

Academic Year 2020 (April 2020 – March 2021)

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) Proof of transaction of payment for application fees
After carefully reading attached document “**Instructions Regarding Payment of Application Fees**” make payment for application fee (9,800 yen) ※. After completing payment, enclose a hard copy of “Application Completed” page of credit card online payment system with other application documents.
※This requires EX System processing fee of 650 yen.
- (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 94 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 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 an overseas university**

Applicants who have graduated, or expect to graduate, from an overseas university 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-aao.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, 2020 Enrollment: From February 3, 2020 (MON) to February 7, 2020 (FRI)

October 1, 2020 Enrollment: From July 29, 2020 (WED) to August 4, 2020 (TUE) ※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 four 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 (by January 20 (MON) for April 1 enrollment, by July 15 (WED) for October 1 enrollment).

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

September 2019

Graduate School of Agriculture, Kyoto University

Instructions Regarding Payment of Application Fees

1. Application fees: 9,800 Japanese yen (JPY)

2. Payment period: From February 3, 2020 (MON) to February 7, 2020 (FRI) (by 3:00 pm (JST))

From July 29, 2020 (WED) to August 4, 2020 (TUE) (by 3:00 pm (JST))

※Newcomers to Japan should apply four months prior to the preferred date of enrollment.

3. Payment Procedure

Credit Card Payment (VISA, Master Card, JCB, American Express and Diners Club)

- 1) Access to: <https://www3.univ-jp.com/kyoto-u/en/agr/>
- 2) When the reception number (not the examination number) and number required for payment is displayed, please take a memo or print the screen. The e-mail address and password entered in the personal information input screen are used when displaying the proof of payment.
- 3) When the payment is completed, printout “proof of payment” page.
- 4) Enclose the printed page with other application documents and submit by due date.
- 5) This requires EX system processing fee of 650 JPY.
- 6) Making payment by a credit card is possible even when the name of the examinee (applicant) is different from the card holder. However, please make sure to put information of the examinee (applicant) for the basic information input screen.
- 7) Convenience store payments shown in the EX payment website is only available within Japan.
- 8) Please note that refund is not possible once you have made a payment of the application fee.

