

2020
Kyoto University
Graduate School of Agriculture
Doctoral Program

Guidelines for Applicants
Special Admissions for Privately Financed International Students

1. Eligibility Requirements for Applicants

Applicants must hold a residence status of “college student” (including students who are expected to acquire this status at the time of admission), and must satisfy any of the following requirements (or satisfy any of the following requirements by the end of March 2020):

- (1) Those who have a master’s degree, professional degree or Juris Doctor degree (professional degree in law)
- (2) Those who have completed in a foreign country a degree equivalent to a master’s program or professional degree program of Kyoto University Graduate School
- (3) Those who, by studying relevant subjects in Japan via a correspondence course provided by a school in a foreign country, have completed a degree equivalent to a master’s program or professional degree program of Kyoto University Graduate School
- (4) Those who have completed a graduate course (limited to courses that correspond to a master’s degree or professional degree program of Kyoto University Graduate School) of a foreign university that is accredited under the school education system of the relevant foreign country as offering graduate courses and which is designated by the Minister of Education, Culture, Sports, Science and Technology
- (5) Those who have completed a curriculum at the United Nations University and received a degree equivalent to a Master’s Degree.
- (6) Those who have passed a Qualifying Examination or equivalent assessment at an institution in another country, and are recognized by Kyoto University as having academic ability on a par with or higher than that of a person with a master’s degree.
- (7) Those specifically designated by the Minister of Education, Culture, Sports, Science and Technology (Note 2)
- (8) Those who are qualified, through individual entrance examination of the Graduate School of Agriculture of Kyoto University, and are judged to have academic ability equivalent or superior to those who have a master’s degree, and who have reached 24 years of age

Note 1. Applicants are advised to contact the supervisor of the laboratory of their choice beforehand.

Note 2. Those who have conducted research for more than 2 years in a university, laboratory, research institute or company after graduating from a university or completing 16 years of formal education outside of Japan and who on the basis of their research achievements are judged to have academic ability equivalent or superior to those who have completed a master’s program at Kyoto University Graduate School.

Note 3. Applicants who qualify under (6), (7) or (8) above must submit to a preliminary eligibility screening. Such applicant must apply to the Student Affairs Office, Graduate School of Agriculture, Kyoto University (hereinafter, the Student Affairs Office).

2. Enrollment Capacity and Subjects of Academic Examination

(1) Enrollment Capacity

Division	Laboratory	Enrollment Capacity
Agronomy and Horticultural Science	Crop Science, Plant Breeding, Vegetable and Ornamental Horticulture, Pomology, Weed Science, Plant Production Systems, Food Quality Design and Development, Quality Analysis and Assessment, Plant Production Control Science	A few for each division (laboratory)
Forest and Biomaterials Science	Forest Resources and Society, Tropical Forest Resources and Environments, Forest Utilization, Forest Biology, Landscape Architecture, Erosion Control, Biomaterials Design, Wood Processing, Fibrous Biomaterials, Tree Cell Biology, Chemistry of Composite Materials, Chemistry of Biomaterials, Forest Information, Silviculture, Wood Structure and Information Science, Active Bio-based Materials, Sustainable Materials, Innovative Humano-habitability, Structural Function	

Applied Life Sciences	Cellular Biochemistry, Biomacromolecular Chemistry, Bioregulation Chemistry, Chemical Ecology, Plant Nutrition, Fermentation Physiology and Applied Microbiology, Microbial Biotechnology, Bio-Analytical and Physical Chemistry, Biofunction Chemistry, Chemistry of Molecular Biocatalysts, Molecular Microbial Science, Plant Gene Expression, Metabolic Science of Forest Plants and Microorganisms, Biomass Conversion	A few for each division (laboratory)
Applied Biosciences	Plant Genetics, Crop Evolution, Plant Pathology, Insect Ecology, Insect Physiology, Animal Breeding and Genetics, Reproductive Biology, Animal Physiology and Functional Anatomy, Marine Molecular Microbiology, Marine Bioproducts Technology, Marine Biological Function	
Environmental Science and Technology	Comparative Agricultural Science, Forest Ecology, Forest Hydrology, Forest Biochemistry, Tropical Agriculture, Soil Science, Terrestrial Microbial Ecology, Ecological Information, Agricultural Facilities Engineering, Water Resources Engineering, Hydrological Environment Engineering, Rural Planning, Radiation Control, Agricultural Systems Engineering, Field Robotics, Bio-Sensing Engineering	
Natural Resource Economics	Agri-food System Management, Farm Managerial Information and Accounting, Regional Environmental Economics, Agricultural and Environmental Policy, Forest Policy and Economics, International Rural Development, Comparative Agricultural History, Philosophy of Agricultural Science	
Food Science and Biotechnology	Enzyme Chemistry, Organic Chemistry in Life Science, Nutrition Chemistry, Molecular Function of Food, Physiological Function of Food, Bioengineering, Basic and Applied Molecular Biotechnology	

For brief information about each division, see attached “Outline of Graduate School of Agriculture.”

