

2022 Academic Year Tuition Fee Exemption Application Guide [B For Privately-Funded International Graduate School Students]

I Overview

Through a screening process, Saitama University exempts tuition fees and/or defers the payment of such fees for students who have difficulty paying their tuition fees due to financial reasons and have shown excellent work in their studies. Students who wish to apply for an exemption should read this Guide thoroughly and then apply following the procedure below.

1. Application qualifications

Students who are a graduate student of Saitama University (excludes research students and credited auditors) and have not fallen behind in payment of tuition fees are qualified to apply for tuition fee exemption and/or deferment of payment. Please note that students who are repeating a year or who have exceeded the minimum period of study are ineligible. However, students may apply within the time periods indicated in (i) and (ii) below if they have a “Letter of Recommendation” (Form 10) from a supervisor, etc.

- (i) Graduate student (Master’s program)
Up to the first year after the student has exceeded the minimum period of study (2 years).
- (ii) Graduate student (Doctoral program)
Up to the first two years after the student has exceeded the minimum period of study (3 years).

“Financial standards” are listed in the “Appendix” at the end of this document.

2. How to apply and period of acceptance

The applicable period of tuition fee exemption for which you can apply is either the first semester of the 2022 academic year only or both the first and second semester together. Select the option you choose in the “Tuition Fee Exemption Application B/C.” If you apply for both the first and second semester together, you need not apply again in the second semester.

In addition, please note that if you joined the University from autumn and are in your final year, you can only apply for the first semester. If you have exceeded the minimum period of study, you should apply again for the second semester with a letter of recommendation.

The exemption application procedure is completed by appropriately making a Step 1 Application and a Step 2 Application as described below.

If you do not submit the Step 2 Application, the review will not be conducted and your application will not be authorized due to inadequate documentation.

Be certain to submit your application on time, as **we will not accept applications after the acceptance period for any reason.**

Step 1 Application

After preparing the “Tuition Fee Exemption Application B/C” and attaching any required documents of proof (confirm the required documents by referring to “Required Documents List [for Privately-Funded International Students] (B/C general)”), submit your application to the Student Support Division Financial Support Office during the following acceptance period.

Acceptance period: February 2 (Wed) to February 16 (Wed), 2022 Applications must be postmarked no later than February 16.*

* If applying via postal mail, send via Letter Pack Light to the address indicated at the end of this Guide. Write the applicant’s (your) student ID number and “Tuition Fee Exemption Application” in the Letter Pack Light’s “Contents Description.”

The University will send you an application acceptance slip. Please attach a return envelope to your Step 1 application. On the return envelope, write your name and return address (use an envelope that can be sent via standard size mail, maximum of 23.5cm × 12cm) . No postage stamps are required.

Step 2 Application

This applies to people who submitted the Step 1 Application. Please submit your “Step 2 Application,” “Income and Taxation Certificate for Fiscal Year 2022 (Certificate of All Registered Matters),” and any deficient documents from the Step 1 Application (if this applies) to the Student Support Division Financial Support Office during the following acceptance period. Please note that the office may be unable to respond to telephone inquiries during the acceptance period, so be sure to ask any questions you have before this period.

Acceptance period: June 6 (Mon) to June 17 (Fri), 2022 Applications must be postmarked no later than June 17.*

- * If sending the Step 2 Application via postal mail, send via Letter Pack Light to the address indicated at the end of this Guide.
If sending via postal mail, do not include the application acceptance slip; write “Step 2 Application” and the Step 1 Application acceptance number in the Letter Pack Light’s “Contents Description”.
- * If you have prepared all documentation prior to June 6, 2022 (Mon), you may submit your application in advance.

○ **Acquiring the Income and Taxation Certificate for Fiscal Year 2022 (Certificate of All Registered Matters) (Important)**

The Income and Taxation Certificate for Fiscal Year 2022 (containing details from January to December 2021) is issued around the middle of May by the municipal office of the municipality in which you resided on January 1, 2022 (the specific date of issuance varies depending on the municipality). As a general rule, the Income and Taxation Certificate for the Step 2 Application must be a **Certificate of All Registered Matters that lists all relevant information, including your amount of income and earnings and amount of inhabitant tax assessed (with none of the details hidden by asterisks, etc.).** The following are handled separately.

