

## **Important Notes for Online Application Procedure**

Online Application is submitted through a web system of Kyoto University. This web system is used by the whole applicants but registration requirements vary by each graduate school. Please be advised that applicants to Graduate School of Management are required to register as requested below.

### **Photos**

You are required to submit **only ONE photo** on the paper application form 1. Therefore, you don't need to attach a photo on web application form.

### **Registration**

#### **- STEP 1**

International Student Category:

If you are Japanese, you don't need to select anything and just click the "Calculate Application Fee" button.

If you are non-Japanese, please select "Privately Financed". However, if you are offered the Japanese Government (MEXT) scholarship already, please select "Scholarships funded by Japanese Government (MEXT)". If you have just passed the 1st screening of the Japanese Government (MEXT) "scholarship, please select "Privately Financed".

**\* Application Fee cannot be refunded.**

#### **- STEP 2**

##### **1. International Student Details:**

If you are non-Japanese, please select your "Nationality" and "Status of Residence". If you do not live in Japan, please select "Other" for "Status of Residence".

##### **2. Applicant's Address / Contact Details:**

Please do not forget to write your postal code and country name. If any of your address information is missing, letters which we send when you pass the document evaluation may fail to reach you.

**If you changed your contact details after submitting all documents, please email our office as soon as possible.**

##### **3. Email Address:**

Please input an email address carefully so that you can definitely receive emails from us as we will announce your application number (not the one you get from this online application) by email. \*University's student email address is not recommended.

##### **4. English Score:**

You are required to submit TOEFL or IELTS score if you are from non-English-speaking countries.

If you are from English-speaking countries, please input "Native" in "Type" and your country name in "Score".

You are not required to submit the score also if you graduated from an English-taught course but instead you are required to submit a certificate or a proof from your university. In this case, please input "English Course" in "Type" and your university name in "Score".

5. Working Experience (if you have):

You are required to input the latest 4 works here. If you are still working, please leave blank the input forms 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.

- STEP 5

If you cannot pay by any credit cards even your family's one, please contact us by the following deadline.

Deadline: **September 7, 2022 (Wednesday)**

### **Mailing Label (Address Label)**

Use of this label is not mandatory.

### **Application Form**

You are required to submit this form but you don't need to attach your photo here as we do not use the "Photo Card" at the bottom of this form.

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

Deadline: **September 16, 2022 (Friday), 5 pm (JST)**

Please confirm whether your application materials have been delivered or not by the tracking number of the postal/shipping service instead of asking us.