

# ★Kyoto University Tuition Exemption for AY 2025

## Frequently Asked Questions and Answers

Questions	Answers
<p>I made a mistake on data input in Step 1. How can I correct it?</p>	<p>Once you have finalized your application in Step 1, you will not be able to make any changes in the system. Please cross out the applicable parts directly on the application form in red ink, and write the correction and your signature next to them.</p>
<p>The grade of previous academic year is displayed on my application form. What should I do?</p>	<p>The grade of previous academic year is displayed automatically during March for technical reasons. The new grade will be displayed if you print the form after April 1 (October 1 for students enrolling in the second semester).</p>
<p>Can I submit Step 2 documents by post?</p>	<p>Yes. If you choose to mail your documents, use an envelope that is large enough to hold A4-size paper unfolded and attach "Mailing label" to the front of the envelope. This sheet is available to print from EOAS and Kyoto University's website. Note that mailed documents must arrive at the office within the submission period. It is strongly recommended to use registered mailing service (簡易書留) or other tracking service as we do not notify students individually of the receipt.</p>
<p>I can't prepare my documents in time for Step 2.</p>	<p>"Application form" and "List of required documents" must be submitted during Step 2 period. We accept submission of other documents after Step 2 period. Be sure to write the prospective submission date on the "List of required documents". Additional documents will be accepted only at the Scholarship Section office, or by registered mail (簡易書留郵便).</p>
<p>The notice of working conditions for TA/TAS/RA/OA will not be issued until one month later.</p>	<p>If the official timesheet and employment notice are not available yet, you may substitute a printed page of an email message received from a secretary or your supervisor that states your name, hourly wage and total working hours. If details of the employment are not determined yet, it is not necessary to report it in the first semester. However, please remember to update the information in 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 on EOAS, 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 presence 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 to fill out the forms.	Please contact the administrative office of your Faculty/ Graduate School.
I want to check whether I chose "Batch" as an application period.	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 advance to a higher degree course in the second semester. Can I choose "Batch"?	Please select [First semester]. Your application status will not be carried over to the second semester even if you select [Batch]. Be sure to complete Step 1 and Step 2 with your new student number in the second semester.

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 @)