

Kanazawa University 2025

Application guidelines (for new students) for the waiving of admission fees (deferral of payment) and tuition fees (second semester) **[Graduate School]**

This application guideline shall apply to graduate school students who enrolling in October 2025 (including privately financed international students).

- ※ **Those affected by the Noto Peninsula Earthquake of 2024 may also apply for admission and tuition fee waiver under a separate system. Please check the 'Application guidelines for the 2025 admission fee and tuition fee (second semester) waiver [for those whose household finances were affected by the Noto Peninsula Earthquake of 2024]' and consider applying for this waiver.**
- ※ **If you have a household emergency due to the coronavirus pandemic, it may be possible to be assessed separately from this waiver. Details shall be provided separately. Please scan the QR code below.**

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



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0. Introduction

1. Admission fee waiver

For students in Graduate Schools, based on their application, those who meet all of the application qualifications, academic and household criteria stipulated in the University's Regulations will be selected for full or half waiver within the budgeted amount of the admission fee waiver, in order from those with the highest household financial need. Even if they meet the criteria, they may be waived by half the amount or be rejected.

2. Deferment of payment of admission fee

For students in Graduate Schools, based on their application, those who meet all of the application qualifications, academic and household criteria stipulated in the University's Regulations will be selected.

3. Tuition fee waiver

For students in Graduate Schools, based on their application, those who meet all of the application qualifications, academic and household criteria stipulated in the University's Regulations will be selected for full or half waiver within the budgeted amount of the tuition fee waiver, in order from those with the highest household financial need. The selection process is carried out every semester and is not necessarily the same as the previous result. In some cases, the previous waiver result was a full waiver, but this time the waiver is half waiver, and in other cases the waiver is rejected because it does not meet the criteria.

1. Eligible applicants

1 - 1. Eligibility for waiver from admission fees

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

- (1) Those who have difficulty paying the admission fee for financial reasons and who are recognized as having excellent academic records.
- (2) Those who, within one year prior to admission, have been subject to any of the following events ① or ② that have made it difficult for the student to pay the admission fee.
 - ① The death of the main income earner in the household, or situations in which the applicant or the main income earner has suffered damages from a disaster such as storms or floods.
 - ② In cases equivalent to ① where the President finds reasonable grounds.

1 - 2. Eligibility for deferral of admission fee payment

Eligible applicants must meet one of the following three conditions (1) to (3):

- (1) In cases in which the student is unable to pay the admission fee by the due date for financial reasons and is recognized as having excellent academic performance.

- (2) In cases of the death of the main income earner in the household, or in the case that the applicant or the main income earner in the household has suffered a disaster such as storms, floods, or another calamity within one year prior to admission, and it is deemed difficult for them to pay the admission fee by the due date.
- (3) When other unavoidable circumstances are recognized.

1 - 3. Eligibility for tuition fee waivers

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

- (1) Students who have difficulty paying tuition due to financial reasons and who are recognized as having excellent academic records.
- (2) Those who, within one year prior to admission, have been subject to any of the following events ① or ② that have made it difficult for the student to pay the tuition fee.
- ① The death of the main income earner in the household, or situations in which the applicant or the main income earner has suffered damages from a disaster such as storms or floods.
 - ② In cases equivalent to ① where the President finds reasonable grounds.

1 - 4. Additional information on eligibility (eligibility for application)

Students who fall under any of the following categories ① to ③ shall not be eligible to apply for a tuition fee waiver.

① Students who have repeated the year or been enrolled for longer than the standard period of study

However, applications may be approved as a special case when a student has repeated the year or exceeded the standard period of study by one year or less, and the reason for the extended duration of study is not due to the circumstances of the student.

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

- a Leave of absence due to illness, or cases in which, although the student has not taken a leave of absence, they have been unable to earn credits due to illness and have repeated the year or exceeded the standard period of study.
- b When the student has remained in the same grade or exceeded the standard period of study due to studying abroad.
- c When a graduate student's dissertation has been delayed due to reasonable fault on the part of the University and the student has repeated the year or has exceeded the standard period of study.
- d Leave of absence for childbirth or childcare.
- e When a student has repeated the year or 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 Students who take leave of absence, etc.

Applicants who take a leave of absence during the period from the base date of the application for waiver (first semester: April 1, second semester: October 1), those who return to the university during the term, those who complete the course during the term (June completion, December completion, etc.), or those who withdraw from the university are not entitled to apply for tuition fee waiver. If you decide to take a leave of absence etc. after the application, please be sure to report it to the Student Support Section as we will invalidate your application.

③ Students who have received disciplinary action in the semester preceding or during the semester for which they are applying

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).

2. Application method

Please submit the set of application documents for the admission fee waiver (deferral of payment) and tuition fee waiver within the application period.

