



University-wide Student Exchange Program

CHECKLIST

**Notes for applicants**

- ◇ Read the Application Guidelines carefully before submitting your application
- ◇ Make sure to print out your application forms at the end of the online application (Step 2)
- ◇ Make sure to submit all the documents listed below including the documents uploaded to STEP 2 to the program coordinator.
- ◇ If any document is in a language other than English or Japanese, English translation must be attached.
- ◇ Application documents must be uploaded to Kyoto University's storage through the coordinator of your home university. (Direct submission will NOT be accepted.)

**Notes for exchange program coordinator**

- ◇ Application documents must be uploaded to Kyoto University's storage through the program coordinator before the deadline.
- ◇ Please enclose this checklist with all required documents.

Name of University \_\_\_\_\_

Student Name \_\_\_\_\_

Mandatory  Strongly Advised  Optional  (mark with "✓".)

Document	KUINEP	GEA	GESR
Online application pages (signed & dated)			
Recommendation letter ( <b>Form 1</b> ) *1			
Health certificate ( <b>Form 2</b> )			
Statement of purpose ( <b>Form 4</b> )	-		
Research plan essay (free format)	-	-	
Copy of TOEFL iBT or IELTS or JLPT (N1) <u>OR</u>			
Language proficiency statement ( <b>Form 5</b> )			
Copy of letter of provisional acceptance ( <b>Form 6</b> ) *2	-	-	
Academic transcript in English *3			
Copy of passport (personal particulars page)			
One recent portrait photo (size: H 4cm x W 3 cm) *4			
JASSO scholarship application form ( <b>Form 7</b> ) *5			
Confirmation note regarding security export control *6	-		

**NOTE: We accept only our designated forms (Form 1- 7), not any other format.**

\*1) The recommendation letter should be written by a faculty/teaching member who currently belongs to the applicant's home university.

\*2) Original should be kept by a faculty member of Kyoto University who issues the letter. The application may not be accepted by the graduate school if the applicant cannot obtain and submit the letter of provisional acceptance by the application deadline.

\*3) If the academic transcript is not written in English, please submit the official transcript together with its translation, verified by the home university.

\*4) Please check instructions on "Portrait Photo Requirement".

\*5) If JASSO scholarship application is not submitted, we consider the student does not wish to apply for the scholarship even if s/he selects "I wish to apply" in the online application STEP 1.

\*6) This is only required for those who apply for the Graduate School of Informatics.



京都大学  
KYOTO UNIVERSITY

**University-wide Student Exchange Program  
Application Guidelines**

**AY 2025 Spring (1<sup>st</sup>) Semester** (Exchange Period: April 2025 - Sep 2025/Mar 2026)



**Exchange Program Office**

International Education and Student Mobility Division, Kyoto University

Address : Yoshida Nihonmatsu-cho, Sakyo-ku, Kyoto, 606-8501 JAPAN

Telephone : +81-(0)75-753-2546

E-mail : [inbound.exchange@mail2.adm.kyoto-u.ac.jp](mailto:inbound.exchange@mail2.adm.kyoto-u.ac.jp)

**//Important//**

Completing an application does not guarantee admission into the program due to capacity issues.

**Important Dates and Deadlines**

For AY 2025 Spring (1st) Semester

Call for Nomination : June 2024

Nomination Deadline : By **August 23**, 2024 (online)

Application Deadline : By **September 20**, 2024 (online **and** \*data)

Application Outcome : January 2025 (e-mail)

**\* Data**

The way of submission: Instead of sending by postal mail, upload all the application documents to Kyoto University storage through coordinator after students complete online application steps (STEP 1 & STEP2).

## 1. Outline of Exchange Programs

Kyoto University offers two different types of student exchange programs, KUINEP and GE program, under the university-wide student exchange agreement. Students are expected to choose which program they belong to with advice from their home institution.

**KUINEP:** Kyoto University International Education Program (Only for undergraduates)

**GE program:** General Exchange program (GEA or GESR)

Program	Category	Level	Activity	Language Requirement
KUINEP	KUINEP	Undergraduate	Coursework	English
GE program	GEA	Undergraduate	Coursework	Japanese
		Master/Doctor	Coursework	Japanese (or English*)
	GESR	Master/Doctor	Research	(depends on supervisor)

### Kyoto University International Education Program (KUINEP)

The Kyoto University International Education Program (KUINEP) is available for undergraduate students and provides undergraduate level lectures in English to our partner university students as well as Kyoto University students. Although KUINEP students in principle can choose from every KUINEP courses regardless their year in Home University, these courses are mainly designed for 1st and 2nd year of the undergraduate students of the Japanese educational standards. Approximately 65% of the courses are targeted at 1st and 2nd year students and the rest are targeted at every student (1st to 4th). KUINEP students are required to take a minimum of seven courses each semester mainly from KUINEP courses offered by the Institute for Liberal Arts and Sciences (ILAS) taught in English and additionally from courses offered by Faculties with the lecturer's permission. Students are affiliated to the Institute for Liberal Arts and Sciences (ILAS) as "Special Auditor".

