

Application Guide

for Enrollment Fee Exemption/Deferment and Tuition Fee Exemption for AY2025

Please read carefully before applying.

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This English version is provided solely for the convenience of international students. The Japanese version 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 of payment

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 and advanced course students (The first /second semester application is for students who enroll in April /October.)

Those who meet any of the following conditions 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 months¹ prior to the payment of the enrollment fee.

- (A) The person² 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 job³ (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 treatment⁴ at the time of application.
- (E) The person responsible for paying school expenses is missing at the time of application.

Undergraduate international students

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

Students who are ineligible to apply

- 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
- Students who are not living in Japan during the semester for which they are applying for the exemption

¹ The term "within 12 months prior to the payment" means on or after April 1, 2024 for applications for the first semester, and on or after October 1, 2024 for applications for the second semester.

² 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.

³ 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.

⁴ 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

Graduate students, advanced course students, undergraduate international students, and Japanese undergraduate students enrolled in AY2019 or earlier

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. (See 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 months⁵ prior to the payment of the tuition fee.

- (A) The person⁶ 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 job⁷ (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 treatment⁸ at the time of application.
- (E) The person responsible for paying school expenses is missing at the time of application.

Students who are ineligible to apply

- 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 as of the application reference date^{9,10}
 - *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 study¹¹

	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

⁵ The term "within 6 months prior to the payment" means on or after October 1, 2024 for applications for the first semester, and on or after April 1, 2025 for applications for the second semester.

⁶ 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.

⁷ 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.

⁸ 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.

⁹ April 1, 2025 for the application for the first semester, October 1, 2025 for the application for the second semester.

¹⁰ Please inquire with us if you have exceeded the standard term of study due to a leave of absence.

¹¹ For long-term students, the approved period of study is the standard term of study.

3. Selection Criteria

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 few 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 Advanced course (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 Advanced course (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 outstanding academic achievement.

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

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

Tuition fee exemption

● **Current undergraduate students, current students in a Master's course, the Professional Development Program for Teachers and School Leaders, or the Advanced course**
(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 AY2024 for the first semester application of AY2025, and up to the first semester of AY2025 for the second semester application of AY2025.)
- 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 Advanced course**

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 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.

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

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

4. Application Process

(1) Schedule overview

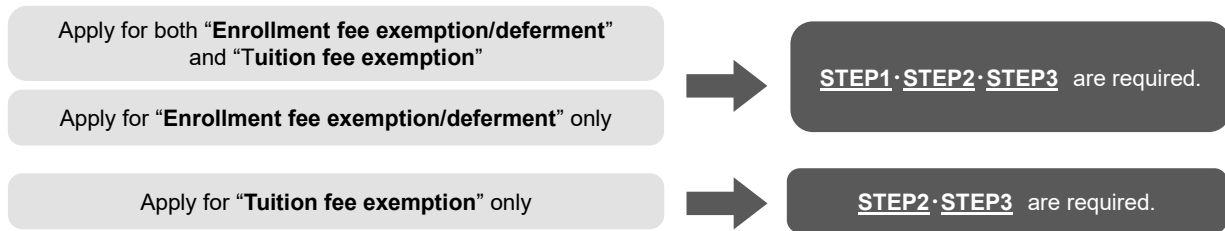
Even if you wish to apply for tuition fee exemption for both first and second semester, you will need to complete the application procedure for each semester. Please be sure to check the MOMIJI Website for specific dates.

First Semester	Second Semester	New Students	Current Students	Hiroshima University
Late January	Late July			Posting of Application Guide (Momiji Website)
February	August		Online Application (STEP2) Submission of Documents (STEP3)	Start of Applications for Current Students
Period of Enrollment Procedures	Period of Enrollment Procedures	Only for those who apply for enrollment fee exemption/deferment Submission of Form 2 (STEP1)		
March	September		End of Applications for Current Students	
April ~	October ~	Online Application (STEP2) Submission of Documents (STEP3) End of Applications for New Students Submission of Additional Documents	Submission of Additional Documents	Start of Applications for New Students End of Applications for New Students
Notification of Results		●Enrollment fee exemption/deferment - First semester: Late June - Second semester: Late November	●Tuition fee exemption - First semester: Late July - Second semester: Late December	
Payment Deadline (to be determined)		●Enrollment fee (Half or no exemption etc.) - First semester: Early July - Second semester: Early December	●Enrollment fee (Deferment permitted) - First semester: End of August - Second semester: End of February	●Tuition fee (Half or no exemption) - First semester: End of August - Second semester: End of January

Please contact us before the end of the 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) Application procedures

