Kanazawa University 2022
Application guidelines (for new students) for the waiving of enrollment fees (deferral of payment) and tuition fees (first semester or first and second semester batch)
[Graduate School, Special Courses, Undergraduate students (Only for students not covered by the new academic 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 2022 (only those students not covered by the new academic 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 exemptions that can be applied for are as follows:
<Deferral of enrollment 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 2022 academic year who do not fall under *2 above should apply for entrance and tuition fee reductions under the new system.

* If you have been subject to a sudden change in household circumstance due to the coronavirus pandemic, it may be possible to review this application separately from this exemption. Details shall be provided separately.

1.1. Eligibility for exemption from enrollment fees

1. For students enrolling in the Graduate School

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

(1) Those who have difficulty paying the enrollment fee for financial reasons and who are recognized as having excellent academic records.

(2) Those who, within one year prior to enrollment, have been subject to any of the following events that have made it difficult for the student to pay the enrollment 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 students enrolling in special courses (Bekka)

(1) Students who have, within one year prior to enrollment, suffered the death of the main
income earner in the household, or where the applicant or the main income earner has suffered damages from a disaster such as storms or floods.

(2) In the case equivalent to (1) above, when there is a reason deemed appropriate by the University President.

1-2. Eligibility for deferral of enrollment fee payment

Eligible applicants must meet one of the following two conditions:

(1) In cases in which the student is unable to pay the enrollment 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 enrollment, and it is deemed difficult for them to pay the enrollment 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 enrollment, have been subject to any of the following events that have made it difficult for the student to pay the enrollment 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, 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.

For bachelor course students, based on the student's application, those who meet both the academic and family financial criteria stipulated in the University tuition fee waiver regulations shall be awarded half exemptions from tuition fees in order of the degree of the family’s financial need and within the tuition fee waiver budget. Even persons meeting the criteria may be refused.
Please submit the set of application documents for the enrollment 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).

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

<table>
<thead>
<tr>
<th>Step1</th>
<th>During the enrollment procedure period</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;Application method&gt;</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). Please also include a stamped (84-yen) self-addressed envelope (No.3 Long). 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).</td>
</tr>
<tr>
<td>&lt;Submission period&gt;</td>
<td>During the enrollment procedure period specified in the applicant's admissions procedure guidelines.</td>
</tr>
<tr>
<td>&lt;Submission method&gt;</td>
<td>Application documents for this waiver (deferral) are to be submitted together with the applicant's enrollment procedure documents</td>
</tr>
<tr>
<td>&lt;Submission address&gt;</td>
<td>The admissions office of the school to which the applicant is applying</td>
</tr>
</tbody>
</table>

Step2 | May 30 - June 16, 2022 (Income certificate only) |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;Application method&gt;</td>
<td>Obtain and submit a &quot;Certificate of Income for FY2022&quot; at the city or ward office or town hall.</td>
</tr>
<tr>
<td>&lt;Submission period&gt;</td>
<td>May 30 (Mon) – June 16, 2022(Thu) (For postal applications, applications with postmarks up to this date)</td>
</tr>
<tr>
<td>&lt;Submission method&gt;</td>
<td>By post or at the student support services counter Please write your name and student number in the upper right corner of the certificate of income</td>
</tr>
<tr>
<td>&lt;Submission address&gt;</td>
<td>Student Support Section, Student Support Division, Department of Academic Affairs, Kanazawa University, Kakumamachi, Kanazawa City, Ishikawa 920-1192 Please write &quot;Application for Entrance/Tuition Fee Waiver&quot; in red ink on the left side of the front of the envelope</td>
</tr>
</tbody>
</table>
(2) When only applying for a tuition fee waiver

