

Tuition Waiver and Payment Deferral Application For 2026 Semester 2

Notes on application

- ◆ **You can apply for first semester and second semester at the same time in application for first semester.**
 - You can also apply for only first semester or second semester at each time.
 - Applicants who submitted applications for both the first and second semester during the application period for the first semester do not have to apply for the second semester again. However, if the information (family, study or household budget) provided in the application on April 1 has changed by October 1 you must resubmit their applications during the period for the second semester.
 - If you have been selected as the non-repayable scholarship after April, you must apply for modification in the semester 2.
 - If you take a leave of absence from second semester in spite of you have applied for first and second semester at the same time in application for first semester, you have to tell us as soon as you can to withdraw the application.
 - In the case that applications for both the first and second half are submitted together, selection results will be determined for each half separately. Therefore, even if the application for exemption or deferred payment for the first half is approved, the result for the second half will not necessarily be the same. Please confirm the selection result for the second half as well.
- This application is valid only 2026 academic year. Those who will continue to study in the 2027 academic year and thereafter and wish to apply for tuition waiver or deferment should submit a new application for the next academic year.
- ◆ Do not make tuition payment before it is decided whether you can receive waiver/payment deferral.
Applicants for tuition waiver and payment deferral are given grace to make tuition payment until it is decided whether you can receive waiver/payment deferral.
- ◆ Submit necessary documents no later than the deadline.
- ◆ Note that your waiver or payment deferral will be canceled if any information in your application is found to be untrue.

Tuition waiver program (For regular students only)

The tuition waiver program exempts, based on examination, students who fall under any of the following criteria from paying certain amount of the tuition on a semester basis. Students who fall under the criteria of this program may also apply for the tuition payment deferral, which is explained later.

◆ Eligibility criteria

1. The applicant is identified as having difficulty paying tuition due to financial reasons and has good academic standing.
2. The applicant is identified as having extreme difficulty paying tuition because the key income producer of his/her household died or because he/she or the key income producer of his/her household suffered damage caused by wind, flood or other disaster within one year before the tuition payment deadline (in the case of a freshman, within one year before enrollment). However, this criterion doesn't apply to cases where the applicant or his/her spouse is financially independent or a international student and identified as the key income producer of his/her household, even if his/her parents have died.
3. Students who have been enrolled for years longer than the shortest course duration cannot apply for the program. However, students who are identified as having special reasons, such as illness or study abroad, may become eligible for examination with a recommendation letter from their advisers (form M).

◆ Financial Requirements

1. Calculation for financial requirements

Whether the applicant satisfies financial requirements or not is examined based on the assessed household finances (total income minus necessary expenses, predetermined deductions, and standard income of respective household members). Students to whom the exception criteria are applicable are examined based on more relaxed financial requirements.

For your reference, a list of income limits for model households is provided below.

2. Income limits for tuition waiver

We have received many tuition waiver/payment deferral applications from students from households with employment income or income after deduction exceeding the financial requirements (income limits). The requirements vary depending on numbers of household members, types of income, and special circumstances (e.g., single-mother/father family), but the table below provides guidelines for making an application. "Employment income" and "income after deduction" refer to a total of incomes earned by all members sharing household finances.

Please also note that you may not receive a waiver, even if you satisfy the criteria, due to budget constraints.

Income limit guidelines

Course	No. of household members ³	Employment income ¹ (yen)		Income after deduction ² (yen)	
		Home	Non-home	Home	Non-home
Undergraduate	2 persons	5,785,000	6,414,000	3,430,000	3,870,000
	3 persons	5,657,000	6,285,000	3,340,000	3,780,000
	4 persons	6,457,000	6,920,000	3,900,000	4,340,000
Master's Program	2 persons	6,128,000	6,690,000	3,670,000	4,110,000
	3 persons	6,057,000	6,640,000	3,620,000	4,060,000
	4 persons	6,780,000	7,220,000	4,200,000	4,640,000
Doctor's Program	2 persons	7,390,000	7,830,000	4,810,000	5,250,000
	3 persons	7,530,000	7,970,000	4,950,000	5,390,000
	4 persons	8,210,000	8,650,000	5,630,000	6,070,000

¹ "Employment income" refers to employment income before deduction, which appears as the amount of payment in a certificate of tax deducted or as the amount of employment income in a certificate of annual income.

² "Income after deduction" refers to the amount of operating income (amount of income), i.e., sales minus necessary expenses, for final return.

³ In the table above, the number of household members is based on the following assumptions.

Meanwhile, "home" refers to the case where the applicant is commuting from the house of the head of his/her household, and "non-home" refers to the case where the applicant is living in an apartment, dormitory, etc. away from home.

2 persons: Father or mother (key income producer) and the applicant

3 persons: Father (key income producer), mother (full-time homemaker) and the applicant

4 persons: Father (key income producer), mother (full-time homemaker), the applicant and the applicant's brother/sister (public high school student commuting from home)

◆ Academic criteria

1. Undergraduate freshman and Practical Music Course freshman

- The applicant's average score provided in the registration form is 3.2 or higher.
- The applicant's score of the entrance examination is in the top one third of the applicant's faculty (major).
- The applicant has passed the national university entrance qualification examination.

2. Undergraduate sophomore or above

The number of credits earned by the applicant by the previous academic year meets the standard number of credits earned in the table below. At the same time, his/her credits with grade A or above account for at least two-fifths of the all credits earned, or his/her academic performance for the year is in the top one third of his/her faculty (major).

3. Practical Music Course sophomore

Grade of credits earned by the previous academic year is A or above.

4. First year in the Master's or Doctor's Program

- (1) With regard to credits earned as an undergraduate if the applicant is in the Master's Program or credits earned in the Master's Program if the applicant is in the Doctor's Program, the number of credits with grade A or above accounts for more than two-fifths of the credits earned.
- (2) The score of the entrance examination is in the top one third of the applicant's major.

5. Second year in the Master's or Doctor's Program

The number of credits earned by the applicant by the previous academic year meets the standard number of credits earned in the table below. At the same time, his/her credits with grade A or above account for at least two-fifths of the all credits earned, or his/her academic performance for the year is in the top one third of his/her major.

Standard number of credits earned

Undergraduate (2nd year): 30 credits	Undergraduate (3rd year): 60 credits	Undergraduate (4th year): 90 credits
Master's Program (2nd year): 10 credits		
Doctor's Program (2nd year): 4 credits	Doctor's Program (3rd year): 8 credits	

* 1 Credits earned from teacher training courses and curator training courses should not be included.

* 2 Students who have earned no credits or very few credits, students who are repeating a year, and students who have been enrolled beyond the shortest course duration (4 years for undergraduate, 2 years for Master's Program and 3 years for Doctor's Program, excluding the period when a leave of absence was taken) are ineligible for tuition waiver. However, students who are identified as having special reasons, such as illness or study abroad, may become eligible for exemption with a recommendation letter from their advisers (form M).

[Students to whom exception criteria are applicable]

Students who don't meet the academic requirements above but fall under the exception criteria below can be examined based on the exception academic requirements (for details of the requirements, contact the Educational Affairs Section or

the Student Support Division).

- (1) The applicant's household is a public assistance recipient specified under the Public Assistance Act or recognized as such.
- (2) The applicant or his/her household member is disabled.
- (3) The applicant's household has member(s) receiving a long-term care.
- (4) The applicant is an atomic bomb survivor or a child of an atomic bomb survivor.
- (5) The applicant's household is a single-mother or single-father household.

Tuition payment deferral program

The tuition payment deferral program allows, based on examination, students who fall under any of the following criteria to pay tuition by a deferred payment deadline. It must be noted, however, that even students who receive deferral must pay tuition no later than the specified payment deadline.

◆ Eligibility criteria

- (1) The applicant is identified as having difficulty paying tuition by the payment deadline due to financial reasons and has good academic standing.
- (2) The applicant is identified as having extreme difficulty paying tuition because the key income producer of his/her household died or because he/she or the key income producer of his/her household suffered damage caused by wind, flood or other disaster within one year before the tuition payment deadline. However, this criterion doesn't apply to cases where the applicant or his/her spouse is financially independent or a international student and identified as the key income producer of his/her household, even if his/her parents have died.
- (3) You are recognized as being in other legitimate situations.
- (4) Students who have been enrolled for years longer than the shortest course duration cannot apply for the program. However, students who are identified as having special reasons, such as illness or study abroad, may become eligible for examination with a recommendation letter from their advisers (form M).

◆ Payment Deadline

Payment deadline will be postponed until the end of September for first semester, or the end of January for second semester.

For example, there are cases where, as a result of examination, the applicant for tuition waiver receives part of the waiver and is allowed to pay the balance by the deferred payment deadline.

◆ Financial Requirements

Whether the applicant satisfies financial requirements or not is examined based on more relaxed financial requirements than those for tuition waiver mentioned earlier.

◆ Academic criteria

1. Undergraduate freshman and Practical Music Course freshman

- (1) The applicant's average score provided in the registration form is 2.5 or higher.
- (2) The applicant's score of the entrance examination is in the top two-thirds of the applicant's faculty (major).
- (3) The applicant has passed the national university entrance qualification examination.

2. Undergraduate sophomore or above

The number of credits earned by the applicant by the previous academic year meets the standard number of credits earned in the table below. At the same time, his/her credits with grade A or above account for at least one fifth of the all credits earned, or his/her academic performance for the year is in the top two-thirds of his/her faculty (major).

3. Practical Music Course sophomore

Grade of credits earned by the previous academic year is B or above.

4. First year in the Master's or Doctor's Program

- (1) With regard to credits earned as an undergraduate if the applicant is in the Master's Program or credits earned in the Master's Program if the applicant is in the Doctor's Program, the number of credits with grade A or above accounts for more than one fifth of the credits earned.
- (2) The score of the entrance examination is in the top two-thirds of the applicant's major.

