We have sent all of the documents to all international students who have the status of "student" on their Residence Card.

Please discard these documents if the status of "student" is not on your Residence Card.

September, 2023 Dear International Students,

[IMPORTANT] To submit required documents in formzu for the new academic year 2023

The fall semester of 2023 academic year finally starts. We collect all documents and applications from students every year. From academic year 2020, international students use the online system called "formzu" for submission. Please read the attached " [formzu] Student Manual" carefully, and submit the documents and applications as specified below.

# ■Due by : <u>5pm on Monday, September 25, 2023</u> \*Strict Deadline

\*Note: Refer to " [formzu] Student Manual"

① Data Slip and Tuition Reduction Application for International Students

■International Student To-Do List / application procedure through formzu

(Both new and enrolled students need to apply every year.)



URL: https://ws.formzu.net/dist/S89360365/

QR code:

QR code:

- Access the URL or read the QR code above, and make sure to fill out all 【required】 fields. Please fill out other fields as many as possible.
- Take photos of the following items and upload them in JPEG formats. Photos in other formats will not be accepted.
  - A. Residence card (front & back side)
    - If you do not have the residence card  $\Rightarrow$  the newest LANDING PERMISSION on your passport If you are in the process of applying for the residence card  $\Rightarrow$  Application received slip
  - B. Passport (the page with your photo)
  - C. Bankbook (If you apply for tuition reduction or scholarships)
- Choose "No" to the question of "Would you like to apply for a tuition reduction?" in the formzu above if you fall one of the followings:
  - (Students who are NOT eligible for tuition reduction)
  - Non-degree students / Students who have repeated the previous academic year / Recipients of MEXT scholarship / Students who are not deemed to have financial difficulties / Others
- Click the "send" button.
- ② Scholarship Application (ONLY for undergraduate students 2-4 years)

(Both new and enrolled students need to apply every year.)

URL: https://ws.formzu.net/dist/S69126992/

- Access the URL or read the QR code, fill in necessary items, and click the "send" button.

This form contains a list of scholarships from external foundations and other organizations that are expected to be offered in the academic year. By applying for the scholarship you wish to receive, you will automatically become a recommended candidate when the recruitment for the scholarship commences in or after September. However, scholarships listed on the form are not necessarily offered every year. If there are any new scholarships, notices will posted on bulletin boards. Be sure to check the board at the Global Education Center for each campus before submitting your application.



#### ③ Optional Insurance (For applicants only)

Students who wish to enroll "Comprehensive Insurance for International Students" need to apply on the website described in the enclosed "Insurance for international students", and pay for the insurance premiums at convenience stores. After payment, students who enroll type A or type B insurance can apply for monetary support for insurance premiums on the website described in "Insurance for international students".

#### ■formzu Q&A

Q1 I have nothing to change on my residence card, passport or any other information. Do I need to submit the same information as submitted last year?

 $\rightarrow$ Yes, please submit the latest information every year, even if there is no change.

Q2 Can I use my smartphone to input information?

 $\rightarrow$ Yes, you can.

Q3 How should I upload the image (ex. a copy of the residence card)?

 $\rightarrow$ First, you can take a photo with your smartphone, and upload the photo.

If you have no means to take pictures, please contact the person in charge global of each campus as soon as you can.

- Q4 There was an error and I was not able to register.
  - →As a main reason, cases, that the required item does not have input or an image is not uploaded, is thought about. When there are insufficient items they are displayed in red on a screen.

If you have any questions, feel free to contact to the person in charge global of each campus.

- $\mathbf{Q5}$   $\ensuremath{\,\mathrm{I}}$  do not have a bank account.
  - →If you do not have your Bank account, you don't need to submit it. However, please open your bank account because the Global Education Center may request information of your bank account.
- Q6 I do not have my residence card. Do I need to register information or file applications on formzu? →Please refer to formzu student manual, and register information including your passport on Data Slip. Also please apply for tuition reduction and scholarships (undergraduate students only), if necessary.
- Q7 Can I save my data temporarily in the middle of input?



→You can save your data temporarily if you place the cursor over ①"入力内容保存/読込" and click ②"現在の入力内容を 保存".

Please note that this is just a temporary saving and your data will be deleted if there is no operation for a while.

Q8 After clicking 'SEND' I found an error in the content I inputted. What should I do?

→After clicking 'SEND', it is impossible to change the information on your own. Please email the Global Education Center for revision. If you saved your data temporarily, you may recall the saved data, by clicking ③ "保存し たデータ読込" (refer to Q7 above), on the same device as used previously. If you apply multiple times, the latest version before deadline will be accepted as your final application.

[inquiry regarding formzu]
Hosei University Global Education Center
Phone: 03-3264-5475 Email: <u>hosei-osm@ml.hosei.ac.jp</u>
Hours: Monday to Friday, 9:00am to 5:00pm (closed for lunch 11:30 to 12:30)

# (formzu) Student Manual

## 外国人留学生データ票 及び 授業料減免申請 Data Slip and Tuition Reduction Application for International Students

# https://ws.formzu.net/dist/S89360365/



014 0 878287 8 41006-720 014 0 888889 16 88726-725 0 9787 800884 0 16 81-725

746×370

Applica reside

Extension of Period of Stay is under

票)

\*The extension that can be uploaded is either "png", "jpg", or "jpeg". In addition, the file name should include the student ID number or the



				入力内容保存/読込
在留カード情報 required	現在の留学資格 Status 留学 Student	А	~	
	*If you don't have a residence card: "未取得 Unacquired"			
	在留カード番号 Residence card NO. AB12345678CD			
	*If you don't have a residence card: "None"			
在留カード許可年月日 (例:2022 年4月1日の場合は20220401)8桁 表記 Residence Card Date of issue: Described by 8-digit No. Example: Issue in April 1st, 2022, please describe as "20220401." *If you don't have a residence card, please describe as : "19900101". required	20220401 C			
期間満了日(例:2026年3月31日の 場合は、20260331) 8桁表記 Date of expiration: Described by 8-digit No. Example: expiration in March 31st, 2026, please describe as "20260331." *If you don't have a residence card, please describe as "19900101". required	20260331 D			
在留期間	在留期間 Period of stay 4 年(Year(s)) ✔ 月(Month(s)) *If you don't have a residence card: Blank	E		



If the "Date of expiration" is on or before September 30<sup>th</sup>, please apply for extension of your period of stay immediately, and upload application receipt issued by the immigration bureau.