Please note that the application period and submission address differ depending on the application type (see 2-1 ① and 2-1 ② below). **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 admission) by the deadline due to reasons other than your own reasons, or if you have any questions.

2 – 1. Application method and application period

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

【Graduate school】

Application method	The following documents etc. must be submitted within the submission period.
Application Documents	1 . Applicant Forms 1-1 and 1-2 (Please print single-sided)
	2 . The required documents (See 4. List of required documents for admission fee waivers (deferral of payment) and tuition fee waivers in these guidelines.)

	3. A stamped (110-yen) self-addressed envelope (No.3 Long) →This is used to notify you of the results of the admission fee waiver (deferral of payment) application. Please write the applicant's name and address (address where mail can be reliably received) on the front of the envelope).
Submission period	During the admission procedure period specified in the applicant's admissions procedure guidelines.
Submission method	Application documents for this waiver (deferral) are to be submitted together with the applicant's admission procedure documents. Only privately financed international students who have not yet arrived in Japan and who are permitted to submit their admission procedure documents by email may submit them together with their admission procedure documents by e-mail to the following address. However, the original documents must be submitted as soon as possible after arrival in Japan.
Submission address	The admissions office of the department to which the applicant is applying (See 8. Contact details in these guidelines.)

②When only applying for a tuition fee waiver

Application method	The following documents etc. must be submitted within the submission period.
Application Documents	1. Applicant Forms 1-1 and 1-2 (Please print single-sided) 2. The required documents (See 4. List of required documents for admission fee waivers (deferral of payment) and tuition fee waivers in these guidelines.)
Submission period	September 2(Tue) to 12 (Fri), 2025 (If sent by post, postmarked on the same day)
Submission method	Submitted by post or at the Student Support Section Only privately- financed international students who have not yet arrived in Japan can submit their application by email, with prior permission from the following submission address. Please inquire with plenty of time to spare. However, the original documents must be submitted as soon as possible after arrival in Japan.
Submission address	Student Support Section, Student Support Division, Educational and Student Affairs Department, Kanazawa University, Kakumamachi, Kanazawa City, Ishikawa 920-1192 (Administration Office, 2nd floor) * When sending by post, please write "Application documents for tuition fee waiver are enclosed" in red ink on the left side of the front of the envelope. * Students at the Takaramachi and Tsuruma campuses can submit the documents at the Student Affairs Section of their department. However, when sent by post, it must be addressed to the Student Support Section.

2 – 2. Points to note when applying

- (1) 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 individual) must be submitted together with the Applicant Forms For details, please refer to "4. List of required documents for admission fee waivers (deferral of payment) and tuition fee waivers." in these guidelines. Documents smaller than A4 size should be submitted pasted onto A4 paper.

- (2) Applicant Forms 1-1 and 1-2," together with various other forms are available from the University's website at the following address. Paper copies are not available; please print and complete the forms yourself. Document size is A4.

< Admission fee waiver and deferral of admission fee payment >

- ▶ Kanazawa University > Education, student support and student activities > Financial support · Scholarships > Admission fee Waiver and Deferral of Admission fee Payment page
https://www.kanazawa-u.ac.jp/students/economic/exemption_grace



< Tuition fee waiver >

- ▶ Kanazawa University > Education, student support and student activities > Financial support · Scholarships > Tuition fee waiver page
https://www.kanazawa-u.ac.jp/students/economic/tuition_waiver



- (3) If you are unable to provide any of the attached documents (Check the following examples: certificate of admission, certificate of expected salary payment, etc.) during the application period due to reasons other than your own reasons, you may submit additional documents later. In this case, please write a memo that there are documents that cannot be submitted and submit it with the application. The deadline for documents to be submitted later is the end of October. Documents other than those that cannot be provided due to reasons other than your own reasons must be submitted within the application period.

<Documents relating to the enrolment of siblings etc. who will enrol in school from October>

Example 1: If a sibling enters a higher education from October 1 (undergraduate school to graduate school etc.), submit a certificate of enrolment in higher education by the end of October. The certificate of the school before entering higher education is not required.

Example 2: If a sibling etc. is a prep school student (high school to preparatory school student) from October 1, please inform the Student Support Section by the end of October. Certificates of enrolment from preparatory schools, etc. and certificates from schools before entering higher education are not required.

Example 3: If a sibling of a student is planning to take a leave of absence, please inform the Student Support Section.