- (1) If you will submit a Taxation/Tax Exemption Certificate that lists only the amount of inhabitant tax assessed or only states that the holder is exempt from tax, please also submit an Income Certificate.
- (2) If you have not been issued an Income and Taxation Certificate or your correct amount of income is not listed on the certificate, it may be necessary to file a return for municipal/prefectural inhabitant tax. Please confirm this with your municipal office and ask it to issue you a certificate.
- (3) If you have questions about how an Income and Taxation Certificate is issued or other matters, refer to the website of your municipality or contact its municipal office directly.
- (4) If you have not been issued an Income and Taxation Certificate due to the date you entered Japan or other special circumstances, please inquire with your local municipal office for the reason the certificate was not issued and then report this reason to the University beforehand. Simply stating “I was not issued a certificate” as the reason will not be accepted.

Important If your municipality will not begin issuing the FY2022 Income and Taxation Certificate (Certificate of All Registered Matters) before the end of the Step 2 Application’s acceptance period, **submit within the Step 2 Application period the “Step 2 Application” form, any deficient documents from the Step 1 Application (if this applies to you), and a memo (in a style of your choosing) stating when you can submit the Taxation Certificate. If you do not submit these documents during the Step 2 Application’s acceptance period, you will be considered to have not completed the Step 2 Application and your application will not be reviewed because of inadequate documentation.**

3. Adherence to the submission deadline and measures taken if it is missed

In the interest of fairness with respect to applicants who made the deadline and followed appropriate procedures, and also to prevent review delays, the following will apply to applicants who missed the deadline for submitting documents that were found to be deficient or contained errors and to applicants who missed the deadline for the Step 2 Application.

- Documents submitted after the specified deadline will not be accepted.
- The Financial Support Office will not contact or urge the applicant to submit the documents after the specified deadline.
- Applicants who do not resubmit documents that contained deficiencies or errors by the specified deadline will be considered to have submitted inadequate documentation and be excluded from application review.

* However, if the applicant consults with the Student Support Division Financial Support Office before the deadline regarding, e.g., being unable to submit documents by the deadline, the above may not apply if the University deems that there is a substantial reason.

4. Important points

- (1) The exemption amount will be the full amount or half of the semester's tuition fees.
- (2) Results are scheduled to be announced in August for the first semester and December for the second semester.
Do not pay tuition fees until the results have been announced.
If the results show that you are exempt from half the amount or your application was not authorized, and if you do not complete payment by the due date of each semester, you will be regarded as having "not paid the tuition fees" and will lose your qualification to apply for the next semester. The due date of the first semester is by the end of September 2022, and the due date of the second semester is by the end of March 2023. (If you applied for both the first and second semester together but do not pay the first semester amount by the due date, a review for the second semester will not be conducted and your application will "not be authorized.")
- (3) The application will not be authorized if requested documents are not submitted by the submission deadline or the Step 2 Application has not been conducted, or if the application contains false information.
- (4) Notifications relating to tuition fee exemption will be provided through the Saitama University Information System.
- (5) If we discover that your application documents contain information that is not factual, we will not accept an exemption application from you for a period of one year beginning from the relevant semester.

★ We may contact students through the Saitama University Information System. Please check it frequently for updates or set it to forward messages to your mobile or other device. Also, we may contact you by phone in urgent cases, so please store the phone number of the Financial Support Office (Tel. 048-858-3033)

II Guide for completing the “Tuition Fee Exemption Application”

The “Tuition Fee Exemption Application B/C (front and reverse)” is a calculation document used for review. Following this guide for completing the report, fill in details that describe your actual circumstances accurately.

1. General items

- (1) Using a ballpoint pen (**do not use an erasable pen**), write clearly in standard handwriting. Cross out any mistakes with two parallel lines and then make the correction. Do not use correction fluid.
- (2) If you have any questions, please inquire in advance with the Student Support Division Financial Support Office staff.
- (3) Where there is an asterisk or ※ mark, circle the applicable item (Circle “none”, “no”, etc. when not applicable.)

