

For Privately Funded
International Students

私費外国人留学生用

Applicant Guidelines for 2025
Enrollment Fee Waiver and Deferment/
Tuition Waiver

2025 年度
入学料免除、授業料免除等の
申請手続きについて

Contents

I. Enrollment Fee Waiver and Deferment Procedures.....	p. 3
II. Tuition Waiver Procedures.....	p. 5
III. Submission of Application Forms.....	p. 6
IV. Instructions for Filling Out Applications.....	p. 8

2025 Application Period and Announcement Schedule

○Enrollment Fee Waiver and Enrollment Fee Deferment

(Students enrolling in April) From **Mar.7** to **11** 2025 (Results announced in mid-May)

(Students enrolling in October) From**Sep.16**to**18** 2025 (Results announced in mid-November)

○Tuition Waiver

(First Semester)

○New students From **Mar.7** to **11** 2025

○Current students From **Mar.7** to **11** 2025 (Results announced in late June)

(Second Semester)

○New students From**Sep.16**to**18** 2025

○Current students From**Sep.16**to**18** 2025 (Results announced in late December)

* If you cannot prepare all of the required documents to be submitted with the application form due to unavoidable circumstances, inform the office where your application is to be submitted ahead of time and follow their instructions.

Applications that arrive after the deadline will not be accepted.

***Please read before applying.**

Government sponsored students and students on scholarships from another organization, who are paying enrollment fee and tuitions but have been awarded a scholarship that provides the equivalent to that amount cannot apply for an enrollment fee or tuition waiver.

I. Enrollment Fee Waiver and Deferment Procedures

A. Eligibility for Enrollment Fee Waiver

Individuals to whom any one of the following applies:

- a) Individuals who will be enrolling in graduate school and find it difficult to pay enrollment fees due to financial reasons and are recognized as having outstanding academic ability.
- b) The person responsible for paying the student's school expenses has died or the student or the person responsible for paying his or her school expenses has suffered damage from a storm, flood, or other natural disaster after April 1, 2024 (or October 1, 2024 if enrolling in October 2025).
- c) There are reasons recognized by the University president as being equivalent to the above (b).
- d) The University president has recognized that special consideration is necessary due to strong social needs.

B. Eligibility for Enrollment Fee Deferment

1. Students enrolling in graduate school (excluding research students and auditing students)

Individuals who are recognized as having extreme difficulty in paying the enrollment fee, to whom any one of the following applies:

- a) Individuals who find it difficult to pay the enrollment fee by the deadline for payment due to financial reasons and are recognized as having outstanding academic ability.
- b) Individuals who are recognized as having difficulty paying by the deadline due to the death of the person responsible for paying their school expenses, or due to damage suffered by them or the person responsible for paying their school expenses from a storm, flood, or other natural disaster, occurring after April 1, 2024 (or October 1, 2024 if enrolling in October 2025).
- c) Individuals recognized as having difficulty paying the fees by the deadline due to other unavoidable circumstances.

C. Applying

Students applying for an enrollment fee waiver should apply for both enrollment fee waiver and enrollment fee deferment when applying.

Individuals who apply for both enrollment fee waiver and enrollment fee deferment but, as a result of the screening for enrollment fee waiver, are either not granted a waiver or are granted a waiver for partial of the fee, will undergo a screening for enrollment fee deferment. Those who pass that screening will be able to postpone payment of the enrollment fee until the last day of August 2025 (or the last day of January 2026 if enrolling in October 2025).

D. Amount of Waiver

If the screening for the enrollment fee waiver results in the applicant being granted a full or partial waiver of the enrollment fee, he or she will be exempted from paying the full amount, or partial of the amount, of the normal enrollment fee.

E. Notification of Screening Results

Applicants for enrollment fee waiver and enrollment fee deferment will be notified of the results in Mid-May (or Mid-November if enrolling in October 2025). The selection result will be notified by email to your Kyutech email address. Also, please be aware that applicants who are not granted a tuition waiver or are granted a partial waiver, and fail to pay the tuition by the due date designated by the University will be disenrolled.

II. Tuition Waiver Procedures

A. Eligibility for Tuition Waiver

Graduate students (excluding research students and auditing students) who are recognized as having extreme difficulty in paying the tuition, to whom any one of the following applies:

1. Individuals who find it difficult to pay the tuition due to financial reasons and are recognized as having outstanding academic ability.
2. Individuals who are recognized as having extreme difficulty paying the tuition due to the death of the person responsible for paying their school expenses, or due to damage suffered by them or the person responsible for paying their school expenses from a storm, flood, or other natural disaster, occurring within six months before the tuition deadline for that semester (or within one year if it is their first semester at the University).
3. Reasons recognized by the University president as being equivalent to the above (2).
4. The University president has recognized that special consideration is necessary due to strong social needs or some other reason.

* However, students currently enrolled who were unable to advance to the next year or have exceeded their term of study (except due to special circumstances such as illness or studying abroad) are not eligible to apply for a waiver even if any of the above (1-4) applies.

B. Applying for Tuition Waiver

The application periods for tuition waivers differ for first and second semesters and screening of applications is conducted separately for each semester.

C. Amount of Waiver

If the screening for tuition waiver results in the applicant being granted a full or partial waiver of the tuition, he or she will be exempted from paying the full amount, or partial of the amount, of the normal tuition.

D. Notification of Screening Results

The result of the tuition exemption will be notified by email to your Kyutech email address.

If you have to pay full tuition or half tuition, Kyutech will withdraw automatically from your bank account on the specified date.

