

Admission Fee Waiver and Payment Deferral Application for FY2017

Tokyo University of the Arts (TUA) offers:

Admission fee waiver program, and Admission fee deferral program

- Whether you can receive a tuition waiver and/or tuition payment deferral is decided after comprehensive examination based on the criteria of academic requirements and financial requirements. Please read the outline before you make your application.
- Your application may not be accepted if you obviously do not satisfy application requirements. Read the following before you fill in application forms, and, if you have any questions, consult the section in charge (see page 2) or “Submit to” office/section.
- **Note that your request for consultation on application submission will not be accepted after the application period. Please consult or make inquiries before the application deadline.**
- We will use the personal information provided in application forms only within the proper scope of our procedures, and will not use it for other purposes.
- **Note that your waiver or payment deferral will be canceled if any information in your application is found to be untrue.**

Tokyo University of the Arts

Reminders: Check the following and exercise caution when you make an application.

Reminder 1: Do not make admission fee payment before it is decided whether you can receive waiver/payment deferral.

(→Read Decisions on admission fee Waiver and Payment Deferral on page 5.)

Applicants for admission fee waiver and payment deferral are given grace to make admission fee payment until it is decided whether you can receive waiver/payment deferral. Do not pay admission fee before the decision is made.

Admission fee payment, whether it is made by mistake or not, cannot be refunded.

Results of examination as to waiver/payment deferral for **admission fee** will be decided **late June**.

Reminder 2: Submit necessary documents no later than the deadline.

Reminder 3: Submit necessary documents no later than the deadline.

Submission of request documents

Fill out [Form A] Page 7 to [Form K-5] Page 24 and submit the complete forms on the dates specified below.

You may want to print [Form A], [Form B], [Form C-1], [Form C-2], [Form D-1], [Form E] and [Form I] first, which are listed in [Form A] Page 7 as the forms all applicants need to submit, then find and print necessary forms that you need to submit.

If you are an applicant as a international student:

If you are an applicant as a international student (staying with a student visa), you will be considered “Financially Independent” and you must submit documents about your information only, in principle.

***If your spouse is also staying in Japan, you must also submit documents about your spouse.**

Documents to submit are: forms indicated as “mandatory” in Form A and documents (1) through (5) below:

- (1) Certificate of residence (copy): Of your household in Japan. Attach the copy to Form D-1.
Only when a certificate of residence cannot be issued, submit a copy of your alien registration card.
- (2) Taxation Certificate/Tax Exemption Certificate Issued by Municipality (copy): Of your household in Japan. Attach the copy to Form E. Submission is not required if you (and your spouse) have just arrived in Japan and are unable to obtain the copy.
- (3) Copy of bank passbook: If you are receiving financial support for living expenses, etc. from your family in your home country, submit Form I by attaching the copy of the passbook page(s) showing the amount sent.
- (4) Document(s) on the applicant's income: If you have earned income from part-time job, scholarship, etc., submit Form I by attaching a copy of specified documents.
- (5) Additional documents may be necessary depending on your (and your spouse's) circumstances. Refer to Forms [Form A], [Form C-1] and [Form C-2], and submit all applicable documents.
E.g. If your spouse has income from employment, submit Form F. / If your spouse is a student, submit form K-1. / If you or your spouse is a person with a disability, submit Form K-3.

Graduate School of Fine Arts / Global Art Practice Course

[Ueno Campus] Submit to: Educational Affairs Section	March 28 (Tue.), March 29 (Wed.)
[Toride Campus] Submit to: Administrative Office	10:00–12:00/14:00–16:00

Graduate School of Global Arts

[Senju Campus] Submit to: Administrative Office	March 28 (Tue.), March 29 (Wed.)
	10:00–12:00/14:00–16:00

[Contact]

If you have questions and inquiries about application for waiver/payment deferral, make sure to consult the section in charge before the application deadline.

Waiver/deferral inquiries : syogaku@ml.geidai.ac.jp (Scholarship Section, Student Affairs Division)

Admission fee waiver program

In this program for those meet one or more criteria specified below, TUA will exempt qualified applicants from full or half of the admission fee. The waiver decision will be made based on the result of the evaluation process of this program. If you meet the program criteria, you can also concurrently apply for the admission fee deferral program described later.

1. Eligibility criteria

(1) Undergraduate, practical music course, and senior high school students

- a You are recognized as having difficulty in paying the admission fee because within one year prior to the admission the main income earner of your household died or because you or the main income earner of your household suffered damage caused by wind, flood or other natural disasters.
- b You are in a similar situation to the above (a) and recognized by the university president as having appropriate reasons.

Note: "Within one year prior to the admission" here refers to April 1 of the previous year to March 31 of the relevant year.

(2) Graduate students

- a You are recognized as having difficulty in paying the admission fee because for financial reasons and having outstanding academic capabilities.
- b You are recognized as having difficulty in paying the admission fee because within one year prior to the admission the main income earner of your household died or because you or the main income earner of your household suffered damage caused by wind, flood or other natural disasters.
- c You are in a similar situation to the above (a) and recognized by the university president as having appropriate reasons.

Note: "Within one year prior to the admission" here refers to April 1 of the previous year to March 31 of the relevant year.

2. Academic criteria

(1) Undergraduate and practical music course

- a Your average grade specified on the school performance record is 3.2 or higher.
- b Your entrance examination result was within the top one-third of the examinees of your department /course.
- c You have passed the Japanese government's university admission qualification examination.

(2) Master's and doctor's course

- a The number of credits you received A or a higher grade represents the two-fifth of the total credits you earned in the undergraduate course (if you are in a master's course) or in the master's course (if you are in a doctor's course).
- b Your entrance examination result was within the top one-third of the examinees of your department.

(3) Senior high school

Your academic grades are on par with or above average

Notes: If you are recognized as meeting the criteria regarding "the death of the main income earner of your household or the damage inflicted on you or the main income earner of your household by wind, flood or other natural disasters," the academic criteria above will not be applied; Whether or not you will be exempted from the payment of admission fee will be determined based solely on household income criteria.

If you are an undergraduate student, a practical music course student, or a master's/doctor's course student who graduated from a non-TUA institution, your academic performance will be evaluated based on your school performance record or academic transcript that was submitted at the time of entrance examination.

