These application guidelines shall apply to graduate school students (including privately financed international students) and special course students. Students of the General Education Division of the Institute of Liberal Arts and Science (hereinafter referred to as "general education students") should refer to the "New System for Academic Support (for Students of the General Education Division of the Institute of Liberal Arts and Science)" on the University's website. Note that only privately financed international students who are to be admitted in 2020 or later and who are ineligible for the government's support system, the New Academic Support System (henceforth referred to as the "new system") and students who graduated from high school more than three years before entering the University may apply for the University's tuition fee waiver in accordance with these guidelines. Please read the term "special course (Bekka) student(s)" in these guidelines as "general education student(s)."

* If your household has been subject to a sudden change in circumstances due to the coronavirus pandemic, it may be possible to review this application separately from this exemption. Detailed shall be provided separately.

About tuition fee waivers at Kanazawa 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. Selections shall be made every semester and results will not necessarily be the same as previous results. In some cases, although a previous full exemption may have been granted, a half exemption may be granted for the current application. In other cases, exemption may be disallowed because the application does not meet the required criteria.

Based on the applicant's application, general education students 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 persons meeting the criteria may be refused.

1. Eligible applicants

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

(1) Students who have difficulty paying tuition due to financial reasons and who are recognized as having excellent academic records.

(2) Students who have difficulty paying tuition fees due to any of the following reasons within 6 months prior to the due date of tuition fees for each semester (for new students, only for the first semester of the school year within 1 year prior to enrolling):
(1) In the event of the death of the main income earner, or in the event that the applicant or main income earner has suffered damages from a disaster such as storms or floods
(2) In cases equivalent to (1) for which the President finds reasonable grounds.

2. Application method, application period, submission address

Please submit the set of documents for tuition fee waivers within the application period.

<table>
<thead>
<tr>
<th>Step1</th>
<th>February 22 - March 22, 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>&lt;Application method&gt;</strong></td>
<td>Please print and complete &quot;Applicant Forms 1-1 and 1-2&quot; and submit these together with the required documents (except for the income certificate).</td>
</tr>
<tr>
<td><strong>&lt;Submission period&gt;</strong></td>
<td><strong>February 22 (Mon) - March 22, 2021 (Mon)</strong></td>
</tr>
<tr>
<td><strong>(Applications with postmarks up to this date)</strong></td>
<td>&lt;Submission method&gt; Submissions shall only be accepted by mail (To prevent the spread of COVID-19).</td>
</tr>
<tr>
<td><strong>&lt;Submission address&gt;</strong></td>
<td>Student Support Section, Student Support Division, Department of Academic Affairs, Kanazawa University, Kakumamachi, Kanazawa City, Ishikawa 920-1192</td>
</tr>
<tr>
<td></td>
<td><em>Please write &quot;Application for Tuition Fee Waiver&quot; in red ink on the left side of the front of the envelope.</em></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step2</th>
<th>June 1 - June 17 2021 (Certificate of income only)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>&lt;Application method&gt;</strong></td>
<td>Obtain and submit a &quot;Certificate of Income for FY2021&quot; at the city or ward office or town hall.</td>
</tr>
<tr>
<td><strong>&lt;Submission period&gt;</strong></td>
<td><strong>June 1 2021 (Tues) - 17 (Thurs)</strong> (For postal applications, applications with postmarks up to this date)</td>
</tr>
<tr>
<td><strong>&lt;Submission method&gt;</strong></td>
<td>By post or at the student support services kiosk. Please write your name and student number in the upper right corner of the certificate of income</td>
</tr>
<tr>
<td><strong>&lt;Submission address&gt;</strong></td>
<td>Student Support Section, Student Support Division, Department of Academic Affairs, Kanazawa University, Kakumamachi, Kanazawa City, Ishikawa 920-1192</td>
</tr>
<tr>
<td></td>
<td><em>Please write &quot;Application for Tuition Fee Waiver&quot; in red ink on the left side of the front of the envelope.</em></td>
</tr>
</tbody>
</table>

* 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 enrollment) by the deadline due to personal reasons, or if you have any questions.

