

## Application Guide for Privately funded International Students Planning to Enroll in the Doctoral Program

### How to Apply for Admission/Tuition Fee Deferments

The admission fee deferment system allows for the extension of the payment deadline to a specified period. The tuition fee deferment system includes 'extended payment' and 'monthly installment payment.' 'Extended payment' allows for the extension of the payment deadline to a specified period, while 'monthly installment payment' allows for the payment of half-term tuition fees in monthly installments.

Privately funded international students enrolling in the doctoral program who wish to apply for admission or tuition fee deferments should submit the application and other necessary documents during the entrance process.

Please check the table below to see if you are eligible to apply.

Application Type	Reasons for Eligibility for Deferment
Admission Fee Deferment	<b>Meeting any of the following conditions:</b> <ol style="list-style-type: none"><li>1. If the primary breadwinner has passed away within one year before enrollment.</li><li>2. If the student or the primary breadwinner has suffered from a natural disaster such as a typhoon or flood within one year before enrollment.</li><li>3. If it is difficult to pay the admission fee due to financial reasons, and the student is recognized as academically excellent.</li></ol>
Tuition Fee Deferment	<b>Meeting any of the following conditions:</b> <ol style="list-style-type: none"><li>1. If the primary breadwinner is exempt from taxes or the student requires social protection and meets the academic standards set by the university.</li><li>2. If it is difficult to pay the tuition fee due to financial reasons, and the student is recognized as academically excellent.</li><li>3. If the primary breadwinner has passed away within one year before enrollment.</li><li>4. If the student or the primary breadwinner has suffered from a natural disaster such as a typhoon or flood within one year before enrollment.</li></ol>

### Academic standards

All students planning to enroll in the doctoral program meet the established academic standards.

### Financial standards

Please verify the criteria applicable to you based on the annual income indicated in the 'Income Level Table.' Then, check whether you meet these criteria by referring to the 'Assessment Criteria Table.'

**【Income Level Table】**

Income Division	Annual Income (million yen)
I	Less than 2.5
II	2.5 to less than 3.5
III	3.5 to less than 4.7
IV	4.7 to less than 5.9
V	5.9 to less than 9.1

**【Assessment Criteria Table】**

Eligible for Admission Fee Deferment	Eligible for Tuition Fee Deferment
I ~ V	I ~ V

## Documents to be Submitted During the Entrance Process

	Submission Documents	Remarks
1	Submission Check Sheet	【Form 1】
2	Application form for Ibaraki University's Original Tuition Exemption (or Deferment) for the 2025 Academic Year	【Form 4】
3	Family Affairs Statement and Financial Status Declaration	【Form 7】 This is the main document for assessing your financial situation. Based on the documents provided below, please fill in your monthly income and the calculations that back it.
4	Statement Regarding the Income Amount and Living Expenses	【Form 8】 Please provide information on your financial situation, including details on allowances, part-time work, and monthly expenses (income: such as money received and kept in cash from family members upon arrival, and expenses: like rent, mobile phone bills, food costs, and an estimate of your monthly living expenses).
5	Documents showing financial statements for the financial institution used in Japan, such as a copy of the bank passbook	Please also provide a copy where the account holder's name is clearly visible. If you are unable to provide a bank passbook due to overseas transactions and can only access electronic records, please submit a printed copy of the contents.
6	Copy of identification document	Copy of both sides of the Residence Card or Foreign Resident Certificate
7	Documents indicating the period of scholarship receipt, e.g., Scholarship Award Notification, Scholarship Receipt Certificate, etc. (for scholarship recipients only)	Please make sure to declare any scholarships you are receiving using Form 7.
8	Proof of Annual Income (Actual or Expected) Certificate (for those who have part-time jobs)	【Form 9】 Along with the certificate, please provide the average monthly amount received from part-time work, along with the

	<p>※Please request your workplace to create this document.</p>	<p>calculation process, in the 'Family Affairs Statement and Financial Status Declaration.' (In place of this certificate, copies of pay stubs or withholding tax certificates are also acceptable).</p> <p>For April entrants: The expected income for April 2025</p> <p>For October entrants: The expected income for October 2025</p>
9	<p>Other documents indicating income amount (for eligible individuals only)</p>	<p>Please submit documentation of family transfers recorded in your bank passbook and the initial savings balance at the start of your living arrangements. Additionally, calculate the average monthly amount received. Record these details, including the calculation process, in the 'Family Affairs Statement and Financial Status Declaration.' Ensure that the relevant income amounts (e.g., in the bank passbook) are highlighted or marked for clarity in the submitted documents.</p>

If you are unable to submit the required documents related to the scholarships and income amounts listed in the table above at the time of enrollment for reasons such as uncertainty, please submit them to the Ibaraki University Student Life Support Office by April 25th, after the start of the academic year. Please ensure you submit all other necessary documents at the time of enrollment.

