

**2018 - 2019**

**Graduate School of Biostudies, Kyoto University  
Master's Program in "Global Frontier in Life Science"**

**Guidelines for International Student Admissions**

**Philosophy and Admission Policy of the Graduate School of Biostudies**

The field of life sciences is transforming and evolving into an advanced branch of science that will build a future for humans. With this global trend as a backdrop, the Graduate School of Biostudies was established in 1999 as Japan's first independent graduate school of biostudies with the aim of creating one of the world's top research institutions and developing bioscientists who will lead the next generation in the biostudies field. With a set of such basic units of life as "cells," "molecules," and "genes" as a common language, the Graduate School of Biostudies is home to innovative research and education activities where concepts about diverse organisms and the environments that sustain them are integrated to create new values concerning the future and respect for life.

In response to diverse social demands that call for an increasingly sophisticated and complex life sciences field, the Graduate School of Biostudies strives to develop the following human resources:

- 1) Researchers who explore and discover the basics of life, pursuing the cutting-edge field of biostudies at the highest level in the world;
- 2) Researchers and highly skilled engineers who contribute to society at public and private research institutions, endeavoring to protect the global environment and maintain human health, well-being, and fulfillment; and
- 3) Educators and highly skilled practitioners who possess broad knowledge of diverse vital phenomena of living organisms and contribute to society through education, industry, mass media, and the public sector.

In April 2011, the Graduate School of Biostudies launched "Global Frontier in Life Science", a new educational program as a part of K.U. PROFILE (Kyoto University Programs for Future International Leaders: <http://www.opir.kyoto-u.ac.jp/kuprofile/e/index.html>). This program, "Global Frontier in Life Science", is held entirely in English, including the entrance examinations, lectures, experiments and discussions.

The Graduate School of Biostudies seeks international as well as domestic students who hope to join this program. In particular, the School welcomes those who show a respect for life and a desire to create a comprehensive and cutting-edge area within the life sciences field beyond existing disciplinary boundaries.

Admission examinations for the Master's program in "Global Frontier in Life Science" consist of: 1) a documentation screening and 2) an oral examination (interview). **Please note that applicants are NOT required to be physically present in Japan for the examination.**

The academic year starts on October 1, 2018 or April 1, 2019.

## I. “Global Frontier in Life Science”

The Graduate School of Biostudies launched “Global Frontier in Life Science”, an educational program for Doctoral and Master’s students, as part of K.U. PROFILE (Kyoto University Programs for Future International Leaders: <http://www.opir.kyoto-u.ac.jp/kuprofile/e/index.html>). This program, “Global Frontier in Life Science”, is held entirely in English, including the entrance examinations, lectures, experiments, and discussions. Up to ten applicants will be accepted.

## II. Division/Laboratories and Enrollment

The Graduate School of Biostudies consists of two divisions, which are made up of 38 laboratories. Details of each laboratory are described on pp. 8 - 26 (tentative) of these guidelines and the Graduate School of Biostudies website (<http://www.lif.kyoto-u.ac.jp/>). Applicants can apply for up to two laboratories. **Thus, applicants must contact the lab heads and fully discuss potential research activities and availability before filing the application.**

### III-1. Eligibility Requirements for Applicants expecting to start from October 1, 2018

Applicants must match one of the following requirements by September 30, 2018:

1. Individuals with any nationality who have completed (or are expected to complete by September 30, 2018) 16 years of education in foreign countries.
2. Individuals, other than Japanese nationals, who graduated (or are expected to graduate by September 30, 2018) from a Japanese university.
3. Individuals who have received (or are expected to receive by September 30, 2018) a degree equivalent to a bachelor’s degree by completing a curriculum with a term of enrollment of at least three years (including completion of such a curriculum by studying relevant subjects in Japan via a correspondence course provided by a school in a foreign country and completion of a curriculum at an educational facility that has been accredited as having an approved curriculum under the educational system of said country and is designated by the Minister of Education, Culture, Sports, Science and Technology) at a university or other school in a country other than Japan (only those universities or schools for which the overall conditions of education and research activities have been assessed by a party authorized by the government of said country or an organization concerned, or those corresponding to such entities as designated by the Minister of Education, Culture, Sports, Science and Technology).
4. Individuals, other than Japanese nationals, who are recognized by the Graduate School of Biostudies to have completed an education equivalent to a university degree of Japan and are at least 22 years old by September 30, 2018.
5. Individuals with Japanese nationality who are determined by the Graduate School of Biostudies to have completed an education in foreign countries equivalent to a university degree of Japan or had school education that were mainly given in English, and are at least 22 years old by September 30, 2018.