### Kyoto University General Exchange Program (GE program)

The Kyoto University General Exchange Program (GE program) is available for undergraduate and graduate students. Students are affiliated to one of undergraduate faculties or graduate schools, and choose all or most of courses from those offered by their own undergraduate faculties or graduate schools ("Special Auditor": GEA) or deepen their own research under the instruction of academic supervisors without taking any courses lectured in classrooms ("Special Research Student": GESR). Undergraduate GEA is required to take a minimum of seven courses each semester while graduate GEA is required to take a minimum of four courses. GESR students do not need Japanese proficiency if the supervisor can guide the student in any other language. GESR is available only for graduate students.

#### \* For graduate GEA students

Some graduate schools provide limited number of courses lectured in English. It is occasionally possible to be a GEA student without having sufficient Japanese language proficiency, if graduate students are able to find enough numbers (at least four per semester) of such courses to match the subject they wish to study at Kyoto University. If they would like to see whether their intended graduate school offers enough courses lectured in English, please access the URL below.

#### Course Search (Syllabi):

[https://www.k.kyoto-u.ac.jp/external/open\\_syllabus/top?display\\_lang=en](https://www.k.kyoto-u.ac.jp/external/open_syllabus/top?display_lang=en)

#### List of English courses available for "the Graduate School of Engineering":

<https://fsv.iimc.kyoto->

[u.ac.jp/public/mfo5gWkXwyurpYDoXXCZJskArEJ0GrerpCUQwhDFaMn5](https://fsv.iimc.kyoto-u.ac.jp/public/mfo5gWkXwyurpYDoXXCZJskArEJ0GrerpCUQwhDFaMn5)

Please note that the Spring semester is the first semester (from April to September) and the Fall semester is the second semester (from October to March) at Kyoto University.

## 2. Affiliation

Each KUINEP, GEA, and GESR will be affiliated to one of the faculties or graduate schools at Kyoto University based on the major field of study at the home institution.

- It is not allowed to change the program nor the affiliation after the application deadline.
- It is a policy in principle of Kyoto University not to allow exchange students to enroll in the faculty/graduate school without having their background in their home universities.
- A transcript for KUINEP and GEA students will be issued under the name of each faculty/graduate school. (e.g. KUINEP students will receive transcripts issued by the Institute for Liberal Arts and Sciences.)

### **KUINEP (Undergraduate)** – taught in English

Faculty	Website
Institute for Liberal Arts and Sciences	<a href="http://www.z.k.kyoto-u.ac.jp/">http://www.z.k.kyoto-u.ac.jp/</a>

### **GEA (Undergraduate)** – taught in Japanese(\*should have JLPT N1 level or equivalent)

Faculty	Website
Integrated Human Studies	<a href="http://www.h.kyoto-u.ac.jp/en/ug/">http://www.h.kyoto-u.ac.jp/en/ug/</a>
Letters	<a href="http://www.bun.kyoto-u.ac.jp/en/">http://www.bun.kyoto-u.ac.jp/en/</a>
Education	<a href="https://www.educ.kyoto-u.ac.jp/en/">https://www.educ.kyoto-u.ac.jp/en/</a>
Law	<a href="http://law.kyoto-u.ac.jp/english/">http://law.kyoto-u.ac.jp/english/</a>
Economics	<a href="http://www.econ.kyoto-u.ac.jp/en/">http://www.econ.kyoto-u.ac.jp/en/</a>
Science	<a href="http://www.sci.kyoto-u.ac.jp/en/">http://www.sci.kyoto-u.ac.jp/en/</a>
Pharmaceutical Science	<a href="http://www.pharm.kyoto-u.ac.jp/en/">http://www.pharm.kyoto-u.ac.jp/en/</a>
Engineering	<a href="https://www.t.kyoto-u.ac.jp/en">https://www.t.kyoto-u.ac.jp/en</a>
Agriculture	<a href="http://www.kais.kyoto-u.ac.jp/english/">http://www.kais.kyoto-u.ac.jp/english/</a>

