

Q & A about Exemption Applications (For International Students)

No.	Contents of Question	Responses	Items
1	Some of my application content contains errors. What should I do?	Applicants cannot make corrections after completing the system application. Please contact the Student Support Division by email stating your name, student ID number, and phone number by the day after the last day of the system period. In the future, please check carefully before registering to avoid these situations.	System application
2	Can students apply only in the spring semester for a full-year exemption?	Yes. For both master's and doctoral students, results of exemption applications for the spring semester apply to the full year, including the fall semester. Those students who have been notified of their results for the full academic year basically cannot reapply for exemption from tuition or apply for postponement of its payment for the fall semester.	Application
3	I applied in the spring semester for a full-year exemption, but I suddenly have to leave Tokyo Tech at the end of September. In this case, is it necessary to submit a withdrawal request for the fall semester?	Please contact the Student Support Division by email (from your Tokyo Tech m address) with your name, student ID number, phone number, and an explanation of the situation. The person in charge will confirm and reply to you.	Application
4	As I was scheduled to graduate a semester earlier than the standard duration of a master's/doctoral program in September, I applied for and received tuition exemption for the spring semester only. However, I will continue studying in the fall semester. What should I do to apply for tuition exemption for the fall semester?	If you were scheduled to graduate early in September, but you will continue studying in the fall semester, please contact the Student Support Division by email (using your Tokyo Tech m address) with your name and student ID number. The decision on your exemption period may be revised from "spring semester" to "spring semester and fall semester."	Application
5	If an undergraduate student who was exempted from half or the full amount in the spring semester enters a master's program from the fall semester due to early graduation, will the exemption apply to the fall semester as well?	No. You must apply for a regular tuition exemption after entering the master's program. The exemption will not be applied automatically.	Application
6	I forgot to apply in the spring semester. Can I apply in the fall semester?	Those who did not apply in the spring semester for any reason can apply in the fall semester. However, the result will apply only to the fall semester and not retroactively, also not apply next spring semester, so you will not be entitled to exemption for the past spring semester. Please note that the results for applications made in the spring semester are valid for the full year, and students who applied in the spring semester and received the results for the full year basically cannot apply in the fall semester.	Application
7	I applied for postponement of the tuition payment in the spring/fall semester. Can I apply for exemption or postponement in the next semester?	As the results of postponement only apply to one semester, you can apply for exemption or postponement in the next semester.	Application
8	Regarding submission of documents, what should I do if I cannot prepare some of the documents by the deadline?	All required documents must be submitted during the submission periods. However, if you cannot meet the deadline for certain documents due to unavoidable circumstances, the Student Support Division will set a separate deadline for the missing documents when you submit the others. Please submit by the extended deadline.	Application
9	I indicated my intention to apply for exemption of the enrollment fee (or postponement of payment) in the Online Enrollment Procedures but did not register on the Enrollment Fee & Tuition Exemption application system. What should I do?	If you applied for the enrollment fee exemption (or postponement of payment) through the Online Enrollment Procedures, you are required to complete the procedures (enter and submit documents) on the Enrollment Fee & Tuition Exemption application system within a specified period after enrollment. Please note that if you do not complete the procedures on the system, you will be automatically notified of a "disapproval" result.	Application
10	I did not complete uploading any documents. Can I proceed with the next submission step?	No, you cannot. STEP 1: Register application information online and STEP 2: Submit original documents are mandatory for all students. Each step must be completed by its respective deadline, and you cannot jump directly to the Submission of Documents. If you do not complete all steps, you will be notified of a "disapproval" result for the full year. If you would like to withdraw this application in order to reapply for exemption for the next fall semester, please click the "Decline" button on the top page of the Enrollment Fee & Tuition Exemption application system.	Application
11	Since all the required documents are ready, can I submit them now?	No. Please submit your documents during the designated period.	Application
12	I applied for exemption from tuition in the spring semester. Is there a required procedure for the fall semester?	No special procedure is required. However, if you are studying in a doctoral program for more than the standard duration required for graduation, please refer to "Notes for Tuition Exemption Applicants Whose Study in Doctoral Programs Exceeds the Standard Duration" when performing STEP 1.	Application
