



*Hokkaido University*

*AY2025 First Semester  
Entrance Fee Waiver  
(Deferment) and  
Tuition Fee Waiver*

*Application Guideline*

February 10, 2025

Student Support Division (Shogaku Shien),  
Academic Affairs Department, Hokkaido University

## « Contents »

### **I . Introduction**

- 1. Compliance Requirements for Applicants..... P2**
- 2. Handling of Personal Information ..... P3**
- 3. Contact Information..... P3**

### **II . Eligibility for Application**

- 1. Eligibility for the New System ..... P4**
- 2. Eligibility for the HU Waiver System ..... P5**

### **III. Procedure Flow ..... P8**

### **IV. Application Procedures**

- 1. Understanding the Contents of this Application Guideline,  
Preparing Application Documents ..... P9**
- 2. Submission of Application Documents ..... P9**
- 3. Notification of Missing Documents (Communication  
between applicants and University staff) ..... P11**
- 4. Notification of the Application Results ..... P11**
- 5. Payment of Entrance Fees and Tuition Fees  
(for those not granted full waiver) ..... P12**

### **V. Application Documents**

- 1. Application Documents for the New System  
[Entrance Fee Waiver, Tuition Fee Waiver] ..... P13**
- 2. Application Documents for the HU Waiver System  
[Entrance Fee Waiver (Deferment), Tuition Fee Waiver] ..... P13**

### **VI. List of Contact Points..... P22**

## I . Introduction (Read carefully as it contains important information)

Hokkaido University provides support through entrance fee waivers (deferment) and tuition fee waivers for students who face financial difficulties in paying these fees.

This support includes two types of systems: **the waiver system based on the new higher education support system (referred to as the "New System" in this Guideline)** implemented by the Japan Student Services Organization (referred to as "JASSO" in this Guideline), and Hokkaido University's original fee waiver (deferment) system (referred to as the "HU Waiver System" in this Guideline).

Under the **New System**, entrance and tuition fees are waived according to the JASSO grant-type scholarship's support categories. The categories are as follows: Category I: Full waiver, Category II: 2/3 waiver, Category III: 1/3 waiver. Households with multiple children are eligible for a Full waiver regardless of the support category. Eligible students include **Japanese undergraduate students (including Special Permanent Residents and Permanent Residents)**, and **it is necessary to apply for both the JASSO grant-type scholarship and the Entrance Fee and Tuition Fee Waivers as outlined in this Guideline**. Be sure to complete each procedure.

Under the **HU Waiver System**, the categories for entrance fee waivers are Full or 1/2 waivers, with an option for deferment. If approved, applicants enrolling in the first semester (April) may defer payment until the end of September, while applicants enrolling in the second semester (October) may defer payment until the end of February. The categories for tuition fee waivers are Full waiver, 1/2 waiver, and 1/4 waiver. Fee waivers are granted to those who meet both the academic and household financial criteria set by the University, with priority given to applicants with higher financial need within the available budget. As a result, the number of fee waivers awarded may vary each year depending on the budget and the number of applicants.

The requirements and application procedures for the fee waiver (deferment) system are regularly reviewed. Please refer to the latest Application Guideline when submitting your application.

### 1. Compliance Requirements for Applicants

**Applicants (students) must apply themselves.** Follow the compliance requirements below. Failure to comply may result in "Fee Waiver (Deferment) Denial" or "Fee Waiver (Deferment) Cancellation".

#### Compliance Requirements for Applicants

- Read this Application Guideline carefully. Make sure that there are no false entries or unreported income in your application and submit all necessary documents.
- Keep in mind that your application for a fee waiver (deferment) may not be approved. Have a plan for the payment in case your application is not successful.
- Ensure that all procedures are completed within the application period, understanding that documents submitted after the deadline will not be accepted.
- Respond promptly if you receive inquiries or a request to submit additional documents from the University staff.
- Do not dispute your application result by comparing it to those of others or those in the past.

## 2. Handling of Personal Information

---

Personal information related to this application will be used only for determining fee waiver (deferment) eligibility and preparing statistical data for future consideration of the waiver system, and will not be used for other purposes.

## 3. Contact Information

---

### Inquiries

○Entrance fee waiver (deferment) and tuition fee waiver:

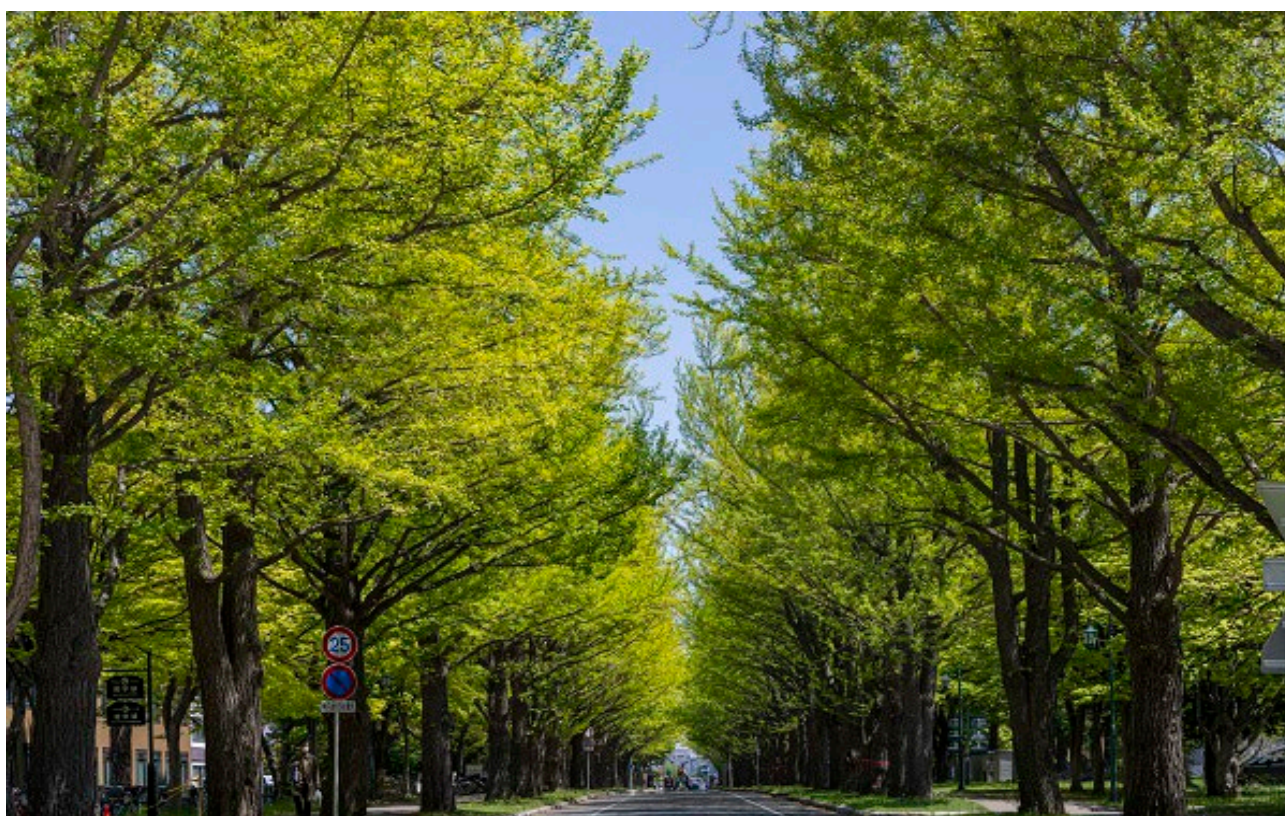
Student Support Division (Shogaku Shien), Academic Affairs Department, Hokkaido University  
[Counter 4B, Institute for the Advancement of Higher Education]

