

2024 Academic Year Tuition Fee Exemption Application Guide

[B For Privately-Funded International Graduate School Students]

I Overview

Through a screening process, Saitama University exempts tuition fees and/or defers the payment of such fees for students who have difficulty paying their tuition fees due to financial reasons and have shown excellent progress in their studies. Students who wish to apply for an exemption should read this Guide thoroughly and then apply following the procedure below.

1. Application qualifications

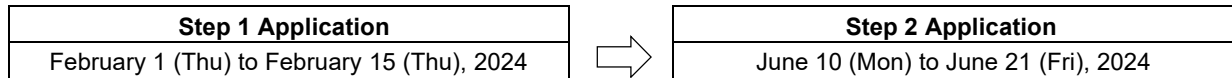
- (1) Students who are a graduate student of Saitama University (excludes MEXT students, students dispatched from foreign governments, research students and credited auditors) and have not fallen behind in payment of tuition fees are qualified to apply for tuition fee exemption and/or deferment of payment. Please note that students who are repeating a year or who have exceeded the minimum period of study are ineligible. However, students may apply within the time periods indicated in (i) and (ii) below if they have a "Letter of Recommendation" (Form 10) from a supervisor, etc.
 - i Graduate student (Master's program) Up to the first year after the student has exceeded the minimum period of study (2 years).
 - ii Graduate student (Doctoral program) Up to the first two years after the student has exceeded the minimum period of study (3 years).
- (2) The tuition fee exemption period students can apply for varies based on when they join the university. Students who are within the minimum period of study as of March 2025 can apply for the first and second semester together. Students who exceed the minimum period of study as of October 2024 (by joining the university from autumn or graduating later due to a leave of absence) or are repeating the academic year as of April 2024 can apply for just the first semester. Students who have exceeded the minimum period of study and wish to apply for the second semester should apply again during the acceptance period for the second semester with a letter of recommendation.
- (3) "Financial standards" are listed in the "Appendix" at the end of this document.

2. Steps of the application

The exemption application procedure is completed by appropriately making a Step 1 Application and a Step 2 Application as described below.

If you do not submit the Step 2 Application, the documentation will be inadequate for the screening process and your application will not be authorized due to inadequate documentation.

Be certain to submit your application on time, as we will not accept applications after the acceptance period for any reason.



3. How to apply

Step 1 Application

After preparing the "Tuition Fee Exemption Application B" and attaching any required documents of proof (confirm the required documents by referring to "Required Documents List [for Privately-Funded International Students]"), submit your application to the Student Support Division Financial Support Office during the following acceptance period.

Acceptance period: February 1 (Thu) to February 15 (Thu) 2024 Applications must be postmarked no later than February 15.*

* If sending the documents via postal mail, send via Letter Pack Light to the address indicated at the end of this Guide. Write the applicant's (your) student ID number in the Letter Pack Light's "Contents Description." Upon receiving the documents, the University will send you an application acceptance slip. Enclose a return envelope (using an envelope no larger than 23.5cm x 12cm that can be sent via standard size mail) with your documents, with your name and return address on the return envelope. No postage stamps are required.

Step 2 Application

This applies to people who submitted the Step 1 Application. Please submit your "Step 2 Application," "Income and Taxation Certificate for Fiscal Year 2024 (Certificate of All Registered Matters)," and any deficient documents from the Step 1 Application (if this applies) to the Student Support Division Financial Support Office during the following acceptance period. Please note that the office may be unable to respond to telephone inquiries during the acceptance period, so be sure to ask any questions you have before this period.

Acceptance period: June 10 (Mon) to June 21 (Fri), 2024 Applications must be postmarked no later than June 21.*

* If sending the Step 2 Application via postal mail, send via Letter Pack Light to the address indicated at the end of this Guide. If sending via postal mail, ~~do not include the Step 1 Application acceptance slip; write "Step 2 Application" and the Step 1 Application acceptance number in the Letter Pack Light's "Contents Description"~~

* If you have prepared all documentation prior to June 10, 2024 (Mon), you may submit your application in advance.

