

Notes Regarding Application for Tuition Exemption etc in the Second Semester of the 2023–2024 Academic Year

Students who wish to apply for tuition exemption etc in the second semester of the 2023–2024 academic year are requested to note the following. Changes in the procedure will be announced on our HP.

○ 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). The deadline date and time (5 pm on 6 October) are provided in Japan time. Please note that applications received after the deadline will not be accepted without exceptions.

○ It is recommended that applicants should submit application documents by post but you can also submit them to the office of your faculty/graduate school or student affairs division when you come to the university in person to attend classes or conduct experiments. When sending your application documents, please download the mailing label from the Exemption Online Application System (EOAS) and paste in onto the envelope. Mailed documents must arrive no later than the end of the business day on 6 October.

○ Your supervisor is required to enter comments in the fields provided in Form 8 and Form 10.

This may be done by following method (in this academic year only):

- ① The applicant converts the completed Forms 8-1 and 10-1 to a PDF file, sends them to their academic advisor by e-mail, and request their supervisor to complete the Forms 8-2 and 10-2.
- ② The academic advisor then converts the completed Forms 8-2 and 10-2 to a PDF file, and returns them to the applicant.
- ③ The applicant then prints out the completed Forms 8-1, 8-2, 10-1, and 10-2, and submits them as application documents.

※ **Form 10-1 must be submitted in digital data in addition to paper-based form.**

○ Students who have repeated the same academic grade due to the COVID-19 should describe the reason in detail in form-10 and submit it. Examples follow:

(Not Permitted)

You couldn't do job hunting satisfyingly, etc.

(Permitted)

- Research in the foreign countries is necessary for the completion of your thesis but it was cancelled due to the COVID-19.
- You took a leave of absence because VISA restrictions had prevented you from entering Japan, etc.

Contact:

Student Affairs Division, Kyoto University

(located on the 1st floor of the Research Building No.10 on Yoshida Campus)

Address: Yoshida-Honmachi, Sakyo-ku, Kyoto 606-8501

Tel: 075-753-2532 E-mail: 840menjo@mail2.adm.kyoto-u.ac.jp