

**Graduate School of Medicine, Kyoto University
Admission Guidelines for
Doctoral Program in Public Health for 2018**

Translation Disclaimer

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The information in the guidelines is subject to change without notice.

Refer to the latest information available at

http://www.med.kyoto-u.ac.jp/en/apply/entrance_examination/

Message to Prospective Applicants for Doctoral Program in Public Health

The purpose of this program is to study academic issues that are necessary to search, evaluate, analyze and solve problems concerning health and diseases of “individuals in society”. The students who complete this program are expected to be involved, in the future, with high degree of education/research in the areas of domestic/international healthcare, medical care, or welfare. Since the academic disciplines intended for research are broadly interdisciplinary and include natural science and humanities, we welcome enthusiastic individuals from any academic field to pursue the purpose described above.

I Major and Enrollment Capacity

Public Health: 12 (including students from Special Selection for Working Applicants)

To learn more about Research Fields (departments) in our program, please refer to our web site of Graduate School of Medicine: <http://sph.med.kyoto-u.ac.jp/en/field/>

II Eligibility Requirements

An individual who possesses or will possess one of the following requirements by the end of March 2018 is eligible to apply;

1. an individual who holds a Japanese master’s degree, or a Japanese degree of Master (Professional) or a Japanese degree of Juris Doctor (Professional);
2. an individual who has completed a degree program outside of Japan which is equivalent to the master’s program or the professional degree program of the Graduate School of Medicine, Kyoto University;*
3. an individual who has taken an international degree program in Japan through distance/online education which is conducted by a school outside of Japan, and completed a program that is equivalent to the master’s degree program or the professional degree program of the Graduate School, Kyoto University;*
4. an individual who has completed a postgraduate program in Japan which is conducted by a university outside of Japan which is positioned as a facility that has curricula of a postgraduate school under the education system in said country, and designated by the Minister of Education, Culture, Sports, Science and Technology (hereafter “the MEXT”)(limited to a program that is equivalent to the master’s degree program or the professional degree program at the Graduate School of Kyoto University);*
5. an individual who has completed a program of the United Nations University (limited to the university defined in Act on Special Measures Incidental to Enforcement of the Agreement between the United Nations and Japan regarding the Headquarters of the United Nations University (Act 72 of 1976) Article 1, Section 2) and awarded a degree equivalent to a master’s degree;
6. an individual who completed an educational program outside of Japan, at an educational facility designated as in 4. or of United Nations University and passed a Qualifying Examination or equivalent assessment prescribed by the Article 16-2 of Graduate School Establishment Law (1974, Ministry of Education Directive No.28) and has been recognized by the Graduate School of Medicine, Kyoto University as having academic ability equivalent or superior to those who possess a master’s degree’ (Eligibility Screening is required; see item V);
7. an individual who has been designated by the MEXT [Notification No. 118, Ministry of Education, September 1, 1989] (Eligibility Screening is required; see item V);
 - 1) an individual who has graduated from a university, and engaged in a research for at least two years at a university or a research institute etc., and who is determined by a graduate school to have an academic ability equivalent or superior to that of a master’s degree holder as a result of an achievement in the research;
 - 2) an individual who has completed 16 years of school education outside of Japan or has taken class subjects in Japan through correspondence education which is offered by a foreign school and completed 16 years of school education defined outside of Japan, and engaged in a research for at least two years at a university or a research institute etc., and who is determined by a graduate school to have an academic ability equivalent or superior to that of a master’s degree holder as a result of an achievement in the research;
8. an individual who is recognized by the Graduate School of Medicine of Kyoto University to have academic ability

equivalent or superior to that of an individual who fulfills above Eligibility Requirement 1. as a result of the individual eligibility screening for admission and has reached the age of 24 by March 31, 2018. (Eligibility Screening is required; see item V).

*An applicant who has graduated from a university outside of Japan and has completed a degree program at a graduate school outside of Japan, or who has obtained a master's degree outside of Japan, must submit a copy of graduate/completion certificate with "Preliminary Eligibility Check Sheet" enclosed to the guideline booklet to the Academic Affairs/Student Support Office at the Graduate School of Medicine **by Tuesday, August 8, 2017, 5:00 pm (JST)**.

