

岡山大学 2024年度 前後半期一括申請／前半期分
AY2024 Simultaneous Application for First and Second Semester Tuition Fee
Exemption / Application for First Semester Tuition Fee Exemption
授業料免除申請要領（外国人留学生用）
Okayama University Application Guidelines for Tuition Fee Exemption
for International Students

* Undergraduate students enrolling in and after April, 2020 (AY2020) are not eligible, except disaster victims and those who have difficulty in paying tuition fee due to the influence of COVID-19.

* **Applicants who have limited understanding of Japanese or English are strongly recommended to come to the office with a good speaker of either language.**

つぎの **1 免除対象者** に該当すると認められる方に対しては、本人の申請に基づき選考の上、予算の範囲内で授業料の全額又は半額を免除する制度になりますので、希望者は次の要領により申請してください。

収入等に関する申告漏れや虚偽の申請、指示された書類を指定された期限までに揃えることができない場合は、選考から除外します。また、免除決定後に収入等に関する申告漏れや虚偽が判明した場合は、遡及して免除を取り消します。

The university provides a system to grant, within the scope of the budget, full or half exemption from tuition fee payment to those who are subject to any of the conditions indicated below. Such exemption is granted on the basis of the application submitted by eligible entrants, subject to selection by the university.

The applications with a false report, errors and illegible or incomplete preparing required forms or documents will be excluded from the selection process and not considered.

The university will revoke the decision of tuition fee exemption retrospectively, if your report in application is found to have been omitted of false even after notification of the results.

この授業料免除申請要領では、4月から9月の期間を前半期（First Semester）、10月から3月の期間を後半期（Second Semester）と呼びます。

The period from April to September is called the first semester, and the period from October to March of the following year is called the second semester in this Application Guidelines.

1 免除対象者 Eligibility 次のいずれかに該当する方を免除対象者とします。

※ 原則として、修業年限以内であること。また、同一年次に留まっている場合は申請できません。
国費外国人留学生・政府派遣留学生・研究生・聴講生等は申請できません。また、授業料としての奨学金を受給することが決定している方も申請できません。

- (1) 経済的理由によって納入が困難であり、かつ学業優秀と認められる者（令和2年度（2020年度）以降入学の学部学生は除く。）
- (2) 授業料の各半期の開始前1年以内（前半期分申請においては2023年4月以降）において学生の学資を主として負担している者（以下「学資負担者」という。）が死亡し、又は学生若しくは学資負担者が風水害等の災害を受け納入が著しく困難であると認められる者（令和2年度（2020年度）以降入学の学部学生は除く。）
- (3) 「令和6年能登半島地震」、「令和2年7月豪雨」、「平成30年7月豪雨」等の激甚災害により被災した者
- (4) 2023年10月1日から申請時までの間に、新型コロナウイルス感染症の影響により家計が急変した世帯の学生で、次のいずれかに該当する者（外国人留学生については、2019年から2023年までのいずれかの年の1月から12月までの間に、日本国内において収入があった者に限る。）
 - 一 家計急変後の世帯全体の所得が2019年から2023年までのいずれかの年の1月から12月までの所得と比較して2分の1以下になっている者
 - 二 国や地方公共団体が、新型コロナウイルス感染症の感染拡大による収入減少があった者等を対象として実施する公的支援の受給証明書（コピー可）の提出する者

※ 上記(4)による申請については、この申請要領に定める申請書類のほかに、別途、追加の添付書類の提出が必要です。上記(4)に関する詳細は、電話でお問合せください。

※ 前半期分申請について、外国人留学生在が4月中に渡日していない場合（後半期分申請については、10月中に渡日していない場合）は、岡山（日本）における生活の実態がないものと見なして、選考対象から除外することがあります。（在学生在が一時帰国した後、再入国していない場合を含む。）ただし、留学やその他やむを得ない事情がある場合を除きます。

Students eligible for a tuition fee exemption are those:

- (1) who have difficulty in paying the tuition fee due to financial reasons and whose academic achievement is recognized as excellent. Except for the undergraduate students who enrolled in and after April 2020 (AY2020).
- (2) who have considerable difficulty in paying the tuition fee because the applicant's primary bearer of school-expenses has died within one year before the due date of tuition fee payment, or because the applicant or his/her school-expenses bearer has suffered damage from wind, flood, or other natural disaster within one year before. Except for the undergraduate students who enrolled in and after April 2020 (AY2020).
- (3) who were heavily damaged from natural disaster such as "2024 Noto Peninsula Earthquake" or "2020 Kyushu Floods" or "Torrential Rains in July 2018" while they stayed in Japan.
- (4) whose current income situation in Japan have been rapidly deteriorated between October 1, 2023 to the time of application due to the influence of COVID-19, and who meet a following condition. For international students, the applicant must have had income in Japan during the following period.

-Those whose total income (*1) after a sudden change in household finances is less than one-half of the income from January to December of any year from 2019 to 2023.

*1 : Estimate your/your spouse's current income that have been rapidly deteriorated as below.

Declined Current Income = 【Total Amount of Payment for Latest 3 Months】×4

- * Students with eligibility of (4) may be required more other forms and certificates. For more information, please contact student support division by phone.
- * In principle, students who have remained in the same grade (repeated a grade) or students who have repeated a year are not eligible for tuition fee exemption. In addition, *Monbukagakusho* scholars, students supported by the government of their home countries, Non-Regular students such as research students, auditors, and students who already have received or will receive scholarship for tuition fee cannot apply for tuition fee exemption.
- * International Students who haven't arrived in Okayama/Japan by the end of April for the first semester Application (by the end of October for the second semester Application) may be regarded not to live in Okayama and thus ineligible. (Including cases where Current Students haven't re-entered after returning home temporarily.) However, except for those who are under unavoidable situations such as studying abroad, etc.