[Application of exceptional criteria]

If you fail to meet the academic criteria above but you fall under either of the following categories, your requests will be evaluated in accordance with the exceptional academic criteria for qualified applicants (For the details of this exceptional criteria, please contact Educational Affairs Section or Student Support Division):

- a Households requiring public assistance as defined in Public Assistance Act, or those recognized in equivalent situations
- b Applicants with disabilities or their households have a disabled member
- c Households with an individual requiring long-term medical care
- d Survivors of atomic bombs or their children
- e Single-parent households

3. Financial Requirements

(1) Calculation for financial requirements

Whether the applicant satisfies financial requirements or not is examined based on the assessed household finances (total income minus necessary expenses, predetermined deductions, and standard income of respective household members). Students to whom the exception criteria are applicable are examined based on more relaxed financial requirements.

For your reference, a list of income limits for model households is provided below.

However, if you fall under 1. Eligibility (2) on page 3, you may be able to receive a waiver even when you do not satisfy the financial requirements. Please consult the section in charge.

(2) Income limits for tuition waiver

We have received many tuition waiver/payment deferral applications from students from households with employment income or income after deduction exceeding the financial requirements (income limits). The requirements vary depending on numbers of household members, types of income, and special circumstances (e.g., single-mother/father family), but the table below provides guidelines for making an application. “Employment income” and “income after deduction” refer to a total of incomes earned by all members sharing household finances.

Please also note that you may not receive a waiver, even if you satisfy the criteria, due to budget constraints.

Income limit guidelines

Course	No. of household members ³	Employment income ¹ (yen)		Income after deduction ² (yen)	
		Home	Non-home	Home	Non-home
Undergraduate	2 persons	5,785,000	6,414,000	3,430,000	3,870,000
	3 persons	5,657,000	6,285,000	3,340,000	3,780,000
	4 persons	6,457,000	6,920,000	3,900,000	4,340,000
Master's Program	2 persons	6,128,000	6,690,000	3,670,000	4,110,000
	3 persons	6,057,000	6,640,000	3,620,000	4,060,000
	4 persons	6,780,000	7,220,000	4,200,000	4,640,000
Doctor's Program	2 persons	7,390,000	7,830,000	4,810,000	5,250,000
	3 persons	7,530,000	7,970,000	4,950,000	5,390,000
	4 persons	8,210,000	8,650,000	5,630,000	6,070,000

¹ “Employment income” refers to employment income before deduction, which appears as the amount of payment in a certificate of tax deducted or as the amount of employment income in a certificate of annual income.

² “Income after deduction” refers to the amount of operating income (amount of income), i.e., sales minus necessary expenses, for final return.

³ In the table above, the number of household members is based on the following assumptions.

Meanwhile, “home” refers to the case where the applicant is commuting from the house of the head of his/her household, and “non-home” refers to the case where the applicant is living in an apartment, dormitory, etc. away from home.

2 persons: Father or mother (key income producer) and the applicant

3 persons: Father (key income producer), mother (full-time homemaker) and the applicant

4 persons: Father (key income producer), mother (full-time homemaker), the applicant and the applicant's brother/sister (public high school student commuting from home)

Admission fee deferral program

For those who meet one or more criteria specified below, TUA will, as a result of the evaluation process, allow qualified applicants to defer the payment of admission fee until the end of September of the admission year. (The payment must be made by no later than the end of September. No further deferral is accepted for any reasons.)

1. Eligibility criteria (For those who were admitted to undergraduate courses, practical music course, senior high school, and graduate schools)

- (1) You are recognized as having difficulty in paying the admission fee for financial reasons and having outstanding academic capabilities.
- (2) You are recognized as having difficulty in paying the admission fee because within one year prior to the admission the main income earner of your household died or because you or the main income earner of your household suffered damage caused by wind, flood or other natural disasters.
- (3) You are recognized as being in other legitimate situations.

Note: "Within one year prior to the admission" herein refers to April 1 of the previous year to March 31 of the relevant year.

2. Academic criteria

(1) Undergraduate and practical music course students

- a Your average grade specified on the school performance record is 2.5 or higher.
- b Your entrance examination result was within the top two-third of the examinees of your department /course.
- c You have passed the Japanese government's university admission qualification examination.

(2) Master's and doctor's course students

- a The number of credits you received "A" or a higher grade represents the one-fifth of the total credits you earned in the undergraduate course (if you are in a master's course) or in the master's course (if you are in a doctor's course).
- b Your entrance examination result was within the top two-third of the examinees of your department.

(3) Senior high school students

Your academic grades are on par with or above average.

3. Household income criteria

Slightly relaxed criteria will be applied to the evaluation compared to the criteria for the admission fee waiver program described above.

Evaluation of admission fee waiver/deferral requests

Requests are evaluated in a comprehensive manner against the academic and household income criteria above.

Notes 1: Regarding the admission fee waiver program, due to severe budget constraints, applicants' financial difficulties and excellent academic performance do not guarantee the waiver of admission fee.

Decisions on the deferral of the payment of admission fee will be made taking into consideration of the overall situations of applicants.

Note 2: **Approval of the waiver/deferral request will be revoked if the request documents are found to contain statements that are different from the corresponding facts.**

Decision on admission fee waiver/deferral requests

The final decision on your admission fee waiver or deferral request is scheduled to be made late June of the year. The decision will be notified to your guarantor by mail, or yourself if you are a foreign student, and also be posted on the campus bulletin board.

<<Important reminder>>

· Do not pay the admission fee before the decision of your request is made.

The payment of the admission fee of applicants for the admission fee waiver program and the admission fee deferral program will be held until the decision on that request is made. During that grace period, do not pay the admission fee. If the payment is made mistakenly, the paid admission fee will not be refunded. Be sure to have your guarantor (e.g., your parents) informed about this policy.

If your waiver request is denied or the waiver is granted only for half of the admission fee, or if your deferral request is denied

1. If your waiver request is denied or the waiver is granted only for half of the admission fee:

Within 30 days from the day of the notification of the evaluation result (See the note below), you must pay the admission fee (or half amount of the admission fee if half of your admission fee is exempt) with the payment slip that is sent by TUA.