Important If your municipality will not begin issuing the FY2024 Income and Taxation Certificate (Certificate of All Registered Matters) before the end of the Step 2 Application's acceptance period, submit the "Step 2 Application" form, any deficient documents from the Step 1 Application (if this applies to you), and a memo (in a style of your choosing) stating when you can submit the Income and Taxation Certificate within the Step 2 Application period. If you do not submit these documents during the Step 2 Application's acceptance period, you will be considered to have not completed the Step 2 Application and your application will be eliminated from the application review due to inadequate documentation.

○ **Acquiring the Income and Taxation Certificate for Fiscal Year 2024 (Certificate of All Registered Matters) (Important)**

The Income and Taxation Certificate for Fiscal Year 2024 (containing income details from January to December 2023) is issued from around June by the municipal office of the municipality in which you resided on January 1, 2024 (the specific date of issuance varies depending on the municipality). Submit a certificate that lists all relevant information, including your amount of income and earnings and amount of inhabitant tax assessed (Certificate of All Registered Matters with none of the details hidden by asterisks, etc.). The following are handled separately.

- If you will submit a Taxation/Tax Exemption Certificate that lists only the amount of inhabitant tax assessed or only states that the holder is exempt from tax, please also submit an Income Certificate.
- If you have not been issued an Income and Taxation Certificate or your correct amount of income is not listed on the certificate, it may be necessary to file a return for municipal/prefectural inhabitant tax. Please confirm this with your municipal office and ask it to issue you a certificate.
- If you have questions about how an Income and Taxation Certificate is issued or other matters, refer to the website of your municipality or contact its municipal office directly.
- If you have not been issued an Income and Taxation Certificate due to the date you entered Japan or other special circumstances, please inquire with your local municipal office for the specific reason the certificate was not issued and then report this reason to the University beforehand. Simply stating "I was not issued a certificate" as the reason will not be accepted.

4. Adherence to the submission deadline and measures taken if it is missed

In the interest of fairness with respect to applicants who made the deadline and followed appropriate procedures, and also to prevent review delays, the following will apply to applicants who missed the deadline for submitting documents that were found to be deficient or contained errors and to applicants who missed the deadline for the Step 2 Application.

- Documents submitted after the specified deadline will not be accepted.
- The Financial Support Office will not contact or urge the applicant to submit the documents even if the applicant misses the specified deadline.
- Applicants who do not complete the Step 2 Application or resubmit documents that contained deficiencies or errors by the specified deadline will be considered to have submitted inadequate documentation and be excluded from application review.

* However, if the applicant consults with the Student Support Division Financial Support Office before the deadline regarding, e.g., being unable to submit documents by the deadline, the above may not apply if the University deems that there is a legitimate reason.

5. Important points

- (1) Notifications relating to tuition fee exemption will be provided through the Saitama University Information System.
 - (2) The exemption amount will be the full amount or half of the semester's tuition fees.
 - (3) Results are scheduled to be announced in August for the first semester and December for the second semester. Do not pay tuition fees until the results have been announced. If the application review establishes that a payment must be made, the payment method will be notified when the results are announced. If you do not make the payment in question by the specified date you will be regarded as having "not paid the tuition fees" and not be qualified to apply for the next semester (even if you had applied for the first and second semester together, if you do not make the payment for the first semester by the specified date, you will lose your eligibility and the application review will not be conducted for the second semester).
 - (4) The application will not be authorized for cases including requested documents not being submitted by the submission deadline, the Step 2 Application not being conducted, or the application containing false information.
 - (5) If we discover that your application documents contain information that is not factual, we will not accept an exemption application from you for a period of one year beginning from the relevant semester.
- ★ **We may contact students through the Saitama University Information System. Please check it frequently for updates or set it to forward messages to your mobile or other device. Also, we may contact you by phone in urgent cases, so please save the phone number of the Financial Support Office (Tel. 048-858-3033).**

II Guide for completing the “Tuition Fee Exemption Application”

The “Tuition Fee Exemption Application B (front and reverse)” is a calculation document used for review. Follow this guide and correctly enter information on your current state.

