

Application Guide for Tuition Fee Exemption AY2024 (First Semester)

[Please read this section even if you do not plan to apply for fee exemption]

- (1) Tuition fees that have already been paid will not be refunded for any reason.
- (2) If a student fails to provide the necessary documents and still does not submit them even when requested by the Administration Bureau, the application will be considered to be withdrawn due to incomplete documentation.
- (3) If a student has already paid the tuition fees for both the first and second semesters, that student will not be allowed to apply for tuition fee exemption for the second semester.
- (4) In principle, applications submitted after the designated period stipulated in this guide will not be accepted. If you have difficulties in submitting the application during the designated period, please contact fukurigroup@jcom.nagaokaut.ac.jp in advance.
- (5) Instructions for the second semester's tuition fee exemption application will be posted on the campus bulletin boards and university website in late July.

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1. Introduction

Individual students at Nagaoka University of Technology (NUT) may be eligible to receive tuition fee exemptions under the following two systems: NUT’s original tuition fee exemption system (“original system”) and the New System for Higher Education Aid (a system that enables students to receive reductions and exemptions for tuition fees, etc. in addition to Japan Student Services Organization scholarships). This guide describes tuition fee exemptions provided under the original system, and applies to graduate students and privately financed international students enrolled at NUT. Students may apply for tuition fee exemption if they fulfill the requirements described below in **Section 2. Applicant Requirements for Tuition Fee Exemption**. Applications are reviewed each semester (First semester: April 1 to September 30; Second semester: October 1 to March 31 of the following year). Based on the application review, students may be granted a full (¥267,900) or half (¥133,950) exemption of tuition fees.

(The review will be based on academic ability, family condition criteria, and tuition fee exemption budget. Therefore, an applicant may have different results for the first and second semesters depending on factors such as the number of applicants and overall family condition.)

2. Applicant Requirements for Tuition Fee Exemption

Graduate students and privately financed international students enrolled at NUT may apply for tuition fee exemption if they fulfill Conditions ①, ②, or ③ below.

No.	Conditions
①	Students who are recognized as having <u>academic excellence</u> * ¹ but have difficulties in paying tuition fees for financial reasons.
②	Students who are recognized as having significant difficulties in paying tuition fees because the person responsible for paying their school expenses (hereinafter referred to as the “payer”; for privately financed international students, the payers are the students themselves) has passed away or the <u>student or payer has experienced a disaster (including wind/flood damage, fire, earthquakes, etc.)</u> * ² from October 1, 2023 onward (within one year before admission for newly admitted students).
③	Students who are recognized as having difficulties in continuing their studies due to reasons beyond their control, such as the impact of social conditions.* ³

*¹ Academic ability will be assessed based on criteria stipulated by NUT. Please note that students who do not fulfill these criteria will be rejected even if they apply.

*² Students may be eligible for full or half exemption of the admission fee/tuition fees and deferral of the admission fee if their payers are residing in regions covered by the Disaster Relief Act and have experienced wind/flood damage or other natural disasters. Students who wish to apply for fee exemption/postponement for this reason should attach the documents listed in Point 5. of Section 4. Notes on Application Submission. Academic ability will not be a consideration for this condition. The requirements in ② above apply only to disasters occurring in Japan.

*³ Privately financed international students who are applying under Condition ③ must also submit a recommendation letter from their academic supervisor (**Recommendation Letter from Supervisor**) (if the academic supervisor has not yet been decided, the recommendation letter may be written by a class lecturer or Program Chair). (Refer to **Section 6–2 II. ⑧**)

(Note) However, students who fulfill the following conditions are not eligible for tuition fee exemption.