<Documents relating to the support of siblings etc. who start work in October>

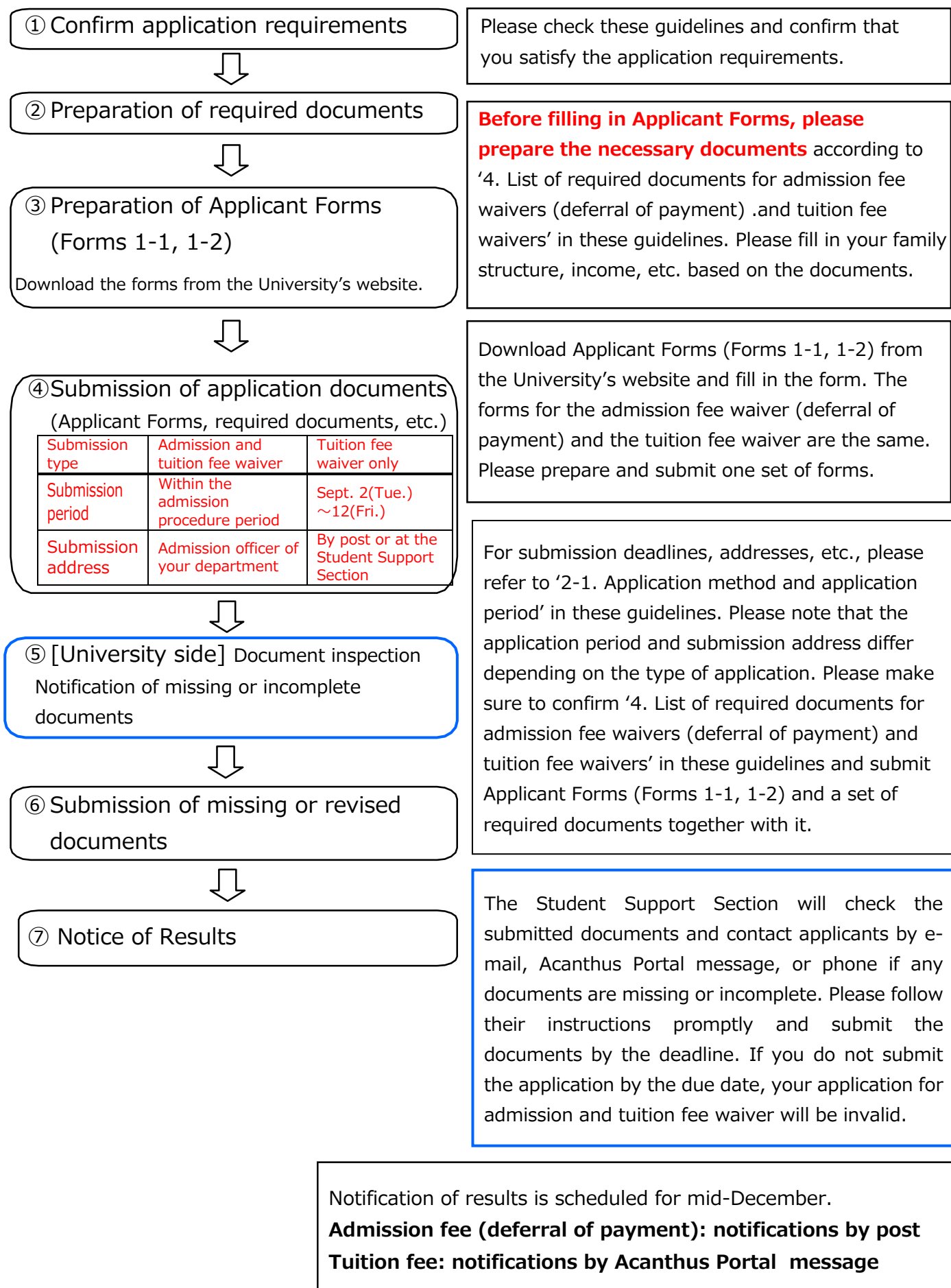
Example 4: If a sibling of a student is graduating in September and will be employed on October 1 and will no longer be supported by a livelihood support person (regardless of whether they live together or separately), submit Form 9 "Application for Separate Livelihood of Sibling, etc." by the end of October. 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 (If known in the application period, this can be noted on the application form).

< Documents relating to part-time work for privately- financed international students>

Example 5: For privately- financed international students who came to Japan on or after January 2, 2024 and plan to work part-time (including TA and RA) on or after October 1, 2025, 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 October.

- (4) **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 invalidated if incomplete application documents are not corrected by the specified date.**
- (5) **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 photocopy for your own records before submission.
- (6) Where an application is found to contain false information, any admission fee or 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) 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. Privately financed students who have not yet arrived in Japan should complete the account transfer procedure after arriving in Japan. If you cannot make an account transfer due to some circumstances, please inform to Student Support Section.

2 – 3. The flow of applications for admission fee waivers (deferral of payment) and tuition fee waivers



3. Guidelines for preparing the Applicant Forms

(1) Preparation method

- ① When downloading and printing the Applicant Forms (Forms 1-1 and 1-2) from the University's website, please print the forms one-sided, do not print double-sided.
- ② Please refer to separate notes on filling in (pages 3 and 4 of the Applicant Forms) and fill in the Applicant Forms with a black ballpoint pen. Do not use pencils or disappearing pens.
- ③ 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.
- ④ The students themselves should understand their household situation as of the date of their application, and should complete the forms specifically and in detail. Those who advanced from our university should fill in the information after advancing. Privately-financed students do not need to provide information on family members who do not live in Japan.

