

To Graduates of all overseas universities (including those expecting to graduate)

◆ Please proceed with the AAO online application after reading items 1-6 below carefully.

1. ELIGIBILITY FOR AAO PROCESS

This process is for applicants for admission who have graduated or expect to graduate from a university outside of Japan, and wish to enroll in Kyoto University as a **research student** or **regular graduate student**. In the Graduate School of Informatics, the process is only for those who wish to enroll as a research student.

2. SCHEDULE OF AAO PROCESS



3. APPLYING TO THE AAO

Applicants should follow the online process through the URL shown below.

Certifications and other documents required for the application should be uploaded in digital form.

Online application URL <https://www.aao.opir.kyoto-u.ac.jp/>

AAO application process

1. Create your account.
↓
2. Receive the account registration email.
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3. Access the URL in the e-mail and complete full registration (Registration is complete upon accessing the URL).
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4. Complete your application form and send it to the AAO.
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5. Receive a message containing your AAO ID (sent automatically).
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6. Receive a message informing you that your application is complete and will be processed, or that is incomplete (in which case you need to submit the missing documents/information).
↓
7. Wait for the AAO to notify you of the outcome.

4. REQUIRED DOCUMENTS TO BE UPLOADED BY APPLICANTS TO THE AAO

◆ All applicants

1. Statement of Purpose (Research Proposal): You can download a template from the [AAO website](#).

◆ Graduates of universities located outside of mainland China

If you have already graduated:

2. Graduation Certificate	In English or Japanese, issued by the university of graduation.
3. Academic Transcript	In either English or Japanese, an official document issued by the university of graduation.

If you expect to graduate:

2. Expected Graduation Certificate or Certificate of Enrollment	In English or Japanese, issued by the university of graduation.
3. Academic Transcript	In either English or Japanese, an official document issued by the university of graduation.

✕If you are currently enrolled in or have completed a master's or doctoral degree, please submit the above documentation for ALL degrees from your bachelor degree onward.

◆ Graduates of universities in mainland China

If you have already graduated:

2. Graduation Certificate	In Chinese, issued by the university of graduation, with photograph included.
3. Degree Certificate	In Chinese, issued by the university of graduation, with photograph included.
4. Academic Transcript	In either English or Japanese, and stamped with the university's official seal.
5. Ministry of Education Online Verification Report of Higher Education Qualification Certificate	Register on the Chinese Ministry of Education website (http://www.chsi.com.cn/xlcx/bgys.jsp) and obtain an Online Verification Report of Higher Education Qualification Certificate (教育部學歷證書電子注冊備案表) as a PDF file. *There is an issuance fee, which must be borne by the applicant.

If you expect to graduate:

2. Expected Graduation Certificate or Certificate of Enrollment	In English or Japanese, issued by the university of graduation.
3. Academic Transcript	In either English or Japanese, and stamped with the university's official seal.
4. Ministry of Education Online Verification Report of Student Record	Register on the Chinese Ministry of Education website (http://www.chsi.com.cn/xlcx/bgys.jsp) and obtain an Online Verification Report of Student Record (教育部学籍在线验证报告) as a PDF file. *There is an issuance fee, which must be borne by the applicant.

※If you are currently enrolled in or have completed a master's or doctoral degree, please submit the above documentation for ALL degrees from your bachelor degree onward.

5. NOTIFICATION TO APPLICANTS FROM THE AAO

The AAO will carefully screen the documents you submit and your preferred supervisor will determine whether or not contact with him/her can be initiated. The AAO will inform you of the outcome of this determination.

- If approved: You can make contact with your preferred supervisor directly.

However, please note that you have not been approved for admission at this stage.

- For direct application (no approval required): Please consult the application guidelines for your preferred graduate school and proceed with application for admission.

6. QUESTIONS TO THE AAO

If you have a question for the AAO that is not covered in the Frequently Asked Questions below, please send an e-mail inquiry with the title: "[AAO-Question] your name, your preferred graduate school/research institute, your home university."

Kyoto University AAO < aao-ku*a*mail2.adm.kyoto-u.ac.jp > (replace *a* with the @ symbol)

7. FREQUENTLY ASKED QUESTIONS

① AAO APPLICATION

Q1. Is there a deadline for applying to the AAO?

There is no specific deadline, but please apply at least 1-2 months prior to the application deadline for admission to your preferred graduate school. If you plan to apply for scholarships, you may need to have completed the AAO process in advance, so please allow plenty of time.

***Some graduate schools require completing the AAO process before the application period starts. Please check the website of your preferred graduate school in advance.**

Q2. How long will it take to receive an outcome after sending my application?

Around **3 weeks**. However, sometimes it takes longer to match applicants with preferred supervisors, so we recommend that you apply to the AAO around 2 months prior to the application deadline for your preferred graduate school/research institute.

Q3. Do applicants from abroad have to go through the AAO process if they have graduated from a university in Japan?

