System Manual for Registering Your Information in the Osaka University Enrollment and Tuition Fee Exemption Application System ("Application System")

○ This is not the system manual for the "Enrollment Fee/Tuition Fee Exemption Program based on the Financial Support Program for Japanese and Permanent Resident Undergraduates" online application system.

○ For matters not specified in these instructions, follow the instructions shown on the screen.(The questions and instructions shown may vary depending on applicant.)

○ Online application registration period is below.

March 6 (Wed.) 2024～April 4 (Thu.)2024 16:30(00sec) (JST) (Strict deadline)

Even though you are in the middle of registering your information, once deadline passes, the online Application System will be shut down and you can NOT register anymore. Make sure to complete your registration by the deadline.

○ It may take longer to complete the registration process than expected, as you may have to gather documents, ask your family for necessary information. Therefore, we strongly recommend you start the registration process now.

○ Register your information as of April 1, 2024.

Contact

Tuition Fee Exemption Section
1st floor of the IC Hall, Suita Student Center,
Osaka University
1-1 Yamadaoka, Suita, 565-0871 JAPAN
06-6879-7088・7161
(Office hours : 8:30 – 12:00, 13:00 - 17:00)

Contents

1. Access to the Online Application System

Upon accessing the Online Application System at https://cs-web.osaka-u.ac.jp/menjo/, the following top page appears.

Click on the option that applies to you.

A	①Incoming freshperson enrolled in April 2024 ② Osaka University student advancing to a higher course within Osaka University in April 2024 EX.) ・Undergraduate students entering graduate school ・Research students entering graduate school ・Master's students entering doctoral program	新入生(2024年4月入学者) / Incoming freshperson enrolling in April 2024
B	Those who do not fall under either ① or ② above.	在学生 / Current Osaka University student

2. Login screen (for incoming freshperson)

After clicking "新入生(2024年4月入学者) / Incoming freshperson", the following screen appears. Select "新規申請者 / New application".

```
※入学料免除・収納猶予申請希望の方は必ずこちらからログインしてください。
＊If you wish to apply for enrollment fee exemption or deferment of payment, please be sure to log in here.

新入生(2024年4月入学者)
Incoming freshperson enrolling in April 2024

(2024年3月に大阪大学(大学院)を卒業(修了)し、4月に新課程に入学する方もこちらから)
(Osaka University student advancing to a higher course within Osaka University in April 2024)

新規申請 / New application                                          ⌄

入力した内容の確認および修正 / For those who want to confirm or edit your data   ⌄

申請の取り下げ / For those who want to withdraw application              ⌄

修正用パスワードを忘れた方 / For those who have forgotten the password to edit your data  ⌄
```

After clicking the "New application," the following screen appears.

```
新規申請 / New application                                          ^

メールアドレス/mail adress 必須
[                                                        ] ⓘ
 ・ 入力必須の項目です。

パスワード/password 必須
[                                                        ] ⓘ
 ・ 入力必須の項目です。

新入生初期パスワードは画面右上のシステムマニュアルを参照してください。
Please refer to the System Manual in the upper right corner of this screen for the Initial password for freshperson.

[Login]
```

Register your frequently used e-mail address in "mail address" and the initial password for new students in "password" and login to the system.

Initial password for new students : handai2404

You may be at a disadvantage if you cannot be reached by e-mail. Therefore, input the e-mail address at which you can be contacted without fail.
Suita Student Center will send you e-mails from gakusei-sien-en1@office.osaka-u.ac.jp and noreply-fee-exemption@office.osaka-u.ac.jp, register these e-mail addresses as in contact. Sometimes our e-mails go to Spam folder directly, check your Spam folder periodically.

```
新規申請 / New application                                          ^

メールアドレス/mail adress 必須
[                                                        ] ⓘ
 ・ 入力必須の項目です。

パスワード/password 必須
[                                                        ] ⓘ
 ・ 入力必須の項目です。

新入生初期パスワードは画面右上のシステムマニュアルを参照してください。
Please refer to the System Manual in the upper right corner of this screen for the Initial password for freshperson.

[Login]
```
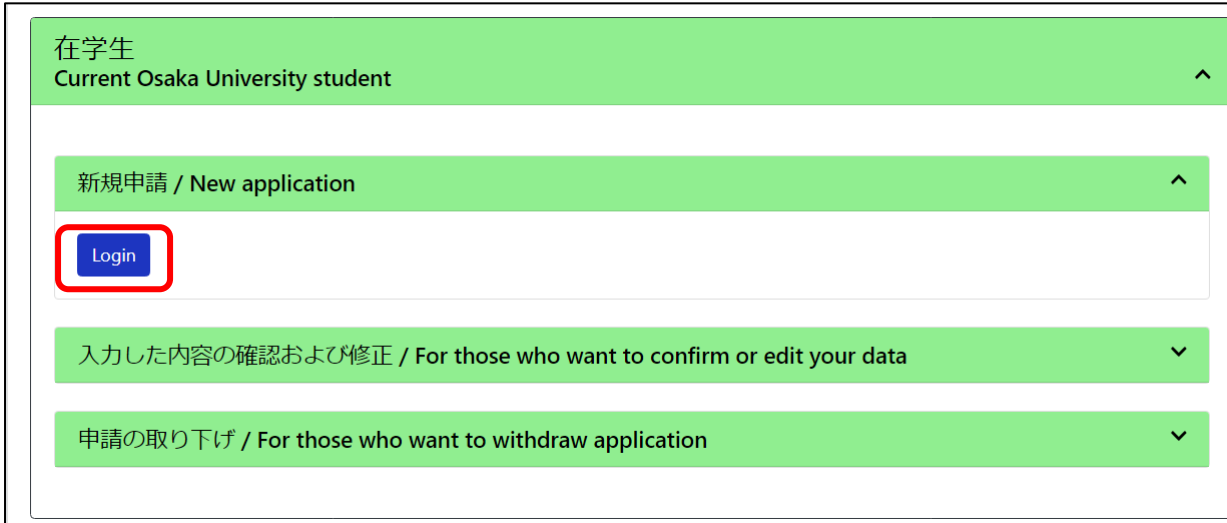
Put "your frequently used e-mail address" and "initial password for new students."
Then click "Login".

3. Login screen (for Current Osaka University student)

After clicking "在学生/Current Osaka University student," the following screen appears.
Click "Login".

When the "Login" button is pressed, a screen called SSO Test will appear, as shown below.
Then register your Osaka University personal ID and password on the screen that appears
and login to the system.

put in
**Osaka University personal ID
(e.g., u123456a)
and
Password.**

＊To log in again, access the SSO test from "入力した内容の確認および修正 / For those who want
to confirm or edit your data" and log in the same way you logged in the first time.

