

Entry Example for Application Form

Tuition exemption Application Form for AY2025 Spring semester << For international students >>

\* Application Form must be printed two sided in one piece and be A4 paper size. (Do not write in blank spaces crossed out with slant lines.)

Date : February X, 2025

To The President of the University of Tsukuba

Student ID Number : 202300000 Enrollment Year : 2023 Month : 4 Admission / Transfer Admission long-term study Y ( year · N)

Scheduled Year of Completion: 2027 Month : 3

Affiliation School Science and Engineering College Engineering Sciences Year 3

Degree Programs \_\_\_\_\_ Program \_\_\_\_\_ Year \_\_\_\_\_

Name in Katakana ツクuba

Name (block letters) Tsukuuba

\* Be sure to check the one of two categories below you wish.

Due to the following reasons, I hereby apply for  the tuition fees exemption  
 both the tuition fees exemption and deferment

Reason for applying for tuition exemption. (Check the applicable reason)

1 General reason (financial reason)  5 Circumstances (Others)

Reasons for application, family Circumstances, etc (Explain your reason in detail)

\* Please write in this section in Japanese.

Income situation of the household

Current source of household income

In case of no or little regular income, please explain your ways to make your living.

Please write in Japanese in this section as much as possible.

Reason for not applying for "continuance application." (※Select one) I didn't apply last time / I applied for special exemption last time

Income situation of AY 2024 has changed / Family member has changed / Other reason ( )

Applicant's Leave of Absence History (Fill in this section only if you have taken a leave of absence).

① History of Leave of Absence	yy/mm 20AA.BB - yy/mm 20CC.DD (X months)	yy/mm - yy/mm ( months)
	yy/mm - yy/mm ( months)	yy/mm - yy/mm ( months)
	yy/mm - yy/mm ( months)	yy/mm - yy/mm ( months)

② Students studying beyond the standard course term

(Write the exceeding period below. The base date for this term is September 30, 2025.)

Exceeding period X year Y month

Refer: Exceeding period = [(Period from enrollment to the base date) - (Leave of Absence Period)] - (Minimum years required for graduation or completion)

Application form must be carefully filled by the applicants themselves.  
 If intentionally false information is provided, the exemption will be cancelled even after the decision of approval is made.  
 Provide family information at the time of application.

**[Caution]**  
 Applicants must fill in Affiliation and school year as of April 1, 2025

Reason for applying for tuition fees exemption. [All applicants]  
 Check the most appropriate reason for applying for tuition fees exemption.

Reason for not applying for "continuance application." [All applicants]  
 Please select one and circle it.

② Students studying beyond the standard course term [if applicable]  
 Refer to guidebook.

Please choose either one.  
 If you choose " both the tuition fees exemption and deferment " and you are allowed for the deferment, the deadline of payment is the end of August 2025, and payment slip is required to make this payment. There is a handling fees charged to payers.

Students who will graduate or complete the course by August cannot select " both the tuition fees exemption and deferment " .

Do not use an erasable type of pen or pencil.

Use only a black or blue ballpoint pen.  
 To make a correction, draw a double line (=) through the incorrect entry.  
 (Correction seal is not necessary.  
 Do not use any correction tape to erase wrong information.)

# Entry Example

**Family and Income**  
 [Fill in only "name, age, occupation, and Place of work / length of work".]  
 [Family]  
 •International students should only fill in information on their family members who live in Japan at the time of application.  
 [Income]  
 Do NOT fill in this part.

[All applicants]  
 •Circle the campus where you study.

**Tuition fees exemption result for AY2024**  
 [Students being in AY2024 must fill in this blank.]  
 •Fill in tuition exemption result for each semester in AY2024.

**Persons attending school in Japan (excluding the applicant)**  
 •Persons who are attending school in Japan at the time of application.

**Special Deductions**  
 •Make sure to circle the applicable items and enter required information.  
 •Also, make sure to submit required certificates (If you fail to submit it, you will not receive any deductions.)