[Note 1] Regarding requirement 1, this includes individuals who have completed an equivalent of 16 years of education but have less than 16 years due to skipped (advanced) grades.

[Note 2] **Those who are applying under requirement 4 or 5 must undergo a preliminary eligibility screening process before applying.**

### III-2. Eligibility Requirements for Applicants expecting to start from April 1, 2019

Applicants must match one of the following requirements by March 31, 2019:

1. Individuals with any nationality who have completed (or are expected to complete by March 31, 2019) 16 years of education in foreign countries.
2. Individuals, other than Japanese nationals, who graduated (or are expected to graduate by March 31, 2019) from a Japanese university.
3. Individuals who have received (or are expected to receive by March 31, 2019) a degree

equivalent to a bachelor's degree by completing a curriculum with a term of enrollment of at least three years (including completion of such a curriculum by studying relevant subjects in Japan via a correspondence course provided by a school in a foreign country and completion of a curriculum at an educational facility that has been accredited as having an approved curriculum under the educational system of said country and is designated by the Minister of Education, Culture, Sports, Science and Technology) at a university or other school in a country other than Japan (only those universities or schools for which the overall conditions of education and research activities have been assessed by a party authorized by the government of said country or an organization concerned, or those corresponding to such entities as designated by the Minister of Education, Culture, Sports, Science and Technology).

4. Individuals, other than Japanese nationals, who are recognized by the Graduate School of Biostudies to have completed an education equivalent to a university degree of Japan and are at least 22 years old by March 31, 2019.
5. Individuals with Japanese nationality who are determined by the Graduate School of Biostudies to have completed an education in foreign countries equivalent to a university degree of Japan or had school education that were mainly given in English, and are at least 22 years old by March 31, 2019.
6. Individuals, other than Japanese nationals, who will be enrolled at least 3 years in a Japanese university by March 31, 2019 and are recognized by the Graduate School of Biostudies as having acquired sufficient credits with excellent academic records.

[Note 1] Regarding requirement 1, this includes individuals who have completed an equivalent of 16 years of education but have less than 16 years due to skipped (advanced) grades.

[Note 2] **Those who are applying under requirement 4, 5, or 6 must undergo a preliminary eligibility screening process before applying.**

#### IV. Eligibility Screening

Applicants filing under eligibility requirement 3, 4, 5, or 6 above are required to contact the Student Affairs Section (Kyomu gakari) of the Graduate School of Biostudies to request that the designated application form for preliminary eligibility screening to be sent at any time, but no later than April 12 (Thu), 2018. Submit the following preliminary eligibility screening documents via email to the Student Affairs Section of the Graduate School of Biostudies ([150kyomu@adm.lif.kyoto-u.ac.jp](mailto:150kyomu@adm.lif.kyoto-u.ac.jp)) by JST 5:00 p.m., April 19 (Thu), 2018 at latest. When filing the admission application, applicants cannot in principle apply for any laboratory other than the one or two specified in the documents being submitted for the eligibility screening.

##### 1. Documents for the Eligibility Screening

###### When filing under eligibility requirement 4 or 5

(1) Application form for the Eligibility Screening <b>(designated form)</b>	This form is provided upon request.
(2) Academic transcript	Submit an academic transcript prepared and sealed by the university last attended. (The transcript does not need to be sealed if it is made of a material that prevents photocopying.)
(3) Research progress report <b>(designated form)</b>	Present a brief, objective statement on the progress of the applicant's research in the field of specialization. This form is provided upon request.
(4) Details of previous studies <b>(designated form)</b>	Submit a certificate of research work content prepared and sealed by the institution to which the applicant belongs. This form is provided upon request.

(5) A valid score for GRE General Test or Subject Test (See <b>Note</b> below)	Any scores of the Subject Test are optional. Acceptable test includes: Biology/ Biochemistry, Cell and Molecular/Biology/Chemistry/Physics.
(6) Others	Documents or printed materials that support academic or scientific achievements, if any, such as books, research articles, or academic presentations.

