

## Application for Yamaguchi University Tuition Fee Waiver for the First semester of 2026

Graduate students, and Japanese undergraduate students  
enrolled in AY2020 or earlier

Tuition Fee exemption	2
Submission of documents	
(1) Propose a mandatory category	7
(2) Documents related to income	8
(3) Documents related to deductions	10
(4) Other documents	10

### 【Form】

給与等支給(見込)証明書(Proof of (expected)salary payment)	12
退職に関する証明書(Proof regarding retirement)	14
在学証明書及び授業料免除状況証明書 (Certificate of enrollment and certificate of tuition fee exemption status)	16
長期療養申立書(Written statement of long-term recuperation)	18

Students in Yoshida campus: students support section,student affairs  
division(Yoshida campus)

(Tel) 083-933-5611  
(E-mail) ga113@yamaguchi-u.ac.jp

## Tuition fee exemption

### **1. Those who meet any of the following conditions are eligible to apply.**

Graduate students, and Japanese undergraduate students enrolled in AY2020 or earlier

- (1) Students who have difficulty in paying the tuition fee by the deadline due to financial reasons and who are recognized as meeting certain academic criteria.
- (2) 【Before the first half of each semester】Students Those who have difficulty in paying tuition fees due to the following reasons.

- The person responsible for paying school expenses has died.
- The student or the person responsible for paying school expenses has suffered damage from a disaster, such as a storm or flood in Japan.

## 2. About Application

Submission Period	<b>February 9(Mon) , 2026- February 19(Thu), 2026</b> ※Office Hours : 9:00 am～12:00pm, 13:00pm～17:00pm Not available on Saturdays, Sundays, holidays
Submission of documents	Please see page 7 onward
Submission counter	Students in Yoshida campus : students support section, student affairs division(Yoshida campus) tel:083-933-5611  Students in Kogushi campus : education/students support section, educational affairs division, faculty of medicine and health sciences(Kogushi campus) tel:0836-22-2099  Students in Tokiwa campus : students section, educational affairs division, faculty of engineering (Tokiwa campus) tel:0836-85-9011

\*We will not accept applications after the application period and after the application time.

\*If you are unable to apply during the application period due to study abroad, etc.,  
the person in charge of economic support before going to study abroad, etc,Please consult with .

### (1) How to apply

#### STEP1 Prepare the necessary documents.

○Please refer to page 7 or later for details of the required documents



#### STEP2 Log in to the tuition exemption system and enter the necessary information.

- Refer to the operation manual of the student application system for tuition exemption, and enter the necessary information, print out the "Application for tuition fee exemption" "Family situation report" and **“\*Questioning records”**.
- You can log in only during the application period for the tuition exemption student application system. You can also log in only within Yamaguchi University.
- Please enter the status as of April 1, 2026. (age, grade, brotherhood, etc.)
- Student application system login URL for tuition exemption

Click!

<https://exemption.jimu.yamaguchi-u.ac.jp/exemption-request-system-for-student/login.jsf>



#### STEP3 Submit the necessary documents.

- Required documents prepared in STEP 1 and "Application for tuition fee exemption" printed out in STEP2 and "Family situation report" and **“\*Questioning records”** submit to the above-mentioned place of submission.
- The submission method is "Bring" only, and you cannot accept submissions by mail or from anyone other than the applicant himself.

**\*Only independent livelihood recipients and foreign students must submit the questioning records.**

### (2) Application result notification

August 2026(planed)

### **3. In case of missing documents**

After the application documents are submitted, if there are any missing documents, the University will ask the applicant to submit them by the deadline specified by the University. If you are contacted by phone or email to the applicant's official Yamaguchi University email address, please respond as soon as possible.

If the missing documents are not submitted by the deadline specified by the University, a written reminder will be sent. If the documents are not submitted by the deadline specified in the reminder letter, the application will be invalidated. Please keep this in mind.

### **4. How to check application results and Tuition payment**

✓ You can download the decision notice of the application result uploaded on the Tuition Waiver Student System. The date when the decision notice can be downloaded will be announced to the official Yamaguchi University email address.

