

国立大学法人東京科学大学
Institute of Science Tokyo

Enrollment Fee & Tuition Exemption application system Guide (for applicants)

February 28, 2025 update

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System Requirements

Browsers

- Windows / Microsoft Edge、Mozilla Firefox、Google Chrome
- MacOS / Apple Safari、Mozilla Firefox、Google Chrome
- Other iOS、Android

Peripheral Equipments

- Printer that can output A4 size
- Devices that can take pictures of documents and create image files

2. Switching Languages

Language Switching and Language of Downloaded Files

- The language of this system can be switched between Japanese and English.
- A switch button appears in the upper right corner of the system. To change the language, click [English] or [Japanese].
- Even if you have selected English, the documents may be in Japanese, or documents in both Japanese and English. (Documents for each language are specified according to the application category.)

東京太郎さんとしてログインしています。

 _Manual

 Application Guideline

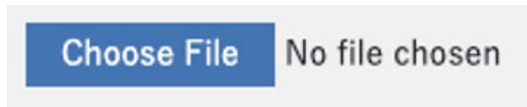
 Japanese

 Log out

3. File Selection Operations (PC Version)

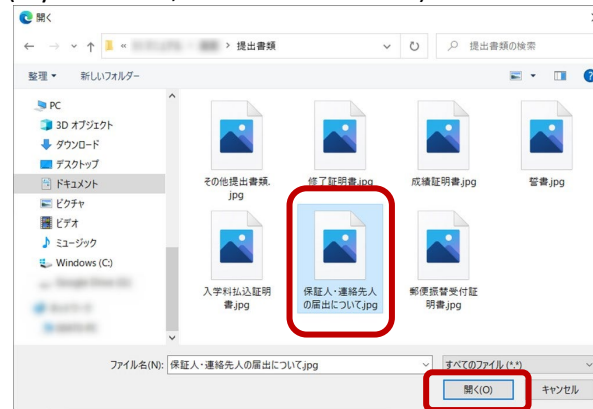
The process for uploading files is as follows.

1. Press [ファイルの選択].



If you cancel selected file,
select "choose File" and cancel button.

2. Browse to the destination folder and select the appropriate file.
(If you cancel ,select cancel button)



3. Registered file names are shown.

アップロード済み: [入学料免除・授業料免除及び収養予申請に関する誓約書.pdf](#) ×

- * If it has already been uploaded, it will be overwritten by uploading again.
- * The maximum file size is 8 MB.
- * Supported formats are jpg, png, and pdf.
- * To delete an uploaded file, click the X button next to the file name.

Notes on image uploading

When using a smartphone

Depending on the model of your smartphone, you may not be able to upload images to the system. In that case, please transfer the images to your PC and upload from your PC.

If you are using an iPhone with iOS11 or later OS

To transfer images saved on an iPhone with iOS11 or later OS to a PC, please do so with the iPhone set up as follows.
[Settings] > [Photos], scroll down, and then tap "Automatic" under Transfer to Mac or PC.
If the file is not in the specified format, the image cannot be handled properly even if only the extension characters are changed manually.

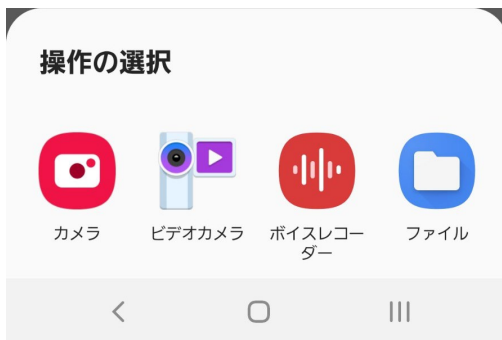
4. File Selection Operation (Smartphone Version)

The process for uploading files is as follows.

