

Kanazawa University 2024
Application guidelines (for new students) for the waiving
of entrance fees (deferral of payment) and tuition fees
(first semester or first and second semester batch)
[Graduate School, Bekka, Undergraduate students (Only for students
not covered by the new study support system)]

- *1 These application guidelines shall apply to graduate school students (including privately financed international students), special course (Bekka) students, and Undergraduate students enrolled as of April 2024 (only those students not covered by the new study support system (herein termed the "new system")).
- *2 [Important note for undergraduate students] These guidelines shall apply to undergraduate students who privately financed international students who are ineligible for the new system, and students who graduated from high school three years or more before enrolling at the University.
 The waivers that can be applied for are as follows:
 <Deferral of entrance fee payment> Only privately financed international students may apply.
 <Tuition fee waiver> Only privately financed international students and those who graduated from high school more than three years before enrolling in the study may apply for the tuition waiver.
- *3 Undergraduate students (excluding international students) enrolling in the 2024 academic year who do not fall under *2 above should apply for entrance and tuition fee waiver under the new system.
- *4 Those affected by the Noto Peninsula Earthquake of 2024 may also apply for entrance and tuition fee waiver under a separate system. Please check the 'Application guidelines for the 2024 entrance fee and tuition fee (first semester) waiver [for those whose household finances were affected by the Noto Peninsula Earthquake of 2024]' and consider applying for this waiver.
- *5 If you have a household emergency due to the coronavirus pandemic, it may be possible to be assessed separately from this waiver. Details shall be provided separately.

1. Eligible applicants

1-1 Eligibility for waiver from entrance fees

1. For graduate school entrants

Eligible applicants must meet one of the two following conditions (1) or (2):

- (1) Those who have difficulty paying the entrance fee for financial reasons and who are recognized as having excellent academic records.
- (2) Those who, within one year prior to entrance, have been subject to any of the following

events that have made it difficult for the student to pay the entrance fee

- ① The death of the main income earner in the household, or situations in which the applicant or the main income earner has suffered damages from a disaster such as storms or floods.
- ② In cases equivalent to ① where the President finds reasonable grounds.

2. For Bekka entrants

- (1) Those who, within one year prior to entrance, have suffered the death of the main income earner in the household or damages from a disaster such as storms or floods to themselves or their main income earner.
- (2) In cases equivalent to (1) where the President finds reasonable grounds.

1-2. Eligibility for deferral of entrance fee payment

Eligible applicants must meet one of the following three conditions:

- (1) In cases in which the student is unable to pay the entrance fee by the due date for financial reasons and is recognized as having excellent academic performance.
- (2) In cases of the death of the main income earner in the household, or in the case that the applicant or the main income earner in the household has suffered a disaster such as storms, floods, or another calamity within one year prior to entrance, and it is deemed difficult for them to pay the entrance fee by the due date.
- (3) When other unavoidable circumstances are recognized.

1-3. Eligibility for tuition fee waivers

Eligible applicants must meet one of the following two conditions:

- (1) Students who have difficulty paying tuition due to financial reasons and who are recognized as having excellent academic records.
- (2) Those who, within one year prior to entrance, have been subject to any of the following events that have made it difficult for the student to pay the entrance fee.
 - ① The death of the main income earner in the household, or situations in which the applicant or the main income earner has suffered damages from a disaster such as storms or floods.
 - ② In cases equivalent to ① where the President finds reasonable grounds.

1-4. Tuition fee waivers at the University

Based on the student's application, those who meet both the academic and financial criteria stipulated in the University's tuition fee waiver regulations shall be selected for a full or half waiver within the tuition fee waiver budget, starting from those with the highest financial need. Selection shall be made every semester and the results will not necessarily be the same as previous results. In some cases, the previous waiver result was a full waiver, but this time the waiver is a half waiver. In other cases, waivers may be disallowed because the application does not meet the required criteria.

For undergraduate students, based on the applicant's application, those who meet both the academic and family financial criteria stipulated in the tuition fee waiver regulations of the

University will have half their tuition fee waived, according to priority and degree of financial need, and where it falls within the scope of budget to implement such fee waivers. Even students meeting the criteria may be refused.

2. Application method, application period, application documents

Please submit the set of application documents for the entrance fee waiver (deferral of payment) and tuition fee waiver within the application period. Please note that the application period and submission address differ depending on the application type (see (1) and (2) below).

2-1. Application method

(1) Where applying for only the entrance fee waiver (deferral of payment), or where applying for both the entrance fee waiver (deferral of payment) and tuition fee waiver.

[Graduate School, Special Courses]

Step1	Submission of Applicant Forms, Required Documents, etc.: During the enrollment procedure period
<p><Application method> Please print single-sided and complete "Applicant Forms 1-1 and 1-2" and submit these together with the required documents (except for the Certificate of Income Taxation). *See: page 19 of these guidelines, "9. List of required documents for entrance fee waivers (deferral of payment) and tuition fee waivers". <u>Please also include a stamped (84-yen) self-addressed envelope (No.3 Long).</u> *This is used to notify you of the results of the enrollment fee waiver (deferral of payment) application. Please write the applicant's name and address (address where mail can be reliably received) on the front of the envelope.</p> <p><Submission period> <u>During the enrollment procedure period specified in the applicant's admissions procedure guidelines.</u></p> <p><Submission method> Application documents for this waiver (deferral) are to be submitted together with the applicant's enrollment procedure documents. Only privately financed international students who have not yet arrived in Japan and who are permitted to submit their entrance procedure documents by e-mail may submit them together with their entrance procedure documents by e-mail to the following address. However, the original documents must be submitted as soon as possible after arrival in Japan.</p> <p><Submission address> The admissions office of the school to which the applicant is applying</p>	

Step2	Submission of Certificate of Income Taxation: May 30 (Thu) – June 17 (Mon), 2024
<p><Application method> Obtain a "Certificate of Income Taxation for FY2024" at the city or ward office or town hall and submit it. *Please write your name and student number in the upper right corner of the Certificate of Income Taxation. *See: page 19 of these guidelines, "9. List of required documents for entrance fee waivers (deferral of payment) and tuition fee waivers".</p> <p><Submission period> <u>May 30 (Thu) – June 17 (Mon), 2024</u> (For postal applications, applications with postmarks up to this date)</p> <p><Submission method> <u>By post or at the student support services counter.</u></p> <p><Submission address> Student Support Section, Student Support Division, Department of Academic Affairs, Kanazawa University, Kakumamachi, Kanazawa City, Ishikawa 920-1192 *Please write "Application for Entrance/Tuition Fee Waiver" in red ink on the left side of the front of the envelope.</p>	

[Undergraduate students (Only for international students)]