Requests from applicants who live outside of Japan (Overseas Candidates hereafter) to check their application eligibility can be accepted by email. The procedure will be different from the domestic application. Refer to the following URL to find out the admission information.

<http://www.med.kyoto-u.ac.jp/en/apply/entrance_examination/>

Note: An applicant who is eligible for **Special Selection for Working Applicants** must correspond to the any of the requirements above and have work experience for at least one year in a full-time (tenure) position at the time of application. However, an applicant who has completed or is expected to complete a master's degree program in medical sciences or the professional degree program in the School of Public Health at the Graduate School of Medicine of Kyoto University is not eligible to apply Special Selection for Working Applicants.

III Application Procedures

1. Application Period

Monday, September 11, 2017 - Wednesday, September 13, 2017 by 5:00 pm (JST)

(Materials must be delivered by the above deadline strictly)

The reception hours at the office in the Graduate School of Medicine are:

9:00 am-12:00 pm, and 1:00 pm-5:00 pm

If you are sending your package of materials by postal mail, it must arrive by 5:00 pm on the day of the deadline. However, the package postmarked on September 11, 2017 and that was sent by registered express mail from within Japan will also be accepted even if it arrives after the deadline.

Overseas Candidates must send the instructed application materials by international delivery service like EMS and those documents have to be delivered by Wednesday September 13, 2017 at 5:00 pm. Admission information and electronic forms will be provided by email request from the applicants who passed the "Preliminary Eligibility Check". <http://www.med.kyoto-u.ac.jp/en/apply/entrance_examination/>

2. Submission Method

Send the package of admission materials by **registered express mail** using the envelope enclosed to the guideline booklet. Use the envelope enclosed in the guideline booklet, even if you are submitting the materials directly to the office in person.

Overseas Candidates have to prepare the "square No.2 size envelope (240mm x332mm) "or a similar size of envelope as the "submission envelope" and paste the "submission cover sheet" form on it. Enclose all the materials into the submission envelope and put it into another envelope/EMS envelope and send it to be delivered by Wednesday September 13, 2017 at 5:00 pm. Using EMS or another international courier service with mail tracking is recommended.

3. Application materials should be sent to;

Academic Affairs/Student Support Office,
 Graduate School of Medicine, Kyoto University
 Yoshida Konoe-cho, Sakyo-ku, Kyoto, Japan 606-8501

4. Application Materials

(* on the left of the table indicates using of designated forms enclosed to the guideline booklet)

Overseas Candidates can get electronic forms by request email after they passed their Preliminary Eligibility Check.

*	1	Application Form for Admission	<p>Please fill out all the required information on both sides on the form. Before submitting your application, applicants must contact a professor in "Research Field" of your choice from the list on our website to obtain prior approval of applying to the program.</p> <p>Overseas Candidates must fill out the electronic form and submit both printout and the electronic form.</p>
	2	Official Academic Transcript	<p>These certificates must be prepared and sealed (or signed) by the dean of the graduate school you are currently attending or graduated from, and both should be written in English or Japanese. (Original or authorized copy)</p> <p>Applicants who have completed (or are expected to complete) the master's program/professional degree program at the Graduate School of Medicine of Kyoto University, or who fulfill Requirement 6, 7 or 8 do not need to submit these items in the application period.</p>
	3	Completion Certificate Letter (or Certificate of Expected Completion)	
	4	Research Protocol	<p>Please submit the abstract of your master's thesis and a future research protocol summarized and printed in approximately two pages in A4 size paper in a free format.</p> <p>Applicants who fulfill Requirement 6, 7 or 8 are required to write about the progress of your research instead of the abstract of master's thesis.</p>
*	5	Exam Admission Ticket / Photograph Card	<p>Two photographs (3.5cm×4.5cm) to be pasted into appropriate place on the exam admission ticket/photograph card enclosed to the guideline booklet.</p> <p>Overseas Candidates have to prepare two of the above size ID photos and send them with other application materials.</p>
*	6	Self-addressed Stamped Envelope for the return of your exam admission ticket	<p>Please put your name, address and postal code in Japan and attach 362 yen stamp (for Japanese domestic express mail) on an envelope enclosed to the guideline booklet.</p> <p>Overseas Candidates have to enter their name and their choice of Research Field in "06 08 Address Label Form" and submit it by email. This is to send their exam admission ticket to the Research Field. Postal stamp is not necessary to attach in this case. The applicants must request the Research Field to receive the ticket for you.</p>

