

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

**Guidelines for Preliminary Eligibility Screening, 2025 intake**

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**PLEASE NOTE:** This process is only required for applicants who wish to apply under the conditions (9) or (10) in the section 4 Application Eligibility Requirement and Preliminary Eligibility Screening in the Admissions Guidelines.

**1. Documents required for the preliminary eligibility screening process**

Documents	Remarks
Application Form	
Photocopy of Most Recent Official Academic Transcript	Submit the photocopies of original documents certified by your school. Applicants who have completed graduate school should also submit an additional certificate verifying graduate school completion. Only English and Japanese language documents will be accepted. If the certificate in English or Japanese is not issued by your school, the translation by authority must be attached. 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). (Original documents and/or documentation showing the completion of secondary school may be requested at a later date for verification purposes.)
Photocopy of One of the Following Documents <ul style="list-style-type: none"><li>- Degree Certification</li><li>- Prospective Degree Completion Certificate</li><li>- Enrollment Certification</li></ul>	

**2. Submission of the preliminary eligibility screening documents**

**Deadline: 5 p.m. on July 5, 2024**

Send all documents via email.

[kc-cdo@mail2.adm.kyoto-u.ac.jp](mailto:kc-cdo@mail2.adm.kyoto-u.ac.jp)

Graduate School of Management Administrative Office (KC-CDO), Kyoto University

**3. 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.

**4. 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.