✓ Applicants for tuition fee waiver should not pay the tuition fee since the payment of tuition fee will be deferred until the applicant is notified of the result of the application. In principle, tuition fees are non-refundable once paid. If you pay the tuition, you will have declined the application for exemption from tuition. If the tuition fee is automatically withdrawn, the University will stop withdrawing at the end of May.

✓ If payment of tuition fees is required as a result of the application, please confirm the details of the payment method, etc. in the result notification. Please note that failure to pay the tuition fee may result in expulsion from the program.

### **5. Precautions**

✓ Depending on the circumstances of the applicant and his/her family, the applicant may be asked to submit documents that are not listed as documents to be submitted. The applicant and his/her family may be asked to submit documents that are not listed as documents to be submitted.

✓ After submitting the application documents, please notify the Student Services Section of the Student Support Division as soon as possible, if there is a change in your family's financial situation due to a change in employment, or if there is a change in your family's financial situation due to a family member living in the same household becoming independent.

✓ In the following cases, contact the Student Support Section, Student Support Division, as soon as possible. (If the applicant takes a leave of absence or withdraws from school after application, or if there is a change in the applicant's contact information)

✓ If the information in the application documents is not true, the granting of the exemption may be revoked even after notification of the results of the application.

✓ Once submitted, documents cannot be returned or viewed.

✓ If you fail to submit the required documents within the application period, your application will be invalidated even if you have completed the system input.

✓ (For applicants requesting entrance fee waiver who are not applying for tuition fee waiver) Tuition fee will be deducted before the decision on entrance fee waiver. Please note that if you are subsequently removed from the student registry due to non-payment of the entrance fee after the paying tuition fee, tuition fees will not be refunded.



The following paragraphs and thereafter are a list of required documents.

**6-(1) Propose a mandatory category · · submit documents marked with an asterisk (★) in the appropriate category**

- Documents must be submitted for yourself and all family members of the same household.
- If you are an international student receiving remittances, please refer to (4). There are other documents that need to be submitted.

**• If the three items circled in blue are not present, the application will not be accepted.**

Classification			Necessary documents	Matters that require attention
General Students	Privately-financed foreign student	Person who earns his living by working alone		
★	★	★	Application for tuition fee exemption(original)	After entering the information into the system, print it out.
★	★	★	Family situation report(original)	After entering the information into the system, print it out. <b>Please make it as of April 1, 2026.</b>
★	★	★	Income and taxation certificate (2025) (original)	Required for yourself and all family members of the same household.(include the unearned) However, foreign students not residing in Japan as of January 1, 2024 are not required to submit this form.
★	★	★	Questioning record(original)	After entering the information into the system, print it out. <b>Please make it as of April 1, 2026.</b>
	★	★	Photocopy of Health Insurance Card(copy)*1	All members of the same Lifecare family are required to share. *1 You can also submit Certificate of eligibility(copy) or Certificate of eligibility notice(copy) or a notification of credentials (copy) that can be downloaded from the MyNa-Portal.
	★		Photocopy of Residence Card(both sides) (copy)	All members of the same Lifecare family are required to share.
		★	Documents to show that the applicant is no longer dependent under the Income Tax Law*2	*2 Withholding slip (copy), Certificate of income tax (original), The tax return form (copy), Declaration form (copy), etc. that parents are not dependents under the Income Tax Act (copy, voluntary form), etc. If you have two parents, you need documents for two people(father,mother).

**Please proceed to the next page!**

In the case of earning any income, such as salary, etc.,

**Or if you plan to earn a new income after April,**  
You will need to submit the "Income Documents" on the next page.

In addition to salaries, there are cases where child allowances, pensions, etc. are received  
You will need to submit the income documents,  
Please make sure to check and submit it.