5. Second year in the Master's or Doctor's Program

The number of credits earned by the applicant by the previous academic year meets the standard number of credits earned in the table below. At the same time, his/her credits with grade A or above account for at least one fifth of the all credits earned, or his/her academic performance for the year is in the top two-thirds of his/her major.

Standard number of credits earned

Undergraduate (2nd year): 30 credits	Undergraduate (3rd year): 60 credits	Undergraduate (4th year): 90 credits
Master's Program (2nd year): 10 credits		
Doctor's Program (2nd year): 4 credits	Doctor's Program (3rd year): 8 credits	

- * 1 Credits earned from teacher training courses and curator training courses should not be included.
- * 2 Students who have earned no credits or very few credits, students who are repeating a year, and students who have been enrolled beyond the shortest course duration (4 years for undergraduate, 2 years for Master's Program and 3 years for Doctor's Program, excluding the period when a leave of absence was taken) are ineligible for tuition waiver. However, students who are identified as having special reasons, such as illness or study abroad, may become eligible for examination with a recommendation letter from their advisers (form M).

[Students to whom exception criteria are applicable]

Students who don't meet the academic requirements above but fall under the exception criteria below can be examined based on the exception academic requirements (for details of the requirements, contact the Educational Affairs Section or the Student Support Division).

- (1) The applicant's household is a public assistance recipient specified under the Public Assistance Act or recognized as such.
- (2) The applicant or his/her household member is disabled.
- (3) The applicant's household has a member who has been receiving a long-term care.
- (4) The applicant is an atomic bomb survivor or a child of an atomic bomb survivor.
- (5) The applicant's household is a single-mother or single-father household.

Decision and payment schedule

◆ Decision on tuition waiver/deferral requests

The final decision on your tuition waiver or deferral request is scheduled to be made late July for Semester 1 and late November for Semester 2. The decision will be notified to your guarantor by mail, or yourself if you are a foreign student, and also be posted on the campus bulletin board.

Update your Campus Plan information immediately, if your guarantor or yourself have moved.

<https://www.geidai.ac.jp/life/cp/campusplan>

◆ Payment of tuition

1. If your waiver request is denied or the waiver is granted part of the tuition or your request for payment deferral is denied:

Within 30 days from the day of the notification of the evaluation result (See the note below), you must pay the tuition (or the balance of the tuition if part of your tuition is exempt) with the payment slip that is sent by TUA.

2. If your request for payment deferral is accepted

The payment due of your tuition will be extended to the end of September of the year. Make sure that you will pay the tuition by that due date with the payment slip which will be sent by TUA later(See the note below).

Note: The specific payment due will be informed together with the notification of the denial or other results of your admission fee waiver request.

Study Support Scholarship

*** Eligible students for the 2026 academic year are undergraduate students enrolled in the 2025 and 2026 academic year and graduate students enrolled from 2020 onwards academic year**

This scholarship is for students* who are subject to the revised tuition rates. See the "application guidelines" for details. Please be advised that applications cannot be accepted from students who have already paid their tuition.

1. Overview

The scholarship in the amount of 50,000 yen will be provided per person per semester if all of the eligibility criteria are met. (Those who meet household requirements and have filed for tuition waiver but were denied because of unsatisfactory academic achievement.)

2. Eligible students

For the **2026** academic year, this scholarship is available to undergraduate students enrolled in the **2025** and **2026** academic years and graduate students enrolled from **2020 onwards** academic years who have applied for tuition fee waiver. **Please submit your application in addition to that for tuition waiver.**

3. How to apply

Complete the scholarship application section on the Tuition Fee Waiver/Deferral Application form (Form B-1). The timing for distribution of application forms and where to submit completed forms are same as those of application for Tuition Fee Waiver/Deferral.

4. Notification of results

The selection results will be sent to the applicants around the same time as the announcement of tuition waiver/deferral approval.

5. Payment of scholarship

Students selected for the scholarship will be instructed to register their bank accounts under their names with the university. The scholarship money will be transferred to the bank account designated by each recipient by the end of August for the First Semester and by the end of December for the Second Semester.

Submission of request documents

Fill out [Form A] to [Form M] and submit the complete forms on the dates specified below.

If you are an applicant as an international student:

If you are an applicant as an international student (staying with a student visa), you will be considered “Financially Independent” and you must submit documents about your information only, in principle.

***If your spouse is also staying in Japan, you must also submit documents about your spouse.**

Documents to submit are: forms indicated as “mandatory” in Form A and documents (1) through (5) below:

- (1) Certificate of residence (copy): Of your household in Japan. Attach the copy to Form D-1.
Only when a certificate of residence cannot be issued, submit a copy of your alien registration card.
- (2) Taxation Certificate/Tax Exemption Certificate Issued by Municipality (copy): Of your household in Japan. Attach the copy to Form E. Submission is not required if you (and your spouse) have just arrived in Japan and are unable to obtain the copy.
- (3) Copy of bank passbook: If you are receiving financial support for living expenses, etc. from your family in your home country, submit Form I by attaching the copy of the passbook page(s) showing the amount sent.
- (4) Document(s) on the applicant's income: If you have earned income from part-time job, scholarship, etc., submit Form I by attaching a copy of specified documents.
- (5) Additional documents may be necessary depending on your (and your spouse's) circumstances.
Refer to Forms [Form A], [Form C-1] and [Form C-2], and submit all applicable documents.
E.g. If your spouse has income from employment, submit Form F. / If your spouse is a student, submit form K-1.
/ If you or your spouse is a person with a disability, submit Form K-3.

◆ Submission Deadline

August 31, 2026 (Mon.) Postmark deadline

Please send by registered mail to the following address.

Please write in red **“CONTENTS: Tuition Waiver and Payment Deferral Application For 2026 Semester 2”**

Graduate School of Fine Arts : 12-8 Ueno Park, Taito-ku, TOKYO 110-8714

Office of Graduate School of Fine Arts, bijutsu gakubu kyomu kakari

Graduate School of Global Arts : 1-25-1 Senju, Adachi -ku, TOKYO 120-0034

Office of Graduate School of Global Arts, senju kyomu kakari

◆ Contact

Graduate School of Fine Arts : bijutsu.kyomu@ml.geidai.ac.jp

Graduate School of Global Arts : senju.kyomu@ml.geidai.ac.jp

For inquiries on the payment of admission fee, please contact Financial Accounting div. Accounting sec.

kaikei-keiri@ml.geidai.ac.jp

Checklist for Submitting **2026 Semester 2** Tuition Waiver/Payment Deferral Application

Applicant (Student ID)

Name

Use this checklist as your cover sheet.

Documents must be submitted (1) **A4 paper**, (2) **single-sided printing**, (3) **without staples or glue**.

Documents not marked as **[original]** may be submitted as photocopies.

▼ Check applicable boxes.

Mandatory	☐ [Form A] Checklist for Submitting 2026 Semester 2 Tuition Waiver/Payment Deferral Application
Mandatory	☐ [Form B-1] Tuition Waiver and Payment Deferral Application For 2026 Semester 2
Only Undergraduate	☐ [Form B-2] Confirmation of Application type ☐ Document to attach to [Form B-2] (copy acceptable)
Mandatory	☐ [Form C-1] List of Household Incomes/Deductions (Incomes) ☐ [Form C-2] List of Household Incomes/Deductions (Deductions)
Mandatory	☐ [Form D-1] Submission of Certificate of Residence for all Household Members (Including Applicant and Member(s) Sharing Household Finances but Living Apart) ☐ Document to attach to [Form D-1] (copy acceptable)
Submit if applicable	☐ [Form D-2] Submission of Documents to Certify Financial Independent Applicant ☐ Documents to attach to [Form D-2] (copy acceptable)
Mandatory	☐ [Form E] Submission of Taxation Certificate/Tax Exemption Certificate Issued by Municipality ☐ Document to attach to [Form E] (copy acceptable)
Submit if applicable	☐ [Form F] Employment Income Statement ☐ Document to attach to [Form F] (copy acceptable)
Submit if applicable	☐ [Form G] Own Business Income Statement ☐ Document to attach to [Form G] (copy acceptable)
Submit if applicable	☐ [Form H] Temporary Income Statement ☐ Document to attach to [Form H] (copy acceptable)
Mandatory	☐ [Form I] Student Declaration of Part-Time Job ☐ Document to attach to [Form I] (copy acceptable)
Submit if applicable	☐ [Form J] Status of Other National School Student than the Applicant <u>Submit the original</u>
Submit if applicable	☐ [Form K-1] Special Deduction Statement (Household with other student(s) than the applicant) ☐ Documents to attach to [Form K-1]
Submit if applicable	☐ [Form K-2] Special Deduction Statement (Household with other national school student(s) receiving tuition waiver than the applicant) ☐ Document to attach to [Form K-2]
Submit if applicable	☐ [Form K-3] Special Deduction Statement (Single-mother/father household, household as a public assistance recipient, household with disabled member(s)) ☐ Document to attach to [Form K-3] (copy acceptable)
Submit if applicable	☐ [Form K-4] Special Deduction Statement (Household with member(s) receiving a long-term care) ☐ Document to attach to [Form K-4] (copy acceptable) ☐ [Form K-4 Medical Expense Statement]
Submit if applicable	☐ [Form K-5] Special Deduction Statement (Household with the key income producer living apart, household affected by fire, wind/flood damage, burglary, etc., household with income(s) earned by member(s) other than parents) ☐ Document to attach to [Form K-5] (copy acceptable)
Submit if applicable	☐ [Form M] Recommendation from Advisor of Student with Special Circumstances
Submit if applicable	☐ Academic record <u>Submit the original</u> (New student enrolling in TUA's Master's or Doctor's Program from other university) * Not required for a new undergraduate student or new student graduated from TUA.