[Set of application documents]
Guidelines and forms (other than the Applicant Forms) are available on the University's website (Student Life > Financial Support > Tuition fee waiver page). Paper copies are not available; please print and complete the forms yourself.

https://www.kanazawa-u.ac.jp/campuslife/economic/tuition_waiver

[Applicant Forms 1–1 and 1–2] Acanthus Portal > Education > Academic Affairs
3. Notification of results

Notification shall be made on the Acanthus Portal in mid-August 2021 (tentative)
*Collection of tuition fees shall be postponed until the results of tuition fee waiver applications are made available.
*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 deadline for the payment of tuition fees shall be September 30 for the first semester and March 31 for the second semester. 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 payments, should your application be unsuccessful.

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

1. Application requirements

(1) 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, where 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 student’s circumstances, applications may be approved as special cases.

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

(a) Leave of absence due to illness, or 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) Where the student has exceeded the standard period of study due to studying abroad.

(c) Where 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) For leave of absence for childbirth or childcare.

(e) Where a student has exceeded the standard period of study due to other reasons not attributable to the student.
(2) Leave of absence

Students who take a leave of absence or who return to school in the middle of the semester between the standard date for application for exemption (April 1 for the first semester, October 1 for the second semester) and the publication of application results cannot apply for a tuition fee exemption. Students who decide to take a leave of absence after making an application must make sure to report this to the Student Support Section in order to withdraw their application.

2. Self-supported persons

(1) 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.

5. Newly revised points for applications from 2021

1. Changes in the method of calculating household income levels

Starting in 2021, the method of calculating the annual gross income of the household to which the applicant belongs will be changed.

Before the change: The value is calculated based on estimated values reflecting the household’s most recent financial situation (unemployment, retirement, reemployment) or using income from the previous year.

After the change: Calculated based on income in the previous year. (However, those who meet the requirements to be considered self-supported persons from April 1 and privately financed international students may use calculations based on estimates.)

For this reason, the "Income Certificate for FY2021" (taxation) certificate (reflecting income from FY2020) issued in June 2021 must be used to calculate household income levels.

In addition to the application period between February and March, the Certificate of Income (taxation) for FY2021 (herein termed the "Income Certificate") must be submitted in June.

Please note that it is not necessary to submit the "Certificate of Income for FY2020 (reflecting income from 2019)," which can be obtained before June.

2. Combined application for first and second semesters

During the application period in the first semester, you will be able to submit a combined application for the first and second semesters. Please refer to "6. First and second semester combined applications."
3. Abolition of deductions for students attending national schools exempt from tuition fees

Of the special deductions, the deduction for students who are "exempt from tuition fees" at national schools (high schools, vocational schools, and universities) is to be abolished. As a result, Form 2 "Certificate of School Attendance" is to be abolished. In addition, since the deduction for school attendance will be continued, households with school students are required to submit a certificate of school attendance from each school.

6. First and second semester combined applications

Applicants meeting certain conditions are eligible to apply for both the first and second semesters of the 2021 academic year at the same time in their first semester application as a "First and second semester combined application."

In such cases, the application for the second semester will be completed during the second semester application period scheduled in September 2021 (tentative) by simply submitting an online declaration stating that no changes have been made 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 combined application should read the following information carefully before applying.

1. Requirements for a first and second semester combined 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) - (4) below are not eligible to make a first and second semester combined application.

1. Students enrolling in October
2. Students planning to graduate or complete their studies during the academic year
3. Students planning to take a leave of absence or withdraw from the University during the academic year
4. Students enrolled beyond the standard duration of study

2. Receipt and treatment of first and second semester combined applications
Applicants who satisfy the conditions in 1 above who wish to make a first and second semester combined application must check the box for a first and second semester combined 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 combined 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 combined application shall be considered 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 having applied for a tuition fee waiver, the applicant should contact the Student Support Section, Student Support Division as soon as possible and complete the procedures for withdrawing their application.

Note. Even if a first and second semester combined 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.
7. Flow of first and second semester combined tuition fee waiver applications

2021 Tuition fee waiver application

Around March
Choose "First and second semester combined" or "First semester only" for the tuition fee waiver application

First and second semester combined application chosen

Required documents submitted
(Submission of additional documents or replacement of those deemed insufficient by the Student Services Section also completed).

Completion of document submission

Withdrawal of application after completing the application procedures

Not withdrawn

Changes to circumstances since the first application?

