

**Graduate School of medicine, Kyoto University**  
**Guide for Applying to**  
**Professional Degree Program in Public Health for 2018**

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

# Graduate School of Medicine, Kyoto University

## Admission Guidelines for

### Professional Degree Program in Public Health for 2018

#### ○ Message to Prospective Applicants for Our Professional Degree Program in Public Health

The purpose of this program is for those who wish to become specialists or researchers in the fields of healthcare, medical care, or welfare to acquire knowledge, skill, and attitude that are necessary to search, evaluate, analyze, and solve problems concerning health of "individuals in society". Since the study target covers a broad range of academic disciplines, such as natural science and humanities, we welcome individuals from any academic field with enthusiasm to become high-level specialists or educational researchers in the field of domestic/international healthcare, medical care, or welfare.

The following courses are provided for this major in addition to the basic Two-year Course for Master of Public Health (to be referred to as Two-year MPH Course):

#### ◇ One-year MPH Course (since 2011)

This is a one-year professional degree program for those who have practical experiences(\*) in public health. Previously, there was no educational program available in Japan which was fully developed to theorize practical experiences in public health and to acquire higher expertise. The One-year Course is now provided to those who wish to develop higher expertise based on their own practical experiences. We welcome individuals who have a broad range of practical experiences and enthusiasm to achieve high-level expertise.

The applicants for this course are allowed to apply also for the Two-year MPH Course, but not the Master of Clinical Research (MCR) Course.

\* Practical experiences can be not only in conventional fields, but also in a wider range of areas related to healthcare, welfare and health, such as at government agencies (healthcare, welfare and medical-care agencies, industrial healthcare agencies or environmental healthcare agencies); health insurance societies; medical-care agencies including hospitals and clinics; nursing care facilities for elderly; pharmaceutical industry agencies; medical-care related industry agencies; environment related industry agencies; other medical-care welfare related organizations (NPO, NGO); environment healthcare division or industry healthcare division of companies; think tanks, journalistic organizations including mass communication media, or legal area that are related to medical-care system or hospital management. An example of practical experience in the healthcare, welfare and medical-care area includes work experience for at least two years (generally in a full-time position (32 hours per week or longer) at a government agency or medical institution in a capacity of medical doctor, dentist, veterinarian, pharmacist, health nurse, or managerial dietitian.

#### ◇ Master of Clinical Research (MCR) Course (since 2005)

This is a one-year course for medical doctors and dentists with clinical experiences. The course started in 2005 as the first educational program on full scale to foster outstanding researchers in the area of clinical research, and was approved as an official field in 2008. We welcome doctors and dentists who wish to be able to pursue clinical researches based on research questions developed from own clinical experiences.

The applicants of this course are allowed to apply also for the Two-year MPH Course, but not the One-year MPH Course.

#### ◇ Genetic Counselor Course (since 2006)

The aim of this course is to foster individuals who have a high level of expert knowledge and communication skills to deal with advanced genetic medical care, and are capable of understanding the position of patients and their families to take an intermediary roll in the genetic medical care. We look forward to receiving applications from enthusiastic applicants with challenging spirit toward the new genetic medical care field.

\*The clinical research coordinator course (since 2006) has been taken over in the clinical research management field since 2010, and admissions into the coordinator course are accepted through the general selection for the undergraduate program. In this counselor course, an individual who wishes to cultivate expertise as a clinical research specialist is welcomed.

#### ◇ Clinical Biostatistics Course

Clinical Biostatistics Course, supported by the Japan Agency for Medical Research and Development, develops ethically and scientifically sound clinical biostatisticians, who will work in clinical trial fields. Those who are interested in data science and/or statistics are welcomed regardless of medical knowledge.

defined by the standards for the establishment of professional graduate school (Ordinance of the Ministry of Education, Culture, Sports, Science and Technology No. 16 of March 31, 2003), and a student who has completed the program is awarded a degree of Master of Public Health (MPH).

## I Major and Enrollment Capacity

Public Health

34

Regarding the contact information of each “Research Field” in this major, refer to the Website for School of Public Health : <http://sph.med.kyoto-u.ac.jp/en/field/>

This major offers the following courses and selection categories. (Fill out the correct names of the courses you wish to apply for in your application form. Do not write the names in an abbreviated manner.)

