

Guideline of Application for Tuition Exemption (Spring 2020)

2020 年度前半期授業料免除申請要領

※If there is any contradiction between what the English language version of the Terms says and Japanese language version says, then the Japanese language version shall take precedence.

Note

(1) This guideline and application form is for Privately Financed International Students.

“Privately Financed International Students” are those who hold a “student visa” (including those who are in process of acquiring or changing to the status of eligibility as “student”) and not a recipient of the Japanese Government (MEXT) scholarship.

· If you are not sure whether to apply as “Japanese Student” or “Privately Financed International Students” (e.g., holding a “dependent” visa, applying for a refugee visa, etc.), consult with the Students Affairs division before the application period.

(2) There is both Japanese and English version for the guideline. Please choose whichever convenient.

(3) The application form is in English/Japanese. Applicants may fill out the form in either language. When filling out, make sure to use clear block letters.

(4) Consult with the Students Affairs Division before the application period if you fall under the following:

- a. Have difficulty filling out the forms due to disabilities, unable to physically visit the university to apply due to designated infectious diseases or participating in public services under the call from the municipality.
- b. A person with impaired vision. In such case, text files for the guideline and application form will be provided, and the person may submit the application form in the electronic file.

1. Eligible Applicants

- (1) Students of the undergraduate schools or graduate school (excluding Japanese Government MEXT Scholarship recipients) who are recognized as facing difficulty paying the admission fee due to financial reasons and having excellent academic performance
- (2) Students whose primary tuition sponsor (hereafter “sponsor”) has died between October 1 2019 and March 31, 2020, OR the student him/herself or whose sponsor has difficulty paying the fee due to a disaster occurred during the same period. (Such fact must be recognized by the University with the submission of its proof).
- (3) Students based on (2) who have a reason recognized by the President of the University.

2. Criteria for Exemption (applies to 1 (1) of the above)

(1) Household status:

According to the criteria outlined in 「東京外国語大学入学料免除及び授業料免除に関する選考基準」 (TUFS Admission fee/ tuition exemption guideline)

(2) Academic performance criteria

1st yr Undergraduate : HS record (GPA) shall be 3.5 or above (3.2 or above for a single household)

2nd yr Undergraduate: cumulative grades of previous year (26 credits or more)

3rd yr Undergraduate: cumulative grades of previous years (58 credits or more)

4th yr Undergraduate: cumulative grades of previous years (94 credits or more)



《for Privately Financed International Students》

1st year MA student: grades from the undergraduate (credits necessary for graduation) —

(Grades of other university shall be reevaluated into TUFS criteria)

⇒ S · A · B shall consist of more than 65% (more than 60% for single household)

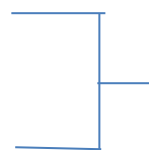
2nd yr MA student: cumulative grades of previous year

1st yr Doctoral student: grades from the MA

2nd yr Doctoral student: cumulative grades up to the previous year

3rd yr Doctoral student: cumulative grades up to the previous year

⇒ “A” shall consist of more than 65% (more than 60% for a single household)



※As exemptions are granted based on the University's budget, fulfilling criteria (1) and (2) does not guarantee the exemption.

3. Application submission

(1) Application deadline

April 24 (Fri), 2020 (postmarked by this date)

(2) Send to : Tokyo University of Foreign Studies, Student Affairs division

3-11-1 Asashi-cho, Fuchu-shi, Tokyo 183-8534 JAPAN

(3) Send by: Letter Pack (plus) or by Simplified registration mail (both at Japan Post)

The documents that cannot be prepared by the above deadline shall be submitted by May 11, 2020 (Mon).

4. Required Documents

4-1 Documents to be submitted by ALL applicants

1	Application form for Tuition Exemption 授業料免除申請	▶The reason for applying shall be specific
<u>2</u>	Family Record(I)(II) 家庭調書	▶Follow the instruction carefully
3	Certificate of Residence 住民票 (including all members of the household)	▶Issued after January 2020 ▶Without “my number” ▶Status of eligibility and the expiry date shall be clearly mentioned * Issued by the municipal office (city hall, ward hall) once you are officially registered in Japan
4	Certificate of Income 2019年度の所得証明書 (2018年度分所得)	▶2019 Certificate of Income (income of 2018) ※1 ▶ Those entered Japan after January 2020 are exempted. ▶For all members of household excluding those under age 18.