Failure to pay by the payment due will result in your expulsion from TUA. The payment due date will never be extended.

Note: The specific payment due will be informed together with the notification of the denial or other results of your admission fee waiver request.

2. If your request for payment deferral is denied:

Within 30 days from the day of the notification of the evaluation result (See the note below), you must pay the admission fee with the payment slip that is sent by TUA.

Failure to pay by the payment due will result in your expulsion from TUA. The payment due date will never be extended.

Note: The specific payment due will be informed together with the notification of the denial or other results of your admission fee waiver request.

If your request for payment deferral is accepted

If your request for payment deferral is accepted as a result of the evaluation process, the payment due of your admission fee will be extended to the end of September of the year. Make sure that you will pay the admission fee by that due date with the payment slip which will be sent by TUA later.

Failure to pay by the payment due will result in your expulsion from TUA. Additional extension of the payment due date will never be allowed under any circumstances.

Payment of admission fee

For inquiries on the payment of admission fee, please contact Accounting Section of the Administrative Department.
[Email to] kaikei-keiri@ml.geidai.ac.jp (Strategic Planning div. Accounting sec.)

Checklist for Submitting **2017** Admission Fee Waiver/Payment Deferral Application

Applicant (Student ID)	Name
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Among forms B through K, complete necessary forms first, and use this checklist as a cover sheet when submitting them.

*** Submit the application forms together, without stapling or clipping them.**

▼ Check applicable boxes.

Mandatory	<input type="checkbox"/>	[Form A] Checklist for Submitting 2017 Admission Fee Waiver/Payment Deferral Application	Page 7
Mandatory	<input type="checkbox"/>	[Form B] 2017 Admission Fee Waiver/Payment Deferral Application	Page 8
Mandatory	<input type="checkbox"/>	[Form C-1] List of Household Incomes/Deductions (Incomes)	Page 9
	<input type="checkbox"/>	[Form C-2] List of Household Incomes/Deductions (Deductions)	Page 10
Mandatory	<input type="checkbox"/>	[Form D-1] Submission of Certificate of Residence for all Household Members (Including Applicant and Member(s) Sharing Household Finances but Living Apart)	Page 11
	<input type="checkbox"/>	Document to attach to [Form D-1] (copy acceptable)	
Submit if applicable	<input type="checkbox"/>	[Form D-2] Submission of Documents to Certify Financial Independent Applicant	Page 12
	<input type="checkbox"/>	Documents to attach to [Form D-2] (copy acceptable)	
Mandatory	<input type="checkbox"/>	[Form E] Submission of Taxation Certificate/Tax Exemption Certificate Issued by Municipality	Page 13
	<input type="checkbox"/>	Document to attach to [Form E] (copy acceptable)	
Submit if applicable	<input type="checkbox"/>	[Form F] Employment Income Statement	Page 14
	<input type="checkbox"/>	Document to attach to [Form F] (copy acceptable)	
Submit if applicable	<input type="checkbox"/>	[Form G] Own Business Income Statement	Page 15
	<input type="checkbox"/>	Document to attach to [Form G] (copy acceptable)	
Submit if applicable	<input type="checkbox"/>	[Form H] Temporary Income Statement	Page 16
	<input type="checkbox"/>	Document to attach to [Form H] (copy acceptable)	
Mandatory	<input type="checkbox"/>	[Form I] Student Declaration of Part-Time Job	Page 17
	<input type="checkbox"/>	Document to attach to [Form I] (copy acceptable)	
Submit if applicable	<input type="checkbox"/>	[Form J] Status of Other National School Student than the Applicant	Page 18
Submit if applicable	<input type="checkbox"/>	[Form K-1] Special Deduction Statement (Household with other student(s) than the applicant)	Page 19
	<input type="checkbox"/>	Documents to attach to [Form K-1]	
Submit if applicable	<input type="checkbox"/>	[Form K-2] Special Deduction Statement (Household with other national school student(s) receiving tuition waiver than the applicant)	Page 20
	<input type="checkbox"/>	Document to attach to [Form K-2]	
Submit if applicable	<input type="checkbox"/>	[Form K-3] Special Deduction Statement (Single-mother/father household, household as a public assistance recipient, household with disabled member(s))	Page 21
	<input type="checkbox"/>	Document to attach to [Form K-3] (copy acceptable)	
Submit if applicable	<input type="checkbox"/>	[Form K-4] Special Deduction Statement (Household with member(s) receiving a long-term care)	Page 22
	<input type="checkbox"/>	Document to attach to [Form K-4] (copy acceptable)	
	<input type="checkbox"/>	[Form K-4 Medical Expense Statement]	Page 23
Submit if applicable	<input type="checkbox"/>	[Form K-5] Special Deduction Statement (Household with the key income producer living apart, household affected by fire, wind/flood damage, burglary, etc., household with income(s) earned by member(s) other than parents)	Page 24
	<input type="checkbox"/>	Document to attach to [Form K-5] (copy acceptable)	
Submit if applicable	<input type="checkbox"/>	Academic record (New student enrolling in TUA's Master's or Doctor's Program from other university)	
		*Submission unnecessary for a new undergraduate student or new student graduated from TUA.	

Admission Fee for FY **2017** Waiver/Payment Deferral Application

To: President of the Tokyo University of the Arts

(MM) (DD) , **2017**

▼ Check all the boxes that apply

I have difficulty paying admission fee and therefore apply for of admission fee for FY **2017.**

Exemption

Payment deferral

▼ Check one box that applies to you:

1. I apply only for admission fee waiver.

2. I apply only for deferral of admission fee payment deferral.

3. I apply for admission fee waiver, but will apply for deferral when I can receive no waiver or a 50% waiver.

***Deferred payment deadline: To pay by the **end of September** (date specified by TUA)**

Applicant	(Student ID: _____) Years in TUA _____ Major _____ • If you are a new student from a school attached to TUA, provide your former student ID: • If you are a new student from other university, provide the name of the university: You must submit the academic record of the former university. Name in Kana _____ Name (autograph) _____ Address (postal code) _____ [Phone] _____ [Mobile phone] _____ [e-mail] _____
Guarantor	Name (e.g., parent; autograph) _____ Relation _____ Address (postal code) _____ [Phone] _____ [Mobile phone] _____ [e-mail] _____
<p>[Reason why you apply for tuition waiver/payment deferral] Must be written in concrete terms by the applicant. When you need more space, attach a sheet (free format).</p> <p>-----</p> <p>-----</p> <p>-----</p> <p>-----</p>	
<p>Have you ever applied for tuition waiver? ▼ Circle all applicable answers. No _____ Yes: I made the most recent application for the semester of _____ Spring / Fall (year) _____ Application results: Full waiver / 50% waiver / No waiver</p>	<p>*If the key income producer of your household died within the past year His/her name _____ (Relation _____) Date of death: _____</p> <hr/> <p>*If you are affected by the Great East Japan Earthquake in March 2011 (Circle applicable answers. If Yes, submit Form K-5.) Is it affecting your household finances even now? 1. Yes (Complete Form K-5) 2. No _____ Do you have a victim's certificate? 1. Yes (Attach it to Form K-5) 2. No _____</p>

List of Household Incomes/Deductions

▼ Mandatory to fill in

1. Write about all household members (including the applicant and member(s) living apart but sharing household finances).
 - (1) Provide household (family) member information as of April 1 for spring semester or as of October 1 for fall semester.
 - (2) If you need more space, copy this blank form and attach it.
 - (3) For members who are unemployed, write "unemployed" in the occupation field.

(i) Family members other than students
(e.g., parents, grandparents)

Relation	Father (aged)	Mother (aged)	Relation: (aged)	Relation: (aged)
Name				
Occupation				

(ii) Family member(s), including the applicant, as a student (excluding preparatory school student)
For details, see page 19.

Relation	Applicant	Relation: (aged)	Relation: (aged)	Relation: (aged)
Name				
School	Tokyo University of the Arts	National/public/private	National/public/private	National/public/private

▼

No. of household members (i) + (ii) persons
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If you are a international student (staying with a study visa), write your information only.
For details, see "If you are an applicant as a international student" on page 11.

2. Income of all household members (including member(s) sharing household finances but living apart)
▼ Mandatory to fill in (as to all members with income)

(i) Employment income

▼ Provide amounts of income calculated in Form F Employment Income Statement (page 14).

Father	Mother	Relation:	Relation:	Relation:	Relation:
,000 yen	,000 yen	,000 yen	,000 yen	,000 yen	,000 yen

(ii) Income from own business

▼ Provide amounts of income calculated in Form G Own Business Income Statement (page 15).

Father	Mother	Relation:	Relation:	Relation:	Relation:
,000 yen	,000 yen	,000 yen	,000 yen	,000 yen	,000 yen

(iii) Temporary income from retirement allowance, insurance, etc.

▼ Provide amounts of income calculated in Form H Temporary Income Statement (page 16).

Father	Mother	Relation:	Relation:	Relation:	Relation:
,000 yen	,000 yen	,000 yen	,000 yen	,000 yen	,000 yen

(iv) Income from part-time job, etc. of the applicant (including the case where the applicant is a international student)

▼ Provide amounts of income calculated in Form I Student Declaration of Part-time Job (page 17).

Income from part-time job, etc.	Money from family/aid	Scholarship (non-loan)
,000 yen	,000 yen	,000 yen

3. ▼ Circle "Financially independent" or "International student" if applicable.

Financially independent / International student

The applicant is certified / not certified
as financially independent (To be filled by TUA)

List of Household Incomes/Deductions

Applicant (Student ID)	Name
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Household eligible for deduction from income: If your household is identified as any of the households listed below, the specified amount is deducted from income.

▼ Check applicable box(es). ▼ Amount deducted

<input checked="" type="checkbox"/> Deduction by applicant's commute type Applicable to all applicants	<input checked="" type="checkbox"/> Home 280,000 yen <input type="checkbox"/> Non-home 720,000 yen	▲ The deductions on the left are based on where the applicant (not his/her brother/sister) commutes from to TUA. Check the applicable box in the left field. ※If you are a international student, check the "Home" box.
<input type="checkbox"/> Household with other student(s) than the applicant	,000 yen	▲ In the left field, provide the deduction calculated in Form K-1 Special Deduction Statement (page 19).
<input type="checkbox"/> Household with national school student(s) receiving tuition waiver other than the applicant	,000 yen	▲ In the left field, provide the deduction calculated in Form K-2 Special Deduction Statement (page 20).
<input type="checkbox"/> Single-mother/father household	490,000 yen	▲ Check applicable boxes and provide necessary information in Form K-3 (page 21).
<input type="checkbox"/> Household as a public assistance recipient and the like	Income deduction is not available but the academic requirements and income requirements will be relaxed.	▲ Check an applicable box and provide necessary information in Form K-3 (page 21), and submit a copy of the public assistance notification or other document certifying the amount received.
<input type="checkbox"/> Household with disabled member(s)	Per disabled member; 860,000 yen x no. of disabled member ,000 yen	▲ In the left field, provide the deduction calculated in Form K-3 Special Deduction Statement (page 21).
<input type="checkbox"/> Atomic bomb survivor or child of an atomic bomb survivor	Income deduction is not available but the academic requirements and income requirements will be relaxed.	▲ Check applicable boxes in Form K-3 (page 21), and submit a copy of official designation as an atomic bomb survivor and the like.
<input type="checkbox"/> Household with member (s) receiving or is likely to receive a long-term (at least 6 months) care	,000 yen	▲ In the left field, provide the deduction calculated in Form K-4 Special Deduction Statement (page 22).
<input type="checkbox"/> Household with the key income producer living apart	,000 yen	▲ In the left field, provide the deduction calculated in Form K-5 Special Deduction Statement (page 24).
<input type="checkbox"/> Household affected by fire, wind/flood damage, burglary, etc.	,000 yen	▲ In the left field, provide the deduction calculated in Form K-5 Special Deduction Statement (page 24).
<input type="checkbox"/> Household with income(s) earned by member(s) other than parents	,000 yen	▲ In the left field, provide the deduction calculated in Form K-5 Special Deduction Statement (page 24).