2. Tuition Fee Exemption Application

- (1) For the date, fill in the date that you will submit the Tuition Fee Exemption Application to the University.
- (2) In the “Application reason” section, provide the specifics and details of the reason why you require a tuition fee exemption.

3. Applicant’s Household Financial Report

- (1) Fill in information that describes your situation (predicted from your current situation) as of April 1, 2022.
- (2) Use a pencil to fill in sections describing circumstances that are not fixed and will obviously differ between the time of application and your situation as of April 1, 2022 (e.g., entering a school, or planning to secure employment).
- (3) In the family members in Japan section, enter family members in Japan who share the same source of income.
 - a. Regarding “non-student” family members
In the “Occupation” section, provide specifics of the person’s job (e.g., company employee, government worker, self-employed, agricultural worker, carpenter, unemployed, etc.). For the income amount, enter all income for the period from January to December 2021.
Note: For salary income, enter the paid amount shown in a withholding tax slip, etc.
For other income, enter the monetary amount calculated by subtracting necessary expenses from the income amount shown in a final income tax return form, etc.
 - b. Regarding “student” family members
 - i. Fill in if there are family members living in Japan (excluding the applicant) who share the same source of income and are students (including those planning to enter a school from the 2022 academic year). However, for children who have not yet entered school, enter their information in the “Non-student” section for your family.
 - ii. In the school name and school year fields, fill in the school name and school year for April 2022. For the school category field, enter national, public, or private.
 - iii. In the “Academic Year 2021 Tuition Fee Exemption Status” section, provide information only for students enrolled at a university or technical college, or students enrolled at a national technical college.
 - iv. For family members who plan to newly enroll in a school from April 2022 but the school is not yet determined, enter “plans to continue to (high school, college, etc.)” in the “School Name” field in pencil.
- (4) Total annual income and total annual expenditure
 - a. For the total annual income, enter the full amount from part-time work, allowance, etc. without omission for the period from January to December 2021. Also enter the amount from scholarships from April 2021 to March 2022 (including the expected amount). However, if you entered Japan in or after 2021 (excluding temporary returns to your own country), provide the amount from the time you entered Japan until December 2021.
 - b. For the total annual expenditure, enter the amount from January to December 2021. However, if you entered Japan in or after 2021 (excluding temporary returns to your own

- country), provide the amount from the time you entered Japan until December 2021.
- c. Fill out the “Family income” section for the income of family members living in Japan who share the same source of income (salary, scholarships, allowances, etc.)
 - d. Total annual expenditure should not exceed total annual income. Check your income and expenditure before entering.
 - e. The **amounts provided at the time of the application can only be corrected if they are to be corrected based on a document of proof.** Corrections are not permitted in the following cases.
 1. When correcting an amount to a lower value that results in a deficit (when total annual expenditure exceeds total annual income)
 2. When, after correcting an amount to a lower value, you are unable to explain why the amount provided prior to the correction was large
 - f. When entering loans, provide your relationship to the borrower.
 - g. For other income, provide specifics about the income.
 - h. **You will be contacted by the Financial Support Office to provide specifics if your expenditure is deemed to be unnaturally low.**

Appendix

Financial standards relating to tuition fee exemption or deferment of payment

1. Financial standards (exemption standards)

This is determined from the total income amount of the previous year (includes temporary earnings and the applicant's scholarship) for the family with which the applicant shares the same source of income. No definitive statements can be made regarding this matter, as differences can exist due to the type of earnings and members that comprise a household. However, as a guide, the following example is provided for a household comprising four people: a father (the earner), a mother (unemployed), the applicant (who commutes to university from home and receives no scholarship), and a younger brother (a public high school student who commutes to high school from home).

	Graduate school (Master's program)	Graduate school (Doctoral program)
Father is a salaried employee	6.89 million yen or less	8.32 million yen or less
Father has income from a business	4.31 million yen or less	5.74 million yen or less

For students who live independently from their own income source, the financial standards are determined based on their (and their spouse's) total amount of income.

