

**AY2024**

# Application for Tuition Reduction/Exemption for Privately Funded International Students

We will accept applications for AY2024 tuition reduction/exemption as follows. If you would like to apply, please complete the prescribed procedure by the deadline.

## **1. Application Eligibility**

Application eligibility is granted to privately funded international students who are diligently pursuing their studies and satisfy all the conditions below. (Note that eligibility is limited to only those whose status of residence is "Student." Those enrolled longer than the standard course term, research students, and non-degree course students are not eligible to apply.)

- (1) Privately funded international students enrolled at the undergraduate schools/colleges/faculties of Osaka Metropolitan University, Osaka Prefecture University or Osaka City University, privately funded international students enrolled at the graduate schools of Osaka Metropolitan University, Osaka Prefecture University or Osaka City University.
- (2) Those who have difficulty paying their tuition due to financial reasons.

## **2. Application Period**

April 3 (Wed.) – April 19(Fri.), 2024, 15:00(JST)

- \* You need to submit application forms both in the Microsoft Forms format and in the form of physical (paper) documents.
- \* For the application procedure and documents, check "7. Application Procedure" and "8. Application Documents."
- \* If you have any questions about your application, contact us at the following e-mail address.

**International Student Section: [gr-gks-intlstu@omu.ac.jp](mailto:gr-gks-intlstu@omu.ac.jp)**

## **3. Points to Note for Application**

- Application documents will not be provided at the counter. Download the necessary documents yourself from our website or through the student portal (UNIPA).
- You can complete your application by entering your information on Microsoft Forms and submitting the necessary physical documents.
- If you are eligible, you will be given a grace period until August for your tuition payment for the first semester.
- The first semester tuition will be collected from your bank account on August 27 (Tue.). The deadline for the submission of the tuition transfer forms is August 31 (Sat.).
- If you do not pay tuition for the first semester by August 31, you may be expelled from the university during the first semester.

### **Already Enrolled Students (Enrolled before AY2023)**

- **Even if you are exempt from AY2023 tuition, the exemption amount may be reduced according to your place in the academic grade ranking among all applicants. Please plan ahead and prepare your tuition payment**
- Since this screening determines the reduction/exemption amounts for the AY2024 first and second semesters, you do not need to apply for a tuition reduction/exemption for the second semester.
- \* However, if you have returned to the university during the AY2024 second semester, check the guidelines for the second semester.

### **Newly Enrolled Students (Enrolled in AY2024)**

- This screening determines the reduction/exemption amounts for the AY2024 first and second semesters, so you do not need to apply for a tuition reduction/exemption for the second semester. **However, the reduction/exemption amount for the second semester is determined according to the results of screening conducted in October based on the students' academic performance for the AY2024 first semester, you may be qualified for an additional reduction.**

- If you are eligible, you will be given a grace period until December for your tuition payment for the second semester. The second semester tuition will be collected from your bank account on December 27 (Fri.). The deadline for tuition transfer forms is December 31 (Tue.).
- If you do not pay tuition for the first semester by December 31, you may be expelled from the university during the second semester.
- \* However, if you are enrolled in the AY2024 second semester, check the guidelines for the second semester.

#### 4. Screening

Your application for tuition reduction/exemption will be screened based on your income and academic grades. Tuition reduction/exemption will be granted to eligible students within the university's budget constraints.

**Income screening is based on the total of the applicant's part-time work, scholarship, remittances from family members, and the income of family members residing in Japan (those who share the same household).**

#### 5. Tuition Amount after Reduction

- If your application for tuition reduction/exemption is approved, you will be offered a full, two-third, or one-third exemption from your AY2024 tuition.
- \* **The screening result is effective only for AY2024. For the next AY, you will need to make another application.**
- Pay the tuition based on your screening result.
- Tuition will be collected separately for the first and second semesters.
- If you have completed the tuition account transfer procedure on line, your tuition will be debited from the designated account.
- If you have not completed this procedure on line, the Student Affairs Division will send you a "Transfer Request Form" by post to the address registered with the OMU. Please pay the tuition to the account designated by the university by the deadline provided on the transfer request form.

Tuition after Exemption \*The table is not applicable to long-term course students.

	Eligibility	2/3 exemption (178,600 yen exemption for each semester)	1/3 exemption (89,300 yen exemption for each semester)	Rejected (No exemption available)	Account transfer date	Payment (transfer) deadline
Tuition for the first semester	Already enrolled student Newly enrolled student	89,300 yen	178,600 yen	267,900 yen	August 27 (Tue.)	August 30 (Fri.)
Tuition for the second semester	Already enrolled student	89,300 yen	178,600 yen	267,900 yen	October 28 (Mon.)	October 31 (Thu.)
	Newly enrolled student	89,300 yen	178,600 yen	267,900 yen	December 27 (Fri.)	December 30 (Mon.)

(Regular tuition for undergraduate students and graduate students: 267,900 yen for each semester and 535,800 yen for a full year, respectively)

If the payment due date falls on a holiday, the transfer due date will be the business day prior to the holiday.

(In the case of a payment due on August 31 (Sat.), the deadline for bank transfer is August 30 (Fri.))

(In the case of a payment due on December 31 (Tue.), the deadline for bank transfer is December 30 (Mon.))