13	I am currently studying abroad (or undergoing off-campus training, etc.) and cannot submit the documents during the designated period. What should I do?	Please be sure to complete the application procedure by the deadline. For required documents, you may ask family members or laboratory associates in Japan to submit them on your behalf. When your proxy sends the documents from within Japan by postal mail, please follow the instructions in the Application Guide. If it is difficult to submit the documents in person or by domestic postal mail due to unavoidable circumstances, please contact us by email.	Application
14	Although I enrolled at Tokyo Tech, I cannot enter Japan. How can I submit the documents?	For required documents, you may ask laboratory associates in Japan to submit them on your behalf. When your proxy sends the documents from within Japan by postal mail, please follow the instructions in the Application Guide. If it is difficult to submit the documents in person or by domestic postal mail due to unavoidable circumstances, please contact us by email. In all cases, please be sure to complete the application procedure by the deadline.	Application
15	I will complete a master's program at Tokyo Tech in March (or September) and will enter a doctoral program in April (or October). When applying for exemption from tuition, will I be treated as a new student or a current student?	You will be treated as a new student. Please proceed with system application first, then continue with the submission of documents by the designated deadlines. If you are an international student, Academic Supervisor's Comments is not required.	Application

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16	When applying, should I enter my current or expected affiliation and grade?	If you apply for exemption from tuition (or the enrollment fee) in the spring semester, please enter your affiliation, etc. as of April 1. For applications in the fall semester, please enter your affiliation, etc. as of October 1.	Application
17	Could you check the content of my application documents before upload?	We do not check application documents before upload. Please note that the Student Support Division will check the content of application documents at the time of receipt and also after upload. If there is anything missing, incomplete, questionable, etc. in the documents, the Student Support Division will contact you (by email in principle). If you receive inquiries, please make sure to respond promptly.	Application
18	I submitted my documents by the deadline, but the Student Support Division later sent me an email asking to submit some missing or incomplete documents. In this case, will my application be disapproved due to incomplete documents?	If documents have been submitted within the STEP 2: Submit original documents, the application will be treated as valid even if there are missing documents. However, if the missing documents are not submitted by the deadline specified in an email notification from the Student Support Division (you'll be given about week or so), the application will be disapproved, or the applicant will not be entitled to deductions. We will not send reminders to applicants, so please be sure to check deadlines, etc. by yourself.	Application
19	I am unable to complete the procedures because I can't prepare certain documents during the Enrollment Fee & Tuition Exemption system application period. What should I do?	Please upload PDF or image files to the Enrollment Fee & Tuition Exemption application system, and state the reason why you are unable to upload the documents during the application period and your expected submission date. If you become able to prepare the documents by the expected submission date, please email the Student Support Division with the attached files.	Application
20	The Student Support Division sent me an email notification about missing documents but I cannot prepare and submit the documents by the specified deadline. What should I do?	Be sure to reply to the email notification from the Student Support Division promptly, explaining that you cannot meet the specified deadline and the reasons why. The Student Support Division may decide to postpone the deadline if it deems the reasons for the delay unavoidable. Please note that this arrangement only applies to the missing documents specified by the Student Support Division, as notified to each applicant separately. If an applicant fails to submit the missing documents by the specified deadline without replying to the notification, the application will be disapproved or the applicant will not be entitled to deductions (see 3. Other important points in the Application Guide). Please be sure to reply.	Application
21	I want to withdraw my application. What should I do?	Please click the "Decline" button on the top page of the Enrollment Fee & Tuition Exemption application system. If you have applied for enrollment fee exemption or postponement of payment, please pay the enrollment fee immediately. Payment of the enrollment fee will constitute official withdrawal.	Application
22	How will the application results be announced?	Results will be notified on the Web System for Students. They will also be sent to the applicant's Tokyo Tech email address (@m.titech.ac.jp). A payment slip(s) in a sealed envelope is planned to be mailed to the applicant's registered address in late July to early August.	Application
23	In the "Declaration of Research Results", it says that achievements from the bachelor's period are excluded, but may I list achievements from the master's or research student period? Can I also include the achievements that I submitted last year?	Yes, you may list achievements from your master's or research student period. Also you may submit achievements that you have already included last year.	Application
24	I am living in a Tokyo Tech dormitory (or TIEC). Regarding documents to prove housing expenses for international students, what do I need to upload?	There are no specific documents to upload. Please only enter the form.	Housing Expenses