2. Important points

- If you have applied for both the first and second semester together, the review will be conducted twice, once in each of the first and second semester. Consequently, the results for the first semester and second semester may not be the same.
- Authorization for exemption is influenced by the conditions of application in each semester and the University's budget. Consequently, there may be **instances when you will not receive authorization even if you satisfy all requirements**.

Make inquiries and submit documents to:

Student Support Division Financial Support Office, Saitama University

Address : 255 Shimo-Okubo, Sakura-ku, Saitama 338-8570

Tel. : 048-858-3033

Weekdays 8:45-12:15 and 13:15-16:45

2022 - Tuition Fee Exemption Application
 令和4年度(2022年度)
 授業料免除願

Date _____ / _____ / _____
 YYYY / MM / DD

埼玉大学長 殿

※Graduate school / Faculty
 ※ 研究科 / 学部

※Specialization / Department
 ※課程・専攻 / 学科

Student ID#
 学籍番号

Name
 出願者氏名

Telephone
 電 話 ()

Address
 住 所

※印はいずれかを○で囲んでください。 Circle the applicable items indicated with an asterisk“※”

私は下記の理由により出願しますので、授業料免除を御許可くださるようお願いいたします。本申請書類及び添付書類の全ての記載事項は、事実と相違ありません。なお、大学が定めた期限を超過した場合や提出書類に虚偽が発覚した場合、審査対象から除外されても異存ありません。

I hereby acknowledge that I have fully read and understood the guidelines of the tuition exemption and apply for the tuition exemption for the reason stated below.

I agree that applications will be excluded from the selection if I am found to have false statements in the application or fail to submit required documents by deadline.

記

申請事由 Application Reason

出願時記入不要 No need to fill in

I am hereby canceling my application for the tuition fee exemption for the 1st semester of FY2022. Cancel Date (mm / dd) Signature
 2022年度前期分の申請を辞退します。 辞退日(月 日) 署名()

I am hereby canceling my application for the tuition fee exemption for the 2nd semester of FY2022. Cancel Date (mm / dd) Signature
 2022年度後期分の申請を辞退します。 辞退日(月 日) 署名()

Applicant's Household Financial Report (for Private International Students)

家 計 調 書 [私費留学生用]

- I am applying for the tuition fee exemption for both the 1st semester and 2nd semester of FY2022
- 2022 年度前期分・後期分を一括申請します。**
- I am applying for the tuition fee exemption for the 1st semester of FY2022.
- 2022 年度前期分のみ申請をします。**

Please fill the form accurately based on the guide.

Circle the applicable items indicated with an asterisk“※”

As of April 1, 2022

注意：記入要領に従い、正確に記入してください。

※印はいずれかを○で囲んでください。

2022年4月1日現在

本人	所属学部等 (Faculty / Graduate School Name)	学籍番号(Student ID No.)	フリガナ			Year of Enrollment 入学年度
	※学部 BA・修士 M・ 博士前期 M・博士後期 D	Arrival to Japan (YYYY/MM) 入国年月日	氏名			YYYY/ MM 年 月 入学
		2021 年度前期授業料免除状況：※ 全額免除・半額免除・不許可・申請無				
		2021 年度後期授業料免除状況：※ 全額免除・半額免除・不許可・申請無				

Your family members in Japan	Non-Student 学生でない	Relationship 続柄	Name 氏名	Age 年齢	Occupation 職業	Tenure 在職年数	2021 Income 収入額	Visa status 在留資格

日本にいる家族	Student 学生	Relation ship 続柄	Name 氏名	Age 年齢	School Name 学校名	Grade 学年	School Division 学校区分	FY2021 Tuition Exemption 2021 年度授業料免除
								1st:※Full・Half・Partial・Non 2nd:※Full・Half・Partial・Non
								1st:※Full・Half・Partial・Non 2nd:※Full・Half・Partial・Non

