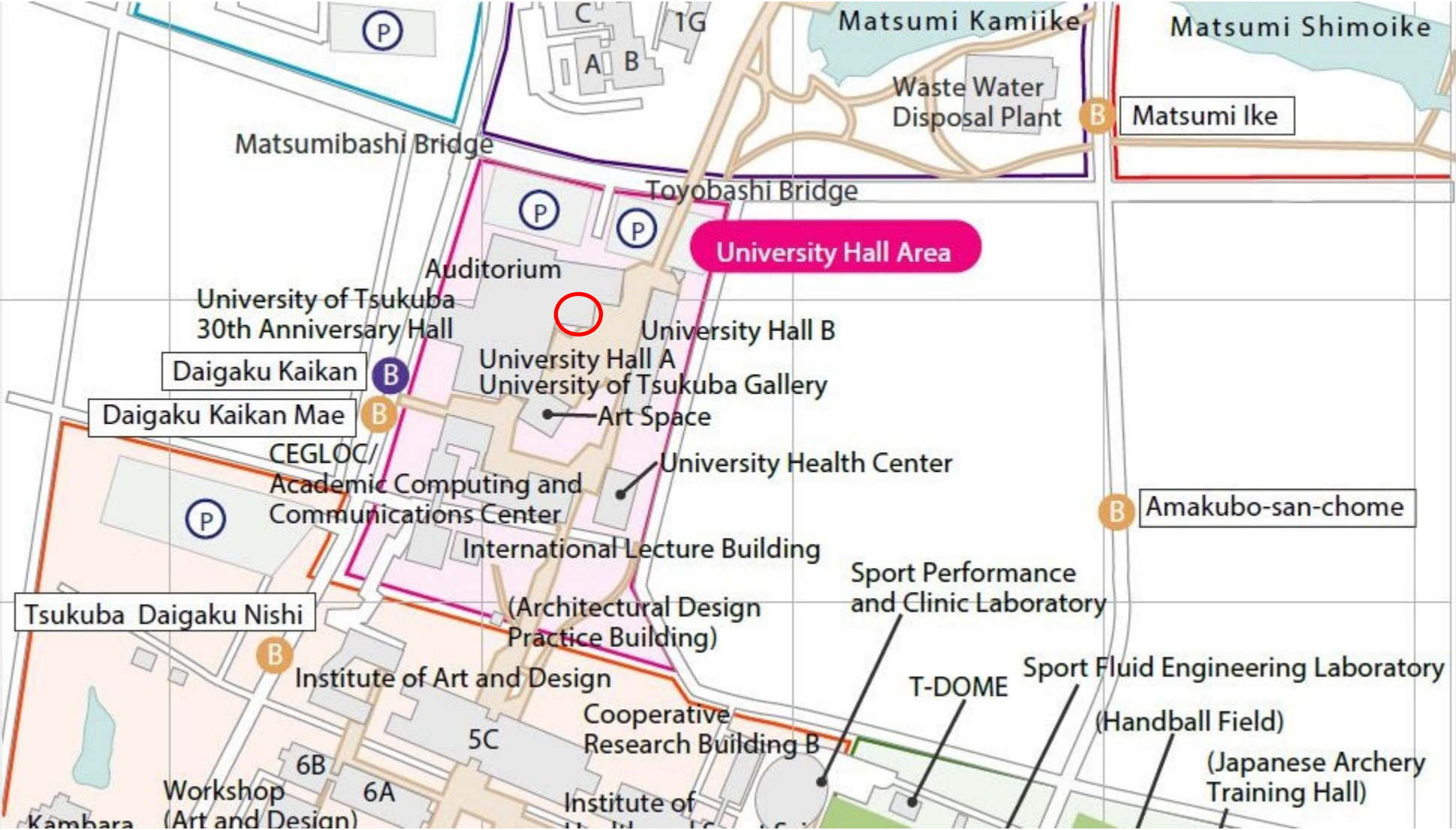


(For Tsukuba campus students) Campus Map : Conference Room 5 is indicated below.