**NEXT !**

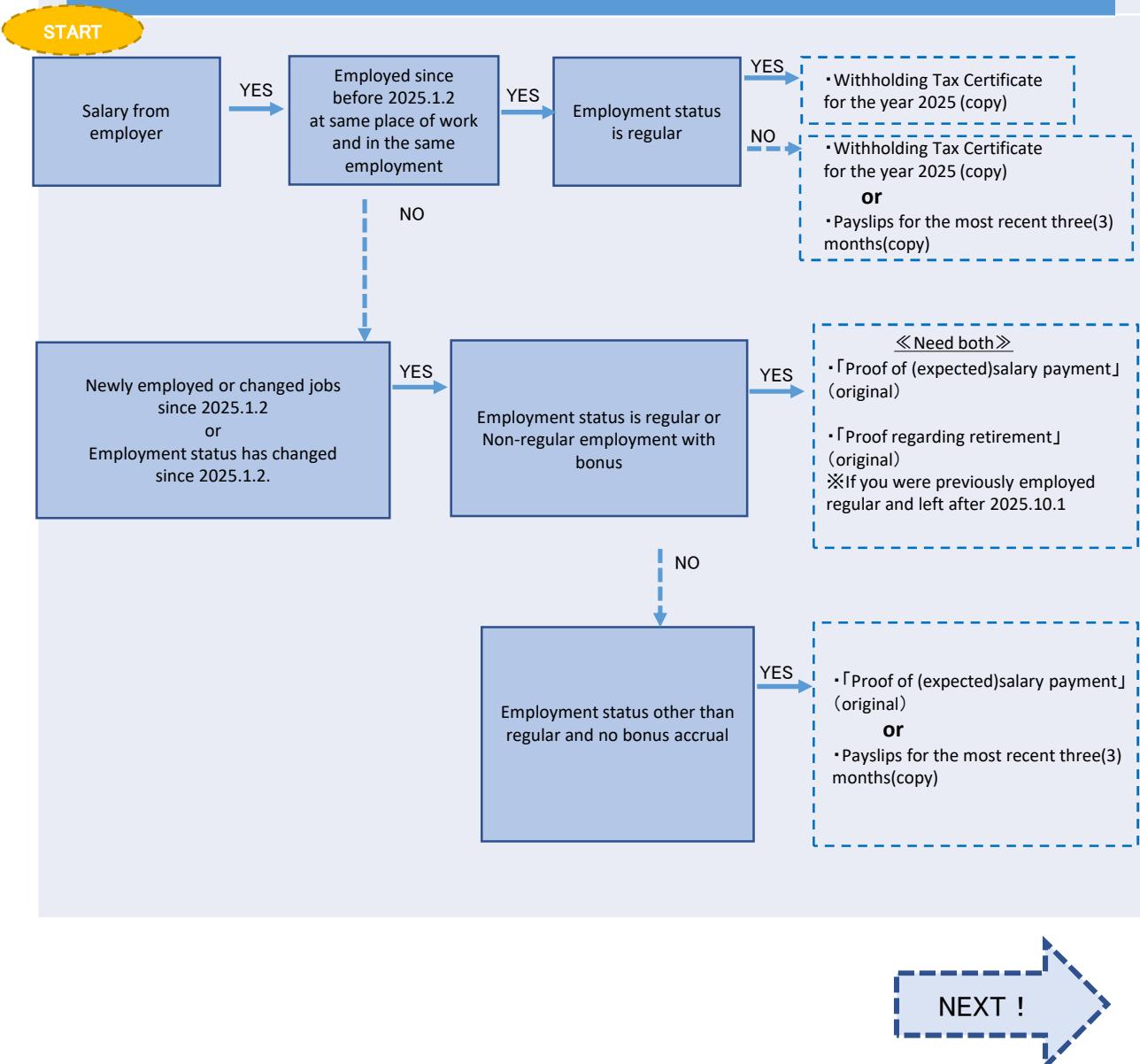
## 6-(2) Documents related to income

Documents must be submitted for yourself and all family members of the same household.

Classification	Necessary documents	Matters that require attention	Issuing Institution, etc.
Currently working	Please see simplified flowchart	<ul style="list-style-type: none"> <li>TA and RA at Yamaguchi University are also included in the part-time work</li> <li>「Proof of (expected)salary payment」【form】12-13page</li> <li>「Proof regarding retirement」【form】14-15page</li> </ul>	Place of employment

### ～Simplified Flowchart～

### ～Documents～



## 6-(2) Documents related to income

- Documents must be submitted for yourself and all family members of the same household.