Tuition Waiver and Payment Deferral Application For **2026** Semester **2**

(MM) (DD) , 2026

To: President of the Tokyo University of the Arts

I apply for tuition waiver or deferral for **2026 Semester **2** as below.**

▼ Check one box for your application.

☐ 1. I apply only for tuition waiver.

☐ 2. I apply only for tuition deferral.

*Deferred payment deadline: To pay by **the end of Jan. for semester 2** (date specified by TUA)

☐ 3. I apply for tuition waiver and deferral.

【Only for the undergraduate students enrolled in the 2025 and 2026 and the graduate students enrolled after 2020 academic year】

▼ Check the box below if you wish Study Support Scholarship

☐ 4. If my application for tuition waiver is disapproved for not meeting the university's academic standard, I wish to apply for the Study Support Scholarship.

Applicant	(Student ID: _____) Years in TUA _____ Major _____ • If you are a new student from a school attached to TUA, provide your former student ID: • If you are a new student from other university, provide the name of the university: You need to submit the academic record of the former university. Name in Kana Name (autograph) _____ Address (postal code) _____ [Phone] _____ [Mobile phone] _____ [e-mail] _____
Guarantor	Name (e.g., parent) _____ Relation _____ Address (postal code) _____ [Phone] _____ [Mobile phone] _____ [e-mail] _____
【Reason why you apply for tuition waiver/payment deferral】 Must be written in concrete terms by the applicant. When you need more space, attach a sheet (free format).	
Have you ever applied for tuition waiver? ▼ Circle all applicable answers. No Yes: I made the most recent application for the semester of Semester 1 / Semester 2 (year) _____ Application results: Full waiver / 50% waiver / No waiver *If the key income producer of your household died within the past year His/her name _____ (Relation _____) Date of death: _____	

List of Household Incomes/Deductions

▼ Mandatory to fill in

1. Write about all household members (including the applicant and member(s) living apart but sharing household finances).

- (1) Provide household (family) member information as of October 1 for fall semester.
 (2) If you need more space, copy this blank form and attach it.
 (3) For members who are unemployed, write "unemployed" in the occupation field.

(i) Family members other than students
(e.g., parents, grandparents)

Relation	Father (aged)	Mother (aged)	Relation: (aged)	Relation: (aged)
Name				
Occupation				

(ii) Family member(s), including the applicant, as a student (excluding preparatory school student)

Relation	Applicant	Relation: (aged)	Relation: (aged)	Relation: (aged)
Name				
School	Tokyo University of the Arts	National/public/private	National/public/private	National/public/private

No. of household members (i) + (ii)
persons

If you are a international student (private students), write your information only.
 For details, see "If you are an applicant as a international student" on Form D-1.

2. Income of all household members (including member(s) sharing household finances but living apart)

▼ Mandatory to fill in (as to all members with income)

(i) Employment income

▼ Provide amounts of income calculated in Form F Employment Income Statement.

Father	Mother	Relation:	Relation:	Relation:	Relation:
,000 yen	,000 yen	,000 yen	,000 yen	,000 yen	,000 yen

(ii) Income from own business

▼ Provide amounts of income calculated in Form G Own Business Income Statement.

Father	Mother	Relation:	Relation:	Relation:	Relation:
,000 yen	,000 yen	,000 yen	,000 yen	,000 yen	,000 yen

(iii) Temporary income from retirement allowance, etc.

▼ Provide amounts of income calculated in Form H Temporary Income Statement.

Father	Mother	Relation:	Relation:	Relation:	Relation:
,000 yen	,000 yen	,000 yen	,000 yen	,000 yen	,000 yen

(iv) Income from part-time job, etc. of the applicant (including the case where the applicant is a international student)

▼ Provide amounts of income calculated in Form I Student Declaration of Part-time Job.

Part-time jobs, etc. Salary income	Part-time jobs, etc. Income other than salary	Money from family/aid	Scholarship (non-loan)
,000 yen	,000 yen	,000 yen	,000 yen

3. Circle "Financially independent" or "International student" if applicable.

▼ Financially independent: Form D-2/ International student: Form D-1

Prepare documentation in accordance with the descriptions provided on the applicable form.

Financially independent / International student

The applicant is certified / not certified
as financially independent (To be filled by TUA)

List of Household Incomes/Deductions

Applicant (Student ID)	Name
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Household eligible for deduction from income: If your household is identified as any of the households listed below, the specified amount is deducted from income.

▼ Check applicable box(es). ▼ Amount deducted

☒ Deduction by applicant's commute type Applicable to all applicants	☒ Home 280,000 yen ☐ Non-home — 720,000 yen	▲ The deductions on the left are based on where the applicant (not his/her brother/sister) commutes from to TUA. Check the applicable box in the left field. ※ If you are an international student, check the "Home" box.
☐ Household with other student(s) than the applicant	,000 yen	▲ In the left field, provide the deduction calculated in Form K-1 Special Deduction Statement.
☐ Household with national school student(s) receiving tuition waiver other than the applicant	,000 yen	▲ In the left field, provide the deduction calculated in Form K-2 Special Deduction Statement
☐ Single-mother/father household	490,000 yen	▲ Check applicable boxes and provide necessary information in Form K-3.
☐ Household as a public assistance recipient and the like	Income deduction is not available but the academic requirements and income requirements will be relaxed.	▲ Check an applicable box and provide necessary information in Form K-3 , and submit a copy of the public assistance notification or other document certifying the amount received.
☐ Household with disabled member(s)	Per disabled member; 860,000 yen x no. of disabled member ,000 yen	▲ In the left field, provide the deduction calculated in Form K-3 Special Deduction Statement.
☐ Atomic bomb survivor or child of an atomic bomb survivor	Income deduction is not available but the academic requirements and income requirements will be relaxed.	▲ Check applicable boxes in Form K-3 , and submit a copy of official designation as an atomic bomb survivor and the like.
☐ Household with member (s) receiving or is likely to receive a long-term (at least 6 months) care	,000 yen	▲ In the left field, provide the deduction calculated in Form K-4 Special Deduction Statement.
☐ Household with the key income producer living apart	,000 yen	▲ In the left field, provide the deduction calculated in Form K-5 Special Deduction Statement.
☐ Household affected by fire, wind/flood damage, burglary, etc.	,000 yen	▲ In the left field, provide the deduction calculated in Form K-5 Special Deduction Statement.
☐ Household with income(s) earned by member(s) other than parents	,000 yen	▲ In the left field, provide the deduction calculated in Form K-5 Special Deduction Statement.

Submission of Certificate of Residence for All Household Members (Including Applicant and Member(s) Sharing Household Finances but Living Apart) (Copy Acceptable)

***Submit a certificate that covers all members of the applicant's household.**

***If the applicant is not living in the address shown in the certificate of residence, a document that proves the applicant's current address (e.g., utility bill) must also be submitted.**

*** The certificate of residence you provide has to be issued within three months prior to the application date.**

***The certificate should not contain any information of individual numbers ("My Number"). If only a certificate with the numbers is available, black out the number information before submission.**

Definition of "sharing household finances"

"Sharing household finances" does not necessarily mean living together. For example, following cases are considered as sharing household finances: a member who is living apart for the convenience of commuting to work/school or for medical expenses but lives with his/her family in his/her spare time on a regular basis; and a member to whom the household constantly sends money for living expenses, school expenses, medical expenses, etc.

* Note that applicants with household that does not include his/her parents and meets certain requirements are identified as "financially independent."

Financially independent applicants must submit Form D-2 (next page) by attaching specific documents required.

If the key income producer of your household died within the past year, attach the following documents.

- (i) Certificate of residence (copy)
- (ii) Extract of family register (copy)

If you are an applicant as an international student:

If you are an applicant as an international student (private students), you will be considered "Financially Independent" and you must submit documents about your information only, in principle.

***If your spouse is also staying in Japan, you must also submit documents about your spouse.**

Documents to submit are: forms indicated as "mandatory" in Form A and documents (1) through (5) below:

- (1) Certificate of residence (copy): Of your household in Japan. Attach the copy to Form D-1.
Only when a certificate of residence cannot be issued, submit a copy of your "residence card". Be sure to submit the certificate of residence when it becomes available for issuance.
- (2) Taxation Certificate/Tax Exemption Certificate Issued by Municipality (copy): Of your household in Japan. Attach the copy to Form E. Submission is not required if you (and your spouse) have just arrived in Japan and are unable to obtain the copy.
- (3) Copy of bank passbook: If you are receiving financial support for living expenses, etc. from your family in your home country, submit Form I by attaching the copy of the passbook page(s) showing the amount sent.
- (4) Document(s) on the applicant's income: If you have earned income from part-time job, scholarship, etc., submit Form I by attaching a copy of specified documents.
- (5) Additional documents may be necessary depending on your (and your spouse's) circumstances.
Refer to Forms [Form A], [Form C-1] and [Form C-2], and submit all applicable documents.
E.g. If your spouse has income from employment, submit Form F. / If your spouse is a student, submit form K-1.
/ If you or your spouse is a person with a disability, submit Form K-3.

Submit your certificate of residence by attaching to this form.

Submission of Documents to Certify Financially Independent Applicant

If you seek to be certified as being financially independent, submit the following documents required for certification.

***Who are financially independent?**

Any applicant with a household that does not include his/her parents and the like and meets certain requirements is identified as "financially independent."

Even if the applicant student has his/her spouse or child or even if the applicant is a non-working dependent of his/her spouse, he/she is financially independent as long as he/she meets the requirements.

"Parents and the like" refer to the person(s) who had supported the applicant until he/she became financially independent.