Please note that if you do not pay the tuition by the specified date, will result in expulsion.

III. Submission of Application Forms

A. Applying by Proxy (through your advisor or dean)

Applicants are permitted to have their academic advisor (or dean if an advisor has not been decided on) apply on their behalf only if there are unavoidable circumstances such as not being in Japan during the application period. Fill out the required information on the application form in accordance with "IV. Instructions for Filling Out Applications".

B. What to Submit (for all applications)

1. 2025 First Semester Enrollment Fee Waiver/ Enrollment Fee Deferment/ Tuition Waiver Application Form (for international students)
2. A copy of a part-time job pay slip, etc or A part-time job certificate (submit only if you cannot submit a tax withholding slip or pay slip).
3. Scholarship Receipt Confirmation Form/Scholarship Receipt Certificate (for first year graduate students)
*Only applicants entering graduate school at the University from another university need to submit a Scholarship Receipt Certificate.
4. Copies of receipts for rent, utilities (water, electricity, gas) and phone (for 2-3 months)
5. Copy of your passbook or bank account statement (for about 6 months)
6. Sibling Enrollment and Tuition Waiver Status Certificate (submit only if you have siblings who are students)

C. Where to Submit

Graduate School of Engineering:

School of Engineering Student Section

Phone: 093-884-3051

Graduate School of Computer Science and Systems Engineering:

School of Computer Science and Systems Engineering Student Section

Phone: 0948-29-7524

Graduate School of Life Science and Systems Engineering:

Graduate School of Life Science and Systems Engineering Student Section

Phone: 093-695-6007

D. Other Important Reminders

1. Incomplete or incorrectly filled out applications will result in your application not being accepted. Be sure to submit application documents in plenty of time before the deadline.
2. Once your application for enrollment fee or tuition waiver has been received, you will be allowed to postpone the payment of such fees until you are notified of the results of the application screening. After applying, do not pay the fees until the results of the screening are announced.
3. If it has been determined that false or misleading statements have been made in the application after the screening results have been announced, the waiver/deferment may be revoked.

E. Handling of Personal Information

Information provided in the application form and other required documents for enrollment fee and tuition waiver will be used only in the screening process and not for any other purpose.

IV. Instructions for Filling Out Applications

Application forms are an important part of the screening process, so be sure to read this section carefully, and fill out the information based on your circumstances at the time of the Application Base Date (April 1 for first semester, October 1 for second).

Applications that are incomplete, incorrectly filled out, or do not include all of the required documentation will not be able to be processed and as a result will not be considered for screening.

In addition, if it has been determined that information on the application form and other required documentation has been intentionally falsified after the screening results have been announced, the waiver/deferment will be revoked.

A. Form 1: 2025 First Semester Enrollment Fee Waiver/ Enrollment Fee Deferment/ Tuition Waiver Application Form

Application Category

Place a check ☒ in the applicable boxes (Enrollment Fee Waiver/ Enrollment Fee Deferment/ Tuition Waiver). If you are applying for an enrollment fee waiver, check the box for enrollment fee deferment as well.

If you are only applying for a tuition waiver, check the box for tuition waiver only.

Name and Academic Information

1. Write your full name and student status (e.g. school, department, year) in the spaces provided.
2. Currently enrolled students advancing to graduate school at this University should write their old Student ID Number they used as an undergraduate.

Academic Advisor

Applicants are allowed to have their academic advisor (or dean if an advisor has not been assigned) apply on their behalf only if there are unavoidable circumstances such as not being in Japan during the application period. The person filling out the application on the applicant's behalf must write the specific reasons why the applicant is unable to apply his or herself, and sign and place his or her personal seal where indicated.

When the applicant arrives in Japan, he or she must fill out the other necessary information and submit the required documents as soon as possible.

Reason for Applying

Describe your family circumstances and any other reason(s) that led you to apply.
Explain the reason(s) from your standpoint.

© Household Information Statement**Scholarships**

Place a check ☒ in the "yes" box under "Receiving in 2024/2025?" if you have been awarded a scholarship or grant in the 2024/2025 academic year. If you are only receiving a student loan, and not a scholarship or grant, place a check ☒ in the "no" box.

* If you check "yes", please indicate how long the scholarship or grant lasts and the amount awarded in the spaces provided.

Applicant/family members (except students) /roommate

1. Write your information in the space marked "① Applicant". In the spaces below (starting with ②), write the information of persons living with you in Japan (if applicable).
2. Under "Occupation", write the current job. If the person is not working, write homemaker, unemployed, etc. Do not leave the space blank.
3. Under "Duration" write how many years the person has been working at his or her current job (if under one year, write how many months).
4. The shaded area under "Income from wages" and "Income besides wages" will be filled out by the University. Do not write in this space.

Students Other than Applicant

Write the information for family members (not including yourself) who are enrolled in elementary, junior high, high school, college of technology, university (including graduate school), school for the deaf, blind, and disabled, or specialized training college (upper secondary or postsecondary). Indicate where the person commutes to school from, and whether the school is national, public, or private by checking the appropriate boxes.

For family members enrolled in a national school (high school and above, not including yourself), check the appropriate boxes for details of waivers granted (or not granted) in the previous academic year under "Waivers last year".

Unless you checked "none", write the amount of the regular tuition for one year under "Waivers last year".

© Official Use Only

Do not write in the shaded area.

© Average monthly income (including family income)

Make sure the totals for average monthly income and average monthly expenditures are the same.