4.Application information > Application type

Register your information in "Application information," "Family information"," Scholarship information" and "Other information."
Fill in all the columns by selecting applicable items and registering required information based on your situation as of April 1, 2024.

The Enrollment and Tuition Fee Exemption Application System — System Manual ▾ — Language ▾ — Logout

List of necessary information

Application information ⌃

Application type ❗

Scholarship information （Input not possible） ※Please register the other items first.

Other information （Input not possible） ※Please register the other items first.

To confirm
❗ All of the above items must be registered correctly to proceed to the next step

After clicking "Application type," the following screen appears.

Application eligibility check

Except in the case of transferring to a different department or course of study, does your student ID number change in this April? **required**
○ Yes
○ No

Student type **required**
○ Graduate student
○ Foreign undergraduate students
○ Japanese and other undergraduate students enrolling after 2021 (Those who are eligible to apply for the Higher Education Student Support Program [Note 1])
○ Japanese and other undergraduate students enrolling after 2021 (Those who are not eligible to apply for the Higher Education Student Support Program [Note 2])
○ Japanese and other undergraduate students enrolling before 2020

Note 1: Those who are eligible to apply for the Higher Education Study Support Program are as follows
(1) Those who have passed the high school equivalency examination (however, no more than five years must have elapsed between the first day of the year in which the examination was taken and the date of passing the examination.
(2) Those who have passed the high school equivalency examination (however, no more than five years must have elapsed between the first day of the year in which they became eligible to take the examination and the day they passed it, except for those who have taken the examination every year even after five years have elapsed). (2) No more than two years have passed since the end of the year following the year in which the applicant was admitted to the university.
(3) Students who will enter the university before the last day of the year following the year in which they reach 20 years of age, in the case of students who go through the individual admission qualification screening.
(4) In the case of transfer, less than one year has passed from the end of the course of study before admission to the university.
(5) Those who meet the requirements for the Japan Student Services Organization (JASSO) scholarship regarding residence status, etc.

*If you have any questions about eligibility for the Higher Education Study Support Program, please contact the Suita Student Center, Tuition Fee Exemption Section (gakusei-sien-en1@office.osaka-u.ac.jp)
Reference: Japan Student Services Organization website

Note 2: Those who are not eligible to apply for the Higher Education Study Support Program are as follows
(1) Those who entered the university more than two years after the end of the year following the year in which they first graduated from high school.
(2) Those who have passed the high school equivalency examination (however, no more than five years must have elapsed between the first day of the year in which you became eligible to take the examination and the day you passed the examination, except in cases where you have taken the examination every year even after five years have elapsed). (2) Students who have been enrolled in the university for more than two years from the end of the year following the year in which they became eligible to take the examination.
(3) Students who have not enrolled by the last day of the year following the year in which they reached 20 years of age, in the case of students who go through the individual admission qualification screening.
(4) In the case of transfer students, those who have been enrolled for more than one year from the end of their previous course of study to the beginning of their studies at the university.
(5) Those who have entered the university through bachelor's admission or bachelor's transfer.
(6) Those who do Not meet the requirements for the Japan Student Services Organization (JASSO) scholarship regarding residence status, etc.

*If you have any questions about eligibility for the Higher Education Study Support Program, please contact the Suita Student Center, Tuition Fee Exemption Section (gakusei-sien-en1@office.osaka-u.ac.jp)
Reference: Japan Student Services Organization website

Select the most applicable item by reading notes carefully.

Choice Checklist

School	Japanese student / Foreign International student	Options
Graduate	Japanese student	Graduate student
	Foreign International student	Graduate student
Undergraduate	Foreign International student	Foreign undergraduate students
	Japanese student enrolling before 2020	Japanese and other undergraduate students enrolling before 2020
	Japanese student enrolling after 2021	Japanese and other undergraduate students enrolling after 2021 (Those who are eligible to apply for the Higher Education Student Support Program [Note 1])
		Japanese and other undergraduate students enrolling after 2021 (Those who are not eligible to apply for the Higher Education Student Support Program [Note 2])

Japanese undergraduate students should also answer the following questions.

Application eligibility check

Except in the case of transferring to a different department or course of study, does your student ID number change in this April? [required]
- ○ Yes
- ● No

Student type [required]
- ○ Graduate student
- ○ Foreign undergraduate students
- ○ Japanese and other undergraduate students enrolling after 2021 (Those who are eligible to apply for the Higher Education Student Support Program [Note 1])
- ○ Japanese and other undergraduate students enrolling after 2021 (Those who are not eligible to apply for the Higher Education Student Support Program [Note 2])
- ● Japanese and other undergraduate students enrolling before 2020

Note 1: Those who are eligible to apply for the Higher Education Study Support Program are as follows
(1) Those who have passed the high school equivalency examination (however, no more than five years must have elapsed between the first day of the year in which the examination was taken and the date of passing the examination.
(2) Those who have passed the high school equivalency examination (however, no more than five years must have elapsed between the first day of the year in which they became eligible to take the examination and the day they passed it, except for those who have taken the examination every year even after five years have elapsed). (2) No more than two years have passed since the end of the year following the year in which the applicant was admitted to the university.
(3) Students who will enter the university before the last day of the year following the year in which they reach 20 years of age, in the case of students who will go through the individual admission qualification screening.
(4) In the case of transfer, less than one year has passed from the end of the course of study before admission to the university.
(5) Those who meet the requirements for the Japan Student Services Organization (JASSO) scholarship regarding residence status, etc.

*If you have any questions about eligibility for the Higher Education Study Support Program, please contact the Suita Student Center, Tuition Fee Exemption Section (gakusei-sien-en1@office.osaka-u.ac.jp)
Reference: Japan Student Services Organization website

Note 2: Those who are not eligible to apply for the Higher Education Study Support Program are as follows
(1) Those who entered the university more than two years after the end of the year following the year in which they first graduated from high school.
(2) Those who have passed the high school equivalency examination (however, no more than five years must have elapsed between the first day of the year in which you became eligible to take the examination and the day you passed the examination, except in cases where you have taken the examination every year even after five years have elapsed). (2) Students who have been enrolled in the university for more than two years from the end of the year following the year in which they became eligible to take the examination.
(3) Students who have not enrolled by the last day of the year following the year in which they reached 20 years of age, in the case of students who go through the individual admission qualification screening.
(4) In the case of transfer students, those who have been enrolled for more than one year from the end of their previous course of study to the beginning of their studies at the university.
(5) Those who have entered the university through bachelor's admission or bachelor's transfer.
(6) Those who do Not meet the requirements for the Japan Student Services Organization (JASSO) scholarship regarding residence status, etc.

