

Step 2 Application Sheet for Academic Year 2022

Student ID No. _____

Step 1 Application Acceptance No. _____

Dept. / Graduate course _____

Date of submission	MM / DD /	Name

1. Acceptance period June 6, 2022 - June 17, 2022 Applications must be postmarked no later than June 17.*
*Refer to the Application Guide or the back of the acceptance slip for details on how to submit via postal mail.

2. Acceptance time 8:45 - 12:15, 13:15 - 16:45
Documents will not be accepted after the acceptance time for any reason.

3. Accepted at Student Support Division Financial Support Office
(1st Lecture Hall 1F (inside the Student Center))

Send to 255 Shimo-Okubo, Sakura-ku, Saitama 338-8570
Student Support Division Financial Support Office, Saitama University

4. Documents for submission

(1) **The applicant's Income and Taxation Certificate for Fiscal Year 2022***

(2) **The Income and Taxation Certificate for Fiscal Year 2022 of all family members***
(certificates for each family member who shares the same source of income excluding those attending school and children who have not yet entered school)

*Note that the name of the document may vary by municipality.

*Must show the **amount of municipal/prefectural inhabitant tax** for 2022, 2021 income **and earnings**.

*Also required for family members who do not have income.

(3) **Any documents that were identified as deficient in the Step 1 Application**

5. Important notes

Only applicants who have submitted the Step 1 Application are able to submit the Step 2 Application.

*If the taxation certificate only shows the amount of tax, submit it along with an income certificate.

*If the date that FY2022 Taxation Certificates begin being issued is after the Step 2 Application's acceptance period, submit within the Step 2 Application period the "Step 2 Application" form, any deficient documents from the Step 1 Application (if this applies to you), and a memo (in a style of your choosing) stating when you can submit the Taxation Certificate. If you do not submit these documents during the Step 2 Application's acceptance period, you will be considered to have not completed the Step 2 Application and your application will be eliminated from consideration due to inadequate documentation.

*If the taxation certificate is not issued due to extenuating circumstances, inform us at the time of the Step 2 Application. In such cases, we will ask for your cooperation as we confirm the detailed reason. Simply stating that "I was not issued a certificate," for example, will not be a sufficient reason.

*If you reside in the city of Saitama, e.g., on your own, and have not transferred your Certificate of Residence, and are unable to have a certificate issued at the municipality where your Certificate of Residence is held, you may be able to issue one in the City of Saitama.