Submission of Certificate of Residence for All Household Members (Including Applicant and Member(s) Sharing Household Finances but Living Apart) (Copy Acceptable)

***Submit a certificate that covers all members of the applicant's household.**

***If the applicant is not living in the address shown in the certificate of residence, a document that proves the applicant's current address (e.g., utility bill) must also be submitted.**

***The certificate should not contain any information of individual numbers ("My Number"). If only a certificate with the numbers is available, black out the number information before submission.**

Definition of "sharing household finances"

"Sharing household finances" does not necessarily mean living together. For example, following cases are considered as sharing household finances: a member who is living apart for the convenience of commuting to work/school or for medical expenses but lives with his/her family in his/her spare time on a regular basis; and a member to whom the household constantly sends money for living expenses, school expenses, medical expenses, etc.

* Note that applicants with household that does not include his/her parents and meets certain requirements are identified as "financially independent."

Financially independent applicants must submit Form D-2 (next page) by attaching specific documents required.

If the key income producer of your household died within the past year, attach the following documents.

- (i) Certificate of residence (copy)
- (ii) Extract of family register (copy)

If you are an applicant as a international student:

If you are an applicant as a international student (staying with a student visa), you will be considered "Financially Independent" and you must submit documents about your information only, in principle.

***If your spouse is also staying in Japan, you must also submit documents about your spouse.**

Documents to submit are: forms indicated as "mandatory" in Form A and documents (1) through (5) below:

- (1) Certificate of residence (copy): Of your household in Japan. Attach the copy to Form D-1.
- (2) Taxation Certificate/Tax Exemption Certificate Issued by Municipality (copy): Of your household in Japan. Attach the copy to Form E. Submission is not required if you (and your spouse) have just arrived in Japan and are unable to obtain the copy.
- (3) Copy of bank passbook: If you are receiving financial support for living expenses, etc. from your family in your home country, submit Form I by attaching the copy of the passbook page(s) showing the amount sent.
- (4) Document(s) on the applicant's income: If you have earned income from part-time job, scholarship, etc., submit Form I by attaching a copy of specified documents.
- (5) Additional documents may be necessary depending on your (and your spouse's) circumstances. Refer to Forms [Form A], [Form C-1] and [Form C-2], and submit all applicable documents. E.g. If your spouse has income from employment, submit Form F. / If your spouse is a student, submit form K-1. / If you or your spouse is a person with a disability, submit Form K-3.

Submit your certificate of residence by attaching to this form.

Submission of Documents to Certify Financially Independent Applicant

If you seek to be certified as being financially independent, submit the following documents required for certification.

***Who are financially independent?**

Any applicant with a household that does not include his/her parents and the like and meets certain requirements is identified as "financially independent."

Even if the applicant student has his/her spouse or child or even if the applicant is a non-working dependent of his/her spouse, he/she is financially independent as long as he/she meets the requirements. "Parents and the like" refers to the person(s) who had supported the applicant until he/she became financially independent.

<Requirements for applicants to be certified as financially independent>

Applicants are certified as financially independent if they meet the following requirements:

Undergraduate: Students who enrolled in TUA after working as a member of society or who have a spouse, and also meet all the requirements 1 through 4 below as of the time when they apply for admission fee/tuition waiver/payment deferral

Graduate: Students who meet all the requirements 1 through 4 below as of the time when they apply for admission fee/tuition waiver/payment deferral

1. The applicant is not a dependent of his/her parents and the like (excluding his/her spouse) under the Income Tax Act or in terms of health insurance.
2. The applicant is living apart from his/her (and his/her spouse's) parents and the like.
3. The applicant is not receiving financial assistance from his/her parents and the like (excluding his/her spouse).
4. The applicant meets any of the requirements (1) through (3) below:
 - (1) In the previous academic year, the applicant (including his/her spouse) had a regular income exceeding 1,300,000 yen a year and declared the income on which a certificate of annual income can be issued, and the situations remain the same this academic year.
 - (2) In this academic year, the applicant (including his/her spouse) is likely to have an income (including annual amount of non-loan scholarship and employment income) exceeding 1,300,000 yen because of a new job he/she has taken on or for other reasons, and can submit a certificate or other document supporting the estimation (see 3 of <Documents to submit> below). If you cannot submit a supporting document, you are regarded as not meeting this requirement.
 - (3) The applicant had a steady job and earned a salary or other income until the previous fiscal year, but became unwaged as he/she quit the job or took a leave of absence to enroll in TUA. He/she is now living on the money saved from the job and his/her deposit balance exceeds 1,300,000 yen.

*Even when the amount specified in (1) through (3) is less than 1,300,000 yen, please consult if you are in special circumstances, such as not having parents or other supporter (excluding spouse). It must be noted, however, that you are not certified as financially independent just because you are not receiving money from your parents.

<Documents to submit>

1. [All applicants who desire to be certified as financially independent and meet requirement 4 (1)]
Copy of a certificate of residence, certificate of annual income, certificate of tax deducted or final return of the applicant and his/her spouse, parents and the like
→ Submit the document by attaching to the form specified for each document type.
2. [All applicants who desire to be certified as financially independent]
Health insurance card with the applicant (or his/her spouse) heading the list of the insured
→ Submit the card by attaching to this Form D-2.
3. [Applicants who meet requirement 4 (2)]
Certificate of salary payment (schedule), letter of appointment as researcher at the Japan Society for the Promotion of Science, or document that shows the amount of scholarship, etc.
→ Submit a document showing the applicant's income and a document showing his/her spouse's income by attaching to the form specified for each document type.
4. [Applicants who meet requirement 4 (3)] Balance statement of the applicable bank account
→ Submit the statement by attaching to this Form D-2.

Submit your health insurance card and balance statement by attaching to this form.

**Submission of Taxation Certificate/Tax Exemption Certificate Issued
by Municipality (Copy Acceptable)**

**Certificate for 2015
(from January to December 2015)**

- * 1. If you are required to submit your taxation certificate or tax exemption certificate
 - Submit the certificate for you as the applicant and all members of your household.
 - Submit the certificate for a member sharing household finances with the applicant even if he/she is living apart.
 - See Definition of “sharing household finances” on Form D-1 and Requirements for applicants to be certified as financially independent on Form D-2.
 - Submission of a certificate is not required for other student(s) sharing household finances than the applicant.

