

# **Fall Semester of the Academic Year 2022–2023**

## **Application Guidelines**

### **for the Financial Support Programs of**

### **Yokohama National University**

**(for International Students Entering / Entered in or after April 2020)**

#### **[Attention]**

These application guidelines apply to international students entering / entered in or after April 2020 (including those who entered YNU by March 2020 and advance / advanced to a higher program [e.g. from undergraduate to master's program] in or after April 2020).

If you entered YNU by March 2020, or enter / entered YNU in or after April 2020 as transfer students and are enrolled in the 4th year as of October 2022, please read the application guidelines for "International Students Entered by March 2020."

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**Student Support Division & Global Promotion Division**

**Student Affairs and International Strategy Department**

## 1. Application Procedure for the Fall Semester (Overview)

### (1) Introduction

If you wish to apply for any of the Yokohama National University (YNU) financial support programs listed below, please follow the instructions in these application guidelines and apply within the designated period.

#### **1) Tuition waiver**

This program will award privately financed international students who have excellent academic records a full, half, or 30% waiver of their tuition fees (full or half waiver for doctoral programs) after you pass the application screening.

#### **2) Data registration for university-recommended scholarships**

To qualify for a university-recommended scholarship provided by one of the scholarship foundations, you need to register your basic data for internal screening. If you apply for such a scholarship, make sure to register your basic data.

## (2) Application Schedule & Procedure

The application schedule and procedure are as described below.

### 1) Application Schedule

<b>Application document distribution period</b>	From Friday, August 26, 2022	
<b>Deadline for Application</b>	<b><u>5:00 pm, Monday, October 3, 2022</u></b> (For the 1st year students, the tuition waiver is only available to those who were selected as prospective recipients <sup>*1</sup> )	Apply referring the "2) application procedure".
<b>Deadline for acquisition of the "Student" status of residence<sup>*2</sup></b>	<b><u>5:00 pm, Wednesday, November 30, 2022</u></b>	
<b>Announcement of tuition waiver results</b>	<b><u>Wednesday, December 21, 2022</u></b>	Applicants will not be notified for the completion of data registration for university-recommended scholarships.

\*1 Applications for tuition waivers for students enrolled in the 1st year (including those entering YNU in October 2022) were made when applying for admission, and prospective recipients and the tentative exemption for the two semesters after their admission have already been determined based on the entrance examination results. Therefore, new applications for exemption from tuition fees are no longer being accepted.

\*2 Students who are expected to obtain their "Student" status of residence or are in the process of renewing it are required to follow the application procedure by the deadline for application. After they have obtained or renewed their "Student" status of residence, they are required to submit a copy of their residence card through "YNU Residence Card Submission Form" by the deadline. If this form is not submitted by the deadline, their tuition waiver applications will be rejected, and their data will not be registered for university-recommended scholarships. Please consult individually if you cannot come to Japan and obtain the residence card by the deadline for entry restrictions and other unavoidable circumstances.

《YNU Residence Card Submission Form》

<https://reg18.smp.ne.jp/regist/is?SMPFORM=odlf-lcmioj-93336d03e96141a281559697913c2f69>

### 2) Application Procedure

Apply through the online form below by the deadline. Please keep a confirmation email for the submission.

<https://reg18.smp.ne.jp/regist/is?SMPFORM=odlf-lcrdnh-09003352518c288a9f99d361315d1a97>

### (3) Application for the Fall Semester

If you made an application in the spring semester for a tuition waiver and data registration for university-recommended scholarships, you do not need to apply again in the fall semester. However, since the screening for tuition waiver is conducted every semester for students in the 2nd year or higher, application results for the fall semester are not always the same as those for the spring semester. Make sure to check the announcement results of the fall semester even if you applied in the spring semester.

#### [Tuition waiver]

Please note that if there are any changes as described below\* after your application in the spring semester, you are not eligible for a tuition waiver in the fall semester.

