

学生番号 Student ID No.									
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学生氏名 Name	
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(様式留 99)
(formR99)

申請内容確認用紙 Self-check sheet before submission

**■ 提出する書類にチェックをしてください。
Check the documents for submission.**

チェック欄
check column

授業料免除申請書 (様式留 1-①) Application for Tuition Fee Exemption (Form R1-①)	
家庭状況調書 (様式留 1-②) Report on Family Status (Form R1-②)	
収入状況等申告書 (様式留 2) Statement of Income Status, etc. (Form R2)	
事情聴取調書 (様式留 3) Hearing Report on the Situation of the Applicant (Form R3)	
在留カード (両面の写) 【世帯全員分】 Resident Card-(copies of both sides) [of all members of the household]	
健康保険証 (写) 【世帯全員分】 Health insurance card (copy) [of all members of the household]	
82円分の切手 82-yen stamp	
収入等に関する書類 Documents related to income	
所得・課税証明書 : 2019年度(2018年分) のもの 【世帯全員分】 Income certificate for 2018 (fiscal year 2019) issued by a municipal (city/ward/town/village) government [Certificate of all family members]	

前後半期一括申請, 前半期分免除申請では, 市区町村役場で発行され次第提出してください。 **【提出期限: 2019年6月10日】**
When applying for exemption from the tuition fee for the first semester: Submit an income certificate for 2018 (fiscal year 2019) as soon as it becomes available at the municipal office. **Submission deadline: June 10, 2019**

**■ 以下のことについて, 再度確認し, 右端の□にチェックをしてください。
Confirm again the following items and check the boxes on the right.**

チェック欄
check column

- 提出書類のコピーを手元に保存していますか?
提出された書類等は, 返却, 貸出及び閲覧ができません。
Do you have the copies of all of the documents?
Once you submit the documents they cannot be returned, lent, or examined by you again
- 前半期分免除申請では4月1日現在の状況(後半期分免除申請では10月1日現在の状況)を記載していますか?
申請書類提出後に状況が変わることが判明した場合は, 必ず申し出てください。(転居や新しいアルバイトを始めた場合等)
Did you clearly disclose your family financial situation as of April 1st for the 1st semester and October 1st for the 2nd semester?
If an applicant's financial situation changes (new address, new employment) after submission, applicants must update their status as soon as possible.
- 各様式の記入内容について, 記入漏れはありませんか?
各様式にある「□有・□無」について, 必ずどちらかに✓がされていることを確認してください。
Make sure all the items are filled in on the each form.
Confirm you check either 'Yes' or 'No' on each form.
- 本人及び配偶者の2018年1月~12月の全てのアルバイト・定職の収入の源泉徴収票を添付していますか?
Did you attach all withheld tax slips or certificate of salary payment (Part-time job/Regular job) for 2018 of your spouse as well as you?
- 本人及び配偶者が申請時にしている全てのアルバイト・定職について, 給与等支給(見込)証明書(様式留5)を提出していますか?
Did you submit all certificates of (expected) salary payment (Form R5) for all of your and your spouse's present part-time jobs and full-time jobs?
- 「前後半期一括申請」をしている場合は, 申請条件を満たしていること, 「前後半期一括申請上の注意事項」(申請要領2頁)及び提出する申請書類の内容を十分確認していますか?
【注意】申請内容(家計状況・家族状況・就学状況等)に変更が生じた場合は, 改めて後半期分の申請をする必要があります。変更が生じたにもかかわらず, 後半期分の申請がなかったことが後日判明した場合は, 一括申請は無効となり, 後半期分の授業料免除を受けることはできません。免除決定後に判明した場合も免除許可取り消しとなります。
If you choose **simultaneous application for first and second semester tuition fee exemption**, did you confirm that you satisfy all the prescribed requirements? Did you fully understand and confirm "Matters to note concerning simultaneous application for first and second semester tuition fee exemption" provided in the Application Form for Tuition Fee Exemption (application guide) (page 2) and the details of the application documents?
[Note] **If any change has occurred in your application documentation (such as your household's financial status, your family status, your registration status, or other relevant circumstances), you are required to apply again for second semester tuition fee exemption.** If it has been found out that you did not complete the required application procedures in spite of the occurrence of a change in your application documentation, **your simultaneous application shall be regarded as invalid and you will not be able to receive approval of exemption from second semester tuition fees. Even after you have received approval for second tuition fee exemption, if your failure to complete the required application procedures is found out, the approval concerned shall be also canceled.**