

FAQs for privately financed international students

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☆ Particularly Frequently Asked Questions ☆

Q21. I cannot submit my application documents during the application period because I do not have all the required certification documents. Can you extend the deadline?

A21. No, we cannot. We have given you enough time to notify us of your application, so please submit your application with all the necessary documents by the end of the application period. If you have unavoidable circumstances that prevent you from submitting the documents in time, please indicate when you can submit the documents in the blank space on the checksheet (or Form 12) and complete the submission within the application period. Please submit documents that have not been submitted as soon as they are ready.

Q14. I applied for tuition fee exemption for the first semester. Is the exemption applicable to both the first and second semester tuition?

A14. No. We do not offer exemption applications for both the first and second semesters. Please apply for the exemption during the application period of each semester. However, students who applied for tuition fee exemption in the first semester of the application year may omit some of the required documents when applying for the second semester.

Q45. I would like to apply for an "income taxation certificate" at the city office, but there are several types of certificates, such as an income certificate and a taxation certificate, so I am not sure which one I should apply for.

A45. The name of the certificate differs depending on the municipality that issues it, but please request one that includes the following information: whether the residence tax is imposed or not, amount of each income from salary and non-salary income, spousal deduction, number of dependents and breakdown of deductions.
*Income for the previous two years for the first semester application and the previous year for the second semester application must be indicated.

(e.g.) For the application for the first semester of AY2026, the income for the year 2024 (January-December), and for the application for the second semester of AY2026, the income for the year 2025 (January-December). Even if you have no income or are exempt from taxation, you are required to submit a certificate of income taxation.

◆Application in general

Q1. What are the methods for notifying applicants at the start of applications for enrollment fee and tuition fee exemptions?

A1. Notifications will be posted on the Hiroshima University Momiji website and the My Momiji message (Notification, only for current students). Please note that these are not message (Personal Information).

Q2. Is it possible to apply for an exemption after paying the enrollment/tuition fee?

A2. No. Once the enrollment/tuition fee have been paid, you cannot apply for an exemption. If you have already submitted an application, you will need to withdraw it. Please contact the Student Services Group.

Q3. I plan to apply for both the enrollment fee exemption and the tuition fee exemption. Do I need to submit separate online applications and documents for each?

A3. No. When applying for the online application, please select "Both". You do not need to submit two sets of documents.

Q4. Can I apply for both an enrollment fee exemption and an enrollment fee deferment of payment?

A4. No. You cannot apply for both an enrollment fee exemption and an enrollment fee deferment of payment. (You may apply for tuition fee exemption simultaneously.)

Q5. What is the application period for students who complete their master's course in HU in March and wish to advance internally to the doctoral course starting in April?

A5. For the first semester, please complete your application process during the period for new students (those enrolling in April). Applications submitted during the period for current students before completing your course will be invalid. For the second semester, please note that applications process must be completed during the period for current students. The same applies to internal advancement from undergraduate programs to the master's course.

Q6. If I transfer to a different faculty or department, should I apply as a new student?

A6. No. Please apply during the application period for current students.

Q7. I would like the university to confirm the contents of my application documents in advance.

A7. In principle, we do not check the application documents in advance. If you have any questions, please use the contact form on the Momiji website.

Q8. How can I confirm that my application has been properly received?

- A8.** Applicants will receive an "Acceptance Notice" posted on My Momiji message (Personal Information) approximately one week after the application period ends. Please note that the Acceptance Notice does not mean all required documents have been received. If notified of additional/missing documents, please respond within the specified deadline.

Q9. If there are any deficiencies or missing items in the submitted application documents, when can I expect to be contacted?

- A9.** As we are reviewing nearly 1,000 application documents one by one, notifications for the first semester may be sent after late May, and for the second semester after late November.

Q10. I have received a message from the Student Services Group regarding additional documents, but I cannot submit them by the deadline. What should I do?

- A10.** Please contact the Student Services Group by email before the deadline to inform us of the date when you can submit additional documents. Depending on the time, the deadline may not be extended in time for the announcement of the screening results, so please be sure to contact us.

Q11. The application deadline has passed. Can I still apply for an exemption after the application period has closed?

- A11.** No, we will not accept the application after the deadline for any reason. The time for acceptance is also strictly observed. This is to avoid any disadvantage or unfairness to those who applied properly and on time. However, if there is a sudden change in household finances after the application period, please contact the Student Services Group as soon as possible. Depending on the time, applications may not be accepted for reasons that are too late to announce the screening results.

Q13. Can I see the application documents and certificates that I have submitted? Can I have them returned?

- A13.** No. You cannot view or have them returned after your submission. Please make sure to submit photocopies of documents that do not require the submission of originals.

Q14. I applied for tuition fee exemption for the first semester. Is the exemption applicable to both the first and second semester tuition?

- A14.** No. We do not offer exemption applications for both the first and second semesters. Please apply for the exemption during the application period of each semester. However, students who applied for tuition fee exemption in the first semester of the application year may omit some of the required documents when applying for the second semester.

◆Eligibility for application

Q15. I will exceed the standard term of study during the application year, but I have taken a leave of absence. May I apply for tuition fee exemption?

