

Application for Admission Fees Exemption/Deferment in 2025 (For International Students)

When students want to apply the exemption or deferment of the admission fees, submit the application form with required documents after thoroughly reading the contents below. In this regard, the students applying for the exemption or deferment should not pay the admission fees until the selection is made.

1 Eligible Students for Admission Fees Exemption:

- (1) A student who has great difficulty in paying the admission fees because of the death of a person primarily responsible for the applicant's school expenses (hereafter referred to as a main financial supporter) within one year before the admission or because the student or the financial supporter has financial damage by a disaster within one year before the admission.
- (2) A Student who has great difficulty in paying the admission fees because the main financial supporter's unemployment by unavoidable reasons (a resignation for a private reason is not acceptable) within one year before the admission.
- (3) A students who has difficulty in paying the admission fees at the application filing period because of other special circumstances similar to (1) and (2) above.

2 Eligible Students for Admission Fees Deferment:

- (1) A student who has an excellent academic record but has difficulty in paying the fees on time because of financial reasons.
- (2) A student who has great difficulty in paying the admission fees because of the death of a person who mainly pays the applicant's school expenses (hereafter referred to as a main financial supporter) within one year before the admission or because the student or the financial supporter has financial damage by a disaster within one year before the admission.
- (3) A Student who has difficulty in paying the admission fees because of an unavoidable reason such a main financial supporter's unemployment.

3 Required Application Documents

Required documents for the application are indicated below. For international students, submit (1) (2) (3) (9).(10)
(Applicants may be asked to submit extra documents later)

- (1) Application Form for Admission Fees Exemption etc. [Refer to p.6, p.8, p.10]
- (2) Applicant Sheet of Admission Fees Exemption etc. (for Undergraduate)
- (3) The latest Certificates of Income issued by a municipal office in Japan [Refer to p.12]
International students who come to Japan in 2025 do not need to submit the certificates.
- (4) For salary earners, withholding tax slip for 2024 (copy) [Refer to p.14]
- (5) For business income earners, final tax return for 2024 (copy), etc. [Refer to p.14]
- (6) For pension recipients, payment notice (copy) or notice of revision of pension (copy) etc.(the latest) [Refer to p.14]
- (7) For applicant's siblings who attend high school or higher, certificate of the school such as Student ID Card (copy) [Refer to p.18]
- (8) Expected year income certificate (relevant persons) [Refer to p.14]
- (9) Declaration of Revenue and Expenditure Status (all international students) [Form 1]
- (10) Other certificates (relevant persons)[Refer to p.14, p.16, p.18]
 - a) Certificate of death or unemployment of the main financial supporter
 - b) Certificate of a disaster, flood, or storm etc.
 - c) Medical certificates of family members (person under long-term treatment (more than six months) is required to submit Out-of-pocket Expenses Statement for medical treatment and payment receipts in addition to the medical certificate.)
 - d) Person who earns temporary income (retirement benefits, severance package, insurance money, income from transfer of assets and forestry income) (for the period from October 2024 to September 2025) shall submit certificates of these types of income (copy).
 - e) Required documents refer to "Certificates of Income etc."
- (11) Other documents required by the University for selection (relevant persons will be asked later.)

4 Due Date and Method of Application

Submit exemption application documents with admission documents at the admission procedures.

Note: Certificates of (temporary) income must reach the Division of Student Welfare (Financial Support), Department of Student Affairs by 17:00, Friday, October 3, 2025 (strictly enforced). Write the name of the School and College enrolled in and the applicant's name at the right top corner of the documents to be sent.

5 Exempt Amount

All or a part of the regular admission fees

6 Deferment of Payment

If the deferment is permitted, payment of admission fees is postponed until Friday, February 27, 2025.

7 Result Announcement (scheduled)

After January 2026

8 Other

For all applicants who apply the exemption and deferment of the admission fees, their payment of the fees will be postponed until the decision of approval/disapproval is made.

