

January 29, 2025

Kanazawa University 2025 Application guidelines (for current students) for the waiving of tuition fees (first semester or first and second semester batch)

[Graduate School, Bekka, Undergraduate students (Only for students not covered by the new academic support system)]

This application guideline shall apply to students in **graduate schools (including privately-financed international students), Bekka and undergraduate courses that are not covered by the new academic support system** (National financial support system through JASSO scholarships and reduction/exemption of admission fees and tuition fees. Includes free admission and tuition fees for students from multi-child households. Hereafter referred to as the 'new system'.)*.

Those affected by the Noto Peninsula Earthquake of 2024 and a major disaster that occurred on or after 1 April 2024 may also apply for tuition fee waiver under a separate system. Please check the 'Application guidelines for the 2025 admission fee and tuition fee (first semester) waiver [for those whose household finances were affected by a major disaster]' and consider applying for this waiver.

* This guideline only applies to **undergraduate course students who are not eligible for the new system, such as privately- financed international students and those who have graduated from high school more than three years prior to entering the University. Undergraduate course students who do not meet these requirements should check the website below and apply for admission and tuition fee reductions under the new system (applications for JASSO scholarships for enrolled students).**



https://www.kanazawa-u.ac.jp/students/economic/school_support

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Waiving of tuition fees of the University

For students in Graduate Schools and Bekka, based on their application, those who meet all of the application qualifications, academic and household criteria stipulated in the University's Tuition Fee Waiver Regulations will be selected for full or half waiver within the budgeted amount of the tuition fee waiver, in order from those with the highest household financial need. The selection process is carried out every semester and is not necessarily the same as the previous result. In some cases, the previous waiver result was a full waiver, but this time the waiver is half waiver, and in other cases the waiver is rejected because it does not meet the criteria.

For undergraduate students not covered by the new system, based on their application, those who meet all of the application qualifications, academic and household criteria stipulated in the University's Tuition Fee Waiver Regulations will be selected for **half waiver** within the budgeted amount of the tuition fee waiver, in order from those with the highest household financial need. Even students meeting the criteria may be rejected.

1. Eligible applicants

1-1. Eligibility

Eligible applicants must meet one of the following two conditions (1) or (2):

- (1) Students who have difficulty paying tuition due to financial reasons and who are recognized as having excellent academic records.
- (2) Those who, within one year prior to admission, have been subject to any of the following events ① or ② that have made it difficult for the student to pay the admission fee within 6 months prior to the due date of tuition for each semester.
 - ① The death of the main income earner in the household, or situations in which the applicant or the main income earner has suffered damages from a disaster such as storms or floods.
 - ② In cases equivalent to ① where the President finds reasonable grounds.

1-2. Additional information on eligibility (eligibility for application)

Students who fall under any of the following categories ① to ③ shall not be eligible to apply for a tuition fee waiver.

① Students who have repeated the year or been enrolled for longer than the standard period of study

However, applications may be approved as a special case when a student has repeated the year or exceeded the standard period of study by one year or less, and the reason for the extended duration of study is not due to the circumstances of the student.

<Cases in which an application may be approved as a special exception>

- (a) Leave of absence due to illness, or cases in which, although the student has not taken a leave of absence, they have been unable to earn credits due to illness and have repeated the year or exceeded the standard period of study.
- (b) When the student has remained in the same grade or exceeded the standard period of study due to studying abroad.
- (c) When a graduate student's dissertation has been delayed due to reasonable fault on the part of the University and the student has repeated the year or has exceeded the standard period of study.

- (d) Leave of absence for childbirth or childcare.
- (e) When a student has repeated the year or exceeded the standard period of study due to other reasons not attributable to the student.

Note: When applying as special exception due to illness as per (a) above, the applicant is required to submit the doctor's certificate at a later date. If the medical certificate cannot be submitted, the application as special case will not be approved. However, if the medical certificate has already been submitted to the University at the time of the leave of absence procedure, it is not required.

② Students who take leave of absence, etc.

Applicants who take a leave of absence during the period from the base date of the application for waiver (first semester: April 1, second semester: October 1), those who return to the university during the term, those who complete the course during the term (June completion, December completion, etc.), or those who withdraw from the university are not entitled to apply for tuition fee waiver. If you decide to take a leave of absence etc. after the application, please be sure to report it to the Student Support Section as we will invalidate your application.

③ Students who have received disciplinary action in the semester preceding or during the semester for which they are applying

If the time of the disciplinary action is before the notification of the result of the application, the waiver application is invalidated; if it is after the notification of the result of the application, the permission for the waiver is cancelled (the regular tuition fees must be paid in addition).

2. Application method

Please submit the set of application documents for tuition fee waiver within the application period.

Submissions received after the application period will not be accepted under any circumstances. Please consult with the Student Support Section during the application period if you are unable to prepare any documents (such as a certificate of admission) by the deadline due to reasons other than your own reasons, or if you have any questions.

2-1. Application method and application period

Step 1 ▶ Online registration and Submission of applicant's forms, required documents, etc.: 3 February (Mon) to 27 February (Thu), 2025	
Application method	After completing the online form for tuition fee waiver (Acanthus Portal), The following documents etc. must be submitted within the submission period. Only completing the online form is not considered to be a complete application. Be sure to submit the following application documents. As this online application form also enables us to identify the applicant, we do not accept applications made by non-web-based methods, such as handwritten applications.
Application Documents	1. Applicant Forms 1-1 and 1-2 (Single-sided printouts and documents can be downloaded after completing the online form.) 2. The required documents (See 5. List of required documents for tuition fee waivers in these guidelines.)
Submission period	3 February (Mon) to 27 February (Thu), 2025 (If sent by post, postmarked on the same day)
Submission method	Submitted by post or at the Student Support Section

