

For Privately Funded
International Students

私費外国人留学生用

Applicant Guidelines for 2024
Enrollment Fee Waiver and Deferment/
Tuition Waiver

2024 年度
入学料免除、授業料免除等の
申請手続きについて

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2024 Application Period and Announcement Schedule

◎ Enrollment Fee Waiver and Enrollment Fee Deferment

(Students enrolling in April)	From	to	2024	(Results announced in mid-May)
(Students enrolling in October)	From	to	2024	(Results announced in mid-November)

◎ Tuition Waiver

(First Semester)

○ New students	From	to	2024	
○ Current students	From	to	2024	(Results announced in mid-June)

(Second Semester)

○ New students	From	to	2024	
○ Current students	From	to	2024	(Results announced in mid-December)

* If you cannot prepare all of the required documents to be submitted with the application form due to unavoidable circumstances, inform the office where your application is to be submitted ahead of time and follow their instructions.

Applications that arrive after the deadline will not be accepted.

***Please read before applying.**

Government sponsored students and students on scholarships from another organization, who are paying enrollment fee and tuitions but have been awarded a scholarship that provides the equivalent to that amount cannot apply for an enrollment fee or tuition waiver.

I. Enrollment Fee Waiver and Deferment Procedures

A. Eligibility for Enrollment Fee Waiver

Individuals to whom any one of the following applies:

- a) Individuals who will be enrolling in graduate school and find it difficult to pay enrollment fees due to financial reasons and are recognized as having outstanding academic ability.
- b) The person responsible for paying the student's school expenses has died or the student or the person responsible for paying his or her school expenses has suffered damage from a storm, flood, or other natural disaster after April 1, 2023 (or October 1, 2023 if enrolling in October 2024).
- c) There are reasons recognized by the University president as being equivalent to the above (b).
- d) The University president has recognized that special consideration is necessary due to strong social needs.

B. Eligibility for Enrollment Fee Deferment

1. Students enrolling in graduate school (excluding research students and auditing students)

Individuals who are recognized as having extreme difficulty in paying the enrollment fee, to whom any one of the following applies:

- a) Individuals who find it difficult to pay the enrollment fee by the deadline for payment due to financial reasons and are recognized as having outstanding academic ability.
- b) Individuals who are recognized as having difficulty paying by the deadline due to the death of the person responsible for paying their school expenses, or due to damage suffered by them or the person responsible for paying their school expenses from a storm, flood, or other natural disaster, occurring after April 1, 2023 (or October 1, 2023 if enrolling in October 2024).
- c) Individuals recognized as having difficulty paying the fees by the deadline due to other unavoidable circumstances.

C. Applying

Students applying for an enrollment fee waiver should apply for both enrollment fee waiver and enrollment fee deferment when applying.

Individuals who apply for both enrollment fee waiver and enrollment fee deferment but, as a result of the screening for enrollment fee waiver, are either not granted a waiver or are granted a waiver for partial of the fee, will undergo a screening for enrollment fee deferment. Those who pass that screening will be able to postpone payment of the enrollment fee until the last day of August 2024 (or the last day of January 2025 if enrolling in October 2024).

D. Amount of Waiver

If the screening for the enrollment fee waiver results in the applicant being granted a full or partial waiver of the enrollment fee, he or she will be exempted from paying the full amount, or partial of the amount, of the normal enrollment fee.

E. Notification of Screening Results

Applicants for enrollment fee waiver and enrollment fee deferment will be notified of the results in Late May (or Late November if enrolling in October 2024). The selection result will be notified by email to your Kyutech email address. Also, please be aware that applicants who are not granted a tuition waiver or are granted a partial waiver, and fail to pay the tuition by the due date designated by the University will be disenrolled.

II. Tuition Waiver Procedures

A. Eligibility for Tuition Waiver

Graduate students (excluding research students and auditing students) who are recognized as having extreme difficulty in paying the tuition, to whom any one of the following applies:

1. Individuals who find it difficult to pay the tuition due to financial reasons and are recognized as having outstanding academic ability.
2. Individuals who are recognized as having extreme difficulty paying the tuition due to the death of the person responsible for paying their school expenses, or due to damage suffered by them or the person responsible for paying their school expenses from a storm, flood, or other natural disaster, occurring within six months before the tuition deadline for that semester (or within one year if it is their first semester at the University).
3. Reasons recognized by the University president as being equivalent to the above (2).
4. The University president has recognized that special consideration is necessary due to strong social needs or some other reason.