		*Issued by the municipal office
5	Statement of Student's Financial Status (No.1) 経済生活状況調書(その1)	▶Follow the instruction carefully
6	Copy of bank account book for the most recent six mos. 預金通帳の写し(直近6ヶ月)	▶Cover page, the page with the bank account number, and the pages that shows the incoming/outgoing transactions such as payment for the utilities, rent, and amount received from the home country, etc.
7	Receipts of utilities for the most recent six months 光熱水費の領収書(直近6ヶ月)	If utilities are not automatically deducted from the bank account, submit the receipts of the past six months.
8	Copy of the Lease Agreement 住宅賃貸契約書の写し	Lease term and the rent must be clearly stated (Those residing at TUFs international residence hall is exempted from submission.) ※ <u>Those sharing the rent with his/her roommate shall submit the copy of the document (Certificate of residence or bill attention to the roommate) as a proof that both of you are living under the same address</u>
9	Statement of Student's Financial Status (No.2) 経済生活状況調書(その2)	Student shall ask the main supervisor to write the statement by also submitting the copy of the application form.

※1 Shall be issued at the municipality of residence as of Jan. 1, 2020.

<Note> In case you moved on or after Jan. 2, 2020, you shall request it at the municipality of your previous residence. Certificate of Income will be issued to those who fall under the following (those who do not will be exempted from submission)

- ▶ Received a salary in 2019(between January to December) (for full-time, part-time, arubaito, etc.)
- ▶ Filed one's tax return for the income of 2019 (2019 年度分所得税の確定申告)
- ▶ Spouse or dependent who is applicable for dependent deduction
- ▶ Declared one's 2019 prefectural inhabitant's tax (2019 年度市区町村民税・都道府県税の申告)
- ▶ Receiving public pension as the only income.

4-2 Documents to be submitted by those applicable

10	Proof of household income (either of below) ▶ Certificate of Expected Annual Income ▶ 2019Withholding Tax slip (2019 年分源泉徴収票)(copy) ▶ Copy of the 2019 Final tax return form (copy) (2019 年分確定申告書の控の写し)	Those who have income for full-time, part-time jobs or arubaito, or received honoraria, etc. <u>Those who are married whose spouse is living in Japan or</u> <u>those living in Japan with his/her parents</u>
11	Spouse's student card(copy) 配偶者の学生証の写し等	if the spouse is enrolled in the academic institution in Japan(high school or higher)
12	Certificate of Tuition Exemption Status 授業料免除状況等証明書	if the spouse is enrolled in the national academic institution in Japan
13	Victim's certificate 罹災証明書	if the applicant or the sponsor suffered from disaster/accidents
14	Letter of Reasoning and Letter of comment (on the reasoning) 理由書及び理由書についての	Necessary for those who are repeating the year or enrolled over years. Student must state its reason, and his/her supervisor shall comment on its reason on the letter of comment.

	意見書	
15	Academic Transcript 成績証明書	※ <u>Applicable only for those graduated from high school or university in Japan.</u> Those pursuing directly from TUFS undergraduate or graduate are exempted. ▶ 1 st yr undergraduate: High School School Report if not possible, the transcript may suffice ▶ Transfer and 1 st -year graduate: academic transcript from the undergraduate ▶ 1 st year doctoral: academic transcript of the MA. ※ not necessary for those who graduated from universities outside Japan.
16	Proof of scholarship (copy) 奨学金に関する書類 (写し)	For scholarships applied directly to the foundation. It must mention the duration and amount

5. Announcement of results

The result is scheduled to be announced at the end of July through the message on TUFS information system (学務情報システム Gakumu-information system)

Those who were not granted or granted part of exemption shall immediately pay either the full amount or part of it by using the payment slip which will be sent from TUFS accounting division.

6. Others

a. Do not pay the tuition until the result is announced. If paid, it will be regarded that student have dismissed the application.

b. Those who have taken a leave of absence or reinstated his/her enrollment in the middle of the semester, or planning got complete or withdraw during the semester shall not apply for the exemption. In case such occurred after submitting the application, the application shall be dismissed or the granted exemption shall be cancelled. Please notify the student affairs division immediately after such occurred.

c. Those who are found to have misrepresented any information or documents in their application after receiving the exemption will be subject to cancellation of the exemption.

Contact: Students Affairs Division (042-330-5175)

How to fill out the application for tuition exemption

The decision will be based on the information provided. Please write only the facts in clear format. Those who are found to have misrepresented any information or documents in their application will be subject to cancellation of the exemption (even if he/she had been granted with the exemption)

1. **Application form** 授業料免除願 (make sure to fill out both sides)

(1) Please write the "affiliation" as of April 1, 2020.

