

**Spring Semester of the Academic Year 2023–2024**  
**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.

Those whose student ID number starts with 20 should refer to the application guidelines for "International Students Entering / Entered in or after April 2020."

**Table of Contents**

1. Application Procedure for the Spring Semester (Overview) ...1
2. Tuition Waiver and Deferment ... 5
3. Data Registration for University-recommended Scholarships ... 8
4. Inquiries ... 10
5. [Reference] List of Standard Number of Credits ...11

**Student Support Division, Global Promotion Division**  
**Student Affairs and International Strategy 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 period	<u>From April 4 (Tue), 2023</u> <u>To 5 pm, April 14 (Fri), 2023</u>	See 2) Application Procedure to submit application.
Deadline for submission of residence card information ("Student" status)	<u>Wednesday, May 31, 2023</u>	
Announcement of tuition waiver/deferment results	<u>Friday, July 28, 2023</u>	Applicants will not be notified for the completion of data registration for university-recommended scholarships.

\*For students who are expected to obtain their "Student" status of residence or are in the process of renewing it, they are required to follow the application procedure by the deadline for application and to submit their residence card information through the [YNU Residence Card Submission Form](#) once they have obtained or renewed their "Student" status of residence by the deadline. If they do not, they will not be granted a tuition waiver, and they will not be registered for university-recommended scholarships. Please consult with us individually if you are in unavoidable circumstances that you cannot submit your residence card information by the deadline.

<YNU Residence Card Submission Form>

<https://reg18.smp.ne.jp/regist/is?SMPFORM=odlf-lcmioj-93336d03e96141a281559697913c2f69>

## 2) Application Procedure

Download the application forms from the website below, fill them out, and submit them through the online application form.

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

<Online Application Form>

Your application documents must be submitted through the online form below by the deadline.

Please keep an automatic reply to your submission as a receipt.

<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)

\* You plan to take a leave of absence, or graduate/ complete during each semester  
(spring: April - September, fall: October - March)

#### [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.

\* You advance to a higher program from the fall semester (e.g. master's program to doctoral program)

#### (4) Documents Submitted

Check the necessary documents in the table below and then submit them. Only one copy of each document is enough even if you apply for both programs.

Documents submitted	Tuition waiver/ deferment	Data registration for university- recommended scholarships
<b>1) Application Form and Checklist (Form 1)</b>	○	○
<b>2) Family Budget Statement (Form 2)</b> * 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.	○	
<b>3-1) Income Statement (Form 3-1)</b> * Fill in the months when you were paid (not the months you worked).	○	
<b>3-2) Income Statement [for Family] (Form 3-2)</b> * <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).	(○)	
<b>4-1) Residence Card Attachment Sheet (Form 4-1)</b> * Attach copies (both sides) of the residence cards.	○	○
<b>4-2) Residence Card Attachment Sheet [for Family] (Form 4-2)</b> * <u>Submit copies of the residence cards of all family members living in Japan.</u> * Attach copies (both sides) of the residence cards.	(○)	
<b>5-1) Income Certificate</b> * Copies of your pay slips or bankbook * For all income received <u>between July and December 2022</u>	○	
<b>5-2) Income Certificate [for Family]</b> * <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 2022</u>	(○)	

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

#### (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 check your YNU email box once a day at least. 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 2023-2024.

## 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.

### (2) Application Eligibility

To apply for a tuition waiver/deferment, you are required to meet all of the following eligibility requirements (1) and (2), and also one of (a) or (b).

**(1) Privately financed regular undergraduate or graduate international student at YNU as of April 1<sup>st</sup>, 2023.**

- International students who are sponsored or dispatched by their governments as well as privately financed international students who receive aid for their tuition fees from JICA, the World Bank, foreign governments, or other institutions are not eligible for the YNU Tuition Waiver Program.

**(2) Have or going to have a "Student" status of residence as prescribed by Japanese law (Immigration Control and Refugee Recognition Act)**

**(a) 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.

**(b) 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, 2022, to March 31, 2023, 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.

<b>Undergraduate Program</b>	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.
<b>Master's program</b>	Students who have earned at least the standard number of credits* specified by their graduate schools and received a "good" or a higher grade for at least 60% of their earned credits.
<b>Doctoral program</b>	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 28, 2023**

**Fall semester: Wednesday, December 20, 2023**

- 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 the [Student Support Division's website](#).

