

***For Sudden Changes of Household Income due to COVID-19***

***University of Tsukuba  
Guide to First period (spring semester) Application  
for Tuition Fees Exemption AY2023  
<<For International Students>>***

**We will accept additional applications for students whose spouse has a regular job in Japan and spouse's income has been reduced by half compared to before due to the epidemic of COVID-19 (excluding New students in AY 2023). Students who have already applied for the First period tuition fees exemption can reapply based on their income after a sudden change in household income.**

**\* If only the student's income decreases, this tuition fees exemption (for sudden changes of household income) cannot apply.**

**\*Refer to p.3**

***Deadline of Application***

**April 20(Thu), 2023 (Japan Time)**

***How to Apply***

The method of submission is designated by each Academic Service Office. Please be sure to check the "List of Mailing Address and Submission Method" on the same page of the university website and submit your application according to the method designated by the Academic Service Office to which you belong.

***Result Announcement (scheduled)***

**Mid July 2023**

※The application period for the fall semester will be announced on the website at a later date.

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## Guide to tuition exemption application

***MUST READ***

### –Documents required for all applicants–

#### ○ [Target Students] Who can apply?

- [1] 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 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, those who enrolled in September and are expected to complete in August 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 fees.  
This time, the application is for First period (spring semester) of AY 2023.

[ **[Current Students (excluding New students in AY 2023)]**  
**Submission must be no later than April 20(Thu), 2023.** ]

#### ○ How should I submit?

The method of submission is designated by each Academic Service Office. Please be sure to check the "List of Mailing Address and Submission Method" on the same page of the university website and submit your application according to the method designated by the Academic Service Office to which you belong.

Also, if you apply by mail, 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.**

#### ○ 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.

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.

\*Refer to <NOTE>.

- ☐ Declaration of Income and Expenditure Status (Form 1)
- ☐ Documents showing that the income of a spouse holding a regular job in Japan has been reduced by half compared to before due to the epidemic of COVID-19.

(Example: Copy of salary slip before and after the sudden change in household income)

※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
- ☐ Students exceeding the standard course term p.7

### <NOTE>

**International students who came to Japan in 2022 are not able to get Income certificate, and must tick “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

## 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).

[Table 1]

Category	Income status	Type of document	Issuer
Scholarship	was ,being or will be received for AY2023	Document(s) specifying received amount of scholarship	Scholarship foundations etc.
TA/RA Income	was ,being or will be received for AY2023	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 AY2023	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 AY2023	Notice of Child Allowance (document(s) specifying the allowance amount)	Municipal office

## 2. Documents regarding special deductions

\* If you already submitted the certificate in [Table 2] in February 2023, it can be omitted. In the "memo" field on the front side of "Cover of attached documents", please indicate that you have already submitted.

☐ 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
Family with student(s) of higher than high school in Japan at the time of application		
Students enrolled in the same course at the same national school as of AY2022 and when applying	Certificate of Tuition Exemption (Form 4) * Certificate is required to prove the situation of the persons who attend school in AY2022.	School
Students other than the above (National school freshmen in AY2023, Public school, Private school)	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"> <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>①Detailed statement of medical expense deduction for persons needing long-term care (Form 5)</li> <li>②A copy of a doctor's certificate (states that the patient needs medical treatment of 6 months or more)</li> <li>③Documents that certify current expenditure (receipts or other documents)</li> <li>④Documents 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  Hospital  Pharmacy/Hospital  A person who nurse the patient

### 3. Students exceeding the standard course term

\* If you already submitted the certificate in [Table 3] in February 2023, it can be omitted. In the "memo" field on the front side of "Cover of attached documents", please indicate that you have already submitted.

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) AY2023 <u>September 30, 2023</u>
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- (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.

- (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 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.
- 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. 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 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<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 Doctoral Program in Medical Sciences in Degree Programs in Comprehensive Human Sciences

## **5. 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 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 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.

## 6. 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 Affair Section).

### ☐ When do I know the result?

The result for First period (spring semester) of AY2023 is scheduled to announce mid July 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 on Scholarship and Tuition Fees” page inside “Student Support” in “CAMPUS LIFE” 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 a 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 AY2023 shall pay the tuition by the end of August 2023, and the payment can be made by using Postal Transfer Slip. There will be an additional cost of service fee and stamp duty charged to payers for the transaction.

If you have read this guide carefully and you still have any questions, please ask your respective Academic Service Office.