

Faculty of Medicine, Kyoto University Research Student Application Guidelines

Translation Disclaimer

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The original documents in the Japanese language shall always take precedence over their translated versions.

To those who have graduated from university outside Japan,

Those who have graduated or expect to graduate from a university outside of Japan must go through Kyoto University's AAO process* prior to application for research students.

*Refer to the following website for AAO system:

https://www.kyoto-u.ac.jp/en/education-campus/education_and_admissions/graduate-degree-programs/for_graduates_of_overseas_universities/for_graduates_of_overseas_universities.html

1. Eligible Applicants

- (1) Those who completed an undergraduate program at a university or are expected to graduate such university; OR
- (2) Those deemed as academically qualified same as (1); OR
- (3) Those designated as eligible by Faculty of Medicine, Kyoto University after passing school administration meeting's resolution.

Note: Applicants who fall under (2) or (3) may need Eligibility Screening. Inquire to the office in charge prior to application.

2. Date of Entrance and Length of Enrollment

Entrance date is the 1st of each month. Length of Enrollment is up to one year (though for international students, up to the end date of stay). But, applicants cannot cross the academic year (Until the end of March), unless otherwise granted an extension for a maximum total of seven years.

3. Application Process

Prior to application, obtain your prospective supervisor's consent to accept you as a Research Student in the laboratory which you wish to be affiliated to. Document examination or interview may be given by the professor of the relevant laboratory.

Once you obtain the consent, submit the following documents;

3-1. Required Documents

| | For admission | For extension |
|---|-------------------------------------|-------------------------------------|
| (1) Application Form for Admission <Designated Form> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

| | | | |
|-----|---|-------------------------------------|-------------------------------------|
| | <p>*The tuition may be biannually paid in two installments if requested at the time of application (Applicable only if the enrollment period is longer than 6 months). If your enrollment period will continue to the next academic year, you will be billed for the tuition fee for the next year in next April automatically. So, for example, those who enroll for one year from February may be separately charged in three times for maximum: for February to March, April to September, and October to January.</p> | | |
| (2) | <p>Curriculum Vitae <Designated Form></p> <p>*If any, write the experience of residence in the Employment Record section.</p> <p>*Write the company name and title of the position, if applicable. Write “(will) resign”, “(will) take leave of absence”, etc. if applicable.</p> <p>*If any, write the name of Doctoral Degree in the Education Record Section.</p> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| (3) | <p>Letter of Consent <Designated Form></p> <p>*If you wish to continue your current employment (full-time/tenure only) after the enrollment, please submit the letter of approval from your employer.</p> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| (4) | <p>Residence Card (Photocopies of both sides)</p> <p>*Required only for international applicants.</p> <p>*If you currently reside abroad, enclose a photocopy of the ID photo page of your passport and submit the copy of Residence Card after you arrive in Japan.</p> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| (5) | <p>Envelopes (No.3 long type)</p> <p>*If you are an international applicants, we usually send bills to your prospective laboratory, so basically you do not need to prepare the envelopes. But if you reside in Japan and wish to receive them at home, please prepare the envelopes with 84 yen stamps. For example, you must prepare three envelopes if you have to pay Entrance Fee, the 1st and 2nd installment of Tuition Fee.</p> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| (6) | <p>Certificate of Undergraduate Program Completion</p> <p>*Not required for Kyoto University's Faculty of Medicine alumni.</p> | <input checked="" type="checkbox"/> | Not Required |
| (7) | <p>ID photo (H3.3 cm x W3.0 cm)</p> <p>* Please write your name and enrollment date on the back</p> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| (8) | <p>Proof of Payment of Examination Fees</p> <p>*The Examination Fee currently costs 9,800 JPY. See the "Payment Methods for Application Fees with Convenience Store or Credit Card", for details. Commission Fee** is charged additionally. **Commission Fee: 650JPY</p> <p>*We do not refund Examination Fees for any reason once we accept it. Be sure to make payment after you obtain consent from prospective supervisor.</p> <p>* Japanese Government (MEXT)-sponsored international applicants are exempted from application fee.</p> | <input checked="" type="checkbox"/> | Not Required |

3-2. Application Period

Application documents should be submitted by 14th of the month which is two months prior to the starting date of enrollment or renewed period. Having say that, however, in case the said period starts in October, you need to apply by July 14th.

4. Result Notification

When applicants accepted, the letter of the acceptance and payment slip for Admission Fee will be distributed to new students, and the letter of the acceptance and payment slip for Tuition Fee will be distributed to continuing students.

Refer to the next section about when the letter and slip will be distributed. If you wish to know the application result prior to issuance of the letter and slip, make inquiry to your hosting laboratory.

5. Admission Fee and Tuition Fee

| | |
|----------------|------------------------|
| Admission Fee: | 84,600 JPY |
| Tuition Fee: | 29,700 JPY (per month) |

*Both fees are subject to change.

The payment form for Admission Fee will be issued one month prior to the date of entrance. The first payment form for Tuition Fee will be issued at the beginning of the month of enrollment.

You must make payment by the due date indicated on the payment form, “Bank Transfer Request Form (振込依頼書)”.

Those who fail to pay the admission fee by the due date will NOT be granted admission. Those who fail to pay the tuition by the due date will be expelled.

Both fees, once paid and accepted, are NOT refundable.

Japanese Government (MEXT)-sponsored international applicants are exempt from both admission fee and tuition fee.

6. Research Student ID card

Your ID card will be issued after the admission date.

7. Notification of Changes

When you wish to cancel the admission, withdraw from the school, or change your enrollment period, you are required to notify the office with the designated forms in advance.

You cannot apply for Leave of Absence or Entrusting Research Supervision.

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