

# 【International Student】 Check Sheet

· This checklist is intended to help you prepare the necessary certification documents in advance of applying for an exemption (jugyoryo menjo shinsei 授業料免除申請). Please read each application guideline carefully before applying.

· Please submit certificates and other documents that certify the applicant's status on the basis date **April 1 for the first(spring) semester and October 1 for the second(fall) semester.**

· The applicant may be asked to confirm the circumstances or to submit additional materials during the screening process. Please be prepared to respond to e-mails and phone calls from the University. If we are unable to contact you, or if the requested materials are not submitted by the deadline specified by the University, we may not be able to review your application due to incomplete documentation.

## 1. Items related to the applicant himself/herself

Required Documents	Check	Details	place where available
(1) 住民票 Certificate of Residence in Japan ※If the applicant has not yet entered Japan at the time of application, it must be submitted as soon as possible after arriving in Japan.	Required for all applicants	Must be marked "Certificate of residence for all members of the household" and show the head of household and the relationship to the head of household (omitted certificates are not acceptable). *Those with the my number and resident registration code omitted. Those with my numbers and resident registration codes listed will not be accepted.	Municipal office
(2) 所得課税証明書 Income tax certificate (latest) *If you have no income, you must apply to the municipal office for the certificate of no income and have it issued.	Required for all applicants	· It is issued by the municipality in which you resided as of January 1 of that year. If you moved after January 2, please have it issued by the municipality of your previous residence. · If you cannot be issued because you have not yet entered Japan and are not registered as a resident as of January 1, please inform the section in charge when you submit the application.	Municipal office

## 2. Income

※Income as of the reference date. If you checked "Yes" in the check box, please submit the relevant documents.

Question	Check	Applicable documents, etc.	place where available
(3) Do you receive a scholarship or salaried income from your employer in your home country?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Submit Scholarship Certificate or salary payment *The amount of money received and the period of receipt must be indicated. If it is written in a language other than Japanese, a Japanese translation should be provided.	Scholarship Organization
(4) Are your spouse and children in Japan?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Please submit the "Income Tax Certificate. If your child is a high school student or younger, you do not need to submit this form. →Submit (6) if the child is a high school student.	Municipal office Currently enrolled in school
(5) Are you (including your spouse) a JSPS Postdoctoral Fellowship recipient (including prospective recipients) or a Reading Program grantee?	<input type="checkbox"/> Yes <input type="checkbox"/> No	· A copy of the letter of employment decision or a letter of prospective employment.	University

### 3. Deductions

※If you checked "Yes" in the check box, please submit the appropriate documents.

Question	Check	Applicable documents, etc.	place where available
<p>(6) Does your spouse or a family member living with you in Japan, a high school student or older?</p> <p>※Submit the proofs after the basis date (April 1 for the first(spring) semester and October 1 for the second (fall)semester).</p>	<input type="checkbox"/> Yes  <input type="checkbox"/> No	<ul style="list-style-type: none"> <li>・ Those attending national schools (universities, technical colleges, high schools)→ "Certificate of Tuition Exemption Status (Form No. 5)</li> <li>・ Those attending a private university (including junior college) → Certificate of enrollment from the private university (including junior college)</li> <li>・ Those attending a vocational or special training college →Certificate of enrollment from the vocational or special training college.</li> <li>・ A certificate of high school enrollment for those attending a high school.</li> <li>・ Those attending a preparatory school or vocational training school→A copy of the student ID</li> </ul>	<p>Application guideline</p> <p>At school</p> <p>The student himself/herself</p>
<p>(7) Do you (including your spouse) or any family members living together in Japan, have any disabilities?</p>	<input type="checkbox"/> Yes  <input type="checkbox"/> No	<p>Disability Certificate (copy) or Rehabilitation Certificate (copy)</p>	<p>Municipal office</p>
<p>(8) Do you (including your spouse) or any of your family members living in Japan, use long-term care insurance (requiring long-term care 3 or more)?</p>	<input type="checkbox"/> Yes  <input type="checkbox"/> No	<p>Certificate of Long-Term Care Insurance Coverage (photocopy) or Letter of Notification of Results of Long-Term Care Insurance Certification (photocopy)</p>	<p>Municipal office</p>
<p>(9) Do you (including your spouse) or any of your family members living with you in Japan, are receiving long-term medical treatment?</p> <p>※A person who has been receiving long-term medical treatment (excluding chronic diseases) for 6 months or more as of the basis date and who will continue to receive medical treatment in the future.</p> <p>※If a portion of the co-payment is covered by the high-cost medical care cost system or private medical insurance, the amount of the co-payment minus the amount covered is eligible.</p> <p>※Among hospitalization expenses, food expenses other than diet therapy and differential bed charges are not deductible.</p>	<input type="checkbox"/> Yes  <input type="checkbox"/> No	<ul style="list-style-type: none"> <li>・ Medical certificate</li> <li>・ Copies of receipts, etc. for medical consultation and medication (only for applicable diseases)</li> <li>・ Certificate of Eligibility for Maximum Amount (if any)</li> <li>・ A copy of the notice of decision to grant high-cost medical care (if any)</li> <li>・ Certificate of the amount covered by private medical insurance, etc. (if any)</li> </ul>	<p>Medical institution, insurance company, etc.</p>
<p>(10) Did you suffer from fire, windstorm, flood, or other damage in Japan within the six months immediately preceding the semester for which you are applying (or since January of the year prior to your enrollment for new students)?</p> <p>※Damage outside of Japan is not eligible.</p>	<input type="checkbox"/> Yes  <input type="checkbox"/> No	<ul style="list-style-type: none"> <li>・ Certificate of Disaster (copy)</li> <li>・ 「罹災申立書」 Disaster Victimization Report</li> <li>・ 「動産罹災申立書」 Petition for Damage to Movable Property</li> <li>・ 「不動産罹災申立書」 Petition for Real Estate Damage</li> </ul>	<p>Fire stations · municipal offices</p> <p>Gunma University website</p>

For international students in the Faculty of Science and Technology and Graduate School of Science and Technology, we will be giving out the results of the tuition exemption by hand at the office. You don't need to submit a "Stamped, self-addressed (Result notification) envelope".