<Requirements for applicants to be certified as financially independent>

Applicants are certified as financially independent if they meet the following requirements:

Undergraduate: Students who enrolled in TUA after working as a member of society or who have a spouse, and also meet all the requirements 1 through 4 below as of the time when they apply for admission fee/tuition waiver/payment deferral

Graduate: Students who meet all the requirements 1 through 4 below as of the time when they apply for admission fee/tuition waiver/payment deferral

1. The applicant is not a dependent of his/her parents and the like (excluding his/her spouse) under the Income Tax Act or in terms of health insurance.
 2. The applicant is living apart from his/her (and his/her spouse's) parents and the like.
 3. The applicant is not receiving financial assistance from his/her parents and the like (excluding his/her spouse).
 4. The applicant meets any of the requirements (1) through (3) below:
 - (1) In the previous academic year, the applicant (including his/her spouse) had a regular income exceeding 1,300,000 yen a year and declared the income on which a certificate of annual income can be issued, and the situations remain the same this academic year.
 - (2) In this academic year, the applicant (including his/her spouse) is likely to have an income (including annual amount of non-loan scholarship and employment income) exceeding 1,300,000 yen because of a new job he/she has taken on or for other reasons, and can submit a certificate or other document supporting the estimation (see 3 of <Documents to submit> below). If you cannot submit a supporting document, you are regarded as not meeting this requirement.
 - (3) The applicant had a steady job and earned a salary or other income until the previous fiscal year, but became unwaged as he/she quit the job or took a leave of absence to enroll in TUA. He/she is now living on the money saved from the job and his/her deposit balance exceeds 1,300,000 yen.
- *Even when the amount specified in (1) through (3) is less than 1,300,000 yen, please consult if you are in special circumstances, such as not having parents nor other supporter (excluding spouse). It must be noted, however, that you are not certified as financially independent just because you are not receiving money from your parents.

<Documents to submit>

1. [All applicants who desire to be certified as financially independent and meet requirement 4 (1)]
Copy of a certificate of residence, certificate of annual income, certificate of tax deducted or final return of the applicant and his/her spouse, parents and the like
→ Submit the document by attaching to the form specified for each document type.
2. [All applicants who desire to be certified as financially independent]
Health insurance card with the applicant (or his/her spouse) heading the list of the insured
→ Submit the card by attaching to this Form D-2.
3. [Applicants who meet requirement 4 (2)]
Certificate of salary payment (schedule), letter of appointment as researcher at the Japan Society for the Promotion of Science, or document that shows the amount of scholarship, etc.
→ Submit a document showing the applicant's income and a document showing his/her spouse's income by attaching to the form specified for each document type.
4. [Applicants who meet requirement 4 (3)] Balance statement of the applicable bank account
→ Submit the statement by attaching to this Form D-2.

Submit your health insurance card and balance statement by attaching to this form.

Submission of Taxation Certificate/Tax Exemption Certificate Issued by Municipality (Copy Acceptable)

Certificate for **2026** (Income from January to December **2025**)

「令和8年度(令和7年分)」市区町村発行の「課税証明書(所得証明書)」または「非課税証明書」

- * 1. If you are required to submit your taxation certificate or tax exemption certificate
- Submit the certificate for you as the applicant and all members of your household.
 - Submit the certificate for a member sharing household finances with the applicant even if he/she is living apart.
→ See Definition of “sharing household finances” on Form D-1 and Requirements for applicants to be certified as financially independent on Form D-2.
 - Submission of a certificate is not required for other student(s) sharing household finances than the applicant.
- * 2. Certificate to submit (taxation certificate or tax exemption certificate)
- If you have earned an income, you must submit a document titled “taxation certificate,” “certificate of annual income” and the like.
 - If you have not earned an income, you must submit a tax exemption certificate.
Submission of a tax exemption certificate is required even if the applicant earned no income (but not required with regard to student(s) other than the applicant).
 - A taxation certificate can be called by a different name depending on the municipality. Submit a certificate that shows the amount of income, amount of deduction, and amount of resident tax (income-based levy and per capita basis). The amount of resident tax may be marked as “0 yen” or “excluded from taxation”

★In a taxation certificate or tax exemption certificate issued, the monthly amounts of tax for the months of January through May reflect the data for the year before last and those for June through December reflect the data for the last year.

★You should request the office of the municipality in which you are living now to issue a certificate, in principle. If you have relocated this year, you should request the office of the municipality in which you lived before the relocation to issue a certificate.

★If you were not residing in Japan on January 1st of this year, enter your date of entry below.

▼ Check and fill in if applicable (international students, etc.)

▪ Was not resident in Japan on 1 January this year

☐ I entered Japan on (MM) _____ (DD) _____, **2026** so this certificate will not be issued.

Submit the abovementioned document by attaching to this form.

* Submission unnecessary for student(s) (excluding the applicant and his/her spouse)

Employment Income Statement

1. Submit this form for each of applicable income producers in your household. Copy this form in advance to complete this form for all income producers.
2. As for income earned from part-time job and the like by the applicant, submit Form I **Student Declaration of Part-time Job**.

Income producer's name: Father / Mother / Other ()		Document to submit (copy acceptable) ▼
This form must be submitted by a person who falls under any of the following. (Check the applicable box and provide necessary information.)		
☐ Salary ☐ Wage ☐ Executive remuneration (including white return) * If receiving from multiple sources, provide the total amount.	☐ Taking the current job since January 2025 or before Provide the amount of payment stated in the certificate of tax deducted for last year (January through December 2025). _____ yen ☐ Started (or will start) to take the current job this year or have been taking the job with mid-career employment/job change since February 2025 or later Calculate the amount based on the certificate of tax deducted or certificate of payment issued by the employer Monthly payment yen × $\left\{ \begin{array}{l} 15 \text{ months} \\ 12 \text{ months} \end{array} \right\}$ = Equivalent of annual income yen (If without income from bonus such as in a part-time job, multiply by 12 months) ↑ If received payment for 5 months, write the one fifths of the amount paid. * Retirement allowance (including that of a person expected to retire) should be provided in Form H Temporary Income Statement.	Certificate of tax deducted or certificate of (expected) payment issued by the employer * <u>Even an income producer submitting a final return (copy) must submit a certificate of tax deducted.</u>
☐ Unemployment benefit	☐ Benefit received since April 2026 (Unnecessary to include the benefits received in and before March) Benefits received from April 2026 to expiration _____ yen	Notification of (expected) unemployment benefit eligibility issued by a job-placement office
☐ Pension ☐ Governmental pension ☐ Old-age pension ☐ Survivor's pension, etc. * If receiving from multiple sources, provide the total amount.	☐ Receiving since January 2025 or before Provide the amount of pension stated in the certificate of tax deducted for last year (January through December 2025). _____ yen ☐ Started (or will start) to receive this year (2026) or have been receiving before maturity since February 2025 or later Calculate the amount based on the notification of pension. Monthly payment yen × 12 months = Equivalent of annual income yen ↑ If received payment for 5 months, write the one fifths of the amount paid.	Notification of (expected) pension issued by the Social Insurance Agency, etc. or certificate of tax deducted * <u>Final return (copy) cannot be accepted</u>
☐ Accident and sickness benefits ☐ Livelihood assistance ☐ Disability benefit ☐ Children's allowance * If receiving from multiple sources, provide the total amount.	☐ Receiving since January 2025 or before Provide the amount of benefit stated in the notification of accident and sickness benefits for last year (January through December 2025). _____ yen ☐ Started (or will start) to receive this year (2026) or have been receiving before maturity since February 2025 or later Calculate the amount based on the amount of benefit stated in the notification of accident and sickness benefits. Monthly payment yen × 12 months = Equivalent of annual income yen ↑ If received payment for 5 months, write the one fifths of the amount paid.	Notification of (expected) accident and sickness benefits issued by the Social Insurance Agency, etc. or welfare (change) notification issued by a welfare office



Add up all incomes above (round down to the thousand) →

_____,000 yen

Write the total amount in **Form C-1** List of Household Incomes/Deductions.

Submit the abovementioned document by attaching to this form.

* Submission unnecessary for student(s) (excluding the applicant and his/her spouse)

Own Business Income Statement

1. Submit this form for each of applicable income producers in your household. Copy this form in advance to complete this form for all income producers.
2. As for income earned from part-time job and the like by the applicant, submit Form I **Student Declaration of Part-time Job**.

Income producer's name: _____ Father / Mother / Other (_____)		Document to submit (copy acceptable) ▼
This form must be submitted by a person who falls under any of the following. Check the applicable box and provide the information.		
☐ Commerce ☐ Industry ☐ Self-employed ☐ Agriculture If receiving rice-crop diversion subsidy, also fill in the field below. ☐ Forestry ☐ Fisheries ☐ Freelance ☐ House rent ☐ Land rent ☐ Interest/dividend ☐ Other	☐ Doing the current business since January 2025 or before With regard to the income in final return (copy) filed this spring, add up the positive amounts only (Do not write the total amount). If only negative amounts are written in final return, write "0 yen" instead of adding up positive and negative amounts. Income from salary or public pension should not be included in this form but in Form F Employment Income Statement. _____ yen	Tables 1 & 2 of final return (copy) declared this spring *If final return was not filed, submit a document that shows business income, necessary expenses and income after deduction in the recent few months. *IMPORTANT: Final return (copy) must have a "Received" stamp on it (if final return was filed via e-tax, submit a document proving that final return was filed).
	☐ Doing the current business started/changed since February 2025 or later With regard to the income in final return (copy) filed this spring, add up the positive amounts only (Do not write the total amount). Calculate an equivalent of monthly income to determine an equivalent of annual income. If only negative amounts are written in final return, write "0 yen" instead of adding up positive and negative amounts. Income from salary or public pension should not be included in this form but in Form F Employment Income Statement. Equivalent of monthly income _____ yen x 12 months = Equivalent of annual income _____ yen ↑"Equivalent of monthly income": If having income for five months, for example, write the one fifths of the amount.	
		☐ Started (or will start) the current business this year [☐ Started ☐ Will start in (month) _____ 2026] Expected monthly income _____ yen x 12 months = Expected annual income _____ yen
☐ Agriculture Rice-crop diversion subsidy	☐ Receiving since January 2025 or before Provide the amount of rice-crop diversion subsidy stated in the mutual compensation notification or the farming improvement subsidy notification for last year (January through December). _____ yen	Notification of (expected) mutual compensation issued by JA or notification of (expected) farming improvement subsidy issued by municipality
	☐ Started (or will start) to receive this year (2026) or have been receiving before maturity since February 2025 or later Provide the amount of rice-crop diversion subsidy stated in the notification of mutual compensation or notification of farming improvement subsidy. _____ yen	

▼

Add up all incomes above (round down to the thousand) → _____,000 yen

▼

Write the total amount in **Form C-1** List of Household Incomes/Deductions.

