

Spring Semester of the Academic Year 2022–2023

Application Guidelines

for the Financial Support Programs of

Yokohama National University

(For International Students Entered by March 2020)

[Attention]

These application guidelines apply to international students who entered YNU by March 2020 or those who entered YNU in or after April 2020 as transfer students and are enrolled in the 4th year.

If you enter / entered YNU in or after April 2020 (including those who were enrolled in YNU before April 2020 and advance / advanced to a higher program (e.g. from undergraduate to master's program) in or after April 2020, and those who enter / entered YNU in or after April 2020 as transfer students and are enrolled in the 2nd or 3rd year), please read the application guidelines for "International Students Entering / Entered in or after April 2020."

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Student Support Division & International Education Division

Student Affairs Department

1. Application Procedure for the Spring Semester (Overview)

(1) Introduction

If you wish to apply for any of the Yokohama National University (YNU) financial support programs listed below, please follow the instructions in these application guidelines to lodge an application and other necessary documents within the designated period.

1) Tuition waiver and deferment

If you have difficulty paying your tuition for financial or other reasons, this program will award you a full or half waiver of your tuition fees after you pass the application screening.

2) Data registration for university-recommended scholarships

To qualify for a university-recommended scholarship provided by one of the scholarship foundations, you need to register your basic data for internal screening. If you apply for such a scholarship, make sure to register your basic data.

(2) Application Schedule & Procedure

The application schedule and procedure are as described below.

1) Application Schedule

Tuition waiver/deferment and data registration for university-recommended scholarships

Application document distribution period	From Friday, February 18, 2022	
Deadline for Application (Application in person)	<u>17:00 on Monday, April 4, 2022</u>	Submit to: International Student Support Section, International Education Division (Counter No. 4 on the second floor of the Student Center)
Deadline for Application (Application by online)	<u>17:00 on Monday, April 4, 2022</u>	Submit your application documents in accordance with the instructions in the "Application by Online" section below.
Deadline for acquisition of the "Student" status of residence*	<u>Tuesday, May 31, 2022</u>	For those applying for data registration for university-recommended scholarships.
Announcement of tuition waiver/deferment results	<u>Friday, July 29, 2022</u>	Applicants will not be notified for the completion of data registration for university-recommended scholarships.

* Students who are expected to obtain their "Student" status of residence or are in the process of renewing it are required to follow the application procedure by the deadline for application. After they have obtained or renewed their "Student" status of residence, they are required to resubmit "4-1) Residence Card Attachment Sheet (Form 4-1)" by the deadline. If this document is not resubmitted by the deadline, their tuition waiver applications will be rejected, and their data will not be registered for university-recommended scholarships. Please consult individually if you cannot come to Japan and

obtain the residence card by the deadline for entry restrictions and other unavoidable circumstances.

2) Application Procedure

Download the application forms from the website below, fill in and print out the forms, and then either apply in person or by online.

<http://www.gakuseisupport.ynu.ac.jp/>

[Application in Person]

- Application acceptance hours at the application section are 8:30 am to 12:45 pm and 1:45 pm to 5:00 pm, excluding Saturdays, Sundays, and national holidays.
- Application in person may be stopped if the situation changes.

[Application by Online]

- Your application documents must be submitted from the URL posted on the website below by the deadline. Please keep a confirmation email for the submission.

URL : <https://reg18.smp.ne.jp/regist/is?SMPFORM=odlf-lcrdnh-09003352518c288a9f99d361315d1a97>

(3) Application for the Fall Semester

If you made an application in the spring semester for a tuition waiver/ deferment and data registration for university-recommended scholarships, you do not need to submit application documents again in the fall semester. However, since the screening for tuition waiver is conducted every semester, application results for the fall semester are not always the same as those for the spring semester. Make sure to check the announcement results of the fall semester even if you apply in the spring semester.

[Tuition waiver/ deferment]

Please note that if there are any changes as described below* after your application in the spring semester, you will need to resubmit application documents for the fall semester. The application procedure will be announced on [the Student Support Division's website](#) around mid-August.