25	I am sharing a room with my friends and splitting the rent. Regarding documents to prove housing expenses for international students, what do I need to submit?	Please be sure to upload the lease contract for the house where you are living, along with each housemate's residence card, student ID card, or staff ID card showing the address, and a "Room-Sharing Expenses Report" (Attachment 1-3).	Housing Expenses
26	I am renting a room but there is no written contract. Regarding documents to prove housing expenses for international students, what do I need to upload?	Please ask the lessor of your housing to fill in a "Housing Contract Declaration" (Attachment 1-2) and upload it with a copy of the lessor's real estate purchase and sale agreement. For Attachment 1-2, please submit the original during the document submission period.	Housing Expenses
27	As my lease is automatically renewed, I cannot use it to prove that I am currently living at my address. What should I upload?	Please upload the original lease contract, including the page that states the contract is automatically renewed.	Housing Expenses
28	When I renewed my lease, we exchanged a written agreement instead of a renewal contract. What should I upload?	Please upload the written agreement. In some cases, you may be asked to submit the original lease contract.	Housing Expenses
29	How do I request the "Academic Supervisor's Comments" from my academic supervisor? (Required for currently enrolled Privately Funded Internal Students only)	When the applicant completes the system application, Tokyo Tech Portal will send a notification to your academic supervisor for approval.	Academic Supervisor's Comments
30	I want to know what my academic supervisor writes in the "Academic Supervisor's Comments."	They are overall evaluations that include whether the applicant is expected to complete his/her studies within the standard enrollment period, and an overall evaluation including attitudes toward research, laboratory attendance, research results, etc.	Academic Supervisor's Comments
31	I was newly hired as a recipient of the JSPS Research Fellowship for Young Scientists, but I cannot upload an "Employment Notification (Copy)" by the deadline for submitting application documents.	Uploading an "Examination Result Notification for Recipients of the Research Fellowship for Young Scientists (Copy)" is acceptable.	Income
32	I'm an international student, but my spouse lives with me and has an income. What should I do?	Please include your spouse's income amount in STEP 1 [3-1-1. Income]. You must also upload (and submit) documents proving your spouse's income. For details, please refer to the Application Guide.	Income
33	I am (or my spouse living with me is) an international student and earn(s) a salary in my home country. What should I do?	If you are using that salary to support your life in Japan, please upload the documents as described in [3-1-8. The applicant receives a salary from a company in home country and spends money for living in Japan]. If you are using that salary to support your family's life in your home country, or you are not using that salary for your life in Japan, please check [No].	Income

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34	I am currently applying for a scholarship. As of April 1 (spring semester) / October 1 (fall semester), the scholarship has not been confirmed. What should I enter in [1-6. Currently receiving scholarships or grants]?	It is not necessary for you enter any scholarships that have not been granted yet.	Scholarship
35	What are the criteria for "academic performance"?	<p>"Academic performance" is evaluated based on the applicant's entrance examination results, GPA, and research achievements.</p> <p>[New master students] The assessment will be based on your entrance examination results. In case that you entered in October and apply for the Spring semester (i.e. second semester), the assessment will be based on GPA.</p> <p>[Master students in the 2nd grade or above] The assessment will be based on GPA.</p> <p>[Doctoral students] Assessment for applicants in doctoral programs will be based on research achievements.</p> <p>Applicants with excellent results may have an advantage in the screening for tuition exemption, while applicants with extremely poor results may have a disadvantage.</p>	Evaluation
36	Could you give me details of the screening criteria for "assets"?	We cannot provide further details.	Evaluation
37	Could you give me details of the screening criteria for "income"?	We cannot provide details. However, please note that applications for tuition exemption (or the enrollment fee exemption) are comprehensively screened based on the applicants' academic performance, assets, and income.	Evaluation
38	Does the "Academic Supervisor's Comments" for currently enrolled Privately Funded International Students affect the exemption decision?	We cannot comment on this.	Evaluation
39	How are academic performance, assets, and income related to each other in the screening process?	Exemption from tuition is comprehensively determined based on these factors.	Evaluation
40	I have a bank account registered for tuition withdrawal. If the account has a deposit balance exceeding the full tuition amount, will a tuition withdrawal be made even before the result of my exemption application?	If you apply for exemption from tuition, etc., the tuition payment will be deferred until the result is determined, so no automatic bank withdrawal (debit) will be made.	Payment
41	I want to confirm whether my tuition payment method is set as automatic bank withdrawal. I also have other questions about tuition payment. What should I do?	Please send your inquiries via email to the Revenue Group of the Accounting Division (kei.syu@jim.titech.ac.jp) if you have questions regarding payment of tuition or other fees. Make sure to include your name and student ID number in your inquiry email.	Payment