

【For International Students】

Examinee's numbers

(For new students) \_\_\_\_\_

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

Name \_\_\_\_\_

Email address \_\_\_\_\_

## Tuition Fee Exemption Check Sheet

Please use this check sheet to confirm that you have all the required application documents.  
Please submit this check sheet along with your application documents.

\*If you fail to submit the check sheet, your application will not be accepted.

Before submitting your application, please make a photocopy of this list for your records.

The standard date for tuition fee exemption is April 1 for the first semester and October 1 for the second semester. Please describe your household's financial situation as of the standard date on the application form and other forms.

### 【Household Supporters · Household Members】

#### Household Supporters

1 Applicant

2 Spouse living together with the applicant in Japan

● Only the income of household supporters will be reviewed in the tuition fee exemption screening.

#### Household Members

1 Household supporters

2 Children living together with the applicant in Japan (children in school and infants under school age)

● Only family members living together in Japan will be considered as household members in the tuition fee exemption screening.

Household member(s):

Applicant	Spouse living with applicant in Japan	Child(ren) living with applicant in Japan	Family members living separately in Japan	Family members in your home	Others
◎	◎	○	×	×	×

◎: Household Supporters

○: Household Members

▪ When applying for tuition fee exemption, you will need to submit documents regarding your income and household, in addition to an application form.

▪ Please check the following pages of the check sheet to see what documents you need to submit.

▪ Please print out the application form and designated forms from the Kobe University website.

<http://www.kobe-u.ac.jp/campuslife/finaid/tuition/index.html>

▪ Documents will not be returned once submitted. Please make photocopies before submitting.

▪ Please contact the Student Support Division if you have difficulties in submitting any of the required documents.

▪ [Your application will not be accepted without the application form and check sheet.](#)

## Documents to be submitted by all applicants

Please mark  on the documents you are ready to submit.

<input checked="" type="checkbox"/>	Documents	Notes
<input type="checkbox"/>	Application form	<ul style="list-style-type: none"> <li>▪ Please print the two pages on either side of a single A4 sheet.</li> <li>▪ <b>Please use an inerasable ballpoint pen. You can complete the application form on your PC.</b></li> </ul>
<input type="checkbox"/>	Tax certificate ( <b>original</b> ) issued by the local <b>※We need the original certificate. We cannot accept a copy of it.</b>	<ul style="list-style-type: none"> <li>▪ Please obtain certificate(s) from each municipal office that show the amount of income.</li> <li>▪ This is required regardless of whether you are working or not.</li> <li>▪ If you have a spouse, your spouse's certificate is also required.</li> <li>▪ Some municipalities do not indicate income on the tax (non-tax) certificate. In such cases, please submit an income certificate together with the tax (non-tax) certificate.</li> </ul> <p><u><a href="#">For the first semester application: Issued after January 2023</a></u></p> <p>The 2021 tax and income information is the most recent that can be obtained for the first semester application.  <b>※If you were not yet in Japan as of January 1, 2022, please submit a copy of your residence card instead (both sides).</b></p> <p><u><a href="#">For the second semester application: Issued after July 2023</a></u></p> <p>The 2022 tax and income information is the most recent that can be obtained for the first semester application.  <b>※If you were not yet in Japan as of January 1, 2023, please submit a copy of your residence card instead (both sides).</b></p>
<input type="checkbox"/>	Scholarship information report(Form 3)	<ul style="list-style-type: none"> <li>▪ This is required regardless of whether you have received scholarships or not.</li> <li>▪ If your spouse is a student, your spouse's Form 3 must also be submitted.</li> <li>▪ Please provide information on scholarships for FY2022 and FY2023.</li> <li>▪ Please be sure to attach a copy of the scholarship acceptance letter, etc.</li> <li>▪ Please check the notes on Form 3 carefully.</li> </ul>
<input type="checkbox"/>	Family income report (Form 4)	<ul style="list-style-type: none"> <li>▪ This is required regardless of whether you are working or not.</li> </ul>
<input type="checkbox"/>	Economic balance report (Form 11)	<ul style="list-style-type: none"> <li>▪ Please fill in the amounts for each item so that the total expenditure is equal to the total income.</li> <li>▪ <b>If you and/or your spouse have a part-time job, please be sure to attach a copy of the most recent payslip.</b></li> <li>▪ Payslip copies are accepted. If you submit the original, it will not be returned.</li> <li>▪ Please make sure that the copy clearly indicates the name of company, your name or your spouse's name, and the monthly salary. (A copy of your bankbook cannot be substituted for this.)</li> <li>▪ Scholarship or part-time job income that you will not have as of April (for first semester applications) and October (for the second semester applications) cannot be entered as income.</li> </ul>
<input type="checkbox"/>	Copy of rental agreement	<ul style="list-style-type: none"> <li>▪ Please submit a copy of your house or apartment rental agreement that shows the address, name of the applicant (resident), contract period, and monthly rent. If you share the room, all residents' names should be included.</li> <li>▪ If you live in a dorm provided by Kobe University or Hyogo International House, you do not need to submit a copy of the rental agreement.</li> </ul>
<input type="checkbox"/>	<b>Confirmation items</b>	<p><b>Make sure that you can receive emails sent to your student number address (including your email address at the time of application for new students).</b></p> <p>Make sure that your e-mail address and mobile phone number on UriboNet is up to date.</p>

