

June 8, 2017

To All Students, faculty and staff members

Accounting Group,
Finance Department

Change in method of application for tuition fee receipts

With the new academic system, UTokyo Academic Affairs System (UTAS), coming into operation on Wednesday, 14 June 2017, there will be a change in the application method for tuition fee receipts. Following the changeover, applications for receipts are in principle to be made directly through UTAS rather than through the written application made to each department's office. It will also be possible to request receipts to be in Japanese or English.

However, please be aware that it is only possible to make one application through UTAS in each payment period. If you wish to have the receipt reissued due to loss or some other unavoidable circumstances, please apply at the department's office as before. Furthermore, receipts other than tuition fees, such as those for admission fees and examination fee, must be obtained from the department's office having completed the application forms as before.

Please note that the number of days required for the receipt to be issued has not changed and will be approximately one week as usual. Please make sure that you submit your request well in advance of when you need it. The receipt will be handed over as before at the department's office where you will be required to sign (or stamp) for the receipt.

Please contact the Revenues Team in the Accounting Department of the Administration Bureau if you have any questions on this matter (03-5841-2152).