

# Entry Example for Application Form

## Tuition exemption Application Form for AY2024 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, 2024

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.

To The President of the University of Tsukuba

Student ID Number : 202200000 Enrollment Year : 2022 Month : 4 Admission/Transfer Admission long-term study Y ( year) · N

Scheduled Year of Completion: 2026 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

**[Caution]**  
Applicants must fill in Affiliation and school year as of April 1, 2024

\* 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

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 2024, and payment slip is required to make this payment. There is a handling fees charged to payers.

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

**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 2023 has changed / Family member has changed / Other reason ( )

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

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

Do not use an erasable type of pen or pencil.

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

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, 2024.)

Exceeding period	X year Y month
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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.)

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

# 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 AY2023  
[Students being in AY2023 must fill in this blank.]  
• Fill in tuition exemption result for each semester in AY2023.

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, 2024)	School <b>Science and Engineering</b>	College <b>Engineering Sciences</b>	Year <b>3</b>
Student ID Number	2 0 2 2 0 0 0 0 0		Name <b>Tsukuuba</b>
Applicant (〒 305-8577 ) <b>Tennodai 1-1-1, Tsukuba, Ibaraki</b> TEL <b>090-1234-XXXX</b>	Family (〒 ) <b>United States of America ××State ▲▲</b> 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.			
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)
	(in thousand yen)	(in thousand yen)	(in thousand yen)
Income amount*			
Pension (old age pension) *			
Pension (Disability, Survivorship etc)			
Unemployment Insurance			
Public Assistance			
Other ( )			
Total			
Business income* (business, agriculture)			
Land Rent* House Rent, Dividend			
Child Support, etc.			
Others ( )			
Retirement Benefit			
Extra Income			
Insurance			
Other ( )			
Total			
Commuting from	<input checked="" type="radio"/> Home <input type="radio"/> Other	Tokyo Campus <input checked="" type="radio"/> Tsukuba Campus	Admission fee exemption request (AY2024) Yes / No / Persons who didn't need to pay
Tuition fees exemption result for AY2023	Spring semester (Full · Half · One-third · Two-thirds · Not granted · Not applied)	Fall Semester (Full · Half · One-third · Two-thirds · Not granted · Not applied)	入学料納付額 (2024年度) 千円 授業料納付額 (2023年度) 千円
⑦ Scholarship			(Estimated annual) amount received
Scholarship Name: Example: ■■scholarship			<b>360 thou.yen</b>
Relationship	Name	Age	Management Categories
husband	Amakuubo	22	National Public Private
School Categories		Commuting from	Tuition Exemption Status
Elementary school/Junior High School/Senior High School/College/University (School Name) ○○University (AY2020 enrollment Grade)		Home Other	1st Semester: 2nd Semester: Annual Amount (in thou.yen)
Elementary school/Junior High School/Senior High School/College/University (School Name) (AY enrollment Grade)		Home Other	N/A Total Total 5 3 6
Elementary school/Junior High School/Senior High School/College/University (School Name) (AY enrollment Grade)		Home Other	N/A Total Total
Elementary school/Junior High School/Senior High School/College/University (School Name) (AY enrollment Grade)		Home Other	N/A Total Total
Household with Disabled Persons		Relationship ( ) * Disabled	Disability pension Y/N
Household with Persons Needing Long-Term treatment		Relationship ( ) Name ( )	Medical treatment Cost Total thou.yen
Main Financial Supporter Living Separately		Address	Separation period Year Month -( months)
Disaster, Storm/Flood Damage, Burglary, etc.		Details of Damage	Amount of Damage (January 2022–December 2022) thou.yen
* 申請理由 一般 事柄(死亡) 事柄(災害) 事柄(失職) 事柄(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	学生生活課
多子世帯 該当 ・ 無		学力特例 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 AY2023.