

2026 Academic Year, Second Semester Tuition Fee Exemption Application Guide

[B Graduate School - For Privately-Funded International Students*]

*If your status of residence is "Permanent Resident", "Long-term Resident", "Family Resident", or "Spouse or Child of Japanese National", please check the Guide for Japanese 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.

Applications for tuition fee exemption can only be made for the second semester of the 2026 academic year.

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.

Please note that students who have exceeded the standard period of study as of October 2026 are ineligible. However, students may apply within the time periods indicated 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 standard period of study (2 years).
- ii Graduate student (Doctoral program) Up to the first two years after the student has exceeded the standard period of study (3 years).

*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.
If you are applying for an exemption for the second semester of 2026 ... The deadline for payment of tuition fees through the first semester of 2026 is September 30, 2026 (this does not apply if a student is fully exempted from tuition fee).

2. How to apply

【1】 Input application data (available from October 1, 2026)

- (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 "III 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 email address below within the acceptance period. Please include your student ID number, name, and details of the problem (attach a screenshot if possible). **If you contact us after the acceptance period, we will not be able to accept your application.**

【mail : shougaku@gr.saitama-u.ac.jp】



*Completing "【1】 Input application data" does not complete the Step1 application process. Please be sure to also complete "② Submit the application documents".

[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 [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 (Fri) to October 29 (Thu), 2026*

Reception location: 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 on page 5. Write "2026 Tuition Fee Exemption Application" in the Letter Pack Light's "Contents Description."

○Acquiring the Income and Taxation Certificate for Fiscal Year 2026 (Certificate of All Registered Matters) (Important)

The Income and Taxation Certificate for Fiscal Year 2026 (containing income details from January to December 2025) is issued from around June by the municipal office of the municipality in which you resided on January 1, 2026. 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.

- (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 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 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.
Results are scheduled to 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. If you do not make the payment in question by the specified date (March 31, 2027) you will be regarded as having "not paid the tuition fees" and not be qualified to apply for the next semester.
- (4) The application will not be authorized for cases including requested documents not being submitted by the submission deadline, or the application containing false information.
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.
- (5) 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.**

★ **We may contact students through "CAMPUSSQUARE". 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 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 " ".
- To the previous page, please click the **Back** button at the bottom of the screen. Do not click the "←(back)" on your browser.
- 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) For "Application Type," select "Exemption".
- (3) For "Application Category," select "B: [Private International Students] Graduate".
*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".
- (4) In the "Reason for Application", provide the specifics and details of the reason you require a tuition fee exemption.
*Enter within 400 full-width characters or 700 half-width characters.
*Enter the text without using line breaks.

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 or later 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, 2026. 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 2026.

*For students whose school of enrollment has not been confirmed, input provisional information and input "Undecided" in the "School Name".

*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 2025, item by item. However, if you entered Japan after February 2025 (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. Regardless of the date of entry into Japan, please enter the total amount actually paid in 2025 in the "admission fee," "tuition fee," "rent deposit etc." and "Others" fields.

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 2025, 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 2025 to March 2026.
- 2) In "Your Income", input the full amount from part-time work, allowance, etc. without omission for the period from January to December 2025.
 - i. In "Financial Support from Family", input the total of allowance you received from January to December 2025, 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 2025.

***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, please 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, 2025 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 2025.

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.
* After 'Confirmation', if you notice any errors in the information, cross out the incorrect part on the printed "Tuition Fee Exemption Application Form and Applicant's Household Financial Report" with a double line and write in red the correct information.

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
Mail: shougaku@gr.saitama-u.ac.jp
(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.

*Form1 to 10 are available from the link below.

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

Necessary Documents

Applicable Person	☒	Document	Where to obtain
Applicant	☐	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
	☐	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's Income Status Report (Form 2)	Financial Support Office homepage
	☐	A copy of “Withholding slips for 2025” if applicant had any income * If you had income in 2025, 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
	☐	A copy of Documents proving income in Japan from January to December 2025 (until March 2026 if receiving a scholarship)* (a copy of bankbook, a screenshot of the bankbook app, a receipt proving that the cash you brought with you has been exchanged into Japanese yen, etc.) • Mark the documents with different colors according to the following categories: 1. Scholarship 2. Salary 3. Financial Support from Family 4. Borrowings 5. Others • If you submit a copy of your bankbook(or money transfer app, etc.), please also include the section showing the name of the account holder. • If your family pay for the credit card you use, submit a copy of the document showing the amount used for the period above. * If you entered Japan in or after February 2025, you must submit documents showing your income from the date of arrival to the date of application.	Held by the Applicable Person
	☐	A copy of the lease agreement	
Applicant and all family members in Japan who share the same source of income	☐	Certificate of Residence denoting all members of household * Issued not more than three months prior, and <u>denoting “status of residence”</u> .	Municipal office
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	☐	Income and Taxation Certificate for Fiscal Year 2026 (Containing income details for 2025) * The Certificate must certify all registered matters (with none of the details hidden by asterisks, etc.) or list income and earnings of 2025 and inhabitant tax assessed for 2026. If the certificate lists taxes assessed only for any reason, an income certificate for FY2026 (containing income details for 2025) must be attached. * Please inform us if your Income and Taxation Certificate cannot be obtained because you entered Japan in or after January 2026 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	☒	Document	Where to obtain
Applicant who studied in another school in the Academic Year 2025	☐	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 received a scholarship between April 2025 and March 2026	☐	A copy of the scholarship certificate, or a document such as an acceptance notification that shows the scholarship name, the amount received, and the period of receipt. * If you are unable to submit the documents above, submit "Scholarship Receipt Status Report (Form 3-2)".	Scholarship organization or Financial Support Office homepage
Applicant who has exceeded the standard period of study as of October 2026	☐	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	☒	Document	Where to obtain
High school student	☐	Certificate of Enrollment * A student ID card (copy) is acceptable if it lists an expiration date that is valid from March 2027.	Current school of enrollment
Public/private university student	☐		
Technical college/vocational school student	☐		
National technical college (KOSEN) student	☐	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	☐		
Junior high school or younger student	☐	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	☒	Document	Where to obtain
Person who was publicly funded by the state or a municipality between January 1 and December 31 2025	☐	• 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, 2025, and September 30, 2026	☐	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 past.	The employer from which the person retired or Financial Support Office homepage
Person who entered Japan in 2026 Applicant and family members in Japan	☐	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

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 2026 (Certificate of All Registered Matters) (Important)**

As a general rule, the FY2026 Income and Taxation Certificate (containing income details for January to December 2025) is issued at the municipal office of the municipality in which you resided on January 1, 2026. 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.