Submission address	<p>Student Support Section, Student Support Division, Educational and Student Affairs Department, Kanazawa University, Kakumamachi, Kanazawa City, Ishikawa 920-1192 (Administration Office, 2nd floor)</p> <ul style="list-style-type: none"> * When sending by post, please write " Application documents for tuition fee waiver are enclosed" in red ink on the left side of the front of the envelope. * Students at the Takaramachi and Tsuruma campuses can also submit the documents at the Student Affairs Section of their department. However, when sent by post, it must be addressed to the Student Support Section.
<p>Step 2 ▶ Submission of certificate of income taxation: 30 May (Fri) to 17 June (Tue), 2025</p>	
Application method	<p>Obtain and submit a "Certificate of Income Taxation for FY2025" at the city or town hall, etc.</p> <ul style="list-style-type: none"> * Please write your student number and name in the top right-hand corner of the certificate of income taxation. * For details on the certificate of income taxation, see 5. List of required documents for tuition fee waivers in these guidelines.
Submission period	30 May (Fri) to 17 June (Tue), 2025 (If sent by post, postmarked on the same day)
Submission method	Submitted by post or at the Student Support Section
Submission address	<p>Student Support Section, Student Support Division, Educational and Student Affairs Department, Kanazawa University, Kakumamachi, Kanazawa City, Ishikawa 920-1192 (Administration Office, 2nd floor)</p> <ul style="list-style-type: none"> * When sending by post, please write " Application documents for tuition fee waiver are enclosed" in red ink on the left side of the front of the envelope. * Students at the Takaramachi and Tsuruma campuses can also submit the documents at the Student Affairs Section of their department. However, when sent by post, it must be addressed to the Student Support Section.

2-2. Points to note when applying

- (1) Documents confirming the income and special deductions of the applicant and his/her family (the applicant and his/her spouse in the case of self-supported individual) must be submitted together with the Applicant Forms For details, please refer to "5. List of required documents for tuition fee waivers." in these guidelines. Documents smaller than A4 size should be submitted pasted onto A4 paper.
- (2) Applicant Forms should be prepared in accordance with '4. Guidelines for preparing the Applicant Forms' of these Guidelines. Various other forms are available from the University's website at the following address. Paper copies are not available; please print and complete the forms yourself. Document size is A4.

Kanazawa University > Education, student support and student activities
> Financial support • Scholarships > Tuition fee waiver page

https://www.kanazawa-u.ac.jp/students/economic/tuition_waiver



- (3) If you are unable to provide any of the attached documents (Check the following examples: certificate of admission, certificate of expected salary payment, etc.) during the application period due to reasons other than your own reasons, you may submit additional documents later. In this case, **please write a memo that there are documents that cannot be submitted and submit it with the application.** The deadline for documents to be submitted later is the end of April. Documents other than those that cannot be provided due to reasons other than your own reasons must be submitted within the application period.

<Documents relating to the enrolment of siblings etc. who will enrol in school from April>

Example 1: If a sibling enters a higher education from April 1 (junior high school → high school, high school → university etc., undergraduate school to graduate school etc.), submit a **certificate of enrolment in higher education** by the end of April. The certificate of the school before entering higher education is not required.

Example 2: If a sibling etc. is a prep school student (high school to preparatory school student) from 1 April, please inform the Student Support Section by the end of April. Certificates of enrolment from preparatory schools, etc. and certificates from schools before entering higher education are not required.

Example 3: If a sibling of a student is planning to take a leave of absence, please inform the Student Support Section.

<Documents relating to the support of siblings etc. who start work in April>

Example 4: If a sibling of a student is graduating in March and will be employed on April 1 and will no longer be supported by a livelihood support person (regardless of whether they live together or separately), submit Form 9 "Application for Separate Livelihood of Sibling, etc." by the end of April.

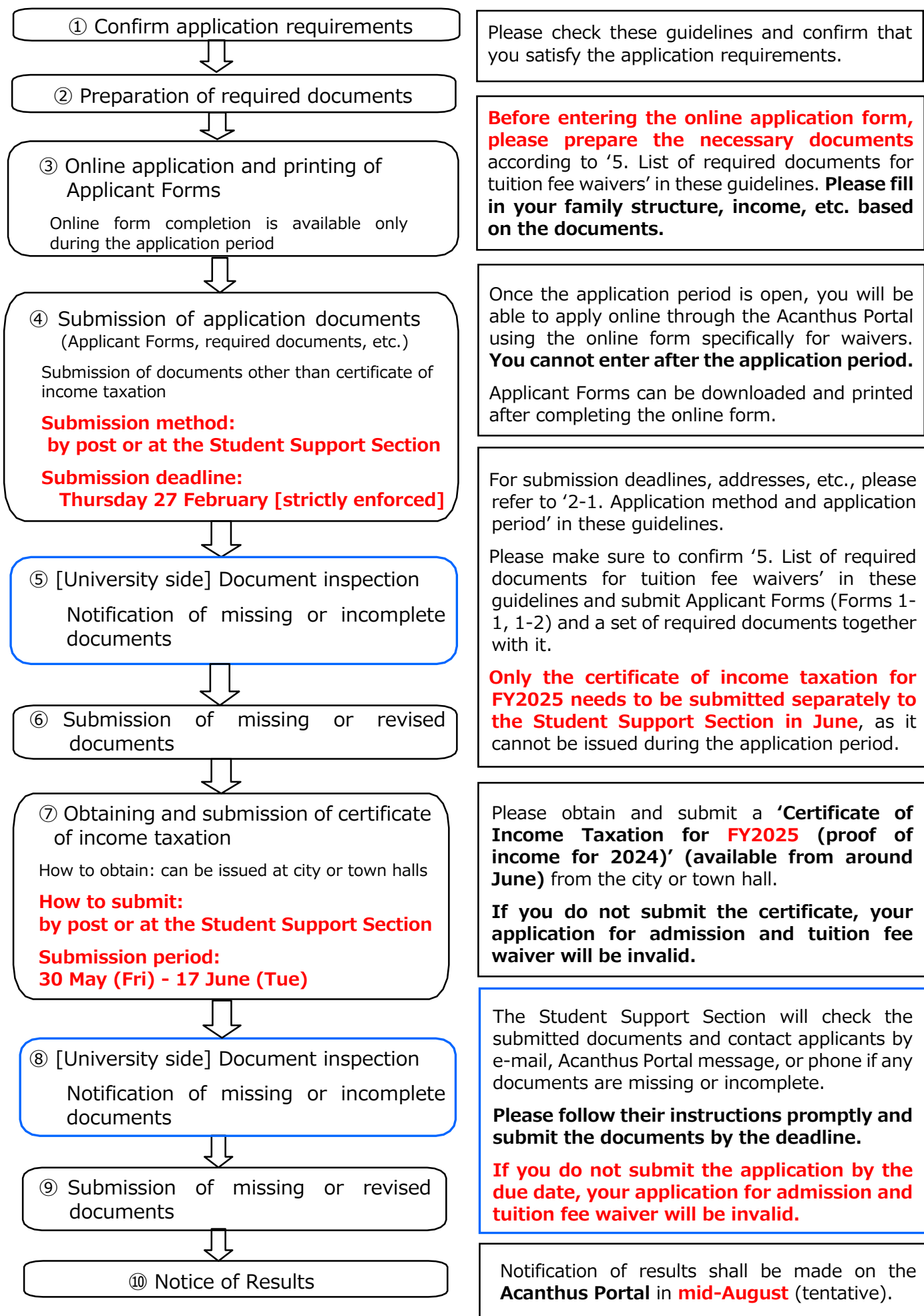
However, if he/she will not be removed from the support of the main income earner even if he/she finds a job, please inform the Student Support Section of this (If known in the application period, this can be noted on the application form).