- \* You advance to a higher program from the fall semester and are not selected as a prospective recipient at the time of passing the entrance examination (e.g. master's program to doctoral program)
- \* You take a leave of absence in the fall semester (regardless of the starting date and length of absence)
- \* Your status of residence is changed to something other than "Student"

#### [Data registration for university-recommended scholarships]

If there are any changes as described below\* after your application in the spring semester, you will need to resubmit application for the fall semester.

- \* Change to your student status effective from the fall semester and advancement to a higher program (e.g. master's program to doctoral program)

### (4) Important Information

- If your application contains any false declarations or your conduct constitutes grounds for disciplinary action, your application or application results may become invalid.
- Information posted on campus bulletin boards and the Global Promotion Division's website is deemed to have been communicated and received, so you cannot file a protest later on the grounds that you did not see the information posted.
- As a general rule, you will receive messages at the e-mail address specified in your application if YNU has any inquiries. Please make sure that your e-mail address can receive any necessary information from the International Students Section ([kokusai.shien@ynu.ac.jp](mailto:kokusai.shien@ynu.ac.jp)). Please note that if any of the required responses and documents are not submitted by the designated deadline, you may be disadvantaged or your application may be excluded from the screening process.
- You need to apply separately each academic year. The application mentioned in these application guidelines is an application for the fall semester of the academic year 2022-2023.

## 2. Tuition Waiver

**[Important] Since this program is operated according to the budget allocated by the Japanese government, any significant changes to the future budget allocation may result in the program itself being revised. In such an event, YNU will inform you promptly.**

### (1) Overview of the New Program

The YNU Tuition Waiver Program for Privately Financed International Students is a tuition waiver program established for privately financed international students who enter YNU in or after April 2020 with the aim of promoting the acceptance of academically excellent international students and providing them with financial support after their admission to YNU.

New or current regular YNU undergraduate or graduate international students who are privately financed and whose status of residence is "Student" are eligible for this program. Screening is based on academic performance. For undergraduate and master's programs, applicants who ranked in the top 50% among eligible privately financed international students will be entitled to a full, half, or 30% exemption from tuition fees according to their academic performance. For doctoral programs, applicants will be entitled to a full or half exemption from tuition fees according to their academic performance.

### (2) Exemption Period

For new students enrolled in the 1st year at an undergraduate college or graduate school, the exemption period lasts for two consecutive semesters\* after their admission to YNU. For current students in the 2nd year or higher at an undergraduate college or graduate school, the exemption period lasts for the semester(s) that they applied.

\* This period will not be extended if you take a leave of absence. If you take a leave of absence for more than one year immediately after your admission to YNU, the tuition waiver will not be available for the semester in which you re-enroll at YNU.

### (3) Application Eligibility

To apply for a tuition waiver, you are required to meet all of the following eligibility requirements.

**1) You are a privately financed regular undergraduate (1st, 2nd, or 3rd year) or graduate international student as of October 1, 2022, and your enrollment period is within the standard period required for graduation**

- For students enrolled in the 1st year (including those entering YNU in October 2022), prospective recipients and the tentative exemption for the two semesters immediately after their admission have already been determined based on the entrance examination results. Therefore, new applications for exemption from tuition fees are no longer being accepted.
- Transfer students entering / entered in or after April 2020 who are enrolled in the 4th year as of October 2022 are not eligible for this program. Please refer to the application guidelines for "International Students Entered by March 2020." Also, transfer students who enter YNU in October 2022 in the 2nd or 3rd year are not eligible in their first semester at YNU; they will be eligible from their second semester at YNU.