Step1	Submission of Applicant Forms, Required Documents, etc.: March 11 (Mon) – March 18 (Mon), 2024
<p><Application method> Please print single-sided and complete "Applicant Forms 1-1 and 1-2" and submit these together with the required documents (except for the Certificate of Income Taxation). *See: page 19 of these guidelines, "9. List of required documents for entrance fee waivers (deferral of payment) and tuition fee waivers".</p> <p><Submission period> <u>March 11(Mon) – March 18 (Mon), 2024</u> (Applications with postmarks up to this date)</p> <p><Submission method> Submissions shall only be accepted <u>by mail</u>. Only privately financed international students who have not yet arrived in Japan may submit the application documents by e-mail, with prior permission from the following submission address. Please inquire sufficiently in advance of the period of time. However, the original documents must be submitted as soon as possible after arrival in Japan.</p>	

<Submission address>

Student Support Section, Student Support Division, Department of Academic Affairs, Kanazawa University, Kakumamachi, Kanazawa City, Ishikawa 920-1192

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Step2

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*See: page 19 of these guidelines, "9. List of required documents for entrance fee waivers (deferral of payment) and tuition fee waivers".

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<Submission method>

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Student Support Section, Student Support Division, Department of Academic Affairs, Kanazawa University, Kakumamachi, Kanazawa City, Ishikawa 920-1192

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(2) When only applying for a tuition fee waiver

Step1

**Submission of Applicant Forms, Required Documents, etc.:
March 11 (Mon) – March 18 (Mon), 2024**

<Application method>

Please print single-sided and complete "Applicant Forms 1-1 and 1-2" and submit these together with the required documents (except for the Certificate of Income Taxation).

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date)

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Only privately financed international students who have not yet arrived in Japan may submit the application documents by e-mail, with prior permission from the following submission address. Please inquire sufficiently in advance of the period of time. However, the original documents must be submitted as soon as possible after arrival in Japan.

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*Please write "Application for Tuition Fee Waiver" in red ink on the left side of the front of the envelope.

2-2 Set of application documents (Common forms (1) and (2))

Applicant Forms 1-1 and 1-2," together with various other forms, are available from the University's website at the following address:

(Paper copies are not available; please print and complete the forms yourself.)

▶ Kanazawa University > Education, student support and student activities > Financial support · Scholarships > Entrance fee Waiver and Deferral of Entrance fee Payment page
https://www.kanazawa-u.ac.jp/students/economic/exemption_grace

▶ Kanazawa University > Education, student support and student activities > Financial support · Scholarships > Tuition fee waiver page
https://www.kanazawa-u.ac.jp/students/economic/tuition_waiver

2-3 Notes

* Submissions received after the application period will not be accepted under any circumstances.

* Please consult with the Student Support Section during the application period if you are unable to prepare any documents (such as a certificate of entrance) by the deadline due to reasons other than your own reasons, or if you have any questions.

3. Notification of results

3-1. Entrance fee waiver and deferment results

Results will be sent by mail in mid-August 2024 (tentative) using the return envelope submitted at the time of application.

- * Payment of the entrance fee will be deferred until notification of the results of the waiver or deferral of the entrance fee.
- * Students who are declined a waiver or deferral of payment of the entrance fee and those who are granted half waivers (excluding those who have been awarded a half waiver and have subsequently applied for a deferral of payment) must pay the entrance fee within 14 days from the date of notification of the denial of a waiver or deferral, or notification of the award of a half waiver.
- * Those who have been declined or awarded a half waiver of the entrance fee may apply for deferment of payment of the entrance fee. Where deferral of entrance fee payment is granted, the deadline for deferral of payment shall be September 30 for students enrolling in April and March 31 for students enrolling in October (In both cases, if this day is a holiday or public holiday, until the weekday just before).
- * Should students who have been denied an entrance fee waiver or deferral of payment, or who have been granted a half-waiver or deferral of payment, not pay the entrance fee that is due, their entrance will be revoked and they shall be expelled.

3-2. Tuition fee waiver results

Notification shall be made on the Acanthus Portal in mid-August 2024 (tentative)

* Payment of tuition fees shall be deferred until notification of the results of tuition fee waiver applications.

* If the application result is a half waiver or rejection, the amount to be paid and method of payment shall be included with the result notification.

* The final deadline for the payment of tuition fees shall be September 30 for the first

semester and March 31 for the second semester (In both cases, if this day is a holiday or public holiday, until the weekday just before). Students who fail to make payments will be expelled.

***The period between the notification of results and the deadline for payments is short. Please make advance preparations to make the payment, should your application be unsuccessful.**

4. Points to note when applying for a tuition fee waiver

4-1. Additional information on Eligible applicants (Application requirements)

Students who fall under any of the following categories shall not be eligible to apply for a tuition fee waiver.

(1) Students who have been enrolled for longer than the standard period of study

However, applications may be approved as a special case when a student has exceeded the standard period of study by one year or less, and the reason for the extended duration of study is not due to the circumstances of the student.

<Cases in which an application may be approved as a special exception>

- (a) Leave of absence due to illness, or cases in which, although the student has not taken a leave of absence, they have been unable to earn credits due to illness and have exceeded the standard period of study.
- (b) When the student has exceeded the standard period of study due to studying abroad.
- (c) When a graduate student's dissertation has been delayed due to reasonable fault on the part of the University and the student has repeated the year or has exceeded the standard period of study.
- (d) Leave of absence for childbirth or childcare.
- (e) When a student has exceeded the standard period of study due to other reasons not attributable to the student.

Note: When applying as special exception due to illness as per (a) above, the applicant is required to submit the doctor's certificate at a later date. If the medical certificate cannot be submitted, the application as special case will not be approved. However, if the medical certificate has already been submitted to the University at the time of the leave of absence procedure, it is not required.

(2) Students who take leave of absence, etc.

Applicants who take a leave of absence during the period from the base date of the application for waiver (first semester: April 1, second semester: October 1), those who return to the university during the term, those who complete the course during the term (June completion, December completion, etc.), or those who withdraw from the university are not entitled to apply for tuition fee waiver. If you decide to take a leave of absence after the application, etc., please be sure to report it to the Student Support Section as we will invalidate your application.

(3) Students who have received disciplinary action during the semester of application.

If the time of the disciplinary action is before the notification of the result of the application, the waiver application is invalidated; if it is after the notification of the result of the application, the permission for the waiver is cancelled (the regular tuition fees must be paid in addition).

4-2. Self-supported persons

If a student applying as a self-supported individual has a spouse, they shall be considered to be part of the same household as the applicant, regardless of whether there is a dependency relationship under health insurance or tax law, and the necessary documents must be submitted.

