

## Important Notes for Web Registration

This is a system by Kyoto University, so there are some differences about the requirements and so on. Please be advised that you are required to register as we request.

### Materials

\* Photos: You are NOT required to attach on web application form and prepare one more photo for your admission ticket because we only have a document evaluation. You are required to submit **only ONE photo** which should be attached on the application form.

\* Submission from Japan: You do NOT need to submit your application materials by 書留速達 (registered express mail) if you are sure that your application materials would be arrived the Graduate School of Management by the deadline.

### Registration

#### ◆STEP 1

International Student Category:

If you are a non-Japanese, please select “Scholarships funded by Japanese Government (MEXT)” or “Private Financed”.

If you are a Japanese, you are NOT required to choose anything (just click “Calculate Application Fee”).

In addition, as we mentioned in the guidelines, only if you are offered the Japanese Government (MEXT) scholarship already, you can choose “Scholarships funded by Japanese Government (MEXT)”. It means, if you just passed the 1st screening of the Japanese Government (MEXT) scholarship, please select “Private Financed”.

**\* Application Fee CANNOT be refunded in any situation.**

#### ◆STEP 2

① International Student Details:

If you are a non-Japanese, please select your “Nationality” and “Status of Residence”. If you do NOT live in Japan yet, please choose “Other” for “Status of Residence”.

② Applicant’s Address / Contact Details:

Even if you live out of Japan, please do NOT forget to write your postal code and country name. This information is really important when we send something if you

pass the document evaluation.

If you changed your contact details after submitting all documents with an unavoidable reason, please email our office as soon as possible.

③ Email Address:

As we mentioned on the guidelines, we will announce you about your application number (not the one you get from this web registration) by email. Therefore, you are required to type the one you can definitely receive an email from us.

④ English Score:

You are required to submit TOEFL or IELTS score. However, you are NOT required to submit it if you are from an English speaking country such as USA, UK and Australia. If so, please input "Native" in "Type" and "Country name" in "Score".

Also, you are NOT required to submit the score if you graduated from an English-taught course and you can submit a certificate or a proof from your university. In this case, please input "English Course" in "Type" and "University name" in "Score".

⑤ Working Experience:

You are required to input the 4 latest work here. If you are still working, please leave blank the boxes for month and year located on the right of the working period. In addition, please add "(currently working)" or "(I am currently employed by the company)" after the company name.

**[NOTE 1]**

Graduate school information is **NOT** required. Only applicants who have completed the Graduate school education, please input your information here.

Graduate school information <span style="border: 1px solid red; padding: 2px;">Required</span>	
Establishment	Select a establishment ▼
Name	<input type="text"/> (e.g., Kyoto University)
Graduate school	<input type="text"/> (e.g., Graduate School of Engineering)
Duration of entrance	<input type="text"/> / <input type="text"/> - <input type="text"/> / <input type="text"/> <span style="border: 1px solid gray; padding: 2px;">Select a completion category ▼</span> (e.g., 2013/04 - 2017/03 Completed)
Total number of years you took a leave of absence	<input type="text"/> year(s) <input type="text"/> month(s)

◆STEP 3

As we mentioned on the guidelines, if you cannot pay the application fee by any credit cards even your family's one, you are required to contact us by the following deadline.

Deadline: **September 12, 2018 (Wednesday)**

If Applicants who live in Japan want to pay the application fee at convenience store in Japan,

we are recommending that pay at 7-eleven because their payment procedure is the easiest.  
(\*All of convenience store payment system are Japanese only.)

**[NOTE 2]**

\*1. If you need to change your details **AFTER** complete payment procedure, please rewrite it on the printed application form by hand writing after print the page out.

\*2. If you need to change your details or change the payment methods **BEFORE** complete payment procedure, please make new web registration. In this case, you will get new application number.

\*3. Please note that you will pay the application fee twice if you register again after complete payment procedure once. As we mentioned, the application fee **CANNOT** be refunded in any situation.

### Mailing Label (Address Label)

You are NOT required to use this. If you live in Japan, you can attach this on the envelope. However, as we mentioned the above, you do NOT need to submit your application materials by 書留速達 (registered express mail) if you are sure that your application materials would be arrived the Graduate School of Management by the deadline.

If you live outside of Japan, please refer to this label to write the address when you send by an international delivery service (such as DHL, FedEx, UPS etc).

In addition, please confirm whether your application materials have been delivered or not by the tracking number instead of asking us. Thank you for your understanding and cooperation.

### Application Form

You are required to submit this form, but we do NOT use the "Photo Card" at the bottom of the form. Therefore, you are NOT required to attach your photo on it.

You are required to do both procedures: "Web Registration" and "Submission All Required Materials". After the registration, submit ALL required documents to Graduate School of Management Administrative Office by the following deadline.

Deadline: **September 21, 2018 (Friday), 5 pm (JST)**