Please confirm the necessary steps (STEP1 ~ STEP3) and **complete the application process by the student himself/herself.**



[STEP1] (Only for those who apply for enrollment fee exemption/deferment) Submission of [Form 2]

Please submit Form 2 to **the student support office of the school/graduate school you plan to enroll in during the enrollment procedure period.**

[STEP2] Online application¹²

Please fill out and submit the Microsoft Forms during the application period stated on the Momiji website.
<https://forms.office.com/r/pRbdjU6q80>

*Be sure to sign in from your personal Hiroshima University account (IMC account) as of the application reference date.
(April 1, 2025 for the first semester, October 1, 2025 for the second semester)

Note that students who advance from our university must use the new student number account.

[STEP3] Submission of application documents¹³

Please submit the required documents in one of the following ways during the application period stated on the Momiji website.¹⁴

- Submit to the submission mailbox on the 3rd floor of the Student Plaza, after putting documents in the envelope placed near the mailbox.
- Submit to the counter in Kasumi or Higashi-Senda support office. (Only students in Kasumi or Higashi-Senda campus are available.)
- Send via the post using a traceable method such as Specified Record or Simplified Registered Mail.
(Address) Student Services Group (Tuition Fee Exemption), Hiroshima University
Student Plaza 3F, 1-7-1 Kagamiyama, Higashi-Hiroshima Shi 739-8514

International students who are out of Japan during application period

Submission by friends or other person on behalf of the applicant is not acceptable. Applicants should submit the documents themselves in the following ways. If we can't confirm that you were out of Japan and unable to submit the documents during the application period, or if the documents are not submitted by the deadline indicated in ②, the application will be rejected

- ① After completing up to STEP2, please submit some of the documents by email within the application period.
 - Email address: gkeizai-group@office.hiroshima-u.ac.jp
 - Subject: **[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.)
 - Content: Please state "your student ID number", "your name", "name of the school/graduate school you belong to at HU", "country/region where you are currently residing", and "expected date of arrival in Japan".
- ② 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 17:00 on May 30, 2025 (for the first semester) / 17:00 on October 31, 2025 (for the second semester).

Submission of additional/missing documents

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●●.

Please submit the documents by the deadline at the counter on the 3rd floor of Student Plaza, or by mail.¹⁴ 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.

*If we receive no response, or if the necessary documents are not submitted by the deadline, the application may be rejected. If you have difficulty submitting additional/missing documents by the deadline, please consult with the Student Services Group before the deadline.

¹² If the online application has not been completed within the application period, the application will be invalid, regardless of whether or not the application documents have been submitted

¹³ If the application documents haven't been submitted within the application period, the application will be invalid, regardless of whether or not online application has been completed.

¹⁴ We are unable to respond to inquiries regarding confirmation of document arrival.

(3) Notes until the notification of results

Payment of enrollment fee and tuition fee

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

Since there is a limited time between the notification of results and the payment deadline, please prepare for the payment as much as possible, taking into consideration the possibility that the exemptions etc. may not be granted. Only a few applicants are granted an enrollment fee exemption every year.

Withdrawal of Exemption Application

If you have already paid the enrollment fee or tuition fee, 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.

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

Please contact the Student Services Group immediately.

(4) Notification of results

Notification will be sent via My MOMIJI personal message board at the following times.

- **Enrollment fee exemption/deferment**

First semester: Late June, Second semester: Late November

- **Tuition fee exemption**

First semester: Late July, Second semester: Late December

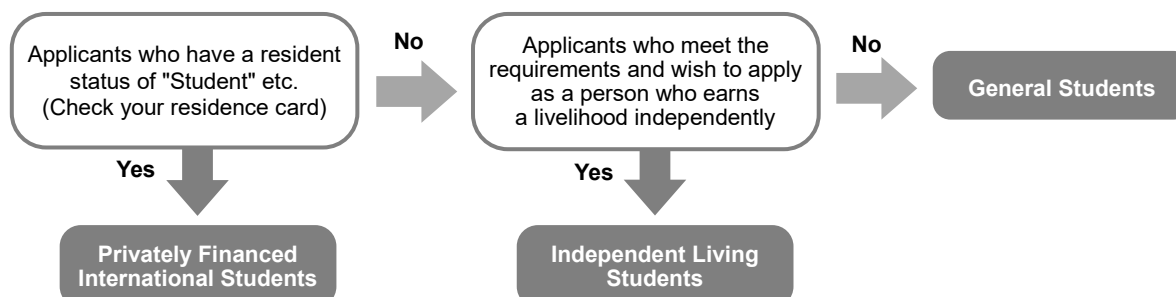
Payment of enrollment fee and tuition fee

Payments should be made by the specified due date stated in the results notification except for those have been granted full exemption. 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

Graduate students and Advanced course students who meet either of the following conditions (A) or (B) may apply as independent living students.

