

## **Application for Admission Fee Exemption for Academic Year 2023**

### **I. Eligibility for Applicants**

1. A student who is unable to pay Admission fee due to financial difficulties but is proven to have outstanding academic performance
2. A student recognized as having other circumstances equivalent to the above (1)

### **II. Application Procedure for Admission Fee Exemption**

Applicants are required to submit the following documents. Forms are available at

<https://www.soken.ac.jp/news/7583/index.html>

**Be sure to check all the documents using the attached “checklist” before submission.**

#### **○All applicants must submit**

1. Admission Fee Exemption Request (Form4)
2. Request for Admission Fee Payment Postponement (Form5)  
\* **Be sure to submit both Form4 and Form5.**
3. Family Status Report (Form 2-3)  
\*Statement should be made only for the family members residing in Japan.  
\***The amount of monthly income and monthly expenses must be balanced.**  
\***The student who is not yet living in Japan writes in the income and expenses assuming living in Japan on April 1<sup>st</sup>.**
4. Certificate of Income issued by the municipal office  
\*Certificate of Income for yourself and all the family members residing in Japan is required. However, a certificate of Income for those who were not in Japan in 2021 is not required.  
\*Certificate of Income for family member(s) under the age of mandatory education is not required.
5. Part-time Employment Status Report (Form 7)

#### **○Applicants who have the documents must submit**

6. Copy of Residence Card (*Zairyu* Card or *Juminhyo*) of yourself and all the family member(s) residing in Japan
7. Copy of National Insurance Card (*Kokumin Kenko Hoken*)
8. Other certificate of income/earnings (if applicable)  
\***If you or any family member has any income or earnings in Japan, a certificate (payment certificate or tax certificate slip, etc.) is required.**

### III. Application Period and Submission Location

Applicants must submit a complete set of application documents to the Student Affairs Section of SOKENDAI by March 13, 2023. Applications after the application period will not be accepted regardless of circumstances.

### IV. Result Notification and Payment

Applicants will receive the notification of results at the beginning of July 2023. The collection of Admission fees for applicants will be withheld until the result notification. If your application is disapproved, the Admission fee has to be paid within 14 days of the date of the notification. Some applicants who receive the disapproval of the entrance exemption may be given a grace period of payment. In such a case, the payment must be made by September 15, 2023. Please be aware that if you fail to make the payment by the specified deadline, you will be expelled from SOKENDAI.

### V. Notes

1. When you submit your application, please make sure that your application documents are complete. If you fail to submit your application until the application period, we reject receiving your application in principle.
2. If you would like to confirm whether your application has been accepted, please contact us from April 6 to April 8, 2023.
3. After submitting the application, applicants may receive inquiries regarding the application or requests for additional documents. In such a case, you will be contacted through email. Remember to check your email regularly so that you will not miss the emails from SOKENDAI, which might result in the rejection of your application.
4. Please be aware that if your application is later found to contain false information, the decision on the tuition exemption will be canceled even after the approval.

### VI. Enquiries

If you have any questions, please contact Student Affairs Section, SOKENDAI Hayama Headquarter at [gakusei@ml.soken.ac.jp](mailto:gakusei@ml.soken.ac.jp) by email.

## Application for Tuition Exemption for the First Semester of Academic Year 2023

### I. Eligibility for Applicants

1. A student who is unable to pay the tuition due to financial difficulties but is proven to have outstanding academic performance
2. A student recognized as having other circumstances equivalent to the above (1)

### II. Application Procedure for Tuition Exemption

Applicants are required to submit the following documents. Forms are available at

<https://www.soken.ac.jp/news/7583/index.html>

**Be sure to check all the documents using the attached “checklist” before submission.**

If you submit the documents from 3 to 8 for the purpose of the application for Admission fee exemption, the submission of the said documents can be omitted. However, please make sure that you submit Form 1 and Form 3 in order to declare the application for the tuition fee exemption.

#### ○All applicants must submit

1. Tuition Exemption Request (Form1)
2. Request for Tuition Payment Postponement (Form3)
  - \* Be sure to submit both Form1 and Form3.
3. Family Status Report (Form 2-3)
  - \*Statement should be made only for the family members residing in Japan.
  - \*The amount of monthly income and monthly expenses must be balanced.
  - \*The student who is not yet living in Japan writes in the income and expenses assuming living in Japan on April 1<sup>st</sup>.
4. Certificate of Income issued by the municipal office
  - \*Certificate of Income for yourself and all the family members residing in Japan is required. However, a Certificate of Income for those who were not in Japan in 2021 is not required
  - \*Certificate of Income for family member(s) under the age of high school student is not required.
5. Part-time Employment Status Report (Form 7)

#### ○Applicants who have the documents must submit

6. Copy of Residence Card (*Zairyu* Card or *Juminhyo*) of yourself and all the family member(s) residing in Japan
7. Copy of National Insurance Card (*Kokumin Kenko Hoken*)
8. Other certificate of income/earnings (if applicable)

\*If you or any family member has any income or earnings in Japan, a certificate (payment certificate or tax certificate slip, etc.) is required.

### **III. Application Period and Submission Location**

Applicants must submit a complete set of application documents to the Student Affairs Section, SOKENDAI by March 13, 2023. Applications after the application period will not be accepted regardless of circumstances.

### **IV. Result Notification and Payment**

Applicants will receive the notification of results at the beginning of July 2023. The collection of the tuition for applicants will be withheld until the result notification. If your application is disapproved, the tuition has to be paid immediately. Some applicants who receive the disapproval of the tuition exemption may be given a grace period of payment. In such a case, the payment must be made by September 15, 2023. Please be aware that if you fail to make the payment by the specified deadline, you will be expelled from SOKENDAI.

### **V. Notes**

1. When you submit your application, please make sure that your application documents are complete. If you fail to submit your application until the application period, we reject receiving your application in principle.
2. If you would like to confirm whether your application has been accepted, please contact us from April 6 to April 8, 2023.
3. After submitting the application, applicants may receive inquiries regarding the application or requests for additional documents. In such a case, you will be contacted through email. Remember to check your email regularly so that you will not miss the emails from SOKENDAI, which might result in the rejection of your application.
4. Please be aware that if your application is later found to contain false information, the decision on the tuition exemption will be canceled even after the approval.

### **VI. Enquiries**

If you have any questions, please contact Student Affairs Section, SOKENDAI Hayama Headquarter at [gakusei@ml.soken.ac.jp](mailto:gakusei@ml.soken.ac.jp) by email.