<Documents relating to part-time work for privately- financed international students>

Example 5: **For privately- financed international students who came to Japan on or after January 2, 2024** and plan to work part-time (including TA and RA) on or after April 1, 2025, request the part-time job provider to fill out Form 3 "Certificate of (Estimated) Salary Payment" and submit it to the Student Support Section by the end of April.

- (4) **The Student Support Section will contact applicants by E-mail, message on the Acanthus Portal or phone in the event of an incomplete application. Applications may be invalidated if incomplete application documents are not corrected by the specified date.**
- (5) **Submitted documents will not be returned, lent, or reproduced in any form.** Please submit photocopies of all documents that are acceptable in photocopies; when submitting originals, please be sure to make a photocopy for your own records before submission.
- (6) Where an application is found to contain false information, any admission fee or tuition fee waiver already granted shall be revoked (the regular tuition fees must be paid in addition) and no further tuition fee waiver application will be accepted.
- (7) Since we automatically transfer tuition fees from your bank account, you need to go through the account transfer procedure even if you apply for tuition fee waiver. We confirm that you have completed the account transfer procedure for tuition fees when examining your application for tuition fee waiver. Those who have not completed this procedure must obtain the procedure documents from the student affairs office of your department and complete it by the time you submit the application documents. If you cannot make an account transfer due to some circumstances, please inform to Student Support Section.

2-3. The flow of applications for tuition fee waivers 'first semester application'



3. First and second semester batch applications

Applicants meeting certain conditions are eligible to apply for both the first and second semesters of the 2025 academic year at the same time in their first semester application as a "First and second semester batch application."

In such cases, the application for the second semester will be completed during the second semester application period scheduled in August 2025 (tentative) by simply submitting a declaration stating that there have been no changes to the contents of the application made in the first semester, and without the need to submit further application documents. Please note, however, that applicants may be instructed to submit additional documents or to apply again as second semester application depending on the applicant's household's financial situation.

Applicants wishing to make a first and second semester batch application should read the following information carefully before applying.

3-1. Requirements for a first and second semester batch application

Only applicants whose application details (e.g., household financial situation, family situation, schooling status, etc.) have not changed in the first and second semesters may apply.

Applicants falling into categories ① - ③ below are not eligible to make a first and second semester batch application.

- ① Students planning to graduate or complete their studies during the academic year (June, September, December, etc.)
- ② Students planning to take a leave of absence or withdraw from the University during the academic year
- ③ Students enrolled beyond the standard duration of study