2 申請期間 Application period

前半期分免除申請： 3月（4月新入生・・・4月上旬）

[後半期分免除申請： 9月] 日程の詳細については、掲示及びホームページにてお知らせします。

※ 申請期限は厳守とします。（学部生と大学院生では申請期間が異なります。）

急病により受付期間中に持参できない場合は、必ず受付期間内に学生支援課に連絡してください。
受付期間終了後の申し出は受理しません。

※ 気象警報発令等により、授業が休講となった場合は、申請受付も休止します。

※ 前半期分授業料免除と後半期分授業料免除で、それぞれ別々に申請が必要ですが、一定条件を満たす申請者については、「前後半期一括申請」が可能ですが（次の3「前後半期一括申請」を参照してください）。

For the first semester : Current Students : in March, Freshmen : Beginning of April

[**For the second semester** : in September]

Please check the schedule of the application period posted on the bulletin board of the Academic Affairs Department, Student Support Division, each Faculty (Graduate School), or the Okayama University homepage.

* Applications submitted after posted deadlines will not be considered. Undergraduate and Graduate Students have a different application period. In case of emergency such as an acute illness, you must let us know before the deadline. We will never accept late offers after the deadline.

* In case of cancellation of classes due to a weather warning or other official emergency notice, the office in charge of application acceptance will also be closed.

* Applications for tuition fee exemption need to be made for each semester. If applicants satisfy the prescribed requirements, they can simultaneously apply for exemption from first and second semester tuition fees. (For details, refer to the section “3. Simultaneous application for first and second semester tuition fee exemption” below).

3 「前後半期一括申請」について

一定条件を満たす申請者については、前半期分及び後半期分の授業料免除を一括して申請（以下、「前後半期一括申請」という。）が可能です。

前後半期一括申請は、前半期の授業料免除等申請時に「前後半期一括申請」を選択した場合、後半期分についても免除等申請を受け付ける制度です。この場合、原則として後半期時点での申請は不要ですが、後半期分の申請期間（できる限り事前受付期間内）に追加提出が必要な書類があります。

この追加の書類提出を行わなかった場合は、後半期の選考対象から除外しますので、注意してください。

一括申請に必要な条件や追加提出が必要な書類の詳細は、この申請要領でよく確認をしてください。また、授業料免除の選考は前半期分、後半期分の各半期で行いますので、前半期分と後半期分で免除の結果が異なることがあります。）※10月入学の方は、前後半期一括申請の対象となりません。

Simultaneous application for first and second semester tuition fee exemption

Simultaneous application system for first and second semester is now available. (hereinafter referred to as “the simultaneous application for first and second semester tuition fee exemption”) Targeting applicants who satisfy the prescribed requirements.

Under this system, if eligible applicants choose “simultaneous application for first and second semester tuition fee exemption” at the time of application for first semester tuition fee exemption, their application for second semester tuition fee exemption will also be accepted simultaneously. If the simultaneous application is accepted, application during the second semester is not required, as a general rule. However, even if the simultaneous application is accepted, submission of additional documents is required during the application period for second semester tuition fee exemption. (Within Pre-Application period as much as possible.) If you haven't submitted your additional document during the application period for second semester, your simultaneous application will be excluded from the screening for the second semester.

For details of the requirements for the simultaneous application and the additional documents to be submitted, please confirm this application guidelines. Also, successful applicants for tuition fee exemption are selected separately for each semester; your screening results may differ from the first semester to the second semester.

* Furthermore, students enrolling at the University in October are NOT eligible for simultaneous application for the first and second tuition fee exemption.

【一括申請の条件】

申請は、前後半期ともに申請内容（家計状況・家族状況・就学状況等）に変更がない方のみが対象です。

以下①～④のいずれかに該当する場合は、前後半期一括申請はできません。

また、前半期の申請結果が「不許可」の場合は、一括申請（後半期分）の対象となりません。

- ①前半期と後半期で申請内容（家計状況・家族状況・就学状況等）が少しでも変わる見込みがある場合
- ②年度途中で卒業・修了予定の場合
- ③年度途中（後半期）から、初めて最短修業年限を超えて在学することとなる場合
- ④年度内に休学・退学を予定している場合

[Requirements for the simultaneous application]

Eligible applicants of the simultaneous application are those who are expected to have no change in their application documentation (such as their household's financial status, their family status, their registration status and other relevant circumstances) between the first semester and the second semester. Students falling under any of the following items are not eligible for simultaneous application for first and second semester tuition fee exemption.

If your result for the first semester is “Not Approved” you are not eligible for the simultaneous application.

- ① Students whose application documentation (such as their household's financial status, their family status, their registration status and other relevant circumstances) may have any possibilities of change (no matter how little) between the first semester and the second semester.
- ② Students who will graduate from a graduate course or a postgraduate course of the University
- ③ Students whose registration at the University will exceed the minimum duration of study required for graduation during the academic year concerned (in the second semester)
- ④ Students who intend to take a leave of absence or withdraw from the University during the academic year concerned

【一括申請者の追加提出必要書類（後半期分申請時）】

後半期分の手続き時に、申請内容（家計状況・家族状況・就学状況等）に前半期分申請から変更（予定）がない場合は、以下の①～②を後半期分申請期間内【できる限り事前受付期間内】に、授業料免除担当窓口へ提出してください。【期限厳守】

- ①前半期申請時に提出した様式1-②「家庭状況調書」のコピーの署名欄に、学生番号、氏名をペンで記入したもの。
- ②長3形封筒（120mm×235mm）に84円切手を貼り、返信用住所・氏名、学生番号を明記したもの。

[Additional documents to be submitted for simultaneous application (at the time of application for the second semester tuition fee exemption)]

If there is and will be no change in your application documentation (such as your household's financial status, your family status, your registration status and other relevant circumstances) from that as of application in the first semester, please submit following documents to the office in charge of tuition fee exemption during the application period for the second semester.

[Within Pre-application period as much as possible]

[Applications submitted after posted deadlines will not be considered]

- ① A photo-copy of the Report on Family Status (Form R1-②) that you submitted for first semester (simultaneous) application with filling your name, student ID number and date by a ball-point pen in the signature space.
- ② A return envelope to be used for notification of the screening results of successful applicants for second semester tuition fee exemption. (Use 120mm x 235mm envelope. Write your name, student ID number, residence address as of the middle of July and put 84 Yen postal stamp.)