### **GEA (Graduate) / GESR** – taught in Japanese/English

Graduate School	Website
Letters	<a href="http://www.bun.kyoto-u.ac.jp/en/">http://www.bun.kyoto-u.ac.jp/en/</a>
Education	<a href="https://www.educ.kyoto-u.ac.jp/en/">https://www.educ.kyoto-u.ac.jp/en/</a>
Law	<a href="http://law.kyoto-u.ac.jp/english/">http://law.kyoto-u.ac.jp/english/</a>
Economics	<a href="http://www.econ.kyoto-u.ac.jp/en/">http://www.econ.kyoto-u.ac.jp/en/</a>
Science	<a href="http://www.sci.kyoto-u.ac.jp/en/">http://www.sci.kyoto-u.ac.jp/en/</a>
Pharmaceutical Science	<a href="http://www.pharm.kyoto-u.ac.jp/en/">http://www.pharm.kyoto-u.ac.jp/en/</a>
Engineering	<a href="http://www.t.kyoto-u.ac.jp/en">http://www.t.kyoto-u.ac.jp/en</a>
Agriculture	<a href="http://www.kais.kyoto-u.ac.jp/english/">http://www.kais.kyoto-u.ac.jp/english/</a>
Human and Environmental Studies	<a href="https://www.h.kyoto-u.ac.jp/en/gr/">https://www.h.kyoto-u.ac.jp/en/gr/</a>
Energy Science	<a href="https://www.energy.kyoto-u.ac.jp/en/">https://www.energy.kyoto-u.ac.jp/en/</a>
Asian and African Area Studies	<a href="http://www.asafas.kyoto-u.ac.jp/en/">http://www.asafas.kyoto-u.ac.jp/en/</a>
Informatics	<a href="http://www.i.kyoto-u.ac.jp/en/">http://www.i.kyoto-u.ac.jp/en/</a>
Biostudies *GESR only	<a href="http://www.lif.kyoto-u.ac.jp/e/">http://www.lif.kyoto-u.ac.jp/e/</a>
Advanced Integrated Studies in Human Survivability	<a href="http://www.gsais.kyoto-u.ac.jp/en-top/">http://www.gsais.kyoto-u.ac.jp/en-top/</a>
Global Environmental Studies	<a href="http://www2.ges.kyoto-u.ac.jp/en/?ml_lang=ja/en/">http://www2.ges.kyoto-u.ac.jp/en/?ml_lang=ja/en/</a>

Government <b>*GEA only</b>	<a href="https://www.sg.kyoto-u.ac.jp/sg/?lang=en">https://www.sg.kyoto-u.ac.jp/sg/?lang=en</a>
Management <b>*GEA only *up to 2 students per semester from each partner</b>	<a href="http://www.gsm.kyoto-u.ac.jp/en">http://www.gsm.kyoto-u.ac.jp/en</a>

### 3. Academic Calendar

	AY 2025 Spring (1st semester)	AY 2025 Fall (2nd semester)
Semester period	Apr 1 – Sep 30, 2025	Oct 1, 2025 – Mar 31, 2026
Arrival	After Mar 14, 2025 (tba)	(tba)
Dormitory move-in	April 1, 2025 (tba)	(tba)
Online Orientation	Late March	(tba)
Classes	Apr 8 – Jul 23, 2025 (tba)	Early Oct – Late Jan (tba)
Examination	Jul 24 – Aug 4, 2025(tba)	Late Jan – Early Feb (tba)
Summer/Spring break	Aug 5 – Sep 30, 2025(tba)	Early Feb – Mar 31 (tba)

- Courses are designed according to the Japanese academic calendar, i.e. from Apr-Sep (Spring/1<sup>st</sup> semester) and Oct-Mar (Fall/2<sup>nd</sup> semester). A few courses are designed for consecutive two semesters from Apr-Mar (Spring/1<sup>st</sup> & Fall/2<sup>nd</sup>).
- Students may enroll for up to two consecutive semesters, starting in either Fall or Spring, with approval from their home universities.
- Students may return to their country after their classes and exams end.

### 4. Eligibility

Exchange applicant should:

- 1) Have achieved a cumulative GPA of 3.0 or above on a 4.0 scale or its equivalent
- 2) Be enrolled, until completion of the exchange program, as a regular student at a non-Japanese academic institution with which Kyoto University has a university-wide student exchange agreement
- 3) Return to his/her home university on the completion of the exchange program
- 4) Have an excellent academic and disciplinary standing
- 5) Prove their language proficiency required to attend the exchange program
- 6) Have a concrete purpose of studying at Kyoto University

### 5. Language Requirement **\*IMPORTANT\***

	Taking classes in English	Taking classes in Japanese	Focusing on research
KUINEP	TOEFL iBT 79 or IELTS 6.5	-	-
GEA		*JLPT N1	-
GESR	-	-	TOEFL iBT 79, IELTS 6.5 or JLPT N1

- All applicants, **including native English speakers**, who take classes offered in English should submit a valid TOEFL iBT or IELTS scores taken within two years, **OR** the language proficiency statement (Form 5), regardless of whether those institutions are located in an area where English is the first language or the institutions use English as the medium of instruction.
- All applicants, **including native Japanese speakers**, who take classes offered in Japanese should submit a JLPT score with grade "N1" taken within two years **OR** the language proficiency statement (Form 5). \*Undergraduates who would like to apply for GEA need to have achieved JLPT N1 or equivalent at the time of nomination/application.

### 6. Letter of Provisional Acceptance (GESR only) **\*IMPORTANT\***

Upon approval by the home university, GESR applicants shall directly contact the provisional academic advisor under whom they wish to conduct their research and request the issuance

of the letter of provisional acceptance (Form 6). Students are strongly encouraged to send their research plans together with "Form 6" when they contact. **The application may not be accepted by the graduate school if the applicant cannot obtain and submit the letter of provisional acceptance by the application deadline.**

## **7. Tuitions**

Based on the student exchange agreement, the exchange students are exempted from examination fee, matriculation fee and tuition fee at Kyoto University.

