

Guidline for April 2025 Enrollment Fee Exemption & Postponement (For Privately-financed International Students)

The applicant must have entered the required information during the online registration process in the Admission Procedures Guide.

Students who applied for enrollment fee exemption and postponement shall be allowed to postpone the payment of enrollment fee until the result will be announced. Please be careful not to pay the enrollment fee before the result announcement.

1. Students eligible for enrollment fee exemption and postponement

- (1) Those who are deemed to be excellent students and who have difficulty in paying the enrollment fee due to financial hardship.
 - (2) Those who have difficulty in paying the enrollment fee due to either of the following conditions that occurred within one year before the enrollment:
 - A person responsible for paying enrollment fee died.
 - A student or a person responsible for paying enrollment fee was damaged by natural disasters.
 - (3) Those who are recognized by the president to have the same eligibility as the mentioned above.
- ※Due to limited funding for the operation of the exemption program, not all eligible students may receive exemption.

2. Amount of exemption and postponement period

Full or partial amount of enrollment fee will be exempted for those who have been approved.

Those who have been approved of postponement of enrollment fee are required to pay the enrollment fee by the end of August 2025.

3. Submission period for other documents

You must submit other documents that all applicants must submit within the following period. Detail will be announced to applicants by e-mail in mid-May, 2025.

■ Reception period

June 12 (Thu), 2025 09:30am – 11:30am 1:00pm – 2:00pm	June 13 (Fri), 2025 09:30am – 11:30am 1:00pm – 2:00pm	June 16(Mon), 2025 09:30am – 11:30am 1:00pm – 2:00pm	June 17 (Tue), 2025 09:30am – 11:30am 1:00pm – 2:00pm
Information Science	Biological Science	Materials Science	Reserve date

We designated a submission date for each division in order to avoid application rush so please be sure to submit your application on the designated date. (If you are not available for the designated date, you are allowed to apply on any of the different date or a reserve date.)

■ Submission place

Interdisciplinary Frontier Research Complex No.2, 1st Floor Kensyu Hall

NOTE: Required documents submitted after the above-mentioned reception period shall not be accepted regardless of the reasons.

4. Submitting application forms

You must prepare

- (1) Documents that all applicants must submit
- (2) Documents necessary for confirming your household financial situation
- (3) Certificates necessary for receiving special deduction

Please read the instructions below carefully and apply **with all the necessary documents**.

※ The materials with (*copy) marks should be submitted in **A4** size for clarity.

(1) Documents that all applicants must submit

Required documents	Remarks
'Household Financial Situation'	Available from NAIST website (Internal Only) (Mid-May 2025)

(2) Documents necessary for confirming your household financial situation

In cases where applicants or their family members who live in Japan fall under any of the conditions below, applicants must attach the following documents.

Condition	Required Certification	Issuer	
Applicants or their family members receive salary or other income (including part-time employment)	○(*copy) Certificate of Income and withholding tax for 2024 or payment slips for last 3 months for part-time workers without this certificate	Employers	
Applicants or their family members receive salary or other income (including part-time employment) and have changed their place of employment or been newly employed from January 2 nd in 2024	○(*copy) Certificate of Income and withholding tax for 2024 , Certificate of expected monthly or annual salary issued and verified by the employer. 【Appendix No. 1】 ※ 1 The above two items or payment slips for last 3 months for part-time workers without this certificate		
Applicants or their family members have retired/ resigned after January 1 st , 2024	Certificate of retirement / resignation 【Appendix No. 2】 ※ 1		
Applicants or their family members receive or will receive a scholarship which need not be repaid.	Documents certifying the scholarship (*copy of scholarship notification indicating monthly or annual amount) (only benefit type scholarships)		
Applicants or their family members with other additional income	Please submit papers to prove the amount of the income.		

※ 1 Please ask your employers to issue certificates using the prescribed forms.

However, certificates which meet prescribed requirements may be accepted as a substitute.

(3) Certificates necessary for receiving special deduction

In cases where applicants or their family members who live in Japan fall under any of the conditions below and wish to receive special deduction, applicants must include the following documents.

Condition	Required Certification	Issuer
For applicants with family members attending school ※When spouse and children are students		
(1) National University or National College of Technology	○Certificate of student enrollment and Certificate of Tuition Fee Exemption Application Status 【Appendix No. 3】	Educational institution
(2) Foreign, private or public high school or university (including graduate school)	○Certificate of student enrollment (*copy of student ID card also acceptable. The issue and expiration date must be visible.)	Educational Institution
(3) Special training school	○Certificate of student enrollment and Certificate of Tuition Fee Exemption Application Status 【Appendix No. 3】 (*copy of student ID card also acceptable. The issue , expiration date and enrollment process must be visible.)	
(4) Elementary or junior high school	No certification required	
(5) Applicants whose family members are undergoing long-term medical treatment (those who will receive/ have received medical treatment for 6 months or more) * Not including cases where no medical fees are incurred.	○Medical certificate (showing period of medical treatment has continued more than 6 months) ○Statement estimating annual medical expenses based on monthly medical fees 【Appendix No. 4】 ○Payment certificates or receipts (showing payment has continued more than 6 months between June 2024 and May 2025(Attach a copy of each institution's record for every month) ○If you receive any insurance reimbursement or use high-cost medical care benefit systems, please submit the certificates.	Medical institution Insurance company

【NOTES】

- (1) Even after your application is accepted, additional documents may be required to confirm the information if the submitted documents are incomplete or needed to be confirmed during examination. Therefore, please respond to our requests immediately if we (Student Support Section, Educational Affairs Division) contact you.
- (2) The submitted documents will not be returned.

5. Result announcement and payment of enrollment fee

- The result will be announced in late July. The reception number to be given after your application is necessary to confirm the result.
- The result will be announced to all applicants by e-mail and applicants should confirm the result.
- Those who have not been approved of postponement must pay the full enrollment fee **within 14 days after the result announcement.**
- Those who have been approved of postponement of enrollment fee are required to pay the fee **by the end of August 2025.**
- Please be aware that if you fail to pay the enrollment fee by the deadline, you will be expelled regardless of the reasons.

6. Privacy policy

Personal information acquired in this application will only be used for the purpose of processing the exemption and postponement of enrollment fee and exemption from tuition fee.

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