

Application for Admission Fees Exemption etc. in 2026

When students want to apply the exemption or deferment of the admission fees, submit the application form with required documents after thoroughly reading the contents below. In this regard, the students applying for the exemption or deferment should not pay the admission fees until the selection is made.

1 Eligible Applicants for selection of Admission Fees Exemption:

- (1) A student who has an excellent academic record but has difficulty in paying the admission fees on time because of financial reasons.
- (2) A student who has entered the Graduate School from the Undergraduates of English Course of Tsukuba University and the academic record was particularly excellent but has extremely financial difficulty.
- (3) A student who has difficulty in paying the admission fees at the application filing period because of other special circumstances.

2 Eligible Applicants for selection of Admission Fees Deferment:

- (1) A student who has an excellent academic record but has difficulty in paying the fees on time because of financial reasons.
- (2) A student who has difficulty paying the admission fees because of a reason below:
 - death of a main financial supporter within one year before the enrollment
 - family (applicant him/herself or the main financial supporter) financial hardship caused by a disaster etc. within one year before the enrollment
- (3) A student who has difficulty in paying the admission fees because of an unavoidable reason such a main financial supporter's unemployment.

3 Required Application Documents

Required documents for the application are indicated below. **For international students, submit (1) (2) (3) (9). (Applicants may be asked to submit extra documents later).**

When you cover (2) of "1 Eligible Applicants for Admission Fees Exemption", please submit (10) together

- (1) Application Form for Admission Fees Exemption etc. [Refer to p.3~5]
(Fill in either the Japanese or English application form)
- (2) Applicant Sheet of Admission Fees Exemption etc. (for Graduate School)
- (3) The latest certificates of Income issued by a municipal office [Refer to p.6]
- (4) For salary earners, withholding tax slip for 2024(copy) [Refer to p. 7]
- (5) For business income earners, final tax return for 2024(copy), etc. [Refer to p.7]
- (6) For pension recipients, payment notice (copy) or notice on revision of pension (copy) etc.(the latest) [Refer to p.7]
- (7) For applicant's siblings who attend high school or higher education, certificate of the school such as Student ID Card (copy). [Refer to p. 9]
- (8) Expected year income certificate (relevant persons) [Refer to p.7]
- (9) Declaration of Revenue and Expenditure Status (Persons who are financially independent and all international students)
- (10) Other certificates (relevant persons)[Refer to p.7~9]
 - a) Certificate of death or unemployment of a main financial supporter
 - b) Certificate of a disaster, flood, or storm etc.
 - c) Medical certificates of family members (person under long-term treatment (more than six months) is required to submit Out-of-pocket Expenses Statement for medical treatment and payment receipts in addition to the medical certificate.)
 - d) Person who earns temporary income (retirement benefits, severance package, insurance money, income from transfer of assets, and forestry income) (for the period from April 2025 to March 2026 shall submit certificates of these types of income (copy).
 - e) Required documents refer to "Certificates of Income etc."
- (11) Other documents required by the University as necessary for selection (relevant applicants will be asked later.)

4 Due Date and Method of Application

Submit the application documents with enrollment documents at the admission procedure.

Note: Certificates of (temporary) income must reach the Division of Student Welfare (Financial Support), Department of Student Affairs by 17:00, Friday, March 27, 2026 (strictly enforced). Write the name of the School and College enrolled in and the applicant's name at the right top corner of the documents to be sent.

5 Exempt Amount

All or part of regular admission fees

6 Deferment of Payment

If the deferment is permitted, payment of admission fees is postponed until Friday, February 26, 2027.

7 Result Announcement (scheduled)

After July 2026

8 Persons living independently

Persons who are recognized as living independently fall under (1) and (2) specified below.

(1) Those who fall under specified below as of November 2025.

The applicant or spouse who has regular income (including scholarship (including lending) and part-time job income and those who have a life by their personal savings); who does not live with parents or other family members under the Income Tax Law; and who are covered by National Health Insurance or Social Insurance.

(2) The applicant or spouse is Special researcher of the Japan Society for the Promotion of Science or NIMS Junior Researcher who enrolled in Doctoral Programs.

9 Other

For all applicants who apply the exemption and deferment of the admission fees, their payment of the fees will be postponed until the decision of approval/disapproval is made.

