

**[2024 Spring Semester]**

# Instructions for Application for Tuition Fee Exemption

## For Graduate Students

### \ NOTES /

- ✓ You (the applicant) must apply in person for Tuition Fee Exemption on your own behalf. You are required to read the instructions contained in the relevant documents carefully, prepare the necessary documents, and make sure you meet the deadline. **Applications are not accepted after the deadline under any circumstances.**
- ✓ Make sure that all the necessary documents have been prepared before you submit your application.
- ✓ Shinshu University will conduct a screening of applicants who satisfy the conditions based on their household income level and academic record. Therefore, some applicants might not be granted exemption.
- ✓ Please use a BLACK ballpoint pen when filling out all application documents. **DO NOT USE a pencil or an erasable ballpoint pen (Frixion Ball).**

### List of Documents

- Instructions for Application for Tuition Fee Exemption
- Example of “Application Form”, “Report of Family Finances”

Please print the following documents on A4-size printer paper.

- Checklist of Required Documents
- Application Form
- Report of Family Finances (Please print on **both sides**)
- Academic Advisor Opinion
- Declaration of Income from Part-time Jobs

### Application Period

**(1) For current students, excluding those graduating in March 2024**

**February 1, 2024 ~ March 28, 2024**

**(2) For new students enrolled in April 2024**

**April 22, 2024 ~ April 26, 2024**

## 1. Eligibility for applying for Tuition Fee Exemption

Regular graduate students who meet any of the conditions listed below are eligible to apply. Students eligible for tuition fee exemption will be determined within the budget from among those who meet the level of household income and academic record set by Shinshu University. If your application is successful, you will be granted an exemption either for half of the Tuition fee or for the full amount.

### (1) Financial Hardship

In this category, the applicant is expected to have an excellent academic record.

### (2) Death of the Academic Expense Supporter (usually a parent)

The bereavement must have occurred within six months (or within one year in the case of a newly enrolled student) prior to the payment day of the tuition fee for each semester, which is April 1 for the Spring Semester and October 1 for the Autumn Semester.

### (3) Disaster

An earthquake, fire, storm, flood or other natural disaster has affected the student themselves or their Academic Expense Supporter within six months (or within one year in the case of a newly enrolled student) prior to the payment day of the tuition fee for each semester, which is April 1 for the Spring Semester and October 1 for the Autumn Semester.

### (4) Specified Disaster

One of the following disasters has affected the student themselves or their Academic Expense Supporter:

“Great East Japan Earthquake (March 11, 2011)”, “Kumamoto Earthquake (April 14, 2016)”, “Heavy rain from May 20 to July 10, 2019”, “Hokkaido Eastern Iburi Earthquake (September 6, 2018)”, “Heavy rain from August 13 to September 24, 2019”, “2019 Typhoon No. 19” and “Noto Peninsula Earthquake (January 1, 2024)”

In this category, the applicant is expected to have an excellent academic record.

**\* Basically, please apply for the reason of “(1) Financial Hardship”. If you would like to apply for the reason of (2), (3) or (4), please inquire to the relevant office before applying. Required documents are different.**

## Required Academic Record

- For the first semester after entering Shinshu University, applicants will be regarded as having satisfied the “Required Academic record” if they have passed the entrance exam.
- From the second semester after applicants enter Shinshu University, the decision will be based on the applicant’s Average Evaluation Value. The Average Evaluation Value must be **2.5 or above**. (Grading System: ‘Excellent’ or ‘Very Good’= 3.0, ‘Good’= 2.0, ‘Satisfactory’= 1.0) However, its value must be **1.8 or above** for students enrolled by the 2023 academic year.
- \*The number of credits and Average Evaluation Value are calculated from the first semester when you entered Shinshu University.

How to calculate the Average Evaluation Value

$$\frac{(\text{The number of credits at the 'Excellent' or 'Very Good' grade} \times 3) + (\text{Credits at the 'Good' grade} \times 2) + (\text{Credits at the 'Acceptable' grade} \times 1)}{\text{The total number of credits}}$$

- If an applicant repeats a year, he/she will not be eligible for exemption.
- But, if these shortcomings are due to unavoidable circumstances, the applicant may be eligible for exemption after submitting the statement (the form can be downloaded from Shinshu University website) and supporting documents.
- The applicant who is deemed by his/her graduate school inappropriate due to his/her poor attendance or research achievements, he/she will not be eligible for exemption.
- If the apply for the reason of “(2) Death of the Academic Expense Supporter” or “(3) Disaster”, the applicant don’t have to meet the level of academic record.

