

【For April 2024 Enrollees】

Instructions for Application for Admission Fee Exemption / Deferment

For Graduate Students enrolled in April 2024

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- ✓ **Step 1:** Submit the “APPLICATION FOR ADMISSION FEE EXEMPTION / DEFERMENT” along with any other documents required for admission to the admissions office of your respective graduate school. **[Please refer to “Shinshu University Graduate School Admission Procedures” enclosed with the Letter of Acceptance]**
- Step 2:** Submit the “REPORT OF FAMILY FINANCES” and other required documents to the relevant office. **[Please refer to this Instructions].**
- ✓ **You cannot move forward with this procedure (Step 2) unless you have submitted the "APPLICATION FOR ADMISSION FEE EXEMPTION / DEFERMENT" to the admissions office (Step 1).**
- ✓ You (the applicant) must apply for Admission Fee Exemption or Admission Fee Deferment 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. **If you cannot submit the required documents by the deadline, or if you have decided to decline the offer of admission, you will be required to pay the admission fee immediately.**
- ✓ Students eligible for Admission Fee Exemption will be determined within a budget from among those who meet the level of household income and academic achievement set by Shinshu University. If they meet the conditions for Admission Fee Deferment, they will be granted an Admission Fee Deferment.
- ✓ 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 Admission Fee Exemption/Deferment
- Example of “Report of Family Finances”

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

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

Application Period of Step2 : April 22, 2024 ~ April 26, 2024

1. Eligibility for applying for Admission Fee Exemption/Deferment

Admission Fee Exemption	<p>Regular graduate students who meet any of the conditions listed below are eligible to apply. If your application is successful, you will be granted an exemption either for half of the Admission fee or for the full amount.</p> <p>(1) <u>Financial Hardship</u></p> <p>(2) <u>Death of the Academic Expense Supporter (usually a parent):</u> Within one year prior to the student's enrollment at Shinshu University.</p> <p>(3) <u>Disaster:</u> An earthquake, fire, storm, flood or other natural disaster affecting the student themselves or their Academic Expense Supporter within one year prior to the student's enrollment at Shinshu University.</p> <p>(4) <u>Specified Disaster:</u> One of the following disasters affecting 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)"</p> <p>* 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.</p> <div style="border: 1px solid gray; padding: 5px; background-color: #f0f0f0;"><p>Students eligible for Admission Fee Exemption will be determined within a budget from among those who meet the level of household income and academic achievement set by Shinshu University. If they meet the conditions for Admission Fee Deferment, they will be granted an Admission Fee Deferment.</p></div>
Admission Fee Deferment	<p>Regular graduate students experiencing difficulties paying admission fees due to financial hardship are eligible to apply.</p> <p>*The deadline for payment of the admission fees for those who are granted a deferral is <u>September 30, 2024 (Monday)</u></p>

2. How to apply for Step 2

Please check that you have gathered all the documents in the list of required documents before you submit your application. **If you fail to meet the deadline, your application will not be accepted under any circumstances for whatever reason, and you must complete your payment of the admission fees within two weeks.**

Application Period: April 22, 2024 ~ April 26, 2024 [BE PUNCTUAL]

***Please submit all the necessary documents listed in "Checklist of Required Documents for Admission Fee Exemption/Deferment" on page 6.**

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 " Admission fee exemption / deferment " 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 : syougak@shinshu-u.ac.jp

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 "Report of Family Finances" and other required documents

Fill out the "Report of Family Finances" 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. If it is ascertained at a later date that a false statement has been made, any favorable decision made with respect to the application will be reversed and the applicant will be required to pay the admission fees immediately.

- Please fill out the "Report of Family Finances" after reading the example carefully. The information about the whole 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" (attached sheet). If you fail to submit any of the necessary documents, you 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 Admission Fee Exemption/Deferment". Please contact the office in advance about this.
- If anything is unclear or you have any questions about how to fill in the forms or required documents, ask the office as soon as possible. Please make sure all of your questions have been answered before submitting your application. If your documents have not been satisfactorily completed, your application will not be accepted.
- Please ask your academic advisor (or a person who knows you well, such as a teacher at the Japanese School which you are currently enrolled in) to write down his/her opinion on the "Academic Advisor's Opinion". When you talk with him/her, show him/her the "Report of Family Finances" with all pages filled out.
- 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.