Classification	Necessary documents	Matters that require attention	Issuing Institution, etc.
Income other than from salary (Income from business, agriculture, real estate, interest and dividends, and miscellaneous income)	<p>【If you are filing a tax return】 • The tax return form(2025)1,2,3(copy)</p> <p>【If you are filing a citizen's or prefectural tax return】 • The tax return for the fiscal year of 2026 and the municipal tax and the prefectural tax(copy)</p> <p>Submit them by March 31(Tue), 2026</p>	If you changed your business or started your business after January 2025, please submit "documents showing income and necessary expenses for the last 3 months (any form)" in addition to the documents listed on the left.	Tax office municipal office
Pension and Benefit Recipients	Withholding record for pensions for 2025 (copy) or Latest annuity payment (transfer) notice (copy)		Japan Pension Service, etc.
Recipients of employment insurance / unemployment benefits	Employment insurance qualified recipient's identification card(both sides)(copy)	Please submit the basic daily fee and the number of remaining days.	Hello work
Disability pension recipients and survivors' pension recipients	Pension payment (remittance) notice (copy) or pension amount revision notice (copy)		Japan Pension Service, etc.
Child Allowance Recipients	A notification regarding child allowance showing the amount(copy)	If the child allowance is included in the salary, a copy of the paycheck stub showing this fact (copy of pay )	Municipal office
Child Support Allowance recipients	<ul style="list-style-type: none"> <li>Child rearing allowance certificate(copy)</li> <li>Notification regarding decision with regard to child rearing allowance amount(copy)</li> <li>Notification regarding revision with regard to child rearing allowance amount(copy)</li> </ul>		Municipal office
Special Child Support Allowance recipients	<ul style="list-style-type: none"> <li>Special child rearing allowance certificate(copy)</li> <li>Notification regarding decision with regard to special child rearing allowance amount(copy)</li> <li>Notification regarding revision with regard to special child rearing allowance amount(copy)</li> </ul>		Municipal office
Recipients of sickness and injury benefits	Notification regarding decision with regard to sickness and injury allowance(copy)	Please submit the actual period of payment (from the start of payment to the latest date).	Insurer
Life Protection Recipients	Latest welfare decision (change) notification (copy)	Please submit a monthly fee that shows the amount.	Municipal office
When you are on maternity leave, or when you have plans to do so	<ul style="list-style-type: none"> <li>Notice of Decision of Payment of Child Care Leave Benefits (copy)</li> <li>Documents that showing the period of absence from work (copy)</li> <li>Documents that showing salary during the absence of work (copy)</li> </ul>	<ul style="list-style-type: none"> <li>If you receive benefits, etc. related to the following, please submit to the documents that shows the amount of benefits, etc. in addition to the following documents.</li> </ul>	Employer Municipal office
If you have resigned from your job	【Proof regarding retirement】(original)	【form】14-15page	Former Employer
In the event of the death of the person who bears the burden of school expenses, etc.(after October 1, 2025)	<ul style="list-style-type: none"> <li>A copy of a death certificate or other document that confirms death</li> <li>【Proof regarding retirement】 (original) (【form】14-15page)</li> <li>A certificate of payment of life insurance benefits (copy)</li> <li>A certificate of survivor's pension(copy)</li> <li>A notice of pension payment (transfer) , or a notice of pension revision(copy)</li> </ul>		Medical institution Former Employer insurance companies, etc.

### 6-(3) Documents related to deductions

- If you wish to claim the following deductions, please submit the appropriate documentation.
- If the documents are not submitted by the deadline specified by the University, the deduction will not be applied.

