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(1) BEFORE STARTING AAO APPLICATION**Q1. How should I look for my prospective supervisor/graduate school?**

There are 18 graduate schools in Kyoto University and admission procedures differ depending on the school and the program. Therefore, applicants need to decide which graduate school to apply to. However, this is not always easy, as it is common that related majors are offered across multiple graduate schools. For example, those who intend to pursue chemistry studies could have 7 options (or more): Graduate School of Engineering, Agriculture, Science, Medicine, Pharmaceutical Sciences, Energy Science, Human and Environmental Studies, etc.

One of the ways to get started is to try looking for your prospective supervisor first. Finding your prospective supervisor and their affiliation can give you some ideas on which graduate school you could apply to. On our [Activity Database on Education and Research](#)*, you can search for supervisors using research keywords.

*The tip is to search using research keywords in different perspectives.

When the keyword is too broad or too specific, you may not be able to find the best matching supervisor.

Finding supervisors' affiliation (Case 1: Affiliated with a graduate school)

Kondo, Naoshi
Graduate School of Agriculture, Division of Environmental Science and Technology Professor

Look for degree programs on the Graduate School of Agriculture's website

Basic Information | Research | Education | Administration | Academic, Social Contribution

Faculty | Professional Memberships | Academic Degree | Research History | Profile | Language of Instruction | ID,URL | researchmap URL

Finding supervisors' affiliation (Case 2: Affiliated with a research institute)

Kengaku, Mineko
Institute for Advanced Study Professor

Affiliated with a research institute (not a graduate school)

Basic Information | Research | Education | Administration

Affiliated programs (koza) | Academic Degree | Research History | Language of Instruction | ID,URL | researchmap URL

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Affiliated programs (koza)
Graduate School of Biostudies, 統合生命科学専攻 (神経発生理学) 生体構造解析学講座, 教授

Look for degree programs on the Graduate School of Biostudies' website

Once you have the idea of the graduate school to apply to, please visit the graduate school's website to find out more about study areas and programs offered. You may also find further details on the prospective supervisor's research.

When you have decided the supervisor and the program, please then check the application guideline, which is usually released on the graduate school's website. Some guidelines may include a list of available supervisors.

If the guidelines for the next admissions are not released yet, you may take a look at those from the previous admission for reference.

Q2. Can AAO give me any advice on which supervisor I should choose?

No. Applicants themselves should have the best understanding of their own research topic and interests. Please search for a prospective supervisor by yourself. Please also note that AAO cannot provide you with a list of supervisors accepting students, as their availability may change day by day. AAO will check whether you can apply for the supervisor you selected after the application has been submitted.

[Q3. Do I need to contact the prospective supervisor before submitting my AAO application?](#)

No. Please go through the AAO process first. Once you have received a positive result from AAO, you can then directly contact the supervisor.

[Q4. Can I apply for more than one supervisor or program at once?](#)

In regards to supervisors, applicants are asked to select one of them for the AAO process. If there are more than one supervisor you would like to apply for, we advise you to carefully consider who would match your research topic the most. In the case of programs, you can only apply for one of them at a time. Please check the admission schedule of your intended program and decide which program to apply for first. Once the application for the first program is completed, you can then request AAO to continue your application for the next program.

[Q5. Do applicants who graduated from a university in Japan need to go through the AAO process?](#)

Those who graduated or are expected to graduate **only** from a Japanese university/universities do not need to apply through AAO in principle. If you are unsure whether the process is required, please contact the graduate school/research institute office, as details may vary depending on each case.

[Q6. I'm already enrolled in Kyoto University as a research student. Do I need to go through the AAO process to apply for the degree program?](#)

If you're seeking admission to the graduate school you are currently attending, no. If you are unsure, please inquire with your preferred graduate school.

[Q7. Is there a deadline for submitting my AAO application?](#)

There is no specific deadline in principle, but please apply at least 2-3 months prior to the application deadline of your preferred program. **Some graduate schools require applicants to complete the AAO process before the application period starts. Therefore, please make sure to check the application guidelines on the graduate school's website and prepare in advance, in order to allow a plenty of time to complete the process.**

[Q8. I do not have all my required documents yet, but can I start the AAO process anyway?](#)

If there are any documents which you cannot prepare, you may submit your AAO application with the documents you have at that point. AAO will check the details and let you know if there are any documents which need to be submitted in addition. Please note that your application cannot be processed until AAO confirms that it contains all the required documents.

(2) PREPARING AAO APPLICATION

[Q9. I haven't received a registration e-mail. What should I do?](#)

The email should be sent within 2-3 minutes after signing up. If you don't receive it, please check the following.

- (1) Is your e-mail account set up to receive messages from specified domains only?
Has the message been sent to your spam folder?
- (2) Did you enter your e-mail address correctly? If not, do the "Sign Up" process again.
- (3) The email is sometimes not delivered to QQMail. Do the "Sign Up" process with a different e-mail address.

