

【for Privately-Financed International Students】
Advanced check list for application of exemption

This check list is for preparing to input your family details in Input information (Step 2). Confirm each items and prepare the required documents for submission. If you have any inquiry concerning except followings, visit or e-mail to Student Affairs Division.

1) About your family and family finance

We basically consider that you are **the only one** in **members of family**. But your spouse or family members staying together in Japan are considered as members of family. Situation of **family members only in Japan** will be regarded as the screening examination.

2) Required documents for all applicants

- Copy of ‘ Alien Registration Certificate’ or ‘ Residence Card ‘
- Privately-Financed International Student Record [Form 8]

3) Documents for applicant (including spouse) or family staying together in Japan.

※(Submit the document(s) which is checked "YES" as follows.)

(1) Do you still work now at the same place since before Jan, 2013?

<input type="checkbox"/> No	<input type="checkbox"/> Yes →Copy of the certificate of income and withholding tax of salary income for 2013 calendar year ※To (3), who has income except salary income
-----------------------------	--

(2) Did you change or get job after Jan, 2 , 2013?

<input type="checkbox"/> No	<input type="checkbox"/> Yes →Pay Certificate (including estimated pay) [Form 2] or Copies of salary payment statements for the last 3 months
-----------------------------	---

※If you have TA or RA, submit "Scheduled working time table" which is issued by the office of your faculties or graduate schools.

(3) Do you have income except the salary (such as business / real estate / miscellaneous) since before Jan, 2013? Or doing independent business including industry, agriculture, forestry, marine etc ?

<input type="checkbox"/> No	<input type="checkbox"/> Yes → <u>Copy of Certificate of Final Tax Return for 2013 calendar year. (with reception stamp on page 1 and 2)</u> ※Person who didn't do Final Tax Return→Copy of Resident's Tax declaration Certificate (both side / with reception stamp) ※If no stamp on the certificate→Submit Certificate of Tax Payment (for amount of income) ※Copy of accepted mail from National Tax Administration Agency if no stamp on the certificate because procedure has done by internet. ※Person who has income from agriculture and receives allowance→Copy of legal certificate saying amount of allowance.
-----------------------------	---

(4) Did you start your new business after Jan, 2, 2013 ?

<input type="checkbox"/> No	<input type="checkbox"/> Yes →Report of Income and Expenditure (Including estimated) [Form 3]
-----------------------------	---

(5) Have you (including spouse) been receiving scholarship?

<input type="checkbox"/> No	<input type="checkbox"/> Yes →Report of Scholarship [Form 9] and Scholarship Certificate(saying the duration and amount)
-----------------------------	--

(6) Do you have any families attending school (higher than high school student) and staying together in **Japan**?

<input type="checkbox"/> No	<input type="checkbox"/> Yes →Copy of Student ID paste on [Form 11] or School identification [Form 4]
-----------------------------	---

※School Identification is required for student of Specialized Training College. (NO Copy of Student ID)

(7) Is there any disabled person in your family (including applicant) ?

<input type="checkbox"/> No	<input type="checkbox"/> Yes →Copy of Physical disability Certificate →Receives Disability pension→Copy of latest report of pension transfer
-----------------------------	---

(8) Have you suffered damages from wind or flood etc in **Japan** within 6 months before the application date (within 12 months for freshmen)

<input type="checkbox"/> No	<input type="checkbox"/> Yes →Disaster-Victim Certificate →Documents saying the deducted amount of money by insurance etc →Copy of receipt of repair expenses etc
-----------------------------	---

(9) Are you staying in university beyond minimum years because of repeat the year / absence from school / study abroad?

<input type="checkbox"/> No	<input type="checkbox"/> Yes →Reasons for Staying at Schools(University) Beyond Minimum Years [Form 10]
-----------------------------	---

* Download and print **Forms** from Kyoto University's homepage.

<http://www.kyoto-u.ac.jp/en/education/campus/tuition/jumen.htm/>

Notice

- 1) Reference date of application for exemption is Apr, 1 for first semester and Oct, 1 for second semester. Check whether your certificates prove your situation after the reference date. We make an examination of your information according to your situation after the reference date if your situation before the date is different from your situation after the date.
- 2) Please **write reasons** on "List of Required Document" (with the date when you can submit the required documents if you have any documents cannot be prepared by Submission of documents period. Form is free style), put it into envelope together and submit. Please note your application will not be allowable as a deduction if you don't submit the documents by the specified date.
- 3) We may contact your registered e-mail address in KULASIS if any confirmation items are found in the application. Set your PC and mobile to receive e-mails from university. We don't take any responsibilities, if we cannot get through to applicant and applicant got disadvantages.

【Place to contact for tuition exemption】

Student Affairs Division, Kyoto University (red brick building 2F, south of University Library)

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

※Move to Faculty of Engineering Bldg No. 1 from Sept.

For inquiry, visit or e-mail (below) us. Put your Student ID number, name and mobile number with inquiry by e-mail (we will not answer you without your information). We will contact you by phone or e-mail.

e-mail:840menjo@mail2.adm.kyoto-u.ac.jp

Tel :075-753-2532 (9:00~17:15 , Mon.~Fri.)