- International students who are sponsored or dispatched by their governments as well as privately financed international students who receive aid for their tuition fees from JICA, the World Bank, foreign governments, or other institutions are not eligible for the YNU Tuition Waiver Program and are not allowed to apply for this program.
- Regardless of the starting date and length of leave, students who take a leave of absence in the fall semester of the academic year 2022–2023 cannot apply for a tuition waiver. If you take a leave of absence after making an application for a tuition waiver, the application for that semester will be cancelled.
- If you are planning to graduate or complete your studies in the middle of each semester (the spring semester : from April to September, the fall semester: from October to March), you will not be eligible for the YNU Tuition Waiver Program in that semester.
- Generally, students whose enrollment period (excluding any leave of absence) has exceeded the minimum period required for graduation are not eligible to apply. If your enrollment period exceeds the standard period required for graduation, submit a statement (free format) describing the reason at the time of your application.

**2) You have a "Student" status of residence as prescribed by Japanese law (Immigration Control and Refugee Recognition Act)**

- Students who are expected to obtain their "Student" status of residence or are in the process of renewing it are required to follow the application procedure by the deadline for application. After they have obtained or renewed their "Student" status of residence, they are required to submit a copy of their residence card through "YNU Residence Card Submission Form" by **5:00 pm on Wednesday, November 30, 2022**. If it is not submitted by the deadline, they are deemed not to meet the eligibility requirements and their tuition waiver applications will be rejected. Please consult individually if you cannot come to Japan and obtain the residence card by the deadline for entry restrictions and other unavoidable circumstances.

《YNU Residence Card Submission Form》

<https://reg18.smp.ne.jp/regist/is?SMPFORM=odlf-lcmioj-93336d03e96141a281559697913c2f69>

**3) If you are a current student in the 2nd year or higher, you have earned at least the standard number of credits specified by your respective college or graduate school by the semester prior to which a tuition waiver is applied (No restrictions are placed on the number of credits for students in doctoral programs.)**

- See p.11 for the standard number of credits specified by colleges and graduate schools.

#### **(4) Screening Method**

##### **[Undergraduate programs and master's programs]**

###### **1) Students enrolled in the 1st year (including those entering YNU in October 2022)**

Screening is based on the entrance examination results specified by the university and respective graduate schools. Applicants who ranked in the top 50% among eligible privately financed international students who passed the examination will be entitled to a full, half, or 30% exemption from tuition fees according to their entrance examination results. (Please note, however, that even those who are eligible may not be entitled to an exemption, as the quota given to each undergraduate college and graduate school is limited.)

###### **2) Current students in the 2nd year or higher**

Screening is based on academic records in respective undergraduate colleges and graduate schools. Applicants who have earned at least the standard number of credits\*<sup>1</sup> specified by their respective colleges or graduate schools and ranked in the top 50% in terms of grades for earned credits\*<sup>2</sup> among eligible privately financed international students at their respective colleges or graduate schools will receive a full, half, or 30% exemption from tuition fees according to their academic records.

\*1 See p.14 for the "standard number of credits" specified by colleges and graduate schools.

\*2 Each student's "grades for earned credits" are evaluated by a "comparative ranking", which is calculated by normalizing his/her cumulative grade point average (GPA) based on the previous semesters' grades in a way that allows a fair comparison with other students of different departments and year levels in the same colleges and graduate schools. The cumulative GPA is calculated using the following formula.

$$\frac{(4.5 \times \text{No. of "High Distinction" grades}) + (4 \times \text{No. of "Distinction" grades}) + (3 \times \text{No. of "Credit" grades}) + (2 \times \text{No. of "Pass" grades})}{\text{Total No. of "High Distinction," "Distinction," "Credit," "Pass," and "Fail" grades}}$$

The denominator used to calculate the comparative ranking includes all students in the same department and year level. This comparative ranking is meant to evaluate a student's ranking among his/her peers, including Japanese students, who are in the same department and year level, so a high cumulative GPA does not guarantee a high ranking overall.

##### **[Doctoral program]**

###### **1) Students enrolled in the 1st year (including those entering YNU in October 2022)**

Screening is based on the entrance examination results specified by the respective graduate schools. Applicants will be entitled to a full or half exemption from tuition fees according to their entrance examination results.

