

## How to Confirm Whether You Need to Apply for the Second Half

### ■ If You Applied for Tuition Exemption in the First Half

All applicants for the first half have been accepted as "full-year application (simultaneous applications for the first and second halves)". Therefore, **if you have applied for the first half, you have automatically applied for the second half as well.**

However, your second-half application will be **automatically canceled** in the following cases:

- if you change your student status in the second half (enter a doctoral course, transfer to a different department, etc.)
- If your student ID number changes due to transferring to a different faculty/graduate school

If any of the above applies and you still wish to apply for tuition exemption, you must **submit a new application during the application period for the second half.**

### ■ Cases That Require Reapplication

Even if you applied for tuition exemption in the first half, you will need to **reapply during the second-half application period** in the following cases:

<b>Cases Requiring Reapplication</b>	<ul style="list-style-type: none"><li>• Cases in which the information (family, study or household budget) provided in the application on April 1 has changed by October 1.</li><li>• Cases where the applicant will receive an incentive grant, RA for excellence, etc. from October due to the adoption of various programs.</li><li>• Cases where the international students who were not awarded a scholarship at the time of application for the first half, but who were subsequently awarded a scholarship on or before October 1.</li><li>• Cases where the applicant is instructed to reapply for tuition fee exemption by the tuition fee exemption team after applying for the first half.</li></ul>
<b>Cases Requiring New Application for the Second Half (Reapplication is not possible.)</b>	<ul style="list-style-type: none"><li>• Cases where students have changed programs in October. (e.g., cases where the applicant completes the Master's program in September, and enters the Doctorate program in October, cases where the applicant completes the Junior Division in September, and enters the Senior Division in October)</li><li>• Cases where your student ID number changes due to transferring to a different department or graduate school, etc. from October</li></ul>

### ■ If None of the Above Applies

If **none** of the above conditions apply to you, **no additional application for the second half is required.**

However, please note that **your exemption status will be reassessed** for the second half, and **the result may differ from the first half.**

The second-half application status will be reflected on **UTAS around early November**, and **the results will be released in mid-January.** Please be sure to check your exemption result at that time.

## ■ How to Check If You Applied in the First Half

Please log in to the UTAS system and follow these steps:

[Student Information] > [Student Information Reference] > [Tuition Fee Exemption and Tuition Fee Payment Status]

For detailed instructions, please refer to page 3 onward of this document.

## ■ If You Wish to Decline the Second-Half Application

Please submit the withdrawal form from the following Microsoft Forms.

<https://forms.office.com/r/33F0Db6kEF>

\*UTokyo Account authentication is required.

### Procedure for reapplication

**(Procedure for students who submitted application in the first half  
and have changes to their application in the second half.)**

If you apply to "Cases Requiring Reapplication" on the previous page, please submit "Documents to be submitted" below during the application period for the second half as soon as possible since it is necessary to confirm the changes from the previous application.

#### Application period

**Aug. 1 (Fri) ~Oct. 7 (Tue), 2025**

Application documents must be postmarked by the last day of application period and arrive by 2 business days later. Please note that applications will not be accepted if late.

#### How to submit

ONLY postal application is accepted. We currently do not accept applications at the counter. When applying by post, please send the applications using registered mail "簡易書留郵便".

#### How to get the application form

Please download the application forms from the URL below after July 31.

<https://www.u-tokyo.ac.jp/en/prospective-students/exemptions.html>

	Documents to be submitted
1.	Checklist
2.	Copy of Student-ID or admission letter
3.	Envelope sheet for mailing application *Please use the sheet (A4 size) by sticking on the envelope of size 332mm×240mm
4.	Application Form for Admission&Tuition Fee Exemption - AY2025 *Please provide specific details of the change in the "Reason for Application."
5.	Statement (Certification) Regarding Part-time Work (Form1)
6.	Record of Household Finances (Form2)
7.	Necessary documents related to the change in application details *Please submit documents that shows the changes.

