

*The Japanese version shall be the authorized version; the English translation is for reference only.

Academic Year 2021
Guidelines for Research Student (Non-Japanese) Admissions
Graduate School of Informatics
Kyoto University

1. Eligibility

Applicants who intend to enter the Master's program or Doctoral program in the Graduate School of Informatics (hereinafter referred to as “the School”), and who fall into one of the following categories.

I. Master's program

1. Applicants who have graduated from a university.
2. Applicants who have a bachelor's degree.
3. Applicants who are recognized by the School as having a scholastic ability on par with or higher than those of above-mentioned categories.

II. Doctoral program

1. Applicants who have completed a master's program.
2. Applicants who have a master's degree.
3. Applicants who are recognized by the School as having a scholastic ability on par with or higher than those of above-mentioned categories.

(Notes)

- 1) Prior to submitting your application documents, it is strongly advisable for applicants who have graduated from a university outside of Japan to undergo a screening by the Admission Assistance Office (AAO), Kyoto University (<http://www.kyoto-u.ac.jp/ja/international/students1/study1/graduate/graduateinfo/ku-ao/index.html/>). For details, access the AAO website above directly.
If you omit the AAO screening prior to submitting application documents, the school will make an eligible screening after your application. Since it takes certain time additionally, there are some cases where your admission procedure will not complete by the expected date.
- 2) Applicants falling into eligibility category 3 of I. or 3 of II. should contact the Student Affairs Division of the School promptly. Prior to application for the entrance examinations, they must also undergo a screening for eligibility.
Applicants may be asked to submit necessary documents and they should keep in mind that document screening process requires some time.

2. Application Procedures

Applicants must have approval of the professors/associate professors of the Graduate School of Informatics, Kyoto University prior to submission of the application materials to the Student Affairs Division. After checking the application materials, the division will provide “Money Transfer Request Form” for the admission fee to the applicants. Please make payment of the fee and submit the original copy of the receipt with bank’s seal to the division.

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3. Application Materials

All the materials must be in Japanese or English, or with either translation.

1. Application Form for Research Student	Use the prescribed form.
2. Approval for Admission by Employer	- Only for those who are employed. - Use the prescribed form.
3. Graduation Certificate (or certificate of expected graduation)	- The certificate must be issued by the university applicants are/were enrolled in and indicate the dates of enrollment and graduation (or prospective graduation). - <u>For those who are to apply with a certificate of expected graduation, make sure to submit a Certificate of Graduation at the time of enrollment.</u>
4. Academic Transcript	- -The transcript must be officially issued by the university in which applicants are/were enrolled. - -Course titles and credits obtained - (expected to be obtained) must be stated.
5. Letter of recommendation (two)	- Two letters written by (1) the president or the dean and (2) the instructor of the last school attended for full time study mentioned in No.3 above should be submitted. If no instructor is available, the letter should be written by faculty equivalent to a supervisor. For applicants who are employed, the letter should be written by a researcher who understands the research that the applicant is conducting. - Use the prescribed form and make sure the job titles of those who recommend you are stated on the letter. Each letter must be issued in an envelope sealed by the person who wrote the letter.
6. Statement of Past Researches	- Form is optional. - State in detail.
7. Schedule for Future Research	- Form is optional. - State in detail.

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8. Confirmation note regarding security export control	Use the prescribed form.
9. Photocopy of Passport	The page with a photograph of the applicant

4. Application Fee

9,800 yen (For the academic year 2021) *Payment must be for the exact amount.

5. Time of Enrollment

The beginning of the academic year or each semester unless special circumstances exist.

6. Enrollment Period

Within one year. (Students who does not enroll in beginning of the academic year can stay until the end of next March.)

The school may, only when a special circumstances exist, allow the student to extend the enrollment period within a period of one year.

7. Screening and Notification of Result

Screening is conducted based on the comprehensive assessment of application documents, interview, etc. The result will be notified to the applicant in writing.

8. Status of Residence

Those who receive the Notification of Acceptance are required to acquire “College Student” (ryugaku) residence status

9. Admission Fee and Tuition (For the academic year 2021)

Admission fee: 84,600 yen (tentative)

The amount may be revised at the time of enrollment.

Tuition: 178,200 yen per semester 356,400 yen per year (29,700 yen per month) (tentative)

The amount may be revised at the time of enrollment or during the semester.

(Notes)

1. In case the enrollment period is over six months, the tuition may be paid in two installments; for the first six months and the rest of the months.

10. Inquiries

Student Affairs Division of the Graduate School of Informatics, Kyoto University
Yoshida Honmachi, Sakyo-ku, Kyoto 606-8501 Japan

E-mail: jyoho-kyomu@mail2.adm.kyoto-u.ac.jp

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11. Others

- 1) As for the application by Japanese Government (MONBUKAGAKUSHO: MEXT) Scholarship students and Foreign-government Sponsored students, it shall be defined separately.
- 2) For those who are to apply before graduating the university, submit the Graduation Certificate at the time of enrollment. (Without the certificate, admission as research student may not be allowed.)
- 3) It is preferable that the research students should visit the Student Affairs Division to take the enrollment procedure at latest one week before the first day of their enrollment.
- 4) Enrollment of a research student is admitted after the payment of admission fee has been confirmed. The fee needs to be paid before the month of enrollment.
- 5) Once the application fee, admission fee and/or tuition fee are paid, they will not be refunded for any reason.
- 6) Failure in making payment of tuition will result in the removal of the student name from the school register.
- 7) In case the students return to their countries temporarily, they should notify their instructors and the Student Affairs Division in advance.
- 8) Must take the medical examination provided by Kyoto University after admission.