1. Part-time job: (Including TA · RA)

Write your income for one month earned from your part-time job. (If you are living with other family members, including their income as well.)

2. Savings/remittance/financial aid:

Write the monthly total for money used from your savings to supplement living expenses, remittance from your country, and/or financial aid received from your family.

3. Scholarships:

Write the amount received from scholarships or grants (do not include student loans).

4. Child allowance/ child-rearing allowance:

Write the amount of child allowance received.

5. Other:

If you have income from sources other than the above, write the amount in the space provided.

6. Loans/deficit:

If you have any loans, or if the total for expenditures is greater than the total for income, write the difference plus the total for loans in the space provided.

7. Total:

Write your total income in the space provided.

© Average monthly expenditures (including family expenditures)

* Calculate the average amount per month based on the copies of the receipts and passbook or bank account statement you are submitting, and write the amount in the space provided.

* If you have any family members enrolled in a university other than this university, write the amount of their tuition in the space provided.

* If the total for income is greater than the total for expenditures, write the difference in space marked "Surplus".

◎ Income Statement

1. Write your income and the income of all family members (except students) in the spaces provided.
2. For "Income from wages", write the amount including tax earned from January 2024 to December 2024.
 - * Make sure that when the total income is divided by twelve (one month's income) the amount equals the income in "Average monthly income (including family income)".
 - * If there are other sources of income that do fit into the categories provided, write the source in the parenthesis and the amount in the space provided.
3. Round off all amounts to the nearest thousand.
4. Write the totals for income from wages and income from sources besides wages for each person in the spaces provided.

B. Form 2: Part-time Job Certificate (Applicable person only)

Students currently working part-time must also submit a *gensen-choshu-hyo* (certificate of income and withholding tax) or payslip.

If you cannot submit a *gensen-choshu-hyo* (certificate of income and withholding tax) or payslip, you must submit a Part-time Job Certificate signed by your employer.

C. Form 3: Scholarship Receipt Confirmation Form

Fill out the information for any scholarships or grants awarded to you in the previous academic year (April 2024 to March 2025) and this academic year (April 2025 to March 2026).

*** If you have been awarded a scholarship or grant that provides an amount equivalent to enrollment and/or tuitions (and which can only be used for enrollment and/or tuitions) while your application is being screened, be sure to inform the University as soon as possible.**

Do not write information for student loans that you are receiving, such as the Japan Student Services Organization Scholarship.

D. Form 4: Scholarship Receipt Certificate (for first year graduate students)

This form is for students enrolling in this University from another university in Japan. Submit this form after having it certified by your university.

E. Form 5: Sibling Enrollment Fee and Tuition Waiver Status Certificate

If you have any siblings who are students in Japan, fill out this form for each sibling and have it certified by the school he or she is currently enrolled in, and submit it with your application. This does not apply to siblings who are in junior high school or lower grades.

※大学記入欄	受付日	令和7年	月	日	入学科		入学科徴収猶予		授業料	
--------	-----	------	---	---	-----	--	---------	--	-----	--

2025 Second Semester Enrollment Fee Waiver/ Enrollment Fee Deferment/Tuition Waiver
Application Form (for International Students) 令和7年度後期 授業料免除等申請書(留学生用)Attention: President of Kyushu Institute of Technology
九州工業大学長 殿Date of submission: , 2025
提出日 令和7年 月 日

I hereby apply for (☐ Enrollment Fee Waiver (入学科免除) ☐ Enrollment Fee Deferment (入学科徴収猶予) ☐ Tuition Waiver (授業料免除)) for the reasons stated below. If any information on this application is found to be false or inaccurate, I will not raise any objections should the waiver or permission to defer payment be withdrawn. I also consent to have my provided transcripts used for screening purposes. If I am not granted a waiver or permission to defer payment, or am granted a waiver for half of the fee, I promise to pay the amount by the day designated by the University.

下記の理由により、(☐ 入学科免除 ☐ 入学科徴収猶予 ☐ 授業料免除) を申請します。なお、申請内容に事実と相違があった場合は、免除または、徴収猶予の許可を取り消されても、異議はありません。また、選考にあたり、私の所定の成績を選考資料として使用されることに同意します。選考の結果、不許可もしくは半額免除となった際は、大学が指定する期日までに納付することを約束します。

Base Date: October 1, 2025/ 基準日 令和7年10月1日 現在

School Graduate School 学部 / 学科 / 研究科	Dept. 学科 / 専攻	Year 学年	Student ID No. (leave blank if new) 学生番号※新入生不要	Former Student No. (if entering graduate school) 旧 学生番号※学内進学者
		Enrollment date 入学年月		
Name 氏名		E-mail		Mobile phone 携帯番号
Address 住所				
Reason for applying 申請理由	(Must be written by applicant)(本人記入)			

Income Statement (for one year) ◎収入状況調書 (1年間の収入額を記入する)

Scholarship 給付型奨学金	Receiving in 2025 令和7年度受給 (<input type="checkbox"/> Yes <input type="checkbox"/> No)	Duration 受給期間 year month - year month 年 月 ~ 年 月	Receiving in 2024 令和6年度受給 (<input type="checkbox"/> Yes <input type="checkbox"/> No)	Duration 受給期間 year month - year month 年 月 ~ 年 月
	Name of scholarship 奨学金名	Amount 受給額 ,000 yen	Name of scholarship 奨学金名	Amount 受給額 ,000 yen
	Income from wages 給与収入 Official use only. Do not write. 大学記入欄		Income besides wages 給与外収入 Official use only. Do not write. 大学記入欄	

Avg. monthly income (including family income) *round off to nearest thousand.