E-mail: [syogaku@academic.hokudai.ac.jp](mailto:syogaku@academic.hokudai.ac.jp)

**\* We do not accept inquiries by phone. Please contact us via email.**

○Entrance fee and tuition fee payment:

Accounts Division (Syu-nyu), Finance Department, Hokkaido University  
TEL: (011)706-2048 (direct number)



## II. Eligibility for Application

### 1. Eligibility for the New System

Under the New System, current students can apply for tuition fee waivers, while students enrolling in the first semester of April 2025 (hereinafter referred to as "new students" in this Guideline) can apply for both entrance fee waivers and tuition fee waivers.

However, new students who have previously received an entrance fee waiver under the New System at another university are not eligible to apply for the entrance fee waiver under this system.

#### Eligible Students

##### Japanese undergraduate students

\* Even if you do not have Japanese nationality, you may be eligible to apply for the New System depending on your residency status. Check the JASSO website for scholarship eligibility details.

#### Eligibility Requirements

As of April 2025, those who meet either of the following requirements ① or ②:

- ① Those who applied for the JASSO grant-type scholarship while in high school and have been selected as reserve recipients
- ② Those who plan to apply for the JASSO grant-type scholarship in spring 2025.

**Those applying for the entrance fee waiver and tuition fee waiver under the New System must also apply for the JASSO grant-type scholarship.**

Details of the application procedure will be posted on the homepage of the University website in March 2025. Check the information and make sure to complete the procedure.

Top Menu > Latest Information on Student Life: <https://www.hokudai.ac.jp/gakusei/> (in Japanese)

#### 【Procedures for those recognized as JASSO Scholarship Recipients】

**As of the end of March 2025, those recognized as JASSO grant-type scholarship recipients do not need to reapply for a tuition fee waiver. However, they must complete the scholarship procedure (enrollment report) by the specified deadline in April 2025.**

A notification letter will be issued around July 2025, based on the support category determined by JASSO for the first semester of the AY2025. Until then, tuition payments will be deferred.

Note that this process differs from previous procedures.



## 2. Eligibility for the HU Waiver System

### (1) Eligibility for Entrance Fee Waiver (Deferment)

If applying for the entrance fee waiver under this system, applicants will **also be applying for entrance fee deferment**. Alternatively, applicants can apply only for **entrance fee deferment**.

However, those who receive a scholarship equivalent to the entrance fee are not eligible to apply for the entrance fee waiver.

#### Eligible Students

**New international undergraduate students** and **new graduate students**

#### Eligibility Requirements

- For **international undergraduate students**, they must meet any of the following requirements **from ② to ④** (if applying only for entrance fee deferment, they must meet any of the following requirements **from ① to ④**).
  - For **graduate students**, they must meet any of the following requirements **from ① to ④**.
- ① If the applicant is unable to pay the entrance fee due to financial reasons and is recognized for academic excellence.
  - ② If the person primarily supporting the applicant's educational expenses (hereinafter referred to as "financial supporter" in this Guideline) passes away between April 2024 and March 2025.
  - ③ If the applicant or financial supporter is affected by a natural disaster, such as a typhoon or flood, between April 2024 and March 2025.
  - ④ If the applicant or financial supporter was affected by the 2011 Great East Japan Earthquake, the 2016 Kumamoto Earthquake, the 2018 Hokkaido Eastern Iburi Earthquake, or the 2024 Noto Peninsula Earthquake.

#### Academic Requirements

New students are considered to have excellent academic performance (meeting the academic requirements).

### (2) Eligibility for Tuition Fee Waiver

If applying for the tuition fee waiver under this system, **applicants must be enrolled for the entire period during the first semester of AY2025**. Those who plan to take a leave of absence, withdraw, or graduate during the semester are not eligible to apply for the tuition fee waiver.

However, those who receive a scholarship equivalent to the tuition fee are not eligible to apply for the tuition fee waiver.

### Eligible Students

**Regular students** (undergraduate, master's, professional degree programs, and doctoral programs)

### Eligibility Requirements

Applicants who meet any of the following requirements **from ① to ④**.

- ① If the applicant is unable to pay the tuition fee due to financial reasons and is recognized for academic excellence.

**\* Japanese undergraduate students who enrolled in AY2020 or later are not eligible to apply under this requirement.**

- ② If the financial supporter passes away between October 2024 (April 2024 for new students) and March 2025.

- ③ If the applicant or financial supporter is affected by a natural disaster, such as a typhoon or flood, between October 2024 (April 2024 for new students) and March 2025.

- ④ If the applicant or financial supporter was affected by the 2011 Great East Japan Earthquake, the 2016 Kumamoto Earthquake, the 2018 Hokkaido Eastern Iburi Earthquake, or the 2024 Noto Peninsula Earthquake.

### Academic Requirements

The application result for those who do not meet the following academic requirements will be "Not approved."

However, for applicants with special circumstances, such as single-parent households, the academic requirements will be relaxed.

Furthermore, new students will be considered academically excellent (meeting the following academic requirements).