## 2. How to apply

### Application Period

(1) For current students, excluding those graduating in March 2024

**February 1, 2024 ~ March 28, 2024**

(2) For new students enrolled in April 2024

**April 22, 2024 ~ April 26, 2024**

**\*Please submit all the necessary documents listed in “Checklist of Required Documents for Tuition Fee Exemption” on page 7.**

### How to submit

Submit in person	In principle, please come to the office for submitting your application in person. But, if you cannot come to the office to live far away, please submit by post.
Submit by post	Please send all the necessary documents to the following address by “Letter Pack Light” if you live far away. You can buy the envelope of “Letter Pack Light” at post office and convenience stores. Please write “ <b>Tuition fee exemption</b> ” in red into the “Contents Description” on the envelope. If your documents have not been satisfactorily completed, the office will contact you by email or telephone. Keep checking your university email inbox or incoming call history.
Submit by email	If you are unable to come to Japan by the application deadline, please submit your application documents by email (PDF). Please be sure to submit the copy of your health insurance card after coming to Japan. Send to : <a href="mailto:syougak@shinshu-u.ac.jp">syougak@shinshu-u.ac.jp</a>

### Place of Submission (Contact information)

Matsumoto Campus	3-1-1, Asahi, Matsumoto City 390-8621, Shinshu University Student Support Center TEL: 0263-37-2199 (Only available in Japanese)
Nagano Education Campus	6-Ro, Nishinagano, Nagano City 380-8544, Faculty of Education of Shinshu University, Education Affairs Section TEL: 026-238-4056 (Only available in Japanese)
Nagano Engineering Campus	4-17-1, Wakasato, Nagano City 380-8553, Faculty of Engineering of Shinshu University, Education Affairs Section TEL: 026-269-5041 (Only available in Japanese)
Ina Campus	8304, Minami minowa-Village, Kamiina County 399-4598, Faculty of Agriculture of Shinshu University, Education Affairs Section TEL: 0265-77-1447 (Only available in Japanese)
Ueda Campus	3-15-1, Tokida, Ueda City 386-8567, Faculty of Textile Science and Technology of Shinshu University, Education Affairs Section TEL: 0268-21-5311 (Only available in Japanese)

## 3. How to fill out the Application Form and other required documents

**Fill out the Application Form on the basis of factual information. If any information provided in the forms or documents submitted is found to be false, the application will be excluded from the screening process.**

- Please fill out the application form after reading the example carefully. The information regarding the household in Japan that you belong to must reflect the situation **as of April 1**.
- Please check that you have gathered all the documents in the “Checklist of Required Documents”. If you fail to submit any of the necessary documents, your application will be excluded from the screening.
- If your husband/wife lives in Japan or your family lives with you in Japan, you may be asked to submit additional documents besides those on the “Checklist of Required Documents for Tuition Fee Exemption”. Please contact the office in advance.
- Please ask your academic advisor to write down his/her opinion in the form “Academic Advisor’s Opinion”. When you talk with your academic advisor, show him/her the “Application Form for Tuition Fee Exemption” and “Report of Family Finances” (All these forms should be completed).
- **You must inform the office immediately if you start receiving a scholarship or Grant-in-Aid from the Japan Society for Promotion of Science** after submitting your application. If your application is approved and you omit to inform us about a JSPS grant, the approval will be cancelled.

## Choosing an Application Category

There are four application categories – “Apply for Spring Semester”, “Apply for both Spring and Autumn Semesters”, “Apply for Autumn Semester”, “Re-apply for Autumn Semester due to changed circumstances”. Please read the following instructions, select “Apply for Spring Semester” or “Apply for both Spring and Autumn Semesters” in the Spring Semester.

### ■ “Apply for both Spring and Autumn Semesters”

If you wish to apply for both semesters, please circle “Apply for both Spring and Autumn Semesters” on the form of “Report of family Finances”. In this case, you don’t have to re-apply for the Autumn Semester unless there have been changes either in your circumstances or in those of your family when you submit your application in the Autumn Semester (as of October 1).

Please note that you may not receive exactly the same result for the second semester as you received in the previous semester because the application will be screened separately for each semester. Even if your financial situation is no different from that in the previous semester, the result may differ due to changes in the number of applicants or your academic record, etc.

### ■ You cannot select “Apply for both Spring and Autumn Semesters” if any of the following circumstances apply:

- You will graduate or complete your course in September 2023. (This includes students who continued on to Shinshu University Graduate School.)
- You will take a leave of absence or drop out of Shinshu University in this academic year.
- Your financial situation or that of your family changes between the time of application in the Spring Semester (as of April 1) and the Autumn Semester (as of October 1).

### ■ If any of the following circumstances apply, please go to the office and complete the application procedures before the submission deadline for the Autumn Semester.

- You have applied for both the Spring and Autumn Semesters, but wish to withdraw your application for the Autumn Semester.
- You have selected “Apply for Spring Semester”, there has been no change in either your financial situation or that of your family when you apply for the Autumn Semester, and so you can change your application to “Apply for both Spring and Autumn Semesters”.
- If you start receiving a scholarship, please submit a copy of the scholarship certificate.