1. General items

- (1) Using a ballpoint pen (**do not use an erasable pen**), write clearly in standard script. Cross out any mistakes with two parallel lines and then make the correction. Do not use correction fluid.
- (2) If you have any questions, please inquire in advance with the Student Support Division Financial Support Office staff.
- (3) Where there is an asterisk or ※ mark, circle the applicable item (Circle “none”, “no”, etc. when not applicable.)

2. Tuition Fee Exemption Application

- (1) For the date, fill in the date that you will submit the Tuition Fee Exemption Application to the University.
- (2) In the “Application reason” section, provide the specifics and details of the reason you require a tuition fee exemption.
- (3) The “Cancel the application” section at the bottom of the Tuition Fee Exemption Application does not need to be filled in when applying.

3. Applicant’s Household Financial Report

- (1) About yourself
 - i Circle the graduate school course you belong to.
 - ii Circle the year and month you joined the university.
 - * The acceptance period (for the first and second semester together, or just for the first semester) will be determined by the date you joined the university.
- (2) Regarding family members in Japan
 - i Fill in if you have any family members living in Japan as of April 1, 2024 (as projected at this point) **who share the same source of income**. Use a pencil to enter information about uncertain information that is clearly different as of April 1, 2024 from the situation from the time of application (such as family members’ plans to join a school or company).
 - ii Regarding non-student family members
In the “Occupation” section, provide specifics of the person’s job (e.g., company employee, government worker, self-employed, agricultural worker, carpenter, unemployed, etc.). For the income amount, enter all income for the period from January to December 2023.
Note: For salary income, enter the paid amount shown in a withholding tax slip, etc.
For other income, enter the monetary amount calculated by subtracting necessary expenses from the income amount shown in a final income tax return form, etc.
 - iii Regarding student family members
 1. Fill in if there are family members living in Japan (excluding the applicant) who share the same source of income and are students (including those planning to enter a school from the 2024 academic year). However, for children who have not yet entered school, enter their information in the “Non-student” section for your family.
 2. In the school name and grade fields, fill in the school name and school year for April 2024. For the school division field, enter national, public, or private.
 3. In the “2023 Tuition Fee Exemption” section, circle the applicable information only for national university students or national technical college students (KOSEN).
 4. For family members who plan to newly enroll in a school from April 2024 but the school is not yet determined, enter a type of educational institution (high school, university or the like), which is preceded by “planning to attend,” in the “School Name” field in pencil.
- (3) Total annual income and total annual expenditure
For total annual income and expenditure, enter the totals from January to December 2023. If you entered Japan in or after February 2023 (except for a temporary return), you do not need to enter the total annual income and expenditure as you will have stayed for less than a year since you entered Japan. Instead, enter in the Applicant’s income/Expenditure Status Report (Form 1-2) the monthly average amount from when you entered Japan to now, as well as the annual enrollment fee, tuition fee, etc. that you have paid in 2023, and attach the report to the application form.
 - i Total annual income
 1. For the total annual income, enter the full amount from part-time work, allowance, etc. without omission for the period from January to December 2023.
 2. For support from parents, enter a total of allowance you received from January to December 2023, including tuition fee, rent, credit card shopping, etc. paid by your parents.
 3. As the amount of scholarships will be calculated by the academic year, enter the amount from scholarships from April 2023 to March 2024 (including the expected amount).