## **8. Scholarship**

If Kyoto University are granted the fund for Scholarship by JASSO, a limited number of applicants may be able to receive the scholarship through JASSO (Japan Student Services Organization), a government-sponsored non-profit organization to promote international student exchange. Recipients of the JASSO scholarship will be selected by Kyoto University based on their academic record and financial condition. Students are *not* eligible to apply for JASSO scholarship if they will receive any other financial support more than 80,000 yen per month to study abroad or if they do not have the residence status of "Student", i.e. those who have Japanese nationality or permanent residency are not eligible to apply for JASSO scholarship. Since the application result for JASSO will only be available on/after their arrival, exchange students should be financed enough to apply for the exchange program. Please note that this scholarship is available only when Kyoto University is funded by JASSO.

## **9. VISA**

Students must possess a valid passport issued by their home country. Kyoto University will apply for exchange students' "Certificate of Eligibility (CoE)" to the Kyoto Immigration Bureau for processing. Students, on receiving their CoE, should apply to the nearest Japanese diplomatic mission (embassy or consulate) in their own country or country of residence for a "Student" visa, and enter Japan with the residence status of "Student". As instructed by the immigration office, students who possess Japanese nationality or Japanese and a foreign nationality must enter Japan with a Japanese passport. Students with permanent residency do not need to obtain a "Student" visa.

## **10. Medical Situation and Insurance**

Please be advised that we do not have a medical facility on campus that provides consultations, medical care or medications to students, and our health care office only provides primary clinical care in emergency situations. We have a department that offers counseling for mental health issues; however, they cannot prescribe medication as it is not a medical facility. If any physical or mental health issues arise, students need to seek medical care off campus. However, please note that there are a limited number of off-campus medical facilities that can provide English-language services (especially mental health). Students should consider this medical situation in Japan and their own health conditions before applying to our exchange program.

The Japanese law specifies that students staying in Japan for more than three months must join the Japanese National Health Insurance Program, which costs around 2,000 yen per month.

When entering Kyoto University, students must join the "University CO-OP Personal Liability Insurance for Students (*Gakubai*)". Yearly premium for *Gakubai* is around 2,000 yen plus initial CO-OP membership fee of 4,000 yen. (The membership fee will be fully refunded upon deregistration.) In addition, the students should take out travel insurance from their countries before coming to Japan.

We recommend students to bring along sufficient funds in case of any emergency (There

was a case where a student had an operation and needed to settle a huge amount of medical fees temporarily.).

## 11. Accommodation

There are one on-campus and five off-campus International Houses of Kyoto University and other dormitories offered for international students. However, they are not guaranteed and are subject to availability due to limited housing capacity. As of Fall 2023, 70% of the exchange students were allocated a dorm room on a lottery-basis.

All exchange students will receive detailed information on applying for dormitories after they are officially accepted for the program. Application period starts around three months before their arrival. However, students who will turn out not to be allocated a dorm room will be asked to find a place to live by themselves using the following website, etc..

Kyoto University lodging facilities: <https://kuiso.oc.kyoto-u.ac.jp/housing/facilities/en>

Other Housing Information: <https://kuiso.oc.kyoto-u.ac.jp/en/housing/info/>

## 12. Academic Transcript and Credits(KUINEP & GEA)

(\*GESR students don't earn credits nor transcript)

### (1) Transcript Issue Date

Official transcript for students taking courses will be issued only after the semester period ends, i.e. in early October for spring semester and in early April for fall semester.

	AY 2025 Spring (1st semester)	AY 2025 Fall (2nd semester)
Semester period	Apr 1 – Sep 30, 2025	Oct 1, 2025 – Mar 31, 2026
Transcript	Early October 2025	Early April 2026

### \*IMPORTANT\*

No transcripts can be issued before the above timeline in any circumstances. It is strongly recommended for exchange students especially at the graduating year to plan well in advance that they will not be able to receive the transcript before the above timeline.

### (2) Grading Scale

Letter grades ranging from "A+" to "-" are used to report the standing of a student upon the completion of each semester.

**A+** 96–100 %   **A** 85-95 %   **B** 75-84 %   **C** 65-74 %   **D** 60-64 %

- (Fail: 59% or less) \*

\*No credits awarded and will not show on official transcripts.

### (3) Workload standard

One credit is generally equivalent to 45 hours of workload per semester which includes all learning activities, for example, lectures, tutorials, assignments and preparation. At Kyoto University, one period of class is considered to be corresponding to two hours and two credits per course per semester are granted in principle.

1 credit = 45 hours of workload

1 course = (2 hours in class + 4 hours for preparation) \*15 weeks per semester  
= 90 hours = 2 credits

#### (4) Minimum Number of Courses

Exchange students enrolled in KUINEP and undergraduate GEA programs are required to take a minimum of seven courses each semester. This can include up to two Japanese language courses (credited courses) *\*refer to "14. Japanese Language courses"*.