The applicants who receive the disapproval decisions **shall be expelled from the university registry unless the person pays admission fees within Thirty days** from the date of the decision informed. Please keep in mind on checking the academic Web Bulletin Board System. (If you'd like to apply for both exemption and the deferment of Admission Fee, please choose the category of "Exemption and Deferment" in the application forms.) [Refer to p.6]

* Attention for Application for Admission Fees Exemption etc.

1. If the admission fees are paid before the decision of approval/disapproval is made, the application will be reckoned as to be declined. In the case, the admission fees already paid shall not be returned.

2. Lack of necessary information and incomplete attached documents will lead to "disapproval due to incomplete documents." **In the case of this disapproval, please pay the admission fees as soon as possible.**

Not a few applicants are disapproved every year because they do not read the application guideline and submit imperfect documents etc. When the application documents are unsure, confirm required documents before submitting them.

3. If there is any other question, inquire at the contact below.

- Please check the academic Web Bulletin Board System after enrollment because all notices about exemption etc. will be posted on it.
- Personal information obtained from the submitted application form and various certificates etc. is not shared other than selection of exemption and deferment of admission fees.

Contact: Division of Student Welfare (Financial Support),
Department of Student Affairs, University of Tsukuba
305-8577 1-1-1 Tennodai, Tsukuba-Shi, Ibaraki, Japan
Email : gk.keizaishien@un.tsukuba.ac.jp

Entry in Application Form for Admission Fees Exemption etc.

1 Instructions to enter

- (1) Fill in either the Japanese or English application form.
- (2) As the application form is important paper for the selection, the applicant needs to enter by himself/herself with the Guide bellow. If an applicant intentionally writes wrong information, his/her exemption may be revoked even after the selection. Please pay attention to making correct entries.
- (3) The information entered must be as of the time of entry, unless there are special circumstances.
- (4) For columns with an *, circle ○ the applicable part.
- (5) For columns with a ◆, do not enter anything.
- (6) Enter every items without any error on the application form with a pen or a ballpoint pen (in black or blue. Erasable pen is not acceptable)
- (7) Income is all family members living in Japan (including an applicant, his or her spouse and others except those who attend schools)

2 Guide to entry requirements

① Application Category Section

- (1) [Exemption and Deferment] is for students who want the exemption of admission fees and apply for deferment of payment in the case of disapproval or part exemption.
- (2) [Exemption] is for students who want the exemption of admission fees.
- (3) [Deferment] is for students who want the deferment of admission fees.

Note: In choice of (1) and (2), there is no difference of the exemption selection.

② Name Section

International students must enter in *kanji* or *katakana*.

③ Examinee's Number Section

Enter the Examinee's Number of the entrance examination.

⑤ Graduate Program and Year Section

Circle the number of the applicant's degree program to be enrolled out of No. 1~4.

⑥ Research Course Section

Enter the name research course to be enrolled.

⑦ Latest Academic Background Section

Enter the name of university or graduate school where the applicant graduated. If the applicant newly entered a master's program (or similar program) after completing another master's program, enter the information about the university where the applicant graduated.

⑩ Family and Income Section

- (1) * For international students, fill information about your spouse and children who live in Japan at the time of application. (excluding a person attending school.)
- (2) For "Occupation," enter a specific job such as food retailer, tailor, national civil servant, elementary school teacher, or company employee. Do not use vague word such as commerce etc..
- (3) The odd amount of less than one thousand yen shall be rounded off.
- (4) International students do not need to fill in the Income colum..

⑪ Persons attending School Section

- (1) **For about an applicant his/her self, enter the information as of admission, April, 2026. For other family members in Japan who are school students, enter their status as of the application.(as of November, 2025.)**
- (2) School student means the person who attends elementary school, junior high school, high school, higher professional school, university (including graduate school, study program, and special program, but excluding a research student, non-degree student, auditing student), each special assistance school, or vocational school (upper secondary course, specialized course).
- (3) For *, circle appropriate one in “Commuting from.”
- (4) In “Certificate of Tuition Fees Exemption Status for 2024 (only the person in national school enters in Japan),” circle the applicable status of tuition fees exemption for siblings (excluding elementary and junior high school students) who are enrolled in national school in Japan.
- (5) For the person who is enrolled in preparatory school, miscellaneous school, vocational school (general course) etc., and who is studying at home for an entrance examination, enter his/her name and the school name etc. in the “⑩ Family members except school students” and submit the certificate about his/her income when the person is included in the members of family.

