

Kanazawa University 2024 " First Semester", "First and Second Semester batch" Tuition Fee Waiver Application Guidelines

[For Graduate School, Bekka and Undergraduate Students (Only those not covered by the new system of academic support) (for current students)]

- * 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 System for Academic Support (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)."
- * **Those affected by the Noto Peninsula Earthquake of 2024 may also apply for entrance and tuition fee waiver under a separate system. Please check the 'Application guidelines for the 2024 entrance fee and tuition fee (first semester) waiver [for those whose household finances were affected by the Noto Peninsula Earthquake of 2024]' and consider applying for this waiver.**
- * 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 waiver. 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 waiver may have been granted, a half waiver may be granted for the current application. In other cases, waiver may be disallowed because the application does not meet the required criteria.

Based on the applicant's application, Undergraduate 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, application documents

2-1. Application method, application period

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

Step1	Submission of Applicant Forms, Required Documents, etc.: February 5 (Mon) - February 27 (Tue), 2024
<p><Application method> After filling in the online form, Please print "Applicant Forms 1-1 and 1-2" and submit these together with the required documents (except for the income certificate). * See: page 17 of these guidelines, "10. Required documents for tuition fee waivers (Graduate School/Bekka)"</p> <p><Submission period> February 5 (Mon) - February 27 (Tue), 2024 (Applications with postmarks up to this date)</p> <p><Submission method> Submissions shall <u>only be accepted by mail.</u></p> <p><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.</p>	
Step2	Certificate of Income Taxation only : May 30 (Thu) - June 17 (Mon), 2024
<p><Application method> Obtain and submit a " Certificate of Income Taxation for FY2024" at the city or ward office or town hall. *Please write your name and student number in the upper right corner of the certificate of income * See: page 17 of these guidelines, "10. Required documents for tuition fee waivers (Graduate School/Bekka)"</p>	

<Submission period>

May 30 (Thu) – June 17 (Mon), 2024 (For postal applications, applications with postmarks up to this date)

<Submission method>

By post or at the student support services counter.

<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.

2-2. Set of application documents

Guidelines and forms (other than the Applicant Forms) are available on the University's website (Education, student support and student activities > Financial support · Scholarships > Tuition fee waiver page). Paper copies are not available; please print and complete the forms yourself.

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

[Applicant Forms 1-1 and 1-2] Acanthus Portal > Education > Academic Affairs Information Services > Fill in form under Tuition Fee Waiver

2-3 Notes

- * 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 reasons other than your own reasons, or if you have any questions.

3. Notification of results

Notification shall be made on the Acanthus Portal in mid-August 2024 (tentative)

* Payment of tuition fee will be deferred until notification of the results of tuition fee waiver.

*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 final deadline for the payment of tuition fees shall be September 30 for the first semester and March 31 for the second semester (In both cases, if this day is a holiday or public holiday, until the weekday just before). 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

4-1. Additional information on Eligible applicants (Application requirements)

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.

Note: When applying as special exception due to illness as per (a) above, the applicant is required to submit the doctor's certificate at a later date. If the medical certificate cannot be submitted, the application as special case will not be approved. However, if the medical certificate has already been submitted to the University at the time of the leave of absence procedure, it is not required.

(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 waiver (first semester: April 1, second semester: October 1), those who return to university during the term, those who complete the course during the term (June completion, December completion, etc.), or those who withdraw from university 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 we will invalidate your application.

(3) Students who have received disciplinary action during the semester of application.

If the time of the disciplinary action is before the notification of the result of the application, the waiver application is invalidated; if it is after the notification of the result of the application, the permission for the waiver is cancelled (the regular tuition fees must be paid in addition).

4-2. Self-supported individual

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.

4-3. Registration of tuition transfer account

Since we automatically transfer tuition fees from your bank account, you need to go through the account transfer procedure even if you apply for tuition fee waiver. **We confirm that you have completed the account transfer procedure for tuition fees when examining your application for tuition fee waiver. Those who have not completed this procedure must obtain the procedure documents from the student affairs office of your department and complete it by the time you submit the application documents.** If you cannot make an account transfer due to some circumstances, please inform to Student Support Section.

