

# Application Guide

## for Enrollment Fee Exemption/Deferment and Tuition Fee Exemption

for Academic Year 2024

Hiroshima University MOMIJI  
<https://momiji.hiroshima-u.ac.jp/momiji-top/index.shtml>



## CONTENTS

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1. Introduction .....	2
2. Application Eligibility .....	2
(1) Enrollment fee exemption/deferment of payment .....	2
(2) Tuition fee exemption .....	3
3. Selection Criteria .....	4
(1) Academic performance criteria .....	4
4. Application Process .....	6
(1) Schedule overview .....	6
(2) Specific procedures (Application is made by the student himself/herself.) .....	7
(3) Matters to be aware of until the results are announced.....	8
(4) Announcement of results.....	8
5. Application Preparation .....	9
(1) Confirmation of application category.....	9
(2) Confirmation of household supporters and household members.....	10
(3) Required documents .....	11
(4) 【2 <sup>nd</sup> semester only】 Documents to be submitted by applicants who continue to apply for tuition fee exemption .....	15
Contact Information for Inquiries .....	15

\*This English version is provided solely for the convenience of international students; the Japanese-language guide always takes precedence over the English version.

# 1. Introduction

Hiroshima University offers the following financial aid programs. In order to accurately assess the applicant's financial situation etc., various documents are required to apply for these programs. If you wish to apply, please prepare the necessary documents after reading this guide carefully, and submit them by the deadline, making sure there are not any incomplete or missing documents. If you have any questions, please contact us via the contact information provided on the last page of this guide. Personal information obtained through the application will only be used for exemption/deferment screening and for statistical material, such as for calculating the number of applicants, and will not be used for any other purpose. It will not be provided to any third party.

## ◆ Enrollment fee exemption

Students who have difficulty in paying the enrollment fee due to reasons such as their financial situation, will be granted a full, or half exemption of the enrollment fee.

## ◆ Enrollment fee deferment

Payment of the enrollment fee will be postponed for students who have temporary difficulty in paying the enrollment fee due to financial reasons etc.

## ◆ Tuition fee exemption

Students who have difficulty in paying tuition fees due to reasons such as their financial situation, will be granted a full, or half tuition fee exemption.

# 2. Application Eligibility

## (1) Enrollment fee exemption/deferment of payment

### ◆ New graduate students (The first / second semester application is for students who enroll in April / October.), New advanced course students

Those who have difficulty in paying the enrollment fee due to any of the following reasons are eligible to apply.

- ① Students who have difficulty in paying the enrollment fee by the deadline due to financial reasons and who are recognized as meeting certain academic criteria. (See page 4.)
- ② Students who have difficulty in paying the enrollment fee by the deadline due to the occurrence of one of the following reasons within 12 months<sup>1</sup> prior to the payment of the enrollment fee.

- (A) The person<sup>2</sup> responsible for paying school expenses has died.
- (B) The student or the person responsible for paying school expenses has suffered damage from a disaster, such as a storm or flood. (If you were covered by the Disaster Relief Act within the last 5 years, you may apply.)
- (C) The person responsible for paying school expenses has lost his/her job<sup>3</sup> (excluding part-time and temporary employees) and is unemployed at the time of application.
- (D) The person responsible for paying school expenses is under long-term medical treatment<sup>4</sup> at the time of application.
- (E) The person responsible for paying school expenses is missing at the time of application.
- (F) The income of the person responsible for paying school expenses has suddenly dropped due to the effects of COVID-19. (If (F) occurs after January 2020, it may be declared as a reason, regardless of whether it occurred during the 12-month period<sup>1</sup> prior to the enrollment fee payment month.)

### ◆ Undergraduate international students

Students who meet the condition in 2. (1) ② are eligible to apply.

### ◆ Students who are ineligible to apply for exemptions and deferments

- Students receiving a scholarship from the Japanese government (MEXT)
- Students receiving the enrollment fee from a government or company etc.
- Japanese undergraduate students (including permanent residents of Japan etc.)
- Students who have already paid the enrollment fee

<sup>1</sup> The term "within 12 months prior to the payment" means on or after April 1, 2023 for applications for the first semester, and on or after October 1, 2023 for applications for the second semester.

<sup>2</sup> The person responsible for paying school expenses indicates the person who had the highest income among family members in the same household immediately before the occurrence of the event.

<sup>3</sup> Unemployment is defined as the loss of one's job due to company bankruptcy, dismissal, etc., and does not include mandatory retirement, retirement for personal reasons, or closure of a business.

<sup>4</sup> Under long-term medical treatment means that the patient needs medical treatment for six months or more, this includes the estimated period, and is thus unable to work.

## (2) Tuition fee exemption

Those who meet any of the following conditions are eligible to apply.

- ① Students who have difficulty in paying the tuition fee by the deadline due to financial reasons and who are recognized as meeting certain academic criteria. (Please see the academic performance criteria on page 5.)
- ② Students who have difficulty in paying the tuition fee by the deadline due to the occurrence of one the following reasons within 6 months<sup>5</sup> prior to the payment of the tuition fee.  
(New students may declare the following reasons when they have occurred within one year prior to enrollment. However, it is limited to the application for the first semester of the enrollment year.)

- (A) The person<sup>6</sup> responsible for paying school expenses has died.
- (B) The student or the person responsible for paying school expenses has suffered damage from a disaster, such as a storm or flood. (If you were covered by the Disaster Relief Act within the last 5 years, you may apply.)
- (C) The person responsible for paying school expenses has lost his/her job<sup>7</sup> (excluding part-time and temporary employees) and is unemployed at the time of application.
- (D) The person responsible for paying school expenses is under long-term medical treatment<sup>8</sup> at the time of application.
- (E) The person responsible for paying school expenses is missing at the time of application.
- (F) The income of the person responsible for paying school expenses has suddenly dropped due to the effects of COVID-19. (If (F) occurs after January 2020, it may be declared as a reason regardless of whether it occurred during the 6-month period<sup>5</sup> prior to the enrollment fee payment month.)

