

新入生のみなさんへ

For Incoming Students

平成 31 年度山口大学

入学料免除及び徴収猶予申請について

About the Application for Exemption and Postponement of the Admission Fee at Yamaguchi University in AY 2019

注意事項 Notes

- 1 入学料免除及び徴収猶予の申請は、入学料免除願・入学料徴収猶予願の提出と WEB 入力による申請及び書類提出が必要となります。

In order to apply for exemption and postponement of the admission fee, applicants must submit the “Application for Admission Fee Exemption” or “Application for Admission Fee Postponement” along with application through the web site and submission of required documents.

- 入学料免除及び徴収猶予願の提出期間：入学手続期間中

Period for submission of the “Application for Admission Fee Exemption” or “Application for Admission Fee Postponement”: During the admission procedure period

- WEB 入力期間：平成 31 年 4 月 15 日～平成 31 年 4 月 19 日 17 時まで

Web entry period: from April 15 to 17:00 p.m., April 19, 2019

- 書類提出期間：平成 31 年 4 月 15 日～平成 31 年 4 月 19 日 17 時まで

Document submission period: from April 15 to 17:00 p.m., April 19, 2019

- 2 入学料免除・徴収猶予申請 (WEB 入力) は、山口大学に設置してあるパソコンからのみになります。次項からの『2 入学料免除・徴収猶予申請手順』をよく読んでください。

Application for exemption or postponement of the admission fee (Web entry) can only be made from computers housed at Yamaguchi University.

なお、不明な点等がありましたら、山口大学学生支援課学生サービス係（電話番号：083-933-5611、E-mail：ga113@yamaguchi-u.ac.jp）まで早めにお問い合わせください。

If you need to clarify something or have any questions, please contact

the Student Support Section, Student Affairs Division ahead of time.

(Tel: +81 (0)83-933-5611, E-mail: ga113@yamaguchi-u.ac.jp)

1 入学料免除及び徴収猶予制度について

About Exemption from/Postponement of Collection of the Admission Fee

■入学料免除申請対象者

Students eligible for Application for Admission Fee Exemption

(1) 大学院 Graduate schools

次の申請資格のいずれかに該当する場合は申請することができます。

Students who meet any of the following qualifications are eligible for application:

- 1 経済的理由によって入学料の納付が困難であり、かつ、学業優秀と認められる者
Students who are recognized to have a difficulty in paying the admission fee for financial reasons and are also recognized to demonstrate outstanding academic performance.

- 2 入学前 1 年以内に、以下の理由により入学料の納付が困難となった者

Students who are recognized to have a difficulty in paying the admission fee within one year prior to admission because of:

- 学資負担者が死亡した場合
the death of the person who is a main provider of his/her academic expenses or,
- 風水害等の災害を受けた場合
the damage by a natural disaster such as storm or flood

(2) 学部 Faculties

上記(1)の2に該当する場合は申請することができます。

Students who meet the above conditions (1) -2 are eligible for application:

■免除額 Exemption amount.

免除額は、入学料の全額または半額です。

Exemption amount is full or half of the admission fee.

■入学料徴収猶予申請対象者

Students eligible for application for postponement of admission fee

(1) 学部・大学院 Faculties/Graduate schools

次の申請資格のいずれかに該当する場合は申請することができます。

Students who meet any of the following qualifications are eligible for application:

- 1 経済的理由によって入学料の納付が困難であり、かつ、学業優秀と認められる者
Students who are recognized to have a difficulty in paying the admission fee for financial reasons and are also recognized to demonstrate outstanding academic performance.

2 入学前 1 年以内に、以下の理由により入学料の納付が困難となった者

Students who are recognized to have a difficulty in paying the admission fee within one year prior to admission because of:

- 学資負担者が死亡した場合
the death of the person who is a main provider of his/her academic expenses or,
- 風水害等の災害を受けた場合
the damage by a natural disaster such as storm or flood

■ 猶予額 Amount of postponed admission payment

猶予額は、入学料の全額です。

Amount of postponed payment is the full admission fee

2 入学料免除・徴収猶予申請手順

Exemption or Postponement of Admission Fee Application Procedures

(1) 入学料免除願・入学料徴収猶予願の提出（入学手続期間中）

Submission of the “Application for Admission Fee Exemption” or “Application for Admission Fee Postponement” (During enrollment procedure period)

- 入学手続期間中に、必ず提出してください。
Be sure to submit the application form during the enrollment period.
- 入学料免除願・入学料徴収猶予願の提出がない場合は、申請を受け付けることができません。

Without the submission of the application form, the application for exemption or postponement of the admission fee will not be accepted.