- (A) There is no parent or other individual who can provide support equal to that of a parent (excluding spouses) due to bereavement, etc.
- (B) All of the following conditions, ① to ④, are applicable.
- ① The applicant is not a dependent relative under the Income Tax Law.¹⁵
 - ② The applicant lives separately from his/her parents etc.¹⁶
(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.¹⁷

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.

¹⁵ The following documents (1) to (3) must be submitted to show that the applicant is no longer dependent on his/her parents under the Income Tax Law. (Documents (1) and (2) are mandatory.) If the applicant has a spouse, the submission is not required in principle. (However, depending on the family's financial situation, the applicant may be required to submit the documents.)

(1) Parents' latest income taxation certificates **original**

(2) Parents' final tax returns of 2024 (first and second pages) or withholding tax certificates
(If the parents have filed tax returns, please submit their tax returns.)

(3) Only if the applicant is dependent on the parents with the documents in (2), or if the parents are unemployed and do not have the documents in (2), [Form 13] Certificate that the applicant is not a dependent under the Income Tax Law (petition) **original**

If father and mother are present, documents for two persons (father and mother) are required. However, it is clear from the submitted documents that one of the parents is a subject to the exemption under the Income Tax Law, documents for the spouse are not required.

¹⁶ 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.

¹⁷ One of the following must apply.

(1) The applicant (including spouse) has salary income or business income exceeding 1,030,000 yen per year continuously from the previous 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

Please confirm your household supporters and household members by the simplified chart below.

Note that **the documentation regarding income is required for the Household supporter and the Applicant.**

Simplified chart of household supporters and household members

	Applicant	Spouse	Father/ Mother	Dependent Siblings of Household Supporter ¹⁸	Child(ren)	Dependent Grandparents of Household Supporter ¹⁸	Siblings not supported by Household Supporter ¹⁸	Grandparents not supported by Household Supporter ¹⁸
General Student	○	-	⊙※1	○	-	○	×	×
Independent Living Student	⊙	⊙	○※2	○	○※2	○	-	-
Privately Financed International Student	⊙※3	⊙※3	※4	△※3	○※3	△※3	△※3	△※3

⊙: Household supporter ○: Household member △: Household member if living together ×: Not included in household members

- ※1 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)
- ※2 Only applicable if dependent on a household supporter
- ※3 **Only family members in Japan are eligible.**
- ※4 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))

¹⁸ 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.

(3) Required documents

- Please submit documents 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)
- All printed materials must be submitted in **A4 size. Documents smaller than A4 size should be attached on A4 paper.**
- Documents cannot be returned or viewed once submitted. Please make your own copies before submission.
- **Documents should, in principle, be submitted in photocopies.** Only documents marked **original** should be submitted as originals.
- When family members apply at the same at our university, if one of them submits the original documents specified as the original, the other family members may submit photocopies. (For those submitting photocopies, the student ID number and name of the family member submitting the original must be indicated on the photocopies.)
- Documents must be typed **in black** or filled in with a **black ballpoint pen** (Erasable pens cannot be used.)
- Applicant must submit all statements clearly legible.
- **International students should complete and submit these forms only for applicants and family members living in Japan.**

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

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

Application Category			Required Documents	Notes
General Students	Independent Living Students	Privately Financed International Students		
★	★	★	Check Sheet for Submission Documents	
★	★	★	[Form 1] Record of Family	Fill in only in the blue boxes.
★	★	★	[Form 2] Application Form	Not required if applicants for enrollment fee exemption/deferment who have already submitted during the enrollment procedure period.
★	★	★	Latest Income Taxation Certificate ¹⁹ original	Required for Applicant & Household supporter even if no income. Not required if not registered as a resident in Japan on January 1 of 2024 (at the 1st semester application) or January 1 of 2025 (at the 2nd semester application).
★	★	★	[Form 3] Income Report	Fill in for Applicant & Household supporter .
		★	[Form 4] Budget Report Sheet original	Fill out information about the person you live together with in Japan. Signature of supervisor is required.
		★	Photocopy of Residence Card	Required for Applicant & Household supporter & Household member . Please make copies of both sides of the latest residence card.
		★	Photocopy of Apartment Lease Contract	Contract with property address, name of tenant, name of landlord, contract period, monthly rent, name of occupant. (Photocopy of certificates are acceptable for dormitory, MIRAI CREA, or HU international house.)
	★		Certificate of Residence ²⁰ original	Certificate 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."
	★		Photocopy of Health Insurance Card ²¹	For all family members (The entire card must be photocopied.)
	★		Documents to show that the applicant is no longer dependent under the Income Tax Law	Required only for those who meet the independent living student's condition (B). Refer to the page 9 and footnote 15.