Please note that if additional documents are not submitted by the deadline, the application will be rejected due to incomplete documentation. (Additional documents should be submitted to the address provided under 'Contact information' at the below.)

**Important !**

If you are applying for the admission exemption or deferment program, please do not make the payment of the entrance fee at the time of entrance process.

## 【Schedule】

Entrance Process Period	Submitting documents (Including Financial Support Documents with Enrollment Paperwork During the Enrollment Process)
Must be received by April 25th after enrollment	If you are unable to submit the documents related to scholarships and income amounts at the time of enrollment, please submit them to the Student Life Support Office by April 25th, after enrollment.
Late June	The university will notify you of the results of the admission or/and tuition fee deferment application.

## 【Contact information】

Ibaraki University

2-1-1, Bunkyo, Mito, Ibaraki, Japan. 310-8512

Student Life Support Office (E-mail: [shien\\_soudan@ml.ibaraki.ac.jp](mailto:shien_soudan@ml.ibaraki.ac.jp))

## 2025 Submission Check Sheet **【All applicants should submit】**

This checklist is to be submitted by all applicants during the enrollment process.

Please mark a ✓ in the relevant column for the documents to be submitted during the enrollment process and submit them along with the corresponding documents.

Examination number:

Doctoral Program

Applicant's name:

Phone number:

— —

E-mail address:

Affiliation	Check	Submission Documents
Tuition Exemption/Deferment for privately-funded International students (Prospective Graduate School Doctoral Program Students)	<input type="checkbox"/>	【Form 4】 Application form for Ibaraki University's Original Tuition Exemption (or Deferment) for the 2025 Academic Year
	<input type="checkbox"/>	【Form 7】 Family Affairs Statement and Financial Status Declaration
	<input type="checkbox"/>	【Form 8】 Statement Regarding the Income Amount and Living Expenses
	<input type="checkbox"/>	Document showing financial statements for the financial institution used in Japan, such as a copy of the bank passbook
	<input type="checkbox"/>	Copy of identification document
	<input type="checkbox"/>	Document indicating the period of scholarship receipt, e.g., Scholarship Award Notification, Scholarship Receipt Certificate, etc. (for scholarship recipients only)
	<input type="checkbox"/>	【Form 9】 Proof of Annual Income (Actual or Projected) Certificate (for those who have part-time jobs) ※ Please request your workplace to create this document.
<input type="checkbox"/>	Other documents indicating income amount (for eligible individuals only)	

Application Form for Ibaraki University's Original Tuition Exemption (or Deferment) for the 2025 Academic Year

I hereby apply as follows.

Please fill in the relevant items or mark with a ○

Date			
Period	First semester	·	Second semester
category	Admission fee	Exemption · Deferment	
	Tuition fee	Exemption · Deferment	· Installment Payment
Reason	Economic difficulties · Death of the payer · Affected by a disaster		

※Select the exemption-eligible semester.

Examination number		Student ID number	—
Applicant's name			Date of enrollment
			April · October
【Applicant's address】			
Mobile phone (applicant)			
Mobile phone (others)			
(Relationship: )			

※New students do not need to fill in the student ID number.

Affiliation	Doctoral Program
	Graduate School of Science and Engineering
Category	Privately-Funded International Student

Income amount ※Foreign students, please fill in.	yen
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【University filling field】

家計基準	I · II · III · IV · V · 対象外
入学料判定	全免 · 半免 · 1/4 · 猶予 · 不可
授業料判定	全免 · 半免 · 1/4 · 猶予 · 不可
メモ	





Family Affairs Statement and Financial Status Declaration

【Example of Entry】

Date: 2025/●/●

Examination number: 12345

Applicant's name: TARO IBARAKI

1 Family situation

- ① The number of family members residing in Japan under the same household 1 people (Including the applicant themselves)
- ② Marital status Married · **Unmarried**

2 Average monthly living expenses

Income amount (Monthly average)			Calculation process related to income amount ※Please make sure to include the calculation process along with specifying which item it pertains to.
Category	Applicant	Spouse	
Support from family	79,213yen	yen	Support from family: (Remittance)460,000+460,000=920,000円
Regular employment income	yen	yen	(Credit card) 12,087+5,560+2,845+10,068=30,560円
Part-time job	17,123yen	yen	(920,000+30,560)÷12=79,213円
Scholarship [Name: ] [Grant · Loan ]	yen	yen	Part-time job: 12,283+22,556+24,082+19,825
[Name: ] [Grant · Loan ]	yen	yen	+16,480+14,853+17,765+20,590+14,183
Support from non-family members ( )	yen	yen	+13,853+16,170+12,818=205,468円
	yen	yen	<b>Expense situation</b> ※Please provide a detailed description of your living situation in Japan.
Savings withdrawal	yen	yen	Rent: 30,000 yen
	yen	yen	Utilities: 12,000 yen
Others( )	yen	yen	(Electricity 4,000 yen, Water 3,000 yen, Gas 5,000 yen)
	yen	yen	Food expenses: 25,000 yen
Others( )	yen	yen	Data expenses: 10,000 yen
	yen	yen	Others: 10,000 yen
(a)Total income	96,336 yen		Total expenses: 87,000 yen