[Announcement method] [Student Information System](#)

<https://risyu.jmk.ynu.ac.jp/WebInfo/p/LogIn.aspx>

(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](#), come to the Financial Support Section (Counter No.4, Student Center 2F) with your student card. If you find it difficult to come to the university, please contact them at [gakusei.keizai@ynu.ac.jp](mailto: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 tuition fees.
- For those who are awarded a half waiver or your waiver application is rejected, or those who apply only for a deferment;
  - If your deferment application is rejected or if you apply only for waiver; Your tuition fees will be automatically debited from your registered account on Monday, August 28, 2023 for the spring semester, and Monday, January 29, 2024 for the fall semester.
  - If your deferment application is accepted; Your tuition fees will be automatically debited from your registered account on Tuesday, September 12, 2023 (Monday, August 28, 2023 if you are graduating / completing in September) for the spring semester, and Tuesday, February 27, 2024 for the fall semester.

[Important]

- Once you apply for a waiver or deferment, you will not need to pay your tuition fee until the application results are announced.
- Please note that you will be expelled if you fail to pay your tuition fee 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.



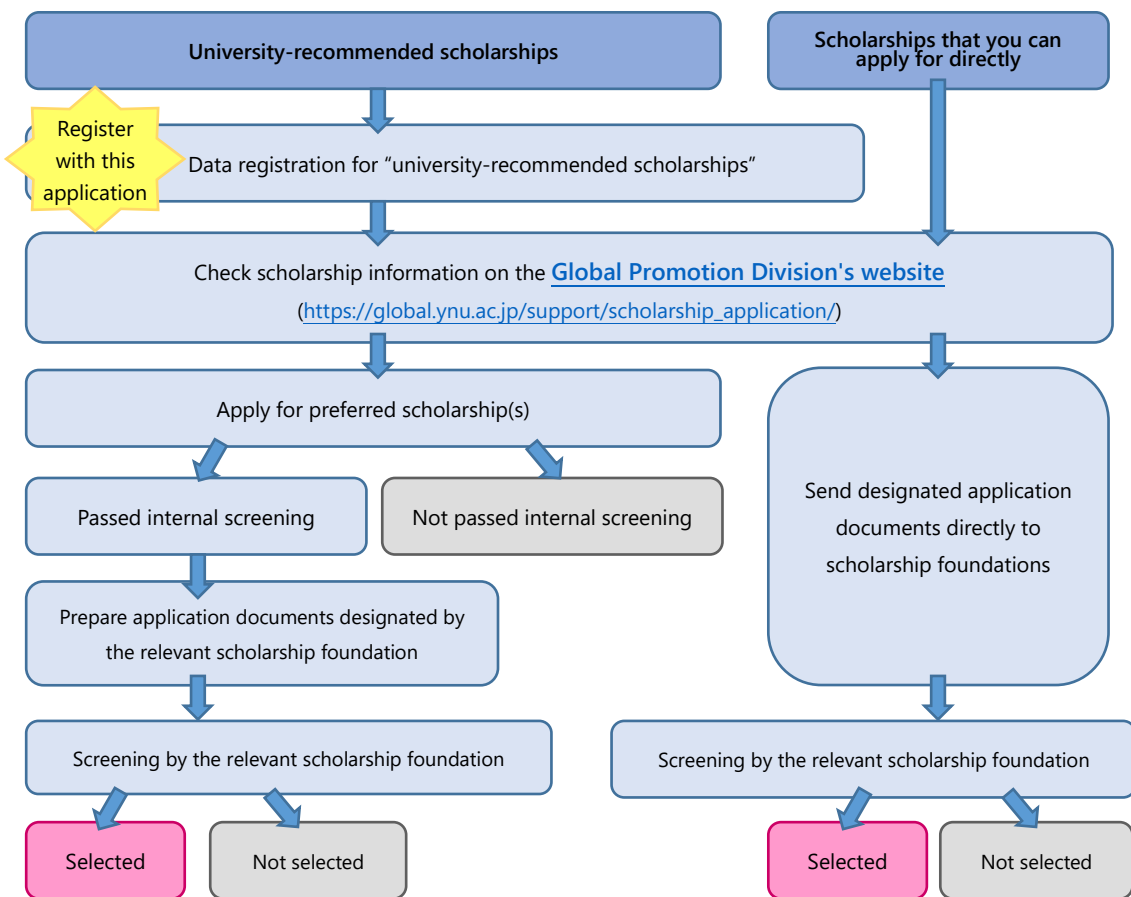
### 3. Data Registration for university-recommended scholarships

#### (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 2023-2024. Make sure to register your data if you wish to apply for university-recommended scholarships for this period. Please note that there are some scholarships that open their application in the academic year 2023-2024 even if the scholarship payments start in or after April 2024.