Program	Academic Requirements
<b>Undergraduate Program</b>	Those who have earned the standard number of credits or more as specified by their School, with a cumulative GPA of 2.70 or higher up to the time of the tuition fee waiver application.
<b>Master's and Professional Degree Program</b>	Those who have earned the standard number of credits or more as specified by their Graduate School (kenkyu-ka), with an average grade point of 2.00 <sup>(Note)</sup> or higher for the subjects completed up to the time of the tuition fee waiver application.
<b>Doctoral Program</b>	Those recognized as excellent by their Graduate School (kenkyu-ka).

Note: The value obtained by dividing the total sum of grades, where "秀: Excellent" = 4.0, "優: Very Good" = 3.0, "良: Good" = 2.0, and "可: Fair" = 1.0, by the number of subjects completed.

### **Repeating Years or Exceeding the Maximum Length of Study**

○As of April 1, 2025, those who have been continuously repeating years for more than one year or exceeded the maximum length of study by more than one year, are not eligible to apply.

○For a tuition fee waiver, the period of leave of absence is included in the length of study.

For example, if students who have been on a leave of absence for a cumulative total of two years exceed the maximum length of study by two years in their final year of the program.

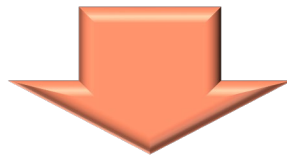
○Those who meet any of the conditions listed in ② to ④ of the Eligibility Requirements are eligible to apply even when they have been continuously repeating years for more than one year or exceeded the maximum length of study by more than one year.



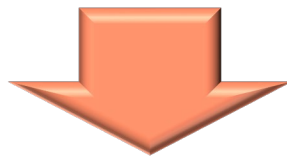
### III. Procedure Flow

**For both Entrance Fee Waiver (Deferment) and Tuition Fee Waiver**

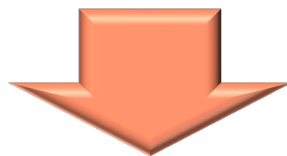
**1. Understanding the Contents of this Application Guideline, Preparing Application Documents ...P9**



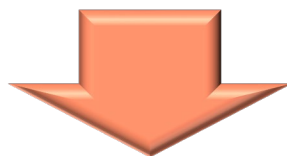
**2. Submission of Application Documents ...P9**



**3. Notification of Missing Documents (Communication between applicants and University staff) ...P11**



**4. Notification of the Application Result ...P11**



**5. Payment of Entrance Fees and Tuition Fees (for those not granted full waiver)...P12**

## IV. Application Procedures

### 1. Understanding the Contents of this Application Guideline, Preparing Application Documents

- Read this Application Guideline carefully as it contains all the necessary information for applying for the fee waiver (deferment). Make sure that there are no false entries or unreported income in your application and submit all necessary documents.
- Please refrain from making inquiries about information that can be easily found in this Guideline.
- Keep in mind that your application for a fee waiver (deferment) may not be approved. Have a plan for the payment in case your application is not successful.
- Prepare all documents in A4 size.** When there are documents smaller than A4, copy or paste them onto A4 paper.
- Use a computer to fill out the applications and forms.** When typing is not possible, please write neatly with a ballpoint pen. Do not use an erasable pen, mechanical pencil, or regular pencil.

### 2. Submission of Application Documents

#### (1) Application Period

The application period is as follows. **Applications submitted after the deadline will not be accepted.**

Ensure that all procedures are completed within the application period, understanding that documents submitted after the deadline will not be accepted.

Eligible Students	Application Period
New students	Specified period by each school or graduate school (kenkyu-ka) * <u>If you are unable to submit all documents within the specified period or if amendments or additions to the application forms and documents are required after submission, submit the additional documents by <b>5:00 PM, Friday, April 11, 2025.</b></u>
Current students	<b>Monday, March 10 - Friday, April 11, 2025, by 5:00 PM</b>

## (2) Where and How to Submit Your Application

The submission office and method of submitting application documents are as follows.

Program	Year	Where to Submit	How to Submit
Undergraduate Program	New students (first-year students)	Student Support Division (Shogaku Shien), Academic Affairs Department	By mail (enclosed with enrollment documents)
	First-year students (those repeating the year)	Student Support Division (Shogaku Shien), Academic Affairs Department (Counter 4B, Institute for the Advancement of Higher Education)	By mail or in person
	Second-year students of Fisheries Sciences		
	Other	The office of the school you are enrolling in (or belong to) (see pages 22-24)	By mail or in person ( * )
Master's, Professional Degree, and Doctoral Program	New students	The office of the graduate school (kenkyu-ka) you are enrolling in (or belong to) (see pages 22-24)	By mail or in person ( * )
	Current students		By mail or in person ( * )

\* Submit the documents according to the method specified by the school, or graduate school (kenkyu-ka) you are enrolling in (or belong to).

### Important notes when submitting the application documents for a tuition fee waiver by mail

- Write on the envelope "Application documents for tuition fee waiver enclosed."
- We will not notify you that your application has been received. Send the application documents by tracked mail.
- Ensure that your application arrives by the due date. Mail that arrives after the due date will not be opened and will be sent back. Please note that the date of the postmark is not valid. Consider potential delays and leave ample time for delivery.

## (3) Application for Tuition Fee Waiver

- **For the tuition fee waiver, when applying for the first semester, you must select either "Combined First/Second Semester Application" or "First Semester Only Application".** If you wish to apply for the entire year, select "Combined First/Second Semester Application."
- If you graduate or complete your program in the first semester, or if you plan to take a leave of absence in the second semester, and will not apply in the second semester, select "First Semester Only Application."
- If you plan to internally advance to the next program in the second semester, select "First Semester Only Application."

- Even if you selected "Combined First/Second Semester Application" during the first semester application, if there are any changes to your application details (family circumstances, educational circumstances, financial circumstances of the household, or commuting category, etc.) from the first semester (as of April 1) to the second semester application (as of October 1), you must submit a "Second Semester Change Request" during the second semester application period.

### 3. Notification of Missing Documents (Communication between applicants and University staff)

---

- After receiving the application documents, if there are any items that need confirmation or missing documents, the University staff will contact the applicant. Respond promptly if the University staff makes an inquiry about unclear points or requests additional documents.
- Please note that if you don't respond promptly to contact from the University's staff or if documents are not submitted by the specified deadline, it will be considered a failure to comply with the applicant's compliance requirements.
- The University will not be held responsible if the applicant suffers any disadvantage due to the inability to contact them.
- If there are obvious errors in the application documents, the University staff may correct them without contacting the applicant.

