

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。

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手続早見表

手続等早見表				
時期	手続内容	参照頁	担当窓口	備考
渡日前	「在留資格認定書」交付代理申請申込	—	所属学部・研究科	国費生および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	27	所属学部・研究科	1月・7月。渡日1年未満の留学生
入国時	在留カードの入手	5	入国空港等	在留資格が“短期滞在”や留学(3か月)の場合は発行されません
入学直前 または 直後	在留資格の確認と届出	9	所属学部・研究科	パスポートと在留カードの写しの提出
	住民登録(居住地の登録)	5	居住地区の市役所・区役所	居住地を定めてから14日以内
	国民健康保険・国民年金の加入	7	居住地区の市役所・区役所	
	学生証、ECS-IDの受領	15・21	所属学部・研究科	
	預金口座の開設	33	銀行	
	学生教育研究災害傷害保険の加入	31	厚生課厚生掛	原則学生全員加入
	京大大学生協協同組合(Co-op)に加入	21	Co-op	下記保険の加入に必要
	学生賠償責任保険の加入	31	Co-op	原則留学生全員加入
	図書館利用証の申請	21	附属図書館	正規生は申請不要
	日本語授業の登録	23	日本語教育掛	3月初旬・9月初旬。希望者のみ
	緊急時連絡フロー図の共有	別冊	所属学部・研究科	緊急時連絡先情報を研究室・事務室・家族等と共有する
	健康診断受診	15	所属学部・研究科	
	チューター制度の申請	25	所属学部・研究科	該当者のみ
	授業料納付	—		5月・11月中旬に振込依頼書を受け取る
	学部・大学院のオリエンテーション	—	所属学部・研究科	当該事務室に実施有無を確認のこと
新入外国人留学生ガイダンス	—	留学生支援課		
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	出入国在留管理局	在留期間満了日の3か月前から受付
	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が必要
	再入国許可書の申請	11	出入国在留管理局	「みなし再入国許可」に注意
	各種奨学金の申請	23 45・47	所属学部・研究科等	掲示板や京大HPの案内を見ること
	成績・在学・修了証明書の申請	—	所属学部・研究科等	証明書自動発行機で入手する
	休学・復学・退学の場合の申請	17	所属学部・研究科等	
	授業料免除の申請	19	所属学部・研究科等	
国費奨学金の延長・辞退の申請	23	所属学部・研究科等	国費奨学金受給者のみ	
随時	住まいに関する手続き	27	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	23	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	—	留学生支援課	〔国費奨学金証明書〕証明書自動発行機で入手できる 〔学習奨励費証明書〕発行に数日かかる
	留学生のための相談窓口	29	きずなアドバイジング、留学生相談室等	
	資格外活動(アルバイト)許可の申請	13	出入国在留管理局	TAやRAは許可不要
	アルバイト情報	—	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	29	所属学部・研究科等、留学生相談室等	
	国費奨学金受給生の帰国旅費の受領・辞退申請	23	所属学部・研究科等	当該者のみ
卒業 修了 退学時等	学生証の返却、必要証明書などの発行依頼	—	所属学部・研究科等	証明書は自動発行機で入手できる
	京大大学生生活協同組合(Co-op)脱退申請	21	京大生協組合員センター	加入者のみ。申請にはパスポートが必要
	図書返却	—	図書館等	
	在留資格に関する手続き	41	出入国在留管理局	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精算、マイナンバーカードまたは通知カードの返却	41	居住地区の市役所・区役所	
	学位証明書等の真正証明(公印確認等)	41		希望者のみ
	住居契約の解約	39	不動産業者または家主	
	電気、ガス、水道、携帯電話、インターネット等の精算と解約	39	各事業所	
	預金口座の解約	39	銀行	解約前に精算が済んだことを確認すること
	部屋の掃除、ごみの処分	33・39		自転車の処分を含む
	自転車の防犯登録の抹消	—	自転車販売所等	自転車を譲るときは、P.35を参照
	出国時	在留カードの返却	41	出国空港等

Co-op... 京大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 別冊... Pocket Guide 参照

