

# (Medical and Dental students) How to apply for exemptions from admission fee and tuition fee for the first semester of 2025

Student Support Division, Yushima Student Support Office,  
Student Support General Group



**\*This PDF is for medical and dental students.  
(former TMDU)**

# 0 Introduction

## Application for tuition fee exemptions for the 2025 academic year and thereafter

# 2025年度以降の授業料免除等申請について

■ Please check the notice below for changes in the application process, etc., starting in FY2025.

Notice 1)	<p>In principle, applications and decisions will be made throughout the year.</p> <p>【Before the change】 *Until the second semester of the 2024 academic year Applications for tuition fee exemptions have been processed semi-annually.</p> <p>【After the change】 *From the 2025 academic year onward For bachelor's, master's, and doctoral programs, <u>the result of the application will be valid within the academic year as long as it is within the standard term of study.</u> If an application is submitted in the first semester, there is no need to submit an application for the second semester.</p>
(Example.)	<p>◆Apply for tuition fee exemption for the first semester of 2025. →If the result is “Full Exemption”: Full Exemption for the 1st semester of 2025 / Full Exemption for the 2nd semester of 2025 (*No need to apply for the 2nd semester)</p> <p>◆Apply for tuition fee exemption for the first semester of 2025. →If the result is “half Exemption”: Half Exemption for the 1st semester of 2025 / half Exemption for the 2nd semester of 2025 (* No need to apply for the 2nd)</p> <p>*If the result of the tuition fee exemption for the first semester of 2025 is “half exemption,” the tuition fee for the second semester will also be “half exemption. Tuition payment is scheduled to be debited on August 27 for the first semester and on February 27, 2026 for the second semester of 2025.</p> <p>◆Apply for tuition fee exemption for the first semester of 2025. →If the result is “Non exemption”: Non exemption for the 1st semester of 2025 / Non exemption for the 2nd semester of 2025 tuition fee exemption (*No need to apply for the 2nd semester).</p> <p>If the result of tuition fee exemption for the first semester of 2025 is “Non exemption”, the tuition fee exemption for the second semester will also be “Non exemption”. Tuition payment will be debited on August 27 for the first semester and on November 27 for the second semester of 2025.</p> <p>◆If you only apply for a <u>Deferment</u> of tuition payment for the first semester of 2025, you can apply for tuition fee <u>Exemption</u> for the second semester of 2025. If you apply for deferment of tuition fee collection for the first semester of 2025, you can apply for tuition fee exemption for the second semester of 2025!</p>

# 2025年度以降の授業料免除等申請について

■ Please check the notice below for changes in the application process, etc., starting in FY2025.

Notice 2)	<p>The application procedure requires both STEP 1 and STEP 2 applications.</p> <p>【Before the change】 ※Until the second semester of FY2024 All application documents have been submitted in paper form at the application counter.</p> <p>【After the change】 ※From FY2025 onward During the application period of “STEP1”, Forms Application + Submit application documents in data format via the BOX File Upload System. After that, submit documents that require the submission of originals within the “STEP2” submission period.</p>
Notice 3)	<p>Notification of Exemption Result and Payment Period</p> <p>If you have applied for tuition fee exemption for the first semester of the 2025 academic year, you will be notified of the results for both the first and second semesters of the 2025 academic year. Notification of the results of tuition fee exemption for the first semester of 2025 (including the second semester) → Early August (scheduled)</p> <p>≪About the time of payment≫ In the case of “full amount Exemption” → No payment In the case of “half amount exemption” → Tuition fee for the first semester will be paid on August 27, and that for the second semester will be paid by direct debit on February 27, 2026 (tentative). In the case of “Non exemption” → Tuition for the first semester will be paid by direct debit on August 27, and tuition for the second semester will be paid by direct debit on November 27 (tentative).</p>

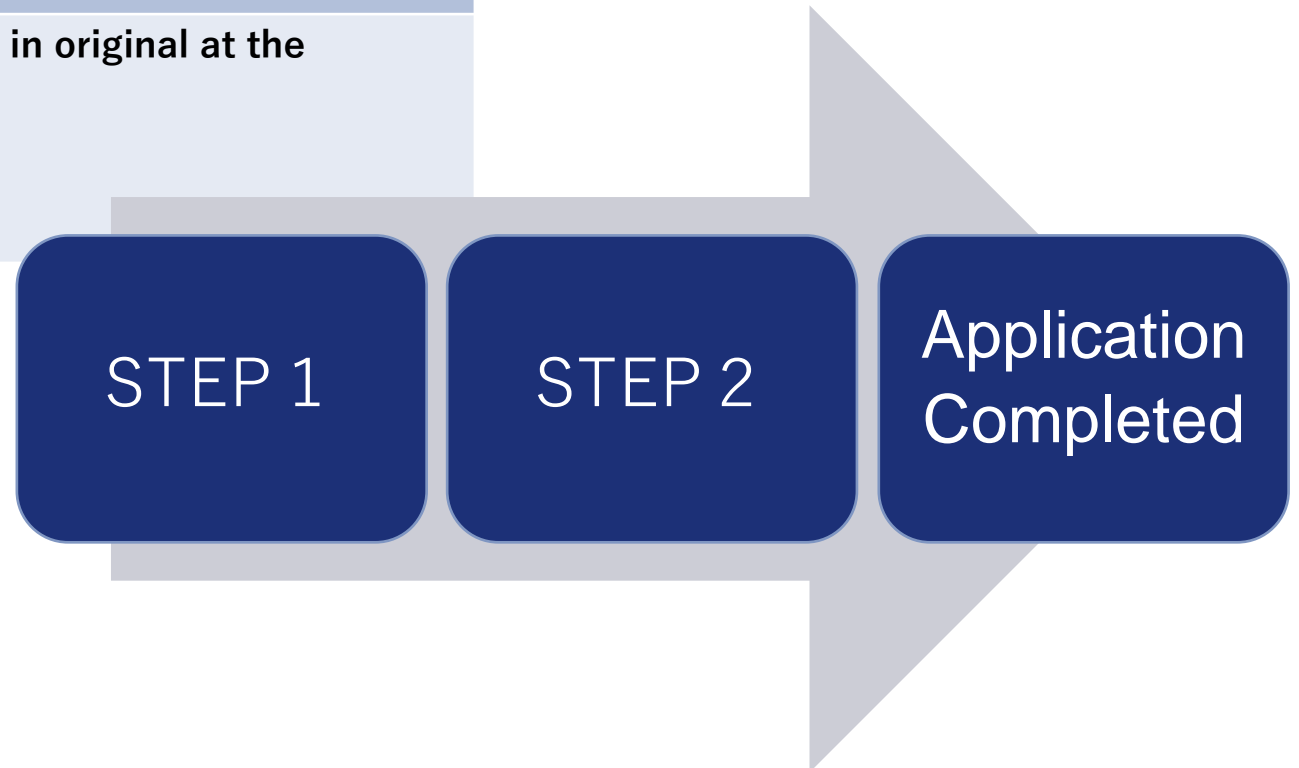
# I Application Procedure (Summary)

# Application Procedure

■ You must apply for both STEP1 and STEP2!