⑫ Scholarship Section

An applicant who receives a scholarship grant (no obligation to repay) from the Japan Student Services Organization (International students) or any other scholarship organizations in AY2025 is required to enter. A person who receives scholarship loans (obligation to repay) is not required to enter.

In “Scholarship Grant,” enter the amount of one year.

⑭ Special Deductions Section

To deduct from the amount of income, enter required information in an applicable column according to P8.

The information for special deductions shall be based on the condition as of the application date referring to the following criteria.

For international students who live alone in Japan, only their own disabilities or diseases can be applied for the special deductions.

- (1) Criteria for the deduction for “Person with disability” are as follows:
- (a) Person who is described as having a physical disability in the identification booklet of the physical disability issued under Article 15, paragraph 4 of Law for the Welfare of People with Physical Disabilities, or a person in the similar situation.
 - (b) Person who lacks the ability to understand logic due to a psychical disability, or person who is certificated as a mentally impaired person.
 - (c) Bedridden person who need complicated nursing care.
In this regard, the expenses for rehabilitation and medical treatment for the person with disability falling under (2) a. ~ g. below may be deducted from the income in “Household with Person Needing Long-term Treatment.”
(Note) The criteria of accreditation for people with disabilities who relate to special deduction are following.
 - a. Persons in the similar situation in (a) above
 - I. Person who has applied for issue of Identification Booklet for Person with Physical Disability.
 - II. Person who has a physical disability described in “Law for the Welfare of People with Physical disabilities” but does not have the Identification Booklet for Person with Disability.
 - b. Person who is mentally impaired
In the case of the person with a psychical disability, certification by a doctor etc. is required. For a person who has intellectual disability, the person should have the diagnosis of the difficulty by a child consultation center, a rehabilitation center for the intellectually challenged, a mental health welfare center or a designated psychiatrist.
 - c. Bedridden person
 - I. Person who is not able to excrete without nursing assistances or who has more severe conditions with certificates that the conditions have continued over six months.
 - II. Person who is identified to require a long-term care above care level 3
- (2) Deduction for “Person Needing Long-term Treatment” is for a person who has been under treatment in Japan for

over six months at the time of application or a person who is determined in Japan to require the treatment. If the medical treatment has lasted less than six months at the application dates but is required over six months determined by a doctor, the medical certificate (copy available) that informs the start date and the required period for the treatment shall be submitted. The regular expenses for treatment within one year (from December 2024 to November 2025(receipt day)) will be deducted. Please pay attention that the expenditure period is different from that of income. Following expenses are able to be deducted.

- a. Medical expenses of diagnosis or treatment for doctors.
- b. Expenses paid for hospitalization in the hospital or clinic (excluding meal expenses of the hospitalized patient).
- c. Expenses paid for treatment by masseur, acupuncturist, moxa cauterizer, Judo physiotherapist etc.
- d. Expenses paid to caregivers (including food cost for them)
- e. Medicine costs for medical treatment or recuperation
- f. Costs of commuting to hospitals and/or clinics (only costs that is recognized to be absolutely necessary.)
- g. Out-of-pocket expenses for services paid by persons who is “certified as those in need long-term care/support” pursuant to the Long-Term Care Insurance Act.

⑰ Reasons for Application and Family Situations Section

- (1) Applicants themselves should enter the detailed reason why the applicant needs the exemption or the deferment of admission fees. International students are also requested to enter in Japanese.
- (2) If the reason is unemployment of a main financial supporter of the applicant’s family, also write the period of the unemployment and the source of daily living expenses.
- (3) If there is no or a small income, enter how to live in detail.

Certificates of Income etc.