4. Fill out the "Family income" section for the income (salary, scholarships, allowances, etc.) if any, of family members living in Japan who share the same source of income.
- ii Total annual expenditure
 1. For total annual expenditure, enter the total expenditure from January to December 2023.
 2. Total annual expenditure should not exceed total annual income. Check your income and expenditure before entering.
- iii **The amounts provided at the time of the application can only be corrected if they are to be corrected based on documents of proof.** Corrections are not permitted in the following cases.
 1. When correcting an amount to a lower value that results in a deficit (when total annual expenditure exceeds total annual income)
 2. When, after correcting an amount to a lower value, you are unable to explain why the amount provided prior to the correction was large
- iv When entering loans, provide the name of the borrower and your relationship to the borrower.
- v For other income, provide specifics about the income.
- vi **You will be contacted by the Financial Support Office to provide specifics if your expenditure is deemed to be unnaturally low.**

Appendix

Financial standards relating to tuition fee exemption or deferment of payment

1. Financial standards (exemption standards)

This is determined from the total income amount of the previous year (includes temporary earnings and the applicant's scholarship) for the family with which the applicant shares the same source of income. No definitive statements can be made regarding this matter, as differences can exist due to the type of earnings and members that comprise a household. However, as a guide, the following example is provided for a household comprising four people: a father (the earner), a mother (unemployed), the applicant (who commutes to university from home and receives no scholarship), and a younger brother (a public high school student who commutes to high school from home).

	Graduate school (Master's program)	Graduate school (Doctoral program)
Father is a salaried employee	6.89 million yen or less	8.32 million yen or less
Father has income from a business	4.31 million yen or less	5.74 million yen or less

For students who live independently from their own income source, the financial standards are determined based on their (and their spouse's) total amount of income.

2. Important points

- If you have applied for both the first and second semester together, the review will be conducted twice, once in each of the first and second semester. Consequently, the results for the first semester and second semester may not be the same.
- Authorization for exemption is influenced by the conditions of application in each semester and the University's budget. Consequently, **there may be instances when you will not receive authorization** even if you satisfy all requirements.

Make inquiries and submit documents to:

Student Support Division Financial Support Office, Saitama University

Address: 255 Shimo-Okubo, Sakura-ku, Saitama 338-8570

Tel.: 048-858-3033

Weekdays 8:45-12:15 and 13:15-16:45

2024 - Tuition Fee Exemption Application

令和6年度(2024年度)
授業料免除願

Date

/ /
YYYY / MM / DD

埼玉大学長 殿

Graduate school
研究科Specialization / Department
課程・専攻Student ID#
学籍番号Name
出願者氏名Telephone
電話 ()Address
住所

私は下記の理由により出願しますので、授業料免除を御許可くださるようお願いいたします。本申請書類及び添付書類の全ての記載事項は、事実と相違ありません。なお、大学が定めた期限を超過した場合や提出書類に虚偽が発覚した場合、審査対象から除外されても異存ありません。

I hereby acknowledge that I have fully read and understood the guidelines of the tuition exemption and apply for the tuition exemption for the reason stated below.

I agree that applications will be excluded from the selection if I am found to have false statements in the application or fail to submit required documents by deadline.

記

申請事由 Application Reason

Cancel the application: no need to be filled in when applying

辞退：出願時記入不要

I am hereby canceling my application for the tuition fee exemption for the 1st semester of FY2024.

Cancel Date (mm / dd)

Signature

 2024年度前期分の申請を辞退します。 辞退日 (月 日) 署名 ()

I am hereby canceling my application for the tuition fee exemption for the 2nd semester of FY2024.

Cancel Date (mm / dd)

Signature

 2024年度後期分の申請を辞退します。 辞退日 (月 日) 署名 ()

Applicant's Household Financial Report (for Private International Students)

家 計 調 書 [私費留学生用]

Please fill the form accurately based on the guide. Circle the applicable items indicated with an asterisk“※”