2021 Total Income / 年間総収入			2021 Total Expenditure / 年間総支出		
父母からの送金(Allowance from home)	Yen 円		食費(Food)	Yen 円	
本人の 奨学金 Your scholarship (2021/4/1～ 2022/3/31)	名称(Scholarship name)		衣服費(Clothing)	円	
	受給期間(Period)	～	住居費(Rent)	円	
	年間(Yearly mount)	円	住居種別	Apartment/Dormitory/I-House	
	名称(Scholarship name)		光熱費(Utilities)	円	
	受給期間(Period)	～	入学料(Admission fee)	円	
	年間(Yearly mount)	円	授業料(Tuition fees)	円	
本人の収入(your income) (2021/1/1～2021/12/31)	円		2021 年度授業免除状況 (2021Tuition Exemption)	1st: ※Full・Half・Partial・Non 2nd: ※Full・Half・Partial・Non	
預金の引出(from your saving)	円		帰国旅費・交通費 (Travel and transportations)	円	
借入金(Loans)	円		書籍・学用品費(School books and supplies)	円	
借入元(Borrower) / 続柄(Relationship)	/		携帯電話・通信費 (Mobile phone/Internet/Letter)	円	
その他収入 (Other income)	円		医療保険料(Medical fees and insurance)	円	
家族の収入(2021/1/1～2021/12/31) Family's income, part-time, scholarship etc.(do not include family in your country)	円		その他支出(Other)	円	
合計金額 / Total amount	円		合計金額 / Total amount	円	

Required Documents List: Check Sheet [for Privately-Funded International Students] (B/C general)

For family members who share the same source of income, documents indicated under [1] must be submitted at the Step 1 Application. Documents indicated under [2] must be submitted at the Step 2 Application. Entering your **“My Number”** is **not required** for any document. If your number appears on a document, please erase it before submission.

Please bear in mind that other documents apart from those described below may be requested under exceptional circumstances.

[1] Documents to be submitted at Step 1 Application

Necessary Documents

Applicable Person	<input checked="" type="checkbox"/>	Document	Where to obtain
Applicant	<input type="checkbox"/>	Tuition Fee Exemption Application B/C * Print double sided with the Tuition Fee Exemption Application on the front and Applicant's Household Financial Report on the reverse side (printed with "Flip pages on long edge"), or glue the front and reverse sides together.	Financial Support Office homepage
	<input type="checkbox"/>	If applying via postal mail, a return envelope filled out with the return address and student's name (size 3 long envelope that can be sent via standard size mail, stamps not required)	
Applicant and all family members in Japan who share the same source of income	<input type="checkbox"/>	Certificate of Residence (Original) denoting all members of household * Issued not more than three months prior, and denoting "status of residence".	Municipal office

Applicant

Applicable Person	<input checked="" type="checkbox"/>	Document	Where to obtain
Applicant	<input type="checkbox"/>	Applicant's Income Status Report (Form 2)	Financial Support Office homepage
	<input type="checkbox"/>	All "Withholding slips for 2021" if applicant had any income * If you had income in 2021, please attach copies of all applicable "Withholding slips". *You must also include slips for short-term work and part-time work that you have left.	Place of employment
Person who entered Japan in 2021 or later	<input type="checkbox"/>	Applicant's Income/Expenditure Status Report (Form 1-2)	Financial Support Office homepage
Applicant who studied in another school in the Academic Year 2021	<input type="checkbox"/>	Scholarship Receipt Certificate (Form 3) * Have Form 3 filled in by your previous school.	Financial Support Office homepage
Applicant who is repeating a year or who has exceeded the minimum period of study	<input type="checkbox"/>	Letter of Recommendation (Form 10) * If the description at left applies to you as the person making the application, you must satisfy certain conditions and submit a letter of recommendation (Form 10). Please see "1. Application Qualifications" in the guide for details.	Financial Support Office homepage, supervisor

Student family members in Japan who share the same source of income

Applicable Person	<input checked="" type="checkbox"/>	Document	Where to obtain
High school student	<input type="checkbox"/>	Certificate of Enrollment * A student ID card (copy) is acceptable if it lists an expiration date. * If a sibling, etc., will be newly enrolling from April 2022, submit this certificate (issued on April 1 or later) at the Step 2 Application.	Current school of enrollment
Public/private university student	<input type="checkbox"/>		
Technical college/vocational school student	<input type="checkbox"/>		
National technical college student	<input type="checkbox"/>	Certificate of Tuition Fee Exemption Status (Form 4) * If a sibling, etc., will be newly enrolling from April 2022, submit this certificate (issued on April 1 or later) at the Step 2 Application. * Use this form to obtain certification from the person's current school of enrollment.	Financial Support Office homepage
National university student	<input type="checkbox"/>		
Junior high school student or younger	<input type="checkbox"/>	Not required	