4-3. Registration of tuition transfer account

Since we automatically transfer tuition fees from your bank account, you need to go through the account transfer procedure even if you apply for tuition fee waiver. **We confirm that you have completed the account transfer procedure for tuition fees when examining your application for tuition fee waiver. Those who have not completed this procedure must obtain the procedure documents from the student affairs office of your department and complete it by the time you submit the application documents.** Privately financed students who have not yet arrived in Japan should complete the account transfer procedure after arriving in Japan. If you cannot make an account transfer due to some circumstances, please inform to Student Support Section.

5. First and second semester batch applications

Applicants meeting certain conditions are eligible to apply for both the first and second semesters of the 2024 academic year at the same time in their first semester application as a "First and second semester batch application."

In such cases, the application for the second semester will be completed during the second semester application period scheduled in August 2024 (tentative) by simply submitting a declaration stating that there have been no changes to the contents of the application made in the first semester, and without the need to submit further application documents. Please note, however, that applicants may be instructed to submit additional documents or reapply using a separate second semester application depending on the applicant's household's financial situation.

Applicants wishing to make a first and second semester batch application should read the following information carefully before applying.

5-1. Requirements for a first and second semester batch application

Only applicants whose application details (e.g., household financial situation, family situation, schooling status, etc.) have not changed in the first and second semesters may apply.

Applicants falling into categories (1) - (3) below are not eligible to make a first and second semester batch application.

- (1) Students planning to graduate or complete their studies during the academic year (June, September, December)
- (2) Students planning to take a leave of absence or withdraw from the University during the academic year
- (3) Students enrolled beyond the standard duration of study

5-2 Receipt and treatment of first and second semester batch applications

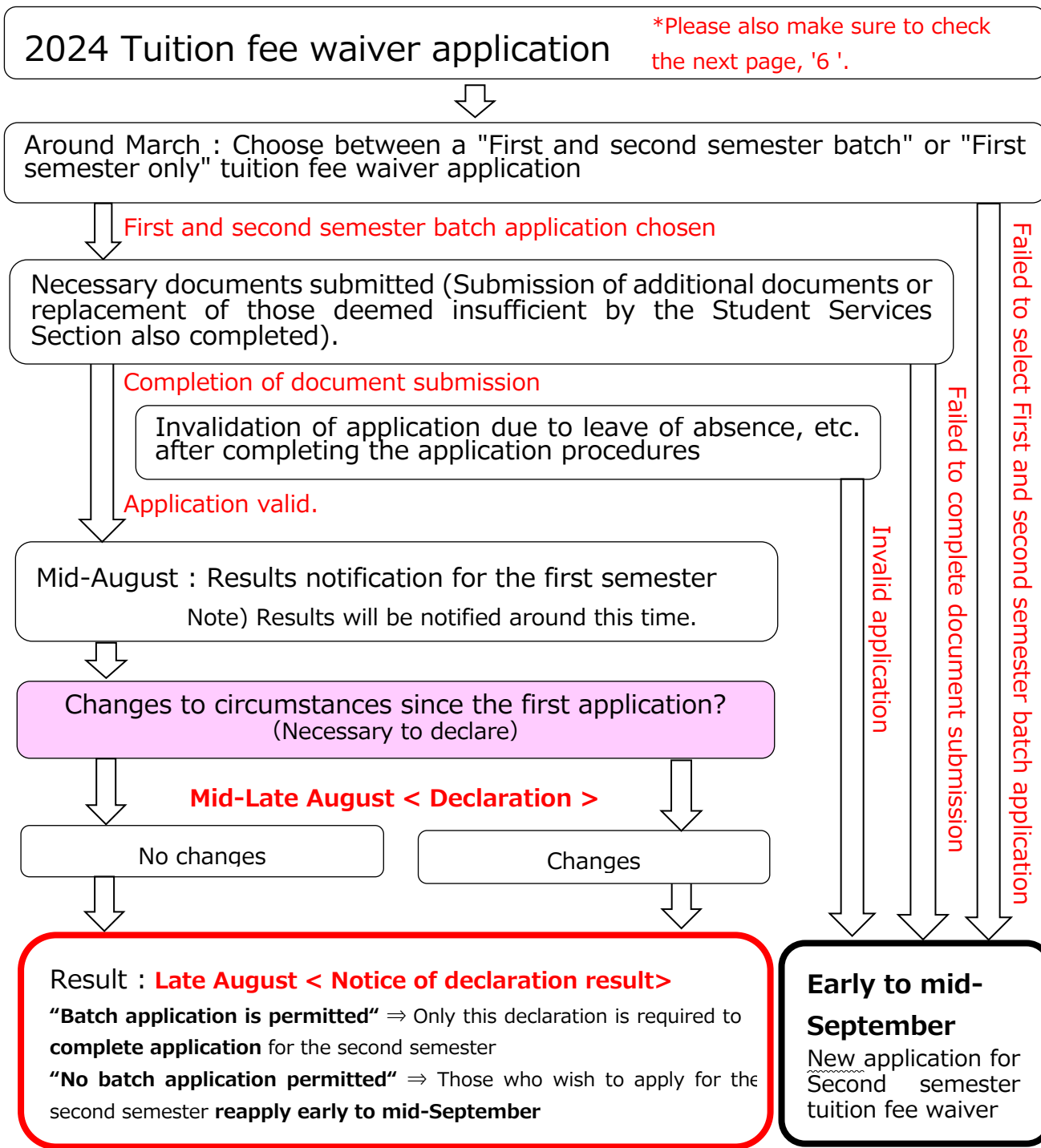
Applicants who satisfy the conditions in 5-1 above who wish to make a first and second semester batch application must check the box for a first and second semester batch application on the form when applying for a tuition fee waiver for the first semester.

Note that, should any unanticipated changes to the contents of an applicant's application (e.g., household financial situation, family situation, schooling status etc.) occur after submitting a first and second semester batch application, the applicant must contact the Student Support Section of the Student Support Division to file a new application for the second semester. Please note that where it is found that changes have occurred but a new application for the second semester has not been made, the batch application shall be invalid and it will not be possible to receive a tuition fee waiver for the second semester.

In addition, should the applicant decide to take a leave of absence or to withdraw from the University during the academic year they have applied for a tuition fee waiver, the applicant should contact the Student Support Section, Student Support Division as soon as possible and we will Invalidate your application.

Note. Even if a first and second semester batch application is approved, the selection process shall be carried out on a semester-by-semester basis. The results of selection may therefore vary between the first and second semesters.