5. First and second semester batch applications

Applicants meeting certain conditions are eligible to apply for both the first and second semesters of the 2024 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 2024 (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.

5-1. 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

5-2. Receipt and treatment of first and second semester batch applications

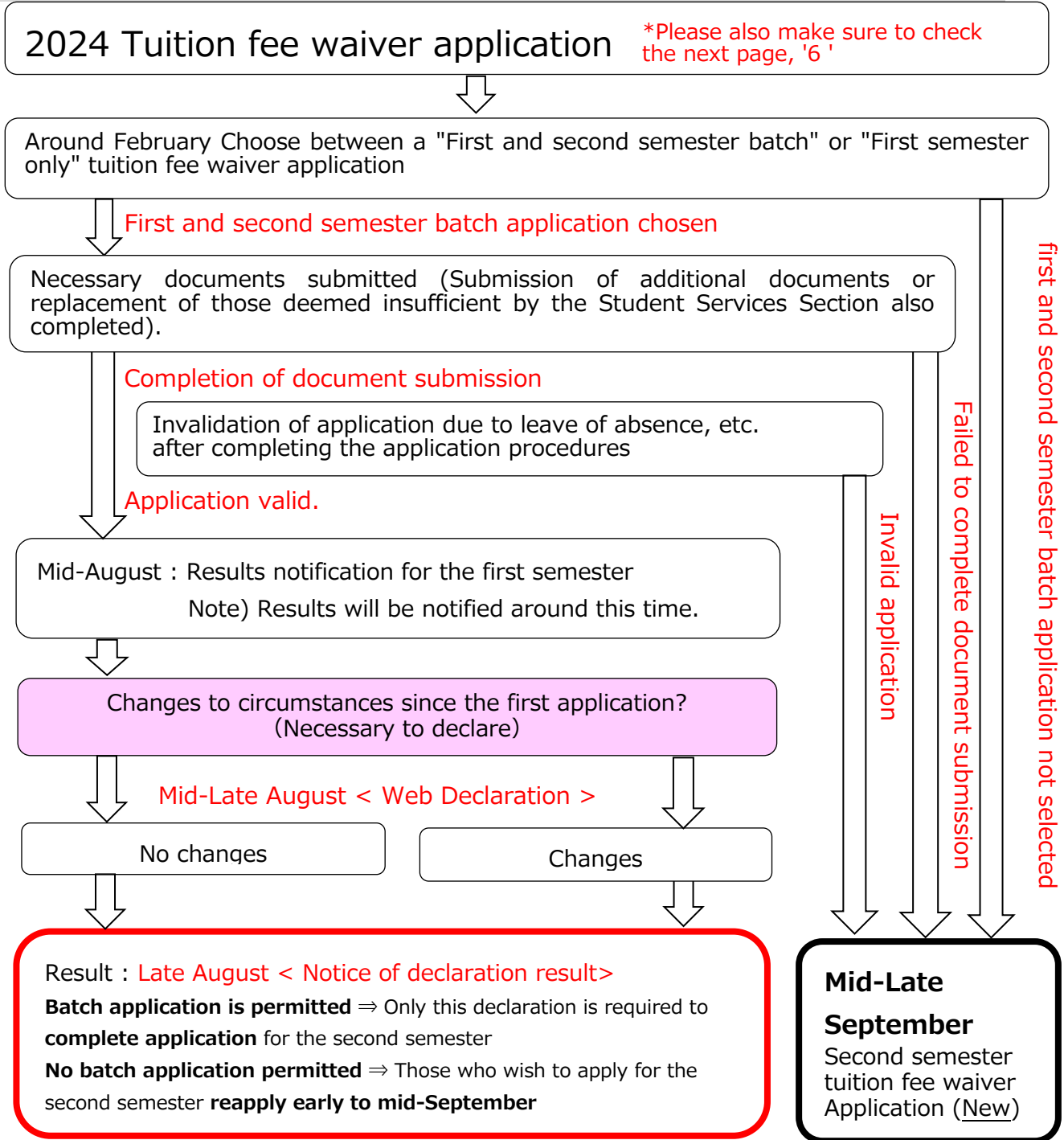
Applicants who satisfy the conditions in 5-1 above who wish to make a first and second semester batch application must check the box for a first and second semester batch application on the form when applying for a tuition fee waiver for the first semester.