1. Income

Person Required	Certificates	Issuer
<p>All Applicants (except international students and students who want to be recognized as financially independent students)</p>	<p>○ Income certificate or taxation certificate etc. of all the persons who share the same livelihood (except the applicant him/herself and person(s) attending school) issued by a municipal office. (Note) Make sure to submit the certificate showing revenues amounts by types of income and the number of persons who take the deduction for a spouse or dependents. Any certificate including the above information is accepted.</p>	Municipal Office
<p>All international students All applicants who want to be recognized as Living Independently</p>	<p>○ Income certificate, taxation certificate, etc. for the applicant him/herself (including a certificate for a spouse, if any) issued by a respective municipal office. (Note) Make sure to submit a certificate including revenues amounts by type of income and spouse deduction and also including the number of persons who take the exemption for dependents. Any certificates including the above information are accepted. ※International students who come to Japan in 2025 do not need to submit the certificates.</p> <p>○ Declaration of Revenue and Expenditure Status (form1)</p>	Municipal Office

Along with the certificates indicated the previous page, submit all of the certificates and documents required for the applicant and person(s) included in the household.

Salaried employee	Withholding tax slip of salary income for 2024 (copy) (attach to form 2)	Employer
Salaried employee who find a new job during the previous year or in this year	Submit either item ① or ② below (the person who was hired during 2024 also needs to submit a withholding tax slip for 2024 (copy)). ① Pay slip (copy) (for the latest three months) (attach to form 2) ② Expected year income certificate (If ① is impossible. form 4)	
Persons who receiving governmental pension, welfares, disability pension, survivor's pension, etc.	Submit either item ① or ② below which certifies the amount received for one year. (attach to form 5) ① Latest payment notice (copy) ② Latest notice on revision of pension amount (copy)	Japan Pension Service/ Municipal office/ Prefectural insurance division
Persons who have income from commerce, industry, farm, forestry, fishery and other business, and who have income from interest, dividends, real estate and miscellaneous (except interest income earners who do not need to file the income tax)	Submit either item ① or ② below. (attach to form 2) ① Duplicate of Final tax return the first sheet and the second sheet (copy) ② Duplicate of Prefectural/municipal tax returns (copy) (Note) Make sure to submit the reverse and the second page of tax return (copy)	Tax Office Municipal Office (copy of the tax return which due date was March 17, 2025)
Retired Person (including a person who is scheduled to retire by March 31,2026)	Submit all corresponding certificate ① ~ ③ below. ① Certificate of retirement (schedule) (copy) ② Estimated pension certificate (copy) (and certificates of any other retirement benefits) ③ Certificate of a severance package (estimate, schedule) (copy)	Employer
Unemployed persons	Latest employment Insurance Certificate (copy) Submit the certificate below showing daily benefit amount and benefit period.	Public Employment Service "Hello-Work Office"
Family receiving public assistance benefit	Latest certificate of Receipt of Public Assistance (copy) Submit the certificate showing amount of receiving public assistance.	Social Welfare Office
Temporary Income (person who received payment between April 2025 and March 2026)	Submit a certificate showing the temporary income received.	
Applicant whose main financial supporter died within one year before enrollment	Submit a document certifying the death of the person. Certificate of Death (copy) etc. Also submit payment notice of Surviving Family Pension (copy) etc., if any.	Doctors Employer etc.
Family receiving child allowance	Latest notice of benefit of child allowance (copy) Submit a certificate showing the amount of child allowance received.	Municipal Office etc.
Accident and sickness benefit	Submit a certificate showing benefit period and benefit amount. ※ (attach to form 5)	Japan Health Insurance Association of employer