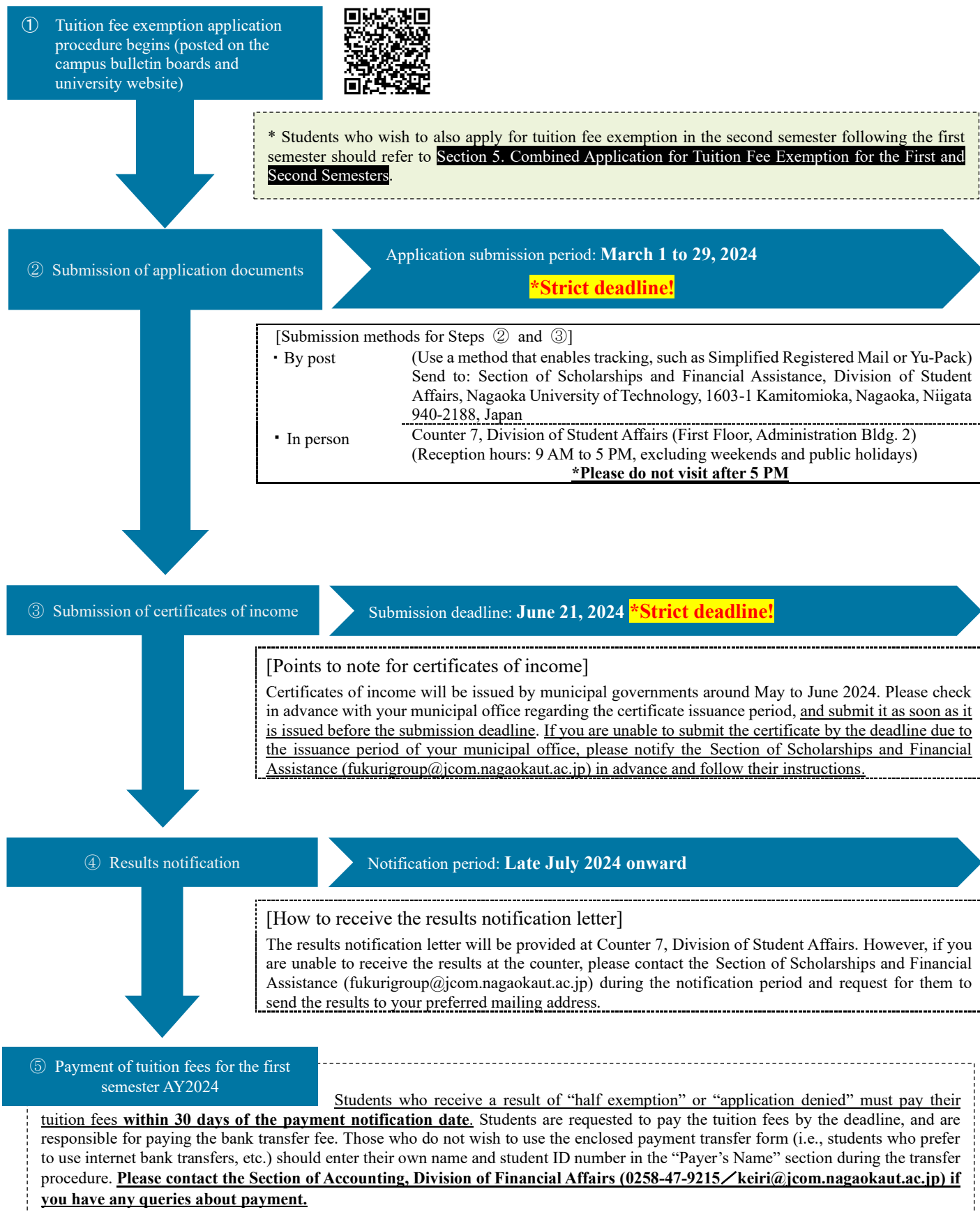
No.	Ineligibility Conditions for Tuition Fee Exemption
❶	Students who have already paid the tuition fees for that semester ^{*4}
❷	<u>Students who are repeating a year or have exceeded the standard duration for course completion</u> ^{*5}
❸	International students who will receive scholarship funds after entering NUT or are currently receiving scholarship funds from their home country or the Japanese government

^{*4} Tuition fees that have already been paid will not be refunded for any reason.

^{*5} Students with special circumstances, such as health problems requiring long-term treatment, must submit a recommendation letter from their academic supervisor (if the academic supervisor has not yet been decided, the recommendation letter may be written by a class lecturer or Program Chair) (International students should refer to **Section 6II. ⑦**). These students may be eligible for exemptions after a review.

3. Application Procedure Schedule (Strict Deadline)

Applications will be accepted in accordance with the schedule below. Please prepare and submit all the necessary documents either directly to Counter 7, Division of Student Affairs (First Floor, Administration Bldg. 2) or by post within the designated period.



4. Notes on Application Submission

1. If, for any unavoidable reasons, you are unable to submit the application documents by the stipulated deadline, please notify the Section of Scholarships and Financial Assistance (fukurigroup@jcom.nagaokaut.ac.jp) by the deadline and follow their instructions regarding the submission procedure. In principle, documents submitted after the deadline without prior notification will not be accepted.
Regardless of the above, **you must submit the following three documents by the application deadline: “Document Checklist for Tuition Fee Exemption”, “Application Form for Tuition Fee Exemption”, and “Form for Family Condition”.** **Privately financed international students (Newly admitted students only) must also submit a fourth document (“Report on Scholarship Receipt Status”) in addition to the three documents listed above.**
2. Please note that applicants who do not submit the necessary documents by the deadline without prior notification will, in principle, be considered to have an incomplete application and removed from the list of eligible applicants.
3. After receiving the application documents, the university may contact you to confirm the contents of your application and the attached documents. Furthermore, you may also be asked to submit additional documents. If you receive a phone call or email from the university, please follow the instructions. If you fail to provide the necessary documents and do not submit them even when requested, the application will be considered to be withdrawn due to incomplete documentation.
4. If you are submitting the tuition fee exemption application documents by post, please use a method that enables tracking, such as Simplified Registered Mail or Yu-Pack.
5. If you wish to also apply for tuition fee exemption for the second semester in AY2024, please note that you must submit a new application. Please make sure that you frequently check the campus bulletin boards and the university website for announcements.

https://www.nagaokaut.ac.jp/gakusei/zaigaku_hogosya/zaigakusei/gakuseishien.html#cmsmenjo

(本学 HP>HOME>学生生活>在学生・保護者向け情報>在学生向け情報)

In addition to tuition fee exemption, you can also check the latest information on admission fee exemption/deferral and scholarships.