(2) Recording household income

① Applicant classification

Please select from one of the three following categories, "General student" "Self-supported individual (Employed (Working student))," and "International Student."

Application Category	Requirements
General student	Where the applicant falls under neither the "Self-supported individual" or "International student" categories below
Self-supported individual* (Employed persons)	<p>All of conditions 1-3 below must be met.</p> <ol style="list-style-type: none"> 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) lives 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 (Exceeds JPY 1,030,000 for salaried income and JPY 480,000 for non-salaried income) 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

* As a general rule, the income of self-supported individual 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 to calculate the amount of income for 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, 2024. 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 does not meet the requirements; in such cases the applicant is to be considered a "general student" and should submit income documents for their parents.

②Scope 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> <ul style="list-style-type: none"> 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 <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 Individual* (Employed persons)	<p>The applicant, the spouse, and dependents (children, etc.) of the applicant or the spouse under the Income Tax Law</p> <p>If the applicant has a spouse, regardless of whether he/she is dependent on the applicant for health insurance or tax purposes, he/she is regarded as a person living in the same household as the applicant and is required to submit documents relating to income etc.</p>
International Students*	<p>The applicant, the spouse living in Japan and dependents of the applicant under the Income Tax Law (children, parents living in Japan, etc.)</p>

*If a person who is a dependent under the Income Tax law at the time of application ceases to be a dependent as of the application base date (1 April for the first semester and 1 October for the second semester), he or she is not included in the family. However, since there will be a discrepancy between the number of dependents reported and the information in the 'Dependents Subject to Deduction' column on the withholding tax certificate, etc. please submit Form 9 Declaration on the separate livelihoods of siblings."

③Income

Please fill in the form according to the tax withholding certificate for 2024 (salaried employees) (the value shown in the "amount paid" column), or the final tax return for 2024, or the Municipal Residents Tax Return for FY2025 (reflecting 2024) (where not a salaried employee). Those filing a final return must fill in the form accordance with the financial return.

In the case of salaried employees with multiple employers, the total amount is calculated.

Application Category	Income to be calculated
General students	<p>• The applicant's income: Fill in only if salary income of JPY 1,030,000 or more or non-salary income of JPY 480,000 or more will be shown on the certificate of income taxation for FY2025.</p> <p>• Income of the main income earner: All salaried and non-salaried income for 2024 (Including lump-sum income shown on the Certificate of Income Taxation)</p> <p>*The calculation is based on the amount on the certificate of income taxation for the previous year, even if there is a change in household income such as resignation, job change or employment during the year, or if a person is absent from work due to maternity or parental leave and is expected to have no income on the reference date.</p> <p>*Income not shown on the Certificate of Income Taxation, such as survivor's pensions, disability pensions, child support allowance, etc., will not be included.</p> <p>In addition, for households receiving public assistance, income is to be calculated according to the public assistance decision notice.</p> <p>*Income of persons other than the main income earner is not counted.</p>
Self-supported Individual (Employed persons)	<p>• Income of the applicant (and the spouse): All salaried and non-salaried income for 2024 (Including lump-sum income shown on the Certificate of Income Taxation)</p> <p>*The calculation is based on the amount on the certificate of income taxation for the previous year, even if there is a change in household income such as resignation, job change or employment during the year, or if a person is absent from work due to maternity or parental leave and is expected to have no income on the reference date. However, where there is no expectation of an ongoing income that meets the requirements for Self-supported individual 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".</p> <p>*Applicants who are newly employed after January 1 of the year of application and anticipate an income that meets the requirements, but who did not record an income that meets the requirements on their Certificate of Income Taxation for the previous year, may apply as self-supported individual as an exception. In such cases, please record estimated amounts.</p> <p>* Income not shown on the Certificate of Income Taxation, such as survivor's pensions, disability pensions, child support allowance, etc., will not be included.</p>

International students	<p>•Income of the applicant (and the spouse): All salaried and non-salaried income for 2024</p> <p>Applicants who had not yet arrived in Japan as of January 1, 2024, should enter estimated amounts.</p>
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④ ‘School attendee’ information

Please record all persons attending school besides yourself in the box (4) Persons enrolled in study (Excluding the applicant). Where undecided about whether to advance to university or high school, please check the box for currently attending school and record " ABC High School (Intending to attend university)" in the school's name field.

4. List of required documents for admission fee waivers (deferral of payment) and tuition fee waivers

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

Samples of income documentation can be found at the following URL or by clicking on the 2D code on the right .