<table>
<thead>
<tr>
<th>Step</th>
<th>Dates</th>
<th>Details</th>
</tr>
</thead>
</table>
| Step 1 | March 11 - March 17, 2022 | <Application method>  
Please print and complete "Applicant Forms 1-1 and 1-2” and submit these together with the required documents (except for the income certificate).  
<Submission period>  
March 11 (Fri) - March 17, 2022 (Thu) (For postal applications, applications with postmarks up to this date)  
<Submission method>  
Submissions shall only be accepted by mail (To prevent the spread of COVID-19).  
<Submission address>  
Student Support Section, Student Support Division, Department of Academic Affairs, Kanazawa University, Kakumamachi, Kanazawa City, Ishikawa 920-1192  
*Please write "Application for Tuition Fee Waiver" in red ink on the left side of the front of the envelope. |
| Step 2 | May 30 - June 16, 2022 (Certificate of income only) | <Application method>  
Obtain and submit a "Certificate of Income for FY2022" at the city or ward office or town hall.  
<Submission period>  
May 30 (Mon) - June 16, 2022 (Thu) (For postal applications, applications with postmarks up to this date)  
<Submission method>  
By post or at the student support services counter  
Please write your name and student number in the upper right corner of the certificate of income  
<Submission address>  
Student Support Section, Student Support Division, Department of Academic Affairs, Kanazawa University, Kakumamachi, Kanazawa City, Ishikawa 920-1192  
*Please write "Application for Tuition Fee Waiver" in red ink on the left side of the front of the envelope. |

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

【Common forms (1) and (2): Set of application documents】  
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 > Student Life > Financial Support > enrollment fee Waiver and...
Deferral of enrollment fee Payment page)
https://www.kanazawa-u.ac.jp/campuslife/economic/exemption_grace
(Student Life > Financial Support > Tuition fee waiver page)
https://www.kanazawa-u.ac.jp/campuslife/economic/tuition_waiver

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.

3. Notification of results

<Decisions regarding the waiver or deferral of enrollment fee payment>
Results will be sent by mail in mid-August 2022 (tentative) using the return envelope submitted at the time of application.

* Collection of the enrollment fee will be postponed until notification is given of the results of the enrollment fee waiver or deferral decisions.
* Persons who are declined a waiver or deferral of payment of the enrollment fee and those who are granted half waivers (excluding those who have applied for a half waiver and have subsequently applied for a deferral of payment) must pay the enrollment 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 enrollment fee may apply for deferment of payment of the entrance fee. Where deferral of enrollment 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.
* Should a student who has been denied an enrollment fee waiver or deferral of payment, or who has been granted a half-waiver or deferral of payment, not pay the enrollment fee that is due, the student shall be expelled and their enrollment will be revoked.

<Tuition fee waiver results>
Notification shall be made on the Acanthus Portal in mid-August 2022 (tentative)
* Collection of tuition fees shall be postponed until the results of tuition fee waiver applications are published.
* 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 the payment, 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, 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) For leaves 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.

(2) **Persons who take leave of absence, etc.**

   Applicants who are absent from school during the period from the base date of the application for exemption (first semester: April 1, second semester: October 1), those who return to school during the term, those who complete the course during the term (June completion, December completion, etc.), or those who withdraw from school 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 it will be treated as withdrawing from 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. First and second semester batch applications

Applicants meeting certain conditions are eligible to apply for both the first and second semesters of the 2022 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 2022 (tentative) by simply submitting an online 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.

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 (June, September, December) their studies during the academic year

(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

2. Receipt and treatment of first and second semester batch applications

Applicants who satisfy the conditions in 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 complete the procedures for withdrawing an 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.
6. The flow of first and second semester batch applications for tuition fee waivers

2022 Tuition fee waiver application

Around March  Choose between a "First and second semester batch" or "First semester only" tuition fee waiver application

First and second semester batch application chosen

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

Changes

Around August
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.)

Around September
Second semester tuition fee waiver Application (New)

[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 foreign students who had not arrived in Japan by January 1, 2021 and those who became financially independent from April 1, 2022)

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. Please note that it will be necessary to re-submit the complete set of required documents.
7. The flow of applications for enrollment fee waivers (deferral of payment) and tuition fee waivers

(1) Confirm application requirements

(2) Preparation of requirement documents

(3) Preparation of Applicant Forms (Forms 1-1, 1-2) Download the forms from the University’s website (Print single-sided. Double-sided prints will not be accepted)

(4) Confirmation and mailing of required documents (Documents other than the Income Certificate) (The submission period is stated on page 2 of these guidelines)

(5) Obtain and submit the Income Certificate (by mail or at the counter) (Deadline: June 16 (Thu) Postmarked up to June 16 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

Please check the waiver (deferral of payment) application requirements and confirm that you satisfy the application requirements.