Classification	Necessary documents	Matters that require attention	Issuing Institution, etc.
If the applicant's siblings are enrolled in a university (junior college), college of technology, or special training college (vocational or advanced course)	「Certificate of enrollment and certificate of tuition fee exemption status」(original) Submit them by April 10(Fri), 2026	【form】16-17page	Being in school
If you have a physical or mental disability	Disability certificate		Municipal office
If the patient is in long-term care for more than 6 months	• 「Written statement of long-term recuperation」(original) 【form】18-19page • Medical certificate from a doctor confirming that the applicant has been under medical treatment for more than 6 months and is still under (original) • Receipts for the most recent year(copy) • If you received compensation for high-cost medical care, etc., an indication of the amount(copy)		Medical institution insurance association
When the applicant or the person responsible for the school expenses has suffered a disaster in Japan 【On and after October 1, 2025】	• Disaster victim certificate(original) • Valuation certificate(original)		Municipal office

### 6-(4) Other documents

Classification	Necessary documents	Matters that require attention
Recipients of <b>grant-type</b> scholarship in 2025	Acceptance letter for scholarship(copy)	Please submit proof of the amount received.
JSPS Research Fellowship for Young Scientists (DC)	Acceptance letter for scholarship(copy)	<b>If you are applying, please contact that you are applying.</b>
Project on Training of Doctoral Students at Yamaguchi University through Interdisciplinary Research Practice(JST)	Acceptance letter for scholarship(copy)	<b>If you are applying, please contact that you are applying.</b>
Cases in which research funds, etc. have been received other than the above	Acceptance letter for scholarship(copy)	Please submit the name of the subsidy, the period of receipt, and the amount of the subsidy. <b>If you are applying, please contact that you are applying.</b>
If you are an international student and have money to send home	Documents that prove the amount of money sent for support (copy)	
International students receiving a scholarship from their home country	Acceptance letter for scholarship in your own country(copy)	

The next and following pages are  
a collection of forms.  
Please print and use the form  
without “sample” if necessary.



✓ Please submit the original.

✓ The fields for the employer in the red box are to be filled in by the employer.

**給与等支給(見込)証明書**

受給者氏名 \_\_\_\_\_

性別 \_\_\_\_\_

以下に大学へ授業料免除を申請するために必要ですので、私の給与等に関する下記の項目について証明願います。

1. \_\_\_\_\_

採用年月日	昭和・平成・令和		年 月 日
	※ 1ヶ月の月日より	1ヶ月以内	
雇用区分	<input type="checkbox"/> 正職員 <input type="checkbox"/> パート職員 <input type="checkbox"/> アルバイト <input type="checkbox"/> その他( )		
最近3ヶ月の 各月の総支 給(予定)額 (注明する金額 でどちらを除く)	月	月	月
2. 支給有 賃与支給 (予定)	<b>Business establishment entry field</b>		
	支給(予定)金額	月(半額)	
	支給額		
計算方法: (3ヶ月の合計金額) ÷ 3 × 12 + (賃与支給額)			
上記のとおり証明します。			
令和 _____ 年 _____ 月 _____ 日			
印			
事業所名 代表者氏名			

## 給与等支給(見込)証明書

受給者氏名 \_\_\_\_\_

住 所 \_\_\_\_\_

山口大学へ授業料免除を申請するために必要ですので、私の給与等に関する下記の事項について証明願います。

記

採用年月日	昭和・平成・令和	年	月	日
	※上記の年月日より	<input type="checkbox"/> 新規採用	<input type="checkbox"/> 雇用形態の変更	
雇用区分	<input type="checkbox"/> 正職員 <input type="checkbox"/> パート職員 <input type="checkbox"/> アルバイト <input type="checkbox"/> その他( )			
最近3ヶ月の 各月の総支 給(予定)額 (控除前の金額 で賞与を含む)	月	月	月	
	円	円	円	円
賞与支給 (予定)	<input type="checkbox"/> 支給有 支給(予定)金額 _____ 円( ) <input type="checkbox"/> 支給無			

計算方法 \_\_\_\_\_ ÷3×12= \_\_\_\_\_ = \_\_\_\_\_  
(3ヶ月の合計金額) (賞与支給額)

上記のとおり証明します。

令和 年 月 日

所在地

事業所名  
代表者氏名

①



✓ Please submit the original.