The application period for STEP1 is different for current students and new students!

STEP 1	Forms Application + Submit application documents in data format via the BOX File Upload System  Current students: From March 24 date to April 2 17:00 New students: From April 7 to April 17 17:00
STEP 2	Submit the documents required to be submitted in original at the university counter or by mail For all current students and new students: From June 2 to June 12, 17:00



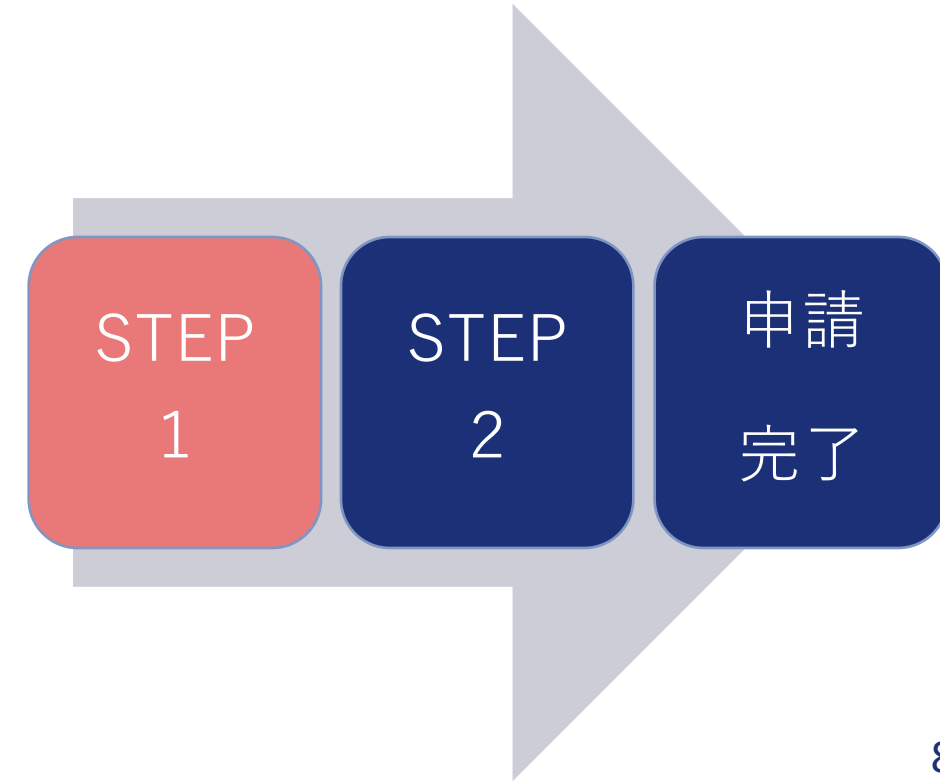
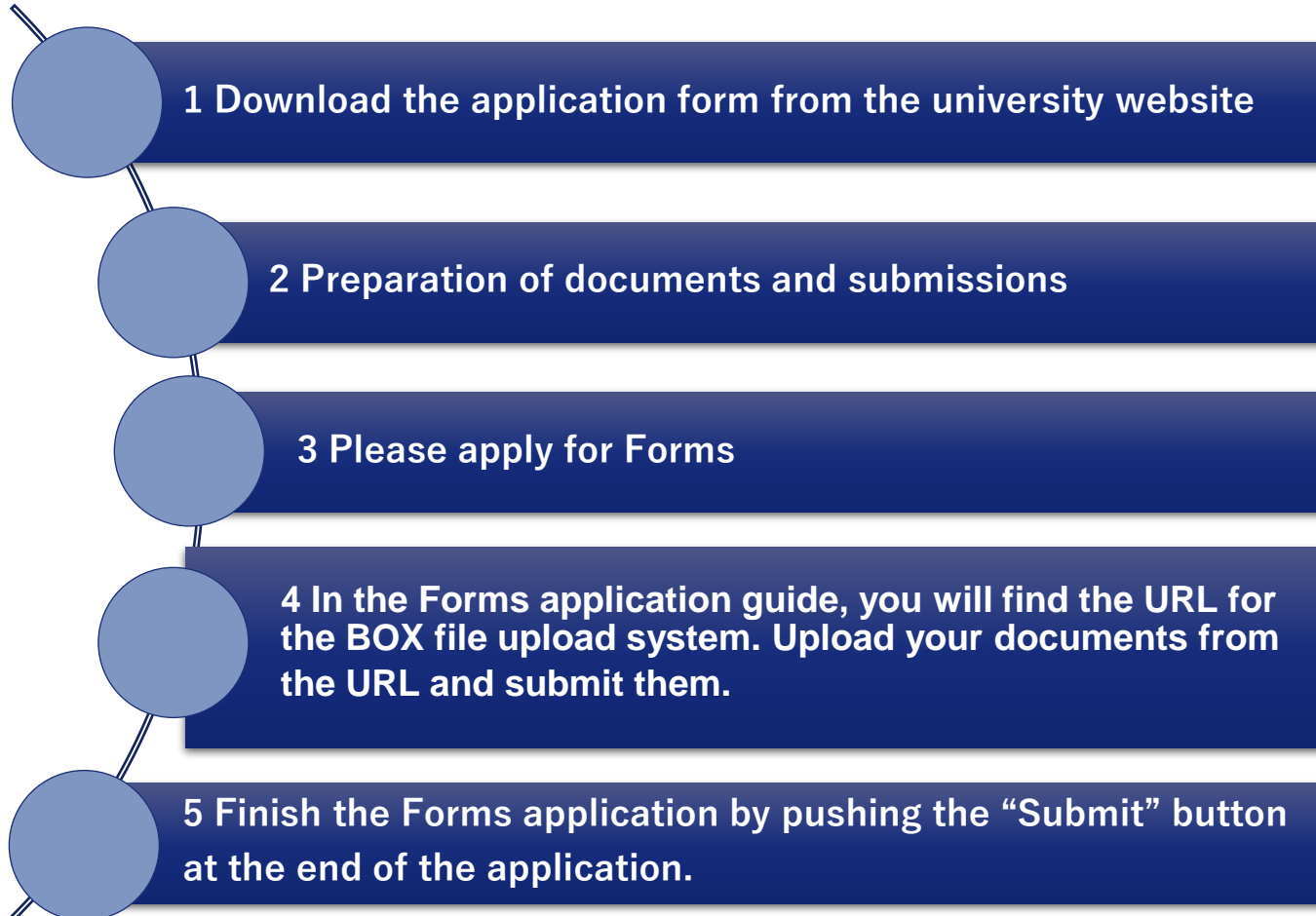
## II STEP 1    Application Procedure