## 4. Announcement of results and Deadline for payment

2024 AY	Announcement period of results	Account transfer schedule
Spring Semester	August 1, 2024 ~ September 30, 2024	August 26, 2024
Autumn Semester	January 10, 2025 ~ March 9, 2025	January 27, 2025

- The exemption applications are screened each semester (Spring and Autumn). Even if there is no change in your financial situation, you may get a different result each semester because of a change in the number of applicants or your academic record. Please be sure to check the results each semester.
- Application results will be announced on the Shinshu University portal site (Campus Information System) as shown below. Each applicant is responsible for checking his/her own result by PC or smartphone during the announcement period. Please note that you will not be informed of the results by telephone or post. Be sure to save a screenshot of the result or print it out, so that you can refer to it later or use it for other purposes.

Access Shinshu University’s portal site [ACSU](#), then log in. Click “[キャンパス情報システム\(Campus Information System\)](#)” ⇒ See “[◆学生生活情報\(Student Life Information\)](#)” ⇒ Click “[授業料免除結果\(Result of application for tuition fee exemption\)](#)”



Click “[授業料免除結果 \(Result of application for tuition fee exemption\)](#)”. The result will be displayed on the right.

\* Japanese version only

**XXXX年度 前期分授業料免除結果**

このページを印刷

学籍番号: 18X0001X  
氏名: 信大 一部  
選考結果: 半額免除 (不許可の場合は理由も記載)  
お支払金額: 133,950円  
申請区分: 前期分後期分一括申請

【お支払い方法】  
選考結果が「半額免除」又は「不許可」の方は、下記のいずれかの方法によりお支払いください。

1.口座振替の手続きが完了している場合  
XXXX年X月XX日(X曜日)定口座から引き落としをしますので、金融機関営業日での前日15時までに入金をしてください。

2.口座振替の手続きをしていない場合  
8月中旬頃に送付される振込通知書により、すみやかにお支払いください。

【申請区分について】  
※「前期分のみ申請」の場合

Click here to print out this page or take a screenshot, so that you have a record of the result, which you may need for other purposes.

## 5. Notes

- **Students who have been punished for breaking school regulations will be excluded from the screening process. Even if the application was successful, the approval will be cancelled.**
- **The deadline for the payment of tuition fees for applicants will be extended until the results are announced.** If the Tuition fee is paid before the announcement of the results, the application shall be deemed to have been withdrawn. Please note that tuition fees are not refundable.
- After application, if you decide to withdraw from, or take a leave of absence from, Shinshu University, please contact the office as soon as possible.
- The application information will be posted on the Shinshu University Student Information System, Student Support Center website, and the bulletin board. Please check the information given if you are considering applying for the next semester/year.

Apply for	Application Information Available	Application Period (TBA)
Autumn Semester 2024	Late July 2024	August 1, 2024 ~ September 30, 2024
Spring Semester 2025	Late January 2025	February 1, 2025 ~ March 28, 2025



\*This form (English Version) is for graduate students who do not understand Japanese.  
\*Please use a BLACK ballpoint pen. Do not use a pencil or an erasable ballpoint pen.

Example

Academic Year 2024 -- 2025

## Application for Tuition Fee Exemption

( For Privately Financed International Students )

### To the President of Shinshu University

I hereby apply for Tuition Fee Exemption, because I am unable to pay the Tuition Fee due to financial difficulties.

I confirm that the details provided in this form and the "Report of Family Finances" are correct and accurate. If any information provided is found to be false, I accept that my application will be excluded from the screening process and will make no objection to this. And if any false statement is discovered after the application has been approved, I agree to the cancellation of any exemption granted.

Date of Submission:      <sup>YYYY</sup> 2024 / <sup>MM</sup> xx / <sup>DD</sup> xx

( If you are a new student of Shinshu University, please write your examinee number instead of student ID. )

Applicant Student ID Number: 00AB0000C ( )

Name: John Smith

### Please specify the reason for applying, family budget situation, and your current living situation (To be explained in detail.)

Since my father who had supported the household passed away two years ago, my mother's part-time income and grandmother's small pension aren't enough to support our family.

I have three siblings. As three of us are students, we have to pay a lot of school expenses. It is difficult for me to pay the tuition fee by the due date because we have very little savings.

### Who provides your living expenses and tuition fees? (Please describe in detail.)

【Who provides your living expenses?】

My mother provides my living expenses from her savings. But it is not sufficient for my living, I am working a part-time job at restaurant to help pay my living cost.

【Who pays your tuition fees?】

I'm scheduled to be awarded Honors Scholarship from JASSO, I plan to pay the tuition fee after receiving the scholarship.