1. Press [ファイルの選択].

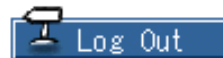


2. Take a picture with the camera application or browse to the destination folder and select the appropriate file.



5. Log in

Access the **Enrollment Fee & Tuition Exemption** application system via the Portal for Science & Engineering Field



Educational Services

-  [教務Webシステム \(Web system for S&F\)](#)
-  [T2SCHOLA](#)
-  [TOKYO TECH OCW/OCW-i統合システム \(faculty and staff only\)](#)
-  [東工大学修ポートフォリオ \(TokyoTechPortfolio\)](#)
-  [Enrollment Fee & Tuition Exemption](#)

6. Application My Page

After login, the applicant must click on the button in Step 1 to proceed with the application process.

- Name of logged-in person
- Manual
- Application Procedure: Go to HP (Displayed in a new tab)
- Japanese/English switch button
- Logout button

Home

STEP1

STEP2

Application deadline :

STEP1 : 

STEP2 : 

Application status

Display of each application status <About the status display>
STEP 1: Not submitted / Submitted / out of term
STEP 2: Important! Read below [*] / out of term

STEP1

Not submitted

STEP2

Not submitted

[*] Please submit original hard copies of the documents specified in the checklist by the deadline in Step 2. (International students who are not required to provide information in Step 2 must also submit certain documents, so please review the checklist as well.)
Please note that if you do not submit the required documents by the deadline, your application will be disapproved due to insufficient documentation.

[<Checklist for Application Documents for Exemption from Tuition, Etc.>](#)

Student ID No.	Name	Degree Program
	田中 太郎1	修士課程

Logged-in person's information

- Student ID No.
- Name
- Degree Program

Decline Request Button

- Decline the enrollment Fee
- Decline the tuition

Decline the enrollment fee

Decline the tuition

7. Status Description

Not submitted

Common to both STEP1 and STEP2

- The application has not yet been submitted
 - The application has temporary saved and not yet completed
-

Submitted

STEP1

- The application has been submitted
-

Important! Read below [*]

STEP2

Note Please submit original hard copies of the documents specified in the checklist by the deadline in STEP 2.

out of term

Common to both STEP1 and STEP2

- Outside application period

**No operation in 20 minutes, system will be timed out and not saved.
If you do not operate for a while, please save temporarily.**

8. Applicant's My Page Decline of Enrollment fee and/or Tuition

When pressed

Decline the enrollment fee

Declination of enrollment fee

In order to decline the enrollment fee exemption and the postponement of enrollment fee payment, please pay the enrollment fee by using the payment slip distributed at the enrollment procedures.

Once you have paid the enrollment fee, the application for enrollment fee exemption or postponement of enrollment fee payment will be automatically declined.

戻る



To Application My Page

When pressed

Decline the tuition

Declination of tuition

Declination of tuition

Once you have declined the tuition exemption or the postponement payment, it cannot be applied again during the semester. In addition, the documents you had already submitted will not be returned.