University of Tsukuba
Guide to First period (spring semester) Application
for Tuition Fees Exemption Academic Year 2020
<<For International Students>>

Application For Current students (excl. those who are scheduled to graduate or complete their studies in March 2020) *Refer to p.3

<<Submission Start from>>

..... February 3 (Mon), 2020

<<Deadline of Application>>

..... February 14 (Fri), 2020

*Current students who take temporary absence from school during the above application period can apply for the tuition exemption after coming back to the university for the spring semester.
(We recommend applying during the above period.)

<<Submit to>>

- ◆ [Students in Tsukuba campus] Daigaku-kaikan(University Hall) , 3rd floor ,
Conference Room 5
- ◆ [Students in Tokyo campus] Academic Service Office for the Business Sciences

<<Result Announcement (scheduled)>>

After July, 2020

<<INFORMATION for New students in AY2020>>

It is scheduled for April. Information on the application procedure will be notified later. This guide is for Current students (as of February 2020). The guide for new students will be posted on our website at the end of March 2020.

<<Special Exemptions>>

Information regarding special exemptions will be announced at the beginning of April.

<<Tuition fees deferment Only and monthly installments>>

It is scheduled for April. Information on the application procedure will be notified later.

Contents

-Detailed information on submitting documents-

<Must Read> Guide to tuition exemption application

–Documents required for all applicants-	P3~P5
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Guide to tuition exemption application

MUST READ

–Documents required for all applicants–

○ [Target Students] Who can apply?

[1] Students who have difficulties in paying tuition fee due to financial reasons can apply for the tuition exemption. Please refer to the academic standards set by the University and check your eligibilities. (See page 10)

[2] Those who extend their period of study are in general a subject of denial. (See page 8)

[3] Applicants must have been in the University for six months from April to the end of September and cannot apply if there are leave of absences during that period.

- If you are scheduled to complete your study early by the enrolled program, please consult in advance.
- Those who enrolled in August and are expected to complete in July, 2020, those who enrolled in September and are expected to complete in August, 2020 can apply. (excl. those who exceeding the standard course term)

○ When should I apply?

There are two separated applications for each spring and fall semester tuition fee. This time, the application is for First period (spring semester) Academic Year 2020.

[**Current Students** (excl. students who are scheduled to graduate or complete in March, 2020)]
Submission period is from **February 3 (Mon) to February 14 (Fri), 2020.**

○ Where should I go to submit?

Applicants should submit Application documents at the following place to apply.

Category	Application Month	Campus Location	Submit to
Current students (excl. students who are scheduled to graduate or complete in March, 2020)	February	Tsukuba Campus	<u>Daigaku-kaikan</u> <u>3rd floor,</u> <u>Conference Room 5</u>
		Tokyo Campus	Academic Service Office for the Business Sciences

* This time, students in Tsukuba campus must not submit documents to the academic service office.

* Please consult at each academic service office regarding application process such as difficulties of submission during the above period.

○ What must be submitted?

Documents to be submitted in general consist of application documents (downloadable from University website) and certificates regarding income. Types of documents vary depending on applicants' status. It may take one or two weeks to prepare certificates for some cases. Applicants shall follow the guideline explained in this guide and prepare required documents. University may request for some irregular documents to submit depending on applicants' circumstances.

Required Documents

Students who applied for Second (fall) semester AY2019

If the status such as income or the number of family members is the same as the last time application, you should omit documents regarding income. This is a procedure called “continuance application.” In this case, download the following forms from the university website to fill out and submit.

[All applicants]

- Continuance Application Form for Tuition Fees Exemption for the First Semester of AY2020
- Tuition Exemption Applicant Sheet / Submission Slip [for continuance]

[Applicants who have a family member(s) currently enroll in a national institution of high school or higher]

- Certificate of Tuition Exemption (Form 4)
- ※ Certificate is required to prove the situation of the persons who attend school in AY 2019.