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 we will Invalidate your 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.

5-3. The flow of first and second semester batch applications for tuition fee waivers

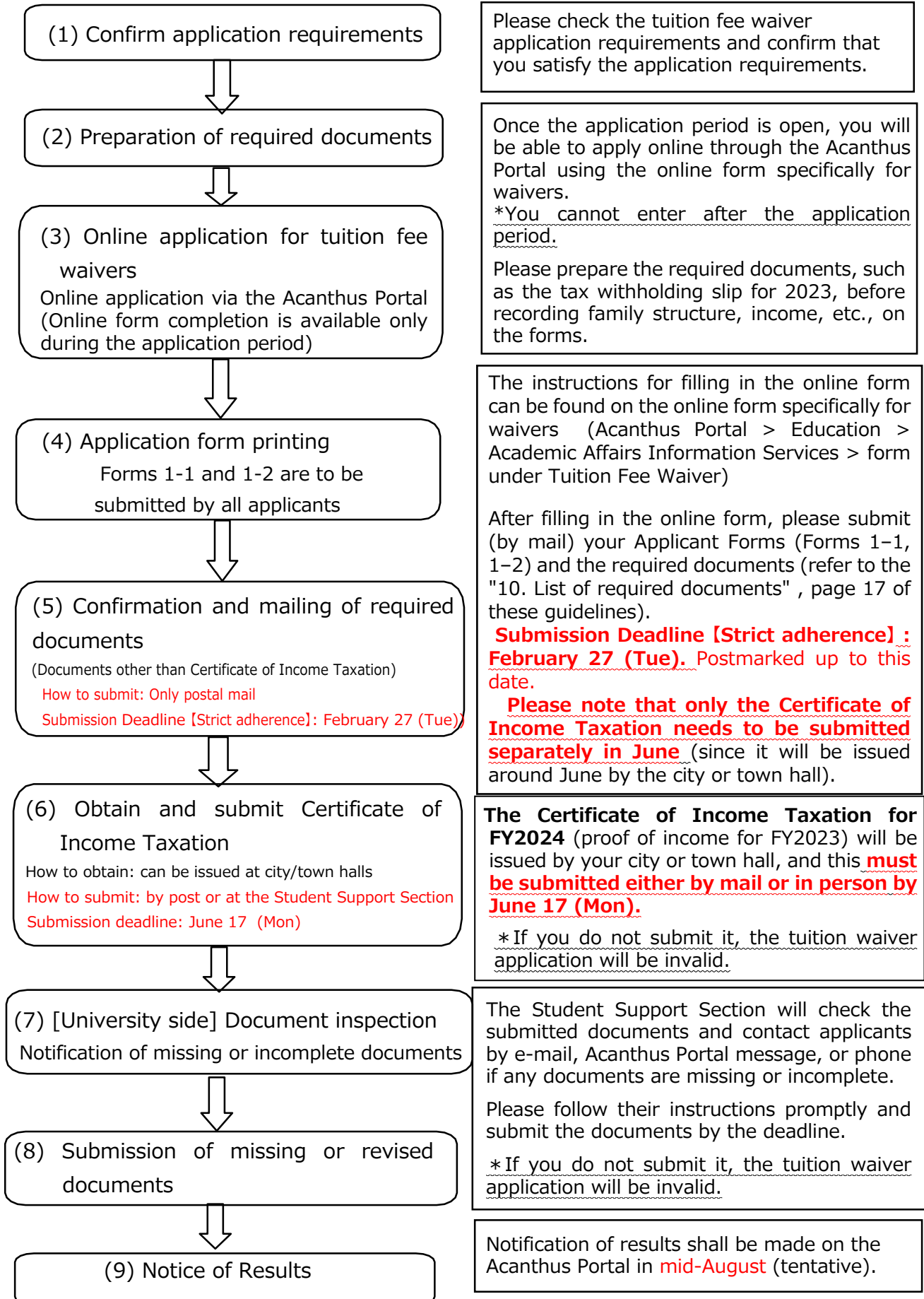


[Where there have been changes since the first semester application (household finances, family situation, schooling status etc.)]

