

# APPLICATION GUIDELINES

## TUITION FEES EXEMPTION FOR 1<sup>st</sup> SEMESTER 2019

### (FOR INTERNATIONAL STUDENTS)

#### I. QUALIFICATIONS AND CONDITIONS

Students who have difficulty paying their tuition fees due to any one of the following circumstances may be granted a full or half tuition exemption as a result of a screening based on applications submitted for the first or second semester.

- ① Students who have outstanding academic records but has difficulty paying for tuition due to financial hardship.
- ② Students who are victims of natural disaster, including, but not limited, to storm and flooding no more than six months prior to the time of tuition fee payment for each semester (no more than one year prior to the admission to the university for new students if they apply for tuition fee exemption for the semester of enrollment).

Note: Those who meet any one of the following conditions are ineligible.

- ① Those who have already paid tuition fee
- ② Those who are repeating a year with no specific reason
- ③ Those who are extending their study year with no specific reason

#### II. HOW TO APPLY

##### ① VENUE FOR APPLICATION

The venue for application is Student Center located in Tsurukabuto 1<sup>st</sup> Campus, however those who belong to graduate school of medicine, health sciences, or maritime sciences must apply at each academic affairs office.

Freshmen of the three graduate schools above, must follow the instruction of each office.

##### ② REGULAR TERM FOR APPLICATION

**Application after the closing date will not be received for whatever reason.**

##### **Regular Application Dates for Current Students in Rokkodai Area**

The application date for each affiliation is allocated as follows.

APPLICATION DATES	FACULTY, GRADUATE SCHOOLS
2019 Feb.26 <sup>th</sup> (Tue.) Feb.27 <sup>th</sup> (Wed.)	Faculty of Letters, Science, Agriculture Graduate School of Humanities, Science, Agricultural Science, Graduate School of International Cooperation Studies
Feb.28 <sup>th</sup> (Thu.) Mar.1 <sup>st</sup> (Fri.)	Faculty of Global Human Sciences, Intercultural Studies, Human Development, Law Graduate School of Intercultural Studies, Human Development and Environment, Law
Mar.4 <sup>th</sup> (Mon.)	Faculty of Engineering Graduate School of Engineering, System Informatics
Mar.5 <sup>th</sup> (Tue.) Mar.7 <sup>th</sup> (Thu.)	Faculty of Economics, Business Administration Graduate School of Economics, Business Administration

**\*If dates allocated for each affiliations aren't convenient, applicants can apply on any one of the dates above.**

## Application Dates for Freshmen in Rokkodai Area

APPLICATION DATES	
Mar. 29 <sup>th</sup> , Apr. 1 <sup>st</sup> , 2 <sup>nd</sup> , and 3 <sup>rd</sup> 2019 *Freshmen can apply on any of these four dates.	

### ③ EXTRA TERM FOR APPLICATION (Only for Current Students in Rokkodai Area)

Applicants unable to apply within regular term, due to unavoidable circumstances (e.g. temporary return to home country, research trip, attendance at an academic conference, etc.) apply on any of dates below after reservation. However, please note that reservation must be completed by the date beforehand at Student Center.

Available Dates for Reservation	Jan.30 <sup>th</sup> , 2019~Feb.20 <sup>th</sup> , 2019 *Except Holidays
Available Dates for Application	Jan.31 <sup>st</sup> , 2019~Feb.21 <sup>st</sup> , 2019 *Except Holidays

### ④ APPLICATION HOURS

Every date for application has two sessions.

**Morning Session: 9:00-11:30 Afternoon Session: 13:00-17:00 (Punctuality Required)**

### ⑤ REQUIRED MATERIALS FOR APPLICATION

**International students must hand in the following documents. Fill out each document neatly so as the screening is fulfilled smoothly.**

#### 1. Application Form

#### 2. Form No.3 (Report of Scholarship Details)

All the applicants must hand in this document regardless of scholarship provision. Those who have a history of scholarship provision from 2018 to 2019, must fill out each item and attach a copy of notification letter from the foundation.

#### 3. Form No.4 (Report of Family Income Details)

All the applicants must hand in this document.

#### 4. Form No.6 and Copy of Spouse's Student ID Card

All the applicants whose spouse is a student, must hand in a copy of Student ID card of spouse.

#### 5. Form No.11 (Report of Economic Balance)

All the applicants must hand in this document so that the university can confirm the monthly balance between income and expenditure. After filling the items, applicants must get a comment from supervisor. If freshmen haven't yet decided their supervisor before application, they can remain the comments section blank and get it at a later date.

Income described in the document must be equal to expenditure.

#### 6. Copy of House Rent Agreement or Copy of Dormitory Permit

All the applicants must hand in a copy of house rent agreement or permit of dormitory so that the university can confirm monthly cost for house rent.

#### 7. Tax Certificate of Family Members residing in Japan (Except Children) or Copy of Resident Card

All the applicants must hand in Tax certificate of all family members residing in Japan (except child) issued from the city office or ward office regardless whether they have any income. In case the certificate cannot be issued from the municipal, applicants must hand in a copy of resident card instead.

## 8. Payslip Including Ones of Other Family Members

Applicants who have obtained a job, must hand in these documents. Family members residing in Japan and obtained a job, must hand in this document as well.

## 9. Statement for Extension of Study Year

Applicants who have to extend study year, must have to submit this document, after they filled out the reason and got a comment from supervisor. Examples for the reason is described in the page 2 of the document.

## 10. Other Documents Required by the University

The university may require additional documents after the application depending on the situation.

Thus, make sure to take a prompt respond to the instruction so that the screening can be carried out smoothly.

## ⑥ APPLICATION OUTCOME

Application result is to be informed officially via Academic Affairs System “Uribo-Net” on each following dates.

**For the 1<sup>st</sup> semester: July 10<sup>th</sup>, 2019 (Scheduled)**

**For the 2<sup>nd</sup> semester: December 11<sup>th</sup>, 2019 (Scheduled)**

## ⑦ FEE PAYMENT PROCEDURES

After the announcement of application result, the tuition fee will be automatically withdrawn from the registered bank account on the designated date. However, those who haven't completed the registration of the bank account, must pay by the deadline manually at the bank or at Financial Dept. of Kobe University.

# III. CONTACT

Each campus office has a section in charge of tuition and enrollment fee exemption.

If there is any question regarding those matters, applicants should inquire each office and follow the instructions.

### ① Kusunoki Area (楠地区) .

: For Students Faculty of Medicine and Graduate School of Medicine

TEL: 078-382-5205

### ② Myodani Area (名谷地区)

: For Students Faculty of Health Sciences and Graduate School of Health Sciences

TEL: 078-796-4504

### ③ Fukae Area (深江地区)

: For Students Faculty of Maritime Sciences and Graduate School of Maritime Sciences

TEL: 078-431-6223

### ④ Rokkodai Area (六甲台地区)

: For Other Students

TEL: 078-803-5431

E-Mail: stdnt-shogakushien@office.kobe-u.ac.jp