

How to Complete the “Application for Tuition Fee Exemption / Admission Fee Exemption”

(「授業料・入学料免除申請書」記入上の注意)

- Please enter the relevant information as of April 1 for the 2025 First Half application, and that as of October 1 for the Second Half application. Even after the application is accepted, an exemption may be cancelled if the applicant is found to have deliberately made false statements in the application.

申請書類の内容は、前期分は4月1日現在で、後期分は10月1日現在で事実をありのままに正確に記入して下さい。故意に事実と相違して記入した場合は、許可後であっても免除許可を取消します。

- Please fill out the application form using a black pen or ballpoint pen (Do not use an erasable ballpoint pen). Please circle the appropriate answers in the section with an asterisk (*), and write all letters and numbers clearly.

黒のペン又はボールペン(消せるボールペンは不可)で記入して下さい。*印のところは該当のものを必ず○で囲み、文字や数字は丁寧かつ明瞭に記入して下さい。

- Please make sure that you personally sign the application.

必ず申請者本人が署名してください。

- Please note that applications will be excluded from the selection process in the following cases:

- The application form is incomplete or written illegibly.
- The application does not have all the necessary attachments.
- The applicant refuses to submit the required documents.

必要事項が未記入や判別しにくい申請書は選考から除外されます。また、必要な添付書類が不足している場合や必要書類の提出の要求に応じない場合も選考から除外されます。

- Once submitted, all the documents are non-returnable. If necessary, please retain a copy.

提出された書類は返却できませんので、必要に応じてあらかじめ写しを取ってください。

- If an application reason is written in English, please provide a Japanese translation along with the application form.

申請理由が英語で記載されている場合は、日本語訳が必要です。

Application for Admission / Tuition Fee Exemption - Academic Year 2025〔First and Second Halves〕

(免除)

To: The President, The University of Tokyo

I hereby apply for a tuition waiver for the first and second halves of the 2025 academic year.□
All the information in this application form and the attached documents are true and correct. If there are any discrepancies between the information in the application form and the attached documents, I have no objection to the revocation of the exemption.
I understand that if I change my course of study in the second half (e.g., from Master to Doctorate), I need to apply again in the second half.□

College/Faculty/Graduate SchoolEngineeringName in KATAKANAトウダイ タロウ

*Undergraduate / Master's / Doctorate / Professional Degree ProgramApplicant NameTODAI Taro

Student ID No.37246XXX

Student ID No. of previous year03220XXX
(If it is different from the current number)

Date2025.3.XSignatureTODAI Taro

* If you were already enrolled at the University of Tokyo last year and your Student ID number has changed, please write your student ID number from the previous year.

Please circle the appropriate item where marked with "**".

Application type	*Admission fee / Tuition fee (whole year)									
① Date of Admission (Advancement)	(yyyy/mm) 2025/04	*Second bachelor's degree transferees *Transferees				② International Students circle box on right→				<input checked="" type="radio"/>
③ Address 〒	③Address (本人住所) ④ Family home address (家族 (父母) 住所) Please write your current address in Japan and your contact information as well as your family home address in your country.					Mobile Phone: () Home Phone: () Lab Extension No: ()				
④ Family address	☆If your address changes after submitting the application, please notify Scholarship team as soon as possible.					Phone Number ()				

⑤ Family Information	Relationship	Name	Age	* Marital Status	Name of Institution	Year	*Living Arrangement	Income type 1	Income type 2	
	Applicant	TODAI Taro	24	Single	University of Tokyo	M1	Home			
	Relationship	Name	Age	Occupation		Place of work	Period of Employment			
	Father	〇〇 〇〇		⑥Family Information (家族状況) Please enter details of your parents and yourself as well as any family members (spouse or children) living in Japan.						
	Mother	× × × ×								
	Father/motherless family	* Father・Mother Death・Separated・Other() Date [(yyyy/mm)]								
	Enrolled as students	Relationship	Name	Age	Name of Institution		Year	*Living Arrangement		
					*National・Public・Private			Home・Different		
					*National・Public・Private			Home・Different		
					*National・Public・Private			Home・Different		
Not enrolled as students	Relationship	Name	Age	Occupation		Place of work	Period of Employment			