Affiliation (as of April 1, 2025)	School <b>Science and Engineering</b>	College <b>Engineering Sciences</b>	Year <b>3</b>				
Student ID Number	2 0 2 3 0 0 0 0 0		Name <b>Tsukuuba</b>				
Applicant Address, etc. (〒305-8577) <b>Tennodai 1-1-1, Tsukuba, Ibaraki</b> TEL <b>090-1234-XXXX</b>	Family Address, etc. (〒) <b>United States of America</b> ××State ▲▲ TEL						
* For international students, fill information about your spouse and children who live in Japan at the time of application.							
⑥ Family and Income *Do NOT fill in information on income.	Family members (spouse and children who live in Japan)						
	Relationship to applicant	Applicant	Spouse	Child			
	Name						
	Age	<b>20</b>					
	Occupation	<b>Student</b>					
	Place of work						
	Length of work	year(s)	year(s)	year(s)	year(s)	year(s)	
		(in thousand yen)	(in thousand yen)	(in thousand yen)	(in thousand yen)	(in thousand yen)	
	Income amount*						
	Pension(old age pension) *						
	Pension(Disablement, Survivorship etc)						
	Unemployment Insurance						
	Public Assistance						
	Other ( )						
	Total						
Income other than Employment Income	Business income(business, etc.)						
	Land Rent-House Rent, Interest, Dividend						
	Child Support, etc.						
	Others ( )						
	Retirement Benefit						
	Insurance						
	Other ( )						
	Total						
	Special Deductions	Commuting from	<input checked="" type="radio"/> Home	<input type="radio"/> Tokyo Campus	Admission fee exemption request (AY2025)	Yes / No	入学科納付額 (2025年度) 千円
		Tuition fees exemption result for AY2024	Spring semester (Full - Half - One-third - Two-thirds - Not granted - Not applied)	Fall Semester (Full - Half - One-third - Two-thirds - Not granted - Not applied)	授業料納付額 (2024年度) 千円		
⑦ Scholarship	Scholarship Name: <b>Example: ■■scholarship</b>					(Estimated annual) amount received <b>360</b> thou.yen	
	Status in AY 2024						
	Relationship	Name	Age	Management Categories	School Categories	Commuting from	
	<b>husband</b>	<b>Amakuubo</b>	<b>22</b>	<input checked="" type="radio"/> National <input type="radio"/> Public <input type="radio"/> Private	Elementary school/Junior High School/Senior High School/College/University College of Technology/Vocational School (Upper Secondary/Specialized) (School Name) <b>○University</b> (AY2021 enrollment 4Grade)	<input checked="" type="radio"/> Home <input type="radio"/> Other	
				National Public Private	Elementary school/Junior High School/Senior High School/College/University College of Technology/Vocational School (Upper Secondary/Specialized) (School Name) (AY enrollment Grade)	Home Other Half-Part	
⑧ Persons attending school in Japan (excluding the applicant)							
⑨ Special Deductions	Household with Disabled Persons	Relationship ( ) * Disabled		Disability pension Y/N		人	
	Household with Persons Needing Long-Term treatment	Relationship ( ) Name ( )		Disability pension Y/N			
	Main Financial Supporter Living Separately	Period of treatment: Since yy/mm		Medical treatment Cost Total thou.yen		合計(千円)	
	Disaster, Storm/Flood Damage, Burglary, etc.	Relationship ( ) Name ( )		Period of treatment: Since yy/mm			
		Address		Separation period Year Month -( months)			
	Details of Damage		Amount of Damage (January 2023–December 2023) thou.yen				
* 大学認定	申請理由	一般 事情(死亡) 事情(災害) 事情(失職) 事情(その他)	過去に休学 有 ・ 無	支援室チェック欄			
	家族数	人 独立生計者 (該当) ・ 無 生活保護世帯 該当 ・ 無	学力 成績 単位数	学力特例 該当 ・ 無	学生生活課		
		多子世帯 該当 ・ 無	備考				

\* "大学認定欄" section is for University use only

**Address, etc. [All applicants]**  
 • The university may contact applicants to confirm the application contents. Please enter valid telephone number.  
 • When family lives overseas, entry of family address is not mandatory.

**Scholarship**  
 • Fill in received scholarship(s) information (only grants without repayment obligation)  
 • Fill in the correct scholarship name.  
 • Fill in the estimated annual scholarship amount you will receive for AY2024.