*	7	Evidence of Payment for Application Fee (Pasted on the designated form)	<p>Application fee: 30,000 yen [Japanese government (MEXT scholarship) sponsored international students, those who passed the final selection of MEXT Scholarship with a certificate, and those expected to complete master's or professional degree programs at Kyoto University need not pay application fee]</p> <p>For applicants from the affected regions under the Disaster Relief Act whose head of household has been adversely affected by the March 2011 Great East Japan Earthquake (Tohoku earthquake and tsunami), the application fee may be waived. Please ensure to submit a copy of Risai-Shomeisho (Disaster Victim Certificate). For further details about the application, contact Academic Affairs/Student Support Office at Graduate School of Medicine as soon as possible. (An application submitted after September 1, 2017 will not be acceptable.)</p> <p>Payment period: <u>From Friday, September 1 to Wednesday, September 13, 2017</u></p> <p>[Payment method] 1) Refer to the page 10 for online payment procedure and follow the instructions. 2) Choose one of the payment methods from "Credit Card", "Convenient Store", "Financial Institution ATM", or "Internet Banking" and process your payment. (Will cost you 500 JPY as commission) Overseas Candidates must choose "Credit Card" payment. 3) Print out the "Proof of Payment" from EXSS confirmation page to paste it to the "Form for affixing evidence of payment for application fee." 4) Application examination fees will not be returned once the application form has been processed.</p> <p>Overseas Candidates can use the online payment service called e-shiharai.net. The details will be announced to applicants by email when they request the electronic application forms. Payment should be made by July 13, 2017 (JST) and the receipt must be sent by the deadline.</p>
*	8	Address label (enclosed to the guideline booklet)	<p>Please fill out your name and postal address in Japan (or laboratory name) to be used for receiving the examination decisions and enrollment procedures. *Please make sure the letters are not exceeding the size of the address sticker.</p> <p>Overseas Candidates have to enter the information on "Address Label form" and submit the hard copy.</p>
	9	Photocopy of Residence Card/Alien Registration Card, or Certificate of entry in the resident card	<p>Only for international students. Please submit copies of both side of Residence Card/Alien Registration Card. If the applications are currently residing overseas, please submit a copy of her/his passport.</p>
	10	Certificate of Japanese Government-sponsored (MEXT Scholarship) international student	<p>Only for international students sponsored by the Japanese Government elsewhere other than at the faculty of Medicine or the Graduate School of Medicine of Kyoto University.</p>
*	11	Certificate of Employment Period (For Special Selection for Working Applicants)	<p>Only for applicants for the Special Selection for Working Applicants. The certificate must be written on the designated form enclosed to the guideline booklet and issued by the chief employer.</p> <p>Overseas Candidates must obtain the electronic form.</p>
*	12	Letter of Consent	<p>Only for applicants who wish to continue their employment, even after enrolling the program. The certificate must be issued by the chief employer on the designated form enclosed to the guideline booklet.</p> <p>Overseas Candidates must obtain the electronic form.</p>

- Notes: 1) The content of submitted application materials cannot be changed in principle.
2) Processed exam admission tickets will be sent in the middle of October 2017.

IV Evaluations

Applicants are evaluated comprehensively by performance on the entrance examinations, the content of the research protocol and the academic transcripts.

1. Examinations

(Both General Selection and Special Selection for Working Applicants)

Time and Date		Subjects		Place
Wednesday, November1, 2017	9:00am - 10:30am	Foreign Language (English)	Written Exam	Graduate School of Medicine, Kyoto University (Inside of Faculty of Medicine Campus)
	11:00am - 0:40pm	Public Health (3 questions) [2 questions]	Written Exam	
	From 2:00pm	Interview regarding the prospective research field	Oral Exam	

*The number within [] indicates the number of questions for examinees in Special Selection for Working Applicants.

*Applicants must arrive at their examination room (in Graduate School of Medicine, Kyoto University) by 8:30 am on the date of the examination. The location of examination rooms will be posted on the bulletin board of the Graduate School of Medicine at 8:00 am on the day of the examination.