*If you have any questions about eligibility for the Higher Education Study Support Program, please contact the Suita Student Center, Tuition Fee Exemption Section (gakusei-sien-en1@office.osaka-u.ac.jp)
Reference: Japan Student Services Organization website

Are you applying for tuition fee exemption under the Financial Support System for Japanese and Permanent residents undergraduates(in Japanese 高等教育修学支援制度)? [required]
- ○ Yes ○ No

Enrollment fee application type Only for Incoming freshperson

Undergraduate students cannot apply for enrollment fee exemption unless there are special circumstances, such as the death of a financial supporter within one year prior to enrollment.

Please be sure to check the " Eligibility " on p. 5 of the Application Instructions.

Enrollment fee application type required

○ Do not apply ○ Both(exemption and deferred payment) ○ Deferred payment
○ Only Exemption (Not apply for Deferred payment)

Undergraduate students cannot apply for an enrollment fee exemption unless there are special circumstances such as **the death of the student funder within one year before enrollment** . Please be sure to check the application conditions in the "Application Guidelines".

Tuition fee application type

When selecting your application category, refer to the section "Confirmation of application category and household members" on p.7 of the Application Instructions.

Tuition fee application type required

○ Exemption ○ Deferred payment ○ Payment by Installments

Do you apply for tuition fee exemption for both the first and second semesters? required

○ Apply for both first and second semesters. ○ Apply for first semester only.

If any of the following conditions apply to you, you cannot select "Apply for both first and second semesters. " option.
· If you plan to graduate or complete a course in the middle of a fiscal year (including cases where you change your course of study due to higher education, etc.)
· In the case of a student who will be enrolled for the first time in the middle of the academic year (second semester) and will exceed the minimum period of study.
· If you are planning to take a leave of absence or withdraw from the school during the academic year

Applicant category required

○ Those whose status of residence is "Student". ○ General student ○ Self-supporting student

In 300 to 500 characters in English (in 150 to 250 characters in Japanese), please explain in detail the family circumstances which led you to apply for the exemption. In particular, if any family member has been employed, retired, or unemployed, please specify the dates of occurrence and the source of current living expenses. For unsponsored international students, please specify the reason why you have decided to apply for the exemption even though you proved that you have enough money for your stay in Japan when you applied for your visa.

Reasons for application required

Back   Save

5. Password to re-login (for incoming freshperson)

Once you complete "Application information" and click "save" button, your e-mail address and password will appear in pop-up screen and the top part of "List of necessary information" page. The e-mail address and password will be used when you re-login to the system. Be sure to take a note or screen shot.

Once you complete registering "Application type," the section turned from red ❗ to green ✓.

How to reissue password to edit application

In case you forget your password to edit application, please press "修正用パスワードを忘れた方 / For those who have forgotten the password to edit your data", enter the e-mail address you used to log in and the Initial password for new students, and press "Login". An e-mail containing your password will be sent to your registered e-mail address.

6. Re-login

For incoming freshperson, click "For those who want to confirm or edit your data" in the blue box. For current Osaka University student, click "For those who want to confirm or edit your data" in the green box.

Re-login for Incoming freshperson, the Password is "Your password to edit application" appeared after you completed "Application information."

Re-login for current Osaka University student, it is same as new application with your Osaka University personal ID and its password.

password to edit application (for incoming freshperson)

7. Family information＞Applicant

Fill in all the columns by selecting applicable items and registering required information based on your situation as of April 1, 2024.
If you are an incoming freshperson, register the examinee's number assigned to you when you took the entrance examination.

①Press the calendar icon to display the calendar.

②Press ▼,＜,＞, and you can choose year, month and date.

Only for incoming freshperson

Applicant's contact details / Family contact details

The e-mail address registered in the system will be notified of the completion of application system registration, receipt of application documents, notification of missing documents, etc. There are many cases of incorrect registration every year, so please pay attention to the notes and make sure to register without any errors.

Applicant's contact details

Prefecture *required*

Address *required*

Phone number (no hyphen)
* If you do not have a landline phone, register your mobile phone number.

Mobile phone number (no hyphen)
* If you do not have a mobile phone, register your landline phone number.

Laboratory extension number

Email address *required*
hikawa.M@gomail.vom

Email address (confirmation) *required*

Osaka University contacts you by email in case of receiving application documents, double(s), or missing document(s). Please ensure that you register an address where you can be reached, as non-receipt of emails will be to the detriment of the applicant.

Email address 2

Email address (confirmation) 2

Note :

・The e-mail address you enter should be valid for at least 6 months.

・Suita Student Center will send you e-mails from gakusei-sien-en1@office.osaka-u.ac.jp and noreply-fee-exemption@office.osaka-u.ac.jp, register these e-mail addresses as in contact.

・Sometimes our e-mails go to Spam folder directly, check your Spam folder periodically.

Family contact details

* If you are applying as a self-supporting student, please register your parent(s) information below.
  If you do not have a family member, please register the laboratory extension number in the telephone number column.
* If you are applying under the category of unsponsored international student, please complete this form only if you have a family member in Japan.

Name *required*

Relationship *required*

Phone number (no hyphen) *required*

Prefecture *required*

Address *required*

Income information

If you have income (even if you are not a salaried employee), click "Add employment" and register your employment information. If you work for multiple companies, register all employment information.

If you are in "General" category and your parents are household supporters in the Income Tax Act, you do not need to register your income of your part time job.

Employment （0 item(s)）

Add employment

【NOTICE】
1. If you are are self-employed or salaried employee whether full-time or part-time, please click "Add employment" and register information.
2. If you receive financial aid(s) except tuition exemption from the programs below, please check in the "System Manual" and register it/them.
   · Osaka University Fellowship Program (tentative name)
   · WISE Program (Doctoral Program for World-leading Innovative & Smart Education)
   · Support for Pioneering Research Initiated by the Next Generation

Please enter the name of the company, etc.
If you are entering from the withholding tax slip, please enter the name of the business as it appears on the withholding tax slip.
Please note if you work part-time for a medical corporation, convenience store, or chain store.
If you are self-employed, please enter "self-employed worker".

Workplace details * Please register the place of employment where you (or your family) actually have worked since January 1 of last year.

Delete the workplace detail

Work place required

If you are self-employed, please register "Self-employed worker" in the Workplace field.
If the name of the company (store name) where you work is different from the name of the corporation (business name) listed on the Certificate of Withholding Tax, etc., please enter "Business Name (Store Name).

Please enter the number in integer.

Part-time employee (including associate employees) required

Annual Salary（Refer to p.14）

Month of employment required

Month of resignation

Working hours per week required
Hours

Annual Salary required
Annual
,000 yen 【K yen】

※If you are a business income earner, please register "0" in this field and register the amount of business income in the business income field of the income information.

Enter the month of retirement, if the applicant has retired from the previous year, or if the applicant is scheduled to retire within one year from the application reference date (first semester: end of March of the following year, second semester: end of September of the following year).

