* These application guidelines shall apply to graduate school students (including privately financed international students) and Bekka students. Undergraduate students should refer to the "New System for Academic Support" 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 "Undergraduate 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><strong>Step1</strong></th>
<th>February 7 - February 25, 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Application method</strong></td>
<td>After filling in the online form, please print &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>Submission period</strong></td>
<td><strong>February 7 (Mon) - February 25, 2022 (Fri)</strong> (Applications with postmarks up to this date)</td>
</tr>
<tr>
<td><strong>Submission method</strong></td>
<td>Submissions shall only be accepted by mail (To prevent the spread of COVID-19).</td>
</tr>
<tr>
<td><strong>Submission address</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><strong>Step2</strong></th>
<th>May 30 - June 16, 2022 (Certificate of income only)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Application method</strong></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><strong>Submission period</strong></td>
<td><strong>May 30 (Mon) – June 16, 2022 (Thu)</strong> (For postal applications, applications with postmarks up to this date)</td>
</tr>
<tr>
<td><strong>Submission method</strong></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><strong>Submission address</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](https://www.kanazawa-u.ac.jp/campuslife/economic/tuition_waiver)

**[Applicant Forms 1–1 and 1–2]** Acanthus Portal > Education > Academic Affairs Information Services > Fill in form under Tuition Fee Waiver
3. Notification of 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 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) 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 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 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 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 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. Flow of first and second semester batch applications for tuition fee waiver

2022 Tuition fee waiver application

Around February: Choose "First and second semester batch" or "First semester only" for the tuition fee waiver application

First and second semester batch 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 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. 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)

Please prepare the required documents, such as the tax withholding slip for 2021, before recording family structure, income, etc., on the forms.

(4) Application form printing

Forms 1–1 and 1–2 are to be submitted by all applicants

The instructions for filling in the online form can be found on the online form specifically for exemptions (Acanthus Portal > Education > Academic Affairs Information Services > form under Tuition Fee Waiver)

After filling in the online form, please submit (by mail) your Applicant Forms (Forms 1–1, 1–2) and the required documents (refer to the “9. List of required documents” of these guidelines). (Submission deadline February 25 (Fri). Postmarked up to this date.)

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).

(5) Confirmation and mailing of required documents (Documents other than the Income Certificate)

Sending documents: Only postal mail will be accepted (Deadline: February 25 (Fri))

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)).

※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.

(6) 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)

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.

(7) [University side] Document inspection

Notification of missing or incomplete documents

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

(8) Submission of missing or revised documents

(9) Notice of Results
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 at a later date. 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 at a later date 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 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"

※ The operation manual is posted after logging in to the online form.

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>
<tbody>
<tr>
<td>Self-supported persons*</td>
<td>All 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</td>
</tr>
</tbody>
</table>
exceeding ¥1,030,000) on an ongoing basis, and that income is reported and can be confirmed with an income certificate.

<table>
<thead>
<tr>
<th>International students*</th>
<th>Privately financed international students</th>
</tr>
</thead>
<tbody>
<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: (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>Self-supported 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>Application Category</td>
<td>Income to be recorded</td>
</tr>
<tr>
<td>------------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>General students</td>
<td>• The applicant's income: Only to be recorded where the income certificate shows income in excess of ¥1,030,000.</td>
</tr>
<tr>
<td></td>
<td>• Income of the main income earner: Record all income and non-salary income for FY2021.</td>
</tr>
<tr>
<td></td>
<td>(Including lump-sum income shown on the income certificate)</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>• Survivor's pensions, disability pensions, child support allowance, etc., which are not recorded on the income certificate are not included in the calculation.</td>
</tr>
<tr>
<td></td>
<td>In addition, for households receiving public assistance, income is to be calculated according to the public assistance decision notice.</td>
</tr>
<tr>
<td></td>
<td>• 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.</td>
</tr>
<tr>
<td>Self-supported persons</td>
<td>• 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)</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>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 &quot;self-supported person.&quot; In such cases, a &quot;general&quot; application is to be made and</td>
</tr>
</tbody>
</table>
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.

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| 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. |

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(4) Record information for "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 "9. List of Required Documents for Tuition Fee Waivers (Graduate School/Bekka)" 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 "9. 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.
   Click on the link to enter tuition fee waiver application
4. The top page of the online application for tuition fee waiver will be displayed. For the input method, refer to “Manual” in the upper right.

<Note> The list of documents to be submitted after filling in the Applicant Forms does not reflect changes to the calculation method for household standards effective from 2021 due to problems with the system. As such, please be sure to check the documents that need to be submitted under "9. List of Required Documents for Tuition Fee Waivers (Graduate School/Special Courses)" of these guidelines.
# 9. Required documents for tuition fee waivers (Graduate School/Bekka)

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. &lt;Online form&gt; Acanthus Portal → Education → Academic Affairs Information Services → Fill in the online form for tuition fee waiver, print Applicant Forms</td>
<td>&lt;Online form&gt; Acanthus Portal</td>
</tr>
<tr>
<td></td>
<td>Self-support persons</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.</td>
<td>City or ward office, town hall, etc.</td>
</tr>
<tr>
<td></td>
<td>Privately financed international students</td>
<td>[Note] Since the FY2022 certificates are issued from June the deadline for the submission of this certificate only is June 16(Thurs)</td>
<td>○ 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>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></td>
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</tbody>
</table>
| 1   | General              | (1) Tax Withholding Certificate for FY2021 (Copy) <br> (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) |
| 2   | Self-supported persons | (1) 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. |
| 3   | Privately financed international students | (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) |
| 4   | Persons falling under the category of self-supported persons at base date of application | (1) 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. |
| 5   | Only a pension income | (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) |
| 6   | Persons with non-salary income | (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) |
| 7   | Persons opening a business between January 2, 2021 and April 1, 2022 | (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) |

Documents proving income:
- Tax Withholding Certificate (Copy)  
- Final Tax Return (Copy)  
- Certificate of (expected) salary payment (Form 3)  

[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.  

