

Graduate School of Medicine, Kyoto University
Guide for Applying to
Doctoral Program in Medicine for 2024 Intake

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The information in the guidelines is subject to change without notice.

Refer to the latest information available at

https://www.med.kyoto-u.ac.jp/en/apply/exam/requirements_mmg/medicalscience_dc/

A message to prospective students of doctoral program in medicine

The heart of our mission at Kyoto University Graduate School of Medicine is to improve health and quality of life through deepening our understanding of human body and elucidating the underlying mechanisms of diseases. With the advancement of technology, the current medical research communities encourage interdisciplinary approach to research topics. Thus at our graduate program we are focused to prepare our young scientists not only to become a leader within the specialized field but also to enrich the training environments to develop diverse disciplinary understanding of medical sciences.

We are seeking positive and enthusiastic students with fundamental knowledge of English, basic medicine, and clinical medicine who are willing to give their best on the medical research.

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: <https://www.med.kyoto-u.ac.jp/en/research/field/>

II Eligibility Requirements

Applicants must satisfy one of the following requirements below (or who will satisfy one of the following requirements by March 31, 2024).

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, 2024 (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)

<https://www.med.kyoto-u.ac.jp/en/research/field/>

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 2023, 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. (2 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 Wednesday, August 2, 2023.**

Refer to the website for detailed information:

<https://www.med.kyoto-u.ac.jp/en/apply/exam/>

IV Eligibility Screening (Applicants falling under “II Eligibility Requirements” 6, 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 Thursday, August 10, 2023.**

When mailing the materials, write “Application for Eligibility Screening to the Doctoral Program in Medicine for 2024” 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 Monday, August 7, 2023 (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.

https://www.med.kyoto-u.ac.jp/en/apply/exam/requirements_mmg/medicine/

- 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]

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| * | Application form for Eligibility Screening | Fill out your academic history from 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.

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| * | Application form for Eligibility Screening | Fill out your academic history from high school graduation. |
| | Certificate of Final | Certificate of enrollment (with period of enrollment) and academic |

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| Academic Records | 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, 2024.

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| * Application form for Eligibility Screening | Fill out your academic history from 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) by the start of application period.

Overseas applicants will receive the decision by email by the start of application period.

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:

https://www.med.kyoto-u.ac.jp/en/apply/exam/requirements_mmg/medicine/

(The link to the “Link to the Online Application site” page is available only during the application period below.)

Upload a photo file in the Personal Information section when registering online.

Applicants must prepare a photo file (JPEG/JPG) of a single person taken within the last three months with no hat or head covering unless there is a religious or medical reason.

International applicants who have not yet arrived in Japan must also upload a copy of their passport (the page with the face photo) (JPEG/JPG, PNG, GIF, PDF).

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 5, 9:00am to Monday, September 11, 5:00pm, 2023 (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 11, 2023(JST). However, the package postmarked on or before September 5, 2023 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 **Monday, September 11, 2023 at 5:00pm (JST)**

2. Application Materials

Form6 must be downloaded at the following website.

https://www.med.kyoto-u.ac.jp/en/apply/exam/requirements_mmg/medicine/

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| 1 | Application form/ Curriculum Vitae | Print out the form after completed the Online application. No printing is required, as long as the application registration has been completed on the Online application. 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 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 program in Medical Science or professional degree program in Public Health 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. |
| 4 | A valid score of either of below: - TOEFL-iBT - TOEIC®Listening and Reading Test | A valid English proficiency test score is required to submit. The score report must be obtained at the test date which was held within the 2 years prior to the application deadline date. Applicants are to submit either of listed below - TOEFL®-iBT Test: Test Taker (Examinee) Score Report (original) <NOTE> * TOEFL®-iBT Home Edition Score is acceptable. * TOEFL®ITP Test (Institutional Test Program) score is NOT acceptable. - TOEIC®Listening and Reading Test: Official Score Certificate or Certificate of Achievement (original) <NOTE> *TOEIC®-IP Test (Institutional Program), TOEIC®-Speaking and Writing Test , TOEIC®-Speaking Test or TOEIC®-Bridge Test score is not acceptable. - English mother tongue applicants also have to submit one of the above scores. |

