

# **Graduate School of Management, Kyoto University Kyoto-Cornell International Collaborative Degree Opportunity**

## **2023 Academic Year Admission Guidelines (Second Round)**

The Kyoto-Cornell International Collaborative Degree Opportunity (KC-CDO) is a two-year program in collaboration with the Nolan School of Hotel Administration, SC Johnson College of Business, Cornell University. This program offers an educational curriculum in management and hospitality for the purpose of nurturing highly advanced global professionals. Participating students will attend the Graduate School of Management at Kyoto University for two semesters and the Nolan School of Hotel Administration at Cornell University for the other two semesters. Upon the completion of the degree requirements, each university will award an academic degree to the student: Master of Business Administration (MBA) from Graduate School of Management, Kyoto University and Master of Management in Hospitality (MMH) from the Nolan School of Hotel Administration, SC Johnson College of Business, Cornell University, which are legally recognized in Japan and the USA respectively.

### **1. Objective and Basic Approach**

The Graduate School of Management at Kyoto University develops an educational system that draws upon the latest research in management, as well as advanced and specialized business practices. The Nolan School of Hotel Administration at Cornell University offers the premier graduate management program to launch or propel the participant's career as a future leader in the hospitality industry. The KC-CDO aims to contribute to the diverse yet harmonious development of society through nurturing of highly advanced professionals in the areas of management of service and hospitality.

The following are the main approaches to realize this objective.

- (1) Students participating in the KC-CDO will attend the Graduate School of Management at Kyoto University for two semesters (semesters 1 and 4) and the Nolan School of Hotel Administration at Cornell University for the other two semesters (Semesters 2 and 3). Enrollment will be in April.
- (2) At the Graduate School of Management, Kyoto University, KC-CDO students will be provided with the standard MBA courses taught in either English or Japanese (Core courses will be offered only in English). While at Cornell University, KC-CDO students will be provided with the standard MMH courses taught in English.
- (3) The total duration of the KC-CDO shall be two years.

### **2. Enrollment Capacity**

20 Students will be admitted in the academic year 2023.

\*The number is subject to change.

### **3. Admission Requirements**

To participate in the KC-CDO, **applicants must submit separate applications and be admitted to both the Graduate School of Management, Kyoto University and the Nolan School of Hotel Administration, SC Johnson College of Business, Cornell University.** Applications submitted to the Cornell Nolan School of Hotel Administration's MMH program should clearly indicate that they are applying for the KC-CDO.

### **4. Application Eligibility Requirement and Preliminary Eligibility Screening for the Graduate School of Management, Kyoto University**

Applicants must match at least one of the following requirements (by March 31, 2023):

- (1) Individuals who have graduated (or are expected to graduate by March 31, 2023) from a Japanese university.
- (2) Individuals who have received (or are expected to complete by March 31, 2023) a bachelor's degree in accordance with the regulations stipulated in Section Paragraph 4, Article 104 of the School Education Law.
- (3) Individuals who have completed (or are expected to complete by March 31, 2023) 16 years of education and have received (or are expected to receive by March 31, 2023) a bachelor's degree in a foreign country. [See note 1.]
- (4) Individuals who have completed an equivalent of 16 years of foreign school education through distance learning while residing in Japan.
- (5) Individuals who have completed a foreign university curriculum in Japan (only if completion of the curriculum is treated as completion of 16 years of school education in the said foreign country) at an educational facility that has been accredited as having an approved curriculum under the educational system of the said country and is also designated by the Minister of the Ministry of Education, Culture, Sports, Science and Technology (hereinafter referred to "the Minister of MEXT") in Japan.
- (6) Individuals who have received (or are expected to complete by March 31, 2023) a bachelor's degree (including degrees equivalent thereto) by completing more than 3 years of education in a foreign university or a foreign institution (including by completing a foreign school education through distance learning while residing in Japan and by completing a foreign university curriculum in Japan at an educational facility accredited as having an approved curriculum under the educational system of the said country and is also designated by the Minister of MEXT).
- (7) Individuals who have completed an advanced professional course at a higher vocational school designated by the Minister of MEXT, on or after the date designated by the Minister of MEXT.
- (8) Individuals designated by the Minister of MEXT.
- (9) Individuals who have been enrolled more than 3 years in a university and are determined by the Graduate School of Management to have received excellent achievement ratings in prescribed subjects. [See note 2.]
- (10) Individuals who are determined by the Graduate School of Management to have completed an education equivalent to a university degree and are at least 22 years old by March 31, 2023. [See note 2.]