# Report of Family Finances Please print this form on both sides on A4-size paper.

This form (English Version) is for graduate students who do not understand Japanese. Please circle the appropriate item in the section indicated by \*.  
For Spring Semester application: Each document and report must reflect the situation as of APRIL 1. (For Autumn Semester application: as of OCTOBER 1.)

Application Category *	Apply for Spring Semester	Apply for both Spring & Autumn Semesters	Apply for Autumn Semester	Re-apply for Autumn Semester due to changed circumstances	←When you have applied for both Spring & Autumn semesters, if there has been any
Reason *	Financial Hardship	Death of the Academic Expense Supporter	If you were a Shinshu University student, please fill in your previous student ID.		←Basically, please apply for the reason of "Financial Hardship".
Student ID Number	00AB0000C	Previous Student ID	26	Your Program	* Master <input checked="" type="radio"/> Docto / Professional Degree
Japanese Kana Name of Applicant	ジョン スミス	Month of Admission	April	Year/Grade	1
Your Current Address in Japan	International House 000 Room, Motomachi	Your Campus	Matsumoto	Graduate School of	Medicine, Science and Technology
〒 (Zip Code)	390-0803	3-6-7, Matsumoto City, Nagano	Mobile phone number	080-0000-0000	
Your Parents' Address	Country ( )	Country ( )	Phone number	0000-0000-0000	
Past Leave of Absence	Period	Reason ( )			
Scholarship Information in 2024	JASSO	From 2024/4 to 2025/3	Annual Sum (Unit: Thou Yen)	576	267
			Remittance	192	
			Part-time Job		
			Other Incomes		
			Do you have a car in JP?		
			Results of Tuition Fee Exemption		
			AY 2023 Spring		
			AY 2023 Autumn		
			Total / Rejected		
			Total / Rejected		
			Half / Not apply		
			Half / Not apply		

## Example showing how to fill out the Application for Tuition Fee Exemption

Be sure to fill in the applicable sections correctly and clearly in person. You are required to check that each document and report reflects their

### "Your Current Address in Japan"

Write your address in Japan after matriculation or moving to other campus, and circle the type of your residence. With regard to "Commuting", in general, all Privately Financed International Students should circle "Family Home". But, if your parent(s) are living in Japan, and you live separately from them/him/her, circle "Other".

### "Scholarship Information"

Indicate whether or not you are scheduled to receive a scholarship from April 2024 to March 2025. If you expect to be in receipt of a scholarship, write the name of the scholarship, etc.

### "Part-time Job"

The estimated amount of income from your part-time job(s) during the period of April 2024 to March 2025.

### "About your parents"

1. Make sure to fill in the "Father" and "Mother" sections.
2. If your parents are divorced, or if either or both of your parent(s) are deceased, please mention this in his/her "Current Occupation".
3. Write the annual income after converting it into Japanese yen.

### "About your husband/wife"

1. If you have a husband/wife, fill in this section.
2. Write the annual income after converting it into Japanese yen.
3. If your husband/wife is a student in Japan, please mention "School Name", "Enrollment Year", "Year/Grade", "Classification" and "Scholarship received in 2024".

### "Family Members living with you in Japan"

If your family members live in Japan with you, please fill in the following sections.

- "Family members NOT enrolled as student(s)"  
If he/she has an income, write the occupation, etc. in detail.
- "Family members enrolled as student(s)"  
If he/she is elementary school student and adobe, write the School Name, etc.

**About your parents**

Write the annual sum of scholarship from April 2024 to March 2025.

Relationship	Name	Age	Place of Residence	Current Occupation	Employment (company name)	Annual Sum (Thou Yen)	Income Excluding Salary (Thou Yen)
Father	△△△△		Japan	Passed away			
Mother	□□□□	49	Japan	Teacher	No.1 School	2500	

**About your husband/wife**

Relationship	Name	Age	Place of Residence	Current Occupation	Employment (company name)	Annual Sum (Thou Yen)	Income Excluding Salary (Thou Yen)
Husband / Wife	○○○○	26	Japan	Office worker	●●Inc.	3000	

**Family Members living with you in Japan** \*Excluding your parents, husband, wife and friends.

**Family members NOT enrolled as student(s)**

Relationship	Name	Age	Current Occupation	Period of Employment	Place of Employment (company name)	Annual Sum (Thou Yen)	Income Excluding Salary (Thou Yen)

**Family members enrolled as student(s)**

Relationship	Name	Age	School Name	Enrollment Year	Year/Grade	Classification	Scholarship received in 2024 (Thou Yen)

**Special Deduction** (Provide information about your family members living in Japan, including yourself, in the case where there is a disabled person, care receiver, or long-term care patient.)