Download Applicant Forms (Forms 1-1, 1-2) from the University’s website at the address below. The forms for the enrollment fee waiver (deferral of payment) and the tuition fee waiver are the same. Please prepare and submit one set of forms.

Website: Kanazawa University > Student Life > Financial Support > Entrance Fee Waiver and Deferral of Enrollment Fee Payment

Or Web site: Kanazawa University > Student Life > Financial Support > Tuition Fee Waiver

Please prepare the required documents, such as the tax withholding statement for 2021, before completing the forms with family structure, income etc.

Please refer to the "9. List of required documents" of these guidelines and submit the required documents together with the Applicant Forms (Forms 1-1 and 1-2) by mail (Deadline for submission: See page 2 of these guidelines)

Please note that only the Income Certificate needs to be submitted separately in June (since it will be issued around June by the city or town hall).

An Income Certificate for FY2022 (proof of income for FY2021) will be issued by your city or town hall, and this must be submitted either by mail or in person by June 16 (Thu).

*Applications for enrolment fee and or tuition fee waivers will be cancelled where these are 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. *Applications for enrolment fee and or tuition fee waivers will be cancelled where these are not submitted.

Notification of results is scheduled for mid-August.

Enrollment fee (deferral of payment) notifications shall be by mail

Tuition fee notifications shall be by message on the Acanthus Portal.
8. Guidelines for preparing the Applicant Forms

1. Notes on preparing the forms

(1) If you are unable to provide any of the attached documents (Check the following examples: certificate of enrollment, certificate of expected salary payment, etc.) during the application period due to personal reasons, you may submit additional documents later. Documents other than those that cannot be provided due to personal reasons must be submitted within the application period. In this case, please write a memo or something to the effect 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.

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), submit a certificate of enrollment 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 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 you will not be removed from the support of the main income earner even if you find a job, please inform the Student Support Section to that effect (a note to that effect on the application form is acceptable if it is known during the application period).

Example 4: For privately financed international students who came to Japan on or after January 2, 2021 and plan to work part-time (including TA and RA) on or after April 1, 2022, 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. If a sibling of a student is planning to take a leave of absence, please contact the Student Support Section.

(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 enrollment fee or 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

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.

   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 certificate and the recorded number of dependents. In such cases, please submit Form 9 "Declaration concerning siblings' separate livelihoods."

3. 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 attending school (excluding the applicant)."

(2) Recording household income

(1) Applicant classification

   Please select from one of the three following categories, "General student" "Self-supported person (Employed (Working student))," and "International Student."
<table>
<thead>
<tr>
<th>Application Category</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Self-supported persons*</td>
<td>All of conditions 1-3 below must be met.</td>
</tr>
<tr>
<td></td>
<td>1. The applicant is not a dependent of their parents, etc. under the Income Tax Law or for health insurance purposes</td>
</tr>
<tr>
<td></td>
<td>2. The applicant (and their spouse) live separately from their parents. (Separation of households shall not be regarded as separation)</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>International students*</td>
<td>Privately financed international students</td>
</tr>
<tr>
<td>General students</td>
<td>Where the applicant falls under neither the &quot;Self-supported person&quot; or &quot;International student&quot; categories</td>
</tr>
</tbody>
</table>

* 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, 2021.

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:</td>
</tr>
<tr>
<td></td>
<td>(1) Parents who live separately due to their work (a posting away from home, migrant workers, etc.)</td>
</tr>
<tr>
<td></td>
<td>(2) Dependents of the main income earner who live separately for</td>
</tr>
</tbody>
</table>
(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.

<table>
<thead>
<tr>
<th>Self-supported persons</th>
<th>The applicant (Including the spouse and dependents (children, etc.) of the applicant or their spouse under the Income Tax Law.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>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 Declaration on the separate livelihoods of siblings."