### When filing under the eligibility requirement 6

(1) Application form for the Eligibility Screening	This form is provided upon request. <b>(designated form)</b>
(2) Letter of recommendation	Submit a letter of recommendation prepared and sealed by the university in which you are/were enrolled. Note that recommendation letters must be written on the letterhead of the institution to which the recommender belongs and are valid only when the recommender's handwritten signature and full contact addresses (including E-mail address) are provided.
(3) Academic transcript	Submit an academic transcript prepared and sealed by the university in which you are/were enrolled. (The transcript does not need to be sealed if it is made of a material that prevents photocopying.)
(4) Statement of personal objectives <b>(designated form)</b>	This form is provided upon request.
(5) A valid score for GRE General Test or Subject Test See <b>Note</b> below)	Any scores of the Subject Test are optional. Acceptable test includes: Biology/ Biochemistry, Cell and Molecular/Biology/Chemistry/Physics.

**Note:** For applicants who hold a GRE\* General Test or Subject Test score for Biology/Biochemistry, Cell and Molecular Biology/Chemistry/Physics, those scores can be provided as supplemental supporting information.

\*GRE: Graduate Record Examination <http://www.ets.org/gre>

Designated Institution (DI) Code: 3814 Kyoto U

## 2. Screening procedure and Schedule

- (1) Applicants filing an application for preliminary eligibility screening under eligibility requirement 4, 5, or 6 are subject to the preliminary eligibility screening.
- (2) The screening results will be sent by e-mail to the applicants as soon as the decision is made, at latest on May 9 (Wed), 2018.

**Note:** Successful applicants filing under the eligibility requirement 6, expecting to matriculate in April, 2019, must submit an academic transcript for the 2018 academic year to the Student Affairs Section (Kyomu gakari) of the Graduate School of Biostudies by February 21 (Thu), 2019. Otherwise successful applicants whose transcripts demonstrate a failure to meet the admissions standards of the Graduate School of Biostudies may be refused admission.

Successful applicants filing under eligibility requirement 6 must also submit a certificate of withdrawal by March 29 (Thu), 2019; thus, they cannot obtain a bachelor's degree at the university currently attended.

## V. Application Fee

Application fee: 10,000 yen

Payment period: From May 1 (Tue) to May 17 (Thu), 2018 JST

Only payments marked as made within this period will be valid; those made outside this period will be invalid.

## [Payment methods]

### 1. Payment by Credit Card (only for applicants residing outside Japan).

**Applicants residing outside Japan** should pay the application fee (10,000 yen) and Service Fee (500 yen). Please access the URL below titled “Examination Settlement Service (EXSS)” and complete the payment process following the instructions provided during the designated payment period. For details, please refer to a separate sheet titled “Payment Methods for Application Fees with Convenience Store or Credit Card”.

EXSS: <https://www3.univ-jp.com/kyoto-u/en/bio/>

**Note:** The Application Completed page must be printed out and submitted along with the other application documents (see section VI below).

Once received, application fees will not be refundable under any circumstances.

### **2. Payment with Convenience Store (only for applicants residing inside Japan).**

**Applicants residing inside Japan** should pay the application fee (10,000 yen) and Service Fee (500 yen). Please access the URL below titled “Examination Settlement Service (EXSS)” and complete the payment process following the instructions provided during the designated payment period. For details, please refer to a separate sheet titled “Payment Methods for Application Fees with Convenience Store or Credit Card”.

EXSS: <https://www3.univ-jp.com/kyoto-u/en/bio/>

**Note:** The Application Completed page must be printed out and submitted along with the other application documents (see section VI below).

Once received, application fees will not be refundable under any circumstances.

### **3. Payment by bank transfer (only for applicants residing inside Japan).**

**Applicants residing inside Japan** should pay the application fee (10,000 yen) by bank transfer with the following procedures.

