

# ★Kyoto University Tuition Exemption for 2022 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) it and write the correct information in red.</p>
<p>My application form is from the previous 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 enrolling in the second semester), the new grade will be displayed.</p>
<p>Can I submit Step 2 by post?</p>	<p>If you choose to mail your documents, use an envelope that is large enough to hold A4-size paper unfolded. Before posting, attach a "sending form" (送付状) to the front of the envelope. This form is available on the webpage for printing out the application. After completing Step 1, print the form by pressing the "print" button on the page.</p> <p>We assume no responsibility for possible missing or misdelivery of mailed documents and will not respond to any inquiries for the receipt.</p> <p>It is strongly recommended to use registered mailing service (簡易書留) or other tracable method.</p>
<p>I have not yet arrived in Japan due to immigration restrictions. How do I submit my application?</p>	<p>Students who have not yet arrived in Japan are required to submit all necessary application documents via e-mail during the Step 2 (document submission) application period. Residence cards (在留カード) are not necessary if they haven't been issued. When completing Form 8, please confirm the necessary living expenses for your stay in Japan, and enter the estimated amounts in each field (in the "Expenditure" section). Please check "Notes Regarding Application for Tuition Exemption etc." for details.</p>

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<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. Please note that if you do not submit any of the required documents by the designated date, your application will be failed.</p>
<p>The notice of working conditions for TA, RA and OA will not be issued until one month later.</p>	<p>If formal time tables and employment agreements are not available, you can submit some email messages or relevant documents issued by your employer which show your name, hourly wage and total working hours as a substitute. 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>
<p>I have not suffered any damage from the wind or floods, but I have seen a disaster certificate in the list of documents required. Why is this?</p>	<p>"Disaster-victim certificate or certificate of public support" is included in the list of required documents if you clicked the question "I received public support due to the influence of the COVID-19". Please submit the copies of payment notices of public support such as the Subsidy Program for Sustaining Businesses (持続化給付金).</p>
<p>I need a teacher's opinion on Form 8-2 and 10-2, but I don't know who to ask to write it.</p>	<p>Please contact the Academic Affairs Section of your department.</p>
<p>I want to make sure that I have applied for the first and second semester at once.</p>	<p>You can find this information in the 'Application period' section of 'Your application status' at the top of the 'EOAS' home page.</p>

Further questions and answers can be found in [How to Apply for Admission Fee Exemption/Deferment and Tuition Exemption \(for international students\)](#). If you still have any questions, please call the Student Affairs Section (075-753-2532). We usually receive more than 3,500 applicants each year, so it is very busy during the application period. Please contact us as soon as possible as replies may be delayed.