

令和6年4月入学者のみなさんへ

For students enrolled in April 2024

【大学院生用】

For graduate students

令和6年度山口大学入学料免除及び徴収猶予申請について

About the Application for Exemption and Postponement of the Admission Fee
at Yamaguchi University in FY 2024

注意事項 Notes

- 1 入学料免除・徴収猶予申請者は、申請結果が通知されるまで、入学料の納付が猶予されます。申請結果の通知より前に入学料を納付した場合は、入学料免除・徴収猶予申請を辞退したものと扱いますので、十分注意してください。一度納付した入学料は返還できません。

Those who have applied for exemption or postponement of the admission fee will be exempted from the payment of the admission fee until the result of the application is notified. Please note with caution that if you pay the admission fee before the notification, we will consider the payment to mean you have canceled your application and the money paid by you cannot be returned.

入学料免除及び徴収猶予の申請は、入学料免除願・入学料徴収猶予願の提出と書類提出が必要となります。

In order to apply for exemption and postponement of the admission fee, applicants must submit the "Application for Admission Fee Exemption" or "Application for Admission Fee Postponement".

- ・入学料免除願・入学料徴収猶予願の提出期間：入学手続期間中

Period for submission of the "Application for Admission Fee Exemption" or "Application for Admission Fee Postponement": During the admission procedure period

- ・書類提出期間：令和6年4月15日（月）～令和6年4月19日（金）

9:00～12:00、13:00～17:00

Document submission period: from April 15(Monday) to April 19(Friday), 2024

from 9:00 to 12:00, from 13:00 to 17:00

- 2 3頁からの『2 入学料免除・徴収猶予申請手順』をよく読んで申請してください。

Please read carefully the "Exemption or Postponement of Admission Fee Application Procedures" starting on page 3 before applying.

なお、不明な点等がありましたら、山口大学学生支援課学生サービス係（電話番号：083-933-

5611, E-mail: ga113@yamaguchi-u.ac.jpまで早めにお問い合わせください。

If you need to clarify something or have any questions, please contact
the Student Support Section, Student Affairs Division ahead of time,
(Tel:083-933-5611, E-mail: ga113@yamaguchi-u.ac.jp)

1 入学料免除及び徴収猶予制度について

About Exemption and Postponement of the Admission Fee

■入学料免除申請対象者 Students eligible for Application for Admission Fee Exemption

次の申請資格のいずれかに該当する場合は申請することができます。

Students who meet any of the following qualifications are eligible for application:

- 1 経済的理由によって入学料の納付が困難であり、かつ、学業優秀と認められる方
Students who are recognized to have a difficulty in paying the admission fee for financial reasons and are also recognized to demonstrate outstanding academic performance.
- 2 入学前 1 年以内に、以下の理由により入学料の納付が困難となった方
Students who are recognized to have a difficulty in paying the admission fee within one year prior to admission because of:
 - 学資負担者が死亡した場合
the death of the person who is a main provider of his/her academic expenses or,
 - 日本国内で風水害等の災害を受けた場合
In the event of a disaster such as a storm or flood in Japan

■免除額 Exemption amount.

免除額は、入学料の全額または半額です。

Exemption amount is full or half of the admission fee.

■入学料徴収猶予申請対象者

Students eligible for application for postponement of admission fee

次の申請資格のいずれかに該当する場合は申請することができます。

Students who meet any of the following qualifications are eligible for application:

- 1 経済的理由によって入学料の納付が困難であり、かつ、学業優秀と認められる方

Students who are recognized to have a difficulty in paying the admission fee for financial reasons and are also recognized to demonstrate outstanding academic performance.

2 入学前 1 年以内に、以下の理由により入学料の納付が困難となった方

Students who are recognized to have a difficulty in paying the admission fee within one year prior to admission because of:

- 学資負担者が死亡した場合
the death of the person who is a main provider of his/her academic expenses or,
- 日本国内で風水害等の災害を受けた場合
In the event of a disaster such as a storm or flood in Japan

■ 猶予額 Amount of postponed admission payment

猶予額は、入学料の全額です。

Amount of postponed payment is the full admission fee

2 入学料免除・徴収猶予申請手順

Exemption or Postponement of Admission Fee Application Procedures

(1) 入学料免除願・入学料徴収猶予願の提出（入学手続期間中）

Submission of the “Application for Admission Fee Exemption” or “Application for Admission Fee Postponement” (During enrollment procedure period)

- 入学料免除願・入学料徴収猶予願の提出がない場合は、申請を受け付けることができません。

Without the submission of the application form, the application for exemption or postponement of the admission fee will not be accepted.

(2) 必要書類の準備 Preparation of Required Documents

- 入学料免除・徴収猶予申請に必要な書類は、山口大学HP上に掲載してある『令和6年度前期山口大学授業料免除申請のしおり』で確認してください。

For documents required for application for exemption or postponement of admission fee, please refer to the “Guide to Applying for Yamaguchi University Tuition Fee Exemptions for the FY2024 First Semester” on the Yamaguchi University’s web page.