☐ Approved above

Check the checkbox

Declination

Back



Declination of tuition

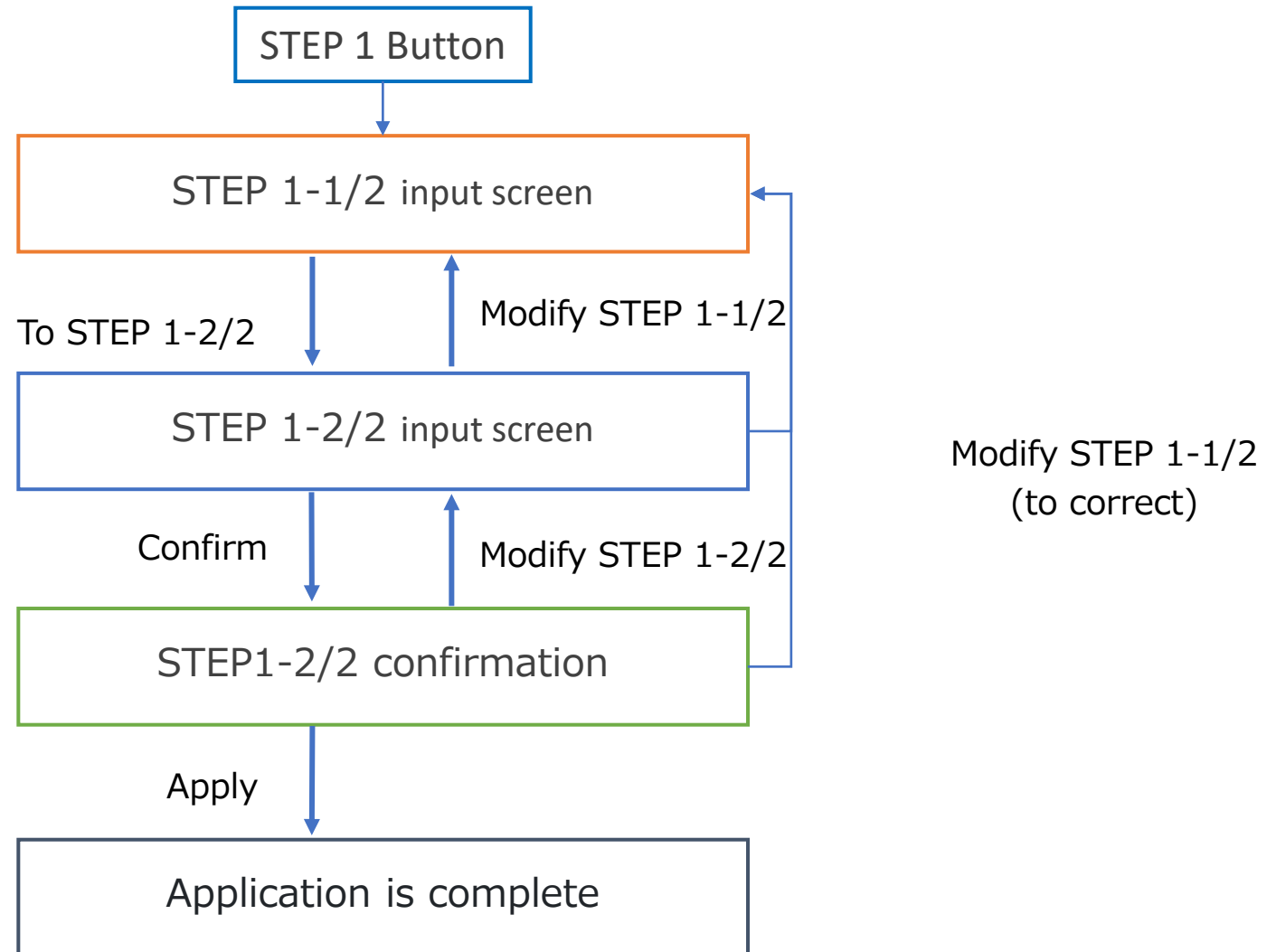
Declination is complete.

Log Out



To Application My Page

9. STEP 1 Transition



You will receive an email to your Science Tokyo email address confirming the completion of STEP1.

10. STEP 2

STEP 2 Button



Important! Read below [*]

[*] Please submit original hard copies of the documents specified in the checklist by the deadline in Step 2. (International students who are not required to provide information in Step 2 must also submit certain documents, so please review the checklist as well.)
Please note that if you do not submit the required documents by the deadline, your application will be disapproved due to insufficient documentation.

11. Explanation of question display


For each question, if you need to submit materials and select an item, it will be displayed when you select the items.

Application category 【Tuition】

☐ Tuition exemption

☐ Postponement of tuition payment (Exemption is not applicable)

☒ Not applying



Application category 【Tuition】

☒ Tuition exemption

☐ Postponement of tuition payment (Exemption is not applicable)

☐ Not applying

Reason for payment postponement

☐ I'll make the payment using my scholarship granted this semester at Tokyo Tech.