<https://www.kanazawa-u.ac.jp/wp/wp-content/uploads/2025/01/certificate-samples.pdf>



No.	Application Category			Required documents	Applicable persons	Points to note	Issuing body
	General	Self-supported individuals	Privately financed international students				
1	●	●	●	Applicant Forms (Forms 1-1 and 1-2)	All	<p>Read these guidelines carefully, download them from the University's website and print them out on one side, and complete the form.</p> <p>*Reference : 3. Guidelines for preparing the Applicant Forms of these Guidelines.</p> <p>*Only one set of forms is required, even when applying for an admission fee waiver and a tuition fee waiver at the same time.</p>	University Form 1-1,1-2 Download from website
2	●	●	○	<p>FY2025 Certificate of Income Taxation (Original) *Proof of income for FY2024</p> <p>(This section continues on the next page. Check it out.)</p>	General	<p>Regardless of income, submit those of the applicant and the main income earner.</p> <p>*The main income earner is a parent in principle; if this is not possible, the main income earner acting in lieu of a parent</p> <p>*To be submitted even where unemployed, a homemaker, or elderly</p>	It can be issued at the city or town hall (the municipality where you have your residence card as of January 1, 2025).
					Self-supported individuals, Privately financed international students	<p>Submit those of the applicant (and spouse).</p> <p>*Privately financed international students who had not yet arrived in Japan as of January 1, 2024, need not submit the Certificate of Income Taxation (Due to non-issuance).</p>	


No.	Application Category			Required documents	Applicable persons	Points to note	Issuing body
	General	Self-supported individuals	Privately financed international students				
2	●	●	○			<p>[Note on certificates of income taxation]</p> <p>*Every year, a number of applicants fail to submit a certificate of taxation of their own income. The certificate of income taxation (certificate of non-use of income tax) for the applicant must be submitted even if they have no income. This is to confirm that they have no income.</p> <p>*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 resident's tax. Resubmission will be required where this information is not provided.</p> <p>*If the amount of money is shown as '*****', etc., it is not acceptable as the amount of money cannot be confirmed.</p> <p>*If a certificate is not issued due to zero or low income, submit a certificate of tax exemption (proof of non-taxation)</p> <p>*Even if the document shows your income, only the Certificate of Income Taxation issued by the municipality is accepted.</p> <p>*No copies available. Submit the original. 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.</p> <p>*The Certificate of Income Taxation for FY2024 (which proves income earned in FY2023) is not required</p> <p>*My number does not need to be included.</p>	
3	○	●		<p>Documents proving income</p> <p>○Tax Withholding Certificate (Copy)</p> <p>○Final Tax Return (Copy)</p> <p>○Certificate of (expected) salary payment (University Form 3) etc.</p> <p><i>*This is a "document proving income" that is different from the income taxation certificate of No.2</i></p> <p>(This section continues on the next page. Check it out.)</p>	Salaried employees	<p>①Tax Withholding Certificate for FY2024 (Copy)</p> <p>[In addition to ①, if any of the following declarations ② or ③ are made, also submit together.]</p> <p>②Final Tax Return for FY2024 (Copy), including Table 1, Table 2, (in cases of separate taxation) Table 3 and Supplementary tables (Copies)</p> <p>③The municipal/prefectural resident's tax return for FY2025 (Copy)</p> <p>[Persons falling under the category of self-supported individuals after January 1, 2025]</p> <p>④Certificate of (expected) salary payment (Form 3)</p>	<p>①Workplace</p> <p>④University form 3 Download from website. Request certification from your employer.</p>

No.	Application Category			Required documents	Applicable persons	Points to note	Issuing body
	General	Self-supported individuals	Privately financed international students				
3	○	●		★Note★ Depending on the application category (General or Self-supported individuals), the items to be submitted may vary as follows. [General] Submit proof of the main income earner's income. *Applicant's documentation of proof: Income is only part-time income of less than 1,030,000 yen per year, the withholding tax certificate for this income does not need to be submitted. Must be submitted if the amount is more than 1,030,000 yen per year. [Self-supported individuals] Documents proving the income of the applicant (and spouse) must be submitted, regardless of the amount.	Persons receiving pension ①A public pension tax withholding slip for FY2024 (Copy) *In the case of a personal insurance pension other than the public pension, a copy of the certificate of payment, notice, etc. is acceptable. [In addition to ①, if any of the following declarations ② or ③ are made, also submit together.] ②Final Tax Return for FY2024 (Copy), including Table 1, Table 2, (in cases of separate taxation) Table 3 and Supplementary tables (Copies) ③The municipal/prefectural residents tax return for FY2025 (Copy)	Pension payee (e.g., the Japan Pension Service)	
				Persons with non-salary income [Persons with business income (Farming, commerce, industry, fisheries), dividends, real estate, or miscellaneous income] Submit either of the following ① or ② ①Final Tax Return for FY2024 (Copy), including Table 1, Table 2, (in cases of separate taxation) Table 3 and Supplementary tables (Copies) ②The municipal or prefectural resident's tax return for FY2025 (Copy) [Persons opening a business between January 2, 2024 and October 1, 2025] Submit both of the following ① and ② ①Final Tax Return for FY2024 (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 FY2025 (Copy) ②Statement of monthly income and expenditure from the business' opening to the present (any format)			
				[Notes on Tax Returns and Citizen's Prefectural Tax Returns] * If it is unclear whether the declaration has been completed based on the document alone (e.g., the date of electronic filing is not printed, there is no receipt stamp, etc.), submit a document that proves that the declaration has been completed to the relevant government agency. If you are unable to submit such a document, submit a "Tax Payment Certificate (Number 2: Income Use)" as well. *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.		Tax payment certificates can be issued at tax offices.	