### ◆ Students who are ineligible to apply for exemptions

- Students receiving a scholarship from the Japanese government (MEXT)
- Students receiving the tuition fee from a government or company etc.
- Students receiving a tuition fee exemption from other programs.
- Japanese undergraduate students enrolled in the AY2020 or later. (including permanent residents of Japan etc.)
- Students who are not enrolled in the semester for which the exemption is granted.  
\*Students who plan to take a leave of absence, complete their studies, or withdraw from the university in the middle of a semester are also not eligible to apply for the exemption.
- Students who have exceeded the standard term of study<sup>9</sup>.  
\*If graduate students exceed the standard term of study for their thesis preparation, their applications for exemption may be permitted only for the first semester after exceeding by submitting a supervisor's statement [Form 7].
- Students who have already paid the tuition fee for which they are applying for exemption.
- Students who are not living in Japan during the semester for which they are applying for the exemption.

### 【Reference】 Standard term of study

	Department	Standard Duration
Under graduate	All Schools (excluding Program of Medicine, Dentistry, and Pharmaceutical Sciences)	4 years
	Program of Medicine (School of Medicine) Program of Dentistry (School of Dentistry) Program of Pharmaceutical Sciences (School of Pharmaceutical Sciences)	6 years
Graduate	Master's Course	2 years
	Doctoral Course	3 years
	Division of Biomedical Sciences (Graduate School of Biomedical and Health Sciences)	4 years
	Professional Development Program for Teachers and School Leaders (Professional degree course)	2 years
	Law School	3 or 2 years
	Program for Law Practice Professionals (Professional degree course)	
Advanced Course	Special Education Major Program	1 year

<sup>5</sup> The term "within 6 months prior to the payment" means on or after October 1, 2023 for applications for the first semester, and on or after April 1, 2024 for applications for the second semester.

<sup>6</sup> The person responsible for school expenses indicates the person who had the highest income among family members in the same household immediately before the occurrence of the event.

<sup>7</sup> Unemployment is defined as the loss of one's job due to company bankruptcy, dismissal, etc., and does not include mandatory retirement, retirement for personal reasons, or closure of a business.

<sup>8</sup> Under long-term medical treatment means that the patient needs medical treatment for six months or more, this includes the estimated period, and thus is unable to work.

<sup>9</sup> Please inquire with us if you have exceeded the standard term of study due to a leave of absence.

### 3. Selection Criteria

#### ◆Notes

This program provides full or half exemption to students who are recognized as having a high level of financial need within the budget. The exemption budget is limited, and some students may not be exempted even if they meet the following criteria (academic performance criteria etc.). Please note that only a small number of applicants are granted an enrollment fee exemption every year.

#### (1) Academic performance criteria

##### ◆Enrollment fee exemption

- **New students enrolling in a Master's course, the Professional Development Program for Teachers and School Leaders, or the Special Education Major Program (Those who meet one of the following conditions are eligible to apply.)**
  - ① Students whose grades are within the top half of the entrance examinations for each major or selection method.
  - ② Students who have an average evaluation score of 75 or higher in the credits acquired at their home universities, etc.
  - ③ Students who are recognized by the Dean of the Graduate School as having academic ability equivalent to ① or ②, as described above.
- **New students enrolling in a Doctoral course or the Program for Law Practice Professionals**

Students who are recognized by the Dean of the Graduate School as having outstanding academic achievement.

##### ◆Enrollment fee deferment of payment

- **New undergraduate students (Those who meet one of the following conditions are eligible to apply.)**
  - ① Students whose grades are within the top half of the entrance examinations for each selection method.
  - ② Students who have a high school record consisting of grade point average of 3.0 or higher.
  - ③ Students who have an average evaluation score of 60 or higher in the credits acquired at their home universities, etc.
  - ④ Students who are recognized by the Dean of the school as having academic ability equivalent to ①, ② or ③, as described above.
- **New students enrolling in a Master's course, the Professional Development Program for Teachers and School Leaders, or the Special Education Major Program (Those who meet one of the following conditions are eligible to apply.)**
  - ① Students whose grades are within the top half of the entrance examinations for each major or selection method.
  - ② Students who have an average evaluation score of 60 or higher in the credits acquired at their home universities, etc.
  - ③ Students who are recognized by the Dean of the Graduate School as having academic ability equivalent to ① or ②, as described above.
- **New students enrolling in a Doctoral course or the Program for Law Practice Professionals**

Students who are recognized by the Dean of the Graduate School as having academic excellence.

$$\text{Average evaluation score} = [ \{ \text{Number of credits for (S + A)} \times 3 + \text{Number of credits for B} \times 2 + \text{Number of credits for C} \} \div \text{Number of earned credits} \times 3 ] \times 100$$

$$\text{Standard number of earned credits} = \text{Credits required for graduation} \times (\text{Number of semesters attended} / \text{Number of semesters until graduation}) \times 0.8$$

## ◆ Tuition fee exemption

- **Current undergraduate students, students enrolled in a Master's course, the Professional Development Program for Teachers and School Leaders, or the Special Education Major Program** (Those who meet both of the following conditions are eligible to apply.)
  - ① Students who have obtained the "standard number of earned credits", between the time of enrollment and the semester immediately prior to applying for the exemption, prescribed by the school or graduate school they belong to. (Up to the second semester of AY2023 for the first semester application of AY2024, and up to the first semester of AY2024 for the second semester application of AY2024.)
  - ② Students who have an average evaluation score of **63 or higher** in credits earned after enrollment.
- **New undergraduate students**

