

## Information on 2017 Fall Semester Tuition Fee Exemption application

Tuition exemption application for 2017 is divided into "Applicant via WEB" and "Applicant by paper base" because of the transition period to WEB application. Therefore, please apply for the tuition fee exemption application of the Fall Semester in 2017 by applying the method applicable to yourself after checking the contents below.

\*Application cannot be accepted after application period is over, so please be sure to observe the application period.

### I. Those who need to apply via web

- ① A person who apply newly in the fall semester.
- ② If an applicant who did not apply for the spring semester (including withdrawal in the middle of application) wishes to apply in the fall semester.
- ③ A person who applied for only the spring semester (a person who did not apply for the full year) and wishes to apply for the fall semester.
- ④ A person who applied for a full year application via WEB in the spring semester, and there was a change in application content thereafter.

Please check at 『Guide to application \* 1』 Page5 [ **【Notes】 When it is necessary to record a change in your situation.】**

《Schedule》 ※ You cannot proceed to the next application unless each application is completed! Application for tuition fee exemption will be completed upon the completion of STEP 3.

Kyushu University Enrollment Fee Exemption and Deferment application system / Tuition Fee Exemption application system\* 2)

Use your SSO - KID /PW to log into the system and complete each application within the time period as instructed.

**Step 1 (Entry) Application Period : Aug 9 (Wed) - Aug 30 (Wed) ※ We can not respond to inquiries for summer holidays from 14th to 16th August**

After completion of input, "Application confirmation sheet" and "Check List of Exemption" will be output and arrive an email of completion of the primary application submission will be delivered.

Please prepare the necessary documents for secondary application by referring to "Check List of Exemption".

**Step 2 (Registration) Application Period : Sep 4 (Mon) - Sep 21 (Thu)**

After completion of input, "Application" and "The list of Required Documents" will be outputted and an email of completion of the secondary application submission will be delivered.

**Step 3 (Application and submission of required documents)**

**Application Period : Sep 4 (Mon) - Sep 22 (Fri) 9 : 30 - 16 : 00 (Excluding Saturdays, Sundays and holidays)**

Please submit the printed "Application Form", "Required Documents List", and the prepared "Form - Certificate Documents etc" at the following window.

#### ★Attention★

Documents with mistyping or incompleteness may not be able to accept tertiary applications, so please read carefully the guide and manual and apply with a margin.

\* 1) Guide, Manual etc



\* 2) Application system



#### Document submission window

- Student Support Division(Ito) : The 2nd floor in Center1

\* 1) Please check the guide, manual, forms etc of the application from following URL.

(URL : <http://www.kyushu-u.ac.jp/ja/education/fees/exempt02/>)

\* 2) Kyushu University Enrollment Fee Exemption and Deferment application system / Tuition Fee Exemption application system

(URL : <https://gnk-webmenjo.jimu.kyushu-u.ac.jp>)

### II. Those who need to apply by paper base application

① Students of the following undergraduate / graduate student who applied for full-year by paper base in the spring semester, and there was a change in application content thereafter.

- Undergraduate 1st grade, 2nd grade and higher of the School of Science, Graduate School of Science, of Mathematics

#### 《Schedule》

Please submit additional documents and correct application at the Student Support Division (Ito)

**Fall semester application correction and required documents submission period : Aug 9 (Wed) - Sep 22 (Fri) 9 : 30 - 16 : 00**

※ Excluding Saturdays, Sundays, holidays, and summer holidays (from 14th to 16th August)

Please correct the fall semester application form and submit the document at the at the following window.

#### Correction of application form and document submission window

- Student Support Division(Ito) : The 2nd floor in Center1

### III. Points to keep in mind

- Those who applied for full year application at the spring semester and have no particular change from the time of application of the spring semester to the present is no need to apply.
- If you do not go through the procedure despite the fact that you have some change or make a false application, the application will be cancelled. **Please inform by e-mail the Student Support Division (Ito) about the change that was found after each application deadline.**
- As a general rule, submission is to be brought to the window by the applicants. Please contact the Student Support Division (Ito) by e-mail beforehand if you cannot submit to the window within the period.