Note 1: Requirement (3) 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 (9) or (10) must undergo a preliminary eligibility screening process before applying. Other applicants do not need to undergo this screening process.** Those requiring screening should download the guidelines for "Preliminary Eligibility Screening" and "Application Form for Preliminary Eligibility Screening," fill out the application form and submit all necessary documents to the Graduate School of Management during the period specified below.

**Submission period for preliminary eligibility screening materials**  
**November 1 – November 7, 2022**

Send the documents via email, registered mail or an international delivery service (such as EMS, DHL, FedEx, etc.). The documents must be delivered within the period specified above.

Note 3: Email and phone inquiries regarding application eligibility cannot be answered for any reason. Applicants who are unsure of their eligibility are suggested to undergo the preliminary eligibility screening process. Applications submitted under the requirements (9) or (10) which have not undergone the preliminary eligibility screening will not be accepted.

Preliminary eligibility screening results will be sent to the applicant via email. Do not deposit the application fee, do not register online, and do not send the applications until you receive the results.

## 5. Application Process to the Graduate School of Management, Kyoto University

### (1) Web Registration

All applicants are required to register their information through the following website before submitting the application materials.

<https://www.webshutsugan.com/kyoto-u-daigakuin-en/>

After registration, applicants are able to pay the application fee and print out the web application form.

#### **Web Registration Period**

**November 14 to 5 p.m. on December 1, 2022**

### (2) Application Fee Payment

Application Fee: 10,000 Yen

Payment Period: **November 14 to 5 p.m. on December 1, 2022**

\*If you cannot pay with a credit card (including your family's card), you are required to contact Graduate School of Management Administrative Office **by November 21, 2022**.

\*The application fee is not refundable.

### (3) Application Forms

All application forms for the KC-CDO will only be available on our website.

<https://www.gsm.kyoto-u.ac.jp/en/admissions/guidelines/cornell/>

### (4) Application Items

	Form	Notes
1. Web Application Form	Online	After completing the web application and the payment, the form is automatically generated. Log in to the web application site and print out the form. <u>Photo is not required.</u>
2. Application Form	Form 1	Complete all sections and attach a photo (facing forward, from shoulder up, no hat, and taken within the past three months).
3. Detailed Educational Background and Employment History	Form 2	Provide your detailed educational background and employment history. Write the educational level (elementary, junior high, high school, etc.) as well.
4. Two Letters of Recommendation	Form 3	Submit two letters of recommendation by professionals and individuals who have relationships with you as an applicant. The forms must be completed in Japanese or English and submitted via email directly from the recommender's official working email address.  <u>Send it to: <a href="mailto:kc-cdo@mail2.adm.kyoto-u.ac.jp">kc-cdo@mail2.adm.kyoto-u.ac.jp</a></u> <u>Subject: Recommendation for *** (your name)</u>  Insert a list of your recommenders in your application. Include their name, organization and official working email address.

5. Essays	Form 4	Respond to the essay questions on the form. Answer each question within the designated length. Attach the “Essay Questions” form as a cover sheet.
6. Interview: Video Essay	Online	After you complete web registration and application fee payment, you will be invited to record an online video essay. Details will be provided via email. Please allow enough time to receive the email and record the video after the web registration.
7. Official Transcript of Academic Record		<p>Submit an original official academic transcript showing the completion of an undergraduate degree certified by your university president/department head. Both digital (e-transcript) and printed version are accepted. A regular photocopy is not sufficient. Only English and Japanese language documents will be accepted. If the certificate in English or Japanese is not available at your school, translation by authority must be attached with the original.</p> <p>If you also have a graduate degree, please submit its academic transcript, too.</p>
8. Official Undergraduate Degree Certification or Expected Graduation Certification of Undergraduate		<p>Submit an original official undergraduate degree certification by your university's president/department head. Both digital (e-diploma/e-transcript) and printed version are accepted. A regular photocopy is not sufficient. Only English and Japanese language documents will be accepted. If the certificate in English or Japanese is not available at your school, translation by authority must be attached with the original.</p> <p>*If your school does not provide a certificate of degree completion, you are required to submit an official diploma or academic transcript, which shows the completion date of your bachelor's degree.</p> <p>*Graduates from universities in China must also include photocopies of the diploma (毕业证书) and the degree certification (学士学位证书). You are not required to apply for the AAO system of Kyoto University. (Original documents or documentation verifying the completion of secondary school may be requested later for verification.)</p> <p>*Current students enrolled in universities that do not provide prospective degree completion certificates may submit an official letter or certificate signed by the department dean. This document must state the date of prospective degree completion.</p>
9. Proof of Application Fee Payment		<p>[If paid by credit card] Submit the photocopy of the email “Kyoto University Notification of completion of payment of application fees”, which states that you paid the fee by credit card.</p> <p>[If paid at a convenience store, ATM or via Internet Banking (in Japan only)] Submit the photocopy of the receipt.</p>