No.	Application Category			Applicable persons	Points to note	Issuing body
	General	Self-supported individuals	Privately financed international students			
4				Salaried employees	<p>[Persons who had arrived in Japan before January 1, 2024 and worked part-time (including TAs and RAs) between January 1, 2024 and December 31, 2024]</p> <p>①Tax Withholding Certificate for FY2024 (Copy) *A person who has worked in a part-time position at Kanazawa University, such as TA or RA, can obtain a withholding record from Acanthus Portal. Refer to the following URL or the two-dimensional code on the right for the method of obtaining. https://www.kanazawa-u.ac.jp/wp/wp-content/uploads/2025/08/gensen_acanthus.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 2024) or a copy of the bank passbook showing the salary transfer (for January to December 2024).</p> <p>[Persons who arrived in Japan on or after January 2, 2024, or person who have not arrived in Japan and plan to work part-time (including TA and RA) on or after October 1, 2025]</p> <p>②Certificate 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 October 1, 2025, you do not need to submit any documents.</p>	<p>①Workplace</p>  <p>②University form 3 Download from website. Request certification from your employer.</p>
				Persons with non-salary income	<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>①Final Tax Return for FY2024 (Copy), including Table 1, Table 2, (in cases of separate taxation) Table 3 and Supplementary tables (Copies)</p> <p>②The municipal or prefectural residents tax return for FY2024 (Copy) * If it is unclear whether the declaration has been completed based on the document alone (e.g., the date of electronic filing is not printed, there is no receipt stamp, etc.), submit a document that proves that the declaration has been completed to the relevant government agency. If you are unable to submit such a document, submit a "Tax Payment Certificate (Number 2: Income Use)" as well. *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>Tax payment certificates can be issued at tax offices.</p>

No.	Application Category			Required documents	Applicable persons	Points to note	Issuing body
	General	Self-supported individuals	Privately financed international students				
5	●	●	●	Scholarship receipt status Declaration (University Form 8)	General	Indicate whether or not the applicant is receiving a benefit scholarship .	University form 8 Download from website
					Self-supported individuals, Privately financed international students	Indicate whether or not the applicant (and their spouse) has received a benefit scholarship .	
					* Persons receiving a scholarship should submit a copy of the decision notice, etc. showing the period of receipt and the amount received. * There is no need to record loan scholarship.		
6	○	○	○	Certificate of enrolment of siblings, etc (in the form prescribed by the school)	Where any family member (other than the applicant) is a student of high school or above.	Submit the prescribed form of the school where siblings etc. are enrolled. *You do not need to submit a certificate of your siblings enrolled in this university. *For students planning to go on to higher education or who are preparatory school students, certificates from their previous school or preparatory school do not need to be submitted. *Please also check "Example of 2-2 Points to note when applying (3)" in these Guidelines. *If you do not submit a certificate of admission, no deductions for students will be made.	School at which the student is enrolled
7	○	○	○	Declaration on the separate livelihoods of siblings (University Form 9)	Households in which siblings have (or will have) separate livelihoods	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. *Please also check "Example of 2-2 Points to note when applying (3)" in these Guidelines. *In the case of privately- financed international students, only those whose main income earner and siblings live in Japan are eligible.	University form 9 Download from website