☐ Other

Reason for exemption

Input

※If you are a privately funded international students and your status immediately prior to enrollment is not that of a Science Tokyo student, you cannot apply for enrollment fee exemption.

※If there is an error in the information you have entered, we will contact you for confirmation on an individual basis. Please note that if it is discovered that your status immediately prior to enrollment is not that of a Science Tokyo student, your application for enrollment fee exemption will be cancelled and your application for postponement of enrollment fee payment will be automatically switched to that for postponement of enrollment fee payment.

Temporary
save

To STEP1-2/2

Items for International Students STEP1 (1/2)

12. Items for International Students STEP1 (1/2)

Application category 【 Enrollment fee 】 *Only new students

Application category 【Enrollment fee】

Postponement of enrollment fee payment (Exemption is not applicable)

13. Items for International Students STEP1 (1/2)

Application category [Tuition]: Select one of the following

Application category 【Tuition】

- ☐ Tuition exemption
- ☐ Postponement of tuition payment (Exemption is not applicable)
- ☒ Not applying

*Selection items for the application category [enrollment fee] and application category [tuition fee]
The contents to be registered will vary depending on the contents of the selection items.

1. If “Postponement of enrollment fee payment (Exemption is not applicable)” and/or
“Postponement of tuition payment (Exemption is not applicable)” is selected
 - Reason for payment postponement
2. If “Tuition exemption” is selected
 - Reason for exemption
3. In the case of both postponement and exemption
 - Reason for payment postponement
 - Reason for exemption
4. If “Not applying” is selected
 - Nothing is displayed

14. Items for International Students STEP1 (1/2)

Reason for payment postponement: Select one of the following (If "Other" is selected, the text input field will be displayed.)

Reason for payment postponement

☐ I'll make the payment using my scholarship granted this semester at Science Tokyo.

☒ Other

Input "within 100 double-byte characters (200 single-byte characters)"

Reason for exemption: input text

Reason for exemption

Input


15. Items for International Students STEP1 (1/2)

(Privately funded international student and new student) Old student ID number: Please enter each item.

旧学籍番号

身分

卒業・修了等日

※入学直前の身分が本学学生でない場合は、入学科/授業料免除の申請はできません。

※入力した情報に誤りがあった場合は、個別に確認のご連絡をします。

なお、入学直前の身分が本学学生でないことが判明した場合は、入学科/授業料免除の申請は取り消しされ、入学科/授業料徴収猶予の申請に自動的に切り替わります。

※If you are a privately funded international students and your status immediately prior to enrollment is not that of a Science Tokyo student, you cannot apply for enrollment fee exemption.

※If there is an error in the information you have entered, we will contact you for confirmation on an individual basis. Please note that if it is discovered that your status immediately prior to enrollment is not that of a Science Tokyo student, your application for enrollment fee exemption will be cancelled and your application for postponement of enrollment fee payment will be automatically switched to that for postponement of enrollment fee payment.

Items for International Students

STEP1 (2/2)

16. Items for International Students STEP1 (2/2)

Pledge for Exemption and/or Postponement of Enrollment Fee and Tuition Application
(Upload File and submit the original)

Pledge for Exemption and/or Postponement of Enrollment Fee and Tuition Application

Please download the form from the Science Tokyo website. Upload and submit the original.

[Choose File](#) No file chosen

17. Items for International Students STEP1 (2/2)

Cohabiting Family Members: Input and upload the following information. Press "+" or "-" to add or delete input fields.

