

2025 Academic Year, Second Semester Tuition Fee Exemption - Application Guide

[For Privately-Funded International Students - B For Graduate Students, C For Undergraduate Students Affected by Disaster]

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 of Saitama University (excludes MEXT students, students dispatched from foreign governments, research students and credited auditors) who have completed payment of tuition fees for all semesters prior to the one for which the application is made*1. Undergraduates can apply only when they have been affected by a disaster, such as fires and natural disasters in Japan (and can obtain the Disaster Victim Certificate). Please note that the students who have exceeded the standard period of study as of October, 2025, are ineligible. However, students may apply within the time periods indicated in (i), (ii) and (iii) below if they have a "Letter of Recommendation" (Form 10) from a supervisor, etc.
 - (i) Graduate students (Master's program) Up to the first year after the students have exceeded the standard period of study (2 years).
 - (ii) Graduate students (Doctoral program) Up to the first two years after the students have exceeded the standard period of study (3 years).
 - (iii) Undergraduate Students (Disaster Victim) Students who have exceeded the standard period of study (4 years) for special reasons such as illness, studying abroad, etc., but meet the "Academic standards" in the "Appendix". However, such students must not exceed the standard period of study by more than one year.

*1 Tuition fees for all semesters prior to the one for which the application is made must be fully paid. Applicants with unpaid tuition fees will be excluded from the application review.
The deadline for payment of tuition fees for all semesters up to the first semester of 2025 is September 30, 2025 (this does not apply if a student is fully exempted from tuition fee).
- (2) "Academic and financial standards" are listed in the "Appendix" at the end of this document.
- (3) Applications for tuition fee exemption can only be made for the second semester of the 2025 academic year.

2. How to apply

Step 1: Input application data (available from October 1, 2025)

- (1) Open the [Application Registration Screen] from the CampusSquare, and input your application data.

How to access [Application Registration Screen]: CampusSquare ⇒ Student Info ⇒ Exemption ⇒ Application Registration
- (2) After proceeding to "Confirmation" on the input screen, you will be able to download the "Tuition Fee Exemption Application Form and Applicant's Household Financial Report". Please print it as a double-sided printing (with long-edge binding) or as single-sided printing (glue the blank sides of the first and second pages together).
 - Please check P3 "[Icon] Creation of Application Data" and input.
 - The operation manual for inputting the data is available at CampusSquare ⇒ URL ⇒ Tuition Fee Exemption Web Application Operation Manual.

Some input items require you to check your own information in advance, such as the amount of your last year's income and expenditure (per expenditure items), so before inputting your data, please read the operation manual to check carefully the input items and the methods.
 - If you are unable to input the information due to a system malfunction, please contact the Financial Support Office within the acceptance period. **If you contact us after the acceptance period, we will not be able to accept your application.**

*Completing the Step 1 (Input application data) does not complete the application process. Please be sure to also complete the Step 2 (Submit the application document).

Step 2: Submit the application documents (bring the documents personally or send them by post to the Financial Support Office)

After preparing the "Tuition Fee Exemption Application Form and Applicant's Household Financial Report" printed in the Step 1 and attaching any required documents of proof (confirm the required documents by referring to P6 : 7 "List of documents."), submit your application during the following acceptance period.

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

Acceptance period: **From October 16 (Thu) to October 29 (Wed), 2025 ***

Where to submit: **Student Support Division Financial Support Office**

*When submitting the documents by post, it must be postmarked by the last day of the acceptance period. The document must be sent via Letter Pack Light to the address indicated at the end of this Guide. Write "2025 Academic Year, Second Semester Tuition Fee Exemption Application" in the Letter Pack Light's "Contents Description."

○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 by the municipal office of the municipality in which you resided on January 1, 2025. Submit a certificate that lists all the 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.

- (1) 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.
- (2) 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.
- (3) 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.
- (4) 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.

3. 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.

- (1) **Documents submitted after the specified deadline will not be accepted.**
 - (2) **The Financial Support Office will not contact or urge the applicant to submit the documents even if the applicant misses the specified deadline.**
 - (3) **Applicants who do not resubmit documents that contained deficiencies or errors by the specified deadline will be considered to have submitted inadequate documentation and will 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.

4. Important points

- (1) Notifications related to tuition fee exemption will be announced on CampusSquare.
- (2) The exemption amount will be the full amount or half of the semester's tuition fees. Result of the application to the tuition fee exemption will be announced in December. Do not pay tuition fees until the results have been announced.
- (3) If the application review establishes that a payment must be made, the payment method will be notified when the results are announced. **Failure to pay the relevant payment by the specified date (March 31, 2026) will result in the applicant becoming a "non-payer of tuition fee" and will be disqualified from applying for the exemption in the**

next term.

