

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

**Guidelines for Preliminary Eligibility Screening, 2022**

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This process is only required for applicants who wish to apply under the Admissions Guidelines Section 4, Application Eligibility Requirement and Preliminary Eligibility Screening, numbers (9) or (10).

**Documents to submit for the preliminary eligibility screening process**

Documents	Notes
Application Form for Preliminary Eligibility Screening	Download the designated form, enter your information in English.  Write your home address and email address which applicants are definitely able to receive the announcement from our office.
Photocopy of Most Recent Official Academic Transcript	Submit the photocopies of original documents certified by your university president or department head. Applicants who have completed graduate school should also submit an additional certificate verifying graduate school completion.
Photocopy of One of the Following Documents  * Degree Certification * Prospective Degree Completion Certificate * Enrollment Certification	Only English and Japanese language documents will be accepted. If the certificate in English or Japanese is not issued by your graduate institute, the translation by authority must be attached with the original (does not need to be sealed). Applicants from China or 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 AAO system of Kyoto University.  (Original documents and/or documentation showing the completion of secondary school may be requested at a later date for verification purposes.)

**Submission deadline for preliminary eligibility screening documents:**

**November 1 – 5 p.m. on November 5, 2021 (JST)**

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

**Submit documents to:**

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

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**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 e-mail.

Those who have been deemed eligible to apply should print out the screening results and submit it in addition to the other application documents.

**Directions for Completing the Application Form**

NAME

Write your name as it is written on 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.