### 4. Notification of the Application Results

---

#### (1) Important notes Before the Notification of Application Results

- During the period before the application results are notified, **the payment of the entrance fee will be postponed for those who apply for the entrance fee waiver (deferment) and the payment of the tuition fees for the semester will also be postponed for those who apply for a tuition fee waiver.**
- For those who have registered direct debit as their tuition payment method, your tuition will not be debited until the application results are notified.
- You must pay the entrance fee if you apply for the entrance fee waiver (deferment) and later decline to enroll.
- If an applicant for the entrance fee waiver (deferment) makes the entrance fee payment before the application results are notified, the application will be treated as withdrawn.
- If an applicant for the tuition fee waiver plans to take a leave of absence, withdraw from the University, or complete their program before the application results are notified, they must promptly notify the office of their school or graduate school (kenkyu-ka), as the application needs to be withdrawn.

## (2) Notification of the Application Results

- The application results are scheduled to be issued around July 2025, and the notification letter will be issued. Please receive it at the counter where you submitted your application documents. Depending on the school, graduate school (kenkyu-ka), etc., it may be sent by mail or email.
- Do not dispute your application result by comparing it to those of others or those in the past.
- Since the selection for fee waivers (deferment) will be carried out for both the first and second semesters, even if you select "Combined First/Second Semester Application" during the first semester application, the second semester application result may not be the same as the first semester result.

## 5. Payment of Entrance Fees and Tuition Fees (for those not granted full waiver)

---

### (1) Entrance Fee

- Those whose entrance fee waiver application result is not a full waiver or whose entrance fee deferment application result is not approved **must pay the entrance fee within 14 days from the date of the notification of the application results** using the bank transfer form, which will be issued after the notification of application results.
- Those whose entrance fee deferment application result is approved **must pay the entrance fee by the end of September 2025**, using the bank transfer form, which will be issued after the notification of application results.
- The bank transfer form, issued based on the application result, is scheduled to be issued along with the notification letter on the notification date.
- **Failure to pay the entrance fee by the due date will result in "expulsion."**

### (2) Tuition Fee

- Those whose tuition fee waiver application result is not a full waiver must pay **the tuition fee by the end of August 2025**, using the bank transfer form that will be issued based on the application result.
- The bank transfer form, issued based on the application result, is scheduled to be mailed in mid-August 2025 to the address specified in the "billing address" on the guarantee form.
- If the payment method for tuition is by direct debit, **the tuition fee will be deducted on Wednesday, August 27, 2025.**

## V. Application Documents

### 1. Application Documents for the New System

[Entrance Fee Waiver, Tuition Fee Waiver]

The application documents for the New System vary depending on the eligibility requirements. Check P4 to see your applicable requirements and submit the required documents.

Eligible Applicants	Required Documents
For those who meet Eligibility Requirements ①	<ul style="list-style-type: none"> <li>• Application Form for Entrance Fee and Tuition Fee Waiver</li> <li>• Copy of the Notification of Selection Results for University Scholarship Recipients for 2025 [for submission]</li> </ul>
For those who meet Eligibility Requirements ②	<ul style="list-style-type: none"> <li>• Application Form for Entrance Fee and Tuition Fee Waiver</li> </ul>

### 2. Application Documents for the HU Waiver System

[Entrance Fee Waiver (Deferment), Tuition Fee Waiver]

The application documents for the HU Waiver System vary depending on the applicant's circumstances. Check your applicable applicant category in "(1) Applicant Categories" and submit the necessary documents in "(2) Required Documents."

#### (1) Applicant Categories

As of April 1, 2025, check which of the following categories A to C applies to your situation.

#### A: General

Those who do not fall under either "B: Self-Supporting Student" or "C: Privately-Financed International Student."

##### Household Supporter

In principle, Both parents

\* A person who supports the household if the applicant fall under ① or ② of the 【Composition of a single-parent household】 in the checklist item ⑪ of “(2) the Household Circumstances Documents” in section 3 of the “List of Required Documents.”

##### Household Members

In addition to the household supporter, the applicant and the household supporter's dependents under the Income Tax Act

##### Those who are required to submit income-related documents

**Household supporter and applicant**



## B: Self-supporting Student

Those who meet all of the following requirements ① to ④:

**\* Note that after reviewing the application documents, it may be determined that this applicant category is not applicable.**

- ① The applicant (and spouse) is not a dependent of the parents, etc. under the Income Tax Act
- ② The applicant (or spouse) has the sufficient income or earnings (including savings) to support their livelihood.
- ③ The applicant (and spouse) is living separately from the parents
- ④ The applicant (and spouse) is not receiving financial support from the parents, etc.

### Household Supporter

Applicant, spouse

### Household Members

In addition to the household supporter, the household supporter's dependents under the Income Tax Act

### Those who are required to submit income-related documents

**Household supporter**

## C: Privately-Financed International Student

Those whose residency status on their Residence Card or other documentation is "Student"

### Household Supporter

Applicant, spouse residing in Japan

### Household Members

In addition to the household supporter, family members who live with the applicant in Japan

### Those who are required to submit income-related documents

**Household supporter**

## (2) Required Documents

The required documents are listed in the following "List of Required Documents."

Even if you are applying for both the entrance fee waiver (deferment) and tuition fee waiver, submit only one set of application documents.

## 1. Documents to be submitted by all applicants

Required Documents
Application Form
List of Attached Documents

## 2. Documents to be submitted according to the applicant category

### (1) Documents to be submitted by those who fall under "A: General" or "B: Self-Supporting Student"

Required Documents
<p><b>Original Taxation (Tax Exemption) Certificates for FY2024</b> <u>for all those who are required to submit income-related documents</u></p> <p>○The certificates must cover the period from January to December of 2023.</p> <p>○Submit a certificate showing <b>the income-based and flat-rate tax amounts of the prefectural and municipal inhabitant taxes, along with the number of dependents.</b></p> <p>○It can be obtained from the municipal office where you are registered as a resident as of January 1, 2024.</p> <p>○If you cannot submit the original Taxation (Tax Exemption) Certificates for FY2024 due to residing overseas, etc., indicate the reason in the "3. Reason for Application" of the Application Form.</p>

