

Application Guidelines For The Special Tuition Waiver Program For Fall Semester of AY2023

(For International students who are facing sudden financial difficulties due to the spread of the COVID-19)

We will accept applications for the special tuition waiver program for Fall Semester of AY2023 for international students who are facing sudden financial difficulties to pay their tuition fees due to the spread of the COVID-19 as below.

Application Period : Friday, October 6, 2023 ~ Tuesday, October 31, 2023

◎Eligibility

Privately financed international students **who work or whose family work in Japan and pay tuition mainly based on their income in Japan**¹, and **are able to prove that their income has decreased to less than half compared to that of 2019, 2020, 2021 or 2022**² due to the COVID-19 pandemic.

¹ "work in Japan and pay tuition mainly based on their income in Japan" means that, in principle, "income earned by working in Japan" accounts for more than half of the total income in the economic living situation before the sudden change in household finances. For example, if the remittance from parents is more than the income in Japan, it does not apply to "work in Japan and pay the tuition mainly based on the income in Japan".

² "are able to prove that their income has decreased to less than half compared to that of 2019, 2020, 2021 or 2022" means to be able to prove that the estimated income in 2023 is less than half of the income in 2019, 2020, 2021 or 2022 which is stated on the municipality-issued tax exemption or taxation certificate. The estimated amount of income for 2023 is calculated by quadrupling the amount of income for the three months from July to September 2023.

◎Notes

- **Even if you meet the requirements for this special tuition waiver program, you are not guaranteed to be waived**, as the assessment for this special waiver will be conducted under a limited budget just as with the regular tuition waiver program. Therefore, **please check the amount of the tuition fee and payment deadlines in case the tuition waiver is not granted.**
- Please fill in the application form without hiding the facts. **If the contents of your application documents are found false, your application may be excluded from the examination or your waiver permission may be revoked.**
- Unlike the regular tuition waiver program, this special tuition waiver program requires an application for each semester. **If you wish to apply for the special tuition waiver program in the fall semester, please submit the required documents on the next page, "①Additional documents to prove your facing sudden financial difficulties", even if you applied to the special tuition waiver program in the spring semester.**

◎How to apply

Please submit the application documents within the designated application period by mail or in person as listed below.

※If there are any deficiencies in your application or missing documents, YNU will contact you by e-mail or telephone. Please note that if any of the required responses and documents are not submitted by the designated deadline, your application may be excluded from the screening process.

□Application by Mail

Your application documents must be sent using a traceable delivery method (e.g. Letter Pack Light, Specific Record Mail, Simple Registered Mail, etc.).

Any applications that arrive after the application deadline, Tuesday, October 31, 2023, will not be accepted. Please write "**Application for Special Tuition Waiver**" in red on the front of the envelope.

● **Deadline for application by mail : Tuesday, October 31 (postmarked valid on the day), 2023**

● Delivery address: Financial Support Section, Student Support Division,
Yokohama National University

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

※Individual acknowledgement of receipt will not be sent from YNU. Please check the delivery status of the mailed documents on such services as "[Track & Trace Service](#)" by yourself.

□Application in Person

● **Deadline for application in person : 5:00 pm, Tuesday, October 31, 2023**

● Application section: Financial Support Section, Student Support Division
(Counter No. 1 on the second floor of the Student Center)

- Application acceptance hours: 8:30 am to 12:45 pm and 1:45 pm to 5:00 pm, excluding Saturdays, Sundays, and national holidays.

◎Required Documents (Please print out single-sided on A4 paper.)

- Those who have already applied for the tuition waiver for Spring or Fall Semester of AY2023 (for international students entered before March 2020):

- Submit "①Additional documents to prove your sudden financial difficulties."

- Those who have entered after April 2020 or those who have not applied for the tuition waiver for AY2023:

- Submit both "①Additional documents to prove your sudden financial difficulties" and "②(*Only for applicable applicants) Application documents."

① Additional documents to prove your sudden financial difficulties

All applicants must submit documents (1) to (4). As for (5) and (6), please submit them if applicable. The designated forms can be downloaded from the links in the table below.

(You may be requested to submit some other additional documents if deemed necessary.)

Submission	Required documents
All applicants (For (4), submit either (a), (b), (c) or (d))	(1) [Sudden change Form 2] Statement of the facing sudden financial difficulties (For International Students) Excel · PDF
	(2) [Sudden change Form 3] Income Statement (For International Students) Excel · PDF
	(3) Copies of bankbook of Japanese financial institution (Please submit copies of the bankbook of a Japanese financial institution that shows the deposit and withdrawal records from April 2023 to September 2023. For internet bank account, you can submit a printed copy of the deposit / withdrawal screen from the internet. If you have more than one type of bank account, please submit for all the accounts you own.)
	(a) If the income has decreased to less than half compared to that of 2019: "Tax exemption certificate or taxation certificate for FY2020" of the applicant and each family members living in Japan. (Be sure to submit <u>an original document which certifies your 2019 income.</u>)
	(b) If the income has decreased to less than half compared to that of 2020: "Tax exemption certificate or taxation certificate for FY2021" of the applicant and each family members living in Japan. (Be sure to submit <u>an original document which certifies your 2020 income.</u>)
	(c) If the income has decreased to less than half compared to that of 2021: "Tax exemption certificate or taxation certificate for FY2022" of the applicant and each family members living in Japan. (Be sure to submit <u>an original document which certifies your 2021 income.</u>)
	(d) If the income has decreased to less than half compared to that of 2022: "Tax exemption certificate or taxation certificate for FY2023" of the applicant and each family members living in Japan. (Be sure to submit <u>an original document which certifies your 2022 income.</u>)
If the salary has decreased to less than half compared to that of 2019, 2020, 2021 or 2022 (Full-time job, part-time job, TA, RA, etc.)	(5) Submit one of the following documents of the applicant and each family member living in Japan. <ul style="list-style-type: none"> • Copies of the latest (after July 2023) payslips for 3 months • [Sudden change Form 4]Certificate of expected annual income PDF
If the income from sources other than salary has decreased to less than half compared to that of 2019, 2020, 2021 or 2022 (Self-employed, etc.)	(6) Contact the Financial Support Section at gakusei.keizai@ynu.ac.jp for necessary documents.

② **(*Only for applicable applicants) Application documents**

The application form can be downloaded from the links in the table below.

Student classification	Required documents	
Those who have entered after April 2020 or Those who have not applied for the tuition waiver for AY2023	(1) Family Budget Statement	Excel *Separate worksheets for each form.
	(2) Residence Card Attachment Sheet	
	(3) Residence Card Attachment Sheet [For Family]	

◎Inquiries

**Financial Support Section, Student Support Division
(Counter No. 1 on the second floor of the Student Center)**

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

Phone : 045-339-3113

E-MAIL : gakusei.keizai@ynu.ac.jp

U R L : <http://www.gakuseisupport.ynu.ac.jp/>

Business hours : 8:30 am to 12:45 pm and 1:45 pm to 5:00 pm

(excluding Saturdays, Sundays, and national holidays)