# STEP1 Application Procedure

※ Specific application procedures



# STEP1 Application Procedure

## ※ Specific application procedures



### 1 Download the application form from the university website

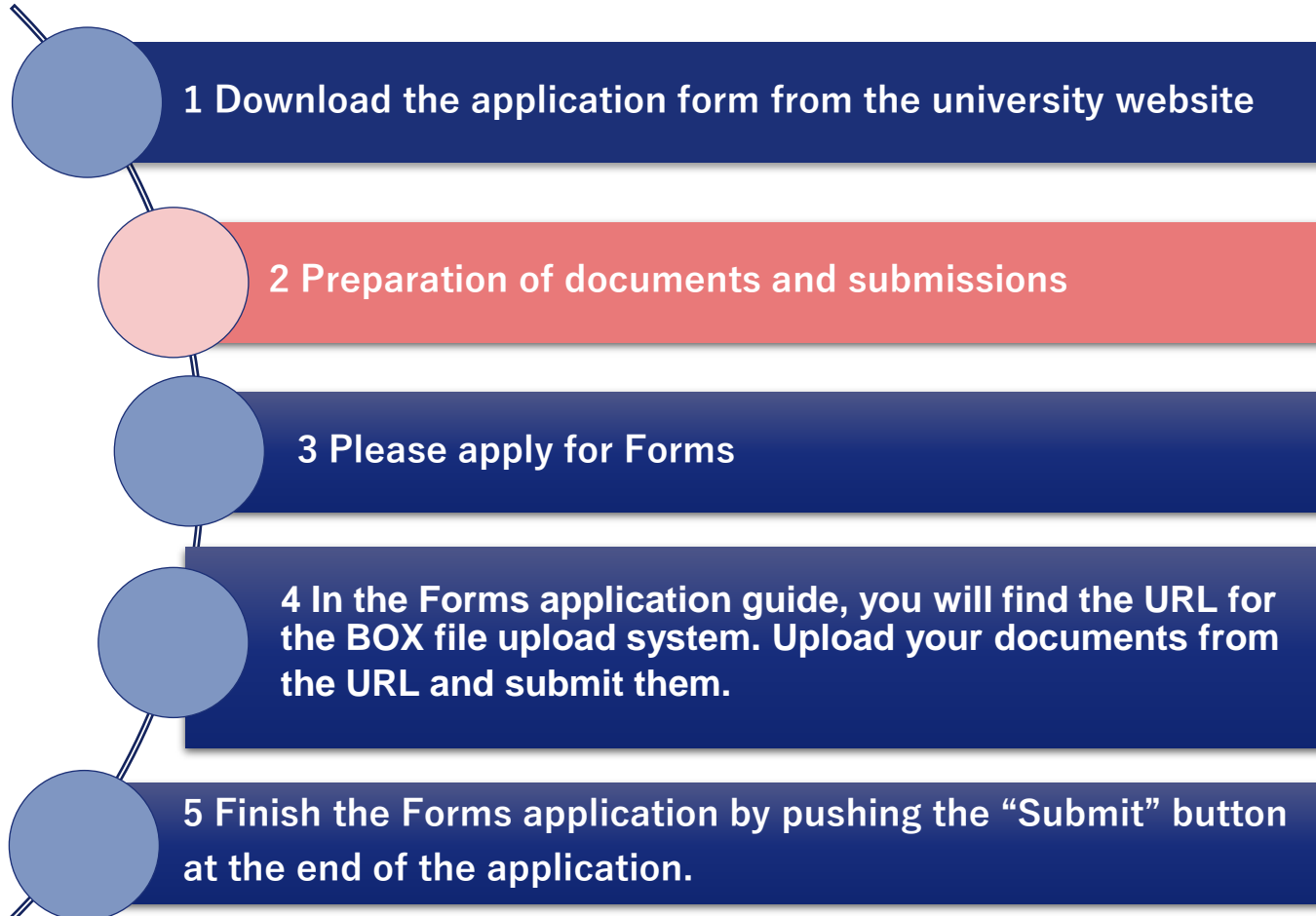
On the University's website,  
Download the application form

HP Links

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

# STEP1 Application Procedure

## ※ Specific application procedures



## 2 Preparation of documents and submissions

Check the checklist (“チェックリスト”) of application documents on the university's website.

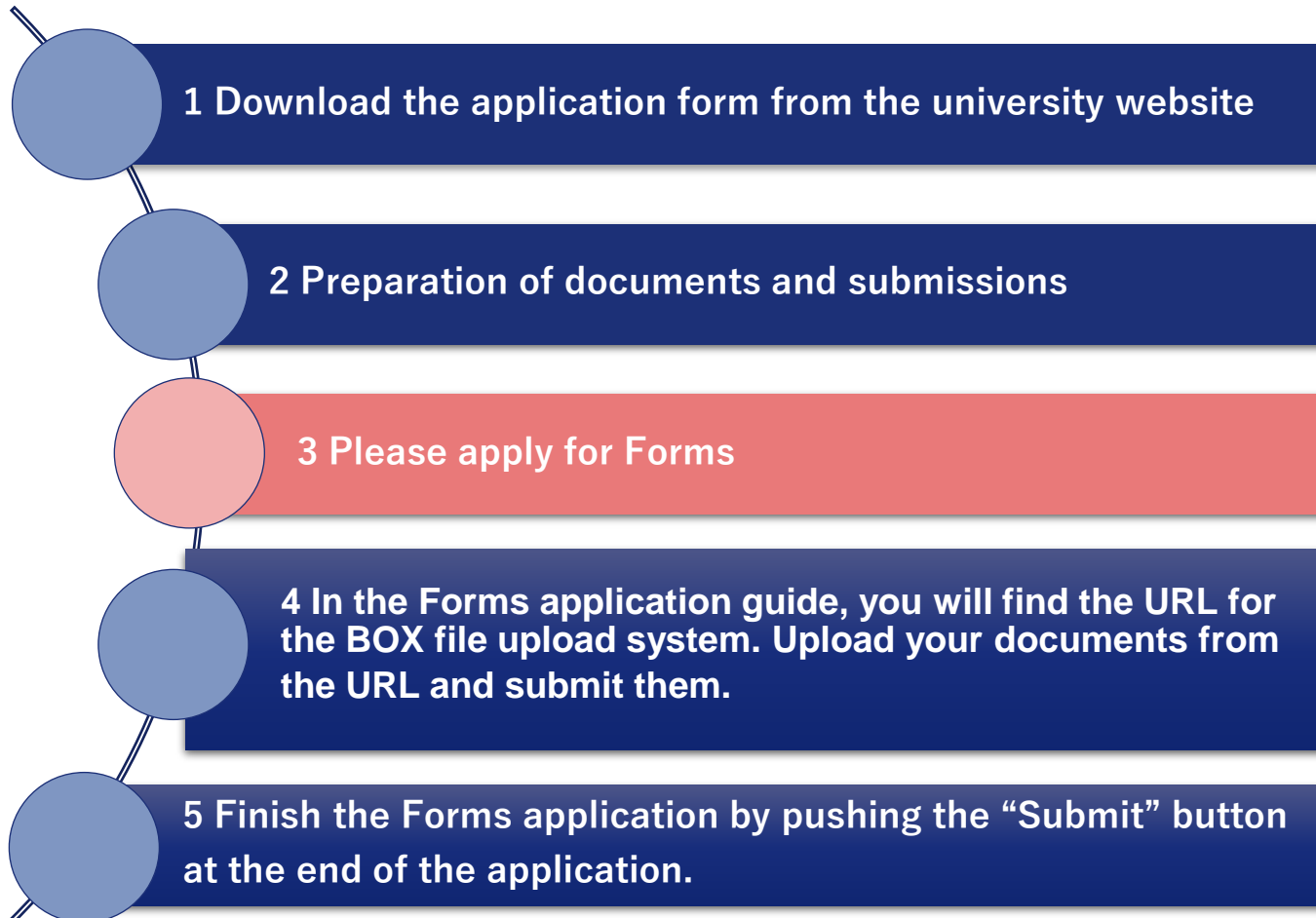
Prepare your application documents so that they can be submitted within the application period.

