1. Application Process

**Note:** Postal application not accepted

**[Period]** ※Excluding Sat, Sun, Nat. Holidays, and February 25 and 26

- Students entering in April 2020

Same as the admission procedure period for the affiliated department or graduate school

※Students who wish to apply for both admission and tuition fee exemption should submit their applications together.

**[Location]** Scholarship Team, Student Scholarship and Welfare Group  Tel: 03-5841-2547 / 2548
Mall Floor at Student Support Center (next to Gotenshita Memorial Arena) (9:00～17:00)
(Students entering the Graduate School of Frontier Sciences should submit their application forms at the Administrative office located at Kashiwa Campus.)

※If you apply for admission fee exemption, the payment of admission fee will be deferred until the result is determined in the late July without applying for deferred payment.

(1) Please apply in person at the Enquiry Desk of the Scholarship Team, Student Scholarship and Welfare Group.

※If it is difficult for you to apply in person, you may ask a proxy to submit your application in your place during the application period. In that case, please make sure that the proxy brings his/her identification and a proxy letter (with your name and seal/signature) entrusting the proxy with the application (available on our website.)

(2) To verify that you are newly entering the University of Tokyo in April, **please bring your Certification of Admission**.

(3) Applications for exemption / deferred payment of admission fee must be submitted without fail prior to the admission procedure. The admission procedure should be carried out only after being given a receipt for the application(s).

(4) Applications submitted after the closing date will not be accepted whatever the reason. **Please prepare the documents well in advance and apply as early as possible.**

※ Please contact the enquiry desk in advance if there are documents which cannot be prepared within the application period.

2. Required Documents for international students

※Please download the application forms from the URL below **after February 17:**

https://www.u-tokyo.ac.jp/ja/admissions/tuition-fees/h01_02.html

※When submitting, please include all the documents into the application envelope.

※All envelopes and Admission Fee Exemption Application Card & Receipt will be distributed by Scholarship Team or at the office of the affiliated department / graduate school.

※Depending on your situation, you might have to submit some more documents in addition to the following.

(1) If you live in Japan alone, please prepare the following documents.

- **Application for Admission Fee Exemption – Academic Year 2020**
- **Record of Independent Household Finances (Form2): 独立家計調書（様式2）**
- **Statement (Certification) Regarding Part-time Work (Form1): 本人のアルバイトに関する申立証明書（様式1）**
- Admission Fee Exemption Application Card & Receipt (document in triplicate): 申請カード・受理票
- Stamped self-addressed envelope (with a JPY 84 stamp, size of 120mm × 235mm)
- Application envelope (Pink, size of 240mm × 332mm)

**★:** download  **●:** distribution
(2) If you live in Japan with your family, please submit documents only for family members (spouse/parents/children) living in Japan.

However, please make sure you submit the [Record of Independent Household Finances (Form2):独立家計調書 (様式 2)] even if you are living with your family.

3. Notification of selection results

(1) The result of the selection is usually sent out in the late July. If no notification arrives by the middle of August, please contact the Scholarship Team, Student Scholarship and Welfare Group.

- If exemption is granted, depending on the situation of the family finances, the exemption will be half the value of the admission fee.
- If deferred payment is granted, it will be extended until the end of August.

(2) Please make sure to supply a designated and self-addressed envelope with 84 yen stamp on for sending the notification of the selection results.

※ Notification of the results cannot be sent without a stamped self-addressed envelope.
※ The envelop will be distributed by the scholarship team or at the office of the affiliated department / graduate school.

4. Precautions

(1) Please be aware that the chances of getting an admission fee exemption are low. Also, as the University only offers partial exemption, it is not possible to receive a full exemption for the admission fee.

(2) For students enrolling in April, the result of the admission fee exemption will be sent to the applicants around the late July, and full or half amount of the admission fee must be paid by the due date after the notification of the result. If you do not pay the admission fee by the designated deadline, you will lose the status as a student of the University of Tokyo according to our school rules. Please be sure to prepare sufficient money beforehand so that the admission fee can be paid by the middle of August.

