

Q & A about Exemption Applications (For International Students)

No.	Contents of Question	Responses	Items
1	What is the online pre-application?	If you wish to be exempt from the enrollment fee and tuition, you need to take this first step. You must also follow the procedures for Primary Submission and Secondary Submission.	Online pre-application
2	I plan to apply for exemption (or postponement) from both the enrollment fee and tuition. Do I need to make two separate applications?	You do not need to apply twice. Please apply for exemption from both the enrollment fee and tuition in one application.	Online pre-application
3	How will I know if my online pre-application is successfully completed?	Upon completion of the online pre-application, a confirmation email will be sent from "postponement.exemption@jim.titech.ac.jp." Please check your email settings in advance to make sure that you receive this email.	Online pre-application
4	I applied for exemption (or postponement) of the enrollment fee. Is there anything to keep in mind?	Yes. Be sure to print the entire confirmation email, and save it as a PDF file. The printout must be submitted at the time of the Primary Submission, and the PDF file must be sent to the Student Division as part of the enrollment procedure. If you also apply for tuition exemption (or postponement), another set of application documents including a printout of the confirmation email is required at the Primary Submission.	Online pre-application
5	I completed the online pre-application. Why have I not received a confirmation email?	This may be due to an incorrect email address or rejection by your email settings, etc. Please check first your email settings. If the problem is not solved, please contact the Student Support Division by email, stating your name, student ID number, and phone number. In the future, please check carefully before completing the registration to avoid these situations.	Online pre-application
6	Some of my application content contains errors. What should I do?	Applicants cannot make corrections after completing the online pre-application. Please contact the Student Support Division by email stating your name, student ID number, and phone number by the day after the last day of the online pre-application period. In the future, please check carefully before submitting anything to avoid these situations.	Online pre-application
7	Until 2019, doctoral students were asked to apply for tuition exemption once a year in the spring semester, while other students had to apply in both the spring and fall semesters. From 2020, can master's students apply only in the spring semester for a full-year exemption?	Yes. For both master's and doctoral students, results of exemption applications for the spring semester apply to the full year, including the fall semester. Those students who have been notified of their results for the full academic year basically cannot reapply for exemption from tuition or apply for postponement of its payment for the fall semester. In addition, if an undergraduate student who was exempted from half or the full amount in the spring semester enters a master's program from the fall semester due to early graduation, the exemption will apply to the fall semester as well. In this case, please complete the Online Pre-application. Students who graduate early but are not exempted have to newly apply for the exemption if needed.	Application
8	I applied in the spring semester for a full-year exemption, but I suddenly have to leave Tokyo Tech at the end of September. In this case, is it necessary to submit a withdrawal request for the fall semester?	Please contact the Student Support Division by email (from your Tokyo Tech m address) with your name, student ID number, phone number, and an explanation of the situation. The person in charge will confirm and reply to you.	Application
9	I forgot to apply in the spring semester. Can I apply in the fall semester?	Those who did not apply in the spring semester for any reason can apply in the fall semester. However, the result will apply only to the fall semester and not retroactively, also not apply next spring semester, so you will not be entitled to exemption for the past spring semester. Please note that the results for applications made in the spring semester are valid for the full year, and students who applied in the spring semester and received the results for the full year basically cannot apply in the fall semester.	Application
10	Regarding submission of documents (primary or secondary), what should I do if I cannot prepare some of the documents by the deadline?	All required documents must be submitted during the respective submission periods (primary and secondary). However, if you cannot meet the deadline for certain documents due to unavoidable circumstances, the Student Support Division will set a separate deadline for the missing documents when you submit the others. Please submit by the extended deadline.	Application
11	I applied for postponement of the tuition payment in the spring/fall semester. Can I apply for exemption or postponement in the next semester?	As the results of postponement only apply to one semester, you can apply for exemption or postponement in the next semester.	Application