注意：記入要領に従い、正確に記入してください。※印はいずれかを○で囲んでください。

As of April 1, 2024

2024年4月1日現在

本人	所属研究科 (Graduate School Name)	学籍番号 (Student ID No.)	フリガナ	
			Name 氏名	Arrival to Japan (YYYY/MM) 入国年月 年 月
	課程 (Program)	入学年月 (該当を○で囲んでください) <small>Circle the year and month you joined the university</small>		申請期間 applicable period of tuition fee exemption for which you can apply
本人	※博士前期課程 (2年) Master's program (2years)	※Oct-2021 ※Apr-2022 ※Oct-2022		➡ 前期のみ申請で受け取ります <small>(Apr - Sep, 2024 only)</small>
		※Apr-2023 ※Oct-2023		➡ 前期・後期一括申請で受け取ります <small>(one year Apr, 2024 - Mar, 2025)</small>
	※博士後期課程 (3年) Doctoral program (3years)	※Oct-2019 ※Apr-2020 ※Oct-2020 ※Apr-2021 ※Oct-2021		➡ 前期のみ申請で受け取ります <small>(Apr - Sep, 2024 only)</small>
		※Apr-2022 ※Oct-2022 ※Apr-2023 ※Oct-2023		➡ 前期・後期一括申請で受け取ります <small>(one year Apr, 2024 - Mar, 2025)</small>

Your family members in Japan	Non-Student 学生でない	Relationship 続柄	Name 氏名	Age 年齢	Occupation 職業	Tenure 在職年数	2023 Income 収入額	Visa status 在留資格
日本にいる家族	Student 学生	Relationship 続柄	Name 氏名	Age 年齢	School Name 学校名	Grade 学年	School Division 学校区分	2023 Tuition Exemption 2023年度授業料免除
								1st: ※Full・Half・Partial・Non 2nd: ※Full・Half・Partial・Non
								1st: ※Full・Half・Partial・Non 2nd: ※Full・Half・Partial・Non
								1st: ※Full・Half・Partial・Non 2nd: ※Full・Half・Partial・Non

2023年2月以降に来日した者(一時帰国を除く)は以下記入不要です。代わりに様式 1-2 を提出してください。

Persons who entered Japan in or after February 2023 (excluding for a temporary return to Japan) do not need to fill out the following. Submit Form 1-2 instead.

2023 Total annual Income / 年間総収入				2023 Total annual Expenditure / 年間総支出			
Your scholarship 本人の奨学金 (2023/4/1 ~ 2024/3/31)	名称 (Scholarship name)			食費 (Food)		Yen 円	Yen 円
	受給期間 (Period)	~		衣服費 (Clothing)			Yen 円
	年額 (Yearly mount)		Yen 円	住居費 (Rent)			Yen 円
	名称 (Scholarship name)			住居種別 (Type of residence)			※Apartment・I-House・Homestay ・Other()
	受給期間 (Period)	~		光熱水料 (Utilities)			Yen 円
	年額 (Yearly mount)		Yen 円	入学料 (Admission fee)			Yen 円
Your income 本人の収入 (2023/1/1 / ~ 2023/12/31)	父母等からの支援 (Support from home)		Yen 円	授業料 (Tuition fees)			Yen 円
	本人の収入 (Part time work, RA, TA, etc. income)		Yen 円	2023年度授業免除状況 (2023 Tuition Exemption)			1st: ※Full・Half・Partial・Non 2nd: ※Full・Half・Partial・Non
	預金の引出 (Saving)		Yen 円	交通費・帰国旅費 (transportations and Travels)			Yen 円
	借入金 (Loans)		Yen 円	書籍・学用品費 (School books and supplies)			Yen 円
	借入元 (Borrower) / 続柄 (Relationship)	/		携帯電話・通信費 (Mobile phone/Internet/Letter)			Yen 円
	その他収入 (Other income)		Yen 円	医療保険料 (Medical fees and insurance)			Yen 円
Family's income. Do not include family in your country 同居家族の収入 (2023/1/1 ~ 12/31)	給与等 (Full/Part time work etc.)		Yen 円	住居初期費用等 (Rent deposit etc.)			Yen 円
	その他収入・奨学金 (Other income/Scholarship)		Yen 円	その他支出 (Others)			Yen 円
合計金額 / Total amount			Yen 円	合計金額 / Total amount			Yen 円

Required Documents List and check sheet for privately funded international students

For family members who share the same source of income, documents indicated under [1] must be submitted at the Step 1 Application. Documents indicated under [2] must be submitted at the Step 2 Application. **Entering your "My Number" is not required** for any document. If your number appears on a document, please erase it before submission.