[Applicants who exceed the standard period of study as of September 30, 2020 or those who apply with “Circumstances (Others)”]

- Interview Sheet (Form 6) and appropriate attached documents - - - p.8, p.9

- + Students who did not apply for Second (Fall) semester of AY2019**
- + Students who applied for Second (Fall) semester of AY2019 but the status of income or the number of the family members has changed**

[All applicants]

- Tuition Exemption Application Form, University of Tsukuba
- Tuition Exemption Applicant Sheet / Submission Slip
- Cover of attached documents
- Income certificate or Taxation certificate for FY2019 of all family members living in Japan (including an applicant, his or her spouse and others except those who attend schools)
*Please issue one at the municipal office in the city, town, or village where you lived as of January 1, 2019, and the original one is required.
*Refer to <NOTE>.
- Declaration of Income and Expenditure Status (Form 1)

※For this application for Tuition fees Exemption, “family” of international students means students’ spouse and children who reside in Japan.

[Submit applicable items]

- Documents regarding income for all family members living in Japan (including an applicant, his or her spouse and others except those who attend schools) p.6
- Documents regarding special deduction p.7

<NOTE>

International students who came to Japan in or after 2019 are not able to get Income certificate, and must tick “Not available due to recent arrival to Japan in or after 2019” on Tuition Exemption Applicant Sheet/Submission Slip.

★ The family situation is based on the conditions below:

- **Number of family members : At the time of applying**
- **Family members: Only spouse and children living in Japan**

★ International students with the conditions below need additional documents.

Read respective pages for details.

- Students exceeding the standard course term p.8
- Applying with a condition of Circumstances (Other) p.9

1. Documents regarding income

- Submit only applicable documents (Certificates of Income entered in Declaration of Income and Expenditure Status must be attached.)

Check [Table 1] and prepare photocopies of required documents that apply.

Documents are required for all family members living in Japan (including an applicant, his or her spouse and others except those who attend schools).

Regardless of your current income status, if you have received any shown below during AY2019, proving documents are required to submit.

[Table 1]

Category	Income status	Type of document	Issuer
Scholarship	was ,being or will be received for AY2019	Document(s) specifying received amount of scholarship	Scholarship foundations etc.
TA/RA Income	was ,being or will be received for AY2019	Certificate of TA/RA Income (Certificate of expected annual income (Form2) acceptable)	University
Income of applicant [example: income from part time job]	was ,being or will be received for AY2019	Salary statements for the most recent three months. (Certificate of expected annual income (Form2) acceptable)	Employers
Child allowance	was ,being or will be received for AY2019	Notice of Child Allowance (document(s) specifying the allowance amount)	Municipal office

2. Documents regarding special deductions

- Submit only applicable documents

After reading <Caution>, check [Table2] and submit photocopies of the documents that apply.

<Caution>

The family situation is defined based on the conditions below:

- **Number of family members : At the time of applying**
- **Family members : Only spouse and children living in Japan**

[Table2]

Category	Certificate	Issuer
① Family with student(s) of higher than high school in Japan at the time of application		
① and ② <u>students in national high school or higher in AY 2019</u>	Certificate of Tuition Exemption (Form 4) Certificate is required to prove the situation of the persons who attend school in AY 2019.	School
① and students other than ②	Certificate that proves the enrollment of the student at the time of application (copy of student ID, certificate of enrollment)	Applicable person possesses
Family living in Japan with a handicapped person(including a case of an applicant with a disability.)	Disability certificate	Applicable person possesses
Family living in Japan with a person who receives long-term medical treatment and pay medical fees in Japan during the period shown in the right box. <ul style="list-style-type: none"> • It must be recognized that the person needs medical treatment of 6 months or more. • Only insured medical expenses are subject to the exemption. • Deductions cannot be received by submitting a medical certificate only. • Attach only receipts based on the medical certificate. Any other receipts not related to that will not be subject to the exemption. 	<ul style="list-style-type: none"> • <u>submit all ①-④</u> ① Detailed statement of medical expense deduction for persons needing long-term care (Form 5) ② A copy of a doctor's certificate (states that the patient needs medical treatment of 6 months or more) ③ Documents that certify current expenditure (receipts or other documents) ④ Documents that show the amounts paid by health insurance or life insurance (copy of the pages in the bankbook or transfer notice) * for ③ and ④, Object period (receipt date) : Jan. 2018–Dec. 2018	Form5 Hospital Pharmacy/Hospital A person who nurse the patient

