

## IMPORTANT NOTICE

To: “Monbukagakusho Scholarship Students”  
“Honors Scholarship Students”  
“Japan-Korea Joint Scholarship Program Students”

### Signing of Attendance Ledgers during the Winter Period (from Dec. through Mar.)

We require “Monbukagakusho Scholarship Students”, “Honors Scholarship Students” and “Japan-Korea Joint Scholarship Program Students” to sign the ledger at the designated office every month. However, every winter, many of the grantees fail to sign the ledger while returning to their countries and/or traveling, and then cannot receive the scholarships for the period of their absence. Please keep in mind the followings so that you will not suffer from financial difficulties:

1. If you plan to leave Japan for more than a day, you must do the followings in advance.
  - 1) Inform your Academic advisor.
  - 2) Report to your faculty/graduate school office.
  - 3) Fill out the Overseas Travel Notification at the designated offices\* where you sign the ledger.

\* Designated Offices

《Yoshida Campus》 International Student Mobility Division

《Katsura Campus》 Foreign Student Division of the Graduate School of Eng.

《Uji Campus》 Research Cooperation Division of the Uji Administration Office

2. If you have any questions regarding the schedule for signing the ledger and/or the deposit days of the scholarships, please contact us by E-mail below.

E-mail: intlstudent@mail2.adm.kyoto-u.ac.jp

For your information, here is the schedule for the scholarships during winter period (from December through March):

#### **Schedule for the Scholarships during the Winter Period (Dec. Jan. Feb. & Mar.)**

Months	Deadlines for Signing the Ledger	Scheduled Deposit Days
Dec.	1 <sup>st</sup> deadline Dec. 1 (Thu.) – Dec. 7 (Wed.)	Dec. 22 (Thu.)
	2 <sup>nd</sup> deadline Dec. 8 (Thu.) – Dec. 28 (Wed.)	Jan. 19 (Thu.)
Jan.	1 <sup>st</sup> deadline Jan. 4 (Wed.) – Jan. 11 (Wed.)	Jan. 26 (Thu.)
	2 <sup>nd</sup> deadline Jan. 12 (Thu.) – Jan. 31 (Tue.)	Feb. 15 (Wed.)
Feb.	1 <sup>st</sup> deadline Feb. 1 (Wed.) – Feb. 7 (Tue.)	Feb. 22 (Wed.)
	2 <sup>nd</sup> deadline Feb. 8 (Wed.) – Feb. 28 (Tue.)	Mar. 13 (Mon.)
Mar.	1 <sup>st</sup> deadline Mar. 1 (Wed.) – Mar. 3 (Fri.)	Mar. 17 (Fri.)
	2 <sup>nd</sup> deadline Mar. 6 (Mon.) – Mar. 31 (Fri.)	Apr. 17 (Mon.)

※ The administrative offices are open from Mondays to Fridays except holidays as usual. Please check the schedule of the winter vacation at the designated offices where you sign the ledger.

December 1st, 2016  
International Education and Student Mobility Division, Kyoto Univ.