

**Graduate School of Medicine, Kyoto University**  
**Guide for Applying to**  
**Master's Program in Medical Sciences for 2018**

Translation Disclaimer

Kyoto University strives to achieve the highest possible accuracy in translating its documents from their official language of Japanese. However, due to the nature of translated documents, accuracy is not guaranteed. The translated documents are produced for reference only, and are not legally binding. The original documents in the Japanese language shall always take precedence over their translated versions.

**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/](http://www.med.kyoto-u.ac.jp/en/apply/entrance_examination/)**

# Graduate School of Medicine, Kyoto University

## Guide for Applying to

### Master's Program in Medical Sciences for 2018

#### **A message to prospective master's students in medical sciences**

The master's program in medical sciences at Kyoto University offers non-MD students an opportunity to establish solid foundations in medical research. We are dedicated to train young scientists with diverse undergraduate backgrounds, as we believe these students bring interdisciplinary perspectives to the finest research conducted at our graduate school. Our curriculum is designed to allow students without undergraduate biology education to learn medical biology during the course of the program. This master's program prepares and expects our students to continue their career into the doctoral program. We seek enthusiastic students who wish to make significant contributions to the world of medical sciences.

#### **I Major and Enrollment Capacity**

##### **Medical Sciences 20**

\*Starting 2014, some of exam questions will be made in considerations for applicants who have the background of the field of science & engineering or biology.

For details and contact information of Research Fields (Laboratories) in this major, refer to the Website of Graduate School of Medicine: [http://www.med.kyoto-u.ac.jp/en/grad\\_school/research/doctoral\\_course/](http://www.med.kyoto-u.ac.jp/en/grad_school/research/doctoral_course/)

#### **II Eligibility Requirements**

Applicants must satisfy one of the following requirements below (or who satisfy one of the following requirements by March 31, 2018).

1. Those who have graduated from a Japanese university.
2. Those who have been awarded a bachelor's degree under Article 104, Paragraph 4, of the School Education Law in Japan.
3. Those who have completed 16 years of formal school education in foreign countries.
4. Those who have completed 16 years of school education in Japan according to the foreign education systems by distance/online education.
5. Those who have completed an undergraduate program (limited to courses whose graduates are regarded as having completed 16 years of school education in the respective foreign country) of a foreign university in Japan that is accredited under the school education system of the respective foreign country as offering undergraduate courses and which is designated by the Minister of Education, Culture, Sports, Science and Technology (hereafter "the MEXT").
6. Those who have been awarded a degree equivalent to bachelor's degree by completing a 3 years or longer program at a foreign university/other foreign educational institution which have been accredited by the respective foreign government or a person who has obtained certification by the appropriate foreign governmental agency, or which has been designated by the MEXT as the equivalent thereof. (This includes those who have completed the distance/online program offered by the appropriate school by taking courses while residing in Japan as well as one of those foreign educational programs at an appropriate educational institution positioned in the school education system of the said country and designated by said authorization described in the preceding item)
7. Those who have completed an advanced professional program approved by the MEXT, conducted by a higher vocational school, after the date determined by the MEXT.
8. Those who have been approved by the MEXT (Notification No. 5, Ministry of Education, 1953).
9. Those who have been enrolled in a Japanese university for three years or longer (including those the MEXT approved as having equivalent education, in accordance with Article 102-2 of the School Education Law) and who are recognized by the Graduate School of Medicine of Kyoto University as having demonstrated academic excellence. [requires individual Eligibility Screening; see item V]
10. Those who demonstrated academic performance equivalent or superior to the graduating college students on the individual eligibility screening given by the Graduate School of Medicine at Kyoto University, and who has reached the age of 22. [requires individual Eligibility Screening; see item V]

Those who have graduated or are expected to graduate from a foreign university must submit a copy of graduation certificate (or certificate of expected graduation) and "Preliminary Eligibility Check for Foreign Applicants" application sheet to Academic Affairs/Student Support Office (Manager of Graduate School Academic Affairs) by **5:00 pm on Wednesday, June 14, 2017** before starting the application process. And applicants are recommended to prepare the necessary documents for application before starting the application process.

Requests from "Applicants who live outside of Japan" ("Overseas Candidates" hereafter) to check their application eligibility are acceptable by email. They will receive further instructions of application procedure with the check result.

Refer to the website to apply: [http://www.med.kyoto-u.ac.jp/en/apply/entrance\\_examination/](http://www.med.kyoto-u.ac.jp/en/apply/entrance_examination/)

### III Application procedures

#### 1. Application period

The applicants submit their application package in person or by postal mail **between Tuesday, July 11 at 9:00am and Thursday July 13, 2017 at 5:00pm.**

The hours at the office are from 9:00 am until 12:00 noon, and from 1:00 pm until 5:00 pm.