(3) **Income**

Please complete the form according to the tax withholding certificate for FY2021 (salaried employees) (the value shown in the "amount paid" column), or the final tax return for FY2021, or the Municipal Residents Tax Return for FY2022 (reflecting FY2021) (where not a salaried employee). Those filing a final return must complete the form in accordance with the financial return. 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: Recorded only where the income certificate shows an income in excess of ¥1,030,000.  
- Income of the main income earner: Record all income and non-salary income for 2021.  
  (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.  
- 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.

| Self-supported persons | - The applicant's income (and their spouse): Record all salary and non-salary income for FY2021. (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 2022, 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.

| International students | - The applicant's income (and their spouse): Record all salary and non-salary income for FY2021.
  
  Applicants who had not yet arrived in Japan as of January 1, 2021, should enter estimated amounts.

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

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 screening enrollment and 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 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. List of required documents for enrollment fee waivers (deferral of payment) and tuition fee waivers.

Items marked with a "●" must be submitted by all applicants, 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>Please read these guidelines carefully before downloading, completing submitting the forms from the University’s website. Only one set of forms is required, even when applying for an enrollment fee waiver and a tuition fee waiver at the same time.</td>
<td>(&lt;University website&gt; Refer to the enrollment fee and tuition fee pages)</td>
</tr>
<tr>
<td>2</td>
<td>General</td>
<td>FY2022 Income Certificate (Original) (Proof of income for FY2021)</td>
<td>[General] Regardless of whether there is income or not, submit income certificates (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). [Self-supported persons, Privately financed international students] The applicant (and their spouse) must submit an income certificate. ○ Privately financed international students who had not yet arrived in Japan as of January 1, 2021, need not submit an income certificate. [Note] 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 &quot;[*****]&quot; 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. ○ An income certificate for FY2021 (which proves income earned in FY2020) is not required</td>
<td>City or ward office, town hall, etc. Issuable from June 2022 (Please check with your local government as the date of issuance varies between municipalities)</td>
</tr>
<tr>
<td>No.</td>
<td>Application Category</td>
<td>Required documents</td>
<td>Points to note</td>
<td>Issuing body</td>
</tr>
<tr>
<td>-----</td>
<td>---------------------</td>
<td>--------------------</td>
<td>---------------</td>
<td>-------------</td>
</tr>
<tr>
<td>1</td>
<td>General</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Self-supported persons</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Privately financed international students</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| 4   | [Salaried employees] | (1) Tax Withholding Certificate for FY2021 (Copy)  
(2) Final Tax Return for FY2021 (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 FY2022 (Copy) | (1) Workplace |
|     |                     | [Persons falling under the category of self-supported persons at base date of application]  
(4) Certificate of (expected) salary payment (Form 3)  
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. The estimated amount will be calculated by subtracting the research expenses from the research grant only if the applicant also submits a document (e.g., e-mail) showing that he/she has applied for the research expenses. | (4) University form (May be downloaded from the University's website) |
|     |                     | (1) A public pension tax withholding slip for FY2021 (Copy)  
(2) Final Tax Return for FY2021 (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 FY2022 (Copy) | Pension payee (e.g., the Japan Pension Service) |
|     |                     | [Persons 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 FY2021 (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 FY2022 (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. | Tax office |
|     |                     | [Where there is no seal of receipt on the tax return or the municipal residents' tax return]  
* A "Tax payment certificate (Number 2, Income Use)" must also be submitted |             |
|     |                     | [Persons opening a business between January 2, 2021 and April 1, 2022]  
Submit both of the following (1) and (2)  
(1) Final Tax Return for FY2021 (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 FY2022 (Copy)  
(2) Statement of monthly income and expenditure from the business' opening to the present (any format) |             |
<table>
<thead>
<tr>
<th>№</th>
<th>Application Category</th>
<th>Required documents</th>
<th>Points to note</th>
<th>Issuing body</th>
</tr>
</thead>
</table>
| 4  |General, Self-supported persons, Privately financed international students | Scholarship receipt status Declaration (University Form 8)  | [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. | University form (May be downloaded from the University's website) |