No changes

Around September
Via the website
Registration without reason for change
(Second semester application completed by registration only)

Changes

Around September
Change to a first and second semester combined application Declaration (Including withdrawal)
(Applicants wishing to apply for the second semester should contact the Student Support Section and complete the procedure again.

Please note that it will be necessary to re-submit the complete set of required documents.

[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 living with the family
- Receipt of a new scholarship since the time of the first semester application

In these cases, it is necessary to change the application for the first and second semester combined application and to apply again for the second semester.
8. Tuition fee waiver application flow

(1) Confirm application requirements
Please check the tuition fee waiver application requirements and confirm that you satisfy the application requirements.

(2) Preparation of required documents
Once the application period is open, you will be able to apply online through the Acanthus Portal using the online form specifically for exemptions.

(3) Online application form for tuition fee waivers
Online application via the Acanthus Portal (Online form completion is available only during the application period)

(4) Application form printing
Forms 1-1 and 1-2 are to be submitted by all applicants

(5) Confirmation and mailing of required documents
Documents other than the Income Certificate
Sending documents: Only postal mail will be accepted (Deadline: 22 March (Mon))

(6) Obtain and submit the Income Certificate
(by mail or at the counter)
(Deadline: June 17 (Thurs) Postmarked up to June 17 in the case of postal submissions)

(7) [University side] Document inspection
Notification of missing or incomplete documents

(8) Submission of missing or revised documents

(9) Notice of Results
Notification of results shall be made on the Acanthus Portal in mid-August (tentative).

An Income Certificate for FY2021 (proof of income for FY2020 will be issued by your city or town hall, and this must be submitted either by mail or in person by June 17 (Thurs).
※If you do not submit it, the tuition exemption application will be cancelled.
*Applications for tuition fee waivers will be cancelled where this is not submitted.

The Student Support Section will check the submitted documents and contact applicants by e-mail, Acanthus Portal message, or phone if any documents are missing or incomplete. Please follow their instructions promptly and submit the documents by the deadline.
※If you do not submit it, the tuition exemption application will be cancelled.
*Applications for tuition fee waivers will be cancelled where this is not submitted.
9. Guidelines for preparing the Applicant Forms

1. Notes on preparing the forms

(1) If the applicant is unable to provide the required documents during the application period for reasons other than personal circumstances (e.g., certificate of enrollment, certificate of expected salary payment), the applicant may be permitted to submit additional documents at a later date (the application itself must be completed during the application period).

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 phone or by message on the Acanthus Portal in the event of an incomplete application.

Applications may be rejected 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 copies of documents wherever possible; when submitting originals, please be sure to make a copy for your own records before submission.

(4) Where an application is found to contain false information, any tuition fee waiver already granted shall be revoked (with the regular value to be paid in full) and no further tuition fee waiver application will be accepted.

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

(1) Preparation method

Please complete the online form before printing and completing forms (This online form provides an understanding of applicants, so in principle, we will not accept any submission that is not made online, such as handwritten responses.)

(How to access the online form)

Acanthus Portal → Education → Academic Affairs Information Service → Top Page "Tuition fee waiver"

※ Instructions can be found on the University’s website: (University website → Student Life → Financial Support → Tuition Fee Waiver)

Please note that you cannot submit an online application only. Please be sure to submit printed "Applicant Forms" and provide the required attached documents after completing the online form.

Moreover, 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. 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 slip and the number of dependents recorded on the online form. In such cases, please submit Form 9 "Declaration concerning siblings' separate livelihoods."

(2) **Recording household income**

(1) **Applicant classification**

Select one of the three categories, "General student" "Self-supported person (Employed (Working student))," and "International Student."

<table>
<thead>
<tr>
<th>Application Category</th>
<th>Requirements</th>
</tr>
</thead>
</table>
| Employed person (Working student) (Self-supported persons should select this) | All conditions 1-3 below must be met.  
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.  
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 an income certificate. |
| International students* | Privately financed international students |
| General students | Where the applicant falls under neither the "Self-supported person" or "International student" categories |

* As a general rule, the income of self-supported persons and 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 by persons who became self-supported persons through work since the base application date (April 1 for the first semester, October 1 for the second semester) and privately financed international students who had not yet arrived in Japan as of January 1, 2020.

