

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 : 5pm on Monday, September 25, 2023 *Strict Deadline**

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

*Note: Refer to “ **【formzu】** Student Manual”

① **Data Slip and Tuition Reduction Application for International Students**

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



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

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 ⇒ the newest LANDING PERMISSION on your passport
 - If you are in the process of applying for the residence card ⇒ 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/>

QR code:

- 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 be 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?

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

Q2 Can I use my smartphone to input information?

→Yes, you can.

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

→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.

Q5 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 : hosei-osm@ml.hosei.ac.jp

Hours : Monday to Friday, 9:00am to 5:00pm (closed for lunch 11:30 to 12:30)

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

在留カードの更新手続き中ですか
Are you in the process of renewing your residence card?
required

在留カード表
※アップロードできる拡張子は「png」「jpg」「jpeg」のいずれかになります。またファイル名にはできる限り学生証番号又は受験番号を含んだ種類が分かるファイル名にしてください。例
(20A1111_在留カード表)
Residence card <front>
*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 examinee's number. Ex
(20A1111_Residencecard_front)
required

在留カード裏
※アップロードできる拡張子は「png」「jpg」「jpeg」のいずれかになります。またファイル名にはできる限り学生証番号又は受験番号を含んだ種類が分かるファイル名にしてください。例
(20A1111_在留カード裏)
Residence card <back>
*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 examinee's number. Ex
(20A1111_Residencecard_back)
required

参照... 20M/バイトまで

日本に入国しており、在留カードがない場合はパスポートの上陸許可ページの写真のページをアップロード
If you are in Japan and do not have a residence card, upload the passport landing permission page photo page
If you are not in Japan, upload the passport face photo page

If you do not have your residence card,
① Please upload the page with landing permission on your passport.
② Please upload the application receipt issued by the immigration bureau.
*If you have not entered Japan yet, please upload the picture page of your passport.

If you have your residence card, please upload its pictures.





在留カード申請受付票
※アップロードできる拡張子は「png」「jpg」「jpeg」のいずれかになります。またファイル名にはできる限り学生証番号又は受験番号を含んだ種類が分かるファイル名にしてください。例
(20A1111_在留カード申請受付票)
Application receipt for residence card
*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 examinee's number. Ex
(20A1111_Applicationreceipt)
required

参照... 20M/バイトまで

更新または変更手続き中の方のみアップロードしてください
Upload only if you are in the process of renewing or changing status of residence

Please upload application receipt issued by immigration bureau as well if your application for Certificate of Eligibility / Extension of Period of Stay is under processing.



パスポート

※アップロードできる拡張子は「png」「jpg」「jpeg」のいずれかになります。またファイル名にはできる限り学生証番号又は受験番号を含んだ種類が分かるファイル名にしてください。例 (20A1111_パスポート)

Passport

*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 examinee's number. Ex (20A1111_passport) **required**

参照... 20Mバイトまで



銀行口座

※アップロードできる拡張子は「png」「jpg」「jpeg」のいずれかになります。またファイル名にはできる限り学生証番号又は受験番号を含んだ種類が分かるファイル名にしてください。例 (20A1111_銀行口座)

Bank account

*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 examinee's number. Ex (20A1111_bank account)

参照... 20Mバイトまで

授業料減免・奨学金・外国人留学生のための保険 (A/B)加入を日直後のため、日本国内に口座を持っていない場合は、提出不せを行います。
Required if you wish to receive tuition reductions, scholar (A/B). However, since you have just arrived in Japan, yo account in Japan. We will contact you later.



ただし、渡
問い合わせ
students
e an

If you have your residence card

在留カード情報 required	現在の留学資格 Status 留学 Student A *If you don't have a residence card: "未取得 Unacquired" 在留カード番号 Residence card NO. AB12345678CD B *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)) E *If you don't have a residence card: Blank



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

If you do not have your residence card

Please fill the items as follows:

在留カード情報 required	現在の留学資格 Status <input type="text" value="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. <input type="text" value="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	<input type="text" value="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	<input type="text" value="19900101"/>
在留期間	在留期間 Period of stay <input type="text" value=""/> 年(Year(s)) <input type="text" value=""/> 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 required	番号 passport NO. <input type="text" value="M11111111"/>
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	<input type="text" value="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."	<input type="text" value="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."