# The Method of Checking Selection Result of Tuition Fee Exemption at UTAS

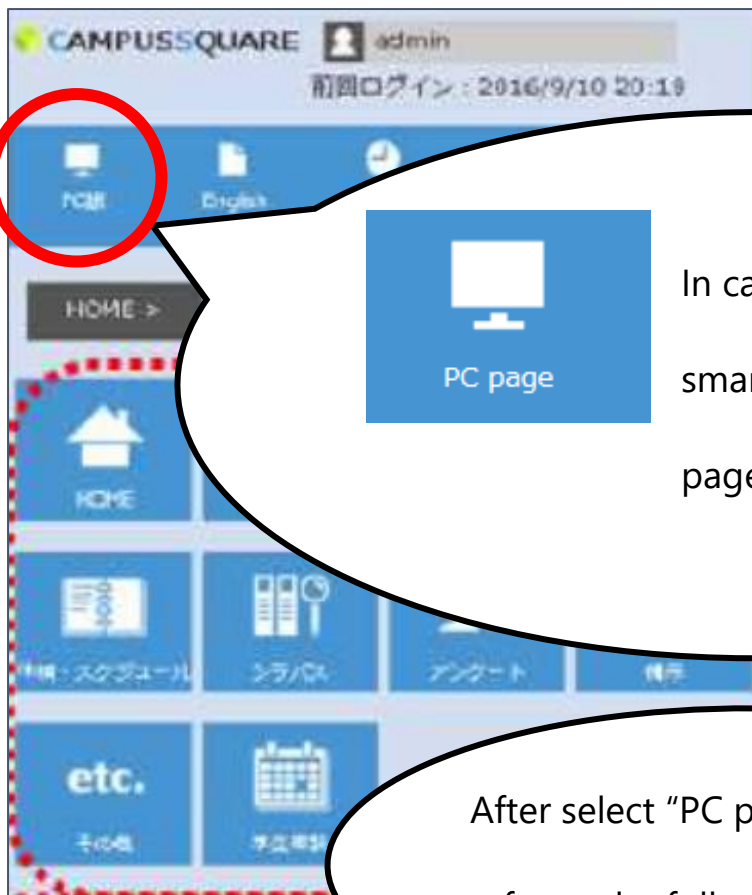
Please check the page at UTAS as bellow.

URL: <https://utas.adm.u-tokyo.ac.jp/campusweb/>

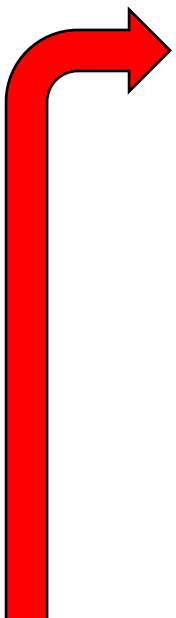
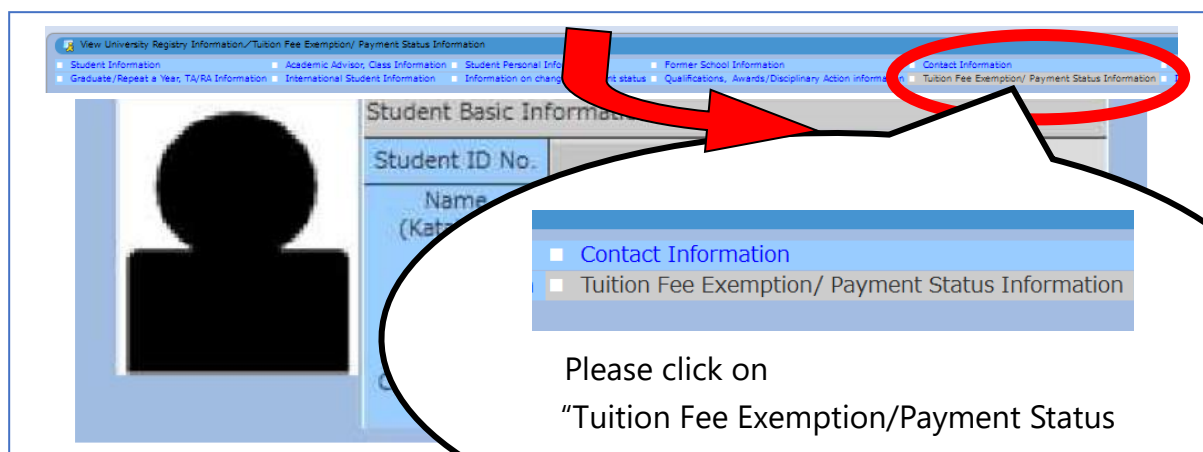
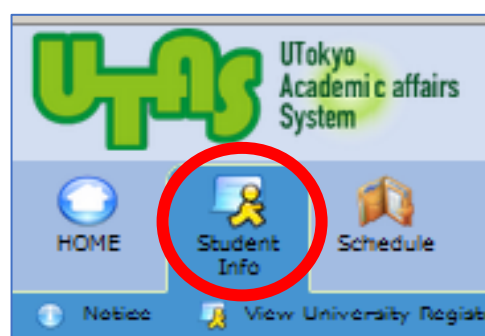
After logging in...

Please check the result of tuition fee exemption on **"PC page"**. In case you log in to UTAS by smartphone, please browse the website after you select "PC page".

## 【スマホ版のトップ画面】



After logging in...(PC ver.)



Tuition Exemption			
Academic year	Semester/Term	Exemption category	Financial sum of exemption
2025Academic year	First Half	Pending	0
2024Academic year	Second Half	Half exemption	130200
2024Academic year	First Half	Half exemption	130200

Tuition fee payment			
Academic year	Semester/Term	Payment status	Amount of payment
2025Academic year	Second(October-March)	Unpaid	0
2025Academic year	First(April-September)	Unpaid	0
2024Academic year	Second(October-March)	Paid	130200
2024Academic year	First(April-September)	Paid	130200

If the exemption category for the first half of FY2025 is "Full exemption" "Half exemption" "Refused," then the application was submitted in the first half.

If "Cancellation" is indicated, the application was cancelled due to the applicant's withdrawal. If you want to be exempted in the second half, you will need to submit a new application.