

Tuition fee exemption for the **fall** semester of the academic year 2023

Brochure ③

For international students (English Ver.)

This brochure is for international students (Residency Status: 'Student', 'Dependent', etc.). If your residency status is 'working', 'permanent resident', 'long-term resident' or 'spouse of a Japanese national', please apply using brochure ① (for undergraduate students) or brochure ② (for postgraduate students).

1. Outline of the Tuition Fee Exemption System

For details, please refer to "Chiba University Tuition Fee Exemption Selection Criteria".

Tuition fee Exemption application period for the spring semester is usually in February/March and for the fall semester is in August/September. If you wish to apply, you must apply for each semester, so please do not forget to do so.

2. Eligible Students for Application

International students who are currently enrolled at Chiba University on the reference date (1 October 2023) and also who meet the "Chiba University Tuition Fee Exemption Selection Criteria".

*All undergraduate students can apply for 'payment deferment' and 'payment in monthly instalments', but in principle, 'tuition fee exemption' for undergraduate students is only available to those enrolled in the 2019 academic year or.

3. Categories of Tuition Fee Exemption Applications

There are four categories: 1) **tuition fee exemption**, 2) **payment deferment**, 3) **tuition fee exemption and payment deferment,*** and 4) **payment in monthly installments**.

* **Category 3) means 'If the tuition fees are not exempted in full, the applicant wishes to defer payment of the tuition fees' .**

* **Even if a payment deferment is not permitted, the payment deadline is the end of February. If it is also difficult to pay by the end of February, a deferment may be requested and if permitted, the payment deadline will be extended to late March.**

* In principle, requests for payment deferment will not be accepted after the results have been announced. .

4. Results of Exemptions

Based on the examination of the application documents and in accordance with Chiba University's own criteria, applicants will be exempted from tuition fees for half a semester (for the fall semester in this application) in one of the following ways.

(1) Full exemption (2) Half exemption (3) Denied (no exemption)

*Exemptions are granted within the budgetary limits of Chiba University.

*The above are planned exemption outcomes as of October 2023 and are subject to change in the future.

5. Application Schedule

All applicants must submit both primary and secondary applications,

If only one of them is submitted, the application will be rejected. Applications will not be accepted after the deadlines below, so make sure you submit your applications on time.

	Submission Period(Deadline to be strictly adhered to)
For currently enrolled students	Monday 11 September 2023, 9:00 - Friday 22 September 2023, 17:00
For newly enrolled students (who enrolled in October 2023)	Monday 16 October 2023, 9:00 - Friday 27 October 2023, 17:00

(Note) For those who will complete the Master's Program in September 2023 and enroll the Doctoral Program in October 2023, etc., please apply according to the schedule "For newly enrolled students" .

①Primary Application (Questionnaire on Moodle)

Please select your desired tuition exemption category in the following courses on Moodle.

URL: <https://moodle3.chiba-u.jp/moodle23/course/view.php?id=32387>

Course name: Tuition fee/ Admission fee Exemption (Application, Result, etc.)

Topic: 2023 fall semester: Primary application for Tuition fee exemption

→③留学生：一次申請/③International Students: Primary Application

②Secondary Application (Submission of Documents)

After completing the primary application, submit the 8. Application documents to the counter of the Student Support Division without any deficiencies.

Submission address: The box at the counter of the Student Support Division, Life Support Unit.

*Applications may also be sent by postal mail. In this case, please use 'Letter-packLight(レターパック ライト) so that the documents can be tracked, and send them well in advance so that they arrive no later than the above deadline. You will find the postal address at the back of this brochure.

*If you are unable to submit your documents by the above deadline due to special circumstances (e.g., study abroad, research, illness, etc.), please contact 'Student Support Division, Life Support Unit' ., we accept your documents before the submission period.

6. Post-application Process

On the basis of the documents submitted, we will calculate the household budget standard of each applicant and comprehensively review your documentation, determine the results of the exemption. If there is something that cannot be determined on the basis of the documentation, an inquiry will be made by e-mail. This may take two to three months after you have submitted your documents, so please make sure you do not miss the e-mail. Also, please keep a copy of your own documentation (including screenshots) before submitting it so that it can be checked at the time of the inquiry.

Exemption results will be announced around mid-January 2024.

Tuition fees will not be debited from the applicant's account until the results of the exemption have been announced. If payment is required as a result of the selection process, the applicant will be notified of the date and method of payment, together with the application results. The deadline for payment of tuition fees is the end of February 2024 (or late March in the case of a payment deferment being permitted).

7. Attention

As a general rule, all correspondence (e.g., missing documents, inquiries) from Chiba University will be sent to the "Student ID@student.gs.chiba-u.jp" address of the applicant. We will not send any correspondence to your personal e-mail address or to "@chiba-u.jp" address.

The results will be announced on Moodle and we will send an e-mail to your address ("Student ID@student.gs.chiba-u.jp") to let you know that the result was posted on Moodle.

*Personal information that Chiba University obtained from submitted documents will not be used for any purpose other than the selection process for tuition fee exemption.

*Applications will be canceled if falsehoods or intentional falsifications are found in the application documents.

*The number of students receiving a tuition fee exemption will be approximately one for every five students.

8. Application Documents

The household budget standard is calculated by checking the applicant's family structure, income and etc., for the year after the reference date *, so it is necessary to submit evidential supporting documents with the application form. In principle, the results will be determined based on the previous year's income, but if the income has changed due to a change of job, etc., the results will be determined based on the expected income after the change.

Please note the following when submitting your documents.