No.	Application Category			Required documents	Applicable persons	Points to note	Issuing body
	General	Self-supported individuals	Privately financed international students				
8	○	○		Proof of single-parent status	Single-parent household	<p>Submit one of the following documents ① to ③ with the statement 'widow(er), single parent'.</p> <p>①A copy of a tax withholding slip ②Final tax return (copy)</p> <p>③Certificate of Income Taxation</p> <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>	A copy of the family register can be issued at the city or town hall.
9	○	○		Documentation confirming that the person is disabled	Households with disabled persons	<p>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> <p>*No special deductions shall be made where certificates are not submitted.</p>	
10	○	○		Public Assistance Decision (Change) Notification (Copy)	Households receiving public assistance	<p>Public Assistance Decision (Change) Notification (Copy) for the past 1 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 town hall etc.
11			●	Household income and expenditure of privately financed international students (University Form 10-1 or 10-2)	privately financed international students	<p>Check the notes in the separate sheets (pages 3 and 4 of each form) carefully.</p> <p>*Form 10-1 is for privately financed international students who had arrived in Japan before January 1, 2024.</p> <p>Form 10-2 is for privately financed international students who had arrived (or will arrive) in Japan between January 2, 2024 and October 2025.</p> <p>*Since a supervisor's signature is required, please ask them as soon as possible. Even if you will not be in Japan at the time of document submission, request your supervisor to sign the document by e-mail or other means. If the signature can be confirmed, the original document does not need to be submitted.</p>	University form 10-1,10-2 Download from website

No.	Application Category			Required documents	Applicable persons	Points to note	Issuing body
	General	Self-supported individuals	Privately financed international students				
12			●	Residence card (Copy)	privately financed international students	Photocopies of the residence cards of the applicant and all family members (both sides)	
13			●	Copy of lease contracts for apartments, boarding houses, dormitories, and other facilities	privately financed international students	<p>Photocopy of the page of the lease contract for the apartments etc. where the rent and common expenses are mentioned.</p> <p>*Only dormitory students shall submit something that shows the monthly amount of rent in place of the lease contract.</p> <p>*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).</p>	Tenant management company (Real estate agent), etc.
14		●		A printout of the 'screen' of the eligibility information of your Individual Number Insurance Card	Self-supported individuals	<p>Screen of the applicant's own Individual Number Insurance Card eligibility information.</p> <p>*Please log in to Mynaportal, select your health insurance card, print out the screen of the eligibility information and submit it. For information on how to print, please refer to the URL below or the two-dimensional code on the right.</p> <p>*If you do not have a My number card or have not yet registered for use of the Mynah insurance card, submit a copy of the 'Certificate of Eligibility' issued by the medical insurer (workplace, local authorities, etc.) to which you have applied.</p> <p>*No need to submit a copy of your My Number card or your My Number.</p> <p>https://www.kanazawa-u.ac.jp/wp/wp-content/uploads/2025/08/mynahoken_printout.pdf</p>	
15		●		Certificate of residence (original)	Self-supported individuals	<p>Certificates of residence for all members of the applicant's household</p> <p>*When requesting issuance at a city hall, etc., be sure to request the residence card of "all households."</p> <p>*Resubmission will be required where residence certificates are not submitted for all members of the household.</p>	City or town hall, etc.

No.	Application Category			Required documents	Applicable persons	Points to note	Issuing body
	General	Self-supported individuals	Privately financed international students				
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	<p>[In case of the death of the main income earner within one year prior to admission (October 1, 2024 – September 30, 2025)]</p> <p>*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.</p>	City or town hall, etc.
17	○	○	○	Documents that can confirm the fact of damage from storms, flooding or other disasters	Where the applicant or the main income earner suffers a disaster such as storms, flooding, or theft	<p>[Where the applicant or the main income earner suffers a disaster such as storms, flooding, or theft (Within one year prior to admission (October 1, 2024 – September 30, 2025))]</p> <p>Submit (copies of) all of the following ① -③</p> <p>①Disaster certificate, Statement of damages from disaster etc.</p> <p>②Certificate of insurance payment</p> <p>③Declaration of loss (University Form)</p> <p>*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.</p> <p>* 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).</p>	<p>①City or town hall, etc.</p> <p>②Insurance company, etc.</p> <p>③University form Download from website</p>
18	○	○	○	Return envelope for notification of admission fee waiver (deferment) results	Applicants for admission fee waiver (deferment)	<p>* Stamp a long size 3 envelope with stamps worth ¥110 and write the applicant's address (name and address) on the front of the envelope. The mailing address should be an address that can be reached and received reliably at the time of notification of results.</p> <p>* Applicants applying for admission fee waiver (deferment) need to submit. Not required for applicants for tuition fee waiver only.</p>	

5. Notification of results

5 – 1. Admission fee waiver and deferral results

Results will be sent mail in mid-December 2025 (tentative) using the return envelope **(submitted at the time of application)**.