* Change to the family structure, study situation, employment situation, or family budget situation occurred to you and/or your family members living in Japan.

Also, if there are any changes as described below* after your application in the spring semester, you are not eligible for a tuition waiver/ deferment in the fall semester.

* You advance to a higher program from the fall semester and are not selected as a prospective recipient at the time of passing the entrance examination (e.g. master's program to doctoral program)

[Data registration for university-recommended scholarships]

If there are any changes as described below* after your application in the spring semester, you will need to resubmit application documents for the fall semester. The application procedure will be announced on [the Student Support Division's website](#) around mid-August.

* Change to your student status effective from the fall semester and advancement to a higher program (e.g. master's program to doctoral program)

(4) Documents Submitted

Check the necessary documents in the table below and then submit them. If you apply for both programs, only one copy of each document is required.

Documents submitted	Tuition waiver/ deferment	Data registration for university- recommended scholarships
1) Application Form and Checklist (Form 1)	<input type="radio"/>	<input type="radio"/>
2) Family Budget Statement (Form 2) * Applicants who have a student among their family members living in Japan or are part of a household that is eligible for a special deduction are also required to submit verification documents.	<input type="radio"/>	
3-1) Income Statement (Form 3-1) * Fill in the months when you were paid (not the months you worked).	<input type="radio"/>	
3-2) Income Statement [for Family] (Form 3-2) * <u>Submit statements for all applicable family members living in Japan (excluding the applicants themselves, students, babies and infants).</u> * Fill in the months when they were paid (not the months they worked).	(○)	
4-1) Residence Card Attachment Sheet (Form 4-1) * Attach copies (both sides) of the residence cards.	<input type="radio"/>	<input type="radio"/>
4-2) Residence Card Attachment Sheet [for Family] (Form 4-2) * <u>Submit copies of the residence cards of all family members living in Japan.</u> * Attach copies (both sides) of the residence cards.	(○)	
5-1) Income Certificate * Copies of your pay slips or bankbook * For all income received <u>between July and December 2021</u>	<input type="radio"/>	
5-2) Income Certificate [for Family] * <u>Certificates for all family members living in Japan who have an income (excluding students, babies, and infants)</u> * Copies of their pay slips or bankbooks * For all income received <u>between July and December 2021</u>	(○)	

5-3) No-Income Certificate [for Family] * <u>Certificates for all family members living in Japan who have no income (excluding students, babies, and infants)</u> * Latest tax exemption certificate or taxation certificate	(○)	
6) Recommendation (Form 5) * Applicants who are doctoral students applying for a tuition waiver/ deferment.	(○)	

(5) Important Information

- YNU will not allow you to inspect the documents you submit, nor will it lend or return them to you.
- If your application contains any false declarations or your conduct constitutes grounds for disciplinary action, your application or application results may become invalid.
- Information posted on campus bulletin boards and [the Student Support Division's website](#) is deemed to have been communicated and received, so you cannot file a protest later on the grounds that you did not see the information posted.
- As a general rule, you will receive messages at the YNU e-mail address if YNU has any inquiries. Please make sure that your e-mail address can receive any necessary information from the relevant sources listed below: Tuition waiver/deferment: Financial Support Section, Student Support Division (gakusei.keizai@ynu.ac.jp); Data registration for university-recommended scholarships: International Student Support Section (kokusai.shien@ynu.ac.jp). Please note that if any of the required responses and documents are not submitted by the designated deadline, you may be disadvantaged or your application may be excluded from the screening process.
- You need to apply separately each academic year. The application mentioned in these application guidelines is for the academic year 2022-2023.

2. Tuition Waiver and Deferment

(1) Overview of the Program

If Japanese students or international students have difficulty paying their tuition fees for financial or other reasons, this program will award them a full or half waiver of their tuition fees or allow them to defer payment for a certain period after they pass the application screening.

* If you cancel your enrollment before the results of your application for an admission fees waiver or deferment have been officially announced, you will be required to pay the admission fees.

(2) Application Eligibility

To apply for a tuition waiver/deferment, you are required to meet one of the following eligibility requirements.