- (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 international students who had not arrived in Japan by January 1, 2023 and those who became financially independent after January 1, 2024)

In these cases, it is necessary to change the application for the first and second semester batch 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.

6. Tuition fee waiver application for the first semester flow



7. Guidelines for preparing the Applicant Forms

7-1. 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 reasons other than your own reasons, you may submit additional documents at a later date. Documents other than those that cannot be provided due to reasons other than your own 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. If a sibling of a student is planning to take a leave of absence, please contact the Student Support Section.

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 etc.), 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 (high school to preparatory school) 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 he/she will not be removed from the support of the main income earner even if he/she finds a job, please inform the Student Support Section of this (Please enclose a note to indicate this in the application document if it is known during the application period).

Example 4: For privately financed international students who came to Japan on or after January 2, 2023 and plan to work part-time (including TA and RA) on or after April 1, 2024, 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.

- (2) The Student Support Section will contact applicants by E-mail, message on the Acanthus Portal or phone in the event of an incomplete application.

Applications may be invalidate 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 photocopies of all documents that are acceptable in photocopies; 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 (the regular tuition fees must be paid in addition) and no further tuition fee waiver application will be accepted.

7-2. Applicant Forms (Forms 1-1 and 1-2)

(1) Preparation method

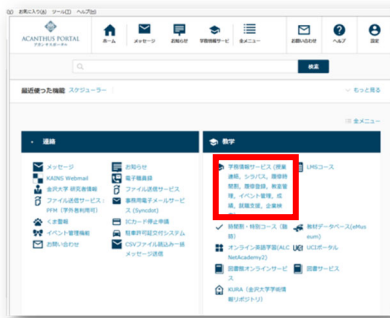
Please complete the online form before printing and completing forms (We know the applicant through this input, so in principle, we will not accept any submission that is not made online, such as handwritten.)

(How to access the online form)

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

※ Operating manuals are available on the page after logging in to the web form.

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.

続柄	氏名	年齢	就学者	ステータス
本人	角間 太郎	19	非該当	確認・変更 未入力

(2) Recording household income

1 Applicant classification

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

Application Category	Requirements
self-supported individuals* (Employed)	All conditions 1-3 below must be met. 1. The applicant is not a dependent of their parents, etc., under the Income Tax Law or for health insurance purposes 2. The applicant (and their spouse) live separately from their parents. (Separation of households shall not be regarded as separation) 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 the Certificate of Income Taxation.
International students*	Privately financed international students
General students	Where the applicant falls under neither the " self-supported individual" or "International student" categories

* As a general rule, the income of self-supported individuals and privately financed 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 individuals through work after January 1 of the year of application and privately financed international students who had not yet arrived in Japan as of January 1, 2023.

Even if previously recognized as a self-supported individual, applicants will not be recognized as self-supported individuals 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

Application Category	Scope of family (Members of the same household)
General students	<p>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:</p> <p>(1) Parents who live separately due to their work (a posting away from home, migrant workers, etc.)</p> <p>(2) Dependents of the main income earner who live separately for schooling or medical treatment</p> <p>(3) Grandparents living separately who are dependents of the main income earner</p> <p>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.</p>
self-supported individuals (Employed)	The applicant (Including the spouse and dependents (children, etc.) of the applicant or their spouse under the Income Tax Law.)
International students	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.))

*In the case a person who is listed as a dependent under the tax law in income certificates and such become no longer a dependent at the application base date (first semester: April 1, second semester: October 1), please submit Form 9 "Application Related to Separate Livelihood of Siblings, etc."