5-3. The flow of first and second semester batch applications for tuition fee waivers

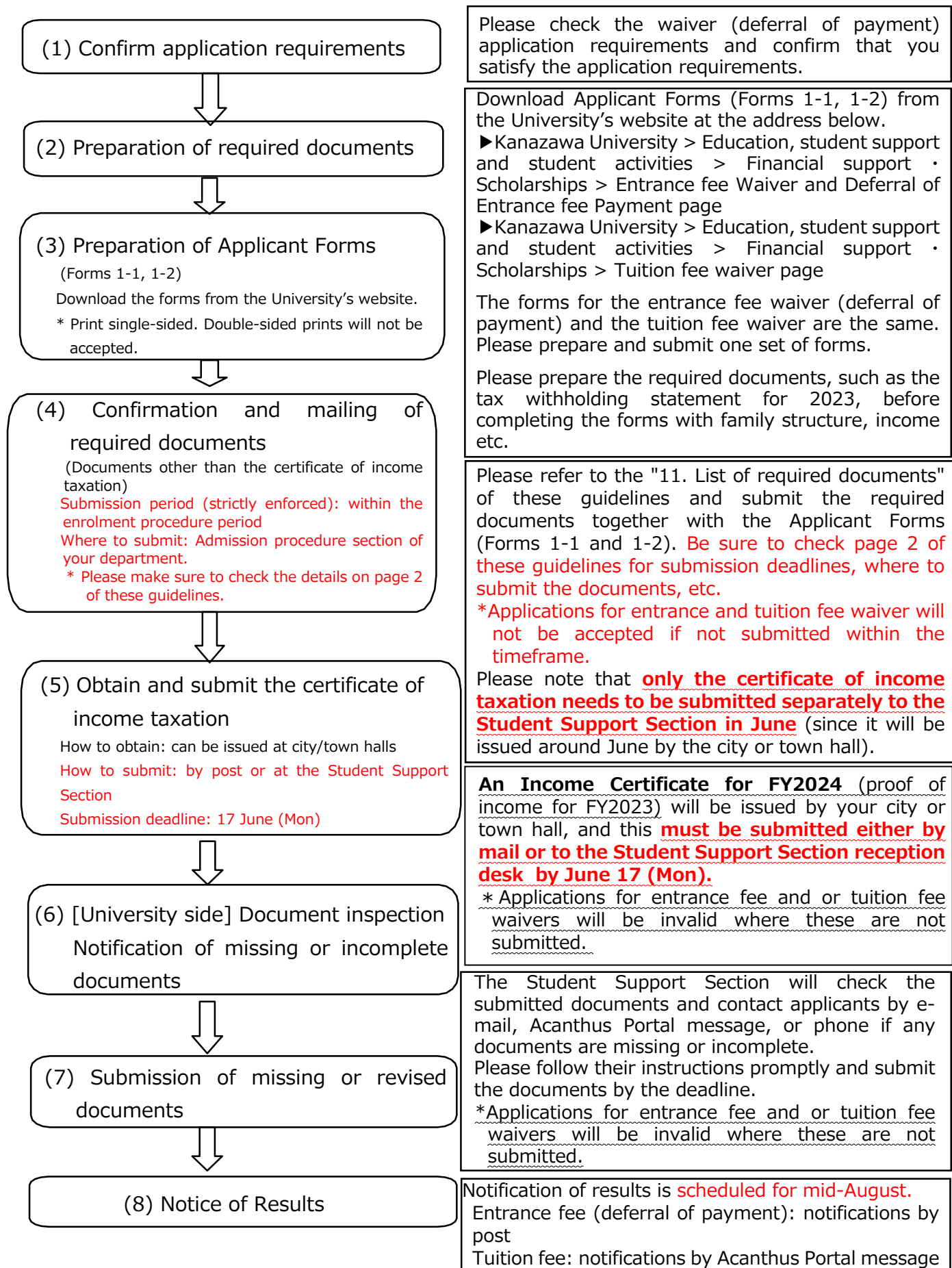


[Where there have been changes since the first semester application (household finances, family situation, schooling status etc.)]

- (E.g.)
- A person who was a dependent relative of the main income earner under the Tax Law has ceased to be a dependent due to employment
 - The death of a grandparent who are dependents of the main income earner
 - Receipt of a new scholarship since the time of the first semester application (Note: Only international students who had not arrived in Japan by January 1, 2023 and those who became financially independent after January 1, 2024)

In these cases, it is necessary to change the application for the first and second semester batch application and to apply again for the second semester. Please note that it will be necessary to re-submit the complete set of required documents.

6. The flow of applications for entrance fee waivers (deferral of payment) and tuition fee waivers



7. Guidelines for preparing the Applicant Forms

7-1. Notes on preparing the forms

(1) If you are unable to provide any of the attached documents (Check the following examples: certificate of entrance, certificate of expected salary payment, etc.) during the application period due to reasons other than your own reasons, you may submit additional documents later. Documents other than those that cannot be provided due to reasons other than your own reasons **must be submitted within the application period**. In this case, please write a memo that there are documents that cannot be submitted and enclose it with the application. The deadline for documents to be submitted later is the end of April. If a sibling of a student is planning to take a leave of absence, please contact the Student Support Section.

Example 1: If a sibling enters a higher education from April 1 (junior high school to high school, high school to undergraduate school, undergraduate school to graduate school etc.), submit a certificate of entrance from the new school by the end of April. The certificate of the school before entering higher education is not required.

Example 2: If a sibling who will be a preparatory school student (high school to preparatory school) from April 1, please contact the Student Support Section in April. A certificate of enrollment from a preparatory school is not required. A certificate from the school before entering the university is also not required.

Example 3: If a sibling of a student is graduating in March and will be employed on April 1 and will no longer be supported by a livelihood support person (regardless of whether they live together or separately), submit Form 9 "Application for Separate Livelihood of Sibling, etc." by the end of April.

However, if he/she will not be removed from the support of the main income earner even if he/she finds a job, please inform the Student Support Section of this (Please enclose a note to indicate this in the application document if it is known during the application period).

Example 4: For privately financed international students who came to Japan on or after January 2, 2023 and plan to work part-time (including TA and RA) on or after April 1, 2024, request the part-time job provider to fill out Form 3 "Certificate of (Estimated) Salary Payment" and submit it to the Student Support Section by the end of April.

* Should you have any questions, please consult with the Student Support Section during the application period. Applications will not be accepted outside the application period for any reason.

(2) The Student Support Section will contact applicants by E-mail, message on the Acanthus Portal or phone in the event of an incomplete application.

Applications may be invalidate if incomplete application documents are not corrected by the specified date.

(3) **Submitted documents will not be returned, lent, or reproduced in any form**. Please submit photocopies of all documents that are acceptable in photocopies; when submitting originals, please be sure to make a photocopy for your own records before submission.

