### 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 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 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] <u>Graduate Schools in Kyoto University</u>

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

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

AAO Online application URL <a href="https://www.aao.opir.kyoto-u.ac.jp/">https://www.aao.opir.kyoto-u.ac.jp/</a>

- (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 to AAO" 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.

#### **Result Notification**

1 - 6 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.

If approved, you can directly contact the supervisor.

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

<u>Programs which does not require provisional-</u> acceptance

AAO will send a notice on the outcome of the verification of the submitted documents.

You will need to consult the graduate school office for admission guidelines and proceed with your application for admission.

Contact the prospective supervisor

Application to the graduate school/ research institute

Apply to preferred graduate school / research institute

Take entrance examination / screening

If successful, undertake enrollment procedures

<sup>\*</sup> The application deadline of your preferred program in the 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 Proposal)

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

#### **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

#### **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 <a href="www.chsi.com.cn/xlcx/bgys.jsp">www.chsi.com.cn/xlcx/bgys.jsp</a>

and obtain a report

(教育部<u>学歴証書電子注冊備案表</u>) 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 and obtain a report

(教育部<u>学籍在線験証報告</u>) in a PDF file

#### 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 (replace \*a\* with the @ symbol)

<sup>\*</sup>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.

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