Graduate GEA students are required to take a minimum of four courses each semester, **not** including Japanese language courses.

	Category	Minimum number of courses required each semester	Remarks
Undergraduate	KUINEP	7	May include up to two Japanese language courses
	GEA	7	May include up to two Japanese language courses
Graduate	GEA	4	Japanese language courses are <b>not</b> counted toward this number
	GESR	(not applicable)	Focus on research (cannot register for courses)

### 13. Course Registrations

	Category	Undergraduate			Graduate	
		KUINEP courses	Courses offered by your assigned faculty	Courses offered by other faculty	Courses offered by your assigned graduate school	Courses offered by other graduate school
Undergraduate	KUINEP	●	-	○	-	-
	GEA	○	●	○*1	-	-
Graduate	GEA	-	-	-	●*2	○*1,2
	GESR	-	-	-	-	-

●: Mandatory ○: Optional

\*1 Students belonging to "The Faculty/Graduate School of Engineering" are not eligible.

\*2 Although very limited, but some graduate schools offer courses in English. Syllabi or the list of courses at each faculty/graduate school will only be available in the end of March.

#### KUINEP

KUINEP students are required to take a minimum of seven courses each semester mainly from the Liberal Arts and Sciences courses taught in English (KUINEP courses). They can also take courses offered by undergraduate faculties with the lecturer's permission. Courses of Faculty of Medicine are not open to exchange students.

#### GEA (Undergraduate)

Undergraduate GEA is required to take a minimum of seven courses each semester mainly from the faculty they belong to. They can also take the Liberal Arts and Sciences courses and courses offered by undergraduate faculties they are not enrolled in with the lecturer's permission. However, GEA students accepted by "the Faculty of Engineering" are allowed to take only courses offered by "the Faculty of Engineering" and "the Liberal Arts and Sciences" in principle. Taking courses offered by other faculties they are not enrolled in should be limited to those deemed necessary and approved by their academic supervisor at Kyoto University.

Courses of the Faculty of Medicine are not open to exchange students.



## **GEA (Graduate)**

Graduate GEA are required to take a minimum of four courses each semester mainly from the graduate school they belong to. They can also take courses offered by graduate schools they are not enrolled in with the lecturer's permission as long as these are available for exchange students. However, GEA students accepted by "the Graduate School of Engineering" are allowed to take only courses offered by "the Graduate School of Engineering" in principle. Taking courses offered by other Graduate Schools they are not enrolled in should be limited to those deemed necessary and approved by their academic supervisor at Kyoto University.

Courses of the Graduate School of Medicine are not open to exchange students.

### **Important (KUINEP and GEA)**

- Undergraduate students are not eligible to take courses designed for graduates and vice versa.
- Syllabi are subject to change.
- Course registration starts only after the semester period begins.
- Some seminars and courses involving practical training or experiments may preclude exchange students because of the limited number of students who are allowed to take them, on the basis of priority for regular students.
- There are courses which are not open to exchange students and some courses open to exchange students might also implement enrollment restrictions. Therefore, exchange students are strongly advised to be as flexible as possible in their course selection.
- Our program is not a good fit for exchange students relying on specific courses to graduate on time.

## **GESR**

Exchange students who are enrolled in a graduate school of Kyoto University as "Special Research Student" (GESR) under supervision of an academic advisor, cannot take any courses including credited Japanese language courses.

## **14. Japanese Language courses (OPTIONAL)**

Japanese language courses are offered by the Institute for Liberal Arts and Sciences (ILAS). These consist of (1) credited courses and (2) non-credited courses.

### **(1) Credited Japanese language courses (for KUINEP and GEA)**

- KUINEP and GEA students can take a maximum of four Japanese language courses (8 credits) each semester. (4H and 8H courses are considered as two and four courses respectively and other Japanese language courses are considered as one course.)
- GESR students are not eligible to take credited courses.
- Evaluation for credited courses will be recorded in the official transcript.
- Two official credits will be conferred for each course.
- Students will be required to take an online placement test before coming to Kyoto University to determine their level of Japanese language proficiency.

For more information:

<http://www.z.k.kyoto-u.ac.jp/introduction/education-center-for-japanese/japanese-language-classes/zenkyo-japanese/for-kokanryuugakusei>

### **(2) Non-Credited Japanese language courses (for GESR)**

- Non-credited courses are available for GESR only.

- KUINEP and GEA students are not eligible to take non-credited courses.
- These courses are not included in the regular curriculum.
- No evaluation will be made, i.e. no scores nor credits will be available.

For more information:

<https://www.z.k.kyoto-u.ac.jp/introduction/education-center-for-japanese/japanese-language-classes/learning-support>

\*All information collected through application will be used solely for admission purposes and administrative purposes such as education research activities, student support, health management, enrollment in insurances, use of university facilities, and other related to work as deemed necessary and will be shared only as required with limited personnel who have a need to have access to such information while fulfilling Kyoto University's requirements under Personal Information Protection Law and will not be used for any other purpose.

