

Spring Semester of the Academic Year 2021–2022
Application Guidelines
for the Financial Support Programs of
Yokohama National University

(for International Students Entering / Entered in or after April 2020)

[Attention]

These application guidelines apply to **international students entering / entered in or after April 2020 (including those who entered YNU by March 2020 and advance / advanced to a higher program [e.g. from undergraduate to master's program] in or after April 2020).**

If you entered YNU by March 2020, or enter / entered YNU in or after April 2020 as transfer students and are enrolled in the 3rd year, please read the application guidelines for "International Students Entered by March 2020."

Table of Contents

1. Application Procedure for the Spring Semester (Overview) ...1
2. Admission Fees Waiver and Deferment ... 6
3. Tuition Waiver ... 8
4. Data Registration for University-recommended Scholarships ...11
5. Inquiries ... 13
6. [Reference] List of Standard Number of Credits ...14

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) Admission fees waiver and deferment

If you have difficulty paying your admission fees for financial or other reasons, this program will award you a full or half waiver of your admission fees or allow you to defer payment for a certain period after you pass the application screening.

2) Tuition waiver

This program will award privately financed international students who have excellent academic records a full, half, or 30% waiver of their tuition fees (full or half waiver for doctoral programs) after you pass the application screening.

3) 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.

[Application Schedule]

1) Admission fees waiver and deferment (only new students enrolling in April 2021)

Application document distribution period	From Friday, February 19, 2021	
Deadline for Application (Application in person)	<u>End of the admission period</u>	Submit to: Financial Support Section, Student Support Division, Student Affairs Department (Counter No. 1 on the second floor of the Student Center)
Deadline for Application (Application by mail)	<u>End of the admission period</u>	Send your application documents in accordance with the instructions in the "Application by mail" section below.
Announcement of application results	<u>Friday, July 30, 2021</u>	

* Once you have paid your admission fees, you cannot apply for an admission fees waiver or deferment.

* For your admission procedure, you need to submit a statement of admission fee payment. If you apply for an admission fees waiver or deferment, you will be given an application certificate that can substitute for the statement of payment. When making an application, submit the application certificate together with other admission procedure documents to

the section in charge of the admission procedure. (If you apply by mail, the Financial Support Section will submit the application certificate directly to the section in charge of the admission procedure on your behalf.)

- * **If you are also applying for a tuition waiver or registering your data to apply for “university-recommended scholarships”, be sure to do so by the end of the admission period).** If you cannot apply during this period, consult with the Financial Support Section of the Student Support Division.
- * **If you cancel your enrollment after applying for an admission fees waiver or deferment, you still need to pay your admission fees. Unless you pay your admission fees, you are not allowed to cancel your enrollment.**

2) Tuition waiver and data registration for university-recommended scholarships

The application schedule and procedure are as described below.

Application document distribution period	From Friday, February 19, 2021	
Deadline for Application (Application in person)	<u>Friday, March 26, 2021</u> <u>(Monday, April 5, only for students entering April 2021)</u> (For the 1st year students, <u>the tuition waiver is only available to those who were selected as prospective recipients*1)</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 mail)	<u>Friday, March 26, 2021</u>	Send your application documents in accordance with the instructions in the "Application by mail" section below.
Deadline for acquisition of the "Student" status of residence*2	<u>Monday, May 31, 2020</u>	
Announcement of tuition waiver results	<u>Friday, July 30, 2021</u>	Applicants will not be notified for the completion of data registration for university-recommended scholarships.

*1 Applications for tuition waivers for students enrolled in the 1st year (including those entering YNU in April 2021) were made when applying for admission, and prospective recipients and the tentative exemption for the two semesters after their admission have already been determined based on the entrance examination results. Therefore, new applications for exemption from tuition fees are no longer being accepted.

*2 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.

[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 mail.

<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.
- If you are not a newly enrolling student, make sure to submit the “Registration for Entering YNU Campus” before making the in-person application.
“Registration for Entering YNU Campus”
https://forms.office.com/Pages/ResponsePage.aspx?id=N_KtkmBGSEmCcJ-q9lV0KSGz0myMmx1IreBl8zsTTotURjRKVTUyWkpTNk9lRldFMFRMVkczTDNNVy4u
- Application in person may be stopped if the situation changes.