¹⁹ For the first semester application, income for January-December 2023, and for the second semester application, income for January-December 2024 should be listed. Submit a certificate with 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.

²⁰ 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.

²¹ Submit a copy of one of the following: ① Conventional insurance card, ② Health insurance card downloaded from Mynportal (PDF), or ③ Certificate of eligibility issued by the medical insurer.

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

Please 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"> Withholding Tax Certificate for the year 2024 (copy)²² If changed jobs or became employed after January 2, 2024, and still working at the same place, [Form 5] Certificate of (estimated) salary payment²³ original If employment status changed after January 2, 2024, [Form 6] Certificate of (planned) change of employment status original 	Place of employment
	International Students ²⁴ (part-time jobs only)	<ul style="list-style-type: none"> Withholding Tax Certificate for the year 2024 (copy)²² *If not available, pay stubs (copy) or bankbook (copy) for January-December 2024 (For bankbook, also submit the name page. Be sure to highlight the relevant deposit history.) 	
Income other than from salary (Income from business, agriculture, real estate, interest and dividends, and miscellaneous income)		<ul style="list-style-type: none"> Record of payment of rewards, fees, etc. (If received) One of the following documents ① or ② (which can confirm the fact of acceptance by the tax office, etc.²⁵) <ul style="list-style-type: none"> ① The first and second pages of the final tax return of 2024²⁶ and the statement of earnings and expenses (or statement of blue return) ② Front and back of the 2025 municipal tax declaration form and a statement of earnings and expenses 	Tax Office, Local government
A new self-employment business on or after January 2 of 2024		<ul style="list-style-type: none"> Notification of discontinuance of business *A receipt number of electronic application or a stamped receipt is always required. [Form 9] List of income amounts original Account book for the last 3 months 	Tax Office, Local government
Pension beneficiaries (public pension, private pension, corporate pension)		<ul style="list-style-type: none"> Latest pension payment notice or Latest pension amount determination notice *Withholding Tax Certificates are not accepted. 	Japan Pension Service, Mutual-benefit association, or Insurance companies
Recipients of allowances and benefits		<ul style="list-style-type: none"> 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.) 	-
Individual investor (For those with stock transfers, dividends, etc.)		<ul style="list-style-type: none"> Annual transaction report (Documents showing details regarding profit and loss) 	Securities firm
If leaving a company on or after January 1, 2024		<ul style="list-style-type: none"> Something that shows the date of retirement²⁷ (Withholding tax certificate, Employee release form1 etc.) *In the case of self-employed, please submit photocopy of notification of Discontinuance of Business, etc. 	Place of employment
Recipients of employment insurance / unemployment benefits		<ul style="list-style-type: none"> Employment Insurance Beneficiary Certificate (both sides), page 1-4 	Hello work (Public Employment Security Office)
Welfare recipients		<ul style="list-style-type: none"> Notice of welfare decision (change) for the most recent one year *If the period of receipt is less than one year, all notices are required. 	City, ward, town or village office
Persons receiving assistance from others		<ul style="list-style-type: none"> Documents showing the amount and period of assistance (bank book, etc.) 	-

²² **Submit all of certificates, including retired ones.**

²³ Not required if the applicant (General students) is working part-time. In the case of independent living students who work as TA/RA for our university, a copy of documents showing the number of days, hours, and hourly rate of work are acceptable.

²⁴ If international students having salary income other than part-time jobs, submit the same documents as "General / Independent Living Students" above.

²⁵ A receipt number of the electronic application or a stamped number is always required. **If there is no receipt number or receipt stamp on the tax return in ①, submit the tax payment certificate (No.2) original also.**

²⁶ Third table, if any, must be submitted. If "as per attached sheet" is indicated, a separate sheet must also be submitted.

²⁷ Not required for TA/RA of our university. Also, except for the independent living students, submission is not required for applicant's own part-time jobs.