1) You have difficulty paying your tuition fees for financial reasons: "General application" category

* If you plan to take a leave of absence, or graduate/ complete during each semester (spring: April - September, fall: October - March), you are not eligible for a tuition waiver/deferment in that semester.

2) Your tuition payer living in Japan died or you or your tuition payer suffered wind, flood, or other disaster damage during the previous semester and you are considered to have significant difficulty in paying your tuition fees: "Application under special circumstances" category

- "During the previous semester" means the period from October 1, 2021, to March 31, 2022, for spring-semester applications.
- "Tuition payer" means the person who is principally responsible for paying your tuition fees. Your tuition payer must be someone from your household who is living in Japan.
- "Wind, flood, or other disaster damage" means damage that occurred in Japan as a general rule and for which a disaster victim certificate or other similar certificates are issued by a public institution.
- If you are to apply under the "Application under special circumstances" category, notify the Financial Support Section, Student Support Division in advance.

(3) Screening Method

Students who fall under the "General application" category need to undergo academic and financial assessments. Students who fall under the "Application under special circumstances" category must undergo a financial assessment.

[Academic assessment]

- An "academic assessment" is based on your academic records for the previous semesters.
- As a general rule, students whose enrollment period (excluding any leave of absence) has exceeded the minimum period required for graduation are not eligible to make an application. However, only if you are enrolled for not more than one year beyond the minimum period required for graduation, you may be considered "eligible", depending on the reason.
- If an academic assessment considers you are not eligible, your application will be "rejected" however difficult your financial situation is.
- The academic assessment criteria for tuition waiver and deferment are as shown below.

Undergraduate Program	Students who have earned at least the standard number of credits* specified by their colleges and received a "good" or a higher grade for at least 60% of their earned credits.
Master's programs	Students who have earned at least the standard number of credits* specified by their graduate schools or other organizations and received a "good" or a higher grade for at least 60% of their earned credits.
Doctoral programs	Students recommended by their supervisors.

* See p. 11 for the standard number of credits specified by colleges and graduate schools.

[Financial assessment]

A "financial assessment" is based on the financial situation of the entire household (only your family living in Japan) sharing living expenses with you.

If your family living in Japan has a student, a person with a disability, or a person undergoing long-term medical treatment (limited to persons whose total medical expenses within one year of your application are 200,000 yen or more) or is a single-parent household or a household affected by a disaster, a financial assessment will consider your family situation as long as you submit a document proving it. In these cases, notify the Financial Support Section, Student Support Division.

[Important] Since the waiver budget is limited, some successful applicants may not be awarded a waiver if there are many applicants. In this case, these applicants will be awarded a waiver in order of their academic performance.

(4) Screening Results

For each semester, YNU announces the following screening results: "Full waiver," "Half waiver," or "Rejection."

[Announcement date] Spring semester: Friday, July 29, 2022

Fall semester: Wednesday, December 21, 2022

- The announcement date is tentative and is subject to change depending on the circumstances. If the announcement date is changed, a new date will be announced on campus bulletin boards and [the Student Support Division's website](#).

[Announcement method] [Student Information System](#) (log in to the system with your ID and password)

- To protect personal information, YNU does not post application results on campus bulletin boards. Also, YNU does not send notices of results to individual applicants or accept inquiries by telephone about results.
- If you cannot check your results through [the Student Information System](#), go to the Financial Support Section, Student Support Division, with your student card. If you find it difficult to come to the university, please contact the Financial Support Section, Student Support Division (gakusei.keizai@ynu.ac.jp) from your YNU Mail account, with a copy of your student card.

[Payment deadline]

- If you are awarded a full waiver, you do not need to pay your admission fees.
- In the following circumstances, pay your admission fees by the following deadlines at a Japan Post Bank branch by using the Payment Slip available from the Credit Section, Financial Affairs Division, Finance Department:
Your tuition fees will be automatically debited from your registered account on **Monday, August 29, 2022 for the spring semester, and Friday, January 27, 2023 for the fall semester**, if you are awarded a half waiver or your waiver application is rejected, or if you

apply only for a deferment and if your deferment application is rejected;
and on **Monday, September 12, 2022 (Monday, August 29, 2022 if you are graduating / completing in September) for the spring semester, and Monday, February 27, 2023 for the fall semester**, if your deferment application is accepted.