HP Links

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

# STEP1 Application Procedure

## ※ Specific application procedures



### 3 Please apply for Forms

Apply for Forms within the application period of STEP 1.

#### 【Link to Forms Application】

- For enrolled undergraduate students

<https://forms.office.com/r/3YyPFiRGaD>

- For new undergraduate students

<https://forms.office.com/r/g0mzD0gCh3>

- For current graduate students

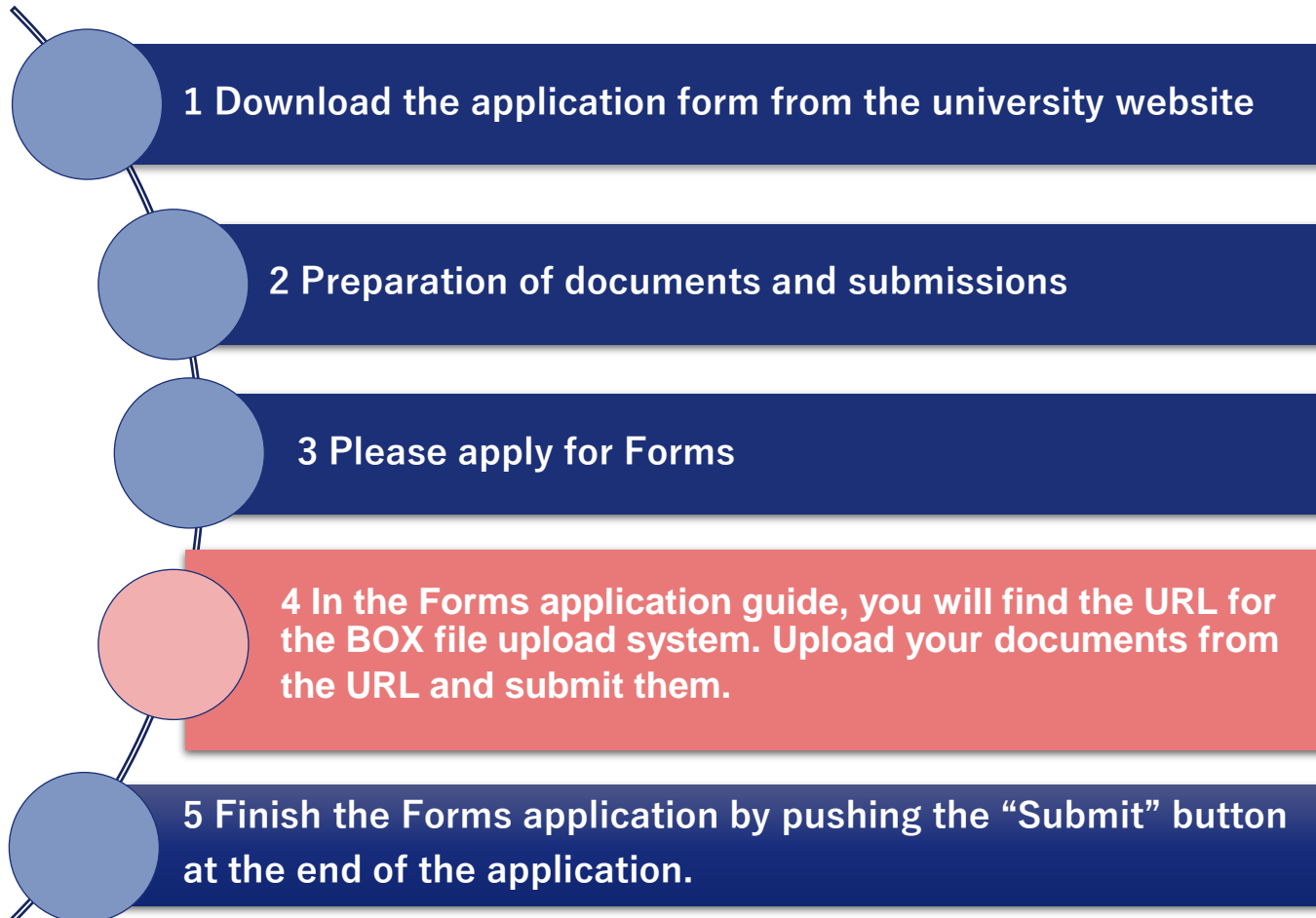
<https://forms.office.com/r/3cjgwnwNGV>

- For new graduate students

<https://forms.office.com/r/2D1N00iHVU>

# STEP1 Application Procedure

## ※ Specific application procedures



**4** 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.

Within the application period of STEP 1,  
Upload (submit) documents to the BOX file  
upload system

\*Precautions will be listed on the next page,  
Please check them carefully.

# STEP1 Application Procedure

## ■ Submission via the BOX file upload system

### How to submit (1)

Submit one file per person (as a Zip file).



# STEP1 Application Procedure

## ■ Submission via the BOX file upload system

### How to submit (2)

The name of the Zip file to be submitted should be “Student ID Number\_Name”.  
For each document (file), please refer to the checklist and provide the name of the relevant document.

(e.g. 「住民票（本人）」, 「給与支払証明書（配偶者）」, etc.) \*Please type accurately.

(Example) Contents of Zip file

- 01\_【授業料】チェックリスト（科学太郎）
- 02\_家庭調書（科学太郎）
- 03\_授業料免除兼授業料徴収猶予申請書（科学太郎）
- 05\_推薦書（科学太郎）
- 07\_収入状況調書及び今年度の収入に対する申立書（科学太郎）
- 08\_住民票（本人）（科学太郎）
- 09\_住民票（父母）（科学太郎）
- 10\_確定申告書（本人）（科学太郎）
- 11\_源泉徴収票（父）（科学太郎）
- 15\_独立生計申立書（科学太郎）
- 23\_給与支払証明書（科学太郎）
- 28\_授業料免除等証明書（科学太郎）
- 31\_【長期療養】明細表（科学太郎）

名前 Zipファイル  
00D00000\_科学太郎

大学院課程3月申請（2024年度以前入学者）

ファイルのアップロード \*

00D00000\_科学太郎.zip

3.1 MB

別のファイルを追加

# STEP1 Application Procedure

## ■ Submission via the BOX file upload system

How to submit the application (3)

**Only one submission per person.**

\*If some documents have been changed due to changes or additions, please submit a Zip file of the folder where the documents (files) with such changes, etc. are saved. Please submit the file with the file name as “差し替え\_Student ID Number\_Your Name”.