Academic ability is evaluated based on the grade point average of the investigation report of the high school from which the applicant graduated and the result of the entrance examination.
- **New students enrolling in a Master's course, the Professional Development Program for Teachers and School Leaders, or the Special Education Major Program**

Academic achievement is evaluated based on the average evaluation score of credits earned at the university from which the student graduated and the result of the entrance examination.
- **Students enrolled in a Doctoral course or the Program for Law Practice Professionals**

Students who are evaluated by the Dean of the Graduate School as having outstanding academic performance based on their grades and research achievements, and who meet the academic performance criteria.

$$\text{Average evaluation score} = \left[ \left\{ \text{Number of credits for (S + A)} \times 3 + \text{Number of credits for B} \times 2 + \text{Number of credits for C} \right\} \div \text{Number of earned credits} \times 3 \right] \times 100$$

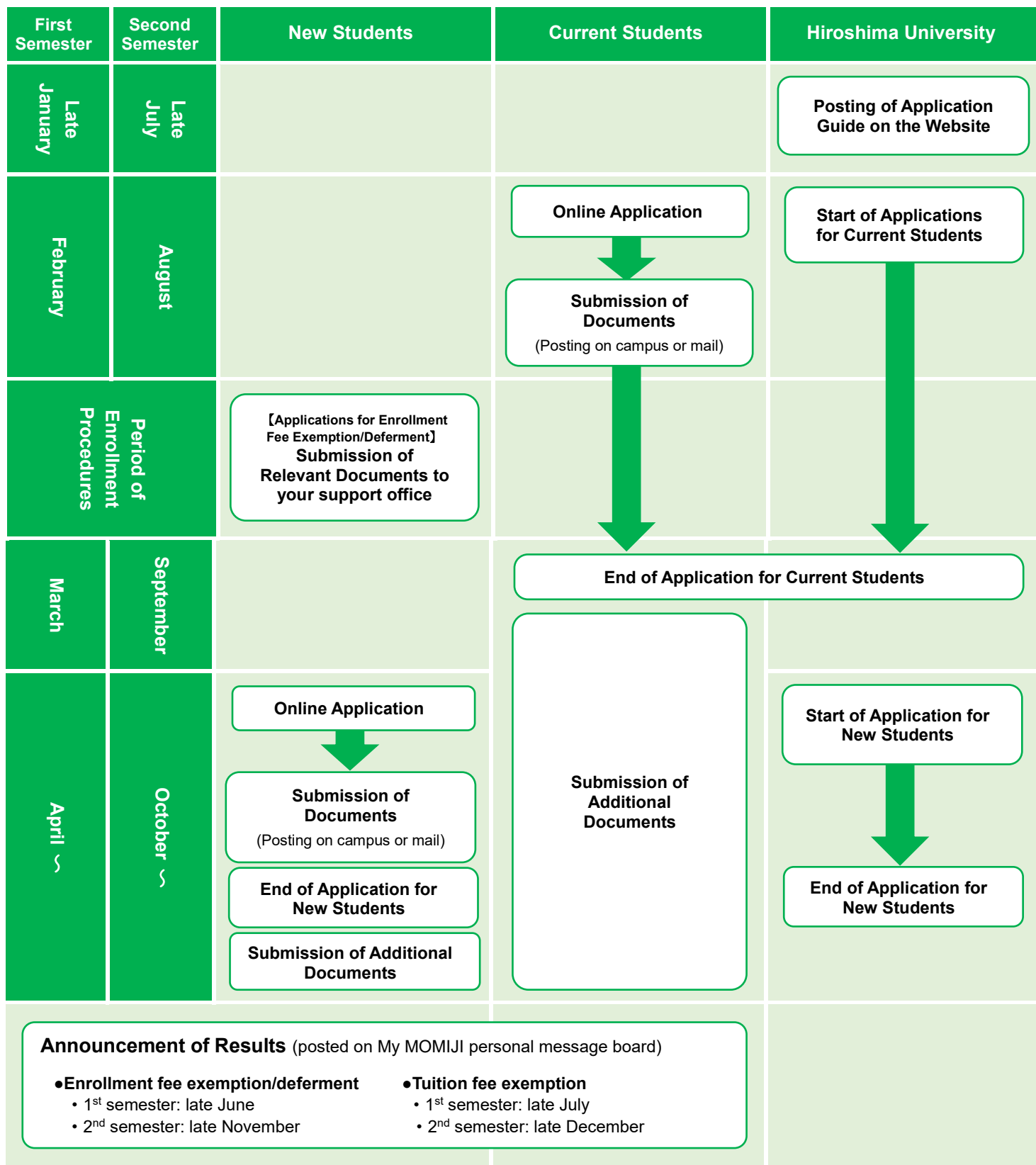
$$\text{Standard number of earned credits} = \text{Credits required for graduation} \times \left( \frac{\text{Number of semesters attended}}{\text{Number of semesters until graduation}} \right) \times 0.8$$

## 4. Application Process

### (1) Schedule overview

\* Even if you wish to apply for tuition fee exemption for both first and second semester, you will need to complete the application procedure for each semester.

\* Please be sure to check the MOMIJI Website for specific dates.



\*Please contact us before the end of the online application period if you are unable to complete the above application on time due to unavoidable reasons (Sickness, long-term study abroad or Internship etc.) . The application may be accepted only when the fact can be confirmed by a certificate, and when the circumstances are deemed unavoidable.