(3) Payment of admission fee will be deferred until the results of the screening are determined just by applying for admission fee exemption. However, please note that eligibility will be invalidated if the applicant pays the relevant fees before the results are determined.

(4) A deferred payment plan is also available if you hope for a further deferment. In that case, please submit an application form for deferred payment. (This is different from the form for exemption)

(5) English-speaking administrative staff may not be available at the time of your application. In that case, the staff will ask you questions only in Japanese. For those international students who have difficulty with Japanese, we suggest that they are accompanied by someone who understands Japanese well for assistance.

(6) The Social Security and Tax Number (Individual Number) System has been introduced in Japan from January 2016. If your Individual Number is written in any of the documents that you need to submit for this application, please paint over the Number with a black pen and make sure that it cannot be read before submitting the document.
1. Application Process

**Note: Postal application not accepted**

[**Period**] ※Excluding Sat, Sun, Nat. Holidays, and February 25 and 26

1. Existing Students (Undergraduate/postgraduate students enrolling in the same course as 2019)
   (Mon) Feb. 17, 2020 ~ (Fri) Apr. 10, 2020
2. Current students who will become new 3rd year undergraduate students from April 2020
   (Mon) Feb. 17, 2020 ~ (Fri) Apr. 10, 2020
3. Students entering in April 2020
   Admission procedure period of the affiliated departments or graduate school
   ~ (Fri) Apr. 10, 2020

[**Location**] Scholarship Team, Student Scholarship and Welfare Group
   Mall Floor Student Support Center (next to Gotenshita Memorial Arena) *(9:00~17:00)*
   (On March 3,4 and 5, applications will also be accepted at the Administrative Office of
   Graduate School of Frontier Sciences located at Kashiwa Campus.)

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1. Please apply in person at the Enquiry Desk of the Scholarship Team, Student Scholarship and Welfare Group and bring your student ID card (or Certification of Admission).
   ※ If it is difficult for you to apply in person, you may ask a proxy to submit your application in your place during the application period. In that case, please make sure that the proxy brings his/her identification and a proxy letter (with your name and seal/signature) entrusting the proxy with the application (available on our website.)

2. Applications submitted after the closing date will not be accepted whatever the reason. Please prepare the documents well in advance and apply as early as possible.
   ※ Please contact the enquiry desk in advance if there are documents which cannot be prepared within the application period.

2. Required Documents for international students

※Please download the application forms from the URL below after February 17:
https://www.u-tokyo.ac.jp/ja/admissions/tuition-fees/h01_02.html
※When submitting, please include all the documents into the application envelope.
※Application envelope and Tuition Fee Exemption Application Card & Receipt will be distributed by Scholarship Team or at the office of the affiliated department / graduate school.
※Depending on your situation, you might have to submit some more documents in addition to the following.

   (1) If you live in Japan alone, please prepare the following documents.

   ★ Application for Tuition Exemption – Academic Year 2020
   【First Half only (1sheet) or both First and Second Half (2 sheets)】
   ★ Record of Independent Household Finances (Form2) : 独立家計調書様式2
   ★ Statement (Certification) Regarding Part-time Work (Form1) : 本人のアルバイトに関する証明様式1
   ● Tuition Fees Exemption Application Card & Receipt (document in duplicate) : 申請カード・受理票
   ● Application envelope (Cream color, size of 240mm × 332mm)

   ★ : download  ● : distribution
   ※If you want to apply for the Second Half along with the First half, please prepare an application form for each half.

   (2) If you live in Japan with your family, please submit documents only for family members (spouse/parents/children) living in Japan. However, please make sure you submit the [Record of Independent Household Finances (Form2):
(3) If you are enrolled beyond your standard program duration, please submit the [Reason for extending beyond the standard course period (Form8): 修業年限を超えた理由書(様式8)].

3. Notification of selection results

(1) The result of the selection for the First Half will be notified on UTokyo Academic affairs System (UTAS) in the late July. Please log in to UTAS and check "Student Info". If no notification is shown by the middle of August, please contact the Scholarship Team, Student Scholarship and Welfare Group.