(2) Subjects of academic examination

(1) English

Submitted English language qualification (TOEFL-iBT or IELTS score) will be converted into a mark.

(2) Specialized subjects (a specialized field of your choice and related fields)

In the exam, you are allowed to use a dictionary (one dictionary only) between your native language (excluding English) and Japanese (for example, Chinese-Japanese and Korean-Japanese). The use of an electronic dictionary is not permitted.

(3) Oral examination

(3) Selection method

- ① The selection of students is based on the submitted documents and the results of academic examination.
- ② For each subject of the academic examination, the pass criteria have been set. To be admitted, you must meet the pass criteria for all subjects.
- ③ If the number of applicants for the laboratory you are applying for exceeds the quota, even if your score is above the minimum passing score for the relevant laboratory you may not be selected.

3. Documents to Submit

(1) Application form for admission	<p>Enter all necessary items in designated form yourself.</p> <p>Paste your photo (taken within past 3 months, half-length, full-faced, no background) on specified section of Photograph Card and Examination Voucher.</p> <p>Photo on Photograph Card and Examination Voucher should be identical.</p>
(2) Proof of Payment Seal for Application Fee (to be affixed to the designated form)	<p>Application fee: 30,000 yen</p> <p>Pay your application fee through the Examination Settlement Service of Kyoto University between November 26 (Tue), 2019 and December 6 (Fri), 2019. Payment made before/after the above period is NOT acceptable.</p> <p>(1) Refer to the “Payment Method for Application Fees with Convenience Store or Credit Card”.</p> <p>(2) A transfer fee of 650 yen will be charged in addition to the application fee.</p> <p>(3) The name of the payer must be identical to the applicant’s name. Payment made under a payer’s name other than the applicant’s name may lead to rejection of application.</p> <p>(4) Once payment is made, affix the printed proof of payment seal to the “Form for Affixing Proof of Payment Seal for Application Fee” to submit.</p> <p>(5) Once application documents are submitted and accepted, the application fee paid shall NOT be refunded.</p> <p>Exemption of Application Fee: Applicants whose primary wage earners were affected by the 2011 Great East Japan Earthquake, the 2016 Kumamoto Earthquake, the Heavy Rain Event of July 2018, and/or the 2018 Hokkaido Eastern Iburi Earthquake in regions subject to the Disaster Relief Act may be exempted from paying the application fee if evidenced by official documentation (e.g. <i>risai shomeisho</i>). For details, please contact the Student Affairs Office by November 19 (Tue), 2019.</p> <p>[Applicants who are expected to complete Master’s program of Kyoto University Graduate School in March 2020 need not pay entrance examination fee.]</p>
(3) English Score Sheet	<p>The original document is required. We accept only TOEFL-iBT or IELTS as an English language qualification taken within two years from the beginning of the application period. (For the entrance exam in January 2020, the date of taking English exam must be later than December 2, 2017.)</p> <p>See Notes on English score sheet (TOEFL-iBT or IELTS) below for further details.</p> <p>Note: Those who obtained a master's degree at the Kyoto University's Graduate School of Agriculture do not need to submit an English score sheet.</p>
(4) Detailed educational background and employment history	<p>Provide your detailed educational background and employment history in designated form.</p>
(5) Academic transcript issued by university attended(original)	<p>If this document is not written in English, Japanese translation must be attached.</p> <ul style="list-style-type: none"> • Designated form by your university • In case the applicants have earned credits at other university than their home university and those credits have been recognized, they must submit the academic transcript of the university where they earned the credits.
(6) Academic transcript and graduation (expected graduation) certificate for Master’s course (original)	<p>If this document is not written in English, Japanese translation must be attached.</p> <ul style="list-style-type: none"> • Designated form by your graduate school • In case the applicants have earned credits at other graduate school of other university than their home university and those credits have been recognized, they must submit the academic transcript of the university where they earned the credits.

