

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

How to Apply for Admission/Tuition Fee Exemptions

Privately funded international students enrolling in the doctoral program who wish to apply for admission fee or tuition fee exemptions must submit the application form and other necessary documents at the time of the enrollment procedures.

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 Exemption	Eligible for Tuition Fee Exemption	
Full amount	Full amount	Half amount
All Applicants	I	II ~ V

Documents to be Submitted During the Enrollment Procedure Period

	Submission Documents	Remarks
1	Submission Check Sheet	【Form 1】
2	Application form for Ibaraki University's Original Admission/Tuition Fee Exemption (or Deferment) for the 2026 Academic Year	【Form 4】
3	Declaration of Family Circumstances and Living Expenses	【Form 7】 This is the primary document used to assess your financial situation. Based on the documents provided below, please fill out your monthly income and the calculations used to support it.
4	Statement on Income Amount and Household Financial Situation	【Form 8】 Please provide details on your financial situation, including allowances, part-time work, and monthly expenses. For income, include items such as money received from family members upon arrival in Japan and kept in cash. For expenses, list items such as 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 that clearly shows the account holder's name. If you are unable to submit a bank passbook due to overseas banking transactions and can only access electronic records, please submit a printout of those records.
6	Copy of identification document	Copy of both sides of the Residence Card
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	Certificate of Annual Income (Actual or Expected) (for those with part-time employment) ※Please ask your workplace to issue this document.	【Form 9】 Along with the certificate, please provide the average monthly amount received from part-time work and the calculations used to determine it in 【Form 7】. (In place of this certificate, copies of pay stubs or withholding tax certificates are also acceptable). For April entrants: The expected income for April 2026 For October entrants: The expected income for October 2026
9	Documents showing other sources of income (if applicable)	Please submit documentation showing funds transferred from your family as recorded in your bank passbook, as well as the initial savings balance at the start of your stay. In addition, calculate the average monthly amount received and record this amount, together with the calculations used to determine it, in 【Form 7】. Please ensure that the relevant income amounts (e.g., in the bank passbook) are clearly highlighted or marked in the submitted documents.

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 the enrollment procedures due to reasons such as pending confirmation, please submit them to the Ibaraki University Student Life Support Office by April 24th, 2026, after the start of the academic year. Please submit all other required documents at the time of the enrollment procedures.

Please note that if additional documents are not submitted by the deadline, your application will be rejected due to incomplete documentation. (Additional documents should be submitted to the address listed under "Contact information" on page 4.)

[Important !]

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

【Schedule】

Enrollment Procedure Period	Documents submission (Please submit the documents related to the fee exemption application on together with the enrollment procedure documents during the enrollment procedure period.)
Must arrive between the time of enrollment and Friday, April 24, 2026	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 24th, after enrollment.
Late June	The university will notify you of the results of your admission fee and/or tuition fee exemption application.

【Contact information】

Ibaraki University

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

Student Life Support Office (E-mail: adm-keizai.shien.sbx@vc.ibaraki.ac.jp)

2026 Submission Check Sheet **【Required for all applicants】**

This checklist is to be submitted by all applicants at the enrollment procedures.

Please mark a ✓ in the relevant column for the documents to be submitted during the enrollment procedure and submit this sheet together with the required 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)	☐	【Form 4】 Application form for Ibaraki University's Original Admission/Tuition Fee Exemption (or Deferment) for the 2026 Academic Year
	☐	【Form 7】 Declaration of Family Circumstances and Living Expenses
	☐	【Form 8】 Statement on Income Amount and Household Financial Situation
	☐	Document showing financial statements for the financial institution used in Japan, such as a copy of the bank passbook
	☐	Copy of identification document
	☐	Document indicating the period of scholarship receipt, e.g., Scholarship Award Notification, Scholarship Receipt Certificate, etc. (for scholarship recipients only)
	☐	【Form 9】 Certificate of Annual Income (Actual or Expected) (for those with part-time employment) ※Please ask your workplace to issue this document.
	☐	Documents showing other sources of income (if applicable)

Application Form for Ibaraki University's Original Admission/Tuition Fee Exemption (or Deferment)
for the 2026 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			Month 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 ※International students please fill in.		yen
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Ibaraki University requires students who receive tuition exemptions to respond to surveys and questionnaires conducted by the University.

Therefore, please check the box below when applying for a tuition exemption.

☐ I agree to respond to surveys and questionnaires conducted by Ibaraki University.

