

# ★Kyoto University Tuition Exemption for AY 2024 Frequently Asked

## Questions and Answers

Questions	Answers
<p>I made a mistake in entering my application in step 1. How can I correct it?</p>	<p>Once you have finalised your application in step 1, you will not be able to make any changes in the system yourself. Please make a double line in red directly across the wrong part of the printed application form, sign or stamp (hanko) next to it and write the correct information in red.</p>
<p>The school year (grade) in my application form is from the previous academic year. What should I do?</p>	<p>The school year is displayed automatically. For system reasons, the previous year's grade is displayed during March. If you print the form after April 1 (October 1 for students enrolled in the second semester), the new grade will be displayed.</p>
<p>Can I submit Step 2 documents by post?</p>	<p>If you wish to mail your documents, use an envelope that is large enough to hold A4-size paper unfolded. Before posting, attach "mailing label" (送付状) to the front of the envelope. This form is available on the webpage where you print out the application form after completing Step 1. We will not be responsible for any loss or misdelivery of the documents and will not respond to any inquiries regarding the receipt. Thus, it is strongly recommended to use registered mailing service (簡易書留) or other tracable methods.</p>
<p>I can't prepare my documents in time for Step 2.</p>	<p>If you have any documents which cannot be prepared by the original deadline, be sure to write the prospective submission date on the "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 during Step 2 period. Additional documents should be submitted promptly once available. Please note that your application will be disqualified if you do not submit any of the required documents by the designated date.</p>
<p>The notice of working conditions for TA, RA and OA will not be issued until one month later.</p>	<p>If formal work schedule and employment notice are not available, email messages or relevant documents issued by your employer which show your name, hourly wage and total working hours can be substituted. If you are not sure of those details yet, it is not necessary to report them at this stage, but you should update your data during the period of the second semester.</p>

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I will not be in Japan during Step 2 period because of studying abroad/temporary return to home country. How do I submit my application?	Students who are not in Japan during Step 2 (Document submission) period must submit all necessary application documents via e-mail. After completing Step 1 which is done online, submit the application form with required documents to the Student Affairs Division(840menjo@mail2.adm.kyoto-u.ac.jp) by email. In that case, please submit documentation that proves your presense in a foreign country (stating your name, destination or address, and period of stay) as well.
I need a teacher's opinion on Form 8-2 and 10-2, but I don't know who to ask for it.	Please contact the Academic Affairs Section of your department.
I want to make sure that I have applied for "Batch".	You can find this information in the 'Application period 'section of 'Your application status' at the top of 'EOAS' home page.
I am planning to enter an internal school in the second semester. Can I choose "Batch"?	If you are planning an internal transfer within the university in the second semester, please choose "First semester". Even if you choose "Batch", your application status will not be transferred. When applying for the second semester, please be sure to complete Step 1 and Step 2 with your new student number.

More questions and answers can be found in How to Apply for Admission Fee Exemption/Deferment and Tuition Exemption (for international students).

If you have further questions, please send an email to Student Affairs Division.

We receive more than 3,500 applications each year, and thus it may take longer to respond to inquiries during application period. Please contact us as early as possible should you have any questions.

Email : 840menjo\*mail2.adm.kyoto-u.ac.jp (replacing \* with @)