

* The Japanese version is the authoritative version, and this English translation is intended for reference purposes only. Should any discrepancies or doubts arise between the two versions, the Japanese version will prevail.

Rules for Exemption from Examination Fees for Tokyo University of Foreign Studies

November 8, 2016 Regulation No. 88

Amended:

February 26, 2019 Regulation No. 14

Article 1 Purpose

These rules set out the provisions for exemption from examination fees in accordance with Article 55-2 of the University Regulations of Tokyo University of Foreign Studies (established April 1, 1977) and Article 46-2 (established April 30, 1992) of the Graduate School Regulations of Tokyo University of Foreign Studies Graduate School.

Article 2 Eligibility for Exemption

In terms of a student's eligibility for exemption from payment of examination fees, the circumstances of the person who is primarily responsible for paying the educational expenses (the "financial sponsor") of an applicant for admission to Tokyo University of Foreign Studies or the Graduate School (excluding those who apply for admission as non-degree students or research students) must have been affected by a disaster, such as a storm or flood. In addition, the financial sponsor must fall under one of the following categories.

1) The financial sponsor lives in an area to which the Disaster Relief Act (Act No. 118 of 1947) is applied, and falls under one of the following.

i) The home or property of the financial sponsor is totally destroyed, severely or partially damaged, or else flooded

ii) The financial sponsor has died, or else their whereabouts are unknown.

2) Cases that are deemed by the President to be equivalent to the preceding item, and where the President determines that there are appropriate reasons for granting exemption from payment.

2. Exemption from examination fees shall only apply to entrance examinations taking place after the occurrence of the aforementioned disaster and during the academic year in which the disaster occurred. However, this shall not apply in circumstances separately approved by the President.

Article 3 Amount of Exemption

Exemption from examination fees shall apply to the full amount of the examination fee concerned.

Article 4 Application for Exemption

Individuals who wish to request exemption from examination fees must submit the Application Form for Exemption from Examination Fees (Attachment 1) to the

President along with the required certification at the time of their university application. However, in the event that the applicant is unable to submit the required documents at the time of application, they must pay the examination fee and submit the Application Form for Exemption from Examination Fees to the President afterwards. In this case, the required certification must be submitted as soon as they are issued to the applicant.

2. In the event of occurrence of a disaster after the submission of the university application, individuals who wish to request exemption from examination fees must submit the Application Form for Exemption from Examination Fees to the President along with the required certification by the date specified by the University.

Article 5 Grant of Exemption

Exemption from the examination fee shall be granted by the President based on the request in the preceding article. However, any applicant who falls under Paragraph 2 of the preceding article shall be granted approval upon submission of their certification.

2. Individuals whose request for exemption from the examination fee is denied must pay the examination fee by the date specified by the University.

Article 6 Refunds

Individuals who have been granted exemption from the examination fee but have already paid this fee and would like to request a refund of the examination fee should submit an Examination Fee Refund Application (Attachment 2) to the President.

In this case, the President shall refund the examination fee.

Article 7 Revocation of Exemption

If, after exemption from examination fees has been granted, it comes to light that the student's application contains false information, this exemption shall be revoked by the President with immediate effect.

2. Individuals whose exemption from examination fees is revoked must immediately pay the University the required examination fee.

Article 8 Miscellaneous

In addition to the provisions in these Rules, requirements pertaining to exemption from examination fees shall be stipulated separately.

(別紙様式1)

Attachment 1

令和 年 月 日

Date: __ / __ / 202__

東京外国語大学長 殿

To President, Tokyo University of Foreign Studies

検定料免除申請書

Application Form for Exemption from Examination Fees

下記のとおり被災したので、検定料の免除を申請します。

I apply for the exemption from examination fee because I suffered the following damage:

出願入試区分 Application Entrance Examination Category	※以下の学部／大学院・入試区分のうち該当するものに○をつけてください。 *Please circle the type of entrance examination below that you are going to take. 1. 学部一般（前期日程） General Admission for Undergraduate Schools (First Admission Process) 2. 学部一般（後期日程） General Admission for Undergraduate Schools (Second Admission Process) 3. 学部特別（学校推薦型、帰国生等特別推薦、私費外国人留学生、日本留学試験利用、海外高校推薦） Special Admission for Undergraduate Schools (Recommendee by high schools in Japan, for Returnees, for Privately-Funded International Students, The Examination for Japanese University Admission for International Students (EJU), Recommendee by overseas high schools) 4. 3年次編入学 Transfer Admission in the third year 5. 大学院博士前期課程 Admission for Master's Programs 6. 大学院博士後期課程 Admission for Doctoral programs
出願予定先 Schools to apply	学部の場合は学部名、志願言語・地域を記入。大学院の場合は入試の種類、専攻、コース（後期課程は分野）を記入してください。 In the case of applying to undergraduate schools, fill <u>1. the name of the Schools</u> , <u>2. Major language</u> and <u>3. Area of Studies</u> . In the case of graduate schools, please fill in <u>1. the Type of Admission</u> , <u>2. Major</u> and <u>3. Courses</u> . (If applying Doctoral Program, Field of Study also need to be filled)
	ふりがな Name in

志願者 氏名・住所 Applicant's name and address	Hiragana	
	氏名 Name in Kanji	生年月日： 年 月 日 Date of birth: __/__, ____
	住所 Address	(〒 -) (Tel:)
学費負担者 氏名・住所 Financial Sponsor's name and address	ふりがな Name in Hiragana	
	氏名 Name in Kanji	(志願者との関係 *Relation to applicant :)
	住所 (罹災住所) Location of disaster-hit building	(〒 -) (Tel:)
被災状況 Damage Situation	※証明書に基づき該当する状況に○をつけてください。 Based on the certificate, please circle the applicable situation below. ※学費負担者氏名と罹災証明書における家庭の所有者氏名が異なる場合は対象外とします。 ※If the name of the financial sponsor and the name of the owner of the household on the Disaster certificate are different, it is not applicable.	
	【被災状況】 Please circle the damage situation applicable below; 1. 学費負担者の自宅損壊（全壊・流出・半壊等） Damage to financial sponsor's home (<u>totally destroyed, flooded, partial destroyed, etc.</u>) 2. 学費負担者の死亡・行方不明 Death or Missing of financial sponsor.	*添付書類確認 Please check attachments 罹災証明書 Disaster Certificate Application Form 死亡診断書 Death certificate その他 other () (コピー可) Copies are available
上記の補足説明等 Supplementary Explanation above		

※ 学費負担者の所有する家屋が被災した場合には、罹災証明書を添付してください。罹災証明書には、全壊・半壊等の状況がわかる内容を必要とします。罹災証明書に状況が記載されていない場合には、発行者へ記入の依頼を行ってください。

Please attach the Disaster's Certificate if the house owned by the financial sponsor is damaged. The Disaster's certificate needs to include the condition of the damage level (about total or partial destruction). If the Disaster's certificate does not include the situation, please ask the issuer to fill it out.

※ 学費負担者が災害を直接的な原因として死亡・行方不明の場合には、死亡診断書または公的機関が発行する証明書等を添付してください。

If the financial sponsor is dead or missing due to a disaster, please attach a death certificate or a certificate issued by a public institution.

(別紙様式2)

Attachment2

検定料返還請求書

Examination Fee Refund Application

年 月 日

Date: __ __, 20__

国立大学法人東京外国語大会計課長 殿

To Division Chief, Finance and Accounting Division of Tokyo University of Foreign Studies

請求者 Applicant	住所 Address	〒 <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/>		
	氏名 Name	Seal or Signature	電話 番号 Tel	

請求金額 Amount ¥ _____

私は、東京外国語大学(学部・大学院)_____出願のために上記検定料を納付しましたが、免除となったため、納付済みの検定料の返還を請求いたします。

なお、お支払いの際には、下記口の口座へ振り込み願います。

I paid the above examination fee to apply for _____ (undergraduate/graduate school) of Tokyo University of Foreign Studies, but since it was exempted, I am requesting a refund of the paid examination fee.
Please transfer to the following account.

【裏面に続く】 Please turn over

記

振込先 金融機関名 Account information	銀行 Bank		支店 Branch					
預金種別 Type of account	普通	口座番号 Bank Account						
フリガナ Name in Katakana								
口座名義人 Name of account holder								
名義人住所 Address for account holder	〒 <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>							