###### **2) Current students in the 2nd year or higher**

Screening is based on academic records in respective graduate schools. Applicants will receive a full or half exemption from tuition fees according to their academic performance, including the publication of peer-reviewed papers and the receipt of awards, as well as their grades for earned credits.

## **(5) Screening Results**

For each semester, YNU announces the following screening results: "Full waiver," "Half waiver," "30% waiver, or "Rejection."

**[Announcement date] Spring semester: Friday, July 29, 2022**

**Fall semester: Wednesday, December 21, 2022**

- The announcement date is tentative and is subject to change depending on the circumstances. If the announcement date is changed, a new date will be announced on campus bulletin boards and [the Global Promotion Division's website](#).

**[Announcement method] [Student Information System](#)** (log in to the system with your ID and password)

- To protect personal information, YNU does not post application results on campus bulletin boards. Also, YNU does not send notices of results to individual applicants or accept inquiries by telephone about results.
- If you cannot check your results through the [Student Information System](#), go to the International Admissions Office, International Education Division, with your student card. If you find it difficult to come to the university, please contact the Financial Support Section, Student Support Division (gakusei.keizai@ynu.ac.jp) from your YNU Mail account, with a copy of your student card.

**[Payment deadline and debit date]**

- If you are awarded a full waiver, your tuition fees will not be debited from your account.
- If you are awarded a half waiver or 30% waiver or if your waiver application is rejected, your tuition fees will be automatically debited from your registered account on **Monday, August 29, 2022 for Spring semester, and Friday, January 27, 2023 for Fall semester**.

**[Important]**

- Once you apply for a waiver, you will not need to pay your tuition fees until the application results are announced. Your tuition fees will not be debited on the scheduled debit dates.
- The tentative exemption for those entering in October 2022 that was announced when you passed the entrance examination may rise depending on the situation with respect to the prospective recipients' completion of admission procedures.
- Please note that you will be expelled if you fail to pay your tuition fees by the prescribed deadline, so make sure to observe the payment deadline.
- If you applied in the spring semester, make sure to check the announcement of application results in the fall semester. Application results for the fall semester are not always the same as those for the spring semester.



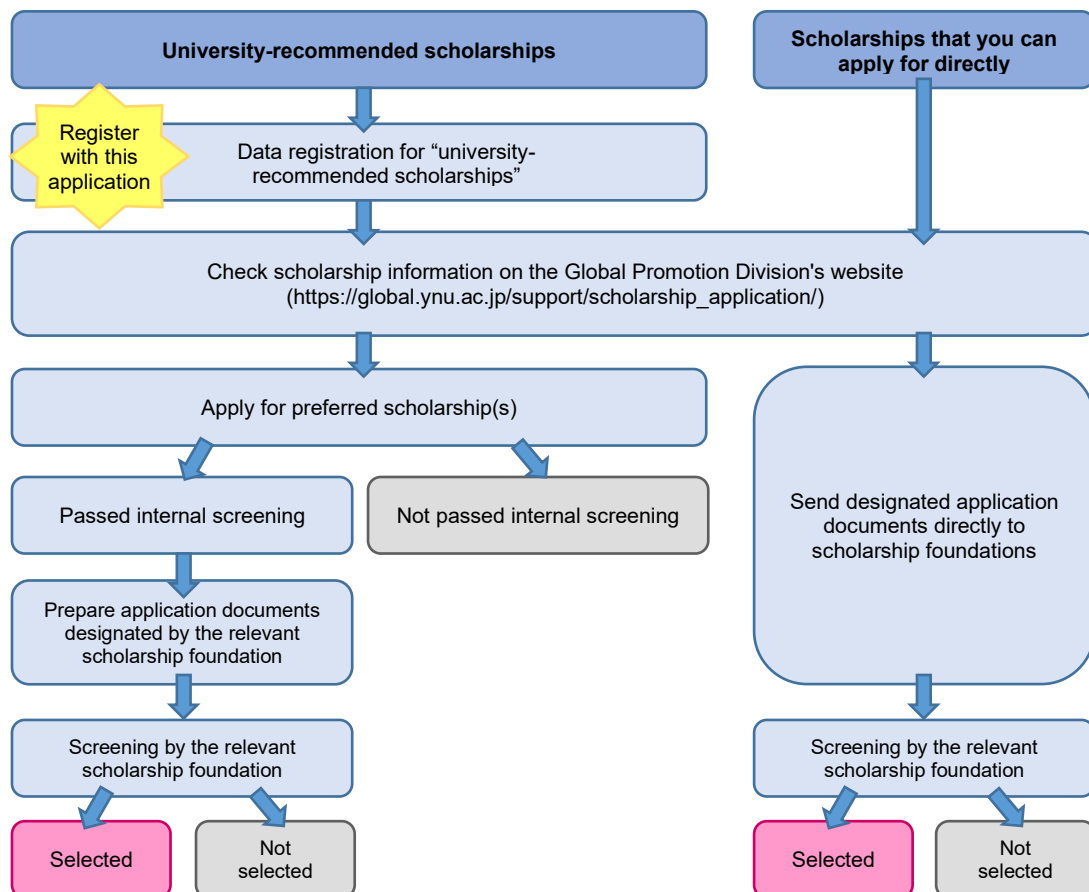
### 3. Data Registration for university-recommended scholarships