## 15. Application Procedures

Nominations must be submitted through the Kyoto University online nomination system by the exchange program coordinator at the home university. Only the documents submitted from the office of the partner university will be accepted.

Step	Spring (Apr-)	Fall (Oct-)
<b>KU:</b> Send nomination link to <b>HU</b>	June	December
<b>HU:</b> Nominate <b>ES</b> to <b>KU</b>	August	January
<b>KU:</b> Send application "Step 1" link to <b>ES</b> and <b>HU</b>	(1 month)	(1 month)
<b>ES:</b> Complete online application "Step 1"		
<b>KU:</b> Send application "Step 2" link to <b>ES</b> and <b>HU</b>		
<b>ES:</b> Complete "Step 2"		
<b>ES:</b> Submit all application documents to <b>HU</b>		
<b>HU:</b> Upload all the documents to <b>KU's</b> storage	September	February
<b>KU:</b> Send acceptance letter etc. to <b>ES</b> & <b>HU</b> by e-mail	January	July
<b>KU:</b> Send visa documents to <b>ES</b>	By Early Mar	By Early Sep

**KU:** Kyoto University    **HU:** Home University    **ES:** Exchange Student

## 16. Application Documents *\*We ONLY accept the designated forms (Form 1 – Form 7)*

Documents	KUINEP	GEA	GESR
Online application pages (signed & dated)	●	●	●
Recommendation letter ( <b>Form 1</b> ) <sup>*1</sup>	●	●	●
Health certificate ( <b>Form 2</b> )	●	●	●
Statement of purpose ( <b>Form 4</b> )	-	●	●
Research plan essay (free format)	-	-	●
Copy of TOEFL iBT or IELTS or JLPT (N1) <u>OR</u>	●	●	●
Language proficiency statement ( <b>Form 5</b> )			
Copy of letter of provisional acceptance ( <b>Form 6</b> ) <sup>*2</sup>	-	-	◎
Academic transcript in English <sup>*3</sup>	●	●	●
Copy of passport (personal particulars page)	●	●	●
One recent portrait photo (size: H 4cm x W 3 cm) <sup>*4</sup>	●	●	●
JASSO scholarship application form ( <b>Form 7</b> ) <sup>*5</sup>	○	○	○
Confirmation note regarding security export control <sup>*6</sup>	-	●	●

(●: Mandatory    ◎: Strongly Advised    ○: Optional)

- \*1) The recommendation letter should be written by a faculty/teaching member who currently belongs to the applicant's home university.
- \*2) Original should be kept by a faculty member of Kyoto University who issued the letter. The application may not be accepted by the graduate school if the applicant cannot obtain and submit the letter of provisional acceptance by the application deadline.
- \*3) If the academic transcript is not written in English, please submit the official transcript together with its translation, verified by the home university.
- \*4) Please check instructions on "Portrait Photo Requirement".
- \*5) If JASSO scholarship application is not submitted, we consider the student does not wish to apply for the scholarship even if s/he selects "I would like to apply" in the online application form.
- \*6) This is only required for those who apply for the Graduate School of Informatics.

\* Certificate of Enrollment(Form3) will no longer be required.



University-wide Student Exchange Program  
Application Guidelines – FAQ

**EXCHANGE PROGRAM**

**Q1: Can I change my exchange program (e.g. from KUINEP to GEA) and/or the affiliated faculty or graduate school after my application is submitted to Kyoto University?**

It is not allowed to change the program nor the affiliation after the application deadline for any reason.

**Q2: I am applying for a full year (two semesters) exchange program. Can I change my exchange program (e.g. from KUINEP to GEA) and/or the affiliated faculty or graduate school for the second semester?**

It is not allowed to change the program nor the affiliation during your exchange period.

**Q3: I am applying for GESR program (research program), but I also would like to take courses.**

GESR students are not eligible to take courses but focus on research activities. If you wish to take courses seeking credits, please apply for GEA program (no research activity).

**Q4: I am an undergraduate student and don't have Japanese proficiency, can I apply for GEA and take courses conducted in English?**

No, you cannot. If you would like to apply to GEA, you need to have Japanese proficiency (JLPT N1 level or equivalent) at the time of nomination/application. Undergraduate students who don't have Japanese proficiency, need to apply for KUINEP.

**COURSE REGISTRATION**

**Q5: Is it possible to take only Japanese language courses (courses to study Japanese language) during the exchange period?**

No, it is not possible. Exchange students enrolled in KUINEP and undergraduate GEA programs are required to take a minimum of seven courses each semester. This can include up to two Japanese language courses (credited courses). Graduate GEA students are required to take four courses each semester, not including Japanese language courses.

**Q6: I am applying for KUINEP program, but I also would like to take courses from the faculty other than Liberal Arts and Sciences courses.**

It is possible to register faculty courses during the actual course registration after your arrival, however, for the online application process, please select all courses from Liberal Arts and Sciences.

**Q7 I am an undergraduate student, am I allowed to take graduate courses?**

No, you are not. Undergraduate students are not allowed to take courses offered by graduate schools.