* However, students currently enrolled who were unable to advance to the next year or have exceeded their term of study (except due to special circumstances such as illness or studying abroad) are not eligible to apply for a waiver even if any of the above (1-4) applies.

B. Applying for Tuition Waiver

The application periods for tuition waivers differ for first and second semesters and screening of applications is conducted separately for each semester.

C. Amount of Waiver

If the screening for tuition waiver results in the applicant being granted a full or partial waiver of the tuition, he or she will be exempted from paying the full amount, or partial of the amount, of the normal tuition.

D. Notification of Screening Results

The result of the tuition exemption will be notified by email to your Kyutech email address.

If you have to pay full tuition or half tuition, Kyutech will withdraw automatically from your bank account on the specified date.

Please note that if you do not pay the tuition by the specified date, will result in expulsion.

III. Submission of Application Forms

A. Applying by Proxy (through your advisor or dean)

Applicants are permitted to have their academic advisor (or dean if an advisor has not been decided on) apply on their behalf only if there are unavoidable circumstances such as not being in Japan during the application period. Fill out the required information on the application form in accordance with "IV. Instructions for Filling Out Applications".

B. What to Submit (for all applications)

1. 2024 First Semester Enrollment Fee Waiver/ Enrollment Fee Deferment/ Tuition Waiver Application Form (for international students)
2. A copy of a part-time job pay slip, etc or A part-time job certificate (submit only if you cannot submit a tax withholding slip or pay slip).
3. Scholarship Receipt Confirmation Form/Scholarship Receipt Certificate (for first year graduate students)
*Only applicants entering graduate school at the University from another university need to submit a Scholarship Receipt Certificate.
4. Copies of receipts for rent, utilities (water, electricity, gas) and phone (for 2-3 months)
5. Copy of your passbook or bank account statement (for about 6 months)
6. Sibling Enrollment and Tuition Waiver Status Certificate (submit only if you have siblings who are students)

C. Where to Submit

Graduate School of Engineering:

School of Engineering Student Section

Phone: 093-884-3053 (3054)

Graduate School of Computer Science and Systems Engineering:

School of Computer Science and Systems Engineering Student Section

Phone: 0948-29-7524

Graduate School of Life Science and Systems Engineering:

Graduate School of Life Science and Systems Engineering Student and International Student Section

Phone: 093-695-6007

D. Other Important Reminders

1. Incomplete or incorrectly filled out applications will result in your application not being accepted. Be sure to submit application documents in plenty of time before the deadline.
2. Once your application for enrollment fee or tuition waiver has been received, you will be allowed to postpone the payment of such fees until you are notified of the results of the application screening. After applying, do not pay the fees until the results of the screening are announced.
3. If it has been determined that false or misleading statements have been made in the application after the screening results have been announced, the waiver/deferment may be revoked.

E. Handling of Personal Information

Information provided in the application form and other required documents for enrollment fee and tuition waiver will be used only in the screening process and not for any other purpose.

IV. Instructions for Filling Out Applications

Application forms are an important part of the screening process, so be sure to read this section carefully, and fill out the information based on your circumstances at the time of the Application Base Date (April 1 for first semester, October 1 for second).

Applications that are incomplete, incorrectly filled out, or do not include all of the required documentation will not be able to be processed and as a result will not be considered for screening.

In addition, if it has been determined that information on the application form and other required documentation has been intentionally falsified after the screening results have been announced, the waiver/deferment will be revoked.

A. Form 1: 2024 First Semester Enrollment Fee Waiver/ Enrollment Fee Deferment/ Tuition Waiver Application Form

Application Category

Place a check ☒ in the applicable boxes (Enrollment Fee Waiver/ Enrollment Fee Deferment/ Tuition Waiver). If you are applying for an enrollment fee waiver, check the box for enrollment fee deferment as well.

If you are only applying for a tuition waiver, check the box for tuition waiver only.

Name and Academic Information

1. Write your full name and student status (e.g. school, department, year) in the spaces provided.
2. Currently enrolled students advancing to graduate school at this University should write their old Student ID Number they used as an undergraduate.

Academic Advisor

Applicants are allowed to have their academic advisor (or dean if an advisor has not been assigned) apply on their behalf only if there are unavoidable circumstances such as not being in Japan during the application period. The person filling out the application on the applicant's behalf must write the specific reasons why the applicant is unable to apply his or herself, and sign and place his or her personal seal where indicated.

When the applicant arrives in Japan, he or she must fill out the other necessary information and submit the required documents as soon as possible.

