

Emergency Enrollment Fee and/or Tuition Exemptions for Graduate Students Affected  
Financially by COVID-19  
Fall Semester AY 2023 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 2023 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-2023menjokyuhen-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 2022, 2021, 2020, or 2019, AND their annual income from part-time jobs etc. in Japan in 2023 is expected to drop by 25% or more from 2022, 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 2022, 2021, 2020, or 2019 was part-time jobs etc., AND their annual income from part-time jobs etc. in Japan in 2023 is expected to drop by 25% or more from 2022, 2021, 2020, or 2019. In addition, applicants must be those who applied for tuition exemption for AY 2022.

◆ **Application process**

Access the **Enrollment Fee & Tuition Exemption** application system via the Tokyo Tech Portal and enter information for the items below. Documents can be submitted directly or sent by postal mail to the Student Support Division on your campus.

1. STEP 1: **Register application information online**

2. STEP 2: **Register application information online** and **Submit original documents**

\*If you are an international student entering Tokyo Tech in the 2023 fall 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 application after the stated deadlines. Submissions by postal mail must be postmarked by the last day of STEP 2 period.

\*If you apply for an enrollment fee exemption, you will need to enter information into the online enrollment procedure system at the time of the admission procedure.

#### STEP 1:

Current Students: September 19 at 10:00 to September 26, 23:59, 2023

New Students: October 2 at 10:00 to October 10, 23:59, 2023

#### STEP 2:

For all applicants: October 24 at 10:00 to November 2, 23:59, 2023

Office hours for submission of documents: 9:30 to 16:30 (until 17:00 on the last day)

### ◆ Application Procedures

#### 【STEP 1: Register application information online】

- (1) The same listed as STEP 1: Register application information online**  
for the exemption from tuition for graduate students must be input.

[Enrollment Fee and Tuition Exemption Application Guide for Graduate Students](#)

#### **(2) Declaration of Change in Household Income Due to COVID-19**

Please enter the necessary information into the online system as per (1).

#### 【STEP 2: Submit original documents】

#### **(1) The same listed as STEP 2: Submission original documents**

Refer to “2. Application Procedures” 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](#)

Note: Please describe in detail how COVID-19 has affected your household.

(e.g., impact on household finances, impact on research activities, impact on family members, etc.)

## (2) Documentation proving financial hardship due to COVID-19

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

Those who applied for financial assistance from public organizations	<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 July 2023): Must be submitted if the applicant's <i>annual employment income</i> is expected to drop.</li> <li>Declaration of drop in income received from sources other than salary*<sup>1</sup>: Must be submitted if the applicant's <i>annual income from sources other than salary</i> is expected to drop.</li> </ul>
Applicants whose annual employment income is expected to drop by 25% or more from 2022, 2021, 2020 or 2019	<p>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>Copies of salary (wage) statements for the past three months (after July 2023/December 2022)</li> </ul> <p>Additionally, in order to compare with your current (reduced) income, you will need to submit a tax certificate from one of the following years.</p> <ul style="list-style-type: none"> <li>Taxation certificate for 2023†, Taxation certificate for 2022†, Taxation certificate for 2021† or Taxation certificate for 2020†</li> </ul>
Applicants whose annual income from sources other than salary is expected to drop by 25% or more from 2022, 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"> <li>Declaration of drop in income received from sources other than salary*<sup>1</sup></li> <li>A copy of the 2022 final income tax return certificate</li> <li>Documentation proving a drop in sales (e.g., a monthly trial balance)</li> </ul> <p>Additionally, in order to compare with your current (reduced) income, you will need to submit a tax certificate from one of the following years.</p> <p>Taxation certificate for 2023†, Taxation certificate for 2022†, Taxation certificate for 2021† or Taxation certificate for 2020†</p>

\*<sup>1</sup> Please click [here](#) to download the form (in Japanese only):

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

### ◆ Submission of documents

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 of results

Results will be notified on the Web System for Students in Mid-December. 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 at the same time as the result notification.

### ◆ 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 STEP 1 deadline? Am I not eligible to apply for the emergency exemption?

A2: You may be eligible to apply.

Please note, however, that you will be required to upload (in STEP 2) a decision letter of public assistance or a certificate of receipt.

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..** 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