### Other Document(s) required if applicable to the applicant

Please answer yes or no to the following questions. If yes, please submit the required documents.

No	Question	<input checked="" type="checkbox"/>	Documents
1	You and/or your spouse are receiving one of the following: *1 JSPS Research Fellowship for Young Scientists *2 Next-Generation Outstanding Doctoral Human Development Project through Co-creation in Different Fields in the Support for Pioneering Research Initiated by the Next Generation (SPRING)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<ul style="list-style-type: none"> <li>○ A copy of the acceptance letter</li> <li>▪ If you have applied for research execution expense separately for *1, please submit a copy of the application document (if you applied online, a screenshot is accepted)</li> <li>▪ Both *1 and *2 will be treated as "regular employment". Please enter your income on the application form, Form 4, and Form 11.</li> <li>▪ Payslip copies are not required. The copy of acceptance letter can be substituted for this.</li> </ul>
2	You have exceeded the period of study due to studying abroad, or taking a leave of absence due to illness, etc.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<ul style="list-style-type: none"> <li>○ Statement for Extension of Study Year.</li> <li>▪ The applicant must have specific reasons in order to apply for an extension.</li> <li>▪ Please check the notes and reasons on the second page of the Statement.</li> </ul>
3	The total amount of assets held by household members is less than 20,000,000 yen (less than 12,500,000 yen if there is only one household supporter in the household). ※Assets of non-household members are not included.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<ul style="list-style-type: none"> <li>○ Please provide details in the ③ Assets section of the application form.</li> <li>▪ <b>If the household assets section is not filled in, the application cannot be accepted.</b></li> <li>▪ <b>If you answer "No" for this question, you do not meet the criteria and cannot apply for the tuition fee exemption</b></li> </ul>
4	The number of household members has changed since your last application.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<ul style="list-style-type: none"> <li>○ Please provide details in the ⑨ Family Circumstances section of the application form. (e.g., a household member's entry or return to Japan, or the birth or death of a household member, etc.)</li> </ul>
5	You have a spouse or child who is a student (high school student or older) and lives together with you in Japan.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<ul style="list-style-type: none"> <li>○ Student registration certificate (Form 6)</li> </ul>

### Documents to be submitted regarding your spouse (Not required if you are living alone in Japan)

If your spouse lives with you in Japan, please answer yes or no to the following questions. If yes, please submit the required documents. No answer is required for the income before coming to Japan.

