

# Online Application for Enrollment Fee Exemption/Deferment and Tuition Fee Exemption User Manual for Students

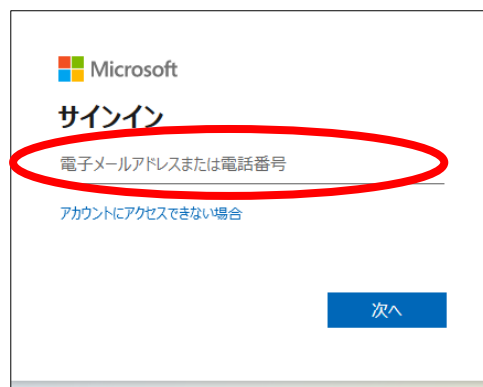
## How to log in

1. Click on the URL for the online application (<https://forms.office.com/r/pRbdjU6q80>)
2. On the sing-in screen, enter your HU account (Student Number @hiroshima-u.ac.jp) and click the “次へ” button.

Be sure to sing in from your personal HU account (IMC account) as of the application reference date.  
(1st semester: April 1, 2025, 2nd semester: October 1, 2025)

**\*Note that students who advance from our university must use the “new student number” account!!**

If you are automatically signed in with a different account, please check and find out how to do this yourself, such as clearing your browser’s cache.



3. Enter the password and click the “サインイン” button.
4. Enter your response (No or Yes) about keeping your sign-in status.



## How to make online application

1. Select the language (Japanese or English) and answer all questions.
2. Place a check mark in the “Send me an email receipt of my responses”.
3. Confirm your answers and click “Submit”.
4. Click on “Save my response” and save your response.

The screenshot shows the online application interface. On the left, the title is 【システム申請】 2025年度前期 入学金免除・入学金徴収猶予・授業料免除. Below it, it says 【Online Application】 Enrollment Fee Exemption/Deferment and Tuition Fee Exemption for the first semester of AY 2025. A red circle with the number 1 highlights the language selection dropdown menu, which is currently set to 日本語. On the right, there are two questions. Question 9 asks if the user has already paid the enrollment/tuition fees. Question 10 asks if the user pledges to abide by the terms of the pledge. A red circle with the number 2 highlights the checkbox for "Send me an email receipt of my responses". A red circle with the number 3 highlights the "Submit" button.

The screenshot shows the confirmation page. At the top, it says 回答が送信されました。 (Your message has been submitted.) Below that, it says システム申請を完了したことを証明するため、今回の回答内容をご自身で、「回答を保存する」ボタンより必ず保存してください。 (Please be sure to save your response yourself by clicking on the "Save my response" button in order to prove that you have completed the online application.) There is also an English translation: Please be sure to save your response yourself by clicking on the "Save my response" button in order to prove that you have completed the online application. Below that, it says 申請書類も申請期間内に提出してください。 (Application documents must be submitted within the application period.) There is also an English translation: Application documents must be submitted within the application period. At the bottom, there is a button labeled "Save my response" which is circled in red with the number 4.

## Notes

- Please make sure that your answer is correct, as you can only answer once.
- 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.
- If you have any questions, please use the contact form below.

<https://forms.office.com/r/vK5EmkBigD>

Inquiry: Student Services Group (Tuition Fee Exemption)  
[gkeizai-group@office.hiroshima-u.ac.jp](mailto:gkeizai-group@office.hiroshima-u.ac.jp)