

## Guideline for April 2026 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.**

Applicants for Enrollment Fee exemption must carefully read the following information and submit all required documents within the designated period.

Applicants who are applying for both admission fee exemption (including deferral) and tuition fee exemption must submit two copies of the “Family Circumstances Statement” (one for admission fee exemption and one for tuition exemption). Please submit one copy for all other required documents.

### 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 2026.

### 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, 2026.

#### ■ Submission Period

June 16 (Tue), 2026 9:30AM – 11:30AM 1:00PM – 2:00PM	June 17 (Wed), 2026 9:30AM – 11:30AM 1:00PM – 2:00PM	June 18(Thu), 2026 9:30AM – 11:30AM 1:00PM – 2:00PM	June 19 (Fri), 2026 9:30AM – 11:30AM 1:00PM – 2:00PM
Information Science	Biological Science	Materials Science	Backup date

To avoid congestion at the submission counter, a specific submission date has been assigned for each division. Please submit your application on your assigned date whenever possible. If you are unable to do so, you may submit it on another division’s assigned date or on a backup date.

#### ■ Place of Submission

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

**NOTE: Applications submitted after the above-mentioned submission period will not be accepted, regardless of the reasons.**

※If you wish to submit the required documents by mail, please follow the instruction below and complete Steps 1,2,3,and 4.submit them using the following method.

1. Send an email to the Student Support Section of the Educational Support Division at shien@ad.naist.jp with the following information:

Field of Study (Admission Category)

Student ID Number

Academic Year

Full Name

Subject line, write: 「【郵送提出希望】2026年春学期入学料免除」. Or 【Request for Submission by Mail】Enrollment Fee Exemption for Spring Semester.

2. A confirmation email will be sent to the sender by the Student Support Section.

3. Please enclose the required documents in an envelope clearly marked in red ink with 「入学料免除関係書類在中」(Enrollment Fee Exemption Documents Enclosed) and send it to the address below via registered mail(簡易書留<sup>かんいしかぎとめ</sup>) or another traceable delivery method so that it arrives by Friday, June 19<sup>th</sup>.If you have difficulty writing in Japanese, please print the address and the notation “Enrollment Fee Exemption Documents Enclosed” in Japanese and attach them to the envelop. t

University Address:

〒630-0192

Nara Institute of Science and Technology

Educational Support Division, Student Support Section

8916-5 Takayama-cho, Ikoma City, Nara Japan

Enrollment Fee Exemption Documents Enclosed:

入学料免除関係書類在中

**4. After your application is processed at the Student Support Section, your application number will be sent to you via email.**

**Please retain this number, as it will be necessary when viewing your assessment results.**

#### 4. Submission of Documents Application Forms

You must prepare

- (1) Documents that all applicants must submit
- (2) Documents to be submitted when applying under special circumstances (death of the person responsible for educational expenses or natural disasters such as floods or storm damage)
- (3) Documents required to confirm your household financial situation
- (4) Certificates required for receiving special deduction

Please read the instructions below carefully and submit your application with all the necessary documents.

Note 1: Please do not submit documents that include your My Number (individual identification number).

Note 2: Documents marked with (\*copy) should be photocopy onto A4 sized copies or mounted on A4 sized paper for clarity

#### (1) Documents that All Applicants Must Submit

Required Documents	Remarks
① ‘Household Financial Situation’	Forms will be posted on the university website in mid-May, 2026
② Original copies of the full-length “Tax and Income Certificate” (課税・所得証明書(原本)) for fiscal year 2025(Reiwa 8), issued by the municipality, are required for the applicant and all members of the same household (all persons aged 18 or older, excluding students other than the applicant). ※If you have no income, submit the original “Non-Taxable Income Certificate ” (非課税・所得証明書(原本)).	※A document listing income amounts by salary and non-salary sources, details of, spouse deduction, the number of dependents, and other relevant information. ※ The certificate must cover income earned from January to December of fiscal year 2025 (Reiwa 7)
③ Certificate of Income (所得・収入に関する証明書)	※ Please refer to “(3) Documents Required for Verifying Income Status.”