1-1.Cohabiting Family Members

Relationship with applicant	Applicant
Name	Same as Applicant
Age	<div>Please entry</div>
School/Employer	Science Tokyo

Upload of your residence card (both sides)

Choose File

No file chosen

Choose File

No file chosen

+

-

Is any member of your household(other than yourself) enrolled in high school or higher education institutions?
(Including your spouse): Select any (if yes, upload student ID card)

1-2.Is any member of your household(other than yourself) enrolled in high school or higher education instituions?(Including your spouse)

No

Yes

Upload of relevant student ID cards

Choose File

No file chosen

1-3. Number of family including the applicant (required entry)

Family members residing in Japan and living with the applicant

入力

18. Items for International Students STEP1 (2/2)

Financial Circumstances: Input text

2. Financial Circumstances

(Please enter details of the actual situation.)

Input

Monthly average of living expenses for the entire household: Input amount

Monthly average of living expenses for the entire household

a. Provide accurate information concerning "Income and Expenditure," "Details of Incomes," and "Financial Circumstances."

b. In the "Monthly Income and Expenditure" table, the amount of income must be greater than or equal to that of expenditure.

3-1-1.Income

Money sent from home country	<input type="text"/>	¥/JPY
Part-time employment	<input type="text"/>	¥/JPY
TA/RA	<input type="text"/>	¥/JPY
Scholarships	<input type="text"/>	¥/JPY
Other	<input type="text"/>	¥/JPY
Total	0¥/JPY	

19. Items for International Students STEP1 (2/2)

Currently working part-time (including spouse and siblings living together): Select one of the items (if you select yes, upload the file)

Currently working part-time (including spouse and siblings living together)

☐ No ☒ Yes

One of the following:

☐ Salary Certificate (Attachment 2-1)

• Please download the form from the Science Tokyo website and ask your (or your spouse's) employer to fill in the relevant information, then upload and submit the original.

☐ Upload of pay statements for the last 3 months

No file chosen

Income of TAs/RAs/LAs/PR Supporters in the current year (including spouse and/or siblings living together) (if you select yes, upload the file)

Income of TAs/RAs/LAs/PR Supporters in the current year (including spouse and/or siblings living together)

☐ No ☒ Yes

☐ Salary Certificate for Student Assistants (Attachment 2-2)

• Please download the form from the Science Tokyo website. This form should be certified by the administrative budget manager (head of laboratory or principal investigator), etc. or the administrative staff in charge of the expenses for the TA/RA, etc. applying. Upload and submit the original.

• Includes Research Fellow positions at the Institute of Innovative Research (IIR).

• Those who do not work under a Notice of Employment, such as tutors and library aides, do not need to submit the form.

No file chosen

20. Items for International Students STEP1 (2/2)

Worked at the same employer: Select one of the items (if you select yes, upload the file)

3-1-4. Worked at the same employer (including spouse and siblings living together) from before January 1, 2024 to the present (Excluding part-time jobs)

☐ No ☒ Yes

☐ Upload of withholding tax statement for salary in 2024

※If you are paid by more than one employer, please upload all withholding tax statements.

※Even with the same employer, if the income is significantly different from last year due to rehiring programs, etc., please submit the documents listed one of the following documents below.

No file chosen

☐ Salary Certificate (Attachment 2-1)

※Please download the form from the Science Tokyo website and ask your (or your spouse's) employer to fill in the relevant information, then upload and submit the original.

☐ Upload of pay statements for the last 3 months

If you are paid by more than one employer, please submit all withholding tax statements.

No file chosen

Changed jobs or started working in the middle of the previous year or in the middle of this year and is still working at the same place:
Select one of the items (if you select yes, upload the file)

3-1-5 Changed jobs or started working in the middle of the previous year or in the middle of this year and is still working at the same place (including spouse and siblings living together) ※Excluding part-time jobs

☐ No ☒ Yes

Submit the documents listed one of the following documents below.

☐ Salary Certificate (Attachment 2-1)

• Please download the form from the Science Tokyo website and ask your (or your spouse's) employer to fill in the relevant information, then upload and submit the original.