## (2) Specific procedures (Application is made by the student himself/herself.)

### ① [Only for applicants who apply for enrollment fee exemption/deferment] Submission of Application Form

【Method】 Submit the designated application forms for enrollment fee exemption/deferment of payment and Tuition fee exemption [Form 2]

【Application Period】 Enrollment procedure period is determined by each school/graduate school

【Place of Submission】 Support office of the school/graduate school you plan to enroll in

### ② [All applicants] Online Application

【Method】 Apply through the Microsoft Forms link below.

\*Be sure to sign in from your personal Hiroshima University account (IMC account) as of the application reference date.

(April 1, 2024 for the 1<sup>st</sup> semester, October 1, 2024 for the 2<sup>nd</sup> semester)

Note that **students who advance from our university should not use the account from which they are graduating.**

<https://forms.office.com/r/Y4gtbPWCgj>

【How to use the application system】 <https://momiji.hiroshima-u.ac.jp/momiji-top/en/life/577e89d1688a947b7e8b4daa2868d28d867c1b1b.pdf>

【Application Period】 Detailed dates and times for the application period will be announced on the MOMIJI Website.

(Please see below for the approximate schedule.)

• Current Students: February for the 1<sup>st</sup> semester, August for the 2<sup>nd</sup> semester

• New Students: Early April for the 1<sup>st</sup> semester, Early October for the 2<sup>nd</sup> semester

【Notes】 If the form is not completed within the online application period, the application will be **invalid**, regardless of whether or not the application documents have been submitted.

\*If you have any questions, please inquire before the end of the online application period.

### ③ [All applicants] Submission of application documents

【Submission Method】 Submit the required documents through either of the methods A-C.

A. Put the documents in the envelope which has been placed next to the designated boxes at the Section in charge of tuition fee exemption (Student Plaza 3F), then drop it into the box.

B. Submit to the counter in Kasumi or Higashi-Senda support office

(Only students in Kasumi or Higashi-Senda campus are available.)

C. Send via the post using a traceable method such as Letter Pack. \*Must be postmarked by the deadline

\*Inquiries seeking to confirm the arrival of documents will not be responded to.

【Submission Period】 Specific dates and times will be announced on the MOMIJI website. (Please see below for the approximate schedule.)

• Current Students: February for the 1<sup>st</sup> semester, August for the 2<sup>nd</sup> semester

• New Students: Mid-April for the 1<sup>st</sup> semester, Mid-October for the 2<sup>nd</sup> semester

【Submission Place】 Section in charge of tuition fee exemption, Student Plaza 3F, 1-7-1 Kagamiyama, Higashi-Hiroshima Shi 739-8514

【Notes】 If the application documents haven't been submitted within the submission period, the application will be **invalid**, regardless of whether or not online application is completed within the online application period.

### [To submit additional/missing documents] Submission of additional/missing documents

【Notification Method】 Applicants who are required to submit additional/missing documents will receive a message through the My MOMIJI personal message board, or a call from the number of 082-424-4353, or 082-424-61●●.

\*If we receive no response, or if the necessary documents are not submitted by the deadline, the application may be rejected.

【Submission Method】 Submit by post or in person at Student Plaza 3F (Financial Support Counter)

\*You may use the on-campus mail from the Kasumi/Higashi-Senda Support Office, but please note that we shall bear no responsibility in any loss, etc.

【Submission Place】 Section in charge of tuition fee exemption, Student Plaza 3F, 1-7-1 Kagamiyama, Higashi-Hiroshima Shi 739-8514

### International students who are out of Japan during application period

① Online application \*The entry must be completed within the application period even if the applicant is outside Japan.

② Submission of application documents by email \*If there are no deficiencies, we will not reply

Submit PDF files of the completed form 1 and form 2 and the document proving you're out of Japan as email attachments during the document submission period according to the instructions below.

【Email address】 [gkeizai-group@office.hiroshima-u.ac.jp](mailto:gkeizai-group@office.hiroshima-u.ac.jp)

【Subject of the email】 [your student ID number] "Submission of Exemption Application Documents"

【Attachment】 PDF files of the completed form 1 and form 2 and the document proving you're out of Japan during application period (ex. Roundtrip ticket etc.)

【Contents of text】 Please state "your student ID number", "your name", "name of the school/graduate school you belong to at HU", and "country/region where you are currently residing".

③ What to do after you arrive in Japan

As soon as you arrive in Japan, submit the remaining required documents and the photocopy of your passport (page of name, page of entry/exit stamps) by the following date and time.

【Submission Deadline】 Application for the 1<sup>st</sup> semester: May 31, 17:15, Application for the 2<sup>nd</sup> semester: October 31, 17:15

\*If the documents are not submitted by the above deadline and we can't confirm that you are out of Japan during application period, the application will be rejected due to incomplete documentation.

### (3) Matters to be aware of until the results are announced

#### Deferment of Enrollment and Tuition Fees

The payment of the enrollment and tuition fee will be temporarily deferred for applicants of exemption or deferment. Do not pay the fees until the results are announced.

\*Please note that once the payment is made, the fees will not be refunded.

#### Withdrawal of Exemption Application

If you have already paid the enrollment fee or tuition, or if you have been selected for another financial aid program (equivalent to this program), you must submit an "Exemption Application Withdrawal Form" to withdraw your exemption application.

\*Please be sure to contact the Student Services Group as soon as the conditions for withdrawal become apparent

#### What to do if you will be unreachable due to overseas travel, etc.

Please let the Student Services Group know in advance if you will be unreachable due to overseas travel or for other reasons.

#### If there are any changes in the application details between the date of submission and the application reference date

(Application reference date: April 1, 2024 for the 1<sup>st</sup> semester, October 1, 2024 for the 2<sup>nd</sup> semester)

Please contact the Student Services Group immediately.