[Important]

- Once you apply for a waiver or deferment, you will not need to pay your admission fees until the application results are announced.
- Please note that you will be expelled if you fail to pay your admission fees by the prescribed deadline, so make sure to observe the payment deadline.
- If you apply in the spring semester, make sure to check the announcement of application results in the fall semester. Application results for the fall semester are not always the same as those for the spring semester.

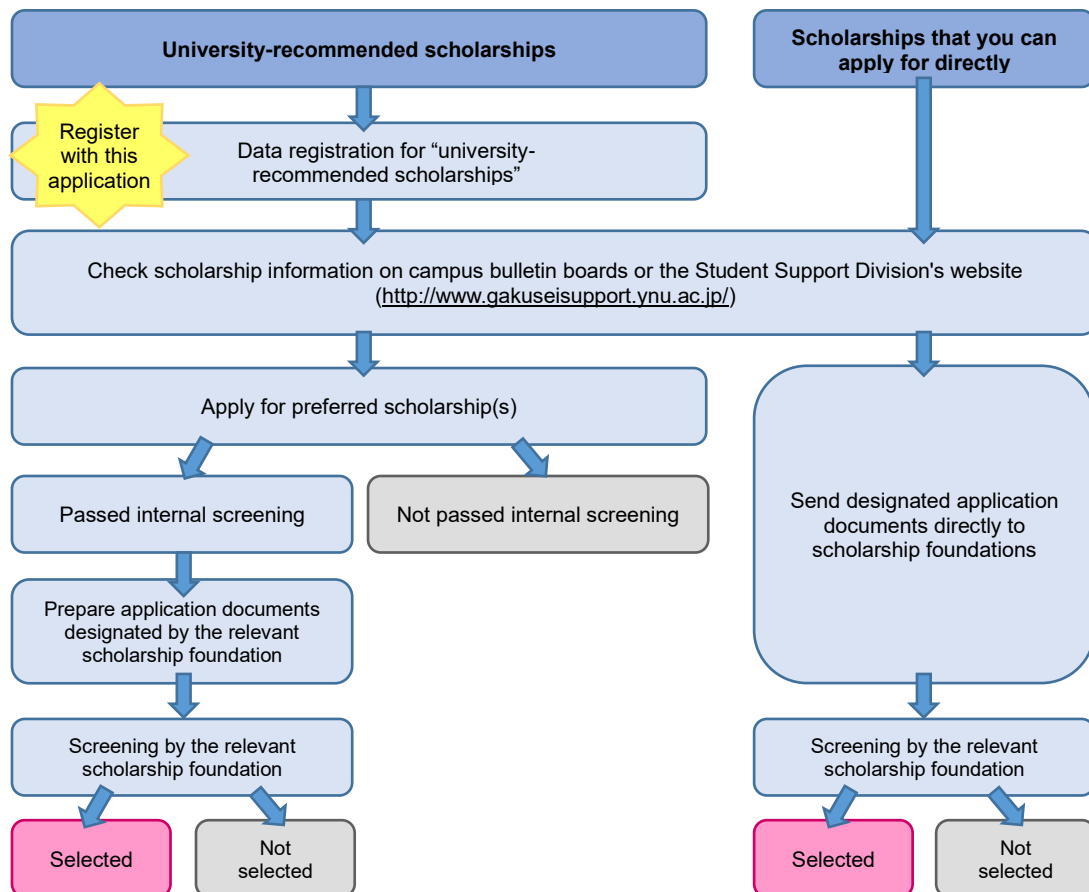
3. Data Registration for university-recommended scholarships

(1) Overview of the Program

Two types of scholarships are available for privately financed international students: University-recommended scholarships, which require a recommendation from the university in order for you to apply, and scholarships you can apply for directly, which allow students to apply directly to scholarship foundations. Data registration for university-recommended scholarships is a program for registering the basic data used in internal screening for scholarships requiring the university's recommendation.