- (4) Where an application is found to contain false information, any entrance fee or tuition fee waiver already granted shall be revoked (the regular tuition fees must be paid in addition) and no further tuition fee waiver application will be accepted.

7-2. Applicant Forms (Forms 1-1 and 1-2)

(1) Preparation method

1. When downloading the application forms 1-1 and 1-2 from the University's website, please print the forms one-sided, do not print double-sided.
2. Please refer to the guidelines and fill in the form using a black pen. Do not use pencils or erasable pens.
3. In regards to this application, the "applicant" is the student himself/herself, and the "application date," which is the reference date for the family situation, shall be "April 1" for the first semester and "October 1" for the second semester. The student himself/herself should understand their household situation as of the date of their application, and should complete the forms specifically and in detail. Those who advanced from our university should fill in the information after advancing.

For example, if a sibling who is a dependent under the tax law at the time of application becomes a working adult and ceases to be a dependent from April 1, this sibling does not need to be recorded. However, this will create a discrepancy between the "Dependents subject to deduction" column of the tax withholding certificate and the recorded number of dependents. In such cases, please submit Form 9 "Declaration concerning siblings' separate livelihoods."

4. In "(1) Family members excluding those in school", enter the applicant, the main income earner (in principle a parent (or a guardian acting in lieu of a parent)) and those dependent on the main income earner (excluding those attending school) under the Income Tax Law. Persons attending school should be recorded in column (4) "Persons enrolled in study (Excluding the applicant)."

(2) Recording household income

1 Applicant classification

Please select from one of the three following categories, "General student" "Self-supported individual (Employed (Working student))," and "International Student."

Application Category	Requirements
Self-supported individual*	<p>All of conditions 1-3 below must be met.</p> <ol style="list-style-type: none"> 1. The applicant is not a dependent of their parents, etc. under the Income Tax Law or for health insurance purposes 2. The applicant (and their spouse) live separately from their parents. (Separation of households shall not be regarded as separation) 3. The applicant (or their spouse) has sufficient income to support themselves independently (e.g., a salary income exceeding

	¥1,030,000) on an ongoing basis, and that income is reported and can be confirmed with the Certificate of Income Taxation.
International students*	Privately financed international students
General student	Where the applicant falls under neither the "Self-supported individual" or "International student" categories

* As a general rule, the income of self-supported individual and Privately financed international students is calculated based on the values shown on their income certificate for the previous year. However, as an exception, estimated income values may be used to calculate the amount of income for persons who became self-supported individuals through work after January 1 of the year of application and privately financed international students who had not yet arrived in Japan as of January 1, 2023.

Even if previously recognized as a self-supported individual, applicants will not be recognized as self-supported individuals where their income for the previous year is less than ¥1,030,000; in such cases the applicant is to be considered a "general student" and should submit income documents for their parents.

2 Scope of family

Application Category	Scope of family (Members of the same household)
General students	<p><u>The applicant, the main income earner (in principle, a parent) and dependents of the main income earner under the Income Tax Law (Regardless of whether they live under the same roof) and include the following:</u></p> <ul style="list-style-type: none"> (1) Parents who live separately due to their work (a posting away from home, migrant workers, etc.) (2) Dependents of the main income earner who live separately for schooling or medical treatment (3) Grandparents living separately who are dependents of the main income earner <p>E.g., Where a father, mother, brother (student), sister (working adult), and grandparents (not dependents of the main income earner) are living together, the household is defined as the father, mother and brother. The sister and grandparents, who are not dependents, are not included.</p>
Self-supported individual	The applicant (Including the spouse and dependents (children, etc.) of the applicant or their spouse under the Income Tax Law.)
International students	<u>The applicant (Including only a spouse where they are living in Japan, and dependents of the applicant under the Income Tax Law (children, parents living in Japan, etc.))</u>

* If a person who is a dependent under the Income Tax law at the time of application

ceases to be a dependent as of the application base date (1 April for the first semester and 1 October for the second semester), please submit Form 9 Declaration on the separate livelihoods of siblings."

3 Income

Calculate according to the tax withholding certificate for FY2023 (salaried employees) (the value shown in the "amount paid" column), or the final tax return for FY2023, or the Municipal Residents Tax Return for FY2024 (reflecting FY2023) (where not a salaried employee). Those filing a final return must submit accordance with the financial return.

In the case of salaried employees with multiple employers, the total amount is calculated.

Application Category	Calculation of income
General students	<ul style="list-style-type: none"> • The applicant's income: Calculate only where the Certificate of Income Taxation shows an income in excess of ¥1,030,000. • Income of the main income earner: Calculate all income and non-salary income for 2023. (Including lump-sum income shown on the Certificate of Income Taxation) Values are to be calculated based the Certificate of Income Taxation for the previous year, even where there has been a change in the household's circumstances during the year such as retirement, a change of job, or unemployment. • Survivor's pensions, disability pensions, child support allowance, etc., which are not recorded on the Certificate of Income Taxation, are not included in the calculation. In addition, for households receiving public assistance, income is to be calculated according to the public assistance decision notice. • Income of persons other than the main income earner is not counted. However, dependents under the Income Tax Law are to be included in the number of household members.
Self-supported individual	<ul style="list-style-type: none"> • Income of the applicant (and their spouse): Calculate all salary and non-salary income for FY2023 (Including lump-sum income shown on the Certificate of Income Taxation) Values are to be calculated based on the Certificate of Income Taxation for the previous year, even where there has been a change in the household's circumstances during the year such as retirement, a change of job or unemployment. However, where there is no expectation of an ongoing income of ¥1,030,000 or more due to a change of employment or unemployment during the year, the applicant cannot apply as a "self-supported individual." In such cases, submit the Certificate of Income Taxation of the main income earner as a "general student".

	<ul style="list-style-type: none"> • However, applicants who are newly employed and anticipate an income in excess of ¥1,030,000 after January 1 of the year of application, but who did not record an income of ¥1,030,000 or greater on their Certificate of Income Taxation for the previous year, may apply as self-supported individual as an exception. In such cases, please record estimated amounts. • Even where an applicant is planning to take a leave of absence for childbirth or childcare and has no income as of the base date, the amount of their income certificate shall be counted as income. • Income not shown on the Certificate of Income Taxation, such as survivor's pensions, disability pensions, child support allowance, etc., will not be included.
International students	<ul style="list-style-type: none"> • Income of the applicant (and their spouse): Calculate all salary and non-salary income for FY2023 <p>Applicants who had not yet arrived in Japan as of January 1, 2023, should enter estimated amounts.</p>

4 Record information for "School attendees"

Please record all persons attending school besides yourself. Where undecided about whether to advance to university or high school, please check the box for currently attending school and record " High School (Intending to attend university)" in the school name field.