Income

Monthly amount

Monthly amount of child allowance

| Monthly | 0 ✓ | ,000 yen 【K yen】 |

Monthly amount of child-rearing allowance

| Monthly | 0 ✓ | ,000 yen 【K yen】 |

Monthly amount of special child-rearing allowance

| Monthly | 0 ✓ | ,000 yen 【K yen】 |

Monthly amount of child support

| Monthly | 0 ✓ | ,000 yen 【K yen】 |

Enter the monthly amount and the annual amount (12 times the monthly amount) will automatically be entered.

Annual amount

Pension Amount (other than bereaved family pension and individual pension)

| Annual | 0 ✓ | ,000 yen 【K yen】 |

Please register the annual amount based on the "Pension Payment Amount" on the latest pension transfer notice or pension determination (revision) notice, respectively.

| Annual | 0 ✓ | ,000 yen 【K yen】 |

Others (child allowance, public assistance, etc.)

Unemployment allowance

| (Daily amount × Days) | 0 ✓ | ,000 yen 【K yen】 |

Public welfare assistance

| Annual | 0 ✓ | ,000 yen 【K yen】 |

Child allowance

| Annual | 0 ✓ | ,000 yen 【K yen】 |

Child-rearing allowance

| Annual | 0 ✓ | ,000 yen 【K yen】 |

Special child-rearing allowance

| Annual | 0 ✓ | ,000 yen 【K yen】 |

injury and disease allowance

| Annual | 0 ✓ | ,000 yen 【K yen】 |

The title of the program for Graduate School students

| ---- | 〰 |

Program for Leading Graduate Schools and Osaka University Honors Programs for Graduate Schools are not included.
Please enter those "scholarships" into the Scholarship Information.

The annual income of the program for Graduate School students from April 2024 to March 2025

| Annual | | ,000 yen 【K yen】 |

Other income

| Annual | 0 ✓ | ,000 yen 【K yen】 |

Business income

| Annual | 0 ✓ | ,000 yen 【K yen】 |

Miscellaneous income

| Annual | 0 ✓ | ,000 yen 【K yen】 |

* For individual pensions, fill in this miscellaneous income column.

Annual amount of child support

| Annual | 0 ✓ | ,000 yen 【K yen】 |

Deposits and savings

| Annual | 0 ✓ | ,000 yen 【K yen】 |

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Salary income

A. Salaried employee, whether working full-time or part-time
  ＊excluding Part-time job at OU and JSPS Research Fellowship for Young Scientists
①In case you have been working at your workplace as of April 1, 2024 since before
  January 1, 2023.
・Please enter the amount shown on last year's Withholding tax slip in the "Annual Salary"
field.

②In case you have been working at your workplace as of April 1, 2024 since after
  January 2, 2023.
・Please enter the amount shown on Form 6-1 or Form 6-2 in the "Annual Salary" field.

③In case you are working as of April 1, 2024, but plan to retire within a year.
・Please enter the amount shown on Form 6-1 in the "Annual Salary" field.

④In case you retired between January 1, 2023 and as of April 1, 2024.
・The "Annual Salary" will not be displayed, so you do not need to enter this information.

B. Part-time job at OU
・Please enter the amount shown on Form 6-3 in the "Annual Salary" field.

C. JSPS Research Fellowship for Young Scientists
If you are a JSPS Research Fellowship, please answer the following two questions.
  1. Recipient of the JSPS Research Fellowship for Young Scientists
  2. Do you handle research execution expenses?
If you answer the question 2, the annual salary amount will be automatically entered in
the "Annual Salary" column.
However, if the remaining period of employment is less than one year from April 1, 2024,
please correct the annual amount to the number of months multiplied by the monthly
amount.

Yes・・・annual amount is 1,680,000 yen. monthly amount is 140,000 yen.
No ・・・annual amount is 2,400,000 yen. monthly amount is 200,000 yen.

income.

A. Business income
Business income applies to income reported in the business (business or agricultural)
section of the income column in the first table of the tax return.

①In case the business as of April 1, 2024 started before 2022.
・Enter "self-employed" in the "Work place" field and enter the amount shown on last
 year's tax return in the "Business Income" field.

②In case the business as of April 1, 2024 started in 2023 or later.
・Enter "self-employed" in the "Work place" field and enter in "Business Income" four
 times the amount of three months' profits in the documents showing sales, expenses,
 and profits for the last three months.

③In case the business is closed between January 1, 2023 and as of April 1, 2024.
・Enter "self-employed" in the "Work place" field and elect the month in which you closed
 your business from the "Month of resignation" field. No entry is required in the
 "Business Income" field.

B. Miscellaneous income
This includes private pensions, real estate income, dividend income, and miscellaneous income (business and other).

Others (child allowance, public assistance, etc.)
Enter the amount of each income for the year.
○Child allowance・Child-rearing allowance・Special child-rearing allowance
○child support
○Pension(Excluding individual pensions and Bereaved family pension)
○Bereaved family pension
○Unemployment allowance
○Public welfare assistance
○injury and disease allowance
○Remittances or Financial Supports(Only for Unsponsored international student)
○Deposits and savings（Only for Unsponsored international student)
○Loan（Only for Unsponsored international student)

○The annual income of the program for Graduate School students
Please enter the amount received for the current fiscal year (April 2024 - March 2025) for the annual income of the program for Graduate School students.

【note】
We consider that incentive fees paid as living expenses are not considered "business income in Japanese 事業所得" for profit-making purposes, but should be declared as "miscellaneous income in Japanese 雑所得" and tax returns should be filed. Please note that we cannot be held responsible for any impact on tuition fee exemption due to the filing of income as considered "business income in Japanese 事業所得".

Income documentation

① Withholding tax slip	② Form 6-1

① Withholding tax slip

令和　年分　　給与所得の源泉徴収票

吹田市山田丘1番1号

部長

氏名　ハンダイ　ハルオ　阪大　春夫

種別	支払金額	給与所得控除後の金額（調整控除後）	所得控除の額の合計額	源泉徴収税額
給与・賞与	内　8 3 0 9 6 5 4	6 2 7 8 6 8 8	3 0 7 2 4 4 8	内　3 2 0 6 0 0

社会保険料等の金額	生命保険料の控除額	地震保険料の控除額	住宅借入金等特別控除の額
内　8 9 9 4 4 8	5 0 0 0 0	3 0 0 0	

（摘要）
（母）夏子（長男）太郎（次男）次郎（長女）桜

② Form 6-1

1.	氏　　　　　名	
2.	生　年　月　日	年　　　月　　　日 生
3.	採用年月日	年　　　月　　　日 採用
4.	勤　務　形　態	※　常勤 ・ 非常勤(パート含む) ・ 派遣　その他（　　　　　　　　）

5.【20XX年Ｘ月Ｘ日 ～ 20XX年Ｘ月XX日】に勤務した場合の支払額

支　払　額　合　計（　平　均　月　額　）	円（　　　　　　　　　　円）
備　　　　考	

上記のとおり相違ないことを証明します。

年　　　月　　　日

（給与支払者）
所　　在　　地 ＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿
事業所名又は店名 ＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿
職　名・氏　名 ＿＿＿＿＿＿＿＿＿＿＿＿＿＿　印

代表者ではなく、給与支払担当者の証明でも構いません。

---

③ Form 6-2

Fill in the table below. Please tick the applicable box.