If you have graduated or expect to graduate only from a Japanese university/universities, you do not need to apply to the AAO.

Q4. I'm already enrolled in Kyoto University as a research student. Do I need to go through the AAO process if I want to apply for admission as a regular graduate student?

If you're seeking admission to the same graduate school as you're currently attending, no. If you're unsure, please inquire at your graduate school.

Q5. I do not have all my required documents yet, but can I go ahead and apply to the AAO anyway?

No. You cannot proceed with your AAO application until you have all the required documents. However, you may add and change documents after submission, up to the point that the AAO notifies you that your application is complete. For the moment, just upload all the documents you currently have access to.

Q6. I haven't received an account registration e-mail message. What should I do?

The message should be sent within 2-3 minutes of creating your account. If you have not received it, please check the following.

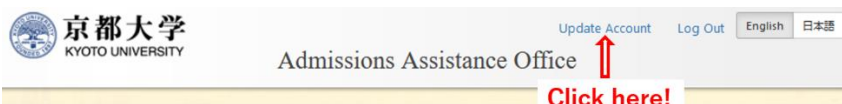
- (1) Is your e-mail account set up to receive messages from specified domains only? Has the message been sent to your spam folder?
 - (2) Did you enter your e-mail address correctly? Do the "Sign Up" process again.
 - (3) Registration messages are sometimes not delivered in QQMail. Do the "Sign Up" process using a different e-mail address.
- If you still don't receive a registration message, please contact the AAO (aao-ku@mail2.adm.kyoto-u.ac.jp).

Q7. If I make changes in my application form, will they be reflected in my AAO account?

No. Changes in your application form will not be reflected in your account online. You should change your account information at the same time. If you wish to alter the content of an application form already submitted, please contact the AAO by e-mail. All communications from the AAO, including notification of application outcome, will be sent to the e-mail address registered for your account.

Q8. How can I update my account information?

Please update using the link shown below after logging in.



* If you have already created and have an AAO ID, you cannot start a new application. Continue an existing one.



Browser requirements

When using AAO system, use one of the browsers.

Windows (7 or later)	Microsoft Edge The latest version Internet Explorer 11 The latest version
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② DOCUMENTS/INFORMATION TO SUBMIT

Q9. Who should I ask to write my recommendation letter?

Please ask someone who can evaluate your academic abilities. Usually the recommendation letter is written by a university professor who has taught the applicant before.

Q10. The word "COPY" or "VOID" appears automatically on copies of my graduation certificate, academic transcript, or certificate of enrollment. May I submit these copies as-is?

Yes, this is not a problem. However, be sure that the certificates are stamped with an official seal.

Q11. Do I need to enter things like study abroad as an exchange student and enrollment in a Japanese language school as part of my educational history?

Yes, please do so.

Q12. What documentation do I need to submit if I have experience of study abroad as an exchange student?

Please submit a certificate of completion, certificate of enrollment, academic transcripts, or other documents evidencing your study abroad.

Q13. I am a research student at a Japanese university. Do I need to enter this as part of my educational history?

Yes, you do. Include it in your educational history, attach an evidence such as a certificate of enrollment or copy of your student ID card.

Q14. In the Scholarships section, do I need to list all the scholarships I've received up to now?

Only list scholarships for the purpose of studying in Kyoto University this time.

Q15. Is there a limit on the number of words/characters for the Statement of Purpose?

No. Please write your statement freely, including additions or changes to the items for inclusion that help convey **your academic achievements** and **research plans** more accurately. Please note that the AAO does not respond to inquiries regarding the content of the statement.

Q16. Do I need to submit certification of language proficiency when applying to the AAO?

No, not for the AAO application. However, some graduate schools require you to submit certification of language proficiency when applying for admission. Please check the application guidelines of your preferred graduate school in advance.

Q17. I haven't received my original language proficiency certificate yet. Can I submit a screenshot of an online notification?

If you don't have the original with you, a screenshot is acceptable for your AAO application. Please make sure your name or ID appears on the screenshot along with your score.

Q18. I have only passed the first-stage screening for the Japan-Taiwan Exchange Association Scholarship and do not have a certificate. What documentation should I upload?

Please upload the online result of the first-stage scholarship screening (screenshot accepted).

Q19. Do I need to include casual work and internships in the work history section?

No, you do not. Please include any work as a regular (full-time) employee, temporary dispatched worker, contract employee, and so on.

Q20. Can I make changes after submitting my application to AAO?

No, you can't make changes after your application is processed. We will let you know if your application is incomplete and ask you to submit the missing documents/information.

③ APPLY TO GRADUATE SCHOOLS / SELECT A POTENTIAL SUPERVISOR

Q21. Can the AAO check information for me on matters such as specific graduate school application deadlines?

No. Please **confirm this information on the website of your preferred graduate school/research institute**. In the event that details are not available for the academic year in question, we recommend you refer to the information on the previous academic year to begin your preparations. For research student applications, you should check with your prospective faculty supervisor after contact with the supervisor has been initiated through the AAO, or send your inquiry directly to the administrative office of the relevant graduate school.