| 5  |Persons who had arrived in Japan before January 1, 2021 and worked part-time (including TAs and RAs) between January 1, 2021 and December 31, 2021.]  
(1) Tax Withholding Certificate for FY2021 (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 for the method of obtaining.  
[Persons who had arrived in Japan before January 1, 2021 and worked part-time (including TAs and RAs) between January 1, 2021 and December 31, 2021.]  
(1) Tax Withholding Certificate for FY2021 (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 for the method of obtaining.  
※If the employee is unable to issue a tax withholding slip, submit a copy of the salary schedule (for January to December 2021) or a copy of the bank passbook showing the salary transfer (for January to December 2021). | 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. | (1) Workplace  
(2) University form (May be downloaded from the University's website)  
Ask your employer for evidence |
| 6  |Persons who arrived in Japan on or after January 2, 2021, or person who have not arrived in Japan and plan to work part-time (including TA and RA) on or after April 1, 2022.]  
(2) Certificate of (expected) salary payment (Form 3)  
※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, 2022, you do not need to submit any documents. | Certificate of enrollment (in the form prescribed by the school) | (Where there are school students enrolled in high school or above) Certificate of enrollment (in the form prescribed by the school) |
|    |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 FY2021 (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 FY2022 (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. | School at which the student is enrolled |
<table>
<thead>
<tr>
<th>№</th>
<th>Application Category</th>
<th>Required documents</th>
<th>Points to note</th>
<th>Issuing body</th>
</tr>
</thead>
</table>
| 7 | Single-parent household | ○ Proof of single-parent status (one of the following)  
  - A copy of a tax withholding slip showing "widow(er), single parent"  
  - Final tax return (copy)  
  - Income certificate  
  *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 the above documents cannot be confirmed, submit an official copy of the family register.  
  *No special deductions shall be made where certificates are not submitted. | Tax withholding slip → Employer  
  Family register → City or ward office or town hall | |
| 8 | Households with disabled persons | Documents confirming the presence of a disabled person (a copy of a physical disability certificate, a copy of a rehabilitation certificate) | City or ward office, town hall, etc. | |
| 9 | 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. | |
| 10 | Households in which siblings have (or will have) separate livelihoods  
  (University Form 9) | 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. | University form (May be downloaded from the University's website) | |
| 11 | Household income and expenditure of privately financed international students  
  (University Form 10-1 or 10-2) | Privately sponsored 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 international students who had arrived in Japan before January 1, 2021.  
  Form 10-2 is for international students who had arrived in Japan between January 2, 2021 and April 2022.  
  *Since a supervisor's signature is required, please ask them as soon as possible | University form (May be downloaded from the University's website) | |
| 12 | Residence card | 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. | |
| 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. | Tenant management company (Real estate agent), etc. |
<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>14</td>
<td>General</td>
<td>Health Insurance card (copy)</td>
<td>The applicant's own card</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>General</td>
<td>Certificate of residence (original)</td>
<td>Certificates of residence for all members 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.</td>
<td>City or ward office, town hall, etc.</td>
</tr>
<tr>
<td>16</td>
<td>General</td>
<td>In the event of the death of the main income earner within one year prior to enrollment (April 1, 2021 - March 31, 2022)</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>
</tr>
<tr>
<td>17</td>
<td>General</td>
<td>Where the applicant or the main income earner suffers a disaster such as storms, flooding, or theft (Within one year prior to enrollment (April 1, 2021 - March 31, 2022))</td>
<td>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).</td>
<td>(1) City or ward office, town hall, etc. (2) Insurance company (3) University form (May be downloaded from the University's website)</td>
</tr>
</tbody>
</table>
## Where to submit documents for enrollment procedures

<table>
<thead>
<tr>
<th>Graduate school / Major</th>
<th>For inquiries concerning admissions procedures</th>
</tr>
</thead>
</table>
| 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, 6824  
Zip: 920-8640  
13-1 Takara-machi, Kanazawa City |
| 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: 076-265-2130, 2887  
Zip: 920-0942  
5-11-80 Kodatsuno, 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, 6987  
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: 920-1192  
Kakumamachi, Kanazawa |
| Graduate School of Advanced Preventive Medical Sciences | 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: 076-265-2688  
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: 076-264-5971, 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)  
Tel: 076-264-5164, 5170 (Reception hours 9:00 to 17:00 on weekdays)  
Mail: stsien@adm.kanazawa-u.ac.jp