Disabilities	Relationship ( )	Type of Disability ( )	Certificate No. ( )	Disability Pension ( * Yes / No )

### Applicant's income and expenditure per month

- 1) Applicant's gross income and expenditure should be roughly equal.
- 2) If you live with your spouse or siblings, fill in the amount for the whole family living together.
- 3) If your parents have paid (inc. electronic withdrawal) your tuition, rent, or mobile phone bills, please include the cost in your expenditure. As for income, write the cost with other financial aid together in the "from family" column.

Income (Monthly Average)		Office use only	Expenditure (Monthly Average)	
Money sent from family	44,650 yen		Tuition fee	44,650 yen
Money brought from home country	yen		Books & school supplies	5,000 yen
Applicant's part-time job ( Restaurant )	16,000 yen		Rent (inc. common service fee)	5,000 yen
TA-RA	yen		Utility charges	7,000 yen
Family member's part-time job ( )	yen		Food costs	20,000 yen
Applicant's scholarship received in 2024	48,000 yen		Travel costs	5,000 yen
Family member's scholarship received in 2024	yen		Phone and internet charges	8,000 yen
Loan from ( )	yen		Insurance & Medical costs	4,000 yen
Financial support from ( )	yen		Savings	yen
Other ( )	yen		Other ( Travel cost, etc. )	10,000 yen
<b>Gross Income</b>	<b>108,650 yen</b>		<b>Gross Expenditure</b>	<b>108,650 yen</b>

The gross income and expenditure should be roughly equal.

Please fill in the following accurately and describe in detail about your living situation in this academic year.

1. Financial aid from your parents (Please write the total amount of living expenses and tuition fee)
2. Financial aid from persons other than your parents
3. The situation of your part-time job
4. Scholarship Information
 

Last year -- 2023 academic year	(* Received <input checked="" type="radio"/> Not received <input type="radio"/> )
If received	Name of organization/scholarship: _____
Amount per month:	yen Period: From YYYY/MM to YYYY/MM
This year -- 2024 academic year	(* Received <input checked="" type="radio"/> Not received <input type="radio"/> )
If received	Name of organization/scholarship: JASSO Honors Scholarship
Amount per month:	48,000 yen Period: From 2024/04 to 2025/03

Please fill in the details.

### Applicant's income and expenditure information

1. Fill in the average income and expenditure in latest three months. Applicants who will enter Shinshu University or move to other campus, fill in an estimated amount per month after entering or moving.
2. If you are (scheduled to) be granted a scholarship between April 2024 and March 2025, write the monthly sum in the brackets provided. If your husband/wife living in Japan are scheduled to be granted a scholarship, write the monthly sum too.
3. The amount of monthly "Tuition fee" in this table is 44,650 yen, even if your application of Tuition Fee Exemption for previous semester have been approved.
 

<<Reference>> Amount of tuition fee for a semester :  
Undergraduate and Graduate 267,900 yen (Monthly: 44,650 yen)

Please use a BLACK ballpoint pen. [Do not use a pencil or an erasable ballpoint pen.]


If you make a mistake when filling in the form, erase with double lines and correct the error. You do not need to stamp your seal on the lines. If the description becomes hard to read, please print out a new application form.



## Checklist of Required Documents for Tuition Fee Exemption

Student ID		Name	
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Please submit the required documents after reading the "Notes". Sort the documents into the order given by the numbering below.  
Please print the documents on A4-size printer paper. Check the boxes in the "You" column before submitting your application.

Applicable person(s)	No	Documents to be submitted / Notes	CHECK	
			You	Office
All applicants	1	<b>Checklist of Required Documents (This Form)</b>	<input checked="" type="checkbox"/>	
	Please gather all the necessary documents and check the boxes in the "You" column.			
	2	<b>Application Form for Tuition Fee Exemption</b>	<input type="checkbox"/>	
	3	<b>Report of Family Finances</b> *Print on both sides, flip on long edge.	<input type="checkbox"/>	
	Please refer to the example and make sure you have filled in all required fields.			
	4	<b>Academic Advisor's Opinion</b>	<input type="checkbox"/>	
When you ask your academic advisor to write down his/her opinion, show him/her the "Application Form", "Report of Family Finances" (All these forms should be completed) and the other required documents.				
	5	<b>Declaration of Income from Part-time Jobs</b>	<input type="checkbox"/>	
	Give details about your part-time jobs in 2023 and 2024. If you are working part-time in 2024, this Declaration should be certified by your employer before submission. Please include any income or financial aid from Shinshu University, such as payment for TA or RA work. Even if you have no part-time job (or no plans to work part-time), you still need to fill in the necessary information.			
If you are (scheduled to) receive scholarship(s) in 2024	6	<b>Copy of Health Insurance Card</b>	<input type="checkbox"/>	
	Your own (i.e.the applicant's) plus those for the people living with you (your spouse or children) in Japan.			
If you rent a room (Japanese 'apart')	7	<b>Copy of Scholarship Certificate</b> 	<input type="checkbox"/>	
	Must show the amount received and the eligibility period specified in the certificate. You must inform the office immediately if you start receiving a scholarship after submitting your application.			
	8	<b>Copy of Housing Lease Agreement</b>	<input type="checkbox"/>	
Please submit the pages on which the contractor's name and the amount of rent are shown. Students who live in a Shinshu University Dormitory or International House do not need to submit this document.				

