**Application Procedure for the First Half of 2017, Exemption/Deferred Payment of Tuition Fees**

※The way to obtain application forms has been changed. Please see “2. Documents to be submitted by international students” for more details.

### 1. Application Process

**[Period]** ※Excluding Sat, Sun and Nat. Holidays (Note: Postal application not accepted)

1. **Existing Students** (Undergraduate/postgraduate students enrolling in the same course as 2016)
   - (Fr) Feb. 10, 2017 ~ (Fr) Apr. 7, 2017
2. **Current students who will become new 3rd year undergraduate students from April 2017**
   - (Th) Mar. 9, 2017 ~ (Fr) Apr. 7, 2017
3. **Students entering in April 2017**
   - Admission procedure period of the affiliated departments or graduate school
   - ~ (Fr) Apr. 7, 2017

**[Location]** Scholarship Team, Student Scholarship and Welfare Group    Tel: 03-5841-2547/2548
   1st Floor Student Support Center (next to Gotenshita Memorial Arena) (9:00～17:00)

(1) Apply in person at the Enquiry Desk of the Scholarship Team, Student Scholarship and Welfare Group and please bring your student ID card (or Certification of Admission).

(2) Applications submitted after the closing date will not be accepted whatever the reason. Please prepare the documents well in advance and apply as early as possible.
※ Please contact the enquiry desk in advance if there are documents which cannot be produced within the application period.

### 2. Documents to be submitted by international students

※ Please download the application forms from the URL below:
http://www.u-tokyo.ac.jp/stu02/h01_02_07_j.html

※ When submitting, please include all the documents into the application envelope.
※ All envelopes and Tuition Exemption Application Card & Receipt will be distributed by Scholarship Team or at the office of the affiliated department / graduate school.

(1) If you live in Japan alone, please prepare the following documents.

★ Application for Tuition Exemption – Academic Year 2017
   - [First Half only (1 sheet) or both First and Second Half (2 sheets)]
★ Record of Independent Household Finances：独立家計調書(様式2)
★ Statement (Certification) Regarding Part-time Work：本人のアルバイトに関する申立(証明)書(様式1)
● Tuition Fees Exemption Application Card & Receipt (document divided in three parts)：申請カード・受理票
● Two stamped, self-addressed envelopes (with a JPY 82 stamp, size of 120mm × 235mm)
   (One envelope if First Half only)
● Application envelope (Cream color, size of 240mm × 332mm)

★ : download    ● : distribution

(2) If you live in Japan with your family, please submit documents for family (partner/parents/child) living in Japan only.
   However, even if you are living with your family, please ensure you submit the [Record of Independent Household Finances：独立家計調書(様式2)].
(3) If you are enrolled beyond your program duration, please submit the [Reason of extension beyond standard course period 修業年限超過を超えた理由書(様式8)].

3. Notification of selection results

(1) The result of the selection for the First Half is usually notified in early July. If no notification arrives by the middle of July, please contact the Scholarship Team, Student Scholarship and Welfare Group.
   - If exemption is granted, depending on the situation of the family finances, the exemption will be for half or full value of the tuition fees.
   - If deferral of payment is granted, then the extension will be until the end of August or payment in installments until September.

(2) If you also apply for the Second Half at the same time, notification of the selection for exemption from the Second Half payment will be sent in early December.

(3) Please make sure to supply a designated, stamped self-addressed envelope for the notification of the selection results.
   ※ Notification of the results cannot be sent without a stamped self-addressed envelope.
   ※ The envelop will be distributed by the scholarship team or at the office of the affiliated department / graduate school.

4. Precautions

(1) Those who applied for the tuition fee exemption last year (academic year 2016) and who wish to receive exemption this year (academic year 2017) must reapply. (Exemption from payment of tuition is not automatically carried over to the following year)

(2) When applying for tuition exemption for the First Half of 2017, you may also do so for the Second Half. However, this does not mean that exemption will be automatically granted for both the First and Second Half at the same time. Therefore, please be sure to confirm whether or not your application is accepted for both halves at the appropriate times.

(3) Payment of tuition by persons applying for tuition exemption or deferred payment will be deferred until the results of the screening are determined (bank account withdrawal of persons who registered a bank account for tuition withdrawals is also deferred). However, please note that eligibility will be invalidated if an applicant pays the relevant fees before the results are determined.

(4) If applicants submit applications for the First and Second Half together, they do not have to submit an application for the Second Half again later. However, applicants to whom any of the following conditions apply should resubmit their application during the application submission period for the Second Half.

   • Cases where the information (family, study or household budget) provided in the application on April 1 has changed by October 1.
   • Cases where the applicant has changed programs in September.
     (example: cases where the applicant completes the Master's program in August, and enters the doctoral program in September)
   • Cases where the applicant was expected to graduate or complete the program but continues to be enrolled beyond the program duration.

(5) A deferred payment plan is available for tuition fees. If you would like to opt for this plan, please submit a deferred payment application form. For exemption from these fees, you need to submit a separate application form.
(6) English-speaking administrative staff may not be available at the time of your application. In that case, the staff will ask you questions only in Japanese. For international students who have difficulty with Japanese, we suggest that they are accompanied by someone who understands Japanese well for assistance.

(7) The Social Security and Tax Number (Individual Number) System has been introduced in Japan from January 2016. If your Individual Number is written in any of the documents that you need to submit for this application, please paint over the Number with a black pen and make sure that it cannot be read before submitting the document.