7-3.Attached documents

Documents confirming the income and special deductions of the applicant and his/her family (the applicant and his/her spouse in the case of self-supported individual) must be submitted together with the Applicant Forms

For details, please refer to "**10. List of required documents for entrance fee waivers (deferral of payment) and tuition fee waivers.**"

Documents smaller than A4 size should be submitted pasted onto A4 paper.

8. Handling of personal information

- (1) Personal information submitted in the application and personal information obtained by the University will be used for the purpose of screening entrance and tuition fee waivers. In addition, the results of the selection process for entrance and tuition fee waivers will be used for operations related to the collection of entrance and tuition fees.
- (2) Personal information obtained in the course of (1) as well as the results of the entrance and tuition fee waiver selection process may be used for operations relating to financial support for students. In addition, information may also be used in an anonymized form for the purposes of improving university education, student support and university administration (various statistical surveys and analyses, project planning etc.).

- (3) In conducting the operations in (1) and (2) above, some tasks may be outsourced to external companies. In such cases, a contract will be agreed between the University and the contracting entity to ensure the appropriate handling of personal information, whereupon some or all personal information shall be provided to that entity.

9. To Students and Parents

In principle, tuition waivers **should be applied for by students themselves** to encourage their independence. If anything is unclear in the screening process, we will ask the student himself / herself. **Please apply by the student himself / herself after fully understanding his / her family situation.**

In addition, in order to ensure equity and fairness, each deadline for applications will be handled strictly. Therefore, **we will not accept applications after the application period has passed for reasons not attributable to the University**, such as "I did not know," "I did not notice the notification," or "I was busy.". We appreciate your understanding and cooperation.

(Contact)

Student Support Section, Student Support Division, Department of Academic Affairs, Kanazawa University

(2nd floor of Administration Building, Kakuma Campus)

Mail: stsien@adm.kanazawa-u.ac.jp

(Please include your student ID and name in the text of the email.)


9. List of required documents for entrance fee waivers (deferral of payment) and tuition fee waivers.

Note: We confirm that you have completed the account transfer procedure for tuition fees when examining your application for tuition fee exemption. Those who have not completed this procedure must obtain the procedure documents from the student affairs office of your department and complete it by the time you submit the application documents. Privately financed international students who have not yet arrived in Japan should complete the transfer account registration process after arriving in Japan. If you cannot make an account transfer due to some circumstances, please inform to Student Support Section.

Items marked with a "●" must be submitted by all applicants, items marked with "○" should be submitted only by relevant applicants.

No.	Application Category			Required documents	Points to note	Issuing body
	General	Self-supported individuals	Privately financed international students			
1	●	●	●	Applicant Forms (Forms 1-1 and 1-2)	<p>Please read these guidelines carefully before downloading, completing, submitting one-sided printed forms from the University's website.</p> <p>*Fill in the status of the base date of the application for exemption (first semester: April 1, second semester: October 1).</p> <p>*Those who advanced from our university should fill in the information after advancing.)</p> <p>*International students do not need to provide information about family members who do not live in Japan</p> <p>*Only one set of forms is required, even when applying for an entrance fee waiver and a tuition fee waiver at the same time.</p>	<University website> Refer to the entrance fee and tuition fee pages
2	●	●	○	<p>FY2024 Certificate of Income Taxation (Original) (Proof of income for FY2023)</p> <p>[Note] Since the FY2024 certificates are issued from June, the deadline for the submission of this certificate only is June 17(Mon)</p>	<p>[General] Regardless of whether there is income or not, submit the Certificate of Income Taxation (to be submitted even where unemployed, a homemaker, or elderly) for the applicant and for the main income earner (in principle, a parent; if this is not possible, the main income earner acting in lieu of a parent).</p> <p>Note)Every year, some students fail to submit their own Certificate of Income Taxation. Even if you have no income, it is necessary to submit your own Certificate of Income Taxation (tax exemption certificate). To make sure you don't have any income.</p> <p>[Self-supported individuals, Privately financed international students] The applicant (and their spouse) must submit the Certificate of Income Taxation.</p> <p>*Privately financed international students who had not yet arrived in Japan as of January 1, 2023, need not submit the Certificate of Income Taxation (Due to non-issuance).</p> <p>[Note on certificates of income taxation] ○ Submit documents showing the value of salary and non-salary income, the number of dependents, a breakdown of deductions, and whether or not the applicant is subject to residents tax. Resubmission will be required where this information is not provided.</p> <p>*No copies available. Submit the original.</p> <p>* Income shown as "[*****]" will not be accepted.</p> <p>* If a certificate is not issued due to zero or low income, submit a certificate of tax exemption (proof of non-taxation).</p> <p>* Where siblings enrolled at the University concurrently apply for tuition fee waivers, only one original copy needs to be submitted, and other applications should use copies.</p> <p>* The Certificate of Income Taxation for FY2023 (which proves income earned in FY2022) is not required</p> <p>*Even if the document shows your income, only the Certificate of Income Taxation issued by the municipality is accepted.</p>	<p>City or ward office, town hall, etc. (Municipalities registered as residents on January 1, 2024) Issuable from June 2024 (Please check with your local government as the date of issuance varies between municipalities)</p>

