Graduate School of Medicine, Kyoto University
Admission Guidelines for
Doctoral Program in Public Health for 2020 Intake

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 foster human resources who have fundamental knowledge, professional knowledge, skills and attitude, high ethical standards, and a sense of responsibility which are necessary to search, evaluate, analyze and solve problems concerning health and diseases of “individuals in society”, and who can independently conduct an advanced academic research in health, medical care, and welfare disciplines. 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 aggressively 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 2020 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 (requires Preliminary Eligibility Check; see item III);
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 (requires Preliminary Eligibility Check; see item III);
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) (requires Preliminary Eligibility Check; see item III);
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 IV);
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 IV);
   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. (Eligibility Screening is required; see item IV).

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 Preliminary Eligibility Check (for those who have graduated from foreign university)

Those who have graduated or are expected to graduate from a foreign university must submit a Preliminary Eligibility Check Sheet and supporting documents via email to the Office of Student Affairs at the Graduate School of Medicine by 5:00 pm on Tuesday, August 6, 2019. Refer to the website for detailed information: http://www.med.kyoto-u.ac.jp/en/apply/entrance_examination/

IV 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 Office of Student Affairs by Wednesday, August 21, 2019, 5:00pm.

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 2020” in red on the front side of an envelope, and send the materials by registered express mail. The materials must arrive by the above deadline. Application materials postmarked on or before Friday, August 16, 2019 (if mailed from within Japan), and that were sent by registered express mail will be accepted even if they arrive after the deadline.

Overseas applicants must send the materials by international delivery service like EMS with tracking number and materials must arrive by the aforementioned deadline.

2. Application documents should be submitted or mailed to:

Office of Student Affairs, Graduate School of Medicine, Kyoto University
Yoshida Konoe-cho, Sakyoku, Kyoto 606-8501, Japan

3. Documents to submit

(* indicates using of designated forms which must be downloaded from the website)

http://www.med.kyoto-u.ac.jp/apply/entrance_examination/sphdoctor/#Eng

(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.

*(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)(refer to Item II-7 for details)

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application form for eligibility screening</td>
<td>Fill in your academic history since high school on the designated form enclosed to the guideline booklet.</td>
</tr>
<tr>
<td>Certificate of Employment Period</td>
<td>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.</td>
</tr>
<tr>
<td>Letter of recommendation for Eligibility Screening</td>
<td>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).</td>
</tr>
<tr>
<td>Applicant’s research history (CV)</td>
<td>Please describe your research activities at the institute you currently belong to (including a list of publications/achievements).</td>
</tr>
<tr>
<td>Research performance records of your affiliated institute/company</td>
<td>Annual report of the institute, academic society bulletins, etc.</td>
</tr>
<tr>
<td>Certificate of final academic records</td>
<td>Graduation (Completion) certificate and academic transcript. (Original or Authorized copy only / must be written in English or Japanese)</td>
</tr>
</tbody>
</table>

*(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.

<table>
<thead>
<tr>
<th>Document Type</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Application Form for Eligibility Screening</td>
<td>Fill in your academic history since high school on the designated form enclosed to the guideline booklet.</td>
</tr>
<tr>
<td>Letter of recommendation for eligibility screening</td>
<td>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).</td>
</tr>
</tbody>
</table>
| Applicant’s research | Please describe your research activities at the institute you currently
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, 2019.

Overseas applicants 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, 2019.

V Application Procedures

Applicants must complete the 3 steps; “Online Application”, “Online Payment of the Examination Fee” and “Submission of the Application Documents”.

Go to the Online Application site from:
http://www.med.kyoto-u.ac.jp/apply/entrance_examination/sphdoctor/#Eng

("The Registration of application details” link is available only during the application period below.)

All the application materials must be enclosed to an envelope (“square No.2 size envelope (240mm x332mm) “or a similar size) as the submission envelope with the print out of the submission label from the online system pasted on.

Overseas applicants can send the submission envelope and put it into another envelope and send it to be delivered by the deadline below. Using EMS or another international courier service with mail tracking is recommended.

1. Application Period

   Tuesday, September 10, 2019 - Tuesday, September 17, 2019 by 5:00 pm (JST)
   (Materials must arrive during the above period)

Applicants must have completed the Online application, the Online payment and their application materials must be arrived and accepted during the above period.