(3)-3. Documents related to applicants

Classification	Required Documents	Issuer
Japan Society for the Promotion of Science Postdoctoral fellowship	· Notice of JSPS research fellowship screening results (including prospective recipients)	JSPS
Fellowship Recipients (NEW SPRING /Next-Generation AI /Female in Science and Technology)	· Notification of Decision or Certificate of Approval (including prospective recipients)	University
Scholarship recipients	· Documents showing the name of recipient, the amount and duration of scholarships (Notification, certificate, etc.)	Foundation, University, etc.
Japanese undergraduates (incl. permanent residents, etc.)	· [Form 11] Confirmation Form for Application Status of the Higher Education Study Support New System	MOMIJI website
Students enrolling beyond the standard term of study for thesis preparation (graduate students only)	· [Form 7] Supervisor's Statement original *Ask the supervisor to fill out the form. *After exceeding the standard term of study, students may apply for an exemption only for the first half year.	MOMIJI website

(3)-4. Others

Classification	Required Documents	Issuer
High school students and above who are enrolled in school	· Photocopy of student ID card or Certificate of enrollment original *Not required for the applicant	School enrolled in
People with disabilities	· Physical Disability Certificate, Rehabilitation Certificate etc. *With name, certificate number, name of disability, and level (grade) of disability	City, ward, town or village office
Single-parent household (only for general students or international students who have a father/mother in Japan)	· If there is no mention of widow(er) or single parent in any of the ①-③, family register original ① Income taxation certificate original ② Withholding tax certificate for 2024 ③ Final tax return for 2024	City, ward, town or village office, place of employment etc.
Sudden change in household finances	· [Form 8] Declaration of sudden change in household finances · Documents required according to circumstances A-E (refer to page 14)	MOMIJI website etc.
If there are household members excluded from being dependents under the Income Tax Law	If there is a (planned) change in dependents as of the application reference date from those shown on the withholding tax certificate or tax return to be submitted. · [Form 10] Declaration regarding dependents Fill in name, address, employment place of the person and date of change	MOMIJI website
Having a roommate (International students only)	· Photocopy of residence card of the roommate	Roommates

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

(3)-5. Required documents in case of sudden changes in household finances

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) [Form 8] Declaration of Sudden Change in Household Finances

(2) Documents required depending on circumstances A-E below

Circumstances	Required Documents
A: The person responsible for paying school expenses has died.	<ul style="list-style-type: none"> Documentation verifying the date of death (Copy of death certificate or family register original etc.)
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"> Disaster Victim Certificate (copy)²⁸ Final income tax return (Miscellaneous losses deducted) (copy) (only if filed)
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"> Certificate of eligibility for employment insurance (all pages) (copy)²⁹ Letter of separation (copy) (This can be submitted if a certificate of eligibility for employment insurance is not in possession.) <p>*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)</p>
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"> Medical certificate original <p>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.</p>
E: The person responsible for paying school-expenses is missing at the time of application.	<ul style="list-style-type: none"> Documents that can verify the disappearance of the person responsible for paying school expenses (Report of missing person (copy), etc.)

(Application in the second semester of the academic year only)

Omission of documents for applicants who continue to apply for tuition fee exemption

Students who have applied for Hiroshima University's tuition fee exemption in the **first semester of AY2025** and **meet all of the following conditions may omit some of the required documents when applying for the second semester.**

- Not a student enrolled (including internal advance) in October, 2025.
- No change from the application category for the first semester of AY2025
- Have not withdrawn HU tuition fee exemption in the first semester of AY2025³⁰

Required documents

- ① [Form 12] Application Form for Continuing Applicants
- ② Latest income taxation certificate for [Applicant] and **Household supporter original (updated in June, 2025)**
- ③ Only for Japanese undergraduate students,
[Form 11] Confirmation Form for Application Status of the Higher Education Study Support New Program
- ④ If there are any changes to the content of the documents from the first semester's application, documents required with the changes

(Examples)

- **Increase/decrease in the number of family members**
→ [Form 1] Family record, [Form 10] Declaration regarding dependents, etc.
- **Employed or resigned after the first semester's application**
→ [Form 5] Certificate of (expected) salary payment, Employee release form 1, etc.
- **Change in employment status after the first semester's application**
→ [Form 6] Certificate of (expected) change in employment status, etc.

²⁸ Submit a copy of the certificate issued by the municipal office, etc.

²⁹ Submit a copy of the certificate issued by Hello Work (Public Employment Security Office)

³⁰ If the exemption under another system is decided, it will be treated as a withdrawal.

Inquiries

- If you have questions, **please check the FAQ first.**

<https://momiji.hiroshima-u.ac.jp/momiji-top/en/life/217126192479c5828d4f929319bbc17bab83ae76.pdf>

- If you still have questions, please use the contact form below.

<https://forms.office.com/r/vK5EmkBjgD>

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