The applicants who receive the disapproval decisions **shall be expelled from the university registry unless the person pays admission fees within Thirty days** from the date of the decision informed. Please keep in mind on checking the academic Web Bulletin Board System. (If you'd like to apply for both exemption and the deferment of Admission Fee, please choose the category of "Exemption and Deferment" in the application forms. [Refer to p.6]).

* Attention for Application for Admission Fees Exemption etc.

1. If the admission fees are paid before the decision of approval/disapproval is made, the application will be reckoned as to be declined. In the case, the admission fees already paid shall not be returned.

2. Lack of necessary information and incomplete attached documents will lead to "disapproval due to incomplete documents." **In the case of this disapproval, please pay the admission fees as soon as possible.**

Not a few applicants are disapproved every year because they do not read the application guideline and submit imperfect documents etc. When the application documents are unsure, confirm required documents before submitting them.

3. If there is any other question, inquire at the contact below.

● Please check the academic Web Bulletin Board System after admission because all notices about exemption etc. will be posted on it.

● Personal information obtained from the submitted application form and various certificates etc. is not shared other than selection of exemption and deferment of admission fees.

Contact: Division of Student Welfare (Financial Support),
Department of Student Affairs, University of Tsukuba
1-1-1 Tennodai, Tsukuba-shi, Ibaraki 305-8577 Japan
gk.keizaishien@un.tsukuba.ac.jp

Entry Application Form for Admission Fees Exemption etc.

1 Instructions to enter

- (1) Fill in either the Japanese or English application form.
- (2) As the application form is important paper for the selection, the applicant needs to enter by himself/herself with the Guide below. If an applicant intentionally writes wrong information, his/her exemption may be revoked even after the selection. Please pay attention to making correct entries.
- (3) The information entered must be as of the time of entry, unless there are special circumstances.
- (4) For columns with an *, circle ○ the applicable part.
- (5) For columns with a ◆, do not enter anything.
- (6) Enter every items without any error on the application form with a pen or a ballpoint pen (in black or blue, pencil and erasable is not acceptable.)
- (7) "Household criteria" is only based on the income of main financial supporters of the family (father, mother, etc.) If family members who share the same livelihood such as grandparents and siblings are excluded from the household, documents about their income is not required to be submitted. However, if the family member who is included in the household as the person relevant to special deductions (see p.10), certificates about his/her income must be submitted, and his/her income will be added to the household income.

2 Guide to entry requirements

① Application Category Section

- (1) [Exemption and Deferment] is for the person who wants the exemption of admission fees and applies for deferment of payment in the case of disapproval or half exemption.
 - (2) [Exemption] is for students who want the exemption of admission fees.
 - (3) [Deferment] is for the person who wants the deferment of admission fees.
- Note: In choice of (1) and (2), there is no difference of the exemption selection.

② Name Section

International students must add *kanji* or *katakana* to the name.

③ Examinee's Number Section

Enter the examinee's number of the entrance examination.

⑤ Enrolled College Section

Enter the applicant's school and college.

⑨ Family and Income Section

- (1) * For international students, fill information about your spouse and children who live in Japan at the time of application.
- (2) For "Occupation," enter a specific job such as food retailer, tailor, national civil servant, elementary school teacher, or company employee. Do not use vague word such as commerce etc.
- (3) For a person who is living separately, put an × mark at the left of the relationship.
- (4) International students do not need to fill in the Income column..