Contact a professor of Research Field or a mentor of a course which you wish to apply, prior to filling in an application form. (Applicants are recommended to get approval to apply well in advance of the application period)

① Course	② Selection/Multiple Application Choice	Remarks
Two-year MPH Course	General selection	In “Choice of Research Field” section on the application form, applicants must; (1) Check your choice of courses at ①Choice of Course. (2) Check your choice of the selection type at ②Choice of Selection or Multiple Application (3) Fill out the name of desired Research Field chosen from the list at ③Research Field
	Special Selection for Working Applicants	
One-year MPH Course	General selection only (Applicants can apply Two-year MPH Course as the second choice)	In “Choice of Research Field” section on the application form applicants must; (1) Check your choice of course at ①Choice of Course. (2) Check “Multiple Application with 2-year MPH Course” if you wish to apply for multiple application with 2-year MPH course as second choice at ② Choice of Selection or Multiple Application (3) Fill out the name of desired Research Field chosen from the list at ③Research Field
Master of Clinical Research (MCR) Course (one year program)		
Genetic Counselor Course (two-year program)	General selection only	In “Choice of Research Field” section on the application form applicants must; (1) Check your choice of courses at ①Choice of Course. (2) Keep empty at ②Choice of Selection or Multiple Application Choice and ③Research Field
Clinical Biostatistics Course (two-year program)	General selection only	In “Choice of Research Field” section on the application form applicants must; (1) Check your choice of courses at ①Choice of Course. (2) Keep empty at ②Choice of Selection or Multiple Application Choice and ③Research Field

## II Eligibility Requirements

○ An individual who possesses or will possess one of the following requirements by March 31, 2018 is eligible to apply:

1. an individual who has graduated from a Japanese university;
2. an individual who has been awarded a bachelor’s degrees according to Article 104, Section 4 of the Japanese School Education Law;
3. an individual who has completed 16 years of school education in a foreign country;
4. an individual who has taken class subjects in Japan through correspondence education which is offered by a foreign school, and completed 16 years of school education defined in the foreign country;
5. an individual who has completed an undergraduate program (limited to a program whose graduate is regarded as

having completed 16 years of school education under the foreign country's school education system) in Japan which is offered by a foreign university positioned as a facility that has curricula of a university under the foreign country's school education system, and designated separately by the Minister of Education, Culture, Sports, Science and Technology (hereafter "the MEXT") ;

6. an individual who has 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. an individual who has completed a specialized program at an advanced vocational school designated by the MEXT after the date determined by the Minister;
8. an individual who has been designated by the MEXT (Notification of the MEXT No. 5 of February 7, 1953);
9. an individual who has enrolled in a university for at least three years (including an individual who is approved by the MEXT as having an equivalent education, in accordance with Article 102, Section 2 of the School Education Law), and has been recognized by the Graduate School of Medicine of Kyoto University as having earned specified credits with excellent grades [Eligibility Screening is required; see item V]; and
10. an individual who is qualified, through an individual eligibility screening for admission, by the Graduate School of Medicine of Kyoto University, and determined to have an academic ability equivalent or superior to that of a university graduate, and who has reached the age of 22 [Eligibility Screening is required; see item V].

※ An applicant who has NOT graduated from a Japanese university (four-year Japanese university program) must note that they may need to apply to individual "Eligibility Screening" after the eligibility check process.

※ An applicant who has graduated from a foreign university must apply to "Preliminary Eligibility Check" to the Academic Affairs/Student Support Office at the Graduate School of Medicine by Wednesday June 14, 2017, 5:00 p.m. (See 2. On the website; [http://www.med.kyoto-u.ac.jp/en/apply/entrance\\_examination/](http://www.med.kyoto-u.ac.jp/en/apply/entrance_examination/) )

※ An applicant who is eligible for the "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 fulfilling the requirement No. 10 needs to have consultation in advance, since the eligibility will be decided on a case-by-case basis, applicants are recommended to consult Academic Affairs/Student Support Office in advance.

※ An applicant for the Master of Clinical Research (MCR) Course must be a licensed doctor/dentists who has clinical experience at least for two years, or has completed postgraduate training (or will have completed the training by the end of March 2018).

※ An applicant for the One-Year MPH Course must have graduated from a six-year university (medical, dental, veterinarian, or pharmaceutical), or completed a master's program or a professional degree program and had a practical experience at least for two years (a clinical training is considered as practical experience).