✓ The fields for the employer in the red box are to be filled in by the employer.

退職に関する証明書	
退職者氏名 _____ 住所 _____ _____	
由日大学へ授業料免除を申請するために必要ですので、私の退職に関する下記の事項について証明願います。	
<b>Business establishment entry field</b>	
退職年月日 令和 年 月 日	
退職金支給	
<input type="checkbox"/> 支給した 金額 _____ 円 支給年月日 令和 年 月 日	
<input type="checkbox"/> 支給予定 金額 _____ 円 支給年月日 令和 年 月 日	
<input type="checkbox"/> 支給しない	
在職期間   有   無	
在職期間 営和・平成・令和 年 月 日から退職日まで	
上記のとおり証明します。	
令和 年 月 日	
所在地 事業所名 代表者氏名	
☺	

## 退職に関する証明書

退職者氏名 \_\_\_\_\_  
住 所 \_\_\_\_\_

山口大学へ授業料免除を申請するために必要ですので、私の退職に関する下記の事項について証明願います。

記

退職年月日	令和 年 月 日
退職金支給	<input type="checkbox"/> 支給した 金額 _____ 円 支給年月日 令和 年 月 日  <input type="checkbox"/> 支給予定 金額 _____ 円 支給年月日 令和 年 月 日  <input type="checkbox"/> 支給しない
雇用保険	<input type="checkbox"/> 有 <input type="checkbox"/> 無
在職期間	昭和・平成・令和 年 月 日から退職日まで

上記のとおり証明します。

令和 年 月 日

所在地

事業所名

代表者氏名

㊞



If the applicant's siblings are enrolled in a university (junior college), college of technology, or special training school (vocational or advanced course), they are eligible for the deduction.

✓「貴学在学者」… Provide information about your siblings

✓「山口大学在学者」… Provide information about The applicant himself/herself

### 在学証明書及び授業料免除状況証明書

各学校等事務担当者 殿

貴学在学の兄弟姉妹等の下記事項について証明をお願いします。

貴学在学者

学籍番号等	学年	氏名

山口大学在学者

学籍番号	氏名

1. 在学状況

### School entry field

国 立    公 立    私 立

大学・大学院・短大    専修学校（専門課程）

高等専門学校    専修学校（高等課程）

その他 ( )

に在学し

自 宅

から通学している。

自 宅外

2. 令和7年（2025年）度の授業料免除状況について

授業料免除状況 (高等教育の修学支援新制度での支援を含む)		授業料年額 (免除前)	円
前期	<input type="checkbox"/> 全額免除 <input type="checkbox"/> 半額免除 <input type="checkbox"/> 一部免除 <input type="checkbox"/> 不許可 <input type="checkbox"/> 申請無	免除額	円
後期	<input type="checkbox"/> 全額免除 <input type="checkbox"/> 半額免除 <input type="checkbox"/> 一部免除 <input type="checkbox"/> 不許可 <input type="checkbox"/> 申請無	免除額	円

令和8年度入学のため、該当事項なし

高等教育の修学支援新制度の対象機関ではない

本学（校）に在学し、上記のとおり相違ないことを証明します。

Enter a date after April 1, 2026.

令和 年 月 日

学校名

所在地

連絡先

担当者氏名

印

◎各学校のご担当者様へのお願い

- ・貴学に在籍している本学学生の兄弟姉妹等について証明をお願いします。なお、前期は4月1日以降、後期は10月1日以降に証明をお願いします。
- ・本年度入学の大学院生で、前年貴学の学部に在籍していた場合は、前年度の状況について証明をお願いします。
- ・高等学校等就学支援金制度に該当する場合は、免除額に金額を記入してください。