【前後半期一括申請上の注意事項】

- ① 申請内容（家計状況・家族状況・就学状況等）に変更が生じた場合は、後半期分申請受付開始までに「前後半期一括申請変更申立書」を提出のうえ、改めて後半期分の申請をする必要があります。変更が生じたにもかかわらず、後半期分の申請がなかったことが後日判明した場合は、一括申請は無効となり、後半期分の授業料免除を受けることはできません。免除決定後に、変更が生じていた場合の未申告が判明した場合も、免除許可取り消しとなります。
- ② 申請書記載事項に虚偽不正の事実がある場合は、「岡山大学授業料免除及び徴収猶予等取扱規程」第14条により、その許可を取り消します。
- ③ 前後半期一括申請が認められた場合でも、選考は半期ごとに行ないます。前後半期一括で免除が認められるわけではないので、注意願います。

※後半期分授業料免除申請の要否については、14ページのフロー図「2024年度授業料免除申請の要否について」で確認をしてください。

[Notes on simultaneous application for the first and second semester tuition fee exemption]

- ① If any change has occurred in your application documentation (such as your household's financial status, your family status, your registration status, or other relevant circumstances), you are required to apply again for second semester tuition fee exemption by submitting a Statement to Notify of Changes in Documentation of Simultaneous Application for first and second semester Tuition Fee Exemption until the starting date of acceptance of application for second semester. If it has been found that you did not complete the required application procedures in spite of the occurrence of a change in your application documentation, your simultaneous application shall be regarded as invalid and you will not be able to receive approval of exemption from second semester tuition fees. Even after you have received approval for second semester tuition fee exemption, if it is found that you have failed to complete the required application procedures, the approval concerned shall be also canceled.
- ② In case of false or dishonest information in your application documents, the approval of tuition fee exemption shall be canceled in accordance with Article 14 of Okayama University Regulations for Exemption and Deferment from the Payment of Tuition Fees.
- ③ Even if your simultaneous application for first and second semester tuition fee exemption has been accepted, successful applicants are selected for each semester. Please note that the simultaneous application system does not intend to simultaneously approve exemption from both first and second semester tuition fees.

* Referring to the flow chart "AY2024 Necessity of Application for the Second Semester Tuition Fee Exemption" provided on page 14, please confirm whether or not you are required to make an application for exemption from the second semester tuition fee.

4 提出先 Document submission to :

| 所属学部等 Faculty or Graduate School | 担当 Office responsible |
|--|--|
| 文学部, 教育学部, 法学部, 経済学部, 理学部, 薬学部, 工学部, 環境理工学部, 農学部, グローバル・ディスカバリー・プログラム, 教育学研究科, 社会文化科学研究科, 環境生命自然科学研究科, 自然科学研究科, 医歯薬学総合研究科(薬学系), 環境生命科学研究科, ヘルスシステム統合科学研究科, 法務研究科 Faculty of Letters, Education, Law, Economics, Science, Pharmaceutical Sciences, Engineering, Environmental Science and Technology, Agriculture, DISCOVERY Program for Global Learners, Graduate Schools; Education, Humanities and Social Sciences, Environmental, Life and Natural Science and Technology, Natural Science and Technology, Medicine, Dentistry and Pharmaceutical Sciences (Pharmaceutical Sciences), Environmental and Life Science, Interdisciplinary Science and Engineering in Health Systems, School of Law | 〒700-8530 岡山市北区津島中2-1-1 岡山大学学務部学生支援課 (一般教育棟A棟2階) Student Support Division, Academic Affairs Department, Okayama University (2nd Floor, Wing-A, General Education Building) 2-1-1, Tsushima-Naka, Kita-Ku, Okayama 700-8530 TEL 086-251-7211 ※受付場所は, 受付日程の掲示を確認してください。 * Please refer to the application schedule on webpage for the application place. |
| 医学部医学科 Faculty of Medicine, Medical School 医学部保健学科 Faculty of Health Sciences, Medical School 歯学部 Dental School | 〒700-8558 岡山市北区鹿田町2-5-1 医歯薬学総合研究科等学務課教務グループ 学生支援担当 Student Support Office, Academic Affairs Group, School Affairs Section, Graduate School of Medicine, Dentistry, and Pharmaceutical Sciences, Okayama University 2-5-1, Shikata-Cho, Kita-Ku, Okayama 700-8558 TEL 086-235-6589 |
| 保健学研究科 Graduate School of Health Sciences | 〒700-8558 岡山市北区鹿田町2-5-1 医歯薬学総合研究科等学務課教務グループ 保健学科・保健学研究科担当 Health Sciences Department/Graduate School of Health Science Office, Academic Affairs Group, School Affairs Section, Graduate School of Medicine, Dentistry, and Pharmaceutical Sciences, Okayama University 2-5-1, Shikata-Cho, Kita-Ku, Okayama 700-8558 TEL 086-235-6929 |
| 医歯薬学総合研究科 修士課程, 博士課程 (医学系) Graduate School of Medicine, Dentistry and Pharmaceutical Sciences Doctor's course (Medical course), Master's course | 〒700-8558 岡山市北区鹿田町2-5-1 医歯薬学総合研究科等学務課教務グループ 大学院担当 Graduate School Office, Academic Affairs Group, School Affairs Section, Graduate School of Medicine, Dentistry, and Pharmaceutical Sciences, Okayama University 2-5-1, Shikata-Cho, Kita-Ku, Okayama 700-8558 TEL 086-235-7986 |
| 医歯薬学総合研究科 博士課程 (歯学系) Graduate School of Medicine, Dentistry and Pharmaceutical Sciences Doctor's course (Dental course) | 〒700-8558 岡山市北区鹿田町2-5-1 医歯薬学総合研究科等学務課教務グループ 歯学部担当 Dental School Office, Academic Affairs Group, School Affairs Section, Graduate School of Medicine, Dentistry, and Pharmaceutical Sciences, Okayama University 2-5-1, Shikata-Cho, Kita-Ku, Okayama 700-8558 TEL 086-235-6628 |

5 提出方法 How to submit the documents

持参又は郵送による申請を受け付けます。 **いずれの場合も, 申請期限までに必着のこと。**

持参の場合は, 担当窓口にて学生本人が直接提出してください。 学生本人との面談により, 記載された事項 (世帯構成や家計状況等) を確認します。

指定された提出期間に持参できない場合は, 事前に持参してください。特に申請期間中に岡山を離れるような場合は, 日数に余裕をもって持参してください。(後日, 追加書類の提出をお願いすることがあります。)

郵送する場合は, 必ず, レターパックライトを使用することとし, 普通郵便や学内便による送付は不可とします。 (レターパックライト (370円) は, 郵便局のほかローソンでも購入可能です。)

日本国外から送付する場合は、EMS, FedEx, DHL 等の国際スピード配送サービスを使用してください。

申請書提出後に、不足書類や確認事項がある場合は、申請書に記載されている電話番号か、大学が付与したGメールアドレスに連絡をします。速やかに対応してください。**不足書類に関する連絡が取れない場合や、指定された期限までに必要書類の提出ができない場合は、選考の対象外となります。**

Both application by submission in person and by mail are acceptable. **However, please make sure that any applications must be received by 4:00pm on the due date.**

Applicants who wish to submit the application in person to the office must bring his/her application documents by himself/herself. You will have an interview from the staff about your family structure and household status and any other situations.