#### (1) Overview of the Program

Two types of scholarships are available for privately financed international students: University-recommended scholarships, which require a recommendation from the university in order for you to apply, and scholarships you can apply for directly, which allow students to apply directly to scholarship foundations. Data registration for university-recommended scholarships is a program for registering the basic data used in internal screening for scholarships requiring the university's recommendation.

**[Important]** You cannot apply for a scholarship simply by completing the data registration for university-recommended scholarships. After registration, please check the scholarship information provided on the Global Promotion Division's website and then apply for your preferred scholarship(s) through the designated URL.

#### Scholarship Application Flow Chart



#### (2) Registration Period

This registration applies to scholarship applications from the AY 2022 fall semester to the early AY 2023 spring semester. Make sure to register your data if you wish to apply for university-recommended scholarships for this period. Please note that even if the scholarship payments start in the AY 2023, there are scholarships that require you to apply in the AY 2022.

### **(3) Application Eligibility**

To apply for data registration for university-recommended scholarships, you are required to meet all of the following eligibility requirements.

- 1) You are a regular YNU undergraduate or graduate students of October 1, 2022.**
- 2) You have a "Student" status of residence as prescribed by Japanese law (Immigration Control and Refugee Recognition Act)**
  - Students who are expected to obtain their "Student" status of residence or are in the process of renewing it are required follow the application procedure by the deadline for application. After they have obtained or renewed their "Student" status of residence, they are required to submit a copy of their residence card through "YNU Residence Card Submission Form" by **5:00 pm on Wednesday, November 30, 2022**. If this document is not submitted by the deadline, they are deemed to not meet the eligibility requirements and their data will not be registered for university-recommended scholarships. Please consult individually if you cannot come to Japan and obtain the residence card by the deadline for entry restrictions and other unavoidable circumstances.

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### **(4) Screening Method**

The rankings of applicants for data registration for university-recommended scholarships are determined based on the results of their academic assessments. The academic assessment for newly enrolled students is based on their entrance examination results, and for others is based on their academic records for the previous semesters. For doctoral students, their previous publications of peer-reviewed papers and awards received are considered as well.

### **(5) Application Results**

Application results will not be announced for data registration for university-recommended scholarships. You cannot apply for a scholarship simply by completing data registration for university-recommended scholarships. After registration, please check the scholarship information provided on the Global Promotion Division's website and then apply for your preferred scholarship(s) through the designated URL. Notification of the internal screening results for individual scholarships will be sent by e-mail only to those who pass the screening.