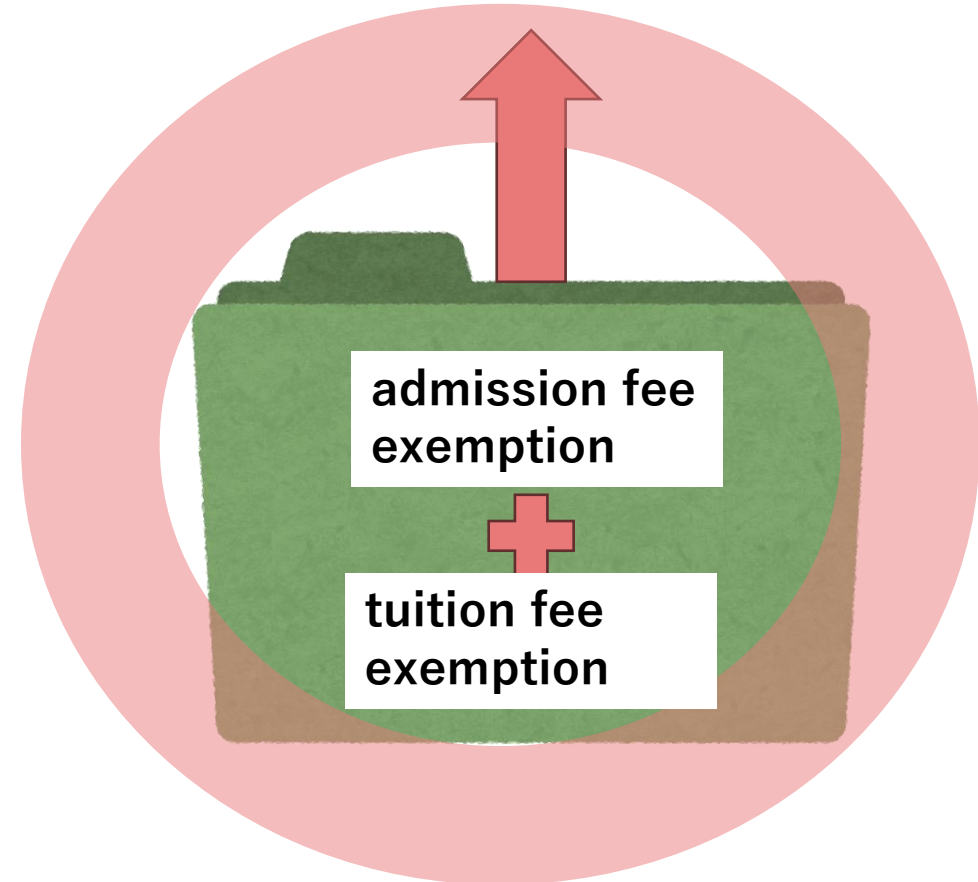
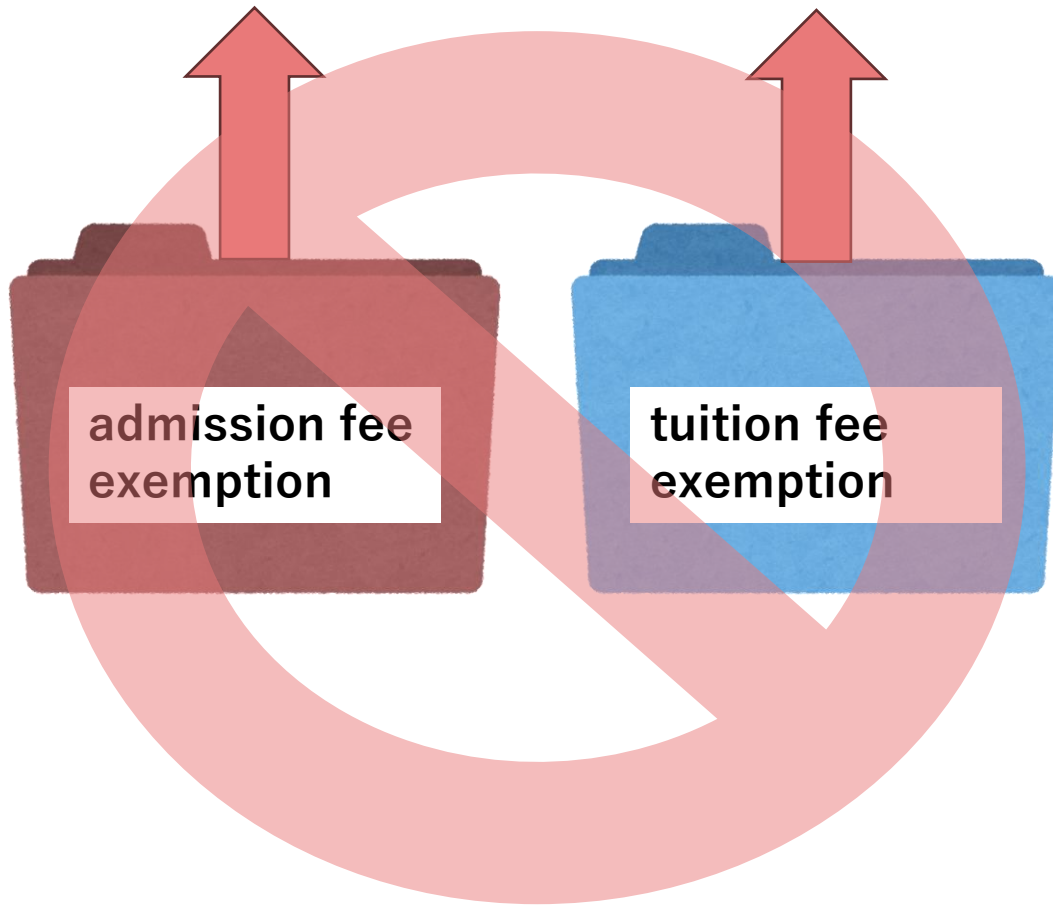


