Graduate School of Medicine, Kyoto University
Guide for Applying to
Doctoral Program in Medicine for 2020 Intake

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/
I Major and Enrollment Capacity

Medicine  166  (Including few students from Special Selection for Working Applicants)

To learn more about “Research Fields (department)” in our program, please refer to the website of Graduate School of Medicine:  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 will satisfy one of the following requirements by March 31, 2020).

1. Those who have graduated from a six-year program of Japanese university (limited to programs in medicine, dentistry, veterinary medicine, and pharmacy).

2. Those who have completed 18 years of formal school education outside of Japan.  (requires Preliminary Eligibility Check; see item III)

3. Those who have completed 18 years of formal school education provided by a foreign institute by taking distance/online programs while residing in Japan.  (requires Preliminary Eligibility Check; see item III)

4. Those who have completed a undergraduate programs provided by a foreign institutes which is designated by the Ministry of Education, Culture, Sports, Science and Technology in Japan (hereafter “the MEXT”) (limited to programs which is equivalent to the 18 years of formal school education in Japan).  (requires Preliminary Eligibility Check; see item III)

5. Those who have been awarded a degree equivalent to bachelor’s degree by completing a 5 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)  (requires Preliminary Eligibility Check; see item III)

6. Those who have been designated by the MEXT (Notification No. 39, Ministry of Education, 1955).
   1) Those who have completed an undergraduate program in either medicine or dentistry at a university in accordance with the former University Decree (1918, Imperial Edict No. 388).
   2) Those who have graduated from National Defense College in accordance with the Ministry of Defense Establishment Law (1954, Law No. 164).
   3) Those who have completed a master's program or a professional graduate school program which stated in accordance with the School Education Act (1947, Law No. 26) Article 99, Item 2 / Those qualified to receive a master's degree, or those who have been enrolled for two years or more in a consistent five-year doctoral program which is not divided into two-year master's program and three-year doctoral program, have obtained more than 30 credits there and completed required research work (including persons who fall to Degree
Regulations (1953, Ministry of Education Directive No. 9) Article 6, No. 1, prior to the revisions of the Degree Regulations by order of Ministry Directive (1974, Ministry of Education Directive No. 29) and who are recognized by the Graduate School of Medicine, Kyoto University as having demonstrated academic excellence which is equivalent or superior to that of those who have graduated from a veterinary medicine program at a graduate school or non-degree program, or who have graduated from a program at a graduate school or non-degree program in medicine, dentistry or pharmacy founded in order to cultivate practical clinical ability.

4) Those who have two or more subsequent years of a research experience at a university or research institution after graduated from a university (except for a veterinary medicine program at a graduate school or specialty school, or programs at a graduate school or non-degree program in medicine, dentistry or pharmacy founded in order to cultivate practical clinical ability), or after completed 16 years of education at a foreign school, and those who also have been recognized by their research achievement to have academic ability equivalent or superior to that of those who have graduated from a university in medical program, dentistry or pharmacy program designed in order to cultivate practical clinical ability (requires Eligibility Screening; see item IV) [Applicable only to those who apply to Special Selection for Working Applicants]

7. Those who have been enrolled for four years or longer in a six-year program (limited to programs in medicine, dentistry, veterinary medicine and pharmacy) of a university in Japan (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, Kyoto University as completed required academic credits with an academic excellence. (requires Eligibility Screening; see item IV)

8. Those who demonstrated academic performance equivalent or superior to Eligibility Requirement “II-1.” on the individual eligibility screening given by the Graduate School of Medicine, Kyoto University and who will be at least 24 years of the age by March 31, 2020 (JST). (requires Eligibility Screening; see item IV)

Note-1: Some Research Fields require students to have clinical experience as a medical doctor; please contact and confirm to the Research Field which you are interested in.

(List of Research Fields)
http://www.med.kyoto-u.ac.jp/en/grad_school/research/doctoral_course/

Note-2: Regarding Special Selection for Working Applicants.
Graduate school of Medicine is implementing Special Selection for Working Applicants which allows students to be able to enroll in this program with continuing their position as an employee. Admission of Special Selection for Working Applicants is limited to those who are in employment and who do not have a medical license.
If you are a student in a university or a graduate school as of April 2019, you cannot apply to Special Selection for Working Applicants. Therefore the examination items (number of the questions) will be the same as General Selection applicants. (3 questions from General medicine and General biology category)

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 falling under “II Eligibility Requirements” 6-(4), 7 and 8)

1. Application deadline
Applicants falling under Eligibility Requirements 6-(4), 7 or 8 are required to submit the following materials for Eligibility Screening to the Office of Student Affairs by **5:00 pm on Wednesday, August 21, 2019**.

When mailing the materials, write “Application for Eligibility Screening to the Doctoral Program in Medicine for 2020” in **red** on the front of the envelope, and all materials must be sent by registered express mail. The materials **must arrive by** the aforementioned deadline. 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.

