

2025 Academic Year Tuition Fee Exemption Application Guide [For Privately-Funded International Students]

- B Graduate school students
- C Undergraduate students affected by disasters in Japan

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 student of Saitama University (excludes MEXT students, students dispatched from foreign governments, research students and credited auditors) and who do not have outstanding fees prior to the application semester*1 are qualified to apply.

For undergraduate student, applicable to only those who have affected by disasters in Japan (flood and fire etc..) and can obtain a disaster victim certificate.

Please note that students who have exceeded the standard period of study as of April 2025 are ineligible. However, students may apply within the time periods indicated in (i) to (iii) below if they have a "Letter of Recommendation" (Form 10) from a supervisor, etc.

- Graduate student (Master's program) Up to the first year after the student has exceeded the standard period of study (2 years).
- Graduate student (Doctoral program) Up to the first two years after the student has exceeded the standard period of study (3 years).
- Undergraduate students (disaster victims) - Students who have exceeded the standard period of study (four years) due to special reasons such as illness or studying abroad, but who meet the "Academic Standards" in the "Appendix." However, this applies to those up to the first year after the student has exceeded the standard period of study.

*1 Not having outstanding fees prior to the application semester (If you have any outstanding fees, you will be excluded from application review).
If you are applying for an exemption for the first semester of 2025...the deadline for payment of tuition fees through the second semester of 2024 is March 31, 2025 (unless you received full exemption, etc.).
If you are applying for an exemption for the second semester of 2025 (including combined applications for the first and second semester together) ... the deadline for payment of tuition fees through the first semester of 2025 is September 30, 2025 (unless you received full exemption, etc.).

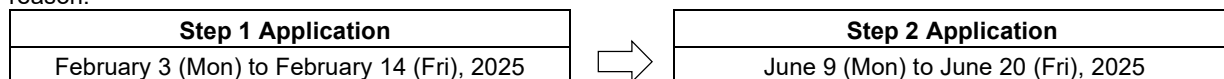
- (2) The tuition fee exemption period students can apply for varies based on when they join the university.
Students who are within the standard period of study as of March 2026 can apply for the first and second semester together.
Students who exceed the standard period of study as of October 2025 (by joining the university from autumn or graduating later due to a leave of absence) or are repeating the academic year as of April 2025 can apply for just the first semester. Students who have exceeded the standard 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) "Academic Standards and 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·C" 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 during the following acceptance period.

Acceptance period: February 3 (Mon) to February 14 (Fri) 2025

Acceptance place: Student Support Division Financial Support Office

* If sending the Step 1 Application documents via postal mail, must be postmarked by February 14, 2025.

Send via Letter Pack Light to the address indicated at the end of this Guide. Write the "2025 Tuition Fee Exemption Application" in the Letter Pack Light's "Contents Description".

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 2025 (Certificate of All Registered Matters)," and any deficient documents from the Step 1 Application (if this applies) 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 9 (Mon) to June 20 (Fri), 2025

Acceptance place: Student Support Division Financial Support Office

* If sending the Step 2 Application documents via postal mail, must be postmarked by June 20, 2025.

Send via Letter Pack Light to the address indicated at the end of this Guide. 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 9, 2025 (Mon), you may submit your application in advance.

Important If your municipality will not begin issuing the FY2025 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 excluded from the application review due to inadequate documentation.

○Acquiring the Income and Taxation Certificate for Fiscal Year 2025 (Certificate of All Registered Matters) (Important)

The Income and Taxation Certificate for Fiscal Year 2025 (containing income details from January to December 2024) is issued from around June by the municipal office of the municipality in which you resided on January 1, 2025 (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 "CAMPUSSQUARE".
- (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 September 30 2025, 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 “CAMPUSQUARE” . Please check it frequently for updates or change your email delivery settings to the appropriate email address. 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·C (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 program 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, 2025 (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, 2025 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 2024.
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 2025 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 school year fields, fill in the school name and school year for April 2025. For the school category field, enter national, public, or private.
 3. In the “Academic Year 2024 Tuition Fee Exemption Status” 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 2025 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 2024. If you entered Japan in or after February 2024 (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 2024, 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 (including TA, RA, work-study, etc.), allowance, etc. without omission for the period from January to December 2024. For part-time work, even if short-term employed or left a position mid-career, need to enter the amount of income. For the amount of income, enter the payment amount of the withholding tax slip (if there are multiple sheets, the total amount).
 - 2. For support from parents, enter a total of allowance you received from January to December 2024, 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 2024 to March 2025 (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.
- i Total annual expenditure
 - 1. For total annual expenditure, enter the total expenditure from January to December 2024.
 - 2. Total annual expenditure should not exceed total annual income. Check your income and expenditure before entering.
- ii **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
- iii When entering loans, provide the name of the borrower and your relationship to the borrower.
- iv For other income, provide specifics about the income.
- v **You will be contacted by the Financial Support Office to provide specifics if your expenditure is deemed to be unnaturally low.**

Appendix

Academic and Financial standards relating to tuition fee exemption or deferment of payment

1. Academic Standards (Undergraduate students)

Applicants must have acquired at least the required number of credit hours prior to the application semester (see 『Required Number of Credit Hours by Year and Semester Level』 below), and must have received at least 70% of grades at a “B” level or higher*1.