Even if previously recognized as a self-supported person, applicants will not be recognized as self-supported persons 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

<table>
<thead>
<tr>
<th>Application Category</th>
<th>Scope of family (Members of the same household)</th>
</tr>
</thead>
<tbody>
<tr>
<td>General students</td>
<td>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: (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 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.</td>
</tr>
<tr>
<td>Employed persons</td>
<td>The applicant (Including the spouse and dependents (children, etc.) of the applicant or their spouse under the Income Tax Law.)</td>
</tr>
<tr>
<td>(Working student)</td>
<td></td>
</tr>
<tr>
<td>(Self-supported persons)</td>
<td></td>
</tr>
<tr>
<td>Privately financed foreign students International students</td>
<td>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.))</td>
</tr>
</tbody>
</table>

* If a person who is a dependent under the Income Tax law at the time of application ceases to be a dependent as of April 1, please submit Form 9 “Statement on the separate livelihoods of siblings.”

(3) Income

Please complete the form according to the tax withholding certificate for FY2020 (salaried employees) (the value shown in the "amount paid" column), or the final tax return for FY2020 or the Municipal Residents Tax Return for FY2021 (reflecting FY2020) (where not a salaried employee).

In the case of salaried employees with multiple employers, please record the total amount.
<table>
<thead>
<tr>
<th>Application Category</th>
<th>Income to be recorded</th>
</tr>
</thead>
</table>
| General students     | - The applicant’s income: Only to be recorded where the income certificate shows income in excess of ¥1,030,000.  
- Income of the main income earner: Record all income and non-salary income for FY2020. (Including lump-sum income shown on the income certificate)  
Values are to be calculated based the income certificate 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 income certificate 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. |
| Employed persons     | - The applicant’s income (and their spouse): Record all salary and non-salary income for FY2020 (Including lump-sum income shown on the income certificate)  
Values are to be calculated based on the income certificate 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 course of the year, the applicant cannot apply as a "self-supported person." In such cases, a "general" application is to be made and the income certificate of the main income earner submitted.  
However, applicants who are newly employed and anticipate an income in excess of ¥1,030,000 as of the base date (April 1 for the first semester, October 1 for the second semester), such as income earned as a research fellow at the Japan Society for the Promotion of Science from April 2021, but who did not record an income of ¥1,030,000 or greater on their income certificate for the previous year, may apply as self-supported persons 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 income certificate, such as survivor's... |
pensions, disability pensions, child support allowance, etc. will not be included.

| Privately financed foreign students | The applicant’s income (and their spouse): Record all salary and non-salary income for FY2020. Entered
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>International students</td>
<td>Applicants who had not yet arrived in Japan as of January 1, 2020 should enter estimated amounts.</td>
</tr>
</tbody>
</table>

Record information for (4) "School attendees"

Please record all persons attending school besides you. 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.

(5) Confirmation of data

When the application data has been confirmed, the "application status" icon will change to "confirmed," and the "list of documents to be submitted" link will be displayed. This "list of documents to be submitted" does not reflect changes effective from 2021 onwards due to problems with the system. As such, please be sure to check the documents that need to be submitted under "10. List of Required Documents for Tuition Fee Waivers (Graduate School/Special Courses)" on page 11 of these guidelines. **Please prepare the required documents and submit them together with your Applicant Forms within the application period.** "Applicant forms" cannot be printed double-sided. Please print single-sided sheets.

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 persons) must be submitted together with the Applicant Forms.

For details, please refer to "10. Required documents for tuition fee waivers (Graduate School/Special Courses)."

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

4. 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 examining tuition fee waivers. In addition, the results of the selection process for enrollment and tuition fee waivers will be used for operations related to the collection of enrollment and tuition fees.

(2) Personal information obtained in the course of (1) as well as the results of the enrollment and tuition fee waiver selection process may be used for operations relating to financial support for students. In addition, information may 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.
5. How to access the online form (illustration)

1. Acanthus Portal → Education → Click "Academic Information services..."

2. Click the "Top Page > Tuition Fee Waiver" link.

3. If the application period is open, a link to the online form and the application period will be displayed.

<Note> The list of documents to be submitted after filling in the Applicant Forms does not reflect changes effective from 2021 due to problems with the system. As such, please be sure to check the documents that need to be submitted under "10. List of Required Documents for Tuition Fee Waivers (Graduate School/Special Courses)" on page 11 of these guidelines.
(Liaison)
Student Support Section, Student Support Division, Academic Affairs Department, Kanazawa University (Kakuma Campus Main Building 2F)
Tel: 076-264-5164,5170  Mail:stsien@adm.kanazawa-u.ac.jp
## 10. Required documents for tuition fee waivers (Graduate School/Special Courses)

