

Tuition Fee Exemption Guidelines

**If we find that the facts differ from what is stated in the submitted documents,
we will revoke your exemption.**

Yushima Student Support Group of Science Tokyo.

1. ABOUT TUITION EXEMPTION SYSTEM

Students may apply for full or half tuition exemptions based on the applicant's financial circumstances and past academic performance. If your application is incomplete, we will not be able to review it. **Be sure to submit all applications required.**

Please be sure to check Science Tokyo Website for details.

Science Tokyo Website : <https://www.tmd.ac.jp/campuslife/exemption/>

- ※ Students repeating the same year are not eligible. Graduate students who have extended the enrolling period are eligible.
- ※ In determining whether to grant or deny an exemption, we consider both “financial situation” and “academic performance. Even if you meet the financial criteria, your application may be denied on the basis of your academic performance. **Even if both criteria are met, depending on the number of applicants, an exemption may not be granted.**

2. Application Procedure and Acceptance of Application Documents, etc.

【How to apply for exemptions from admission fee and tuition fee for the first semester of 2025】

※Please be sure to check.

(日本語) https://www.tmd.ac.jp/files/topics/63351_ext_04_9.pdf

(English) https://www.tmd.ac.jp/files/topics/63351_ext_19_9.pdf

【STEP 1】	Forms Application + Submit application documents in data format via the BOX File Upload System
手続き期間 Application Period	(Current students) Monday, March 24, - Wednesday, April 2 17:00 (New students) Monday, April 7 - Thursday, April 17 17:00 (* Deadline is strictly observed.)
申請先 URL Application URL	(Current students) https://forms.office.com/r/3cjqwnwNGV (New students) https://forms.office.com/r/2D1N00iHVV

提出先 URL URL to submit	<p>In the Forms application guide, you will find the URL for the BOX file upload system. Upload your documents from the URL and submit them.</p> <p>After uploading (submitting) your documents via the BOX file upload system, be sure to return to the Forms application page and click “Submit (「送信」)” on the Forms application page.</p>
注意事項	<p>※We strictly adhere to deadlines. If you miss the deadline by even a few minutes, we will not accept your application.</p> <p>※It takes time to complete the Forms application and to submit documents via the BOX file upload system. Please be sure to submit your application well in advance.</p> <p>※The application for STEP1 will be completed when the “submission is completed” on the Forms application and the “submission is completed” on the BOX file upload system. Please submit your application by 17:00 on the final application deadline.</p> <p>※If you submit your Forms application or submission to the BOX outside of this period, your application will be considered invalid.</p>

【STEP 2】	Please submit the original documents required at the university office or by mail
手続き期間 Application Period	<p>(For all current students and new students)</p> <p>From June 2 to June 12, 17:00(* Deadline is strictly observed.)</p>
提出書類 Documents Submitted	Please confirm the submitted documents (originals) with the checklist (チェックリスト) .
提出方法 How to Submit	<p>※We strictly adhere to deadlines. If you miss the deadline by even a few minutes, we will not accept your application.</p> <p>【Submit to the university office】</p> <p>Submit the original documents required by the application to the submission box at the Yushima Student Support Office (3rd floor of Building No. 5)</p> <p>※ You can only submit during the submission period from 9:00 to 17:00 (weekdays). (strictly on time)</p> <p>※ Please submit your application in a clear file or envelope.</p> <p>【By mail】</p> <p>〒113-8510 東京都文京区湯島 1-5-45</p> <p>東京科学大学教育推進部学生支援課湯島学生支援室学生支援総括グループ 宛</p> <p>Student Support Office, Student Support Section,</p>

	<p>3F, Building No.5, Tokyo Medical and Dental University 1-5-45 Yushima, Bunkyo-ku, Tokyo 113-8510,</p> <ul style="list-style-type: none"> • <u>Postmarked on the day of the deadline is effective</u> • We will not return any submitted documents. • On the front of the envelope, write in red "Tuition Fee Exemption related Application." • <u>Please be sure to send your application in a form that will be recorded (e.g., registered mail).</u>
--	--

(NOTES) ABOUT Documents to be submitted	
<p>① We cannot accept the document written on your Individual number as nick named "My-Number." Please submit certificates <u>without "My-number."</u></p> <p>② Confirm Instruction for Filling in the Application Forms before you write.</p> <p>③ <u>All documents should not be blacked out.</u></p> <p>④ <u>DO NOT USE ERASABLE BALLPOINT PEN. Use black or blue ballpoint pen.</u></p> <p>⑤ <u>Please check carefully to make sure that there are no errors in the year or other information on the documents before submitting them.</u></p>	
[NOTES]	<u>We do not accept exemption applications from students who are uncertain about their financial status or who have submitted false income claims.</u>
	<u>In particular, international students who have been in Japan for less than one year should exercise caution (please make sure to deposit the money into your account).</u>
	<u>If you do not submit sufficient evidence, or if we are unable to examine your application due to incomplete documentation, your exemption will be denied or disallowed.</u>
[NOTES]	<u>If we find that the facts differ from what is stated in the submitted documents, we will revoke your exemption.</u>

3. Timing of notification of exemption results and payment of debits

If you have applied for tuition fee exemption for the first semester of the 2025 academic year, you will be notified of the results in early August 2025 for both the first and second semesters of the 2025 academic year.

In principle, we will notify you of the results via your university e-mail (tmd-mail), so please set your e-mail settings so that you can see the results.

【Timing of payment of debits】

判定結果 Result	前期授業料 1st semester tuition	後期授業料 2nd semester tuition
全額免除 Full Exemption	No payment	No payment
半額免除 Half Exemption	August 27, 2025	February 27, 2026 (scheduled)
不許可 No Exemption	August 27, 2025	November 27, 2025 (scheduled)

4. Contact for inquiries (Please inquire by e-mail.)

Yushima Student Support Group of Science Tokyo

E-mail : kousei.adm@ml.tmd.ac.jp