[Important] You cannot apply for a scholarship simply by completing the data registration for university-recommended scholarships. After registration, please check the scholarship information provided on campus bulletin boards or the Student Support Division's website and then submit an application for your preferred scholarship(s) from the designated URL.

Scholarship Application Flow Chart



(2) Registration Period

This registration applies to scholarship applications for the academic year 2022-2023 (April 2022–March 2023). Make sure to register your data if you wish to apply for university-recommended scholarships for this period. Please note that even if the scholarship payments start in or after April 2023, you are required to complete this registration if applications are accepted up to March 2023.

(3) Application Eligibility

To apply for data registration for university-recommended scholarships, you are required to meet all of the following eligibility requirements.

- 1) You are a regular YNU undergraduate or graduate student as of April 1, 2022.**
- 2) You have a "Student" status of residence as prescribed by Japanese law (Immigration Control and Refugee Recognition Act)**
 - Students who are expected to obtain their "Student" status of residence or are in the process of renewing it are required follow the application procedure by the deadline for application. After they have obtained or renewed their "Student" status of residence, they are required to resubmit "4) Residence Card Attachment Sheet (Form 4-1)" to the International Education Division, Student Affairs Department on the second floor of the Student Center by **5:00 pm on Tuesday, May 31, 2022**. If this document is not submitted by the deadline, they are deemed to not meet the eligibility requirements and their data will not be registered for university-recommended scholarships. Please consult individually if you cannot come to Japan and obtain the residence card by the deadline for entry restrictions and other unavoidable circumstances.

(4) Screening Method

The rankings of applicants for data registration for university-recommended scholarships are determined based on the results of their academic assessments.

- The academic assessment is based on your academic records for the previous semesters.

(5) Application Results

Application results will not be announced for data registration for university-recommended scholarships.

You cannot apply for a scholarship simply by completing data registration for university-recommended scholarships. After registration, please check the scholarship information provided on campus bulletin boards or the Student Support Division's website and then submit an application for your preferred scholarship(s) from the designated URL. Notification of the internal screening results for individual scholarships will be sent by e-mail only to those who pass the screening.

See p. 8 for the scholarship application flow chart.

4. Inquiries

Tuition waiver and deferment

Financial Support Section, Student Support Division

E-MAIL: gakusei.keizai@ynu.ac.jp TEL: 045-339-3113

Scholarships for privately financed international students

International Student Support Section, International Education Division

E-MAIL: kokusai.shien@ynu.ac.jp TEL: 045-339-3131

Address: 79-8 Tokiwadai, Hodogaya-ku, Yokohama-shi, Kanagawa 240-8501

Business hours: 8:30 am to 12:45 pm and 1:45 pm to 5:00 pm (excluding Saturdays, Sundays, and national holidays) (on the second floor of the Student Center)

Information on tuition waivers and scholarships (Student Support Division's website):

<http://www.gakuseisupport.ynu.ac.jp/>

* All of the information contained in the application documents will be used only for the screening procedure and confirmation of your status of residence.

【参考】学部・大学院（修士）標準修得単位数表
 (2022年度春学期 授業料免除・徴収猶予申請に係る「学業」審査用)
 [Reference]List of Standard Number of Credits
 for Academic Assessment of Tuition Waiver/ Deferment (Spring Semester 2022-2023)

2022年4月1日時点 As of April 1, 2022
 ※各認定単位数は変更になる場合があります。
 * the number of credits is subject to change.

