

## 1. Application Process

### 【How to apply】

#### **ONLY postal application is accepted**

We currently do not accept applications at the counter. When applying by post, please send the applications using **registered mail** “簡易書留郵便”.

※Students who wish to apply for both exemption and deferred payment should submit their applications together.

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

(1) For applicants outside Japan, please ask someone to act as a domestic proxy for the above mailing procedures.

In this case, please also enclose a letter of proxy (form is 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 provided within the application period.

### 【Period】 for Students entering in September 2020

**Same as the admissions procedure periods for their affiliated department or graduate school**

**Application documents must be postmarked by the last day of enrollment procedures and arrive by 2 business days later. Please note that applications will not be accepted if late.**

### 【How to get the Application form】

Please download the application forms from the URL below after July 31<sup>st</sup>.

### 【Details for application method / Download application form】

[https://www.u-tokyo.ac.jp/en/prospective-students/tuition\\_fees.html](https://www.u-tokyo.ac.jp/en/prospective-students/tuition_fees.html)

## 2. Notification of selection results

The result of the selection will be sent to applicants around the middle of January by post. If no notification arrives by the end of January, 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, the payment date will be extended until the end of February.

## 3. 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) Full amount or half of the admission fee must be paid **by the end of January** 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 end of January.

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

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

# Application Procedure for the Second Half of 2020

## ◇Tuition Fee Exemption / Deferred Payment◇

### 1. Application Process

#### 【How to apply】

The University of Tokyo accepts applications for tuition exemptions/deferred payment that are sent through the post **ONLY**. We currently do not accept applications at the counter. When applying by post, please send the applications using **registered mail** “簡易書留郵便” (kan'i kakitome yubin).

For applicants outside Japan, please ask someone to act as a domestic proxy for the above mailing procedures. In this case, please also enclose a letter of proxy (with your name and seal/signature) entrusting the proxy with the application (available on our website.)

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**.

#### 【Application Period】

Application documents **must be postmarked** by the last day of the application period and **arrive** by 2 business days later.

- ① Current students (undergraduate/postgraduate students enrolling in the same course as 2019)

**(Mon) Sep. 7, 2020 ~ (Wed) Oct. 7, 2020**

- ② Students entering in September 2020

**Admission procedure period of their affiliated department or graduate school**

※Application is open until (Wed) October 7 for those applying only for the exemption and deferred payment of tuition fees.

#### 【How to get application forms】

Please download the application forms from the URL below after July 31:

[https://www.u-tokyo.ac.jp/en/prospective-students/tuition\\_fees.html](https://www.u-tokyo.ac.jp/en/prospective-students/tuition_fees.html)

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

### 2. Notification of selection results

The result of the selection for the Second Half will be notified through the UTokyo Academic affairs System (UTAS) around the middle of January. Please log in to UTAS and check the result. If no notification is shown by the end of January, 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.

### 3. Precautions

- (1) Those who applied for 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) Payment of tuition by persons applying for tuition exemption or deferred payment will be deferred until the results of the screenings are determined (bank account withdrawal of persons who registered a bank account for tuition withdrawals is also deferred). However, please note that eligibility will become invalid if an applicant pays the relevant fees before the results are determined.
- (3) Applicants who already submitted the applications for the First and Second Half together (during the submission period for the first half) they do not have to submit an application for the Second Half again. However, applicants to whom any of the following conditions apply must 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.

(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.)

**Contact Information**

Scholarship Team of the Student Scholarship and Welfare Group

Email: syougaku.adm@gs.mail.u-tokyo.ac.jp