How to Complete the “Application for Tuition Fee Exemption / Admission Fee Exemption”
（「授業料・入学料免除申請書」記入上の注意）

- Please download the required documents from the UTokyo website. However, please note that all envelopes and Application Card & Receipt will be distributed by Scholarship Team or at the office of the affiliated department / graduate school.

必要書類はホームページより各自印刷していただくこととなります。なお、申請用封筒（チェックリストが印刷されているもの）、申請受理票、結果通知用封筒は奨学チーム窓口または各部局で配布しますので、ご注意ください。

- Please enter the relevant information as of April 1 for the 2018 First Half application, and that as of October 1 for the Second Half application. Even after the application is accepted, an exemption may be cancelled if the applicant is found to have deliberately made false statements in the application.

申請書類の内容は、前期分は4月1日現在で、後期分は10月1日現在で事実をありのままに正確に記入して下さい。故意に事実と相違して記入した場合は、許可後であっても免除許可を取消します。

- Please fill out the application form using a black pen or ballpoint pen (Do not use an erasable ballpoint pen). Please circle the appropriate answers in the section with an asterisk (*), and write all letters and numbers clearly.

黒のペン又はボールペン（消せるボールペンは不可）で記入して下さい。* 印のところは該当のものを必ず〇で囲み、文字や数字は丁寧かつ明瞭に記入して下さい。

- Please make sure that you personally sign the application.

必ず申請者本人が署名してください。

- Please note that applications will be excluded from the selection process in the following cases:
  - The application form is incomplete or written illegibly
  - The application does not have all the necessary attachments
  - The applicant refuses to submit the required documents

必要事項が未記入や判別しにくい申請書は選考から除外されます。また、必要な添付書類が不足している場合や必要書類の提出の要求に応じない場合も選考から除外されます。

- Once submitted, all the documents are non-returnable. If necessary, please retain a copy.

提出された書類は返却できませんので、必要に応じてあらかじめ写しを取ってください。

- If an application reason is written in English, please provide a Japanese translation along with the application form.

申請理由が英語で記載されている場合は、日本語訳が必要です。
When you apply for both First and Second Half / First Half ONLY

You need to reapply for tuition fee exemption for the Second Half if there are any changes in your family or income information after applying during the First Half.

When you apply only for Second Half / Reapply for the Second Half

You need to reapply for tuition fee exemption for the Second Half if there are any changes in your family or income information after applying during the First Half.