If sending by mail, the documents must arrive by 5:00 pm on the day of the deadline. However, the application documents postmarked on Tuesday, July 11, 2017 (domestic mail in Japan only) and sent by registered express mail will be accepted even if they arrive after the deadline.

Overseas Candidates must send the instructed application materials below by international delivery service like EMS, as those documents have to arrive by **Thursday July 13, 2017 at 5:00pm**

Admission information will be given by request by email from the applicants who passed the "Preliminary Eligibility Check" <[http://www.med.kyoto-u.ac.jp/en/apply/entrance\\_examination/](http://www.med.kyoto-u.ac.jp/en/apply/entrance_examination/)>

#### 2. Submitting application documents

Send by **registered express mail** using the envelope enclosed to the guideline booklet (Domestic mail in Japanese only). Use the envelope with the enclosed to the guideline booklet, even if you are submitting the documents in person.

Overseas Candidates have to prepare the "square No.2 size envelope" (240mm x 332mm) or similar size of envelope and paste the "submission label" form on it. Enclose all the materials into the submission envelope and the put it into another envelope/EMS envelope and send it to be delivered until **Thursday July 13, 2017 at 5:00 pm.** Using EMS or another international courier service with mail tracking is recommended.

#### 3. Application documents should be sent to:

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

#### 4. Application Documents (\* indicates designated forms enclosed to the guideline booklet or electronic form which will be provided to those who live outside of Japan by request)

Overseas Candidates get electronic forms provided by request email after they finish their Preliminary Eligibility Check.

*	1	Application Form	<p>Fill out all required items on both sides.</p> <p>[Regarding your Choice of Research Field]</p> <p>- Before submitting your application, contact the professors listed on the website to obtain prior approval of applying to the program. (Follow the instructions as shown in the "Choice of Research Field" section in the application form and check the box below on the application form.)</p>
---	---	------------------	---

	2	Official transcript	The officially issued “letter of graduate certificate” and “academic transcript” from your undergraduate degree program must be prepared by the university you are currently attending or graduated from. (Photocopies without authorization of the issuers are NOT acceptable. They must be written in English or Japanese)
	3	Graduation Certificate (or certificate of expected graduation)	<p>Applicants who have graduated from the Faculty of Medicine of Kyoto University do not have to submit these items. Applicants who passed the individual “Eligibility Screening” also do not have to submit above but they must submit a copy of “Notification of screening decision” issued by Graduate School of Medicine, Kyoto University.</p> <p>*Applicants fulfilling the Requirement No. 2 must submit Certificate of Conferring Bachelor’s Degree or Certificate of Receipt of Application for Conferring Bachelor’s Degree.</p> <p>*Those who have changed their names after the graduation must attach the copy of official document which can see the change of old name to the new name.</p>
*	4	Statement of Purpose/Research Protocol	Fill out all necessary items with using the designated form. Limit your statement within the given space in one page. Attaching the extra sheet is not permitted.
	5	A valid score of either of below: - TOEFL-iBT - TOEFL-PBT - TOEIC®	<p>A valid English proficiency test score is required to submit. The score must be obtained at the test which was held within the 2 years prior to the application deadline date.</p> <p>Applicants are to submit either of listed below</p> <ul style="list-style-type: none"> <li>- TOEFL-iBT : Examinee Score Report (original)</li> <li>- TOEFL-PBT: Examinee Score Report (original)</li> <li>- TOEIC®: Official Score Certificate or Certificate of Achievement (original)</li> </ul> <p>[Note] The score of TOEFL-ITP (Institutional Test Program), TOEIC-IP (Institutional Program), TOEIC-SW or TOEIC-Bridge is not acceptable.</p> <p><b>English mother tongue applicants also have to submit one of above scores.</b></p>
*	6	Exam Admission Ticket / photograph card	<p>Two ID photographs (3.5cm x 4.5cm) to be attached to the exam admission tickets enclosed to the guideline booklet.</p> <p><b>Overseas Candidates have to prepare two of the above size ID photos and enclose them to submission envelope.</b></p>
*	7	Self-addressed stamped envelope for the return of the exam admission ticket	<p>Put your name and address on the envelope enclosed to the guideline booklet and attach a 362-yen stamp (for Japanese domestic express mail).</p> <p><b>Overseas Candidates have to enter their name and their choice of Research Field in “09 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. They must request the Research Field to receive the ticket for them.</b></p>