(7) Copy of master's course diploma	Applicants who have not completed their master's course at time of application must submit copy of master's course diploma upon completion.
(8) Abstract of master's thesis	Prepare abstract of your master's thesis (write horizontally on A-4 size paper, 1,000 characters or less in Japanese or 200-300 words in English). Do not forget to write your name and names of division and laboratory you wish to enter.
(9) Certificate of Residence or copy of Residence Card (both side)	[For applicants residing inside Japan only] Submit either which shows your residence status and permitted period of residence in Japan.
(10) Copy of passport	
(11) Address label	Use designated form.
(12) Self-addressed envelope with a 384-yen stamp affixed	Write your address, name and postal code on designated envelope and affix 384-yen stamp (for express mail).

Notes on English score sheet (TOEFL-iBT or IELTS):

1. It is the applicant's responsibility to apply for and take the examination at his/her own expense.
2. Submit the original document of TOEFL-iBT Test Taker Score Report or IELTS (Academic Module) Test Report Form when applying. A photo-copy of the sheet is not acceptable.
3. The submitted English score sheet will be returned to the applicant along with his/her Examination Voucher in the middle of December.
4. Submit one score sheet only if an applicant has taken TOEFL-iBT and/or IELTS (Academic Module) multiple times.
5. We accept only TOEFL-iBT or IELTS (Academic Module) as an English language qualification taken within two years from the beginning of the application period, i.e. the date of taking the English exam is later than December 2, 2017 for the entrance exam in January 2020. Note that other types of English proficiency examination such as TOEFL ITP (Institutional Testing Program) cannot be accepted.
6. If an applicant cannot submit his/her English score sheet when applying, he/she needs to submit a written notice to that effect and a print-out copy of their online score page. The original English score sheet must reach us no later than January 17 (Fri), 2020 in person or by recorded delivery. A self-addressed stamped envelope to return the original document must be enclosed too (Long-form #3 envelope (H235 x W120 mm / portrait format). Enter the applicant's name and postal address with a zip code, and affix a JPY 519 postage stamp to the envelope for domestic recorded delivery in Japan). Contact the Student Affairs Office when the original document is to be returned to an overseas address (Tel: +81-75-753-6014). If we do not receive the original document by the date stated above, his/her English score is considered as zero.
7. If the submitted English score sheet turns out false, we retroactively revoke the admission even after entering the school.
8. Those whose mother tongue is English need not submit. Those who are or have been taught in English at university should contact the Student Affairs Office by November 19 (Tue), 2019.
9. **(Required Scores) Applicants must satisfy at least one of the following requirements:**
TOEFL-iBT: overall score of 55
IELTS (Academic Module): overall score of 4.5

4. Application Procedure

- (1) Applicants must submit the above-listed required documents during the application period.
When mailing the documents, use registered mail and write "Application Form for Doctoral Program for Privately Financed International Students (Special Admissions) enclosed" in red on the front of the envelope.
Application documents should be sent to:
Student Affairs Office,
Graduate School of Agriculture, Kyoto University
Kitashirakawa Oiwake-cho, Sakyo-ku, Kyoto 606-8502, Japan
- (2) Applicants filing under Eligibility Requirements for Applicants (6), (7) or (8) must submit the documents listed below to the Student Affairs Office by November 19 (Tue), 2019, and follow the directions.

[Applicants filing under (6)]

- ① Application for Eligibility Screening (designated form)
- ② Certificate endorsed by the president of the examining institution certifying that the applicant has passed the examination.

- ③ Documents which detail the examination procedure and qualifying criteria of the Qualifying Examination or equivalent assessment.
- ④ The curriculum details (course list and course outlines) and academic transcript of a program equivalent to a master's program which the applicant has completed.
- ⑤ The curriculum outlines of all courses which the applicant completed during secondary and higher education.

Qualification screening is conducted by oral examination (and by written examination to evaluate applicants expertise and capabilities on their major field and its relevant area, if necessary), the date and time of which will be communicated later.

[Applicants filing under (7)]

- ① Application for Eligibility Screening (designated form)
- ② University Graduation Certificate and Academic Transcript
- ③ Record of Research Achievements (designated form)
- ④ Details of previous studies (designated form)

Qualification screening is conducted by oral examination, the date and time of which will be communicated later.

[Applicants filing under (8)]

- ① Application for Qualification Screening (designated form)
- ② Graduation Certificate and Academic Transcript issued by the institution from which the applicant last graduated
- ③ Record of Research Achievements (designated form)
- ④ Details of previous studies (designated form)

Qualification screening is conducted by oral examination, the date and time of which will be communicated later.

- (3) Applicants with special needs who require any arrangements for examinations or while on campus should contact in advance the Student Affairs Office.