Reason for Applying

Describe your family circumstances and any other reason(s) that led you to apply.
Explain the reason(s) from your standpoint.

© Household Information Statement

Scholarships

Place a check ☒ in the "yes" box under "Receiving in 2023/2024?" if you have been awarded a scholarship or grant in the 2023/2024 academic year. If you are only receiving a student loan, and not a scholarship or grant, place a check ☒ in the "no" box.

* If you check "yes", please indicate how long the scholarship or grant lasts and the amount awarded in the spaces provided.

Applicant/family members (except students) /roommate

1. Write your information in the space marked "① Applicant". In the spaces below (starting with ②), write the information of persons living with you in Japan (if applicable).
2. Under "Occupation", write the current job. If the person is not working, write homemaker, unemployed, etc. Do not leave the space blank.
3. Under "Duration" write how many years the person has been working at his or her current job (if under one year, write how many months).
4. The shaded area under "Income from wages" and "Income besides wages" will be filled out by the University. Do not write in this space.

Students Other than Applicant

Write the information for family members (not including yourself) who are enrolled in elementary, junior high, high school, college of technology, university (including graduate school), school for the deaf, blind, and disabled, or specialized training college (upper secondary or postsecondary). Indicate where the person commutes to school from, and whether the school is national, public, or private by checking the appropriate boxes.

For family members enrolled in a national school (high school and above, not including yourself), check the appropriate boxes for details of waivers granted (or not granted) in the previous academic year under "Waivers last year".

Unless you checked "none", write the amount of the regular tuition for one year under "Waivers last year".

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Do not write in the shaded area.

© Average monthly income (including family income)

Make sure the totals for average monthly income and average monthly expenditures are the same.

1. Part-time job: (Including TA · RA)

Write your income for one month earned from your part-time job. (If you are living with other family members, including their income as well.)

2. Savings/remittance/financial aid:

Write the monthly total for money used from your savings to supplement living expenses, remittance from your country, and/or financial aid received from your family.

3. Scholarships:

Write the amount received from scholarships or grants (do not include student loans).

4. Child allowance/ child-rearing allowance:

Write the amount of child allowance received.

5. Other:

If you have income from sources other than the above, write the amount in the space provided.

6. Loans/deficit:

If you have any loans, or if the total for expenditures is greater than the total for income, write the difference plus the total for loans in the space provided.

7. Total:

Write your total income in the space provided.

© Average monthly expenditures (including family expenditures)

* Calculate the average amount per month based on the copies of the receipts and passbook or bank account statement you are submitting, and write the amount in the space provided.

* If you have any family members enrolled in a university other than this university, write the amount of their tuition in the space provided.

* If the total for income is greater than the total for expenditures, write the difference in space marked "Surplus".

© Income Statement

1. Write your income and the income of all family members (except students) in the spaces provided.
2. For "Income from wages", write the amount including tax earned from January 2023 to December 2023.
 - * Make sure that when the total income is divided by twelve (one month's income) the amount equals the income in "Average monthly income (including family income)".
 - * If there are other sources of income that do fit into the categories provided, write the source in the parenthesis and the amount in the space provided.
3. Round off all amounts to the nearest thousand.
4. Write the totals for income from wages and income from sources besides wages for each person in the spaces provided.

B. Form 2: Part-time Job Certificate (Applicable person only)

Students currently working part-time must also submit a *gensen-choshu-hyo* (certificate of income and withholding tax) or payslip.

If you cannot submit a *gensen-choshu-hyo* (certificate of income and withholding tax) or payslip, you must submit a Part-time Job Certificate signed by your employer.

C. Form 3: Scholarship Receipt Confirmation Form

Fill out the information for any scholarships or grants awarded to you in the previous academic year (April 2023 to March 2024) and this academic year (April 2024 to March 2025).

*** If you have been awarded a scholarship or grant that provides an amount equivalent to enrollment and/or tuitions (and which can only be used for enrollment and/or tuitions) while your application is being screened, be sure to inform the University as soon as possible.**

Do not write information for student loans that you are receiving, such as the Japan Student Services Organization Scholarship.

D. Form 4: Scholarship Receipt Certificate (for first year graduate students)

This form is for students enrolling in this University from another university in Japan. Submit this form after having it certified by your university.

E. Form 5: Sibling Enrollment Fee and Tuition Waiver Status Certificate

If you have any siblings who are students in Japan, fill out this form for each sibling and have it certified by the school he or she is currently enrolled in, and submit it with your application. This does not apply to siblings who are in junior high school or lower grades.