※ If exemption is granted, depending on the situation of the family finances, the exemption will be half or full value of the tuition fees.

(2) If you also apply for the Second Half at the same time, the notification of the Second Half will be notified in the middle of January.

4. Precautions

(1) Those who applied for the tuition fee exemption last year (academic year 2019 and who wish to receive exemption this year (academic year 2020 must reapply. (Please note that selection result is not automatically carried over to the following year)

(2) When applying for tuition fee exemption for the First Half of 2020, you may also do so for the Second Half. However, this does not mean that exemption will be automatically granted for both the First and Second Half at the same time. Therefore, please be sure to confirm whether or not your application is accepted for both halves at the appropriate times.

(3) Payment of tuition will be deferred until the results of the screening are determined (bank account withdrawal of persons who registered a bank account for tuition withdrawals is also deferred) just by applying for tuition exemption. However, please note that eligibility will be invalidated if an applicant pays the relevant fees before the results are determined.

(4) A deferred payment plan is also available for tuition fee if you hope to receive a further deferment. In that case, please submit an application form for deferred payment. (This is different from the form for exemption.)

(5) If applicants submit applications for the First and Second Half together, they do not have to submit an application for the Second Half again later. However, applicants to whom any of the following conditions apply should resubmit their applications during the application submission period for the Second Half.

- Cases where the information (family, study or household budget) provided in the application on April 1 has changed by October 1.
- Cases where the applicant has changed programs in September.
  (example: cases where the applicant completes the Master's program in September, and enters the doctoral program in September)
- Cases where the applicant was expected to graduate or complete the program but continues to be enrolled beyond the program duration.

(6) English-speaking administrative staff may not be available at the time of your application. In that case, the staff will ask you questions only in Japanese. For international students who have difficulty with Japanese, we suggest that they are accompanied by someone who understands Japanese well for assistance.

(7) The Social Security and Tax Number (Individual Number) System has been introduced in Japan from January 2016. If your Individual Number is written in any of the documents that you need to submit for this application, please paint over the Number with a black pen and make sure that it cannot be read before submitting the document.
Application Procedure for the First Half of 2020, Deferred Payment of Tuition Fee

1. Application Process

Note: Postal application not accepted

【Period】※Excluding Sat, Sun, Nat. Holidays, and February 25 and 26

① Existing Students (Undergraduate/postgraduate students enrolling in the same course as 2019)
   (Mon) Feb. 17, 2020 ～ (Fri) Apr. 10, 2020

② Current students who will become new 3rd year undergraduate students from April 2020
   (Mon) Feb. 17, 2020 ～ (Fri) Apr. 10, 2020

③ Students entering in April 2020
   Admission procedure period of the affiliated departments or graduate school
   ～ (Fri) Apr. 10, 2020

【Location】Scholarship Team, Student Scholarship and Welfare Group  Tel: 03-5841-2547/2548
   Mall Floor at Student Support Center (next to Gotenshita Memorial Arena) (9:00～17:00)
   (* On March 3, 4 and 5, applications will also be accepted at the Administrative Office of Graduate School of Frontier Sciences located at Kashiwa Campus.)

※ If you apply for tuition fee exemption, the payment of tuition will be deferred until the result is determined in the late July without applying for deferred payment.

(1) There are two types of postponement of tuition payments: “deferred payment” and “installment payment.” If the application of “deferred payment” is approved, the payment will be postponed until the end of August. Otherwise the “installment payment” is due on the 27th of each month until the end of September. Please note that the application form is different from that of tuition fee exemption.

(2) Please apply in person at the Enquiry Desk of the Scholarship Team, Student Scholarship and Welfare Group and bring your student ID card (or Certification of Admission).
   ※ If it is difficult for you to apply in person, you may ask a proxy to submit your application in your place during the application period. In that case, please make sure that the proxy brings his/her identification and a proxy letter (your name and seal/signature) entrusting the proxy with the application (available on our website.)