### (3) Application Eligibility

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

- 1) Regular YNU undergraduate or graduate student as of April 1, 2023.
- 2) Have or going to have a "Student" status of residence as prescribed by Japanese law (Immigration Control and Refugee Recognition Act)

### (4) Screening Method

**[Undergraduate programs and master's programs]**

The rankings of applicants are determined based on their academic performance (total GPA through the last semester).

**[Doctoral program]**

The rankings of applicants are determined based on their academic performance, including the publication of peer-reviewed papers and the receipt of awards, as well as their grades for earned credits.

### (5) Application Results

There is no announcement of the applicants ranking for data registration for university-recommended scholarships.

Completing data registration for university-recommended scholarships is not enough for applying for a scholarship. After registration, please check the scholarship information provided on the [Global Promotion Division's website](#) and apply for your preferred scholarship(s) through the designated online form. 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](mailto:gakusei.keizai@ynu.ac.jp) TEL: 045-339-3113

### **Scholarships for privately financed international students**

International Students Section, Global Promotion Division

E-MAIL: [kokusai.shien@ynu.ac.jp](mailto:kokusai.shien@ynu.ac.jp) TEL: 045-339-3182

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.

5. 【参考】学部・大学院（修士）標準修得単位数表  
5. [Reference] List of Standard Number of Credits

2023年4月1日時点 As of April 1, 2023  
※各設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〉

※休学歴のある者は在学期間で確認すること。 Those who had temporary leaves of absence from YNU should refer to the number of enrollment months below.		新入生 23春入学 New students entering in Spring 2023	1年生 22秋入学 1 year entered in Fall 2022	2年生 22春入学 2 year entered in Spring 2022	2年生 21秋入学 2 year entered in Fall 2021	3年生 21春入学 3 year entered in Spring 2021	3年生 20秋入学 3 year entered in Fall 2020	4年生 20春入学 4 year entered in Spring 2020	4年生 19秋入学 4 year entered in Fall 2019	(参考) 卒業単位数 (Reference) Credits required for graduation
在学期数(休学期間は除く) The number of enrollment months (except months of temporary leaves) ※月始め(1日)に在学していれば、その月は在学期として数える。 Count the month as an enrollment month if you are enrolled as of the 1st of the month.		1~6か月	7~12か月	13~18か月	19~24か月	25~30か月	31~36か月	37~42か月	43~48か月	
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	135
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 (ただしカリキュラム年度が「2020」以前の「特別支援教育」学生は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。 *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 ※カリキュラム年度が「2022」以前の学生のみ。 *Only for those enrolled in or before 2022.
	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。 *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 ※YCSCは都市科学部と同様 Urban Sciences *including YCSC		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)〉

※休学歴のある者、留年している者は在学期間で確認すること。 Those who had temporary leaves of absence from YNU should refer to the number of enrollment months below.		新入生 23春入学 New students entering in Spring 2023	1年生 22秋入学 1 year entered in Fall 2022	2年生 22春入学 2 year entered in Spring 2022	2年生 21秋入学 2 year entered in Fall 2021	(参考) 修得単位数 (Reference) Credits required for completion
在学期数(休学期間は除く) The number of enrollment months (except months of temporary leaves) ※月始め(1日)に在学していれば、その月は在学期として数える。 Count the month as an enrollment month if you are enrolled as of the 1st of the month.		1~6か月	7~12か月	13~18か月	19~24か月	
教育学研究科 Education		全員適格 everyone is qualified	全員適格 everyone is qualified	15	15	30
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
国際社会科学府 International Social Sciences		全員適格 everyone is qualified	全員適格 everyone is qualified	16	16	32 36 (38)
理工学府 Engineering Science		全員適格 everyone is qualified	全員適格 everyone is qualified	15	15	30
環境情報学府 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府 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は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「学歴」審査の適格者とします。For doctoral programs, those recommended by their supervisors are qualified for academic assessment.