

## 入学料及び授業料免除申請にあたっての注意事項

### Notes on Application for Admission Fee and Tuition Fee Exemption

- ・ 入学料免除及び授業料免除申請を行う留学生は、下記をよく読んだうえで申請を行ってください。
- ・ Those who apply for Admission fee and tuition fee waiver must agree to the following before submitting the application.
- ・ 免除者の選考は、申請者から提出された書類をもとに行います。選考基準を満たさなければ不許可になります。不許可となった時のために、入学料や授業料の支払の準備をしてください。
- ・ Selection of exempt applicants will be based on the documents submitted by the applicant. If the applicant does not meet the selection criteria, the application will be rejected. Be prepared to pay the entrance and tuition fees in case of denial.
- ・ 申請は最新の様式を加工せずに使ってください。PDF を加工してレイアウトが崩れたものや、過去の様式で提出した場合は、書類不備により申請を受け付けできません。
- ・ Applications should be submitted using the most recent forms without processing; applications submitted in PDFs with corrupted layouts or in past forms will not be accepted due to incomplete documentation.
- ・ 虚偽の申し出、受給した奨学金の未記入、通帳を全て提出しない等、正当に申し出を行っていないことが発覚した場合、その時点で不許可になります。許可を出した後不正が発覚した場合は遡って取消になりますのでご注意ください。
- ・ If it is discovered that you have not made a legitimate offer, such as making a false offer, failing to fill out the scholarship received, or not submitting all of your bank books, your offer will be denied at that time. Please note that if any irregularities are discovered after the approval has been granted, the application will be cancelled retroactively.
- ・ 申請理由の記述が不十分である場合、不許可になります。
- ・ If the statement of reasons for the application is found to be insufficient, the application will be disapproved.

- 申請に必要な証明書類等を、理由なく用意できない場合、書類不備により申請を受付できません。
- If you are unable to provide the required certification documents, etc. without a reason, your application will not be accepted due to incomplete documentation.
- 修業年限を超えた場合は原則申請を行う事はできません。特別な事情がある場合は事前に学生課に相談してください。
- If you have exceeded the period of study, you will not be allowed to apply unless there is a reason to be considered. If you have special circumstances, please consult with the Student Affairs Section in advance.
- エントリー期間内にデータが登録された方を申請対象者とします。学生課で登録が確認できない場合は対象者として取り扱うことはできません。
- Those whose data is registered within the entry period will be considered as eligible applicants. If registration cannot be confirmed by the Student Affairs Division, the applicant will not be treated as eligible.
- 自分の要求が通るまで居座り続ける等、不当な行為を行った場合はその場で申請を取り消します。
- In the event of unreasonable behavior, such as sitting on the application until one's request is granted, the application will be canceled on the spot.

**【重要 important notification】**

TUT-DC採択者については、研究奨励費に授業料分の支援が含まれることから、今回の申請から授業料免除の申請対象外として取り扱います。

TUT-DC recipients are not eligible to apply for tuition exemption from this application, since the tuition support is included in the research incentive fee.

# **Guide to application for Exemption and Deferred Payment of Admission Fee and Tuition Fees for the Second Semester in 2024 (International Student)**

## **1. Exemption and Deferred payment of Admission Fee**

Toyohashi University of Technology is offering a plan for the exemption (partial) and deferred payment of Admission Fee for eligible students based on a review and approval of their application.

※Students who apply for the exemption or deferred payment of Admission fee don't have to make a payment until the announcement of the reviewed results. In case the payment is made before the announcement, the application of Exemption and Deferred Payment of Admission Fee are assumed to be declined.

The following students are eligible to apply:

### **【Eligible Students for Exemption】**

- (1) Students entering the graduate schools in 2024 October, who have difficulty in paying Admission fee for financial reasons and are recognized as academically outstanding. Be aware that the students entering the undergraduate schools are not eligible for financial reasons.
- (2) Students for whom the person responsible for payment of school expenses has died or students or the person responsible for payment have suffered as a result of a natural disaster during the period from October of 2023 to September of 2024, and find it difficult to pay the Admission fee.

### **【Eligible Students for Deferred Payment】**

- (1) Students entering the graduate schools in 2024 October, who have difficulty in paying Admission fee before the due date and are recognized as academically outstanding.
- (2) Students for whom the person responsible for payment of school expenses has died or students or the person responsible for payment have suffered as a result of a natural disaster during the period from October of 2023 to September of 2024, and find it difficult to pay the Admission fee by the due date.

### **【Documents required to apply for exemption and deferred payment of admission fee】**

See the list in the separate sheet.

※Submitted documents can be used for both application for exemption and deferred payment.

### **【Deadline for exemption and deferred payment of admission fee】**

Students who wish to apply should send an e-mail to the Student Affairs Section by Friday, August 23, stating your name, examination number, and reason for applying. If you wish to apply for a tuition fee waiver, please also submit your request. If the e-mail is received correctly, the university will reply to you, so be sure to check your e-mail.