Applicant and family members in Japan who share the same source of income

- Submit the required documents if applicable to the following:

Applicable Person	<input checked="" type="checkbox"/>	Document	Where to obtain
Person who left a position mid-career as a regular employee between January 1, 2021, and March 31, 2022	<input type="checkbox"/>	Certification of Resignation (Form 5); a severance payment withholding slip (copy) is also acceptable if a severance payment was received. * If resignation is planned, obtain this certificate after resignation. * Required even if no severance payment is received.	Financial Support Office homepage
Person who entered Japan in 2022 Applicant and family members in Japan	<input type="checkbox"/>	Passport (Copy of (1) and (2)) (1) Personal information page (with your photo) (2) Page affixed with your LANDING PERMISSION seal (noting the date of permit, expiration date, and period of stay)	Held by the Applicable Person

[2] Documents to be submitted at the Step 2 Application (Applicable only to students who submitted the Step 1 Application)

Note that applications will not be assessed and exemptions will not be granted without the Step 2 Application.
The application period is from June 6 to 17, 2022. No applications will be accepted after this period for any reason.

Applicable Person	<input checked="" type="checkbox"/>	Document	Where to obtain
Applicant	<input type="checkbox"/>	Step 2 Application Sheet for Certificate of Academic Year 2022 Tuition Fee Exemption Status (Form 9)	Financial Support Office homepage
Applicant and all family members who share the same source of income *Not required for high school student or younger *Required for person preparing to take entrance exam at home or preparatory school student	<input type="checkbox"/>	Income and Taxation Certificate for Fiscal Year 2022 (Containing Details for 2021) (Original) * The Certificate must certify all registered matters or list income, earnings, and taxes assessed (with none of the details hidden by asterisks, etc.). If the certificate lists taxes assessed only for any reason, an income certificate for FY2022 (containing details for 2021) must be attached. * Please ensure that you do not submit the Income and Taxation Certificate for Fiscal Year 2021 by mistake. * Please inform us if you are a privately-funded international student and the Income and Taxation Certificate cannot be obtained because you entered Japan in or after January 2022 or other reason. If this is the case, we will ask for your cooperation as we inquire into the detailed reason for why it cannot be obtained. ↑ (Simply stating that "I was not issued a certificate," for example, will not be a sufficient reason.)	Municipal office
Person who did not submit all of the required documents in the Step 1	<input type="checkbox"/>	Document that was identified as deficient in the Step 1 Application Check the receipt that was given to you at the time of submission.	

Application			
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Notes concerning the documents to be submitted

- Please understand that the documents you submit **will not be returned**.
- Submit the original document of proof unless it is specified that a copy should be submitted.
- Except for documents of proof with a designated time period, please submit the most up-to-date document.
- **Acquiring the Income and Taxation Certificate for Fiscal Year 2022 (Certificate of All Registered Matters) (Important)**
As a general rule, the FY2022 Income and Taxation Certificate (containing details for 2021) is issued at the municipal office of the municipality in which you resided on January 1, 2022. If you are unsure about the method of issuance or have other questions, refer to the website of your municipality or contact its municipal office directly.
If your municipality will not issue your FY2022 Income and Taxation Certificate (Certificate of All Registered Matters) before the end of the Step 2 Application's acceptance period, submit within the Step 2 Application period the "Step 2 Application" form, any deficient documents from the Step 1 Application (if this applies to you), and a memo (in a style of your choosing) stating when you can submit the Taxation Certificate. If you do not submit these documents during the Step 2 Application's acceptance period, you will be considered to have not completed the Step 2 Application and your application will be eliminated from consideration due to inadequate documentation.
- If you have any questions, please inquire in advance with the Student Support Division Financial Support Office staff.