

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

2023 年度 前期 AY 2023 Spring Semester

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	<p>ステップ1:システム申請 【在学生】3月14日(火)~3月27日(月)13:00 3月23日(木)13:00~4月3日(月)23:59(日本標準時間 以下同) 【新入生】4月4日(火)~4月17日(月)23:59</p> <p>ステップ2:書類提出 【在学生・新入生共通】6月6日(月)~6月19日(月)</p> <p>※窓口への書類提出は10:15~16:15まで ※郵送で提出する場合は、書類提出期間最終日までの消印のみ有効</p> <p>STEP1: Register application information online For current students: March 14 to March 27, 2023 at 13:00 March 23, 13:00 to April 3, 23:59, 2023 (Japan Standard Time Same as below) For new students: April 4 to April 17, 2023 at 23:59</p> <p>STEP2: Submit original documents: For all application: June 6 to June 19, 2023</p> <p>*Office hours for in-person submission: 10:15 to 16:15 *Submissions by postal mail must be postmarked by the last day of Submission of Documents period.</p>
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- 受付期間内にステップ1およびステップ2を完了できない方は、必ず事前にご相談ください。
 - 新型コロナウイルス感染症の拡大に鑑み、郵送での提出を推奨します。
 - 受付期間を過ぎた申請は、無効です。
 - 書類を郵送する場合は、書類提出期間最終日までの消印のみ有効です。
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- Applicants who are unable to complete Step 1 and submit documents during the stated period must consult the relevant office well in advance.
 - In light of the COVID-19 pandemic, it is encouraged that documents are submitted by postal mail instead of in person.
 - Applications submitted after the deadline are invalid.
 - Submissions by postal mail must be postmarked by the last day of Submission of Documents period.

●受付場所及び問い合わせ先 Where to Submit Required Documents and Inquiries

提出が必要な書類は、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 the required documents to the office listed below.

If you have any questions, contact the relevant office by email. Please make sure to include your name, student ID number, and phone number. We will answer inquiries by email or telephone.

地区 Campus	提出・問い合わせ Submission and Inquiries
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>【窓口 Inquiries and in-person submission】 Taki Plaza 1階 学生支援課経済支援グループ Taki Plaza, Floor 1 Financial Aid Group, Student Support Division Email: gak.kei@jim.titech.ac.jp メールボックス Mailbox: TP-102</p> <p>【郵送 Submission by postal mail】 〒152-8550 目黒区大岡山 2-12-1 TP-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 TP-102, 2-12-1 Ookayama, Meguro-ku Tokyo, 152- 8550 Japan</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>【窓口 Inquiries and in-person submission】 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, Student Support Division Email: 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 すず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	7月下旬～8月上旬 Late July to early August
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※結果通知は教務 web システムにてお知らせします。また、東工大メールアドレス宛のメールでもお知らせ予定です。払込票は現時点で封書にて7月下旬から8月上旬頃に登録した住所へ郵送予定です。

Results will be notified on the Web System for Students. They will also be sent to the applicant's Tokyo Tech email address (@m.titech.ac.jp). A payment slip(s) in a sealed envelope is planned to be mailed to the applicant's registered address in late July to early August..

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 fall semester and entered a doctoral program in spring, 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 2023 spring semester will not be exempt from payment, although they may be eligible for payment postponement. (Those who were Tokyo Tech students throughout September 2022 to March 2023 (the entire 2022 fall 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. Application Procedures

Online Enrollment Procedure System

Apply for enrollment fee exemption or postponement of payment in accordance with the instructions in the Enrollment Procedures Guide. Failure to do so will result in the application not proceeding to STEP 1 and STEP 2.

STEP 1: Register application information online

When preparing the documents, please refer to “Instructions for Providing Application Information and Completing Documents” (p.9-10). Access the **Enrollment Fee & Tuition Exemption** application system via the Tokyo Tech Portal and enter information for the items below. Also, fill in the documents that need to be submitted.

