**Application Procedure for 2018, Admission Fee Exemption / Deferred payment**

1. **Application Process**

   **[Period]** ※Excluding Sat, Sun and Nat. Holidays

   Students entering in September 2018

   Same as the admission procedure period for the affiliated department or graduate school

   ※Students who wish to apply for both admission and tuition fee exemption should submit their applications together.

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

   ※Note: Postal application not accepted

   ☆Prepare early for applying ※Please be aware that the enquiry desk becomes crowded as the closing date nears.

   **If you apply for admission fee exemption, the payment of admission fee will be deferred until the result is determined in early December without applying for deferred payment.**

   1. (1) Please apply in person at the Enquiry Desk of the Scholarship Team, Student Scholarship and Welfare Group.

      ※If it is difficult for you to apply in person, you may ask a proxy to submit your application in your place. In that case, please make sure that the proxy brings his/her identification and a proxy letter (with your name and seal/signature) entrusting the proxy with the application.

      (2) To verify that you are newly entering the University of Tokyo in September, please bring your Certificate of Admission.

      (3) Applications for exemption / deferred payment of admission fee must be submitted without fail prior to the admission procedure. The admission procedure should be carried out only after being given a receipt for the application(s).

      (4) 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 provided within the application period.

2. **Required Documents for international students**

   ※Please download the application forms from the URL below:

   [https://www.u-tokyo.ac.jp/ja/admissions/tuition-fees/h01_02.html](https://www.u-tokyo.ac.jp/ja/admissions/tuition-fees/h01_02.html)

   ※When submitting, please include all the documents into the application envelope.

   ※All envelopes and Admission Fee Exemption Application Card & Receipt will be distributed by Scholarship Team or at the office of the affiliated department / graduate school.

   ※Depending on your situation, you might have to submit some more documents in addition to the following.

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

   ★ Application for Admission Fee Exemption – Academic Year 2018
   ★ 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)
   ● Admission Fee Exemption Application Card & Receipt (document in triplicate): 申請カード・受理票
   ● Stamped self-addressed envelope (with a JPY 82 stamp, size of 120mm × 235mm)
   ● Application envelope (Pink, size of 240mm × 332mm)

   ★: download   ●: distribution
(2) If you live in Japan with your family, please submit documents only for family members (spouse/parents/children) living in Japan.

However, please make sure you submit the [Record of Independent Household Finances 独立家計調書(様式2)] even if you are living with your family.

3. Notification of selection results

(1) The result of the selection is usually sent out at the beginning of December. If no notification arrives by the middle of December, 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 half the value of the admission fee.
- If deferred payment is granted, it will be extended until the end of February.

(2) Please make sure to supply a designated and self-addressed envelope with 82 yen stamp on for sending the notification of the selection results.

※ Notification of the results cannot be sent without a stamped self-addressed envelope.
※ The envelope will be distributed by the scholarship team or at the office of the affiliated department / graduate school.

4. Precautions

(1) Please be aware that the chances of getting an admission fee exemption are low. Also, as the University only offers partial exemption, it is not possible to receive a full exemption for the admission fee.

(2) For students enrolling in September, the result of the admission fee exemption will be sent to the applicants around early December, and full or half amount of the admission fee must be paid within 14 days after the notification of the result. If you do not pay the admission fee by the designated deadline, you will lose the status as a student of the University of Tokyo according to our school rules. Please be sure to prepare sufficient money beforehand so that the admission fee can be paid by the middle of December.

(3) Payment of admission fee will be deferred until the results of the screening are determined just by applying for admission fee exemption. However, please note that eligibility will be invalidated if the applicant pays the relevant fees before the results are determined.

(4) A deferred payment plan is also available if you hope for a further deferment. In that case, please submit an application form for deferred payment. (This is different from the form for exemption)

(5) 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 those international students who have difficulty with Japanese, we suggest that they are accompanied by someone who understands Japanese well for assistance.

(6) 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.