4 . Announcement of results and Deadline for payment

- The results will be announced to applicants directly in early **July**.
- Unless you are granted a “Full Exemption” or “Deferment”, you must complete your payment of the admission fee within 14 days. If you are granted a “Deferment”, please complete your payment by **September 30, 2024**. **Please note that if you fail to complete your payment by the deadline, you will lose your status as a student of Shinshu University.**

5 . Notes

- The deadline for the payment of the Admission Fee for applicants will be extended until the results are announced. If the admission fee is paid before the announcement of results, the application shall be deemed to have been withdrawn. Please note that admission fees are not refundable.
- Please understand that you may be asked to submit additional documents other than those specified if this is deemed necessary for screening purposes.
- Submitted documents will not be lent or returned to you. Please copy your documents before submitting them, and keep the copies carefully so that they can be used to check the content of the application or be used as a reference for other applications.
- Submitted documents are used exclusively for the purposes of the screening of Admission Fee Exemption/Deferment applications. The documents will not be used for any other purpose.

6 . Contact information

- If you have any questions or need to tell us about special circumstances, please get in touch with the office of your campus as above as soon as possible.
- Please register the phone number above in your mobile phone so that you can contact our office promptly. If you cannot answer our phone call, please call us back or visit our office.

Example showing how to fill out the Report of Family Finances for Admission Fee Exemption / Deferment

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

Report of Family Finances

APRIL ENROLLEE: Each document and report must reflect the situation as of **APRIL 1**.
 OCTOBER ENROLLEE: Each document and report must reflect the situation as of **OCTOBER 1**.
 If you were a Shinshu University student, please fill in your previous student ID.

Category	Application for (EXEMPTION) / DEFERMENT	Reason * (Financial Hardship) / Death of the Academic Expense Supporter / Disaster / Specified Disaster
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↑ Basically, please apply for the reason of "Financial Hardship".

Student ID	Examinee No.	654321	Previous Student ID	12A3456B	[Graduate] * Master / Doctor / Professional Degree	
Japanese Katakana Name of Applicant	Month of Admission	April / October	Graduate School of	Medicine, Science and Technology	Extended Study Program * Yes / No	
ZHANG SAN	Age	27	Your Campus	Matsumoto / Nagano / Ueda / Ina		
Your Current Address in Japan			Commuting from (Family Home / Other * Dorm / Rental / Other:)			
〒 390-0803 Motomachi ●●●● Heights No.000, Matsumoto city, Nagano.			Mobile phone: 090-0000-0000			
Your Parents' Address			Owned house / Rental / Company house / Other:)			
〒 □□□□ □□□□ □□□□			Phone number: 000-0000-0000			
Scholarship Information in 2024	Received / Not received	Period	Annual Sum	Annual Sum (Unit: Thousand Yen)		Do you have a car in Japan? * Yes / No
	If received, the name of organization/scholarship.	(From YYYY/MM to YYYY/MM)	(Unit: thousand yen)	Remittance	Part-time Job	
JASSO Scholarship	From 2024 / 4 to 2025 / 3	57.6	303	288	360	* Yes / No

Fill in an total annual sum.

Relationship	Name	Age	Place of Residence	Current Occupation	Period of Employment	Place of Employment (company name)	Salary Annual Sum (Unit: Thousand Yen)	Income Excluding Salary Annual Sum (Unit: Thousand Yen)
Father	□□□□	51	Home country / Japan	Sole proprietor	for 20 yrs.	Restaurant	* Salary / Pension	* Sales / Agr&Forestry / Real estate
Mother	△△△△	48	Home country / Japan	Full-timer	for 20 yrs.	Restaurant	* Salary / Pension	* Sales / Agr&Forestry / Real estate

Relationship	Name	Age	Place of Residence	Current Occupation	Period of Employment	Place of Employment (company name)	Salary Annual Sum (Unit: Thousand Yen)	Income Excluding Salary Annual Sum (Unit: Thousand Yen)
Husband / Wife	○○○○	28	Home country / Japan					
Scholarship received in 2024							Annual Sum	
Shinshu Univ. 2022 3 (National) / Public							●● Scholarship 1680	

If Shinshu University student, write his/her student ID number.

Relationship	Name	Age	Current Occupation	Period of Employment	Place of Employment (company name)	Salary Annual Sum (Unit: Thousand Yen)	Income Excluding Salary Annual Sum (Unit: Thousand Yen)
SON	◆◆◆◆	2	nursery school pupil	for yrs.		* Salary / Pension / Other	* Sales / Agr&Forestry / Real estate

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

Applicants who will enter Shinshu University in APRIL, are required to check that each document and report reflects their situation as of **APRIL 1**.
 Applicants who will enter Shinshu University in OCTOBER, are required to check that each document and report reflects their situation as of **OCTOBER 1**.