【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	

Declaration of Family Circumstances and Living Expenses

Date: _____

Examination number: _____

Applicant's name: _____

1 Family situation

- ① The number of family members residing in Japan under the same household _____ 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 ensure that you include the calculation process and clearly indicate the relevant item.
Category	Applicant	Spouse	
Support from family	yen	yen	
Regular employment income	yen	yen	
Part-time job	yen	yen	
Scholarship [Name:] [Grant • Loan]	yen	yen	
[Name:] [Grant • Loan]	yen	yen	
Support from non-family members Relationship: ()	yen	yen	
	yen	yen	
Savings withdrawal	yen	yen	
Others()	yen	yen	
Others()	yen	yen	
(a)Total income	yen		

Expense situation ※Please provide a detailed description of your living situation in Japan.	
Rent:	yen
Utilities:	yen
(Electricity yen、 Water yen、 Gas yen)	
Food expenses:	yen
Communication expenses:	yen
Others:	yen
Total expenses:	yen

- For income, please provide information for the following period.
[New students enrolling in April] Fill in the projected income for April 2026.
[New students enrolling in October] Fill in the projected income for October 2026.
When completing this form, you must attach supporting documents that substantiate the stated income amount. In addition, please provide the calculation process used to determine that amount in the "Calculation Process related to Income Amount" section. If supporting documents are not attached, the calculation process is unclear, or there are doubts regarding the stated income amount (e.g., the amount is so low that it appears insufficient to cover living expenses), the University may regard the information as potentially false and may refuse to accept the application. Please also provide detailed information in the "Statement on Income Amount and Household Financial Situation" including specifics such as when the income will begin and the nature of the income.
- For further details regarding the required documents, please carefully review the Guide.

3 Annual cost of living

(a) Total income _____ yen ×12(Month) (b) _____ yen (Annual cost of living)

(a) Total income 96,335 yen $\times 12$ (Month) = (b) 1,156,020 yen (Annual cost of living)

Statement on Income Amount and Household Financial Situation

I will explain my financial situation as follows.

【Regarding whether you receive financial support from your parents or guardians】

【Regarding your part-time job situation】

【Regarding the scholarship application status and award status】

【Reason for being unable to provide usage records for your home country's bank card (if applicable)】

【Regarding other payment details such as rent and utility expenses, as well as credit card usage】

※ Please also include information on the use of cashless payments services such as Alipay.

Date: _____

Examination number _____

Applicant's name _____

Statement on Income Amount and Household Financial Situation
【Example of Entry】

I will explain my financial situation as follows.

【Regarding whether you receive financial support from your parents or guardians】

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

The amount is 460,000 yen per remittance.

【Regarding your part-time job situation】

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

The amount is 205,458 yen per year.

【Regarding the scholarship application status and award status】

I am not currently receiving a scholarship.

【Reason for being unable to provide usage records for your home country's bank card (if applicable)】

I do not use my home country's bank.

【Regarding other payment details such as rent and utility expenses, as well as credit card usage】

※Please also include information on the use of cashless payments services such as Alipay.

My rent is paid by direct debit. I pay for utilities (water, electricity, gas) at a convenience store.

I have a credit card linked to my mother's account.

I used a total of 30,560 yen over the past year.

Date: 2026/●●/●●

Examination number 12345

Applicant's name TARO IBARAKI

Certificate of Annual Income (Actual or Expected)

【Applicant's Input Section】

Doctoral Program

Examination number _____

Applicant's name _____

This certification is required for the application for tuition exemption (or deferment of payment).
Please certify the following items.

【Employer's Certification Section】

Employee's Name		Relationship with the Applicant		Occupation	
Employment Period	_____ ~ _____				
Annual Income (Actual or Expected) Amount※1	<u>Total Disbursement Amount</u> _____ yen (A) Of which, Bonus Amount _____ yen (B)				
Certification Period for Total Disbursement Amount (A)※1	_____ ~ _____ Accordingly, this corresponds to an Employment Period of [_____] months or the equivalent of [_____] salary payments. (C)				

Regarding “Annual Income (Actual or Expected) Amount” and “Certification Period for Total Disbursement Amount (A),” please refer to ※1 for certification. If the employment period is less than one year, please provide the total disbursement amount for that period.

I certify as stated above.

Date: _____

Company name _____

Address _____ Certifier's job title _____

Phone number _____ Signature _____

※1 This form is provided to independent-living students and Privately funded international students who have part-time job income to understand their salary income. If the applicant themselves fills in the “Employer's Certification Section,” the certificate will not be valid.

[New students enrolling in April] Please obtain a certification from your employer for the “Expected Salary Income for April 2026.” [New students enrolling in October] Please obtain a certification from your employer for the “Expected Salary Income for October 2026.” (The amount multiplied by 12 will be treated as the annual income).

※2 If you receive salary income via bank transfer, a copy of your bank passbook may be submitted in place of this certificate. Submitting a copy of your pay stub is also acceptable.

$$\begin{aligned}
 & \left((A) \text{_____ yen} - (B) \text{_____ yen} \right) \\
 & \times \frac{12 \text{ months}}{(C) \text{_____ month}} = D \text{_____ yen (Round down to the nearest whole number)}
 \end{aligned}$$