※令和7年（2025年）度に別の学校に在学していた場合は、授業料免除状況については在学していた学校に証明してもらってください。

# 在学証明書及び授業料免除状況証明書

各学校等事務担当者 殿

貴学在学の兄弟姉妹等の下記事項について証明をお願いします。

貴学在学者

学籍番号等	学年	氏名

山口大学在学者

学籍番号	氏名

## 1. 在学状況

<input type="checkbox"/> 国 立	<input type="checkbox"/> 公 立	<input type="checkbox"/> 私 立
<input type="checkbox"/> 大学・大学院・短大		<input type="checkbox"/> 専修学校（専門課程）
<input type="checkbox"/> 高等専門学校		<input type="checkbox"/> 専修学校（高等課程）
<input type="checkbox"/> その他（_____）		

に在学し 自 宅 自宅外 から通学している。

## 2. 令和7年（2025年）度の授業料免除状況について

授業料免除状況 (高等教育の修学支援新制度での支援を含む)		授業料年額 (免除前)	円
前期	<input type="checkbox"/> 全額免除 <input type="checkbox"/> 半額免除 <input type="checkbox"/> 一部免除 <input type="checkbox"/> 不許可 <input type="checkbox"/> 申請無	免除額	円
後期	<input type="checkbox"/> 全額免除 <input type="checkbox"/> 半額免除 <input type="checkbox"/> 一部免除 <input type="checkbox"/> 不許可 <input type="checkbox"/> 申請無	免除額	円

令和8年度入学のため、該当事項なし

高等教育の修学支援新制度の対象機関ではない

本学（校）に在学し、上記のとおり相違ないことを証明します。

令和 年 月 日

学校名 \_\_\_\_\_

所在地 \_\_\_\_\_

連絡先 \_\_\_\_\_

担当者氏名 \_\_\_\_\_

印 \_\_\_\_\_

◎各学校のご担当者様へのお願い

・貴学に在籍している本学学生の兄弟姉妹等について証明をお願いします。なお、前期は4月1日以降、後期は10月1日以降に証明をお願いします。

・本年度入学の大学院生で、前年貴学の学部に在籍していた場合は、前年度の状況について証明をお願いします。

・高等学校等就学支援金制度に該当する場合は、免除額に金額を記入してください。

※令和7年（2025年）度に別の学校に在学していた場合は、授業料免除状況については在学していた学校に証明して 17  
もらってください。



Deductible is available for long-term medical treatment of six months or more. However, the deductible is limited to medical expenses covered by health insurance and related to the name of the illness listed on the medical certificate.

✓ Receipts must be organized by month and affixed to the A4 paper. Unorganized or unclear receipts are not deductible.

✓ Items for which it is unclear whether or not they are covered by health insurance are not deductible.

## 長期療養申立書

療養者氏名	統柄( )
療養期間	年 月 日 ~ 現在

療養費内訳 (単位: 円)

月分	①医療費 (自己負担金額)	②補填される金額 (高額療養費等)	控除対象医療費 ①-②
月分			
合計			

(注)

1. 健康保険適用外の医療費は、自己負担金額に含めません。
2. 上記に記入して領収書(写)を添付してください。診断内容に関係のない領収書は控除の対象になりませんので、注意してください。
3. 6ヶ月以上の療養が確認でき、且つ現在も加療中であることが確認できる医師の診断書が必要となります。
4. 健康保険等から補填される金額を②に記入し、金額の分かるもの(振込通知、規定等)を添付してください。
5. 領収書(写)は、ひと月毎に A4 用紙に貼り付けてください。

## 長 期 療 養 申 立 書

療養者氏名	続柄( )
療養期間	年 月 日 ~ 現在

療養費内訳 (単位:円)

月分	①医療費 (自己負担金額)	②補填される金額 (高額療養費等)	控除対象医療費 ①-②
月分			
合計			

(注)

1. 健康保険適用外の医療費は、自己負担金額に含めません。
2. 上記に記入して領収書(写)を添付してください。診断内容に関係のない領収書は控除の対象になりませんので、注意してください。
3. 6ヶ月以上の療養が確認でき、且つ現在も加療中であることが確認できる医師の診断書が必要となります。
4. 健康保険等から補填される金額を②に記入し、金額の分かるもの(振込通知、規定等)を添付してください。
5. 領収書(写)は、ひと月毎に A4 用紙に貼り付けてください。