- * Payment of the admission fee will be deferred until notification of the results of the waiver or deferral of the admission fee.
- * Students who are declined a waiver or deferral of payment of the admission fee and those who are granted half waivers (excluding those who have been awarded a half waiver and have subsequently applied for a deferral of payment) must pay the admission fee within 14 days from the date of notification of the denial of a waiver or deferral, or notification of the award of a half waiver.
- * Those who have been declined or awarded a half waiver of the admission fee may apply for deferral of payment of the admission fee. Where deferral of admission fee payment is granted, the deadline for deferral of payment shall be September 30 for students enrolling in April and March 31 for students enrolling in October (In both cases, if this day is a holiday or public holiday, until the weekday just before).
- * **Should students who have been denied an admission fee waiver or deferral of payment, or who have been granted a half-waiver or deferral of payment, not pay the admission fee that is due, their admission will be revoked and they shall be expelled.**
- * **The period between the notification of results and the deadline for payments is short. Please make advance preparations to make the payment, should your application be unsuccessful.**

5 – 2. Tuition fee waiver results

Notification shall be made **on the Acanthus Portal** in mid-December 2025 (tentative).

- * Payment of tuition fees shall be deferred until notification of the results of tuition fee waiver applications.
- * 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 the payment, should your application be unsuccessful.**

6. Handling of personal information

- ① Personal information submitted in the application and personal information obtained by the University will be used for the purpose of screening admission and tuition fee waivers. In addition, the results of the selection process for admission and tuition fee waivers will be used for operations related to the collection of admission and tuition fees.
- ② Personal information obtained in the course of ① as well as the results of the admission and tuition fee waiver selection process may be used for operations relating to financial support for students. In addition, information may also be used in an anonymized form for the purposes of improving university education, student support and university administration (various statistical surveys and analyses, project planning etc.).
- ③ In conducting the operations in ① and ② above, some tasks may be outsourced to external companies. In such cases, a contract will be agreed between the University and the contracting entity to ensure the appropriate handling of personal information, whereupon some or all personal information shall be provided to that entity.

7. To Students and Parents

In principle, admission fee and tuition fee 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.

8. Contact information for inquiries

- Student Support Section, Student Support Division, Educational and Student Affairs Department, Kanazawa University
(2nd floor of Administration Building, Kakuma Campus)
- E-Mail: stsien@adm.kanazawa-u.ac.jp
(Please include your student ID and name in the text of the email.)

[Reference]

Where to submit admission procedure documents for graduate schools

Graduate School/ Division	Where to submit admission procedure documents	
•Graduate School of Human and Socio-Environmental Studies •Graduate School of Law •Graduate School of Professional Development in Teacher Education	Admission Section, Student Affairs Division, Human and Social Administration Department Kakumamachi, Kanazawa 920-1192 (1st floor, Human and Social Science Hall 2)	Tel 076-264-5600 E-mail n-nyusi@adm.kanazawa-u.ac.jp
Graduate School of Natural Science and Technology	Admission Section, Student Affairs Division, Science and Engineering Administration Department Kakumamachi, Kanazawa 920-1192 (G2 floor, Natural Science and Technology Main Hall)	Tel 076-234-6823, 6824 E-mail s-nyusi@adm.kanazawa-u.ac.jp
Graduate School of Medical Sciences (Division of Medical Sciences, Division of Medicine)	Medical Sciences Student Affairs Section, Student Affairs Division, Medical, Pharmaceutical and Health Administration Department 13-1 Takara—machi, Kanazawa 920-8640 (1st floor, School of Medicine Hall F))	Tel 076-265-2121, 2887 E-mail t-daigakuin@adm.kanazawa-u.ac.jp
Graduate School of Medical Sciences (Division of Pharmaceutical Sciences)	Pharmacy Student Affairs Section, Faculty of Pharmacy and Cancer Research Institute Support Division, Medical, Pharmaceutical and Health Administration Department Kakumamachi, Kanazawa 920-1192 (G2 floor, Natural Science and Technology Main Hall)	Tel 076-234-6827, 6983 E-mail y-gakumu@adm.kanazawa-u.ac.jp
Graduate School of Medical Sciences (Division of Division of Health Sciences)	Student Affairs Section, Faculty of Health Sciences Support Division, Medical, Pharmaceutical and Health Administration Department	Tel 076-265-2515 E-mail t-igaku2@adm.kanazawa-u.ac.jp

	5-11-80 Kodatsuno, Kanazawa 920-0942 (1st floor, School of Health Sciences Hall I))	
Graduate School of Advanced Preventive Medical Sciences	Medical Sciences Student Affairs Section, Student Affairs Division, Medical, Pharmaceutical and Health Administration Department 13-1 Takara—machi, Kanazawa 920-8640 (1st floor, School of Medicine Hall F)	Tel 076-265-2868 E-mail t-daigakuin@adm.kanazawa- u.ac.jp
Graduate School of Frontier Science Initiative	Graduate School Section, Student Affairs Division, Transdisciplinary Sciences Administration Department Kakumamachi, Kanazawa 920-1192 (1st floor, Natural Science and Technology Main Hall)	Tel 076-264-5970 E-mail s-yugo@adm.kanazawa- u.ac.jp