



Instruction for Students

Application and Nomination* dead-lines	Nomination dead-line	Application dead-line
For students who come to Kyoto in April	September 15th	The end of September
For students who come to Kyoto in October	February 15th	The end of February

*Nomination will be done by office of your university.

Preparation	Read the “Guide of exchange program at Kyoto U” carefully and entirely, and then decide which program (KUINEP or General Exchange Program) is suitable for you.
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Nomination (by exchange coordinator of your university)	Nomination must be done by <u>office of your university</u> . According to the nomination, Kyoto U will send the URL and Password for online application “Step 1” and application forms (need to upload and to send) to the office of your university.
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Step1	Complete the online application “Step1”. After the information in the “Step 1” is reviewed by ISMD, ISMD will send the URL for the online application “Step2” to student by email.
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Step2	Prepare the documents to upload (form 1-4, transcript, and copy of passport). And complete the online application “Step 2”. Print-out the completed online application pages, sign them and submit all the required documents (listed below) to the office of your university. All the application documents must be sent to the ISMD office by post through office of your university.			
	<p>Required documents (underlined documents also need to be uploaded)</p> <table border="1" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">KUINEP</th> <th style="text-align: left;">General Exchange Program</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> • Printed pages of Kyoto University exchange program online application pages • <u>Statement of purpose (Form 1)</u> • <u>Recommendation letters(Form 2-1,2-2)</u> • <u>Health certificate (Form 3)</u> • <u>Certificate of enrollment in home university (Form 4)</u> • Language Proficiency Supporting Documents* (TOEFL, IELTS) *required for the applicants whose native language is not English • <u>Academic Transcript</u> • <u>Copy of Passport</u> • <u>ID Photo</u> • (For JASSO Scholarship) Grades of Courses Taken Within the Most Recent 12 Months </td> <td> <ul style="list-style-type: none"> • Printed pages of Kyoto University exchange program online application pages • <u>Statement of purpose (Form 1)</u> • <u>Recommendation letters(Form 2-1,2-2)</u> • <u>Health certificate (Form 3)</u> • <u>Certificate of enrollment in home university (Form 4)</u> • (Special Research student only) <u>Research plan essay (Free form)</u> • Language Proficiency Supporting Documents* (Japanese Language Proficiency Test <JLPT> score sheets, or reference letter from Japanese language instructor) *required for the applicants of special auditor taking courses in Japanese language • <u>Academic Transcript</u> • <u>Copy of Passport</u> • <u>ID Photo</u> • (For JASSO Scholarship) Grades of Courses Taken Within the Most Recent 12 Months </td> </tr> </tbody> </table>	KUINEP	General Exchange Program	<ul style="list-style-type: none"> • Printed pages of Kyoto University exchange program online application pages • <u>Statement of purpose (Form 1)</u> • <u>Recommendation letters(Form 2-1,2-2)</u> • <u>Health certificate (Form 3)</u> • <u>Certificate of enrollment in home university (Form 4)</u> • Language Proficiency Supporting Documents* (TOEFL, IELTS) *required for the applicants whose native language is not English • <u>Academic Transcript</u> • <u>Copy of Passport</u> • <u>ID Photo</u> • (For JASSO Scholarship) Grades of Courses Taken Within the Most Recent 12 Months
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Results	The result will be sent to the office of your university in July (for students coming in October) / January (for students coming in April).
First Packet	The “first packet” including the pdf copy of the official admission letter, instruction for application of COE, housing information, etc. will be sent to the office of your university.

Application Check-list

KUINEP(Kyoto University International Education Program)
GE (General Exchange Program) Special Auditor, Special Research Student

NOTES:

1. Read the “A Guide to Kyoto University Exchange Programs” carefully and start to complete the application. Make sure to print out your application forms at the end of the page.
2. Application documents must be sent to the office below through the applicants’ home institutions. (Direct submission will NOT be accepted.)
3. Make sure to enclose all the documents listed below.
4. If these documents are in a language other than English or Japanese, they must be accompanied by English translation.
5. Your documents will not be returned.
6. Application documents must reach Kyoto University before the dead-line date.

APPLICATION DEAD-LINE:

Application documents must reach Kyoto University before the dead-line date.

- To come in October = by the end of February

- To come in April = by the end of September

SUBMISSION CHECKLIST FOR APPLICANTS

(1) Application for Enrollment

- Printed forms of Kyoto University Exchange Program Web Application (after completing step 2, signed)
- Statement of Purpose (Form 1)
- *GE special research student only Research Plan (Free Format)
- Two Letters of Recommendation from academic advisors (Form 2-1, 2-2)
- Health Certificate (Form 3)
- Certificate of Enrollment (Form 4)
- University Academic Transcript
- *KUINEP only Language Proficiency Supporting Documents* (TOEFL, IELTS, and/or Japanese Language Proficiency Test <JLPT> score sheets) *required for the applicants whose native language is not English
- *GE special auditor only Language Proficiency Supporting Documents* (Japanese Language Proficiency Test <JLPT> score sheets, or reference letter from Japanese language instructor) *required for the applicants of special auditor taking courses in Japanese language.
- *Copy of the information page of the student’s passport.
- 2 Photos (Please see the Photo Requirement.)

(2) Application for JASSO Scholarship

- Grades of courses taken within the most recent 12 months (name, numbers of credits and evaluation according to the selected grading system of each course).

CONTACT ADDRESS:

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