Be sure to fill in the applicable sections correctly and clearly in person.
 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 form.

"Your Current Address in Japan"
 Write your address in Japan after matriculation, 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"
 Write 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 above, write the School Name, etc.

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	25,300 yen		Tuition fee	44,650 yen
Money brought from home country	yen		Books & school supplies	10,000 yen
Applicant's part-time job (<i>Restaurant</i>)	24,000 yen		Rent (inc. common service fee)	40,000 yen
TA·RA	yen		Utility charges	10,000 yen
Family member's part-time job ()	yen		Food costs	50,000 yen
Applicant's scholarship received in 2024			Travel costs	10,000 yen
-->Scholarship name (<i>JASSO Scholarship</i>)	48,000 yen		Phone and Internet charges	20,000 yen
Family member's scholarship received in 2024			Insurance & Medical costs	8,000 yen
-->Scholarship name (● <i>Scholarship</i>)	140,000 yen		Childcare education costs	30,000 yen
Loan from ()	yen		Savings	yen
Financial support from (<i>Wife's father</i>)	30,000 yen		Incidental costs	yen
Other ()	yen		Other (<i>Wife's Tuition fee</i>)	44,650 yen
Gross Income	267,300 yen		Gross Expenditure	267,300 yen

Please fill in the following sections 1 to 5 accurately and describe in detail your living situation

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

Please fill in the details.

3. The situation of your part-time job

4. Scholarship Information

Last year -- 2023 academic year (Not received / Received) → Name of scholarship: _____)

If received, Amount per month: _____ yen Period: From _____ to _____

This year -- 2024 academic year (Not received / Received) → Name of scholarship: *JASSO Scholarship*)

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

If received, Amount per month: *48,000* yen Period: From *2024/4* to *2025/3*

5. Your current living situation (Please provide below detailed information about your university life.)

[Who provides your living expenses? How about your current living situation?]

[Who pays your tuition fees?]

Please fill in the details.

Applicant's income and expenditure information

1) Fill in an estimated amount per month after entering university.

2) If you are scheduled to be granted a scholarship after matriculation, write the scholarship name in the brackets provided. If your husband/wife living in Japan are scheduled to be granted a scholarship, write this too in the same way.

← The gross income and expenditure should be roughly equal.

Financial aid from your parents

Please write the financial situation of your parents and financial aid from them. The financial aid includes the total amount of living expenses and tuition fee.

The situation of your part-time job

Please write the present situation and plans about your part-time job.

Scholarship Information

If you have received any scholarship last year, please write the amount per month and the name of organization/scholarship.

If you are scheduled to receive scholarship this year, please write the amount per month and the name of organization/scholarship.

Checklist of Required Documents for Admission Fee Exemption/Deferment

Student ID		Name	
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*Please print out/copy the required documents on A4 size paper. Sort the documents into the order given by the numbering below.

*Missing documents will affect the screening. 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	Checklist of Required Documents (This Form) *Please gather all the necessary documents and check the boxes in the "You" column.	<input checked="" type="checkbox"/>	
	2	Report of Family Finances (Print on both side) *Please print out this form on both side A4 paper. Refer to the example and make sure you have filled in all required fields.	<input type="checkbox"/>	
	3	Academic Advisor Opinion *When you ask your academic advisor to write down his/her opinion, show him/her the "Report of family Finances (should be completed)" and the other required documents.	<input type="checkbox"/>	
	4	Declaration of Income from Part-time Jobs [Form-INTL] *Give details about your part-time jobs in 2023 and 2024. *If you are working part-time in 2024, this Declaration [Form-INTL] should be certified by your employer. *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.	<input type="checkbox"/>	
	5	Copy of Health Insurance Card *Your own (i.e.the applicant's) plus those for the people living with you (your spouse or children) in Japan.	<input type="checkbox"/>	
If you are (scheduled to) receive scholarship(s) in 2024	6	Copy of Scholarship Certificate IMPORTANT *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.	<input type="checkbox"/>	
If you rent a room (Japanese 'apart')	7	Copy of Housing Lease Agreement *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.	<input type="checkbox"/>	

If your husband/wife lives in Japan, submit the following related documents (No.8~No.12).

If your family members live with you in Japan, submit the following related documents (No.8~No.12).