A15. Yes. You may apply if, as of the application reference date, you have not exceeded the standard term of study excluding periods of your leave of absence.
If you wish to confirm your eligibility, please consult the Student Services Group.

Q16. Can I apply for tuition fee exemption if I exceed the standard term of study as a graduate student due to thesis preparation?

A16. Yes. If you exceed the standard term of study due to thesis preparation, applications may be permitted for the first semester only with submission of a letter of recommendation from your advisor (Form 7). (Graduate students only)

◆Online application

Q17. I don't understand how to apply for the Online Application.

A17. Please sign in to the Microsoft Forms listed in the Application Guide to submit your online application. Refer to the "Online Application User Manual for Students".

Q18. I am an internal transfer student, but I am automatically signed in with my former student ID number and cannot sign in with my new student ID account. Is it acceptable to submit the Online Applications as is?

A18. No. You must sign in using the account with your student ID number as of the application reference date (first semester: April 1, second semester: October 1). If you are automatically signed in with a different account, please check and find out how to do this yourself, such as clearing your browser's cache.

Q19. When applying for online application, which point in time should I use my department and student ID number?

A19. For the first semester application, please enter the status as of April 1st.
For the second semester application, please enter the status as of October 1st.

Q20. I entered incorrect information in my Online Application. Can it be corrected?

A20. Yes. Please contact the Student Services Group.
Email: gkeizai-group@office.hiroshima-u.ac.jp

◆Submission of application documents

Q21. I cannot submit my application documents during the application period because I do not have all the required certification documents. Can you extend the deadline?

A21. No, we cannot. We have given you enough time to notify us of your application, so please submit your application with all the necessary documents by the end of the application period. If you have unavoidable circumstances that prevent you from submitting the documents in time, please indicate when you can submit the documents in the blank space on the checksheet (or Form 12) and complete the submission within the application period. Please submit documents that have not been submitted as soon as they are ready.

Q22. I have completed the online application during the application period, but I do not think I will be able to submit the application documents within the document submission period. What should I do?

A22. We cannot extend the deadline. Both the "Online Application" and "Submission of Application Documents" must be completed within the application period. If you do not complete both, your application will be invalid.

Q23. I will return to my home country temporarily during the application period for tuition fee exemption, so I will not be able to submit the application documents. Can my friend submit the application on my behalf?

A23. No. Friends cannot submit the application on your behalf. Please follow the procedure for "International students who are out of Japan during application period" on the Application Guide.

Q24. Since I cannot go to the university due to teaching practice, can my friend submit the application on my behalf?

A24. No. Submissions by friends on your behalf are not permitted. Please ensure the applicant (the student themselves) submits the application in person or by mail during the application period. The same applies to any additional/missing documents.

Q25. Due to illness I was unable to go to university and mailed the documents. I would like to confirm whether the documents have arrived.

A25. As a general rule, we cannot respond to inquiries regarding confirmation of arrival. Please use a traceable mailing method such as Specified Record or Simplified Registered Mail so that you can confirm the delivery yourself.

Q26. For the required documents listed in the application guide that are not indicated as originals (e.g., "Withholding Tax Certificate"), can I submit a photocopy instead of the original?

A26. Yes. Please submit photocopies of documents that are not indicated as originals.

◆Form 2 to Form 4

Q38. What should I fill in on Form 2 for privately financed international students?

A38. Please provide information about the applicant's living situation in Japan. Please provide a detailed description of the applicant's spouse, children, parents, and siblings living in Japan. Family members in the applicant's home country are not required to fill in this form, as they are not included in the household members.

Q39. Which of Form 3 "①Scholarships" or "③Income other than salary", should I fill out for the fellowship's (SPRING/ Next-Generation AI/ Female) stipends?

A39. Please follow the example and fill in "①Scholarships".

Q41. What does the "Salary (family)" on the Budget Report Sheet (Form 4) refer to? What is the difference between this and "Money transferred/brought from outside Japan"?

A41. "Salary (family)" refers to the amount of income earned by family members residing in Japan. "Money transferred/brought from outside Japan" refers to the amount of financial support received from family members residing outside Japan.

Q42. The amount of tuition fee on the Budget Report Sheet (Form 4) is listed as 44,650 yen. If the tuition fee was exempted in the previous year, do I enter 0 yen?

A42. No. Please enter 44,650 yen as the monthly average amount calculated by dividing the estimated amount for the next one year by 12 from the application reference date (April for the first semester and October for the second semester). However, if the amount is different for long-term students, etc., enter the tuition fee for each student.

Q43. Regarding the Budget Report Sheet (Form 4), I cannot obtain my supervisor's signature due to his/her business trip. What should I do?

A43. Please submit only the documents you can submit by the deadline. Also, please indicate when you can submit the form in the blank space on the checksheet (or Form 12). (→ See Q21)
If you need to obtain an electronic signature, please submit a copy of the email etc. from your supervisor along with the form.

◆Income taxation certificate

Q45. I would like to apply for an "Income taxation certificate" at the city office, but there are several types of certificates, such as an income certificate and a taxation certificate, so I am not sure which one I should apply for.