3-2. Receipt and treatment of first and second semester batch applications

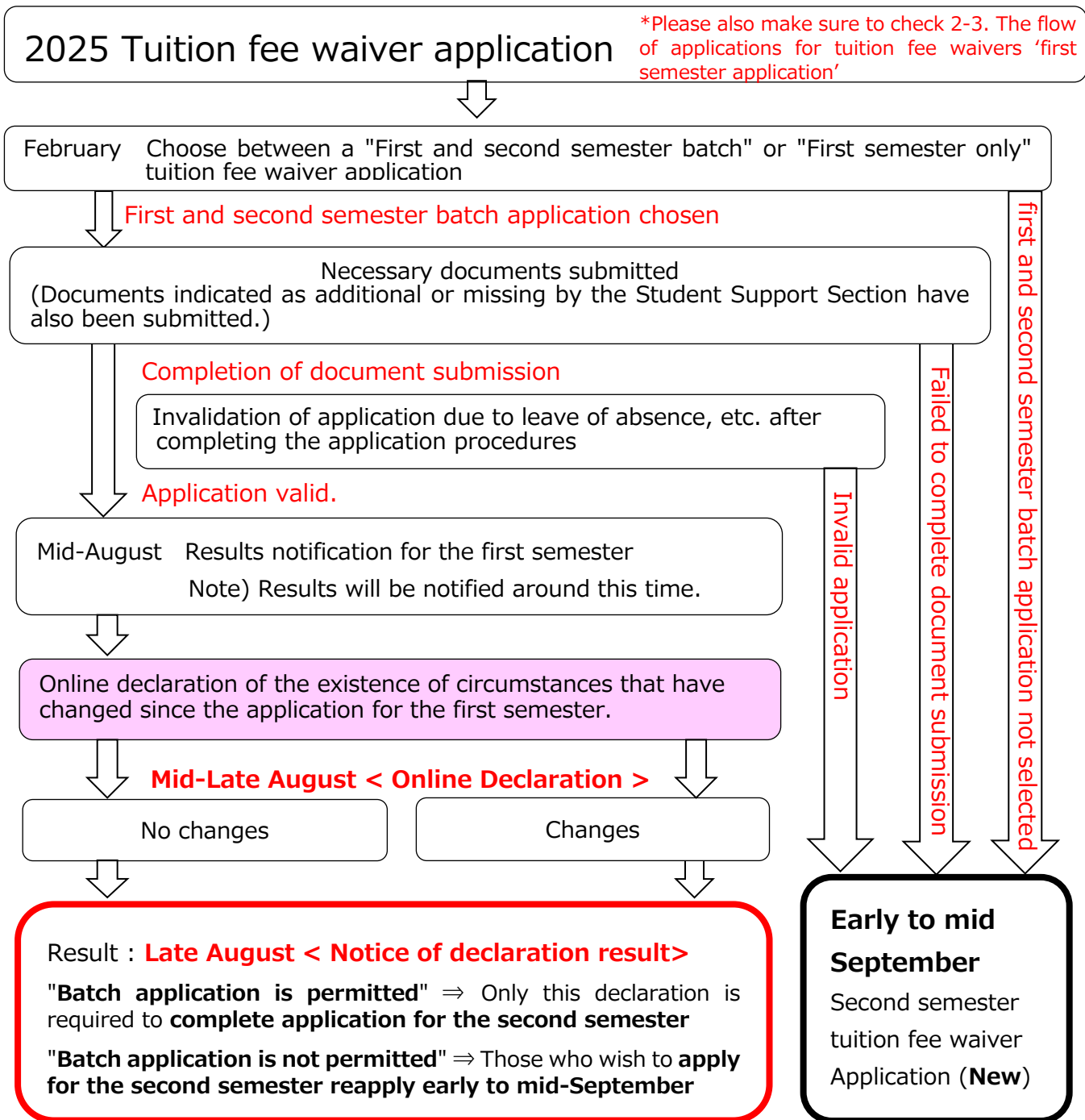
Applicants who satisfy the conditions in 3-1 above who wish to make a first and second semester batch application must select a first and second semester batch application on the form when applying for a tuition fee waiver for the first semester.

Note that, should any unanticipated changes to the contents of an applicant's application (e.g., household financial situation, family situation, schooling status etc.) occur after submitting a first and second semester batch application, the applicant must contact the Student Support Section of the Student Support Division to make a new application for the second semester. Please note that where it is found that changes have occurred but a new application for the second semester has not been made, the batch application shall be invalid and it will not be possible to receive a tuition fee waiver for the second semester.

In addition, should the applicant decide to take a leave of absence or to withdraw from the University during the academic year they have applied for a tuition fee waiver, the applicant should contact the Student Support Section, Student Support Division as soon as possible and we will invalidate your application.

Note. Even if a first and second semester batch application is approved, the selection process shall be carried out on a semester-by-semester basis. The results of selection may therefore vary between the first and second semesters.

3-3. The flow of first and second semester batch applications for tuition fee waivers



[Where there have been changes since the first semester application (household finances, family situation, schooling status etc.)]

- (E.g.)
- A person who was a dependent relative of the main income earner under the Tax Law has ceased to be a dependent due to employment
 - The death of a grandparent who are dependents of the main income earner
 - Receipt of a new scholarship since the time of the first semester application (Note: Only international students who had not arrived in Japan by January 1, 2024 and those who became financially independent after January 1, 2025)





In these cases, it is necessary to change the application for the first and second semester batch application and to apply again for the second semester. **Please note that it is necessary to re-submit the complete set of required documents.**

4. Guidelines for preparing the Applicant Forms

- ① The Applicant Forms is entered via a dedicated web form (Acanthus Portal).
- ② In regards to this application, the "applicant" is the student himself/herself, and the "application date," which is the reference date for the family situation, shall be "April 1" for the first semester and "October 1" for the second semester.
- ③ The students themselves should understand their household situation as of the date of their application, and should complete the forms specifically and in detail.
- ④ If incorrect information has been entered and finalized, please correct it in red ink on the printed 'Applicant Forms'.

(1) Preparation method

[How to access the online form] The operating manual is available after login to the online form.

<p>① Acanthus Portal → Education → Click "Academic Information services..."</p>	
<p>② Click the "Top Page > Tuition Fee Waiver" link.</p>	
<p>③ If the application period is open, a link to the online form and the application period will be displayed. Click on the link to enter tuition fee waiver application.</p>	
<p>④ The top page of the online application for tuition fee waiver will be displayed. For the input method, refer to "Manual" in the upper right.</p>	

(2) Recording household income

① Applicant classification

Please select from one of the three following categories, "General student" "Self-supported individual (Employed (Working student))," and "International Student."

Application Category	Requirements
Self-supported individual* (Employed persons)	<p>All of conditions 1-3 below must be met.</p> <ol style="list-style-type: none"> 1. The applicant is not a dependent of their parents, etc. under the Income Tax Law or for health insurance purposes 2. The applicant (and their spouse) live separately from their parents. (Separation of households shall not be regarded as separation) 3. The applicant (or their spouse) has sufficient income to support themselves independently (Exceeds JPY 1,030,000 for salaried income and JPY 480,000 for non-salaried income) on an ongoing basis, and that income is reported and can be confirmed with the Certificate of Income Taxation.
International students*	Privately financed international students
General student	Where the applicant falls under neither the "Self-supported individual" or "International student" categories

* As a general rule, the income of self-supported individual and privately financed international students is calculated based on the values shown on their income certificate for the previous year. However, as an exception, estimated income values may be used to calculate the amount of income for persons who became self-supported individuals through work after January 1 of the year of application and privately financed international students who had not yet arrived in Japan as of January 1, 2024. Even if previously recognized as a self-supported individual, applicants will not be recognized as self-supported individuals where their income for the previous year does not meet the requirements; in such cases the applicant is to be considered a "general student" and should submit income documents for their parents.

