

Emergency Enrollment Fee and/or Tuition Exemptions for Graduate Students Affected
Financially by COVID-19
Fall Semester AY 2022 Application Information

Applications for “emergency enrollment fee and/or tuition exemptions” will be available for eligible graduate students who have difficulty paying the enrollment fee and/or 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 2022 fall semester only.

◆ **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-2022fallmenjokyuhen-sienlist.pdf>

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

- 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 2021, 2020 or 2019, AND their annual income from part-time jobs etc. in Japan in 2022 is expected to drop by 50% or more from 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 2021, 2020 or 2019 was part-time jobs etc., AND their annual income from part-time jobs etc. in Japan in 2022 is expected to drop by 50% or more from 2021, 2020 or 2019. In addition, applicants must be those who applied for tuition exemption for AY 2021.

◆ **Application process**

The application process consists of the following steps. Documents for Primary and Secondary Submission can be submitted directly or sent by postal mail to the Student Support Division on your campus. In light of the COVID-19 pandemic, it is encouraged that documents are submitted by postal mail instead of in person.

1. Primary Submission: All applicants are required to submit forms and documents for the primary procedure.

2. Secondary Submission: All applicants are required to submit additional documents for the secondary procedure.

*If you are an international student entering Tokyo Tech in the 2022 spring semester who cannot apply for the exemptions but applied for postponement, and you are eligible for these emergency exemptions (see “Eligibility” above), please follow the above application process as an applicant for postponement. If your application documents prove your eligibility for these emergency exemptions, the Student Support Division will contact you as a candidate.

◆ 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).

(For reference) Online Pre-application:

New students: September 9 to September 21, 2022

The Online Pre-application is required only for those who apply for emergency enrollment fee exemption.

Primary Submission:

Current Students: September 26 to September 30, 2022

New Students: October 5 to October 12, 2022

Secondary Submission: October 28 to November 4, 2022

Note:

- Office hours for applications: 9:30 to 16:30 (Until 17:00 on the last day)

◆ Required documents

【Documents for Primary Submission】

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

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

Note: When applying for both exemption from the enrollment fee and tuition, you may submit one original declaration and its copy.

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

- [Enrollment Fee and Tuition Exemption Application Guide for Graduate Students](#)
- Application Documents: Please click [here](#) to download application forms.

(3) A self-addressed 長形 3 号 envelope (120 mm x 235 mm, Japanese Naga 3 size) is required *only for those who send required documents by postal mail*, for receiving an application receipt. Write your name and address in Japan on the envelope and affix JPY 84 postage.

【Documents for Secondary Submission】

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

Those who applied for financial assistance from public organizations	<ul style="list-style-type: none"> • Certificate(s) proving that the applicant is receiving or has been accepted to receive financial assistance from public organizations <p>AND either of the following documents:</p> <ul style="list-style-type: none"> • Copies of salary (wage) statements for the past three months (after July 2022): Must be submitted if the applicant's <i>annual employment income</i> is expected to drop. • Declaration of drop in income received from sources other than salary^{*1}: Must be submitted if the applicant's <i>annual income from sources other than salary</i> is expected to drop.
Applicants whose annual employment income is expected to drop by 50% or more from 2021, 2020 or 2019	<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"> • Taxation certificate for 2022 • Copies of salary (wage) statements for the past three months (after July 2022) <p>If the current (reduced) income needs to be compared to that of 2020 or 2019, the following document is also required:</p> <ul style="list-style-type: none"> • Taxation certificate for 2021 or Taxation certificate for 2020
Applicants whose annual income from sources other than salary is expected to drop by 50% or more from 2021, 2020 or 2019	<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"> • Taxation certificate for 2022 • Declaration of drop in income received from sources other than salary^{*1} • A copy of the 2021 final income tax return certificate • Documentation proving a drop in sales (e.g., a monthly trial balance) <p>If the current (reduced) income needs to be compared to that of 2020 or 2019, the following document is also required:</p> <ul style="list-style-type: none"> • Taxation certificate for 2021 or Taxation certificate for 2020

^{*1} Please click [here](#) to download the form (in Japanese only):

Note: When applying for exemption from both the enrollment fee and tuition, you may attach copies of documents in place of the originals to the tuition exemption application, as long as the original documents are attached to the enrollment fee exemption application.

(2) The same documents listed as “Documents required (secondary)”

Refer to “2. Documents required” in “2. Applying for Tuition Exemption and/or Postponement of Payment” in the Application Guide below and submit the necessary documents:

- [Enrollment Fee and Tuition Exemption Application Guide for Graduate Students](#)
- Application Documents: Please click [here](#) to download application forms.

(3) A self-addressed 長形 3 号 envelope (120 mm x 235 mm, Japanese Naga 3 size) is required *only for those who send required documents by postal mail*, for receiving an application receipt. Write your name and address in Japan on the envelope and affix JPY 84 postage.

◆ **Submission of applications**

The required documents must be submitted to the office below.

If your laboratory is located at Ookayama or Tamachi campus, send your application to:	If your laboratory is located at Suzukakedai campus, send your application to:
Financial Aid Group Student Support Division Student Services Department Tokyo Institute of Technology 2-12-1-TP-102 Ookayama, Meguro-ku Tokyo 152-8550, Japan	Suzukakedai Student Support Group Student Support Division Student Services Department Tokyo Institute of Technology 4259 J1-1 Nagatsuta-cho, Midori-ku Yokohama, Kanagawa 226-8503, Japan

Note:

- If you send required documents by postal mail, please use **Japan Post’s registered mail or “Letter Pack Light Plus” services** to check their tracking status.
- Please write “**Application for Emergency Tuition Exemption (for graduate students)**” on the front of the envelope.

◆ **Notification**

A notification of the decision will be available via the Web System for Students and Faculty, and will be sent to the applicant’s Tokyo Tech email address (@m.titech.ac.jp). A payment slip(s) in a sealed envelope is scheduled to be mailed to the applicant’s registered address in mid to late December.

◆ 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 applied for the ordinary tuition exemption in the spring semester and I have been notified the result for the full year.

However, I'd like to apply for the emergency exemption because my income has dropped severely. What should I do?

A4: If you are not approved for full exemption (and are required to pay the full or half the amount) AND you are eligible for this Emergency Enrollment Fee and/or Tuition Exemptions, you may apply for this emergency exemption. Please read carefully the above "Eligibility."

Q5: Will anyone who fulfils the eligibility requirements be approved for the emergency tuition exemption once they submit the required documents?

A5: No. Tokyo Tech will evaluate applicants' academic performance, income, and assets according to our regulations — the same as for ordinary tuition exemption. Decisions on applications for emergency tuition exemption will be one of the following: "full exemption," "50% exemption," or "disapproved."

Q6: I am currently outside Japan. Am I eligible to apply?

A6: 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.

◆ **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.

If your laboratory is located at Ookayama or Tamachi campus:	Financial Aid Group gak.kei@jim.titech.ac.jp
If your laboratory is located at Suzukakedai campus:	Suzukakedai Student Support Group suz.gak@jim.titech.ac.jp