# Please fill the items as follows:

在留カード情報 required	現在の留学資格 Status 未取得 Unacquired *If you don't have a residence card: "未取得 Unacquired" 在留カード番号 Residence card NO. None *If you don't have a residence card: "None"
在留カード許可年月日 (例:2022 年4月1日の場合は20220401)8桁 表記 Residence Card Date of issue: Described by 8-digit No. Example: Issue in April 1st, 2022, please describe as "20220401." *If you don't have a residence card, please describe as : "19900101". required	19900101
期間満了日(例:2026年3月31日の 場合は、20260331) 8桁表記 Date of expiration: Described by 8-digit No. Example: expiration in March 31st, 2026, please describe as "20260331." *If you don't have a residence card, please describe as "19900101". required	19900101
在留期間	在留期間 Period of sta <mark>y</mark> 年(Year(s))    月(Month(s)) *If you don't have a residence card: Blank

# Please fill in your passport information.

パスポート情報 Passport information <mark>required</mark>	番号 passport NO. M1111111
パスポート発行日 Passport: Date of issue: Described by 8-digit No. Example: Issue in April 1st, 2022, please describe as "20220401." required	20220401
パスポート 期間満了日(例:2026 年3月31日の場合は、20260331) 8桁表記 Passport:Date of expiration: Described by 8-digit No. Example: expiration in March 31st, 2026, please describe as "20260331."	20260331

入学前の状況 Situation before admission required	入学前の居住地 Where you lived 国名 country name 入学前の所属 Where you belonged to 学校名 School name 企業・団体などの名称	▼ Names of company/organization
	next page >>	After all items in data slip are completed, please click "next page," and go to "Application for tuition reduction."

### 授業料減免申請 Application for tuition reduction

#### 授業料減免制度申請申込

## Application for tuition reduction



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は、水道光熱費抜きの月額賃料が 12万円以内を対象とします。 ④持ち家や親戚宅に住んでおり家 賃が発生しない場合は家賃は0円 とみなしますので、12万円以内と

します。 required

住居 Residence ※渡日前で家賃が未定の場合は TBDと入力してください If the rent is undecided before you arrive in Japan, enter TBD. 例:①月額15万円の住居に2人で 住んでいる場合は、一人当たりの 負担額は、7.5万円と考えますの で、75000と記載ください。 ②寮に住んでいる場合は、入寮費 や食費抜きの月額の寮費を記載く ださい。 ③マンスリーマンション等の場合 は、水道光熱費抜きの月額賃料を 記載ください。 ④持ち家や親戚宅に住んでおり家 賃が発生しない場合は家賃は0円 と記載ください。	<ul> <li>1ヵ月の家賃内の負担額 Monthly rent fee 円 yen</li> <li>Example:</li> <li>① I share apt of 150000 JPY with your friend and pay a half. Fill in "75000."</li> <li>② I live in a dorm. Exclude the registration fee and food.</li> <li>③ I stay at monthly contract apt. Exclude utility.</li> <li>④ I live in my own home or relative's house without fee. Fill in "0."</li> <li>住居タイプ Residence type </li> </ul>
今年度、国費留学生に支給される 給与額(年額)を超える奨学金を 受給していないですか? Do you receive more than the choose	国費留学生に支給される給与額(年額)を超える奨学金に申請中の方は、申請中を選択ください。授業料減免 を給時に個別に確認を行います。 If you are in process of applying the scholarship over MEXT scholarship, "Under process." We will confirm it individually when conducting tuition reduction.

授業料減免を申請する学生は、以下の項目をよく読み内容を了解した上で、送信してください。

Students who apply for tuition reduction is, on that has been accepted well to read the contents of the following items, submit please.

Confirmation 確認 required	□確認しました Iconfirmed it	←	③ Please check here after confirmation	

1. University officials will review the documents upon receipt of the application and make their decision according to the provisions regarding the Tuition Reduction Policy.

2. University officials will determine the amount of the tuition reduction to be applied.

following amount, MEXT

scholarship?

3.As a result of the examination, you may not be able to receive the tuition reduction.

1.授業料減免については、申請を受理した後、法政大学が規定に基づき、減免を実施するかどうか審査し決定します。
 2.授業料減免を実施する場合の減免額は、法政大学が決定します。
 3.審査の結果、授業料の減免を受けられない場合があります。

If you have not obtained the status of residence "Student", please state the reason. Example) Due to immigration restrictions, the student visa could not be obtained in time.		
在留資格「留学」が未取得の場合 は、理由を記載ください。 例)入国制限により、留学ビザの 取得が間に合わなかったため。		
申請遅延理由 ※emailやHPの確認が遅れた等の 理由を記載ください。 Reason for delay in application *Please describe the reason such as the confirmation of email or HP was delayed. required		
私は上記内容を了承致します。また記 I accept the above contents. I hereby certify that the above statem	載内容に相違ございません。 ients are true.	④ After all required fields are filled out, please click "confirm".

confirm

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