All	8	Copy of Residence Card *Except applicant (You)	<input type="checkbox"/>	
Students (high school students or older) *But if your spouse or siblings are Shinshu Univ students, You DO NOT NEED to submit their certificates.	9	Certificate of Enrollment *Except applicant (You) *Must show the name of the school in which he/she is enrolled as of April 1, 2024. *If he/she is a vocational school student, visit the office to ask for a "Certificate of Enrollment [Form 4]" . *For April 2024 enrollees, submit a letter of acceptance (copy) first. Then, submit a certificate of enrollment by April 19. (This also applies to the students who will go on to graduate school directly after completing an undergraduate course, or a doctor's course after a master's degree.)	<input type="checkbox"/>	
Family members receiving a salary	10	Copy of Certificate of Income and Withholding Tax in 2023	<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	11	Copies of the Final Tax Return Declaration Form (P1&2) for FY 2023, or the Municipal/Prefectural Tax Return Declaration Form for FY 2024 *Taxable income, such as a dividends, income from real estate and separate taxation (retirement benefit, transfer of asset) must be included.	<input type="checkbox"/>	
Family members who have started a job or changed employment status on/after January 1,2023	12	[Form 1] Certificate of (Expected) Payment *If applicable, please visit the office to obtain the necessary form.	<input type="checkbox"/>	

Report of Family Finances

Please print this "Report of Family Finances" on both side of A4 paper.

<For Privately Financed International Students>

APRIL ENROLLEE: Each document and report must reflect the situation as of **APRIL 1**.

OCTOBER ENROLLEE: Each document and report must reflect the situation as of **OCTOBER 1**.

- Circle the appropriate item in the section indicated by *. Use a BLACK ballpoint pen.
- Except for this form, please check the attached "List of Required Documents" carefully.

Category	Application for * EXEMPTION / DEFERMENT	Reason *	Financial Hardship / Death of the Academic Expense Supporter / Disaster / Specified Disaster
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↑ Basically, please apply for the reason of "Financial Hardship".

Student ID	Examinee Number	Previous Student ID	【Graduate】 * Master / Doctor / Professional Degree			
Japanese Kana Name of Applicant		Month of Admission * April / October	Graduate School of	Extended Study Program * Yes / No		
Your Current Address in Japan 〒		Age	Your Campus * Matsumoto / Nagano / Ueda / Ina			
Your Parents' Address 〒		Country ()	* Owned house / Rental / Company house / Other: ()			
Scholarship Information in 2024	* Received / Not received	Period (From YYYY/MM to YYYY/MM)	Annual Sum (Unit: thousand yen)	Annual Sum (Unit: Thousand Yen)		Do you have a car in Japan? * Yes / No
	If received, the name of organization/scholarship.	From / to	Thou. yen	Remittance	Part-time Job	
			Thou. yen	Thou. yen	Thou. yen	Thou. yen

About your parents

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

OFFICE USE ONLY / 大 学 記 入 欄

母子・父子世帯	千円	a 総所得額	千円
障害者・要介護者	(人)	b 特別控除額	千円
	千円	(a-b) 認定総所得額	千円
災 害	千円	家計評価額	全 免 — 千円
その他	千円		半 免 — 千円
独立生計者	無 ・ 該当	免除総合判定	全 ・ 半 ・ 不
生活保護世帯	無 ・ 該当		
世帯人数	人	徴収猶予総合判定	許可 ・ 不許可
申請事由	死亡・災害()	入 読	

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	44,650 yen
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			Travel costs	yen
-->Scholarship name ()	yen		Phone and Internet charges	yen
Family member's scholarship received in 2024			Insurance & Medical costs	yen
-->Scholarship name ()	yen		Childcare education costs	yen
Loan from ()	yen		Savings	yen
Financial support from ()	yen		Incidental costs	yen
Other ()	yen		Other ()	yen
Gross Income	yen		Gross Expenditure	yen

Please fill in the following sections 1 to 5 accurately and describe in detail your living situation

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 (* Not received / Received →Name of scholarship: _____)

YYYY/MM
YYYY/MM

If received, Amount per month: _____ yen Period: From _____ to _____

This year -- 2024 academic year (* Not received / Received →Name of scholarship: _____)

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

YYYY/MM
YYYY/MM

If received, Amount per month: _____ yen Period: From _____ to _____

5. Your current living situation (Please provide below detailed information about your university life.)

【Who provides your living expenses? How about your current living situation?】

【Who pays your tuition fees?】

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/studentsupport/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)