

Emergency Student Support Handout
Confirmation Sheet on Document Submission

(Please submit this sheet together with your application documents.)

Name	
Faculty/Department/ (1st, 2nd, 3rd, 4th)year	
Phone Number	
Mail Address	@ ed.tmu.ac.jp

Appended Documentation	Please make sure to submit the documentation proving you meet the handout criteria all enclosed in the envelope. Mark a circle (○) in the checkbox under ‘Appended Documentation’ next to any of the following documentation that is appended.
Requirement 1	A copy of deposit passbook or other kind of document showing the dates and the amount of remittances. *For the whole 2019 school year. But if you receive the fixed amount monthly or if you are a first-year student, then ditto showing equivalent to one month amount before April, 2020.
Requirement 2	Either one of a) a copy of rental agreement for apartment or other residence, b) document proving recent payment of rent or c) a copy of your residence certificate, etc. (proving that you are living separately from your family).
Requirement 3	Proof showing that your part-time income accounts for a large percentage of funds for paying daily expenses, etc. (such as withholding exemption certificate or tax return for 2019).”
Requirement 4	A certificate proving receipt of other public support in response to the COVID-19 (to prove that you cannot expect additional support from your family). *If you are not receiving any other public support and yet the family income situation worsened, fill out the information in the Application Form 1 under “3. Items to Submit” and submit a document proving it (documentation showing the decrease in income or closure of workplace etc.)
Requirement 5	Payment statement from your part-time employer or a copy of your deposit passbook, etc. (The documentation must prove a decrease in income by 50% or more between consecutive months any time from January 2020 or later.)
Requirement 6	①☑Attachment】 Grade point average (GPA) calculated for privately-financed international student 2020 school year *all filled out ②☑copy of academic transcript previously issued ③☑copy of deposit passbook for the recipient’s bank account showing the amount of remittances or document to confirm on the supporter’s annual income A certificate of exemption from residence tax (to prove that the applicant comes under the eligible student for 200,000 yen handout.)
	Tax exemption certificate
Requirement 2	【Student living in a supporter’s residence but financially independent】 A copy of insurance card (to prove that you are not dependent on the supporter.)
	【Student living in a supporter’s residence but financially independent】 Documentation such as tax-income certificate or tax return of your supporter to prove that you are not dependent on the supporter.
	【Student living in a supporter’s residence but financially independent】 A certificate of residence that states you are the householder (proving that there are two households at the residence.)

Points to confirm	Mark a circle (○) if applicable.
	Following the closure of work etc. at the place you work part-time, you have been paid a leave allowance by your employer.
	You applied for a reduction of the tuition.

Points to note;	
①	Please send the required documents sufficiently. Mail them to the university. *If the submission of required documents is insufficient, you are responsible for mailing the rest of documents additionally by yourself.
②	If there is an imperfection with the documents, your application will be accepted fully after all the documents are provided.
③	As to the decisions concerning the disbursement, the transfer of funds to your account from Japan Student Service Organization will serve as notification of finalized disbursement. Please understand that the university office cannot answer any inquiries regarding the result of final decision for the handout.