② Scope of family

Application Category	Scope of family (Members of the same household)
General students	<p>The applicant, the main income earner (in principle, a parent) and dependents of the main income earner under the Income Tax Law (Regardless of whether they live under the same roof) and include the following:</p> <ol style="list-style-type: none"> ① Parents who live separately due to their work (a posting away from home, migrant workers, etc.) ② Dependents of the main income earner who live separately for schooling or medical treatment ③ Grandparents living separately who are dependents of the main income earner <p>E.g., Where a father, mother, brother (student), sister (working adult), and grandparents (not dependents of the main income earner) are living together, the household is defined as the father, mother and brother. The sister and grandparents, who are not dependents, are not included.</p>

Self-supported individual (Employed persons)	<p>The applicant (Including the spouse and dependents (children, etc.) of the applicant or their spouse under the Income Tax Law.)</p> <p>If the applicant has a spouse, regardless of whether he/she is dependent on the applicant for health insurance or tax purposes, he/she is regarded as a person living in the same household as the applicant and is required to submit documents relating to income etc.</p>
International students	<p>The applicant (Including only a spouse where they are living in Japan, and dependents of the applicant under the Income Tax Law (children, parents living in Japan, etc.))</p>

* If a person who is a dependent under the Income Tax law at the time of application ceases to be a dependent as of the application base date (1 April for the first semester and 1 October for the second semester), he or she is not included in the family. However, since there will be a discrepancy between the number of dependents reported and the information in the 'Dependents Subject to Deduction' column on the withholding tax certificate, etc. please submit Form 9 Declaration on the separate livelihoods of siblings."

③ Income

Please fill in the form according to the tax withholding certificate for 2024 (salaried employees) (the value shown in the "amount paid" column), or the final tax return for 2024, or the Municipal Residents Tax Return for FY2025 (reflecting 2024) (where not a salaried employee). Those filing a final return must fill in the form accordance with the financial return.

In the case of salaried employees with multiple employers, the total amount is calculated.

Application Category	Income to be calculated
General students	<p>• The applicant's income: Fill in only if salary income of JPY 1,030,000 or more or non-salary income of JPY 480,000 or more will be shown on the certificate of income taxation for FY2025.</p> <p>• Income of the main income earner: All salaried and non-salaried income for 2024 (Including lump-sum income shown on the Certificate of Income Taxation)</p> <p>*The calculation is based on the amount on the certificate of income taxation for the previous year, even if there is a change in household income such as resignation, job change or employment during the year, or if a person is absent from work due to maternity or parental leave and is expected to have no income on the reference date.</p> <p>*Income not shown on the Certificate of Income Taxation, such as survivor's pensions, disability pensions, child support allowance, etc., will not be included.</p> <p>In addition, for households receiving public assistance, income is to be calculated according to the public assistance decision notice.</p> <p>*Income of persons other than the main income earner is not counted.</p>

Self-supported individual	<p>• Income of the applicant (and their spouse): All salaried and non-salaried income for 2024 (Including lump-sum income shown on the Certificate of Income Taxation)</p> <p>*The calculation is based on the amount on the certificate of income taxation for the previous year, even if there is a change in household income such as resignation, job change or employment during the year, or if a person is absent from work due to maternity or parental leave and is expected to have no income on the reference date. However, where there is no expectation of an ongoing income that meets the requirements for Self-supported individual due to a change of employment or unemployment during the year, the applicant cannot apply as a "self-supported individual." In such cases, submit the Certificate of Income Taxation of the main income earner as a "general student".</p> <p>*Applicants who are newly employed after January 1 of the year of application and anticipate an income that meets the requirements, but who did not record an income that meets the requirements on their Certificate of Income Taxation for the previous year, may apply as self-supported individual as an exception. In such cases, please record estimated amounts.</p> <p>* Income not shown on the Certificate of Income Taxation, such as survivor's pensions, disability pensions, child support allowance, etc., will not be included.</p>
International students	<p>• Income of the applicant (and their spouse): All salaried and non-salaried income for 2024</p> <p>Applicants who had not yet arrived in Japan as of January 1, 2024, should enter estimated amounts.</p>

④ 'School attendee' information

Please record all persons attending school besides yourself. Where undecided about whether to advance to university or high school, please check the box for currently attending school and record " ○○High School (Intending to attend university)" in the school name field.

⑤ Confirmation of data, Printing "Applicant forms"

When the application data has been confirmed, the "application status" icon will change to "confirmed," and the "list of documents to be submitted" link will be displayed. But please be sure to check the documents that need to be submitted under "5. List of required documents for tuition fee waivers" of these guidelines as well. "Applicant forms" cannot be printed double-sided. Please print single-sided sheets.

5.List of required documents for tuition fee waivers

Items marked with a "●" must be submitted by all applicants, items marked with "○" should be submitted only by relevant applicants.

Samples of income documentation can be found at the following URL.