[Application by Mail]

- Your application documents must be sent using a traceable delivery method (e.g. Letter Pack Light and EMS) to the address specified below by the following deadline. If your application documents are sent by regular mail, your application will be considered invalid.
- If you apply for admission fees waiver and deferment, make sure to submit the “advanced application of admission fees waiver and deferment by e-mail” to avoid the incompleteness of the procedure caused by your application not reaching the delivery address before the deadline. For details, please refer to the enrollment procedure documents.

If you apply for admission fees waiver and deferment

NB: Make sure to submit the advanced application by e-mail.

Delivery address: Financial Support Section, Student Support Division, Student Affairs Department, Yokohama National University
79-8 Tokiwadai, Hodogaya-ku, Yokohama-shi, Kanagawa 240-8501

If you apply only for tuition waiver and data registration for university-recommended scholarships

Delivery address: International Student Support Section, International Education Division, Student Affairs Department, Yokohama National University
79-8 Tokiwadai, Hodogaya-ku, Yokohama-shi, Kanagawa 240-8501

Note: Please consult individually if you cannot apply in person nor by mail for such reason as being away from Japan.

(3) Application for the Fall Semester

If you make an application in the spring semester for a tuition waiver and data registration for university-recommended scholarships, you do not need to submit application documents again in the fall semester.

[Tuition waiver]

Please note that if there are any changes as described below* after your application in the spring semester, you are not eligible for a tuition waiver 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 take a leave of absence in the fall semester (regardless of the starting date and length of absence)
- * Your status of residence is changed to something other than "Student"

[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](#) and by other means 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 (new students who are selected as prospective recipients of a tuition waiver must also submit the applicable documents). If you apply for more than one program, only one copy of each document is required.

Documents submitted	Admission fees waiver/ deferment	Tuition waiver	Data registration for university-recommended scholarships
1) Application Form and Checklist (Form 1)	○	○	○
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.	○		
3-1) Income Statement (Form 3-1) * Fill in the months when you were paid (not the months you worked).	○		○
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.	○	○	○

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.	(O)		
5-1) Income Certificate * Copies of your pay slips or bankbook * For all income received <u>between July and December 2020</u>	O		O
5-2) Income Certificate [for Family] * <u>Certificates for all family members living in Japan who have an income</u> (excluding students, babies, and infants) * Copies of their pay slips or bankbooks * For all income received <u>between July and December 2020</u>	(O)		
5-3) No-Income Certificate [for Family] * <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)		

(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 e-mail address specified in your application documents if YNU has any inquiries. Please make sure that your e-mail address can receive any necessary information from the relevant sources listed below:
Admission fees waiver/deferment: Financial Support Section, Student Support Division (gakusei.keizai@ynu.ac.jp); Tuition waiver: International Admissions Office, International Education Division (iao@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 an application for the academic year 2021-2022.

2. Admission Fees Waiver and Deferment

(1) Overview of the Program

If Japanese students or international students have difficulty paying their admission fees for financial or other reasons, this program will award them a full or half waiver of their admission 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 an admission fees waiver or deferment, you are required to meet one of the following eligibility requirements. However, if you are a new undergraduate student, you can apply for an admission fees waiver only if you have experienced an event described in the "Application under special circumstances" category within one year of your admission.

- 1) **You have difficulty paying your admission fees for financial reasons: "General application" category**
- 2) **Your tuition payer living in Japan died or you or your tuition payer suffered wind, flood, or other disaster damage within one year of your admission and you are considered to have significant difficulty in paying your admission fees: "Application under special circumstances" category**
 - "Within one year of your admission" means the period from April 1, 2020, to March 31, 2021, 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.

- An "academic assessment" is based on your entrance examination results and other academic records.
- 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.

(4) Screening Results

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

[Announcement date] Friday, July 30, 2021

- 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.
- New students can use the [Student Information System](#) after their entrance. If you cannot check your results through the Student Information System, come 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 bank transfer (details will be notified to applicable individuals) by the following deadlines:
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: **Friday, August 27, 2021**
If your deferment application is accepted: **Friday, September 24, 2021**

[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.
- **The number of successful applicants who are awarded a waiver is very limited due to the severe budget constraints. Please check the necessary amount and payment deadline for the case you need to pay the admission fees.**

3. Tuition Waiver

[Important] Since this program is operated according to the budget allocated by the Japanese government, any significant changes to the future budget allocation may result in the program itself being revised. In such an event, YNU will inform you promptly.

