

## IMPORTANT NOTICE

To: “Monbukagakusho Scholarship Students”  
“Japan-Korea Joint Scholarship Program Students”  
“Honors Scholarship 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 Section, Student Affairs 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, the schedule for the scholarships until March 2018 has been posted on the following web page.

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

#### Signing and Payment schedule of MEXT, Japan-Korea Joint Program and Honors Scholarship.

[http://www.kyoto-u.ac.jp/en/education-campus/international/students2/scholarship\\_procedure.html](http://www.kyoto-u.ac.jp/en/education-campus/international/students2/scholarship_procedure.html)



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### Procedures for receiving monthly scholarships (Japanese Government Scholarship, Japan-Korea Joint Government Scholarship, and Honors Scholarship)

**International Education**

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- Kyoto University International Students**
- > Quick Reference for Procedures
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In order to receive a monthly scholarship, students need to sign the International Students Enrollment Ledger at the International Student Mobility Division during the period specified below. Payment can only be made to those whose signatures are confirmed by the International Student Mobility Division. Signatures must be written by the recipients themselves, and may not be substituted with seal imprints. Any scholarship received following an incorrect procedure must be returned to the provider.

The latest scholarship signing/payment schedule is provided in the table below (for Honors Scholarship recipients, the first signing period begins in June).

Please note that students who are outside the country for an entire month will not be paid for that period.

Also note that all these scholarship programs require that recipients have “College Student” residence status; students must have obtained this status before the first payment day. Recipients who have lost this status will become ineligible for further payments, and must return any amount received after the change occurred.

#### Signing and payment schedule for April-June

	1st signing period	1st payment day	2nd signing period	2nd payment day
April 2017	1-12 April	28 April	13-28 April	18 May

December 1st, 2017  
International Education and Student Mobility Division, Kyoto Univ.