2. Regarding the subject "Foreign Language"

- 1) English is the only language provided for the subject "Foreign Language".
- 2) No dictionaries are allowed to use.

3. Regarding the subjects "Public Health"

No dictionaries are allowed to use.

V Eligibility Screening (Applicants fulfilling under "II Eligibility Requirements" 6, 7 and 8)

1. Application Deadline

An applicant fulfilling Eligibility Requirements 6, 7 or 8 is required to submit the following application materials for Eligibility Screening to the Academic Affairs/Student Support Office by Wednesday, August 23, 2017, 5:00pm. (The materials must arrive by the above deadline).

When sending the materials by post, please write "Application for preliminary eligibility screening for the Doctoral Program in Public Health at the Graduate School of Medicine for 2018" in red on the front side of an envelope, and send the materials by registered express mail. Application materials postmarked on or before Friday, August 18, 2017 (if mailed from within Japan), and that were sent by registered express mail will be accepted even if they arrive after the deadline.

Overseas Candidates should request the electronic application form by email. As the original graduation certificate and transcript must be arrived to Graduate School of Medicine, Kyoto University until the above date by international delivery service like EMS. It is recommended to confirm the documents and send them earlier than the domestic deadline.

2. Address for Sending Application Materials

Graduate School of Medicine, Kyoto University
 Academic Affairs/Student Support Office
 (Manager of Graduate School Academic Affairs)
 Yoshida Konoe-chō, Sakyo-ku, Kyoto, Japan 606-8501

3. Application Materials for Eligibility Screening

(* indicates using of designated forms enclosed to the guideline booklet)

Overseas Candidates can get electronic forms by request email after Preliminary Eligibility Check.

(1) **Eligibility Requirement 6:**

An individual who completed an educational program outside of Japan, at an educational facility designated as in Eligibility Requirement 4. or of United Nations University and passed a Qualifying Examination or equivalent assessment prescribed by the Article 16-2 of Graduate School Establishment Law (1974, Ministry of Education Directive No.28) and has been recognized by the Graduate School of Medicine, Kyoto University as having academic ability equivalent or superior to those who possess a master's degree.

*	Application form for preliminary eligibility screening	Fill in your academic history since high school on the designated form enclosed to the guideline booklet.
*	Letter of recommendation for preliminary eligibility screening (Designated Form)	The letter has to be prepared by the chairperson or a research advisor of a school/company in which you are/were enrolled (must be confidentially sealed).
	Certificate of final academic records	Certification of passing the Qualifying Examination or equivalent assessment and academic transcripts. (Original or Authorized copy only / must be written in English or Japanese)
	Documents which detail the final academic records	1) Documents which detail the examination procedure and qualifying criteria of the Qualifying Examination or equivalent assessment. 2) The curriculum details (course list and course outlines) of the program equivalent to master's program which applicant has completed.
	Education outline of all programs which the applicant has completed in secondary and higher education.	Documents which indicate the education outline of all programs which the applicant has completed in secondary and higher education.

(2) **Eligibility Requirement 7:**

An individual who is designated by the MEXT [Notification No. 118, Ministry of Education, September 1, 1989] (an individual who has been engaged with a research for at least two years after graduating from a university)(please see II-7, page 1 for details)

*	Application form for preliminary eligibility screening	Fill in your academic history since high school on the designated form enclosed to the guideline booklet.
*	Certificate of Employment Period (Designated Form)	The certificate must be issued by the head of institution/company. In the case of a private company, the period when you are/were assigned to a research institute must be clearly written.
*	Letter of recommendation for Eligibility Screening (Designated Form)	The letter has to be prepared by the chairperson or a research advisor of a program in which you are/were enrolled (must be confidentially sealed).
	Applicant's research history (CV)	Please describe your research activities at the institute you currently belong to (including a list of publications/achievements).