Submit the abovementioned document by attaching to this form.

* Submission unnecessary for student(s) (excluding the applicant and his/her spouse)

Temporary Income Statement

Submit this form for each of applicable income producers in your household. Copy this form in advance to complete this form for all income producers.

Income producer's name: _____ Father / Mother / Other (_____)		Document to submit (copy acceptable) ▼
This form must be submitted by a person who falls under any of the following. Check the applicable box and provide the information.		
☐ Retirement allowance ☐ Retirement lump sum ☐ Income from transfer of asset ☐ Forestry income ☐ Other * If receiving from multiple sources, provide the total amount.	Amount of (expected) income received in 6 months between April 2026 and September 2026 Deduct taxes and dues if there are any. yen	Certificate of (expected) payment issued by the employer, municipality, etc.



Add up all incomes above (round down to the thousand) → _____,000 yen



Write the total amount in **Form C-1** List of Household Incomes/Deductions.

Submit the abovementioned document by attaching to this form.

Student Declaration of Part-Time Job

Chapter				Document to submit (copy acceptable)▼																																								
1. Income from January 2025 to date *Write the regular income and current job <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 30%;">Part-time job, etc. (If you are a international student, also state money/aid from home country.)</th> <th style="width: 30%;">Period received (MM/YY–MM/YY)</th> <th style="width: 40%;">(Average) amount received per month</th> </tr> </thead> <tbody> <tr><td> </td><td style="text-align: center;">—</td><td style="text-align: right;">yen</td></tr> <tr><td> </td><td style="text-align: center;">—</td><td style="text-align: right;">yen</td></tr> <tr><td> </td><td style="text-align: center;">—</td><td style="text-align: right;">yen</td></tr> <tr><td> </td><td style="text-align: center;">—</td><td style="text-align: right;">yen</td></tr> <tr><td> </td><td style="text-align: center;">—</td><td style="text-align: right;">yen</td></tr> <tr><td> </td><td style="text-align: center;">—</td><td style="text-align: right;">yen</td></tr> <tr> <td colspan="2">(i) (Average) amount received per month x 12 months</td> <td style="text-align: right;">= yen</td> </tr> </tbody> </table>				Part-time job, etc. (If you are a international student, also state money/aid from home country.)	Period received (MM/YY–MM/YY)	(Average) amount received per month		—	yen		—	yen		—	yen		—	yen		—	yen		—	yen	(i) (Average) amount received per month x 12 months		= yen	(i) Certificate of tax deducted or pay statement issued by your current employer (ii) Tables 1 & 2 of final return (copy) declared this spring (iii) Certificate of (expected) payment issued by your current employer Any of (i) through (iii) above attach the copy of the passbook page(s) or app screenshot showing the amount transferred from your family * -																
Part-time job, etc. (If you are a international student, also state money/aid from home country.)	Period received (MM/YY–MM/YY)	(Average) amount received per month																																										
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(i) (Average) amount received per month x 12 months		= yen																																										
2. Non-repayable scholarship received or scheduled to receive between April 2026 and March 2027 * Unnecessary to provide information of loan scholarship provided by the Japan Student Services Organization (JASSO), etc. If you have been selected as the non-repayable scholarship after April, you must apply for modification in the semester 2. <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 30%;">Scholarship name</th> <th style="width: 30%;">Amount received per month</th> <th style="width: 40%;">Amount received per year</th> </tr> </thead> <tbody> <tr><td> </td><td style="text-align: right;">yen</td><td style="text-align: right;">yen</td></tr> <tr><td> </td><td style="text-align: right;">yen</td><td style="text-align: right;">yen</td></tr> <tr><td> </td><td style="text-align: right;">yen</td><td style="text-align: right;">yen</td></tr> <tr> <td colspan="2">(ii) Total amount received per year</td> <td style="text-align: right;">yen</td> </tr> </tbody> </table>				Scholarship name	Amount received per month	Amount received per year		yen	yen		yen	yen		yen	yen	(ii) Total amount received per year		yen	Copy of scholarship notification																									
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(ii) Total amount received per year		yen																																										
3. Applicant's monthly financial standing Estimate the annual budget from now on, as well as average monthly budget * Match the total income and the total expenses. * Match average monthly budget of part-time job or savings and "(Average) amount received per month" in above 1. Income from January 2025 to date If the spouse has income, include it in "Other". <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th colspan="2" style="width: 40%;">Monthly incomes</th> <th colspan="2" style="width: 40%;">Monthly expenses</th> </tr> </thead> <tbody> <tr> <td style="width: 10%;">Part-time job</td> <td style="width: 30%; text-align: right;">yen</td> <td style="width: 10%;">Food</td> <td style="width: 30%; text-align: right;">yen</td> </tr> <tr> <td>Money from family/aid</td> <td style="text-align: right;">yen</td> <td>Rent</td> <td style="text-align: right;">yen</td> </tr> <tr> <td>Loan scholarship</td> <td style="text-align: right;">yen</td> <td>Utilities</td> <td style="text-align: right;">yen</td> </tr> <tr> <td>JASSO Scholarship etc. that you must repay</td> <td style="text-align: right;">yen</td> <td>School</td> <td style="text-align: right;">yen</td> </tr> <tr> <td>Non-loan scholarship</td> <td style="text-align: right;">yen</td> <td colspan="2">Excluding the applicant's tuition of 650,000 yen</td> </tr> <tr> <td>Scholarship that you don't need to repay</td> <td style="text-align: right;">yen</td> <td>Transportation</td> <td style="text-align: right;">yen</td> </tr> <tr> <td>Savings</td> <td style="text-align: right;">yen</td> <td>Entertainment</td> <td style="text-align: right;">yen</td> </tr> <tr> <td>Other()</td> <td style="text-align: right;">yen</td> <td>Other</td> <td style="text-align: right;">yen</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">yen</td> <td>Total</td> <td style="text-align: right;">yen</td> </tr> </tbody> </table>				Monthly incomes		Monthly expenses		Part-time job	yen	Food	yen	Money from family/aid	yen	Rent	yen	Loan scholarship	yen	Utilities	yen	JASSO Scholarship etc. that you must repay	yen	School	yen	Non-loan scholarship	yen	Excluding the applicant's tuition of 650,000 yen		Scholarship that you don't need to repay	yen	Transportation	yen	Savings	yen	Entertainment	yen	Other()	yen	Other	yen	Total	yen	Total	yen	If savings is included as income, submit a "Certificate of Balance", a copy of the pass book or App screenshot etc. *Japanese (or English) translation and yen conversion (if it's foreign currencies) are necessary *Attach documentation of the exchange rate basis
Monthly incomes		Monthly expenses																																										
Part-time job	yen	Food	yen																																									
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Other()	yen	Other	yen																																									
Total	yen	Total	yen																																									
I declare that the above information is true and correct. Applicant's name:																																												

▼

Write Each of the incomes (i) (ii) in **Form C-1** List of Household Incomes/Deductions.

Submit the abovementioned document by attaching to this form.

本人以外の「国立学校」就学者状況票（国立学校在学者用）

Status of Other National School Student than the Applicant (For national school student(s) in the applicant's household)

1. この状況票は、下記の「国立学校」に就学する家族を対象としています。
- (1) 対象となる就学者：2年生以上全員（ただし、学部から学部へ入学等、同じ課程に再入学した新入生は、提出が必要）
- (2) 対象となる「国立学校」：高校、高等専門学校、短大、大学、専修学校（高等課程・専門課程）
- ※国立学校であっても「幼稚園」「小中学校」「専修学校の一般課程」「各種学校（盲学校、ろう学校）」は提出不要です。
2. この用紙は、1人1枚ずつ使用してください。足りない場合は、あらかじめ人数分をコピーしてください。
3. 該当項目にチェックの上、記入してください。
1. This form must be submitted with regard to student(s) as the applicant's household member(s) enrolled in any of the national schools listed below.
- (1) Applicable student: Student in the second year or above (However, submission required for first-year students re-entered the same course, e.g., an undergraduate student entered a national university after being an undergraduate at other university)
- (2) Applicable national school: High school, specialized vocational high school, junior college, university, specialized training college (upper secondary course/post-secondary course)
- * Submission unnecessary for kindergarten, elementary school, junior high school, general course at specialized training college, special school for the blind, the deaf and the like
2. Submit this form for each of applicable students in your household. Copy this form in advance to complete this form for all applicable students.
3. Check applicable boxes and provide necessary information.

▼就学者が在学する学校で証明を受けてください。

Please receive certification by the school the household member is enrolled in.