### (4) Announcement of results

#### ◆ Announcement Period

- **Enrollment fee exemption/deferment of payment**
  - For the 1<sup>st</sup> semester: the end of June
  - For the 2<sup>nd</sup> semester: the end of November
- **Tuition fee exemption**
  - For the 1<sup>st</sup> semester: the end of July
  - For the 2<sup>nd</sup> semester: the end of December

#### ◆ Notification Method

Posted on the personal message board of My MOMJI.

#### **【For students who were not granted full exemption】 Payment of Enrollment and Tuition Fees**

Payments should be made by the specified due date stated in the results notification.

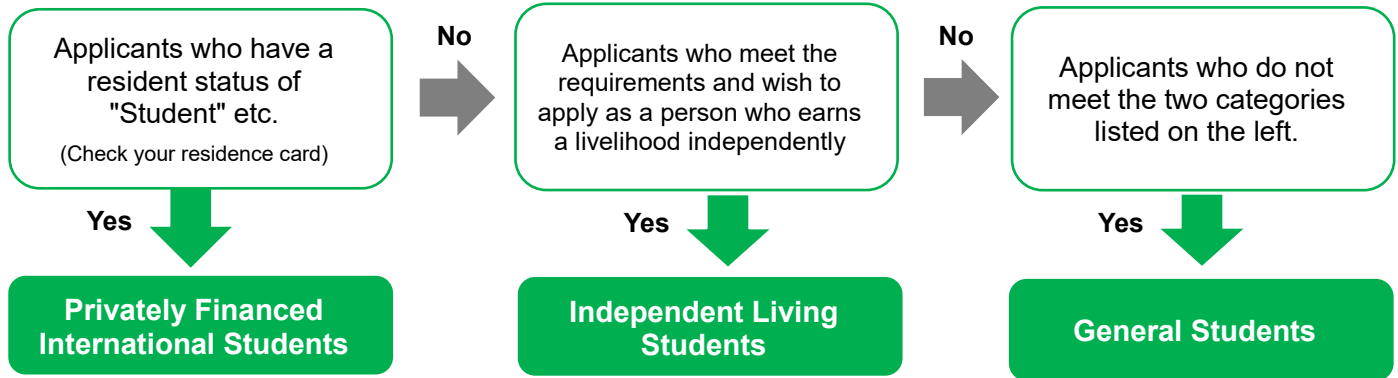
\*If you have difficulty in paying the fees by the deadline specified in the results notification, please consult with the support office of your school/graduate school.



## 5. Application Preparation

### (1) Confirmation of application category

Household supporters and household members differ depending on the application category.  
Please confirm your application category from the flowchart below and prepare the necessary documents.



#### ◆Independent Living Students

【Target Students】 Graduate students, Students of the special course of special needs education (In principle)

【Conditions】 There is no parent or other individual who can provide support equal to that of a parent (excluding spouses) or all of the following conditions, ① to ④, are applicable.

- ① The applicant is not a dependent relative under the Income Tax Law.
- ② The applicant lives separately from his/her parents etc.<sup>10</sup>  
(Separated households or two-family dwellings are not considered separate residences.)
- ③ The applicant or his/her spouse pays insurance fees as an insured person (or as the head of the household in the case of national health insurance) in a public medical insurance such as national health insurance or mutual aid association to which the applicant is enrolled.
- ④ The applicant (including spouse, if any) has sufficient income to make an independent living<sup>11</sup>.

【Notes】 Even if the applicant wishes to apply as an independent living student, if the documents submitted show that the applicant does not meet the requirements as an independent living student, the application may be considered as a general student's application.

<sup>10</sup> If the applicant lives separately from his/her parents etc., but has not changed his/her certificate of residence, and the apartment lease contract confirms that the applicant is currently living in separate residence, the applicant is considered to be living separately.

<sup>11</sup> One of the following must apply

- (1) The applicant (including spouse) has salary income or business income exceeding 1,030,000 yen per year, and an income tax return is filed and an income certificate is issued for that income.
- (2) The applicant (including spouse) is expected to have salary income or business income exceeding 1,030,000 yen for one year from the application reference date. (Certificate of Payroll (Expectations) etc. is required.)

## (2) Confirmation of household supporters and household members

### ◆ Important matters (See the simplified chart below.)

- Documentation regarding income is required for the **Household supporter** and the **Applicant**.
- Documentation of family members who are not classified as household member, regardless of whether living together or living separately, is not required to be submitted.
- Dependents of a household supporter means "dependents under the Income Tax Law".
  - The number of dependents supported by the household supporter under the Income Tax Law can be confirmed with the "Certificate of Withholding Tax", "Income Tax Certificate", and so on.
- A person who supports the household members in place of the parents due to reasons such as death of the parents is also deemed to be a **Household supporter**. (In principle, father and/or mother)

### ◆ Simplified chart of household supporters and household members

	Applicant	Spouse	Father/Mother	Dependent Siblings of Household Supporter	Child(ren)	Dependent Grandparents of Household Supporter	Siblings not supported by Household Supporter	Grandparents not supported by Household Supporter
General Student	○	—	◎	○	—	○	×	×
Independent Living Student	◎	◎	○ ※1	○	○ ※1	○	—	—
Privately Financed International Student	◎ ※2	◎ ※2	◎ ※3	△ ※2	○ ※2	△ ※2	△ ※2	△ ※2

◎: **Household supporter** ○: **Household member** △: **Household member if living together** ×: **Not included household members**

- ※1 Only covered if dependent on a household supporter
- ※2 Only family members in Japan are eligible
- ※3 Father and mother in Japan are Household supporters.

