

Statement of Missing Documents

Student ID:
Name:

Please carefully read the *Tuition Exemption Website* and, in principle, **submit all required documents when applying**. However, applications will be accepted even if some documents cannot be submitted at the time of application.

For any documents you plan to submit later, please check the corresponding boxes and indicate the reason for the delay and the expected submission date.

As a general rule, the expected submission date should be **within one week after submitting your application**. Even if there is a valid reason for delay, please set the date no later than **Tuesday, October 13**.

Checkbox	Document Name	Whose Document	Reason for Not Submitting at the Time of Application	Scheduled Submission Date
	Certificate of Residence (original required) 住民票【原本】			
	Taxation (Income) Certificate (original required) 課税(所得)証明書【原本】			
	Copy of Residence Card (both sides) 在留カードのコピー(両面)			
	Copy of Final Tax Return 確定申告書			
	Withholding Tax Certificate 源泉徴収票			
	Certification of Expected Annual Salary(Additional Form 3) 年収見込証明書(様式3)			
	Copy of document showing date of leaving employment 退職日が確認できる書類			
	Latest Certificate of enrollment 在学証明書(本人以外の就学者分)			
	Copy of notification of offer of employment for 2026 採用証明書(卓越RAや奨励金 (SPRING GX) など)			
	RA Appointment Notice RA委嘱通知書			
	TA Appointment Notice TA委嘱通知書			
If you have any other documents that cannot be submitted at the time of application, please provide the same information in the section below.				

Submission methods

Submit any missing documents via email attachment.

However, for documents requiring the original, such as the "Certificate of Residence," or "Taxation (Income) Certificate," use one of the following submission methods:

-Send by registered mail

(enclose a note indicating it is a missing document for tuition exemption, along with your student ID number and name).

-Submit directly to the designated office below.

Address

Only for students who entered:

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

All departments except the three departments above

東京大学教養学部等学生支援課 奨学資金チーム
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東京大学本部奨学厚生課 授業料等免除チーム
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