(2) Those who had taken a leave of absence, studied abroad or changed the school during the enrollment shall state the details on the back side of the application.

2. **Family Record** 家庭調書 (fill out both forms)

(1) Please write the “age,” “current occupation,” current school,” year” as of April 1, 2020.

(2) Column for “Family members excluding those in education.”

a. “Family members” are those who are under the same household (regardless of living together or separately). Those who are currently attending schools shall come under “members in education.”

*** International students who are studying in Japan by him/herself are regarded as having an “independent household.” Therefore, there is no need to write the names of the family members who are living back home. Even if he/she is currently living with their siblings or friends, he/she will be regarded as “independent.”**

b. Be specific regarding “current occupation.” Do not just write “business.” Be specific such as “grocery retailing” “tailoring,” “local government employee,” “high school teacher,” “company employee”, “part-time staff,” etc. Do not leave the space blank. “Housewife” or “unemployed” shall also be stated.

c. Place a ○ next to the name of the sponsor and × next to those living separately.

d. Place a ◎ next to the name of the family member living together in Japan (including those who are in education)

e. The section inside is used for certification by the university. Keep it blank.

(3) Leave the “income” section blank.

(4) Column for “Family members in education (School members)”

“School members” are those who are currently formally enrolled in the following academic institutions: Primary, lower secondary, upper secondary, technical college, university (including graduate school, advanced course and short-term course but excluding research and auditing students. Either fully registered or special enrollment students 特修生 in case of Open University), Special Schools for Blind Persons, Deaf Persons and Handicapped Persons and specialized training college (upper secondary and postsecondary course)

Those who are enrolled in schools other than above such as the specialized training college (general course) and other schools (e.g., preparatory schools, vocational school, National Defense Academy, etc.) shall be mentioned in “family members excluding those in education” column.

※ Make sure to state the tuition exemption status of your spouse.

(a) Submit the “certificate of tuition exemption”(designated form) if your spouse is enrolled in a national academic institution (high school or above)

(b) No need to state your current scholarship. You are to mention it on the “Statement of Student’s Financial Status (No.1)” with the information on its name, term and monthly amount.

(5) Column for “Special Deduction”

A. A person with Disabilities is

(a) One holding the Physical Disability Certificate (notebook) 身体障害者手帳 issued under Act 4 Article 15 of the Physically Disabled Persons Welfare Act which states his/her physical disability or

one deems to be equivalent.

(b) One who is certified as having the pollution diseases and has physical disabilities due to such pollution.

(c) One who is suffered from the atomic bomb, and was disabled their physical function.

(d) One who is in a state lacking mental competence due to mental disabilities at all times or is determined as a person with intellectual disabilities.

(e) One who requires bedding and complicated care at all times.

Among the medical expense for the Person with disabilities, spending relevant to the following (1)~(5) are subject to “long-term medical treatment patient” deduction.

*** Submission of the copy of the Physical Disability Certificate (notebook) 身体障害者手帳 is required.**

B. “Long-term medical treatment patient” is the person who is under medical treatment for more than six months as of the time of the application or prospect with doctor’s certification. The treatment which completed by the time of application is not eligible. For the amount deducted, write the amount spent from January to December of the previous year. Expense items applicable are as follows. However, the amount compensated through the health insurances and claims shall not be counted.

(a) Medical expenses paid to the doctors

(b) Hospitalization fees paid to the hospital

(c) Expenses paid to the caretaker

(d) Fees paid for treatment conducted through massage, acupuncture, Judo therapy

(e) Fees paid for medicines and the treatment

*** Submission of the copy of the medical certificate and receipts (not only the amount section but full page) is required.**

C. Deduction for Household suffered from fire, windstorm, or flood is only applicable to cases that the household is expected to experience severe financial distress due to expenditure increase or decrease in income for more than two years. The amount deducted shall include the following, but the amount compensated through insurance or claim shall not be counted.

(a) The minimum amount of clothing expenses, purchase costs of furniture, repair costs when the household suffered damages to materials necessary to run a daily life.

(b) The annual amount expected as income damage when the household suffered damages to the means of production (e.g., field, farm or store)

① Note that the damaged amount nor restoration cost is deducted in full. **Submission of the**

damage report issued by the municipality is required.