# STEP1 Application Procedure

## ■ Submission via the BOX file upload system

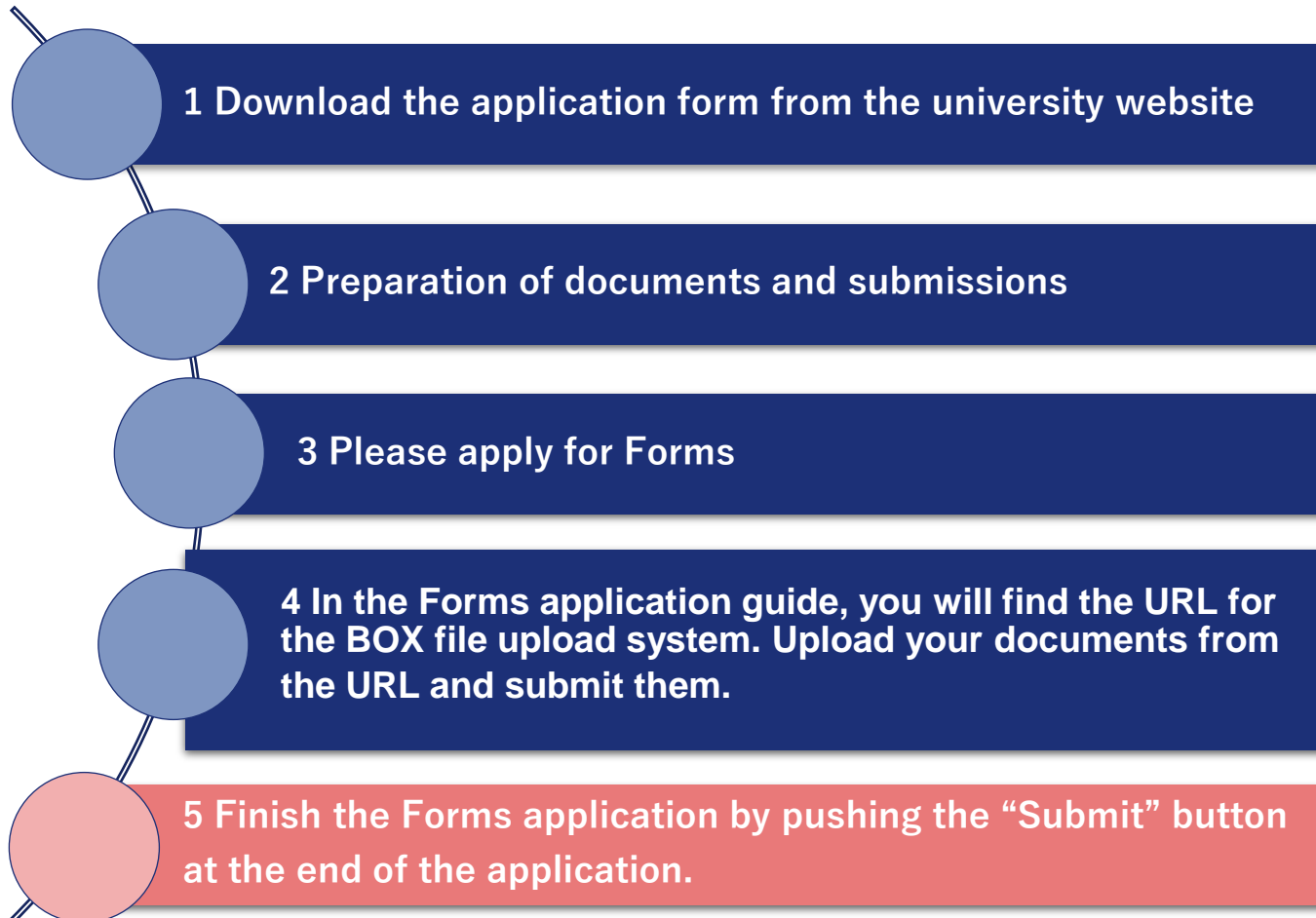
How to submit the application (4)

【To new students】 If you wish to apply for both admission fee exemption/deferment and tuition fee exemption/deferment, you do not need to submit all of the documents for each. Please submit only one duplicate document. Please submit the checklist and Exemption Application Form for each.



# STEP1 Application Procedure

## ※ Specific application procedures



**5 Forms application to the last “Submit (送信)” button to complete the application.**

After uploading (submitting) your documents in the BOX file upload system, be sure to return to the Forms application page and submit your Forms response.

**\*Forms application only, BOX submission only, etc,  
(Applications with only one application will not be accepted.)**

## III STEP 2 Submission of original documents at the counter or by mail



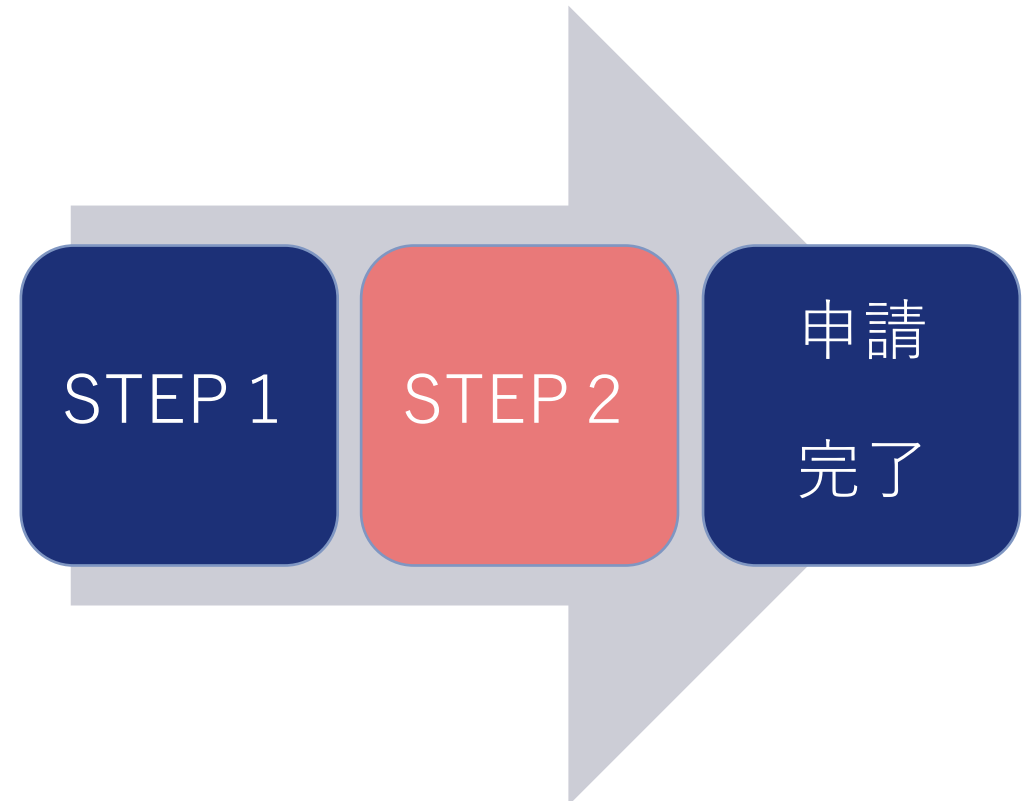
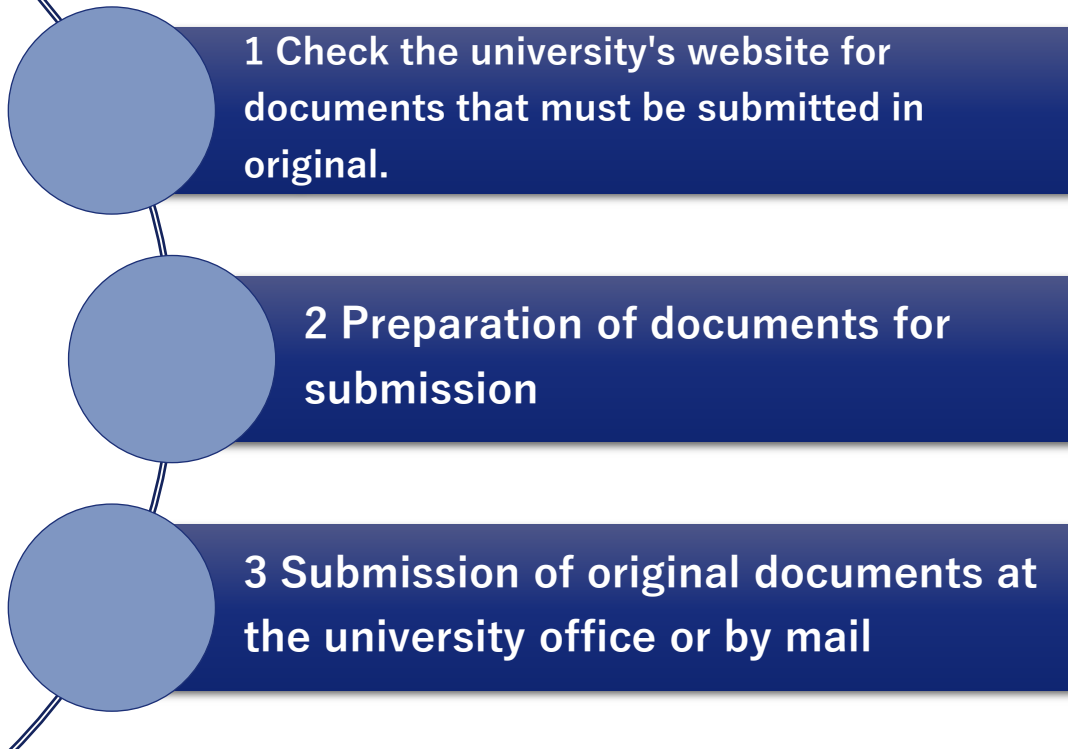
# STEP 2 Submission of original documents at the counter or by mail