(2) 必要書類の準備 Preparation of Required Documents

- 入学料免除・徴収猶予申請に必要な書類は、山口大学HP上に掲載してある『2019年度山口大学授業料免除申請のしおり』で確認してください。

For documents required for application for exemption or postponement of admission fee, please refer to the “Guide for Application for Tuition Fee Exemption at Yamaguchi University in AY 2019” on the Yamaguchi University’s web page.

※入学料免除・徴収猶予申請に必要な書類は、授業料免除のものに準じます。

Documents required for application for exemption or postponement of admission fee are the same as those required for application for tuition fee exemption.

※『2019年度山口大学授業料免除申請のしおり』は以下のURLまたはQRコードから確認してください。

You can access the “Guide for Application for Tuition Fee Exemption at Yamaguchi University in AY 2019” via the URL or QR code shown below.

<http://gakuseishien.jimu.yamaguchi-u.ac.jp/tebiki/html/f06-02.htm#04>
山口大学HP > 在学生の皆様 > 学生生活の手引き > (2) 入学料・授業料④証明書類一覧表
Yamaguchi University Homepage > Current Students > Guide to Student Life > (2) Admission Fee/Tuition Fee④Documents to be Submitted



・家庭状況等によっては、後日、書類の提出を追加で依頼をすることがあります。書類の追加提出を求められた場合は、本学が指定する期限までに提出してください。

Depending on family situations, there are some cases that we will request submission of additional document/s at a later date. If you are requested to submit additional document/s, please submit them by the due date specified by the university.

(3) **授業料免除申請システムへ必要事項をWEBにより入力し、「本人調書」をプリントアウトする**

Please log in the Tuition Fee Exemption Application System on the web page and enter required information, and then print out the “Written Personal Statement”

**※入学料免除・徴収猶予申請は、授業料免除システムを利用して申請を行います。
Application for exemption or postponement of admission fee should be made via the Tuition Fee Exemption Application System.**

・『授業料免除申請システム操作マニュアル』を山口大学HPからダウンロードし、マニュアルを参照の上、**入力期間内**に授業料免除申請システムへ必要事項を入力してください。

Please download the “Operating Manual for the Tuition Fee Exemption Application System” from the Yamaguchi University’s web page, and enter required information, with reference to the operation manual, within the entry period.

※『授業料免除申請システム操作マニュアル』については、『授業料免除申請システムへのアクセス方法』を参照してください。

For the “Operating Manual for the Tuition Fee Exemption Application System.” please refer to the “How to Access the Tuition Fee Exemption Application System.”

入力期間 **Entry Period**

平成31年4月15日(月)～平成31年4月19日(金) 17時まで

From April 15 to 17:00 p.m., April 19, 2019

※入力は、山口大学内に設置してあるパソコンからのみになります。

Entry can only be done from computers housed in Yamaguchi University facilities.

※学内進学者の方については、進学後のIDで申請をしてください。

Internal applicants, who graduated from their faculties or completed their master courses and move onto graduate schools, should use the ID provided after their advancement.

(4) **書類提出** **Submission of Documents**

- ・下記受付期間内に以下①～④の書類を、下記受付場所に提出してください。

Please submit the following documents ①-④ to the appropriate submission places listed below within the submission period also indicated below;

① (2) で準備した必要書類

Required documents prepared in accordance with section (2)

② 本人調書 (授業料免除申請システムからプリントアウトしたもの)

“Written Personal Statement” (printed out from the Tuition Fee Exemption Application System)

③ 入学料免除・徴収猶予申請票 (大学控え)

Application Letter for Exemption and Postponement of the Admission Fee (for the University's records)

④ 結果通知用返信用封筒 (簡易書留のため392円切手貼付)

A self-addressed envelope for a return mail notifying the result (affixed with stamp(s) worth 392 yen for the recorded delivery purpose).

※封筒のサイズは「長形3号」

The size of the envelope should be Standard Size 120mm×235mm

※授業料免除を併せて申請する場合は、①～④の書類に加え、「授業料免除願 (様式は山口大学HPより印刷)」を作成のうえ、併せて提出してください。所得・課税証明書等を2部用意する必要はありません。授業料免除申請システムへの入力は、入学料免除・徴収猶予と授業料免除を併せて1回していただくこととなります。

If you apply for exemption of the tuition fee at the same time, please prepare and submit the “Application for Tuition Fee Exemption (the form can be printed out from the Yamaguchi University web page)” together with the above documents ①-④. It is not necessary to prepare two copies of the certificates such as the “Income and Taxation Certificate.” Entry into the Tuition Fee Exemption Application System should be done only one time by combining the application for exemption and postponement of the admission fee and the application for exemption of the tuition fee.