If applicants cannot submit the documents within the designated period, please submit it in advance on Pre-Acceptance period. Please note that in case where the applicants will not be in Okayama during the application period, the applicants have to come to the office to submit the documents well in advance. Additional documents may be needed later.

Applicants who wish to mail the application to the office must use “Letter Pack-Light” envelope to send the documents. Regular postal mailing and inter-campus-mailing will not be accepted. (Purchase a “Letter Pack-Light” envelope for 370 JPY at Post Office or LAWSON, beforehand.)

Applicants who wish to mail the application from outside of Japan must send them by international express mailing service such as EMS, FedEx or DHL.

We may have a contact via phone call or Okadai Gmail those documents are incomplete. Your prompt correction is highly appreciated. **In case of contact unavailable or incomplete matters have not corrected by the deadline, your application will be excluded from the selection process.**

6 **申請結果の決定の時期 Scheduled date of decision on application results**

前半期分授業料免除申請：7月中旬から下旬（予定） [後半期分授業料免除申請：12月中旬から下旬(予定)]

First Semester: Middle to late-July (scheduled)

[Second Semester: Middle to late-December (scheduled)]

免除申請の結果が決定するまでは、授業料の納入は猶与されます。

免除申請結果の通知は、申請時にご自身が提出した封筒により、郵送又は学内便で送付します。

半額免除及び不許可の場合は、該当の授業料を指定された期限までに納入してください。

なお、岡山大学授業料免除WEBシステムにより、オンラインで免除選考の結果を確認することもできます。
<https://menjyo.adm.okayama-u.ac.jp/exemption-request-system-for-student/>

※ 学内ネットワークからのみアクセス可能です。

※ 学外からのアクセスには、VPN接続が必要です。

※ VPN接続についてはこちら <https://www.citm.okayama-u.ac.jp/citm/service/openvpn.html>

Applicants for tuition fee exemption are granted a grace period for their tuition fee payment until they receive notification of approval or rejection of their application for the tuition fee exemption.

Notification of the results of their application will be sent by mail or inter-campus-mail using the envelope they submitted at the time of application. Applicants, other than those who are fully exempted from tuition payment, must pay the designated tuition fee within the required period.

Applicants can also check the results online through the Okayama University Web System for Tuition Fee Exemption. <https://menjyo.adm.okayama-u.ac.jp/exemption-request-system-for-student/>

* Accessible only from the campus network.

* To access from off-campus, you must be connected to VPN.

* How to connect to VPN (Japanese Only) <https://www.citm.okayama-u.ac.jp/citm/service/openvpn.html>

7 提出書類 Documents to submit

※ 提出された申請書類は、貸出・閲覧等できませんので、申請前に必ずコピーを取っておいてください。

Once submitted document, cannot be lent, returned for examination, or checked; applicants should make photocopies of all documents before submitting them.

| | 提出書類 Document to submit | 留意事項 Notes |
|---|---|---|
| 1 | 授業料免除申請書 (様式 留1-①) Application for Tuition Fee Exemption (Form R1-①) | 記入要領を参照し、前半期分授業料免除申請では 4月1日現在の状況 について、申請者本人が記入してください。 ※ 記入漏れが無いことをよく確認してください。 |
| 2 | 家庭状況調書 (様式 留1-②) Report on Family Status (Form R1-②) | Shall be filled in by the applicant himself/herself, in accordance with the entry guidelines as of April 1st , for the first semester. (As of October 1 st , for the second semester.) *Please make sure to fill in the form correctly and completely. |
| 3 | 収入状況等申告書 (様式 留2) Statement of Income Status, etc. (Form R2) | 奨学金受給を証明するもの及びアルバイトの証明書をあわせて提出してください。※ 記入漏れが無いことをよく確認してください。 Shall be submitted together with certificates regarding scholarship payment and part-time jobs. *Please make sure to fill in the form correctly and completely. |
| 4 | 事情聴取調書 (様式 留3) Hearing Report on the Situation of the Applicant (Form R3) | 収入状況に記入したものについては、証明書等をあわせて提出してください。 For each specified item concerning income status, submit a relevant certificate, etc. |
| 5 | 収入等に関する書類 Documents related to income. | 10～11ページの書類で該当する必要書類を提出してください。 If you meet the conditions listed on page 10-11, submit all relevant documents. |
| 6 | 申請内容確認用紙 (様式 留99) Self-check sheet before submission (Form R99) | 申請書類を提出する前に、再度書類を確認してください。 Please confirm the documents before submission. |
| 7 | 在留カード (両面の写) 【世帯全員分】 Residence Card (copies of both sides) [of all members of the household] | 世帯全員分を両面コピーして提出してください。 Please submit both-sided photocopies for all household members. |
| 8 | 健康保険証 (写) 【世帯全員分】 Health insurance card (copy) [of all members of the household] | 世帯全員分のカード表面のみをコピーして提出してください。 Please submit a photocopy of the card surface only for all household members. |
| 9 | 切手(84円分) 【申請結果通知用】 84 JPY Postal Stamp for Result Notification | 留学生宿舍、学内研究室 (センター) 等を宛先とする場合は、切手の貼付は不要です。 郵送により申請する場合は、ご自身で長型3号封筒 (120mm×235mm) をご用意ください。書き方については、9ページの「封筒宛先記入例」をご参照ください。 When addressed to International Student House, laboratory, center, etc., no postal stamp is required. Students who intend to apply by mail should prepare an envelope (120mm×235mm) by himself/herself and put 84JPY postal stamp on it. Please refer to "Example of How to address an envelope" on page 9. |