※入学料免除・徴収猶予申請に必要な書類は、授業料免除のものに準じます。

Documents required for application for exemption or postponement of admission fee are the same as those required for application for tuition fee exemption.

※『令和6年度前期山口大学授業料免除申請のしおり』は令和6年3月以降に以下のURLまたはQRコードから確認してください。

Please refer to the following URL or QR code after March 2024. "Guide to Applying for Yamaguchi University Tuition Fee Exemptions for the FY2024 First Semester".

山口大学HP > 在学生の方 > 生活支援 > 授業料免除 > 授業料の免除



・家庭状況等によっては、後日、書類の提出を追加で依頼をすることがあります。書類の追加提出を求められた場合は、本学が指定する期限までに提出してください。

Depending on family situations, there are some cases that we will request submission of additional documents at a later date. If you are requested to submit additional documents, please submit them by the due date specified by the university.

(3) 書類提出 Submission of Documents

・下記受付期間内に以下①～④の書類を、下記受付場所に提出してください。

Please submit the following documents ①-④ to the appropriate submission places listed below within the submission period also indicated below;

① (2) で準備した必要書類

Required documents prepared in accordance with section (2)

② 本人調書

"Written Personal Statement"

③ 入学料免除・徴収猶予申請票

Application Letter for Exemption and Postponement of the Admission Fee

④ 結果通知用返信用封筒（簡易書留のため434円切手貼付）

A self-addressed envelope for a return mail notifying the result (affixed with stamp(s) worth 434 yen for the recorded delivery purpose).

※封筒のサイズは「長形3号」

The size of the envelope should be Standard Size 120mm×235mm

※授業料免除を併せて申請する場合は、所得・課税証明書等を2部用意する必要はありません。

If you apply for exemption of the tuition fee at the same time, it is not necessary to prepare two copies of the certificates such as the "Income and Taxation Certificate."

○受付期間 令和6年4月15日（月）～令和6年4月19日（金）

submission period: from April 15(Monday) to April 19(Friday), 2024

○受付時間 9:00~12:00,13:00~17:00

Submission Time: 9:00 – 12:00,13:00 – 17:00

○受付場所 Submission Places

□吉田地区の学生, 社会人学生

Yoshida area students, adult students

⇒学生支援課学生サービス係（吉田地区） 電話番号：083-933-5611

Student Support Section, Student Affairs Division (Yoshida Campus)

Tel: 083-933-5611

□小串地区の学生

Students in Kogushi district

⇒医学部学務課教育・学生支援係（小串地区） 電話番号：0836-22-2099

Education/Student Support Section, Educational Affairs Division, Faculty of Medicine and Health Sciences (Kogushi campus)

Tel: 0836-22-2099

□常盤地区の学生

Tokiwa district students

⇒工学部学務課学生係（常盤地区） 電話番号：0836-85-9011

Student Section, Educational Affairs Division, Faculty of Engineering (Tokiwa Campus)

Tel: 0836-85-9011

●一度提出された書類は、返還や閲覧ができません。

Once you submit the documents, they cannot be returned or examined by you again.

●所定の様式や所得課税証明書・医師の診断書等、原本の提出を指定するもの以外は、コピーを提出してください。

Except for designated forms and other documents required to have the original forms submitted such as the Income and Taxation Certificate and medical certificate, please submit photocopied documents.

(4) **申請結果の通知 Application Result Notification**

●申請結果の通知時期について

Result Notification Schedule

7月（予定）

July (Planned)

●申請結果の通知方法について

Result Notification Method

申請結果は、事前に提出いただいた返信用封筒により行います。申請の結果、半額免除または不許可となった方は、申請結果の通知で指定した期限までに、該当の入学料を納付してください。

You will be notified of the result of your application by letter put in the self-addressed envelope which you had submitted for this return mail in advance. As a result of the screening, if the exemption of half is accepted, or if your application is rejected, the full or half amount of the admission fee accordingly must be paid by the designated due date.

3 注意事項 Notes

- A4サイズよりも大きい書類・小さい書類は貼付用紙（ダウンロード可能）に貼って提出してください。

When submitting documents, please attach any document whose size is bigger or smaller than A4 size on the form for attaching documents (downloadable)

- 入学料免除・徴収猶予の申請結果通知後であっても、申請内容が事実と異なることが判明した場合は、免除・徴収猶予の許可を取消すことがあります。

If the contents of your application are found to be contrary to fact, the permission for exemption or postponement of the admission fee may be cancelled even after you are notified of the application result.

- 申請書類は家庭状況をよく確認し、4月1日現在の状況を申請者本人が記入し、準備してください。

When preparing the application documents, applicants should confirm their family situation carefully and fill in, by themselves, the family information as of April 1.

- 申請理由・家庭状況が不明な申請、不足書類の多い申請は受け付けられません。

If the reason for your application or your family situation is not clearly stated, or if many required documents are missing in your application, such application will not be accepted.