

# To Those Graduated/Expected to Graduate Overseas Universities

◆ Please proceed with AAO online application after you have carefully read through 1.- 3.

## 1. ELIGIBILITY FOR AAO APPLICATION

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

- graduated or expect 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](#).

## 2. AAO APPLICATION PROCESS

**Preparation:** 1 year - 6 months prior to the application deadline\*

Find your prospective supervisor and decide your preferred graduate school/research institute

[Reference] [Activity Database on Education and Research](#)

Gather information on the graduate school/research institute and the program to apply for

[Reference] [Graduate Schools in Kyoto University](#)



**AAO Application:** 1 year - 2 months prior to the application deadline\*

(1) Access AAO website, register your email and password

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

(2) Access the URL on the registration email to complete full registration

(3) Fill out your AAO application form and upload the required documents

(see 3. Documents required for AAO application 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 correction request. Please then follow the instructions and re-submit your application.



**AAO Result Notification:** around 1 - 4 weeks after receiving acknowledge receipt of your application

Programs which require provisional acceptance

AAO will inform you whether or not the prospective supervisor offered approval to initiate contact.

**Please note that you have not been approved for admission at this stage.**

Programs which do not require provisional acceptance

AAO will send a notice on the outcome of the preliminary review. You will need to consult the graduate school office for admission guidelines and move on to the next step.

**If approved, contact the prospective supervisor**



**Apply to preferred graduate school/research institute**



**Take entrance examination/screening**



**If successful, undertake enrollment procedures**

\*Check the information on the website of each graduate school/research institute.

### 3. DOCUMENTS REQUIRED FOR AAO APPLICATION

#### All applicants

1. Photo (above shoulders, facing the camera)

The photo may be regarded invalid when edited.

2. Statement of Purpose (including [Research Plan](#))

Those applying to the Graduate School of Medicine are required to use a format (see [AAO webpage](#))

**The work must NOT be completed by another person - applications will be rejected if any plagiarism is discovered.**

#### Graduates of universities located outside of mainland China

<If you have already graduated>

Graduation Certificate      **In English or Japanese, issued by the university of graduation**

Academic Transcript      **In English or Japanese, an official document issued by the university of graduation**

<If you expect to graduate>

Expected Graduate Certificate  
or Certificate of Enrollment      **In English or Japanese, issued by the university of graduation**

Academic Transcript      **In English or Japanese, an official document issued by the university of graduation**  
\*Submit the latest one available

\*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>

Graduation Certificate      **In Chinese, issued by the university of graduation, with photograph included**

Degree Certificate      **In Chinese, issued by the university of graduation, with photograph included**

Academic Transcript      **In English or Japanese, stamped with the university's official seal**

Ministry of Education  
Online Verification Report  
of Higher Education  
Qualification Certificate      **Register on the Chinese Ministry of Education website [www.chsi.com.cn/xlcx/bgys.jsp](http://www.chsi.com.cn/xlcx/bgys.jsp)  
and obtain a report (教育部學歷證書電子注冊備案表) in a PDF file**

<If you expect to graduate>

Expected Graduate Certificate  
or Certificate of Enrollment      **In English or Japanese, issued by the university of graduation**

Academic Transcript      **In English or Japanese, stamped with the university's official seal**  
\*Submit the latest one available

Ministry of Education  
Online Verification Report  
of Student Record      **Register on the Chinese Ministry of Education website  
[www.chsi.com.cn/xlcx/bgys.jsp](http://www.chsi.com.cn/xlcx/bgys.jsp) and obtain a report  
(教育部學籍在線驗證報告) in a PDF file**

\*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.

### 4. INQUIRY

If you have any questions for AAO that is not covered in the FAQ below, please send an e-mail inquiry with the title:  
"[AAO-Question] your name, your preferred graduate school/research institute, AAO ID\*."

Inquiries are only accepted in Japanese or English.

\*Those who have already submitted AAO application.

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