| | | |
|--|--|--|
| 10 | <p>所得・課税証明書 2024年度(2023年分)のもの [本人及び配偶者のみ] Certificate of Income and Taxation for 2023 (Fiscal Year 2024) issued by a municipal (city/ward/town/village) government [Applicant and his/her spouse in Japan are required.]</p> | <p>2024年度(2023年分)所得・課税証明書は、2024年5月下旬～ 6月上旬に、各市区町村役場で発行されます。 ※岡山市は6月3日(月)から発行されますので、ご注意ください。 【提出期限】2024年6月10日(月)【期限厳守】 Issuance of income certificates for 2023 (fiscal year 2024) are able to be issued at each municipal office in late May, or in early June 2024. ※Okayama City Hall is planning to start issuing the certificate <u>on June 3, 2024.</u> Submission Deadline: Monday, June 10, 2024 [Keep Deadline Strictly]</p> |
| <p>〔重要〕 [Notes]</p> <ul style="list-style-type: none"> ・提出のない場合は、書類不備として選考から除外することがあります。 ・未就学者及び就学者の子(高校生以下)については不要。 ・所得のない方についても提出が必要。(主婦・主夫及び高齢者等) 「0円」又は「課税台帳に記載なし」等の証明が必要です。 ・2024年1月以降に渡日した外国人留学生は、提出不要です。 <p>- If this document is not submitted, your application may be excluded from the selection process due to insufficiency of documentation.</p> <p>- This certificate is not required for preschool children and “Students” (up to high school, inclusive).</p> <p>- Certificates of income and taxation are also required regarding family members without income (homemakers, elderly, etc.), with a statement to the effect that the income is “0 Yen” or “No entry in the tax roll”, etc.</p> <p>- International students who arrived in Japan in and after January 2024 are NOT required to submit this certificate.</p> | | |

【要確認】所得・課税証明書提出時の注意事項【必ず、以下の内容を確認して提出してください】

2024年度(2023年分)所得・課税証明書の金額は、2023年分源泉徴収票、給与等支払証明書、確定申告書等の金額と基本的には一致します。

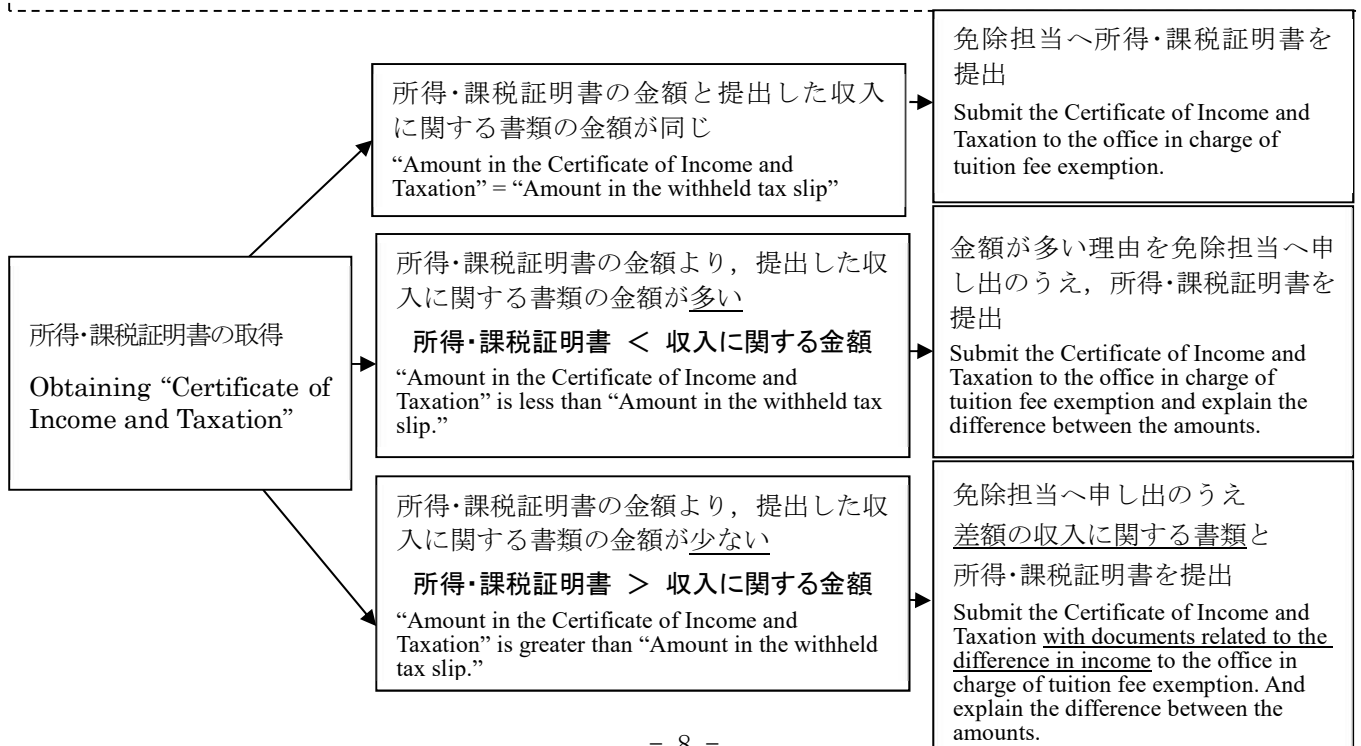
2024年度(2023年分)の所得・課税証明書を提出する際には、所得・課税証明書の金額と収入に関する書類(源泉徴収票等)の金額に違いがないか確認して提出してください。

[Attention] About “Certificate of Income and Taxation” for 2023 (Fiscal Year 2024)

[Before submission, please be sure to check the following notes.]

Basically, the amounts in the Certificate of Income and Taxation for 2023 (Fiscal Year 2024) and your withheld tax slip or salary payment certificate or final tax returns book of 2023 are identical.

Please be submit your Certificate of Income and Taxation after checking your listed income is equal to your withheld tax slip.



