

## Notice of Submission Method for “Reasons for Staying at University Beyond Minimum Years” and Changes to the form [Form 10-1 • 10-2]

In the screening process for tuition exemption, "those who are enrolled (including leave of absence) beyond the period of study specified by the faculty or graduate school to which they belong" or "those who are continuously enrolled in the same grade as the previous year" must submit [Form 10-1, 10-2] “Reasons for Staying at University Beyond Minimum Years”.

Previously, a paper-based form (Form 10-1) was required to be submitted at the time of the Step2 application for those who have exceeded the minimum period of study, but from the second semester of 2022, **digital data (Excel sheet input) will be required** in addition to paper-based submission.

In addition, please access the following Google Form URL and store it in the Form 10 submission drive during the Step2 application period.

**The Form 10-2 (Supervisor’s comments on the statement) to be completed by your supervisor does not need to be submitted in digital data.** Please submit it in paper-based form together with Form 10-1 at the time of the Step2 application.

【Google Form URL】

<https://forms.gle/bs7o6xH7KnAH1HEv9>

### ◆Points to note

- Please log in to Google Form from the e-mail address allocated by Kyoto University.
- The previous Form 10-1 and Form 10-2 will not be accepted.
- If you have any trouble logging in to Google Form, please send an e-mail to the e-mail address below. Please be sure to include your student number, name, cell phone number, etc. when submitting the form by e-mail due to a problem.

**Form 10 is the important document for the selection committee in screening for tuition exemption**, so please be sure to submit it if you are eligible. Please note that if you do not submit Form 10, you will not be eligible for the tuition exemption.

If you have any questions, please contact us by e-mail or phone at the address below.

### 【Inquiries】

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