#### Example for General Students:

Applicant living together with father, mother, brother (non-dependent), sister (student), grandfather (non-dependent), grandmother living separately (dependent)

**[Household supporter]** father, mother

**[Household member]** applicant, sister (student), grandmother (dependent)

**[Not included household member]** brother (non-dependent), grandfather (non-dependent)

#### Example for International Students:

Applicant living together with child and sister. Father living separately (overseas), spouse living separately (domestic), brother living separately (domestic)

**[Household supporter]** applicant, spouse (living separately (domestic))

**[Household member]** child, sister

**[Not included household member]** father (living separately (overseas)), brother (living separately (domestic))

### (3) Required documents

- Application documents must be prepared in accordance with the status **as of the application reference date (April 1 for the first semester and October 1 for the second semester)**.
- Download each form from the following MOMIJI Website.  
[https://momiji.hiroshima-u.ac.jp/momiji-top/en/life/exemption\\_forms.html](https://momiji.hiroshima-u.ac.jp/momiji-top/en/life/exemption_forms.html)
- All printed materials must be submitted in **A4 size**. (Submissions smaller than A4 size should be attached on A4 paper.)
- Documents cannot be returned or viewed once submitted.
- If family members apply for exemption at the same time and one of them submits the original copy of a document, the other family members may submit a copy. (If a photocopy is submitted, write the student ID number and name of the student submitting the original on the photocopy.)
- Documents to be submitted should **in principle be photocopied**. (Only the following documents must be submitted in **original**.)
- Documents must be typed **in black** or filled in with a **black ballpoint pen** (Erasable pens are not acceptable.)
- Applicant must submit all statements clearly legible.

#### ◆ [2nd semester only] Documents to be submitted by applicants who continue to apply for tuition fee exemption

Those who continue to apply from the 1<sup>st</sup> semester and meet certain conditions may omit some of the required documents when applying for the 2<sup>nd</sup> semester. Please see page 15 for the details.

#### (3)-1. Documents that must be submitted by all applicants (mandatory)

Please be sure to submit the documents marked with the (★) mark in the relevant application category.

International students should complete and submit these forms for applicants and **family members living in Japan**.

Classification			Required Documents	Notes (Confirmation Required)
General Students	Privately Financed International Students	Independent Living Students		
★	★	★	Check Sheet for Submission Documents	Please ensure that all documents are ready at the time of submission.
★	★	★	[Form 1] Record of Family	Check the sample and fill out correctly.
★	★	★	[Form 2] Application Form for Enrollment Fee Exemption/Deferment of Payment and/or Tuition Fee Exemption	(Only for applicants who apply for enrollment fee exemption/deferment) Not required if already submitted during the enrollment procedure period.
★	★	★	Latest Income Taxation Certificate (original) *When submitted in the 1 <sup>st</sup> semester, the certificate shows information as of 2 years ago. When submitted in the 2 <sup>nd</sup> semester, the certificate shows information as of 1 year ago.	<ul style="list-style-type: none"> <li>• Required for <b>Applicant</b> and <b>Household supporter</b> (even if no income)</li> <li>• Submit a document which shows the following items. Statement of 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.</li> <li>• Not required if you were not registered as a resident in Japan on January 1 of the previous year (at the 1<sup>st</sup> semester application) or the current year (at the 2<sup>nd</sup> semester application)</li> </ul>
★	★	★	[Form 3] Income Report	To be completed for <b>Applicant</b> and <b>Household supporter</b>
	★		[Form 4] Budget Report Sheet (original)	<ul style="list-style-type: none"> <li>• Fill out information about the person you live together with in Japan.</li> <li>• Signature of academic advisor is required.</li> </ul>
	★		Photocopy of Residence Card	<ul style="list-style-type: none"> <li>• Required for <b>Applicant</b>, <b>Household supporter</b> and <b>Household member living together</b>.</li> <li>• Please make copies of both sides of the latest residence card.</li> </ul>
	★		Photocopy of Apartment Lease Contract	The following items must be listed. Property address, name of tenant, name of landlord, contract period, monthly rent, name of occupant. (If you live in dormitory, MIRAI CREA, or HU international house, a copy of certificate is acceptable.)
		★	Certificate of Residence (original)	This document must be issued within 3 months of the application month and show the following items: Head of household, relationship, nationality Also, it must state "Certificate of residence for all members of the household." If the applicant lives separately from his/her parents etc., but has not changed his/her certificate of residence, a photocopy of the apartment lease contract showing separate residence is also required.
		★	Photocopy of Health Insurance Card	For all family members (The entire card must be photocopied)

### (3)-2. Documents related to the income of applicants and household supporters

Confirm the application category and identify who is the household supporter on page 9 and page 10 in this guide, and submit the following documents related only to the **Applicant** and **Household supporter**.