◎ 1か月の平均収入(家族の収入も含む)(※千円未満切り捨て)

Part-time job アルバイト	,000 yen
Savings/remittance/financial aid 預金・送金・援助金	,000 yen
Scholarships (monthly amount received last six months) 奨学金(直前の半期に受給した月額)	,000 yen
Child allowance or Child-rearing allowance 児童手当・児童扶養手当等	,000 yen
Other その他()	,000 yen
Loans/deficit 借入金・不足額	,000 yen
Total 合計	,000 yen
Extra-ordinary income 臨時的な所得	,000 yen

Avg. monthly expenditures (including family expenditures) *round off to nearest thousand.

◎ 1か月の平均支出(家族の支出も含む)(※千円未満切り捨て)

Food 食費	,000 yen
Rent 家賃	,000 yen
Utilities and phone 水道光熱費・通信費	,000 yen
Tuition (not including applicant's) 授業料(本人の授業料は除く)	,000 yen
Study and child-rearing costs 学習費・養育費	,000 yen
Other その他()	,000 yen
Surplus 余剰金	,000 yen
Total 合計	,000 yen

Academic advisor 指導教員等	(Reason applicant cannot fill out application him/herself) As soon as the applicant arrives in Japan, he/she will fill out the required information and submit the required documents. (本人が申請できない理由)なお、渡日後は速やかに本人が必要事項を記入及び必要書類を提出します。
	Name of advisor 指導教員氏名 ㊟

Official use only. Do not write. ◎大学記入欄(何も記入しないでください。)

独立生計	<input checked="" type="checkbox"/>	申請区分	<input type="checkbox"/> 一般 <input type="checkbox"/> 特別	学力基準	<input type="checkbox"/> 入 <input type="checkbox"/> 授(<input type="checkbox"/> 可 <input type="checkbox"/> 否)	修得単位	単位
生活保護	<input type="checkbox"/>	収入基準	大学院(<input type="checkbox"/> 前 <input type="checkbox"/> 後)	学力基準	<input type="checkbox"/> 猶予 (<input type="checkbox"/> 可 <input type="checkbox"/> 否)	成績評点	
世帯人数	人	障害者	人	長期療養	,000円	災害	,000円
				入試成績(大学院)			

1. Check the ☐ boxes that apply. ☐ は、該当する項目に ☒ を記入してください。

2. Do not write in shaded areas, which are for official use only. 欄は大学で記入しますので記入しないでください。

Household Information Statement (round off to the nearest thousand) 家庭状況調査書 (※千円未満切り捨て)

Family members 家族(就学者以外)・同居者	Relation 続柄	Age 年齢	Name 氏名			Occupation 職業	Duration 在職期間	Income from wages 給与収入	Income besides wages 給与外収入		
	①										
	②										
Students other than applicant 本人以外の就学者	Relation 続柄	Age 年齢	Name 氏名	Name of school 学校名	Type 種別	Year 学年	Category 区分	Commute from 通学区分	Waivers last year (national schools only) 昨年度免除状況(国立学校のみ)		
							<input type="checkbox"/> National国 <input type="checkbox"/> Public公 <input type="checkbox"/> Private私	<input type="checkbox"/> home 自宅 <input type="checkbox"/> other 自宅外	<input type="checkbox"/> Full 全免 <input type="checkbox"/> Half 半免 <input type="checkbox"/> Partial 一部 <input type="checkbox"/> None 無	<input type="checkbox"/> Full 全免 <input type="checkbox"/> Half 半免 <input type="checkbox"/> Partial 一部 <input type="checkbox"/> None 無	Yearly tuition 授業料年額 ,000 yen
							<input type="checkbox"/> National国 <input type="checkbox"/> Public公 <input type="checkbox"/> Private私	<input type="checkbox"/> home 自宅 <input type="checkbox"/> other 自宅外	<input type="checkbox"/> Full 全免 <input type="checkbox"/> Half 半免 <input type="checkbox"/> Partial 一部 <input type="checkbox"/> None 無	<input type="checkbox"/> Full 全免 <input type="checkbox"/> Half 半免 <input type="checkbox"/> Partial 一部 <input type="checkbox"/> None 無	,000 yen
							<input type="checkbox"/> National国 <input type="checkbox"/> Public公 <input type="checkbox"/> Private私	<input type="checkbox"/> home 自宅 <input type="checkbox"/> other 自宅外	<input type="checkbox"/> Full 全免 <input type="checkbox"/> Half 半免 <input type="checkbox"/> Partial 一部 <input type="checkbox"/> None 無	<input type="checkbox"/> Full 全免 <input type="checkbox"/> Half 半免 <input type="checkbox"/> Partial 一部 <input type="checkbox"/> None 無	,000 yen
							<input type="checkbox"/> National国 <input type="checkbox"/> Public公 <input type="checkbox"/> Private私	<input type="checkbox"/> home 自宅 <input type="checkbox"/> other 自宅外	<input type="checkbox"/> Full 全免 <input type="checkbox"/> Half 半免 <input type="checkbox"/> Partial 一部 <input type="checkbox"/> None 無	<input type="checkbox"/> Full 全免 <input type="checkbox"/> Half 半免 <input type="checkbox"/> Partial 一部 <input type="checkbox"/> None 無	,000 yen

Under "Type" write: (E) elementary, (J) Junior High, (H) High School, (U) University, (C) College of Technology, (SU) Specialized Training College upper secondary, or (PS) postsecondary. ※ 種別は小学校・中学校・高校・大学・高専・専高・専専から選択してください。

