

General Flow of the Application

The actual flow may be slightly different depending on the graduate school and the program.

For instance, “Go through the AAO process” “Contact the prospective supervisor” in the chart below is not required for some programs.



Who needs to go through the AAO process?

This process is for applicants who meet both of the following:

- have graduated or is expected to graduate from a university outside of Japan
 - wish to enroll in Kyoto University as a [research student](#) or a regular graduate student
- (In the case of the Graduate School of Informatics, the process is only for those who wish to enroll as a research student.)

How does the process work?

1. Before getting started

- **Select a supervisor and a graduate school/research institute**

How to find a prospective supervisor and a graduate school/research institute can be found on Q1 of “Frequently Asked Questions”.

- **Check the admission information on the website of the graduate school/research institute**

Details of the application procedure vary by graduate schools and programs.

Please make sure to visit the [website of your preferred graduate school](#) and check the admission information including the application deadline.

2. The AAO process

- **Sign up for the AAO online application system and submit your application**

(1) Click “Sign up” on the [website](#) and register your email address.

(2) Access the URL on the registration email to complete the registration process.

(3) Fill out your AAO application form and upload the required documents (listed on the next page).

(4) Click “Submit” button and receive a confirmation email.

(5) When your application is ready to be processed, an acknowledge receipt will be sent from AAO. If it is incomplete, you will receive a request for correction. Please then follow the instructions and resubmit your application.

- **Receive the outcome of your application (This may take from a few days up to a month)**

< Programs which require applicants to contact the prospective supervisor before applying to the graduate school/research institute >

Your application will be reviewed by the prospective supervisor. S/he will then decide whether or not to initiate contact with you.

If you receive a positive result, you can then contact the supervisor directly. This result does not mean that you have been accepted.

< Programs which do not require applicants to contact the prospective supervisor before applying to the graduate school >

Your application will be sent to the graduate school office for a preliminary review.

Once it has been confirmed by the office, you will be informed of the outcome.

Applicants are advised to start the AAO process at least 2-3 months before the deadline of application to the graduate school/research institute, so there is enough time to complete all the procedures.



Documents required for the AAO process

(Some programs have additional instructions. Please check the details on the next page.)

All applicants

- Photo (above shoulders, facing the front)
The photo may be regarded invalid when edited.
- Statement of Purpose (including Research Plan)
Those applying to the Graduate School of Medicine are required to use the format on the [AAO webpage](#).
The document must not be created by another person - applications will be rejected if any plagiarism is discovered.

Graduates/Students from universities located outside of mainland China

The certificates should be latest official documents issued by the university, written in English or Japanese.

(If you are currently enrolled in or have completed a master's or doctoral program, please submit the following documents for ALL the programs.)

If you have already graduated

Graduation Certificate

Academic Transcript

If you are currently enrolled

**Expected Graduation Certificate
or Certificate of Enrollment**

Academic Transcript

Graduates/Students of universities in mainland China

(If you are currently enrolled in or have completed a master's or doctoral program, please submit the following documents for ALL the programs.)

If you have already graduated

Certificate of Graduation

Certificate of Degree

Issued by the university of graduation, written in Chinese with the student's photograph

Academic Transcript

Stamped with the university's official seal, written in English or Japanese

**Online Verification Report of Higher Education
Qualification Certificate**

教育部學歷證書電子註冊備案表 issued from the [website](#) (PDF file in Chinese)

If you are currently enrolled

**Expected Graduation Certificate
or Certificate of Enrollment**

A latest document stamped with the university's official seal, issued in English or Japanese

Academic Transcript

A latest document stamped with the university's official seal, issued in English or Japanese

Online Verification Report of Student Record

教育部學籍在線驗證報告 issued from the [website](#) (PDF file in Chinese)

Inquiry

Please first ensure you have checked the "Frequently Asked Questions".

For further questions, please send an inquiry e-mail with the following subject. Inquiries are only accepted in Japanese or English.

Subject: (AAO-Question) your name, your preferred graduate school/research institute, AAO-ID*

To: AAO, Kyoto University [aao-ku\[at\]mail2.adm.kyoto-u.ac.jp](mailto:aao-ku[at]mail2.adm.kyoto-u.ac.jp) (replace [at] with the @ symbol)

*AAO-ID is informed to applicants who submitted their AAO application. Please mention your ID in the subject if you have already received one.



Programs with additional instructions (for the AAO process)

Graduate School of Economics

Master's Program - East Asia Sustainable Economic Development Studies ([application guideline](#))
Master's Program - Japanese-taught ([application guideline](#))

Graduate School of Management

Master's Programs - (application guideline [Japanese](#) / [English](#))

School of Government

Master's Program ([application guideline](#))* only in Japanese

- ➡ Enter "Undecided" for the supervisor of interest and the research topic.
For the Statement of Purpose, upload a blank file.

School of Law*

([application guideline](#))

*This is a different department from the Graduate School of Law

- ➡ Enter "Undecided" for the supervisor of interest and the research topic.
For the Statement of Purpose, upload a blank file and choose "master's" for the program selection.

Graduate School of Letters

The Joint Degree Master of Arts in Transcultural Studies, JDTS ([application information](#))

- ➡ Please follow the instructions on "JDTS AAO Guidelines" on the above application information page.

Graduate School of Letters

Master's Program ([application guideline](#))
Doctoral Program ([application guideline](#))

- ➡ Please submit the AAO application after the application guideline has been announced.
For the Statement of Purpose, applicants can upload a blank file.

Graduate School of Advanced Integrated
Studies in Human Survivability

5-year integrated doctoral program ([application guideline](#)) * only in Japanese
Doctoral program, 3rd-Year Transfer ([application guideline](#)) * only in Japanese

- ➡ Please follow the instructions on 「※申請方法について【PDF】」 on the graduate school's website.
(Please scroll down the application guideline page mentioned above to find the file.)

Graduate School of Medicine

Doctoral Program in Medicine
Master's / Doctoral Program in Medical Science
Professional Degree / Doctoral Program in Public Health
Doctoral Program in Genomic Medicine, Kyoto-McGill International Collaborative Program
([application guideline](#))

- ➡ For the Statement of Purpose, please use the format on the [website](#).