### (2) Documents to be submitted by those who fall under "B: Self-Supporting Student"

Certification Requirements	Required Documents
①The applicant (and spouse) is not a dependent of the parents, etc. under the Income Tax Act.	<p>→Refer to "3. Documents to be submitted by those who fall under the Checklist Items."</p> <p>○If your annual income does not exceed 1.03 million yen, submit <b>a copy of a document confirming that you are not a dependent under the Income Tax Act (such as your parents' most recent Withholding Tax Slip, Tax Return, or Application for (Change in) Exemption for Dependents of Employment Income Earner).</b></p>
②The applicant (or spouse) has the sufficient income or earnings (including savings) to support their livelihood.	<p>→Refer to "3. Documents to be submitted by those who fall under the Checklist Items."</p> <p>○If you are living off savings due to resignation or a leave of absence, submit the following two documents:</p> <p>①<b>Certificate of Resignation (or Leave of Absence) (Withholding Tax Slip or Separation Notice is not acceptable).</b></p> <p>②<b>A copy of a document confirming your name and most recent bank balance (such as a bank book).</b></p> <p><b>[Important Notice]</b>  <b>If you are living off savings but your savings balance is 1.03 million yen or less, you are not eligible to apply as a self-supporting student because you do not meet the certification requirements.</b></p>
③The applicant (and spouse) is living separately from the parents, etc.	<p><b>Original Certificates of Residence for all household members</b></p> <p>○An original Residence Certificate that includes the head of the household but does not include the My Number is required.</p> <p><b>[Important Notice]</b>  <b>If you are living at the same address as your parents but the households are separated, or if you are living separately but have not updated your Certificate of Residence (except for those currently overseas), you are not eligible to apply as a self-supporting student because you do not meet the certification requirements.</b></p>
④The applicant (and spouse) is not receiving financial support from the parents, etc.	<b>Form 1 "Statement of Self-Supporting Student"</b>

## 2. Documents to be submitted according to the applicant category

### (3) Documents to be submitted by those who fall under "C: Privately-Financed International Student"

#### Required Documents

**A copy of the Residence Cards or original Certificates of Residence for all household members**

○An original Residence Certificate that includes the head of the household but does not include the My Number is required.

## 3. Documents to be submitted by those who fall under the Checklist Items

### (1) Household Financial Situation Documents

**As of April 1, 2025, if the applicant and the applicant's household members fall under the category of "Those who are required to submit income-related documents" on P13-P14 of the Guidelines, and fall under any of the following Checklist Items related to income between April 2025 and March 2026, submit the required documents.**

Checklist Items			Required Documents
①	Having a salary income.	Employed at the same workplace since before January 1, 2024.	<b>A copy of the Withholding Tax Slip for salary income for 2024</b> ○It must be issued by the employer.
		Employed at the same workplace after January 2, 2024, following a new job or job change, and still employed there.	<b>Form 2 "Certificate of Estimated Salary Payment"</b> ○It must be certified by the employer. ○If you cannot submit Form 2 "Certificate of Estimated Salary Payment," submit the following two documents: ① <b>Form 3 "Statement of Estimated Salary Income"</b> ② <b>Copies of the most recent 3 months' pay slips and bonus statements (copies of bankbook pages are not acceptable).</b>
②	Having income other than salary.	Business income, agriculture, real estate, interest, dividends, etc. earned since before January 1, 2024.	<b>Copies of the Tax Return, first and second forms, (and third form) for 2024</b> ○If you filed your tax return via e-Tax, submit also a <b>copy of the receipt notification</b> . ○If you filed your tax return in writing, submit also a <b>copy of the Tax Payment Certificate (Part 2) or the National Tax Refund Transfer Notification</b> . ○If 'As per the attached document' is written in the "Breakdown of Income" section of the second form, submit <b>the attached "Statement of Income,"</b> as well. ○If you did not file a tax return, please submit a <b>copy of the Municipal and Prefectural Tax Declaration Form or other document confirming the amount of salary income, necessary expenses, income, etc.</b>
		Started a new self-employed business (opened a business) after January 2, 2024	<b>Form 4 "Statement of Estimated Business Income"</b> ○Submit <b>documents supporting the calculations (such as a copy of the "Financial Statement for Blue Return" or books) confirming sales and expenses.</b>
③	Employed as a TA, RA, etc.		<b>Form 5 "Certificate of Estimated TA · RA Salary Payment"</b> ○It should be certified by the administrative office of the department where you work. The certifying person should be any administrative staff member, regardless of their position. It should not be verified by your academic supervisor. ○If you cannot submit Form 5 "Certificate of Estimated TA · RA Salary Payment", submit the following two documents: ① <b>Form 3 "Statement of Estimated Salary Income"</b> ② <b>A copy of the "Notification of Appointment and Labor Conditions"</b>
④	Receiving research grants, such as fellowships or leading programs.		<b>A copy of the document confirming the period and amount of the research grant</b>

### 3. Documents to be submitted by those who fall under the Checklist Items

#### (1) Household Financial Situation Documents

**As of April 1, 2025, if the applicant and the applicant's household members fall under the category of "Those who are required to submit income-related documents" on P13-P14 of the Guidelines, and fall under any of the following Checklist Items related to income between April 2025 and March 2026, submit the required documents.**

Checklist Items		Required Documents
⑤	Receiving a <b>grant-type scholarship</b> .	①Form 6 "Scholarship Receipt Status Declaration" ②A copy of the document confirming the period and amount of the scholarship
⑥	Receiving a <b>pension</b> . <ul style="list-style-type: none"> <li>• Old-Age Pension (National/Employees' Pension)</li> <li>• Mutual Aid Pension (Retirement Mutual Aid, etc.)</li> <li>• Corporate Pension (Retirement Pension, etc.)</li> <li>• Private Pension</li> <li>• Survivor's Pension</li> <li>• Disability Pension</li> <li>• Other Pensions, etc.</li> </ul>	①Form 7 "Pension Receipt Status Declaration" ②A copy of the document confirming the benefit amount (such as Pension Revision Notice, Notification of Pension Payment, etc.) (Withholding Tax Slip is not acceptable)
⑦	Receiving <b>unemployment benefits</b> .	A copy of the <b>Employment Insurance Certificate</b> ○A certificate confirming the daily basic allowance amount and the prescribed number of benefit days is required.
⑧	Receiving <b>injury and sickness allowance</b> .	A copy of a document confirming the benefit amount (such as the Allowance Payment Notice)
⑨	<b>Unemployed and having no income</b> .	Form 8 "Statement of Unemployment/No Income"

#### (2) Household Circumstances Documents

**As of April 1, 2025, if your household falls under any of the following Checklist Items, submit the required documents.**

