

## **Hokkaido University**

### **Application for Emergency Tuition fees exemption for the second semester 2020**

#### **Notes for International Students**

Students who satisfy all of the eligibility conditions for application below may be granted full exemption of payment of tuition fees for the second semester 2020.

Applicants should read these notes carefully and be sure to submit the correct documents.

Applicants who submit the application documents should not pay tuition fees until the results of their application will be notified. Please note that once tuition fees are paid, they cannot be refunded.

#### **Eligibility for Emergency Tuition fees exemption for the second semester 2020**

The following two conditions shall be met.

- 1 A person whose estimated income for 2020 is less than 1/2 of the income for 2019 after the outbreak of a new coronavirus infection.
- 2 Students who are recognized as having difficulty paying their tuition fees due to financial reasons resulting from the effects of COVID-19 (coronavirus), and who have excellent academic performance.

#### **Required Application Documentation**

All documents indicated below is required.

- 1 Emergency Tuition fees exemption Application Form
- 2 Certificate of income for 2019(Style C-1-1,C-1-2) (Example : passbook , withholding slip)

Please write the amount of income for 2019. Please also attach a document that verifies the amount of your income. A copy of the document or a hard copy of the screen is acceptable. If you don't have the documents to verify your income,you can't apply.

- 3 Proof of income for 2020(Style C-3-1,C-3-2)( Example : passbook )

Please write your estimated income for 2020.

From January to September 2020: Please fill in the actual amount.

From October to December 2020 should be the average income from July to September 2020. Please also attach a document that verifies the amount of your income. A copy of the document or a hard copy of the screen is acceptable. If you don't have the documents to verify your income,you can't apply.

## **Recognition of Excellence of Academic Records**

### *Undergraduate students*

Assessment will be based on undergraduate record in all subjects completed at the time of application. Applicants should have completed at least the standard number of units, with an average GPA of 2.7 or higher.

### *Graduate students*

Master course or professional degree course students, Applicants must have completed at least the standard number of units that each department or graduate school requires, with an average grade of 2.0 or higher.

Doctoral course students or above Doctoral course students, applicants recognized as having excellent academic records.

\*Note: In calculating average grades, AA = 4, A = 3, B = 2, C = 1.

### *Repeating year or exceeding the time limit of study students*

If you are repeating the last year of your course or have exceeded the time limit of study more than a year, you are excluded from consideration for the tuition fee exemption.

The period of your leave of absence is included in your term of study in the handling of the tuition fees exemption.

**Within budgetary constraints, the University will grant tuition exemptions based on domestic circumstances and academic record as detailed in submissions.**

## **Important Advice for Applicants**

1. When submissions are made on forms specified by the University, applicants should be sure to read the accompanying instructions carefully.
2. The inclusion in applications of information found to be false will lead to the cancellation of any exemption granted. Failure to submit required documentation will also exclude consideration for exemption.

**Application for Emergency Tuition fees exemption for the second semester 2020**

**Notes for International Students**

北海道大学

2020 年度後期緊急授業料減免申請について

留学生への注意事項

Students who satisfy all of the eligibility conditions for application below may be granted full exemption of payment of tuition fees for the second semester 2020.

下記の申請資格のいずれかに該当する学生は、2020 年後期分授業料の全額減免が認められます。

Applicants should read these notes carefully and be sure to submit the correct documents.

申請者はこれらの注意事項を注意深く読み、正しい書類を提出してください。

Applicants who submit the application documents should not pay tuition fees until the results of their application will be notified. Please note that once tuition fees are paid, they cannot be refunded.

出願書類を提出した者は、出願結果が判明するまで授業料を納入しないこと。授業料はいったん納入されますと、払い戻しはできませんのでご注意ください。

**Eligibility for Emergency Tuition fees exemption for the second semester 2020**

2020 年度後期緊急授業料免除の対象者について

The following two conditions shall be met.

次の二つの条件を満たす者とします。

- 1 A person whose estimated income for 2020 is less than 1/2 of the income for 2019 after the outbreak of a new coronavirus infection.
  - 1 2019 年の収入額と、新型コロナウイルス感染症発生後の 2020 年の収入見込み額を比較し、1/2 以下になった者
- 2 Students who are recognized as having difficulty paying their tuition fees due to financial reasons resulting from the effects of COVID-19(coronavirus), and who have excellent academic performance.
  - 2 新型コロナウイルス感染症の影響による経済的理由により授業料の納入が困難と認められ、かつ、学業成績が優秀と認められる者。

## Required Application Documentation

### 申請に必要な書類

All documents indicated below is required.