○受付期間 平成31年4月15日(月)～平成31年4月19日(金)

Submission Period: April 15 - April 19, 2019

○受付時間 9:00～17:00

Submission Time: 9:00 - 17:00

○受付場所 Submission Places

医学系研究科の学生・医学部2年次編入の学部学生

Students of Graduate School of Medicine/Students transferring to the second-year class at the Faculty of Medicine and Health Sciences

⇒医学部学務課教育・学生支援係(小串地区) 電話番号:0836-22-2099

Education/Student Support Section, Educational Affairs Division, Faculty of Medicine and Health Sciences (Kogushi campus) Tel: +81-(0)836-22-2099

創成科学研究科(工)・技術経営研究科の学生・工学部3年次編入の学部学生

Students of Graduate School of Sciences and Technology for Innovation

(Engineering)/Students of Management of Technology/Students transferring to the third-year class at the Faculty of Engineering

⇒工学部学務課学生係(常盤地区) 電話番号:0836-85-9011

Student Section, Educational Affairs Division, Faculty of Engineering (Tokiwa Campus) Tel: +81-(0)836-85-9011

上記以外の研究科の学生, 学部学生

Students of graduate schools and undergraduate schools who do not fall under the above categories

⇒学生支援課学生サービス係(吉田地区) 電話番号:083-933-5611

Student Support Section, Student Affairs Division (Yoshida Campus)

Tel: +81 (0)83-933-5611

●一度提出された書類は、返還や閲覧ができません。

書類提出前にコピーをしておくと、次回授業料免除申請時に利用できるものもあります。

Once you submit the documents, they cannot be returned or examined by you again. If you make photocopies of the documents before submission, some of them can be utilized the next time you apply for the exemption of the tuition fee.

●所定の様式や所得証明書・医師の診断書等、原本の提出を指定するもの以外は、コピーを提出してください。

Except for designated forms and other documents required to have the original forms submitted such as the income certificate and medical certificate, please submit photocopied documents.

(5) 申請結果の通知 Application Result Notification

●申請結果の通知時期について

Result Notification Schedule

4月入学者： 6月中旬（予定）

Students enrolled in April: Mid-June (Planned)

10月入学者：12月中旬（予定）

Students enrolled in October: Mid-December (Planned)

●申請結果の通知方法について

Result Notification Method

申請結果は、事前に提出いただいた返信用封筒により行います。申請の結果、半額免除または不許可となった方は、申請結果の通知で指定した期限までに、該当の入学料を納付してください。

You will be notified of the result of your application by letter put in the self-addressed envelope which you had submitted for this return mail in advance. As a result of the screening, if the exemption of half is accepted, or if your application is rejected, the full or half amount of the admission fee accordingly must be paid by the designated due date.

入学料免除・徴収猶予申請者は、申請結果が通知されるまで、入学料の納付が猶予されます。申請結果の通知より前に入学料を納付した場合は、入学料免除・徴収猶予申請を辞退したものと扱いますので、十分注意してください。一度納付した入学料は返還できません。

Those who have applied for exemption or postponement of the admission fee will be exempted from the payment of the admission fee until the result of the application is notified. Please note with caution that if you pay the admission fee before the notification, we will consider the payment to mean you have canceled your application and the money paid by you cannot be returned.

3 注意事項 Notes

- A4 サイズよりも大きい書類・小さい書類は貼付用紙（ダウンロード可能）に貼って提出してください。

When submitting documents, please attach any document whose size is bigger or smaller than A4 size on the form for attaching documents (downloadable)

- 入学料免除・徴収猶予の申請結果通知後であっても、申請内容が事実と異なることが判明した場合は、免除・徴収猶予の許可を取消すことがあります。

If the contents of your application are found to be contrary to fact, the permission for exemption or postponement of the admission fee may be cancelled even after you are notified of the application result.

- 申請書類は家庭状況をよく確認し，4月入学は4月1日現在（見込）・10月入学は10月1日現在（見込）の状況を申請者本人が記入し，準備してください。

When preparing the application documents, applicants should confirm their family situation carefully and fill in, by themselves, the family information as of April 1 (estimate) for those enrolling in April, and as of October 1 (estimate) for those enrolling in October.

- 申請理由・家庭状況が不明な申請，不足書類の多い申請は受けられません。

If the reason for your application or your family situation is not clearly stated, or if many required documents are missing in your application, such application will not be accepted.