3 Income

Please complete the form according to the tax withholding certificate for FY2023 (salaried employees) (the value shown in the "amount paid" column), or the final tax return for FY2023 or the Municipal Residents Tax Return for FY2024 (reflecting FY2023). 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.

Application Category	Income to be recorded
General students	<ul style="list-style-type: none"> • The applicant's income: Record only if income of more than ¥1,030,000 is shown on the income taxation certificate. • Income of the main income earner: Record all income and non-salary income for FY2023. (Including lump-sum income shown on the Certificate of Income Taxation) Values are to be calculated based the Certificate of Income Taxation 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 Certificate of Income Taxation 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 individuals (Employed)	<ul style="list-style-type: none"> • The applicant's income (and their spouse): Record all salary and non-salary income for FY2023 (Including lump-sum income shown on the Certificate of Income Taxation) Values are to be calculated based on the Certificate of Income Taxation 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 year, the applicant cannot apply as a " self-supported individual." In such cases, submit the Certificate of Income Taxation of the main income earner as a "general student". • However, applicants who are newly employed and anticipate an income in excess of ¥1,030,000 after January 1 of the year of application, but who did not record an income of ¥1,030,000 or greater on their Certificate of Income Taxation for the previous year, may apply as self-supported individuals 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 Certificate of Income Taxation shall be counted as income. • Income not shown on the Certificate of Income Taxation, such as survivor's pensions, disability pensions, child support allowance, etc. will not be included.

International students	<p>• The applicant's income (and their spouse): Record all salary and non-salary income for FY2023.</p> <p>Applicants who had not yet arrived in Japan as of January 1, 2023 should enter estimated amounts.</p>
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4 Record information for "Student"

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, Printing "Applicant forms"

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. But **please be sure to check the documents that need to be submitted under "10. List of Required Documents for Tuition Fee Waivers (Graduate School/Bekka)"** of these guidelines as well. 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) Notes

- Please note that you cannot submit an online application only. Please be sure to submit printed "Applicant Forms" and "the required attached documents" after completing the online form.
- 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."
- If you enter incorrect information and it is finalized, please correct it by redlining after printing the "Applicant Forms".

7-3. 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 individuals) must be submitted together with the Applicant Forms.

For details, please refer to **"10. List of Required Documents for Tuition Fee Waivers**

(Graduate School/Bekka) " of these guidelines.

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

8. 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 entrance 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 entrance 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.

9. To Students and Parents

In principle, tuition waivers **should be applied for by students themselves** to encourage their independence. If anything is unclear in the screening process, we will ask the student himself / herself. **Please apply by the student himself / herself after fully understanding his / her family situation.**

In addition, in order to ensure equity and fairness, each deadline for applications will be handled strictly. Therefore, **we will not accept applications after the application period has passed for reasons not attributable to the University**, such as "I did not know," "I did not notice the notification," or "I was busy.". We appreciate your understanding and cooperation.

(Contact)

Student Support Section, Student Support Division,
Department of Academic Affairs, Kanazawa University
(2nd floor of Administration Building, Kakuma Campus)

Mail:stsen@adm.kanazawa-u.ac.jp

(Please include your student ID and name in the text of the email.)


10. Required documents for tuition fee waivers (Graduate School/Bekka)

Note: We confirm that you have completed the account transfer procedure for tuition fees when examining your application for tuition fee exemption. Those who have not completed this procedure must obtain the procedure documents from the student affairs office of your department and complete it by the time you submit the application documents. If you cannot make an account transfer due to some circumstances, please inform to Student Support Section.