	Research performance records of your affiliated institute/company	Annual report of the institute, academic society bulletins, etc.
	Certificate of final academic records	Graduation (Completion) certificate and academic transcript. (Original or Authorized copy only / must be written in English or Japanese)

(3) Requirement No. 8:

An individual who is recognized by the Graduate School of Medicine of Kyoto University as having academic ability equivalent or superior to that of an individual fulfilling Eligibility Requirement 1 as a result of the individual eligibility screening for admission and has reached the age of 24 by March 31, 2018

*	Application Form for Eligibility Screening	Fill in your academic history since high school on the designated form enclosed to the guideline booklet.
*	Letter of recommendation for eligibility screening (designated form)	The letter has to be prepared by the dean or a research advisor of a program in which you are/were enrolled (must be confidentially sealed).
	Applicant's research history (CV)	Please describe your research activities at the institute you currently belong to (including a list of publication/achievements).
	Certificate of final academic records	Graduation (Completion) certificate and academic transcript. (Original or Authorized copy only / must be written in English or Japanese)

4. Eligibility Screening

Applicants are evaluated by their research activities, list of publications/achievements and other information described in the submitted materials.

5. Screening Decisions

The decisions of the Eligibility Screening will be notified to applicants by special registered mail (domestic) in the middle of September, 2017.

Overseas Candidates will receive the decision by email and notification letter of eligibility screening decision will be sent to their prospective Research Field in the middle of September, 2017.

VI Admission Decisions

At 11:00am (JST), Monday, November 27, 2017, the list of examination numbers of successful applicants are to be posted on the bulletin board of the Graduate School of Medicine, and acceptance letters are to be sent to the successful applicants.

The list will also be posted on the website of the Graduate School of Medicine (http://www.med.kyoto-u.ac.jp/apply/entrance_examination/).

(No Telephone inquiries will be accepted)

Applicants must keep your exam admission ticket until the enrollment procedures are completed.

Overseas Candidates will receive their decision at their prospective laboratory by internal mail delivery service. They can confirm to the laboratory to know the result after the above date.

VII Enrollment Procedures

1. Admission Fee : 282,000 yen
2. Tuition for first semester: 267,900 yen (total annual tuition: 535,800 yen)

*The amounts indicated above are tentative and subject to change.

*If the above amounts are revised at or after the time of enrollment, the new amounts will be applied at the time of payment.

3. Information regarding the payment schedule for the admission fee, materials to be submitted, Japan Student Services Organization for Scholarships, and tuition exemption and others will be sent by postal mail to your Japanese address at the beginning of March 2018.

VIII Others

1. When requesting the admission guidelines booklet by postal mail, please enclose a “Square No. 2” size envelope (write a delivery address, name and postal code, and attach 380-yen-stamp on the face) along with your contact telephone number, and write “Request for admission guidelines for the doctoral degree program in public health, 2018” in red on the face of a sending envelope, and send the request to the address below. (for domestic mail only)
2. Applicants with physical disabilities who require special arrangements for taking the examination should contact Academic Affairs/Student Support Office, before submitting their application.
3. Kyoto University is committed to protecting the individual privacy of applicants by restricting the use of all collected information as specified by Kyoto University Personal Information Protection Regulations. In accordance with these policies, the information on our application (personal information, exam score, financial support, and others) may be used by Kyoto University officials only for appropriate administrative purpose. (1.for admission exam, 2.for enrollment & scholarship procedures, 3.for preparation for enrollment)

Revised in August, 2017

Graduate School of Medicine, Kyoto University

<http://www.med.kyoto-u.ac.jp/en/>

Graduate School of Medicine, Kyoto University

Academic Affairs/Student Support Office

(Manager of Graduate School Academic Affairs)

Yoshida Konoe-chō, Sakyo-ku, Kyoto, Japan

606-8501

TEL : 075-753-4306 FAX : 075-753-4405

kyoumu-in@mail2.adm.kyoto-u.ac.jp

EXSS Examination Settlement Service

Payment Methods for Application Fees with Convenience Store or Credit Card

Payment is possible 24 hours a day using a convenience store (Seven-Eleven, Lawson, Ministop, FamilyMart, Circle K Sunkus, Seicomart, Daily Yamazaki, Three F), credit card, financial institution ATM or Internet banking.

1 Apply From The Web

Access the URL below and enter the required items following the instructions on the screen after selecting the school from the list.

<https://www3.univ-jp.com/kyoto-u/en/med/>



2 Checking Application Content

The **reception number** (not the examination number) and **number required for payment** will be displayed so please make a memo or print the screen. The e-mail address and password entered in the personal information input screen will be used when displaying the proof of payment.