Application materials should be submitted or mailed to:

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

2. **Documents to submit**

* indicates designated forms which must be downloaded from the following website.

[http://www.med.kyoto-u.ac.jp/apply/entrance_examination/medicine/#Eng](http://www.med.kyoto-u.ac.jp/apply/entrance_examination/medicine/#Eng)

1) Eligibility Requirement 6 - (4) : Those who have two or more subsequent years of research experience at a university or research institution after graduated from a university (except for a veterinary medicine program at a graduate school or specialty school, or programs at a graduate school or non-degree program in medicine, dentistry or pharmacy founded in order to cultivate practical clinical ability), or after completed 16 years of education at a foreign school, and those who also have been recognized by their research achievement to have academic ability equivalent or superior to that of those who have graduated from a university in medical program, dentistry or pharmacy program founded in order to cultivate practical clinical ability. [Applicable only to members of Special Selection for Working Applicants]

| * Application form for Eligibility Screening | Fill out your academic history following high school graduation. |
| Certificate of Employment | Certification must be issued by the head of the institution/company that you are employed. Employment period is required to add if the institute/company is a private-sector corporation. |
| Letter of Recommendation | To be prepared by a head of the institute/company or a dean/research advisor of the university in which you are/were enrolled. (Must be kept sealed and confidential.) |
| Certificate of Final Academic Records | Graduation/completion certificate(s) and academic transcript(s) (Original or authorized copy in English or Japanese) |
| Research Activity History | Please describe your research history at your affiliated institute/company. (CV and List of Publication) |
| Research achievements of your affiliated institution/company | Please submit documents which show the research achievements of your institution/company including non-profit medical research such as yearly report, academic society bulletins. |

2) Eligibility Requirement 7: Those who have been enrolled for four years or longer in a six-year program (limited to programs in medicine, dentistry, veterinary medicine and pharmacy) of a university in Japan (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, Kyoto University as completed the required academic credits with an academic excellence.
| * Application form for Eligibility Screening | Fill out your academic history following high school graduation. |
| Certificate of Final Academic Records | Certificate of enrollment (with period of enrollment) and academic transcripts *(Original or authorized copy in English or Japanese)* |
| Letter of permission for taking admission exam. | The letter must be prepared and sealed (or signed) by the dean (department head) of the university in which you are/were enrolled. *(Form; Free)* |

3) Eligibility Requirement 8: Those who demonstrated academic performance equivalent or superior to Eligibility Requirements 1 on the individual eligibility screening given by the Graduate School of Medicine, Kyoto University and who will be at least 24 years of the age by March 31, 2020.

| * Application form for Eligibility Screening | Fill out your academic history following high school graduation on the designated form enclosed to the guideline booklet. |
| * Letter of Recommendation | To be prepared by a research advisor, etc., at the last school in which you are/were enrolled. Must be kept sealed and confidential. |
| Certificate of Final Academic Records | Graduation certificate and academic transcripts *(Original or authorized copy in English or Japanese)* |
| Research Activity History | Please describe your research activities following graduation from undergraduate program. *(Including a CV, list of publication, abstract of the published article, research achievements, etc)* Please attach the copies of research articles and presentation abstracts. |

3. Eligibility Screening Decisions
Eligibility Screening decisions will be mailed 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/medicine/#Eng

(The link to the “Registration of application details” page 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, 9:00am to Tuesday, September 17, 5:00pm, 2019 (JST).**
Application materials must arrive during the above period strictly, by post or in person.
Office hours: 9:00 am-12:00 pm, 1:00 pm-5:00 pm.

If you are sending the package of materials by postal mail, it must arrive by 5:00 pm on September 17, 2019 (JST). However, the package postmarked on or before September 10, 2019 and that was sent by registered express mail from within Japan will also be accepted even if it arrives after the deadline.

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

Overseas applicants must send the instructed application materials below by international delivery service like EMS, as those documents have to arrive by **Tuesday, September 17, 2019 at 5:00pm (JST)**.

## 2. Application Materials

Form 4, 5 and 7 must be downloaded at the following website.
[http://www.med.kyoto-u.ac.jp/apply/entrance_examination/medicine/#Eng](http://www.med.kyoto-u.ac.jp/apply/entrance_examination/medicine/#Eng)