Classification		Required Documents	Issuer
Salary Income (incl. part-time jobs)	General/ Independent Living Students	<ul style="list-style-type: none"> <li>Withholding Tax Certificate for the year 2023 (copy) *Submit all certificates, including retired ones.</li> <li>If changed jobs or became employed after January 2, 2023, and still working at the same place of employment, the following form is also required. [Form 5] Certificate of (estimated) salary payment (original) *Not required if the applicant (General students) is working part-time.</li> <li>If employment status changed after January 2, 2023, the following form is also required. [Form 6] Certificate of (planned) change of employment status (original)</li> </ul>	Place of employment
	International Students (part-time jobs only)	<ul style="list-style-type: none"> <li>Withholding Tax Certificate for the year 2023 (copy) <b>*If the above certificate is not available, pay stubs (copy) or bankbook (copy) for the year 2023. (Bankbook should be highlighted with a marker where the name, period, and amount are written.)</b></li> <li>*If having salary income other than part-time jobs, submit the same documents as "General / Independent Living Students" above.</li> </ul>	Place of employment
Income other than from salary (Income from business, agriculture, real estate, interest and dividends, and miscellaneous income)		<ul style="list-style-type: none"> <li>Record of payment of rewards, fees, etc. (If received)</li> <li>One of the following documents (1) or (2) *A stamped receipt (for electronic applications, the receipt number) is always required. (1) The first and second pages of the final tax return of 2023 and the statement of earnings and expenses (or statement of blue return) *Third table, if any, must be submitted. *If "as per attached sheet" is indicated, a separate sheet must also be submitted. (2) Front and back of the 2023 municipal tax declaration form and a statement of earnings and expenses (copy)</li> </ul>	Tax Office, Local government
A new self-employment business on or after January 2 of the previous year		<ul style="list-style-type: none"> <li>Photocopy of notification of discontinuance of business *A stamped receipt is always required.</li> <li>[Form 9] List of income amounts (original)</li> </ul>	Tax Office, Local government
Pension beneficiaries (public pension, private pension, corporate pension)		<ul style="list-style-type: none"> <li>Latest pension payment notice or Latest pension amount determination notice <b>*Withholding Tax Certificates are not accepted.</b></li> </ul>	Japan Pension Service, Mutual-benefit association, or Insurance companies, etc.
Recipients of allowances and benefits		<ul style="list-style-type: none"> <li>Certificate stating name, the amount of money received and the period of receipt (ex: Child rearing allowance, Injury and sickness allowance, Workers' accident compensation insurance benefits, Childcare leave benefits etc.)</li> </ul>	-
Individual investor (For those with stock transfers, dividends, etc.)		<ul style="list-style-type: none"> <li>Annual transaction report (Documents showing details regarding profit and loss)</li> </ul>	Securities firm
If leaving a company on or after January 2, 2023		<ul style="list-style-type: none"> <li>Something that shows the date of retirement (ex: Withholding tax certificate or Employee release form1 etc.) *Not required if the applicant is working part-time. *If you are self-employed, please submit photocopy of notification of Discontinuance of Business, etc.</li> </ul>	Place of employment
Recipients of employment insurance / unemployment benefits		<ul style="list-style-type: none"> <li>Employment Insurance Beneficiary Certificate (both sides), page 1-4</li> </ul>	Hello work (Public Employment Security Office)
Welfare recipients		<ul style="list-style-type: none"> <li>Notice of welfare decision (change) for the <b>most recent one year</b> *If the period of receipt is less than one year, all notices are required.</li> </ul>	City, ward, town or village office
Persons receiving assistance from others		<ul style="list-style-type: none"> <li>Documents showing the amount and period of assistance (bank book, etc.)</li> </ul>	-

### (3)-3. Documents related to applicants

Classification	Required Documents	Issuer/ Where to find the form
Japan Society for the Promotion of Science Postdoctoral fellowship	<ul style="list-style-type: none"> <li>Letter of appointment of JSPS postdoctoral fellowship (copy)</li> <li>* Including prospective recipients</li> </ul>	JSPS
Fellowship Recipients	<ul style="list-style-type: none"> <li>Notification of Decision or Certificate of Approval (copy) (Research fellowship, Next-Generation fellowship, Fellowship for female graduate students)</li> <li>*Including prospective recipients</li> </ul>	University
Scholarship recipients	<ul style="list-style-type: none"> <li>Documents showing the amount and duration of benefits received (Notification, certificate, etc.)</li> </ul>	Companies, University, etc.
Japanese undergraduates (incl. permanent residents, etc.)	<ul style="list-style-type: none"> <li>[Form 11] Confirmation Form for Application Status of the Higher Education Study Support New System</li> </ul>	MOMIJI website
Students enrolling beyond the standard term of study for thesis preparation (graduate students only)	<ul style="list-style-type: none"> <li>[Form 7] Supervisor's Statement (original)</li> <li>*To be filled out by academic supervisor</li> <li>*After exceeding the standard term of study, students may apply for an exemption only for the first half year.</li> </ul>	MOMIJI website

### (3)-4. Others

Classification	Required Documents	Issuer/ Where to find the form
High school students and above who are enrolled in school	<ul style="list-style-type: none"> <li>Student ID card (copy) or Certificate of enrollment (original)</li> <li>*Not required for the applicant</li> </ul>	School enrolled in
People with disabilities	<ul style="list-style-type: none"> <li>Physical Disability Certificate, Rehabilitation Certificate etc.</li> <li>*Name, certificate number, name of disability, and level (grade) of disability</li> </ul>	City, ward, town or village office
Single-parent household	<ul style="list-style-type: none"> <li>One of the following certificates that show widow(er) or single parent (Income taxation certificate, withholding tax certificate (copy) or tax return(copy)) or Family register (original)</li> <li>If child support is received, documents that show the amount and the period (copy).</li> </ul>	City, ward, town or village office • Place of employment etc.
Sudden change in household finances	<ul style="list-style-type: none"> <li>[Form 8] Declaration of sudden change in household finances</li> </ul>	MOMIJI website
If there are household members excluded from being dependents under the Income Tax Law from application day to application reference date	<ul style="list-style-type: none"> <li>[Form 10] Declaration regarding dependents</li> <li>Fill in name, address, employment place of the person and date of change</li> </ul>	MOMIJI website
【International Students】 If there is a roommate	<ul style="list-style-type: none"> <li>Residence card of the roommate (copy)</li> </ul>	Roommates

\*Documents not listed above may be required depending on the family's financial situation and for other reasons.

### (3)-5. Certificates on Special Circumstances, etc.

If you meet the application eligibility requirements in (1) ② on page 2 or (2) ② on page 3, the following documents (1) and (2) may be required.