② **Submission of the copies of the receipts is required.**

3. Statement of Student's Financial Status(No.1) 経済生活状況調書(その 1)

Fill in the expected living expenses (monthly average) by calculating the income and the expenditure.

Income amount shall be same or above the expense.

* **If the applicant is working part-time, submit either “the certificate of expected salary 給与支給（見込）証明書” (designated form) or the copy of “Withholding tax slip” 源泉徴収票の写し**

* **Copy of the bank account book for the most recent six months, including the cover page, the page that has the account number, and the transaction of the past six months. It shall show the amount paid as rent and utilities along with the amount received from your home country or as income)**

* **Copy of the lease agreement that states the rent and the term.**

(Those living at TUFS international residence are exempted from submission)

Those sharing the rent with his/her roommate shall submit the copy of the document (Certificate of residence or bill attention to the roommate) as a proof that both of you are living under the same address

* Copy of the receipts of utilities such as Electricity, Water, and Gas if such are not directly deducted from the bank account. (For the most recent six months)

4. Statement of Student's Financial Status (No.2) 経済生活状況調書 (その 2)

Student shall have this form filled out by his/her main supervisor and submit it to the Student Affairs Division by October 11, 2019 (Friday). When requesting the main supervisor, submit the copy of the application form along with the form.

※ All students other than those who entered October 2019 shall submit this form.

5. Other notes

(1) Use a black pen in filling out the forms (erasable pen is not permitted). The signature can substitute the hanko. When correcting the form, do not white out, but cross out the words in double lines and rewrite it in the space above the double line.

(2) Write it in clear block letters. If not, you may be asked to rewrite the form.

(3) When attaching a document that is smaller than A4, glue it on the designated form or A4 size paper.

(4) When applying, take out the guideline pages and submit only the application forms.

Criteria of Household Budget

家計基準

Applying for admission fee exemption, deferment of admission fee and tuition exemption is eligible for those who are within the financial criteria set forth as below. As the situation differs among the applicants, the specific amount cannot be presented. However, estimated maximum amount of income for tuition exemption (half-exemption) is as follows. Please note that income within the range does not guarantee the exemption.

(in millions)

	household	1-household	2-household	3-household	4-household	5-household	6-household
U N	Salary income	3.59	5.71	5.58	6.53	7.25	7.74
	Other income	1.89	3.37	3.28	3.95	4.67	5.16
M A	Salary income	3.81	6.05	5.98	6.83	7.58	8.08
	Other income	2.04	3.61	3.56	4.25	5.00	5.50
D	Salary income	4.84	7.33	7.47	8.26	9.13	9.70
	Other income	2.76	4.75	4.89	5.68	6.55	7.12

UN: undergraduate MA: Masters D: Doctoral

(Note1) ・ In case of Salary, the maximum is the amount shown as 「支払金額」 on the Withholding Tax slip 源泉徴収票(total of all family members).

・ In case of other income, the maximum amount is the annual income after having the expense deducted (confirm by final tax return form)

(Note 2) ・ Household is calculated as follows

2-household: Mother or Father, student (commuting from home)

3-household: Parents, student (from home)

4-household: Parents, student (from home), 1 sibling (public school from home)

5-household: Parents, student (from home), 2 siblings (Upper/lower secondary, public, home)

6-household: Parents, student (home), 3 siblings (primary, upper/lower secondary, public, home)

(Note 3) If the student is commuting from other than home, 470,000 will be added to above.

※ Note that the graduate students who meet all three below are acknowledged as “independent” and the decision will be made by his/her total income for one year. In case the student is married, the total income of both him/herself and of the spouse will be counted.

① The student is **not** designated as a dependent of his/her parents according to the Income Tax Act.

(Such shall be confirmed through the Withholding Tax slip 源泉徴収票 and Final Tax Return form 確定申告書).

② He/she is living separately from parents. (Shall be confirmed through a certificate of residence 住民票)

③ He/she (in case married, his/her spouse) has its income which is being declared and will be able to have the income certificate issued.

List of Certificate of Income

所得証明書一覧

1. Apart from the certificates mentioned below, applicants shall submit the most recent Income Certificate (for fiscal 2018) issued by the municipality, for all members of the household, excluding those under 18 and in education)
2. As for the certificates necessary for both admission fee exemption and tuition exemption, the applicants may submit its copy for the tuition exemption application.