#### (2) Documents to be submitted when applying under special circumstances (death of the person responsible for educational expenses or natural disasters such as floods or storm damage)

Note: The designated forms (Form 1-6) will be provided separately via email in mid-May.

Applicable Item	Required Documents	Issuing Authority
Death of the person responsible for educational expenses within six months prior to the relevant tuition payment deadline, i.e., from October 1, 2025 to March 31, 2026.w, (For students enrolling in April 2026: within one year)	1. “Death Certificate” (*copy)(死亡診断書(写)) or “Family Register Transcript”(戸籍謄本) 2. “Certificate of Retirement Allowance or Projected Severance Pay Amount”(退職金支給(予定)額証明書) ※ Documentation showing the amount and payment date(s) of retirement benefits or lump-sum severance pay (if no retirement benefits were received, a certificate from	1.Hospitals, municipal office of your city, ward, town, or village (病院、市区町村役場) 2. Place of employment

	the employer stating this fact)  3. “ Insurance Payment Certificate” ( 保険金支払い しょうめいしょ 証明書) ※Must indicate the amount of insurance benefits and the payment date	きんむさき (勤務先)  3.Insurance company ほけんがいしゃ (保険会社)
In the event of a natural disaster such as floods or storm damage within six months prior to the due date for the relevant tuition payment, i.e., from October 1, 2025 to March 31. 2026  Students enrolling in April 2026 must be within one year	1.Disaster Victim Certificate (被(罹)災証明書) 2. Statement of Claim and Explanation of Circumstances [Form 5] Including the date, extent, and amount of damage suffered as a result of the disaster	1.Municipal office of your city, ward, town or village しちょうそんやくぼ (市町村役場) 2.Designated form (Form 5) from the university (NAIST)

### (3) Documents Required for Verifying Income Status

If applicants and their family members residing in Japan meet any of the following conditions, please be sure to submit the documents listed below. The household’s financial situation will be verified using the “FY2026 Tax and Income Certificate” showing income from January 2025 to December 2025. (令和8年度課税・所得証明書)

However, if the applicant or a family member living in the same household (parents, grandparents, siblings, etc.) have started a new job, changed jobs, retired, or receiving unemployment insurance(雇用保険), injury and sickness benefits(傷病手当金), pension(年金), etc., from January 2025 onward, the following documents must also be submitted.

**Note 1: Designated forms (Form 1-6) will be provided separately via email in mid-May.**

**Note 2: For items marked ★1, please have your employer complete the certification on the designated University form and submit it accordingly. If you have an official certificate that meets the prescribed requirements, submission of that document will also be accepted.**

Applicable Items	Required Documents	Issuing Authority
Employees with salary income (including family employees and part-time or temporary workers)		
① Individuals who started a new job or changed jobs on or after January 2025 (including part-time and temporary/short- term workers)	① Statement of Estimated Monthly and Annual Earnings げっしゅうおよ ねんしゅうみこみがくしょうめいしょ (月収及び年収見込額証明書)【Form 1】★1	①,② Place of employment きんむさき (勤務先)
② Individuals who retired on or after January 1, 2025	② Employment Separation Certificate 【Form 2】★1	③ Municipal