#### **Payment at a bank window in Japan**

- (1) **Enter the applicant’s name in the appropriate spaces (three spaces) on the Application Fee Payment Request Form (available upon request via regular mail). Take the form to a bank without separating any of its portions (payment through the post office or Japan Post Bank is not available) and make your payment. Please note that payment via the Internet is not accepted.**
- (2) No transfer fee is charged if payment is made at the head office or a branch office of Mitsui Sumitomo Banking Corporation. If payment is made at any other bank, you shall be responsible for the cost of transfer.
- (3) After making your payment, make sure that the bank’s receipt seal is stamped on the “Evidence of Application Fee Payment” and the “Application Fee (and Transfer Fee) Receipt” returned from the bank. Paste the “Evidence of Application Fee Payment” (left portion) on the “Form for Affixing Evidence of Application Fee Payment”. Please retain the copy of the “Application Fee (and Transfer Fee) Receipt” with revenue stamp attached for your records.

#### **Payment via ATM**

Bank Name	Branch	Type of Account	Account No.	Recipient’s Name
Mitsui Sumitomo Bank 三井住友銀行	Kyoto 京都支店	Ordinary ( <i>futsu</i> ) 普通	8089428	Kyoto University 国立大学法人 京都大学

- (1) Enter the applicant's name as the payer in the appropriate space in the ATM so that the university will be able to identify by whom the amount was deposited in the university's account.
- (2) Extra charge for deposit via ATM must be paid by the applicant.
- (3) Submit the receipt of the deposit to be issued with the ATM and make a photocopy of the receipt for yourself.

**Note: Once received, application fees will not be refundable under any circumstances.**

## VI. Application Documents

(1) Admission application form, photograph card, examination card	<b>Use the provided form.</b> Fill in the blanks and paste a photo to each of the two indicated places. Make sure the photos present your full-face and frontal view, without a hat or cap, and are taken within the past three months.
(2) Research Achievement (Questions for Application Screening)	<b>Use the provided form.</b> Fill in the boxes in the designated form. Do not exceed to write expanding the original size of the boxes. The sizes are fixed. Please write in Times New Roman 12 point.
(3) Academic transcript	Submit an academic transcript prepared and sealed by the university you are currently attending or from which you have graduated.
(4) Graduation certificate (or certificate of expected graduation)	Submit a certificate prepared by the university you are currently attending or from which you have graduated.
(5) Recommendation letters	<p><u>At least two</u> letters are required. (Mandatory)</p> <p>Letter of recommendation 1: Written by a faculty member of your current educational institution, who can evaluate your academic performance and potential for success in the Master's program. The letter must be written on the letterhead of the respective institution and must include the recommender's contact information and hand-written signature.</p> <p>(Choose at least one, as appropriate)</p> <p>Letter of recommendation 2: Written by the faculty supervisor of the applicant at the university to which you belong or from which you graduated, who can evaluate your research and your potential to become a productive scientist. The letter must be written on the letterhead of the supervisor's institution and must include the supervisor's contact information and hand-written signature.</p> <p>Letter of recommendation 3: If you are employed at a public agency or company at the time of application, submit a letter of recommendation from your immediate supervisor, with his/her hand-written signature. The letter must include your supervisor's contact information and be written on the letterhead of the agency/company to which he/she belongs.</p>
(6) A valid score for GRE General Test and Subject Test	General Test score is essential. Any scores of the Subject Test are optional. Acceptable test includes: Biology/Biochemistry, Cell and Molecular Biology/Chemistry/Physics.
(7) A valid score for IELTS or TOEFL	Unnecessary for English-native speakers (Please contact the Student Affairs Section in advance.)
(8) <b>Evidence of Application</b>	<b>Applicants residing outside Japan:</b> After paying your application fees

<b>Fee Payment Form</b>	<p>via internet, <u>the Application Completed page must be printed out and submitted.</u> Applications will not be accepted if payment could not be confirmed.</p> <p><b>Applicants residing inside Japan:</b> After paying your application fees at a convenience store or a bank window or by an ATM, paste the Evidence of Application Fee Payment with the bank's receipt seal stamped or the receipt issued by the ATM. Applications will not be accepted if no receipt seal is stamped on the Evidence of Application Fee Payment form.</p>
(9) <b>Address for further communication</b>	<p><b>Use the designated forms.</b></p> <p>For further communication on the examination results and the enrollment procedures, clearly write your name, address and post code on the designated form.</p> <p>*If you change your address after applying, you must promptly inform the new address to the Student Affairs Section (Kyomugakari) of the Graduate School of Biostudies.</p>

## VII. Application Procedures

Applicants must prepare a packet of all necessary admission application documents in print and submit it to the postal address indicated on p. 8. When sending the packet by post, use registered mail and write clearly "Admission Application Form for the Graduate School of Biostudies Master's program of Global Frontier in Life Science" on the front of the envelope.