In order from oldest to newest ↓	Place of employment (Company name)		
	Bonus applies: ☐Yes ☐No	Bonus applies: ☐Yes ☐No	Bonus applies: ☐Yes ☐No
month	yen	yen	yen
month	yen	yen	yen
month	yen	yen	yen
month	yen	yen	yen
month	yen	yen	yen
Total	yen	yen	yen
Expected Annual Wages	Total ÷ Months × (☐15 / ☐12) = yen	Total ÷Months × (☐15 / ☐12) = yen	Total ÷Months × (☐15 / ☐12) = yen

④ Form 6-3

<Employment 1>

Relevant Department	
Employment Period between April 2024 and March 2025	＿＿/＿＿(yyyy/mm) ~ ＿＿/＿＿(yyyy/mm)(scheduled)
Employment Type (Please circle an applicable answer.)	TA ・ RA ・ TF ・ TUTOR ・ OTHER(　　　)
Expected Annual Wages	yen (Hourly wage:　yen × Total hours:　hours)

<Employment 2>

Relevant Department	
Employment Period between April 2024 and March 2025	＿＿/＿＿(yyyy/mm) ~ ＿＿/＿＿(yyyy/mm)(scheduled)
Employment Type (Please circle an applicable answer.)	TA ・ RA ・ TF ・ TUTOR ・ OTHER(　　　)
Expected Annual Wages	yen (Hourly wage:　yen × Total hours:　hours)

<Employment 3>

Relevant Department	
Employment Period between April 2024 and March 2025	＿＿/＿＿(yyyy/mm) ~ ＿＿/＿＿(yyyy/mm)(scheduled)
Employment Type (Please circle an applicable answer.)	TA ・ RA ・ TF ・ TUTOR ・ OTHER(　　　)
Expected Annual Wages	yen (Hourly wage:　yen × Total hours:　hours)

[Total Wages (Employment1＋Employment2＋Employment3)]

Expected Annual Wages: Total　　　　　　　　　　yen

Record the above total value in the Exemption Application System.
Input "Osaka University" for place of work.

Final Tax Return Declaration Form

	授業料免除制度上の分類	確定申告書上の分類	例
①	Business income	Business	-
②	Miscellaneous income	real estate	-
		interest	-
		dividend	-
		Miscellaneous income（business）	Manuscript fee Speaking fee etc.
		Miscellaneous income（Other）	personal pension insurance etc.

8. Family information＞Spouse/Father/Mother

The subject that needs to be entered differs for each application category.
Please refer to the table below for details.

application category	Subjects for which information input is required				
General	Applicant	Father	Mother	Household members other than applicant and parents	
Self-supporting student	Applicant	Father*	Mother*	Spouse	Household members other than applicant and parents
Unsponsored international student	Applicant	Spouse	Household members other than applicant and parents		

＊If he or she is not included as the household members, only information such as name, age, etc. will be entered.

Individuals counted as your household members

① General student・Self-supporting student

Application category \ Household member(s)	Applicant	Spouse	Father/ Mother	Brother(s)/ Sister(s) supported by the Household supporter(s)	Child(ren)	Grandfather(s)/ Grandmother(s), etc. supported by the Household supporter(s)	Brother(s)/ Sister(s) NOT supported by the Household supporter(s)	Grandfather(s)/ Grandmother(s) etc. NOT supported by the Household supporter(s)	Note
General student	○	△	◎	○	△	○	✕	✕	Someone other than the applicant's parents could be counted as the Household supporter if the applicant's parents died.
Self-supporting student	◎	◎	△	○	○	○	✕	✕	

○: Household member(s)　◎: Household supporter(s)
△: Household member(s) if supported by the Household supporter(s)　×: NOT Household member(s)

② Unsponsored international student

Application category \ Household member(s)	Applicant	Spouse	Child(ren)	Father/Mother/ Grandfather(s)/ Grandmother(s)/ Brother(s)/Sister(s), etc.	Note
Unsponsored international student	◎	◎	○	△	

○: Household member(s)　◎: Household supporter(s)　△: Household member(s) if live(s) together in Japan

◆"Household member(s) if supported by the Household supporter(s)" means Household member(s) if supported by the Household supporter(s) under the Income Tax Act. However, in principle, students or a preschool-attending children are included in the number of household members, regardless of being included as the household members under the Income Tax Law. In such cases, the relevant certification documents, etc. for such persons must be submitted.

◆Should you have any inquiries, please contact Suita Student Center.

Information

Fill in all the columns by selecting applicable items and registering required information based on your situation as of April 1, 2024.

Fill in each field as if you were the applicant. If you are attending school, select "Yes" to the "Attending School" question.

Register all information as you did in "Applicant" section. After you finish selecting "Student" part, click "Save" button.

Student section

For "Student" section if you select "Yes," school related questions will appear.

If you have an elementary school student or older student in your household members, select "Yes."

If you have household members before elementary school, select "No."

Fill in all the columns by selecting applicable items and registering required information based on your household member's situation as of April 1, 2024.

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9. Scholarship information>Applicant's/Applicant's Spouse's Scholarship

If your scholarship/grant is confirmed as of April 1, 2024, select "Yes", click "Add scholarship", register scholarship information as next page and click "Save".

※ Even if your scholarship is one of scholarships you do not need to submit the certificate listed on "Instruction Q&A", you still need to register the information.

If your scholarship/grant has NOT been decided yet as of April 1, 2024, simply select "No" and click "Save".

If you receive financial aid(s) except tuition exemption from the program(s) below, register it / them in "Employment" not in "Scholarship information".
Please refer to p.15 in detail.
1. Osaka University Fellowship Program (tentative name)
2. WISE Program (Doctoral Program for World-leading Innovative & Smart Education)
3. Support for Pioneering Research Initiated by the Next Generation
4. DAIKIN Student Researcher Program

Enter Scholarship Information

Select "Type of scholarship" and register the information.

Depends on your selection, different questions will be shown, register information accordingly.

If there are more than 2 scholarships, complete first scholarship and then click "Add scholarship."

10. Other information>Financial information （Unsponsored International Student）

①Please enter your parents' financial information.

