

1. The process to receive “Provisional Acceptance”

Sign up for AAO application

- Access <https://www.aao.opir.kyoto-u.ac.jp/> and register your email and password
- Receive a registration email and access the URL on the email to complete full registration

Complete and submit the online application

- Fill out your AAO application form and upload the required documents (see below)
- Click “Submit to AAO” and receive a confirmation email
- 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.

Receive your AAO result

- You will receive the email address of the prospective supervisor **if he/she allows you to start correspondence**. It will take around 3 weeks until the result arrives.

Contact your prospective supervisor

Correspond with the prospective supervisor and **obtain permission of acceptance**

Request a “Letter of Provisional Acceptance” to the graduate school/research institute office the prospective supervisor is affiliated with

2. Required Documents

All applicants

1. Passing Certificate of the First Screening issued by a Japanese diplomatic mission
***It must bear the official seal of the diplomatic mission**
2. Statement of Purpose (Research Proposal)

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 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 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.

3. Notes on your AAO application form

All applicants

Educational background – If you had a foreign exchange or attended a language school

International Exchange: Enter the details, attach a certificate/transcript

Language School : Enter the details, no certificates required

Scholarships - Enter the following information on scholarship section.

Name: MEXT Scholarship Embassy Recommendation (For those outside of Japan)/First Examination

Status: Accepted

Certificates: Upload your Passing Certificate of the First Screening issued by a Japanese diplomatic mission

Applicants to the Graduate School of Medicine

Indicate your course selection - Medicine, Medical Science, Public Health or Human Health Sciences - on "Correspondence with AAO" section.

<Course Details> https://www.med.kyoto-u.ac.jp/en/grad_school/major/

<http://sph.med.kyoto-u.ac.jp/en/about/summary/>

<https://www.med.kyoto-u.ac.jp/en/ghs/>

4. Inquiries

Should you have inquiries on AAO application, please feel free to contact us.

Admissions Assistance Office (AAO)

Email: aao-ku*a*mail2.adm.kyoto-u.ac.jp (Replace *a* with the @ symbol)