### III Application Procedures

#### 1. Application Period

**Tuesday, July 11, 2017 - Thursday, July 13, 2017 by 5:00 p.m.**

**(Documents must arrive during the above period)**

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

9:00 a.m.-12:00p.m., and 1:00 p.m.-5:00 p.m.

If you are sending your application documents by post, the documents must arrive by 5:00 p.m. on the day of the deadline. However, application documents will also be accepted even after the deadline, only if the documents are

sent by registered express mail (only from within Japan) and postmarked no later than Tuesday, July 11, 2017 by the dispatching post office.

Those who live outside of Japan (“Overseas Candidates” hereafter) should send the instructed application materials by international delivery service like EMS and those documents have to arrive by Thursday July 13, 2017 at 5:00 p.m. 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/](http://www.med.kyoto-u.ac.jp/en/apply/entrance_examination/)

## 2. Submission Method

Send the required documents by **registered express mail** using the envelope included in the guideline booklet.

Use the envelope included in the guideline booklet, even if you are submitting the documents 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 Thursday July 13, 2017 at 5:00 p.m. Using EMS or another international courier service with mail tracking is recommended.

## 3. Address for Sending Application Documents

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 (\* in the leftmost tables indicates designated forms included in the guideline booklet)

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

*	1	Application Form	Fill out all required items on both sides.
	2	Academic 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)	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.  *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. *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.
*	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®	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. Applicants are to submit either of listed below - TOEFL-iBT : Examinee Score Report (original) - TOEFL-PBT: Examinee Score Report (original) - TOEIC®: Official Score Certificate or Certificate of Achievement (original)  [Note] The score of TOEFL-ITP (Institutional Test Program), TOEIC-IP (Institutional Program), TOEIC-SW or TOEIC-Bridge is not acceptable. English mother tongue applicants also have to submit one of above scores.

*	6	Exam admission ticket and photograph card	Two ID photographs (3.5cm x 4.5cm) to be attached to the exam admission tickets enclosed to the guideline booklet. <b>Overseas Candidates have to prepare two of the above size ID photos and enclose them to submission envelope.</b>
*	7	Self-addressed envelope for sending processed exam admission ticket	Write your name, address and postal code, and affix stamps of 362-yen (for express mail) on an envelope.  <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. The applicants must request the Research Field to receive the ticket for you.</b>
*	8	Evidence of receipt of payment for examination fee (Affix it on the designated form)	Application fee: 30,000 yen [Japanese Government (MEXT)-sponsored international applicants need not pay application fee.]  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.)  Payment period: From July 5, 2017 to July 13, 2017  [Payment method] 1) Refer to the page 9 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) <b>Overseas Candidates must choose "Credit Card" payment.</b> 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
*	9	Address label	Fill out the address to be used to receive the admission decisions and enrollment procedures. <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>
	10	Residence card, foreign resident registration card, or certificate of entry in the resident card	Only international applicants have to submit a two-sided copy of a residence card and foreign resident registration card. A foreign student who has not yet arrived Japan must alternatively submit a copy of his/her passport.
	11	Certificate of Japanese Government (MEXT) Sponsored International Student	Submit a copy of certificate if you are Japanese government-sponsored (MEXT) international applicants currently attending school other than Graduate School of Medicine at Kyoto University.
*	12	Certificate of Employment Period	Only for applicants eligible for "Special Selection for Working Applicants", or applicants for the Master of Clinical Research (MCR) Course. The certificate must be issued and authorized by the head of the employer.
*	13	Letter of consent	Only for applicants who wish to continue their employment after enrolling the program. The certificate must be issued and authorized by the head of the employer.
	14	A copy of medical license or dentist qualification	Only for applicants for the One-year MPH Course (only those who are applicable), and applicants for the Master of Clinical Research (MCR) Course Copy your license on an A4 size sheet.

*	15	Research protocol	Only for applicants for the Master of Clinical Research (MCR) Course
*	16	Letter of Recommendation from a professor of prospective research field	Only for applicants for the One-year MPH Course
*	17	Letter of Recommendation from a superior of your current affiliation	Only for applicants for the One-year MPH Course
	18	Applicant's research history (List of publication, etc)	Only for applicants for the One-year MPH Course Write about your research activity at the institute you currently belong to (Free format / approx. in two A4 size sheets).
*	19	Certificate of Employment	Only for applicants for the One-year MPH Course
	20	Document which shows your professional status (ex. Photocopy of license of pharmacist, nurse etc.)	Only for applicants for the One-year MPH Course

- Notes: 1) The content of submitted application documents cannot be changed after the submission in principle.  
2) Processed exam admission tickets will be sent in the middle of August, 2017.