Financial information

Your father's income	Your mother's income
Occupation	Occupation
[✔]	[✔]
Month of employment	Month of employment
[✔] [📅]	[✔] [📅]
Annual income in local currency / Currency (e.g. USD)	Annual income in local currency / Currency (e.g. USD)
[✔] [✔]	[✔] [✔]
Annual income in Japanese Yen	Annual income in Japanese Yen
[✔] ,000 yen 【K yen】	[✔] ,000 yen 【K yen】

②Confirmation of Income
All income sources are listed here. Make sure all these numbers are correct.
If you need to modify, click "Modify" and modify income.

Scholarship

Receiver	Category	Period	Expected amount in this academic year	Modify
Applicant	Private scholarship (non-refundable) * Plese select this option, if you are a 'Monbukagakusho Honors Scholarship for Privately-Financed International Students.' ABC Scholarship Foundation	April 2019 ~ March 2023	240,000 yen	Modify

Employment

Relationship	Work place	Period	Part-time employee (including associate employees)	Salary	Modify
Applicant	Osaka University	April 2021 ~	Yes	1,000,000 yen	Modify

仕送り・援助金

Relationship	Financial suporter	Annual amount	Modify
Applicant	My father	500,000 yen	Modify

Other income

No other income has been registered. Please register here.

③Entering Expenses
Register a monthly amount in thousand yen in each column.
Specify expenditure items, if any, and the monthly amounts in the "Other expenditure" column.

Expenses

Food Expenses
Monthly | 30 ✓ | ,000 yen 【K yen】

Housing (international student residences, lodgings, flats, etc.)
Monthly | 40 ✓ | ,000 yen 【K yen】

Utility bills
Monthly | 15 ✓ | ,000 yen 【K yen】

If you do not have a receipt for utilities at hand, please enter the monthly amount determined by the university. Electricity: 15,000 yen, gas: 10,000 yen, water: 3,000 yen

School fees (excluding tuition fees) and education fees
Monthly | 10 ✓ | ,000 yen 【K yen】

Social insurance costs
Monthly | 0 ✓ | ,000 yen 【K yen】

Communication costs (e.g. mobile phone bills)
Monthly | 5 ✓ | ,000 yen 【K yen】

Other expenditure items

Others 1 - Name | Others 1 - Amount
✓ | Monthly | 0 | ,000 yen 【K yen】

Others 2 - Name | Others 2 - Amount
✓ | Monthly | 0 | ,000 yen 【K yen】

Others 3 - Name | Others 3 - Amount
✓ | Monthly | 0 | ,000 yen 【K yen】

【Be careful】
Housing means rent and common charges. Please submit room rental agreement as the evidence. If you are living in the dormitory of Osaka University, you do not need to submit it.
As the evidence of utility charges, please submit copies of receipts, bank book or screenshot shows amount of utility charges. In case you do not have the documents above, please enter the following expenses below:
Electricity: 15,000yen/per month
Gas: 10,000yen/per month
Water:3,000yen/per month
School fees do not include tuition fee.

④Confirmation of Income and expenditure
All information on this page cannot be saved unless Total income ≧ Total expenses.
Make sure your income exceeds your expense.

Revenue and expenditure

Total income must exceed total expense. 【Total income (annual amount) ≧ total expense (annual amount).】
Total income (annual amount) : 2300,000 yen
Total expenses (annual amount) : 1200,000 yen

Back | Save

After selecting and entering all "Financial Information", click the "Save" button.

11. Other information>Household information

①Part-time job at OU
Select "Yes" if the household supporter is working part-time at Osaka University.
【Confirmation】
Part-time employment inside Osaka University includes teaching assistants (TA), research assistants (RA), tutors, teaching fellow (TF), and part-time employees of Osaka University. It does NOT include administrative support staff, technical support staff, educational support staff, specially appointed researcher, and junior-resident.

Part-time job at Osaka University	⌃
Does your family member (including yourself) work at Osaka University? required	
○Yes	
○No	
Please choose "No" if your application type is "General student" and you do part-time job in Osaka University.	

②Death of a student sponsor

Death of a student sponsor	⌃
Has your academic expense payer died during the following period? required	
○Yes	
◉No	
In the case of students admitted in April, 2024 it's from April 1, 2023～March 31, 2024	

③Household damaged by fire, wind, flood, theft, etc.
If applicable to any of your household members, select "Yes", fill in the information.

Household damaged by fire, wind, flood, theft, etc.	⌃
Receive deductions as a household damaged by fire, wind, flood, or theft during the following periods. required	
◉Yes	
○No	
In the case of students admitted in April, 2024 it's from April 1, 2023～March 31, 2024	
* If the damage is stated in the "Instructions for Application", it is included.	
Date of damage required	
[　　　　　　　　　] 📅	
Damage amount required	
[　　　　　0 ⓘ] ,000 yen 【K yen】	
• Please enter a value greater than or equal to 1.	
Details of damage required	
[　　　　　　　ⓘ]	
• This is a required field.	
Please fill in 40 characters or less.	

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④Household with recipient(s) of long-term medical care
If applicable to any of your household members, select "Yes", click "Add a long-term care patient (person)" button and select relationship and enter number in "自己負担額合計" on Form9 to Medical expenses.

⑤Handicaps or atomic bomb victim
If applicable to any of your household members, select "yes", click "Add a member with a handicap or an atomic bomb victim" and fill out columns by selecting applicable items and entering required information .

⑥Change in the number of family members
If you select "Yes" for the question, a button labeled "Add information of change in the number of family members" will appear called. Press that button and enter the required information.

After selecting and confirming all "Household information", click the "Save" button.

12. Confirmation of data entered

After completing all pages and saving all the data, confirm if all information turns to green ✓ from red !.
Click "To confirm" button at the bottom of the screen.

13. Confirmation of application forms

Then application information is displayed.
① Confirm the "1.Confirmation of application status"
② Read carefully "2. Confirmation items" and click the sentences to tick.
③ If there is any incorrect information, click "←Back" to return to the previous page.
④ After checking the application forms, click "Next→" button.

1.Confirmation of application status

Your email address to edit application : test06@osaka.jp

Your password to edit application : ZfuHNR

❶ The password will be required for the next login. Please make a note of it.

Your application status is as follows. Be sure to check that the registered details are correct. Click the "Back" button to make corrections, or **click the "Next" button** to confirm.
If you want to modify the contents after completing the registration in the exemption application system, please modify the application forms handwriting directly with red ink.

Receipt number	Issued after registration is completed
Applicant's name	阪大 太郎
Application semester	Enrolment fee Second semester tuition fees only
Application type	入学料：併願（免除・収納猶予とも） Tuition fee: Exemption

Online registration	Not completed (draft)
Submission of application documents	Not Received

①

2. Confirmation itemes (Please check all three items)

Please read all the items in "2. Confirmation items" and click the sentences to tick.

☐ After the deadline, we will not be able to accept applications for any reason.