区分 Category	証明書等 certificates	発行 Issuance
With Salary 給与所得のある者	Withholding slip 源泉徴収票(copy) or Certificate of Expected Salary (designated form) 給与支給（見込）証明書	workplace
Working within one year 勤務年数 1 年未満の者	Copy of the salary statement 給与明細書 for the past 3mos (if expected to start or change the job, certificate of expected salary for one month)	
Pensioner 年金・恩給受給者	Copy of Certificate 証書(or the latest pension renewed notice 年金改定通知書) or withholding tax slip or pension transfer notice	Japan Pension Service 日本年金機構等
①Those having income from business, dividends, real estate and others ②Those who have the above income and salary income	Copy of the final tax return form (確定申告書控)for the previous year (or a copy of the receipt of the declaration for prefectural inhabitants tax 市区町村都道府県 民税申告書控 if the final tax return is not filed)	
Those with income from commerce, industry, agriculture, forestry, and fishery		
Unemployment 失業者	Copy of the certificate of eligibility for employment insurance 雇用保険失業給付金受給資格証 (amount and duration shall be stated)	Employment Security office 職業安定所
No employment No income 無職無収入者	Certificate of without occupation or another source of income 無職無収入証明書	social worker 民生委員等
With extra income 臨時取得 between October 1, 2019, and March 31, 2020	Copy of the certificate of retiring allowance, or insurance payment	workplace insurance company
On public assistance 生活保護受給世帯	Public Assistance Certificate (copy) 生活保護受給証	Municipality

《for Privately Financed International Students》

<p>A household with a person with disabilities or on long-term medical treatment 障害者又は長期療養者のいる世帯</p>	<p>Physical Disability Certificate 身体障害者手帳 (copy) or certificate of atomic bomb victim (copy) Medical certificate (LT medical treatment) Receipts for the previous year(copy) Certificate of payment of insurance</p>	
<p>Principle earner passed away between October 1, 2019, and March 31, 2020 主たる家計支持者が死亡した世帯</p>	<p>Certificate of income, and extra income such as retirement allowance and insurance (copy) of the deceased Certificate of survivor's pension(copy) Proof of passing away (medical certificate, family register) (copy)</p>	<p>workplace Insurance company municipality, hospital</p>
<p>Suffered from fire, windstorm or flood between October 1, 2019, and March 31, 2020 火災・風水害等にあった世帯</p>	<p>Damage report Document certifying the damage amount, a copy of previous year's final tax return, certificate of property and casualty insurance payment (copy)</p>	<p>Fire department Insurance company</p>
<p>Principle earner separated from family 主たる家計支持者が単身赴任</p>	<p>Document certifying the separation (certificate of residence), receipt of housing expenses and utility bills</p>	
<p>Others</p>	<p>documents deemed to be necessary by the university (Instruction will be provided)</p>	

To those repeating the year or enrolling in excess of the standard years of enrollment

Notes

IF the student is repeating the year, or enrolling in excess of the standard years of enrollment, he/she is eligible to apply for the exemption only if its reason is one of the below, and the year repeating or enrolling extra is ONE year.

The applicant shall submit a document that proves the applicable case.

1. Due to injuries and diseases (excluding injuries and diseases resulting from breaking the ordinance)
2. Due to studying abroad (excluding studying abroad which cannot be deemed beneficial for academic achievement or the period of studying was shorter than 6 months)
3. Graduate school student, who is repeating a year or enrolling longer than the standard years of enrollment due to reasons other than his/her personal reasons, such as due to research topics and/or methodologies regarding dissertation.
4. Due to childbirth and nursing, and/or participation in public project called by the government or municipalities.
5. Other which the president of the university deemed applicable.

Documents to be submitted:

- Letter of Reasoning (designated form) (all applicants repeating or enrolling extra year)
- Medical Certificate (in case of #1 above)
- Comment by the main supervisor (designated form)(in case of #3 above)
- Documents to prove the fact (in case of #2,4,5 of above)

In case of #2, copy of the proof of study abroad by the school which the student had studied, in case of #4, copy of 母子手帳 mother-child handbook will be necessary.