5. Application Period

December 2 (Mon) to December 6 (Fri), 2019 (Due NLT 17:00)

Late applications, including those sent by postal mail, will not be accepted for any reason.

However, the applications which have been sent by registered express mail (“書留速達郵便”) and postmarked on or before December 4 (Wed), 2019 by the originating post office will be accepted even in the case that they arrive after the due date.

6. Date and Place of Examination

Date	Time	Examination Subject	Place
Jan. 25, 2020 (Sat)	13:30 - 15:30	Specialized subject	Graduate School of Agriculture, Kyoto University Kitashirakawa Oiwake-cho, Sakyo-ku, Kyoto (walk north from Kyoto City Bus “Kyodai Nogakubu-mae” bus stop)
Jan. 26, 2020 (Sun)	13:00 - 17:00	Oral examination	

7. Notification of Screening Result

The results will be posted on the **bulletin board in front of the Student Affairs Office in the Faculty of Agriculture Main Building** on January 30 (Thu), 2020 17:00.

Announcement of Successful Applicants will be mailed to all admitted applicants on January 31 (Fri), 2020. Telephone inquiries about the screening result will not be accepted.

The information of successful applicants will be announced on Graduate School of Agriculture website on January 30 (Thu), 2020 17:00. Please refer to

http://www.kais.kyoto-u.ac.jp/english/admission/div_adm_info



8. Admission Fee and Tuition

Admission fee: 282,000 yen *The amount indicated at left may be revised at the time of enrollment.
[Students who completed Master's Program at Kyoto University Graduate School in March 2020 are not required to make this payment.]
Yearly tuition fee: 535,800 yen *The amount presented at left may be revised at or after the time of enrollment.

9. Notes

- (1) In selecting a laboratory, **communicate in advance with the supervisor of the laboratory you wish to enter**, after carefully reading the Outline of the Graduate School of Agriculture.
If you have any questions in selecting a laboratory, please contact the **Student Affairs Office**.
(Tel: +81-75-753-6014)
- (2) When making a correction on the document, cross out the relevant part with double lines and write the correct information above it.
- (3) Instructions regarding examination, including examination room, will be posted on the **bulletin board in front of the Student Affairs Office in the Faculty of Agriculture Main Building** at 9:00. on January 24 (Fri). Be sure to check the bulletin board and the Faculty and Graduate School of Agriculture's website.
- (4) Applicants who are employed at a company, public agency or research institution: Even if such applicants have passed the entrance examination, unless they resign or take a leave of absence from their work, they will not be admitted to the Graduate School.
- (5) Prior to the application, those who have graduated, or expect to graduate, from an overseas university are required to complete AAO process. Please see following web page for the detail.
https://www.kyoto-u.ac.jp/en/education-campus/education_and_admissions/graduate-degree-programs/for_graduates_of_overseas_universities/for_graduates_of_overseas_universities.html



- (6) Other
 - (a) The Graduate School of Agriculture provides the long-term study program for doctoral students who are (1) engaged in a full-time employment, (2) required to take care of infants or other family members in special need, or (3) handicapped in any ways. This program allows students with such conditions to extend their period of study up to six years and to complete the course in a structured way. If you wish to apply, please contact the **Student Affairs Office**.
 - (b) To receive a copy of the Guidelines for Applicants by mail, write to the address given below, enclosing a 250-yen stamped and self-addressed (name, address and postal code) envelope (kakugata No. 2,330mm x 240mm).
Be sure to write "Request for Guidelines for Special Admissions of Privately Financed International Students (Doctoral Program)" in red on the front of the envelope.

Address request for a copy of the Guidelines for Special Admissions to:
Student Affairs Office,
Graduate School of Agriculture, Kyoto University
Kitashirakawa Oiwake-cho, Sakyo-ku
Kyoto 606-8502, Japan

- (c) Submitted application document content cannot be changed for any reason.
Please also note that paid application fee will not be returned under any conditions.
 - (d) The University does not provide accommodation services (arrangements for hotels etc.) for applicants.
- (7) Handling of personal information
Personal information (name, gender, date of birth, address etc.) provided in application documents is used only for ① entrance examinations, ② admission procedures, scholarship etc., ③ preparation for accepting students.
 - (8) Ensuring implementation of entrance examination at the time of natural disasters
Announcement, including whether to carrying on the entrance examination, is posted on the website of Graduate School of Agriculture, Kyoto University at the time of natural disasters, such as heavy snow, earthquake and others.