* 8	Evidence of Payment for Application Fees (Pasted on the designated form)	<p><b>Application fee: 30,000 yen</b> [Japanese Government (MEXT)-sponsored international students 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. Ensure to submit a copy of Risai Shomeisho (Disaster Victim Certificate). For more information about the application, contact the administrative office at the Graduate School of Medicine as soon as possible. (An application submitted after July 1, 2017 will not be acceptable.)</p> <p><b>Payment period: From July 5, 2017 to July 13, 2017</b></p> <p>[Payment method]</p> <ol style="list-style-type: none"> <li>1) Refer to the page 9 for online payment procedure and follow the instructions.</li> <li>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) <b>Overseas Candidates must choose “Credit Card” payment.</b></li> <li>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.”</li> <li>4) Application examination fees will not be returned once the application form has been processed</li> </ol>
* 9	Address label	<p>Fill out the address to be used to receive the admission decisions and enrollment procedures.</p> <p><b>Overseas Candidates have to enter the information on “Address Label form” and submit the hard copy with other materials. They must request the Research Field to receive the ticket for them.</b></p>
10	Residence card, foreign resident registration card, or certificate of entry in the resident card	<p>Only international students have to submit a two-sided copy of a residence card and foreign resident registration card.</p> <p>A foreign student who has not yet arrived Japan must alternatively submit a copy of his/her passport.</p>
11	Japanese Government (MEXT) sponsored international student certificate	<p>Submit a copy of certificate if you are Japanese government-sponsored (MEXT) international students currently attending school other than Graduate School of Medicine at Kyoto University.</p>

- NOTES: 1) Once submitted, you cannot make changes to the application documents.  
2) An exam admission ticket will be mailed in the middle of August.

#### IV Evaluations

Applicants are evaluated by the score of the entrance examination, score of English proficiency test, academic transcripts, and their statements of purpose.

##### 1. Examinations

Dates		Subject		Venue
Tuesday, August 29 2017	9:30 am to 11:10 am	Basic Biology (choose 1 question) General Biology and General Science & Engineering (choose 2 questions)	Written Exam	Graduate school of Medicine, Kyoto University
	1:00 pm through	Interview	Oral	

\* Applicants must arrive at the test location (Graduate school of Medicine, Kyoto University) by 9:00 am on the date of the examination.

The examination room will be announced on the bulletin board of the Graduate school of Medicine until 8:30 am on the day of the examination.

##### 2. Regarding Basic Biology or General Biology and General Science & Engineering examinations

No dictionaries shall be allowed.

◇ **Overview of Basic Biology:** Applicants will be asked about fundamental structures of cells and individual animal organisms as shown in *Essential Cell Biology* (Garland Publishing Inc., New York & London) or other typical textbooks of biology. Applicants are required to choose one question from multiple selections to answer.

◇ **Overview of General Biology and General Science & Engineering:** Applicants are required to choose two questions from multiple selections concerning expertise in the field of General Biology and General Science & Engineering to answer. (See the list (1)-(3) below)

(1) Questions concerning about expertise and understanding of General Biology (Multiple questions)

(2) Questions to test applicants' fundamental understanding and ability of judgement concerning biological phenomena topics in the field of applied mathematics (Fourier transformation / differential equation, etc..) as basic study area, and in the field of electronics & informatics (electronic circuit / instrument engineering / signal processing / image processing), mechanical engineering (mechanical dynamics / material mechanics / thermal dynamics / liquid dynamics) and Nuclear engineering (quantum science / nuclear physics / nuclear instrumentation) as specialized study area. (Multiple questions)

(3) Questions to test applicants' fundamental understanding and ability of judgement concerning biological phenomena topics in the field of organic chemistry (synthetic organic chemistry / macromolecular chemistry / biologically-relevant chemistry) and chemical engineering (chemical reactions / catalyst / chemical process engineering) as basic study area. (Multiple questions)

#### V Eligibility Screening (Applicants falling under Eligibility Requirements 9 and 10)

##### 1. Application deadline

Applicants falling under eligibility requirements (9) or (10) above are required to submit the following documents for Eligibility Screening to the Academic Affairs/Student Support Office (Manager of Graduate School Academic Affairs) by **5:00 pm on Wednesday, June 14, 2017.**

When mailing the documents, write "Application for Eligibility Screening to the Master's Course of the Graduate school of Medicine of 2018" in red on the front of the envelope, and all documents must be sent by registered express mail. Application documents postmarked on or before Monday, June 12, 2017 (if mailed within Japan), and that were sent by registered express mail will be accepted even if they arrive after the deadline.