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<thead>
<tr>
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<tbody>
<tr>
<td><strong>1</strong></td>
<td>Application form/Photograph Card</td>
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<tr>
<td></td>
<td>Print out the form after completed the Online application.</td>
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<td></td>
<td>Prepare two ID photographs (same photos and size: 4cm high x 3cm wide), and paste one on to the photo card section.</td>
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<td></td>
<td>- The head is facing forward and not wearing a hat.</td>
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<td>- The photo must be taken within three months from the date of submission.</td>
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<td></td>
<td>Another photo is to paste on the &quot;Examination Ticket&quot; which will be sent from Graduate School of Medicine before the examination date. And applicant must bring the &quot;Examination Ticket&quot; with another ID photo on the examination date.</td>
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<td>Applicants must obtain the prior approval from the prospective professor before the application procedure.</td>
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| **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 |
|   | - Applicants who have graduated from the Faculty of Medicine of Kyoto University do not have to submit these items. |

| **3** | Graduation Certificate (or Certificate of Expected Graduation) |
|   | Those who are currently attending or completed graduate school of master's program must submit the graduate certificate and transcript of master's program. |
|   | - Applicants who are currently attending or completed the master's programs or professional degree programs of the Graduate School of Medicine, Kyoto University do not need to submit these items. |
|   | Applicants who passed the individual "Eligibility Screening" (item IV) also do not have to submit transcripts nor Graduation Certificates. |

*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>| <strong>4</strong> | Curriculum Vitae |
|   | Download the designated form from the website. |</p>
<table>
<thead>
<tr>
<th>5</th>
<th>Self-addressed return envelope for sending Processed Exam Admission Ticket</th>
<th>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.</th>
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<tbody>
<tr>
<td>6</td>
<td>Examination fee Payment</td>
<td><strong>Application fee:</strong> 30,000 yen [Japanese Government(MEXT)-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), 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 administrative office at the Graduate School of Medicine as soon as possible. (An application submitted after September 1, 2019 will not be acceptable.) <strong>Choose the payment method via the Online Application system from the followings.</strong> “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.</td>
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<td>7</td>
<td>Letter of consent</td>
<td>Only for Special Selection for Working Applicants. Download the designated form from the website.</td>
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<tr>
<td>8</td>
<td>Copy of Residence Card / Alien Registration Card, or Certificate of entry in the resident card</td>
<td>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.</td>
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<td>9</td>
<td>Japanese Government-sponsored (MEXT scholarship) international student certificate</td>
<td>Submit a copy if you are Japanese government-sponsored international students attending the school other than Faculty of Medicine or Graduate School of Medicine, Kyoto University. <em>Without this document you cannot get the examination fee waiver.</em></td>
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Notes: 1) The content of submitted application materials cannot be changed in principle. 2) Processed Exam Admission Ticket will be sent in the middle of October.
VI Evaluations

Applicants are evaluated comprehensively by performance on the entrance examinations, and academic transcripts.

1. Examinations

(General Selection and Special Selection for Working Applicants)

<table>
<thead>
<tr>
<th>Time and Date</th>
<th>Subjects</th>
<th>Place</th>
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<tbody>
<tr>
<td>Wednesday, November 6, 2019</td>
<td>Foreign language (English)</td>
<td>Written Exam</td>
</tr>
<tr>
<td></td>
<td>General medicine / General biology (3 questions)</td>
<td>Written Exam</td>
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<tr>
<td></td>
<td>Interview regarding your choice of Research Field</td>
<td>Oral Exam</td>
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<tr>
<td>9:00 am to 10:30 am</td>
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<td>11:00 am to 12:40 pm [11:00 am to 12:00 pm]</td>
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<td>2:00 pm through</td>
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- In brackets [ ] indicate the number of questions and time to answer for Special Selection for Working Applicants (except ones who are current students in duly programs of universities).
- Applicants must arrive at their sheets in the examination room (in Graduate school of Medicine, Kyoto University) by 8:30 am on the date of the examination.
  The locations of the examination rooms will be posted on the bulletin board in the Graduate school of Medicine before 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 shall be allowed to use.

3. Regarding the subject “General medicine/general biology”
   No dictionaries shall be allowed to use.

VII Admission Decisions

At 11:00 am on 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 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/](http://www.med.kyoto-u.ac.jp/apply/entrance_examination/)) (Japanese site)

(Telephone inquiries about the selection decisions shall not be accepted.)

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

Applicants must keep their Exam Admission Ticket until Enrollment Procedures are completed.
VIII Enrollment Procedures

1. Admission fee : 282,000 yen
2. Tuition 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 your enrollment, the new amounts will be applied at the time of payment.
3. Successful applicants will be informed the payment schedule of admission fee, items to submit at the beginning of the school year, information of Japan Student Services Organization scholarships and tuition exemption information with other admission procedure documents by postal mail at the beginning of March.
4. Successful applicants who passed via “General Selection” (Except for “Special Selection for Working Applicants”) may not enter to the program with maintaining their tenure employment. If they are still employed at the time of entrance procedure, they have to submit “certificate of resignation” from their employers issued by March 31, 2020 to submit to Office of Student Affairs, Graduate School of Medicine, Kyoto University as soon as possible.

IX Others

1. Applicants with physical disabilities who require special arrangements for taking examinations 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 your 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/
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