

## AY2024 for the First Period (Spring Semester)

### Application for tuition fees deferment and monthly installments. (without application for exemptions)

Tuition Fees Deferment and Monthly Installments for the first period of AY2024 will be carried out as below.

Applicants for Tuition Fees Deferment or Monthly Installments are required to apply for it by the deadline.

Applicants for Tuition Fees Deferment and Monthly Installments can NOT apply for tuition exemption.

- Application Form: Print out from University Website
- Deadline: The application must arrive no later than April 25(Thu), 2024
- How to Submit Documents : **The method of submission is designated by each Academic Service Office.** Please check the "List of Mailing Address and Submission Method" on the next page and submit your application according to the method designated by the Academic Service Office to which you belong.  
※If you apply by mail, since it contains personal information, please send it by registered mail or Letter Pack, etc., which can be tracked.
- Announcement of results : Tuition fees deferment—the middle of July  
Monthly installments—the middle of May
- If you are not enrolled from April 2024 to the end of September 2024, or if you take a leave of absence during that period, you cannot apply.
- Those who are approved of Tuition Fees Deferment for the First period of AY2024 shall pay the tuition by the end of August 2024.
- Payment method is by the using “payment handling vote (払込取扱票)”. At that time, transfer fee is required.

**Application for Tuition Fees Exemption etc..**  
**List of Mailing address, Contacts and Submission Method**

The Submission Method varies from Academic Service Office. Please follow the instructions in the table below.  
 If there are any deficiency in documents, we will contact by telephone or e-mail etc.

Departments (~2019)	Departments (2020~)	Submit to	Contact for	How to submit
College of Humanities College of Social Sciences Under Graduate Program of International Social Studies Graduate School of Humanities and Social Sciences	College of Humanities College of Social Sciences Under Graduate Program of International Social Studies Degree Programs in Humanities and Social Sciences	Academic service office for the Humanities and Social Sciences Area Student support section University of Tsukuba 1-1-1 Tennodai, Tsukuba, Ibaraki 305-8571	e-mail jinsya.gakusei@un.tsukuba.ac.jp	Either by mail or at the counter
Graduate School of Business Sciences Graduate School of Comprehensive Human Sciences[Evening Courses]	Degree Programs in Business Sciences Law School Program MBA Program in International Business Degree Programs in Comprehensive Human Sciences [Master's Program in Counseling, Doctoral Program in Counseling Science, Master's /Doctoral Program in Rehabilitation Science, Master's /Doctoral Program in Sport and Wellness Promotion]	Academic service office for the Business Sciences Graduate academic affairs section University of Tsukuba 3-29-1 Otsuka, Bunkyo City, Tokyo 112-0012	Tel 03-3942-6918 business-kyomu2@un.tsukuba.ac.jp	In principle by mail, but either at the counter
College of Geoscience College of Mathematics College of Physics College of Chemistry Graduate School of Pure and Applied Sciences	College of Geoscience College of Mathematics College of Physics College of Chemistry Degree Programs in Pure and Applied Sciences	Academic service office for the Pure and Applied Sciences Student support section University of Tsukuba 1-1-1 Tennodai, Tsukuba, Ibaraki 305-8571	e-mail suuri-zaigakusei@un.tsukuba.ac.jp	Either by mail or at the counter
College of International Studies College of Engineering Sciences College of Engineering Systems College of Policy and Planning Sciences Bachelor's Program in Interdisciplinary Engineering College of Information Science Degree Programs in Systems and Information Engineering [Program in Policy and Planning Sciences, Program in Service Engineering, Program in Risk and Resilience Engineering, Program in Computer Science, Program in Intelligent and Mechanical Interaction Systems, Program in Engineering Mechanics and Energy, Program in Empowerment Informatics]	College of International Studies College of Engineering Sciences College of Engineering Systems College of Policy and Planning Sciences Bachelor's Program in Interdisciplinary Engineering College of Information Science Degree Programs in Systems and Information Engineering [Program in Policy and Planning Sciences, Program in Service Engineering, Program in Risk and Resilience Engineering, Program in Computer Science, Program in Intelligent and Mechanical Interaction Systems, Program in Engineering Mechanics and Energy, Program in Empowerment Informatics]	Academic service office for the Systems and Information Engineering Student support section University of Tsukuba 1-1-1 Tennodai, Tsukuba, Ibaraki 305-8573	Tel 029-853-7292、4980 e-mail : sysinfo-gakuseishien@un.tsukuba.ac.jp	In principle by mail, but either at the counter
College of Comparative Culture College of Japanese Language and Culture College of Biological Sciences College of Agro-Biological Resource Sciences Graduate School of Life and Environmental Sciences	College of Comparative Culture College of Japanese Language and Culture College of Biological Sciences College of Agro-Biological Resource Sciences Degree Programs in Life and Earth Sciences [Program in Biology, Program in Agro-Bioresources Science and Technology, Program in Agricultural Sciences, Program in Life and Agricultural Sciences, Program in Bioindustrial Sciences, Program in Geosciences, Program in Environmental Sciences, Program in Environmental Studies, Program in Mountain Studies] Joint Master's Degree Program in Sustainability and Environmental Sciences	Academic service office for the Life and Environmental Sciences Student support section University of Tsukuba 1-1-1 Tennodai, Tsukuba, Ibaraki 305-8572	Tel 029-853-4571、4804 e-mail : seimei.gakusei@un.tsukuba.ac.jp	By mail only
College of Education College of Psychology College of Disability Sciences	College of Education College of Psychology College of Disability Sciences	Academic service office for the Human Sciences Student support section University of Tsukuba 1-1-1 Tennodai, Tsukuba, Ibaraki 305-8572	e-mail : ningen-gakusei@un.tsukuba.ac.jp	Either by mail or at the counter
Graduate School of Comprehensive Human Sciences (Human Sciences)	Degree Programs in Comprehensive Human Sciences [Program in Education, Program in Psychology, Program in Disability Sciences]	Academic service office for the Human Sciences Student support section University of Tsukuba 1-1-1 Tennodai, Tsukuba, Ibaraki 305-8572	e-mail : ningen-gakusei@un.tsukuba.ac.jp	Either by mail or at the counter