Please bear in mind that other documents apart from those described below may be requested under exceptional circumstances.

[1] Documents to be submitted at Step 1 Application

Necessary Documents

Applicable Person	<input checked="" type="checkbox"/>	Document	Where to obtain
Applicant	<input type="checkbox"/>	Tuition Fee Exemption Application B or Tuition Fee Exemption Application F * Print double sided with the Tuition Fee Exemption Application on the front and Applicant's Household Financial Report on the reverse side (printed with "Flip pages on long edge") or <u>glue the front and reverse sides together.</u> * Undergraduate students who were victimized by a natural disaster in Japan are to use the Tuition Fee Exemption Application B.	Financial Support Office homepage
	<input type="checkbox"/>	If sending documents via postal mail, a return envelope filled out with the return address and student's name (no larger than 23.5×12cm that can be sent via standard size mail, stamps not required).	
Applicant and all family members in Japan who share the same source of income	<input type="checkbox"/>	Certificate of Residence denoting all members of household * Issued not more than three months prior, and denoting "status of residence".	Municipal office

Applicant

Applicable Person	<input checked="" type="checkbox"/>	Document	Where to obtain
Applicant	<input type="checkbox"/>	Applicant's Income Status Report (Form 2)	Financial Support Office homepage
	<input type="checkbox"/>	A copy of "Withholding slips for 2023" if applicant had any income * If you had income in 2023, please <u>attach copies of all applicable "Withholding slips".</u> You must also include slips for short-term work and part-time work that you have left.	Place of employment
Person who entered Japan in or after February 2023	<input type="checkbox"/>	Applicant's Income/Expenditure Status Report (Form 1-2)	Financial Support Office homepage
Applicant who studied in another school in the Academic Year 2023	<input type="checkbox"/>	Scholarship Receipt Certificate (Form 3) * Have Form 3 filled in by your previous school. * Consult us if you have already submitted the form when you applied for the exemption in the previous academic year.	Financial Support Office homepage
Applicant who is repeating a year or who has exceeded the minimum period of study as of April 2024	<input type="checkbox"/>	Letter of Recommendation (Form 10) * If the description on the left applies to you as the person making the application, you must satisfy certain conditions. Please see "1. Application Qualifications" in the guide for details	Financial Support Office homepage and Supervisors, etc.

Student family members in Japan who share the same source of income as the applicant

* If a spouse or sibling, etc., will be newly enrolling from April 2024, submit this certificate (issued on April 1 or later) at the Step 2 Application.

Applicable Person	<input checked="" type="checkbox"/>	Document	Where to obtain
High school student	<input type="checkbox"/>	Certificate of Enrollment * A student ID card (copy) is acceptable if it lists an expiration date that is valid from September 2024.	Current school of enrollment
Public/private university student	<input type="checkbox"/>		
Technical college/vocational school student	<input type="checkbox"/>		
National technical college (KOSEN) student	<input type="checkbox"/>	Certificate of Tuition Fee Exemption Status (Form 4) * Use this form to obtain certification from the person's current school of enrollment.	Financial Support Office homepage
National university student	<input type="checkbox"/>		
Junior high school or younger student	<input type="checkbox"/>	Not required	

**Applicant and family members in Japan who share the same source of income
- Submit the required documents if applicable to the following:**

