

# FREQUENTLY ASKED QUESTIONS

## (1) BEFORE STARTING AAO APPLICATION

### Q1. How should I look for my prospective supervisor / graduate school?

There are 18 graduate schools in KU and admission procedures will differ depending on the school and the program. Therefore applicants will first need to decide which graduate school to apply to – which is not always so simple, as it is common that related majors are offered across multiple graduate schools. For example, those who intend to pursue their studies in chemistry could have at least 7 options: Graduate School of Engineering, Agriculture, Science, Energy Science, Medicine, Pharmaceutical Sciences, Human and Environmental Studies, etc. Thus we suggest you to start from looking for your prospective supervisor.

Finding your prospective supervisor and their affiliation can give you an idea of the graduate school to apply to. You can search for professors on our [Activity Database on Education and Research](#)\*.

\*The tip for searching the database is to try searching through many prospective.

When the keyword is too broad, or too specific, you may not be able to find the best matching supervisor.

#### < Finding Professors' Affiliation 1: Primarily affiliated with a graduate school >

Activity Database on Education and Research, Kyoto University

近藤 直 (Last Update: 2020/07/07 00:12:44)

- Name(Kanji/Kana/Abecedarium Latinum)  
近藤 直/コンドウ ナオシ/Kondo, Naoshi
- Primary Affiliation(Org1/Job title)**  
Graduate Schools Agriculture/Professor
- Faculty

Look for your program on the Graduate School of Agriculture website

#### < Finding Professors' Affiliation 2: Primarily affiliated with a research institute >

Activity Database on Education and Research, Kyoto University

CRUZNARANJO AnaMaría (Last Update: 2020/07/30 18:00:13)

- Name(Kanji/Kana/Abecedarium Latinum)  
CRUZNARANJO AnaMaría/クルスナランホ アナマリア/Cruznaranjo, Anamaria
- Primary Affiliation(Org1/Job title)**  
Disaster Prevention Research Institute (DPRI)/Professor
- Affiliated programs (koza)**  
Org1  
Graduate Schools Engineering
- Office Location(Building/Room)

Look for your program on the Graduate School of Engineering website

Once you have the idea of the graduate school, please then access the graduate school website.

You can find further information on professors and programs offered. Ensure to check if the professors' research interest match yours before making the decision.

When you have decided the supervisor and the program, please then check the admission guideline. Some programs include a list of supervisors on the guidelines. If the guidelines for future admissions are not yet available, please refer to those from the previous admission.

### Q2. Can I ask AAO which supervisor is currently available?

No. Applicants themselves should have the best understanding of their research topic and interests. Please search for your prospective supervisor by yourself (refer to Q.1). AAO will confirm the availability of supervisors after the application form has been submitted, as the situation can change day by day.

### [Q3. Do I need to make contact with the prospective supervisor before submitting AAO application?](#)

No. Please go through AAO application process first. Once you have received a positive result from AAO, you can then directly contact the supervisor.

### [Q4. Do I need to gain prior-approval from the prospective supervisor before applying to the graduate school?](#)

If you are applying as a research student (see Q.5), yes. If you plan to enroll as a regular student, it will depend on which program you are applying to. If it is not required for your preferred program, there is no need to contact the prospective supervisor: you can simply submit your application documents directly to the graduate school after completing AAO process.

Please check the graduate school admission guidelines first to ascertain whether or not your preferred supervisor's prior-approval is required.

### [Q5. What are 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 obtain a degree or course credits.

Auditing student (non-regular student): The purpose is to audit classes. Cannot obtain course credits. \*

Credited auditor (non-regular student): Can audit classes and obtain course credits therefore. \*

\*AAO application is not required for this status.

### [Q6. Can AAO check admission information such as specific graduate school application deadlines for me?](#)

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 to refer to the information on the previous academic year to begin your preparation. For research student applications, you should check with your prospective supervisor after you have been permitted to initiate contact through AAO, or send your inquiry directly to the administrative office of the relevant graduate school.

### [Q7. Is it possible to apply concurrently to two or more supervisors or graduate schools/research institutes?](#)

No. You can only choose one preferred supervisor. If there are multiple supervisors you would like to apply for, we advise you to carefully consider who would best match your research topic, as there is no assurance that you would have the next chance to apply for another supervisor (Q.28).

In case of graduate schools/research institutes, you can only apply to one of them at a time. Please check the admission schedule of your intended program and apply to whichever graduate schools/research institutes need to be applied first.

### [Q8. Do applicants who graduated from a university in Japan need to go through AAO process?](#)

Those graduated or expect to graduate **only** from a Japanese university/universities do not need to apply through AAO.

### [Q9. I'm already enrolled in Kyoto University as a research student.](#)

#### [Do I need to go through AAO process to apply for admission as a regular graduate student?](#)

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

### [Q10. Is there a deadline for applying to AAO?](#)

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

### [Q11. I do not have all my required documents yet, but can I apply to AAO anyway?](#)

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 AAO sends you the acknowledge receipt of your application. For the moment, just upload all the documents you currently have access to.

