

## Application Document Checklist

- Please use this checklist to prepare necessary documents for data input in Step 1:Data submission followed by Step 2:Document submission. Confirm each item and prepare required documents accordingly. 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 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 is available to print after completing Step 1. The list must be submitted with the “Application form” and other prepared documents during Step 2 period. Additional documents should be submitted promptly once available as 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 8-2 must be filled out by your supervisor with signature and personal seal.  
 Ensure that the form is ready well in advance of Step 2.  
 ※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 with the applicant 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 in case of <input checked="" type="checkbox"/> Yes	Issued by
(1) Have you (including your spouse) been working for the same employer since 1 Jan 2025?  (Except TA/TAS/RA/OA/RF)	<input type="checkbox"/> Yes  <input type="checkbox"/> No	-Copy of the Certificate of income and withholding income tax (源泉徴収票 <i>Gensenchoushu hyo</i> ) for the 2025 calendar year  ※If a significant increase or decrease in wage is expected this year even at the same workplace, submit [Form 2] Pay Certificate (including the estimated pay) .	Place of employment, etc.

Questions	Check	Required documents in case of <input checked="" type="checkbox"/> Yes	Issued by
(2) Did you (including your spouse) change jobs or get a new job after 2 Jan 2025?	<input type="checkbox"/> Yes <input type="checkbox"/> No	One of the following; - [Form 2] Pay Certificate (including the estimated pay) - Copies of pay slips of the last 3 months (attach them to [Form 2-2]) - Copy of Employment contract stating salary, term, bonus payment etc.  ※If pay slips do not prove the actual annual income, submit [Form 2]. ※If employment contract lacks necessary information, submit [Form 2].	Place of employment, etc.
(3) Do you (including your spouse) have any income from TA/TAS/RA/OA job in AY2026-27?	<input type="checkbox"/> Yes <input type="checkbox"/> No	The following documents; -Copy of "Work schedule" (勤務予定表) showing total working hours -Copy of "Employment Notice" (労働条件通知書) showing hourly wage  ※If these documents will be issued late, write the estimated submission date on the "List of required documents" and submit them once available. ※Copy of "Genseichoushu 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 AY2026-27?	<input type="checkbox"/> Yes <input type="checkbox"/> No	-Copy of "Letter of Appointment" (リサーチフェロー委嘱通知書) showing monthly stipend and duration of the contract  ※If the letter of appointment will be issued late, write the estimated submission date on the "List of required documents" and submit it promptly upon receipt.	The administrative office of Graduate School
(5) Do you (including your spouse) have any income as a tutor in AY2026-27?	<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 2025 and did you file a Final Tax Return (確定申告 Kakuteishinkoku)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	-Copy of Final Tax Return (page 1 and 2) for the 2025 calendar year (attach them to [Form 2-4])  ※Those who did not file a Final Return should submit documentation showing the total amount of earnings, necessary expenses, and income such as a copy of Resident's Tax Declaration Certificate (both sides). ※If you have salary income, submit a copy of Withholding Tax slip (源泉徴収票 Genseichoushu hyo) for the previous calendar year. ※Enter 「0」 in the income section in Step 1 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 2025?	<input type="checkbox"/> Yes <input type="checkbox"/> No	-[Form 3] Statement of Earnings and Expenses (Including estimation)  ※Supporting documents must be attached. ※In Japanese only	University's website
(8) Are you (including your spouse) receiving or expecting any scholarships in AY2026-27?	<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 recipient of Next AI/ SPRING program? (★Excluding those awaiting the selection results)	<input type="checkbox"/> Yes <input type="checkbox"/> No	-Copy of Notice Letter (Copy of documentation that shows the selection is also acceptable)  ※Submission required only if you are withdrawing from the above programs, your spouse is a program recipient, or you are applying for Admission Fee Exemption / Deferment. (No need to apply for tuition exemption if you currently hold the status as a grantee of these programs) ※If you are awaiting the selection results, please complete Step 1 and Step 2 with the grant of the program excluded from your income in case of unsuccessful results.	JSPS, JST, Kyoto University Division of Graduate Studies etc.

[Deduction]

Questions	Check	Required documents in case of <input checked="" type="checkbox"/> Yes	Issued by
(10) Is your spouse in Japan or any family member living with you in Japan a student of high school or above? (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* *Students who attend Specialized Training College must submit "[Form 4] Certificate of Student Status". (Copy of Student ID is not acceptable) *Student ID should indicate one's student status by the issue date 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	One of the following; -Copy of Physical disability certificate, Rehabilitation certificate, or relevant recordbook -Medical Certificate etc. issued within 6 months (Additional documents may be requested if the medical certificate lacks necessary information.)	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. <b><u>【Medical expenses are proven by medical institutions】</u></b> ○[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 amounts as well. 2. <b><u>【Medical expenses are NOT proven by medical institutions】</u></b> ○[Form 6]Certificate of Medical Long-Term Care Expenses (filled out by applicants) ○ Medical Certificate(issued within 6 months, 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 12 months) ○Certificate of reimbursement if any *To qualify, a convalescence period must be 6 months or longer and the total medical expenses you paid must be over ¥100,000 (excluding the reimbursement of insurance / high-cost medical expense benefit, etc.) within the last 12 months (1 <sup>st</sup> semester: from last Apr to Mar, 2 <sup>nd</sup> semester: from last Oct to Sep). *Exclude medical expenses that are irrelevant to the illness certified in the form.	Medical Institutions, Insurance companies, etc.
(13) Have you been affected by wind or flood, etc. in Japan within 6 months prior to the 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, etc.?	<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) is required if the reason is illness. *Form 10-1 must be submitted in Excel file format in addition to paper form.	University's website

※No need to submit this checklist 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 inquiries, visit our office or send us an e-mail. Be sure to include your Student ID number, name, and mobile number in the e-mail (we do not reply to emails without these information).**

**We will respond to inquiry emails 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)**