

## Faculty of Medicine, Kyoto University Research Student Application Guidelines

### 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.

**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. This process is to help applicants connect with their prospective supervisor.

\*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](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 1<sup>st</sup> of each month. Length of Enrollment is on a monthly basis up to one year. However, applicants cannot cross the academic year (Until the end of March). Students may be granted an extension of the Length of Enrollment with the approval of the faculty meeting. The maximum Length of Enrollment shall be 7 years in total (though for international students, up to the end date of stay (two years in principle)).

### 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
<p>(1) <b>Application Form for Admission / Extension as Research Student, Curriculum Vitae &lt;Designated Form&gt;</b></p> <p>Submit <u>both the Excel file and the original stamped copy.</u></p> <p>In principle, handwriting is not acceptable, except in your signature.</p> <p><u>Application Form</u></p> <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). For example, those who enroll from June to next March may be separately charged in two times: for June to November, and December to March.</p> <p><u>Curriculum Vitae</u></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"/>
<p>(2) <b>Letter of Consent &lt;Designated Form&gt;</b></p> <p>*If you wish to continue your current employment (full-time/tenure only) after the enrollment, please submit <u>the original letter</u> of approval from your employer.</p>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<p>(3) <b>Residence Card (Photocopies of both sides)</b></p> <p>Submit in <u>data or paper form.</u></p> <p>*Required only for international applicants.</p> <p>*If you currently reside abroad, submit 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"/>
<p>(4) <b>Envelopes (No.3 long type)</b></p> <p>*If you are an international applicant, 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 110-yen stamped envelopes with your name and address. 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"/>
<p>(5) <b>Certificate of Undergraduate Program Completion (or certificate of expected undergraduate program completion)</b></p> <p>* Submit <u>the original copy</u>. Not required for Kyoto University's Faculty of Medicine alumni.</p> <p>* Photocopies without authorization of the issuers are NOT acceptable.</p> <p>* They must be written in English or Japanese</p> <p>*Those who have changed their names after the graduation must attach the copy of official document which can see the change of old name to the new name.</p>	<input checked="" type="checkbox"/>	Not Required
<p>(6) <b>ID photo data</b></p> <p>* The size is up to 5 MB. The resolution is 240 x 320 pixels.</p>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

<p>(7) <b>Proof of Payment of Application Fees &lt;Designated Form&gt;</b></p> <p>* Submit in <u>data or paper form</u>.</p> <p>*The Application Fee currently costs 9,800 JPY. See the "Payment Methods for Application Fees with Convenience Store or Credit Card", for details. Commission Fee (650JPY) is charged additionally.</p> <p>*We do not refund Examination Fees for any reason once we accept them. Be sure to make payment after you obtain consent from prospective professor.</p> <p>* Japanese Government (MEXT)-sponsored international applicants are exempted from application fee.</p>	<input checked="" type="checkbox"/>	<p>Not Required</p>
--	-------------------------------------	-------------------------

### 3-2. Application Period and Method

Application documents should be submitted by 14th of the month which is two months prior to the starting date of enrollment, or which is one month prior to the starting date of renewed period.

If the 14th of the month in which the application is to be submitted falls on a Saturday, Sunday, or holiday, the due date is the preceding weekday.

However, please note that the submission due dates are different from the usual ones if you wish to enroll or extend your enrollment from the following months.

The enrollment period starts in October or the renewed period starts in September: by **July 14**

The renewed period starts in April: by **March 1**

Paper application forms must be brought to the office or mailed, and data application forms must be submitted by e-mail. (For details on where to submit the documents, please refer to the end of this guideline.)

### 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 slip for Admission Fee will be issued at the beginning of the 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 slip: "Bank Transfer Request Form (振込依頼書)".

Those who fail to pay the admission fee by the end of the month prior to the month of entrance 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 at the office of Student Affairs.

#### 7. Notification of Changes

When you wish to cancel the admission, withdraw from the school, or change your enrollment period, you are required to carry out the procedure in advance.

You cannot take a Leave of Absence.

**Office of Student Affairs**  
**Graduate School of Medicine, Kyoto University**  
Yoshida Konoe-cho, Sakyo-ku, Kyoto 606-8501, Japan  
E-mail: kyoumu-in@mail2.adm.kyoto-u.ac.jp