Please refer to the following schedule (tentative) for tuition fee exemption application for the second semester in AY2024



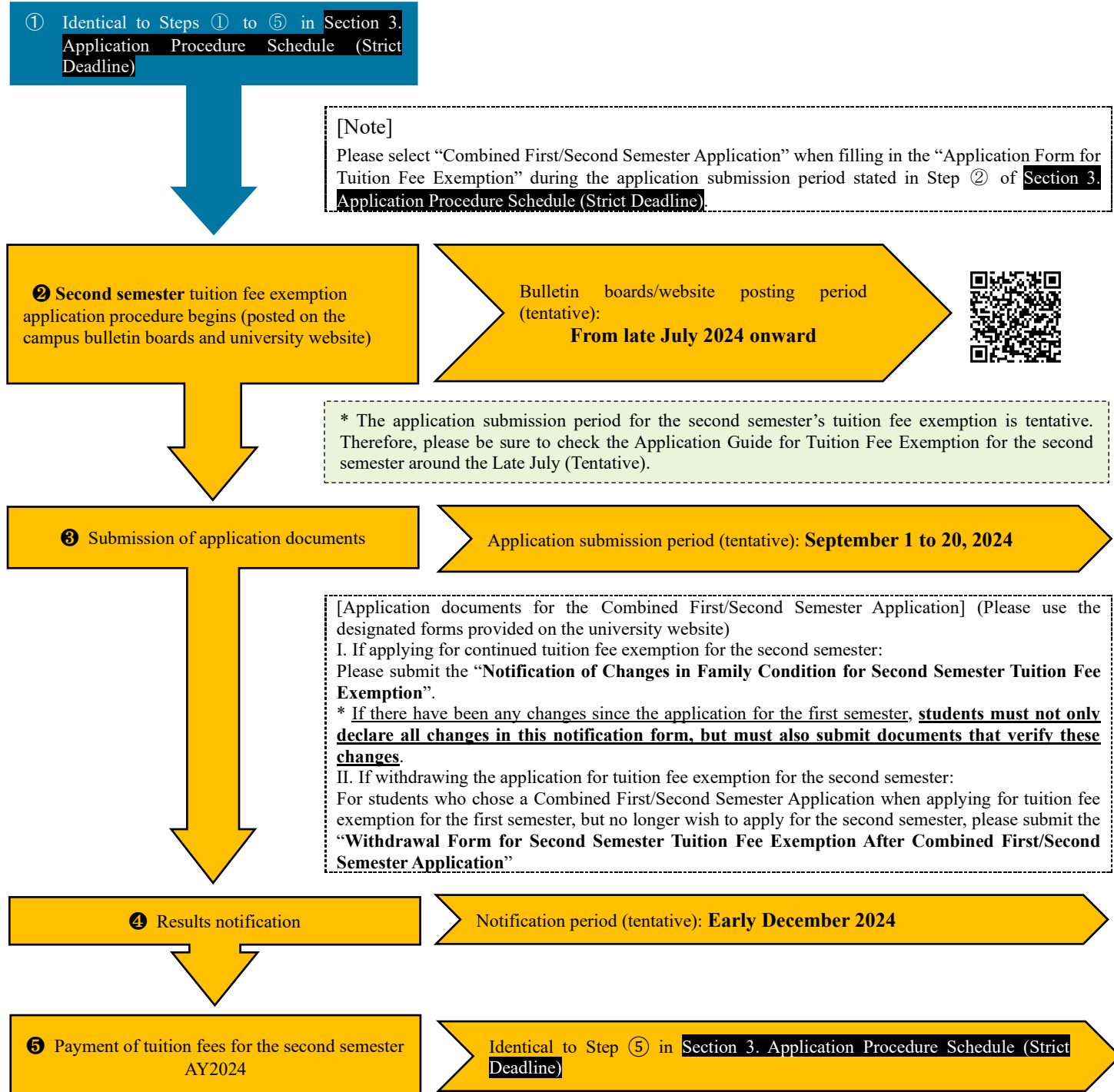
6. Students may be eligible for full or half exemption of the admission fee/tuition fees and deferral of the admission fee if their payers are **residing in regions covered by the Disaster Relief Act and have experienced wind/flood damage or other natural disasters from October 1, 2023 onward (within one year before admission for newly admitted students).** If you wish to apply for fee exemption or deferral for this reason, please submit the following documents in addition to the application documents.
 - (1) Copy of the Disaster Victim Certificate issued by the municipal government (Document indicating the degree of property damage)
 - (2) Declaration of Disaster Damage to Residence and Household Belongings (Attached designated form)
7. **Even if you have submitted a combined application for tuition fee exemption for the first and second semesters, there are documents that you must additionally submit for the second semester tuition fee exemption.** Therefore, please check the application method for second semester tuition fee exemption posted on the university website (as described in Item 4 above), and be sure to follow the prescribed procedure.

5. Combined Application for Tuition Fee Exemption for the First and Second Semesters

If you wish to also apply for tuition fee exemption for the second semester, you may choose to submit a combined application for tuition fee exemption for the first and second semesters (Combined First/Second Semester Application). In such cases, please select “Combined First/Second Semester Application” when filling in the Application Form for Tuition Fee Exemption, and submit the necessary documents.