[Self-supported persons]
Documents must be submitted proving the income of the applicant (and spouse), regardless of the amount.
<table>
<thead>
<tr>
<th>No.</th>
<th>General</th>
<th>Self-supported persons</th>
<th>Privately financed international students</th>
<th>Required documents</th>
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<th>Issuing body</th>
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</thead>
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<td>4</td>
<td>●</td>
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<td>Scholarship receipt status Declaration (University Form 8)</td>
<td>[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. 〇 Persons receiving a scholarship should submit a certificate showing the period of receipt and the amount received. 〇 There is no need to record scholarship loans.</td>
<td>University form (May be downloaded from the University's website)</td>
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<td>5</td>
<td>●</td>
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<td>Documents proving income 〇 Tax Withholding Certificate (Copy) 〇 Final Tax Return (Copy) 〇 Certificate of (expected) salary payment (University Form 3) etc. Tax withholding slips for the applicant (and spouse) must be submitted, regardless of the amount.</td>
<td>[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.] 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. <a href="https://www.kanazawa-u.ac.jp/wp-content/uploads/2021/08/gensen.pdf">https://www.kanazawa-u.ac.jp/wp-content/uploads/2021/08/gensen.pdf</a> 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). [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.] (1) Tax Withholding Certificate for FY2021 (Copy) Ask your employer for evidence. (2) Certificate of (expected) salary payment (Form 3) Ask your employer for evidence. *If you have started working part-time after the date of arrival in Japan, but are not currently doing so, or will not continue to do so after April 1, 2022, you do not need to submit any documents. [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 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 &quot;as shown in the attached sheet,&quot; then the attached sheet in question is to be submitted together with the tax return.</td>
<td>(1) Workplace (2) University form (May be downloaded from the University's website) Ask your employer for evidence</td>
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<td>6</td>
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<td>Certificate of enrollment (in the form prescribed by the school)</td>
<td>[Where there are school students enrolled in high school or above] Certificate of enrollment (in the form prescribed by the school)</td>
<td>School at which the student is enrolled</td>
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<td>No.</td>
<td>Application Category</td>
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<td>7</td>
<td>Single-parent household</td>
<td>○ Proof of single-parent status (one of the following) &lt;br&gt; - A copy of a tax withholding slip showing &quot;widow(er), single parent&quot;&lt;br&gt; - Final tax return (copy)&lt;br&gt; - Income certificate&lt;br&gt; *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 &quot;widow(er).&quot; If the above documents cannot be confirmed, submit an official copy of the family register.&lt;br&gt; *No special deductions shall be made where certificates are not submitted.</td>
<td>Tax withholding slip → Employer&lt;br&gt; Family register → City or ward office or town hall</td>
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<td>8</td>
<td>Households with disabled persons</td>
<td>Documents confirming the presence of a disabled person (a copy of a physical disability certificate, a copy of a rehabilitation certificate)</td>
<td>City or ward office, town hall, etc.</td>
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<td>9</td>
<td>Households receiving public assistance</td>
<td>Public Assistance Decision (Change) Notification (Copy) For the past year (Showing the amount of support provided)&lt;br&gt; If there is any salary income, document No.3 (tax withholding slip) is also required.</td>
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<td>10</td>
<td>Households in which siblings have (or will have) separate livelihoods (University Form 9)</td>
<td>This is to be submitted where a person listed as a dependent in the &quot;Dependents subject to deductions&quot; 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 the application, 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>Household income and expenditure of privately financed international students (University Form 10-1 or 10-2)</td>
<td>Privately sponsored international students shall carefully check the points to be noted in the attached sheet and submit Forms 10-1 or 10-2.&lt;br&gt; *Form 10-1 is for international students who had arrived in Japan before January 1, 2021.&lt;br&gt; Form 10-2 is for international students who had arrived in Japan between January 2, 2021 and April 2022.&lt;br&gt; *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>Residence card</td>
<td>Photocopies of the residence cards of the applicant and all family members (both sides)&lt;br&gt; *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>
<td>Copy of lease contracts for apartments, boarding houses, dormitories, and other facilities</td>
<td>Copy and submit the page containing the rent and common service fee of the lease contract for the apartment, etc.&lt;br&gt; *Only dormitory students shall submit something that shows the monthly amount of rent in place of the lease contract.</td>
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<td>14</td>
<td>Health Insurance card (copy)</td>
<td>The applicant's own card</td>
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| 15  | General              | •                     |                                           | Certificate of residence (original) | 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. | City or ward office, town hall, etc. |
<table>
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<td>16</td>
<td>General</td>
<td>Where the main income earner has passed away within 6 months of the application (October 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>
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<td>17</td>
<td>Self-supported persons</td>
<td>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, 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 &quot;value of damages&quot; 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>
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</tbody>
</table>

(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