**If your husband/wife is living in Japan, submit the following related documents (No.9~No.13).**

**If your family members are living with you in Japan, submit the following related documents (No.9~No.13).**

All	9	<b>Copy of Residence Card</b> *Except applicant (You)	<input type="checkbox"/>	
Students (high school students or older)of your family members *Shinshu University students DO NOT NEED to submit this document.	10	<b>Certificate of Enrollment</b> *Except applicant (You)	<input type="checkbox"/>	
	Must show the name of the school in which he/she is enrolled as of April 1, 2024. For April 2024 enrollees, submit a letter of acceptance (copy) first. Then, submit a certificate of enrollment by April 19. If he/she is a vocational school student, visit Shinshu Univ. website to download the "Certificate of Enrollment [Form 4]" .			
Family members receiving a salary	11	<b>Copy of Certificate of Income and Withholding Tax in 2023</b>	<input type="checkbox"/>	
Family members receiving an income other than a salary (e.g., self-employed worker) or salaried employee who has filed a final tax return	12	<b>Copies of the Final Tax Return Declaration Form (Page1&amp;2) for FY 2023, or the Municipal/Prefectural Tax Return Declaration Form for FY 2024</b>	<input type="checkbox"/>	
	Taxable income, such as a dividends, income from real estate and separate taxation (retirement benefit, transfer of asset) must be included.			
Family members who have started a job or changed employment status on/after Jan 1,2023	13	<b>[Form 1] Certificate of (Expected) Payment</b>	<input type="checkbox"/>	
	If applicable, please visit Shinshu University website to download the"Certificate of (Expected) Payment [Form 1]" .			

**If you do not meet the academic requirements due to unavoidable circumstances, download and submit No.14.**

If you do not meet the academic requirements due to illness etc.	14	<b>The statement for special-case(【様式6】学力基準の特例申請書)</b> *Japanese version only.	<input type="checkbox"/>	
	If applicable, please ask your academic advisor to write down his/her opinion and submit it with supporting documents.			





# Report of Family Finances Please print this form on both sides on A4-size paper.

This form (English Version) is for graduate students who do not understand Japanese. Please circle the appropriate item in the section indicated by \*.  
 For Spring Semester application: Each document and report must reflect the situation as of APRIL 1. (For Autumn Semester application: as of OCTOBER 1.)

<b>Application Category *</b>	<b>Apply for Spring Semester</b>	<b>Apply for both Spring &amp; Autumn Semesters</b>	<b>Apply for Autumn Semester</b>	<b>Re-apply for Autumn Semester due to changed circumstances</b>	←When you have applied for both Spring & Autumn semesters, if there has been any change in application information provided.
<b>Reason *</b>	<b>Financial Hardship</b>	<b>Death of the Academic Expense Supporter</b>	<b>Disaster</b>	<b>Specified Disaster</b>	←Basically, please apply for the reason of "Financial Hardship".

<b>Student ID Number</b>	Previous Student ID	Age	Your Program	* Master / Doctor / Professional Degree
Japanese Kana	Month of Admission	Year/Grade	Graduate School of	
Name of Applicant	* April / October			
Your Campus	* Matsumoto / Nagano / Ueda / Ina	Extended Study Program * Yes / No		

Your Current Address in Japan	* Dorm / Rental / Other( )	Commuting from *Family Home / Other
〒 (Zip Code)	Mobile phone number:	

Your Parents' Address	Country ( )	* Owned house / Rental / Company house / Other:
〒 (Zip Code)	Phone number:	

Past Leave of Absence	Period	Reason ( )
	YYYY / MM / DD ~ YYYY / MM / DD	

Scholarship Information in 2024	* Received / Not received	Period	Annual Sum	Annual Sum (Unit: Thousand Yen)			Do you have a car in JP?	Results of Tuition Fee Exemption	
	If received, the name of organization/scholarship.	(From YYYY/MM to YYYY/MM)	(Unit: Thousand Yen)	Remittance	Part-time Job	Other Incomes	* Yes / No	AY 2023 Spring	AY 2023 Autumn
		From / to	Thou. Yen	Thou. Yen	Thou. Yen	Thou. Yen		*Total / Rejected Half / Not apply	*Total / Rejected Half / Not apply