Special Notes

1. The result of the tuition exemption for previous term (Fall 2020)

前回（2019年度後半期）の授業料免除結果について (circle one)

Full exemption	Half Exemption	No Exemption	Did not apply
全額免除	半額免除	不許可	申請しなかった

2. Your Enrollment Status 在籍中の休学・留学・留年の状況

(1) Study Abroad program 留学

a. Type 種別

派遣留学 休学留学 その他

b. Year in year _____

c. Duration from (yy) (mm) (dd) to (yy) (mm) (dd)/

(2) Study Leave 休学

a. Year ()

Duration: (YY MM DD) - (YY MM DD)

Reason:

b. Year ()

Duration: (YY MM DD) - (YY MM DD)

Reason:

c. Year ()

Duration: (YY MM DD) - (YY MM DD)

Reason:

(3) In case of enrolling extra years 留年 in Year ()

(4) Changed from School of () 転部 Previous student ID _____

3. Your most recent affiliation 出身校（学部および大学院の1年生及び学部3年次編入生のみ）

【applicable for newly entering students only】

Circle one and fill out the name of the institution

- ◆ Within Japan (institution _____)
日本国内 (学校名 (本学の場合は学籍番号 _____)
- ◆ Outside of Japan 国外 (name of the country _____)
(institution _____)

Name of the institution is

For new undergraduate student: Name of the high school attended before coming to TUFS

For transferred student: Name of the university attended before transferring to TUFS

For 1st yr MA student: Name of the university before coming to TUFS graduate school

For 1st yr PhD student: Name of the university before coming to TUFS graduate school

家庭調書 Family Record(1)

(As of April 1st 2020)

Student number						フリガナ 氏 名 katakana Name					(歳 age)	
Ad d r e s s	S T U D E N T	(〒 -)				F A M I L Y	(〒 -)					
		TEL - -					TEL - -					
続柄 relation	氏名 name	年齢 age	現在の職業 Current occupation	給与所得の計 (税込) (千円)				給与以外の所得 (税込) (千円)				
本人 applicant												
F A M I L Y M E M B E R												
I N C O M E	Family members Classification	本人 applicant	父 father	母 mother								
	給料・賃金 salary											
	役員報酬 Exec. compensation											
	専従者給与 Full-time salary											
	年金・恩給 pension											
	失業給付金 Unemployment benefit											
	生活扶助費 Benefit for daily life											
	アルバイト Part-time job											
	計 total											
	商 業 business											
工 業 industry												

《for Privately Financed International Students》

O T H E R S	農・林業 Agriculture & Forestry						
	漁業 fishery						
	M 家賃 I rent						
	S 地代 E Land rent						
	L 利子・配当 L Interest dividend						
	A 内職 N side work						
	E 親戚等の援助 O Support from U relative						
	S						
	I 退職金 N Retirementbonus						
	C 保険金 I insurance						
D 資産譲渡所得 E selling asset							
N 山林所得 T Forestry income							
A							
L							
	計						

*amount shall be stated in thousands

Note 1: State the amount of income from previous one year under “Salary.” (rounded down to thousands)

Note 2: As for income other than “salary,” state the amount after having the necessary expenses deducted. However, for incidental income, state the income amount on and after October 1, 2019, after having the taxes and public dues deducted. (rounded down to thousands)

Do not fill in the .

家庭調書 Family Record(2)

		Commute from	Scholarship 奨学金受給状況					
本 人	1. home	Scholarship for this academic year have · don't have JASSO() YY MM~ YY MM (¥ ,000/month) ()loan/stipend YY MM~ YY MM (¥ ,000/month)						
	2. other	()loan/stipend YY MM~ YY MM (¥ ,000/month)						
		総受給額 (年額) (千円)						
F A M I L Y I N T E R N A T I O N A L	Name (age)	School Status	在学学校(学年) School name(Grade/year)*	home/ not home	Previous yr (National) Exemption 1st 2nd		Tuition/yr (thousand)	
	()	National Public Private	P, LS, US, Univ., T, ST.(high), ST(Post) name year	Home Not home	none full half	none full half		
	()	National Public Private	P, LS, US, Univ., TC, ST.(high), ST(Post) name year	Home Not home	none full half	none full half		
	()	National Public Private	P, LS, US, Univ., TC, ST.(high), ST(Post) name year	Home Not home	none full half	none full half		
	()	National Public Private	P, LS, US, Univ., TC, ST.(high), ST(Post) name year	Home Not home	none full half	none full half		
	()	National Public Private	P, LS, US, Univ., TC, ST.(high), ST(Post) name year	Home Not home	none full half	none full half		
	()	National Public Private	P, LS, US, Univ., TC, ST.(high), ST(Post) name year	Home Not home	none full half	none full half		
D E D U C T I O N	Single-parent	Fatherless death · separated (YY MM) Motherless death · separated (YY MM)					0 該当せず 1 該当	
	Person with disabilities	Relationship () Phys.disabled · Atomic bomb Booknumber ()					□ 人	
		Relationship () Phys.disabled · Atomic bomb Booknumber ()						
			Relationship () since YY MM					合計 (年額)