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

<table>
<thead>
<tr>
<th>No.</th>
<th>Application Category</th>
<th>Required documents</th>
<th>Points to note</th>
<th>Issuing body</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>General</td>
<td>Applicant Forms (Forms 1-1 and 1-2)</td>
<td>Read the guidelines and the instructions for completing the online form, and print out the completed online form. Acanthus Portal → Education → Academic Affairs Information Services → Fill in the online form for tuition fee waiver, print Applicant Forms</td>
<td>City or ward office, town hall, etc. (The municipality in which the applicant resides as of January 1, 2021) (Please check with your local government as the date of issuance varies between municipalities)</td>
</tr>
<tr>
<td></td>
<td>Self-supported persons</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Privately financed international students</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| 2   | General              | **FY2021 Income Certificate (Original)** (Proof of income for FY2020)              | ○ 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. **Income shown as "[*****]" will not be accepted.**  
○ If a certificate is not issued due to zero or low income, submit a certificate of tax exemption (proof of non-taxation).  
○ 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.  
○ Privately financed international students who were not in Japan in the year preceding their application need not submit an income certificate.  
○ An income certificate for FY2020 (which proves income earned in FY2019) is not required  

  **[Note]** Since the FY3 certificates are issued from June 6 the deadline for the submission of this certificate only is June 17 (Thurs)                                                                 |
<p>|     | Self-supported persons, Privately financed international students |                                                                                   |                                                                                                                                                                                                             |                                                               |
|     |                                                                     | <strong>The applicant (and their spouse) must submit an income certificate.</strong>            |                                                                                                                                                                                                             |                                                               |</p>
<table>
<thead>
<tr>
<th>No.</th>
<th>Application Category</th>
<th>Required documents</th>
<th>Points to note</th>
<th>Issuing body</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>General</td>
<td></td>
<td>(1) Tax Withholding Certificate for FY2020 (Copy)</td>
<td>(1) Workplace</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>[To be submitted in addition to (1) where either (2) or (3) are declared]</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(2) Final Tax Return for FY2020 (Copy), including Table 1, Table 2, (in cases of separate taxation) Table 3 and Supplementary tables (Copies)</td>
<td></td>
</tr>
<tr>
<td></td>
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<td>(3) A copy of the municipal/prefectural resident’s tax return for FY2020 (Copy)</td>
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<td>Self-supported persons</td>
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<td>3</td>
<td>Privately financed international students</td>
<td>Documents proving income</td>
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<td>○ Tax Withholding Certificate (Copy)</td>
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<td>○ Final Tax Return (Copy)</td>
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<td>○ Certificate of (expected) salary payment (Form 3)</td>
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<td>[General] Submit proof of the main income earner’s income. If the student’s part-time income is less than ¥1,030,000 per year, then only the student’s tax withholding slip need be submitted.</td>
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<td>[Self-supported persons] Documents must be submitted proving the income of the applicant (and spouse), regardless of the amount.</td>
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<td>Persons with non-salary income</td>
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<td>○ Tax Withholding Certificate (Copy)</td>
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<td>○ Final Tax Return (Copy)</td>
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<td>○ Certificate of (expected) salary payment (Form 3)</td>
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<td>[Persons falling under the category of self-supported persons at base date of application]</td>
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<td>(4) Certificate of (expected) salary payment (Form 3)</td>
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<td>Those who are scheduled to be employed as Japan Society for the Promotion of Science research fellows should submit a copy of their letter of appointment rather than a certificate of (expected) salary payment</td>
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<td>University form (May be downloaded from the University’s website)</td>
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<td>Workplace</td>
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<td>6</td>
<td>Pension payee (e.g., the Japan Pension Service)</td>
<td>Persons opening a business between January 2, 2020 and April 1, 2021</td>
<td>Submit both of the following (1) and (2)</td>
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<td>(1) Final Tax Return for FY2020 (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 FY2021 (Copy)</td>
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<td>(2) Statement of monthly income and expenditure from the business’ opening to the present (any format)</td>
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<td>No.</td>
<td>General</td>
<td>Self-supported persons</td>
<td>Privately financed international students</td>
<td>Required documents</td>
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<td>Scholarship receipt status Declaration (University Form 8)</td>
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| 5   |         |                        | ●                                        | Documents proving income  
○ Tax Withholding Certificate (Copy)  
○ Final Tax Return (Copy)  
○ Certificate of (expected) salary payment (University Form 3) etc.  