#### 6. Notification of the Screening Result

**The screening result will be posted on the student portal (UNIPA) in early August.**

- \* Note that the screening result will not be sent to individual applicants by post.
- \* As for the screening result, we cannot respond to any confirmation requests or inquiries by telephone or email.

## 7. Application Procedure

\* If you have not yet entered Japan, you need to complete a different application procedure. Please contact us at the email address below.

**International Student Section:**  
[gr-gks-intlstu@omu.ac.jp](mailto:gr-gks-intlstu@omu.ac.jp)

### Step 1: Enter your information on Microsoft Forms.

- Enter your information related to Document 1) "Household Situation Record" on Microsoft Forms after writing the information on the paper form.
- \* If you enter the information before writing it on the paper form, you may make a mistake.
- \* Once you send your information, you cannot make any revisions. Enter your information correctly.
- \* The screening is conducted based on the information that you enter on Microsoft Forms.

### Step 2: Prepare documents 2) to 5). (Documents 6) to 11) need to be prepared only by those applicable.)

- Download the application documents and fill out application documents 2). (All applicants)
- Prepare application documents 3) to 5) (all applicants) and 6) to 11) (only those applicable).
- \* For details of the documents, check "8. Application Documents" and the downloaded documents.

Step 3: Submit documents 2) to 5) (to the relevant counter or by post). (Documents 6) to 11) need to be submitted only by those applicable.)

Submission at the counter		* Please submit the necessary documents to the relevant counter at your campus.	
Reception	Campus / location	Application period	
Counter reception	Habikino Campus: Habikino Campus Administration Office	<b><u>April 3 (Wed.) – April 19 (Fri.) 15:00</u></b> * On-the-spot consultation or confirmation may not be available at the reception desk. (The person in charge may be absent in some cases.)	
	Rinku Campus: Rinku Campus Administration Office		
	Abeno Campus: Administration Office, Educational Affairs Division, School of Medicine		
	Umeda Satellite: Umeda Satellite Administration Office		
<b><u>Nakamozu, Sugimoto Campus No counter service will be available.</u></b> <b><u>* Please submit the documents to the designated place during the acceptance period.</u></b>			
Central Reception	Nakamozu Campus Location: Counter No.2 Student Affairs Division 1 <sup>st</sup> floor, Building A3	<b><u>April 10(Wed.) to 16(Tue.)</u></b>	
	Sugimoto Campus Location: Meeting Room NO.1 2 <sup>nd</sup> floor, Student Support Center	<b><u>April 17(Wed.) to 19(Fri.)</u></b> <b><u>From 12:00 to 15:00</u></b>	

Submission by post	
location	Acceptance period
3-3-138 Sugimoto, Sumiyoshi-ku, Osaka-City, 558-8585 International Student Tuition Reduction and Exemption Section, Student Affairs Division Osaka Metropolitan University	<b><u>Applications must reach the university between April 3 (Wed.) and April 19 (Fri.)</u></b>  * Send the documents <u>by Letter Pack, registered mail, or other postal service that includes a record of delivery.</u> * Note that only documents that arrive within the application period will be considered.

Application received

**You can complete your application by entering your information in Microsoft Forms and submitting the necessary physical documents.**

- \* If the submitted documents are incomplete, please resubmit the revised documents immediately.
- \* The screening result will be posted on the student portal (UNIPA) in early August. The screening result will not be sent to individual applicants by post.

## 8. Application Documents

- Check the points to note and prepare the necessary documents.

	Documents / points to note	Original / copy
To be submitted by all applicants	1) Household Situation Record (Form 1) * Affiliation / age: as of April 1, 2024	Entry into Microsoft Forms * No need to submit in a physical form.
	2) Submission Document Checklist (Form 2)	Original
	3) Certificate of Residence * <b>Must include information of all those with whom the applicant lives.</b> * Must be issued by the mayor of the municipality in which the applicant lives on or after April 1, 2024 * Must stipulate the applicant's status and period of residence	Original
	4) National Health Insurance Card	Copy
	5) Residence Card	Copy, both sides
If the applicant has a part-time job	6) The most recent payment slip or the passbook of the account to which the applicant's salary was transferred (for 3 months)	Copy
If the applicant pays rent	7) Rental contract * No need to submit such contract if living in Osaka Metropolitan University's dormitory for international students, Orion International House, or Ono Women's Dormitory.	Copy
If any of the applicant's family members living in Japan has salary income (Submit any of the documents listed on the right.)	8) Withholding slip for previous year's income	Copy
	9) Payment slip at the time of application	Copy
	10) Certificates of the previous year's municipal tax and prefectural tax	
	11) Another document showing monthly income at the time of application	

## 9. Points to Note

- (1) If you receive a reduction/exemption based on a false application, you will have your reduction/exemption revoked and be required to pay the full amount of the tuition.
- (2) We will use personal information obtained at the time of application to proceed with the operations related to tuition reduction/exemption. We will not provide any third party with personal information obtained within the scope of necessity for our operations.
- (3) We will not accept any applications submitted after the application period. Complete all procedures within the application period.

Inquiries		
Student Affairs Division	Nakamozu Campus	Sugimoto Campus
E-MAIL	<a href="mailto:gr-gks-intlstu@omu.ac.jp">gr-gks-intlstu@omu.ac.jp</a>	
TEL	072-254-6243	06-6605-3608