

# To Applicants for Tuition Fee Exemption for the 1st Semester 2025 (graduate students only)

**Okayama City Hall  
will start issuing on  
June 2nd !!**

## **【Submission of Income and Taxation Certificates】**

Certificate of Income and Taxation for 2024(FY2025) will be issued by the municipal (city/ward/town/village) government

Applicants are encouraged to submit the certificate by the deadline with submitter list (**Yellow Paper**).

### ■ Submission deadline:

**5:00 p.m., Monday, June 9, 2025** (Be sure not to miss the deadline)

### ■ Document submission to:

Academic Affairs Department Student Support Division (General Education Building Wing-A, 2nd Floor)

Counter⑦

Applicants listed below have to submit to the office of your own graduate school.

- Graduate School of Medicine, Dentistry and Pharmaceutical Sciences  
(Doctor & Master, Except for Pharmaceutical Sciences Course)
- ↳ Graduate School of Health Sciences

## **【Note】**

### ①【 Certificate of Income and Taxation for 2024 (Fiscal Year 2025) 】

The amount on the certificate of Fiscal Year 2025 ought to correspond to the amounts recorded on the document attached to the application form withheld tax slip, the salary payment certificate, and the final tax returns book of 2024, etc...

② If the certificate is not submitted, your application may be excluded from the selection process due to insufficiency of documentation.

③ Certificate of Income and Taxation should be copied before submission and you should keep it.

※This document was given to you when you accepted the application.※

## Name list of those who should submit a “Certificate of Income and Taxation” in 2024 (for Fiscal Year 2025)

Students applying for Tuition Fee Exemption are required to complete this form and submit it to the office in charge by the deadline below, together with the Certificate of Income and Taxation in 2024 (for FY2025) of all the listed persons.

**<<If you miss the submission deadline, you will be excluded from the screening due to incomplete documentation. >>**

[Please fill in the columns outlined with a bold line.]

	Family relationship (Certificate of the circled person must be submitted.)	Student No.				
		Name				
1	Applicant					
2	Spouse					
3						
4						
5						

■ **Submission deadline:**

**5:00 p.m., June 9 (Mon.), 2025**

■ **Place of submission:**

**Student Support Division (Office in charge of Tuition Fee Exemption)**

(Students in Shikata area should submit to the Shikata campus office.)

○ Please obtain a statement showing income and taxation.

○ Issuance of Certificate of Income and Taxation will be started in **Late May** or in **early June, 2025** at the municipal offices of the residence address as of January 1, 2025 in Japan. **[Okayama City will start issuing on Mon. , June 2, 2025]**

\* Different municipal offices will start the issuance of Certificate of Income and Taxation at different timings; you are advised to confirm the timing in advance so as not to miss the submission deadline.

\* In cases where you cannot meet the above submission deadline because your municipal office will begin to issue the certificates immediately before or after the deadline, please notify in advance student support division about your delayed submission.

**Notice (to be confirmed before submission)**

- ◆ Before submitting, please be sure to check the Certificate of Income and Taxation notes on page 8-9 of Application guideline.
- ◆ Please note that failure to submit any additional or resubmitted required documents by the specified deadline will result in exclusion from the selection process.
- ◆ Please read the Notes on the backside carefully. Be sure to notify us if anything has changed regarding the situation described on the Application form.
- ◆ The original of the Certificate on Income and Taxation must be submitted (Photocopies are not acceptable.); therefore, take a photocopy before submission and keep it on your own.

### <The selection results of tuition fee exemption and tuition payment>

○ Time of Decision on Exemption Selection : [ Middle to late July (Scheduled) ]

○ If the result of the Selection in “Not Approved” or “Half exemption”.

Due to the short period of time between the notification of selection results and the deadline for payment, please pay close attention to the deadline for tuition payment.

**Deadline for direct debit : 27th of the month of result notification**

**Payment deadline by bank transfer form : The end of the month of result notification**

\* If you have any questions regarding how to pay or deadlines, please contact your graduate school's accounting department.

## 授業料免除申請書類の提出後の **注意事項**

**Notes** after your submission of application for tuition fee exemption.

### 1 申請結果の決定の時期 Scheduled date of decision on application results

前半期分授業料免除申請：7月中旬から下旬（予定） [後半期分授業料免除申請：12月下旬から1月中旬（予定）]

First Semester : Middle to late-July (scheduled) [Second Semester : Late-December to middle-January (scheduled)]

免除申請の結果が決定するまでは、授業料の納入は猶与されます。

免除申請結果の通知は、郵送により申請者本人あてに送付します。

半額免除 及び 不許可の場合は、該当の授業料を指定された期限までに納入してください。

Applicants for tuition fee exemption are granted a grace period for their tuition fee payment until they receive notification of the result of their applications.

Notification letter of the results of the application will be sent to the applicant by mail. Applicants must pay the designated tuition fee within the required period other than those who are fully exempted from tuition fee.

### 2 注 意 事 項 Notes

- ・ 申請書提出後、前半期分授業料免除申請では4月1日時点（後半期分授業料免除申請では10月1日時点）の状況に変化があった場合は、速やかに申し出て申請内容の訂正をしてください。（例えば、転居や新しいアルバイトを始めた場合など）

※ 未申告の内容が判明した場合等には、申請取り消しとなることがあります。

- ・ 本学職員の指定する期限までに追加書類提出が完了しない場合は、選考の対象から除外します。
- ・ 選考結果が決定する前までに休学や退学をする場合は、速やかに申し出てください。

- ・ After submission, if your situation, such as address or employment, has changed as of April 1st for the First Semester (as of October 1st for the Second Semester), you must visit the office to update your status as soon as possible. (e.g. Started new part-time job, Moved and changing of address.)

※ The applications with a false report, errors and illegible or incomplete preparing requested forms or documents will be excluded from the selection process and not be considered.

- ・ Applicant who do not complete the submission of additional documents by the deadline specified by university will be excluded from the selection process.
- ・ In the case of temporary absence from school or withdrawal from school before the determination of tuition fee exemption, contact the relevant office as early as possible.

- ・ 提出された書類等は、返却、貸出及び閲覧ができません。

授業料免除申請で提出する全ての書類は、提出前に必ずコピーを取っておいてください。

- ・ Once submitted documents cannot be returned, lent for making photocopies, or examined again. All documents should be made photocopies before your submission.