Mail reception for exemption application

To prevent the spread of the Novel Coronavirus infection, the University of Tokyo accept applications for admission fees and tuition exemptions also by mail, in addition to the reception at the counter.

When applying by mail, please mail to the address below by registered mail.

【the address】

<table>
<thead>
<tr>
<th>College of Arts and Sciences</th>
<th>Other graduate schools</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate School of Arts and Sciences</td>
<td></td>
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<tr>
<td>Graduate School of Mathematical Sciences</td>
<td></td>
</tr>
<tr>
<td>〒153-8902 東京都目黒区駒場 3-8-1 教養学部等学生支援課 奨学資金チーム</td>
<td>〒113-8654 東京都文京区本郷 7-3-1 東京大学本部奨学厚生課 奨学チーム（学費免除担当）</td>
</tr>
<tr>
<td>Please write “学費免除申請書類在中” on the envelope.</td>
<td>Please write “学費免除申請書類在中” on the envelope.</td>
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</tbody>
</table>

Exemptions / Deferred Payment of Admission Fee

- Shipment of application documents must be postmarked by the last day of the enrollment procedure and arrive by 2 business days later. Please note that it will not be accepted if it is overdue.
  
  ● Required documents ●
  • All of application documents (Please download and prepare the forms from the University of Tokyo website)
  • Copy of admission letter
  • Two self-addressed envelopes with a JPY 84 stamp each (size of 120mm*235mm, only Japanese address is available)

  After receiving the application form, we will send you an application acceptance slip.

  • About the receipts you need to submit to the Graduate School, we send it from our office to the Graduate School directly.

Exemptions / Deferred Payment of Tuition Fee

- Shipment of application documents must be postmarked by April 10 and arrive by April 14. Please note that it will not be accepted if it is overdue.

  ● Required documents ●
  • All of application documents (Please download and prepare the form from the University of Tokyo website)
  • One self-addressed envelope with a JPY 84 stamp (size of 120mm*235mm, only Japanese address is available)

  After receiving the application form, we will send you an application acceptance slip.

Important points

- No application envelope, application card or receipt is required. If you have already obtained it, please fill in the necessary information and enclose it.
- Please fill in the available contact information on the application form.
- If you cannot contact us due to inadequacy, you may not be eligible for the selection.
- For applicants outside of Japan, please ask a domestic proxy for the above mailing procedure.
  In that case, please attach a proxy letter.

【Contact information】

東京大学 本部 奨学厚生課 奨学チーム
電話: 03-5841-2547, 2548
syougaku.adm@gs.mail.u-tokyo.ac.jp
Exemptions/Deferred Payment of Tuition for the First Half of 2020
For Students of the College of Arts and Sciences, the Graduate School of Arts and Sciences, the Graduate School of Mathematical Sciences

1. Eligibility
Those who are students at the College of Arts and Sciences, the Graduate School of Arts and Sciences, or the Graduate School of Mathematical Sciences, (excluding research students and auditing students) as of April 1, 2020 to whom one of the following applies:

(1) Students who are having difficulties paying tuition fee for economic reasons and who are recognized as having outstanding academic capabilities.
(2) Students who are recognized as having extreme difficulty in paying tuition due to damages sustained by the student or the person responsible for the payment of their school expenses, caused by storm, flood or other natural disasters.
(3) Students who are recognized as having other unavoidable circumstances.

(Students entering the Junior Division of the College of Arts and Sciences: please consult the dates and procedures listed in the Enrolment Procedures Guidelines)

2. Application Period and Place
【Application Form Distribution Date】February 17 (Mon.) - April 10 (Fri.)
※ Please download the application forms from the URL below:
https://www.u-tokyo.ac.jp/ja/admissions/tuition-fees/h01_02.html
However, please note that an envelope for your application forms, the Receipt, and an envelope for the result of your application will be distributed at Acceptance (Distribution) Location which is located in Scholarship Section, Student Support Division, College of Arts and Sciences (Counter no.7, Administration Building 1F, Komaba Campus).

【Application Period】
1) Current students
February 17 (Mon.) - April 10 (Fri.)
2) Those entering or proceeding to the Graduate Schools as of April 2020 * Enrolment registration period
   Graduate School of Arts and Sciences  March 9 (Mon.) - March 10 (Tue.)
   Graduate School of Mathematical Sciences  March 9(Mon.) - March 11(Wed.)

【Acceptance (Distribution) Location】
Scholarship Section, Student Support Division, College of Arts and Sciences
(Counter no.7, Administration Building 1F. Tel: 03-5454-6075 • 6076)
※ The Administration Office is located in Komaba Campus and will be closed on Saturdays, Sundays, national holidays, Feb.21 (Fri.), Feb.25 (Tue.), Feb.26 (Wed.), Mar.26 (Thu.) and Mar.27 (Fri.). (Application Form must be submitted in person at the counter.)

3. Selection Results
All applicants will be notified of the selection result in the late July (the middle of January for the second half).
   - Tuition Fee Exemption: please check the page at UTAS.
   - Tuition Fee Deferment: please check the document by postal mail.
If the tuition exemption has been granted, either the entire or half of the tuition fee will be waived, depending on the household’s financial circumstances.

If the deferred payment has been granted, this will take the form of a deferral until the end of August, or payment in instalments until September.

(Please note, however, that with ‘payment in instalments’, tuition for the period before the granting of the permission will be deducted from the applicant’s bank account in one transaction in the late August.)

4. Precautions

(1) Undergraduate and graduate students who do not belong to the College of Arts and Sciences, Graduate School of Arts and Sciences, or the Graduate School of Mathematical Sciences must submit their applications to a different office. For more detailed information, please contact the office below.

   【Contact】Scholarship Team, Student Scholarship and Welfare Group, Education and Student Support Department (Student Support Center Mall floor (next to Gotenshita Memorial Arena) at Hongo Campus).
   Tel: 03-5841-2547 • 2548

(2) Please note that applications for tuition exemption or deferred payment will not be accepted for any reason whatsoever after the deadline. Please prepare, and apply well in advance.

   ※ If for some reason it is not possible to assemble all the required documents during the application period, please consult with the Scholarship Section in advance.

(3) Please note that Selection result 2019 does not apply to the Tuition Fee exemption/Deferment for the first half of 2020. Students wishing to apply for the exemption need to submit the application again.

(4) Payment of tuition (bank direct debit) by persons applying for tuition exemption or deferred payment is deferred until a selection result is decided. Please note, however, that eligibility will be invalidated if an applicant pays the relevant fees before a selection result is finalized.

(5) It is possible to submit applications for the first and second half together.

   ※ Even if applying for both the first and second half together, the selection will be made separately for each half. Selection result for the first half will not necessarily be carried over to the second half. Please confirm the application result for the second half once again.

10 February 2020
College of Arts and Sciences
Graduate School of Arts and Sciences
Graduate School of Mathematical Sciences