Income Statement (for one year) ◎収入状況調査書 (1年間の収入額を記入する)

Income 収入状況	Income from wages 給与収入	Category 区分		Relation 続柄	Applicant 本人	①	②	
		Part-time job (Including TA・RA) アルバイト (TA・RAを含む)			,000 yen	,000 yen	,000 yen	
		Child allowance or Child-rearing allowance 児童手当・児童扶養手当等			,000 yen	,000 yen	,000 yen	
		()			,000 yen	,000 yen	,000 yen	
		Total wages 給与収入計			,000 yen	,000 yen	,000 yen	
	Income besides wages 給与外収入	Savings/remittance/financial aid 預金・送金・援助金			,000 yen	,000 yen	,000 yen	
		Loans/deficit 借入金・不足額			,000 yen	,000 yen	,000 yen	
		Scholarships 奨学金			,000 yen	,000 yen	,000 yen	
		()			,000 yen	,000 yen	,000 yen	
		Extra-ordinary income 臨時的な所得	Insurance benefits 保険金 Received (y) (m)		,000 yen	,000 yen	,000 yen	
			() Received (y) (m)		,000 yen	,000 yen	,000 yen	
			Total income besides wages 給与外収入計			,000 yen	,000 yen	,000 yen
		※大学記入欄 (臨時的所得チェック)					入・授	入・授

Special deductions ◎特別控除

Household with disabled person(s) 障害者のいる世帯	Relation 続柄() Registration no. 手帳番号() <input type="checkbox"/> Physical/mental disability, <input type="checkbox"/> requires care, <input type="checkbox"/> atomic bomb victim <input type="checkbox"/> 心身障害・ <input type="checkbox"/> 要介護・ <input type="checkbox"/> 原爆被爆
Household struck by disaster 火災等の被災世帯	Date of disaster 被災日 (年 月) Cost of damage 被災額 (yen) Name of disaster 災害名 ()
Household with someone requiring long-term care 長期療養者のいる世帯	Relation 続柄() Name of illness 病名() Duration of care (year month - year month) 治療期間 (年 月) ~ (年 月)

※大学記入欄	受付日	令和7年	月	日	入学科	入学料徴収猶予	授業料
--------	-----	------	---	---	-----	---------	-----

2025 Second Semester Enrollment Fee Waiver/ Enrollment Fee Deferment/Tuition Waiver
Application Form (for International Students) 令和7年度後期 授業料免除等申請書(留学生用)

Attention: President of Kyushu Institute of Technology
九州工業大学長 殿

Date of submission: September 28, 2025

提出日 令和7年 9 月 28 日

I hereby apply for (□Enrollment Fee Waiver (入学料免除) □ Enrollment Fee Deferment (入学料徴収猶予) □Tuition Waiver(授業料免除)) for the reasons stated below. If any information on this application is found to be false or inaccurate, I will not raise any objections should the waiver or permission to defer payment be withdrawn. I also consent to have my provided transcripts used for screening purposes. If I am not granted a waiver or permission to defer payment, or am granted a waiver for half of the fee, I promise to pay the amount by the day designated by the University.

下記の理由により、(□入学料免除 □入学料徴収猶予 □授業料免除)を申請します。なお、申請内容に事実と相違があった場合は、免除または、徴収猶予の許可を取り消されても、異議はありません。また、選考にあたり、私の所定の成績を選考資料として使用されることに同意します。選考の結果、不許可もしくは半額免除となった際は、大学が指定する期日までに納付することを約束します。

Base Date: October 1, 2025/ 基準日 令和7年10月1日 現在

School CSSE Graduate School 学部 / 学科 / 研究科	Artificial Dept. Intelligence 学科 / 専攻	Year 学年 1	Student ID No. (leave blank if new) 学生番号※新入生不要	Former Student No. (if entering graduate school) 旧 学生番号※学内進学者
		Enrollment date 入学年月 October 2025	256E1234	212C1234
Name 氏名 Dennis Bergkamp		E-mail ×××-□□□1234@☆☆☆☆		Mobile phone 携帯番号 090-123-4567

Address 住所

福岡県飯塚市川津680-4

Reason for applying 申請理由	(Must be written by applicant)(本人記入)
	私は母国の●●大学で××の研究をしていました。研究を進める中で、九州工業大学でさらに知識を深めたいと思い留学を
	決意しました。しかし、私の収入が少なく、母は病気で働くことができないため、毎月の仕送りだけでは生活ができません。
	また、日本に来たばかりでアルバイトもしていません。是非とも、入学料免除と授業料免除をお願いします。

Income Statement (for one year) ◎収入状況調査 (1年間の収入額を記入する)

Scholarship 給付型奨学金	Receiving in 2025 令和7年度受給 (□yes有 □no無)	Duration 受給期間 year month - year month 年 月 ~ 年 月	Receiving in 2024 令和6年度受給 (□yes有 □no無)	Duration 受給期間 year month - year month 年 月 ~ 年 月
	Name of scholarship 奨学金名	Amount 受給額 ,000 yen	Name of scholarship 奨学金名	Amount 受給額 ,000 yen
	Income from wages 給与収入 Official use only. Do not write. 大学記入欄	,000 yen	Income besides wages 給与外収入 Official use only. Do not write. 大学記入欄	,000 yen

Avg. monthly income (including family income) *round off to nearest thousand.

