

原則、在留資格が「留学」の者のみ、留学生対象の各種制度が利用できます。

1. 手続早見表

時期	手続内容	参照頁	担当窓口	備考
渡日前	「在留資格認定証明書」交付代理申請申込	/	所属学部・研究科等	国費生と大学間学生交流協定に基づく交換留学生は対象外
	京都大学国際交流会館の入居申請	25	所属学部・研究科等	1月・7月。渡日1年未満の留学生
入学直前 又は直後	在留カードの入手	5	入国空港等	在留資格“短期滞在”や“留学(3カ月)”の場合は発行されません
	新入外国人留学生ガイダンス	/	国際教育交流課	希望者のみ
	居住地の登録(住民登録)	5	居住地区の市役所・区役所	
	国民健康保険の加入	7	居住地区の市役所・区役所	
	在留資格の確認と届出	9	所属学部・研究科等	パスポートと在留カードの写しを提出
	学部・大学院のオリエンテーション出席	/	所属学部・研究科等	当該事務室に有無を確認のこと
	学生証受領	15	所属学部・研究科等	
	健康診断受診	17	所属学部・研究科等	
	図書館利用証	19	附属図書館	正規生は申請不要
	全学機構ガイダンス	19	環境安全保健機構、情報環境機構、図書館機構	
	授業料納付	/		5月・11月中旬に振込依頼書を受け取る
	日本語授業の登録	21	国際高等教育院	3月初旬・9月初旬。希望者のみ
	京都市留学生国民健康保険料補助の申請	7	所属学部・研究科等	9月・3月。京都市在住の私費留学生
	学生教育研究災害傷害保険の加入	29	厚生課厚生掛	原則学生全員加入
	京都大学生生活協同組合(Co-op)加入申請	19	Co-op	下記保険の加入に必須
	学生賠償責任保険の加入	29	Co-op	原則留学生全員加入
	緊急時連絡フロー図の共有	32	所属学部・研究科等	緊急時連絡先情報を研究室・事務室・家族等と共有する
チューター制度の申請	23	所属学部・研究科等	該当者のみ	
預金口座開設	33	銀行		
特定時期	転居届・転出届・転入届の提出	5・7	居住地区の市役所・区役所	
	住所変更の届出	5	所属学部・研究科等	
	在留期間の更新	9	入国管理局	在留期間満了の3ヶ月前から受付
	在留期間更新の届出	9	所属学部・研究科等	
	一時出国の届出	11	所属学部・研究科等	出発前に指導教員の許可必要
	再入国許可書の申請	11	入国管理局	「みなし再入国許可」に注意
	各種奨学金の申請	21・41・43	所属学部・研究科等	掲示板、京大のHPに注意
	成績・在学・修了証明書の申請	/	所属学部・研究科等	証明書自動発行機より入手可能
	休学・復学・退学の場合の申請	15	所属学部・研究科等	
	授業料免除の申請	17	所属学部・研究科等	
国費奨学金の延長・辞退の申請	21	所属学部・研究科等	国費奨学金受給生のみ	
随時	住まいに関する手続き	25	国際交流サービスオフィス、Co-op等	
	在留資格に関すること	9-13	国際交流サービスオフィス等	
	日本語教材貸出	21	留学生ラウンジ「きずな」	
	国費奨学金・学習奨励費証明書の申請	/	国際教育交流課	発行に数日かかる
	留学生のための相談窓口	27	留学生相談室等	
	資格外活動(アルバイト)許可の申請	13	入国管理局	TAやRAは許可不要
	アルバイトの問い合わせ	/	Co-op、厚生課厚生掛	
	交通機関の学生割引	15	所属学部・研究科等	通常、非正規生は対象外
ハラスメントに関する相談	27	所属学部・研究科等と留学生相談室等		
卒業・ 修了・ 退学時等	国費奨学金受給生の帰国旅費の受領・辞退申請	21	所属学部・研究科等	該当者のみ
	学生証等の返却と必要証明書などの発行依頼	/	所属学部・研究科等	証明書自動発行機より入手可能
	京都大学生生活協同組合(Co-op)脱退申請	19	京大生協組合員センター	加入者のみ。パスポート必要。
	図書の返却	/	図書館等	
	在留資格に関する手続	37	入国管理局等	手続きは卒業・修了・退学後の進路により異なる
	転出届の提出、国民健康保険料と国民年金の清算、マイナンバーカードまたは通知カードの返却	37	居住地区の市役所・区役所	
	学位証明書等の真性証明(アポストイユ等)	37		希望者のみ
	住居契約の解約	37	不動産業者または家主	
	部屋の掃除	37		
	自転車の防犯登録の解除	/	警察署や交番等	自転車を譲るときはP.35参照
	ごみの処分	33・37		自転車の処分を含む
	公共料金の精算	37		電気、ガス、水道、携帯電話・インターネット等
預金口座の解約	37	銀行	解約前に精算が済んだことを確認すること	
在留カードの返却	37	出国空港等		

Co-op... 京都大学生生活協同組合 国費... 日本政府(文部科学省)奨学金 TA・RA... Teaching Assistant・Research Assistant

In principal, only those who have “Student” status of residence are eligible to receive the services for international students.

