Academic Year of 2024-2025

Admission Guideline for International Research Student

Graduate School of Informatics Kyoto University

1. Eligibility

Those who intend to apply for the Master's program or Doctoral program in the Graduate School of Informatics (hereinafter referred to as "the School"), and who fulfill one of the following criteria, or who is expected to fulfill upon enrollment.

I. Master's program
1. Applicants who have graduated from a university.
2. Applicants who earned 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 criteria.

II. Doctoral program
1. Applicants who have completed a master's program.
2. Applicants who earned 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 criteria.

(Notes)

1) Prior to submitting application materials, it is strongly advisable for applicants who graduated from a university outside of Japan to undergo a screening by the Admission Assistance Office (AAO), Kyoto University (https://www.kyoto-u.ac.jp/en/education-campus/education-and-admissions/graduate-degree-programs/how-to-apply/for-graduates-of-overseas-universities).
For details, refer the AAO website above.
If you skip the AAO screening prior to submitting application materials, you will be screened after an application process. Please note that since the AAO screening procedure may take some time, the admission process may not be completed by the expected date of enrollment.

2) Applicants who fulfill criteria 3 of I. or 3 of II. should immediately contact the office of Student Affairs Division of the School for qualification screening. Applicants may be asked to submit necessary additional materials. Please note that its reviewing process may take some time.

2. Application Procedures

Applicants must consult and have provisional approval from professors/associate professors of the Graduate School of Informatics, Kyoto University prior to submission of the application materials to the Student Affairs Division. The office will review the submitted materials, and then provide payment instruction to the applicants. After the payment, the applicants must submit the receipt to the office.

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 issued by the last university attended (or certificate of expected graduation)	- The certificate must be officially issued by a last university where applicant enrolled in and indicate the dates of enrollment and graduation (or prospective graduation). - <u>Those who apply with a certificate of expected graduation, must submit a Certificate of Graduation at the time of enrollment.</u>
4. Academic Transcript	- The transcript must be officially issued by a university where applicant enrolled. - Course titles and earned credits (expected to be earned) must be stated.
5. Letter of recommendation	- One recommendation letter by an instructor/supervisor* of the last school you attended for full time study (mentioned in No.3 above.) - Use the prescribed form and make sure the job titles of those who write a recommendation is stated. The letter must be provided in an envelope sealed by the person who wrote the letter. * The letter can be written by faculty member who is equivalent to the above. If applicant is an expert in the field, a recommendation letter maybe written by a researcher who fully understands the research contents.
6. Statement of Past Researches	- Form is optional. - Should be stated in detail.
7. Schedule for Future Research	- Form is optional. - Should be stated in detail.
8. Confirmation Note regarding Security Export Control	Use the prescribed form.
9. Photocopy of Passport	The page with a photograph of an applicant.
10. Documents stating that the applicant has received guidance/provisional approval from the faculty member	Document such as a copy of the email with the faculty member, or any other document that shows you receive the guidance/provisional approval.

4. Application Fee

9,800 yen (For the academic year of 2024-2025)

Pay the application fee by payment system, "the Examination Settlement Service" as instructed after the submission of application materials.

5. Time of Enrollment

In principal, the beginning of the academic year or the semester.

6. Enrollment Period

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

The school may, only when special circumstances exist, allow the student to extend the enrollment period within one year. (must be in two years in total; this includes the period of enrollment at other graduate schools.)

7. Screening and Result Notification

Screening is conducted by application materials assessment. An oral examination may be given based on the condition.

The result will be notified to the applicant in writing.

8. Status of Residence

Those who successfully receive the Notification of Acceptance are required to acquire "College Student" (ryugaku) residence status.

9. Admission Fee and Tuition (For the academic year of 2024-2025)

- Admission fee: 84,600 yen (tentative)

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

(Note)

In case of 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

11. Others

1) As for an application supported by Japanese Government (MONBUKAGAKUSHO: MEXT) Scholarship or Foreign-government, it shall be defined separately.

2)

3) International students who live in Japan with a legitimate visa at the time of application, and whose university last attended is a Japanese university/graduate school must, in principle, apply for the domestic application. (excluding those who have a short-term visa)Those who apply for this application before graduating a university shall submit a graduation certificate at the time of enrollment in Kyoto University. (We do not admit any research students without the certificate.)

4) It is preferable that research students will complete an enrollment procedure at the office of Student Affairs Division at latest one week prior the first day of enrollment.

5) Enrollment will be official after confirming a payment of admission fee.
The admission fee must be paid no later than the due date specified by a university. It will be set in the month prior to the enrollment month.

6) Once the application fee, admission fee and/or tuition fee are paid, they will not be refunded for any reasons.

7) Failure in making a payment of tuition will result in the removal from the school register.

8) In case of student's home leave, it should be notified to supervisor and the Student Affairs Division in advance.

9) All research students must take a medical check-up conducted by Kyoto University after admission.