(1) Overview of the New Program

The YNU Tuition Waiver Program for Privately Financed International Students is a tuition waiver program established for privately financed international students who enter YNU in or after April 2020 with the aim of promoting the acceptance of academically excellent international students and providing them with financial support after their admission to YNU.

New or current regular YNU undergraduate or graduate international students who are privately financed and whose status of residence is "Student" are eligible for this program. Screening is based solely on academic performance. Applicants who ranked in the top 50% among privately financed international students will be eligible, and they may be entitled to a full, half, or 30% exemption (full or half exemption for doctoral programs) from tuition fees according to their academic performance. (Please note, however, that even those who are eligible may not be entitled to an exemption, as the quota given to each undergraduate college and graduate school is limited.)

(2) Exemption Period

For new students enrolled in the 1st year at an undergraduate college or graduate school, the exemption period lasts for two consecutive semesters* after their admission to YNU. Current students in the 2nd year at an undergraduate college or graduate school should apply for an exemption for each semester.

* This period will not be extended if you take a leave of absence. If you take a leave of absence for more than one year immediately after your admission to YNU, the tuition waiver will not be available for the semester in which you re-enroll at YNU.

(3) Application Eligibility

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

1) You are a privately financed regular undergraduate or graduate international student who are enrolled in the 1st or 2nd year as of April 1, 2021, and your enrollment period is within the standard period required for graduation

- For students enrolled in the 1st year (including those entering YNU in April 2021), prospective recipients and the tentative exemption for the two semesters immediately after their admission have already been determined based on the entrance examination results. Therefore, new applications for exemption from tuition fees are no longer being accepted.
- Transfer students entering / entered in or after April 2020 who are enrolled in the 3rd or 4th year are not eligible for this program. Please refer to the application guidelines for "International Students Entered by March 2020." Also, transfer students who enter YNU in 2021 in the 2nd year are not eligible in their first semester at YNU; they will be eligible from their second semester at YNU.
- 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 and are not allowed to apply for this program.

- Regardless of the starting date and length of leave, students who take a leave of absence in the spring semester of the academic year 2021–2022 cannot apply for a tuition waiver. If you take a leave of absence after making an application for a tuition waiver, the application for that semester is cancelled.
- 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 apply. If your enrollment period exceeds the standard period required for graduation, submit a statement (free format) describing the reason at the time of your application.

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 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) 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 Monday, May 31, 2021.** If this document is not resubmitted by the deadline, they are deemed to not meet the eligibility requirements and their tuition waiver applications will be rejected. Please consult individually if you cannot come to Japan and obtain the residence card by the deadline for entry restrictions and other unavoidable circumstances.

3) If you are a current student in the 2nd year, you have earned at least the standard number of credits specified by your respective college or graduate school by the semester prior to which a tuition waiver is applied (No restrictions are placed on the number of credits for students in doctoral programs.)

- See p.14 for the standard number of credits specified by colleges and graduate schools.

(4) Screening Method

[Undergraduate programs and master's programs]

1) New students enrolled in the 1st year

Screening is based on the entrance examination results specified by the undergraduate colleges and graduate schools. Applicants who ranked in the top 50% among privately financed international students who passed the examination will be eligible, and they may be entitled to a full, half, or 30% exemption from tuition fees according to their entrance examination results.

2) Current students in the 2nd year

Screening is based on academic records in undergraduate colleges and graduate schools. Applicants who have earned at least the standard number of credits^{*1} specified by their respective colleges or graduate schools and ranked in the top 50% in terms of grades for earned credits^{*2} among privately financed international students at their respective colleges or graduate schools will receive a full, half, or 30% exemption from tuition fees according to their academic records.

*1 See p.14 for the "standard number of credits" specified by colleges and graduate schools.