封筒宛先記入例

Example of how to address an envelope

例① 日本語 (自宅宛)

Example 1. Japanese

(To your home address)

| | |
|--------------------------------------|---------------|
| 84Yen stamp | 7 0 0 0 0 0 0 |
| 岡山県岡山市北区津島 1-2-3 ○○マンション 304号室 | |
| TAO Xiao 様 | |
| 学生番号 47M229999 | |

例② 英語 (自宅宛)

Example 2. English

(To your home address)

| | |
|--|---------------|
| 84Yen stamp | 7 0 0 0 0 0 0 |
| To: Ms. TAO Xiao | |
| #304 ○○Mansion, 1-2-3, Tsushima, Kita-ku, Okayama-shi, Okayama | |
| Student ID Number 47M229999 | |

例③ 日本語 (研究室宛)

Example 3. Japanese

(To Laboratory)

| | |
|---------------------------------------|----------|
| No need stamps | □□□□□□□□ |
| ○○研究科 (○○学部) 建物番号 (わかれば) 指導教員氏名 | |
| TAO Xiao 様 | |
| 学生番号 47M229999 | |

例④ 英語 (研究室宛)

Example 4. English

(To Laboratory)

| | |
|--|----------|
| No need stamps | □□□□□□□□ |
| To: Ms. TAO Xiao | |
| ○○(Prof.name) Laboratory Building Number (If known) Graduate School of ○○, School of ○○ | |
| Student ID Number 47M229999 | |

■収入等に関する書類 Documents concerned with the income

下記の該当する区分について、○のついた書類をすべて提出してください。

If any of the following conditions apply to you, submit all relevant documents marked with “○.”

| 区 分 Condition | 必 要 書 類 Required document | 発行機関等 Issuing organization, etc. |
|--|--|--|
| <p>本人と配偶者の アルバイト 及び 定職 (短期・一時的なものもすべて) The applicant and/or his/her spouse have Part-time / Regular jobs. [Required for all part-time jobs, including any done for a short period of time or occasionally]</p> | <p>■2023年1月～12月のアルバイト・定職に関する ○2023年分の源泉徴収票(写)(A4サイズ) 又は 給与等支払証明書(様式留4) About part-time / regular jobs from January to December in 2023 ○ Withheld tax slip (<i>Gensen-Choshu-Hyo</i>) for 2023 (copy) (A4 size), or Certificate of Salary Payment. (Form R4) ※ A4サイズ以外の場合は、様式(別紙)に貼り付けて提出してください。 ※ 岡山大学でのTA・RAについても必要です。 * For other than A4 size, please submit on the annex. * Also required for Teaching Assistants (TA) or Research Assistants (RA) in Okayama University. ■申請時現在(前半期分申請では4月1日)に雇用されているアルバイト・定職に関する ○給与等支給(見込)証明書(様式留5) About part-time / Regular jobs that the applicant (spouse) is hired at the time of application as of April 1st. for the first semester. ○ Certificate of (Expected) Salary Payment (Form R5) ■2024年度に岡山大学でTA・RAをする人は、13ページ8[注意事項](4)の書類を提出してください。 Applicants who will be scheduled to work as TA or RA in AY2024 refer to page 13 (Note 8-(4)).</p> | <p>勤務先 Employer</p> |
| <p>奨学金受給者 本人及び配偶者が、2023年度及び2024年度に受給している場合 Scholarship recipient In the case of yourself and spouse receive scholarship in AY2023 or AY2024</p> | <p>○奨学生証等受給のわかるもの 【岡山大学で応募した奨学金についても、奨学生証等を提出してください。いずれの奨学金も、収入状況等申告書(様式留2)に記載してください。】 ○ Certificate of scholarship recipient or other document indicating scholarship payment [Required for all scholarships, including the case of application at the office of Okayama University. Please fill any scholarships in “status of scholarship” (Form R2).]</p> | <p>奨学団体、各学部、研究科等の教務担当 Scholarship Organization or Student Affairs of your Faculty or Graduate School</p> |
| <p>高校生以上の就学者 “Student” in high school or in higher education</p> | <p>○在学証明書 又は 学生証(写) ※申請者本人のものは不要 ○Certificate of enrollment at the school, or student ID card (copy) (*Except for the applicant) 次ページに続く Continued on next page</p> | <p>在 学 校 The school at which the Student is enrolled</p> |

| 区 分 Condition | 必 要 書 類 Required document | 発行機関等 Issuing organization, etc. |
|--|--|---|
| <p style="text-align: center;">本人の被災</p> <p>The applicant is a disaster victim.</p> | <p>○罹災証明書（被災内容が記載されたもの）</p> <p>○修理費等の領収書（写）</p> <p>※「令和6年能登半島地震」，「令和2年7月豪雨」，「平成30年7月豪雨」等により本人が被災した場合は，13ページの8<u>注意事項</u>(5)をご覧ください。</p> <p>○ Certificate of disaster damage (indicating the amount of damage)</p> <p>○ Receipt of repair expenses, etc. (copy)</p> <p>* <u>If the applicant student is a victim of the disasters caused by such as “2024 Noto Peninsula Earthquake” or “2020 Kyushu Floods” or “Torrential Rains in July 2018”, refer to page 13 (Note 8-(5)).</u></p> | <p>市区町村役場， 消防署， 建築業者等</p> <p>Municipal Office, Fire department, Constructor, etc.</p> |
| <p style="text-align: center;">特別な事情による 修業年限超過者等</p> <p>Applicant who stays at the university, due to a special reason, for a period exceeding the minimum period required for graduation/completion of his/her course</p> | <p>○授業料免除申請対象事由調査書</p> <p style="text-align: center;">※該当者は，事前に担当まで申し出てください。</p> <p>○ <i>jugyoryo-menjoshinsei-taishojiyu-chosasho</i></p> <p>* <u>In principle, students who have repeated a grade or who have repeated a year are NOT eligible for tuition fee exemption.</u> If this condition applies to you, contact the office responsible well in advance.</p> | |
| <p style="text-align: center;">特に説明を要する場合</p> <p>If you need to make a special explanation</p> | <p>○申立書（様式留6）</p> <p>○ Special Explanatory Statement (Form R6)</p> | |
| <p style="text-align: center;">その他 Other</p> | <p>○大学が必要と認めた書類</p> <p>○ Documents determined necessary by the university</p> | |