- * 2. Certificate to submit (taxation certificate or tax exemption certificate)
 - If you have earned an income, you must submit a document titled “taxation certificate,” “certificate of annual income” and the like.
 - If you have not earned an income, you must submit a tax exemption certificate.
Submission of a tax exemption certificate is required even if the applicant earned no income (but not required with regard to student(s) other than the applicant).
 - Submit a taxation certificate or tax exemption certificate that shows the amount of income and amount of deduction.

- ★ In a taxation certificate or tax exemption certificate issued, the monthly amounts of tax for the months of January through May reflect the data for the year before last and those for June through December reflect the data for the last year.
- ★ You should request the office of the municipality in which you are living now to issue a certificate, in principle. If you have relocated this year, you should request the office of the municipality in which you lived before the relocation to issue a certificate.

Submit the abovementioned document by attaching to this form.

* Submission unnecessary for student(s) (excluding the applicant and his/her spouse)

Employment Income Statement

- Submit this form for each of applicable income producers in your household. Copy this form in advance to complete this form for all income producers.
- As for income earned from part-time job and the like by the applicant, submit Form I **Student Declaration of Part-time Job**.

Income producer's name: _____ Father / Mother / Other (_____)		Document to submit (copy acceptable) ▼
This form must be submitted by a person who falls under any of the following. (Check the applicable box and provide necessary information.)		
<input type="checkbox"/> Salary <input type="checkbox"/> Wage <input type="checkbox"/> Executive remuneration (including white return) * If receiving from multiple sources, provide the total amount.	<input type="checkbox"/> Taking the current job since January 2016 or before Provide the amount of payment stated in the certificate of tax deducted for last year (January through December 2016). <div style="border: 1px solid black; padding: 2px; width: 80%; margin: 5px auto; text-align: right;">_____ yen</div> <input type="checkbox"/> Started (or will start) to take the current job this year or have been taking the job with mid-career employment/job change since February 2016 or later Calculate the amount based on the certificate of tax deducted or certificate of payment issued by the employer. <div style="border: 1px solid black; padding: 2px; width: 80%; margin: 5px auto; text-align: right;"> Monthly payment _____ yen × 15 months = Equivalent of annual income _____ yen (If without income from bonus such as in a part-time job, multiply by 12 months) </div> ↑ If received payment for 5 months, write the one fifths of the amount paid. * Retirement allowance (including that of a person expected to retire) should be provided in Form H Temporary Income Statement.	Certificate of tax deducted or certificate of (expected) payment issued by the employer * <u>Even an income producer submitting a final return (copy) must submit a certificate of tax deducted.</u>
<input type="checkbox"/> Unemployment benefit	<input type="checkbox"/> Benefit received since April 2017 (Unnecessary to include the benefits received in and before March) <div style="border: 1px solid black; padding: 2px; width: 80%; margin: 5px auto; text-align: right;"> Benefits received from April 2017 to expiration _____ yen </div>	Notification of (expected) unemployment benefit eligibility issued by a job-placement office
<input type="checkbox"/> Pension <input type="checkbox"/> Governmental pension <input type="checkbox"/> Old-age pension <input type="checkbox"/> Survivor's pension, etc. * If receiving from multiple sources, provide the total amount.	<input type="checkbox"/> Receiving since January 2016 or before Provide the amount of pension stated in the certificate of tax deducted for last year (January through December 2016). <div style="border: 1px solid black; padding: 2px; width: 80%; margin: 5px auto; text-align: right;">_____ yen</div> <input type="checkbox"/> Started (or will start) to receive this year (2017) or have been receiving before maturity since February 2016 or later Calculate the amount based on the notification of pension. <div style="border: 1px solid black; padding: 2px; width: 80%; margin: 5px auto; text-align: right;"> Monthly payment _____ yen × 12 months = Equivalent of annual income _____ yen </div> ↑ If received payment for 5 months, write the one fifths of the amount paid.	Notification of (expected) pension issued by the Social Insurance Agency, etc. or certificate of tax deducted * <u>Final return (copy) cannot be accepted</u>
<input type="checkbox"/> Accident and sickness benefits <input type="checkbox"/> Livelihood assistance <input type="checkbox"/> Disability benefit <input type="checkbox"/> Children's allowance * If receiving from multiple sources, provide the total amount.	<input type="checkbox"/> Receiving since January 2016 or before Provide the amount of benefit stated in the notification of accident and sickness benefits for last year (January through December 2016). <div style="border: 1px solid black; padding: 2px; width: 80%; margin: 5px auto; text-align: right;">_____ yen</div> <input type="checkbox"/> Started (or will start) to receive this year (2017) or have been receiving before maturity since February 2016 or later Calculate the amount based on the amount of benefit stated in the notification of accident and sickness benefits. <div style="border: 1px solid black; padding: 2px; width: 80%; margin: 5px auto; text-align: right;"> Monthly payment _____ yen × 12 months = Equivalent of annual income _____ yen </div> ↑ If received payment for 5 months, write the one fifths of the amount paid.	Notification of (expected) accident and sickness benefits issued by the Social Insurance Agency, etc. or welfare (change) notification issued by a welfare office * <u>Submission unnecessary for TA or RA at TUA</u>

▼

Add up all incomes above (round down to the thousand) →
_____ ,000 yen

▼

Write the total amount in **Form C-1** List of Household Incomes/Deductions.

Submit the abovementioned document by attaching to this form.

* Submission unnecessary for student(s) (excluding the applicant and his/her spouse)

Own Business Income Statement

1. Submit this form for each of applicable income producers in your household. Copy this form in advance to complete this form for all income producers.
2. As for income earned from part-time job and the like by the applicant, submit Form I **Student Declaration of Part-time Job**.