(学部 Undergraduate)

		新入生 22春入学 New students entering in Spring 2022	1.5年生 21秋入学 1.5 year entered in Fall 2021	2年生 21春入学 2 year entered in Spring 2021	2.5年生 20秋入学 2.5 year entered in Fall 2020	3年生 20春入学 3 year entered in Spring 2020	3.5年生 19秋入学 3.5 year entered in Fall 2019	4年生 19春入学 4 year entered in Spring 2019	4.5年生 18秋入学 4.5 year entered in Fall 2018	5年生 18春入学 5 year entered in Spring 2018	(参考) 卒業単位数 (Reference) Credits required for graduation
		教育人間科学部 Education and Human Sciences	全員適格 everyone is qualified	全員適格 everyone is qualified	33	49	66	83	100	100	—
教育人間科学部 (人間文化課程) Education and Human Sciences (Department of Human Sciences)	全員適格 everyone is qualified	全員適格 everyone is qualified	31	46	62	77	93	93	—	124	
教育学部 Education	全員適格 everyone is qualified	全員適格 everyone is qualified	33	49	66	82	99	99	—	130 特別支援 Special education for disabled children 132	
経済学部 Economics	全員適格 everyone is qualified	全員適格 everyone is qualified	31	46	62	77	93	93	—	一般、DSEP、LBEEP 124 GBEEP 132	
経営学部 Business Administration	昼間主 Daytime	全員適格 everyone is qualified	全員適格 everyone is qualified	32	46	64	80	96	96	—	128 ※カリキュラム年度が「2016」以前の学生のみのみ。 *Only for those enrolled in or before 2016.
	一般 General	全員適格 everyone is qualified	全員適格 everyone is qualified	31	46	62	77	93	93	—	124
	社会人 Adult	全員適格 everyone is qualified	全員適格 everyone is qualified	31	46	62	77	93	93	—	124
	GBEEP	全員適格 everyone is qualified	全員適格 everyone is qualified	33	49	66	82	99	99	—	132
	DSEP	全員適格 everyone is qualified	全員適格 everyone is qualified	31	46	62	77	93	93	—	124
	夜間主 Nighttime	全員適格 everyone is qualified	全員適格 everyone is qualified	31	46	62	77	93	93	—	124 ※カリキュラム年度が「2016」以前の学生のみのみ。 *Only for those enrolled in or before 2016.
理工学部 Engineering Science	全員適格 everyone is qualified	全員適格 everyone is qualified	31	46	62	77	93	93	—	124	
都市科学部 ※YCCSは都市科学部と同様 Urban Sciences *including YCCS	全員適格 everyone is qualified	全員適格 everyone is qualified	31	46	62	77	93	93	—	124	

(大学院 (修士) Graduate School (Master's program))

		新入生 22春入学 New students entering in Spring 2022	1.5年生 21秋入学 1.5 year entered in Fall 2021	2年生 21春入学 2 year entered in Spring 2021	2.5年生 20秋入学 2.5 year entered in Fall 2020	3年生 20春入学 3 year entered in Spring 2020	(参考) 修了単位数 (Reference) Credits required for completion
		教育学研究科 Education	全員適格 everyone is qualified	全員適格 everyone is qualified	15	15	—
教育学研究科 (教職大学院) Education (Professional School)	全員適格 everyone is qualified	全員適格 everyone is qualified	20	20	—	46	
国際社会科学部 International Social Sciences	全員適格 everyone is qualified	全員適格 everyone is qualified	16	16	—	32 36 (38)	
国際社会科学部 (法曹実務専攻) International Social Sciences (Law School)	全員適格 everyone is qualified	全員適格 everyone is qualified	26	40	55	96	
理工学部 Engineering Science ※工学部は理工学部と同様 *including Graduate School of Engineering	全員適格 everyone is qualified	全員適格 everyone is qualified	15	15	—	30	
環境情報学部 Environment and Information Sciences	全員適格 everyone is qualified	全員適格 everyone is qualified	15	15	—	30	
都市イノベーション学部 Urban Innovation	全員適格 everyone is qualified	全員適格 everyone is qualified	15	15	—	30 (Y-GSAの副専攻プログラムの場合40) (40 in case of the minor program of Y- GSA)	
先進実践学環 Innovative and Practical Studies	全員適格 everyone is qualified	全員適格 everyone is qualified	15	15	—	30	

※大学院 (博士) においては、指導教員が推薦する者を「学業」審査の適格者とします。For doctoral programs, those recommended by their supervisors are qualified for academic assessment.