

**AY2022**

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

We will accept applications for AY2022 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 of 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 Osaka Metropolitan University, Osaka City University, or Osaka Prefecture University, or privately funded international students enrolled at a graduate school of Osaka Metropolitan University, Osaka City University, or Osaka Prefecture University; and
- (2) Those who have difficulty paying their tuition due to financial reasons.

## **2. Application Period**

**April 6 (Wed.) – April 22 (Fri.), 2022, 17:30**

- \* You need to both enter your information in Microsoft Forms and submit the necessary physical documents.
- \* For the application procedure and documents, check "7. Application Procedure" and "8. Application Documents."
- \* If you cannot enter Japan due to COVID-19 immigration restrictions, contact us via the following e-mail address before making an application. **International Student Tuition Reduction and Exemption Section: [stu-ryugakusei@list.osaka-cu.ac.jp](mailto:stu-ryugakusei@list.osaka-cu.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 registration by entering your information in Microsoft Forms and submitting the necessary physical documents.
- After submitting the documents, you will receive an application receipt number. (If you submit the documents by post, you will receive the number by email.)
- The screening result will be posted on the student portal (UNIPA), with the application receipt numbers of the admitted applicants listed. Keep your number in a safe place.
- Note that the screening result will not be sent to individual applicants by post.
- If you do not pay tuition for the first semester by August 27, you will not be able to attend the university after the first semester.

### **Already Enrolled Students (Enrolled before AY2021)**

- **Even if you are exempt from AY2021 tuition, the exemption amount may be reduced depending on 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 AY2022 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 AY2022 second semester, check the guidelines for the second semester.

### **Newly Enrolled Students (Enrolled in AY2022)**

- This screening determines the reduction/exemption amounts for the AY2022 first and second semesters. For the reduction/exemption amount for the second semester, however, it is possible that you will be qualified for an additional reduction as a result of the screening of your academic grades (for the AY2022 first semester) to be conducted in October.

- You do not need to apply for a tuition reduction/exemption for the second semester. Payment of the second semester tuition is set for Wednesday, December 28.
- \* However, if you are enrolled in the AY2022 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 within the budget constraints.

#### **5. Tuition Amount after Reduction**

- If your application for tuition reduction/exemption is admitted, your AY2022 tuition will be reduced/exempted by the full amount, 2/3, or 1/3.
- \* **The screening result is effective only for AY2022. 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, your tuition will be debited from the designated account.
- If you have not completed this procedure, the Student Affairs Division will send you a "Receipt for Transfer Payment and Charge/Transfer Request Form (Bank Copy)" by post. 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 29 (Mon.)	August 31 (Wed.)
Tuition for the second semester	Already enrolled student	89,300 yen	178,600 yen	267,900 yen	October 27 (Thu.)	October 31 (Mon.)
	Newly enrolled student	89,300 yen	178,600 yen	267,900 yen	December 27 (Tue.)	December 30 (Fri.)

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

#### **6. Notification of the Screening Result**

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

- \* To check the screening result, the application receipt number provided at the time of receipt of your application is necessary.
- \* Note that the screening result will not be sent to individual applicants by post.
- \* For the screening result, we cannot respond to any confirmation requests or inquiries by telephone or email.

## 7. Application Procedure

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

\* 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 Tuition Reduction and Exemption Section:  
[stu-ryugakusei@list.osaka-cu.ac.jp](mailto:stu-ryugakusei@list.osaka-cu.ac.jp)

- Enter your information related to Document 1) "Household Situation Record" in Microsoft Forms after writing the information on the paper form.
- \* If you enter the information without first 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 in Microsoft Forms.

### Step 2: Prepare documents 2) to 6). (Documents 7) to 12) need to be prepared only by those applicable.)

- Download the application documents and fill out application documents 2) and 3). (All applicants)
- Prepare application documents 4) to 6) (all applicants) and 7) to 13) (only those applicable).
- \* For details of the documents, check "8. Application Documents" and the downloaded documents.

Step 3: Submit documents 2) to 6) (to the relevant counter or by post). (Documents 7) to 12) 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	Sugimoto Campus: Intercom No. 3, Student Affairs Division, Administration Office, 1st Floor, Student Support Center	<b><u>April 4 (Mon.) – April 22 (Fri.)</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.)
	Abeno Campus: Administration Office, Educational Affairs Division, School of Medicine	
	Umeda Satellite: Umeda Satellite Administration Office	
	Nakamozu Campus: Counter No. 2, Student Affairs Division, 1st Floor, Building A3	
	Habikino Campus: Habikino Campus Administration Office	
Central Reception	Rinku Campus: Rinku Campus Administration Office	
	Sugimoto Campus Location: Meeting Room NO.2 1 <sup>st</sup> floor, Student Support Center	<b><u>April 14, 15, 19, 20</u></b> <b><u>From 12:00 to 14:00</u></b>
	Nakamozu Campus Location: Meeting Room, 2nd Floor, Building A3	
		<b><u>April 19, 20, 21, 22</u></b> <b><u>From 12:00 to 14:00</u></b>

Submission by post		
Reception	Campus / location	Acceptance period / points to note
By post	Sugimoto Campus 〒558-8585 3-3-138 Sugimoto, Sumiyoshi-ku, Osaka-shi To International Student Tuition Reduction and Exemption Section, Student Affairs Division	<b><u>Must reach the university between April 4 (Mon.) and April 22 (Fri.)</u></b> * Send the documents by Letter Pack, registered mail, or other postal service that includes a record of delivery. * Note that only documents that arrive within the application period will be considered.
	Nakamozu Campus 〒599-8531 1-1 Gakuen-cho, Naka-ku, Sakai-shi To International Student Tuition Reduction and Exemption Section, Student Affairs Division	

Application received

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

**After submitting the documents, you will receive an application receipt number. (If you submit the documents by post, you will receive the number by email.)**

- \* 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, with the application receipt numbers of the admitted applicants listed. The screening result will not be sent to individual applicants by post. \* To check the screening result, the receipt number given at the time of receipt of your application is necessary.

## 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, 2022	Entry into Microsoft Forms * No need to submit in a physical form.
	2) Submission Document Checklist (Form 2)	Original
	3) Tuition Reduction/Exemption Application (Form 3) * Provide your financial reason with as much detail as possible. (To be filled in by the applicant themselves)	Original
	4) 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, 2022 * Must stipulate the applicant's status and period of residence	Original
	5) National Health Insurance Card	Copy
	6) Residence Card	Copy, both sides
If the applicant has a part-time job	7) 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	8) 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.)	9) Withholding slip for previous year's income	Copy
	10) Payment slip at the time of application	Copy
	11) Certificates of previous year's municipal tax and prefectural tax	
	12) 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 necessary scope of 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	Sugimoto Campus	Nakamozu Campus
E-MAIL	stu-ryugakusei@list.osaka-cu.ac.jp	fudai_genmen@ao.osakafu-u.ac.jp
TEL	06-6605-3608	072-254-6243