

**University of Tsukuba**  
**Guide to First period (spring semester) Application**  
**for Tuition Fees Exemption Academic Year 2024**  
**<<For International Students>>~new students' version~**

**New students in AY2024**

Please confirm [Target Students] on page 3.

**Deadline of Application**     April 22(Mon), 2024 (Japan Time)

**How to Apply**     The method of submission is designated by each Academic Service Office. Please 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.

\*Students in AY2023 who took temporary absence from school during the application period of February 2024 can apply for the tuition fees exemption during this application period after coming back to the university for the spring semester. (Deadline of Application: April 22)  
However, in such cases, please refer to not “this Guide” but “Guide for Current students as of February 2024”. And use application forms for Current students as of February 2024. The family situation is defined based on February 2024.

**Result Announcement (scheduled)**     Mid July 2024

**Application for tuition fees deferment and monthly installments**

Details are posted on the website.

※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] Students who have difficulties in paying tuition fee due to financial reasons can apply for the tuition exemption. Please refer to the academic standards set by the University and check your eligibilities. (See page 8)

[2] 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. Those who enrolled in August 2024 and those who enrolled in September 2024 can apply.

#### ○ When should I apply?

There are two separated applications for each spring and fall semester tuition.

This time, the application is for First period (spring semester) Academic Year 2024.

[New students in AY2024]

**New students in AY2024 must apply for Tuition Exemption after entrance.**

**Submission must be no later than April 22(Mon) , 2024.**

#### ○ Where should I go to submit?

The method of submission is designated by each Academic Service Office. Please 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

### New students in AY2024

[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 FY2023 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, 2023, and the original one is required.  
\*Refer to <NOTE>.
- Declaration of Income and Expenditure Status (Form 1)

※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

<NOTE>

★ **International students who came to Japan in or after 2023 are not able to get Income certificate, and must tick “Not available due to recent arrival to Japan in or after 2023” on Tuition Exemption Applicant Sheet/Submission Slip.**

★ **The family situation is based on the conditions below:**

- **Number of family members: At the time of application**
- **Family members: Only spouse and children living in Japan**

★ **International students with the condition below need additional documents.**

**Read the applicable page in detail.**

- Applying with a condition of Circumstances (Other) p.7

Details on submission of documents are explained from the next page.  
Read them carefully and prepare the appropriate documents.

# 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 with the applicant (including an applicant, his or her spouse and others except those who attend schools).

Regardless of your current income status, if you will receive any shown below during AY2024, proving documents are required to submit.

[Table 1]

Category	Income status	Type of document	Issuer
Scholarship	was, being or will be received for AY2024	Document(s) specifying received amount of scholarship	Scholarship foundations etc.
TA/RA Income	was, being or will be received for AY2024	* Fill in the expected amount on Form1, and you do not need to submit a certificate.	University etc.
Income of applicant [example: income from part time job]	was, being or will be received for AY2024	Salary statements for the most recent three months.  (Certificate of expected annual income (Form2) acceptable)  If you do not have a certificate, you do not need to submit. Please fill in the expected amount on Form1.	Employers
Child allowance	was, being or will be received for AY2024	Notice of Child Allowance (document(s) specifying the allowance amount)	Municipal office

## 2. Documents regarding special deductions

- 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 application**
- **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 AY2023 and when applying	Certificate of Tuition Exemption (Form 4) * Certificate is required to prove the situation of the persons who attend school in AY 2023.	School
Students other than the above (Public school, Private school, National school freshmen in AY2024)	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 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> </ul> <p>* for ③ and ④, Object period (receipt date) : Jan. 2022–Dec. 2022</p>	<p>Form5 to be filled out by applicant</p> <p>Hospital</p> <p>Pharmacy/Hospital</p> <p>A person who nurse the patient</p>

### 3. Applying with specific reasons

If any Reason in [Table 3] applies, students can be considered as applicants who have specific reasons. Students must consult at the University office and get approval to apply with this condition.

[Table 3]

Reason for application	Details
Circumstances (Other)	Applicants who are recognized as having other special circumstances.

When applying with Reason for application as “Circumstances (Other),” note the following matters to prepare documents.

- Check “Circumstances (Other)” on “Reason for application” in Application Form and Applicant Sheet/Submission Slip
- Read [Table 4] and submit additional certifying documents

[Table 4]

Reason for application	Certificate	Issuer
Circumstances (Other)	<ul style="list-style-type: none"> <li>• Interview Sheet</li> <li>• Other documents instructed by the university</li> </ul>	Form 6 Other

## 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 5] 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 Student Support or Academic Affairs Section at their 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 Affairs Section).

### When do I know the result?

The result for First period (spring semester) of AY2024 is scheduled to announce mid July 2024.

\* This is an approximate time of result notification currently. 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 AY2024 shall pay the tuition by the end of August 2024, 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.