No.	Contents of Question	Responses	Items
12	I did not complete online pre-application/submit any documents at the time of Primary Submission. Can I proceed with the next Submission?	No, you cannot. The Online Pre-application and Primary Submission are mandatory for all students. Each step must be completed by its respective deadline, and you cannot jump directly to the Secondary Submission. If you do not complete all steps, you will be notified of a "disapproval" result for the full year. If you would like to withdraw this application in order to reapply for exemption for the next fall semester, please notify the Student Support Division of your intention to withdraw by email from your Tokyo Tech address (@m.titech.ac.jp).	Application
13	I have completed the Primary Submission procedure, but did not submit any documents at the time of Secondary Submission. What will happen?	Your application will be "disapproved" due to incomplete documents. If you would like to withdraw this application in order to reapply for exemption for the next fall semester, please notify the Student Support Division of your intention to withdraw by email from your Tokyo Tech address (@m.titech.ac.jp).	Application
14	Since all the required documents are ready, can I submit them all at the time of Primary Submission?	Primary and Secondary Submissions require different application documents. Please submit documents as required for each submission.	Application
15	I applied for exemption from tuition in the spring semester. Is there a required procedure for the fall semester?	No, except for students who have been in a Tokyo Tech degree program exceeding the standard duration of study. In this case, you need to complete the online pre-application and submit the documents as per "Notes for Tuition Exemption Applicants Whose Study in Doctoral Programs Exceeds the Standard Duration."	Application
16	I am currently studying abroad (or undergoing off-campus training, etc.) and cannot apply during the designated period. What should I do?	Please be sure to complete the application procedure by the deadline. For required documents, you may ask family members or laboratory associates in Japan to submit them on your behalf. When your proxy sends the documents from within Japan by postal mail, please follow the instructions for each document submission stage in the Application Guide. If it is difficult to submit the documents in person or by domestic postal mail due to unavoidable circumstances, please contact us by email.	Application
17	Although I enrolled at Tokyo Tech, I cannot enter Japan. How can I submit the documents?	For required documents, you may ask laboratory associates in Japan to submit them on your behalf. When your proxy sends the documents from within Japan by postal mail, please follow the instructions for each document submission stage in the Application Guide. If it is difficult to submit the documents in person or by domestic postal mail due to unavoidable circumstances, please contact us by email. In all cases, please be sure to complete the application procedure by the deadline.	Application
18	I will complete a master's program at Tokyo Tech in March (or September) and will enter a doctoral program in April (or October). When applying for exemption from tuition, will I be treated as a new student or a current student?	You will be treated as a new student. Please complete the online pre-application first, then proceed with the submission of documents by the designated deadlines. An Academic Supervisor's Comments (Attachment 1-6) form is not required.	Application
19	When applying, should I write my current or expected affiliation and grade?	If you apply for exemption from tuition (or the enrollment fee) in the spring semester, please write your affiliation, etc. as of April 1. For applications in the fall semester, please write your affiliation, etc. as of October 1.	Application
20	Could you check the content of my application documents before submission?	We do not check application documents before submission. Please note that the Student Support Division will check the content of application documents at the time of receipt and also after submission. If there is anything missing, incomplete, questionable, etc. in the documents, the Student Support Division will contact you (by email in principle). If you receive inquiries, please make sure to respond promptly.	Application