*2 Each student's "grades for earned credits" are evaluated by a "comparative ranking", which is calculated by normalizing his/her cumulative grade point average (GPA) based on the previous semesters' grades in a way that allows a fair comparison with other students of different departments and year levels in the same colleges and graduate schools. The cumulative GPA is calculated using the following formula.

$$\frac{(4.5 \times \text{No. of "High Distinction" grades}) + (4 \times \text{No. of "Distinction" grades}) + (3 \times \text{No. of "Credit" grades}) + (2 \times \text{No. of "Pass" grades})}{\text{Total No. of "High Distinction," "Distinction," "Credit," "Pass," and "Fail" grades}}$$

The denominator used to calculate the comparative ranking includes all students in the same department and year level. This comparative ranking is meant to evaluate a student's ranking among his/her peers, including Japanese students, who are in the same department and year level, so a high cumulative GPA does not guarantee a high ranking overall.

[Doctoral program]

1) New students enrolled in the 1st year

Screening is based on the entrance examination results specified by the graduate schools. Applicants will be entitled to a full or half exemption from tuition fees according to their entrance examination results.

2) Current students in the 2nd year

Screening is based on academic records in graduate schools. Applicants will receive a full or half exemption from tuition fees according to their academic performance, including the publication of peer-reviewed papers and the receipt of awards, as well as their grades for earned credits.

(5) Screening Results

For each semester, YNU announces the following screening results: "Full waiver," "Half waiver," "30% waiver, or "Rejection."

[Announcement date] **Spring semester: Friday, July 30, 2021**

Fall semester: Wednesday, December 22, 2021

- 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 International Admissions Office, International Education 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 and debit date]

- If you are awarded a full waiver, your tuition fees will not be debited from your account.
- If you are awarded a half waiver or 30% waiver or if your waiver application is rejected, your tuition fees will be automatically debited from your registered account on **Friday, August 27, 2021 for Spring semester, and Thursday, January 27, 2022 for Fall semester**.

[Important]

- Once you apply for a waiver, you will not need to pay your tuition fees until the application results are announced. Your tuition fees will not be debited on the scheduled debit dates.
- The tentative exemption for the 1st year that was announced when you passed the entrance examination may rise depending on the situation with respect to the prospective recipients' completion of admission procedures.
- Please note that you will be expelled if you fail to pay your tuition fees by the prescribed deadline, so make sure to observe the payment deadline.

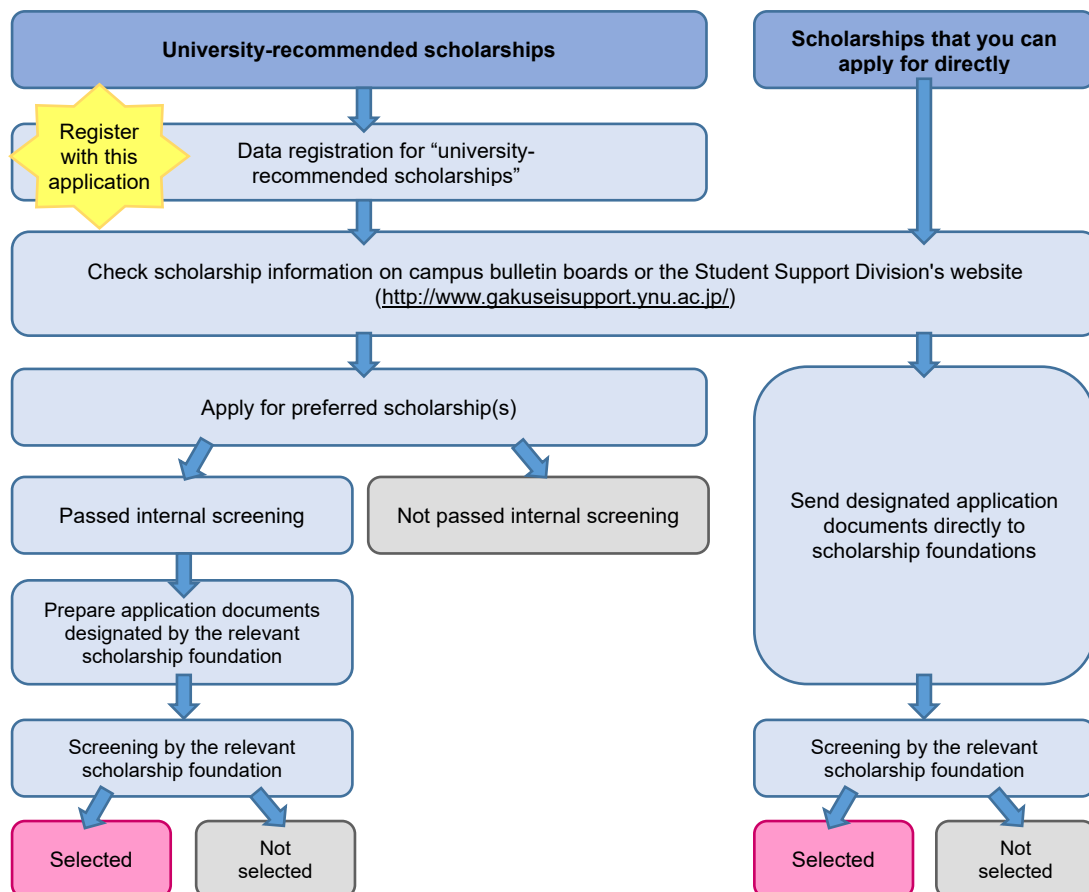
4. Data Registration for university-recommended scholarships