## ■STEP 2 Submission of original documents at the counter or by mail

Students who have completed the STEP1 application (Forms application + submission of documents via the BOX file upload system) must complete the STEP2 application.

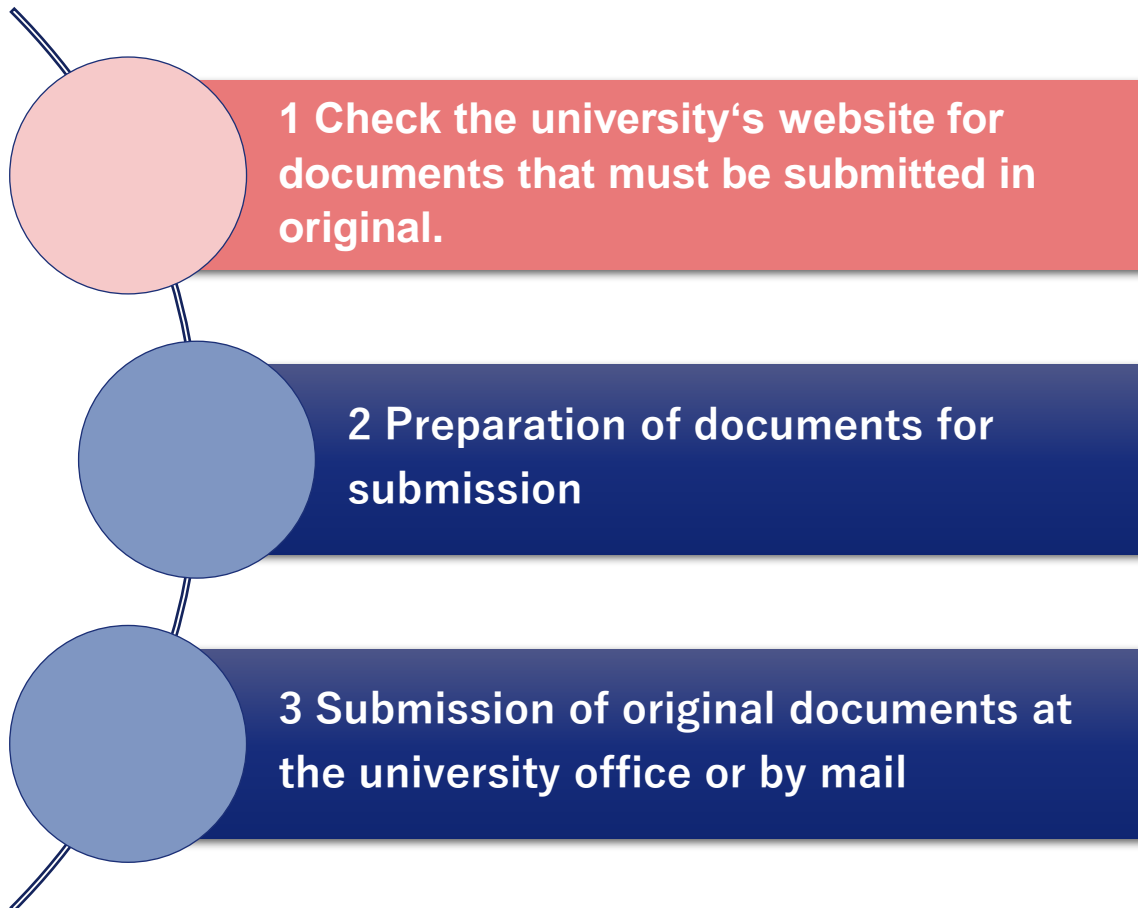
※Please refer to the checklist for documents required for STEP2.

※Students who have completed STEP1 only will not be able to apply for tuition fee exemption; both STEP1 and STEP2 are required.