◎ 1か月の平均収入(家族の収入も含む)(※千円未満切り捨て)

Part-time job アルバイト	40 ,000 yen
Savings/remittance/financial aid 預金・送金・援助金	50 ,000 yen
Scholarships (monthly amount received last six months) 奨学金 (直前の半期に受給した月額)	,000 yen
Child allowance or Child-rearing allowance 児童手当・児童扶養手当等	,000 yen
Other その他()	,000 yen
Loans/deficit 借入金・不足額	,000 yen
Total 合計	90 ,000 yen
Extra-ordinary income 臨時的な所得	,000 yen

Avg. monthly expenditures (including family expenditures) *round off to nearest thousand.

◎ 1か月の平均支出(家族の支出も含む)(※千円未満切り捨て)

Food 食費	30 ,000 yen
Rent 家賃	30 ,000 yen
Utilities and phone 水道光熱費・通信費	20 ,000 yen
Tuition (not including applicant's) 授業料 (本人の授業料は除く)	,000 yen
Study and child-rearing costs 学習費・養育費	10 ,000 yen
Other その他()	,000 yen
Surplus 余剰金	,000 yen
Total 合計	90 ,000 yen

Academic advisor 指導教員等	(Reason applicant cannot fill out application him/herself) As soon as the applicant arrives in Japan, he/she will fill out the required information and submit the required documents. (本人が申請できない理由)なお、渡日後は速やかに本人が必要事項を記入及び必要書類を提出します。
	Name of advisor 指導教員氏名 ㊞

Official use only. Do not write. ◎大学記入欄(何も記入しないでください。)

独立生計	☑	申請区分	□一般・□特別	学力基準	□入・□授(□可・□否)	修得単位	単位
生活保護	□	収入基準	大学院(□前・□後)	学力基準	□猶予 (□可・□否)	成績評点	
世帯人数	人	障害者	人	長期療養	,000円	災害	,000円
				入試成績(大学院)			

1. Check the □ boxes that apply. □は、該当する項目に ☑ を記入してください。

2. Do not write in shaded areas, which are for official use only. 欄は大学で記入しますので記入しないでください。

Household Information Statement (round off to the nearest thousand) 家庭状況調査 (※千円未満切り捨て)

Family members 家族（就学者以外）・同居者	Relation 続柄	Age 年齢	Name 氏 名			Occupation 職 業	Duration 在職期間	Income from wages 給与収入	Income besides wages 給与外収入		
	①										
	②										
Students other than applicant 本人以外の就学者	Relation 続柄	Age 年齢	Name 氏名	Name of school 学校名	Type 種別	Year 学年	Category 区分	Commute from 通学区分	Waivers last year (national schools only) 昨年度免除状況(国立学校のみ)		
							<input type="checkbox"/> National国 <input type="checkbox"/> Public公 <input type="checkbox"/> Private私	<input type="checkbox"/> home 自宅 <input type="checkbox"/> other 自宅外	<input type="checkbox"/> Full全免 <input type="checkbox"/> Half半免 <input type="checkbox"/> Partial一部 <input type="checkbox"/> None無	<input type="checkbox"/> Full全免 <input type="checkbox"/> Half半免 <input type="checkbox"/> Partial一部 <input type="checkbox"/> None無	Yearly tuition 授業料年額
											,000 yen
											,000 yen
											,000 yen

Under “Type” write: (E) elementary, (J) Junior High, (H) High School, (U) University, (C) College of Technology, (SU) Specialized Training College upper secondary, or (PS) postsecondary. ※ 種別は小学校・中学校・高校・大学・高専・専高・専専から選択してください。

Income Statement (for one year) ◎収入状況調査 (1年間の収入額を記入する)

Income 収入状況	Income from wages 給与収入	Relation 続柄		Applicant 本人	①	②	
		Category 区分					
		Part-time job (Including TA・RA) アルバイト (TA・RAを含む)		480 ,000 yen	,000 yen	,000 yen	
		Child allowance or Child-rearing allowance 児童手当・児童扶養手当等		,000 yen	,000 yen	,000 yen	
		()		,000 yen	,000 yen	,000 yen	
	Total wages 給与収入計		480 ,000 yen	,000 yen	,000 yen		
	Income besides wages 給与外収入	Savings/remittance/financial aid 預金・送金・援助金		600 ,000 yen	,000 yen	,000 yen	
		Loans/deficit 借入金・不足額		,000 yen	,000 yen	,000 yen	
		Scholarships 奨学金			,000 yen	,000 yen	
		()		,000 yen	,000 yen	,000 yen	
		Extra-ordinary income 臨時的な所得	Insurance benefits保険金 Received (y) (m)	,000 yen	,000 yen	,000 yen	
			() Received (y) (m)	,000 yen	,000 yen	,000 yen	
			Total income besides wages 給与外収入計		600 ,000 yen	,000 yen	,000 yen
		※大学記入欄 (臨時的所得チェック)				入 ・ 授	入 ・ 授

Special deductions ◎特別控除

Household with disabled person(s) 障害者のいる世帯	Relation 続柄() Registration no. 手帳番号() <input type="checkbox"/> Physical/mental disability, <input type="checkbox"/> requires care, <input type="checkbox"/> atomic bomb victim <input type="checkbox"/> 心身障害・ <input type="checkbox"/> 要介護・ <input type="checkbox"/> 原爆被爆
Household struck by disaster 火災等の被災世帯	Date of disaster 被災日 (年 月) Cost of damage 被災額 (yen) Name of disaster 災害名 ()
Household with someone requiring long-term care 長期療養者のいる世帯	Relation 続柄() Name of illness 病名() Duration of care (year month - year month) 治療期間 (年 月) ~ (年 月)

アルバイト証明書(該当者のみ)

Part-time Job Certificate (Applicable person only)

学生番号 Student ID No.