Checklist Items		Required Documents
⑩	The household includes a <b>member who is a student</b> (excluding elementary and junior high school students).	A copy of the <b>Student ID Card</b> or the <b>Student Registration Certificate</b> ○A document confirming enrollment by the issue date or expiration date is required. ○The Student Registration Certificate must be certified by the school where the student is enrolled and dated after April 2025.
	<ul style="list-style-type: none"> <li>• High school</li> <li>• Colleges of technology</li> <li>• University</li> <li>• Graduate school</li> </ul>	Form 9 "Certificate of Enrollment Status" ○ It must be certified by the school where the student is enrolled and dated after April 2025.
⑪	The household is a <b>single-parent household</b> .  <b>【Composition of a single-parent household】</b> ①The applicant is being raised by a single parent (father or mother). ②The applicant is being raised by someone other than the parents (grandparents, siblings, etc.). ③The applicant is a self-supporting student who is raising their own child as a single parent.	①Form 10 "Statement of Single-Parent Household" ②Original Certified Copy of the Family Register or a copy of the Child Rearing Allowance Certificate

### 3. Documents to be submitted by those who fall under the Checklist Items

#### (2) Household Circumstances Documents

As of April 1, 2025, if your household falls under any of the following Checklist Items, submit the required documents.

Checklist Items			Required Documents
⑫	The household includes a member who has a disability.	A person with physical disabilities or equivalent conditions	A copy of the Physical Disability Certificate
		A person determined to have intellectual disabilities	A copy of the Intellectual Disability Certificate
		A person with mental disabilities or equivalent conditions	A copy of the Mental Disability Certificate
		A person requiring constant bed rest and complex caregiving (Care Level 2 or higher)	A copy of the Long-Term Care Insurance Eligibility Notice or a copy of the Long-Term Care Insurance Card
		A person who has a disease recognized as pollution-related and has a physical disability due to that disease	A copy of the Pollution Medical Notebook
⑬	The household receives public assistance benefits.		A copy of a document confirming receipt of assistance (such as "Decision Notice of Public Assistance" or "Notice of Change in Public Assistance").
⑭	The household includes a member who has been exposed to the atomic bomb.		A copy of the Atomic Bomb Survivor's Healthcare Handbook
⑮	<p>The household includes a member who requires treatment for six months or more, or a member recognized by a doctor's certificate as needing six months or more of treatment.</p> <p>○The medical expenses (the amount after deducting the portion covered by insurance, high-cost medical expense benefits, etc., from the co-payment amount) incurred between April 2024 and March 2025 are eligible.</p> <p>【Eligible Expenses】</p> <p>(1)Hospitalization</p> <ul style="list-style-type: none"> <li>• Hospitalization fees at hospitals or clinics</li> </ul> <p>(2)Outpatient Care</p> <ul style="list-style-type: none"> <li>• Medical or dental treatment fees paid to a doctor or dentist</li> <li>• Treatment fees paid to massage therapists, acupuncturists, moxibustion therapists, judo therapists, etc. (excluding non-insured treatments)</li> </ul> <p>(3)Nursing Services</p> <ul style="list-style-type: none"> <li>• Co-payment for services used by a person who has been certified as "Long-Term Care Certification" or "Support Certification" under the Long-Term Care Insurance Act</li> <li>• Fees paid to nurses (including expenses for meals for the nurse)</li> </ul> <p>(4)Medications and Others</p> <ul style="list-style-type: none"> <li>• Costs for medications prescribed by a doctor, etc. for medical care or treatment</li> <li>• Transportation costs incurred for visits to hospitals or clinics</li> </ul> <p>* Meal costs, private room charges, and fees for medical certificates are not eligible.</p>		<p>Form 11 "Certificate of Medical Expenses for Long-Term Care Patients"</p> <p>○It must be certified by the medical institution.</p> <p>○If you are unable to be certified by the medical institution, submit the following three documents:</p> <p>①Form 11 "Certificate of Medical Expenses for Long-Term Care Patients" (prepared by the applicant)</p> <p>②A copy of a document confirming the payment amount of medical expenses (such as a receipt or Medical Expense Notification)</p> <p>③A copy of a medical certificate (confirming the need for more than six months of medical care)</p> <p>○If insurance benefits have been received, also submit a copy of a document confirming the payment date and amount.</p>

### 3. Documents to be submitted by those who fall under the Checklist Items

#### (2) Household Circumstances Documents

As of April 1, 2025, if your household falls under any of the following Checklist Items, submit the required documents.

Checklist Items		Required Documents
①⑥	The household includes a household supporter who passed away between October 2024 (April 2024 for new students) and March 2025.	<p><b>A copy of the Death Certificate</b></p> <p>○A certificate confirming the date of death is required.</p>
①⑦	The applicant or household supporter suffered damage from a disaster, such as a flood or storm, between October 2024 (April 2024 for new students) and March 2025.	<p><b>①A copy of the Disaster Victim (Disaster Damage) Certificate</b>  <b>②A copy of the document confirming the damage amount (such as an insurance payment or compensation for damages)</b></p> <p>○If there is no document confirming the damage amount, submit only  <b>①A copy of the Disaster Victim (Disaster Damage) Certificate.</b></p>
①⑧	The applicant or household supporter was affected by the 2011 Great East Japan Earthquake, the 2016 Kumamoto Earthquake, the 2018 Hokkaido Eastern Iburi Earthquake, or the 2024 Noto Peninsula Earthquake.	<p><b>①A copy of the Disaster Victim (Disaster Damage) Certificate</b>  <b>②A copy of the document confirming the damage amount (such as an insurance payment or compensation for damages)</b></p> <p>○If there is no document confirming the damage amount, submit only  <b>①A copy of the Disaster Victim (Disaster Damage) Certificate.</b></p>



Since the "Amount Paid" on the Withholding Tax Slip is 6,202,740 yen, the amount to be entered on the application form will be 6,202 (thousand yen).

## 20

## (Reference 2) When Entering the Amount from the Tax Return

Since the "Business Income" under the "Taxable Income" on the Tax Return is 4,500,000 yen, the amount to be entered on the application form will be 4,500 (thousand yen).

Additionally, since the "Real Estate Income" under the "Taxable Income" is 480,000 yen, the amount to be entered on the application form will be 480 (thousand yen).