# STEP 2 Submission of original documents at the counter or by mail

※ Specific application procedures



**1 Check the university's website for documents that must be submitted in original.**

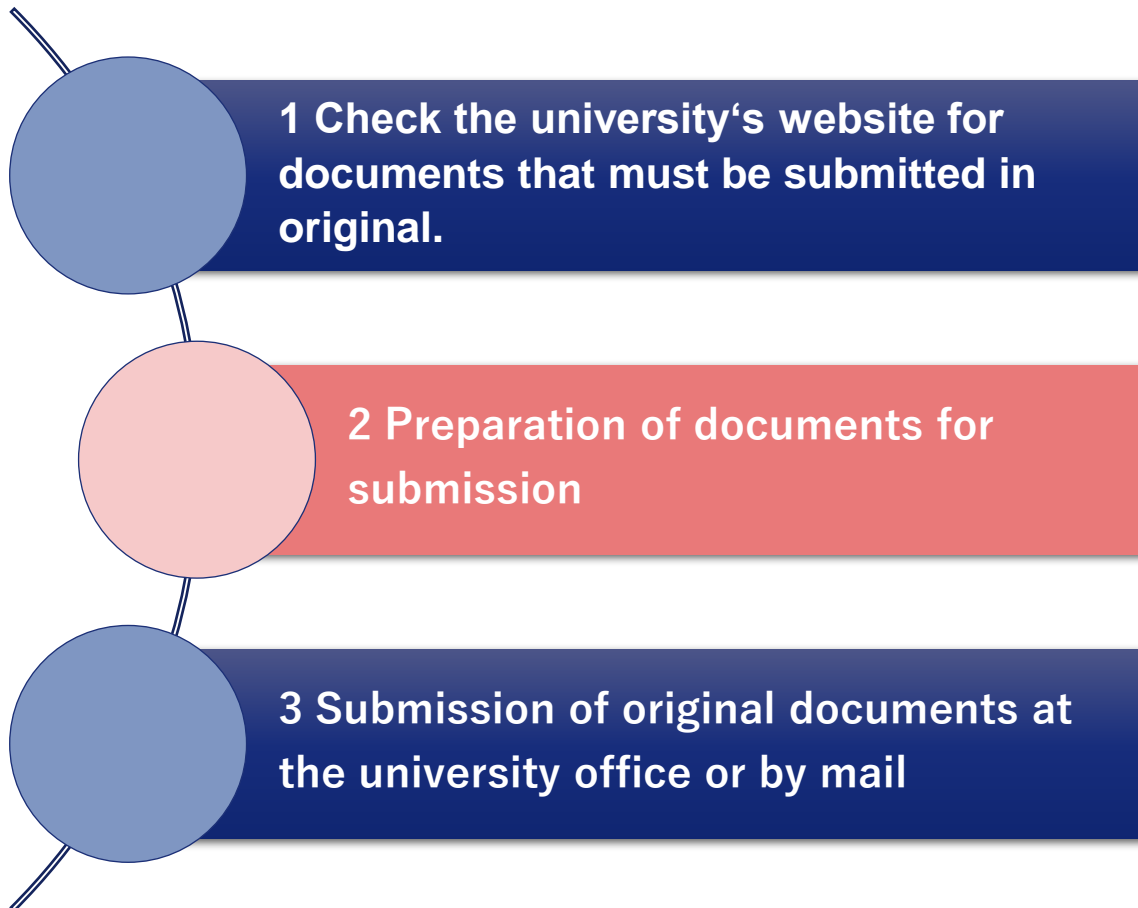
On the University's website,  
Check the checklist and confirm the documents to be submitted.

HP Link

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

# STEP 2 Submission of original documents at the counter or by mail

※ Specific application procedures



## 2 Preparation of documents for submission

Prepare documents to be submitted in advance

### 【NOTES】

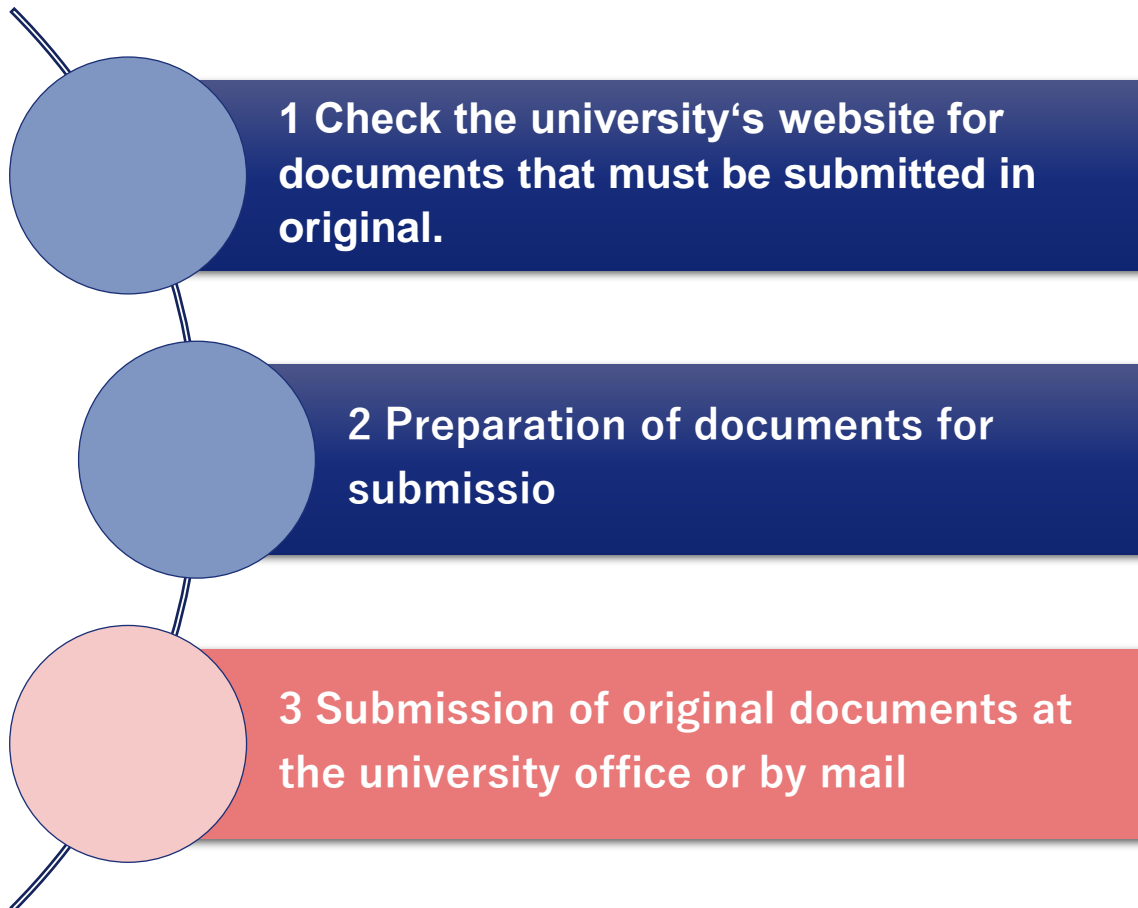
Please be sure to prepare them well in advance.

Documents that contain my number will not be accepted.

Please make sure that there are no errors in the fiscal year of the documents.

# STEP 2 Submission of original documents at the counter or by mail

※ Specific application procedures



## 3 Submission of original documents at the university office or by mail

### 【In case of submitting at the counter】

Location: Yushima Campus Building No. 5, 3rd floor

Submission box in Yushima Student Support Office

Weekdays from 9:00 to 17:00 during the submission period

(※strictly enforced)

### 【By mail】

Address: 1-5-45 Yushima, Bunkyo-ku, Tokyo 113-8510

Student Support Division, Yushima Student Support Office,  
Student Support General Group

※ **Postmarked by the closing date of submission**

※ Please send by registered mail or other means  
that leaves a record of the application.

# Application Procedure

■ Once you have completed both STEP 1 and STEP 2, your application is “complete”.

STEP 1	Forms Application + Submit application documents in data format via the BOX File Upload System  Current students: From March 24 date to April 2 17:00 New students: From April 7 to April 17 17:00
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