If you are applying only for postponement of enrollment fee payment, upload only a copy of 1) and submit the original in STEP 2.

Documents that you need to submit original hard copies of in STEP 2 after uploading electronic versions are denoted by a dagger (†) symbol.

- 1) Pledge for Exemption and/or Postponement of Enrollment Fee and/or Tuition Application (Attachment 1-1)†
- 2) Your residence card (both sides) and National Health Insurance card: If you have family member(s) living with you in Japan, upload theirs as well as yours. Black out ID number(s) (「記号」 and 「番号」) on National Health Insurance card(s) before upload.
- 3) 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), upload a copy of their student ID card. (*If "yes" to questions 1-2)
- 4) Salary Certificate (Attachment 2-1) † or salary (wage) statements for the past three months*: Must be upload if you have worked part time. If you have family member(s) living with you in Japan, upload the same document(s) in respect to them. The original Salary Certificate (Attachment 2-1) is to be submitted in STEP 2. *If "yes" to questions 3-1-2, 3-1-4 or 3-1-5.
- 5) Salary Certificate for TAs / RAs (Attachment 2-2) †* : Upload only if you are a TA or RA. Original(s) are to be submitted in STEP 2. *If "yes" to questions 3-1-3.
- 6) Withholding tax statement for salary in 2022 (Reiwa 4)*: Upload only if you (or your spouse or sibling(s) living with the applicant) been working for the current employer since January 1, 2022 (Reiwa 4) or earlier. (Excluding part-time jobs) *If "yes" to questions 3-1-4.
- 7) 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 upload. *If "yes" to questions 3-1-6.
- 8) Job acceptance letters (including "naitei" (provisional) acceptance letters) by JSPS*. *If "yes" to questions 3-1-7.
- 9) Documents proving housing costs: Depending on your case, submit one of the following documents:
 - The lease contract, if you rent your flat or house (If sharing it, please see below “A Room-Sharing Expense Report”)
 - A real estate purchase and sale agreement if you have purchased your residence.
 - A Housing Contract Declaration (Attachment 1-2) † 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 1-3) with a copy of a rental agreement if you are living in a shared house or flat
 - A copy of each housemate's residence card, student ID card or staff ID card, etc. that can confirm the address
- 10) Declaration of Research Results: Required only for doctoral students.
Upload documentary evidence prepared in accordance with “Instructions for Providing Application Information and Completing Documents.” Your academic supervisor should review the contents via the **Enrollment Fee & Tuition Exemption** application system.

STEP 2: Submit original documents

If you are applying only for postponement of enrollment fee payment, submit the Pledge for Exemption and/or Postponement of Enrollment Fee and Tuition Application (Attachment 1-1)[†].

Documents that you need to submit original hard copies of after uploading electronic versions to the system in STEP 1 are denoted by a dagger (†) symbol. Please bring or mail (excluding campus mail) them to the Student Support Division of your campus during the designated period.

If you choose the postal mail option, please use Japan Post's registered mail or "*Letter Pack Light*" services that provide tracking information. Please write "Application for Enrollment Fee Exemption for graduate students" on the front of the envelope.

In cases where you are abroad and unable to ask family members or laboratory colleagues to submit the documents in Japan on your behalf, please contact your campus's Student Support Division by email.

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

(Those who are repeating a year or who have exceeded the standard duration of study are not eligible for exemption in principle.)

Notwithstanding the above, international students entering Tokyo Tech in the 2023 spring semester will not be exempt from payment, although they may be eligible for payment postponement. (Those who were Tokyo Tech students throughout September 2022 to March 2023 (the entire 2022 fall semester) can apply for exemption and/or postponement.)

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

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

2. Period of validity for exemption/payment postponement decisions

When applicants for tuition exemption are expected to complete their degree programs in or after October 2023, decisions will be made regarding tuition for the 2023 spring and fall semesters.

