1. Application Process

**Note: Postal application not accepted**

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

1. **Existing Students** (Undergraduate/postgraduate students enrolling in the same course as 2017)
   
   (Wed) Sep. 12, 2018 ～ (Fr) Oct. 5, 2018

2. **Students entering in September 2018**

   Admission procedure period of the affiliated departments or graduate school
   ～ (Fr) Oct. 5, 2018

**[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)

1. Please apply in person at the Enquiry Desk of the Scholarship Team, Student Scholarship and Welfare Group and bring your student ID card (or Certificate of Admission).
   ※ 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. 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 prepared 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

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

※ Application envelope and Tuition 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 Tuition Exemption – Academic Year 2018 [Second Half only (1sheet)]
   ★ 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（説明）書（様式1）
   ● Tuition Fees Exemption Application Card & Receipt (document in duplicate)：申請カード・受理票
   ● Application envelope (Cream color, 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) If you are enrolled beyond your standard program duration, please submit the [Reason of extension beyond standard course period 修業年限を超えた理由書（様式8）].

3. Notification of selection results

(1) The result of the selection for the Second Half will be notified on UTokyo Academic affairs System (UTAS) in early December. Please log in to UTAS and check “Student Info”. If no notification is shown 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 or full value of the tuition fees.

(2) If your address changes after submitting the application, please notify the administration office.

4. Precautions

(1) Those who applied for the tuition fee exemption last year (academic year 2017) and who wish to receive exemption this year (academic year 2018) must reapply. (Please note that selection result is not automatically carried over to the following year)

(2) 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.

(3) Applicants who already submitted the applications for the First and Second Half together (during the submission period for the first half) they do not have to submit an application for the Second Half again later. However, applicants to whom any of the following conditions apply must 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.

(4) A deferred payment plan is also available for tuition fee if you hope to receive 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 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.