- (4) The application will not be authorized for cases including requested documents not being submitted by the submission deadline, or applications 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 CampusSquare. You need to constantly check CampusSquare, or change your email delivery settings so that our message will be sent 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](tel:048-858-3033))**

II Creation of Application Data

- Log in to CampusSquare and go to "Student Info" ⇒ "Exemption" ⇒ "Application Registration" to open the application input screen.
- You need to input information in the following four items in numerical order: "1. Basic Information", "2. Personal Information", "3. Family Information in Japan", and "4. Household's Finance Information". The points to note for each item are described in the operation manual and in the following, so please check them before inputting your data.
 - * The operation manual for inputting the data is available at CampusSquare ⇒ URL ⇒ Tuition Fee Exemption Web Application Operation Manual.
- The input screen will time out after 30 minutes, so please use "Temporary Save" frequently.
 - * To use "Temporary Save", click "Review Your Application" at the bottom of each input screen, and then click "Temporary Save" at the bottom of the confirmation screen that appears.
- In the field for inputting the amount, input only full-width or half-width numbers without using commas ",".
- If you have any questions, please inquire in advance with the Student Support Division Financial Support Office staff.

1. Inputting "Basic Information"

- (1) Items from the "Application Year" to the "Leave of absence" will be displayed automatically. Please make sure that the displayed information is correct. If there is an error in the displayed information, it cannot be corrected on this screen. After printing the "Tuition Fee Exemption Application Form and Applicant's Household Financial Report", cross out any errors with two parallel lines and then make the correction.
- (2) Please select "Exemption" for "Application Type".
- (3) For "Application Category," select "B: [Private International Students] Graduate" if you are a graduate student or "C-2: [Private International Students] Undergraduate (Disaster Victim)" if you are an undergraduate student affected by disaster.
 - * However, if your status of residence is "Permanent Resident", "Long-term Resident", "Family Resident", or "Spouse or Child of Japanese National", please check the Exemption Application Guide for Japanese nationals, and select "A: [Japanese] Graduate" if you are a graduate student, or "C -1: [Japanese] Undergraduate (Disaster Victim)", if you are an undergraduate student affected by disaster.
- (4) In the "Reason for Application", provide the specifics and details of the reason you require a tuition fee exemption.

2. Inputting "Personal Information"

- (1) In the "Type of Housing", Students enrolled in 2024 or earlier select "Dormitory, Apartment, etc." if you live alone in Japan, or "Home" if you live with your family in Japan. Students enrolled in 2025 select "Home".
- (2) In the "Date of entry into Japan", input the date of entry into Japan. If you have re-entered Japan after returning to your country temporarily, input the date when you entered Japan for starting your overseas study, etc., not the date of your re-entry.
- (3) In the "School Information before entering Saitama University", input the information about the school you attended most recently before entering Saitama University (Including research students and credited auditors).

3. Inputting "Family Information in Japan"

Input information of **each of the applicant's family members in Japan sharing the same source of income (excluding the applicant itself)** as of October 1, 2025. **If you have no family in Japan, you do not input anything. click "Review Your Application" at the bottom of the input screen, and then click "Register" at the bottom of the confirmation screen that appears.**

- (1) Input (or select) "Relationship", "Name", "Age", "Status of Residence", and "Category".
 - ▶ Notes on selecting "Category"
 - Please select one of the following categories: "Employed/Unemployed", "Student", "Working adult student", or "Preschoolers".

- Employed /Unemployed・・・Anyone other than "Student" "Working Adult Student", or "Preschoolers".
 - Student・・・Students attending an elementary school, junior high school, high school, university, technical college or vocational school.
 - *If a family member is a working adult student, select "Working Adult Student".
 - *A family member enrolled in a Japanese language school or an unaccredited school does not fall under the category of "Student", so for such member, select "Employed/Unemployed".
 - Preschoolers・・・ Pre-elementary school children
- (2) For "Student" and "Adult Working Student", please input (or select) information about its place of study as of October 2025.
- As for the "Tuition Exemption Status in the Previous Fiscal Year", input information in it only when your family member is a student of national university or national technical college.

4. Inputting "Household's Finance Information"

Please input your annual income and expenditure status in 2024, item by item. However, if you entered Japan after February 2024 (excluding your re-entry to Japan after temporary return to your home country), input the monthly average amount of income and expenditure from your entry to Japan to the present since it has been less than one year after your entry to Japan. In either case, input the annual amount actually paid in 2024 in the sections Admission Fee, Tuition Fee, Rent Deposit etc., and Other Expenditure.

Note that (1) Income Status and (2) Expenditure Status below are for explaining what to input for your annual income and expenditure status. If you entered Japan after February 2024, please replace descriptions about annual income and expenditure, with descriptions about "average monthly amount".

