

Dear international students,

Student Support Center informs you of how to apply for tuition exemption. When you submit the application documents for tuition exemption, please send them to the Center **by postal mail due not later than May 12th, Tuesday.**

[Procedure]

1. Download the related files from the URL below.

https://www.muroran-it.ac.jp/guidance/student_sup/f_exemption.html

2. After you finish writing, do the followings;

2-1. First, send the files to the following postal address.

Address:

Student Support Center (Gakusei Shien-kakari),
Muroran Institute of Technology,
27-1, Mizumoto-cho, Muroran, Hokkaido, 050-8585, Japan.

2-2. Second, email to Student Support Center (kousei@mmm.muroran-it.ac.jp)
as well as International Center (kokusai@mmm.muroran-it.ac.jp)
as carbon copy[Cc].

The email title is "About Tuition Exemption".

You need to write your **full-name, student number, department/division, grade** (1st-year, 2nd-year, etc), and **cellphone number**.

2-3. A staff in the Center might get in contact to you after the Center receives your documents if the documents have a defect.

Please be careful. Sometimes the application is invalid due to defect of form.

Even if there is a defect in your documents, the deadline for submission is the same, May 12th, Tuesday.

2-4. The Center would like you to send the files **by Express Registered Mail**.

(Express Mail is called "Sokutatsu", and Registered Mail is "Kakitome" in Japanese.)

If you have any questions, please send an email to Student Support Center OR International Center. Thank you for your cooperation.

April 14th, 2020.

Student Support Center (Gakusei Shien-kakari)