☐ Upload of pay statements for the last 3 months

No file chosen

21. Items for International Students STEP1 (2/2)

Currently receiving scholarships or grants (including spouse and siblings living together)(if you select yes, input text and upload the file)

3-1-6 Currently receiving scholarships or grants (including spouse and siblings living together)

☐ No ☒ Yes

Name of Scholarship

Period of Payment

Monthly Amount JPY/month

☐ Upload of 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 submit a Upload, but must report it in the Income.

No file chosen

Be a recipient of the JSPS Research Fellowship for Young Scientists. (including spouse) (if you select yes, upload the file)

3-1-7 Be a recipient of the JSPS Research Fellowship for Young Scientists. (including spouse)

☐ No ☒ Yes

☐ Upload of job acceptance letters (including "naitel" (provisional) acceptance letters)

No file chosen

22. Items for International Students STEP1 (2/2)

The applicant receives a salary from a company in home country and spends money for living in Japan: Select one of the items (if you select yes, upload the file)

3-1-8 The applicant receives a salary from a company in home country and spends money for living in Japan.
If the entire salary is used for family members in the home country, it is not eligible.

☐ No ☒ Yes

One of the following:

☐ Upload of pay statements for the last 3 months

☐ Upload of online banking receipts

No file chosen

Other e. g. Withdrawal from your savings: Select one of the items (if you select yes, input text. Press "+" or "-" to add or delete input fields.

3-1-9 Other e.g. Withdrawal from your savings

☐ No ☒ Yes

Details

Please entry

Monthly Amount

Please entry

¥/JPY

Annual Amount

Please entry

¥/JPY

+

-

23. Items for International Students STEP1 (2/2)

Expenditure: Input amount

Expenditure

Food	<input type="text"/>	円/JPY
Housing	<input type="text"/>	円/JPY
Common services fee	<input type="text"/>	円/JPY
Electricity, gas, and water charges	<input type="text"/>	円/JPY
National health insurance premium	<input type="text"/>	円/JPY
Resident Tax	<input type="text"/>	円/JPY
School materials	<input type="text"/>	円/JPY
Transpor	<input type="text"/>	円/JPY
Communication	<input type="text"/>	円/JPY
Other* <input type="text"/>	<input type="text"/>	円/JPY

Total	0円/JPY
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Excluding enrollment fee and tuition

24. Items for International Students STEP1 (2/2)

About housing: Select one of the items. Upload as indicated below

3-2-2 About housing

- ☒ If you rent your flat or house
- ☐ If you have purchased your residence.
- ☐ If you rent a room without a contract
- ☐ If you are resident of a Science Tokyo dormitory or Tokyo International Exchange Center (TIEC)

Upload of the lease contract

[Choose File](#) No file chosen

3-2-2 About housing

- ☐ If you rent your flat or house
- ☒ If you have purchased your residence.
- ☐ If you rent a room without a contract
- ☐ If you are resident of a Science Tokyo dormitory or Tokyo International Exchange Center (TIEC)

Upload of a real estate purchase and sale agreement

[Choose File](#) No file chosen

3-2-2 About housing

- ☐ If you rent your flat or house
- ☐ If you have purchased your residence.
- ☒ If you rent a room without a contract
- ☐ If you are resident of a Science Tokyo dormitory or Tokyo International Exchange Center (TIEC)

Upload of the lessor's real estate purchase and sale agreement

[Choose File](#) No file chosen

A Housing Contract Declaration (Attachment 1-2) Download the form from the Science Tokyo website. Upload and submit the original.

[Choose File](#) No file chosen

25. Items for International Students STEP1 (2/2)

Continued from previous page: Select one of the items. Select as indicated below

3-2-2 About housing

- ☐ If you rent your flat or house
- ☐ If you have purchased your residence.
- ☐ If you rent a room without a contract
- ☒ If you are resident of a Science Tokyo dormitory or Tokyo International Exchange Center (TIEC)

Check the box of the dormitory where you currently live, and enter the year and month of occupancy.