(1) Income Status

- 1) In "Your Scholarship", as it will be calculated by the academic year, input the amount from scholarships from April 2024 to March 2025.
- 2) In "Your Income", input the full amount from part-time work, allowance, etc. without omission for the period from January to December 2024.
 - i. In "Financial Support from Family", input the total of allowance you received from January to December 2024, including tuition fee, rent, credit card shopping, etc. paid by your parents.
 - ii. In "Part time work, RA, TA, etc. Income", input the full amount from part-time work, etc. without omission for the period from January to December 2024.

*If you have had a part-time job regardless of whether it is a long term or short term one, or whether you are still doing it or have already quitted from it, make sure to input the amount of income from it (the payment amount on the withholding tax certificate (if you have multiple certificates, their total amount)). Please also note that TA, RA and work-study, etc. in this university are also counted as part-time work.
 - iii. In "Loans", please input the information of the lender (name, your relationship with the lender).
 - iv. In "Other Income", please input specific details of such income as well.

*If you have received benefits from national and local governments, please input the amount received here.
- 3) In the "Income of Family in Japan", if you have family members in Japan who share the same source of income and have income (salary, scholarships, allowances, etc.), input the total amount of such income from January to December, 2024 without omission.
 - i. In "Full/Part time work etc.", input the total amount of salary, child benefit, etc.

*For salary, enter the payment amount on the withholding tax certificate.
 - ii. In "Other Income/Scholarship", input the total amount of scholarships, allowances and benefits from national and local governments, etc.

(2) Expenditure Status

- 1) Input the expenditure amount from January to December 2024.

If you have family members in Japan sharing the same source of income, please input the amount of expenditure including the expenditure of such family members.
 - 2) Annual expenditure should not exceed annual income. Check your income and expenditure before inputting.
 - 3) **You will be contacted by the Financial Support Office to provide specifics if your expenditure is deemed to be unnaturally low.**
- (3) **The amounts provided at the time of the application can only be corrected if they are to be corrected based on documents of proof.** Correction cannot be made 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

5. Confirmation of application data

- (1) On the 'Application Registration Screen (Top Screen)', once all the items you entered in 1 to 4 are marked as 'Registered', click 'Confirmation'. After 'Confirmation', you will not be able to modify the input content, so proceed carefully.
- (2) Download the "Tuition Fee Exemption Application Form and Applicant's Household Financial Report" from the screen that appears afterwards. Print the "Tuition Fee Exemption Application Form and Applicant's Household Financial Report," attach the required documents, and submit them within the acceptance period.

Appendix

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

1. Academic standards (undergraduate students)

The number of credits earned up to the semester before the one for which the application is made must be at least the standard number of credits earned (see "Standard Number of Earned Credits by Year/Semester" below), and (number of credits given with) a grade of "B" or better *1 must be 70% or higher.

*1 Credits earned through your activities outside this university are not included in the calculation for "grade of 'B' or better".

"Standard Number of Earned Credits by Year/Semester"

Subject of exemption application Year/Semester	1st year	2nd year		3rd year		4th year	
	Second semester	First semester	Second semester	First semester	Second semester	First semester	Second semester
Standard number of earned credits by the previous semester	16	31	47	62	78	93	109

2. Financial standards (exemption standards)

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

	Undergraduate	Graduate school (Master's program)	Graduate school (Doctoral program)
Father is a salaried employee	6.45 million yen or less	6.78 million yen or less	8.21 million yen or less
Father has income from a business	3.90 million yen or less	4.20 million yen or less	5.63 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

The 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 an 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
(Office) Weekdays: 8:45-16:45 (Tel.) Weekdays: 9:00-12:15, 13:15-17:00

List of documents and check sheet for Privately-funded international students

For the applicant and family members who share the same source of income, submit the following documents.
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.

*For the documents in the list where the 'Where to obtain' item is 'Financial Support Office homepage', please download them from the link below.

https://park.saitama-u.ac.jp/~student_support/men/#yousiki

Necessary Documents

Applicable Person	<input checked="" type="checkbox"/>	Document	Where to obtain
Applicant	<input type="checkbox"/>	Tuition Fee Exemption Application Form and Applicant's Household Financial Report * After inputting the application data, print the downloaded “Tuition Fee Exemption Application Form and Applicant's Household Financial Report” double-sided printing (with long-edge binding) or as single-sided printing (glue the blank sides of the first and second pages together).	Download after inputting application data
	<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 and all family members in Japan 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 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

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
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. Even if you are not receiving a scholarship, you will need to 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 past.	Financial Support Office homepage
Applicant who has exceeded the standard period of study as of October 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

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 March 2026.	Current school of enrollment
Public/private university student	<input type="checkbox"/>		
Technical college/vocational school student	<input type="checkbox"/>		
National technical college (KOKEN) 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 April 1, 2024, and September 30, 2025	<input type="checkbox"/>	Certification of Resignation (Form 5) or a severance payment withholding slip (copy) * 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 past.	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)	Held by the Applicable Person
If you were victimized by a natural disaster, etc. in Japan	<input type="checkbox"/>	Disaster Victim Certificate	Municipal office

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