Tax withholding slips for the applicant (and spouse) must be submitted, regardless of the amount. | [Persons who have been working part-time at the same company since before January 1 2020 (including TAs and RAs)]  
(1) Tax Withholding Certificate for FY2020 (Copy)  
(2) Certificate of (expected) salary payment (Form 3)  
Ask your employer for evidence. | (1) Workplace  
(2) University form (May be downloaded from the University's website)  
Ask your employer for evidence. |
|     |         |                        |                                           |                   | [Persons who began part-time employment between January 2, 2020 and April 1 2021 (including TAs and RAs)]  
(1) Tax Withholding Certificate for FY2020 (Copy)  
(2) Certificate of (expected) salary payment (Form 3)  
Ask your employer for evidence. |                         |
|     |         |                        |                                           |                   | [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 FY2020 (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 FY2021 (Copy)  
*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 are any parts of the final tax return that state "as shown in the attached sheet," then the attached sheet in question is to be submitted together with the tax return. |                         |
| 6   | ○       | ●                      | ○                                        | Certificate of enrollment (in the form prescribed by the school)  
The Certificate of School Attendance (Form 2) has been abolished. | ● [General] Indicate whether or not the applicant is receiving a scholarship.  
[Self-supported persons, Privately financed international students] Indicate whether or not the applicant (or their spouse) has received a scholarship. | School at which the student is enrolled |
|     |         |                        |                                           |                   | ○ Persons receiving a scholarship should submit a certificate showing the period of receipt and the amount received.  
○ There is no need to record scholarship loans. |                         |
| 7   | ○       | ○                      | ○                                        | Tax withholding slip → Employer  
Family register → City or ward office or town hall | ● [General] Indicate whether or not the applicant is receiving a scholarship.  
[Self-supported persons, Privately financed international students] Indicate whether or not the applicant (or their spouse) has received a scholarship. |                         |
|     |         |                        |                                           |                   | ○ Persons receiving a scholarship should submit a certificate showing the period of receipt and the amount received.  
○ There is no need to record scholarship loans. |                         |
<p>| 8   | ○       | ○                      | ○                                        | Documents confirming the presence of a disabled person (a copy of a physical disability certificate, a copy of a rehabilitation certificate) |                         |</p>
<table>
<thead>
<tr>
<th>No.</th>
<th>General</th>
<th>Self-supported persons</th>
<th>Privately financed international students</th>
<th>Required documents</th>
<th>Points to note</th>
<th>Issuing body</th>
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<tr>
<td>9</td>
<td>○</td>
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<td>Households receiving public assistance</td>
<td>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.</td>
<td>City or ward office, town hall, etc.</td>
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<td>10</td>
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<td>Households in which siblings have (or will have) separate livelihoods (University Form 9)</td>
<td>Declaration on the separate livelihoods of siblings (Form 9) This is to be submitted where a person listed as a dependent in the “Dependants 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 on the online record entry, so the applicant must demonstrate the difference from the status recorded on the tax withholding slip or final tax return.</td>
<td>University form (May be downloaded from the University’s website)</td>
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<td>11</td>
<td>●</td>
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<td>Household income and expenditure of privately financed international students (University Form 10)</td>
<td>Household income and expenditure of privately financed international students (University Form 10) *Since a supervisor's signature is required, please ask them as soon as possible</td>
<td>University form (May be downloaded from the University’s website)</td>
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<td>12</td>
<td>●</td>
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<td>Residence card</td>
<td>Photocopies of the residence cards of the applicant and all family members (both sides) *Make a copy of the front and back (both sides) of the cards.</td>
<td>Tenant management company (Real estate agent), etc.</td>
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<td>13</td>
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<td>Copies of receipts for rent and common service fees (for apartments, lodgings, dormitories, etc.), lease agreements, etc.</td>
<td>Copies of apartment receipts and lease agreements *Please submit documents showing the monthly rent.</td>
<td>Tenant management company (Real estate agent), etc.</td>
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<td>14</td>
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<td>Health Insurance card (copy)</td>
<td>The applicant's own card</td>
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<td>Certificate of residence (original)</td>
<td>Certificates of residence for all members of the applicant’s household Resubmission will be required where residence certificates are not submitted for all members of the household.</td>
<td>City or ward office, town hall, etc.</td>
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<td>16</td>
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<td>Where the main income earner has passed away within 6 months of the application (October 1, 2020 - 31 March, 2021)</td>
<td>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 income certificate, 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.</td>
<td>City or ward office, town hall, etc.</td>
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<tr>
<td>№</td>
<td>Application Category</td>
<td>Required documents</td>
<td>Points to note</td>
<td>Issuing body</td>
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| 17 | General Self-supported persons Privately financed international students | 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) |

