



**Where can I find the application forms for “Special Auditors”?**

<http://www.econ.kyoto-u.ac.jp/en/about/exchanges/>

Application forms for special auditors can be found in the URL above. Please ensure that you use the correct one which matches to your affiliation. E.g. If you are an undergraduate student use APPLICATION FOR SPECIAL AUDITORS (Undergraduate).

**Do I need to attach an ID photo when submitting the application form of special auditors by e-mail?**

Yes. Please attach it in the “photo” space of the form.

**What should I write in the “8. Curriculum for the auditor”?**

Please write down the courses you would like to take

during your study abroad. Since we will give you a course registration form after your arrival, if you don't have particular courses in mind at the time of application, leaving this space blank is acceptable.

**What should I write in the Japanese fluency section?**

Please state whether you are a beginner, intermediate, or advanced user of the Japanese language. If you have no knowledge of the Japanese language you can write "none" in each section.

**It is difficult for me to find a professor to write a recommendation, what should I do?**

Please find a professor or an associate professor at your home university who can kindly write the recommendation letter. We also

require his/her handwritten signature.

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### **Is there a “Health Certificate” template?**

There is no specific template. A general medical check-up is fine. Please use the English version of the health certificate if it is available at your local hospital. If it is not available, use the one in the native language.

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### **What is the “Certificate of Deposit Balance”?**

The format varies depending on the bank, but it usually shows your account name, account type, account number, the balance, and so on. You can go to your main bank and ask them to issue a document containing this information. We do not set a standard balance/amount to be fulfilled.

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### **Do we have to provide the original**

### **copies of documents 2-6?**

Yes, they need to be sent to our office by post by the deadline.

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### **When and how can I seek approval from the course instructor?**

You can get the professor’s approval after you arrive at Kyoto University by meeting them personally.

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### **When do I choose my courses?**

There is a course registration period at the beginning of each semester, exchange students are supposed to register their courses during this period in the same way as the regular students at Kyoto University.

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### **How many courses can I take?**

Time-schedule wise we have 5 lectures a day, Monday to Friday. Therefore, the maximum number of lectures a

student could attend is 25. We expect every student to attend at least 1 lecture a week. Exchange students usually take up to 10 lectures a week and some of them take the non-credit Japanese lessons provided by Kyoto University.

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### **When will I receive VISA information?**

The Student Affairs Office ask the International Service Office of Kyoto University to help you with VISA matters. We require a letter of acceptance to ask them to assist you with your VISA. Due to this requirement, VISA information is usually distributed 2-3 months before the start of the semester.



**When will I receive information about the accommodation application procedures?**

The International Service Office of Kyoto University start looking for new tenants usually 3 months before the new semester. We pass along the information as soon as possible.

**I would like to take Japanese lessons during my stay at Kyoto University, how do I apply?**

The Education Centre for Japanese Language and Culture at Kyoto University offers non-credit Japanese lessons. Please be advised that exchange students with the faculty-level student exchange agreement cannot obtain credits by taking Japanese lessons.

The centre start recruiting new students usually a week before the new semester. Those who

would like to resister for Japanese lessons need to complete an online application. For more information, please go to the website below.

<http://www.ryugaku.kyoto-u.ac.jp/en/japanese-e/japanese-classes-e/>

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**Are there any scholarships available via Kyoto University whilst studying in Japan?**

There are no scholarships available for the exchange students of the faculty level student exchange agreement.