E-mail To : [seikatsu@office.tut.ac.jp](mailto:seikatsu@office.tut.ac.jp)

### **【Announcement of the results of screening】**

The results of the review will be notified in November 2024.

If the application for Exemption and Deferred Payment is not accepted, or partial exemption are accepted, payment of admission fee should be completed by the due date. If the deferred payment is approved, the

deadline for payment of the admission fee is February 28, 2025.

Unless the payment is completed by the due date above, the student will be removed from the register.

Even if you are an international student, you may not necessarily be exempted or granted permission for deferred payment, so please be prepared to pay your admission fees.

## 2. Exemption and Deferred payment of Tuition Fees (for the Second semester in 2024)

Toyohashi University of Technology is offering a plan for the exemption and deferred payment of tuition fees (whole or partial) for eligible students based on a review and approval of their application.

### 【Eligible Students for Exemption and Deferred Payment】

Students of post graduate schools (except research students, non-degree students, repeat students or those exceeding the course terms; however, students who took temporary leave from University for studying abroad or special reasons including sick leave do qualify) and who meet one of the following conditions.

- (1) Students who have difficulty in paying tuition fees for the due date and are recognized as academically outstanding.
- (2) Students for whom the person responsible for payment of school expenses has died or students or the person responsible for payment have suffered as a result of a natural disaster within a 6-month period of the due date for payment of tuition for each semester (period from April 2024 to September 2024, in the case of newly entering students, the period is increased to one year from the due date).

### 【重要 important notification】

TUT-DC採択者については、研究奨励費に授業料分の支援が含まれることから、今回の申請から授業料免除の申請対象外として取り扱います。

TUT-DC recipients are not eligible to apply for tuition exemption from this application, since the tuition support is included in the research incentive fee.

### 【Documents required to apply for exemption and deferred payment of tuition fees】

See the list in the separate sheet.

※Students who apply for exemption and deferred payment of admission fee at the same time, submit the Tuition Exemption Request Sheet (Form 2) only.

Other documents are not necessary for submission because they are identical with the ones of admission fee.

### 【Deadline of the application for exemption and deferred payment of tuition fees】

- ①If you wish to apply, please register by September 10 using the dedicated form and follow the instructions in the reply e-mail to complete the application process.

<https://forms.gle/fxVu13q7RUHjhM8FA>

- ②Please submit the application documents on the date and time specified below or by mail. In the case of postal mail, registered mail, etc., that arrives on September 20 will be considered valid. No applications will be accepted after the deadline.

Year	Month	Date	Eligible students	Place & Time
2024	September	18 (Wed) 19 (Thu) 20 (Fri)	<b>master course, and doctoral course (international student)</b>	<u>Hibari Lounge</u> 10:00~11:30 13:30~15:00

**【Announcement of the results of screening】**

The results of the judging will be announced in November.

**3. Others**

For further information on applications, please contact:

Email : seikatsu@office.tut.ac.jp or Phone 0532-44-6558

Section in charge: Window No.4, Life Support Section, Student Affairs Office,  
Toyohashi University of Technology

1-1 Hibarigaoka, Tenpaku-cho, Toyohashi, Aichi 441-8580, Japan

# 提出書類一覧 (外国人留学生)

## Documents to be submitted (International Student)

1. 申請者全員が提出するもの。申請時にこれらの書類が記入された状態で揃っていない場合は受付を受理できません。申告漏れや虚偽申告があった場合は申請から除外されます。

Documents to be submitted by all applicants. If you do not have these documents at the time of application, we will not accept the reception.

Any omissions or false declarations will be excluded from the application.

提出書類 Documents	備考 Note
<p>◎提出書類一覧表 List of documents submitted</p>	<p>様式 1 (Form1)</p> <p>所属と氏名を記入する。提出書類 (左側のみ) に「○」を付け提出。 未提出や未記入の場合申請不可。 Write your affiliation and name. Put [○] on the left side of the list. If the application is not submitted or not completed, it will not be accepted.</p>
<p>◎入学料・授業料免除申請書(家庭調書) <i>Menjo Shinsei sho (Katei chōsho)</i> Application for Admission fee and Tuition exemption</p>	<p>様式 2 (Form2)</p> <p>入学料免除と授業料免除を申請する場合はそれぞれに申請書の提出が必要です。 事実との相違や具体性のない理由の場合選考対象外となりますのでご注意ください。 If you wish to apply for admission fee waiver and tuition fee waiver, you must submit an application form for each. Please note that any discrepancies with the facts or reasons that are not specific will not be considered.</p>
<p>○在留カードの写 Copy of your Residence Card</p>	<p>本人所持の在留カードの写 Copy of your Residence Card</p>
<p>◎所得・(非)課税証明書(日本で一緒に住んでいる家族全員分) Certificate of income and taxation For the whole family living together in Japan</p>	<p>市町村役場発行のもの。収入・所得の内訳, 所得控除内訳, 扶養控除人数, 市民税・県民税額が記載されている書類。 (申請日の3ヶ月以内に発行されたもの) ※来日したばかりの方(2024.1.1以降)は必要ありません。 Documents issued by the municipal office. Documents showing the breakdown of income and income, the breakdown of income deductions, the number of dependents deductions, and the amount of municipal and prefectural taxes. Issued within 3 months of the date of application It is not necessary because you can not issue if you recently came to Japan (2024.1.1).</p>
<p>◎経済状況申告書 <i>(Keizai Jyokyo Shinkoku Sho)</i> Declaration form of financial situation</p>	<p>様式 4 (Form4)</p> <p>収入と支出の合計額は一致させること。 Total income and total expenses should match.</p>
<p>○全ての預金通帳の写(銀行名がわかるようにメモしてください) Copy of all your bank passbooks (Make a note so that you can see the bank name. For the past 1 year)</p>	<p>1年間の生活状況(収入・支出)が確認できるもの。 内容が読み取れる必要がある。 Proof of your living condition (Balance of payment for the past 1 year) The content must be readable.</p>