Applicable Items	Required Documents	Issuing Authority
<p>③ Individuals whose income has been significantly affected by a disaster or similar event within six months prior to the relevant tuition payment deadline, i.e., from October 1, 2025 to March 31, 2026.</p> <p>(Students enrolling in April 2026 must be within one year)</p>	<p>③A Statement of Estimated Monthly and Annual Earnings 【Form 1】★1</p> <p>○Disaster Victim Certificate (被災者) 災証明書</p>	<p>office of your city, ward, town, or village (病院、市区町村役場)</p>
<p>Self-employed individual/ Business owner Individuals who closed their business on or after January 1, 2025</p>	<p>○“Business Termination Notification Form”(事業廃止届出書) or other documents indicating the date of business cessation</p>	
<p>Recipients of pensions including personal (個人年金), corporate (厚生年金), survivor (遺族年金), and disability pensions (障害年金), as well as recipients of government or military pensions, (恩給受給者) (including those scheduled to receive them)</p>	<p>○The latest “Pension Payment Notice” (*copy) (年金振込通知書) or “Pension Amount Revision (Decision) Notice” (copy) (年金額改定(決定)通知書)</p> <p>※For scheduled recipients, provide a document such as the “Pension Certificate” that shows the latest annual pension amount.</p>	<p>Japan Pension Service (日本年金機構) Mutual Aid Associations (共済組合), etc.</p>
<p>Households receiving public assistance</p>	<p>○“Notice of Public Assistance Decision or Change” (*copy) (生活保護決定(変更)通知書) or “Certificate of Public Assistance Recipient” (*copy) (生活保護被保護者証明書) and a copy of your bank passbook (預金通帳)</p> <p>※Documentation showing the total amount for one year. For bank passbook, submit only the relevant pages showing deposits from the municipality.</p>	<p>Welfare Office (福祉事務所)</p>
<p>Recipient of unemployment insurance</p>	<p>○“Employment Insurance Eligibility Certificate” (*copy) (雇用保険受給資格者証)</p> <p>※Documentation clearly indicating the number of days and the daily benefit amount for Pages 1 through 4.</p>	<p>Public Employment Security Office (Hello Work) (公共職業安定所ハローワーク)</p>
<p>Recipient of Injury and Sickness Allowance</p>	<p>○“Notice of Injury and Sickness Allowance Approval” (*copy) (傷病手当金支給決定通知書)(写) etc.</p> <p>※Documentation showing the amount paid</p>	<p>Health Insurance Association (健康保険組合)</p>

Applicable Items	Required Documents	Issuing Authority
Recipient of Child Support Allowance	○“Child Support Allowance Certificate” (*copy)(児童扶養手当証書)(写) etc. ※Documentation showing the amount paid	The relevant section in each prefecture
Employee on leave of absence	○“Certificate of Leave of Absence”(休職証明書) ※If salary continues to be paid during the leave, please provide supporting documentation showing the amounts paid.	Place of employment (勤務先)
Unemployed persons (excluding homemakers, students, and those determined to be unable to work due to physical disability or long-term medical treatment)	○“Certificate of Unemployment and No Income” or “Declaration/Statement of Circumstances on Unemployment and no income”【Form 5】(無職・無収入の証明書)	Welfare Commissioner/ Community Welfare Officer (民生委員)(該当者本人)
If the applicant or spouse is receiving a scholarship (including those not requiring repayment) or is scheduled to receive one	○ Documents certifying receipt of a scholarship (Copy of the scholarship award notice showing the annual or monthly amount)	

該当事項	必要書類	発行・証明先
Temporary income within six months prior to the relevant tuition payment deadline, i.e., October 1, 2025 to March 31, 2026		
A. Individual who have left or are scheduled to leave their employment, etc.	○“Withholding Tax Certificate for Retirement Income” (*copy) (退職所得の源泉徴収票)、“Certificate of Paid (or Scheduled) Retirement Allowance (退職金支給(予定)額証明書), etc. ※The document must indicate the amount of retirement or severance pay and the payment date(s). If no retirement allowance is provided, a certification from the employer confirming this must be submitted.	Place of employment (勤務先)
B. Recipients of Insurance Beneficiaries, etc.	○ Certificate of Insurance Payment, etc. (保険金等の支払証明書) ※Documents showing the amounts and payment dates of insurance proceeds and other payments.	Insurance company (保険会社)
C. Forest Land and Capital Gains, etc.	○ A copy of the final income tax return for Reiwa 7 form 1 and 2 (FY2025) *Form 3 is also required if separate taxation applies or documents showing the amount and payment dates of other temporary income. (令和7年分)	Tax Office (税務署) Copies of documents

	<p>かくていしんこくひかえ だいいちひょう だいにひょう ぶんりかぜい しんこく  の確定申告控 第一表、第二表、分離課税の申告の  かた だいさんひょう ひつよう  ある方は第三表も必要)</p>	<p>submitted to  the local  municipality  etc. (自治体  などに申告し  た控え等)</p>
--	--	--

#### (4) Required Documents for Claiming Special Deductions

If the applicant and family members residing in Japan fall under any of the following categories and wish to claim special deduction, please submit the necessary supporting documents.