3. Students exceeding the standard course term

Students exceeding the standard course term are persons who attend school exceeding the shortest years required for graduation or completion. Depending on the selection, students with an exceeding period of 1 year or less on the dates below and satisfy any of the following conditions can be subject of tuition exemption. Students without mitigating circumstances for exceeding the standard course term will not be eligible to receive a tuition exemption.

The base date: First period (spring semester) AY2020 September. 30, 2020

- (i) Graduation/course completion time was postponed due to a leave of absence

E.g.

A student took absence for the whole spring semester in his/her 4th year of the undergraduate school so he/she was lacking in time to complete the course in this year and planned to graduate in the end of the next academic year. As the result, the length of his/her study is extended by six months.

- (ii) Graduation/course completion time was postponed due to studying abroad.

- (iii) Other

- ① Students who could not earn enough credits because of medical treatment for less than the period required to take absence from school (2 months)
- ② Students with disabilities
- ③ Students who are considered to have mitigating circumstances other than those listed above.

If any mentioned above applies, submit the following additional documents to apply.

- [All applicants] Interview Sheet (Form 6)

For more information, please refer to the next page interview.

- [Submit applicable items]

Check [Table 3], and if any category applies, submit a photocopy of the certificate.

[Table 3]

Category	Certificate	Issuer
Students who could not earn enough credits because of medical treatment for less than the period required to take absence from school (2 months)	Medical certificate	Hospital
Graduation/course completion time was postponed due to studying abroad	Certificate of studying abroad	University of Tsukuba or foreign institutions
Students with disabilities	Disability certificate	Applicable person possesses

Interview

Students who have exceeded the standard course term or those apply under reason 5 [Circumstances (Other)] have to undergo an interview as follows.

- Interviewer : In principle, your teacher is the interviewer.
Students must contact the teacher to ask for the interview. If it is not possible to have the interview because of the teacher’s absence or other reasons, consult at each academic service office or the place of submission (only during application period).
- Interview Sheet (Form 6)
After filling out [For the applicant only], bring the Interview Sheet to the interviewer and ask the teacher to fill out [For the interviewer only]. After the interview, have your teacher seal the envelope with the Interview Sheet inside. Be sure to submit the envelope together with other required documents.

4. Applying with specific reasons

If any Reason in [Table 4] applies, students can be considered as applicants who have specific reasons.

Students must consult at the University office and get approval in order to apply with this condition.

[Table 4]

Reason for application	Details
Circumstances (Other)	Applicants who are recognized as having other special circumstances. * This does not apply to students who exceed their standard course term.

When applying with Reason for application as “Circumstances (Other),” note the following matters to prepare documents.

- Check “Circumstances (Other)” on “Reason for application” in Application Form and Applicant Sheet/Submission Slip.
- Read [Table 5] and submit additional certifying documents.

[Table 5]

Reason for application	Certificate	Issuer
Circumstances (Other)	<ul style="list-style-type: none">• Interview Sheet• Other documents instructed by the university	Form 6 Other

5. Exemption criteria

The decision for tuition exemption is based on the applicant's household earnings as well as their academic ability. Please refer to the following criteria about academic ability.