<https://www.kanazawa-u.ac.jp/wp/wp-content/uploads/2025/01/certificate-samples.pdf>




No.	Application Category			Required documents	Applicable persons	Points to note	Issuing body
	General	Self-supported individuals	Privately financed international students				
1	●	●	●	Applicant Forms (Forms 1-1 and 1-2)	All	Read these guidelines carefully, enter via the dedicated online form (Acanthus Portal). Print out the form on one side and submit it. *Reference : 4. Guidelines for preparing the Applicant Forms of these Guidelines.	
2	●	●	○	<p style="text-align: center;">FY2025</p> <p style="text-align: center;">Certificate of Income Taxation (Original)</p> <p>*Proof of income for FY2024</p> <p style="text-align: center;">★Note★</p> <p>Submission period for this certificate of income taxation only is from Fri 30 May to Tue 17 June.</p> <p>(This section continues on the next page. Check it out.)</p>	General	<p>Regardless of income, submit those of the applicant and the main income earner.</p> <p>*The main income earner is a parent in principle; if this is not possible, the main income earner acting in lieu of a parent</p> <p>*To be submitted even where unemployed, a homemaker, or elderly</p>	<p>It can be issued from around June 2025 at the city or town hall (the municipality where you have your residence card as of January 1, 2025).</p> <p>The issuing period differs according to the municipalities, so please check in advance.</p>
					Self-supported individuals, Privately financed international students	<p>Submit those of the applicant (and spouse).</p> <p>*Privately financed international students who had not yet arrived in Japan as of January 1, 2024, need not submit the Certificate of Income Taxation (Due to non-issuance).</p>	
					<p>[Note on certificates of income taxation]</p> <p>*Every year, a number of applicants fail to submit a certificate of taxation of their own income. The certificate of income taxation (certificate of non-use of income tax) for the applicant must be submitted even if they have no income. This is to confirm that they have no income.</p> <p>*Submit documents showing the value of salary and non-salary income, the number of dependents, a breakdown of deductions, and whether or not the applicant is subject to resident's tax. Resubmission will be required where this information is not provided.</p> <p>*If the amount of money is shown as '*****', etc., it is not acceptable as the amount of money cannot be confirmed.</p>		

No.	Application Category			Required documents	Applicable persons	Points to note	Issuing body
	General	Self-supported individuals	Privately financed international students				
2	●	●	○			<p>*If a certificate is not issued due to zero or low income, submit a certificate of tax exemption (proof of non-taxation)</p> <p>*Even if the document shows your income, only the Certificate of Income Taxation issued by the municipality is accepted.</p> <p>*No copies available. Submit the original. Where siblings enrolled at the University concurrently apply for tuition fee waivers, only one original copy needs to be submitted, and other applications should use copies.</p> <p>*The Certificate of Income Taxation for FY2024 (which proves income earned in FY2023) is not required</p> <p>*My number does not need to be included.</p>	
3	○	●		<p>Documents proving income</p> <p>○Tax Withholding Certificate (Copy)</p> <p>○ Final Tax Return (Copy)</p> <p>○Certificate of (expected) salary payment (University Form 3) etc.</p> <p><i>*This is a "document proving income" that is different from the income taxation certificate of No.2</i></p> <p>(This section continues on the next page. Check it out.)</p>	Salaried employees	<p>①Tax Withholding Certificate for FY2024 (Copy)</p> <p>[In addition to ①, if any of the following declarations ② or ③ are made, also submit together.]</p> <p>②Final Tax Return for FY2024 (Copy), including Table 1, Table 2, (in cases of separate taxation) Table 3 and Supplementary tables (Copies)</p> <p>③The municipal/prefectural resident's tax return for FY2025 (Copy)</p> <p>[Persons falling under the category of self-supported individuals after January 1, 2025]</p> <p>④Certificate of (expected) salary payment (Form 3)</p>	<p>①Workplace</p> <p>④University form 3 Download from website. Request certification from your employer.</p>
					Persons receiving pension	<p>①A public pension tax withholding slip for FY2024 (Copy)</p> <p>*In the case of a personal insurance pension other than the public pension, a copy of the certificate of payment, notice, etc. is acceptable.</p> <p>[In addition to ①, if any of the following declarations ② or ③ are made, also submit together.]</p> <p>②Final Tax Return for FY2024 (Copy), including Table 1, Table 2, (in cases of separate taxation) Table 3 and Supplementary tables (Copies)</p> <p>③The municipal/prefectural residents tax return for FY2025 (Copy)</p>	<p>Pension payee (e.g., the Japan Pension Service)</p>

No.	Application Category			Required documents	Applicable persons	Points to note	Issuing body
	General	Self-supported individuals	Privately financed international students				
3	○	●		<p align="center">★Note★</p> <p>Depending on the application category (General or Self-supported individuals), the items to be submitted may vary as follows.</p> <p>[General] Submit proof of the main income earner's income. *Applicant's documentation of proof: Income is only part-time income of less than 1,030,000 yen per year, the withholding tax certificate for this income does not need to be submitted. Must be submitted if the amount is more than 1,030,000 yen per year.</p> <p>[Self-supported individuals] Documents proving the income of the applicant (and spouse) must be submitted, regardless of the amount.</p>	<p align="center">Persons with non-salary income</p>	<p>[Persons with business income (Farming, commerce, industry, fisheries), dividends, real estate, or miscellaneous income]</p> <p>Submit either of the following ① or ②</p> <p>①Final Tax Return for FY2024 (Copy), including Table 1, Table 2, (in cases of separate taxation) Table 3 and Supplementary tables (Copies)</p> <p>②The municipal or prefectural resident's tax return for FY2025 (Copy)</p> <p>[Persons opening a business between January 2, 2024 and April 1, 2025]</p> <p>Submit both of the following ① and ②</p> <p>①Final Tax Return for FY2024 (Copy), including Table 1, Table 2, (in cases of separate taxation) Table 3 and Supplementary tables (Copies), or the municipal or prefectural residents tax return for FY2025 (Copy)</p> <p>②Statement of monthly income and expenditure from the business' opening to the present (any format)</p>	
						<p>[Notes on Tax Returns and Citizen's Prefectural Tax Returns]</p> <p>*Both must show that the declaration has been completed with the competent authorities (if the declaration has not been completed by the application deadline, please notify this in a memo, etc. and submit it by the end of April).</p> <p>If the above cannot be submitted, a "Tax payment certificate (Number 2, Income Use)" must also be submitted.</p> <p>*If there are any parts of the final tax return that state "as shown in the attached sheet," then this attached sheet is to be submitted together with the tax return.</p>	<p>Tax payment certificates can be issued at tax offices.</p>