The name of the certificate differs depending on the municipality that issues it, but please request one that includes the following information: whether the residence tax is imposed or not, amount of each income from salary and non-salary income, spousal deduction, number of dependents and breakdown of deductions.

A45. *Income for the previous two years for the first semester application and the previous year for the second semester application must be indicated.

(e.g.) For the application for the first semester of AY2026, the income for the year 2024 (January-December), and for the application for the second semester of AY2026, the income for the year 2025 (January-December). Even if you have no income or are exempt from taxation, you are required to submit a certificate of income taxation.

Q49. I was told that because I have no income, the municipal office cannot issue an "Income taxation certificate". Do I not need to submit it?

A49. You need to submit it. Please declare that you had no income at the municipal office and request issuance of an "Income taxation certificate (Non-taxable income certificate, etc.)." For details, please contact your municipality.

Q52. Since I am not registered as a resident in Japan as of January 1, I will not be issued an "Income taxation certificate". Is there any alternative document I need to submit?

A52. If you are not registered as a resident of Japan on January 1 of the previous year (at the time of application for the first semester) or the current year (at the time of application for the second semester), you do not need to submit the certificate.

◆Income

Q54. What is a "withholding tax certificate"?

A54. It is a document issued by your employer that lists the amount of wages paid over the course of one year (January to December). The payment amounts listed on this document are treated as salary income.

Q57. Do I need to submit both the "Withholding tax certificate" and the "Income taxation certificate"?

A57. Yes. Both the "Withholding tax certificate" and the "Income taxation certificate" are required.

Q63. If I am receiving a child allowance (児童手当), do I need to submit a certificate?

A63. No. You do not need to submit a certificate of child allowance (児童手当).

◆Scholarships

Q70. I am receiving a scholarship that I applied for directly, not selected through the university. What should I do if the amount of the scholarship I am receiving is not indicated on the letter of acceptance that I have?

A70. Please submit the application guidelines, scholarship booklets, scholarship regulations, and other documents that show the scholarship period and the amount of the scholarship, along with your letter of acceptance.

Q71. I have not received a scholarship certificate, but I am currently receiving a scholarship. I was notified by e-mail of my selection result and the start of my scholarship. What do I need to submit in this case?

A71. Please submit a printout of the email. If there is no indication of the recipient's name, the amount of money received, and the period of receipt, please submit the application guidelines, bankbook, etc. as well.

◆Apartment lease contract

Q72. If I am sharing a room with a Japanese student, what should I submit instead of his/her residence card?

A72. If his/her name is not listed as a roommate on the apartment lease contract, please submit a document that shows the address of your roommate (Japanese student). (e.g., certificate of residence, utility bill postcard, etc.)

Q73. The apartment I am living in does not have a lease contract. What should I do in that case?

A73. If you do not have a lease contract, please submit a certificate of residence or other document that shows the address, name of tenant, name of landlord, contract period, monthly rent, and the name of occupant. However, we may ask for additional documents depending on the situation.

◆Payment of enrollment/tuition fees

Q74. I applied for tuition fee exemption for the first semester, but received a tuition fee payment slip in the postal mail in April. Does this mean that my application was not successful? In such a case, do I have to pay the tuition fee by the stated deadline?

A74. No. If you have applied for the exemption, the payment will be postponed, so please do not pay the tuition fee until the result is announced on the personal messageboard of My Momiji. Once the payment is made, the fees will not be refunded. Please keep the payment slip in a safe place until the result is announced.

Q75. What is the payment method if I am required to pay the enrollment/tuition fees as a result of the screening of my application for exemption?

A75. When the results are notified on the My Momiji personal messageboard, information on how to pay the enrollment/tuition fees will also be announced. The payment slip will be sent to the payer of education expenses. Please complete the payment procedures by the due date after receiving the payment slip.

Q76. What is the deadline for payment after the results of the tuition fee exemption application are announced?

A76. The deadline for payment is usually as follows. (It may differ from year to year.)
[First semester] Result announcement: End of July, Payment deadline: August 31
[Second semester] Result announcement: End of December, Payment deadline: January 31

Q77. My result for tuition fee exemption was "No Exemption". Since I received a half fee exemption last year, I had not planned on paying the full amount. I am not sure if I can make the payment by the specified deadline. What should I do?

A77. Please consult your student support office.
<https://www.hiroshima-u.ac.jp/inquiry/faculties>
Exemptions are determined within budgetary limits, so past results may differ from past results.

Q78. The result of my exemption application was not granted. Can I ask for an extension of the deadline for tuition payment?

A78. If you have difficulty paying the tuition fee by the deadline, please contact your student support office.

◆Withdrawal of application

Q79. If I want to withdraw my application, what should I do?

A79. Please contact the Student Services Group.
Once an application is withdrawn, it cannot be withdrawn again.

Q80. I applied for tuition exemption for the first semester, but I will be taking a leave of absence starting May 1st (I applied for tuition exemption for the second semester, but I will be taking a leave of absence starting November 1st). Please advise me on the necessary procedures.

A80. If you take a leave of absence mid-semester, you cannot apply for tuition exemption, so you must withdraw your application. Please contact the Student Services Group.