How to check if re-application is required

Since AY2022, all applicants for the first half have been accepted as “full-year application (simultaneous applications for the first and second halves)”. Therefore, if you have applied for the first half, you have automatically applied for the second half as well. However, if you change your student status in the second half (enter a doctoral course, transfer to a different department, etc.), your application for the second half will be cancelled. If you wish to be exempted, you must submit a new application during the application period of the second half. In addition, if any of the following "Cases Requiring Reapplication" apply to you, you must reapply during the application period of the second half.

Students who applied for tuition fee exemption in the first half and do not fall under "Cases Requiring Reapplication" or "Cases Requiring New Application for the Second Half" below do not need to apply for the second half. (The status of UTAS tuition fee exemption applications for the second half will be reflected in early November.)

Even in cases where no procedures are required, the results of the first half screening will not be applied directly to the second half tuition fee, and a decision will be made after another screening.

<table>
<thead>
<tr>
<th>Cases Requiring Reapplication</th>
<th>Cases Requiring New Application for the Second Half (Reapplication is not possible.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Cases in which the information (family, study or household budget) provided in the application on April 1 has changed by October 1.</td>
<td>• Cases where students have changed programs in October. (e.g., cases where the applicant completes the Master's program in September, and enters the Doctorate program in October, cases where the applicant completes the Junior Division in September, and enters the Senior Division in October)</td>
</tr>
<tr>
<td>• Cases where the applicant will receive an incentive grant, RA for excellence, etc. from October due to the adoption of various programs.</td>
<td></td>
</tr>
<tr>
<td>• Cases where the international students who were not awarded a scholarship at the time of application for the first half, but who were subsequently awarded a scholarship on or before October 1.</td>
<td></td>
</tr>
<tr>
<td>• Cases where the applicant has submitted a &quot;Statement for those who are suddenly facing financial difficulties due to the spread of the novel coronavirus and COVID-19&quot; at the time of application for the first half.</td>
<td>• Cases where your student ID number changes due to transferring to a different department or graduate school, etc. from October</td>
</tr>
<tr>
<td>• Cases where the applicant is instructed to reapply for tuition fee exemption by the tuition fee exemption team after applying for the first half.</td>
<td></td>
</tr>
</tbody>
</table>

*If you are not sure whether you applied for tuition fee exemption in the first half or not
Please log in to the UTAS system and check "Student Information" > "Student Information Reference" > "Tuition Fee Exemption and Tuition Fee Payment Status". Please refer to page 3 and after for how to check.
*If you applied for tuition fee exemption in the first half but do not wish to apply in the second half
Please submit the withdrawal form from the following Microsoft Forms.
https://forms.office.com/Pages/ResponsePage.aspx?id=T6978HAr10eaAgh1yvlMhHhPlpCDt4FHtCXuSun-1xtURFpCTzhUN1IHSQ0QUIGODjCWEw0M0pGSSQlQCN0PWcu
*Please note that you will be required to sign in with your UTokyo Account.

**Procedure for reapplication**

(Procedure for students who submitted application in the first half and have changes to their application in the second half.)

If you apply to “Cases Requiring Reapplication” on the previous page, please submit “Documents to be submitted” below during the application period for the second half as soon as possible since it is necessary to confirm the changes from the previous application.

**Application period**

**Aug. 1(Tue) ~ Oct. 6 (Fri), 2023**

Application documents must be postmarked by the last day of application period and arrive by 2 business days later. Please note that applications will not be accepted if late.

**How to submit**

ONLY postal application is accepted. We currently do not accept applications at the counter. When applying by post, please send the applications using registered mail “簡易書留郵便”.

**How to get the application form**

Please download the application forms from the URL below after July 31.
https://www.u-tokyo.ac.jp/en/prospective-students/exemptions.html

<table>
<thead>
<tr>
<th>Documents to be submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Checklist</td>
</tr>
<tr>
<td>2. Copy of Student-ID or admission letter</td>
</tr>
</tbody>
</table>
| 3. Envelope sheet for mailing application  
  *Please use the sheet (A4 size) by sticking on the envelope of size 332mm×240mm* |
| 4. Application Form for Admission & Tuition Fee Exemption - AY2023  
  *Please provide specific details of the change in the “Reason for Application.”* |
| 5. Statement (Certification) Regarding Part-time Work (Form1) |
| 6. Record of Household Finances (Form2) |
| 7. Necessary documents related to the change in application details  
  *Please submit documents that shows the changes.* |
The Method of Checking Selection Result of Tuition Fee Exemption at UTAS

Please check the page at UTAS as bellow.
URL: https://utas.adm.u-tokyo.ac.jp/campusweb/

After logging in...

Please check the result of tuition fee exemption on “PC page”. In case you log in to UTAS by smartphone, please browse the website after you select “PC page”.

【スマホ版のトップ画面】

In case you log in to UTAS by smartphone, please click “PC page”.

After select “PC page”, please refer to the following page.
After logging in...(PC ver.)

Please click on “Tuition Fee Exemption/Payment Status Information”.

If the exemption category for the first half of FY2023 is “Full exemption” “Half exemption” “Refused,”, then the application was submitted in the first half. If "Cancellation" is indicated, the application was cancelled due to the applicant's withdrawal. If you want to be exempted in the second half, you will need to submit a new application.