Where the applicant or the main income earner suffers a disaster such as storms, flooding, or theft (Within 6 months of the application: October 1, 2020 - March 31, 2021)

Where an applicant is applying for a tuition fee waiver due to a sudden change in household circumstances resulting from damages arising from the heavy rainfall disaster between May 15 and July 31, 2020 please submit documents to confirm this, regardless of the period stated in 17 above. Applications will be examined upon confirmation.

(Liaison)
Student Support Section, Student Support Division, Academic Affairs Department, Kanazawa University (Kakuma Campus Main Building 2F)
Tel: 076-264-5170 Mail: stsei@adm.kanazawa-u.ac.jp
### Annual Schedule of Tuition Fee Exemptions for the 2021 Academic Year (Reiwa 3)

| First semester (April - September) Tuition fee exemption  
[Application for first semester only] | February | March | April | May | June | July | August | September | October | November | December | January |
|----------------------------------------|---------|-------|-------|-----|------|------|--------|-----------|---------|----------|----------|---------|
| First semester of the following year  
Announcement of application guidelines |         |       |       |     |      |      |        |            |         |           |          |         |
| Tuition fee waiver application  
(Online application) |         |       |       |     |      |      |        |            |         |           |          |         |
| Document submission |         |       |       |     |      |      |        |            |         |           |          |         |
| Submission of Certificate of Income |         |       |       |     |      |      |        |            |         |           |          |         |
| Tuition fee Payment |         |       |       |     |      |      |        |            |         |           |          |         |
| Notification of results |         |       |       |     |      |      |        |            |         |           |          |         |

| First semester (April - September) Tuition fee exemption  
[Combined application for first and second semesters] | February | March | April | May | June | July | August | September | October | November | December | January |
|----------------------------------------------------------|---------|-------|-------|-----|------|------|--------|-----------|---------|----------|----------|---------|
| First semester of the following year  
Announcement of application guidelines |         |       |       |     |      |      |        |            |         |           |          |         |
| Tuition fee waiver application  
(Online application) |         |       |       |     |      |      |        |            |         |           |          |         |
| Document submission |         |       |       |     |      |      |        |            |         |           |          |         |
| Submission of Certificate of Income |         |       |       |     |      |      |        |            |         |           |          |         |
| Tuition fee Payment |         |       |       |     |      |      |        |            |         |           |          |         |
| Notification of results |         |       |       |     |      |      |        |            |         |           |          |         |
| Combined application online application for  
the second semester |         |       |       |     |      |      |        |            |         |           |          |         |
| Response to confirmation items |         |       |       |     |      |      |        |            |         |           |          |         |
| Submission of missing documents |         |       |       |     |      |      |        |            |         |           |          |         |
| Tuition fee Payment |         |       |       |     |      |      |        |            |         |           |          |         |

| Second semester (October - March) Tuition fee exemption  
[Second semester only] | February | March | April | May | June | July | August | September | October | November | December | January |
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<td>Second semester announcement guidelines</td>
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</table>
| Tuition fee waiver application  
(Online application) |         |       |       |     |      |      |        |            |         |           |          |         |
| Document submission |         |       |       |     |      |      |        |            |         |           |          |         |
| Notification of results |         |       |       |     |      |      |        |            |         |           |          |         |
| Tuition fee Payment |         |       |       |     |      |      |        |            |         |           |          |         |