

## 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 must 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 once available. Failure to do so may result in disqualification of your application.
- 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 responsibility for the disadvantages caused when the applicants were unreachable.

### 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 resides in Japan or other family members live with you in Japan, they are deemed to be the members of your household. 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**  
 . . . . Form-2 must be filled out by your supervisor with signature and personal seal.  
 Please have the form ready 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(1<sup>st</sup> semester: 1<sup>st</sup> April, 2<sup>nd</sup> semester: 1<sup>st</sup> October).

Questions	Check	Required documents if checked <input type="checkbox"/> Yes	Issued by
(1) Have you (including your spouse) been working for the same employer since 1 Jan 2023? (Except TA /RA/OA)	<input type="checkbox"/> Yes	-Copy of the certificate of income and withholding income tax (源泉徴収票 <i>Gensenchoushu hyo</i> ) for the 2023 calendar year  If a significant increase or decrease in wages is expected this year even at the same workplace, please submit the document in the field of question(2).	Place of employment, etc.
	<input type="checkbox"/> No		

Questions	Check	Required documents if checked <input type="checkbox"/> Yes	Issued by
(2) Did you (including your spouse) change jobs or get a new job after 2 Jan 2023?	<input type="checkbox"/> Yes <input type="checkbox"/> No	One of the following; - [Form 2] Pay Certificate (including the estimated pay) -Copies of pay slips for the last 3 months (attach them to [Form 2-2]) ※ ※If the pay slips do not prove the actual annual income, submit [Form 2].	Place of employment, etc.
(3) Do you (including your spouse) have any income from TA · RA · OA job during this academic year?	<input type="checkbox"/> Yes <input type="checkbox"/> No	The following documents; -Copy of "Work schedule" showing total working hours for 2024 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 once available 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 job in AY2024?	<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 the submission period.	The administrative office of Graduate School
(5) Do you (including your spouse) have any income as a tutor in AY2024?	<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 2023 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 2023 calendar year (attach them to [Form 2-4].) (With a reception stamp on page1.) ※If the tax return is not stamped by the tax office, provide 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 showing 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, submit a copy of Withholding Tax slip (源泉徴収票 gensenchoushu hyo) for 2023 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 2023 ?	<input type="checkbox"/> Yes <input type="checkbox"/> No	-[Form 3] Report of Income and Expenditure (Including estimation) ※Supporting documents must be attached.	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 JSPS research fellow or the recipient of 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. Printed 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 the 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) Is your spouse in Japan or any family member living with you in Japan a student 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] Certificate of Student Status* ※[Form 4] Certificate of Student Status 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.	School the student is enrolled in
(11) Do you (including your spouse) or any family member living with you in Japan have disabilities?	<input type="checkbox"/> Yes <input type="checkbox"/> No	-Copy of Physical disability Certificate or Rehabilitation certificate	Municipal office
(12) Are you (including your spouse) or any family member living with you 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> ○ <b>[Form 6] Certificate of Medical Long-Term Care Expenses</b> (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> ○ <b>[Form 6]Certificate of Medical Long-Term Care Expenses</b> (filled out by applicants) ○ <b>Medical Certificate</b> (of the recent date, stating that the medical treatment of 6 months or longer is needed) ○ <b>Copy of the certificate of payments or receipts etc. affixed onto [Form 11]</b> (issued within the last 12 months) ○ <b>Certificate of reimbursement if any</b> ※To qualify, a convalescence period must be 6 months or longer and <u>the total medical expenses must be 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 been affected by wind or flood, etc. <b>in Japan</b> within 6 months prior to the date of application (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 ※It applies to students who have stayed at university beyond the required attendance period (including leave of absence) designated by each faculty/ graduate school, or who remain in the same grade as previous year. ※Medical certificate or other documentation (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 be submitted in Step 2.

**【Contact for tuition exemptions】**

**Student Affairs Division, Kyoto University**

**Research Bldg. No.10, 1F**

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