See p. 8 for the scholarship application flow chart.

## 4. Inquiries

### **International Students Section, Global Promotion Division**

E-MAIL: [kokusai.shien@ynu.ac.jp](mailto:kokusai.shien@ynu.ac.jp) TEL: 045-339-3182

Address: 79-8 Tokiwadai, Hodogaya-ku, Yokohama-shi, Kanagawa 240-8501

Business hours: 8:30 am to 12:45 pm and 1:45 pm to 5:00 pm (excluding Saturdays, Sundays, and national holidays) (on the second floor of the Student Center)

### **Information on tuition waivers and scholarships** (Global Promotion Division's website):

[https://global.ynu.ac.jp/en/support/tuition\\_scholarship/](https://global.ynu.ac.jp/en/support/tuition_scholarship/)

- \* All the information contained in the application documents will be used only for the screening procedure and confirmation of your status of residence.

**学部・大学院（修士） 標準修得単位数表（授業料免除申請に係る「学業」審査用）**  
**List of Standard Number of Credits for Academic Assessment of Tuition Waiver**

2022年10月1日時点 As of October 1, 2022  
 ※各設定単位数は変更になる場合があります。  
 \* the number of credits is subject to change.

**〈学部 Undergraduate〉**

		1.5年生* 21秋入学 1.5 year entered in Fall 2021	2年生 21春入学 2 year entered in Spring 2021	2.5年生 20秋入学 2.5 year entered in Fall 2020	3年生 20春入学 3 year entered in Spring 2020	3.5年生 19秋入学 3.5 year entered in Fall 2019	4年生 19春入学 4 year entered in Spring 2019	4.5年生 18秋入学 4.5 year entered in Fall 2018	5年生 18春入学 5 year entered in Spring 2018	(参考) 卒業単位数 (Reference) Credits required for graduation
教育学部 Education		16	33	49	66	82	99	99	—	130 特別支援 Special education for disabled children 132
経済学部 Economics		15	31	46	62	77	93	93	—	一般、DSEP、LBEEP 124 GBEEP 132
経営学部 Business Administration	一般 General	15	31	46	62	77	93	93	—	124
	社会人 Adult	15	31	46	62	77	93	93	—	124
	GBEEP	16	33	49	66	82	99	99	—	132
	DSEP	15	31	46	62	77	93	93	—	124
理工学部 Engineering Science		15	31	46	62	77	93	93	—	124
都市科学部 ※YCCSを含む Urban Sciences including YCCS		15	31	46	62	77	93	93	—	124

(\*)入学後2学期以内に休学した場合のみ適用。Applicable only when students take a leave of absence within 2 semesters after entering YNU.

**〈大学院（修士） Graduate School (Master's program)〉**

		1.5年生* 21秋入学 1.5 year entered in Fall 2021	2年生 21春入学 2 year entered in Spring 2021	2.5年生 20秋入学 2.5 year entered in Fall 2020	3年生 20春入学 3 year entered in Spring 2020	(参考) 修了単位数 (Reference) Credits required for completion
教育学研究科 Education		4	15	15	—	30
教育学研究科（教職大学院） Education (Professional School)		8	20	20	—	46
国際社会科学府 International Social Sciences		8	16	16	—	32 36 (38)
理工学府 Engineering Science		7	15	15	—	30
環境情報学府 Environment and Information Sciences		7	15	15	—	30
都市イノベーション学府 Urban Innovation		7	15	15	—	30 (Y-GSAの副専攻プログラムの場合は40) (40 in case of the minor program of Y-GSA)
先進実践学環 Innovative and Practical Studies		7	15	15	—	30

(\*)入学後2学期以内に休学した場合のみ適用。Applicable only when students take a leave of absence within 2 semesters after entering YNU.