

Application document checklist

- This checklist is for preparation to input your information in Step 1: Data submission. Confirm each item and prepare all required documents beforehand. If you have questions, visit our office or send an e-mail to the Student Affairs Division.
- In Step 1, be sure to enter information of your family details and income situation based on forms and certificates.

【Notes】

- 1) Input your information as of the reference date which is 1 April for the first semester, and 1 October for the second semester.
Please note that all supporting documents should prove the situation as of the reference date.
- 2) 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 in case any documents are not submitted by the designated date, the incomplete application will be disapproved.
- 3) We will send an email to your KUMOI email address if we have questions about your application. Please update your registered contact information in order to receive our email. We do not take any responsibility for the disadvantages caused when we are unable to contact the applicants.

1) About your family and income situation

For international students, a family member means only the applicant as a general rule. However, if your spouse is in Japan or you have other family members living together in Japan, they are deemed to be the members of your family. Only the information of **family members in Japan** will be taken into account during the screening process.

2) Required documents for all applicants

- **Application Form**
- **List of Required Documents**
- **Copy of 'Residence Card'**
- **[Form 8-1 • 8-2] Privately-Financed International Student Record**
 - You need to get comments, signature and personal seal from your Supervisor on Form 8-2.
Please prepare the form as early as possible.
 - ※The amount of "Allowance/Savings" in Form 8-1 is also subject to screening. Input the amount as your income in Step 1.

3) Required documents for applicants (including spouse) and family members living together in Japan

※Download and print out necessary **Forms** from the following Kyoto University's website.

<https://www.kyoto-u.ac.jp/en/current/how-to/tuition/tuition-exemption>

- Any documents showing "My Number" (The social security and tax number) cannot be accepted.

- Submit the document(s) which is checked "YES" in the following.

[Income]

※Income(including the estimated income) on the reference date(1st semester: 1st April, 2nd semester: 1st October).

Questions	Check	Required documents if checked <input type="checkbox"/> Yes	Issued by
(1) Have you (including your spouse) been working at the same place since 1 Jan 2022? (Except TA /RA/OA)	<input type="checkbox"/> Yes	-Copy of the certificate of income and withholding tax of salary income	Place of employment, etc.
	<input type="checkbox"/> No	(源泉徴収票 <i>Gensenchoushu hyo</i>) for the 2022 calendar year ----- If this year's annual income will be different from the one in the previous year, please submit the document on item(2).	

Questions	Check	Required documents if checked <input type="checkbox"/> Yes	Issued by
(2) Did you (including your spouse) change or get a new job after 2 Jan 2022?	<input type="checkbox"/> Yes <input type="checkbox"/> No	One of the following; - [Form 2] Pay Certificate (including the estimated pay) -Copies of pay slip for the last 3 months (attach them to [Form 2-2]) ※ ----- ※If the pay slips do not the show actual annual income, submit [Form 2].	Place of employment, etc.
(3) Do you (including your spouse) have any income from TA · RA · OA during this academic year?	<input type="checkbox"/> Yes <input type="checkbox"/> No	The following documents; -Copy of "Working-time Table sheet" showing total working hours for 2023 academic year (勤務予定表) -Copy of "Employment Notice" showing hourly wage (労働条件通知書) ----- ※If these documents will be issued late, write the estimated submission date on the list of required documents, and submit them immediately even after Step 2 (Document submission) period. ※Copy of "Gensenchoushu hyo (源泉徴収票)" or pay slips are not acceptable.	The administrative office of Graduate School
(4) Do you (including your spouse) have any income from RF in AY2023?	<input type="checkbox"/> Yes <input type="checkbox"/> No	- Copy of Letter of Appointment (showing total working hours of the year and monthly stipend) ----- ※If the letter of appointment will be issued late, submit it promptly upon receipt even after submission period.	The administrative office of Graduate School
(5) Do you (including your spouse) have any income from tutor in AY2023?	<input type="checkbox"/> Yes <input type="checkbox"/> No	[Form13] Tutor (expected) pay certificate	The administrative office of Graduate School
(6) Do you (including your spouse) have non-salary income (such as business/ dividend/ real estate, etc.) since 1 Jan 2022 and did you file the final tax return (確定申告 kakuteisinkoku) ?	<input type="checkbox"/> Yes <input type="checkbox"/> No	-Copy of Certificate of Final Tax Return (page 1 and 2) for 2022 calendar year (attach them to [Form 2-4].) (A reception stamp should be on page1.) ----- ※If there is no reception stamp on page 1, please write the reasons in Form 2-4. Please note that we may contact you later. ※If you filed Final Tax Return online (E-tax), please submit a copy of the page that shows the submission date. ※Person who didn't file Final Tax Return should submit a copy of Resident's Tax Declaration Certificate (both side / with a reception stamp) instead. ※If you have salary income, please submit a copy of the Certificate of Income and Withholding Tax of Salary Income (源泉徴収票 gensenchoushu hyo) for 2022 calendar year. ※Enter 「0」 in the income section in Step1 when the income is minus on Final Tax Return.	Tax office / Local government office
(7) Did you (including your spouse) start a new business after 2 Jan 2022 ?	<input type="checkbox"/> Yes <input type="checkbox"/> No	-[Form 3]Report of Income and Expenditure (Including estimation) ----- ※You need to attach the supporting documents.	University's website
(8) Are you (including your spouse) receiving any scholarships?	<input type="checkbox"/> Yes <input type="checkbox"/> No	The following documents; - [Form 9]Report of Scholarship -Copy of Scholarship Certificate showing the recipient's name, duration and the amount.	Scholarship foundation, etc.
(9) Are you (including your spouse) a recipient of the postdoctoral fellowship of Japan Society for Promotion of Science or Leading Program allowance?	<input type="checkbox"/> Yes <input type="checkbox"/> No	One of the following documents; -Copy of the Appointment Notification -Certificate showing your appointment (e.g. the printed applicable pages from JSPS's website including the recipient's name and duration.) ----- ※For JSPS Research Fellow: If you report 30% of the grant-in-aid [KAKENHI] as expenses for research fulfillment, input amount of the grant after subtracting such expenses in Step 1. (e.g.: 2400→1680) ※No need to submit copies of "Gensenchoushu hyo (源泉徴収票)" or Final tax return.	JSPS, etc.