☐ If you need to modify information (e.g. Amount of income), please write correct information on printed application documents directly with red ink.

☐ This application is only for the semester you have selected during the current academic year (first semester, second semester, and both first and second semesters). If you wish to apply for tuition exemption, etc. for a semester not covered by this application, you will need to apply for it again.

②

3. Confirm the Application Form

Currently, it is in a draft state.
Click the "Next" button and complete the registration in the next page.

Please read all the items in "2. Confirmation items" and click the sentences to tick.

[← Back] [Next →]

If you want to exit once, please logout from here (contents are saved)

③   ④

14. Confirmation of application forms（Continued from previous page

① Check the confirmation of application details. Once you click "Registration" button, you will NO longer be able to change any information on the system.

② Be sure to read the message that appears above "Registration" button and click the sentences to tick, if you agree with the message before clicking the button.

③ Once you are ready, click the "Registration" button.

＊Once you click the "Confirm" button, you will not be able to correct any of the information you have entered.

Confirmation of application details

Your email address to edit application : test06@osaka.jp

Your password to edit application : ZfuHNR

❶ The password will be required for the next login. Please make a note of it.

Basic Application Information

Student ID number	00Z21000
Enrollment Fee	Both(exemption and deferred payment)
Enrollment and Tuition Fee	Exemption
Applicant category	General student
School commute classification	Family's home

Income Information

Father	Salary	3,000 ,000 yen
	Non-salary income	0 ,000 yen
Mother	Salary	0 ,000 yen
	Non-salary income	1,000 ,000 yen
Non-refundable scholarship annual amount		120 ,000 yen

Your family member enrolled in school

Younger brother	School type	High school
	Establishment	Public
	School commute classification	Family's home

Household information

Number of households	4
Maternal and paternal households	Not applicable
Number of persons with handicaps	0
Long-term medical expenses	0 ,000 yen
Disastar damage	0 ,000 yen
Public welfare assistance	Not applicable
Application Conditions	General student

❶ If you only applied in the first semester, you will need to apply again in the second semester.

Please read before register:
Once you register, you can NOT amend information on the system.

After you read, click the sentenses to tick and click the "Registration" botton.

☐ I swear that the documents I am submitting are true and correct. I have no objection to my application being withdrawn in the event of a misstatement.

← Back   Registration ③

②

①

15. Confirmation after registration/Preparation of application forms

① Upon registration, "Your receipt number xxxx (four-digit number) is displayed."
Keep the receipt number carefully as you will need it to make inquiries and view the application results.

② After reading this message, click the "Application Forms" button to print and check the application forms.

・Print each application form on A4 paper. Form 1-1 and Form 1-2 should be printed in horizontal. Not vertically.

・If you cannot print any of the forms properly on A4 paper, save the form in PDF format in an external folder (e.g., your own USB memory) and then print it.

・If you need to correct any of the information, correct the information directly on the printed form using red ink. (Do not use correction tape or whiteout.)

・You must submit the documents marked "Required" in the Application Checklist. Submit application documents (application forms) along with relevant certification documents by sending them by mail to Suita Student Centers or putting them into an on-campus submission Box installed at each Student Center.

・Application documents must be submitted to the Student Center by the designated deadline. If you fail to meet the deadline, your application will NOT be accepted under any circumstances for whatever reason.

Online registration is complete.

[Application Forms] ②

* Please print on **one side of the page**.

Please print out the application forms, prepare the required documents, and submit them to the Suita Student Center by either way below:
(1) postal mail
※by traceable postal service e.g. "特定記録郵便"
(2) on-campus submission box in front of:
・Suita Student Center(1st floor of the IC Hall)
・Toyonaka Student Center(2nd floor of the Student Service & Union)
・Minoh Student Center(2nd floor of Research and Education Hub)

Please use Adobe Reader to display and print the PDF.
In the case of browsers such as Chrome and Firefox, it may be displayed by the built-in PDF viewer, and it may not be printed correctly.

[Get ADOBE READER]

Your receipt number is **1003** ①
Please note your receipt number as you will need it for the results announcement.
(If you apply for the first and second semesters at once, the same application number will be used for the second semester.)

At the moment your application is not yet completed. You will then need to submit your documents to the Student Center.
The application form should be printed in A4 size; if you are unable to print the application form in size A4, please save the PDF file to an external folder (e.g. a USB memory stick that you manage) and print it out.
The deadline for submitting documents to the Student Center is 2024/4/8 (Mon) 16:30 (00Sec) (JST). No applications will be accepted after the deadline, under any circumstance.
Even if you have completed the online registration, your application will be invalid if you do not submit your documents by the deadline.

Suita Student Center

Application Status

Please find below the status of your application. Please make sure to check that your application is correct before submitting your documents.

Receipt number	**1003** Make sure you keep a copy. ①
Applicant's name	阪大 在一般太郎
Application semester	First and Second semester tuition fees
Application type	Tuition fee: Exemption

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16. Withdrawing Application

Incoming fresh person

After clicking "新入生(2024年4月入学者) / Incoming freshperson", the following screen appears. Select "申請の取り下げ / For those who want to withdraw application".

Then after clicking "申請の取り下げ/For those who want to withdraw application", the following screen appears.

Enter the e-mail address you used to log in and the "password to edit application " and click the "Login" button.

Click the "Login" button to display the pop-up window as shown below. After confirming the contents, click the "同意する/Agree" button to proceed to the next screen.

After clicking the "同意する/Agree" button, the following screen will appear. Please select the type of application you wish to withdraw and the reason for withdrawal from all the options in the pull-down menu.

Withdrawal of application

Receipt number: 1005

Type of application to be withdrawn : Enrollment Fee Exemption `required`

[---- ▾]

Type of application to be withdrawn : Tuition Fee Exemption `required`

[---- ▾]

Reason for withdrawing application `required`

[---- ▾]

☐ **Do you want to withdraw your current application?**
Once you push "Request for withdrawal", you can't cancel your withdrawal requests.
If you do not complete the application process again within the application period after withdrawal, you will be required to pay tuition fee, etc.
If you want to apply again after you send withdrawal requests, you must start from the application beggining.