以下に示す，すべての書類が必要です。

1 Emergency Tuition fees exemption Application Form

1 後期緊急授業料免除申請書

2 Certificate of income for 2019(Style C-1-1,C-1-2) (Example : passbook , withholding slip)

2 2019年の収入証明書(様式C-1-1, C-1-2) (例:通帳、源泉徴収票)

Please write the amount of income for 2019. Please also attach a document that verifies the amount of your income. A copy of the document or a hard copy of the screen is acceptable. If you don't have the documents to verify your income,you can't apply.

2019年の収入額を書いてください。収入額を確認できる書類も添付してください。書類はコピーや画面のハードコピーでもかまいません。収入額を確認できる書類が無ければ申請できません。

3 Proof of income for 2020(Style C-3-1,C-3-2)( Example : passbook )

3 2020年の所得見込(様式C-3-1, C-3-2) (例:通帳)

Please write your estimated income for 2020.

2020年の収入見込み額を書いてください。

From January to September 2020: Please fill in the actual amount.

今年の1月から9月までは実績額

From October to December 2020 should be the average income from July to September 2020. Please also attach a document that verifies the amount of your income. A copy of the document or a hard copy of the screen is acceptable. If you don't have the documents to verify your income,you can't apply.

今年の10月から12月は，今年の7月から9月の平均所得額を記載すること。収入額を確認できる書類も添付してください。書類はコピーや画面のハードコピーでもかまいません。収入額を確認できる書類が無ければ申請できません。

## Recognition of Excellence of Academic Records

### 成績優秀者の認定

#### *Undergraduate students*

##### 学部生

Assessment will be based on undergraduate record in all subjects completed at the time of application. Applicants should have completed at least the standard number of units, with an average GPA of 2.7 or higher.

申請時に履修したすべての科目について、学部の成績に基づいて評価します。申請者は、少なくとも標準単位数を満たし、平均 GPA が 2.7 以上であること。

#### *Graduate students*

##### 大学院生

Master course or professional degree course students, applicants must have completed at least the standard number of units that each department or graduate school requires, with an average grade of 2.0 or higher.

各専攻及び各研究科の基準単位数以上、かつ、平均学年が 2.0 学年以上であること。

Doctoral course students or above Doctoral course students, applicants recognized as having excellent academic records.

d) 博士後期課程の 2 年生以上については、優れた成績を有すると認められる者。

\*Note: In calculating average grades, AA = 4, A = 3, B = 2, C = 1.

\*注意: 平均等級の計算では、AA=4、A=3、B=2、C=1 です。

#### *Repeating year or exceeding the time limit of study students*

##### 留年又は修学年限超過

If you are repeating the last year of your course or have exceeded the time limit of study more than a year, you are excluded from consideration for the tuition fee exemption.

留年したり、修業年限を 1 年以上超えた場合は、授業料減免の対象外となります。

The period of your leave of absence is included in your term of study in the handling of the tuition fees exemption.

休学期間は授業料減免の取扱いに含まれています。

**Within budgetary constraints, the University will grant tuition exemptions based on domestic circumstances and academic record as detailed in submissions.**

予算上の制約の範囲内で、大学は国内事情と提出書類に詳述されている学業成績に基づいて授業料を減免します。

## Important Advice for Applicants

### 応募者への重要なアドバイス

1. When submissions are made on forms specified by the University, applicants should be sure to read the accompanying instructions carefully.

1. 本学が指定する様式により提出する場合は、添付の説明書をよく読むこと。

2. The inclusion in applications of information found to be false will lead to the cancellation of any exemption granted. Failure to submit required documentation will also exclude consideration for exemption.

2. 虚偽であると判明した情報を申請に含めることは、認められた減免の取り消しにつながります。また、必要書類を提出しない場合も、減免の対象外となります。

Address／申請書類の郵送住所

Please mail to the undergraduate or graduate school where you are enrolled.  
ご自身が在籍する学部・大学院宛に郵送願います。

①申請者の所属先（令和2年10月1日現在）

school/graduate school (1st October, 2020)

②送り先住所

Address

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文学部/大学院文学院

①School of Humanities and Human Sciences/Graduate School of Humanities  
and Human Sciences

②〒060-0810

Kita 10, Nishi 7, Kita-ku, Sapporo

Hokkaido University Graduate School of Humanities and Human Sciences  
(Kyomu)

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法学部/法学研究科/法科大学院

①School of Law/Graduate School of Law/Law School

②〒060-0809

Kita 9, Nishi7, Kita-ku, Sapporo

Hokkaido University Office of Graduate School of Law (Gakuji)

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大学院情報科学院

①Graduate School of Information Science and Technology

②〒060-0814

Kita 14, Nishi 9, Kita-ku, Sapporo

Hokkaido University Office of Graduate School of Information Science and  
Technology (Kyomu)

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水産学部（3～4年生）/大学院水産科学院

①School of Fisheries Sciences(Junior, Senior)/Graduate School of Fisheries Sciences