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

No.	Application Category			Required documents	Points to note	Issuing body
	General	Self-supported individuals	Privately financed international students			
1	●	●	●	Applicant Forms (Forms 1-1 and 1-2)	<p>Please read these guidelines and the web-based input manual carefully and print out a copy of the inputted data from the dedicated web form.</p> <p>*Fill in the status of the base date of the application for exemption (first semester: April 1, second semester: October 1).</p> <p>*International students do not need to provide information about family members who do not live in Japan</p> <p>*If you enter incorrect information and it is finalized, please correct it by redlining after printing the " Applicant Forms ".</p>	<p><Dedicated web form> Enter the information on the web from Acanthus Portal → Education → Academic Affairs Information Service → Top Page "Tuition fee waiver" and output your " Applicant Forms "</p>
2	●	●	○	<p>FY2024 Certificate of Income Taxation (Original) (Proof of income for FY2023)</p> <p>[Note] Since the FY2024 certificates are issued from June, the deadline for the submission of this certificate only is June 17(Moni)</p>	<p>[General] Regardless of whether there is income or not, submit the Certificate of Income Taxation (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).</p> <p>Note)Every year, some students fail to submit their own Certificate of Income Taxation. Even if you have no income, it is necessary to submit your own Certificate of Income Taxation (tax exemption certificate). To make sure you don't have any income.</p> <p>[Self-supported individuals, Privately financed international students] The applicant (and their spouse) must submit the Certificate of Income Taxation. *Privately financed international students who had not yet arrived in Japan as of January 1, 2023, need not submit the Certificate of Income Taxation.</p> <p>[Note on certificates of income taxation] ○ 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.</p> <p>*No copies available. Submit the original. * Income shown as "[*****]" will not be accepted. * If a certificate is not issued due to zero or low income, submit a certificate of tax exemption (proof of non-taxation). * Where siblings enrolled at the University concurrently apply for tuition fee waivers, only one original copy needs to be submitted, and other applications should use copies. * <u>The Certificate of Income Taxation for FY2023 (which proves income earned in FY2022) is not required</u> *<u>Even if the document shows your income, only the Certificate of Income Taxation issued by the municipality is accepted.</u></p>	<p>City or ward office, town hall, etc. (Municipalities registered as residents on January 1, 2024) Issuable from June 2024 (Please check with your local government as the date of issuance varies between municipalities)</p>

No.	Application Category			Required documents	Points to note	Issuing body
	General	Self-supported individuals	Privately financed international students			
3	○	●		<p>Documents proving income *This is a "document proving income" that is different from the income taxation certificate of No.2.</p> <ul style="list-style-type: none"> ○ Tax Withholding Certificate (Copy) ○ Final Tax Return (Copy) ○ Certificate of (expected) salary payment (Form 3) <p>*Depending on the application category (General or Self-supported individuals), the items to be submitted may vary as follows.</p> <p>[General] Submit proof of the main income earner's income. If the student's own income is only part-time income of <u>less than 1,030,000 per year</u>, the withholding tax certificate for this income does not need to be submitted.</p> <p>[Self-supported individuals] Documents must be submitted proving the income of the applicant (and spouse), regardless of the amount.</p>	<p>Salaried employees</p> <p>[Salaried employees] (1) Tax Withholding Certificate for FY2023 (Copy) [To be submitted in addition to (1) where either (2) or (3) are declared] (2) Final Tax Return for FY2023 (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 FY2024 (Copy)</p>	(1) Workplace
					<p>Persons falling under the category of self-supported individuals after January 1, 2024] (4) Certificate of (expected) salary payment (Form 3)</p>	(4) University form (May be downloaded from the University's website)
					<p>Persons receiving pension</p> <p>(1) A public pension tax withholding slip for FY2023 (Copy) [To be submitted in addition to (1) where either (2) or (3) are declared] (2) Final Tax Return for FY2023 (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 FY2024 (Copy)</p>	Pension payee (e.g., the Japan Pension Service)
					<p>Persons with non-salary income</p> <p>[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 FY2023 (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 FY2024 (Copy)</p> <p>[Persons opening a business between January 2, 2023 and April 1, 2024] Submit both of the following (1) and (2) (1) Final Tax Return for FY2023 (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 FY2024 (Copy) (2) Statement of monthly income and expenditure from the business' opening to the present (any format)</p>	
<p>[Notes on Tax Returns and Citizen's Prefectural Tax Returns] *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 is no receipt seal, a "Tax payment certificate (Number 2, Income Use)" must also be submitted. *If there are any parts of the final tax return that state "as shown in the attached sheet," then this attached sheet is to be submitted together with the tax return.</p>					Tax payment certificates can be issued at tax offices.	