Students who have submitted a Combined First/Second Semester Application must also submit a “Notification of Changes in Family Condition for Second Semester Tuition Fee Exemption” during the second semester application submission period to report if there are any changes. Students must declare any changes in this notification form, and also submit documents that verify these changes. For further details, please check the Application Guide for Tuition Fee Exemption for the second semester posted on the university website when the application process has begun (Late July (Tentative)).

[Flow of the Combined First/Second Semester Application process]



6. Application Documents for First Semester Tuition Fee Exemption (Privately Financed International Students)

- The following documents are needed when applying for tuition fee exemption. Please acquire the necessary documents early to ensure that your application documents are complete, and check them carefully before submission. You may be asked to submit additional documents to confirm your family condition.
- Please fill in your application documents based on the situation as of **April 2024 (after admission)** unless otherwise indicated in the **Notes** below. (The same applies to your grade (school year) and major.) You may directly enter all information into the application documents except for sections specifying that they must be handwritten.
- In principle, all submitted documents will not be returned.
- Please access the university website using the URL or QR code below to download the designated forms needed for the application process.

<https://www.nagaokaut.ac.jp/e/gakusei/campuslife/index.html>
(NUT Website (English Version) > Student Life > Campus life > Tuition Fee Exemption)



You may also access the website for this system using the URL or QR code below.

https://www.nagaokaut.ac.jp/gakusei/syogaku_shien/fukuri_menjyo.html#cmsdaigakuin
(本学 HP>HOME>学生生活>入学料・授業料・奨学支援>授業料免除制度)



I. Documents to be submitted for all applicants

Document names, etc.
① Document Checklist for Tuition Fee Exemption - First Semester AY2024 *(Please use the designated form provided on the university website)
Notes
<ul style="list-style-type: none"> ◇The student ID number should only be filled in by internal advancement students (These student ID numbers will not change after advancement). Newly admitted students do not need to fill in this number. ◇Please fill in the blue boxes only. You may directly enter the information into the designated form.
② Application Form for Tuition Fee Exemption *(Please use the designated form provided on the university website)
Notes
<ul style="list-style-type: none"> ◇The name of the applicant (student) should be handwritten. All other items may be directly entered into the designated form. ◇For the address section, please accurately fill in your address and include the prefecture name. Do not omit apartment names and room numbers. (For newly admitted students, please enter the address of your intended residence if you have confirmed a new place to live at the time of application.) ◇You do not need to fill in the Guarantor section. ◇The applicant should personally fill in the “Reason for Application” section in detail.
③ Form for Family Condition *(Please use the designated form provided on the university website)
Notes
<ul style="list-style-type: none"> ◇Do not write anything within the sections enclosed by thick lines. You may directly enter the information into the designated form. ◇If you do not have any family members residing in Japan, please only fill in the following: <ol style="list-style-type: none"> 1. Applicant’s name (Only fill in the following two points if they are applicable) 2. Applicant’s information in the “Family Income” section 3. Applicant’s “Scholarship Condition” section
<ul style="list-style-type: none"> ◇If you have any family members residing in Japan (including cases where you are married and your spouse is living in Japan), please fill in the following in addition to Points 1 to 3 listed above. 4. In the “Family Members Except Students” section, please only fill in information on family members who are residing in Japan as of April 2024. Do not include information on family members residing in your home country. For those who have become employed or resigned from work in January 2023 or later, please fill in the company name and month/year of employment (resignation). (Refer to Section 6 III. ⑩⑭⑮) 5. In the “Family Members in School Except You” section, please fill in information on family members residing in Japan who are attending school as of April 2024. Ensure that school names are accurate. Please fill in the information on schools that

your family members are currently enrolled in as of April 2024. (Refer to Section 6 III. ⑪⑫⑬) ***You must submit the Certificates of Residence for all family members residing in Japan.** (Refer to Section 6 II. ④)

6. In the “Family Income” section, please fill in the income of family members residing in Japan as of April 2024. Fill in the payment amount shown in the Certificate of Withholding Tax for salary earners, and the income declared in tax returns for non-salary earners. For quantities that include fractions below one thousand yen, the fractional portion shall be rounded down to the nearest 1,000-yen increment. ***Do not include the (expected) income for those who have become employed or changed jobs in January 2023 or later.** (If applicable, please contact the Division of Student Affairs Counter 7.)

***You must submit the Certificates of Income for all family members aged 18 years or older residing in Japan.** (Refer to Section 6 II. ⑤)

7. In the “Applicant’s Scholarship Recipient Status” section, please fill in information on any scholarships that you are currently receiving. Do not include scholarships that you plan to or are currently applying for.

***Documents ① to ③ described above must be submitted during the application submission period as stipulated in Point 1 of Section 4. Notes On Application Submission.**

II. Documents to be submitted if applicable

④ Certificate of Residence (For all family members residing in Japan)

Notes *Submit the Certificates of Residence only for family members residing in Japan

◇ We will only accept Certificates of Residence **issued in April 2024.** After the certificates are issued, please quickly submit them during April.

◇ Please do not omit the resident status of your family members in these certificates. In addition, please submit certificates that do not include Individual Numbers (“My Number” System).