8 注 意 事 項 Notes

(1) 授業料免除申請は，申請者数や予算により結果が異なります。

前回の免除申請の結果と異なることがありますので，了解しておいてください。

前半期分免除申請の結果が学業成績により「不許可」の場合は，後半期分免除申請でもほとんどの場合同じ結果となります。

不許可の理由が家計の場合で，10月1日現在（後半期分免除申請時）の家計の状況が，5月以降に変化している場合は，結果が変わる場合もあります。

なお，前後半期一括申請をする場合は，3「前後半期一括申請」について（3ページ）を熟読し，必要な手続きをしてください。申請内容（家計状況・家族状況・就学状況等）に変更（予定）がある場合等は，後半期において，前後半期一括申請の対象となりませんので，よく確認をし，必要な手続き漏れ等による不利益を被ることのないよう注意してください。

Please understand that tuition fee exemptions are determined according to the budget and the number of applicants so results may vary from one semester to the next.

In case that the result of the first semester is “Not Approved” due to academic achievement, the second semester result will likely be “Not Approved”.

When “Not Approved” was due to the applicant’s income or the family’s income, if there is a worsening in the applicant’s financial situation, the tuition fee exemption result may be changed.

If you would like to make a simultaneous application for first and second semester tuition fee exemption, be sure to thoroughly read the section “3. Simultaneous application for first and second semester tuition fee exemption” (page 3) before following the necessary procedures. If there is or will be any change in your application documentation (such as your household’s financial status, your

family status, your registration status, or other relevant circumstances), you will not be eligible for the second semester, even though you have completed simultaneous application; please confirm the details in advance so that you will not be at a disadvantage due to failure to complete the necessary procedures.

(2)・申請書類は、家庭状況をよく確認し、原則として、**前半期分免除申請では4月1日現在（予定）**【**後半期分免除申請では10月1日現在（予定）**】の状況を申請者本人が記入してください。

- ・申請理由・家計状況が不明な申請は受け付けできません。
- ・記入すべきことが書かれていないとき、必要書類が提出できないとき、判読しにくいなど、申請書類に不備がある場合は、選考から除外することがあります。
- ・**前半期分申請について、外国人留学生の新入生が4月中に渡日できない場合（後半期分申請については、10月中に渡日できない場合）は、岡山（日本）における生活の実態がないものと見なして、選考の対象から除外することがあります。（在学生在が一時帰国した後、再入国していない場合を含む。）**ただし、留学やその他やむを得ない事情がある場合を除きます。
- ・不明な点があれば、早めに担当まで問い合わせてください。
- ・申請書提出後、前半期分免除申請では4月1日（後半期分免除申請では10月1日）の状況に変化があった場合は、速やかに申し出て申請内容の訂正をしてください。（例えば、転居や新しいアルバイトを始めた場合など）

※ 未申告の内容が判明した場合等は、選考の対象外とすることがあります。また、免除決定後であっても未申告等が判明した場合は、免除の決定を取り消すことがあります。

また、選考結果が決定する前までに休学や退学をする場合は、速やかに申し出てください。

- ・ Applicant must clearly disclose their family financial situation as of April 1st for the first semester and October 1st for the second semester.
- ・ Information requested for the application must be fully completed.
- ・ Applications without sufficient documentation or without sufficient justification supporting the request for the tuition fee exemption will be rejected. Other causes of rejection are illegible documents, incomplete documents, and errors in the application.
- ・ International Students who haven't arrived in Okayama/Japan by the end of April for the first semester Application (by the end of October for the second semester Application) may be regarded not to live in Okayama and thus ineligible. (Including cases where Current Students haven't re-entered after returning home temporarily.) However, except for those who is under unavoidable situations such as studying abroad, etc.
- ・ If you have any questions, contact the relevant office as early as possible.
- ・ After submission, as of April 1st for the first semester, October 1st for the second semester, if the applicant's situation has changed (new address, new employment, etc.), applicants must update their status as soon as possible.

※ Applications with any errors may be cancelled and not be considered. If it has appeared that there are any false declarations or omit declarations of remittance or income on your application, your exemption will be cancelled even after the decision is made.

In case of temporary absence from school or withdrawal from school before the determination of tuition fee exemption, contact the relevant office as early as possible.

(3) 提出された書類等は、返却、貸出及び閲覧ができません。

授業料免除申請で提出する**全ての書類は、提出前に必ずコピーを取っておいてください。**

後半期分授業料免除申請では、状況に変更がない場合も前半期分授業料免除申請と同様の書類の提出が必要ですが、前半期分授業料免除申請で提出した書類のコピーが利用できるものもあります。

また、一括申請が認められた場合は、前半期に提出した「家庭状況調書」（様式 R1-②のコピー）の提出が必要になります。

Once submitted documents cannot be returned, lent to copy, or examined again.

Please make copies of all documents before submission.

If the applicant's situation has not changed from the first semester application, applicants must submit the same documents for the second semester application but some copies of the remaining documents submitted for the first semester application may be used again.

If your simultaneous application has been accepted and your family's financial situation has not been changed from the first semester, you will be required to submit a completed copy of a Report on Family Status (Form R1-②) that you submitted at the time of application for the first semester.

(4) TA(ティーチングアシスタント)やRA(リサーチアシスタント)での勤務について

Applicants who work as a Teaching Assistant (TA) or Research Assistant (RA)

2024年度に、TAやRAに採用されている場合、アルバイト収入の必要書類として次の(ア)と(イ)の書類を一緒に提出してください。

(ア) 人事異動通知書(写) : 採用期間や時間単価のわかる書類

(イ) 勤務態様調書(写) : 勤務予定総時間数及び月ごとの勤務時間数のわかる書類

If you are adopted as Teaching assistant (TA) or Research Assistant (RA) in AY2024, submit:

Employment letter (photocopy) : detailing the adoption period and the hourly wage for TAs or RAs.