As a general rule, exemption applications for a spring semester are also considered for the fall

semester. However, if students receive a half-exemption or disapproval decision this time, they can apply for the exemption again for a fall semester if they fall under item 2) of the requirements (section 2.1).

When applicants for tuition exemption are expected to complete their degree programs in or before September 2023, decisions will be made regarding only the tuition for the 2023 spring semester.

Those who apply for (and are approved for) payment postponement for a spring semester and wish to be exempted from the tuition fee for the fall semester or defer the payment, they need to apply as such for a fall semester.

3. Application Procedures

STEP 1: Register application information online

When preparing the documents, please refer to “Instructions for Providing Application Information and Completing Documents” (p.9-10). Access the **Enrollment Fee & Tuition Exemption** application system via the Tokyo Tech Portal and enter information for the items below. Also, fill in the documents that need to be submitted.

If you are applying only for postponement of tuition payment, upload only a copy of 1) and submit the original in STEP 2.

Documents that you need to submit original hard copies of in STEP 2 after uploading their electronic versions are denoted by a dagger (†) symbol.

When applying for both exemption/postponement from the enrollment fee and tuition, only one application is required (no separate application is needed).

- 1) Pledge for Exemption and/or Postponement of Enrollment Fee and/or Tuition Application (Attachment 1-1) †
- 2) Your residence card (both sides) and National Health Insurance card: If you have family member(s) living with you in Japan, upload theirs as well as yours. Black out ID number(s) (「記号」 and 「番号」) on National Health Insurance card(s) before upload.
- 3) 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), upload their student ID card.
- 4) Salary Certificate (Attachment 2-1) † or salary (wage) statements for the past three months*: Must be upload if you have worked part time. If you have family member(s) living with you in Japan, upload the same document(s) in respect to them. The original Salary Certificate (Attachment 2-1) is to be submitted in STEP 2. *If "yes" to questions 3-1-2, 3-1-4 or 3-1-5.
- 5) Salary Certificate for TAs / RAs (Attachment 2-2) †* : Upload only if you are a TA or RA. Original(s) are to be submitted in STEP 2. *If "yes" to questions 3-1-3.
- 6) Withholding tax statement for salary in 2022 (Reiwa 4)*: Upload only if you (or your spouse or sibling(s) living with the applicant) been working for the current employer since January 1, 2022 (Reiwa 4) or earlier. (Excluding part-time jobs) *If "yes" to questions 3-1-4.
- 7) 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 upload. *If "yes" to questions 3-1-6.
- 8) Job acceptance letters (including "naitei" (provisional) acceptance letters) by JSPS*. *If "yes" to questions 3-1-7
- 9) Documents proving housing costs: Depending on your case, submit one of the following documents:
 - The lease contract, if you rent your flat or house (If sharing it, please see below “A Room-

Sharing Expense Report")

- A real estate purchase and sale agreement, if you have purchased your residence.
- A Housing Contract Declaration (Attachment 1-2) † 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 1-3) with a copy of a rental agreement if you are living in a shared house or flat
- Housemate's residence card, student ID card or staff ID card, etc. that can confirm the address
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10) Declaration of Research Results: Required only for doctoral students. Upload of the documentary evidence. Must be registered by your academic supervisor. See "Instructions for Input and Completing Application Documents."

In addition to the above:

- i. Academic Supervisor's Comments: Required only for current students. After your application is registered, your academic supervisor will receive an email notification and complete the necessary information.
- ii. Application for Exemption of the Tuition for Doctoral Program Students Whose Study Exceeds the Standard Duration: After your application is registered, your academic supervisor should complete the necessary information via the **Enrollment Fee & Tuition Exemption** application system.

STEP 2: Submit original documents

If you are applying only for postponement of tuition payment, submit the Pledge for Exemption and/or Postponement of Enrollment Fee and Tuition Application (Attachment 1-1) †.