No.	Application Category			Required documents	Points to note	Issuing body
	General	Self-supported individuals	Privately financed international students			
4	●	●	●	Scholarship receipt status Declaration (University Form 8)	<p>[General] Indicate whether or not the applicant is receiving a scholarship.</p> <p>[Self-supported individuals, Privately financed international students] Indicate whether or not the applicant (or their spouse) has received a scholarship.</p> <p>* Persons receiving a scholarship should submit a a copy of the decision notice, etc. showing the period of receipt and the amount received.</p> <p>* There is no need to record scholarship loans.</p>	University form (May be downloaded from the University's website)
5			●	<p>Documents proving income</p> <p>*This is a "document proving income" that is different from the income taxation certificate of No.2.</p> <p><input type="radio"/> Tax Withholding Certificate (Copy)</p> <p><input type="radio"/> Final Tax Return (Copy)</p> <p><input type="radio"/> Certificate of (expected) salary payment (University Form 3) etc.</p> <p>Tax withholding slips for the applicant (and spouse) must be submitted, regardless of the amount.</p>	<p>Salariated employees</p> <p>[Persons who had arrived in Japan before January 1, 2023 and worked part-time (including TAs and RAs) between January 1, 2023 and December 31, 2023.]</p> <p>(1) Tax Withholding Certificate for FY2023 (Copy)</p> <p>*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 or the two-dimensional code on the right for the method of obtaining. https://www.kanazawa-u.ac.jp/wp/wp-content/uploads/2021/12/gensen-r.pdf</p> <p>*If the employee is unable to issue a tax withholding slip, submit a copy of the salary schedule (for January to December 2023) or a copy of the bank passbook showing the salary transfer (for January to December 2023).</p> <p>[Persons who arrived in Japan on or after January 2, 2023, or person who have not arrived in Japan and plan to work part-time (including TA and RA) on or after April 1, 2024.]</p> <p>(2) Certificate of (expected) salary payment (Form 3)</p> <p>*Ask your employer for evidence.</p> <p>*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, 2024, you do not need to submit any documents.</p> <p>Persons with non-salary income</p> <p>Persons with business income (Farming, commerce, industry, fisheries), dividends, real estate, or miscellaneous income</p> <p>Submit either of the following (1) or (2)</p> <p>(1) Final Tax Return for FY2023 (Copy), including Table 1, Table 2, (in cases of separate taxation) Table 3 and Supplementary tables (Copies)</p> <p>(2) A copy of the municipal or prefectural residents tax return for FY2024 (Copy)</p> <p>*All of the above must be franked with a seal of receipt or the date of electronic filing printed in the upper right corner</p> <p>If there is no receipt seal, a "Tax payment certificate (Number 2, Income Use)" must also be submitted.</p> <p>*If there are any parts of the final tax return that state "as shown in the attached sheet," then this attached sheet is to be submitted together with the tax return.</p>	<p>(1) Workplace</p>  <p>(2) University form (May be downloaded from the University's website) <u>Ask your employer for evidence</u></p> <p>Tax payment certificates can be issued at tax offices.</p>