10. TOEFL/IELTS/ Duolingo English Test Scores		Scores must be dated within two years of the application deadline. See the details below. Photocopy of the official score report is accepted.
11. GMAT or GRE Scores (Optional)		Scores must be dated within five years of the application deadline. See the details below. Photocopy of the official score report is accepted.
12. Passport Copy		The copy must include the applicant's name, photo, passport number, expiration date, and place of issue.
13. (For International Applicants Residing in Japan Only)  Residence Certificate or Photocopy of Residence Card		Submit a residence certificate issued by your city office within three months, or a photocopy of your residence card.  [Residence Certificate] Should state name, nationality, date of birth, status, period of stay, and current address.  [Photocopy of Residence Card] Make sure to copy both sides of the entire card.
14. KC-CDO Application Material Check List	Form 5	Check the completed items.

#### ATTENTION

- Download the forms and type in your information in English. If you are submitting physical copies, print all documents on either A4 or letter size paper with single-side printing.
- Applications which are incomplete, incorrect, missing supporting evidence, or which arrived after the deadline will not be accepted.
- Application materials cannot be returned except original degree certification upon request.
- **TOEFL/IELTS/Duolingo English Test Scores**
  - a) TOEFL: The Official Score Record or its photocopy of TOEFL-iBT scores will be accepted. Please note that the TOEFL-ITP (Institutional Testing Program) Score Record without a photo will not be accepted.
  - b) IELTS: The Test Report Form or its photocopy will be accepted.
  - c) Desirable English language proficiency: TOEFL iBT score of 100 or higher. Suggested section minimums are: Speaking: 22, Reading: 20, Listening: 15, and Writing: 20. IELTS overall band score of 7.0 or higher. Duolingo English Test score of 120 or higher.
  - d) English proficiency test scores are not required if the applicant meets at least one of the following criteria:
    - Is a citizen or permanent resident of the United States, the United Kingdom, Ireland, Australia, New Zealand, or Canada (except Quebec). Applicants who are citizens of India, Pakistan, the Philippines, Hong Kong, or Singapore, etc. are not exempt from the English proficiency proof requirement.
    - At the time you enroll in Kyoto University, you will have studied in full-time status for at least two academic years within the last five years in the United States, the United Kingdom, Ireland, Australia, or New Zealand, or with English-language instruction in Canada or South Africa. You must submit a transcript that shows you have attended college in one of these approved locations.
- **GMAT or GRE Scores (optional)**  
GMAT/GRE is one way to demonstrate your quantitative competency. If the score is not submitted, your quantitative skill will be assessed based on other documents in your application.

(5) Submission of Application

Applicants must submit all documents via email or postal mail during the application period. If you are sending physical copies, be sure to send them via registered mail, EMS, or an international courier service (such as DHL, FedEx, etc.). Applications brought to the GSM Administrative Office in person will not be accepted under any circumstances.

Application Period

**November 14 to 5 p.m. on December 1, 2022**

Submit applications to:

kc-cdo@mail2.adm.kyoto-u.ac.jp  
Graduate School of Management Administrative Office (KC-CDO), Kyoto University  
Yoshida-Honmachi, Sakyo, Kyoto, 606-8501, Japan  
Phone: +81-75-753-3498

(6) Examinee's Number

After the applications have been accepted, examinee's numbers will be emailed to the addresses written on the application on December 14, 2022.

## **6. Application Process to the Nolan School of Hotel Administration, Cornell University**

Applicants must submit separate applications to the Master of Management in Hospitality (MMH) program of the Nolan School of Hotel Administration, Cornell SC Johnson College of Business. A separate application fee shall be paid to Cornell University. The application information for the program can be found on the following website.

<https://sha.cornell.edu/admissions-programs/graduate/mmh/admissions/application-requirements/>

Applicants should clearly indicate that they are applying for the KC-CDO.

Application Deadline to Cornell University

**December 1, 2022 (EST)**

Questions and concerns regarding the application process to Cornell University shall be directed to the Nolan School of Hotel Administration at the Cornell SC Johnson College of Business: mmh@sha.cornell.edu

## **7. Selection Process at the Graduate School of Management, Kyoto University**

Document Evaluation

Based on the submitted application, the applicant will be evaluated regarding his/her desire to study, the suitability of that desire, and his/her fundamental ability to study various areas of management.