Income producer's name: _____ Father / Mother / Other (_____)		Document to submit (copy acceptable) ▼
This form must be submitted by a person who falls under any of the following. Check the applicable box and provide the information.		
<input type="checkbox"/> Commerce <input type="checkbox"/> Industry <input type="checkbox"/> Self-employed <input type="checkbox"/> Agriculture If receiving rice-crop diversion subsidy, also fill in the field below. <input type="checkbox"/> Forestry <input type="checkbox"/> Fisheries <input type="checkbox"/> Freelance <input type="checkbox"/> House rent <input type="checkbox"/> Land rent <input type="checkbox"/> Interest/dividend <input type="checkbox"/> Other	<input type="checkbox"/> Doing the current business since January 2016 or before With regard to the income in final return (copy) filed this spring, add up the positive amounts only (Do not write the total amount). If only negative amounts are written in final return, write "0 yen" instead of adding up positive and negative amounts. Income from salary or public pension should not be included in this form but in Form F Employment Income Statement. <div style="border: 1px solid black; padding: 2px; text-align: right;">_____ yen</div> <input type="checkbox"/> Doing the current business started/changed since February 2016 or later With regard to the income in final return (copy) filed this spring, add up the positive amounts only (Do not write the total amount). Calculate an equivalent of monthly income to determine an equivalent of annual income. If only negative amounts are written in final return, write "0 yen" instead of adding up positive and negative amounts. Income from salary or public pension should not be included in this form but in Form F Employment Income Statement. <div style="border: 1px solid black; padding: 2px;"> Equivalent of monthly income _____ yen x 12 months = Equivalent of annual income _____ yen </div> ↑"Equivalent of monthly income": If having income for five months, for example, write the one fifths of the amount.	Tables 1 & 2 of final return (copy) declared this spring * If final return was not filed, submit a document that shows business income, necessary expenses and income after deduction in the recent few months. * IMPORTANT: Final return (copy) must have a "Received" stamp on it (if final return was filed via e-tax, submit a document proving that final return was filed).
<input type="checkbox"/> Started (or will start) the current business this year [<input type="checkbox"/> Started <input type="checkbox"/> Will start in (month) _____ 2017]	<div style="border: 1px solid black; padding: 2px;"> Expected monthly income _____ yen x 12 months = Expected annual income _____ yen </div>	Statement by the business owner, etc. (free format)
<input type="checkbox"/> Agriculture Rice-crop diversion subsidy	<input type="checkbox"/> Receiving since January 2016 or before Provide the amount of rice-crop diversion subsidy stated in the mutual compensation notification or the farming improvement subsidy notification for last year (January through December). <div style="border: 1px solid black; padding: 2px; text-align: right;">_____ yen</div> <input type="checkbox"/> Started (or will start) to receive this year (2017) or have been receiving before maturity since February 2016 or later Provide the amount of rice-crop diversion subsidy stated in the notification of mutual compensation or notification of farming improvement subsidy. <div style="border: 1px solid black; padding: 2px; text-align: right;">_____ yen</div>	Notification of (expected) mutual compensation issued by JA or notification of (expected) farming improvement subsidy issued by municipality

▼

Add up all incomes above (round down to the thousand) → _____ ,000 yen

▼

Write the total amount in **Form C-1** List of Household Incomes/Deductions.

Submit the abovementioned document by attaching to this form.

* Submission unnecessary for student(s) (excluding the applicant and his/her spouse)

Temporary Income Statement

Submit this form for each of applicable income producers in your household. Copy this form in advance to complete this form for all income producers.

Income producer's name: _____ Father / Mother / Other (_____)		Document to submit (copy acceptable) ▼
This form must be submitted by a person who falls under any of the following. Check the applicable box and provide the information.		
<input type="checkbox"/> Retirement allowance <input type="checkbox"/> Retirement lump sum <input type="checkbox"/> Income from transfer of asset <input type="checkbox"/> Forestry income <input type="checkbox"/> Other * If receiving from multiple sources, provide the total amount.	Amount of (expected) income received in 6 months between October 2016 and March 2017 Deduct taxes and dues if there are any. _____ yen	Certificate of (expected) payment issued by the employer, municipality, etc.

▼

Add up all incomes above (round down to the thousand) → _____,000 yen

▼

Write the total amount in **Form C-1** List of Household Incomes/Deductions.

Submit the abovementioned document by attaching to this form.

Student Declaration of Part-Time Job

Chapter	Document to submit (copy acceptable)▼																																								
<p>Income from January 2016 to date *Write the regular income and current job</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Part-time job, etc. (If you are a international student, also state money/aid from home country.)</th> <th style="width: 30%;">Period received (MM/YY–MM/YY)</th> <th style="width: 40%;">(Average) amount received per month</th> </tr> </thead> <tbody> <tr><td> </td><td style="text-align: center;">—</td><td style="text-align: right;">yen</td></tr> <tr><td> </td><td style="text-align: center;">—</td><td style="text-align: right;">yen</td></tr> <tr><td> </td><td style="text-align: center;">—</td><td style="text-align: right;">yen</td></tr> <tr><td> </td><td style="text-align: center;">—</td><td style="text-align: right;">yen</td></tr> <tr><td> </td><td style="text-align: center;">—</td><td style="text-align: right;">yen</td></tr> <tr><td> </td><td style="text-align: center;">—</td><td style="text-align: right;">yen</td></tr> <tr> <td colspan="2">(i) (Average) amount received per month x 12 months</td> <td style="text-align: right;">= yen</td> </tr> </tbody> </table>	Part-time job, etc. (If you are a international student, also state money/aid from home country.)	Period received (MM/YY–MM/YY)	(Average) amount received per month		—	yen		—	yen		—	yen		—	yen		—	yen		—	yen	(i) (Average) amount received per month x 12 months		= yen	<p>(i) Certificate of tax deducted or pay statement issued by your current employer (ii) Tables 1 & 2 of final return (copy) declared this spring (iii) Certificate of (expected) payment issued by your current employer Any of (i) through (iii) above</p> <p><u>*Submission unnecessary for TA or RA at TUA</u></p>																
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<p>Non-loan scholarship received or scheduled to receive between April this year and March next year * Unnecessary to provide information of loan scholarship provided by the Japan Student Services Organization (JASSO), etc.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Scholarship name</th> <th style="width: 30%;">Amount received per month</th> <th style="width: 40%;">Amount received per year</th> </tr> </thead> <tbody> <tr><td> </td><td style="text-align: right;">yen</td><td style="text-align: right;">yen</td></tr> <tr><td> </td><td style="text-align: right;">yen</td><td style="text-align: right;">yen</td></tr> <tr><td> </td><td style="text-align: right;">yen</td><td style="text-align: right;">yen</td></tr> <tr> <td colspan="2">(ii) Total amount received per year</td> <td style="text-align: right;">yen</td> </tr> </tbody> </table>	Scholarship name	Amount received per month	Amount received per year		yen	yen		yen	yen		yen	yen	(ii) Total amount received per year		yen	<p>Copy of scholarship notification</p>																									
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<p>Applicant's monthly financial standing Estimate the annual budget from now on, as well as average monthly budget * Match the total income and the total expenses.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: left;">Monthly incomes</th> <th colspan="2" style="text-align: left;">Monthly expenses</th> </tr> </thead> <tbody> <tr> <td style="width: 5%;">Part-time job</td> <td style="width: 15%;">yen</td> <td style="width: 5%;">Food</td> <td style="width: 15%;">yen</td> </tr> <tr> <td>Money from family/aid</td> <td>yen</td> <td>Rent</td> <td>yen</td> </tr> <tr> <td>Loan scholarship</td> <td>yen</td> <td>Utilities</td> <td>yen</td> </tr> <tr> <td>JASSO Scholarship etc. that you must repay</td> <td></td> <td>School</td> <td>yen</td> </tr> <tr> <td>Non-loan scholarship</td> <td>yen</td> <td colspan="2">Excluding the applicant's tuition of 540,000 yen</td> </tr> <tr> <td>Scholarship that you don't need to repay</td> <td></td> <td>Transportation</td> <td>yen</td> </tr> <tr> <td>Savings</td> <td>yen</td> <td>Entertainment</td> <td>yen</td> </tr> <tr> <td>Other()</td> <td>yen</td> <td>Other</td> <td>yen</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">yen</td> <td>Total</td> <td style="text-align: right;">yen</td> </tr> </tbody> </table>	Monthly incomes		Monthly expenses		Part-time job	yen	Food	yen	Money from family/aid	yen	Rent	yen	Loan scholarship	yen	Utilities	yen	JASSO Scholarship etc. that you must repay		School	yen	Non-loan scholarship	yen	Excluding the applicant's tuition of 540,000 yen		Scholarship that you don't need to repay		Transportation	yen	Savings	yen	Entertainment	yen	Other()	yen	Other	yen	Total	yen	Total	yen	
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<p>I declare that the above information is true and correct.</p> <p>Applicant's name: _____ Seal _____</p>																																									