該当事項	必要書類	発行・証明先
If there are family members enrolled in school (Including spouse, siblings, etc.)		
National Universities, National Institute of Technology <small>こくりつだいがく こくりつこうとうせんもんがっこう</small> (国立大学、国立高等専門学校)	<input type="radio"/> Certificate of enrollment Status and Tuition Fee Exemption Status 【Form 3】	National school currently attended
Foreign public and private high schools, and universities (graduate schools) <small>がいこく こうりつ しりつこうとうがっこう だいがく</small> (外国の公立・私立高等学校および大学 <small>だいがくいん ふく</small> (大学院を含む))	<input type="radio"/> “Certificate of Enrollment” or “Student ID Card (*copy)” (Copy the sections showing the issue date and expiration date.)	School
Specialized Training College (Post-secondary Course / Upper secondary Course)	<input type="radio"/> Certificate of Enrollment Status and Tuition Fee Exemption Status【Form 3】 Or “Student ID Card (*copy)” (Copy the sections showing the issue date, expiration date, and enrolled program.)	currently Attended
Elementary School・Junior High School	No documents required	
In the case of individuals with disabilities	<input type="radio"/> OA copy of Disability Certificate ( <small>しょうがいてちょう</small> 障害手帳)、Wounded and Sick War Veteran’s Certificate ( <small>せんしょうびょうしゃてちょう</small> 戦傷病者手帳), and an, Atomic Bomb Survivor’s Handbook ( <small>ひばくしゃてちょう</small> 被爆者手帳)	Municipal offices of your city, ward, town, or village, etc.
In cases where there is a long-term patient (An individual receiving medical care for six months or longer, or certified as requiring such care) ※This does not apply if medical expenses are not incurred.	<input type="radio"/> OA medical certificate indicating a treatment period of six months or longer. ( <small>しんだんしょ</small> 診断書) <input type="radio"/> Statement of Medical Expenses for Patients Under Long-Term Care【Form 4】 <input type="radio"/> “Medical Expense Payment Certificate” or “Receipt” (*copy) ( <small>いりようひしほらいしやうめいしょ りやうしやうしょ うつし</small> 医療費支払証明書・領収書) (写) covering a six months period from June 2025 to May 2026. Please provide copies for each month and each medical institution, sorted by month and by facility. <input type="radio"/> _Proof of insurance benefits or high-cost medical	Medical institutions, insurance companies, etc.

該当事項	必要書類	発行・証明先
	expense payments, if applicable	
If the person responsible for educational expenses lives separately (e.g., due to a work assignment)	<input type="radio"/> “Expense Calculation Sheet for Primary Educational Sponsor Living Separately”【Form 6】 <input type="radio"/> Receipts for housing expenses and utilities (electricity, gas, water) at the separate residence (Please provide copies in monthly order by expense category.)	
In the event of damage caused by fire, earthquake, windstorm, flood, theft, or other similar incidents etc.	<input type="radio"/> Disaster Victim Certificate (被(罹)災証明書) or Certificate of Theft Report (盗難届出証明書), etc. <input type="radio"/> Documents showing the projected annual amount of increased expenses or decreased income over the long term. <input type="radio"/> Documents showing the amount of compensation paid for property damage insurance claims (損害保険金等), etc.	Municipalities

**【NOTES】**

- (1) Even after your application has been accepted, additional documents may be requested if the submitted materials are incomplete or require verification during the review process. Please respond promptly if the Student Support Section, Educational Affairs Division contacts you.
- (2) The submitted documents will not be returned.

**5. Result Announcement**

- The result will be announced in late July. You will need your application number to check the results.
- The result will be sent to all applicants via e-mail and, and applicants are responsible for confirming their own results.
- If you are not granted a deferral of enrollment fee, please pay them within 14 days of the date of notification. If you are granted a deferral, you will have until the end of August to pay your enrollment fee
- Please note that if you do not pay the admission fee by the due date, you will be expelled from the school.

**6. Privacy policy**

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

Student Support Section, Educational Affairs Division

Tel: 0743-72-5920

Email: [shien@ad.naist.jp](mailto:shien@ad.naist.jp)