[Request for withdrawal]

Type of application to be withdrawn (Enrollment Fee)

options	note
Withdrawal of application for enrollment fee exemption	In case of withdrawal of application for enrollment fee exemption only
Withdrawal of application for enrollment fee deferred payment	In case of withdrawal of application for enrollment fee Deferred Payment only
Withdrawal of application for enrollment fee Both exemption and deferred payment	In case of withdrawal of both application for enrollment fee exemption and deferred payment
Not withdraw the application for enrollment fee exemption, etc.	In case the application for enrollment fee exemption or deferred payment is not withdrawn

Type of application to be withdrawn (Tuition Fee)

options	note
Withdrawal of application for tuition fee exemption	In case of withdrawal of application for tuition fee exemption only
Withdrawal of application for tuition fee deferred payment	In case of withdrawal of application for tuition fee Deferred Payment
Withdrawal of application for tuition fee Payment by Installments	In case of withdrawal of application for tuition fee payment by installments
Not withdraw the application for tuition fee exemption, etc.	In case the application for tuition fee exemption, deferred payment or payment by installments is not withdrawn

Reason for withdrawing application.

options	note
(1) Incorrect application (Incorrect Applicant Category [General, Self-supporting student, Unsponsored international student])	
(2) Incorrect application (Incorrect Login method [Incoming freshperson, Current Osaka University student])	
(3) Incorrect application (Applicant is eligible to apply for the Higher Education Educational Support System *Only for Japanese)	
(4) Incorrect application (Other than above, correction of input contents, etc.)	Please refer to the following notes.
(5) Enrollment and tuition fees paid from scholarship foundations, government funds, etc.	
(6) Other reasons not applicable to the above (free input)	

【Note】
In case of modification of amounts, etc. regarding (4), please do not withdraw the application, but make the modification on the application form with a ballpoint pen in red ink.

When all selections have been made, check the notes in the frame, and click (tap) on the notes to set □ to ☑ status. Then the "Withdraw Application" button will be enabled.
※Once the withdrawal procedure has been completed, it cannot be reversed.

This completes the withdrawal procedure.

【Note1】
When the withdrawal procedure is completed, a reception e-mail of the withdrawal request will be sent to the e-mail address registered in the system.
The Suita Student Center will confirm the information registered on the above screen before deleting the information from the system. Please note that this may take several days to a week. When the process is completed, an e-mail notifying the completion of the withdrawal process will be sent to the e-mail address registered in the system.
If payment of enrollment fee and tuition fee is required, you will be notified at a later date, so please follow the instructions to pay the enrollment fee and tuition fee.
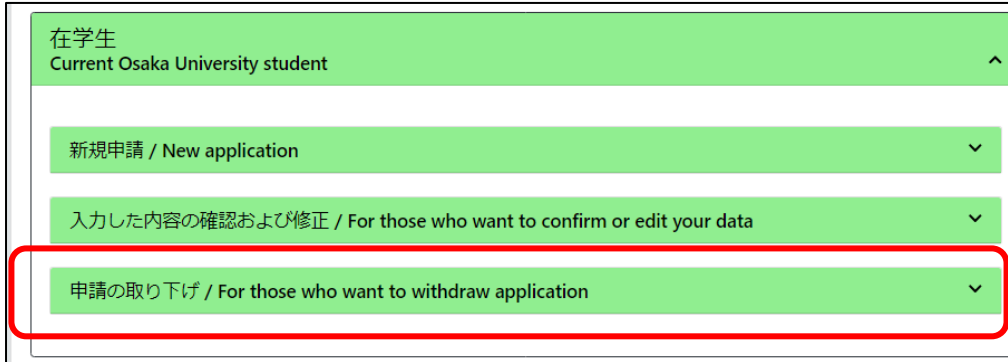In particular, please note that if theenrollment fee is not paid by the deadline indicated in the information, you will lose your status as an Osaka University student.

【Note2】
After withdrawal, system registration with the same e-mail address will be available only after processing at the Suita Student Center.
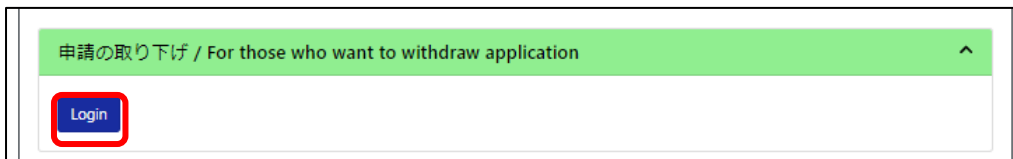
Current Osaka University student

After clicking "在学生 / Current Osaka University student", the following screen appears. Select "申請の取り下げ / For those who want to withdraw application".

Then after clicking "申請の取り下げ/For those who want to withdraw application", the following screen appears. Click "login" button.

Click the "Login" button to display the pop-up window as shown below. After confirming the contents, click the "同意する/Agree" button to proceed to the next screen.

When the "同意する/Agree" button is pressed, a screen called SSO Test will appear, as shown below. Then register your Osaka University personal ID and password on the screen that appears and login to the system.

Please select the type of application you wish to withdraw and the reason for withdrawal from all the options in the pull-down menu.

Type of application to be withdrawn（Tuition Fee ）

options	note
Withdrawal of application for tuition fee exemption	In case of withdrawal of application for tuition fee exemption only
Withdrawal of application for tuition fee deferred payment	In case of withdrawal of application for tuition fee Deferred Payment
Withdrawal of application for tuition fee Payment by Installments	In case of withdrawal of application for tuition fee payment by installments

Reason for withdrawing application.

options	note
(1) Incorrect application (Incorrect Applicant Category [General, Self-supporting student, Unsponsored international student])	
(2) Incorrect application (Incorrect Login method [Incoming freshperson, Current Osaka University student])	
(3) Incorrect application (Applicant is eligible to apply for the Higher Education Educational Support System *Only for Japanese)	
(4) Incorrect application (Other than above, correction of input contents, etc.)	Please refer to the following notes.
(5) Enrollment and tuition fees paid from scholarship foundations, government funds, etc.	
(6) Other reasons not applicable to the above (free input)	

【Note】
In case of modification of amounts, etc. regarding (4), please do not withdraw the application, but make the modification on the application form with a ballpoint pen in red ink.

When all selections have been made, check the notes in the frame, and click (tap) on the notes to set □ to ☑ status. Then the "Withdraw Application" button will be enabled.
※Once the withdrawal procedure has been completed, it cannot be reversed.

Withdrawal of application

Receipt number: 1003
Type of application to be withdrawn : Tuition Fee Exemption required

----

Reason for withdrawing application required

☐ Do you want to withdraw your current application?
Once you push "Request for withdrawal", you can't cancel your withdrawal requests.
If you do not complete the application process again within the application period after withdrawal, you will be required to pay tuition fee, etc.
If you want to apply again after you send withdrawal requests, you must start from the application beggining.

Request for withdrawal

This completes the withdrawal procedure.

【Note1】
When the withdrawal procedure is completed, an reception e-mail of the withdrawal request will be sent to the e-mail address registered in the system.
The Suita Student Center will confirm the information registered on the above screen before deleting the information from the system. Please note that this may take several days to a week. When the process is completed, an e-mail notifying the completion of the withdrawal process will be sent to the e-mail address registered in the system.
If payment of tuition fees is required, you will be notified at a later date, so please follow the instructions to pay the tuition fees.

【Note2】
After withdrawal, system registration will be available only after processing at the Suita Student Center.