2. 該当する場合に必ず提出するもの (Documents to be submitted if applicable)

区 分	提 出 書 類	備 考
<p>前年度 (2023 年度) に 奨学金等経済的支援を受け ていた場合 If you have received financial support such as scholarships for fiscal 2023 year</p>	<p>★奨学金採用通知書の写 Copy of Appointment letter of scholarship</p>	<p>採用通知書の写を提出することが困難な場合は、それに代わり年間支給額が証明できる書類の写 If it is difficult to submit a copy of the letter of employment, a copy of the document that proves the annual payment in lieu of it.</p>
<p>父母・夫・妻・兄弟姉妹等が 日本在住で働いている場合 If your family members are working in Japan</p>	<p>○在留カードの写 Copy of Alien Registration card</p>	
	<p>◎所得・(非)課税証明書 Certificate of income and taxation</p>	<p>市町村役場発行のもの Issued by City Hall</p>
	<p>○源泉徴収票の写 (2023 年分) copy of Withholding exemption certificate (Gensen-choshu-hyo) 2023</p>	<p>勤務先発行 Issued by the employer</p>
	<p>◎給与(見込)証明書 (様式 5) Salary certificate (Form5) ○最新の給与明細書(2 か月分)の写 Copy of latest payment slip for the last 2 months</p>	<p>源泉徴収票が無い場合 In case of no withholding exemption certificate</p>
<p>父母・夫・妻・兄弟姉妹等が 日本在住でも、働いていない 場合 If your family members are in Japan but not working</p>	<p>○在留カードの写 Copy of Alien Registration card</p> <p>◎無職無収入申出書 (様式 9) (現在の生活状況を詳しく書くこと) Current living condition should be stated in detail on Form9.</p>	
<p>夫・妻・兄弟姉妹等が日本の 大学等に在籍している場合 If your family members are studying in Japan</p>	<p>◎授業料免除申請用(在学)証明 (様式 13) Student Registration Certificate (Form13)</p>	<p>在学校発行 (2024.9.1以降発行のもの) Issued by school on September 1<sup>st</sup> 2024 or later 家族が豊橋技術科学大学の 学生の場合は不要 Not required if your family is a student at Toyohashi University of Technology.</p>

●すべての様式はエントリーフォームに登録後お知らせする URL からダウンロードできます。

●All forms can be downloaded from the URL provided after registering for the entry form.

<https://student.office.tut.ac.jp/livingsupport/exemption/2024-2nd.html>

## 注意事項 attention

- \* 受付期間終了後の受付はできません。
  - \* 提出書類について、◎は原本、○はコピー（写し）を提出してください。
  - \* 提出書類は返却しないので、必ずコピーを保存してください。
  - \* 提出書類は、A4サイズより小さなものは台紙に貼付け又はコピー等してA4サイズに統一。
  - \* 提出書類がわからない等不明な点は、必ず事前に生活支援係に確認し、受付日には 該当書類を揃えて提出してください。間違った判断により書類の提出が遅れ、審査対象外とならないよう充分注意してください。
  - \* 書類発行に期間がかかる場合があるので、余裕を持って準備にかかってください。
  - \* 学会発表等正当な理由により、受付期間内に書類提出ができない場合は、必ず事前に連絡の上、受付期間前に提出してください。
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- \* Application after the application period is NOT accepted for any reason.  
So strictly adhere to the application period.
  - \* Some of the documents must be original. Please check "◎" or "○" on the list.  
"◎" = Original copy, "○" = copy
  - \* Documents once submitted are never returned, so be sure to make copies of all documents.
  - \* All documents must be A4-size.
  - \* If you have any questions about applications, ask Student Affairs Division to clarify the unclear points and make documents ready for application in time .
  - \* If you cannot submit the documents during the application period, you have to contact counter No.4 of Student Affairs Division in advance and submit all documents before application period.