札幌市 税務署長  
年 4 月 3 日

### 令和 5 年分の所得税の確定申告書 B

住所 〒060-0817 札幌市北区北17条西8丁目

フリガナ ホクタイ タロウ

氏名 北大 太郎

性別 男

職業 専業主夫

生年 3 月 32 日 12 月 10 日

電話番号 011-000-0000

配偶者の氏名 北大 太郎

本人

平成 21 年 1 月 1 日の住所

国税庁HP (2009-12-14:14:22:09.11)

種類 ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ ⑪ ⑫ ⑬ ⑭ ⑮ ⑯ ⑰ ⑱ ⑲ ⑳ ㉑ ㉒ ㉓ ㉔ ㉕ ㉖ ㉗ ㉘ ㉙ ㉚ ㉛ ㉜ ㉝ ㉞ ㉟ ㊱ ㊲ ㊳ ㊴ ㊵ ㊶ ㊷ ㊸ ㊹ ㊺ ㊻ ㊼ ㊽ ㊾ ㊿

(単位は円)

収入金額等	事業等 ①	8000000	税 金 の 計 算	課税される所得金額 ㉔	4540000
	業 業 ②			①-②又は第三表上の②に対する税額又は第三表の⑤ ㉕	480500
	不動産 ③	6000000		配当控除 ㉖	
	利子 ④			区分 ㉗	
	配当 ⑤			(特定増改等)住宅借入金等特別控除 ㉘	
	給与 ⑥			政党等寄附金特別控除 ㉙	
	公的年金等 ⑦	4500000		住宅耐震改修特別控除 ㉚	
	その他 ⑧			電子証明書等特別控除 ㉛	
	総合課税 短期 ⑨			差引所得税額 ㉜	480500
	長期 ⑩			①-②-③-④-⑤-⑥-⑦-⑧-⑨-⑩ ㉝	
所得金額	事業等 ①	4500000	源泉徴収税額 ㉞		
	業 業 ②		申告納税額 ㉟	480500	
	不動産 ③	4800000	予定納税額 (第1期分・第2期分) ㊱		
	利子 ④		第3期分の納める税金の税額 ㊲	480500	
	配当 ⑤		②-③ ㊳		
	給与 ⑥		還付される税金 ㊴	△	
	雑 ⑦	0	配偶者の合計所得金額 ㊵		
	総合課税・一時 ㉠+[(㉡+㉢)×.1]		専従者給与(控除)後の合計額 ㊶		
			青色申告特別控除額 ㊷	100000	
			雑所得・一時所得の源泉徴収税額の合計額 ㊸	0	

第一表 ○この用紙は控用です。

## VI. List of Contact Points

所属 School/Graduate School	担当窓口 Offices in Charge	宛先 Address	メールアドレス Email Address
学部1年生と水産学部（2年生のみ） Freshman, School of Fisheries Sciences (Sophomore)	学務部学生支援課 奨学支援担当 Academic Affairs Department Student Support Division (Shogaku Shien)	〒060-0817 札幌市北区北17条西8丁目 Kita 17, Nishi 8, Kita-ku, Sapporo	syogaku@academic.hokudai.ac.jp
現代日本学プログラム課程 Modern Japanese Studies Program (MJSP)	学務部教育推進課 現代日本学プログラム・ISP担当 Academic Affairs Department Educational Promotion Division Modern Japanese Studies Program (MJSP)	〒060-0817 札幌市北区北17条西8丁目 Kita 17, Nishi 8, Kita-ku, Sapporo	mjsp@oia.hokudai.ac.jp
ISP（1年次のみ） 1st-year students, Integrated Science Program (ISP)	学務部教育推進課 現代日本学プログラム・ISP担当 Academic Affairs Department Educational Promotion Division Integrated Science Program (ISP)	〒060-0817 札幌市北区北17条西8丁目 Kita 17, Nishi 8, Kita-ku, Sapporo	isp@oia.hokudai.ac.jp
文学部/大学院文学院 School of Humanities and Human Sciences/Graduate School of Humanities and Human Sciences	文学事務部教務担当 Office of Graduate School of Humanities and Human Sciences (Kyomu)	〒060-0810 札幌市北区北10条西7丁目 Kita 10, Nishi 7, Kita-ku, Sapporo	lkyom@let.hokudai.ac.jp
法学部/法学研究科/法科大学院 School of Law/Graduate School of Law/Law School	法学部事務部 学事担当 Office of Graduate School of Law (Gakuji)	〒060-0809 札幌市北区北9条西7丁目 Kita 9, Nishi 7, Kita-ku, Sapporo	gakuji@juris.hokudai.ac.jp
大学院情報科学院 Graduate School of Information Science and Technology	情報科学研究院事務課 教務担当 Office of Graduate School of Information Science and Technology (Kyomu)	〒060-0814 札幌市北区北14条西9丁目 Kita 14, Nishi 9, Kita-ku, Sapporo	kyomu-stu@ist.hokudai.ac.jp
水産学部（3～4年生）/大学院水産科学院 School of Fisheries Sciences(Junior, Senior)/Graduate School of Fisheries Sciences	函館キャンパス事務部 学生担当 Office of Hakodate-campus (Gakusei)	〒041-8611 函館市港町3-1-1 3-1-1, Minato-cho, Hakodate	gakusei@fish.hokudai.ac.jp
大学院環境科学院 Graduate School of Environmental Science	環境科学事務部 教務担当 Office of Graduate School of Environmental Science (Kyomu)	〒060-0810 札幌市北区北10条西5丁目 Kita 10, Nishi 5, Kita-ku, Sapporo	kyomu@ees.hokudai.ac.jp
理学部 School of Science	理学・生命科学事務部事務課 教務担当 Academic Affairs Seciton, School of Science (Kyomu)	〒060-0810 札幌市北区北10条西8丁目 Kita 10, Nishi 8, Kita-ku, Sapporo	rkyo1@sci.hokudai.ac.jp
大学院理学院 Graduate School of Science	理学・生命科学事務部事務課 大学院教育担当 Graduate School Educational Affairs Section, Science and Life Science Administration Department (Daigakuin)	〒060-0810 札幌市北区北10条西8丁目 Kita 10, Nishi 8, Kita-ku, Sapporo	r-gakuin@sci.hokudai.ac.jp
農学部/大学院農学院 School of Agriculture/Graduate School of Agriculture	農学・食資源学事務部 教務担当 Office of School of Agriculture/Graduate School of Agriculture (Kyomu)	〒060-8589 札幌市北区北9条西9丁目 Kita 9, Nishi 9, Kita-ku, Sapporo	kyomu@agr.hokudai.ac.jp

