may be disapproved or you will not be entitled to deductions. The Student Support Division will not send any reminder notices for documents and replies that have not been submitted and/or sent after the specified deadline. And please note that you must submit all documents to the Student Support Division on the campus that you registered on the online pre-application form.

Updated information:

September 2nd, 2020: correction: 2. Applying for Tuition Exemption and/or Postponement > 1.

Requirements for Tuition Exemption and/or Postponement, 1.

September 11th, 2020: Addition: how to submit the documents at the Primary and Secondary Submission

September 25th, 2020: Addition: And 「記号」 (code) & 「番号」 (numbers) should be blacked out in the copy of National Health Insurance card.

Instructions for Completing Application Documents

When preparing web application and documents, please following this instruction.

- a. Application documents must contain information that is current as of April 1, 2020 for applications for the spring semester, and October 1, 2020 for applications for the fall semester.
- b. All application documents should be prepared carefully and well organized before submission.
- c. When completing application documents, use a black ballpoint pen (never use an erasable pen). Do not use white-out or correction tape for mistakes. Please strike through mistakes with double lines, then make corrections.
- d. Documents that require applicants' signatures must contain an original handwritten signature.
- e. Documents submitted for application will not be returned.
- f. Incomplete, unclear, or inadequate applications will result in the exemption request being disapproved. In the event that application documents are found to contain false information, the enrollment fee and/or tuition exemption will be revoked even if approval was granted.

Online Pre-application

Proceed with online pre-application as per the "Application guide." Please note that newly entered international students can apply only for postponement, not for exemption (except those who were registered at Tokyo Tech in the spring semester of 2020). See further details in each requirement for enrollment fee and tuition exemption and/or postponement of payment.

Primary Submission

- 1) **Processing Slip for Enrollment Fee Exemption and Postponement of Enrollment Fee Payment (Attachment1-1) / Processing Slip for Tuition Exemption and Postponement of Tuition Payment (Attachment1-2)**
 - a. Fill in your affiliation (School, Department), name, and student ID no. ONLY.
 - b. Enter your student ID no. starting from the leftmost box.
- 2) **Pledge for Exemption and/or Postponement of Enrollment Fee and/or Tuition Application (Attachment 1-3)**
 - a. "Applicant's signature" must contain an original handwritten signature. "生計維持者署名" is not required for Privately Funded International Students.
- 5) **Declaration of Research Results (Required only for doctoral students) (Attachment 1-4)**

Report the number of your research results (up to seven) by referring to the criteria listed below (be sure to attach documentary evidence). The research results must be those achieved since starting a master's degree program.

 - a. Report the number of your research results up to seven. Refereed papers should be reported first.
 - b. Master's theses are not applicable.
 - c. Do not double count research achievements.
 - d. Count journal papers that have been accepted by October 1, 2020 for enrollment fee and/or tuition exemption and postponement of its payment.
 - e. Exclude papers published during undergraduate study.
 - f. Count conference presentations that have been completed by October 1, 2020 for

enrollment fee and/or tuition exemption and postponement of its payment.

- g. Attach the following as evidence. In the documentary evidence, mark the underlined parts below with a highlighter pen, and also, write a material number to each research result. The material numbers should be written in the table of the Attachment.
- ✧ 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., a copy of the first page of the paper)
 - ✧ Academic conference presentations: Materials to confirm the conference name, the date of the presentation, the presentation's title and the presenter's name.

The above a-g criteria are also mentioned in the form (g. is separately mentioned).

i. Academic Supervisor's Comments (Attachment 1-6) (Required only for current students)

- a. An Academic Supervisor must complete the form for you (excluding student name and student ID no.) and enclose it in a sealed envelope.
- b. After receiving the envelope from your Academic Supervisor, leave it sealed and submit it to the Student Support Division.
- c. If it is deemed to have been opened, your application shall be disapproved. Resubmission shall not be accepted.

Secondary Submission

6) 【 Privately Funded International Students 】 Checklist for Application Documents for Exemption from Tuition, etc. (Attachment 2-3)

- a. Check "1. Required submission of certificates relating to family members" and confirm the "family members" to be declared in this checklist.
- b. Check "2. Documents to be submitted by all applicants."
- c. Based on "3. Checklist for other required documents," prepare the necessary documents when replying "yes" in the "Check" column. If you have family members, their documents are also needed.

7) Financial Status Report (For Privately Funded International Students) (Attachment 2-7)

- 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.