

Application Guide for Entrance Fee Reduction and Deferral

***All applicants must read the entire document.**

● Eligible Students

In the following cases, Entrance fees may be reduced, exempted, or postponed upon selection within the budget.

○For financial reasons

- In the case of a regular graduate student of SUMS who has difficulty in paying entrance fee due to financial reasons and is recognized as a student of academic excellence.

○In case of disaster, etc.

● Required Documents

Selection will be based on the amount of income of all members of the household to which the applicant belongs.

The submitted personal information will not be used for any purpose other than the selection process for entrance fee reduction/exemption and deferment.

- 1) Entrance Fee Reduction and Exemption Form (Form3)
- 2) The Declaration of Economic Status Form (Form5)
- 3) Proof of Residence for all household members
- 4) Income certificate for the fiscal year 2024 (Certificate regarding income for 2023 for all members of the household)
 - * If you have no income, submit a "certificate of tax exemption".
 - * If you have extra income, please also submit documentation describing the income.
 - * If you have been in Japan for less than one year and cannot be issued a certificate, please let us know.
- 5) International Student Life Report (Form9)
- 6) Faculty Advisor Opinion (Form10)
 - * Japanese version only
- 7) Survey of Return (Travel) Schedule (Form11)

8) Documents to be submitted by applicable persons

conditions	Documents to be submitted
If you live outside the International House	<input type="radio"/> A copy of the apartment lease agreement
If you have a part-time job off campus	<input type="radio"/> Please let us know at the counter.
If you received a scholarship in FY2023	<input type="radio"/> Documentation confirming receipt of scholarship
If any member of the household is employed or changed jobs in 2023	<input type="radio"/> Certificate of estimated annual income, certificate of salary payment, and pay stubs (for the last 3 months)

*Depending on your household situation, you may be asked to prepare documents other than those listed above.

● Submission of Documents

Please submit the application documents to Counter4(Student Affairs Division) during the enrollment process.

● Notification of Results

A notification of the results will be sent to the division to which you belong around the end of July.

● Application for Deferment of Entrance Fees

Those who wish to receive a deferment of entrance fee must also submit an "Entrance Fee Deferment Application Form (Form4)". The submission location, deadline, and timing of the decision are the same as those for entrance fee reduction/exemption.

If your application is approved, entrance fee will be deferred until March 2026.

● Precautions

1) Please fill out the documents carefully in block letters. Applicants with omitted or illegible information may be excluded from the selection process.

2) Please enter the address and other information as of April 1, 2025 on "The Declaration of Economic Status Form (Form5)". If there are persons in the same household who are

not income-eligible (excluding students and pre-school children), please indicate their current status.

3)If it is determined that the applicant has intentionally misrepresented facts in the application, the application will be canceled even after approval.

4)In principle, applicants who are disapproved must pay the entrance fee in a lump sum.

5)The applicant will be granted a deferment of entrance fee payment until a decision is made on whether or not to grant the reduction/deferment. However, if the it has been paid by the time the decision is made, applicant is not eligible for a reduction or exemption.

6)If the application is not approved or the applicant is granted a half exemption, the applicant may be expelled from the University if the entrance fee is not paid by the specified date.