Applicable Person	<input checked="" type="checkbox"/>	Document	Where to obtain
Person who was publicly funded by the state or a municipality between January 1 and December 31 2023	<input type="checkbox"/>	<ul style="list-style-type: none"> • Child benefit • A household exempt from inhabitant tax/low-income benefit • Any other funding Payment notice (copy) or bankbook (copy) that clearly states receipt date and amount	Held by the Applicable Person
Person who left a position mid-career as a regular employee between January 1, 2023, and March 31, 2024	<input type="checkbox"/>	Certification of Resignation (Form 5) or a severance payment withholding slip (copy) * If you plan to leave, the documents indicated must be submitted at the Step 2 Application. * If severance payment is not provided, submit Form 5. * Consult us if you have already submitted the form when you applied for the exemption in the previous academic year.	The employer from which the person left or Financial Support Office homepage
Person who entered Japan in 2024 Applicant and family members in Japan	<input type="checkbox"/>	Passport (Copy of (1) and (2)) (1) Personal information page (with your photo) (2) Page affixed with your LANDING PERMISSION seal (noting the date of permit, expiration date, and period of stay) * If you had not entered Japan at the point of application, submit this document after entering Japan when you apply for Step 2 Application.	Held by the Applicable Person
If you were victimized by a natural disaster, etc. in Japan	<input type="checkbox"/>	Disaster Victim Certificate	Municipal office

**[2] Documents to be submitted at the Step 2 Application
(Applicable only to students who submitted the Step 1 Application)**

Note that applications will not be assessed, and exemptions will not be granted without the Step 2 Application. The application period is from June 10 to 21, 2024. No applications will be accepted after this period for any reason.

Applicable Person	<input checked="" type="checkbox"/>	Document	Where to obtain
Applicant	<input type="checkbox"/>	Step 2 Application Sheet for Certificate of Academic Year 2024 Tuition Fee Exemption Status (Form 9)	Financial Support Office homepage
Applicant and all family members who share the same source of income *Not required for high school or younger student *Required for person preparing to take entrance exam at home or preparatory school student *Required for anyone with no income if not a high school or younger student	<input type="checkbox"/>	Income and Taxation Certificate for Fiscal Year 2024 (Containing income details for 2023) * The Certificate must certify all registered matters (with none of the details hidden by asterisks, etc.) or list salary and incomes of 2023 and inhabitant tax assessed for 2024. If the certificate lists taxes assessed only for any reason, an income certificate for FY2024 (containing income details for 2023) must be attached. * Please ensure that you do not submit the Income and Taxation Certificate for Fiscal Year 2023 by mistake and pay attention to issuance date, etc. * Please inform us if you are a privately-funded international student and the Income and Taxation Certificate cannot be obtained because you entered Japan in or after January 2024 or other reason. If this is the case, we will ask for your cooperation as we inquire into the detailed reason for why it cannot be obtained. (Simply stating that "I was not issued a certificate," for example, will not be a sufficient reason.)	Municipal office
Person who did not submit all the required documents or whose documents were deficient in the Step 1 Application	<input type="checkbox"/>	Document that was identified as deficient in the Step 1 Application. Check the receipt that was given to you at the time of submission.	

[3] Notes concerning the documents to be submitted

- Please understand that the documents you submit will **not be returned**.
- Submit the original document of proof unless it is specified that a copy should be submitted.
- Except for documents of proof with a designated time period, please submit the most up-to-date document.
- **Acquiring the Income and Taxation Certificate for Fiscal Year 2024 (Certificate of All Registered Matters) (Important)**

As a general rule, the FY2024 Income and Taxation Certificate (containing income details for January to December 2023) is issued at the municipal office of the municipality in which you resided on January 1, 2024. If you are unsure about the method of issuance or have other questions, refer to the website of your municipality or contact its municipal office directly.

If your municipality will not begin issuing the FY2024 Income and Taxation Certificate (Certificate of All Registered Matters) before the end of the Step 2 Application's acceptance period, submit the "Step 2 Application" form, any deficient documents from the Step 1 Application (if this applies to you), and a memo (in a style of your choosing) stating when you can submit the Taxation Certificate within the Step 2 Application period. If you do not submit these documents during the Step 2 Application's acceptance period, you will be considered to have not completed the Step 2 Application and your application will be eliminated from consideration due to inadequate documentation.

- If you have any questions, please inquire in advance with the Student Support Division Financial Support Office staff.