

International Program
Graduate School of Management, Kyoto University
Application Guidelines for Preliminary Eligibility Screening,
2024

This preliminary eligibility screening process is ONLY for those who are applying under the requirements (9) or (10) in the Admissions Guidelines Section 4, Application Eligibility Requirement and Preliminary Eligibility Screening.

Documents to submit for the preliminary eligibility screening process:

Documents	Notes
Application Form for Preliminary Eligibility Screening	<p>Download the designated application form, enter your information in English and then print it out.</p> <p>Make sure to input your home address and email address that can be contacted from our office.</p>
Photocopy of Official Academic Transcript	<p>Submit an Academic Transcript from the university (bachelor's degree) certified by your university president or department head which you graduated.</p> <p>Only English and Japanese language documents will be accepted. If the certificate in English or Japanese is not available at your university, translation by authority must be attached as well.</p> <p>(Original documents and/or documentation showing the completion of secondary and higher education may be requested later for verification.)</p>
Photocopy of one of the following documents *(Expected) Certificate of Graduation * Enrollment Certification	<p>Submit the Certificate of Graduation from the university (bachelor's degree) certified by your university president/department head which you graduated.</p> <p>Only English and Japanese language documents will be accepted. If the certificate in English or Japanese is not available at your university, translation by authority must be attached as well.</p> <p><Expected Certificate of Graduation > Current students enrolled in universities that do not provide Expected Certificate of</p>

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	<p>Graduation may submit an official letter or certificate signed by the university president or the department head. This document must state the date of prospective degree completion.</p> <p>Applicants who have graduated from a university that does not issue Certificate of Graduation must submit a diploma (with the date of graduation verified).</p> <p>If the date of graduation and degree earned can be confirmed on the Academic Transcript, (Expected) Certificate of Graduation is not required.</p>
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Submission deadline for preliminary eligibility screening documents:

All documents must be sent by the deadline below. Send the documents by registered mail or an international delivery service (such as DHL, FedEx, UPS, etc.).

[Must Arrive] July 7 (Friday), 2023, 5 pm (JST)

Submit documents to:

**Graduate School of Management Administrative Office (International Program),
Kyoto University Yoshida-Honmachi, Sakyo-ku, Kyoto, 606-8501, Japan**

Tel: +81-75-753-3530

*We will not respond to email or phone inquiries regarding eligibility for any reason.

Preliminary eligibility screening process:

The first review of the preliminary eligibility screening process will be an evaluation of the submitted documents.

If necessary, a second review will take place in which the applicant may be interviewed.

Notification of preliminary eligibility screening results:

Applicants will be notified of the results by email.

Those who have been deemed eligible to apply should print out the screening results and submit it in addition to the online Application System of Kyoto University.

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Directions for Completing the Application Form:

NAME: Write your name as it is written in your passport.

EDUCATIONAL BACKGROUND:

Write your entire educational background from the first level of education (elementary school). If the educational institution names are in a language other than English, please also write the educational level in English.

Please circle one (Graduate/Complete/Left in) in the Dates of Entrance and Completion column.