- ☐ Minamishinagawa House(Minami-Shinagawa, Shinagawa-ku, Tokyo)
- ☐ Senzokuike House(Minamisenzoku, Oota-ku, Tokyo)
- ☐ Midorigaoka House(Midorigaoka, Meguro-ku, Tokyo)
- ☐ Ookayama House(Ookayama, Meguro-ku, Tokyo)
- ☒ Aobadai House(Aoba-ku yokohama-shi, Kanagawa)
- ☐ Nagatsuda House(Minamidai, Nagatsuda, Midori Ward, Yokohama City)
- ☐ Suzukakedai House(Minamitsukushino, Machida City)
- ☐ Minami-tsukushino House(Minamitsukushino, Machida City)
- ☐ Komaba International House(Komaba, Meguro-ku, Tokyo)
- ☐ Shofu Dormitory(Matsukazedai, Yokohama Aoba-ku, Kanagawa)
- ☐ Umegaoka Dormitory(Umegaoka, Yokohama Aoba-ku, Kanagawa)
- ☐ TIEC(Aomi, Koto-ku, Tokyo)
- ☐ Science Tokyo- affiliated dormitory (Kajigaya International Dormitory, Dormy Miyazakidai, etc.)
- ☐ The others

Enter the year ("年") and month ("月") of occupancy in YYYY and MM format.

26. Items for International Students STEP1 (2/2)

You are living in a shared house or flat : Select one of the items (if you select yes, upload the file)

3-2-3 You are living in a shared house or flat

☐ No ☒ Yes

☐ Upload of each housemate's Residence card or student ID card or staff ID card showing address

Choose File No file chosen

☐ A Room-Sharing Expense Report (Attachment 1-3) download the form from the Science Tokyo website. Upload and submit the original

Choose File No file chosen

27. Items for International Students STEP1 (2/2)

Declaration of Research Results: Enter the following information and upload files (up to 5 files)

<div>Refereed papers</div> <div>Journal</div> <div>【Lead author】</div> <div>• Total number</div> <div></div> <div>• Reference Material Number</div> <div></div> <div>【Co-author】</div> <div>• Total number</div> <div></div> <div>• Reference Material Number</div> <div></div>	<div>International academic conference presentations</div> <div>【Oral presentation】</div> <div>• Leader or presenter</div> <div>• Total number</div> <div></div> <div>• Reference Material Number</div> <div></div> <div>【Poster】</div> <div>• Leader or presenter</div> <div>• Total number</div> <div></div> <div>• Reference Material Number</div> <div></div>	<div>Domestic academic conference presentations</div> <div>【Oral presentation】</div> <div>• Leader or presenter</div> <div>• Total number</div> <div></div> <div>• Reference Material Number</div> <div></div> <div>【Poster】</div> <div>• Leader or presenter</div> <div>• Total number</div> <div></div> <div>• Reference Material Number</div> <div></div>
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Upload File

<div>Choose File</div>	No file chosen	<div>Choose File</div>	No file chosen	<div>Choose File</div>	No file chosen
<div>Choose File</div>	No file chosen	<div>Choose File</div>	No file chosen		

28. Items for International Students STEP1 (2/2)

Notes for Tuition Exemption Applicants Whose Study in Doctoral Programs Exceeds the Standard Duration:
Select one of the items and input text

Statement on Study at Science Tokyo That Exceeds the Standard Duration (Applicant use)

Expected Month of Graduation

- ☐ June
- ☐ Sept
- ☐ Dec
- ☐ Mar. of the following year
- ☐ Undecided

Reasons explained in detail

Items for International Students

STEP2

Please submit original hard copies of the documents specified in the checklist by the deadline in STEP 2. (International students who are not required to provide information in STEP 2 must also submit certain documents, so please review the checklist as well.)

Please note that if you do not submit the required documents by the deadline, your application will be disapproved due to insufficient documentation.