②〒041-8611

3-1-1, Minato-cho, Hakodate

Hokkaido University Office of Hakodate-campus (gakusei)

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大学院環境科学院

①Graduate School of Environmental Science

②〒060-0810

Kita 10, Nishi 5, Kita-ku, Sapporo

Hokkaido University Office of Graduate School of Environmental Science (Kyomu)

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理学部

①School of Science

②〒060-0810

Kita 10, Nishi 8, Kita-ku, Sapporo

Hokkaido University Office of School of Science (Kyomu)

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大学院理学院

①Graduate School of Science

②〒060-0810

Kita 10, Nishi 8, Kita-ku, Sapporo

Graduate School Educational Affairs Section, Science and Life Science Administration

Department, Hokkaido University (Daigakuin)

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農学部/大学院農学院

①School of Agriculture/Graduate School of Agriculture

②〒060-8589

Kita 9, Nishi 9, Kita-ku, Sapporo

Hokkaido University Office of Graduate School of Global Food Resources (Gakusei Shien)

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大学院生命科学院 Graduate School of Life Science

①-1 Students who belong to other than the following division / course

②-1 〒060-0810

Kita 10, Nishi 8, Kita-ku, Sapporo

Graduate School Educational Affairs Section, Science and Life Science  
Administration Department, Hokkaido University (Daigakuin)

①-2 Division of Life Science, Biomedical and Pharmaceutical Science Course  
and Division of Clinical Pharmacy Students

②-2 〒060-0812

Kita 12, Nishi 6, Kita-ku, Sapporo

Academic Affairs Section, Administration of School of Pharmaceutical Sciences  
and Pharmacy, Hokkaido University (Daigakuin)

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教育学部/大学院教育学院

①School of Education/Graduate School of Education

②〒060-0811

Kita11, Nishi7, Kita-ku, Sapporo

Hokkaido University Office of Graduate School of Education (Kyomu)

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大学院国際広報メディア・観光学院

①Graduate School of International Media, Communication, and Tourism Studies

②〒060-0817

Kita 17, Nishi 8, Kita-ku, Sapporo

Academic affairs section, Graduate School of International Media, Communication,  
and Tourism Studies, Hokkaido University

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医学部保健学科/大学院保健科学院

①School of Medicine (Health Sciences)/Graduate School of Health Sciences

②〒060-0812

Kita 12, Nishi 5, Kita-ku, Sapporo

Hokkaido University Office of Graduate School of Health Sciences (Kyomu)

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工学部/大学院工学院

①School of engineering/Graduate School of Engineering

②〒060-8628

Kita 13, Nishi 8, Kita-ku, Sapporo

Hokkaido University Office of Graduate School of Engineering

(Kyomu Gakusei Shien)

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大学院総合化学院

①Graduate School of Chemical Sciences and Engineering

②〒060-8628

Kita 13, Nishi 8, Kita-ku, Sapporo

Hokkaido University Office of Graduate School of Chemical Sciences and

Engineering (Kyomu)

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経済学部/大学院経済学院

①School of Economics and Business/Graduate School of Economics and Business

②〒060-0809

Kita 9, Nishi7, Kita-ku, Sapporo

Student Affairs Office, School/Graduate School of Economics and

Business, Hokkaido University

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医学部医学科

①School of Medicine

②〒060-8638

Kita 15, Nishi 7, Kita-ku, Sapporo

Hokkaido University School of Medicine (Kyomu)

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大学院医学院

①Graduate School of Medicine

②〒060-8638

Kita 15, Nishi 7, Kita-ku, Sapporo

Hokkaido University Office of Graduate School of Medicine (Kyomu)

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歯学部/大学院歯学院

①School of Dental Medicine/Graduate School of Dental Medicine

②〒060-8586

Kita 13, Nishi 7, Kita-ku, Sapporo

Hokkaido University Office of Graduate School of Dental Medicine (Kyomu)

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獣医学部/大学院獣医学院

①School of Veterinary Medicine/Graduate School of Veterinary Medicine

②〒060-0818

Kita 18, Nishi 9, Kita-ku, Sapporo

Hokkaido University Office of Graduate School of Veterinary Medicine (Kyomu)

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大学院医理工学院

①Graduate School of Biomedical Science and Engineering

②〒060-8638

Kita 15, Nishi 7, Kita-ku, Sapporo

Hokkaido University Office of Graduate School of Biomedical Science and Engineering (Kyomu)

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大学院国際感染症学院

①Graduate School of Infectious Diseases

②〒060-0818

Kita 18, Nishi 9, Kita-ku, Sapporo

Hokkaido University Office of Graduate School of Infectious Diseases (Kyomu)

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大学院国際食資源学院

①Graduate School of Global Food Resources

②〒060-8589

Kita 9, Nishi 9, Kita-ku, Sapporo

Hokkaido University Office of Graduate School of Global Food Resources  
(Gakusei Shien)