## VIII. Application Period

The application period is from May 10 (Thu) to May 18 (Fri), 2018 JST.

When submitting in person: office hours are 9:00 a.m. – 12:00 p.m. and 1:00 p.m. – 5:00 p.m. When sending the application documents by post, ensure that the application documents are delivered by JST 5:00 p.m. on May 18 (Fri), 2018.

Note that the admission application form will not be accepted if the application completed page or the Evidence of Payment for Application Fees with the bank's receipt seal stamped or the receipt issued by the ATM is not pasted on the Form for Affixing Evidence of Payment for Application Fees.

## IX. Examination Schedule

<b>May 21 (Mon) ~ June 8 (Fri)</b>	<p><b>Documentation Screening</b></p> <p>Only successful applicants who pass the screening of the admission documents will be able to take the interview (Oral Examination).</p>
<b>June 18 (Mon) ~ July 13 (Fri)</b>	<p><b>Interview (Oral Examination)</b></p> <p>The interview date and method* will be arranged individually after the decision is made.</p> <p><b>*e.g. Skype or other protocols</b></p>

## X. Announcement of Successful Applicants

The list of successful applicants is scheduled to be posted on a bulletin board on the 1st floor of the South Campus Research Bldg. (Faculty of Medicine Bldg. G) at approximately 5p.m., July 25 (Wed), 2018. Simultaneously, the same list will be posted on the web site of the Graduate School of Biostudies (<http://www.lif.kyoto-u.ac.jp/e/>). Telephone inquiries about the selection results shall not be accepted.

## XI. Admission Fee and Tuition

Admission Fee : 282,000 yen (tentative)

The admission fee amount may be revised at the time of enrollment.

Tuition for the first semester: : 267,900 yen (annual tuition: 535,800 yen, tentative)

The tuition amount may be revised at the time of enrollment or later.

### Notes:

- (1) “Master’s Program” at Kyoto University refers to the first two-year program in a doctoral program specified in the Standards for the Establishment of Graduate Schools, and is a term used at Kyoto University.
- (2) Students who have completed the Master's degree in the Graduate School of Biostudies and wish to continue on for the Doctoral Program must nevertheless submit a formal application for the Doctoral Program.
- (3) Others
  - 1) After the application is accepted, no changes are allowed in any of the application items. Furthermore, once received, application fees will not be refundable under any circumstances.
  - 2) **For applicants residing inside Japan:** To request **the Application Fee Payment Request Form**, write your post code, address, and name on a self-addressed 240 mm x 332 mm-sized envelope, and affix 80-yen postage to the self-addressed envelope. Write **“Request for Application Fee Payment Request Form”** on the front of the envelope, place the self-addressed envelope inside, and send it to the address below).
  - 3) The instructions of enrollment procedures will be e-mailed to each successful applicant in late July, 2018 for those who would like to enroll in October, 2018. For those who will enroll in April, 2018, it will be informed in early February, 2019.
  - 4) Applicants with physical disabilities (degree of physical disability as stipulated in the enforcement ordinance of the School Education Law) who require special arrangements for taking examinations or attending courses should immediately contact the Student Affairs Section (Kyomu gakari).

[Handling of Personal Information]

Personal information provided in application documents will be handled in accordance with “Kyoto University’s Rules regarding the Protection of Personal Information.”

### < Where to send your application, and Inquiries >

Student Affairs Section (Kyomu gakari) of the Graduate School of Biostudies, Kyoto University  
Yoshida-Konoe-cho, Sakyo-ku, Kyoto 606-8501, Japan

Phone: +81-75-753-9424

Fax: +81-75-753-9229

E-mail: 150kyomu@adm.lif.kyoto-u.ac.jp

December, 2017

Graduate School of Biostudies, Kyoto University

<http://www.lif.kyoto-u.ac.jp/e/>