## **8. Announcement of Successful Applicants**

(1) Time of Announcement

**3 p.m. on January 20, 2023**

(2) How to Check the Result

Successful applicants will be listed on the website of the Graduate School of Management at Kyoto University by their examinee's number. Successful applicants will also receive an acceptance letter by postal mail. Telephone and email inquiries regarding the result will not be answered.

<https://www.gsm.kyoto-u.ac.jp/en/admissions/information/cornell/>

To become a student of the KC-CDO, applicants must be admitted to both Kyoto University and Cornell University. Applicants who are not admitted to one of the universities may still be eligible for admission to the other university if they satisfy its admission requirements. Once you are admitted to both of Kyoto University and Cornell University as a KC-CDO student, you are expected to enroll in both of them.

## 9. Enrollment Date

April 1, 2023

## 10. Admission Fee and Tuition

Students must pay admission fees/ tuition to Kyoto University and Cornell University separately.

The notice of admission and enrollment procedures of Kyoto University will be sent to all successful applicants in mid-February.

For Kyoto University:

Admission Fee: 282,000 Yen  
Tuition: 267,900 Yen per semester

The fees above are subject to change. If the above amounts are revised at or after enrollment, the new amounts shall apply thereafter. The tuition exemption at Kyoto University may be available for a limited number of students.

The tuition and financing information of Cornell University can be found on the following website. Please be sure to check the latest information before applying.

<https://sha.cornell.edu/admissions-programs/graduate/mmh/admissions/tuition-financing/>

## 11. Degree Requirements and Curriculum Guidelines

### (1) Kyoto University's MBA Degree Requirements

42 Credits required for graduation, with no more than 20 credits transferred from the Nolan School of Hotel Administration, Cornell University

Further details can be found here:

<https://www.gsm.kyoto-u.ac.jp/en/education/mba/kc-cdo/>

### (2) Cornell University's Nolan School of Hotel Administration MMH Degree Requirements:

48 credits required for graduation, with no more than 12 credits transferred from the Graduate School of Management, Kyoto University

### (3) Sample Course Schedule

The KC-CDO's sample course schedule can be found here:

<https://www.gsm.kyoto-u.ac.jp/en/education/mba/kc-cdo/>

## 12. Scholarship

Scholarships are available for KC-CDO students. Details for application will be provided to the admitted KC-CDO students after they start the first semester.

## 13. Important Notices

- (1) Unless otherwise stated, all indicated dates and times are Japan Standard Time (JST).
- (2) You may not apply for both KC-CDO and the International MBA Programs (i-BA/i-PM).
- (3) Applicants are only allowed to apply once per academic year.
- (4) If your contact information changes, notify the Graduate School of Management Administrative Office immediately. Notification will only be accepted by email.
- (5) Individuals with physical disabilities and those who require special assistance at the time of the entrance examination or following enrollment should contact the Graduate School of Management in advance.
- (6) Applicants who have decided not to enroll in the Graduate School of Management must inform the Administrative Office immediately.
- (7) Once you are admitted to both of Kyoto University and Cornell University as a KC-CDO student, you are expected to enroll in both of them.
- (8) Admitted students shall apply for a student visa for both Japan and the United States. Those who possess visas other than a student visa may not be eligible for services offered to individuals with a student visa (scholarship, student housing, etc.).
- (9) **In case there is any update on admissions due to the COVID-19 outbreak, it will be announced on our website. Please watch for an update.**  
<https://www.gsm.kyoto-u.ac.jp/en/admissions/guidelines/cornell/>

## 14. Handling of Personal Information

- (1) All personal information will be handled according to the “Act on the Protection of Personal Information Held by Administrative Organs” and Kyoto University’s regulations regarding the protection of personal information.
- (2) Your name, address, and other personal information submitted at the time of application will be used for [1] selection of students (application screening and applicant selection), [2] announcement of successful applicants, and [3] to conduct enrollment procedures.
- (3) The entrance examination data used to select admitted applicants will be included in documents used to determine future selection processes.
- (4) Personal information of enrolled students submitted at the time of application will be used for [1] educational affairs (school registrar, educational guidance, etc.), [2] student support (health management, employment support, tuition exemption, scholarship applications, etc.), and [3] collection of tuition.

## 15. Contact

Graduate School of Management Administrative Office (KC-CDO), Kyoto University  
Email: kc-cdo@mail2.adm.kyoto-u.ac.jp  
Phone: +81-75-753-3498