⑩ Persons Attending School Section

- (1) **For about the applicant his/her self, enter the information as of admission, October 2025. For other family members who are school students, enter their status as of the application (as of June, 2025.)**
- (2) Person attending school means the person who attends elementary school, junior high school, high school, higher professional school, university (including graduate school, major, special program but excluding research student, non-degree student, auditing student), each special assistance school, special technical school (high school course, professional course).
- (3) For *, circle appropriate one in "Commuting from."
- (4) In "Tuition Fees Exemption Status for 2024 (enter only the person enrolled in national school in Japan)," circle the applicable status of tuition fees exemption for siblings (excluding elementary and junior high school students) who are enrolled in national schools in Japan.
- (5) For the person who is enrolled in preparatory school, miscellaneous school, special technical school (general course) etc., and who is studying at home for an entrance exam, enter his/her name and the school name etc. in the "⑨Family members except persons attending school," and submit the certificate about his/her income when the person is included in the members of family.

⑪ Scholarship Section

An applicant who receives a scholarship grant (no obligation to repay) from the Japan Student Services Organization and any other scholarship organizations in AY2025 is required to enter. A person who receives scholarship loans (obligation to repay) is not required to enter.

For “Scholarship Grant”, enter the amount of one year.

⑬ Special Deduction Section

For relevant situations listed in the section, refer to p.16 and enter the corresponding information to deduct the expense from the amount of income.

In the case of an international student who lives alone in Japan, only the student who is identified him/herself as having a disability or sickness are eligible to apply.

(1) Criteria for the deduction about “Person with disability” are as follows:

- (a) Person who is described as having a physical disability in the identification booklet for the physical disability issued under Article 15, paragraph 4 of Law for the Welfare of Persons with Disabilities, or a person in similar situations.
- (b) Person who has lack the ability to understand logic due to a psychical disability, or person who is certificated as a mentally impaired person.
- (c) Bedridden person who need complicated nursing care.

In this regard, the expenses for welfare and medical treatment for the person with disability falling under (2) a. ~ g. below may be deducted from the income in “Household with Person Needing Long-Term Treatment.”

(Note) The criteria for persons who qualify for the deduction as persons with disabilities are showed as follows.

- a. Persons in (a) above
 - I. Person who has applied for issue of Identification Booklet for Person with Physically Disability.
 - II. Person who has a physical disability described in “Law for the Welfare of Physically Disabled Persons” but does not have Identification Booklet for Person with Disability.
- b. Person who is mentally impaired

In the case of the person with a psychical disability, certification by a doctor etc. is required. For a person who has intellectual disability, the person should have had the diagnosis of the difficulty by a child counseling center, rehabilitation center for intellectually challenged persons, mental health welfare center or mental health examining doctor.
- c. Bedridden person
 - I. Person who is not able to excrete without nursing assistances or who has more severe conditions with certificates that the conditions have continued over six months.
 - II. Person who is identified to require a long-term care above care level 3.

(2) Deduction of “Person Needing Long-term Treatment” is for a person who has been under treatment in Japan for over six months at the time of application or a person who is determined in Japan to require the treatment. If a patient has lasted medical treatment less than six month at the application dates but needs the treatment over six months determined by a doctor, the medical certificate (copy available) that declare the start date and the required period for the treatment shall be submitted. The regular expenses for treatment within one year (from June 2024 to May 2025) will be deducted. Please pay attention that the expenditure period is different from that of income. Following expenses are able to be deducted.

- a. Medical expenses of diagnosis or treatment for doctors.
- b. Expenses paid for hospitalization in the hospital or clinic (excluding meal expenses of the hospitalized patient).
- c. Expenses paid for treatment by masseur, acupuncturist, moxa cauterizer, Judo physiotherapist etc.
- d. Medicine costs for medical treatment or recuperation
- e. Transportation expense for going to hospitals and/or clinics (only costs that is recognized to be absolutely necessary.)
- f. Out-of-pocket expenses for services paid by persons who is “certified as those in need long-term care/support” pursuant to the Long-Term Care Insurance Act.

⑯ Reasons for Application and Family Situations Section

- (1) The applicant him/herself should enter the detailed reason why the applicant needs the exemption or the deferment of Admission fees. International students are also requested to enter in Japanese.
- (2) If the reason is unemployment of a main financial supporter of the applicant’s family, also write the period of the employment and the source of the cost of living.
- (3) If there is no or a small income, enter how to live in detail.