3 Payment

Please make the payment using one of the methods below.

If you are outside of Japan, you can only pay by credit card.

Credit Card	Convenience Store (Payments of 300,000 yen or less)					
<p>Personal Identification During the application procedure, you will be required to enter credit card details for personal identification purposes. Please have your card ready before applying.</p> <p>Number of payments Payments are only accepted in full.</p> <p>Other precautions Please ensure that you have sufficient funds available on your credit card before applying.</p>	<p>Let a staff member at a 7-Eleven store know the [私込票番号] (payment number) that was displayed after you completed your initial application and pay the application fee and processing fee in cash. Be aware that no refunds will be given after you have paid at the cash register.</p>	<p>Select [各種サービスメニュー] (Service Menu).</p> <p>Select [各種代金・インターネット受付・スマートビットのお支払] (Pay a bill/Pay for an online purchase/Pay for a Smart Pit purchase).</p> <p>Select [各種代金お支払] (Pay a bill).</p> <p>Select [マルチペイメントサービス] (Multi-Payment Service).</p> <p>Enter the customer number.</p> <p>Enter the confirmation number.</p>	<p>Select [代金支払い] (Pay a bill).</p> <p>Select [各種番号をお持ちの方はこちら] (I have a number).</p> <p>Select [番号入力画面に進む] (Go to number entry screen).</p> <p>Enter the customer number.</p> <p>Enter the confirmation number.</p> <p>Agree and proceed.</p>	<p>Select [各種支払い] (Payments).</p> <p>Select [11ケタの番号をお持ちの方] (I have an 11-digit number).</p> <p>Select [オンライン決済番号を入力してお支払い] (Enter online payment number and pay).</p> <p>Enter the online payment number (オンライン決済番号).</p> <p>Next</p>	<p>Select [インターネット受付・各種代金お支払い] (Complete an online transaction/Pay a bill).</p> <p>Enter the online payment number (オンライン決済番号).</p> <p>Next page</p>	<p>Tell a staff member that you want to make an online payment (オンライン決済).</p> <p>On the LCD touch panel screen of the cash register, enter the online payment number (オンライン決済番号).</p> <p>After paying the amount in cash, be sure to keep the tax receipt (領収書), guide (ご案内), copy of the receipt (お書き留め), etc.</p>
<p>If the application information is correct then press the "Confirm" and "Print" buttons. An application ticket will come out of the terminal so pay the admission examination payment fee with cash at the counter within 30 minutes.</p>						

Financial Institution ATM (Pay-easy)
<p>Payments can be made with ATMs with the Pay-easy mark at the financial institutions below. A cash payment of 100,000 yen or less or a credit card payment of 1,000,000 yen or less is possible with a single application. (List of compatible financial institutions) -Japan Post Bank -Mizuho Bank -Resona Bank/Saitama Resona Bank ■ Check financial institutions compatible for payment with the "List of compatible ATMs" below. http://www.well-net.jp/multi/financial_list/index.html</p>
<p>From the ATM menu screen, select [税金・料金払込み] (Pay tax/bill).</p>
<p>Enter the receiving institution number, customer number and confirmation number</p>
<p>Select either 現金 (Cash) or キャッシュカード (Cash card) as a payment method.</p>

Internet Banking
<p>Internet banking with major banks, regional banks, credit unions and cooperatives, worker's credit unions, agricultural cooperatives and fisheries cooperatives can be used. Prior application with the financial institution is required. Payments can also be made with Rakuten Bank, Japan Net Bank, Jibun Bank or SBI Sumishin Net Bank. Prior opening of an account with the financial institution is required.</p>
<p>Open the payment and application content confirmation screen</p>
<p>Press the "Payment with Internet Banking"</p>
<p>Select financial institution with Internet banking contract and login</p>

Payment compatible convenience stores and financial institutions are subject to change. Check with the website for details.

4 Proof of Payment Seal for Application Documents

Print the proof of payment from the payment or application content confirmation screen, then cut out the required section and attach it to the designated position on the applicant ticket. Post it in the same way as the required documents.



(1) Cut out the required section,



(2) Attach it to the designated position on the applicant ticket.

A service fee is charged separately. Check with the website for details.