**Q8: I am a graduate student, am I allowed to take faculty courses or/and courses offered by the Institute for Liberal Arts and Sciences (ILAS)?**

No, you are not. Graduate students are not allowed to take courses offered by faculties nor ILAS.

**Q9: I would like to know in advance whether the courses I selected during application are available for exchange students as I need to have course approval from my home university.**

The courses you have selected during application process are for us to see the area of your interest. Actual course registration will be done only after your arrival here. Please also note that syllabi are subject to change and some courses may have restrictions for registration such as number of students or may not be available for exchange student. Please be as flexible as possible for the course selection and consider second choices and make backup plans.

**Q10: When do I register for the courses?**

Course registration process starts only after the semester period starts, except Japanese language courses which starts around one month before the semester period starts. Further detail will be explained after acceptance notice.

## APPLICATION DOCUMENTS

**Q11: I have academic transcript which is not the official one. Can I use it for my application?**

We only accept official academic transcript or a transcript with an evidence to certify that it was formally issued by your home institution, such as through a watermark or logo/crest. Please also note that we only accept transcripts in English. If your original transcript is not in English, you must provide an official translation.

**Q12: I cannot get the health certificate by the application deadline. What can I do?**

Please inform to your coordinator and contact the IESMD office by e-mail.

**Q13: Is it possible to submit the application documents in a format other than the designated forms of Kyoto University?**

No, it is not possible. We only accept the application documents in the designated forms (Form 1- Form 7) of Kyoto University. No other forms are acceptable.

## LANGUAGE PROFICIENCY (ENGLISH)

**Q14: I do not have TOEFL iBT or IELTS score, but I am studying at a university whose language of instruction is English. Do I need to submit English proficiency test scores?**

Please submit the language proficiency statement (Form 5). If you have any other English test score other than TOEFL iBT or IELTS, please attach these to the Form 5.

**Q15: Is it possible to submit the English test score other than TOEFL iBT or IELTS?**

If the score is equivalent to TOEFL iBT 79 or IELTS 6.5 or above, we will accept it. Please submit the language proficiency statement (Form 5) and attach the score you have.

**Q16: The only English test score I have has already expired. Can I use it for my application?**

Please submit the language proficiency statement (Form 5) and attach the expired score.

## LANGUAGE PROFICIENCY (JAPANESE)

**Q17: I do not have JLPT score, but I am studying at a university whose language of instruction is Japanese. Do I need to submit Japanese proficiency test scores?**

Please submit the language proficiency statement (Form 5). If you have any other Japanese test score other than JLPT, please attach these to the Form 5.

**Q18: Is it possible to submit the Japanese test score other than JLPT?**

If the score is equivalent to JLPT N1 (e.g. JPT660 or above) or above, we will accept it. Please submit the language proficiency statement (Form 5) and attach the score you have.

**Q19: The only JLPT score I have is taken more than two years before. Can I use it for my application?**

Please submit the language proficiency statement (Form 5) and attach the score you have.

**Q20: I do not have JLPT score. Am I still able to take courses taught in Japanese?**

As long as your Japanese language proficiency is equivalent to JLPT N1 or above, we will accept it. Please submit the language proficiency statement (Form 5).

## VISA/PASSPORT

**Q21: When will the Certificate of Eligibility for my VISA application be sent to me?**

Kyoto University will apply for exchange students' "Certificate of Eligibility (CoE)" to the Kyoto Immigration Bureau for processing. We are not sure when exactly we can obtain and send the CoE to you as it is totally up to the Immigration Office, however, we aim to send it to you latest by early September for fall semester and by early March for spring semester.

**Q22: I have dual nationality and one of these is Japanese. Which passport shall I use?**

Please use Japanese passport to enter Japan.

**Q23: I have dual nationality and none of these is Japanese. Which passport shall I use?**

It is up to you which passport you are going to use. However, please note that the passport you use for the application of the program and CoE/VISA application must be the same with the one you enter Japan.

**Q24: where can I apply for VISA?**

You can apply for VISA either at the Japanese embassy/consulate of your own country or country of residence.

## SCHOLARSHIP

**Q25: Is there any scholarship available other than JASSO scholarship?**

There is no other scholarship or financial aid which you can apply through Kyoto University. You might want to seek a way to get scholarship such as through your university or your government.

**Q26: I selected "no need" for JASSO scholarship on online application, but I changed my mind and wish to apply for it. What can I do?**

Please contact the IESMD office by e-mail.

**Q27: How do you select the recipients of JASSO scholarship?**

Nominees of JASSO scholarship will be selected by Kyoto University based on their academic record and financial condition and the final decision of the recipients will be made by JASSO. Students are not eligible to apply for JASSO scholarship if they will receive any other financial support more than 80,000 yen per month to study abroad or if they do not have the residence status of "Student", i.e. those who have Japanese nationality or permanent residency are not eligible to apply for JASSO scholarship.

## ONLINE APPLICATION SYSTEM

**Q28: I cannot complete the online application "Step 1". What can I do?**

Please check whether your input contains any character other than alphabet or not. If you cannot find any problem, please contact the IESMD office by e-mail.