⑤ Certificate of Income for FY2024 (For income in FY2023) (Income Tax [Exemption] Certificate)

Notes *Submit the Certificates of Income only for family members residing in Japan

◇ Certificates of Income are required for **all family members aged 18 years or older** (excluding those attending senior high school or technical college) **who are residing in Japan, including the applicant.** However, newly admitted students (excluding internal advancement students) do not need to submit their Certificates of Income.

◇ **Individuals without any income must provide a certificate showing an income of “0 yen”. Certificates that include “*” or a blank in the “Income amount” section will not be accepted.** At the reception counter of the municipal office, **please request for “Certificates of Income that state the income amount, number of dependent exemptions, and tax amount (*income-based tax amount required)”.** However, if your municipal government **does not issue Certificates of Income with the tax amount, please submit the Certificates of Income together with a separate Income Tax (Exemption) Certificate.**

◇ **Certificates of income for FY2024 (for income in FY2023) are issued in May to June 2024.** However, the issuing start dates for certificates of income can differ depending on the municipality. **Therefore, please confirm in advance the issuing start dates at your municipal office, and submit the certificates as soon as they are issued—no later than June 21 (certificates sent by post MUST arrive before the application deadline).**

◇ **If, for any unavoidable reasons, you are unable to submit the certificates of income by the stipulated deadline, please notify the Section of Scholarships and Financial Assistance in advance (before June 21) and follow their instructions. In principle, Certificates of Income submitted after the deadline without prior notification will not be accepted.**

◇ Applicants who do not submit the certificates of income by the deadline will be considered to have an incomplete application and removed from the list of eligible applicants.

⑥ Certificate of Income from Part-Time Jobs, etc. *(Please use the designated form provided on the university website)

Notes *Submit only if applicable

◇ For applicants who intend to start (or continue) a part-time job and are expecting an income of ¥1.04 million or more in the following year, please submit a Certificate of Income from Part-Time Jobs, etc. Please pass the designated form to your employer, request that they prepare the necessary documents, and submit them to the university.

⑦ Recommendation Letter from Supervisor *(Please use the designated form provided on the university website)

Notes *Submit only if applicable

◇ Students who are applying for tuition fee exemption due to Condition ③ or ②*⁵ in **Section 2. Applicant Requirements for Tuition Fee Exemption** must submit a recommendation letter from their academic supervisor. In Section 5 (Other Special Remarks) of the Recommendation Letter, please write about the special circumstances related to Condition ③ or ②*⁵.

⑧ Report on Scholarship Receipt Status *(Please use the designated form provided on the university website)

Notes *Must be submitted by all new admitted students.

◇ Please submit this form after filling in the necessary information. You may directly enter the information into the designated form.

◇ For newly admitted students who are applying for both admission fee exemption/deferral and tuition fee exemption, please submit the original form for the admission fee application and submit a copy for the tuition fee application.

III. Documents (income-related) to be submitted if there are applicable persons in your household

Category	Applicable Persons	Certificates, etc.	Issuing Party
Employment Income (Including Part-Time Work)	⑨ Applicants who intend to start (or continue) a part-time job and are expecting an income of ¥1.04 million or more in the following year	Certificate of Income from Part-Time Jobs, etc. (Use the designated form provided on the university website)	Part-time employer
	⑩ Individuals who have become employed or changed jobs in January 2023 or later	Submit either ① or ②: ① Copy of Salary Statements (For the last three months) (The margin should indicate if a bonus was paid or is scheduled to be paid) ② Certificate of Expected Annual Income (The margin should indicate if a bonus was paid or is scheduled to be paid)	Employer
School Enrollees	⑪ Individuals who are enrolled at Nagaoka University of Technology (excluding the applicant)	(Certificate is unnecessary) *Report the student ID numbers of the applicable persons	—
	⑫ Individuals enrolled in senior high school or higher, excluding those described in ⑪	Certificate of School Enrollment (The certificate should be certified as of April 2024, and submitted as quickly as possible.) *Please note that the Certificate of School Enrollment and issuing date needed for the application for admission fee exemption/deferral are different.	Enrolled school
	⑬ Individuals enrolled in other schools, excluding those described in ⑪ or ⑫	(Certificate is unnecessary)	—
Unemployed Persons	For persons who have resigned from work in January 2023 or later, and correspond to either of the following conditions: ⑭ Unemployed persons (Unemployment insurance beneficiaries)	Copy of the Certificate of Eligibility for Employment Insurance Benefits (Pages 1–4) *Certificates of Income must be submitted even if an individual is unemployed and has no income.	Public employment security office (Hello Work)
	⑮ Unemployed persons, excluding those described in ⑭	<u>*Applies to individuals (excluding persons with disabilities) who cannot be confirmed to be unemployed or have no income (income of “0 yen”) from their Certificates of Income (income tax [exemption] certificate) who are included in the “Family members aged ≥18 years except students” section in the Form for Family Condition.</u> Statement of Unemployment/No Income (Use the designated form provided on the university website)	Nagaoka University of Technology website
Other	⑯ Households in which the payer has passed away within one year before admission	Copy of the Death Certificate or other document that can verify death	Medical institution, etc.
	⑰ Households that have experienced a disaster (e.g., fire, earthquake, or wind/flood damage) within the past six months (one year before admission for newly admitted students)	Copy of the Disaster Victim Certificate (issued by the municipal government) and Declaration of Disaster Damage to Residence and Household Belongings (Use the designated form provided on the university website), and copies of the Insurance Claims Payment Certificate and receipts of repair expenses	Municipal office, Fire Department, Insurance company, etc.

