

Application FAQs: Special Course in Agricultural Sciences

(Please read carefully to see if your questions have been answered here.)

Q1. When is the Guidelines for the Special Course in Agricultural Sciences updated?

A1. It is updated every year in early June for April enrollment and early December for October enrollment.

Q2. How can I obtain application forms for the Special Course in Agricultural Sciences?

A2. To obtain the application forms, please first reach out to the faculty member of the research laboratory you are interested in joining. Once you obtain consent from the faculty member, and we have confirmed his/her willingness to accept you, we will send the application forms to you. The Student Affairs Office does not provide laboratory matching. To first contact with the prospective supervisor, you can request assistance from the Admissions Assistance Office (AAO).

【AAO】

[For graduates of overseas universities | KYOTO UNIVERSITY \(kyoto-u.ac.jp\)](#)

Q3. Do I need to submit an AAO application?

A3. Yes, the AAO process is an online procedure intended for those who have graduated or expect to graduate from universities outside Japan. The main purpose of this process is to help applicants connect with their prospective supervisor, but it is also used for a preliminary review. As the process can take some time to complete, applicants are encouraged to begin at least a few months before the application deadline.

Q4. What are the “certificate of university graduation (or expected graduation)” and “certificate of master’s program completion (or expected completion),” which are included in the required documents for the master’s and doctoral programs application?

A4. A “certificate of university graduation (or expected graduation)” is an official document that verifies the completion of all coursework and confirms graduation from an educational institution. It differs from the “diploma,” which is typically presented during the graduation ceremony. While diplomas are usually not reissued, a “certificate of university graduation” can be requested and issued multiple times. Please obtain a certificate of university graduation from the university attended, ensuring it includes the name of the degree awarded.

Q5. Do the application documents need to be the originals?

A5. Copied documents will not be accepted unless specifically instructed. Please request your university to issue an original certificate with the official seal directly stamped on it. If the university does not issue duplicate copies, please submit photocopies certified by the university as true copies.

Q6. Is it alright to submit only one recommendation letter?

A6. No. One letter of recommendation from the dean of the faculty of the university you graduated from (or the university you belong to) and one letter of recommendation from your supervisor are required. If you are currently employed by a public agency or a company, please submit a letter of recommendation from your immediate supervisor. The letter of recommendation must clearly state the recommender’s affiliation and title, and it should be written on the official letterhead of the recommender’s institution or company. The signature must be handwritten. If you are unable to obtain a letter of recommendation from the dean, please request one from an academic staff member of equivalent position.

Q7. Is it possible to have my application documents returned?

A7. No. Application documents submitted by applicants will not be returned.