No.	Application Category			Required documents	Points to note	Issuing body
	General	Self-supported individuals	Privately financed international students			
3	○	●		<p>Documents proving income *This is a "document proving income" that is different from the income taxation certificate of No.2.</p> <ul style="list-style-type: none"> ○ Tax Withholding Certificate (Copy) ○ Final Tax Return (Copy) ○ Certificate of (expected) salary payment (Form 3) <p>*Depending on the application category (General or Self-supported individuals), the items to be submitted may vary as follows.</p> <p>[General] Submit proof of the main income earner's income. If the student's own income is only part-time income of less than 1,030,000 per year, the withholding tax certificate for this income does not need to be submitted.</p> <p>[Self-supported individuals] Documents must be submitted proving the income of the applicant (and spouse), regardless of the amount.</p>	<p>Salaried employees</p> <p>[Salaried employees] (1) Tax Withholding Certificate for FY2023 (Copy) [To be submitted in addition to (1) where either (2) or (3) are declared] (2) Final Tax Return for FY2023 (Copy), including Table 1, Table 2, (in cases of separate taxation) Table 3 and Supplementary tables (Copies) (3) A copy of the municipal/prefectural resident's tax return for FY2024 (Copy)</p>	(1) Workplace
					<p>[Persons falling under the category of self-supported individuals after January 1, 2024] (4) Certificate of (expected) salary payment (Form 3)</p>	(4) University form (May be downloaded from the University's website)
					<p>Persons receiving pension</p> <p>(1) A public pension tax withholding slip for FY2023 (Copy) [To be submitted in addition to (1) where either (2) or (3) are declared] (2) Final Tax Return for FY2023 (Copy), including Table 1, Table 2, (in cases of separate taxation) Table 3 and Supplementary tables (Copies) (3) A copy of the municipal/prefectural residents tax return for FY2024 (Copy)</p>	Pension payee (e.g., the Japan Pension Service)
					<p>Persons with non-salary income</p> <p>[Those with non-salary income] Persons with business income (Farming, commerce, industry, fisheries), dividends, real estate, or miscellaneous income Submit either of the following (1) or (2) (1) Final Tax Return for FY2023 (Copy), including Table 1, Table 2, (in cases of separate taxation) Table 3 and Supplementary tables (Copies) (2) A copy of the municipal or prefectural resident's tax return for FY2024 (Copy)</p> <p>[Persons opening a business between January 2, 2023 and April 1, 2024] Submit both of the following (1) and (2) (1) Final Tax Return for FY2023 (Copy), including Table 1, Table 2, (in cases of separate taxation) Table 3 and Supplementary tables (Copies), or the municipal or prefectural residents tax return for FY2024 (Copy) (2) Statement of monthly income and expenditure from the business' opening to the present (any format)</p>	
				<p>[Notes on Tax Returns and Citizen's Prefectural Tax Returns] *All of the above must be franked with a seal of receipt or the date of electronic filing printed in the upper right corner If there is no receipt seal, a "Tax payment certificate (Number 2, Income Use)" must also be submitted. *If there are any parts of the final tax return that state "as shown in the attached sheet," then this attached sheet is to be submitted together with the tax return.</p>	Tax payment certificates can be issued at tax offices.	

No.	Application Category			Required documents	Points to note	Issuing body
	General	Self-supported individuals	Privately financed international students			
4	●	●	●	Scholarship receipt status Declaration (University Form 8)	<p>[General] Indicate whether or not the applicant is receiving a scholarship.</p> <p>[Self-supported individuals, Privately financed international students] Indicate whether or not the applicant (or their spouse) has received a scholarship.</p> <p>* Persons receiving a scholarship should submit a copy of the decision notice, etc. showing the period of receipt and the amount received.</p> <p>* There is no need to record scholarship loans.</p>	University form (May be downloaded from the University's website)
5			●	<p>Documents proving income *This is a "document proving income" that is different from the income taxation certificate of No.2.</p> <p>○ Tax Withholding Certificate (Copy) ○ Final Tax Return (Copy) ○ Certificate of (expected) salary payment (University Form 3) etc.</p> <p>Tax withholding slips for the applicant (and spouse) must be submitted, regardless of the amount.</p>	<p>Salaries employees</p> <p>[Persons who had arrived in Japan before January 1, 2023 and worked part-time (including TAs and RAs) between January 1, 2023 and December 31, 2023.] (1) Tax Withholding Certificate for FY2023 (Copy) *A person who has worked in a part-time position at Kanazawa University, such as TA or RA, can obtain a withholding record from Acanthus Portal. Refer to the following URL or the two-dimensional code on the right for the method of obtaining. https://www.kanazawa-u.ac.jp/wp/wp-content/uploads/2021/12/gensen-r.pdf</p> <p>*If the employee is unable to issue a tax withholding slip, submit a copy of the salary schedule (for January to December 2023) or a copy of the bank passbook showing the salary transfer (for January to December 2023).</p> <p>[Persons who arrived in Japan on or after January 2, 2023, or person who have not arrived in Japan and plan to work part-time (including TA and RA) on or after April 1, 2024.] (2) Certificate of (expected) salary payment (Form 3) *Ask your employer for evidence. *If you have started working part-time after the date of arrival in Japan, but are not currently doing so, or will not continue to do so after April 1, 2024, you do not need to submit any documents.</p>	<p>(1) Workplace</p> 
					<p>Persons with non-salary income</p> <p>Persons with business income (Farming, commerce, industry, fisheries), dividends, real estate, or miscellaneous income</p> <p>Submit either of the following (1) or (2) (1) Final Tax Return for FY2023 (Copy), including Table 1, Table 2, (in cases of separate taxation) Table 3 and Supplementary tables (Copies) (2) A copy of the municipal or prefectural residents tax return for FY2024 (Copy)</p>	
					<p>*All of the above must be franked with a seal of receipt or the date of electronic filing printed in the upper right corner If there is no receipt seal, a "Tax payment certificate (Number 2, Income Use)" must also be submitted. *If there are any parts of the final tax return that state "as shown in the attached sheet," then this attached sheet is to be submitted together with the tax return.</p>	Tax payment certificates can be issued at tax offices.

No.	Application Category			Required documents	Points to note	Issuing body
	General	Self-supported individuals	Privately financed international students			
6	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Certificate of enrolment (in the form prescribed by the school)	<p>[Where there are school students (other than the applicant) enrolled in high school or above] *Certificate of enrolment (in the form prescribed by the school) *If you do not submit a certificate of entrance, no deductions for students will be made. *You do not need to submit a certificate of your siblings enrolled in this university. *If siblings are preparatory school students (high school to preparatory school), certificates of enrolment from preparatory schools as well as certificates from schools before entering higher education need not be submitted.</p>	School at which the student is enrolled
7	<input type="radio"/>	<input type="radio"/>		Proof of single-parent status	<p>[Single-parent household] One of the following documents showing "widow(er), single parent" • A copy of a tax withholding slip • Final tax return (copy) • Certificate of Income Taxation *If there is income earned as a salaried employee, the tax withholding slip in No.3 or final tax return may be used in substitute where they record "widow(er), single parent". If it cannot be confirmed by the above documents, submit an official copy of the family register. *No special deductions shall be made where certificates are not submitted.</p>	Tax withholding slip → Employer Family register → City or ward office or town hall
8	<input type="radio"/>	<input type="radio"/>		Documents confirming the presence of a disabled person	<p>[Households with disabled persons] Documents confirming the presence of a disabled person (a copy of a physical disability certificate or a rehabilitation certificate (Page showing name, degree of disability and update date)) *Certification of Long-Term Care is excluded from deductions for disability.</p>	
9	<input type="radio"/>	<input type="radio"/>		Public Assistance Decision (Change) Notification (Copy)	<p>[Households receiving public assistance] Public Assistance Decision (Change) Notification (Copy) For the past year (Showing the amount of support provided) *If there is any salary income, document No.3 (tax withholding slip) is also required.</p>	City or ward office, town hall, etc.
10	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Declaration on the separate livelihoods of siblings (University Form 9)	<p>[Households in which siblings have (or will have) separate livelihoods] *This is to be submitted where a person listed as a dependent in the "Dependents subject to deductions" column on the tax withholding slip or final tax return at the time of application ceases to be a dependent of the main income earner as of the application base date. Those who are not dependents of the main income earner do not need to be recorded in the application, so the applicant must demonstrate the difference from the status recorded on the tax withholding slip or final tax return.</p>	University form (May be downloaded from the University's website)
11			<input checked="" type="radio"/>	Household income and expenditure of privately financed international students (University Form 10-1 or 10-2)	<p>Privately financed international students shall carefully check the points to be noted in the attached sheet and submit Forms 10-1 or 10-2. *Form 10-1 is for privately financed international students who had arrived in Japan before January 1, 2023. Form 10-2 is for privately financed international students who had arrived (or will arrive) in Japan between January 2, 2023 and April 2024. *Since a supervisor's signature is required, please ask them as soon as possible. *Even if you will not be in Japan at the time of document submission, request your supervisor to sign the document by e-mail or other means. If the signature can be confirmed, the original document does not need to be submitted.</p>	University form (May be downloaded from the University's website)