2. Special Deductions

Persons Required	Certificates	Issuers
<p>Household with persons who has disabilities and/or patients who (will) have been under long-term treatment (over six months.)</p> <p>(All family members sharing the same livelihood in Japan are eligible. If the applicant wants to include the persons in the household, make sure to submit certificates of income for the persons concerned. Eased criteria will be applied to households with the eligible persons.)</p>	<p>● When applying for deduction for family members with disability, submit a corresponding certificate from ① or ② below.</p> <p>① Physical Disability certificate (copy), or mentally challenged certificate (copy).</p> <p>② Certificate from doctors etc. (copy acceptable)</p> <p>● When applying for deduction for family members under long-term treatment (recurrent special amount paid during the past one year from December, 2024 to November, 2025), submit all corresponding certificates from ① ~ ④ below.</p> <p>① Certificate from doctors etc. (certificate showing the contents about the treatment is required over six months) (copy is acceptable)</p> <p>② Detailed statement of medical expenses deduction for persons needing long-term care (Form 7)</p> <p>③ Any documents certifying the amount specially and regularly paid (receipt (copy) etc.)</p> <p>④ Any documents certifying the amount paid from health insurances and life insurances (relevant page of a bankbook showing the amount received (copy) etc.)</p> <p>*If it is impossible to attach ③ and ④, submit only item ①.</p> <p>①. Deduction for persons under long-term treatment cannot be approved, but eased criteria for income will be applied.</p> <p>● When applying for deductions both for persons with disabilities and persons under long-term treatment, submit all corresponding certificates from those indicated above.</p>	<p>Municipal Office Doctor etc. ※</p>
<p>Household with a main financial supporter living separately due to the workplace (work) (except when the applicant him/herself lives separately from the family or other similar situation)</p>	<p>Submit a copy of the housing rental contract etc. to show that the financial supporter lives apart from the family. (certifying the amount paid in the past one year from December, 2024 to November, 2025)</p>	
<p>Household suffered from disasters or burglary</p>	<p>Submit documents ① and ② below</p> <p>① Disaster Victim (Disaster) Certificate, etc.</p> <p>② Any certificate showing the amount of damage, the purchase cost of the minimal clothing and furniture needed, or the proof of the repairing cost and other expenses, or the expected annual amount of expense increase and/or income decrease over long periods. (between December, 2024 to November, 2025)</p> <p>(Receipt for repair costs of the house (copy), final tax return (copy), etc.)</p>	<p>Municipal Office, Fire Department, Police Station ※</p>

(※) When the expenses of medical care, the cost of damage and/or other expenses were covered by insurance benefit or compensation for loss etc., also submit a certificate showing the amount of received.

3. Others

Persons Required	Certificates	Issuers
Employable persons (about fewer than 65 years old) who do not have a job. (including persons studying for entrance examinations at home) (excluding persons who receive spouse deduction for spouse or who are unable to work due to their disabilities or long-term treatment)	<ul style="list-style-type: none"> ●Certificate of unemployment ● Petition written by the persons whose certificate of unemployment is not issued by the welfare commissioner due to the respective municipal system of the district of residence. (Write the reasons why the certificate cannot be issued by the welfare commissioner and the applicant's current situation) * Submission of certificates for those excluded from the household is not necessary. 	Welfare Commissioner/ The issued person him/herself
Applicants whose siblings are attending a high school or higher education in Japan.	<ul style="list-style-type: none"> ●"Certificate of Tuition Fees Exemption Status" for person attending a national high school or higher education.(form 6) ●Certificate of attending school such as Student ID Card (copy) etc. for person in a public high school or higher education. 	Respective school where the student is attending
Student attending a general course of a vocational school and those attending other similar schools, including schools in the miscellaneous category (preparatory school, vocational training school or others)	<ul style="list-style-type: none"> ●Any documents certifying the enrollment of the student, such as a Student ID Card (copy) etc. * Persons falling under this category are not recognized as the persons attending school. 	Respective school where the student is attending
Applicant who receives (will receive) scholarship	Any certificate showing the amount received, such as a notice of determination of scholarship (copy)	Respective provider etc.
Person who want to be recognized as living Independently (excluding international students.)	<p>Applicant or the spouse is special researcher of the Japan Society for the Promotion of Science or NIMS Junior Researcher who enrolled in Doctoral Programs. Submit notice of employment (copy)</p> <p>Other than above Submit all the corresponding certificates from (1) to (3) below</p> <p>(1)Any documents certifying that the applicant is not a dependent of parents or other family members under the Income Tax Law (copy) Income certificate of parents, etc., withholding tax for the previous year of parents, etc., final tax return, etc.</p> <p>(2)Any documents certifying the applicant's participation in social insurance or National Health Insurance, etc. (Certificate of social insurance, National Health Insurance Card, etc.) (copy)</p> <p>(3)Applicant's Resident Card or any documents certifying that applicant is a household different with parents. (copy)</p>	Japan Society for the Promotion of Science, etc. Municipal office/ Tax office