## (2) REGISTRATION / MANAGING ACCOUNT

### [Q12. 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 do not receive 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) The message is sometimes not delivered in QQMail. Do the "Sign Up" process with a different e-mail address.
- If you still don't receive a registration message, please contact AAO (aao-ku@mail2.adm.kyoto-u.ac.jp).

### [Q13. 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 AAO by e-mail. All communications from AAO, including notification of application outcome, will be sent to the e-mail address registered for your account.

### [Q14. How can I update my account information?](#)

Please update from the link shown below after you have logged 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
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## (3) AAO APPLICATION FORM

### [Q15. 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 when **it** is incomplete.

#### [Q16. Who should I ask to write my letter of recommendation?](#)

Please ask someone who can evaluate your academic abilities. Usually it is written by a university professor who has taught (is teaching) the applicant.

#### [Q17. Can the referee directly send the letter of recommendation to AAO?](#)

Yes. Please ask the referee to send it to us on the following address. We also ask them to inform your name of the applicant and their AAO-ID when sending the letter. AAO-ID will be notified when the applicant submit their application.  
Kyoto University AAO : aao-ku@mail2.adm.kyoto-u.ac.jp

#### [Q18. It might take some time for me to prepare my letter of recommendation. Should I wait for it?](#)

As the letter of recommendation is not compulsory for AAO application, we can proceed without one. It is true that there is a limit to the capacity of each laboratories and from this perspective, earlier submission is better. However, the letter can play an important role in strengthening one's application. We therefore ask applicants to decide for themselves whether or not to submit a letter, and if so how many and from who.

#### [Q19. Is there a specific format for the Statement of Purpose?](#)

No\*. Please write the statement as you like, including additions or changes to help convey your academic achievements and research proposal (the crucial part of your application!) more accurately. Please note that AAO will not respond to inquiries regarding the content of the statement.

\*Exception: Those applying to the Graduate School of Medicine are required to use "Statement of Purpose (For the Graduate School of Medicine)".

#### [Q20. The word "COPY" or "VOID" appears automatically on copies of my certificates/transcripts. 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.

#### [Q21. Do I need to enter the following experiences on my educational background?](#)

##### [International exchange/ language schools /Japanese Universities \(research student\)](#)

Yes, please do so. In case of an international exchange or a research student, please submit a certificate of completion, certificate of enrollment, academic transcripts. If none of these certificates are available any other documents evidencing your enrollment such as a copy of your ID-card may be accepted.

#### [Q22. Do I need to submit certification of language proficiency when applying to AAO?](#)

No, not for AAO application. However, some programs require certification of language proficiency when applying for admission. Please check the admission guidelines of your preferred program in advance.

#### [Q23. I haven't received my language proficiency certificate yet. Can I submit a screenshot of an online notification?](#)

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

#### [Q24. On the Scholarships section, do I need to list all the scholarships I've received up to now?](#)

No, only list scholarships for the purpose of studying in Kyoto University this time.

[Q25. I have only passed the first-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).

[Q26. Do I need to include part-time jobs and internships on the employment history section?](#)

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

#### **(4) AFTER RESULT NOTIFICATION**

[Q27. Can I find out why I was not approved to initiate 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 prospective supervisor. We recommend you to research faculty members' research interests carefully before making your selection, and clearly state in your research proposal why you want to be supervised by that faculty member.

[Q28. I have been notified that I cannot contact my prospective supervisor. Can I re-apply for 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.

[Q29. I was allowed to start communication with my prospective supervisor through AAO application, and have contacted him/her. However, I cannot receive a reply. What should I do?](#)

Many supervisors are extremely busy and may not be able to respond to your email immediately, so please wait for a couple of weeks. Please make sure you have clearly stated that you have completed AAO application, along with your AAO-ID so that the supervisor can recognize you.

Ex. Today I'm writing to you as I was permitted to initiate contact through AAO application (AAO-ID:xxxx) .

[Q30. What is the process after receiving prior-approval from my preferred supervisor?](#)

If you need clarification of procedures after completing AAO process, 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 completed 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 originally obtained permission to contact, you do not need to apply to AAO again. Please inform the graduate school office directly. In all other cases, please inform AAO.

## POINTS TO NOTE ON SPECIAL PROGRAMS

### [East Asia Sustainable Economic Development Studies \(Master's\), 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 Program \(Japanese-based\) in the Graduate School of Economics](#)

### [Master's program \(Japanese-based\) in the Graduate School of Management](#)

Give the preferred supervisor and research topic as "undecided", and upload a blank file for Statement of Purpose.

Graduate School of Economics: <http://www.econ.kyoto-u.ac.jp/examguide/graduateexam-info/>

Graduate School of Management: <http://www.gsm.kyoto-u.ac.jp/en/>

### [The School of Law \(Different from the Graduate School of Law\)](#)

Give the preferred supervisor and research topic as "none", and upload a blank file for Statement of Purpose. Choose "Categories for Applicants who seek master's or doctoral degree, intend to complete a master's program" for the program selection. <https://lawschool.law.kyoto-u.ac.jp/nyushi/senbatsu/gaiyo/>

### [International Energy Science Course \(IESC\), Graduate School of Energy Science](#)

Applicants do not need to name their prospective supervisor.

<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. Choose one of the three fields (KBR, SEG, VMC) you intend to focus your study on, and add it in front of your research theme.

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