**Q29: I entered wrong information in online application. What can I do?**

Please contact the IESMD office by e-mail.

**Q30: How can I fill out the form if I attended several elementary schools?**

Please fill in the information of the last school you attended and indicate other school names and period you have attended in brackets in "Name of School" columns.

e.g.

- Name of School: ABC School (DEF School: 2001.10 - 2003.9)
- Location: location of ABC School
- Length of officially required years for graduation: Indicate the total years normally required to graduate elementary school in your country
- Year and month of entrance and completion: Indicate the period you attended the ABC school

## OTHERS

**Q31: When can I get an acceptance letter?**

You will receive an acceptance letter in January for spring semester and in July for fall semester.

**Q32: Which campus (Yoshida, Katsura, Uji or other) will I most likely take courses at?**

Most of the courses for KUINEP and GE students are held at Yoshida campus unless you are enrolled in Graduate School of Engineering whose classrooms or professors' lab are mainly located in Katsura campus. If you are GESR student, please ask your supervisor directly.

**Q33: Should I apply for the dormitory?**

There are one on-campus and five off-campus International Houses of Kyoto University, and other dormitories are offered for exchange students. However, they are not guaranteed and are subject to availability due to limited housing capacity. Application period starts

around three months before their arrival. If you prefer to live in a private place such as an apartment, you are responsible to find one by yourself. You will receive detailed information on applying for dormitories after you are officially accepted for the program.

**Q34: How much is monthly living cost in Kyoto?**

It is around 80,000 yen on average.



英語で学ぶ全学共通科目 2024

京都大学



**LIBERAL ARTS  
AND SCIENCES**  
to learn in **English**  
**2024**  
Kyoto University

Link for KUINEP course list and syllabi 2024:

<https://www.z.k.kyoto-u.ac.jp/download/introduction/syllabus.pdf?1446706638>

\*The syllabi for 2025 will be available only the end of March 2025 and are subject to change.

# About Liberal Arts and Sciences

Liberal arts and sciences programs that the Institute for Liberal Arts and Sciences implements are divided into the following categories: Humanities and Social Sciences, Natural Sciences, Languages, Informatics, Health and Sports, Career Development, Interdisciplinary Sciences, Seminars in Liberal Arts and Sciences. In each category, a wide variety of courses, from basic to advanced, are offered. In liberal arts and sciences programs, students are expected to learn autonomously, sequentially, and systematically from predecessors about ways of developing ideas, knowledge and technique. Peer interaction is expected in classes since it is an important way of sharing perspectives in order to help students to acquire a nuanced and sophisticated view of phenomena.

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## Humanities and Social Sciences

The Humanities and Social Sciences as general education comprises of the following six fields. Its objective is to help students to learn the knowledge and the ability to understand humanities and society, to let them have interests in issues about various studies and the methodology, and to cultivate the ability to look at themselves objectively through understanding and interacting with others. These fields are classified by awareness of the issues and methodologies so that we recommend taking classes which are various kinds of fields.

Philosophy

History and Civilization

Arts, Literature and Linguistics

Pedagogy, Psychology and Sociology

Regions and Cultures

Jurisprudence, Politics and Economics

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## Natural Sciences

The Natural Sciences comprises the following six fields and have aspects of both basic education for scientific faculty and general education for every student. As the basic education, its objective is to acquire the basic knowledge and thought of natural sciences through learning the theory based on natural law and verifying own hypotheses via experiments and observation at the lecture. Also, as the general education, its objective is to acquire

natural scientific methodology to reach principles by hypotheses and verification which is essential in tackling policy issues in modern society.

Mathematics

Statistics

Physics

Chemistry

Biology

Earth Science

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## **Informatics**

The Informatics provides students with the opportunity to acquire the skills and knowledge required in our advanced information society as follows.

Knowledge concerned with the theory and the conception, underlies information science and information and communications technology, and knowledge concerned with advanced technology with wide impact

The ability to use information for research, analysis, expression and visualization (Information Literacy) , and the ability to manipulate information-processing equipment based on (Computer Literacy)

Knowledge concerning information in modern society and problems related to the use of information technology, and the ability to think about these matters by themselves

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## **Health and Sports**

The Health and Sports provides students with the following aims based on the result of the latest academic research about human life, health, growth, and sports.

- 1) Esteem and security of life, health, growth through sports training
- 2) Understanding cultural values and scientific principle of physical activity
- 3) To cultivate self-reliability and social autonomy

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## **Interdisciplinary Sciences**

Important issues we're facing in modern society seem to be more multiplex and more serious value conflict. The classes with these themes are offered in the following field.

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## **Seminars in Liberal Arts and Sciences**

Professor in each faculty, graduate course, research institute and center conduct the course for small number of students dealing various themes among "Face to Face" closed human relation. Its objective is to introduce students to realize enjoyment and meaning to study directly, and also to understand the meaning of self-directed study and the basis of academic skills through the process of thinking, reading, writing and discussing by their selves.