Q22. I want to do research on a certain topic at Kyoto University, but I don't know how to look for a supervisor. What should I do?

Browse the information on Kyoto University's graduate schools and research institutes via the URLs shown below, and find the name of a supervisor you would like to work with. Please check prospective supervisors' research topics carefully, and find a supervisor matching your own research interests.

<https://www.kyoto-u.ac.jp/en/about/profile/faculty>

http://kyouindb.iimc.kyoto-u.ac.jp/view/index_e.html

*Some graduate schools include a list of supervisors in their application guidelines. We recommend you **check the guidelines available on the website of your preferred graduate school** (refer to the guidelines from the previous admission year if those for the current year are not yet available).

Q23. Can I ask AAO which supervisor is currently available?

No. The situation may change day by day. Please check first the graduate school website, the lab website, and so on by yourself.

Q24. Is it possible to apply concurrently to two or more graduate schools/research institutes or supervisors?

No. You can only choose one preferred supervisor. You cannot apply to two or more graduate schools/research institutes.

Q25. Do I need to make contact with my preferred supervisor prior to sending my documents to the AAO?

No. Please go through the AAO application process first. Once you have received approval from the AAO to contact your preferred supervisor, you should communicate directly with the supervisor.

Q26. Do I need to gain the provisional consent of my preferred supervisor before applying to my preferred graduate school?

If you are a research student, yes. If you plan to enroll as a regular student, it will depend on which graduate school you are applying to. If you do not need provisional consent, there is no need to contact your preferred supervisor prior to enrollment: you can simply submit your application for admission directly to your preferred graduate school after passing the AAO screening.

Please first check the application guidelines of your preferred graduate school to ascertain whether or not your preferred supervisor's provisional approval is required in advance.

④ OTHERS

Q27. Can I contact the AAO in Chinese?

No. We only take inquiries in Japanese or English.

Q28. Can I find out why I was not approved to contact?

No, reasons are not provided in cases of non-approval.

*A common reason for non-approval is that the applicant's research topic does not match that of the preferred supervisor. We recommend that you research faculty members' research interests carefully before making your selection, and clearly state in your research proposal why you want to be supervised by the faculty member you have selected.

Q29. Can you explain the different types of regular and non-regular students in graduate school?

Regular student: Will be awarded the Master's or Doctoral Degree on completion of their program of study.

Research student (non-regular student): The purpose is to undertake research under a supervisor. Cannot earn a degree or course credits.

Auditing student (non-regular student): The purpose is to audit classes. Cannot earn course credits. *AAO application not required.

Credited auditor (non-regular student): Can audit classes and earn course credits therefor. *AAO application not required.

Q30. What is the process after receiving informal consent from my preferred supervisor?

If you need clarification of any parts of the process after completion of the AAO procedure, please contact the administrative office of the graduate school you wish to enter. <https://www.kyoto-u.ac.jp/en/education-campus/inquiry/>

Q31. I have been notified that I cannot contact my preferred supervisor. Can I re-apply with a different supervisor?

In principle, no. However, permission is sometimes granted for re-application in unavoidable circumstances attributable to the supervisor, such as being fully occupied with supervision of other students, or being unable to supervise for the entire term of your enrollment owing to imminent retirement.

Q32. I have completed the AAO application process, but I now want to change from a regular student to a research student. Do I need to apply to the AAO again?

If you still wish to be supervised by the same supervisor who you gained permission to contact originally, you do not need to apply to the AAO again. Please inform the graduate school directly. In all other cases, please inform the AAO.

8. POINTS TO NOTE REGARDING SPECIAL PROGRAMS

East Asia Sustainable Economic Development Programme, Graduate School of Economics:

Give the preferred supervisor as "Ai Hisano" and the research topic as "undecided", and upload a blank file for Statement of Purpose. <http://www.econ.kyoto-u.ac.jp/kueac/>

Master's and Doctoral Programs other than the East Asia Sustainable Economic Development Programme (regular students) in the Graduate School of Economics, AND

Master's programs in the Graduate School of Management

Give the preferred supervisor and research topic as "undecided", and upload a blank file for Statement of Purpose. <http://www.econ.kyoto-u.ac.jp/examguide/graduateexam-info/> <http://www.gsm.kyoto-u.ac.jp/en/>

International Energy Science Course (IESC), Graduate School of Energy Science

The preferred supervisor section is not compulsory. In the "Correspondence with AAO" field, state that you wish to apply for the IESC. <http://www.energy.kyoto-u.ac.jp/en/admission/iesc-masters-program/>

The Joint Degree Master of Arts in Transcultural Studies (JDTS), Graduate School of Letters

Give the preferred supervisor as “Kamm, Bjorn-Ole”, and upload a blank file for the Statement of Purpose.

<https://www.cats.bun.kyoto-u.ac.jp/jdts/>