1. Application Process

**Note: Postal application not accepted**

**[Period]** ※Excluding Sat, Sun, Nat. Holidays, and February 25 and 26

1. Existing Students (Undergraduate/postgraduate students enrolling in the same course as 2018
   (Tue) Feb. 12, 2019 ～ (Fri) Apr. 5, 2019
2. Current students who will become new 3rd year undergraduate students from April 2019
   (Thu) Mar. 7, 2019 ～ (Fri) Apr. 5, 2019
3. Students entering in April 2019

   Admission procedure period of the affiliated departments or graduate school
   ～ (Fri) Apr. 5, 2019

**[Location]** Scholarship Team, Student Scholarship and Welfare Group  Tel: 03-5841-2547/2548
Mall Floor Student Support Center (next to Gotenshita Memorial Arena) (9:00～17:00)
(On March 5, 6 and 7, applications will also be accepted at the Administrative Office of
Graduate School of Frontier Sciences located at Kashiwa Campus.)

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 Certification of Admission).
   ※ If it is difficult for you to apply in person, you may ask a proxy to submit your application in your place during the
   application period. 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 (available on our website.)

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 after February 12:
   https://www.u-tokyo.ac.jp/ja/students/welfare/h01_02_07.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 2019
     【First half only (1sheet) or both First and Second Half (2 sheets)】
   ★ Record of Independent Household Finances (Form2): 独立家計簿様式2
   ★ Statement (Certification) Regarding Part-time Work (Form1): 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
  ● Application envelope (Cream color, size of 240mm × 332mm)

★: download  ●: distribution
※If you want to apply for the Second Half along with the First half, please prepare an application form for each half.

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 (Form2):
   独立家計簿様式2] even if you are living with your family.
3. Notification of selection results

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

(2) If you also apply for the Second Half at the same time, the notification of the Second Half will be notified in early December.

4. Precautions

(1) Those who applied for the tuition fee exemption last year (academic year 2018) and who wish to receive exemption this year (academic year 2019) must reapply. (Please note that selection result is not automatically carried over to the following year)

(2) When applying for tuition exemption for the First Half of 2019, 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 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) just by applying for tuition exemption. However, please note that eligibility will be invalidated if an applicant pays the relevant fees before the results are determined.

(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) 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 applications 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.