国立学校「授業料免除」状況証明書

National School Tuition Waiver Certification

【学校種別】 [School type]

- ☐ 高校 High school ☐ 高等専門学校 Specialized vocational high school ☐ 短期大学 Junior college ☐ 国立大学法人 National university
- ☐ 専修学校 Specialized training college ☐ 高等課程 Upper secondary course ☐ 専門課程 Post-secondary course

学校名 School name

担当係 殿
Responsible staff

(年度入学) (Enrolled in the year)
学生番号 Student ID : (年 years at the school)

氏名 Name
Commuting from ☐ 自宅通学 Home ☐ 自宅外通学 Non-home

東京芸術大学に在学する私の兄弟姉妹が授業料免除を申請するために必要としますので、私の下記事項について証明願います。
I request a certification on the following information, which my brother/sister attending the Tokyo University of the Arts needs to apply for tuition waiver.

記

2025年度授業料免除状況 Tuition Waiver in Academic Year 2025

※授業料免除の有無に関わらずご記入願います

* Please fill in the following field whether the student received tuition waiver or not.

授業料 [年額]
Tuition [per year]

円
yen

前期 Seme ster 1	☐ 申請なし Not applied for waiver ☐ 不許可 Waiver not allowed ☐ 一部免除 part of the waiver (免除額 円)
	☐ 半額免除 Received 50% waiver ☐ 全額免除 Received full waiver ☐ 休学 Took leave of absence
	☐ 国費留学生 Government-sponsored international student
後期 Seme ster 2	☐ 申請なし Not applied for waiver ☐ 不許可 Waiver not allowed ☐ 一部免除 part of the waiver (免除額 円)
	☐ 半額免除 Received 50% waiver ☐ 全額免除 Received full waiver ☐ 休学 Took leave of absence
	☐ 国費留学生 Government-sponsored international student

上記のとおり証明します。 I certify that the above information is true and correct

令和 年 月 日 Date (MM/DD/YY)

学校名 School name

所属 Department

担当者氏名 Responsible person

㊞ Seal

電話番号 Phone

この証明書は、証明を受けた後、【K票-1】または【K票-2】に重ねて提出してください。

Receive certification in this form and attach to Form K-1 or Form K-2.

Special Deduction Statement

Name

1. Use this Special Deduction Statement to calculate a certain amount that can be deducted from income if it is certified that the applicant's household meets the following requirement.
2. Check applicable boxes and provide necessary information. Submit this form with the below-mentioned document attached.

Requirement	Special deduction	Document to submit ▼
Household with other student(s) than the applicant <u>Excluding the following:</u> ▼ * If the student is enrolled in a national university and receiving tuition waiver, complete Form K-2 (next page).	* 1 Write the school type as of April 1 if applying for semester 1 waiver or as of October 1 if applying for semester 2 waiver. * 2 "Study abroad" should be counted as "private" whether the institution is national, public, or private. * 3 Deduction is not available for a specialized training college general course, preparatory school, or vocational school. ☐ Elementary school student (80,000 yen x persons = yen) ☐ Junior high school student (160,000 yen x persons = yen) ☐ National/public high school student ☐ Home (280,000 yen x persons = yen) ☐ Non-home (470,000 yen x persons = yen) ☐ Private high school student ☐ Home (410,000 yen x persons = yen) ☐ Non-home (600,000 yen x persons = yen) ☐ National/public specialized vocational school student ☐ Home (360,000 yen x persons = yen) ☐ Non-home (550,000 yen x persons = yen) ☐ Private specialized vocational school student ☐ Home (600,000 yen x persons = yen) ☐ Non-home (800,000 yen x persons = yen) ☐ National/public university student (undergraduate, graduate, junior college) ☐ Home (590,000 yen x persons = yen) ☐ Non-home (1,020,000 yen x persons = yen) ☐ Private university student (undergraduate, graduate, junior college) ☐ Home (1,010,000 yen x persons = yen) ☐ Non-home (1,440,000 yen x persons = yen) ☐ National/public specialized training college student (upper secondary course) * General course students are ineligible. ☐ Home (170,000 yen x persons = yen) ☐ Non-home (270,000 yen x persons = yen) ☐ Private specialized training college student (upper secondary course) * General course students are ineligible. ☐ Home (370,000 yen x persons = yen) ☐ Non-home (460,000 yen x persons = yen) ☐ National/public specialized training college student (post-secondary course) * General course students are ineligible. ☐ Home (220,000 yen x persons = yen) ☐ Non-home (620,000 yen x persons = yen) ☐ Private specialized training college student (post-secondary course) * General course students are ineligible. ☐ Home (720,000 yen x persons = yen) ☐ Non-home (1,120,000 yen x persons = yen)	(i) Copy of school ID card or student ID card (both sides) (ii) Form J Status of Other National School Student than the Applicant (Submission unnecessary for public and private school students) * Submission unnecessary for elementary and junior high school students and students on which Form J is submitted. * If the submitted certificate of residence and copy of school/student ID card cannot prove the fact of commuting from non-home, attach a copy of utility bill (with name and address printed).

Add up all deductions above (round down to the thousand) →

,000 yen

Write the total amount in **Form C-2** List of Household Incomes/Deductions.

Submit the abovementioned documents by attaching to this form.

[Reference: Key school types]

1. **Specialized vocational high school:** Accepts persons graduated from junior high schools to teach specialized knowledge and skills and develop necessary vocational abilities with educational continuity for five years.
2. **Specialized training college upper secondary course:** Admits persons graduated from junior high schools to provide them with education according to mental and physical development based on the foundation of junior high school education. Can be called high school.
3. **Specialized training college post-secondary course:** Admits persons graduated from high schools to provide them with education based on the foundation of high school education. Can be called technical college.
4. **Specialized training college general course:** No particular requirements for admission are specified. Provides education other than that provided in the upper secondary course and post-secondary course.

Special Deduction Statement

Name _____

1. Use this Special Deduction Statement to calculate a certain amount that can be deducted from income if it is certified that the applicant's household meets the following requirement.
2. Check applicable boxes and provide necessary information. See key school types on **Form K-1**.

Requirement	Special deduction	Document to submit ▼
Household with other national school student(s) receiving tuition waiver than the applicant ▼ Provide information based on the certification in [Form J] Status of Other National School Student than the Applicant.	This field should be filled in if the student(s) received full waivers for both semester 1 and semester 2. * If the waiver received is full or 50% waiver, part of the waiver only for semester 1 or semester 2, fill in the field below. ☐ High school student ☐ Home (280,000 yen x persons = yen) ☐ Non-home (470,000 yen x persons = yen) ☐ Specialized vocational school student ☐ Home (360,000 yen x persons = yen) ☐ Non-home (550,000 yen x persons = yen) ☐ University student (undergraduate, graduate, junior college) ☐ Home (280,000 yen x persons = yen) ☐ Non-home (720,000 yen x persons = yen) ☐ Specialized training college student (upper secondary course) * General course students are ineligible. ☐ Home (170,000 yen x persons = yen) ☐ Non-home (270,000 yen x persons = yen) ☐ Specialized training college student (post-secondary course) * General course students are ineligible. ☐ Home (200,000 yen x persons = yen) ☐ Non-home (600,000 yen x persons = yen)	[Form J] Status of Other National School Student than the Applicant
	This field should be filled in if the student(s): (i) received 50% waiver or part of the waiver for both semester 1 and semester 2 ; or (ii) received full or 50% waiver, part of the waiver only for semester 1 or semester 2. ☐ High school student ☐ Home (280,000 yen + tuition paid x persons = yen) ☐ Non-home (470,000 yen + tuition paid x persons = yen) ☐ Specialized vocational school student ☐ Home (360,000 yen + tuition paid x persons = yen) ☐ Non-home (550,000 yen + tuition paid x persons = yen) ☐ University student (undergraduate, graduate, junior college) ☐ Home (280,000 yen + tuition paid x persons = yen) ☐ Non-home (720,000 yen + tuition paid x persons = yen) ☐ Specialized training college student (upper secondary course) * General course students are ineligible. ☐ Home (170,000 yen + tuition paid x persons = yen) ☐ Non-home (270,000 yen + tuition paid x persons = yen) ☐ Specialized training college student (post-secondary course) * General course students are ineligible. ☐ Home (200,000 yen + tuition paid x persons = yen) ☐ Non-home (600,000 yen + tuition paid x persons = yen)	Provide the "tuition paid" in the past year (if received waiver, write the amount after waiver).



Add up all deductions above (round down to the thousand) → ,000 yen

*When the total calculation of **Form K-2** exceeds the deduction allowed than the applicant in **Form K-1**, write the **Form K-1** deduction as the upper limit.



Write the total amount in **Form C-2** List of Household Incomes/Deductions.

Submit the abovementioned document by attaching to this form.

Special Deduction Statement

Name _____

1. Use this Special Deduction Statement to calculate a certain amount that can be deducted from income if it is certified that the applicant's household meets any of the following requirements.
2. Check applicable boxes and provide necessary information.