[Academic Standard]

- New Students (including those of transfer enrollment) who has passed the entrance examination of Tsukuba University are regarded as excellent.
- Regular students must earn given credits, and an average of academic record must be above 3.2. Students higher than 2nd grade of School of Medicine must earn standard number of credits given for each academic year from the colleges. Students higher than 2nd grade of Professional Degree Program, continuous three-year doctoral programs and three-year doctoral programs must earn standard credits given from research colleges and the average of academic record must be above 3.2. In addition, as for students of continuous three-year doctoral programs and there-year doctoral programs, their research must be evaluated to a certain respectful degree in their schools.
- Please refer to the equation below when calculating the average score. Please convert A⁺ and A into 5 points, B into 3 points, and C into 2 points .

$$\frac{(\text{number of A}^+ \text{ and A} \times 5) + (\text{number of B} \times 3) + (\text{number of C} \times 2)}{\text{total number of credits}} = \text{the average}$$

[Table 6] Number of credits of Schools, Colleges and Graduate Schools

Grade	Number of credits
2nd grade of schools or colleges	More than 31 credits
3rd grade of schools or colleges	More than 62 credits
4th grade of schools or colleges	More than 93 credits
2nd grade of Master's Program	More than 15 credits
2nd grade of Doctoral Program	More than 6 credits (more than 7.5 credits)
3rd grade of Doctoral Program	More than 12 credits (more than 15 credits)
4th grade of Doctoral Program	More than 18 credits (more than 22.5 credits)
5th grade of Doctoral Program	More than 24 credits

The number in parentheses is the number of credits to acquire at School of Medicine in Graduate School of Comprehensive Human Sciences.

6. Points to note regarding tuition fee exemption

- (1) Applicants should not pay the tuition fee before they receive their screening results. In case you pay the tuition, we will consider that you withdraw your application. Transaction of automatic bank transfer payment for the tuition fees that applicants of February have registered is suspended until the result is announced.
- (2) The university may decide to grant you a full or partial exemption of your tuition fees.
- (3) The university cannot guarantee that it will grant you Exemption every semester. Please note that this decision is highly dependent on that year's budget.
- (4) Students who decide to take a leave of absence or withdraw from the university after having applied for the tuition fee Exemption must notify the Student Support or Academic Affairs Section at their respective Academic Service Office and submit a Request for Withdrawal of Tuition Exemption Application as soon as possible. Such students will become ineligible to receive a tuition fee Exemption for the current semester.
- (5) Incomplete applications (e.g. improperly filled-out forms, insufficient documents for submission etc.) will NOT be accepted. So please prepare your application documents as early as possible.
- (6) Personal information obtained from submitted documents, including application forms and certificate, will not be used for purposes other than screening for the tuition fee Exemption.
- (7) Should it be discovered that the application was made under false pretenses, the university reserves the right to revoke the decision to provide a tuition Exemption. Therefore, make sure that all of the statements in your application are true.

7. Notification of results

○ How am I notified of the result?

The result in a form of notification letter will be handed to each applicant at respective Academic Service Office (Student Affairs Section).

○ When do I know the result?

The result for First period (spring semester) of AY2020 is scheduled to announce after July, 2020.

* This is an approximate time of result notification at this time. There may be a possibility of delay occurred depending on certain situations.

Once the announcement date is determined, it will be notified through University homepage (NEWS section of “News on Scholarship and Tuition Fees” page inside “Information” in “Students” of the English site) or a notice placed on “Tips” . Be sure to look for those regularly around this time.

○ When is the due for the tuition payment once I receive a result of disapproval or partial exemption?

The due date will be shown on the notification of result. Please confirm the date and arrange to make the payment by then. Those who are approved of Tuition Fees Deferment for the First period of AY2020 shall pay the tuition by the end of August 2020, and the payment can be made by using Postal Transfer Slip. There will be an additional cost of service fee charged to payers for the transaction.