

## Application document checklist

- This checklist is for preparing to input your information in Step 1: Data submission. Confirm each item and prepare all required documents beforehand. If you have questions, visit or send an e-mail to the Student Affairs Division.
- Be sure to enter information of your family details and income situation based on forms and certificates in Step 1.

【Notes】

- 1) Input your information as of the reference date which is 1 April for the first semester, and 1 October for the second semester. Please note that all supporting documents should prove the situation as of the reference date.
- 2) If you have any document cannot be prepared by the original deadline, be sure to write the prospective submission date next to the documents name of 'list of required documents' which can be printed out after completing step 1. And submit the list with the application form and other prepared documents without delay. Additional documents should be submitted promptly. Please note that if you do not submit any of the required documents by the designated date, your application will be failed.
- 3) We may contact you by your registered email address in KULASIS if we need to confirm regarding your application.  
Please update your registered information to be able to receive our email. We do not take any responsibility for disadvantages caused when we are unable to reach the applicants.

### 1) About your family and income situation

International students are basically considered that the family member is **the applicants only for this application**. But if your spouse is in Japan, or other family members live together in Japan, they are considered as members of your family. The information of only **family members in Japan** is subject to the screening process.

### 2) Required documents for all applicants

- **Application Form**
- **List of Required Documents**
- **Copy of ' Residence Card '**
- **[Form 8]Privately-Financed International Student Record**
  - .....Required to get comments, signature and personal seal stamped from your Supervisor.
  - Please prepare as early as possible.
  - ※The amount of "Allowance/Savings" in Form 8 is needed to input as your income in Step1.

### 3) Required documents for applicants (including spouse) and family members live together in Japan

※Download and print out necessary **Forms** from the following Kyoto University's website.

[http://www.kyoto-u.ac.jp/en/education-campus/campus/tuition/tuition\\_exemption.html](http://www.kyoto-u.ac.jp/en/education-campus/campus/tuition/tuition_exemption.html)

- Any documents showing "My Number" (The social security and tax number) cannot be accepted.

●Submit the document(s) which is checked "YES" as follows.

※As of the reference date(1<sup>st</sup> semester: 1<sup>st</sup> of April, 2<sup>nd</sup> semester: 1<sup>st</sup> October; including the estimated)

Questions	Check	Required documents if checked <input type="checkbox"/> Yes	Issued by
(1) Do you (including your spouse) continue to work at the same place since before 1 Jan 2018? (Except TA /RA/OA)	<input type="checkbox"/> Yes	-Copy of the certificate of income and withholding tax of salary income	Place of employment, etc.
	<input type="checkbox"/> No	(源泉徴収票 Gensenchoushu hyo) for the 2018 calendar year	
		If the this year's annual income will be changed from previous year, please submit the document listed below.	

Questions	Check	Required documents if checked <input type="checkbox"/> Yes	Issued by
(2) Did you (including your spouse) change or get a new job after 2 Jan 2018?	<input type="checkbox"/> Yes <input type="checkbox"/> No	One of the following; - [Form 2] Pay Certificate (including the estimated pay) -Copies of salary payment statements for the last 3 months (attach them to [Form 2-2]) ----- ※If these payslips do not show actual annual income, submit [Form 2].	Place of employment, etc.
(3) Do you (including your spouse) have any income from TA・RA・OA in this academic year?	<input type="checkbox"/> Yes <input type="checkbox"/> No	The following documents; -Copy of "Working-time Table sheet" shows total working hours for this academic year (勤務予定表) -Copy of "Employment Notice" shows hourly wage (労働条件通知書) ----- ※If the employment notice will be issued late, write the estimated submission date on the list of required documents, and then submit immediately you received even after Step 2 (Document submission) period. ※Copy of "Genseichoushu hyo (源泉徴収票)" or payslips are not acceptable.	The administrative office of Graduate School
(4) Do you (including your spouse) have any income from tutor in this academic year?	<input type="checkbox"/> Yes <input type="checkbox"/> No	- [Form13] Tutor(expected)pay certificate.	The administrative office of Graduate School
(5) Do you(your spouse live in Japan) have non-salary income (such as business/ dividend/ real estate, etc.) since before 1 Jan 2018? And has the tax return (確定申告 kakuteisinkoku) been filed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	-Copy of Certificate of Final Tax Return for 2018 calendar year (page1 with a reception stamp and page 2) (attach them to [Form 2-4]) ----- ※If there is no reception stamp on page 1, please write the reasons in a blank space. Please note that we may contact you later. ※If you filed Final Tax Return online (E-tax), please submit a copy of the page shows the submission date. ※Person who didn't file Final Tax Return should submit a copy of Resident's Tax Declaration Certificate (both side / with a reception stamp) or other certificates instead. ※If you have salary income, please submit a copy of the Certificate of Income and Withholding Tax of Salary Income (源泉徴収票 genseichoushu hyo) for 2018 calendar year. ※Enter 「0」 in the income section in Step1 when the income is minus on Final Tax Return.	Tax office / Local government office
(6) Did you(your spouse live in Japan) start a new independent business (startup or open-up) after 2 Jan 2018 ?	<input type="checkbox"/> Yes <input type="checkbox"/> No	-[Form 3]Report of Income and Expenditure (Including estimated) ----- ※Required to attach the supporting documents.	University's website
(7) Are you (including your spouse) receiving any scholarship?	<input type="checkbox"/> Yes <input type="checkbox"/> No	The following documents; - [Form 9]Report of Scholarship -Copy of Scholarship Certificate (shows recipient's name, the duration and amount)	Scholarship foundation, etc.
(8) Are you (including your spouse) a recipient of the postdoctoral fellowship of Japan Society for Promotion of Science or Leading Program allowance? (Including appointment)	<input type="checkbox"/> Yes <input type="checkbox"/> No	One of the following documents; -Copy of the Appointment Notification (from JSPS/Leading program) -Certificate shows your appointment (e.g. the printed applicable pages from JSPS's website including the recipient name and duration.) ----- ※For JSPS Research Fellow: If you report 30% of the grant-in-aid [KAKENHI] as expenses for research fulfillment, input amount of the grant minus such expenses in Step 1. (e.g.: 2400→1680) ※No need to submit copies of "Genseichoushu hyo (源泉徴収票)" or Final tax return.	JSPS, etc.