## About your parents

Relationship	Name	Age	Place of Residence	Current Occupation	Period of Employment	Place of Employment (company name)	Salary	Income Excepting Salary
Father			<input type="checkbox"/> Home country <input type="checkbox"/> Japan		for yrs.		* Salary / Pension Thou. Yen	*Sales / Agr&Forestry / Real estate Thou. Yen
Mother			<input type="checkbox"/> Home country <input type="checkbox"/> Japan		for yrs.		* Salary / Pension Thou. Yen	*Sales / Agr&Forestry / Real estate Thou. Yen

## About your husband/wife

Relationship	Name	Age	Place of Residence	Current Occupation	Period of Employment	Place of Employment (company name)	Salary(including part-time job)	Income Excepting Salary
Husband / Wife	(If Shinshu University Student, write his/her student ID No.)		<input type="checkbox"/> Home country <input type="checkbox"/> Japan <input type="checkbox"/> Living with me <input type="checkbox"/> Living apart		for yrs.		* Salary / Pension Thou. Yen	*Sales / Agr&Forestry / Real estate Thou. Yen
	(ID No.: )			School Name	Enrollment Year	Year/Grade	Scholarship received in 2024	
						Classification*	Scholarship Name (Period) Annual Sum	
						National / Public / Private	( ) Thou. Yen	

## Family Members living with you in Japan \*Excluding your parents, husband, wife and friends.

### Family members NOT enrolled as student(s)

Relationship	Name	Age	Current Occupation	Period of Employment	Place of Employment (company name)	Salary	Income Excepting Salary
				for yrs.		* Salary / Pension / Other Thou. Yen	*Sales / Agr&Forestry / Real estate Thou. Yen
				for yrs.		* Salary / Pension / Other Thou. Yen	*Sales / Agr&Forestry / Real estate Thou. Yen

### Family members enrolled as student(s)

Relationship	Name	Age	School Name	Enrollment Year	Year/Grade	Classification*	Scholarship received in 2024	
						National / Public / Private	Scholarship Name (Period) Annual Sum	
							(From / To / ) Thou. Yen	

## Special Deduction (Provide information about your family members living in Japan, including yourself, in the case where there is a disabled person, care receiver, or long-term care patient.)

Disabilities	Relationship ( )	Type of Disability ( )	Certificate No. ( )	Disability Pension (* Yes / No)
Situation and the amount of damage by fire, natural disaster	YYYY	MM	DD	*Fire / Storm / Earthquake / Other ( )
	Degree of damage ( )	Cost of damage( Thou. Yen )	Amount of coverage ( Thou. Yen)	

OFFICE USE ONLY / 大学記入欄			前期		後期		前期		後期	
	前期	後期	a 総所得額	千円	千円	学力判定	適・不適	適・不適	留年・修業年限超	留年・修業年限超
母子・父子世帯 *	千円	千円	b 特別控除額	千円	千円	成績評定				
障害者・要介護者 *	( 人 )	( 人 )	(a-b) 認定総所得額	千円	千円	修得単位数	/	/		
災害 *	千円	千円	家計評価額	全免	千円	特例基準該当 *				
その他	千円	千円		半免	千円	総合判定	全・半・不	全・半・不		
独立生計者	無・該当	無・該当								
生活保護世帯 *	無・該当	無・該当								
非課税世帯	無・該当	無・該当								
多子世帯	無・該当	無・該当								
世帯人数	人	人								
申請事由	死亡・災害( )	死亡・災害( )								
所 前入 前読 後仮 後確 後入 後読			後要確認	前期分	一括 (修正あり・修正なし)	後期分	後期変更	一括に変更		

## Applicant's income and expenditure per month

- 1) Applicant's gross income and expenditure should be roughly equal.
- 2) If you live with your spouse or siblings, fill in the amount for the whole family living together.
- 3) If your parents have paid (inc. electronic withdrawal) your tuition, rent, or mobile phone bills, please include the cost in your expenditure. As for income, write the cost with other financial aid together in the "from family" column.

Income (Monthly Average)		Office use only	Expenditure (Monthly Average)	
Money sent from family	yen			Tuition fee
Money brought from home country	yen		Books & school supplies	yen
Applicant's part-time job ( )	yen		Rent (inc. common service fee)	yen
TA・RA	yen		Utility charges	yen
Family member's part-time job ( )	yen		Food costs	yen
Applicant's scholarship received in 2024	yen		Travel costs	yen
Family member's scholarship received in 2024	yen		Phone and Internet charges	yen
Loan from ( )	yen		Insurance & Medical costs	yen
Financial support from ( )	yen		Savings	yen
Other ( )	yen		Other ( )	yen
<b>Gross Income</b>	<b>yen</b>		<b>Gross Expenditure</b>	<b>yen</b>

Please fill in the following accurately and describe in detail about your living situation in this academic year.

