

University of Tsukuba  
Guide to Second period (Fall semester) Application  
for Tuition Fees Exemption AY2022  
<<For International Students>>

<<Deadline of Application>>

◆ October 7 (Fri), 2022

<<How to apply>>

◆ Mail to Respective Academic Service Office

(Refer to "List of Mailing Addresses" on the same page of the university website)

※In order to prevent the spread of COVID-19, please send by mail.

Also, since it contains personal information, please send it by registered mail or Letter Pack, etc., which can be tracked.

<<Result Announcement (scheduled)>>

◆ The middle of January, 2023

- Even if students are studying abroad, it's necessary to apply in the period above-mentioned.
- New students in October 2022 are also required to apply for the above period.
- If you have any concerns, please consult your academic service office before submitting.  
After the deadline, we will not be able to accept your application for any reason.

**Application for tuition fees deferment and monthly installments**

Details are posted on the website

## Contents

-Detailed information on submitting documents-

Guide to tuition exemption application

–Documents required for all applicants- ...3~4

1. Documents regarding income ...5
2. Documents regarding special deductions ...6
3. Students exceeding the standard course term ...7
4. Applying with specific reasons ...8
5. Exemption criteria ...9
6. Points to note regarding tuition fee exemption ...10
7. Notification of results ...11

## 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 9)

[2] Those who extend their period of study are in general a subject of denial. (See page 7)

[3] Applicants must have been in the University for six months from October to the end of March 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.

#### ○ When should I apply?

There are two separate applications for each spring and fall semester tuition fee.

This time, the application is for Second period (fall semester) AY2022.

**Submission must be no later than October 7(Fri), 2022.**

#### ○ Where should I go to submit?

In order to prevent the spread of COVID-19, please send by mail.

Please mail the documents to respective Academic Service Office (Student Affairs Section).

Also, since it contains personal information, please send it by registered mail or Letter Pack, etc., which can be tracked.

**If you have any concerns about your application, contact the office in advance.**

※Refer to "List of Mailing Addresses" on the same page of the university website.

#### ○ 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 to two weeks to prepare certificates for some cases. Applicants shall follow the guideline explained in this booklet and prepare required documents. University may request for some irregular documents to submit depending on applicants' circumstances.

When you write the application documents, do not use an erasable type of pen or pencil.

## Required Documents

[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 FY2022 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, 2022, and the original one is required.

\*Please issue one without the description of Individual Number.

\*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.5
- Documents regarding special deduction p.6

<NOTE>

**★International students who came to Japan in 2022 are not able to get Income certificate, and must tick “Taxation certificate or Income certificate for FY2022 is not available due to recent arrival to Japan in 2022” 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.7
- Applying with Circumstances (Other) p.8

Details on submission of documents are on the next page.  
Read them carefully and prepare the appropriate documents.

# 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 AY2022, proving documents are required to submit.

[Table 1]

Category	Income status	Type of document	Issuer
Scholarship	was ,being or will be received for AY2022	Document(s) specifying received amount of scholarship	Scholarship foundations etc.
TA/RA Income	was ,being or will be received for AY2022	Certificate of TA/RA Income (Certificate of expected annual income (Form2) acceptable)	University etc.
Income of applicant [example: income from part time job]	was ,being or will be received for AY2022	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 AY2022	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 except Form4.

### <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**

[Table 2]

Category	Certificate	Issuer
① Family with student(s) of higher than high school in Japan at the time of application		
<ul style="list-style-type: none"> <li>• ① and ② <u>students in national high school or higher</u></li> </ul>	Certificate of Tuition Exemption (Form 4) ※Certificate for AY2021 is required to prove the situation of the persons who attend school. (or if the family member enrolled as of AY 2022, you may submit copy of their student ID card, certificate of enrollment instead)	School
<ul style="list-style-type: none"> <li>• ① and students other than ②</li> </ul>	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 and with a handicapped person (including a case of an applicant with a disability.)	Disability certificate	Applicable person possesses
Family living in Japan and 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"> <li>• It must be recognized that the person needs medical treatment of 6 months or more.</li> <li>• Only insured medical expenses are subject to the exemption.</li> <li>• Deductions cannot be received by submitting a medical certificate only.</li> <li>• Attach only receipts based on the medical certificate. Any other receipts not related to that will not be subject to the exemption.</li> </ul>	<ul style="list-style-type: none"> <li>• <u>submit all ①–④</u></li> <li>① Detailed statement of medical expenses deductions for persons needing long-term care (Form 5)</li> <li>② A copy of a doctor's certificate (states that the patient needs medical treatment of 6 months or more)</li> <li>③ Documents that show current expenditure (receipts or other documents)</li> <li>④ Documents that show the amounts paid by health insurance or life insurance (copy of the pages in the bankbook or transfer notice)</li> <li>* for ③ and ④, Object period(receipt date) : Jan. 2021–Dec. 2021</li> </ul>	Form5 to be filled out by applicant  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:    Second period (fall semester) AY2022    March 31, 2023

- (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 4<sup>th</sup> 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 (Students with insufficient number of earned credits are ineligible.)

- (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

**Note: If "the COVID-19 outbreak" is the reason, please describe it in such a way that the causal relationship with the exceeding the standard course term can be objectively ascertained in order to clarify that it is an unavoidable circumstance. (Please describe the details of the impact in detail, including timing and duration.)**

**Please be advised that we may request additional materials.**

**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 each academic service office in advance.
- 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 mitigating 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)” for Reason for application in Application Form and Applicant Sheet/Submission Slip.
- Read [Table 5] and submit additional certificate documents.

[Table 5]

Reason for application	Certificate	Issuer
Circumstances (Other)	<ul style="list-style-type: none"> <li>• Interview Sheet</li> <li>• Other documents instructed by the university</li> </ul>	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 2<sup>nd</sup> grade of School of Medicine must earn standard number of credits given for each academic year from the colleges. Students higher than 2<sup>nd</sup> 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 three-year doctoral programs, their research must be evaluated to certain respectful degree in their schools.
- Please refer to the equation below when calculating the average score. Please convert A<sup>+</sup> 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 and Doctoral Program in Medical Science in Degree programs in 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 have registered is suspended until the result is announced.
- (2) The university may decide to grant you a full Exemption or part 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 read the instructions carefully and prepare the documents.
- (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 Second period (Fall semester) of AY2022 will be announced at the middle of January 2023 .

\* 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 “TWINS” . 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 Second period of AY2022 shall pay the tuition by the end of February 2023, 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.