Requirement	Special deduction	Document to submit (copy acceptable) ▼
☐ Single-mother/father household Mother: died / separated Father: died / separated	*Deduction for single-mother/father household is applicable when any of the following requirements is met. ▼ Check an applicable box. ☐ The household consists of a mother/father and a child or children under 18 years old ☐ The household consists of a mother/father, a child or children under 18 years old, and grandparents aged 60 years or older lacking economic resources ☐ The household consists of a child or children under 18 years old ☐ The household consists of grandparents and a child or children under 18 years old ☐ The household consists of unmarried brother(s)/sister(s) and a child or children under 18 years old ☐ The household consists of unmarried brother(s)/sister(s), a child or children under 18 years old, and grandparents aged 60 years or older lacking economic resources * 1. Any student, including the applicant, aged 18 years or older and lacks economic resources because of long-term care or mental or physical disability should be counted as a member under 18 years old. * 2. Grandparents lacking economic resources refer to: (i) those who received payment of 1,660,000 yen or less if employment income is the only source of income; and (ii) those who have income (income minus necessary expenses) of 500,000 yen or less if the income is own business income. Deduction (flat rate) ☐ 490,000 yen * Besides the deduction above, academic requirements will be relaxed (but standard income will not be relaxed).	TUA will confirm with the certificate of residence submitted. * Unnecessary to attach to this form.
☐ Household as a public assistance recipient and the like	Deduction is applicable when the applicant is a member of a household identified as a public assistance recipient and the like. * When this requirement is met, deduction from income is not available but academic requirements and standard income will be relaxed.	Copy of public assistance notification or other document certifying the amount received
☐ Household with disabled member(s)	*Deduction for the disabled is applicable when any of the following requirements is met. ▼ Check an applicable box. ☐ The disabled member is a person described as physically disabled in the disability certificate issued pursuant to Article 15, paragraph 4 of the Act on Welfare of Physically Disabled Persons, and the like. ☐ The disabled member is an officially certified victim of pollution-related illness and has a physical disability due to the pollution. ☐ The disabled member was exposed to an atomic bomb and has an impaired physical function. ☐ The disabled member lacks the capacity to appreciate his/her situation due to mental disability, or has been determined as mentally disabled. ☐ The disabled member needs to stay in bed and requires complicated care. * Note that expenditures related to corrective treatment for the disabled can be deducted if the household meets the requirement for a household with member(s) receiving a long-term (at least 6 months) care stated in Form K-4. Deduction (flat rate) * Besides the deduction below, academic requirements and standard income will be relaxed. ☐ 860,000 yen/disabled member × persons = yen (i) Disabled member's name: _____ (ii) Disabled member's name: _____ ▼ Write the total amount in Form C-2 List of Household Incomes/Deductions.	Copy of disability certificate, certificate of mental disorder
☐ Atomic bomb survivor or child of an atomic bomb survivor	*When this requirement is met, deduction from income is not available but academic requirements and standard income will be relaxed.	Copy of official designation as an atomic bomb survivor

Submit the abovementioned document by attaching to this form.

Special Deduction Statement Name _____

1. Use this Special Deduction Statement to calculate a certain amount that can be deducted from income if it is certified that the applicant's household meets the following requirement.
2. Check applicable boxes and provide necessary information.

Requirement	Special deduction	Document to submit (copy accepted) ▼																																				
☐ Household with member(s) receiving (or likely to receive) long-term care (at least 6 months) care (to treat an illness)	*Deduction for household with member(s) receiving a long-term care (limited to those who has been receiving, or is certified as requiring, care for at least 6 months to treat an illness as of the time of application) is applicable to any of the following medical treatment expenses incurred. *Note that the deduction is not applicable if treatment has finished as of the time of application. ▼ Check a box of applicable medical treatment expense. ☐ Medical service fees paid to a doctor or dentist ☐ Charges for hospitalization ☐ Treatment fees paid to a practitioner of massage, acupuncture, moxibustion, Judo-orthopedics, etc. ☐ Drugs and medicines for treatment or care ☐ Transportation to get outpatient treatment (limited to necessary transportation) ☐ Fees paid to a caretaker (including board) Amounts paid out of pocket for services received by a person certified as being in need of care or assistance pursuant to the Long-Term Care Insurance Act (The deduction is not applicable to fees for doctor's certificate and private room.) ▼ Medical expense calculation Calculate medical expenses based on (v) Amount paid to date in Form K-4 Medical Expense Statement. Based on the amount paid by the time of application to treat the member currently receiving care, calculate the amount (to be) paid for the expected period under care in one year, taking into account how long the care receiver is likely to remain under care. * Note that the amount of medical benefits to receive pursuant to the Health Insurance Act, etc. and the amount covered by compensation damage should be subtracted from the amount paid. <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="4">Care receiver's name: _____</td> </tr> <tr> <td>Period under care: from (MM/YY)</td> <td>to (MM/YY)</td> <td colspan="2">(estimate)</td> </tr> <tr> <td>Amount paid to date (v) _____ yen ÷</td> <td>No. of months _____ month =</td> <td>Monthly average _____ yen ×</td> <td>Period (up to 12 months) _____ months = _____ yen</td> </tr> <tr> <td colspan="4">Care receiver's name: _____</td> </tr> <tr> <td>Period under care: from (MM/YY)</td> <td>to (MM/YY)</td> <td colspan="2">(estimate)</td> </tr> <tr> <td>Amount paid to date (v) _____ yen ÷</td> <td>No. of months _____ month =</td> <td>Monthly average _____ yen ×</td> <td>Period (up to 12 months) _____ months = _____ yen</td> </tr> <tr> <td colspan="4">Care receiver's name: _____</td> </tr> <tr> <td>Period under care: from (MM/YY)</td> <td>to (MM/YY)</td> <td colspan="2">(estimate)</td> </tr> <tr> <td>Amount paid to date (v) _____ yen ÷</td> <td>No. of months _____ month =</td> <td>Monthly average _____ yen ×</td> <td>Period (up to 12 months) _____ months = _____ yen</td> </tr> </table>	Care receiver's name: _____				Period under care: from (MM/YY)	to (MM/YY)	(estimate)		Amount paid to date (v) _____ yen ÷	No. of months _____ month =	Monthly average _____ yen ×	Period (up to 12 months) _____ months = _____ yen	Care receiver's name: _____				Period under care: from (MM/YY)	to (MM/YY)	(estimate)		Amount paid to date (v) _____ yen ÷	No. of months _____ month =	Monthly average _____ yen ×	Period (up to 12 months) _____ months = _____ yen	Care receiver's name: _____				Period under care: from (MM/YY)	to (MM/YY)	(estimate)		Amount paid to date (v) _____ yen ÷	No. of months _____ month =	Monthly average _____ yen ×	Period (up to 12 months) _____ months = _____ yen	Copy of doctor's certificate acceptable (the certificate must confirm the need for care for 6 month or longer and issued within 3 months), and receipt and the like (based on diagnosis; copy acceptable) issued by hospital, pharmacy and the like * Receipts to be attached must be those issued in the past year and bundled per month.
Care receiver's name: _____																																						
Period under care: from (MM/YY)	to (MM/YY)	(estimate)																																				
Amount paid to date (v) _____ yen ÷	No. of months _____ month =	Monthly average _____ yen ×	Period (up to 12 months) _____ months = _____ yen																																			
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Amount paid to date (v) _____ yen ÷	No. of months _____ month =	Monthly average _____ yen ×	Period (up to 12 months) _____ months = _____ yen																																			



Add up all deductions above (round down to the thousand) →	,000 yen
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Write the total amount in Form C-2 List of Household Incomes/Deductions.

* Besides the deduction above, academic requirements and standard income will be relaxed.

Submit the abovementioned documents by attaching to Form K-4, together with medical expenses calculated.

Submit only if applicable (for each care receiver)

[Form K-4 Medical Expense Statement]

Applicant: Student ID () Name	Care receiver's name:
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▼ Check a box of applicable medical treatment expense.

- ☐ Medical service fees paid to a doctor or dentist
- ☐ Charges for hospitalization
- ☐ Treatment fees paid to a practitioner of massage, acupuncture, moxibustion, Judo-orthopedics, etc.
- ☐ Drugs and medicines for treatment or care
- ☐ Transportation to get outpatient treatment (limited to necessary transportation)
- ☐ Fees paid to a caretaker (including board)

Amounts paid out of pocket for services received by a person certified as being in need of care or assistance pursuant to the Long-Term Care Insurance Act (The deduction is not applicable to fees for doctor's certificate and private room.)

Hospital (facility) name: _____

Type of health insurance:

- ☐
- National
- ☐
- Social
- ☐
- medical care system for elderly in the latter stage of life
- ☐
- Other ()

Date (YY/MM)	(i) Hospitalization	(ii) Outpatient treatment	(iii) Care service (paid out of pocket)	(iv) Amount covered by compensation for high medical expense, fringe benefit paid to family, etc.	(v) Amount paid to date (i) + (ii) + (iii) - (iv)
	yen	yen	yen	yen	yen
	yen	yen	yen	yen	yen
	yen	yen	yen	yen	yen
	yen	yen	yen	yen	yen
	yen	yen	yen	yen	yen
	yen	yen	yen	yen	yen
	yen	yen	yen	yen	yen
	yen	yen	yen	yen	yen
	yen	yen	yen	yen	yen
	yen	yen	yen	yen	yen
	yen	yen	yen	yen	yen
	yen	yen	yen	yen	yen
	yen	yen	yen	yen	yen
	yen	yen	yen	yen	yen
	yen	yen	yen	yen	yen
Total	yen	yen	yen	yen	(v) yen

Write (v) Amount paid to date in the field of medical expense calculation in Form K-4 Special Deduction Statement to calculate the medical expenses.

Special Deduction Statement

Name _____

1. Use this Special Deduction Statement to calculate a certain amount that can be deducted from income if it is certified that the applicant's household meets any of the following requirements.
2. Check applicable boxes and provide necessary information.