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| 5 | Examination fee Payment | <p>Application fee: 30,000 yen [those expected to complete master's or professional degree programs at Kyoto University need not pay application fee.]</p> <p>For applicants from the affected regions under the Disaster Relief Act whose head of household has been adversely affected by the disaster designated by university (http://www.kyoto-u.ac.jp/ja/admissions/fees_exemption [written in Japanese]), the application fee may be waived. Ensure to submit a copy of Risai Shomeisho (Disaster Victim Certificate).</p> <p>For more information about the application, contact the administrative office at the Graduate School of Medicine as soon as possible. (Deadline: August 25 2023)</p> <p>Choose the payment method via the Online Application system from the followings.</p> <p>“Credit Card”, “Convenient Store”, “Financial Institution ATM”, or “Internet Banking”</p> <p>Overseas applicants must choose “Credit Card” payment.</p> <p>★ It will cost you 650 JPY as commission.</p> <p>★ Application examination fees will not be returned once the application form has been processed.</p> |
| 6 | Letter of consent | <p>Only for Special Selection for Working Applicants.</p> <p>Download the designated form from the website.</p> |
| 7 | Copy of Residence Card | <p>Only international students have to submit a two-sided copy of a residence card.</p> <p>A foreign student who has not yet arrived Japan do not have to submit it.</p> |

Notes:

- 1) The content of submitted application materials cannot be changed in principle.
- 2) An examination admission ticket must be printed from the online application system from Tuesday, October 17, 1:00pm to Tuesday, October 31m 6:00pm. Bring it on the day of the examination. Also, print and confirm the examination instructions from the online application system at the same time. The examination venue will be notified then.
- 3) If the applicant hasn't received the original document of official “English proficiency test score” by the time of the application deadline but expected to receive it before the examination date, submit the hardcopy of the web score report with the letter that explains the reasons of the delay of submission. And the original official score must be sent and delivered to Office of Student Affairs, Graduate School of Medicine, Kyoto University by the day before 5 p.m. of the examination date. In case the original official score is not submitted by the deadline, applicant shall not be qualified and not be permitted to take the entrance examination. Applicant cannot re-submit the score for the reason of “change to the better score”.
- 4) For applicants who will be selected the Japanese Government (MEXT) scholarship or be awarded its extension scholarship in April 2024, the application fee will be reimbursed. The details will be announced at the admission procedures.
- 5) Submitted application documents will not be returned.

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)

| Time and Date | | Subjects | | Place |
|-------------------------|--|---|-----------------|---------------------------------------|
| Tuesday, October 31, | 10:00 am to 11:20 am [10:00 am to 10:40 am] | General medicine / General biology (2 questions) | Written Exam | Graduate school of Medicine, Kyoto |

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| 2023 | | [1 question] No dictionaries shall be allowed to use. | | University (Faculty of Medicine Campus) |
| | 1:00 pm through | Interview regarding your choice of Research Field | Oral Exam | |

- For the General medicine / General biology, the applicant will select two questions from a total of 11 questions: basic (4), clinical (medical: 2, surgical: 2), and social medicine (3).

- 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 by 9:30 am.

VII Admission Decisions

At 11:00 am on Monday, November 27, 2023, the list of examination numbers of successful applicants are to be posted on the website of the Graduate School of Medicine.

(<https://www.med.kyoto-u.ac.jp/apply/exam/>) (Japanese site)

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

Applicants must keep their examination admission ticket until the 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, 2024 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 at the earliest time 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)
3. Due to COVID-19, the details of the entrance examination described in the admission guidelines might be changed. If there is any change, it will be announced on the website of Graduate School of Medicine.

July 2023

Graduate School of Medicine, Kyoto University

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

Office of Student Affairs

Graduate School of Medicine, Kyoto University

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