Write Each of the incomes (i) (ii) in **Form C-1** List of Household Incomes/Deductions.

Submit the abovementioned document by attaching to this form.

本人以外の「国立学校」就学者状況票 (国立学校在学者用)

Status of Other National School Student than the Applicant (For national school student(s) in the applicant's household)

- この状況票は、下記の「国立学校」に就学する家族を対象としています。
 - 対象となる就学者：2年生以上全員 (ただし、学部から学部へ入学等、同じ課程に再入学した新生は、提出が必要)
 - 対象となる「国立学校」：高校、高等専門学校、短大、大学、専修学校 (高等課程・専門課程)
 ※国立学校であっても「幼稚園」「小中学校」「専修学校の一般課程」「各種学校 (盲学校、ろう学校)」は提出不要です。
 - この用紙は、1人1枚づつ使用してください。足りない場合は、あらかじめ人数分をコピーしてください。
 - 該当項目にチェックの上、記入してください。
1. This form must be submitted with regard to **student(s) as the applicant's household member(s) enrolled in any of the national schools listed below.**
- Applicable student: **Student in the second year or above** (However, submission required for first-year students re-entered the same course, e.g., an undergraduate student entered a national university after being an undergraduate at other university)
 - Applicable national school: High school, specialized vocational high school, junior college, university, specialized training college (upper secondary course/post-secondary course)
 * Submission unnecessary for kindergarten, elementary school, junior high school, general course at specialized training college, special school for the blind, the deaf and the like
2. Submit this form for **each of applicable students in your household**. Copy this form in advance to complete this form for all applicable students.
3. Check applicable boxes and provide necessary information.

▼就学者が在学する学校で証明を受けてください。

Please receive certification by the school the household member is enrolled in.

国立学校「授業料免除」状況証明書

National School Tuition Waiver Certification

【学校種別】 [School type]

- 高校 High school
 高等専門学校 Specialized vocational high school
 短期大学 Junior college
 国立大学法人 National university
 専修学校 Specialized training college
 高等課程 Upper secondary course
 専門課程 Post-secondary course

学校名 School name

担当係殿

Responsible staff

(平成 年度入学) (Enrolled in the year)

学生番号 Student ID : (年 years at the school)

氏名 Name

Commuting from 自宅通学 Home 自宅外通学 Non-home

東京芸術大学に在学する私の兄弟姉妹が入学料免除を申請するために必要としますので、私の下記事項について証明願います。

I request a certification on the following information, which my brother/sister attending the Tokyo University of the Arts needs to apply for admission fee waiver.

記

平成 28 年度授業料免除状況 Tuition Waiver in Academic Year 2016

※授業料免除の有無に関わらずご記入願います

* Please fill in the following field whether the student received tuition waiver or not.

授業料 [年額]

Tuition [per year]

円

yen

前期 Semester 1	<input type="checkbox"/> 申請なし Not applied for waiver <input type="checkbox"/> 不許可 Waiver not allowed <input type="checkbox"/> 半額免除 Received 50% waiver <input type="checkbox"/> 全額免除 Received full waiver <input type="checkbox"/> 休学 Took leave of absence <input type="checkbox"/> 国費留学生 Government-sponsored international student
後期 Semester 2	<input type="checkbox"/> 申請なし Not applied for waiver <input type="checkbox"/> 不許可 Waiver not allowed <input type="checkbox"/> 半額免除 Received 50% waiver <input type="checkbox"/> 全額免除 Received full waiver <input type="checkbox"/> 休学 Took leave of absence <input type="checkbox"/> 国費留学生 Government-sponsored international student

上記のとおり証明します。I certify that the above information is true and correct

平成 年 月 日 Date (MM/DD/YY)

学校名 School name

所属 Department

担当者氏名 Responsible person

印 Seal

電話番号 Phone

この証明書は、証明を受けた後、【K票-1】または【K票-2】に添付してください。

Receive certification in this form and attach to Form K-1 or Form K-2.