#### IV Selection Method

Potential entrants are selected by a comprehensive evaluation based on the result of the academic ability assessment, the written statement of purpose, and the academic transcript.

##### 1. Academic ability assessment

Applicants must arrive at the test location (Graduate School of Medicine, Kyoto University) by 9:00 a.m. on the date of the examination.

The examination rooms will be notified on the bulletin board of the Graduate School of Medicine until 8:30 a.m. on the day of the examination.

##### 2. Examination for the subjects "Public Health", "Genetic Counselor Course" and "Clinical Biostatistics Course"

No dictionaries are allowed.

#### ◆ Examination Schedule for Two-year MPH Course (General Selection/Special Selection for Working Applicants), One-year MPH Course, Master of Clinical Research (MCR) Course

Time and Date		Subject		Venue
Tuesday, August 29, 2017	9:30a.m. - 11:10p.m.	Public Health ( 3 questions ) [ 2 questions ]	Written Exam	Graduate School of Medicine, Kyoto University
	From 1:00p.m.	Oral Examination		

#### Important notifications of each course examination.

##### (1) For the Two-year MPH Course Examination (General Selection/Special Selection for Working Applicants):

- Applicants must contact the professor of the research field that you wish to apply prior to submitting application documents.
- The number within [ ] indicates the number of questions for examinees in the Special Selection for Working Applicants.

**(2) For the One-year MPH Course Examination:**

- Applicants must contact a professor of the Research Field that you wish to apply prior to submitting application documents.
- Multiple applications to the Two-year MPH Course are allowed, but not to the Master of Clinical Research (MCR) Course.
- ※ The Special Selection for Working Applicants is not provided for this course.

**(3) For the Master of Clinical Research (MCR) Course Examination:**

- Applicants must contact and consult with a mentor (or may be mentors) from whom you wish to have individual supervision, prior to submitting application documents). And it is preferable to clarify your choice of a mentor (or mentors) prior to taking the examination (however, your request for mentor(s) may not be accepted). See the website of the MCR course (<http://www.mcrkyoto-u.jp/>) for details of the teachers and the research fields and the contact information of MCR office.(in Japanese only)
- Please note that successful applicants, when enrolling in the course, will have to sign an agreement (together with a chief researcher if the applicant himself/herself is not the principle researcher) to consent that the teacher who will provide individual supervision is a co-researcher in your project, and will publish a presentation result to the publications associated with Kyoto University, as well as to sign an pledge and to acquire an approval (if you are in employment) for committing to academic work.
- Multiple applications to the Two-year MPH Course are allowed, but not to the One-year MPH Course.
- ※ The Special Selection for Working Applicants is not provided for this course.

**◆ Examination Schedule for Genetic Counselor Course**

Time and Date	Subject		Venue
<b>Tuesday, August 29, 2017</b>	9:30a.m. - 11:10a.m.	Public Health (2 questions) Exclusive to Genetic Counselor Course (1 question)	Graduate School of Medicine, Kyoto University
	From 1:00p.m.	Oral Examination	

**Important notifications for the Genetic Counselor Course Examination:**

- Applicants must contact with the program office via email to; [kosugi@kuhp.kyoto-u.ac.jp](mailto:kosugi@kuhp.kyoto-u.ac.jp) prior to submitting application documents.
- ※ The Special Selection for Working Applicants is not provided for this course.

**◆ Examination Schedule for Clinical Biostatistics Course**

Time and Date	Subject		Venue
<b>Tuesday, August 29, 2017</b>	9:30a.m. - 11:10a.m.	Public Health (2 questions) Exclusive to Clinical Biostatistics Course (1 question)	Graduate School of Medicine, Kyoto University
	From 1:00p.m.	Oral Examination	

**Important notifications for the Clinical Biostatistics Course Examination:**

- Applicants must contact a professor of the Research Field that you wish to apply prior to submitting application documents.
- Exclusive questions are to gauge if the applicant academic performance is equivalent to the second level of Japan Statistical Society Test. (Applicants do not have to be a holder of the second level of Japan Statistical Society Test)

## V Eligibility Screening (Eligibility Requirements No. 9, 10)

### 1 . Application Period

An applicant falls under Eligibility Requirements No.9 or No.10 is required to submit the application for Eligibility Screening to the Academic Affairs/Student Support Office in person by Wednesday, June 14, 2017, 5:00 p.m. (the documents must arrive by the deadline).