氏名 Name

※該当する項目に ☒ を付してください。* Check the boxes that apply.

この度、九州工業大学に(☐ 入学料免除・☐ 入学料徴収猶予・☐ 授業料免除)の申請を行いますので、下記事項について証明願います。

I am applying for (☐ enrollment fee waiver (入学料免除), ☐ enrollment fee deferment (入学料徴収猶予), ☐ tuition waiver (授業料免除)) at Kyushu Institute of Technology, and hereby request certification of the matters described below.

記

業務内容 Job duties	
雇用期間 Duration of employment	年 月から現在に至る From (yyyy/mm): to present
1ヶ月当たりの支払い金額 Average monthly wages	円(平均) yen (average)

上記のとおり、相違ないことを証明します。

I hereby certify that the above is true and correct.

年 月 日

Date (yyyy/mm/dd):

【証明者】Certified by

会社名等 / Name of company or organization

氏名 / Name



Scholarship Receipt Confirmation Form 奨学金受給確認書

Student ID No. 学生番号

Name 氏名

* Check the boxes that apply. ※該当する項目に ☒ を付してください。

I, (name: _____), the (☐ applicant (本人) ☐ husband of applicant (夫) ☐ wife of applicant (妻)) for (☐ tuition waiver (授業料免除), ☐ enrollment fee waiver (入学料免除), ☐ enrollment fee deferment (入学料徴収猶予)), hereby declare my scholarship/grant status to be as follows.

(☐ 授業料免除 ・ ☐ 入学料免除 ・ ☐ 入学料徴収猶予) 申請にあたり

(☐ 本人・☐ 夫・☐ 妻) 氏名 の給付型の奨学金受給状況は下記のとおりです。

1. Scholarships for the previous academic year (April of last year to March of this year).

昨年度 (昨年4月～今年3月) の奨学金について

☐ I did not receive any scholarships or grants. 奨学金を受給していない

☐ I received the following scholarship(s) or grant(s). 次のとおり奨学金を受給していた

Name of Scholarship 奨学金名称	Duration of Scholarship (yyyy/mm) 受給期間	Monthly Amount 受給月額	Total Amount 受給総額
	From: / to /	yen	yen
	From: / to /	yen	yen

Total 合計: yen

2. Scholarships for this academic year (April of this year to March of next year).

今年度 (今年4月～来年3月) の奨学金について

☐ I am not receiving any scholarships or grants. 奨学金を受給していない

☐ I am receiving the following scholarship(s) or grant(s). 次のとおり奨学金を受給する (予定である)

Name of Scholarship 奨学金名称	Duration of Scholarship (yyyy/mm) 受給期間	Monthly Amount 受給月額	Total Amount 受給総額
	From: / to /	yen	yen
	From: / to /	yen	yen

Total 合計: yen

3. Scholarships I am (or my spouse is) currently applying for.

現在申請中の奨学金について

* If you are currently applying for a scholarship/grant that provides an amount equivalent to enrollment and/or tuitions (and which can only be used for enrollment and/or tuition fees), please fill out the information below. ※ 現在、入学料相当額または授業料相当額を支給する (入学料または授業料に用途が限定された) 奨学金に申請中の方は、以下に記入してください。

Name of Scholarship 奨学金名称	Duration of Scholarship (yyyy/mm) 受給期間	Type 支給対象 Circle all that apply	Total Amount 受給総額
	From: / to /	Enrollment 入学料 Tuition 授業料	yen
	From: / to /	Enrollment 入学料 Tuition 授業料	yen

* If you are accepted to receive a scholarship or grant that provides an amount equivalent to enrollment and/or tuitions while your application is being reviewed, your application may be withdrawn. ※ 入学料相当額または授業料相当額の給付奨学金の受給が決まった場合、申請受理後であっても申請を取り消すことがあります。

* Only scholarships and grants are factored in as income. Student loans, such as the Japan Student Services Organization Scholarship, do not need to be reported. ※ 奨学金は給付型の奨学金のみ収入として算入します。日本学生支援機構奨学金等 貸与型のものについては、申告不用です。

奨学金受給証明書（大学院 1 年次生用）

Scholarship Receipt Certificate (for first year graduate students)

奨学事務担当者 殿

Attention: Scholarship Office

卒業・修了年月 年 月
Graduation date Year Month
学生番号 Student ID No.
氏名 Name

※該当する項目に ☒ を付してください。* Check the boxes that apply.この度、九州工業大学に（ ☐ 入学科免除 ・ ☐ 入学科徴収猶予 ・ ☐ 授業料免除 ）の申請を行いますので下記事項について証明願います。I am applying for (☐ enrollment fee waiver (入学科免除), ☐ enrollment fee deferment (入学科徴収猶予), ☐ tuition waiver (授業料免除)) at Kyushu Institute of Technology, and hereby request certification of the matters described below.

1. 昨年度（昨年 4 月～今年 3 月）奨学金受給状況について

Scholarships received in the previous academic year (April of last year to March of this year).

<input type="checkbox"/> 受給なし I did not receive a scholarship or grant.					
<input type="checkbox"/> 受給していた(下記の欄にも記入願います)					
I received the following scholarship/grant (please fill out the information below).					
給付型奨学金	[名称 :]				
Name of Scholarship	[Name :]				
受給期間 :	年	月	～	年	月
Duration	year	month		year	month
				月額 :	円
				Amount/month:	yen

2. 現在申請中の奨学金について Scholarships you are currently applying for.