(3) Applications submitted after the closing date will not be accepted whatever the reason. Please prepare the documents well in advance and apply as early as possible.
   ※ Please contact the enquiry desk in advance if there are documents which cannot be prepared within the application period.

2. Required Documents for international students

※Please download the application forms from the URL below after February 17:
   https://www.u-tokyo.ac.jp/ja/admissions/tuition-fees/h01_02.html

※When submitting, please include all the documents into the application envelope.

※All envelopes and Tuition Fees Exemption Application Card & Receipt will be distributed only at Scholarship Team.

※Depending on your situation, you might have to submit some more documents in addition to the following.
(1) If you live in Japan alone, please prepare the following documents.

| ★ Application for Deferred Payment of Tuition Fee – Academic Year 2020 |
|【First Half only (1 sheet) or both First and Second Half (2 sheets)】 |
|★ Record of Independent Household Finances (Form2): 独立家計調書(様式2) |
|★ Statement (Certification) Regarding Part-time Work (Form1): 本人のアルバイトに関する申立(証明)書(様式1) |
● Tuition Fees Exemption Application Card & Receipt (document in duplicate): 申請カード・受理票 |
● Two stamped, self-addressed envelopes (with a JPY 84 stamp, size of 120mm × 235mm) |
  (One envelope if First Half only) |
● Application envelope (Blue, size of 240mm × 332mm) |

**: download  ●: distribution  ※: If you want to apply for the second half along with the First half, please prepare an application form for each half.

(2) If you live in Japan with your family, please submit documents only for family members (spouse/parents/children) living in Japan. However, please ensure you submit the [Record of Independent Household Finances (Form2): 独立家計調書(様式2)] even if you are living with your family.

3. Notification of selection results

(1) The result of the selection for the First Half is usually notified in the late July. If no notification arrives in the middle of August, please contact the Scholarship Team, Student Scholarship and Welfare Group.

※ If you apply for tuition fee exemption, the payment of tuition will be deferred until the result is determined in early August without applying for deferred payment.

※ If deferred payment is granted, it will be extended until the end of August or payment in installments until September.

(2) If you also apply for the Second Half at the same time, the notification of the Second Half will be notified in the middle of January.

(3) Please make sure to supply a designated and self-addressed envelope with 84 yen stamp on for the notification of the selection results.

※ Notification of the results cannot be sent without a stamped self-addressed envelope.

※ In Hongo campus, the envelopes will be distributed only by the scholarship team.

4. Precautions

(1) Those who applied last year (academic year 2019) and who wish to receive approval this year (academic year 2020) must reapply. (Please note that selection result is not automatically carried over to the following year)

(2) When applying for deferred payment for the First Half of 2020, you may also do so for the Second Half. However, this does not mean that deferred payment will be automatically granted for both the First and Second Half at the same time. Therefore, please be sure to confirm whether or not your application is accepted for both halves at the appropriate times.

(3) Please note that eligibility will be invalidated if an applicant pays the relevant fees before the results are determined.

(4) If applicants submit applications for the First and Second Half together, they do not have to submit an application for the Second Half again later. However, applicants to whom any of the following conditions apply should resubmit their application during the application submission period for the Second Half.

Cases where the information (family, study or household budget) provided in the application on April 1 has changed by October 1.
• Cases where the applicant has changed programs in September.
  (example: cases where the applicant completes the Master's program in September, and enters the doctoral program in September)
• Cases where the applicant was expected to graduate or complete the program but continues to be enrolled beyond the program duration.

(5) English-speaking administrative staff may not be available at the time of your application. In that case, the staff will ask you questions only in Japanese. For international students who have difficulty with Japanese, we suggest that they are accompanied by someone who understands Japanese well for assistance.

(6) The Social Security and Tax Number (Individual Number) System has been introduced in Japan from January 2016. If your Individual Number is written in any of the documents that you need to submit for this application, please paint over the Number with a black pen and make sure that it cannot be read before submitting the document.