### 1. Financial aid from your parents (Please write the total amount of living expenses and tuition fee)

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### 2. Financial aid from persons other than your parents

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### 3. The situation of your part-time job

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### 4. Scholarship Information

Last year -- 2023 academic year (\* Received / Not received )

If received Name of organization/scholarship: \_\_\_\_\_  
YYYY/MM YYYY/MM  
 Amount per month: \_\_\_\_\_ yen Period: From \_\_\_\_\_ to \_\_\_\_\_

This year -- 2024 academic year (\* Received / Not received )

If received Name of organization/scholarship: \_\_\_\_\_  
YYYY/MM YYYY/MM  
 Amount per month: \_\_\_\_\_ yen Period: From \_\_\_\_\_ to \_\_\_\_\_

Note: Please inform the office immediately even if you start receiving a scholarship after the application deadline.

私費外国人留学生用  
大学院生用  
2024 様式 留 02

この用紙は信州大学 HP からダウンロード版をダウンロードできます。PC 入力しても構いません。  
([https://www.shinshu-u.ac.jp/campus\\_life/student-support/scholarship/download.html](https://www.shinshu-u.ac.jp/campus_life/student-support/scholarship/download.html))

## 指導教員の意見書/Academic Advisor's Opinion

【申請者 Applicant】 学籍番号 Student ID: \_\_\_\_\_ 氏名 Name: \_\_\_\_\_

指導教員と面談のうえ、家計状況や学習状況について記入してもらってください。面談の際には、記入済の家計調書を含む申請書類一式を持参するようにしてください。Please ask your academic advisor to write down his/her opinion after talking with him/her about the situation of your family finances and academic performance. When you talk with your academic advisor, please show him/her the "Report of Family Finances" (should be completed) and the others application documents.

### 1. 学生の経済的な困難度/Financial situation of applicant

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### 2. 学生の生活状況/Living conditions of applicant

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### 3. 学生の勉学状況/Academic performance of applicant

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### 4. その他特筆すべき事項/Any matters worthy of special mention

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### 【指導教員 Academic Advisor】

記入日 \_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日

※留学生と連絡を取るために、研究室にご連絡を差し上げることがあります。差し支えなければ内線番号をご記入ください。

学部名 \_\_\_\_\_ 研究科名 \_\_\_\_\_ 内線番号 \_\_\_\_\_

職名 \_\_\_\_\_ 氏 名 \_\_\_\_\_



(署名の場合押印不要)

1. Even if you don't (plan to) have a part-time job this academic year (2024), you must submit this form.
2. If you have two or more part-time jobs, please ask each employer to complete this form.
3. Include income from Shinshu University such as payment for Teaching Assistant(TA) or Research Assistant(RA) work.  
(If you are employed as a TA or RA after applying, please inform the office immediately)
4. If you have the Certificates of Income and Withholding Tax in 2023, please submit copies.
5. Fill out the form using a BLACK ballpoint pen. Do not use a pencil or an erasable ballpoint pen.

## Declaration of Income from Part-time Jobs

(For Privately Financed International Students)

To the President of Shinshu University

Student ID number \_\_\_\_\_

Name \_\_\_\_\_

I hereby declare the income from my part-time job(s) as part of my application for admission/tuition fee exemption etc.

### 1. Part-time job(s) last year (April 2023 ~ March 2024). \*Please select (✓) the appropriate checkbox.

- I didn't have any part-time jobs last year (April 2023 ~ March 2024).
- I earned income from the following part-time job(s) last year (April 2023 ~ March 2024).

Place of Employment	Description of Part-time job(s)	Period of Employment	Amount of Income
		/ ~ / (YYYY/MM)	YEN
		/ ~ / (YYYY/MM)	YEN

### 2. Part-time job(s) this year (April 2024 ~ March 2025). \*Please select (✓) the appropriate checkbox.

- I am not planning to have any part-time jobs this academic year.
- I am planning to have a part-time job this academic year, but I have not found a job yet.
- I have decided to work/start a part-time job this academic year. ↴

\* Please ask your employer to certify an (expected) amount of payment this year using the form below.

## アルバイト給与支給（見込）証明書 (Expected) Payment Certificate

給与支払責任者 殿

信州大学の入学料免除（徴収猶予）・授業料免除を申請するにあたり、アルバイト収入に関する以下の事項について証明をお願いします。

(当月実績の給与を翌月に支給している場合は、実績月の給与を記入してください。)

就業者氏名	アルバイト内容
アルバイト開始年月	(西暦) 年 月
どちらかに記入をしてください。	2024年 4月～ 2025年 3月の給与支給見込額 円
	年 月～ 年 月の給与支払額 円
上記のとおり証明します。	
年 月 日	
住 所	
事業所名	
氏 名	印

ご不明な点がございましたら下記までお問い合わせください。

信州大学 学生総合支援センター 授業料免除担当 (TEL 0263-37-2199)