- (1) Declaration of Sudden Change in Household Finances [Form 8]
- (2) Documents required to be submitted depending on circumstances

Circumstances	Certification documents to be submitted
A: The person responsible for paying school expenses has died.	<ul style="list-style-type: none"> <li>• Documentation verifying the date of death (Copy of death certificate or original copy of family register, etc.)</li> </ul>
B: The student or the person responsible for paying school expenses has suffered damage from a disaster, such as a storm or flood.	<ul style="list-style-type: none"> <li>• Disaster Victim Certificate (copy)<sup>12</sup></li> <li>• Final income tax return (Miscellaneous losses deducted) (copy) *Only if you have declared</li> </ul>
C: The person responsible for paying school expenses has lost his/her job (excluding part-time and temporary employees) and is unemployed at the time of application.	<ul style="list-style-type: none"> <li>• Certificate of eligibility for employment insurance (all pages) (copy)<sup>13</sup></li> <li>• Letter of separation (copy) (This can be submitted if a certificate of eligibility for employment insurance is not in possession.) *The reason code for job separation must be one of the following: 1A (11), 1B (12), 2A (21), 2B (22), 2C (23), 3A (31), 3B (32), 3C (33), 3D (34)</li> </ul>
D: The person responsible for paying school expenses is under long-term medical treatment at the time of application.	<ul style="list-style-type: none"> <li>• Medical certificate (<u>original</u>) *The medical certificate must include the name of the disease, the date of commencement of medical treatment, and a statement that the person has been under medical treatment for more than 6 months (or expected to require medical treatment for more than 6 months) at the time of application and that employment is not possible.</li> </ul>
E: The person responsible for paying school-expenses is missing at the time of application.	<ul style="list-style-type: none"> <li>• Documents that can verify the disappearance of the person responsible for paying school expenses (Report of missing person (copy), etc.)</li> </ul>
F: The income of the person responsible for paying school expenses suddenly dropped due to the effects of COVID-19  *Depending on the government's budgetary measures, the required documents may be changed or you may be asked to switch from an application for this reason to a regular application.	<p>Both (a) and (b) below are required. *If both father and mother have been subjected to reduced income, the following documents must be submitted for each parent.</p> <p>(a) Documents proving income after occurrence of the event (The proof must be provided for the last 3 months based on the date of application.) (e.g.) copies of pay stubs, copies of account books if self-employed, etc. The account book should be kept monthly, with entries for "name of the company", "name of person with sudden change in household finances", "sales", "expenses", and "income". <u>When submitting the account books, a "List of Income Amounts" [Form 9] should be attached as a cover sheet.</u></p> <p>(b) One of the following documents (1) or (2). (1) A copy of the certificate of receipt of public subsidies<sup>14</sup> provided by the national or local government to those who have suffered a decrease in income due to the spread of COVID-19 infection. (2) A document showing that income after the event is less than 1/2 of the income for any academic year from AY2019 to AY2023.</p>

<sup>12</sup> Submit a copy of the certificate issued by the municipal office, etc.

<sup>13</sup> Submit a copy of the certificate issued by Hello Work (Public Employment Security Office)

<sup>14</sup> Public support shall be in accordance with the example of the Higher Education Study Support New Program.  
[https://www.jasso.go.jp/shogakukin/kyufu/kakei\\_kyuhen/coronavirus.html](https://www.jasso.go.jp/shogakukin/kyufu/kakei_kyuhen/coronavirus.html)

## (4) [2<sup>nd</sup> semester only] Documents to be submitted by applicants who continue to apply for tuition fee exemption <sup>15</sup>

Those who meet the following conditions may omit some of the required documents when applying for the second semester.

### ◆Conditions

Students who have applied for Hiroshima University's original tuition fee exemption in **the first semester of the application year**.

\*However, the following students are not eligible to apply

- Students who enroll in October (including students who advance from a master's course to a doctoral course within our university in October)
- Students who apply as a result of a sudden decrease in the income of the household supporter in Japan due to the effects of COVID-19.
- Students who have changed from the application category of the first semester (ex. [First semester] General → [Second semester] Self-supporting)

### ◆Required documents

- ① Application Form for Continuing Applicants [Form 12]
- ② Income taxation certificates of the applicant and the household supporter (the latest certificate **updated in June**)
- ③ 【Only for Japanese undergraduate students】  
Confirmation Form for Application Status of the Higher Education Study Support New Program [Form 11]
- ④ 【If there are any changes to the content of the documents from the first semester's application】  
Documents required with the changes

Examples of documents to be submitted in case of changes

- Increase/decrease in the number of family members  
→ Family Record [Form 1], Declaration regarding dependents [Form 10], etc.
- Employed or resigned after the first semester's application  
→ Certificate of (expected) Salary Payment [Form 5], Release Form 1, etc.
- Change in employment status after the first semester's application  
→ Certificate of (expected) Change in Employment Status [Form 6], etc.

## Contact Information for Inquiries

- Student Services Group (Section in Charge of Tuition Fee Exemption)  
Department of Educational Affairs, Education Office, Hiroshima University  
【Address】 Student Plaza 3F, Hiroshima University, 1-7-1 Kagamiyama,  
Higashi-Hiroshima Shi, Hiroshima Ken 739-8514  
【E-mail】 [gkeizai-group@office.hiroshima-u.ac.jp](mailto:gkeizai-group@office.hiroshima-u.ac.jp)
- If you have any questions, please use the contact form below.  
<https://forms.office.com/r/vK5EmkBjgD>

<sup>15</sup> Due to budget constraints, the results may differ from those of the first semester, even for applicants who are reapplying.