授業料減免制度申請申込

Application for tuition reduction

◆ 私は授業料減免を

◆ Would you like to apply for a tuition reduction?
 申請します Yes
 申請しません No

① Please select one.

② If you apply for tuition reduction, please read carefully the following contents and check confirmation ③.
If you do not apply, please go to ④.

1ヵ月の家賃の内、本人または本人の経費支弁者の負担額が12万円以内ですか？

How much do you or your financial supporter pay for your monthly rent?

Is it over 120000 JPY?

例：①月額18万円の住居に2人で住んでいる場合は、一人当たりの負担額は、9万円になるので、本人負担額は12万円以内になります。

②寮に住んでいる場合は、入寮費や食費抜きで月額の寮費が12万円以内を対象とします。

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**

1ヵ月の家賃の本人負担額が12万円を超える場合は、授業料減免の対象外になります。

If you pay over 120000 JPY for your monthly rent, you are not eligible to apply for the tuition reduction.

Applicable examples:

① I share my apt with my friend for 180000JPY. I pay 90000JPY.

② I live in a dorm. Except food and registration fee, I pay under 120000JPY.

③ I stay at a monthly contract apt. Except utility, I pay under 120000JPY.

④ I live in my own home or relative's house, so it is free.

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、7.5万円と考えるので、
75000と記載ください。
②寮に住んでいる場合は、入寮費
や食費抜きで月額の寮費を記載
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。

1ヵ月の家賃内の負担額 Monthly rent fee 円 yen

Example:

- ① I share apt of 150000 JPY with your friend and pay a half. Fill in "75000."
- ② I live in a dorm. Exclude the registration fee and food.
- ③ I stay at monthly contract apt. Exclude utility.
- ④ I live in my own home or relative's house without fee. Fill in "0."

住居タイプ Residence type

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
following amount, MEXT
scholarship?

現在、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。授業料減免奨学金を支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, choose "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 I confirmed 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.
 - 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。また記載内容に相違ございません。

I accept the above contents.

I hereby certify that the above statements are true.

confirm

×

④ After all required fields are filled out, please click "confirm".

For undergraduate students only

奨学金応募希望

Scholarship Application **required**

- 希望します Yes, I apply.
- 希望しません No, I don't apply.

① Please select one. If you do not apply, go to ⑤.

新・法政大学100周年記念奨学金
New Hosei University Centennial
Scholarship

応募 I apply

③ Please check scholarships you'd like to apply for, and fill out the following required items.

・ 応募時の申込条件 **Application Qualifications**

学部在籍する私費留学生で教育上、経済的援助が必要な者。他の奨学金を受給していない者

Undergraduate students in need of financial support to fund their education.

'Student' residence status is required.

Self-supporting international students who are not receiving other scholarships

・ 募集時期(予定) **Recruitment period (scheduled)**

9月 September

② Please write at least 50 words in each field of Reason, Learning Plan and Activities

希望理由 (200文字程度は記入すること)
Reason (Please write at least 50 words)
required

学習計画 (200文字程度は記入すること)
Learning Plan (Please write at least 50 words)
required

前年度の学習内容と今年度の学習計画 (新入生は学習計画のみ)
Past learning results and plans for learning (Only plans for new comers)

活動経験 (200文字程度は記入すること)
Activities (Please write at least 50 words)
required

これまでに行った国際交流、社会貢献活動の経験
Past international exchange and social contribution

奨学金の応募を希望する学生は、以下の項目を確認してください。
Students who apply for scholarships should check the following items before submitting.

④ Please check each item.

確認1
Checkpoint 1 **required**

奨学金の被推薦者については、法政大学が審査の上、決定します。Candidates for scholarships will be selected by Hosei University after screening.

確認2
Checkpoint 2 **required**

大学の推薦で民間企業の寮に入居する場合は、奨学金受給者に準じた扱いをすることがあります。If you move into a dormitory of a private company by recommendation of Hosei University, you may be treated as a scholarship recipient.

confirm

⑤ After reviewing all entries, please click "confirm".



Already checked in default setting.
Please do not uncheck it.

send a carbon copy mail to your email address.

Click "send" button if you confirmed your entries above.

go back

send

⑥ Please click "send" if all entries are correct.

Your application is completed!

If you have any questions, please send emails to hosei-osm@ml.hosei.ac.jp.