7. Scholarships

1. Nagaoka University of Technology Fund Scholarship

This is NUT's original scholarship benefit program that was established as part of the university's financial aid system, and aims to support the studies of NUT students using funds donated by companies, individuals, alumni, faculty, and staff. Students who have difficulties in continuing their studies due to sudden changes in their family's financial situation may be eligible for this scholarship. Please contact the Section of Scholarships and Financial Assistance, Division of Student Affairs if you wish to apply.

(Conditions for eligibility)

- ① The person responsible for paying the student's school expenses ("payer" (hereinafter referred to as the "payer"; for privately financed international students, the payers are the students themselves)) has passed away or has declared bankruptcy.
- ② The payer's residence has been completely destroyed, largely destroyed, partially destroyed, flooded above the floor level, or totally/partially incinerated due to disasters such as earthquakes, flood damage, and fire.

*Please apply for this scholarship within 6 months after the event (e.g., death, disaster) occurred.

* The requirements in (2) above apply only to disasters occurring in Japan.

The university website provides more information on NUT's original scholarships. If you are interested, please access the website for this information using the URL or QR code below.

https://www.nagaokaut.ac.jp/gakusei/syogaku_shien/fukuri_syougaku.html
(本学 HP>HOME>学生生活>入学料・授業料・奨学支援>奨学金制度)



2. Scholarships from local governments and foundations

Information will be posted on the university website whenever the university is notified about these scholarships. Please access the website for information using the URL or QR code below. Newly admitted students can submit a designated form (available on the website) and receive the files via email if they are unable to download the files themselves from the URL or QR code.

https://www.nagaokaut.ac.jp/gakusei/syogaku_shien/syougaku_zaidan.html
(本学 HP>HOME>学生生活>奨学金制度>地方公共団体・民間育英財団の奨学事業)



For currently enrolled students, the information will be posted on ILIAS. Please access the system using the URL or QR code below, and download the necessary files.

https://cera-e1.nagaokaut.ac.jp/ilias/ilias.php?ref_id=151254&cmdClass=ilrepositorygui&cmdNode=wk&baseClass=ilRepositoryGUI
(ILIAS>リポジトリ>奨学金情報)



In addition, each prefecture/municipality may have its own scholarship system. For those who wish to apply, please inquire with the Board of Education, etc. in your home prefecture/municipality. When applying for these scholarships, please note that some scholarship foundations will not allow you to simultaneously receive scholarships from JASSO or other organizations.

3. To inquire about scholarships for international students, please contact the Section of International Student Affairs listed in **8. Contact Information**.

8. Contact Information


1. Please contact the following for inquiries about admission fee exemption/deferral and tuition fee exemption.

Section in Charge	Section of Scholarships and Financial Assistance, Division of Student Affairs, National University Corporation Nagaoka University of Technology
Address	1603-1 Kamitomioka, Nagaoka, Niigata 940-2188, Japan
Mail	fukurigroup@jcom.nagaokaut.ac.jp
TEL	0258-47-9254 *The university may contact applicants using this phone number. Please register this number in your smartphone in advance to ensure that you will respond when called.
Reception hours	9 AM to 5 PM, excluding weekends and public holidays *If possible, please contact us via email *Please do not visit after 5 PM

2. Please contact the following for inquiries about scholarships for international students.

Section in Charge	Section of International Student Affairs, Division of Student Affairs, National University Corporation Nagaoka University of Technology
Mail	ryugaku@jcom.nagaokaut.ac.jp
TEL	0258-47-9285

For information on scholarships for international students, please access the following URL or QR code.

<p>https://www.nagaokaut.ac.jp/gakusei/ryugaku_shien/ryugakusei/scholarship.html (本学 HP>HOME>学生生活>留学生支援>Information for International Students>奨学金 Scholarship)</p>	
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3. All personal information contained in the documents submitted for the application of admission fee exemption/deferral and tuition fee exemption shall not, except as otherwise provided by laws and regulations, be shared with other parties or used for any purpose other than those directly related to admission fee exemption/deferral and tuition fee exemption.

