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)

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

(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.
※All envelopes 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 Deferred Payment of Tuition Fee – Academic Year 2018【Second Half (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(証明)書(様式1)
● Tuition Fees Exemption Application Card & Receipt (document in duplicate)：申請カード・受理票
● Stamped, self-addressed envelope (with a JPY 82 stamp, size of 120mm × 235mm)
● Application envelope (Blue, 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 ensure 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 for the Second Half is usually notified in early December. If no notification arrives by the
middle of December, please contact the Scholarship Team, Student Scholarship and Welfare Group.

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

※ If deferred payment is granted, it will be extended until the end of February or payment in installments until March.

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

※ Notification of the results cannot be sent without a stamped self-addressed envelope.

※ In Hongo campus, the envelop will be distributed only by the scholarship team.

4. Precautions

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

(2) Please note that eligibility will be invalidated if an applicant pays the relevant fees before the results are determined.

(3) Applicants who have already submitted the applications for the First and Second Half together (during the submission period for the First half) 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.

(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.