{ *1 Approved credits are not included in the calculation of “grades at “B” level or higher”. }

『Required Number of Credit Hours by Year and Semester Level』

Exemption application school year and semester	Second Year		Third Year		Fourth Year	
	First Semester	Second Semester	First Semester	Second Semester	First Semester	Second Semester
Required number of credit hours prior to the application semester	31	47	62	78	93	109

2. Financial standards (exemption standards)

This is determined from the total income amount of the previous year (including 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).

	Undergraduate	Graduate school (Master's program)	Graduate school (Doctoral program)
Father is a salaried employee	6.59 million yen or less	6.89 million yen or less	8.32 million yen or less
Father has income from a business	4.01 million yen or less	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.

3. 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

2025 - Tuition Fee Exemption Application

令和7年度(2025年度)
授業料免除願

Date

____ / ____ / ____
YYYY / MM / DD

埼玉大学長 殿

Graduate school / Faculty
研究科 / 学部Program / Department
課程 / 学科Student ID#
学籍番号Name
出願者氏名Telephone
電話 ()Address
住所

私は授業料免除等申請のしおりを熟読のうえ、下記の理由により授業料免除を申請します。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申請書類等の記載事項に事実と相違があった場合は、審査対象から除外されても異議ありません。
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 FY2025.

Cancel Date (mm / dd)

Signature

 2025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 FY2025.

Cancel Date (mm / dd)

Signature

 2025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, 2025

2025年4月1日現在

学籍番号 (Student ID No.)	フリガナ	Arrival to Japan (YYYY/MM) 入国年月 年 月
	Name 氏名	
課程 (Program)	入学年月 (該当を○で囲んでください) Enrollment (Circle the year and month you joined the university)	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-2022 ※Apr-2023 ※Oct-2023	前期のみ申請で受付 (Apr - Sep, 2025 only)
	※Apr-2024 ※Oct-2024	前期・後期一括申請で受付 (one year Apr, 2025 - Mar, 2026)
※博士後期課程 (3年) Doctoral program (3years)	※Oct-2020 ※Apr-2021 ※Oct-2021 ※Apr-2022 ※Oct-2022	前期のみ申請で受付 (Apr - Sep, 2025 only)
	※Apr-2023 ※Oct-2023 ※Apr-2024 ※Oct-2024	前期・後期一括申請で受付 (one year Apr, 2025 - Mar, 2026)
※学部 災害 (4年)	※2021 → 前期のみ申請 (Apr - Sep, 2025 only)	※2022 ※2023 ※2024 → 前期・後期一括申請で受付 (one year Apr, 2025-Mar, 2026)

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	2024 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
							1st: ※Full・Half・Partial・Non	
							2nd: ※Full・Half・Partial・Non	
							1st: ※Full・Half・Partial・Non	
							2nd: ※Full・Half・Partial・Non	

2024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 2024 (excluding for a temporary return to Japan) do not need to fill out the following. Submit Form 1-2 instead.

2024 Total annual Income / 年間総収入			2024 Total annual Expenditure / 年間総支出		
Your scholarship 本人の奨学金 (2024/4/1~ 2025/3/31)	名称 (Scholarship name)		食費 (Food)	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 (2024/1/1/ ~ 2024/12/31)	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	2024年度授業免除状況 (2024 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 (2024/1/1~12/31)	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

List of documents 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・C * 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 glue the front and reverse sides together.	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 2024" if applicant had any income * If you had income in 2024, please attach <u>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 2024	<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 2024	<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 fiscal year.	Financial Support Office homepage
Applicant who has exceeded the standard period of study as of April 2025	<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 2025, 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 2025.	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 2024	<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, 2024, and March 31, 2025	<input type="checkbox"/>	Certification of Resignation (Form 5) or a severance payment withholding slip (copy) * If you plan to retire, 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 fiscal year.	The employer from which the person retired or Financial Support Office homepage
Person who entered Japan in 2025 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 9 to 20, 2025. 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 (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 anyone with no income if not a high school or younger student	<input type="checkbox"/>	Income and Taxation Certificate for Fiscal Year 2025 (Containing income details for 2024) * The Certificate must certify all registered matters (with none of the details hidden by asterisks, etc.) or list income and earnings of 2024 and inhabitant tax assessed for 2025. If the certificate lists taxes assessed only for any reason, an income certificate for FY2025 (containing income details for 2024) must be attached. * Please ensure that you do not submit the Income and Taxation Certificate for Fiscal Year 2024 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 2025 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 2025 (Certificate of All Registered Matters) (Important)**

As a general rule, the FY2025 Income and Taxation Certificate (containing income details for January to December 2024) is issued at the municipal office of the municipality in which you resided on January 1, 2025. 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 FY2025 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.