No.	Contents of Question	Responses	Items
21	I submitted my application by the deadline, but the Student Support Division later sent me an email asking to submit some missing or incomplete documents. In this case, will my application be disapproved due to incomplete documents?	If documents have been submitted within the application period, the application will be treated as valid even if there are missing documents. However, if the missing documents are not submitted by the deadline specified in an email notification from the Student Support Division (you'll be given about week or so), the application will be disapproved, or the applicant will not be entitled to deductions. We will not send reminders to applicants, so please be sure to check deadlines, etc. by yourself.	Application
22	The Student Support Division sent me an email notification about missing documents but I cannot prepare and submit the documents by the specified deadline. What should I do?	Be sure to reply to the email notification from the Student Support Division promptly, explaining that you cannot meet the specified deadline and the reasons why. The Student Support Division may decide to postpone the deadline if it deems the reasons for the delay unavoidable. Please note that this arrangement only applies to the missing documents specified by the Student Support Division, as notified to each applicant separately. If an applicant fails to submit the missing documents by the specified deadline without replying to the notification, the application will be disapproved or the applicant will not be entitled to deductions (see 3. Other important points in the Application Guide). Please be sure to reply.	Application
23	I want to withdraw my application. What should I do?	Please contact the Student Support Division by email from your Tokyo Tech address (@m.titech.ac.jp) before the end of the Secondary Submission period, stating your name, student ID number, and your intention to withdraw. The person in charge will confirm and reply to you.	Application
24	How will the application results be announced?	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 mid- to late-July. If you would like to receive it directly at the Student Support Division, please inform us at the Primary or Secondary Submission.	Application
25	I am living in a Tokyo Tech dormitory (or TIEC). Regarding documents to prove housing expenses for international students, what do I need to submit?	Please submit a "Dormitory Residence Report" (Attachment 1-7).	Housing Expenses
26	I am sharing a room with my friends and splitting the rent. Regarding documents to prove housing expenses for international students, what do I need to submit?	Please be sure to submit a copy of the lease contract for the house where you are living, a copy of each housemates's student ID card or staff ID card, and a "Room-Sharing Expenses Report" (Attachment 1-9).	Housing Expenses
27	I am renting a room but there is no written contract. Regarding documents to prove housing expenses for international students, what do I need to submit?	Please ask the lessor of your housing to fill in a "Housing Contract Declaration" (Attachment 1-8) and submit it with a copy of the lessor's real estate purchase and sale agreement.	Housing Expenses
28	How do I complete the "Academic Supervisor's Comments" for international students? (Required for currently enrolled Privately Funded Internal Students only)	Please give your academic supervisor(s) the form and ask them to complete it. They will return the form to you in a sealed envelope. Please make sure not to open the envelope, and submit it to the Student Support Division along with the other Primary Submission documents. You must not open the sealed envelope. If you do, your application will be disapproved immediately.	Academic Supervisor's Comments
29	I was newly hired as a recipient of the JSPS Research Fellowship for Young Scientists, but I cannot submit an "Employment Notification (Copy)" by the deadline for submitting application documents.	Submission of an "Examination Result Notification for Recipients of the Research Fellowship for Young Scientists (Copy)" is acceptable.	Income
30	I'm an international student, but my spouse lives with me and has an income. What should I do?	Please write your spouse's income in the column for "Cohabiting Family Members" (in Japan) in the "Financial Status Report" (Attachment 2-7). In addition, you need to provide documents to prove your spouse's income. For details, please refer to the "【Privately Funded International Students】 Checklist for Application Documents for Exemption from Tuition, etc." (Attachment 2-3).	Income

No.	Contents of Question	Responses	Items
31	I (or my spouse living with me) am an international student and earn a salary in my home country. What should I do?	<p>If you are using the salary to support your life in Japan, please submit the documents specified in the " [Privately Funded International Students] Checklist for Application Documents for Exemption from Tuition, etc." (Attachment 2-3).</p> <p>If the salary is not used for living in Japan (e.g., the whole amount is used to support family living in your home country), no documents are required to be submitted.</p>	Income
32	What are the criteria for "academic performance"?	<p>"Academic performance" is evaluated based on the applicant's entrance examination results, GPA, and research achievements.</p> <p>[New master students] The assessment will be based on your entrance examination results. In case that you entered in October and apply for the Spring semester (i.e. second semester), the assessment will be based on GPA.</p> <p>[Master students in the 2nd grade or above] The assessment will be based on GPA.</p> <p>[Doctoral students] Assessment for applicants in doctoral programs will be based on research achievements.</p> <p>Applicants with excellent results may have an advantage in the screening for tuition exemption, while applicants with extremely poor results may have a disadvantage.</p>	Evaluation
33	Could you give me details of the screening criteria for "assets"?	We cannot provide further details.	Evaluation
34	Could you give me details of the screening criteria for "income"?	We cannot provide details, but there have been no major changes in principle. However, please note that applications for tuition exemption (or the enrollment fee exemption) are comprehensively screened based on the applicants' academic performance, assets, and income.	Evaluation
35	Does the "Academic Supervisor's Comments" for currently enrolled Privately Funded International Students affect the exemption decision?	We cannot comment on this.	Evaluation
36	How are academic performance, assets, and income related to each other in the screening process?	Exemption from tuition is comprehensively determined based on these factors.	Evaluation
37	I have a bank account registered for tuition withdrawal. If the account has a deposit balance exceeding the full tuition amount, will a tuition withdrawal be made even before the result of my exemption application?	If you apply for exemption from tuition, etc., the tuition payment will be deferred until the result is determined, so no automatic bank withdrawal (debit) will be made.	Payment
38	I want to confirm whether my tuition payment method is set as automatic bank withdrawal. I also have other questions about tuition payment. What should I do?	Please send your inquiries via email to the Revenue Group of the Accounting Division (kei.syu@jim.titech.ac.j) if you have questions regarding payment of tuition or other fees. Make sure to include your name and student ID number in your inquiry email.	Payment