November 2019

Graduate School of Agriculture, Kyoto University

Payment Methods for Application Fees with Convenience Store or Credit Card

Payment is possible 24 hours a day using a convenience store (Seven-Eleven, Lawson, Ministop, FamilyMart, Seicomart, Daily Yamazaki), credit card, financial institution ATM or Internet banking.

1 Apply From The Web

Access the URL below and enter the required items following the instructions on the screen after selecting the school from the list.







<https://www3.univ-jp.com/kyoto-u/en/>

2 Checking Application Content

The **reception number** (not the examination number) and **number required for payment** will be displayed so please make a memo or print the screen. The e-mail address and password entered in the personal information input screen will be used when displaying the proof of payment.

3 Payment

Please make the payment using one of the methods below. **If you are in outside of Japan, you can only pay by credit card.**

Credit Card	Convenience Store (Payments of 300,000 yen or less)				
<div></div>	<div><p>Seven-Eleven</p></div>	<div><p>Lawson Ministop (Loppi)</p></div>	<div><p>FamilyMart (Famiport)</p></div>	<div><p>Seicomart (Club Station)</p></div>	<div><p>Daily Yamazaki</p></div>
<p>Personal identification During the application procedure, you will be required to enter credit card details for personal identification purposes. Please have your card ready before applying.</p> <p>Number of payments Payments are only accepted in full.</p> <p>Other precautions Please ensure that you have sufficient funds available on your credit card before applying.</p>	<p>Let a staff member at a 7-Eleven store know the [払込票番号] (payment number) that was displayed after you completed your initial application and pay the application fee and processing fee in cash. Be aware that no refunds will be given after you have paid at the cash register.</p>	<p>Select [各種サービスメニュー] (Service Menu).</p>	<p>Select [代金支払い] (Pay a bill).</p>	<p>Select [インターネット受付・各種代金お支払い] (Complete an online transaction/Pay a bill).</p>	<p>Tell a staff member that you want to make an online payment (オンライン決済).</p>
		<p>Select [各種代金・インターネット受付・スマートビットのお支払] (Pay a bill/Pay for an online purchase/Pay for a Smart Pit purchase).</p>	<p>Select [各種番号をお持ちの方はこちら] (I have a number).</p>	<p>Enter the online payment number (オンライン決済番号).</p>	<p>On the LCD touch panel screen of the cash register, enter the online payment number (オンライン決済番号).</p>
		<p>Select [各種代金お支払] (Pay a bill).</p>	<p>Select [番号入力画面に進む] (Go to number entry screen).</p>	<p>Enter the customer number.</p>	<p>Next page</p>
		<p>Select [マルチペイメントサービス] (Multi-Payment Service).</p>	<p>Enter the confirmation number.</p>	<p>Agree and proceed.</p>	
		<p>If the application information is correct then press the “Confirm” and “Print” buttons. An application ticket will come out of the terminal so pay the admission examination payment fee with cash at the counter within 30 minutes.</p>			

Financial Institution ATM (Pay-easy)

Payments can be made with ATMs with the Pay-easy mark at the financial institutions below.
A cash payment of 100,000 yen or less or a credit card payment of 1,000,000 yen or less is possible with a single application.
(List of compatible financial institutions)
-Japan Post Bank
-Mizuho Bank
-Resona Bank/Saitama Resona Bank
■ Check financial institutions compatible for payment with the "List of compatible ATMs" below.
http://www.well-net.jp/multi/financial_list/index.html



From the ATM menu screen, select [税金・料金払込み] (Pay tax/bill).

Enter the receiving institution number, customer number and confirmation number

Select either 現金 (Cash) or キャッシュカード (Cash card) as a payment method.

Internet Banking

Internet banking with major banks, regional banks, credit unions and cooperatives, worker's credit unions, agricultural cooperatives and fisheries cooperatives can be used. Prior application with the financial institution is required.
Payments can also be made with Rakuten Bank, Japan Net Bank, Jibun Bank or SBI Sumishin Net Bank. Prior opening of an account with the financial institution is required.



Open the payment and application content confirmation screen

Press the "Payment with Internet Banking"

Select financial institution with Internet banking contract and login

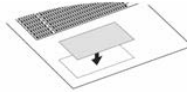
Payment compatible convenience stores and financial institutions are subject to change. Check with the website for details.

4 Proof of Payment Seal for Application Documents

Print the proof of payment from the payment or application content confirmation screen, then cut out the required section and attach it to the designated position on the applicant ticket. Post it in the same way as the required documents.



(1) Cut out the required section,



(2) Attach it to the designated position on the applicant ticket.

A service fee is charged separately. Check with the website for details.