Overseas Candidates can request the electronic application form by email after they finish their Preliminary Eligibility Check. As the original graduation certificate and transcript must be arrived to Graduate School of Medicine, Kyoto University until **Monday June 14, 2017 at 5:00pm** by international delivery service like EMS. They are recommended to prepare the materials and send them earlier than the domestic applicants.

2. Application documents should be submitted or mailed to:

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

3. Documents to submit (\* indicates designated forms enclosed to the guideline booklet)

Overseas Candidates can get electronic forms will be provided to those who live outside of Japan by request email after Preliminary Eligibility Check.

*	Application Form for Eligibility Screening	Fill out necessary information and your academic history following high school graduation.
*	Letter of Recommendation	To be prepared by a superior or a research advisor of the university in which you are/were enrolled. (Must be kept sealed in the envelope and confidential.)
	Certificate of final academic record	Graduate certification and academic transcripts (Photocopies without authorization of the issuers are NOT acceptable. They must be written in English or Japanese)
	Documents pertaining to school of final academic history	Documents listing Eligibility Requirements for entrance and, graduation (completion) and course terms of the program. (Academic Bulletin, etc..)
	Other documents pertaining to academic history	Certificate of the list of the courses and credits taken as an auditor, etc

4. Eligibility Screening Criteria

Decisions on Eligibility Screening will be made based on the students' academic records, total amount of education years, number of credits earned, and others.

5. Screening decisions

We will notify the decisions of Eligibility Screening using special registered mail in the early July 2017. (Domestic students only)

Overseas Candidates will receive the decision by email and notification letter of screening decision will be sent to their prospective Research Field in early July.

## VI Admissions decisions

At 11:00 am on Friday, September 15, 2017, we will announce the admissions decisions by examinee numbers on the bulletin board of the Graduate school of Medicine. We will also send out the decision letters to the applicants.

The list of accepted examinees' numbers will be posted on the website of the Graduate School of Medicine.

[https://www.med.kyoto-u.ac.jp/apply/entrance\\_examination/](https://www.med.kyoto-u.ac.jp/apply/entrance_examination/) (Japanese site)

Telephone inquiries about the selection results are not acceptable.

You must keep your exam admission ticket until the enrollment procedure is over.

Overseas Candidates will receive their decision at their prospective laboratory by internal mail. Confirm to the laboratory to know the result.

## VII Enrollment Procedures

1. Admission Fee 282,000 yen

2. Tuition First semester: 267,900 yen (annual tuition: 535,800 yen)

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

\*If the above amounts changes at or after your enrollment, the new amounts will apply at the time of payment.

3. We will notify you regarding the payment schedule of Admission Fee, items to submit at the beginning of the school year, information about Japan Student Services Organization scholarships and exemption of tuition, others at the beginning of March 2018.

## VIII Others

1. Students in this master's program must take separate entrance examinations when applying to our doctoral program in the Graduate school of Medicine.
2. When requesting admission guidelines by mail, enclose a square No. 2 return envelope (put your name, address, postal code and affix a 250 yen stamp) along with your contact telephone number, write "Request for Admission guidelines for the master's program in medical sciences, 2018" in red on the front of the envelope and send to the inquiry address below. (for domestic applicants only)
3. Applicants with physical disabilities who require special arrangements for taking examinations should contact Academic Affairs/Student Support Office, before submitting their application.
4. 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, etc.) may be used by Kyoto University officials only for appropriate administrative purposes.

Revised in May 2017

### **Graduate School of Medicine, Kyoto University**

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

Yoshidakonoe-chō, Sakyo-ku, Kyoto, 606-8501

Graduate School of Medicine, Kyoto University

Academic Affairs/Student Support Office

(Manager of Graduate School Academic Affairs)

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

[kyoumu-in@mail2.adm.kyoto-u.ac.jp](mailto: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><b>Personal identification</b> 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><b>Number of payments</b> Payments are only accepted in full.</p> <p><b>Other precautions</b> 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 [払込票番号] (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ケタ等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>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 (お客さま控え), 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)

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](http://www.well-net.jp/multi/financial_list/index.html)



From the ATM menu screen, select [税金・料金払込み] (Pay tax/bill).

Enter the receiving institution number, customer number and confirmation number

Select either 現金 (Cash) or キャッシュカード (Cash card) as a payment method.

### Internet Banking

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.



Open the payment and application content confirmation screen

Press the "Payment with Internet Banking"

Select financial institution with Internet banking contract and login

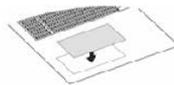
Payment compatible convenience stores and financial institutions are subject to change. Check with the website for details.

### 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.