《for Privately Financed International Students》

O N	LT medical treatment patient	Hospitalized · visit Medical fee ¥ ,000	(千円)			
		Relationship () since YY MM				
		Hospitalized · visit Medical fee ¥ ,000				
	Principal Earner separated	Rent/utilities ¥ ,000				
Disaster affected	Damage date & Circumstance					
	Damage cost ¥ ,000					
大 学 認 定	家族数	人	学力	0	1	不適格・適格
	申請区分	1 一般 2 家計 3 学力 4 事由 5 6 7				辞退
		事情 (学資負担者死亡) 事情 (災害) 事情 (その他)				



Keep the box blank

* Abbreviations of types of schools:

P: Primary (小学校)

LS: Lower Secondary (中学校)

US: Upper Secondary (高等学校)

Univ: University (大学 : 大学院含む)

TC: Technical College (高等専門学校)

ST(high): Specialized Training College(high) 専修学校 (高等課程)

ST(Post): Specialized Training College (Post) 専修学校 (専門課程)

Statement of Student's Financial Status (No.1) 経済生活状況調書(その1)

Date _____

Student ID Number: _____

Name (Last, First): _____ sign

My current financial status as of April 1, 2020 is as follows:

INCOME (monthly average) 収入	EXPENSES (monthly average) 支出
Remittance from Home:仕送り 送金 送金 (supporter ()) 送金 送金	Food 食費 食費 食費
Part-time job アルバイト アルバイト (job type:職種 ()) 時間 時間	Rent: 家賃 家賃
(per hour 時給 hours 時間 ())	Utilities: 光熱水費 光熱水費
Scholarship:奨学金 奨学金 (name: ())	Transportation: 交通費 交通費
(period: from () to ())	Clothing:衣料費 衣料費
Savings: 貯金 貯金	Communication (phone): 通信費 (電話) 通信費 (電話)
from Guarantor, 保証人支援 保証人支援 (name: ())	Textbooks:書籍費 書籍費
Other その他 その他 (())	Other: その他 その他
TOTAL 合計	TOTAL 合計

1. Your total income should be the same as or more than your total expenditure.
2. For "Remittance from Home Country," please write the name of the person sending the money, your relationship with that person, and the amount being sent.
3. For "Part-time job," please write the type of job, the number of hours you work per month, and please attach proof of your employment (use sheet 給与支給(見込)証明書 Certificate of Expected Annual Income)
4. For "Scholarship," please write the name of the scholarship and the period in which you will receive payment.
5. "Support from Guarantor" applies only to those who have Japanese guarantors. If you are receiving financial support from a guarantor in Japan, please write his/her name.
6. For "Other," if your support is coming from immediate family living with you, please write their name(s), the type of job, and their salary.

Please note: "Immediate family" in #6 may include spouses and children only. You will be regarded as "living alone" if you are living with your brothers/sisters or others.

If you have an immediate family with you in Japan, the above chart shall be the "income of the whole family" and the "expenditure of the whole family."

Regarding your residence, please check one of the below:

- International Hall (国際交流会館)#1#2#3 Boarding house その他学生寮 (name ())
- Apartment 民間アパート

Regarding your income, please check one of the below:

- I filed my final returns for 2019 I worked part time (arubaito) in 2019 (Jan – Dec)
- I am a spouse applicable for dependent deduction

【for new students】 Check here if you have also applied for entrance fee exemption/deferment →

《for Privately Financed International Students》

【To applicant】 When asking your main supervisor to fill out this form, make sure to submit the copy of the Application for Tuition Exemption as well.

Statement of Student's Financial Status (No.2)

経済生活状況調書（その2）

Date

(as of 2020/04/01)

Student ID number

Name (Last, First)

sign

【指導教員の方へのお願い】 この調書は、申請者作成『授業料免除願』の「免除を申請する理由」欄に記載されている経済的理由等の妥当性について、ご意見をうかがうものです。

年（令和 年） 月 日 指導教員 氏名 印

Newly entered students do not need to submit this form for the first term of tuition exemption. However, students need to submit this from the second term afterwards.

