

Dear Applicants for Exemption from Enrollment Fee and Tuition

## **Submission Rules on Missing Documents for Applicants for Exemption from Enrollment Fee and Tuition**

As a general rule, applicants for enrollment fee and tuition exemption must submit all required documents at the time of application (primary and secondary submissions). However, in the past, for those who could not submit some documents due to unavoidable reasons, Tokyo Tech accepted later submissions of missing documents by setting a new deadline.

There are quite a few applicants who fail to submit missing documents by the new deadline and do not notify us, return phone calls, or reply to emails. This affects the screening procedure quite seriously. Please be aware that deadlines will be strict from the 2020 academic year, and all applicants are expected to read the following statements very carefully.

**◆The Student Support Division will not send any reminder notices for documents that have not been submitted after the specified submission deadline.**

There are two ways for us to notify applicants regarding incomplete or missing documents and request their submission: over the counter at the time of applying or later by email.

If there is a need to inquire about the application documents, we will contact your Tokyo Tech email address 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.**

**◆Failure to re-submit incomplete or missing documents by the specified deadline could result in disapproval of applications or applicants not being entitled to deductions.**

Please note that you must submit missing documents to the same campus where you submitted the documents (primary).

**◆If we need to inquire about your application, we will email you. Please be sure to reply.**

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. Please be careful.

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