When sending the documents by post, write "Application for Eligibility Screening for the professional degree program in public health at Graduate School of Medicine 2018" in red on the front side of an envelope, and send the documents by registered express mail. Application documents will also be accepted even after the deadline, only if the documents are sent by registered express mail and postmarked no later than Monday June 12, 2017 by the dispatching post office. (Only from within Japan)

Prior to applying for Eligibility Screening, applicants must finish Preliminary Eligibility Check, contact the prospective Research Field and obtain the prior approval to apply.

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 Documents

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 . Application Documents for Eligibility Screening (\* indicates designated forms included in the guideline booklet)

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

*	Application Form for Eligibility Screening	Fill out your academic history after the graduation of high school on the designated form.
*	Letter of Recommendation from superior of your current affiliation	The letter has to be prepared by a superior or a research advisor of a program in which you are/were enrolled (must be confidentially sealed).
	Certificate of final academic records	Letter of Graduation (Completion) Certificate/and Academic Transcript (Photocopies without authorization of the issuers are NOT acceptable. They must be written in English or Japanese)
	Documents pertaining to school of final academic record	Documents listing eligibility of entrance, requirements for graduation (completion), and fixed period of the program, etc
	Other documents pertaining to academic history	Academic transcript that shows the obtained courses and credits as an auditor, etc

### 4 . Eligibility Screening

The eligibility screening is to be carried out based on the information described in the submitted materials, for example, years of enrollment, number of credits obtained, etc.

### 5 . Screening Result

The result of the eligibility screening will be sent to applicants by special registered mail in the early July, 2017.

Overseas Candidates will receive the result by email, the notification letter will be sent to their prospective Research Field in the early July, 2017.

## VI Announcement of Successful Applicants

The examinee numbers of successful applicants will be posted on Friday, September 15, 2017 at 11:00 a.m. on the bulletin board of the Graduate School of Medicine, and acceptance letters will be sent to the successful applicants.

The list of examinee numbers of successful applicants will be posted on the website of the Graduate School of Medicine [http://www.med.kyoto-u.ac.jp/apply/entrance\\_examination/](http://www.med.kyoto-u.ac.jp/apply/entrance_examination/) (Japanese page)

No Telephone inquiries will be accepted.

Applicants must keep your exam admission ticket until the enrollment procedure is completed.

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 for first semester: 267,900 yen (annual tuition: 535,800 yen)
  - ※ The amounts for the admission fee and the tuition fee are tentative and may be revised.
  - ※ If the above amounts are revised at or after the time of enrollment, the new amounts shall apply as of the day on which such revision is made.
3. Information regarding the payment schedule for the admission fee, documents to be submitted, Japan Student Services Organization for Scholarships, and tuition exemption, etc. will be sent by post in the beginning of March 2018.

## VIII Others

1. In a case where an enrollee of this professional degree program would like to proceed, after completing this program, to the Latter Period of Doctoral Program or the Doctoral Program at the Graduate School of Medicine, he/she must take further examination.
2. When sending a request for the admission guidelines by post, enclose a return envelope in "Square No. 2 size" (write your address, name and postal code, and a 400 yen stamp affixed) along with your contact telephone number, write "**Request for admission guidelines for the professional degree program in public health, 2018**" in red on the front side of an envelope, and send it to the address below. (For domestic mail only)
3. Applicants with physical disabilities who require special arrangements for taking the examination should contact the office, before submitting their application documents.
4. Personal information (including information relating to performance evaluations) provided in application documents, etc., shall be handled in accordance with the stipulations set forth in the "Kyoto University Personal Information Protection Regulations," and shall be used for the objectives of (1) entrance examinations, (2) admission procedure, recommendation for acquiring scholarship etc., and (3) preparation for receiving admitted students.

May, 2017

## Graduate School of Medicine, Kyoto University

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

Graduate School of Medicine, Kyoto University  
(Manager of Graduate School Academic Affairs)  
Academic Affairs/Student Support Office

Yoshida Konoe-chō, Sakyo-ku, Kyoto, 606-8501

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・スマートピットのお支払] (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

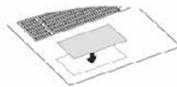
Payment compatible convenience stores and financial institutions are subject to change. Check with the website for details.

### 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.