No.	Application Category			Required documents	Points to note	Issuing body
	General	Self-supported individuals	Privately financed international students			
12			●	Residence card (Copy)	Photocopies of the residence cards of the applicant and all family members (both sides) * <u>Make a copy of the front and back (both sides) of the cards.</u>	
13			●	Copy of lease contracts for apartments, boarding houses, dormitories, and other facilities	Copy and submit the page containing the rent and common service fee of the lease contract for the apartment, etc. *Only dormitory students shall submit something that shows the monthly amount of rent in place of the lease contract. *If you share a room in an apartment, submit documents showing that you live together (such as a page that shows a roommate in the lease agreement).	Tenant management company (Real estate agent), etc.
14		●		Health Insurance card (copy)	The applicant's own card	
15		●		Certificate of residence (original)	Certificates of residence for <u>all members</u> of the applicant's household *When requesting issuance at a city hall, etc., be sure to request the residence card of "all households." *Resubmission will be required where residence certificates are not submitted for all members of the household.	City or ward office, town hall, etc.
16	○			A copy of the family register, death certificate (copy), or other document confirming death	[In case of the death of the main income earner within one year prior to entrance (April 1, 2023 - March 31, 2024)] A copy of the family register, death certificate (copy), or other document confirming death *If a family member was a dependent of the deceased under the Income Tax Law, submit the deceased's most recent Certificate of Income Taxation, tax withholding slip (copy) or a copy of their final tax return including Tables 1 and 2, or other documents showing that the family member was a dependent.	City or ward office, town hall, etc.
17	○	○	○	All documents (1), (2) and (3) that can confirm the fact of damage from storms, flooding or other disasters (1) Disaster certificate, Statement of damages from disaster (2) Certificate of insurance payment (3) Declaration of loss (University Form)	[Where the applicant or the main income earner suffers a disaster such as storms, flooding, or theft (Within one year prior to entrance (April 1, 2023 - March 31, 2024)] All of (1) - (3) (1) Disaster certificate, Statement of damages from disaster (2) Certificate of insurance payment (3) Declaration of loss (University Form) *This is only applicable in cases in which the applicant is recognized to be in extreme economic distress due to increased expenditures or decreased income as a result of damages caused by disasters such as fire, storms, flooding, or earthquakes. * In the "value of damages" column, the value of damages or losses and the value of insurance payments and compensation for damages should be deducted from the value of material damages recorded on the certificate (do not simply deduct the value of damages or restoration costs as they are).	(1) City or ward office, town hall, etc. (2) Insurance company (3) University form (May be downloaded from the University's website)

[Reference] Where to submit documents for enrollment procedures

Graduate school / Major	For inquiries concerning admissions procedures	
Graduate School of Human and Socio-Environmental Studies Graduate School of Law Graduate School of Professional Development in Teacher Education	Admission Section, Student Affairs Division, Human and Social Administration Department (Human and Social Science Hall 2) E-mail: n-nyusi@adm.kanazawa-u.ac.jp Phone: 076-264-5600, 5602	Zip: 920-1192 Kakumamachi, Kanazawa
Graduate School of Natural Science and Technology	Admission Section, Student Affairs Division, Science and Engineering Administration Department (Natural Science and Technology Main Hall) E-mail: s-nyusi@adm.kanazawa-u.ac.jp Phone: 076-234-6823, 6975	
Graduate School of Medical Sciences (Division of Medical Sciences, Division of Medicine)	Medical Sciences Student Affairs Section, Student Affairs Division, Medical, Pharmaceutical and Health Administration Department (School of Medicine Hall F) E-mail: t-daigakuin@adm.kanazawa-u.ac.jp Phone: 076-265-2121, 2888	Zip: 920-8640 13-1 Takara-machi, Kanazawa City
Graduate School of Medical Sciences (Division of Pharmaceutical Sciences)	Pharmacy Student Affairs Section, Faculty of Pharmacy and Cancer Research Institute Support Division, Medical, Pharmaceutical and Health Administration Department (Natural Science and Technology Main Hall) E-mail: y-gakumu@adm.kanazawa-u.ac.jp Phone: 076-234-6827, 6983	Zip: 920-1192 Kakumamachi, Kanazawa
Graduate School of Medical Sciences (Division of Health Sciences)	Student Affairs Section, Faculty of Health Sciences Support Division, Medical, Pharmaceutical and Health Administration Department (School of Health Sciences Hall 1) E-mail: t-igaku2@adm.kanazawa-u.ac.jp Phone: 076-265-2515	Zip: 920-0942 5-11-80 Kodatsuno, Kanazawa City
Graduate School of Advanced Preventive Medical Sciences	Medical Sciences Student Affairs Section, Student Affairs Division, Medical, Pharmaceutical and Health Administrative Department (School of Medicine Hall F) E-mail: t-daigakuin@adm.kanazawa-u.ac.jp Phone: 076-265-2868	Zip: 920-8640 13-1 Takara-machi, Kanazawa City
Graduate School of Frontier Science Initiative	Graduate School of Frontier Science Initiative Affairs Section, Student Affairs Division, Student Affairs Department (Administration office Building) E-mail: s-yugo@adm.kanazawa-u.ac.jp Phone: 076-264-5970	Zip: 920-1192 Kakumamachi, Kanazawa

(Enrollment and tuition fee waiver liaison)
Student Support Section, Student Support Division, Academic Affairs Department,
Kanazawa University (Kakuma Campus Main Building 2F)
Mail: stsien@adm.kanazawa-u.ac.jp
(Please include your student ID and name in the text of the email.)