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, 2022
Dear International Students,

【IMPORTANT】To submit required documents in formzu for the new academic year 2022

The fall semester of 2021 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 26, 2022** *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 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.

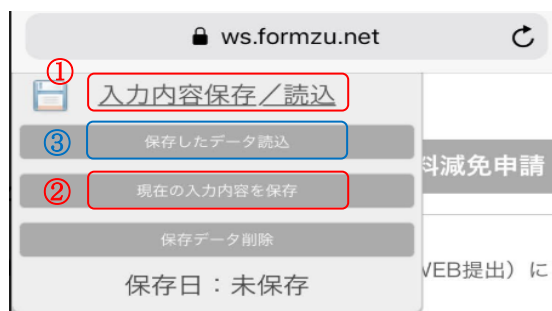　　If you have any questions, feel free to contact to the person in charge global of each campus.

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)

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/

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」のいづれかになります。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)
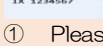required

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、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, 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 enter 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 裏
※アップロードできる拡張子は「png」「jpg」「jpeg」のいづれかになります。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"

参照... 20M

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、日本に未入国の場合はパスポートの顔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, if you are not in Japan, upload the passport face photo page

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」のいづれかになります。またファイル名にはできる号を含名にし（20A票）
Applica reside
*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

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.

746×370

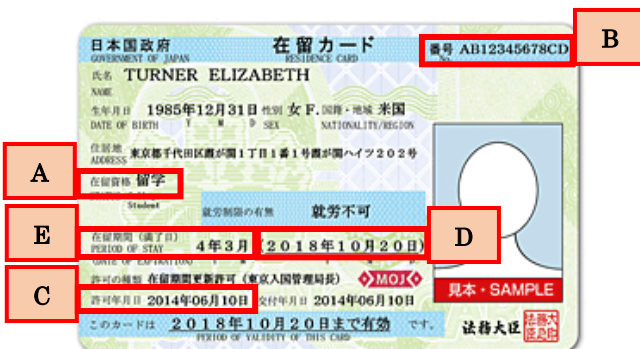|	
パスポート ※アップロードできる拡張子は「png」「jpg」「jpeg」のいづれかになります。またファイル名にはできる限り学生証番号又は受験番号を含んだ種類が分かるファイル名にしてください。例（20A1111_パスポート） Passport *The extension that can be uploaded is either "png", "jpg", or "jpeg". In addition, the file name should include the student ID number or the examinee's number. Ex (20A1111_passport) 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」のいづれかになります。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〔希望する場合、提出は必須です。〕ただし、渡日直後のため、日本国内に口座を持っていない場合は、提出不〔要です。その場合、後ほど当方から〕問い合わせを行います。 Required if you wish to receive tuition reductions, schola〔rships, or insurance for international s〕tudents (A/B). However, since you have just arrived in Japan, yo〔u may not yet hav〕e an account in Japan. We will contact you later.

	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 **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.

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 stay ___ 年(Year(s)) ▾ 月(Month(s)) *If you don't have a residence card: Blank

パスポート情報 Passport information required	番号　passport NO. 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	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.

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。

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.

Reason for delay in application
*Please describe the reason such as the confirmation of email or HP was delayed.

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。

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

<< previous page　　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

③ 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 .