No.	Application Category			Required documents	Applicable persons	Points to note	Issuing body
	General	Self-supported individuals	Privately financed international students				
4			○	<p>Documents proving income</p> <p>○Tax Withholding Certificate (Copy)</p> <p>○Final Tax Return (Copy)</p> <p>○Certificate of (expected) salary payment (University Form 3) etc.</p> <p><i>*This is a "document proving income" that is different from the income taxation certificate of No.2</i></p> <p>Documents proving the income of the applicant (and spouse) must be submitted, regardless of the amount.</p>	<p>Salaried employees</p>	<p>[Persons who had arrived in Japan before January 1, 2024 and worked part-time (including TAs and RAs) between January 1, 2024 and December 31, 2024]</p> <p>①Tax Withholding Certificate for FY2024 (Copy) *A person who has worked in a part-time position at Kanazawa University, such as TA or RA, can obtain a withholding record from Acanthus Portal. Refer to the following URL or the two-dimensional code on the right for the method of obtaining. http://www.kanazawa-u.ac.jp/wp/wp-content/uploads/2024/07/gensen-e.pdf</p> <p>*If the employee is unable to issue a tax withholding slip, submit a copy of the salary schedule (for January to December 2024) or a copy of the bank passbook showing the salary transfer (for January to December 2024).</p> <p>[Persons who arrived in Japan on or after January 2, 2024, or person who have not arrived in Japan and plan to work part-time (including TA and RA) on or after April 1, 2025]</p> <p>②Certificate of (expected) salary payment (Form 3) *Ask your employer for evidence.</p> <p>*If you have started working part-time after the date of arrival in Japan, but are not currently doing so, or will not continue to do so after April 1, 2025, you do not need to submit any documents.</p>	<p>①Workplace</p>  <p>②University form 3 Download from website. Request certification from your employer.</p>
					<p>Persons with non-salary income</p>	<p>[Persons with business income (Farming, commerce, industry, fisheries), dividends, real estate, or miscellaneous income]</p> <p>Submit either of the following ① or ②</p> <p>①Final Tax Return for FY2024 (Copy), including Table 1, Table 2, (in cases of separate taxation) Table 3 and Supplementary tables (Copies)</p> <p>②The municipal or prefectural residents tax return for FY2024 (Copy)</p> <p>* Both must show that the declaration has been completed with the competent authorities (if the declaration has not been completed by the application deadline, please notify this in a memo, etc. and submit it by the end of April).</p> <p>If the above cannot be submitted, a "Tax payment certificate (Number 2, Income Use)" must also be submitted.</p> <p>*If there are any parts of the final tax return that state "as shown in the attached sheet," then this attached sheet is to be submitted together with the tax return.</p>	<p>Tax payment certificates can be issued at tax offices.</p>

No.	Application Category			Required documents	Applicable persons	Points to note	Issuing body
	General	Self-supported individuals	Privately financed international students				
5	●	●	●	Scholarship receipt status Declaration (University Form 8)	General	Indicate whether or not the applicant is receiving a benefit scholarship .	University form 8 Download from website
					Self-supported individuals, Privately financed international students	Indicate whether or not the applicant (and their spouse) has received a benefit scholarship .	
					* Persons receiving a scholarship should submit a copy of the decision notice, etc. showing the period of receipt and the amount received. * There is no need to record loan scholarship.		
6	○	○	○	Certificate of enrolment of siblings, etc (in the form prescribed by the school)	Where any family member (other than the applicant) is a student of high school or above.	Submit the prescribed form of the school where siblings etc. are enrolled. *You do not need to submit a certificate of your siblings enrolled in this university. *For students planning to go on to higher education or who are preparatory school students, certificates from their previous school or preparatory school do not need to be submitted. *Please also check "Example of 2-2 Points to note when applying (3)" in these Guidelines. *If you do not submit a certificate of admission, no deductions for students will be made.	School at which the student is enrolled
7	○	○	○	Declaration on the separate livelihoods of siblings (University Form 9)	Households in which siblings have (or will have) separate livelihoods	This is to be submitted where a person listed as a dependent in the "Dependents subject to deductions" column on the tax withholding slip or final tax return at the time of application ceases to be a dependent of the main income earner as of the application base date. *Please also check "Example of 2-2 Points to note when applying (3)" in these Guidelines. *In the case of privately- financed international students, only those whose main income earner and siblings live in Japan are eligible.	University form 9 Download from website
8	○	○		Proof of single-parent status	Single-parent household	Submit one of the following documents ① to ③ with the statement 'widow(er), single parent'. ①A copy of a tax withholding slip ②Final tax return (copy) ③Certificate of Income Taxation *If there is income earned as a salaried employee, the tax withholding slip in No.3 or final tax return may be used in substitute where they record "widow(er), single parent". If it cannot be confirmed by the above documents, submit an official copy of the family register. *No special deductions shall be made where certificates are not submitted.	A copy of the family register can be issued at the city or town hall.

