

# [Submission of Missing Documents for Tuition Fee Exemption Application]

## 1. General Rule for Document Submission

Applicants are **required to submit all necessary documents at the time of application** for exemption. In exceptional cases where certain documents cannot be submitted by the deadline, applications will be accepted with missing documents, provided that the following procedures are strictly followed.

## 2. If Any Documents Are Missing

- If there are any missing documents, you must complete and submit the **"Statement of Missing Documents"** along with your application documents.
- Please specify the **planned submission date** for each missing document on the declaration form.
- Submit the missing documents by the declared date.

**Please note that no reminder will be sent from the University.**

## 3. How to Submit Missing Documents

Missing Documents	Submission Methods
Certificate of Residence 住民票, Taxation (Income) Certificate 課税証明書	<b>Original copy required.</b> Please submit using one of the following methods: 1. By simplified registered mail (簡易書留) ※ Clearly indicate that the document is for the tuition fee exemption and include your student ID number and full name. 2. Submit in person at the tuition fee exemption counter.
Other documents	Please submit <b>via email attachment.</b> ※ Clearly indicate that the document is for the tuition fee exemption and include your student ID number and full name.

## 4. Submission Address

Please submit your documents to the appropriate office based on your affiliation.

Affiliation	Submission Office
Students enrolled in the College of Arts and Sciences, Graduate School of Arts and Sciences, or Graduate School of Mathematical Sciences	<b>Student Support Team (Scholarships), College of Arts and Sciences</b> 3-8-1 Komaba, Meguro-ku, Tokyo 153-8902 E-mail: <a href="mailto:s-shikin.c@gs.mail.u-tokyo.ac.jp">s-shikin.c@gs.mail.u-tokyo.ac.jp</a>
Students in all other faculties and graduate schools	<b>Tuition Exemption Team, Scholarships and Welfare Division</b> 7-3-1 Hongo, Bunkyo-ku, Tokyo 113-8654 E-mail: <a href="mailto:syougaku.adm@gs.mail.u-tokyo.ac.jp">syougaku.adm@gs.mail.u-tokyo.ac.jp</a>

## 5. If Additional Documents Are Requested After Submission

If any additional documents are requested by the tuition fee exemption office after your initial application has been received, please **submit them by the specified deadline without fail.**

If you are unable to meet the deadline due to unavoidable circumstances, **contact the office in advance.**

If the requested documents are not submitted **by the deadline without prior notice**, your application will **not be considered for screening.**