Documents that you need to submit original hard copies of after uploading electronic versions to the system in STEP 1 are denoted by a dagger (†) symbol. Please bring or mail (excluding campus mail) them to the Student Support Division of your campus during the designated period. If you choose the postal mail option, please use Japan Post's registered mail or "Letter Pack Light" services that provide tracking information. Please write "Application for Tuition Exemption for graduate students" on the front of the envelope. In cases where you are abroad and unable to ask family members or laboratory colleagues to submit the documents in Japan on your behalf, please contact your campus's Student Support Division by email.

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

1) After clicking the "Apply" button in STEP 1 and STEP 2 on the system, the applicant cannot correct the information. Should there be any mistakes, please notify the Student Support Division of your campus by email and provide the correction(s) and your student ID number.

2) 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 and/or the enrollment fee that you have already paid.

3) 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.

4) 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 (Email: kei.syu@jim.titech.ac.jp). Please make sure to include your name, student ID number.

5) 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.

6) Failure to apply and to submit 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.

7) If you wish to have your application cancelled or withdrawn because of missing documents, change of circumstances, or other reasons, please click the "Decline" button on the top page of the **Enrollment Fee & Tuition Exemption** application system. If you have applied for enrollment fee exemption or postponement, please pay the enrollment fee immediately. The cancellation/withdrawal will be officially recorded upon payment. If you fail to submit documents after completing application, your application will be automatically disapproved. If that is the case, application for exemption and/or payment postponement for the fall semester will not be permitted in principle.

8) 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.

Instructions for Providing Application Information and Completing Documents

When preparing application information and documents, please following these instructions.

- a. Spring semester applications must include information as of April 1, 2023, and fall semester applications must include information as of October 1, 2023.
- b. Proceed to the **Enrollment Fee & Tuition Exemption** application system as per the "Application guide" via Tokyo Tech Portal.
- 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. Use A4 size paper for printing and submitting the required forms.

g. Incomplete, unclear, or inadequate applications will result in the exemption request being disapproved. In the event that an application is found to contain false information, the enrollment fee and/or tuition exemption will be revoked even if approval was granted.

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 fall semester of 2022). See further details in each requirement for enrollment fee and tuition exemption and/or postponement of payment.

STEP 1

1) Pledge for Exemption and/or Postponement of Enrollment Fee and/or Tuition Application (Attachment 1-1)

“Applicant’s signature” must contain an original handwritten signature. “生計維持者署名” is not required for Privately Funded International Students.

2) Please read the following carefully and provide the facts as they are, as the application information will be the essential basis for screening.

- a. Provide accurate information concerning “Income and Expenditure,” “Details of Incomes,” and “Financial Circumstances.”
- b. If there is income from a spouse or other family member living with the applicant in Japan, this should also be included.

Required submission of certificates relating to family members:

Applicant	Spouse living with the applicant	Children living with the applicant	Sibling(s) living with the applicant	Sibling(s) or spouse not living with the applicant	Friend(s) living with the applicant
Required	Required	Required	Required	Not Required	Not Required

c. In [3-1-1 Monthly average of living expenses for the entire household] calculation, the amount of income must be greater than or equal to that of [3-2-1 Expenditure].

3) Declaration of Research Results (Required only for doctoral students)

Report the number of your research results (up to five) 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.

We encourage you to start working on the declaration form as early as possible, as you need to have your academic supervisor review and approve it through the **Enrollment Fee & Tuition Exemption** application system via Tokyo Tech Portal.

The academic supervisor’s approval is required even if you do not yet have research results to declare.

- a. Report the number of your research results up to five. 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 April 1, 2023 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 April 1, 2023 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., 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.

4). Academic Supervisor's Comments (Required only for current students)

- a. After your application is registered, your academic supervisor will receive an email notification from Tokyo Tech Portal. Completed upon review and approval by the instructor.