Questions	Check	Required documents if checked <input type="checkbox"/> Yes	Issued by
(9) Do your spouse in Japan and any family member who live together in Japan go to school ? (higher than high school)(except applicant)	<input type="checkbox"/> Yes <input type="checkbox"/> No	-Copy of Student ID pasted on [Form 11] or [Form 4]School identification ※ ※[Form 4]School Identification is required for students who go to Specialized Training College. (a copy of Student ID is not accepted) ※Student ID should indicate one's student status by the issue or expiry date.	Siblings/ Children's school
(10) Do you (including spouse) and any family member who live together in Japan have a disability ?	<input type="checkbox"/> Yes <input type="checkbox"/> No	-Copy of Physical disability Certificate or Rehabilitation certificate	Medical Institutions, etc.
(11) Are you (including spouse) and any family member who live together in Japan under long-term medical care?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Either 1. or 2. 1. <u>[A Certificate of Medical Care Expenses [Form 6] is proved by medical institutions]</u> <input type="radio"/> <b>[Form 6] Certificate of Medical Long-Term Care Expenses</b> (filled in by a doctor, etc.) * If there are any section which medical institutions do NOT certify (e.g. the amount of reimbursement), please submit certificates or documents to show the amount additionally. 2. <u>[A Certificate of Medical Care Expenses [Form 6] is NOT proved by medical institutions]</u> <input type="radio"/> <b>[Form 6]Certificate of Medical Long-Term Care Expenses</b> (filled in by applicants) <input type="radio"/> <b>Medical Certificate</b> (of the recent date, stating that the medical treatment is needed for 6 months or longer ) <input type="radio"/> <b>Copy of the certificate of payments or receipts etc. affixed onto [Form 11]</b> (issued within the last 12 months) <input type="radio"/> <b>Certificate of reimbursement if any</b> ※It is only for a person whose convalescence period is 6 months or longer and the total medical expenses is over ¥100,000 (excluding the reimbursement of insurance /high-cost medical expense benefit, etc.) within the last 12 months which means from last April to Mar for the first semester, and from last Oct to Sep for the second semester.	Medical Institutions, Insurance companies, etc.
(12) Have you suffered major damage from wind or flood, etc. in <b>Japan</b> within 6 months before the application date (within 12 months for freshmen) ?	<input type="checkbox"/> Yes <input type="checkbox"/> No	-Copy of Disaster-Victim Certificate « Indispensable »	Local government office
(13) Are you staying at university beyond minimum years because of repeat the year / absence from school / study abroad?	<input type="checkbox"/> Yes <input type="checkbox"/> No	- [Form 10]Reasons for Staying at University Beyond Minimum Years ※ Students who have stayed at university beyond the minimum required year to complete a course of study' mean those who stay over the required attendance period (including a leave of absence) designated by each faculty / graduate school.	Supervisor and applicants

※The checklist is NOT necessary to submit in Step 2.

**【Contact for tuition exemptions】**

**Student Affairs Division, Kyoto University**

**Research Bldg. No.10, 1F**

**Yoshida honmachi, Sakyo-ku, Kyoto-city Zip 606-8501**

**For more inquiries, visit our office or send us an e-mail (below). Be sure to include your Student ID number, name and mobile number in the e-mail (we cannot answer without these information).**

**We will reply by phone or e-mail.**

**E-mail: 840menjo@mail2.adm.kyoto-u.ac.jp**

**Tel :075-753-2532 (9:00~17:00 , Mon~Fri)**