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

Quick Reference for Procedures				
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	28	Faculty/Grad. School	Jan. & Jul. Less than 1 yr. since entry to Japan
When Entering Japan	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
Immediately Before or After Entrance to Kyoto University	Confirmation and Notification of Status of Residence	10	Faculty/Grad. School	Submit copies of the passport and residence card
	Resident Registration (Notification of address)	6	City/Ward Office	Within 14 days of moving into the place of residence
	Enroll in National Health Insurance and National Pension System	8	City/Ward Office	
	Receiving Student ID and ECS-ID	16 22	Faculty/Grad. School	
	Opening a Savings Account	34	Bank	
	Enroll in Personal Accident Insurance for Students	32	Welfare Division	Compulsory for students
	Applying for Kyoto Univ. Co-op membership	22	Co-op	Required for the insurance mentioned below
	Enroll in Personal Liability Insurance for Students	32	Co-op	Compulsory for int'l students
	Obtain a Library Card	22	Main Library	Not necessary for regular students
	Japanese Language Class Registration	24	Japanese Education Section	Early Mar. & early Sep. Optional
	Emergency Procedures	PG	Faculty/Grad. School	Inform your professor and family about the contact information for emergencies
	Have a Health Checkup	16	Faculty/Grad. School	
	Applying for a Tutor	26	Faculty/Grad. School	Limited eligibility
	Tuition Payment	–		Payment slip given in mid. May & mid. Nov.
	Attendance of Orientation by Faculty/Graduate School	–	Faculty/Grad. School	Not always offered. Please check with relevant office
Guidance for Newly Enrolled Int'l Students	–	Int'l Student Division		
Specific Period	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	24-46-48	Faculty/Grad. School	Check bulletin board and Kyoto Univ.'s website regularly
	Transcript, Enrollment, or Completion Certificate	–	Faculty/Grad. School	Available from certificate-issuing machines
	Leave of Absence, Readmission & Withdrawal	18	Faculty/Grad. School	
	Tuition Exemption	20	Faculty/Grad. School	
MEXT Scholarship Extension/Withdrawal	24	Faculty/Grad. School	For MEXT scholarship students only	
As Needed	Housing	28	Int'l Service Office, Co-op, etc.	
	Concerning Status of Residence	10-14	Int'l Service Office, etc.	
	Borrowing Japanese Language Material	24	Student Lounge KI-ZU-NA	
	Certificate of MEXT Sch. & Honors Sch.	–	Int'l Student Division	[MEXT Sch.]Certificates available from certificate-issuing machines [Honors Sch.]Requires processing time
	Advising Services for International Students	30	KI-ZU-NA Advising, Int'l Student Advising Office, etc.	
	Part-time Job Permit	14	Immigration Bureau	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	30	Faculty/Grad. School & Int'l Student Advising Office		
When Graduating or Withdrawing	Accepting/Declining Return Trip Expenses for MEXT Sch. students	24	Faculty/Grad. School	Limited eligibility
	Returning student ID card and requesting necessary documents	–	Faculty/Grad. School	Certificates available from certificate-issuing machines
	Cancelling Kyoto Univ. Co-op membership	22	Co-op Main Office	For Co-op members only. Requires passport
	Returning books	–	Library, etc.	
	Procedures regarding Status of Residence	42	Immigration Bureau, etc.	Required procedures vary depending on plans after graduating/withdrawing
	Notification of Moving Out, Cancellation and Cost-Adjustment of NHI & NPS, Returning Individual Number (My Number) card	42	City/Ward Office	
	Authentication of degree certificates, etc.	42		Optional
	Terminating apartment lease	40	Landlord or real estate company	
	Cancelling the contracts and settle bills (Electricity, gas, water, cell phone, Internet, etc.)	40		
	Closure of bank accounts	40	Bank	All debts must be paid before closure
Cleaning the rented house/apartment, Garbage disposal	34・40		Including dispose of bicycles	
Cancelling bicycle registration	–	Bicycle shop, etc.	See P.36 when selling a bicycle to others	
When Departing from Japan	Returning Residence Card	42	Departing Airport	

NHI ...National Health Insurance

ECS ...Educational Computer System

IIMC ...Institute for Information Management and Communication, Kyoto University

PG...Pocket Guide attached to the handbook

ILAS ...Institute for Liberal Arts and Sciences, Kyoto University

Co-op ...Kyoto University Co-op

MEXT Sch. ...Japanese Government (Monbukagakusho=MEXT) Scholarship

TA&RA ...Teaching Assistant & Research Assistant