

入学料（徴収猶予）及び授業料免除申請の流れ

The English version is on the next page.

① 申請条件の確認

本要項を確認し、申請条件を満たしているかどうか、必ず確認をしてください。

② 必要書類の準備

本要項「5. 入学料免除（徴収猶予）・授業料免除 必要書類一覧」を確認し、**本人調書記入前に、各自、必要な書類を準備**してください。書類を元に、家族構成や収入等を記入してください。

③ 本人調書(様式1-1、1-2) 作成

本学様式をダウンロードし記入作成

本人調書（様式1-1、1-2）は、本学Webサイトからダウンロードし、記入作成ください。

④ 申請書類(本人調書・必要書類等)提出

※所得課税証明書以外の書類を提出

	入学料免除・授業料免除		授業料免除のみ
	大学院・別科	学士	大学院・別科・学士
提出期間	入学手続き期間内	本要項に記載のとおり	
提出先	所属の入学手続き担当係	郵送または学生支援係	

提出期限、提出先等は本要項「2. 申請方法・申請期間」を確認してください。**申請種別により申請期間および提出先が異なりますので注意してください。**

⑤【大学側】書類点検

不足・不備書類の連絡

本要項「5. 入学料免除（徴収猶予）・授業料免除 必要書類一覧」を必ず確認の上、本人調書（様式1-1、1-2）及び必要書類一式をあわせて提出してください

令和8年度所得課税証明書のみ、STEP2の提出期間に別途提出が必要ですので注意してください(令和8年度所得課税証明書はSTEP1の提出期間内では発行できません)。

⑥ 不足・不備書類の提出

⑦ 所得課税証明書 取得・提出

取得方法：市役所・町役場にて発行可能

提出方法：郵送または学生支援係受付窓口

提出期間：本要項に記載のとおり

『**令和8年度所得課税証明書（令和7年分の所得を証明するもの）**』（6月頃より発行可能）を市区役所・町村役場で発行し取得して提出してください。**提出のない場合は入学料・授業料免除申請を無効とします。**

⑧【大学側】書類点検

不足・不備書類の連絡

学生支援課で提出書類を点検し、不足や不備の書類がある場合はメール、アカンサスポータルのメッセージまたは電話で連絡します。**指示に従い早急に対応し、期日までに書類等を提出してください。期日までに提出のない場合は、入学料・授業料免除申請を無効とします。**

⑨ 不足・不備書類の提出

⑩ 結果通知

結果は**8月中旬（予定）**に通知

入学料（徴収猶予）：**郵送**で通知

授業料：**アカンサスポータルメッセージ**で通知

The flow of applications for admission fee waivers (deferral of payment) and tuition fee waivers

① Confirm application requirements



② Preparation of required documents



③ Preparation of Applicant Forms
(Forms 1-1, 1-2)

Download the forms from the University's website.



④ Submission of application documents

(Applicant Forms, required documents, etc.)

Submission of documents other than certificate of income taxation

	Admission and tuition fee waiver		Tuition fee waiver only
	Graduate schools Bekka	Undergraduate	Graduate schools, Bekka, Undergraduate
Submission period	Within the admission procedure period	As stated in these Application Guidelines	
Submission address	Admissions officer of your department	By post or at the Student Support Section	



⑤ [University side] Document inspection

Notification of missing or incomplete documents



⑥ Submission of missing or revised documents



⑦ Obtaining and submission of certificate of income taxation

How to obtain: can be issued at city or town halls

How to submit: by post or at the Student Support Section

Submission period: As stated in these Application Guidelines



⑧ [University side] Document inspection

Notification of missing or incomplete documents



⑨ Submission of missing or revised documents



⑩ Notice of Results

Please check these guidelines and confirm that you satisfy the application requirements.

Before filling in Applicant Forms, please prepare the necessary documents according to '5. List of required documents for admission fee waivers (deferral of payment) and tuition fee waivers' in these guidelines. **Please fill in your family structure, income, etc. based on the documents.**

Download Applicant Forms (Forms 1-1, 1-2) from the University's website and fill in the form. The forms for the admission fee waiver (deferral of payment) and the tuition fee waiver are the same. Please prepare and submit one set of forms.

For submission deadlines, addresses, etc., please refer to '2.Application method and application period' in these guidelines. **Please note that the application period and submission address differ depending on the type of application.**

Please make sure to confirm '5. List of required documents for admission fee waivers (deferral of payment) and tuition fee waivers' in these guidelines and submit Applicant Forms (Forms 1-1, 1-2) and a set of required documents together with it.

Only the certificate of income taxation for FY2026 needs to be submitted separately to the Student Support Section during the STEP 2 submission period, as it cannot be issued during the STEP1 application period.

Please obtain and submit a '**Certificate of Income Taxation for FY2026 (proof of income for 2025)**' (available from around June) from the city or town hall. **If you do not submit the certificate, your application for admission and tuition fee waiver will be invalid.**

The Student Support Section will check the submitted documents and contact applicants by e-mail, Acanthus Portal message, or phone if any documents are missing or incomplete. **Please follow their instructions promptly and submit the documents by the deadline. If you do not submit the application by the due date, your application for admission and tuition fee waiver will be invalid.**

Notification of results is **scheduled for mid-August.**

Admission fee (deferral of payment): notifications by post

Tuition fee: notifications by Acanthus Portal message