No	Question	<input checked="" type="checkbox"/>	Documents
6	Your spouse is not a student but a salaried employee.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<ul style="list-style-type: none"> <li>○ Please submit a document that applies to either (7) or (8).</li> </ul>
7	Your spouse started working for his/her current employer on/before January 1, 2022.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<ul style="list-style-type: none"> <li>○ A copy of Withholding Slip (源泉徴収票) for the year 2022.</li> </ul>
8	Your spouse started working for his/her current employer on/after January 2, 2022.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<ul style="list-style-type: none"> <li>○ 給与（等）支払（見込）証明書 (Expected payment certificate issued by employer) (Form 2)</li> <li><a href="https://www.kobe-u.ac.jp/documents/campuslife/finaid/tuition/2023/1st/Youshiki_02_2023_1..pdf">https://www.kobe-u.ac.jp/documents/campuslife/finaid/tuition/2023/1st/Youshiki_02_2023_1..pdf</a></li> <li>If you retired after January 2022, please also submit the documents listed in (12).</li> </ul>
9	Your spouse is a business owner or has any income other than their salary. [e.g., Business, real estate, share dividends, miscellaneous income]	<input type="checkbox"/> Yes <input type="checkbox"/> No	<ul style="list-style-type: none"> <li>○ Please submit a document that applies to either (10) or (11).</li> </ul>
10	Your spouse had another source of income other than their salary on/before January 1, 2022.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<ul style="list-style-type: none"> <li>○ A copy of the final tax return for 2022.</li> </ul>
11	Your spouse started a new business operation on/after January 2, 2022.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<ul style="list-style-type: none"> <li>○ 自営業開業に係る所得申立書 (Notice of starting a new business) (Form 13)</li> <li><a href="https://www.kobe-u.ac.jp/documents/campuslife/finaid/tuition/2023/1st/Youshiki_13_2023_1.pdf">https://www.kobe-u.ac.jp/documents/campuslife/finaid/tuition/2023/1st/Youshiki_13_2023_1.pdf</a></li> </ul>

Other income-related questions

No	Question	<input checked="" type="checkbox"/>	Documents
12	Your spouse left his/her regular employment in Japan on/after January 1, 2022	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>○ 退職に関する申立書 (Notice of Leaving Employment) (Form 9)</p> <p><a href="https://www.kobe-u.ac.jp/documents/campuslife/finaid/tuition/2023/1st/Youshiki_09_2023_1.pdf">https://www.kobe-u.ac.jp/documents/campuslife/finaid/tuition/2023/1st/Youshiki_09_2023_1.pdf</a></p>
13	<p>Your spouse had any other source of extraordinary income in Japan during the following period:</p> <p><a href="#">For the first semester application:</a> Oct.2022 ~Mar.2023</p> <p><a href="#">For the second semester application:</a> Apr.2023 ~ Sep.2023</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>○ Documents proving the amount of extraordinary income</p> <p>(e.g., insurance claim payment notice)</p>
14	Your spouse is not a student and has no income.	<input type="checkbox"/> Yes <input type="checkbox"/> No	○ Statement of no income and no occupation (Form1)

# List of documents to be submitted [For International Students]

Examinees' numbers

(For new students)

Student ID

Name

Email address

	Documents	Notes
Documents to be submitted by all applicants	Application form	※If either the application or the check sheet is not submitted, your application will not be accepted.
	Check Sheet	
	Tax certificate (original) issued by the local municipality or a copy of residence card (both sides)	All household supporters must hand in Tax certificate ※If you were not yet in Japan as of January 1, 2022, please submit a copy of your residence card instead (both sides).
	Scholarship information report(Form 3)	
	Family income report(Form 4)	
	Economic balance report (Form 11)	If you and/or your spouse have a part-time job, please be sure to attach a copy of the most recent payslip.
	Copy of rental agreement	Please submit a copy of your house or apartment rental agreement that shows the address, name of the applicant (resident), contract period, and monthly rent. If you share the room, all residents' names should be included. • If you live in a dorm provided by Kobe University or Hyogo International House, you do not need to submit a copy of the rental agreement.

Please submit documents marked with .

<input checked="" type="checkbox"/>	No.	Documents	Notes
	1	A copy of the acceptance letter(JSPS or JST SPRING)	
	2	Statement for Extension of Study Year.	
	5	Student registration certificate (Form 6)	Not required if you are living alone in Japan.
	7	A copy of Withholding Slip (源泉徴収票) for the year 2022.	
	8	【様式2】給与支払(見込)証明書(Expected payment certificate (issued by employer) (Form 2)	
	10	A copy of the final tax return for 2022.	
	11	【様式13】自営業開業に係る所得申立書(Notice of starting a new business) (Form 13)	
	12	【様式9】退職に関する申立書 (Notice of Leaving Employment) (Form 9)	
	13	Documents proving the amount of extraordinary income	
	14	Statement of no income and no occupation (Form1)	