No.	Application Category			Required documents	Points to note	Issuing body
	General	Self-supported individuals	Privately financed international students			
6	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Certificate of enrolment (in the form prescribed by the school)	<p>[Where there are school students (other than the applicant) enrolled in high school or above]</p> <p>*Certificate of enrolment (in the form prescribed by the school)</p> <p>*If you do not submit a certificate of entrance, no deductions for students will be made.</p> <p>*You do not need to submit a certificate of your siblings enrolled in this university.</p> <p>*If siblings are preparatory school students (high school to preparatory school), certificates of enrolment from preparatory schools as well as certificates from schools before entering higher education need not be submitted.</p>	School at which the student is enrolled
7	<input type="radio"/>	<input type="radio"/>		Proof of single-parent status	<p>[Single-parent household]</p> <p>One of the following documents showing "widow(er), single parent"</p> <ul style="list-style-type: none"> · A copy of a tax withholding slip · Final tax return (copy) · Certificate of Income Taxation <p>*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 it cannot be confirmed by the above documents, submit an official copy of the family register.</p> <p>*No special deductions shall be made where certificates are not submitted.</p>	Tax withholding slip → Employer Family register → City or ward office or town hall
8	<input type="radio"/>	<input type="radio"/>		Documents confirming the presence of a disabled person	<p>[Households with disabled persons]</p> <p>Documents confirming the presence of a disabled person (a copy of a physical disability certificate or a rehabilitation certificate (Page showing name, degree of disability and update date))</p> <p>*Certification of Long-Term Care is excluded from deductions for disability.</p>	
9	<input type="radio"/>	<input type="radio"/>		Public Assistance Decision (Change) Notification (Copy)	<p>[Households receiving public assistance]</p> <p>Public Assistance Decision (Change) Notification (Copy) For the past year (Showing the amount of support provided)</p> <p>*If there is any salary income, document No.3 (tax withholding slip) is also required.</p>	City or ward office, town hall, etc.
10	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Declaration on the separate livelihoods of siblings (University Form 9)	<p>[Households in which siblings have (or will have) separate livelihoods]</p> <p>*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.</p>	University form (May be downloaded from the University's website)
11			<input checked="" type="radio"/>	Household income and expenditure of privately financed international students (University Form 10- 1 or 10-2)	<p>Privately financed international students shall carefully check the points to be noted in the attached sheet and submit Forms 10-1 or 10-2.</p> <p>*Form 10-1 is for privately financed international students who had arrived in Japan before January 1, 2023.</p> <p>Form 10-2 is for privately financed international students who had arrived (or will arrive) in Japan between January 2, 2023 and April 2024.</p> <p>*Since a supervisor's signature is required, please ask them as soon as possible.</p>	University form (May be downloaded from the University's website)
12			<input checked="" type="radio"/>	Residence card (Copy)	<p>Photocopies of the residence cards of the applicant and all family members (both sides)</p> <p>*Make a copy of the front and back (both sides) of the cards.</p>	

No.	Application Category			Required documents	Points to note	Issuing body
	General	Self-supported individuals	Privately financed international students			
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. *If you share a room in an apartment, submit documents showing that you live together (such as a page that shows a roommate in the lease agreement).	Tenant management company (Real estate agent), etc.
14		●		Health Insurance card (copy)	The applicant's own card	
15		●		Certificate of residence (original)	Certificates of residence for <u>all members</u> 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.
16	○			A copy of the family register, death certificate (copy), or other document confirming death	[In case of the death of the main income earner within 6 months prior to the application (October 1, 2023 - March 31 ,2024)] 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 Certificate of Income Taxation, 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.	City or ward office, town hall, etc.
17	○	○	○	All documents (1), (2) and (3) that can confirm the fact of damage from storms, flooding or other disasters (1) Disaster certificate, Statement of damages from disaster (2) Certificate of insurance payment (3) Declaration of loss (University Form)	[Where the applicant or the main income earner suffers a disaster such as storms, flooding, or theft (Within 6 months prior to the application: October 1, 2023 - March 31,2024)] All of (1) - (3) (1) Disaster certificate, Statement of damages from disaster (2) Certificate of insurance payment (3) Declaration of loss (University Form) *This is only applicable in cases in which the applicant is recognized to be in extreme economic distress due to increased expenditures or decreased income as a result of damages caused by disasters such as fire, storms, flooding, or earthquakes. * In the "value of damages" column, the value of damages or losses and the value of insurance payments and compensation for damages should be deducted from the value of material damages recorded on the certificate (do not simply deduct the value of damages or restoration costs as they are).	(1) City or ward office, town hall, etc. (2) Insurance company (3) University form (May be downloaded from the University's website)

(Liaison)

Student Support Section, Student Support Division, Academic Affairs Department, Kanazawa University (Kakuma Campus Main Building 2F)

Mail: stsien@adm.kanazawa-u.ac.jp

(Please include your student ID and name in the text of the email.)