

FAQ (Frequently Asked Questions) about Admission/Tuition Fee Exemption Application

This page summarizes the frequently asked questions about admission/tuition fee exemptions. (Updated as needed)

| Questions | Answers |
|--|---|
| <p>授業料免除申請による徴収猶予と、徴収猶予申請はどう異なるのでしょうか。 また、徴収猶予申請の「分納」と「延納」はどのような違いがあるのでしょうか。</p> <p>How does the application for deferment of tuition fee differ from the application for tuition fee exemption? Also, what is the difference between "installment payment" and "deferred payment" in the application for postponement of payment?</p> | <p>授業料免除を申請した場合、結果通知までの間、支払は猶予されます。それ以上の支払猶予を希望する場合は徴収猶予の申請が別途必要です。 「延納」は納付が2月末まで猶予され、「分納」は3月まで月割での納付となります。</p> <p>Once the application for tuition fee exemption is submitted, the payment of the relevant fee will be deferred until the results are determined (by the middle of January). If you need more deferment, you can also apply for postponement of tuition payments.</p> <p>There are two types of postponement of tuition payments: “deferred payment” and “installment payment.” If the application of “deferred payment” is approved, the payment will be postponed until the end of February. Otherwise, the “installment payment” is due on the 27th of each month until the end of March.</p> |
| <p>COVID-19による入国制限により来日できず、学生証を受け取っていません。 学生証のコピーの代わりに入学許可証のコピーを提出してよいのでしょうか。</p> <p>I was unable to come to Japan due to entry restrictions under COVID-19 and have not received my student ID card. Can I submit a copy of my Admission letter instead of a copy of my student ID?</p> | <p>はい。学生証の代わりに入学許可証のコピーを提出してください。</p> <p>Yes, you can. Please submit a copy of your Admission letter instead of your Student ID.</p> |

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| <p>入学手続き書類には9月XX日までに入学料を振り込むよう記載されているが、入学料免除を申請する場合も、支払わなくてはならないのでしょうか？</p> <p>In the admission procedure documents, it is stated that the admission fee should be transferred by September XX.</p> <p>Do I have to pay it even if I want to apply for the admission fee exemption?</p> | <p>入学料免除を申請する場合は、入学手続き時に入学料を支払わないでください。審査結果が出る前に、入学料を納付した場合は、免除の申請資格がなくなります。入学料免除を申請した場合は、審査結果が通知される（前期:7月末、後期：1月中旬）まで支払が猶予されます。</p> <p>If you wish to apply for the exemption of admission fee, please do not pay the admission fee at the time of admission procedure.</p> <p>If you pay the admission fee before the result of the screening is announced, you will not be eligible to apply for the exemption.</p> <p>If you apply for the admission fee exemption, the payment will be postponed until the result of the screening is notified (first half: end of July, second half: mid-January).</p> |
| <p>申請時に日本に住んでいません。どのように申請すればよいのでしょうか。</p> <p>I am not living in Japan at the time of application. How do I apply?</p> | <p>日本国内に代理人を立て、代理人から簡易書留による郵送で申請してください。電子メールでの申請は受け付けません。</p> <p>Please appoint a proxy in Japan and send the application by registered mail through the proxy. Applications sent by e-mail will not be accepted.</p> |
| <p>国内に代理人がいませんが、どうすればよいのでしょうか。</p> <p>I don't know anyone in Japan who can act as my proxy, what should I do?</p> | <p>チューターの学生や研究室のスタッフに代理人になってもらえないか依頼してみてください。</p> <p>Please ask your tutor student or a lab staff if they can act as your proxy.</p> |

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| <p>原本ではなく、記入した電子データを印刷したもので申請してもよいでしょうか。</p> <p>Can I submit a printed copy of the filled-in electronic data instead of the original?</p> | <p>はい。代理人に記入済みの電子ファイル（PDF等）を送り、代理人が印刷して申請することが可能です。</p> <p>Yes. You can send a completed electronic file (e.g. PDF) to your proxy, and he/she can print it out and submit the application.</p> |
| <p>国際郵便サービス（EMS、DHL、FedExなど）で直接申請書を送ってもよいでしょうか。</p> <p>Can I send my application directly through an international postal/courier service (EMS, DHL, FedEx, etc.)?</p> | <p>海外から申請する場合は、日本国内に代理人を立て、国際郵便サービスは使用しないでください。</p> <p>If you are applying from overseas, please appoint a proxy in Japan and do not use international mail or courier services.</p> |
| <p>申請に必要な書類の一部が期日までに揃いません。どうしたらよいでしょうか。</p> <p>I cannot get some of the documents I need for my application by the deadline. What should I do?</p> | <p>一部の書類が欠けていたとしても、申請を受け付けます。揃えられなかった書類については、提出予定である旨をチェックリストに記載する、またはメモを同封してください。メールでの連絡は不要です。不足書類については、後日1週間を目処に提出してください。</p> <p>Applications will be accepted even if some of the documents are missing. For documents that are not available, please indicate on the checklist that you plan to submit them, or enclose a note. Email notification is not required. Missing documents should be submitted later within one week.</p> |