※ 奨学金使途記入欄には、入学科相当額や授業料相当額の奨学金が受給される等の場合で奨学金の使途が定められているものを記入してください。

If you are applying for a scholarship/grant that provides an amount equivalent to enrollment and/or tuitions, write the specified use of the scholarship by "Use of Scholarship".

<input type="checkbox"/> 申請していない I am not currently applying for a scholarship or grant.					
<input type="checkbox"/> 次の通り申請している（下記の欄にも記入願います）					
I am applying for the following scholarship/grant (please fill out the information below):					
給付型奨学金	[名称 :]				
Name of Scholarship	[Name :]				
奨学金使途 :					
Use of Scholarship:					
受給期間 :	年	月	～	年	月
Duration	year	month		year	month
				月額 :	円
				Amount/month:	yen

上記のとおり証明します。

I hereby certify that the above is true and correct.

年 月 日
Year Month Day

学校名
Name of School

証明者の職名・氏名
Name and title of certifier ㊞

※ 本書類は日本国内の他大学から九州工業大学大学院に入学する学生のものであります。

※ This form is for students entering graduate school at Kyushu Institute of Technology from another university in Japan.

※ 本学学部生が進学するに当たり書類を提出する際には、奨学金受給確認書を使用してください。

※ Undergraduate students currently enrolled at Kyushu Institute of Technology advancing to graduate school should submit a Scholarship Receipt Confirmation Form instead.

兄弟姉妹等の在学状況及び授業料免除状況証明書
Sibling Enrollment and Tuition Wavier Status Certificate

各 学 校 等 事 務 担 当 者 殿
Attention: School Administration Office

【証明を受ける者】(授業料免除申請者の兄弟姉妹等)
Sibling of applicant for tuition waiver
学生番号 Student ID No.

氏名 Name

※該当する事項に「☒」を付してください。* Check the boxes that apply.
この度、九州工業大学に在学中の私の兄弟姉妹等 学生番号: 氏名 が、
☐入学料免除・☐入学料徴収猶予・☐授業料免除申請するため、私の下記事項について証明願います。
I, the sibling of the undersigned, who is currently enrolled at Kyushu Institute of Technology and applying for (☐ enrollment fee waiver (入学料免除), ☐ enrollment fee deferment (入学料徴収猶予), ☐ tuition waiver (授業料免除申請)), hereby request certification of the following matters regarding my academic and scholarship status.
Student ID No. Name:

1. 在学状況 (2025 年 4 月 1 日以降) Enrollment Status (from April 2024)
入学年度: 平成・令和 年度入学 (※年度を記入してください。) Year of enrollment (indicate the academic year)
通学区分 Commute: ☐自宅 From home ☐自宅外 Other
設置区分 Category: ☐国立 National ☐公立 Public ☐私立 Private
学校区分 Type of School: ☐大学, 大学院, 短大 University/junior college
☐高等専門学校 College of technology ☐高等学校 High school
☐専修学校 (専門課程) Specialized training college (postsecondary)
☐専修学校 (高等課程) Specialized training college (upper secondary)
☐専修学校 (一般課程) Specialized training college (general)
☐各種学校 Special Institutes ☐その他 Other ()
2. 2024 年度授業料免除状況について (国立大学法人又は独立行政法人の学校に在学する学生のみ記入)
2024 Tuition Waiver Status (only fill out if enrolled in a national university corporation or independent administrative institution school)
☐2025 年度入学の為、該当ありません。 Not applicable because he/she will enroll in the 2025 academic year

昨年度 (昨年 4 月 ~ 今年 3 月) の授業料免除実施状況					Yearly amount of tuition		
Tuition waiver status for the previous year (April of last year to March of this year)					授 業 料	年 額	yen
前期 First semester	<input type="checkbox"/> 全額免除	<input type="checkbox"/> 半額免除	<input type="checkbox"/> 一部免除	<input type="checkbox"/> 不許可	<input type="checkbox"/> 申請無	免除額	円
	<input type="checkbox"/> Full waiver	<input type="checkbox"/> Half waiver	<input type="checkbox"/> Partial waiver	<input type="checkbox"/> No waiver	<input type="checkbox"/> Did not apply	Total amount of waiver	yen
後期 Second semester	<input type="checkbox"/> 全額免除	<input type="checkbox"/> 半額免除	<input type="checkbox"/> 一部免除	<input type="checkbox"/> 不許可	<input type="checkbox"/> 申請無	免除額	円
	<input type="checkbox"/> Full waiver	<input type="checkbox"/> Half waiver	<input type="checkbox"/> Partial waiver	<input type="checkbox"/> No waiver	<input type="checkbox"/> Did not apply	Total amount of waiver	yen

(貴学を卒業・終了した者が引き続き大学院に入学・進学した場合は、前年度の状況について証明願います。)
(If the student has received an undergraduate degree at your school and is advancing to graduate school, please certify his or her status for the previous academic year.)
上記のとおり、相違ないことを証明します。

I hereby certify that the above is true and correct.

年 月 日
Date (yyyy/mm/dd):
学校名 / Name of school:
証明者の職名・氏名 / Name and occupation of certifier: @

※ 貴学の新入生の場合は、入学後に証明をお願いします。
* If the student will be newly enrolled at your school, please certify the information after he or she enrolls.