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

Application materials should be sent to;
Office of Student Affairs, Graduate School of Medicine, Kyoto University
Yoshida Konoe-cho, Sakyo-ku, Kyoto, Japan 606-8501
TEL: +81-75-753-4306 FAX: +81-75-753-4405

If you are sending your package of materials by domestic postal service in Japan, the documents must arrive by 5:00 pm 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 and postmarked no later than Tuesday, September 10, 2019 by the dispatching post office.
Overseas Candidates must send the instructed application materials by international delivery service with the mail tracking like EMS, as those documents have to arrive by **Tuesday, September 17, 2019 at 5:00 pm.**

### 2. Application Materials

Document 4, 5, 6, 10 and 11 must be downloaded at the following website.  

<table>
<thead>
<tr>
<th>Document</th>
<th>Description</th>
</tr>
</thead>
</table>
| 1 | Application Form / Photograph Card | Print out the form after completed the Online Application.  
  Prepare two ID photographs (same photos and size: 4cm high x 3cm wide), and paste one on to the photo card section.  
  - The head is facing forward and not wearing a hat.  
  - The photo must be taken within three months from the date of submission.  
  Another photo is to paste on the “Examination Ticket” which will be sent from Graduate School of Medicine before the examination date. And applicant must bring the “Examination Ticket” with another ID photo on the examination date.  
  Applicants must obtain the prior approval from the prospective professor before the application procedure. |
| 2 | Official Transcript | The officially issued “letter of graduate certificate” and “academic transcript” from your graduate 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  
  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 do not have to submit these items.  
  *Applicants fulfilling the Requirement 6, 7 or 8 do not need to submit these items in the application period.  
  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. |
| 3 | Graduation Certificate (or certificate of expected graduation) |  
 4 | Curriculum Vitae | Download the designated form from the website. |
| 5 | Research Protocol | Download the designated form from the website.  
  Abstract your master’s thesis and a future research protocol in approximately two pages.  
  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. |
| 6 | Self-addressed return envelope for sending processed exam admission ticket | Download the designated form from the website.  
  Enter your name, address and postal code, and print in color (Black + Red). If you print it in black and white, Put “速達/Express Mail” in red on the label.  
  Paste the label to an envelope (Size 119mmX227mm) and affix stamps of 374-yen (for express mail, Japanese domestic post) on it.  
  Overseas applicants must write their name and the name of their prospective Research Field on the envelope. The postal stamps are not necessary to be affixed.  
  Overseas applicants must ask their Research Field (laboratory) to receive the Exam Admission Ticket on behalf of you. |
### Examination fee

**Application fee: 30,000 yen**

Japanese government (MEXT scholarship) sponsored international applicants, and those expected to complete master's or professional degree programs at Kyoto University 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) and April 2016 Kumamoto Earthquake, 2018 Heavy rain of July, and September 2018 Hokkaido Eastern Iburi Earthquake, 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 Office of Student Affairs, the Graduate School of Medicine as soon as possible. (An application submitted after September 1, 2019 will not be acceptable.)

Choose the payment method via the Online Application system from the followings:
- “Credit Card”, “Convenient Store”, “Financial Institution ATM”, or “Internet Banking”

**Overseas applicants must choose "Credit Card" payment.**

★ It will cost you 500 JPY as commission.
★ Application examination fees will not be returned once the application form has been processed.

### Residence card, foreign resident registration card, or certificate of entry in the resident card

Only international students 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.

### Certificate of Japanese Government-sponsored (MEXT Scholarship) international student

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.

Without this document you cannot get the examination fee waiver.

### Certificate of Employment Period

Only for applicants for the Special Selection for Working Applicants.

Download the designated form from the website.

The Certificate must be issued by the chief employer.

### Letter of Consent (option)

Only for applicants for the Special Selection for Working Applicants and who wish to continue their employment, even after enrolling the program.

Download the designated form from the website.

The Certificate must be issued by the chief employer.

**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.
VI 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)

<table>
<thead>
<tr>
<th>Time and Date</th>
<th>Subjects</th>
<th>Place</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday, November 6, 2019</td>
<td>9:00am - 10:30am</td>
<td>Foreign Language (English)</td>
</tr>
<tr>
<td></td>
<td>11:00am - 0:40pm</td>
<td>Public Health (3 questions) [2 questions]</td>
</tr>
<tr>
<td></td>
<td>From 2:00pm</td>
<td>Interview regarding the prospective research field</td>
</tr>
</tbody>
</table>

*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.

VII Admission Decisions
At 11:00am (JST), Friday, November 29, 2019, 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 (No Telephone inquiries will be accepted).

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

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

Overseas applicants 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.

VIII 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.

IX Others

1. Applicants with physical disabilities who require special arrangements for taking the examination should contact Office of Student Affairs, before submitting their application.

2. 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)

July 2019

Graduate School of Medicine, Kyoto University
http://www.med.kyoto-u.ac.jp/en/
Office of Student Affairs, Graduate School of Medicine, Kyoto University
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