Do not write anything in this section ⬆

Scholarship Information	Do you receive any scholarships?		AY2024 (from April 2024 to March 2025)		AY2025 (from April 2025 to March 2026)					
			【 * Yes No】 If Yes, fill out the section below		【 * Yes No】 If Yes, fill out the section below					
	Organization Name (Name of Scholarship)		Duration (yyyy/mm~yyyy/mm)		Amount		Duration (yyyy/mm~yyyy/mm)		Amount	
	JASSO	Grant	⑥Scholarship Information (奨学金受給状況) If you are receiving (or received) a scholarship in the previous or current academic year, please enter the details.						¥	
		Type 1							¥	
		Type 2							¥	
MEXT Honors							¥			
⑥ XXXX Scholarship Foundation					¥		2025/4~2026/3		50,000 per month	
					¥				¥	

Taxable grants (e.g. GSGC, WINGS, GLAFS, MERIT,SEUT-RA,SPRING-GX) are not scholarships. If you are granted them, please submit a copy of the certificate.

				前	
Personal Background (University, Job, etc.)	Academic history (school name, enrollment period)*from high school			Work history (company name, employment period)	
	○○○○/○○ graduated from ○○ High school			○○○○/○○ joined XXXX Co.	
	○○○○/○○ entered ○○ University			○○○○/○○ resigned from XXXX Co.	
	○○○○/○○ graduated from ○○ University			⑦Academic Background/Work Experience Please provide academic background from high school graduation to current and work experience.	
⑦					
Tuition Exemption Status	AY 2024	First half	*Applied for (<u>the whole year</u>) • Did not apply • Leave of absence		
		Second half	*Applied for (Second half only <u>reapply</u> /) • Did not apply • Leave of absence		
	AY 2025	First half	Not required to fill in when applying for the first time		
		Second half			
⑧					
Student Status	* Study Abroad • Leave of Absence Reason ()				
	* Study Abroad • Leave of Absence Reason ()				
	* Study Abroad • Leave of Absence Reason ()				
⑨					
⑩ Reason for extending beyond the standard course period			◇ Reason (* Illness • Leave of absence • Studying abroad • Work) ◇ Name and Position of academic advisor		
Reason for Applying for Exemption	(Required)				
⑪					
			※If you write this section		
⑫	If the member supporting the household is unemployed		◇ Date when unemployed ()		
	⑫In case that the family member supporting the household is out of employment Please fill in if applicable. <u>Only for yourself and any family members living in Japan.</u>				
Disabilities	Relation	Name			Handbook No.
			Mental &		
	⑬Disabilities Please fill in if there are family members with disabilities, with the need of chronic care, or with the need of care. <u>Only for yourself and any family members living in Japan.</u>				
⑬					

Note

- Please be careful not to miss any entries.
- Please enter the relevant information as of April 1. Even after the application is accepted, an exemption may be cancelled if the applicant is found to have deliberately made false statements in the application.
- Even if you have applied for both the first and second halves, if you change your course of study in the second half (from undergraduate to master's, master's to doctoral, or professional to doctoral), or if you change faculty or graduate school, you will need to apply again in the second half. Please be careful not to forget to submit your application in the second half, because your application will not be transferred if you change your course/faculty/graduate school.
- Please make sure that you personally sign the application.
- Please fill out the application form using a black pen or ballpoint pen (Do not use pencils and erasable ballpoint pens.)

PC input is acceptable except in the signature field.

- The application is valid only for the current academic year (April 1,2025 to March 31,2026). Students who will continue to study in the following academic year (April 1,2026 to March 31,2027) and want to be exempted from tuition fee must apply again in the following academic year.