

## TUITION FEE EXEMPTION APPLICATION

Current Students

### 1. Date and time of the application (The 1<sup>st</sup> semester of 2018)

Registration Days: **3<sup>rd</sup>, 4<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> of September**

Time: **From 9:00 to 11:30 / From 13:00 to 17:00. Punctuality Required**

Place: **Student Center (Tsurukabuto 1st Campus)**

### 2. Eligibility (For International Students)

For self-financed international students (\*Except Japanese Government Scholarship Students)

### 3. Required Materials

The following is a list of documents you are required to submit when newly applying.

Simplified application form is only for students whose economic status has no changes compared with 1st semester.

#### I. Application Form

Fill in the blanks from ① to ⑥, ⑩ and ⑪. (Please refer to the reference sheet.)

#### II. OMR Sheet

This can be obtained when you apply at Student Center.

#### III. Tax Certificate (2017 records)

Obtain at the municipal office you have lived at the time of January 1<sup>st</sup> in 2018.

If you haven't been in Japan then, please submit a copy of both sides of your residence card.

Each certificate for family members in Japan must be submitted **regardless of whether he/she has income or not.**

#### IV. Copies of Withholding Slip or Final Declaration slip (2017 records)

If you or your spouse has these slips, please submit them.

#### V. Statement of no income and no occupation (Form1)

Please fill out this document if your spouse is not a student and has no income.

#### VI. Statement of Scholarship Recipient (Form3)

Please state your scholarship record of 2017.

Also, if there is any scholarship received in 2017, please attach a copy of notification from the foundation.

If your spouse residing in Japan is a student, hand in another one of his/ hers.

#### VII. Report of Part time Jobs (record of 2017 and expectancy for 2018) (Form4)

Regardless of whether you have income or not, please hand in this document.

If you have any job, hand in this form4 with payment slip.

In addition, if your spouse residing in Japan is a student, hand in another one of his/ hers.

#### VIII. Student Registration Certificate (Form6)

Hand in this document if your spouse residing in Japan is a university student.

Please get a certificate at the university to which your spouse belongs beforehand.

#### IX. Statement of Economic Balance (Form11)

State your monthly balance in detail, then get an observation regarding the application from your supervisor.

Also, please attach a copy of house rental agreement.

#### X. Document for extension of study year period.

(Extension for over a year will be refused in any reason.)

State the reason of extending the period of study. Besides, get an observation from your supervisor as well.

### 4. Announcement of result

We will notify the application result via Academic Affairs Information System (Uribo-Net) on 12th Dec.

## Tuition Fee Exemption for the 2nd Semester in Academic Year 2018 (Current Students)

An explanatory session will be held to provide information about tuition fee exemption for the 1st semester in academic year 2018. Details are as follows:

### *Explanatory Session & Distribution of Application Documents*

Students wishing to apply for tuition fee exemption, please attend the explanatory session, and obtain application documents and other necessary materials, as follows:

#### *Explanatory Session*

Date & Time	July, 26th 2018 (Thu.), 17:20 – 18:20
Venue	Lecture Room B201, Tsurukabuto 1 <sup>st</sup> Campus
Participants	Students of all faculties & graduate schools wishing to apply for tuition fee exemption for the first time

\*The session will be held only in Japanese. Inquiry in English is available via email.

#### *Notes 1*

Application must be done within the dates specified in the next page.

Students unable to apply on any of specified dates under unavoidable circumstances (e.g. temporary return to home country, research trip, attendance at an academic conference, etc.), **can apply before the specified dates**. Please refer to the next page.

#### *Notes 2*

Student of School of Medicine (new 2nd-year student or above), Graduate School of Medicine, Graduate School of Health Sciences, Faculty of Maritime Sciences (new 2nd-year student or above) or Graduate School of Maritime Sciences, must apply at the Student Affairs Section of each academic unit.

Also, regarding the details of application such as application dates, please contact the academic office of each academic unit directly.

## Details

### 1. Application Dates

Submission Dates	Faculties/Graduate Schools
2018 September 3 (Mon.) September 4 (Tue.)	Faculty of Global Human Sciences, Intercultural Studies, Human Development, Law Graduate School of Intercultural Studies, Human Development and Environment, Law
September 6 (Thu.)	Faculty of Engineering Graduate School of Engineering, System Informatics
September 7 (Fri.) September 10 (Mon.)	Faculty of Economics, Business Administration Graduate School of Economics, Business Administration
September 11 (Tue.) September 12 (Wed.)	Faculty of Letters, Science, Agriculture Graduate School of Humanities, Science, Agricultural Science, Graduate School of International Cooperation Studies

\* If the above dates specified for each academic unit are inconvenient, please apply on any of the submission dates specified for other academic units. However, please try to submit your application as early as possible, because many students are likely to apply on the final day.

### 2. Advance Application Days

**Available dates for reservation:**

**26<sup>th</sup> July - 30<sup>th</sup> August** \* Except Saturdays, Sundays, other public holidays, and August 13<sup>th</sup> to 15<sup>th</sup>

**Available dates for in-advance application:**

**27<sup>th</sup> July - 31<sup>th</sup> August** \*Except Saturdays, Sundays, other public holidays, and August 13<sup>th</sup> to 15<sup>th</sup>

**\*Reservation CANNOT be accepted by phone or e-mail, and must be completed by the day before application.**

### 3. Venue for Application

Student Center (Trurukabuto 1st Campus, Building B 1st floor)

### 4. Available Hours for application

9:00 – 11:30, 13:00 – 17:00 (Punctuality required.)

### 5. Notice of Exemption Permission/Refusal

The application result is to be notified via Academic Affairs Information System (Uribo-Net) in December 12th.

### 6. Contact

Student Support Division, Student Affairs Department

Email Address : stdnt-shogakushien@office.kobe-u.ac.jp