9. Word list

English (language)	Japanese (language)
A	
Administration Bureau	事務局
Application submission period	申請書類受付期間
AY2024 Enrollment Guide	令和6年度入学手続きの手引
Application Form for Tuition Fee Exemption	授業料免除願
Application Form for Admission Fee Exemption/Deferment	入学料免除・徴収猶予免除願
Application Form for Admission Fee Deferral	入学料徴収猶予願
C	
Campus bulletin boards	学内掲示
Combined application for tuition fee exemption for the first and second semesters (Combined First/Second Semester Application)	前後期一括申請
Certificate of Income from Part-Time Jobs, etc.	アルバイト等収入証明書
Certificate of income	所得証明書
Certificates of Income that state the income amount, number of dependent exemptions, and tax amount (*income-based tax amount required)	収入金額、扶養控除人数、税額(※所得割額必須)の記載がある所得証明書
Certificate of School Enrollment	在学証明書
Certificate of Residence	住民票
Certificate of Expected Annual Income	年収見込証明書
Certificate of Withholding Tax	源泉徴収票
Certificate of Eligibility for Employment Insurance Benefits	雇用保険受給資格者証
D	
Document Checklist for Tuition Fee Exemption	授業料免除申請チェックリスト
Document Checklist for Admission Fee Exemption/Deferment	入学料免除・徴収猶予提出書類チェックリスト
Declaration of Disaster Damage to Residence and Household Belongings	災害を受けた住宅、家財等の損害の申告書
Disaster Victim Certificate	罹災(りさい)証明書
E	
Expulsion from the university	除籍
Enrollment application period	入学手続期間
Enrollment application website	入学手続サイト
F	
First semester	前期
Full exemption	全額免除
Form for Family Condition	家庭調書
G	
Grade	学年
H	
Half exemption	半額免除
I	
Internal advancement students	学内進学者
Income Tax (Exemption) Certificate	課税(非課税)証明書
Insurance Claims Payment Certificate	保険金支払証明書
M	
Major	所属
N	
Newly admitted students	新入生
Nagaoka University of Technology Fund Scholarship	長岡技術科学大学基金奨学金
Notification of Changes in Family Condition for Second Semester Tuition Fee Exemption	後期分授業料免除 家計状況の変更事項申告書
New System for Higher Education Aid	高等教育の修学支援新制度
P	

Privately financed international students	私費外国人留学生
Payer	学資負担者
Program Chair	課程主任、専攻主任
Program	(学部・修士課程・博士(後期)課程に関する) 区分
R	
Recommendation Letter from Supervisor	私費外国人留学生授業料免除推薦書
Report on Scholarship Receipt Status	奨学金受給状況報告書
S	
Second semester	後期
Strict Deadline	期限厳守
Salary Statemen	給与明細書
Statement of Unemployment/No Income	無職・無収入申立書
U	
Unemployment insurance beneficiaries	失業保険受給者証
W	
Withdrawal Form for Second Semester Tuition Fee Exemption After Combined First/Second Semester Application	授業料免除前後期一括申請 後期分取下書

10. etc.

1. Students must meet certain standards for both number of credits earned and for academic performance.

Year		Credits Earned	Academic Performance	
Undergraduate Program Students	1st Year	---	Those who have passed the entrance examination.	
	2nd Year	33	Average assessment score of 2.1 or higher for credits earned in the previous academic year	
	3rd Year (Students who entered in 1st year)	66	Average assessment score of 2.1 or higher for credits earned up to and including the previous academic year	
	3rd Year (Transfer students)	---	Those who have passed the entrance examination.	
	4th Year	32	Average assessment score of 2.1 or higher for credits earned in the previous academic year	
Graduate Program Students	Master's Program & Professional Degree Program	1st Year	---	Those who have passed the entrance examination.
		2nd Year	15	Average assessment score of 2.1 or higher for credits earned in the previous academic year
	Doctoral Program	1st Year	---	Those who have passed the entrance examination.
		2nd Year	6	Average assessment score of 2.1 or higher for credits earned in the previous academic year
		3rd Year	10	Average assessment score of 2.1 or higher for credits earned up to and including the previous academic year

The average evaluation score used for the academic standards shall be a 3-point scale, and the calculation of the average evaluation score shall be rounded off to one decimal place.

Three-rank system average assessment score is calculated as follows. Note that the university applies this standard even to grades originally recorded using a different rank system.

Calculation Method: The grades achieved by a student are each assigned a certain number of points (as shown in the table below). The number of credits earned with each grade is multiplied by the corresponding number of points. The resulting products are all added together, then divided by the total number of credits earned.

Grade		Points
秀 or	S or A	3
良	B	2
可	C	1

$$\text{Average assessment score} = \frac{(\text{Credits with grade of S or A}) \times 3 + (\text{Credits with grade of B}) \times 2 + (\text{Credits with grade of C}) \times 1}{\text{Total number of credits earned}}$$

Ex: If you have earned 3 credits with a grade of S, 2 credits with a grade of A, and 1 credit with a grade of B...

Average assessment score: $(3 [\text{credits}] \times 3 [\text{S}] + 2 [\text{credits}] \times 3 [\text{A}] + 1 [\text{credit}] \times 2 [\text{B}]) \div (3+2+1) = 2.8$
 ...your average assessment score would be 2.8. In the event that the number of credits is unclear, average assessment score is calculated by dividing the total number of grade points by the number of classes.

2. An example of a checklist of documents to be submitted is shown below. Please access and download the checklist form from the University's website or QR code.