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公共政策大学院

①Public Policy School

②〒060-0809

Kita 9, Nishi7, Kita-ku, Sapporo

Hokkaido University Office of Graduate School of Law (Gakuji)

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薬学部

①School of Pharmaceutical Sciences and Pharmacy

②〒060-0812

Kita 12, Nishi 6, Kita-ku, Sapporo

Hokkaido University Office of Faculty Pharmaceutical Sciences (Kyomu)

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学部1年生と水産学部（2年生のみ）

①Freshman, School of Fisheries Sciences (Sophomore)

②〒060-0817

Kita 17, Nishi 8, Kita-ku, Sapporo

Hokkaido University Academic Affairs Department Student Support Division

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現代日本学プログラム課程

①Modern Japanese Studies Program (MJSP)

②〒060-0817

Kita 17, Nishi 8, Kita-ku, Sapporo

Hokkaido University Academic Affairs Department Educational Promotion Division

Modern Japanese Studies Program (MJSP)

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ISP（1年次のみ）

①1st-year students, Integrated Science Program (ISP)

②〒060-0817

Kita 17, Nishi 8, Kita-ku, Sapporo

Hokkaido University Academic Affairs Department Educational Promotion Division

Integrated Science Program (ISP)

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## Application Q & A

Q1 According to the “Eligibility for Emergency Tuition fees exemption”, students, who have lost a significant amount (50% or more compared to the previous year) of income due to the novel coronavirus pandemic, are eligible to apply. If I have lost 48% of my income, am I still eligible?

A1 No, you are not eligible since the university has budget constraint.

Q2 The application must be sent only by mail. Can I submit the application documents by e-mail?

A2 No, you cannot. Applications can only be brought to the counter or mailed.

Q3 If I fall into case a) and/or b), what should I do?

- a) I am unable to make “Form C-1” because I cannot provide documentation to verify last year's income.
- b) I am unable to make “Form C-3” because I cannot provide documentation to verify my income for this year.

A3 We will not approve the application if we cannot submit the documents that confirm income.

### < **Important advice for applicants** >

-We do not accept case c) and/or d).

c) “The amount of income declared” is not stated.

d) “The amount of income declared” is stated, but “the basis for the amount” is not provided.

-"Roughly this much income" is not acceptable.

-The contents may be confirmed later. The inclusion in applications of information found to be false will lead to the cancellation of any exemption granted.

## Application Q & A

## Q & A <参考：日本語訳付き>

Q1 According to the “Eligibility for Emergency Tuition fees exemption”, students, who have lost a significant amount (50% or more compared to the previous year) of income due to the novel coronavirus pandemic, are eligible to apply. If I have lost 48% of my income, am I still eligible?

Q1 「緊急学費免除の対象者」によると、新型コロナウイルス感染症により、収入が大幅に（前年度比 50%以上）減少した学生は申請することができますが、収入の 48%を失った場合でも対象となりますか？

A1 No, you are not eligible since the university has budget constraint.

A1 予算に限りがあるため、応募資格はありません。

Q2 The application must be sent only by post(recorded delivery).

Can I submit the application documents by e-mail?

Q2 申請は郵送となっています。書類を電子メールにて提出することはできないのですか？

A2 No, you can't. Please bring your application forms to the office (kyomu) of your faculty or send by post(recorded delivery).

A2 できません。申請は窓口持参か郵送のみとなります。

Q3 If I fall into case a) and/or b), what should I do?

a) I am unable to make “Form C-1” because I cannot submit documentation to verify last year's income.

b) I am unable to make “Form C-3” because I cannot submit documentation to verify my income for this year.

Q3 a)や b)に該当する場合はどうすればいいですか？

a) 昨年の所得を証明する書類が提出できないため、様式 C-1 を作成することができません。

b) 今年の所得を証明する書類を提出できないため、様式 C-3 を作成することができません。

A3 We will not accept the application if you cannot submit the documents that confirm the income.

A3 収入を確認する書類が提出できない場合は、申請を認めません。

<Important advice for applicants>

<申請者への重要なアドバイス>

- We do not accept case c) and/or d).
- c) “The amount of income declared” is not stated.
- d) “The amount of income declared” is stated, but “the basis for the amount” is not provided.
- "Roughly this much income" is not acceptable.
- The contents may be confirmed later. The inclusion in applications of information found to be false will lead to the cancellation of any exemption granted.

-c)および/または d)のケースは認められません。

c) 「申告所得金額」が記載されていない。

d) 「申告した所得の金額」は記載されているが、「金額の根拠」が記載されていない。

- 「大体これくらいの収入」は認められない。

- 後日、記載内容について確認する場合があります。虚偽の情報を申請書に記載した場合は、減免の決定が取り消されることがあります。