所属 School/Graduate School		担当窓口 Offices in Charge	宛先 Address	メールアドレス Email Address
大学院生命科学院 Graduate School of Life Science	生命科学専攻生命融合科学コース、 生命システム科学コース/ソフトマ ター専攻所属の学生 Students who belong to Division of Life Science, Transdisciplinary Life Science Course and Biosystems Science Course/Division of Soft Matter	理学・生命科学事務部事務課 大学院教育 担当 Graduate School Educational Affairs Section, Science and Life Science Administration Department (Daigakuin)	〒060-0810 札幌市北区北10条西8丁目 Kita 10, Nishi 8, Kita-ku, Sapporo	r-gakuin@sci.hokudai.ac.jp
	臨床薬学専攻及び生命科学専攻生命 医薬科学コース所属の学生 Students who belong to Division of Life Science, Biomedical and Pharmaceutical Science Course and Division of Clinical Pharmacy	薬学事務部 教務担当 Academic Affairs Section, Administration of School of Pharmaceutical Sciences and Pharmacy (Daigakuin)	〒060-0812 札幌市北区北12条西6丁目 Kita 12, Nishi 6, Kita-ku, Sapporo	kyomu@pharm.hokudai.ac.jp
教育学部/大学院教育学院 School of Education/Graduate School of Education		教育学事務部 教務担当 Office of Graduate School of Education (Kyomu)	〒060-0811 札幌市北区北11条西7丁目 Kita 11, Nishi 7, Kita-ku, Sapporo	edkyomu@edu.hokudai.ac.jp
大学院国際広報メディア・観光学院 Graduate School of International Media, Communication, and Tourism Studies		メディア・観光学事務部 教務担当 Academic affairs section, Graduate School of International Media, Communication, and Tourism Studies (Kyomu)	〒060-0817 札幌市北区北17条西8丁目 Kita 17, Nishi 8, Kita-ku, Sapporo	kyomu@imc.hokudai.ac.jp
医学部保健学科/大学院保健科学院 School of Medicine (Health Sciences)/Graduate School of Health Sciences		保健科学研究所事務課 教務担当 Office of Graduate School of Health Sciences (Kyomu)	〒060-0812 札幌市北区北12条西5丁目 Kita 12, Nishi 5, Kita-ku, Sapporo	kyomu@hs.hokudai.ac.jp
工学部/大学院工学院 School of engineering/Graduate School of Engineering		工学系事務部教務課 学生支援担当 Office of Graduate School of Engineering (Kyomu Gakusei Shien)	〒060-8628 札幌市北区北13条西8丁目 Kita 13, Nishi 8, Kita-ku, Sapporo	k-gaksei@eng.hokudai.ac.jp
大学院総合化学院 Graduate School of Chemical Sciences and Engineering		総合化学院事務室 教務担当 Office of Graduate School of Chemical Sciences and Engineering (Kyomu)	〒060-8628 札幌市北区北13条西8丁目 Kita 13, Nishi 8, Kita-ku, Sapporo	c-sougou@cse.hokudai.ac.jp
経済学部/大学院経済学院 School of Economics and Business/Graduate School of Economics and Business		経済学事務部 教務担当 Student Affairs Office, School/Graduate School of Economics and Business (Kyomu)	〒060-0809 札幌市北区北9条西7丁目 Kita 9, Nishi 7, Kita-ku, Sapporo	ecokyomu@jimu.hokudai.ac.jp  申請に当たっては、「 <a href="#">「ek00013(Moodle ページ)」</a> の「授業料減免のお知らせ_Tuition Fee Exemption」を必ず確認すること Please be sure to check the above Moodle page before applying.
医学部医学科 School of Medicine		医学系事務部総務課 医学科教務担当 Office of School of Medicine (Kyomu)	〒060-8638 札幌市北区北15条西7丁目 Kita 15, Nishi 7, Kita-ku, Sapporo	kyomu@med.hokudai.ac.jp
大学院医学院 Graduate School of Medicine		医学系事務部総務課 医学院教務担当 Office of Graduate School of Medicine (Kyomu)	〒060-8638 札幌市北区北15条西7丁目 Kita 15, Nishi 7, Kita-ku, Sapporo	d-tanto@med.hokudai.ac.jp
歯学部/大学院歯学院 School of Dental Medicine/Graduate School of Dental Medicine		歯学事務部 教務担当 Office of Graduate School of Dental Medicine (Kyomu)	〒060-8586 札幌市北区北13条西7丁目 Kita 13, Nishi 7, Kita-ku, Sapporo	kyomu@den.hokudai.ac.jp

所属 School/Graduate School	担当窓口 Offices in Charge	宛先 Address	メールアドレス Email Address
獣医学部/大学院獣医学院 School of Veterinary Medicine/Graduate School of Veterinary Medicine	獣医学系事務部 教務担当 Academic Affairs Section Administration Office for Veterinary Medicine	〒060-0818 札幌市北区北18条西9丁目 Kita 18, Nishi 9, Kita-ku, Sapporo	kyomu@vetmed.hokudai.ac.jp
大学院医理工学院 Graduate School of Biomedical Science and Engineering	医学系事務部総務課 医理工学院教務担当 Office of Graduate School of Biomedical Science and Engineering (Kyomu)	〒060-8638 札幌市北区北15条西7丁目 Kita 15, Nishi 7, Kita-ku, Sapporo	d-tanto@med.hokudai.ac.jp
大学院国際感染症学院 Graduate School of Infectious Diseases	獣医学系事務部 教務担当 Academic Affairs Section Administration Office for Veterinary Medicine	〒060-0818 札幌市北区北18条西9丁目 Kita 18, Nishi 9, Kita-ku, Sapporo	kyomu@vetmed.hokudai.ac.jp
大学院国際食資源学院 Graduate School of Global Food Resources	農学・食資源学事務部 教務担当 Office of Graduate School of Global Food Resources (Kyomu)	〒060-8589 札幌市北区北9条西9丁目 Kita 9, Nishi 9, Kita-ku, Sapporo	kyomu@agr.hokudai.ac.jp
公共政策大学院 Public Policy School	法学部事務部 学事担当 Office of Graduate School of Law (Gakuji)	〒060-0809 札幌市北区北9条西7丁目 Kita 9, Nishi 7, Kita-ku, Sapporo	gakuji@juris.hokudai.ac.jp
薬学部 School of Pharmaceutical Sciences and Pharmacy	薬学事務部 教務担当 Office of Faculty Pharmaceutical Sciences (Kyomu)	〒060-0812 札幌市北区北12条西6丁目 Kita 12, Nishi 6, Kita-ku, Sapporo	kyomu@pharm.hokudai.ac.jp