Certificates of Income etc.

1. Income

Person Required	Certificates	Issuer
All Applicants (except international students)	<p>○Income certificate or taxation certificate etc. of all the persons who share the same livelihood (except the applicant him/herself and person(s) attending school) issued by a municipal office.</p> <p>(Note) Make sure to submit the certificate showing revenues amounts by types of income and the number of persons who take the deduction for a spouse or dependents. Any certificate including the above information is accepted.</p>	Municipal Office
All international students	<p>○Income certificate, taxation certificate, etc. for the applicant him/herself (including a certificate for a spouse, if any) issued by a respective municipal office.</p> <p>(Note) Make sure to submit a certificate including revenues amounts by type of income and spouse deduction and also including the number of persons who take the exemption for dependents. Any certificates including the above information are accepted.</p> <p>※International students who come to Japan in 2025 do not need to submit the certificates.</p> <p>○Declaration of Revenue and Expenditure Status (form1)</p>	Municipal Office

Along with the certificates indicated the previous page, submit all of the certificates and documents required for the applicant and person(s) included in the household in Japan.		
Salaried employee	Withholding tax slip of salary income for 2024 (copy) (attach to form 2)	Employer
Salaried employee who find a new job during the previous year or in this year	Submit either item ① or ② below (the person who was hired during 2024 also needs to submit a withholding tax slip for 2024(copy)). ① Pay slip (copy) (for the latest three months) (attach to form 2) ② Expected year income certificate (If ① is impossible. form 4)	
Persons who receiving governmental pension, welfares, disability pension, survivor's pension, etc.	Submit either item ① or ② below which certifies the amount received for one year. (attach to form 5) ① Latest payment notice (copy) ② Latest notice on revision of pension amount (copy)	Japan Pension Service/ Municipal Office, Prefectural insurance division
Persons who have income from commerce, industry, farm, forestry, fishery and other business, and who have income from interest, dividends, real estate and miscellaneous (except interest income earners who do not need to file the income tax)	Submit either item ① or ② below. (attach to form 2) ① Duplicate of Final tax return the first sheet and the second sheet (copy) ② Duplicate of Prefectural/municipal tax returns (copy) (Note) Make sure to submit the reverse and the second page of tax return (copy)	Tax Office Municipal Office (copy of the tax return which due date was March 17, 2025)
Retired Person (including a person who is scheduled to retire and will receive a severance package by September 30, 2025)	Submit all corresponding certificate ① ~ ③ below. ① Certificate of retirement (schedule) (copy) ② Estimated pension certificate (copy) (and certificates of any other retirement benefits) ③ Certificate of a severance package (estimate, schedule) (copy)	Employer
Unemployed persons	Latest employment Insurance Certificate (copy) Submit the certificate below showing daily benefit amount and benefit period.	Public Employment Service "Hello-Work Office"
Family receiving public assistance benefit	Latest certificate of Receipt of Public Assistance (copy) Submit the certificate showing amount of receiving public assistance.	Social Welfare Office
Temporary Income (person who received payment from October 2024 to September 2025)	Submit a certificate showing the temporary income received.	
Applicant whose main financial supporter died within one year before admission	Submit a document certifying the death of the person. Certificate of Death (copy) etc. Also submit payment notice of Surviving Family Pension	Doctors Employer etc.
Family receiving child allowance	Latest notice of benefit of child allowance (copy) Submit a certificate showing the amount of child allowance received.	Municipal Office etc.
Accident and sickness benefit	Submit a certificate showing benefit period and benefit amount. ※ (attach to form 5)	Japan Health Insurance Association of employer