令和6年度前期授業料免除 提出書類チェックリスト Document Checklist for Tuition Fee Exemption for the first semester					令和6年 月 日																										
<p>1. 提出書類の不明な点は、学生支援課奨学支援係(fukurigroup@jcom.nagaokaut.ac.jp)(0258-47-9254)へお尋ねください。</p> <p>2. 提出書類の「提出」欄に○印を記入し、この提出書類チェックリストを一番上にして、番号順に揃えて提出してください。</p> <p>3. 提出書類欄に「(本人・父・母…)」等の続柄の記載がある書類については、該当する続柄に○を付けてください。</p>					Please indicate the date the document was submitted.																										
<table border="1"> <tr> <th>区分(Program)</th> <th>学年(Grade)</th> <th>所属(Major)</th> <th>学籍番号(Student ID Number)</th> <th>氏名(Name)</th> </tr> <tr> <td>学部・修士・博士 (B/M/D)</td> <td>1 <small>(4月時点の学年)</small></td> <td>Mechanical Engineering</td> <td>241234567 <small>(学外からの新入生は記入不要)</small></td> <td>NAGAOKA TARO</td> </tr> <tr> <td colspan="5">本人アルバイト(Part-time job)</td> </tr> <tr> <td colspan="5">令和6年4月1日時点(As of April 1, 2024)</td> </tr> <tr> <td colspan="5">□ あり (Yes) / <input checked="" type="checkbox"/> なし (No)</td> </tr> </table>					区分(Program)	学年(Grade)	所属(Major)	学籍番号(Student ID Number)	氏名(Name)	学部・修士・博士 (B/M/D)	1 <small>(4月時点の学年)</small>	Mechanical Engineering	241234567 <small>(学外からの新入生は記入不要)</small>	NAGAOKA TARO	本人アルバイト(Part-time job)					令和6年4月1日時点(As of April 1, 2024)					□ あり (Yes) / <input checked="" type="checkbox"/> なし (No)					Please indicate your grade as of April 2024 (after matriculation).	
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<p>↑ International students fill in only columns above. ※下の太枠内は学生支援課が記入</p>					Please indicate your major as of April 2024 (after admission).																										
区分	No.	提出書類	注意事項等	提出	受付	不足	提出期限	提出日																							
全員が提出	1	【本学様式】授業料免除願	前期分または一括申請のいずれかを選択				/	/																							
	2	【本学様式】家庭調書	留学生は日本にいる家族のみ記入のこと				/	/																							
全員が提出	3	住民票(世帯全員のもの) (本人・父・母・祖父・祖母・兄・弟・姉・妹)	留学生は、日本に家族がいる場合のみ提出のこと				/	/																							
	4	令和6年分の所得証明書[課税(非課税)証明書]※本人分も必要 (本人・父・母・祖父・祖母・兄・弟・姉・妹)					/	/																							
該当の収入がある者は提出	5	【本学様式】奨学金受給状況報告書	※令和6年4月入学の私費外国人留学生は提出必須 入学前1年以内に奨学金(国費等含む)を受給している場合				/	/																							
	6	年金振込通知書等の写	遺族年金・障害年金受給者は必ず提出 振込通知書には年間の支払回数も明記				/	/																							
	7	【本学様式】アルバイト等収入証明書	実施予定(又は継続予定)のアルバイトがあり、年額104万円以上の収入が見込まれる場合のみ				/	/																							
	8	給与明細の写(最近3か月分) (本人・父・母・祖父・祖母・兄・弟・姉・妹) 年収見込証明書 (本人・父・母・祖父・祖母・兄・弟・姉・妹)	令和5年1月以降に就職・転職した者はいずれかを提出 賞与の有無・見込も明記				/	/																							
	9	在学証明書	本人以外の高校生以上の就学者 令和6年4月の日付で発行のもの(※令和6年4月入学者は授業料免除手続き参照のこと)				/	/																							
	10	雇用保険受給資格者証(第1~4面)の写	失業者				/	/																							
	11	【本学様式】無職・無収入証明書	10以外の無職の者				/	/																							
	12	生活保護受給証明書の写 生活保護決定(変更)通知書の写	生活保護受給世帯				/	/																							
	13	該当する者一点を提出のこと。 身体障害者手帳の写、介護保険被保険者証(要介護3以上)の写等(※詳細は授業料免除手続き参照のこと)	障がい者のいる世帯				/	/																							
	14	要介護認定・要支援認定等結果通知書の写	「要介護認定」又は「要支援認定」を受け、6か月以上状況が継続している者				/	/																							
	15	医師の診断書・治療計画書等 死亡診断書又はそれを証明できる書類の写	長期療養者(申請時現在、6か月以上療養中の者又は今後6か月以上の療養が必要と認められる者) 入学前1年以内(在学時は令和5年10月以降)に学費負担者が死亡した場合				/	/																							
	16	罹災証明書の写 災害を受けた住宅・家財等の損害の申告書 保険金支払証明書、修繕費等の領収書の写	入学前1年以内(在学時は令和5年10月以降)に火災・地震・風水害等の被害を受けた場合				/	/																							
	17	【本学様式】独立生計者申立書 申請者本人が筆頭の健康保険被保険者証の写	申請者本人が独立生計者の場合				/	/																							
18	【本学様式】生計を一にしない家族に関する申立書 証明書類	生計が別であることを申立てたい家族がいる場合				/	/																								
19	【本学様式】私費外国人留学生授業料免除推薦書	特別な事情がある私費外国人留学生のみ(※授業料免除手続き参照)				/	/																								
その他							/	/																							
				受付	担当	不足受付	担当	不足受付	担当																						
				/		/		/																							