TA RA schedule (photocopy) : detailing the total hours and monthly hours for TAs and RAs

(5) 「令和6年能登半島地震」, 「令和2年7月豪雨」, 「平成30年7月豪雨」等により本人が被災した場合について

被災状況が半壊以上の世帯については、家計評価額の算出において、特別控除により、総収入額を控除します。

申請時に提出を必要とする書類は、「授業料免除申請書」, 「家庭状況調書」, 「(半壊以上の記載がある) 罹災証明書」(写) 及び(授業料免除) 結果通知用封筒(84円分の切手を貼付)です。

Special deduction for victim students of the disasters caused by such as “2024 Noto Peninsula Earthquake” or “2020 Kyushu Floods” or “Torrential Rains in July 2018”.

- If the victim of the torrential rains or the earthquake whose houses were partially destroyed or more seriously damaged by the disasters apply for tuition fee exemption, the University will deduct the total income of their households in calculating each applicant student's value of family budget.

Required application documents are Application for Tuition Fee Exemption, Report on Family Status, a copy of your Disaster Damage Certificate (indicating that your house was partially destroyed or more seriously damaged by the disasters), and a return envelope to be used for notification of the screening results of successful applicants of tuition fee exemption (with 84-yen postal stamp put).

- Required application documents are Application for Tuition Fee Exemption, Report on Family Status, a copy of your Disaster Damage Certificate (indicating that your house was partially destroyed or more seriously damaged by the disasters), and a return envelope to be used for notification of the screening results of successful applicants of tuition fee exemption (with 84-yen postal stamp put).

授業料免除申請時に提出していただく皆さんの個人情報については、授業料免除の選考以外の目的に利用することはありません。

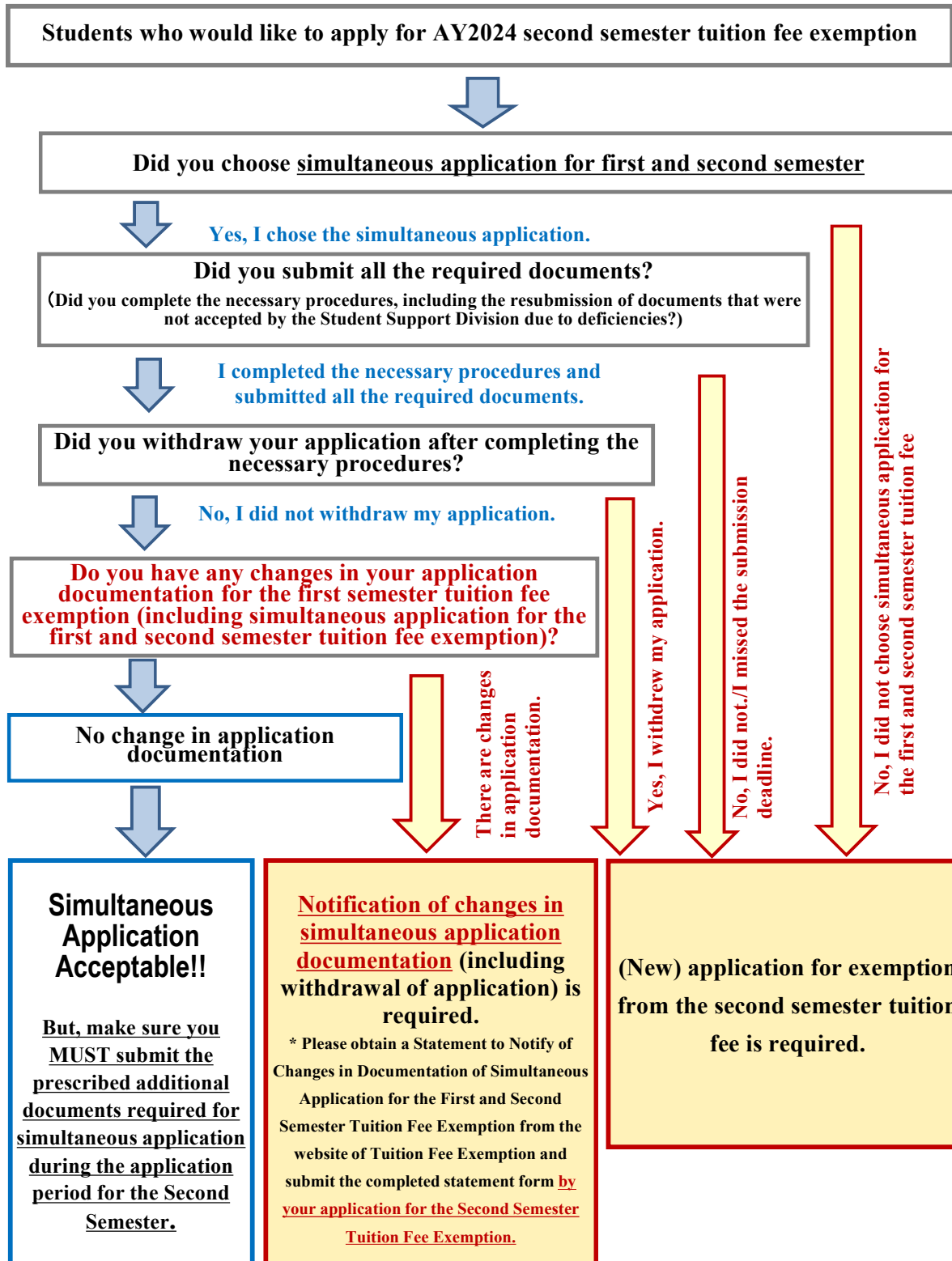
提出していただく個人情報は、データ入力および帳票出力の目的で業務委託いたしますが、受託業者が個人情報を法令及び本学との契約に則り取扱うよう厳正に管理いたします。

The personal information you submit at the time of application for a tuition fee exemption shall not be used for any other purposes than selection for such an exemption.

When Okayama University entrusts data processing of personal information to a subcontractor, Okayama University will make every effort to manage the contractor strictly so that the contractor exercises due diligence.

AY2024 Necessity of Application for the Second Semester Tuition Fee Exemption

To receive exemption from the second semester tuition fee, please confirm the flow chart below to complete the required procedures, depending on your application for the first semester tuition fee exemption.



■ When providing notification of changes in your simultaneous application documentation for the first and second semester tuition fee exemption, not only a new form/certificate confirming the changes concerned but also the same form/certificate as that for regular application is required (excluding notification of a withdrawal of application).

■ Students who have not applied for the first semester tuition fee exemption are required to make a new application if they would like to receive exemption from the second semester tuition fee.