- Please prepare documents that do NOT SHOW your "MY NUMBER (マイナンバー)".
- Please fill in the forms by typing. And print them out before submitting them.
- Please staple supporting documents at the top left corner of each form.

* A reference letter written by your supervisor is not required. However, we may ask your supervisor to confirm your circumstances, etc. Please note that as the purpose of your living in Japan is to study, you may not be exempted if you do not meet the requirements for excellent students (e.g., if your attendance is poor).

【The following documents must be submitted by all applicants.】

For more information on how to fill in the forms etc., please refer to the explanatory in each form.

Documents	Contents
(Form 1) Application form for tuition fee exemption/deferment	Please complete only the sections <u>within the bold lines</u> such as family structure. The rest of the form will be filled in by Chiba University on the basis of the application documents.
(Form 2) Statement of reasons for tuition fee exemption/deferment	Please state the reason for your application. If the reason for the tuition fee exemption is not clear, you may be asked to resubmit the application.
(Form 3) Applicant's income declaration form	Please attach itemized income and supporting documentation.
(Form 4) Application form relating to family income and education	<u>Confirm the income and education of family members in Japan.</u> Please complete for all family members living in the same household, <u>whether they have an income or not.</u> If a family member is a student enrolled in a <u>national senior high school or higher in Japan,</u> please ask the school to complete "Form 4③(Supplementary)".
<u>Jyumin-hyo (住民票)</u> for all family members living together.	Please ask at the city/ward office for a " <u>Jyumin-hyo (住民票)</u> " to be issued for all members <u>in Japan</u> of the household (世帯全員分、連記式) <u>(WITHOUT "MY NUMBER (マイナンバー)").</u> Documents issued as "世帯の一部 (part of a household)" will not be accepted. *Only documents issued within three months of the reference date are valid. *Documents should state the relationship(続柄) between an applicant and each family member.
Documents proving the parents' income for the year 2022 (one year).	Please prepare documents showing the amount of income of the parents for the year 2022 (one year). For example: ('Proof of Income', 'Form W-2', 'Tax Paper', 'P60', 'T4', 'Slip Gaji'... etc., issued by the employer). *Even if they are unemployed or have no income, a certificate from a third party (居民委員会, government office, etc.) is required. *If they receive 养老金, pension or other benefits after retirement, please submit documents showing the amount received ("养老金明細表", "退休証", "退職手帳 (copy)", etc.). *In the case of a single mother or single father household, please submit documents proving divorce or bereavement ('居民戸簿 (copy)', '家族証明', etc.). *If you have already submitted the above supporting documents at the time of application for the spring semester and your situation has not changed, you do not need to submit supporting documents.

<p>(Form 14: (for international students)) Statement of living expenses</p>	<p>Only documents showing house <u>rent and transportation costs for commuting to Chiba University</u> should be submitted as evidence*. Please refer to the form for details. *If you have already submitted the above supporting documents at the time of application for the spring semester and your situation has not changed, you do not need to submit supporting documents.</p>
<p>(Form 15: (for international students)) Photocopies of residence cards for all family members living with you</p>	<p>Please attach copies (both sides) of the Residence Cards (of all family members living with you.</p>
<p>An envelope containing the documents required for the application. *Not required if you are applying by postal mail.</p>	<p>On the front of the envelope, write <u>the date of submission, student ID number and name, and write "Application for Tuition fee exemption"</u> in red ink.</p>

【The following documents only need to be submitted if there are other special deductions, etc.】

書類	内容
<p>(Form 8: Excess.) Application for tuition fee exemption by students who have remained in school or exceeded their years of study</p>	<p>If on the reference date, <u>you are enrolled for more than the duration of your course (e.g., 24 months for Masters programs), excluding periods of absence</u>, you will be considered to have exceeded the duration of your course. Please provide details of the reason and the circumstances for exceeding the length of study on this form. If approved, the application will be accepted, provided that the period of overstay <u>does not exceed one year</u>. However, applications will not be accepted unless there are special reasons (e.g., staying on for personal reasons). Please note that requests to exceed the required period are limited to cases such as writing a dissertation, illness, leave of absence or study abroad. The Student Support Division may ask your academic advisor to confirm the circumstances of your request. *Not all students who are remained in school will be granted tuition exemption.</p>
<p>(Form 10: Disability) Deduction claims related to disability.</p>	<p>If a member of the same living family has received a disability certificate in Japan or has the same degree of disability and has a doctor's certificate to that effect, please submit it together with the supporting documents*. *If you have already submitted the above supporting documents at the time of application for the spring semester and your situation has not changed, you do not need to submit supporting documents.</p>

<p>(Form 11: Medical expenses) Medical expenses deduction claim form.</p>	<p>If you have been receiving medical treatment <u>in Japan</u> for a continuous period of six months or more as of the reference date and have claimed a medical expense deduction (tax return), please submit this form together with supporting documentation (those receiving medical treatment abroad are not acceptable).</p>
<p>(Form 13: Theft) Deduction claim form for theft.</p>	<p>If the theft or other incident in Japan occurred six months or more prior to the reference date and has had a long-term effect on the household finances of the applicant or household member, please submit this information together with the supporting documents.</p>

*We may ask you to provide additional documentation to verify your living situation in more detail.

9. Contact Information

Student Support Plaza, 1-33 Yayoi-cho, Inage-ku, Chiba-shi, Chiba 263-8522

Chiba University, Student Support Division

E-mail: dde2178@office.chiba-u.jp

*Enquiry should be sent by e-mail from the address "Student ID@student.gs.chiba-u.jp".

*In order to keep a record of correspondence, please make sure to send your inquiry by e-mail, not at the counter or by telephone.