Period	Contents	Page	Office Concerned	Note
Pre-entrance	Applying for the proxy application service for the “Certificate of Eligibility”	/	Faculty/Grad. School	MEXT scholarship students and students exchanged under University-level student exchange agreements are not eligible for this service.
	Application for Kyoto Univ. International Houses	26	Faculty/Grad. School	Jan. & Jul. Less than 1 yr. since entry to Japan
Immediately before or after Entrance to Kyoto University	Receiving Residence Card	6	Arrival Airport	Not issued for those with a Temporary Visitor Visa or a Student Visa with a 3-month period of stay
	Guidance for Newly Enrolled Int'l Students	/	IESMD	Optional
	Notification of Address (Resident Registration)	6	City/Ward Office	
	Enroll in National Health Insurance (NHI)	8	City/Ward Office	
	Confirmation and Notification of Status of Residence	10	Faculty/Grad. School	Submit copies of the passport and residence card
	Attendance of Orientation by Faculty/Graduate School	/	Faculty/Grad. School	Not always offered. Please check with relevant office
	Receiving Student ID	16	Faculty/Grad. School	
	Have a Health Checkup	18	Faculty/Grad. School	
	Obtain a Library Card	20	Main Library	Not necessary for regular students
	University Guidance	20	Agency for Health, Safety and Environment, IIMC & Library Network	
	Tuition Payment	/		Payment slip given in mid.May & mid. Nov.
	Japanese Language Class Registration	22	ILAS	Early Mar. & early Sep. Optional
	Apply for the Kyoto City Subsidy for NHI Fee	8	Faculty/Grad. School	Sep. & Mar. Kyoto City residents only
	Enroll in Personal Accident Insurance for Students	30	Welfare Division	Compulsory for students
	Applying for Kyoto Univ. Co-op membership	20	Co-op	Required for the insurance mentioned below
	Enroll in Personal Liability Insurance for Students	30	Co-op	Compulsory for int'l students
	Specific Period	Emergency Procedures	32	Faculty/Grad. School
Applying for a Tutor		24	Faculty/Grad. School	Limited eligibility
Opening a Savings Account		34	Bank	
Notification of New Address/Moving Out/Moving In		6・8	City/Ward Office	
Reporting Change of Address		6	Faculty/Grad. School	
Extension of Status of Residence		10	Immigration Bureau	Possible from 3 months before expiry
Reporting Extension of Status of Residence		10	Faculty/Grad. School	
Reporting Temporary Leave to Univ. Offices		12	Faculty/Grad. School	Requires advisor's permission in advance
Re-Entry Permit		12	Immigration Bureau	See "A Special Re-entry Permit System" as well
Application for Scholarships		22・42-44	Faculty/Grad. School	Check bulletin board regularly
As Needed	Transcript, Enrollment, or Completion Certificate	/	Faculty/Grad. School	Available from certificate-issuing machines
	Leave of Absence, Readmission & Withdrawal	16	Faculty/Grad. School	
	Tuition Exemption	18	Faculty/Grad. School	
	MEXT Scholarship Extension/Withdrawal	22	Faculty/Grad. School	For MEXT scholarship students only
	Housing	26	Int'l Service Office, Co-op, etc.	
	Concerning Status of Residence	10-14	Int'l Service Office, etc.	
	Borrowing Japanese Language Material	22	Student Lounge KI-ZU-NA	
	Certificate of MEXT Sch. & Honors Sch.	/	IESMD	Requires processing time
When Graduating or Withdrawing	Advising Services for International Students	28	Int'l Student Advising Room, etc.	
	Part-time Job Permit	14	Immigration Office	Not required for TA & RA jobs
	Part-time Job Information	/	Co-op & Welfare Division	
	Student Discount for Public Transportation	16	Faculty/Grad. School	Generally not available to non-regular students
	Harassment Consultation	28	Faculty/Grad. School & Int'l Student Advising Room	
	Accepting/Declining Return Trip Expenses for MEXT Sch. students	22	Faculty/Grad. School	Limited eligibility
	Returning student ID card and requesting necessary documents	/	Faculty/Grad. School	Certificates available from certificate-issuing machines
When Graduating or Withdrawing	Cancelling Kyoto Univ. Co-op membership	20	Co-op Main Office	For Coop members only. Requires passport
	Returning books	/	Library, etc.	
	Procedures regarding Status of Residence	38	Immigration Bureau, etc.	Required procedures vary depending on plans after graduating/withdrawing
	Notification of Moving Out, Cancellation and Cost- adjustment of NHI & NPS, Returning My Number Card or notification card	38	City/Ward Office	
	Apostille, etc.	38		Optional
	Terminating apartment lease	38	Landlord or real estate company	
	Cleaning the rented house/apartment	38		
	Canceling bicycle registration	/	Police station, etc.	See P.36 when selling a bicycle to others
	Garbage disposal	34・38		Including dispose of bicycles
	Settlement of utility bills	38		Electricity, gas, water, cell phone/Internet, etc.
Closure of bank accounts	38	Bank	All debts must be paid before closure	
Returning Residence Card	38	Departing Airport		

NHI ...National Health Insurance
 ECS ...Educational Computer System
 IIMC ...Institute for Information Management and Communication, Kyoto University
 ILAS ...Institute for Liberal Arts and Sciences, Kyoto University
 IESMD ...International Education and Student Mobility Division, Kyoto University

KCIF ...Kyoto City International Foundation
 Co-op ...Kyoto University Co-op
 MEXT Sch. ...Japanese Government (Monbukagakusho : MEXT) Scholarship
 TA&RA ...Teaching Assistant & Research Assistant