- For income, please provide information for the following period.  
For new students entering in April: Please provide the projected income for April 2025. For new students entering in October: Please provide the projected income for October 2025.  
When filling out the form, be sure to attach supporting documents for the income amount and provide the calculation process that led to that amount in the 'Calculation Process for Income Amount' section. In cases where supporting documents are not attached, the calculation process is unclear, or there are doubts about the income amount (such as it being too low to support your living expenses), we may consider it as a false declaration and may not accept the application. Please provide detailed information in the 'Income Amount and Description of Living Conditions' about the specifics of your income (when it starts, what it involves, etc.).
- For more details about the submission documents, please carefully review the contents of the 'Guide'.

3 Annual cost of living

(a) Total income 96,336 yen ×12(Month) = (b) **1,156,032 yen** (Annual cost of living)

**Statement Regarding the Income Amount and Living Expenses**

I will explain my financial situation as follows.

**【Whether there is financial support from parents or guardians】**

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**【Regarding my part-time job situation】**

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**【Regarding the scholarship application status and award status】**

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**【Reasons for not being able to provide usage records for my home country's bank card (applicable only if unable to provide)】**

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**【Other information on payment status for rent, utilities, and credit card usage】**

※Please also provide information about your usage of cashless payments here.

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Date: \_\_\_\_\_

Examination number \_\_\_\_\_

Applicant's name \_\_\_\_\_

Statement Regarding the Income Amount and Living Expenses  
【Example of Entry】

I will explain my financial situation as follows.

**【Whether there is financial support from parents or guardians】**

I receive financial support from my family through international remittances in March and September.

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The amount is 460,000 yen per remittance.

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**【Regarding my part-time job situation】**

I work part-time at a convenience store. I receive my salary through bank transfers.

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The amount is 205,468 yen per year.

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**【Regarding the scholarship application status and award status】**

I am not currently receiving a scholarship.

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**【Reasons for not being able to provide usage records for my home country's bank card (applicable only if unable to provide)】**

I do not use my home country's bank.

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**【Other information on payment status for rent, utilities, and credit card usage】**

※Please also provide information about your usage of cashless payments here.

I pay the rent through automatic bank transfer. Utilities (water, electricity, gas) are paid at the convenience store.

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I have a credit card that is registered under my mother's account.

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I have used it for a total of 30,560 yen over the course of a year.

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Date: 2025/●●/●●

Examination number      12345

Applicant's name      TARO IBARAKI

**Proof of Annual Income (Actual or Expected) Certificate (for those who have part-time jobs)**

**【Applicant's Input Section】**

\_\_\_\_\_ Doctoral Program \_\_\_\_\_ Examination number \_\_\_\_\_

Applicant's name \_\_\_\_\_

As it is necessary for the application for tuition waiver, please provide proof for the following items.

**【Employer's Verification Section】**

Employee's Name		Relationship with the Applicant		Occupation	
Employment Period	_____ ~ _____				
Annual Income (Actual or Expected) Amount ※1	Total Disbursement Amount _____ yen (A)				
	Of which, Bonus Amount _____ yen (B)				
Verification Period for Total Disbursement Amount (A) ※1	_____ ~ _____ As a result, the Employment Period is for [ _____ ] months or the Salary is for [ _____ ] times. (C)				

Regarding 'Annual Income (Actual or Expected) Amount' and 'Verification Period for Total Disbursement Amount (A),' please refer to Note 1 for verification. If the employment period is less than one year, please provide the total disbursement amount for the employment period (or the number of salary disbursements).

I certify as stated above.

Date: \_\_\_\_\_

Company name \_\_\_\_\_

Address \_\_\_\_\_ Verifier's job title \_\_\_\_\_

Phone number \_\_\_\_\_ Signature \_\_\_\_\_

※1 This form is provided to independent students and self-funded international students who have part-time job income to understand their salary income. If the applicant themselves fill in the 'Employer's Verification Section,' the certificate will not be valid. For new students entering in April, please obtain a verification from your employer for the 'Expected Salary Income for April 2025 (considered as annual income for 12 months).' For new students entering in October, please obtain a verification from your employer for the 'Expected Salary Income for October 2025 (considered as annual income for 12 months).'

※2 If you receive part-time job income through bank account transfer, you can provide a bank passbook as proof in place of this certificate. Additionally, the submission of a copy of your pay stub is acceptable.

<p>( (A) _____ yen – (B) _____ yen )</p> <p>× <math>\frac{12 \text{ months}}{(C) \text{ month}} = D</math> _____ yen (Round down to the nearest whole number)</p>
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