Requirement	Special deduction	Document ▼																							
☐ Household with the key income producer living apart	*The amount of deduction should be as follows. * 1. The income of the household earned by the key income producer living apart should be his/her income, not the amount sent to the household, and special expenses paid to live apart should be deducted from the income. * 2. Money sent to dependent(s) living apart is ineligible for deduction. ▼ Estimate the amount to be paid per year based on the amount paid until the time of application. <table border="1"> <thead> <tr> <th>Amount paid to date</th><th>No. of months</th><th>Monthly average</th></tr> </thead> <tbody> <tr> <td colspan="3">* Upper limit 710,000 yen</td> </tr> <tr> <td>(i) _____ yen ÷ (ii) _____ months = (iii) _____ yen</td><td></td><td>(iv) 12 months = _____ yen</td></tr> <tr> <td colspan="2">Total of deductions above (round down to the thousand)</td><td>_____,000 yen</td></tr> </tbody> </table> Write the total amount in Form C-2 List of Household Incomes/Deductions.	Amount paid to date	No. of months	Monthly average	* Upper limit 710,000 yen			(i) _____ yen ÷ (ii) _____ months = (iii) _____ yen		(iv) 12 months = _____ yen	Total of deductions above (round down to the thousand)		_____,000 yen	Receipts of payments made and certificate of payment showing actual payment made for housing, utilities, furniture, etc. issued by the office (both copy acceptable)											
Amount paid to date	No. of months	Monthly average																							
* Upper limit 710,000 yen																									
(i) _____ yen ÷ (ii) _____ months = (iii) _____ yen		(iv) 12 months = _____ yen																							
Total of deductions above (round down to the thousand)		_____,000 yen																							
☐ Household affected by fire, wind/flood damage, burglary, etc. * Household affected by the Great East Japan Earthquake and Kumamoto Earthquake should fill in this field. Estimate damage of the previous academic year, not of the time following the earthquake.	*The amount of deduction should be as follows, in principle. Limited to cases where it is certified that the household will be in financial distress in the future (for more than 2 years) with increasing expenses or decreasing incomes due to damage caused from the previous year of this application to date * 1. Note that deduction is not applicable if the damage was covered by insurance or damage compensation. * 2. Note that the amount of deduction will not be the actual damage or repair cost. If you take casualty loss deduction on income tax, deduct the amount. <table border="1"> <tbody> <tr> <td> ☐ Damage of daily necessities Minimum clothes, furniture, repair, etc.: _____ yen Damage details (Please specify): _____ </td><td></td></tr> <tr> <td> ☐ Damage of means of production (farmland, store, etc.) Expected long-term decrease in annual income: _____ yen Damage details (Please specify): _____ </td><td></td></tr> <tr> <td colspan="2">Total of deductions above (round down to the thousand) _____,000 yen</td></tr> </tbody> </table> Write the total amount in Form C-2 List of Household Incomes/Deductions.	☐ Damage of daily necessities Minimum clothes, furniture, repair, etc.: _____ yen Damage details (Please specify): _____		☐ Damage of means of production (farmland, store, etc.) Expected long-term decrease in annual income: _____ yen Damage details (Please specify): _____		Total of deductions above (round down to the thousand) _____,000 yen		Disaster victim certificate issued by fire department/municipality or certificate of stolen property report issued by police station (copy acceptable) and Copies of receipts to verify the amount of damage																	
☐ Damage of daily necessities Minimum clothes, furniture, repair, etc.: _____ yen Damage details (Please specify): _____																									
☐ Damage of means of production (farmland, store, etc.) Expected long-term decrease in annual income: _____ yen Damage details (Please specify): _____																									
Total of deductions above (round down to the thousand) _____,000 yen																									
☐ Household with income(s) earned by member(s) other than parents (excluding the applicant and his/her spouse)	* Deduction (upper limit per person: 380,000 yen) An applicable deduction is determined based on the table below. However, if one income producer has both employment income and own business income, write the upper limit of 380,000 yen. ▼ [Formula] Check an applicable box. <table border="1"> <thead> <tr> <th>Income type</th><th>Income or income after deduction</th><th>Formula</th></tr> </thead> <tbody> <tr> <td rowspan="3">Salary, pension, etc.</td> <td>☐ 1,040,000 yen or less</td> <td>No deduction</td> </tr> <tr> <td>☐ Exceeding 1,040,000 yen but under 1,512,500 yen</td> <td>Income minus (income × 0.2 + 830,000 yen)</td> </tr> <tr> <td>☐ 1,512,500 yen or more</td> <td>Deduct a flat rate of 380,000 yen as upper limit</td> </tr> <tr> <td rowspan="2">Own business income</td> <td>☐ Under 380,000 yen</td> <td>Deduct the amount of income after deduction</td> </tr> <tr> <td>☐ 380,000 yen or more</td> <td>Deduct a flat rate of 380,000 yen as upper limit</td> </tr> </tbody> </table> <table border="1"> <tbody> <tr> <td>Deduction qualifier's name: _____</td> <td>Deduction: _____ yen</td> </tr> <tr> <td>Deduction qualifier's name: _____</td> <td>Deduction: _____ yen</td> </tr> <tr> <td>Deduction qualifier's name: _____</td> <td>Deduction: _____ yen</td> </tr> <tr> <td colspan="2">Total of deductions above (round down to the thousand) _____,000 yen</td> </tr> </tbody> </table> Write the total amount in Form C-2 List of Household Incomes/Deductions.	Income type	Income or income after deduction	Formula	Salary, pension, etc.	☐ 1,040,000 yen or less	No deduction	☐ Exceeding 1,040,000 yen but under 1,512,500 yen	Income minus (income × 0.2 + 830,000 yen)	☐ 1,512,500 yen or more	Deduct a flat rate of 380,000 yen as upper limit	Own business income	☐ Under 380,000 yen	Deduct the amount of income after deduction	☐ 380,000 yen or more	Deduct a flat rate of 380,000 yen as upper limit	Deduction qualifier's name: _____	Deduction: _____ yen	Deduction qualifier's name: _____	Deduction: _____ yen	Deduction qualifier's name: _____	Deduction: _____ yen	Total of deductions above (round down to the thousand) _____,000 yen		Submission of certifying document unnecessary
Income type	Income or income after deduction	Formula																							
Salary, pension, etc.	☐ 1,040,000 yen or less	No deduction																							
	☐ Exceeding 1,040,000 yen but under 1,512,500 yen	Income minus (income × 0.2 + 830,000 yen)																							
	☐ 1,512,500 yen or more	Deduct a flat rate of 380,000 yen as upper limit																							
Own business income	☐ Under 380,000 yen	Deduct the amount of income after deduction																							
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Deduction qualifier's name: _____	Deduction: _____ yen																								
Deduction qualifier's name: _____	Deduction: _____ yen																								
Deduction qualifier's name: _____	Deduction: _____ yen																								
Total of deductions above (round down to the thousand) _____,000 yen																									

Submit the abovementioned documents by attaching to this form.

この書式は、指導教員作成用として Word 形式でもダウンロードできます。

修得単位皆無者・修得単位不足者・留年者・標準修業年限超過者のうち

特別事情者の指導教員推薦書

Recommendation from Advisor of Student with Special Circumstances

東京藝術大学長 殿

令和 年 月 日

推薦学生：学籍番号 _____ 学生氏名 _____

上記の学生は特別事情に該当すると判断しましたので推薦します。

推薦者（指導教員署名） _____ (印)

※非常勤の先生等、他の先生と連署等が必要な場合は、推薦欄、署名等を振り分けるなど、適宜ご記入願います。

(注) 特別事情による留年又は標準修業年限（休学期間を除き、学部4年間、修士2年間、博士3年間）を超過できる期間は、**原則として学部・修士は1年間、博士は2年間とします。**

ただし、学長が真にやむを得ない事情があると特に認めた場合には、1年を超えることができます。

↓該当する事項の [] に○を入れ（複数可）、**次頁に該当事項についての詳細な事情を記入願います。**

(1) 病気 **診断書(写)を添付** ※病気には外傷を含むが、法令等に違反した行為が原因の場合は除く

- [] イ 長期療養のため、休学期間(2年間)を超えてさらに授業を休む必要があり、単位修得ができなかった。
[] ロ 休学期間に満たない期間の病気のため単位修得ができなかった。
[] ハ 単位修得試験の当日の病気により単位修得ができなかった。
[] ニ 上記以外（学長がこれらの事例と同等以上の事情があると特に認めた場合に限る）

(2) 留学

- [] イ 留学のため、標準就業年限内での単位修得ができなかった。（本来の学業修得のため真に有益であると認められない留学や留学期間が概ね半年未満の留学は除く）
[] ロ 上記以外（学長がこれらの事例と同等以上の事情があると特に認めた場合に限る）

(3) 大学院学生の論文作成

- [] イ 研究テーマ、研究方法等、本人の側の事情によらない理由で留年又は標準修業年限を超過。
※本人と指導教員とで協議の上、正式に承認された研究計画に基づく在学延長であること（本人の自己都合のみによる留年ではないこと）を具体的に次頁に記入願います。
[] ロ 上記以外（学長がこれらの事例と同等以上の事情があると特に認めた場合に限る）

(4) その他

- [] イ 出産・育児のため、休学期間(2年間)を超えてさらに授業を休む必要があり、単位修得ができなかった。
[] ロ 国又は地方公共団体等の求めに応じて公共的な事業に参加するため、休学期間(2年間)を超えてさらに授業を休む必要があり、単位修得ができなかった。
[] ハ 学資負担者の不在や被保護世帯のため、学業と平行して学資獲得のためのアルバイト又は常勤の業に ついた。
[] ニ 本人が身体障害者
[] ホ 上記以外（学長がこれらの事例と同等以上の事情があると特に認めた場合に限る。なお、国家試験等の受験、大学院の受験、転学・転学部等の受験、就職のため等、自己都合により、留年又は標準修業年限を超過している場合は除く）

【M票：推薦書】

＜推薦理由を記入する際の注意点＞

- ◆前項で○を付けた特別事情についての具体的な説明を、必ず詳細に記入願います。
- ◆記入の際には、学生支援室等で配布している「授業料免除および徴収猶予 留年・修業年限超過者の取扱について（「特別事情者」の考え方）」を参照してください。
- ◆「大学院学生の論文作成」が理由の場合、**本人と指導教員とで協議の上、正式に承認された研究計画に基づく在学延長であること（本人の自己都合のみによる留年ではないこと）を具体的に記入願います。**
- ◆「病気」が理由の場合、**裏付けとなる医師の診断書（コピー可）の添付が必要です。**

推薦学生：学籍番号 _____ 学生氏名 _____

推薦書