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| <p>自分の申請が受理されたのかどうかを確認するにはどうしたらよいでしょうか。</p> <p>How can I find out if my application has been accepted or not?</p> | <p>簡易書留郵便の追跡サービスで、配送記録を確認してください。</p> <p>また、授業料免除については、前期は4月下旬頃、後期は10月下旬頃にUTASの「学生情報参照」>「授業料免除・学費納入状況情報」が更新されますので、併せてご確認ください。</p> <p>メールや電話での受理確認依頼にはお答えできません。</p> <p>◆郵便追跡サービス（日本郵便）</p> <p>https://trackings.post.japanpost.jp/services/srv/search/</p> <p>Please check the delivery record using the tracking services for registered mail.</p> <p>Also, please check the UTAS "Student Information" > "Tuition Exemption and Tuition Payment Status Information" which will be updated around late April for the first half exemption applications and around late October for the second half exemption applications.</p> <p>We will not be able to respond to requests for confirmation of receipt by e-mail or telephone.</p> <p>◆Serial number search（JAPAN POST）</p> <p>https://trackings.post.japanpost.jp/services/srv/sequenceNoSearch/inputs?locale=en</p> |
| <p>まだ渡日していませんが、申請書の「申請者住所」欄には何を書けばよいでしょうか。</p> <p>I have not yet arrived in Japan. What should I write in the "Applicant's Address" field of the application form?</p> | <p>「未渡日のため未定」等ご記入ください。</p> <p>Please enter "undecided" or something similar.</p> |

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| <p>まだ学生証番号を通知されていないが、学生証番号欄はどのように記入したらよいでしょうか。</p> <p>I haven't been given my student ID number yet, how do I fill out the student ID number field?</p> | <p>学生証番号は、学部/研究科から送られてくる入学手続書類に記載されている場合が多いです。申請に間に合わない場合は「学生証番号欄」は空欄とし、提出後にメールで学生証番号をお知らせいただいても構いません。</p> <p>In most cases, your student ID number is written on the admissions procedure documents sent to you by the faculty/graduate school. If you do not know your student ID number at the time of application, you may leave the "Student ID Number" field blank and inform us of your student ID number later by e-mail.</p> |
| <p>まだ渡日していませんが、様式2「家計状況調書」の支出月額はどう書けばよいでしょうか。</p> <p>I have not yet arrived in Japan, but what should I write about monthly outgoing in the Form2 "Record of Household Finances"?</p> | <p>日本に来た場合を想定して記入してください。</p> <p>Please fill in the form assuming that you are living in Japan.</p> |
| <p>様式2「家計状況調書」を書くにあたって、日本に行ってからアルバイトをするかもしれない場合は、どのように書けばよいでしょうか。また、奨学金も応募する予定ですが、書いた方がいいでしょうか？</p> <p>In writing the Form2 "Record of Household Finances", how should I write if I may work part-time after I go to Japan? Also, I am planning to apply for a scholarship, should I write it down?</p> | <p>収入欄については、確定している収入のみ記入してください。来日後にアルバイトを探す予定であっても、申請時点で決まっていない場合はアルバイト欄は空欄としてください。奨学金も同様に、受給が決まっている場合のみ記入してください。申請後にアルバイトや奨学金が決まった場合は、下記の連絡先にメールでお知らせください。</p> <p>In the income column, please enter only the income you are sure to receive. If you are planning to find a part-time job after you arrive in Japan but have not decided at the time of application, please leave the part-time job field blank. Similarly for scholarships, please fill in only if you are sure that you will receive the scholarship.</p> <p>If you find a part-time job or a scholarship after you have applied, please send an e-mail to the address given below.</p> |

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| <p>自分一人で来日しますが、父母の欄は書く必要はあるでしょうか。 I am coming to Japan alone, do I need to fill out the parents' section?</p> | <p>1人で来日する場合でも、父母の欄は記入してください。 Yes, please fill out the parents' section even if you are coming to Japan alone.</p> |
| <p>後期再申請が必要なのはどのような場合ですか。 In what cases do I need to reapply for the second half exemption?</p> | <p>主な後期再申請が必要な例は以下のとおりです。自分が該当するかどうか不明な場合は事前にご相談ください。</p> <ul style="list-style-type: none">・日本在住の家族が転職／退職／就職した・結婚した、子どもが生まれた・奨学金の受給が決まった <p>Please see the typical examples below. If you are still not sure whether you need to reapply or not, please contact us in advance.</p> <ul style="list-style-type: none">-A member of your family in Japan has changed or retired a job-Marriage or birth of a child-Selected to receive a scholarship |

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| <p>標準修業年限を超過して在籍することになった場合、授業料免除の対象にはならないのでしょうか。</p> <p>I will be enrolled beyond the standard course period, but will I be eligible for tuition fee exemption?</p> | <p>最短修業年限を超過している場合、原則授業料免除の対象となりません。ただし、特別な事由による1年以内の超過に限り審査対象になることがあります。認められる事由については、修業年限を超えた理由書(様式8)の注意事項を参照してください。年限超過2年目以降は、審査対象にはなりません。</p> <p>In principle, students who have exceeded the standard course period will not be eligible for tuition fee exemption. However, only students who have exceeded the standard course period by one year or less due to special reasons may be eligible for the examination. Please refer to the notes on "Reason for extending beyond the standard course period (Form8)" for the acceptable reasons.</p> <p>If you exceed the standard course period by one or more years, you will not be considered.</p> |

■ Contact information ■

【All departments except the three departments listed below】

Tuition fee exemption team of the Student Scholarship and Welfare
syougaku.adm@gs.mail.u-tokyo.ac.jp

【Only for students who entered the following College and Graduate Schools】

- College of Arts and Sciences
- Graduate School of Arts and Sciences
- Graduate School of Mathematical Sciences

Scholarship Fund Section, Student Affairs Division at the College of Arts and Science
s-shikin.c@gs.mail.u-tokyo.ac.jp