

Academic Year 2017 (April 2017 – March 2018)

Guidelines for Research Student Applicants

Graduate School of Agriculture, Kyoto University

1. Eligibility Requirements for Applicants

- (1) Those who have graduated from a university (including those who expected to graduate before enrolling at this university)
- (2) Those who are judged by the Graduate School of Agriculture, Kyoto University to have academic ability equivalent or superior to university graduates

2. Documents to Submit

- (1) Application Form and Curriculum Vitae
Enter all necessary items on the designated form. Obtain the seals on Application Form from both your prospective supervisor and the chairperson of the division to which you will belong.
- (2) Pictures (3 cm high × 2.5 cm wide)
Submit three pictures taken within the past three months, half-length, full-face, with no background. Write your name on the back side of each picture. One of these should be pasted in the designated space on the Application Form.
- (3) Copy of the receipt or other certification as proof of transaction or evidence of payment of the application fee
After carefully reading the attached document “**Instructions Regarding Application Fee Payment**”, pay the application fee (9,800 Japanese yen) at a bank. After completing payment, enclose the “Evidence of Payment of Application Fee (入学検定料振込金受付証明書)” with the other necessary application documents.
If paying from outside Japan, settle the payment of the application fee (9,800 Japanese yen) by telegraphic transfer. After completing the payment, enclose a copy of the receipt or other certification as proof of the transaction along with the other necessary application documents.
- (4) Certificate of university graduation (or expected graduation) and academic transcript
Submit a certificate and academic transcript issued by the school/university from which you graduated/will graduate.
- (5) Details of recent research and future research plan
Details of your recent research and your future research plan should be submitted separately on A4-size paper. Each document should be about 1,000 characters in Japanese (about 300 words in English). Put the name of the division and laboratory you wish to enter and your name on each document. These are not required from those who graduated, expect to graduate, or withdrew from the Faculty/Graduate School of Agriculture, Kyoto University.
- (6) Acceptance letter and pledge
Those who wish to enter Kyoto University while employed by a company or institution must submit an acceptance letter and pledge on the designated form.
- (7) Self-addressed stamped envelope for sending notification to successful applicants
Submit an envelope (235 mm high × 120 mm wide) with your name and address on the front, with a 92 Japanese yen stamp affixed. For those who live in countries other than Japan, this is not required, as those applicants will be notified by their supervisors.

International students are required to submit the following documents:

- (8) Copies of university diploma and certificate of university graduation
Those who have not graduated from university at the time of application should submit these copies immediately after graduation.
- (9) Copy of alien registration card or resident card
Those who live in countries other than Japan at the time of application should submit the copy immediately after arriving in Japan
- (10) Copy of passport
Those who live in countries other than Japan at the time of application should submit a copy immediately after arriving in Japan

(Note) If any of the above documents are written in a language other than Japanese or English, Japanese translations should be attached.

***Applicants who have graduated from universities in China, Hong Kong and Taiwan**

Applicants who have graduated from universities in China, Hong Kong and Taiwan will need to contact the Admissions Assistance Office (AAO) of Kyoto University for facilitation of application procedure, prior to their application to Graduate School of Agriculture.. For more details, please visit the following web page.
<http://www.kyoto-u.ac.jp/ja/education/international/students1/ku-ao.htm/>

3. Application Procedure

Applicants must submit the application documents listed above to the following address during the application period:

Student Affairs Office, Graduate School of Agriculture, Kyoto University

4. Date of Enrollment and Application Period

- (1) Date of Enrollment
Date of Enrollment: Either April 1 or October 1
Enrollment in other months may be granted for special reasons. In such cases, the first day of the month is set as the date of enrollment.

- (2) Application Period
April 1, 2017 Enrollment: From February 6, 2017 (MON) to February 10, 2017 (FRI)

October 1, 2017 Enrollment: From August 4, 2017 (FRI) to August 10, 2017 (THU) ※Except Saturday and Sunday

Enrollment on dates other than those listed above may be granted for special reasons. In such cases, applications are accepted two months prior to the preferred date of enrollment. International students and newcomers to Japan should apply three months prior to the preferred date of enrollment.

(Note) Applicants who are applying under eligibility requirement (2) must undergo a preliminary eligibility screening before applying. Please notify the Student Affairs Office at least two weeks prior to the application period.

5. Selection and Announcement

- (1) Applicants are evaluated based on the submitted application documents.
- (2) Applicants will be notified of selection results by mail using the self-addressed envelope they submitted. Those who live in

countries other than Japan will be notified through their prospective supervisors at Kyoto University.

- (3) The letter of Acceptance international students need in order to apply for an entry visa to Japan is issued separately from the announcement of successful applicants after payment of the admission fee is confirmed.

6. Enrollment period as a research student

- (1) In principle, the enrollment period for research students is a maximum of one year.
- (2) For the purpose of pursuing further research, the enrollment period may be extended by requesting an extension using the designated form for a maximum of one additional year. The total enrollment period should not exceed three years. For international students, the maximum enrollment period is two years, which is the longest period of stay permitted for research students.
- (3) The enrollment period is terminated at the end of the academic year (March 31). If the planned study period continues after March 31, a request for extension is necessary for the new academic year. This rule is not applicable to international students. (The academic year in Japan starts in April and ends in March of the next year)

7. Admission Fee and Tuition

- (1) Admission Fee 84,600 Japanese yen

(Note) 1. Admission is not allowed if the admission fee is not paid within the designated period (5 to 10 days prior to the date of enrollment). Successful applicants will be advised of the admission fee payment period dates when they receive notification of their acceptance.

2. The admission fee amount may be revised at the time of enrollment.

- (2) Tuition (Monthly) 29,700 Japanese yen

(Note) 1. The total amount of tuition should be paid within the designated period. If your stay is more than six months, payment is possible in two installments (first payment for the initial six months and second payment for the remainder of the study period). Successful applicants will be advised of the tuition payment period dates when they receive notification of their acceptance.

2. The amount of tuition may be revised at the time of enrollment or during the study period.

8. Other Notes

- (1) Application fees will not be returned under any conditions after the receipt of application documents.
- (2) Contact the university at the address below for enquiries and questions.

Student Affairs Office, Graduate School of Agriculture, Kyoto University
Kitashirakawa Oiwake-cho, Sakyo-ku, Kyoto 606-8502 Japan
Tel: +81 75 753 6014

November 2016

Graduate School of Agriculture, Kyoto University