No.	Application Category			Required documents	Applicable persons	Points to note	Issuing body
	General	Self-supported individuals	Privately financed international students				
9	○	○		Documentation confirming that the person is disabled	Households with disabled persons	<p>A copy of a physical disability certificate or a rehabilitation certificate (Page showing name, degree of disability and update date)</p> <p>*Certification of Long-Term Care is excluded from deductions for disability. *No special deductions shall be made where certificates are not submitted.</p>	
10	○	○		Public Assistance Decision (Change) Notification (Copy)	Households receiving public assistance	<p>Public Assistance Decision (Change) Notification (Copy) for the past 1 year (Showing the amount of support provided)</p> <p>*If there is any salary income, document No.3 (tax withholding slip) is also required.</p>	City or town hall etc.
11			●	Household income and expenditure of privately financed international students (University Form 10-1 or 10-2)	privately financed international students	<p>Check the notes in the separate sheets (pages 3 and 4 of each form) carefully.</p> <p>*Form 10-1 is for privately financed international students who had arrived in Japan before January 1, 2024.</p> <p>Form 10-2 is for privately financed international students who had arrived (or will arrive) in Japan between January 2, 2024 and April 2025.</p> <p>*Since a supervisor's signature is required, please ask them as soon as possible.</p>	University form 10-1,10-2 Download from website
12			●	Residence card (Copy)	privately financed international students	<p>Photocopies of the residence cards of the applicant and all family members (both sides)</p>	
13			●	Copy of lease contracts for apartments, boarding houses, dormitories, and other facilities	privately financed international students	<p>Photocopy of the page of the lease contract for the apartments etc. where the rent and common expenses are mentioned.</p> <p>*Only dormitory students shall submit something that shows the monthly amount of rent in place of the lease contract.</p> <p>*If you share a room in an apartment, submit documents showing that you live together (such as a page that shows a roommate in the lease agreement).</p>	Tenant management company (Real estate agent), etc.
14		●		A printout of the 'screen' of the eligibility information of your Individual Number Insurance Card	Self-supported individuals	<p>Screen of the applicant's own Individual Number Insurance Card eligibility information.</p> <p>*Please log in to Mynportal, select your health insurance card, print out the screen of the eligibility information and submit it. For information on how to print, please refer to the URL below or the two-dimensional code on the right.</p> <p>*If you do not have a My number card or have not yet registered for use of the Mynah insurance card, submit a copy of the 'Certificate of Eligibility' issued by the medical insurer (workplace, local authorities, etc.) to which you have applied.</p> <p>*No need to submit a copy of your My Number card or your My Number. https://www.kanazawa-u.ac.jp/wp/wp-content/uploads/2025/01/mynahoken_printout.pdf</p>	

No.	Application Category			Required documents	Applicable persons	Points to note	Issuing body
	General	Self-supported individuals	Privately financed international students				
15		●		Certificate of residence (original)	Self-supported individuals	<p>Certificates of residence for all members of the applicant's household</p> <p>*When requesting issuance at a city hall, etc., be sure to request the residence card of "all households."</p> <p>*Resubmission will be required where residence certificates are not submitted for all members of the household.</p>	City or town hall, etc.
16	○			A copy of the family register, death certificate (copy), or other document confirming death	In case of the death of the main income earner	<p>[In case of the death of the main income earner within one year prior to admission (October 1, 2024 - March 31, 2025)]</p> <p>*If a family member was a dependent of the deceased under the Income Tax Law, submit the deceased's most recent Certificate of Income Taxation, tax withholding slip (copy) or a copy of their final tax return including Tables 1 and 2, or other documents showing that the family member was a dependent.</p>	City or town hall, etc.
17	○	○	○	Documents that can confirm the fact of damage from storms, flooding or other disasters	Where the applicant or the main income earner suffers a disaster such as storms, flooding, or theft	<p>[Where the applicant or the main income earner suffers a disaster such as storms, flooding, or theft (Within 6 months prior to admission (October 1, 2024 - March 31, 2025)]</p> <p>Submit (copies of) all of the following ① -③</p> <p>①Disaster certificate, Statement of damages from disaster etc.</p> <p>②Certificate of insurance payment</p> <p>③Declaration of loss (University Form)</p> <p>*This is only applicable in cases in which the applicant is recognized to be in extreme economic distress due to increased expenditures or decreased income as a result of damages caused by disasters such as fire, storms, flooding, or earthquakes.</p> <p>* In the "value of damages" column, the value of damages or losses and the value of insurance payments and compensation for damages should be deducted from the value of material damages recorded on the certificate (do not simply deduct the value of damages or restoration costs as they are).</p>	<p>①City or town hall, etc.</p> <p>②Insurance company, etc.</p> <p>③University form Download from website</p>

6. Notification of results

Notification shall be made **on the Acanthus Portal** in mid-August 2025 (tentative).

* Payment of tuition fees shall be deferred until notification of the results of tuition fee waiver applications.

*If the application result is a half waiver or rejection, the amount to be paid and method of payment shall be included with the result notification.

***The final deadline for the payment of tuition fees shall be September 30 for the first semester and March 31 for the second semester (In both cases, if this day is a holiday or public holiday, until the weekday just before). Students who fail to make payments will be expelled.**

***The period between the notification of results and the deadline for payments is short. Please make advance preparations to make the payment, should your application be unsuccessful.**

7. Handling of personal information

① Personal information submitted in the application and personal information obtained by the University will be used for the purpose of screening admission and tuition fee waivers. In addition, the results of the selection process for admission and tuition fee waivers will be used for operations related to the collection of admission and tuition fees.

② Personal information obtained in the course of ① as well as the results of the admission and tuition fee waiver selection process may be used for operations relating to financial support for students. In addition, information may also be used in an anonymized form for the purposes of improving university education, student support and university administration (various statistical surveys and analyses, project planning etc.).

③ In conducting the operations in ① and ② above, some tasks may be outsourced to external companies. In such cases, a contract will be agreed between the University and the contracting entity to ensure the appropriate handling of personal information, whereupon some or all personal information shall be provided to that entity.

8. To Students and Parents

In principle, tuition waivers **should be applied for by students themselves** to encourage their independence. If anything is unclear in the screening process, we will ask the student himself / herself. **Please apply by the student himself / herself after fully understanding his / her family situation.**

In addition, in order to ensure equity and fairness, each deadline for applications will be handled strictly. Therefore, **we will not accept applications after the application period has passed for reasons not attributable to the University**, such as "I did not know," "I did not notice the notification," or "I was busy." We appreciate your understanding and cooperation.

9. Contact information for inquires

Student Support Section, Student Support Division, Educational and Student Affairs Department, Kanazawa University

(2nd floor of Administration Building, Kakuma Campus)

Mail:stsen@adm.kanazawa-u.ac.jp

(Please include your student ID and name in the text of the email.)