

Budget Report Sheet

How to fill out the form

- ⊙ Fill in the average monthly living expenses by dividing **the estimated amount** for one year by 12 months (one year from the **application reference date** April 1 for the first semester and October 1 for the second semester).
*In principle, the estimated amount should be filled in based on your actual living conditions in Japan so far.
Students who have just arrived in Japan should fill in an estimated amount based on the premise that they will be able to maintain that standard of living in Japan.
- ⊙ Total income and expenses should be **the same amount**. (Please write 0 for items with no income or expenses.)
- ⊙ Be sure to check the Application Guide for details on required documents, especially regarding the following examples:
copies of receipts and bank books related to expenses such as utilities are **not required**, however, an apartment lease contract is **required**.)
- ⊙ Be sure to check the "Detailed instructions on how to fill out the form" in the example.

Supervisor's Comments

I certify that the applicant is in financial hardship as declared below and that it is necessary to have this application approved in order to continue their studies.

[Request for supervisors]

Please be forewarned that even if the applicant has obtained the approval of their supervisor, if any inconsistent facts are found upon receiving the application forms, the applicant may be asked to confirm and correct them.

Date		Name of Supervisor (signature)	
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Table to be filled in by applicant

Income (Monthly average)			Expenses (Monthly average)		
Salary	Applicant	JPY	Tuition	44,650	JPY
	Family	JPY	Education Fees (books / stationery / research)		JPY
Scholarship	Applicant	JPY	Housing Costs		JPY
	Family	JPY	Utilities (electricity / gas / water)		JPY
Fellowship <small>(NEW SPRING/ Next-Generation AI / Female Graduate Students in Science and Technology)</small>	Applicant	JPY	Communication Fees (telephone / internet)		JPY
	Family	JPY	Insurance (National Health / fire)		JPY
JSPS Research Fellowship		JPY	Transportation (bus / JR / gasoline)		JPY
Benefits and Allowances		JPY	Food Expenses		JPY
Money transferred / brought from outside Japan		JPY	Daily Necessities (clothing / beauty)		JPY
Withdrawal of Savings		JPY	Entertainment		JPY
Child Rearing Allowance		JPY	Child Education / Child Care		JPY
Others		JPY	Others (Medical Care / Remittance / Savings etc.)		JPY
Total		JPY	Total		JPY
Official use		JPY	Official use		JPY
		JPY			JPY
		JPY			JPY

I hereby declare that the above statements are true and correct.

	Date	year	month	day
Student ID Number	Name of Applicant			

Example

Budget Report Sheet

Detailed instructions on how to fill out the form

<Salary>

If you have salary income, please calculate and fill in the monthly salary based on the amount paid on the withholding tax certificate for the last year.

If the withholding tax certificate is not available, please calculate and fill in the monthly salary based on the last year's pay stubs or bankbook.

(In that case, last year's pay stubs (copy) or bankbook (copy, with highlighted where the name, period, and amount are written) must be submitted.)

Students who have just arrived in Japan should fill in an estimated amount for one year from the application reference date divided by 12.

<Scholarship•Fellowship•JSPS Research Fellowship>

Please calculate and fill in the average monthly amount you will receive for the year of application.

(Documents showing the amount and period of benefits must be submitted.)

Example: Applicant receives the NEW SPRING of 2,280,000 yen per year.

Spouse receives another scholarship of 300,000 yen for 6 months.

Reported Amount Applicant: 2,280,000 yen ÷ 12 = **190,000 yen** Spouse: 300,000 yen ÷ 6 = **50,000 yen**

<Tuition>

Please state the regular amount without exemptions. (annual tuition 535,800 yen ÷ 12 months = 44,650 yen)

*The amount set for long-term students is different and should be corrected.

<Housing Costs>

If living with a roommate, please state the amount of rent you are responsible for. **(Please submit a copy of your roommate's residence card.)**

<Daily Necessities>

Daily Necessities include toilet paper, detergent, garbage bags, and other items necessary for daily life, so please be sure to include these in your calculations (excluding food expenses).

***Any false declaration will be dealt with strictly, including denial of exemption.**

Table to be filled in by applicant

Income (Monthly average)			Expenses (Monthly average)			
Salary	Applicant	70,000	JPY	Tuition	44,650	JPY
	Family	60,000	JPY	Education Fees (books / stationery / research)	50,000	JPY
Scholarship	Applicant	0	JPY	Housing Costs	54,000	JPY
	Family	50,000	JPY	Utilities (electricity / gas / water)	18,000	JPY
Fellowship <small>(NEW SPRING/ Next-Generation AI / Female Graduate Students in Science and Technology)</small>	Applicant	190,000	JPY	Communication Fees (telephone / internet)	15,000	JPY
	Family	0	JPY	Insurance (National Health / fire)	10,000	JPY
JSPS Research Fellowship		0	JPY	Transportation (bus / JR / gasoline)	6,000	JPY
Benefits and Allowances		10,000	JPY	Food Expenses	56,000	JPY
Money transferred / brought from outside Japan		30,000	JPY	Daily Necessities (clothing / beauty)	50,000	JPY
Withdrawal of Savings		20,000	JPY	Entertainment	20,000	JPY
Child Rearing Allowance		0	JPY	Child Education / Child Care	50,000	JPY
Others		22,325	JPY	Others (Medical Care / Remittance / Savings etc.)	78,675	JPY
Total		452,325	JPY	Total	452,325	JPY
Official use			JPY	Official use		JPY
			JPY			JPY
			JPY			JPY

I hereby declare that the above statements are true and correct.

Date

2024 year 4 month 15 day

Student ID number

A123456

Name of Applicant

Hirodai Manabu