2. Special Deductions

Persons Required	Certificates	Issuers
<p>Household with persons who has disabilities and/or patients who (will) have been under long-term treatment (over six months.)</p> <p>(All family members sharing the same livelihood in Japan are eligible. If the applicant wants to include the persons in the household, make sure to submit certificates of income for the persons concerned. Eased criteria will be applied to households with the eligible persons.)</p>	<p>● When applying for deduction for family members with disability, submit a corresponding certificate ① or ② below.</p> <p>① Physical Disability certificate (copy), atomic bomb survivor's certificate, or mentally challenged certificate (copy).</p> <p>② Certificate from doctors etc. (copy acceptable)</p> <p>● When applying for deduction for family members under long-term treatment (recurrent special amount paid during the past one year from June 2024 to May 2025), submit all corresponding certificates from ① ~ ④ below.</p> <p>① Certificate from doctors etc. (certificate showing the contents about the treatment is required over six months) (copy is acceptable)</p> <p>② Out-of-Pocket Statement (for Application for Admission Fees exemption)</p> <p>③ Any documents certifying the amount specially and regularly paid (receipt (copy) etc.)</p> <p>④ Any documents certifying the amount paid from health insurances and life insurances (relevant page of a bankbook showing the amount received (copy) etc.)</p> <p>*If it is impossible to attach ③ and ④, submit only item ①. Deduction for persons under long-term treatment cannot be approved, but eased criteria for income will be applied.)</p> <p>● When applying for deductions both for persons with disabilities and persons under long-term treatment, submit all corresponding certificates from those indicated above.</p>	<p>Municipal Office Doctor etc. ※</p>
<p>Household with a main financial supporter living separately due to the workplace (work) (except when the applicant him/herself lives separately from the family or other similar situation)</p>	<p>Submit a copy of the housing rental contract etc. to show that the financial supporter lives apart from the family. (certifying the amount paid in the past one year from June 2024 to May 2025)</p>	
<p>Household suffered from disasters or burglary</p>	<p>Submit documents ① and ② below</p> <p>① Disaster Victim (Disaster) Certificate, etc.</p> <p>② Any certificates showing the amount of damage, the purchase cost of minimal clothing and furniture needed, the repairing cost, or the amount of expected expense increase / income decrease over long periods (between June 2024 to May 2025) (Receipt of the house repair (copy), Final tax return (copy) etc.)</p>	<p>Municipal Office Fire Department Police Station ※</p>

(※) When the expenses of medical care, the cost of damage and/or other expenses were covered by insurance benefit or compensation for loss etc., also submit a certificate showing the amount of received.

3. Others

Persons Required	Certificates	Issuers
Employable persons (about fewer than 65 years old) who do not have a job. (including persons studying for entrance examinations at home) (excluding persons who receive spouse deduction for spouse or who are unable to work due to their disabilities or long-term treatment)	<ul style="list-style-type: none"> ● Certificate of unemployment ● Petition written by the persons whose certificate of unemployment is not issued by the welfare commissioner due to the respective municipal system of the district of residence. (Write the reasons why the certificate cannot be issued by the welfare commissioner and the applicant's current situation) * Submission of certificates for those excluded from the household is not necessary. 	Welfare Commissioner/ The issued person him/herself
Applicants whose siblings are attending a high school or higher education.	<ul style="list-style-type: none"> ● "Certificate of Tuition Fees Exemption Status" for person attending a national high school or higher education.(form 6) ● Certificate of attending school such as Student ID Card (copy) etc. for person in a public high school or higher education. 	Respective school where the student is attending
Student attending a general course of a vocational school and those attending other similar schools, including schools in the miscellaneous category (preparatory school, vocational training school or others)	<ul style="list-style-type: none"> ● Any documents certifying the enrollment of the student, such as a Student ID Card (copy) etc. * Persons falling under this category are not recognized as the persons attending school. 	Respective school where the student is attending
Applicant who receives (will receive) scholarship	Any certificate showing the amount received, such as a notice of determination of scholarship (copy)	Respective provider etc.