(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) to the International Student Support Section (Counter No. 4 on the second floor of the Student Center).

Scholarship Application Flow Chart



(2) Registration Period

This registration applies to scholarship applications for the academic year 2021-2022 (April 2021–March 2022). 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 2022, you are required to complete this registration if applications are accepted up to March 2022.

(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 or a research student as of April 1, 2021.**
- 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 "4-1) 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 Monday, May 31, 2021.** 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 and financial assessments.

- The academic assessment is based on your academic records for the previous semesters.
- The financial assessment determines your ranking based on your financial situation, including whether you live in a dormitory and whether you were awarded a tuition waiver for the previous semester.

(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) to the International Student Support Section (Counter No. 4 on the second floor of the Student Center). Notification of the internal screening results for individual scholarships will be sent by e-mail only to those who pass the screening.

See p. 11 for the scholarship application flow chart.

5. Inquiries

Admission fees waiver and deferment

Financial Support Section, Student Support Division

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

Tuition waiver for privately financed international students (for students entering / entered in or after April 2020)

E-MAIL: iao@ynu.ac.jp TEL: 045-339-3176

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.

学部・大学院（修士） 標準修得単位数表（授業料免除・徴収猶予申請に係る「学業」審査用）
List of Standard Number of Credits for Academic Assessment of Tuition Waiver/ Deferment

2021年4月1日時点 As of April 1, 2021
 ※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〉

		1.5年生(*)	2年生	2.5年生	3年生	3.5年生	4年生	4.5年生	5年生	(参考) 卒業単位数 (Reference) Credits required for graduation
		1.5 year(*)	2 year	2.5 year	3 year	3.5 year	4 year	4.5 year	5 year	
教育学部 Education		16	33	49	66	82	99	99	-	130 特別支援 Special education for disabled children 132
経済学部 Economics		15	31	46	62	77	93	93	-	一般、DSEP、LBEEP 124 GBEEP 132
経営学部 Business Administration	一般 General	15	31	46	62	77	93	93	-	124
	社会人 Adult	15	31	46	62	77	93	93	-	124
	GBEEP	16	33	49	66	82	99	99	-	132
	DSEP	15	31	46	62	77	93	93	-	124
理工学部 Engineering Science		15	31	46	62	77	93	93	-	124
都市科学部 ※YCCSを含む Urban Sciences including YCCS		15	31	46	62	77	93	93	-	124

(*)入学後2学期以内に休学した場合のみ適用。Applicable only when students take a leave of absence within 2 semesters after entering YNU.

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

		1.5年生(*)	2年生	2.5年生	3年生	(参考) 修了単位数 (Reference) Credits required for completion
		1.5 year(*)	2 year	2.5 year	3 year	
教育学研究科 Education		4	15	15	-	30
教育学研究科 (教職大学院) Education (Professional School)		8	20	20	-	46
国際社会科学府 International Social Sciences		8	16	16	-	32 36 (38)
理工学府 Engineering Science		7	15	15	-	30
環境情報学府 Environment and Information Sciences		7	15	15	-	30
都市イノベーション学府 Urban Innovation		7	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 Innovation & Practical Studies		確認中です To Be Confirmed			-	確認中です To Be Confirmed

(*)入学後2学期以内に休学した場合のみ適用。Applicable only when students take a leave of absence within 2 semesters after entering YNU.

※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.