School of Physical Education, Health and Sport Sciences School of Art and Design Graduate School of Comprehensive Human Sciences (Art and Sport Sciences)	School of Physical Education, Health and Sport Sciences School of Art and Design Degree Programs in Comprehensive Human Sciences [Program in Neuroscience, Program in Human Care Science, Program in Public Health, Program in Sports Medicine, Program in Physical Education, Health and Sport Sciences, Program in Coaching Science, Program in Art, Program in Design, Program in Heritage Studies, Program in Sport and Olympic Studies] Joint Master's program in International Development and Peace through Sport Joint Doctoral Program in Advanced Physical Education and Sports for Higher Education	Academic service office for the Art and Sport Sciences Student support section University of Tsukuba 1-1-1 Tennodai, Tsukuba, Ibaraki 305-8574	(E-mail) tg-gakuseishien@un.tsukuba.ac.jp	Either by mail or at the counter
School of Medicine School of Nursing School of Medical Sciences Graduate School of Comprehensive Human Sciences (Medical Sciences)	School of Medicine School of Nursing School of Medical Sciences Degree Programs in Comprehensive Human Sciences [Program in Medical Sciences, Program in Nursing Sciences, Program in Public Health]	Academic service office for the Medical Sciences Student support section University of Tsukuba 1-1-1 Tennodai, Tsukuba, Ibaraki 305-8575	E-mail: igaku-shien@un.tsukuba.ac.jp	Either by mail or at the counter
College of Media Arts, Science and Technology College of Knowledge and Library Sciences Graduate School of Library, Information and Media Studies	College of Media Arts, Science and Technology College of Knowledge and Library Sciences Degree Programs in Comprehensive Human Sciences [Master's/Doctoral Program in Informatics]	Student Support Section, Academic Service Office for the Library, Information and Media Sciences Area University of Tsukuba 1-2 Kasuga, Tsukuba, Ibaraki, 305-8550 JAPAN	Email: tosyoss-gakusei@un.tsukuba.ac.jp	By mail only
	School of Comprehensive Studies	Academic Support Center School of Comprehensive Studies University of Tsukuba 1-1-1 Tennodai, Tsukuba, Ibaraki 305-8577	Email: scs-jimu@un.tsukuba.ac.jp	Either by mail or at the counter
School of Integrative and Global Majors	ALL STUDENTS OF: Doctoral program in Human Biology Program in Empowerment Informatics (5th-year students as of April 1, 2024) Master's/Doctoral Program in Life Science Innovation Ph.D. Program in Humanics Bachelor's Program in Global Issues	<b>【Graduate Courses】</b> School of Integrative and Global Majors (SIGMA office) Student Support Section, University of Tsukuba Advanced Research A bldg 7th floor 1-1-1 Tennodai, Tsukuba, Ibaraki 305-8577 <b>【Graduate Courses】</b> ※Program in Empowerment Informatics Academic service office for the Systems and Information Engineering Student support section University of Tsukuba 1-1-1 Tennodai, Tsukuba, Ibaraki 305-8573 <b>【Undergraduate Course】</b> Top Global University Project Office Department of Educational Promotion 1-1-1 Tennodai, Tsukuba, Ibaraki 305-8577	(Human Biology) (Humanics) tel: 0 2 9 - 8 5 3 - 7 0 7 6 mail: sigma@un.tsukuba.ac.jp  (Empowerment Informatics) tel: 0 2 9 - 8 5 3 - 7 2 9 2, 4 9 8 0 mail: sysinfo-gakuseishien@un.tsukuba.ac.jp  (Life Science Innovation) tel: 0 2 9 - 8 5 3 - 3 6 6 2 mail: life-innov@un.tsukuba.ac.jp  (Bachelor's Program in Global Issues) tel: 0 2 9 - 8 5 3 - 2 5 0 0 mail: bpgi-office@un.tsukuba.ac.jp	Either by mail or at the counter ※As for Program in Empowerment Informatics, in principle by mail, but either at the counter
	International Joint Degree Master's Program in Agro-Biomedical Science in Food and Health	GIP-TRIAD Academic Service Office University of Tsukuba Medical Area 4E 610 1-1-1 Tennodai, Tsukuba, Ibaraki, 305-8575	tel: 0 2 9 - 8 5 3 - 3 2 2 8 mail: gip_info@un.tsukuba.ac.jp	Either by mail or at the counter