(For the TUFS tuition/entrance fee exemption application)

Certificate of Expected Salary 給与支給（見込）証明書

Applicant's name

sign

Address

Type of Job (職種)	
Period of (expected) Employment (予定を含む雇用期間)	Date: 年 月 日～ 年 月 日
Type of Employment (区分) * please circle one (該当を○で囲む)	• Full-time, • part-time, • others () (正職員) (パート) (その他)
※Salary (monthly average) 収入金額 (1ヶ月平均)	Salary per month 月額 _____円 Yen
Bonus (expected) 賞与支給 (予定)	• Bonus (for _____ months per year) • no Bonus (支給あり。年間約 か月分) (支給なし) *please circle one (該当を○で囲む)

※For the Salary, please write the average monthly amount of the most recent three months. The amount shall be the amount before tax deduction and shall not include commutation allowance. In case the period of employment is less than three months, please calculate the average monthly amount for the duration of employment. In case the salary has not been paid yet, please write the expected salary per month.

収入金額欄は原則として、最近の3か月分の給与の平均額を記入してください。

(金額は税引き前の金額で、通勤手当は含めないでください)

なお、雇用期間が3ヶ月に満たない場合は採用月からの平均月額、また支給実績がない場合は1ヶ月分の支給見込み額を記入してください。

I guarantee that the above information is correct.

上記のとおり相違ないことを証明します。

DATE:

年 月 日

Address 住所 _____

Company 会社名 _____

Name 氏名 _____ (印)

《for Privately Financed International Students》

For an applicant whose spouse is enrolled in a national academic institution

Certificate of Tuition Exemption Status

授業免除状況等証明書

授業料免除事務担当者 殿

(申請者 Applicant) 学校名 School Enrolled: _____

_____ Undergrad 学部・Graduate 研究科 Year 学年: _____

Student ID 学籍番号 (Exam. #): _____

Name 氏名 _____

My spouse (student # _____ Name _____) who is entering the Tokyo University of Foreign Studies is applying for the entrance fee exemption. And I hereby would like to request certification for the things listed below.

このたび、東京外国語大学に在学中の私の配偶者（学籍番号 _____ 氏名 _____）が免除（入学料・授業料）の申請をしますので、私の授業料免除状況及び在学状況について、下記により証明願います。

NOTE 記

1. Tuition Exemption for AY 2019 2019 年度授業料免除の実施状況

2019 年度授業料年額		免除実施額
前期	全額免除 ・ 半額免除 ・ 不許可 ・ 申請なし	円
後期	全額免除 ・ 半額免除 ・ 不許可 ・ 申請なし	円

2020 年度入学者のため該当しません。

2. 通学区分

通学区分	<input type="checkbox"/> 自宅通学	<input type="checkbox"/> 自宅外通学
------	-------------------------------	--------------------------------

(申請者が貴大学の学部を卒業後引き続き大学院へ進学した場合は、学部の 2019 年度の免除状況を証明してください)

申請者は、本学（校）に在学し、記載のとおり相違ないことを証明します。

年 月 日

学校名 : _____

担当部課係名: _____

担当者氏名: _____ 印

For those repeating a year or enrolling in excess of standard years of enrollment

Letter of Reasoning

理由書

Year entered ()

Student ID number

Name (Last, First) _____ sign

【To applicant】 Reason for repeating or enrolling extra year (Check one):

- Injuries/diseases Studied abroad Graduate school student due to reasons other than his/her personal reasons childbirth/nursing, or participation in public project others

Please explain the details of the reason checked (include the duration, causes and documents attached as proof)

Translation of the above 上記和訳 訳者名/所属 _____

《for Privately Financed International Students》

大学院生修業年度超過者用

【To applicant】 When requesting your main supervisor to fill out this form, submit the copy of the letter of reasoning to him/her as well. This form shall certify that the student is enrolling in excess of the standard years of enrollment due to reasons other than his/her personal reasons (such as research topics and methodologies regarding dissertation)

Comments on the Letter of Reasoning

理由書についての意見書

Year entered ()

Student ID number

Name (Last, First) _____ sign

【指導教員の方へのお願い】 この意見書は、申請者作成（修業年限超過の）『理由書』に記載されている理由が「③大学院生が論文作成などにおいて研究テーマや研究方法等、本人の側の事情によらない理由で留年又は修業年限を超過した場合」に該当しているかについて、意見をうかがうものです。

指導教員の意見

年 月 日 指導教員 氏名

印

《for Privately Financed International Students》

【証明書類貼付用台紙】

Please use this sheet to attach evidence as needed.