[Deduction]

Questions	Check	Required documents if checked <input type="checkbox"/> Yes	Issued by
(10) Are your spouse in Japan or any family member living together in Japan students of higher than high school? (except applicant)	<input type="checkbox"/> Yes <input type="checkbox"/> No	-Copy of Student ID pasted on [Form 11] or [Form 4]School identification ※ ※[Form 4]School Identification is required for students who attend Specialized Training College. (a copy of Student ID is not acceptable) ※Student ID should indicate one's student status by the issue or expiry date.	Siblings'/ Children's school
(11) Do you ((including your spouse) or any family member living together in Japan have disabilities?	<input type="checkbox"/> Yes <input type="checkbox"/> No	-Copy of Physical disability Certificate or Rehabilitation certificate	Medical Institutions, etc.
(12) Are you ((including your spouse) or any family member living together in Japan under long-term medical care?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Either 1. or 2. 1. <u>[Medical expenses are proved by medical institutions]</u> ○ [Form 6] Certificate of Medical Long-Term Care Expenses (filled out by a doctor, etc.) * If there are any sections which medical institutions do NOT certify (e.g. the amount of reimbursement), please submit certificates or documents to show the amount as well. 2. <u>[Medical expenses are NOT proved by medical institutions]</u> ○ [Form 6]Certificate of Medical Long-Term Care Expenses (filled out by applicants) ○ Medical Certificate (of the recent date, stating that the medical treatment of 6 months or longer is needed) ○ Copy of the certificate of payments or receipts etc. affixed onto [Form 11] (issued within the last 12 months) ○ Certificate of reimbursement if any ※It is only for a person whose convalescence period is 6 months or longer and <u>the total medical expenses is over ¥100,000</u> (excluding the reimbursement of insurance /high-cost medical expense benefit, etc.) within the last 12 months which means from last April to March for the first semester, and from last October to September for the second semester.	Medical Institutions, Insurance companies, etc.
(13) Have you suffered major damage from wind or flood, etc. in Japan within 6 months before the application date (within 12 months for freshmen) ?	<input type="checkbox"/> Yes <input type="checkbox"/> No	-Copy of Disaster-Victim Certificate « Indispensable »	Local government office
(14) Are you staying at university beyond minimum years because of repetition / leave of absence / studying abroad?	<input type="checkbox"/> Yes <input type="checkbox"/> No	- [Form 10-1/10-2] Reasons for Staying at University Beyond Minimum Years ※ 'Students who have stayed at university beyond the minimum required years to complete a course of study mean those who run over the required attendance period (including leave of absence) designated by each faculty / graduate school. ※A medical certificate or other document (stating the period of illness) must be submitted if the reason is illness. ※Form 10-1 must be submitted in digital data in addition to paper-based form.	Supervisor and applicants

※This checklist is NOT necessary to submit in Step 2.

【Contact for tuition exemptions】

Student Affairs Division, Kyoto University

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Yoshida honmachi, Sakyo-ku, Kyoto-city Zip Code 606-8501

For more inquiries, visit our office or send us an e-mail (below). Be sure to include your Student ID number, name and mobile number in the e-mail (we cannot answer the query without these information).

We will reply by phone or e-mail.

E-mail: 840menjo@mail2.adm.kyoto-u.ac.jp Tel :075-753-2532 (9:00~17:00, Mon~Fri)