If you still don't receive the email, please contact AAO (aao-ku@mail2.adm.kyoto-u.ac.jp).

[Q10. Who should I ask to write my letter of recommendation?](#)

Please ask someone who can evaluate your academic abilities. It is usually written by a university professor who has taught the applicant.

[Q11. Can the referee directly send the letter of recommendation to AAO?](#)

Yes, the letter of recommendation can be sent directly to the email address below. Please ask the referee to inform the name of the applicant and his/her AAO-ID in the email. AAO-ID will be notified after applicants submit their applications.

AAO, Kyoto University: aao-ku@mail2.adm.kyoto-u.ac.jp

[Q12. Is there a specific format or word limit for the Statement of Purpose \(research plan\)?](#)

In principle, no*. Please write the statement of purpose as you like, making sure that it shows your academic achievements, capability and **research plan** (the crucial part of your application!). AAO will not respond to specific inquiries regarding the content of the document.

*As an exception, some programs may have specific requirements for the Statement of Purpose. Please check "AAO Application Procedures" (page 3) on the [website](#) for details.

[Q13. What is a research student?](#)

A research student is a non-degree seeking status which enable students to conduct research under the supervision of their preferred faculty member. There are many international students in KU who start from this status so they will have some time to prepare for the degree program. They will shift to the degree program after passing the entrance exam.

An explanation of research student is also available [here](#).

[Q14. The word "COPY" or "VOID" appears automatically on copies of my certificates. May I submit these copies as-is?](#)

Yes. However, please be sure they are official documents including an official seal or signatures (if necessary).

[Q15. Do I need to enter the following experiences on my educational background?](#)

[International exchanges/ Language schools /Japanese universities \(research student\)](#)

Yes. In cases of international exchanges or research students, please submit certificates of completion, certificates of enrollment or academic transcripts. If none of these certificates are available, any other documents evidencing your enrollment such as a copy of your student ID card may be accepted.

[Q16. Do I need to submit any certificates of language proficiency?](#)

They are not compulsory for the AAO process. However, some programs require applicants to submit a certificate of language proficiency when applying to the graduate school. Please check the application guidelines of your preferred program in advance.

[Q17. Do I need to include part-time jobs and internships on the employment history section?](#)

No, you don't. Please list your full-time jobs on the employment history section.

[Q18. Can I make changes after submitting my AAO application?](#)

You can make changes to your application after submission up to the point you receive an acknowledge receipt from AAO, saying that your application will be processed. Once the application is under process, you cannot make further changes.

(3) AFTER RESULT NOTIFICATION

Q19. Can I find out why I was not approved to initiate contact?

No, reasons are not provided in cases of non-approval.

For reference, a common reason for non-approval is that the applicant's research topic does not match that of the prospective supervisor. Applicants are advised to look into faculty members' research interests carefully before making the selection, and to clearly state in their research plan why they want to be supervised by that faculty member.

Q20. I have been notified that I cannot contact my prospective supervisor. Can I reapply for a different supervisor?

In principle, no. However, permission for re-application is sometimes granted if the rejection is due to unavoidable circumstances of the supervisor, such as being fully occupied with supervision of other students, or being unable to supervise you for the entire term of your enrollment owing to imminent retirement, etc.

Q21. I have successfully completed the AAO process and contacted my prospective supervisor. However, I cannot receive any reply. What should I do?

Many supervisors are extremely busy and may not be able to respond to your email immediately, so you may need to wait for a couple of weeks. Please also check the supervisor's reply has not been sent to your spam folder.

When contacting the supervisor, please make sure to clearly state that you have completed the AAO process along with your AAO-ID, so that the supervisor can recognize you.

E.g. Today I'm writing to you as I was permitted to initiate contact through the AAO application (AAO-ID:xxxx) .

Q22. Do I need to obtain provisional acceptance from the prospective supervisor before applying to the graduate school?

If you are applying as a research student (see Q.13), yes. If you plan to enroll as a degree student, it depends on which program you are applying for. Please check the application guidelines on the graduate school's website to ascertain whether or not a provisional acceptance of the supervisor is required.

Q23. What are the procedures after receiving provisional acceptance from my prospective supervisor?

If you wish to be admitted as a research student (see Q.13), please contact [the office of the graduate school/research institute](#) you wish to enter.

If you are applying for the degree program, please complete further application procedures following the guidelines, which are usually available on the graduate school's website. For any questions about specific procedures, please contact the graduate school's office.

Q24. I have completed the AAO process, but I now want to change my program selection/time of enrollment. Do I need to go through the process again?

If there are no changes in your prospective supervisor, you do not need to apply again. Please notify your prospective supervisor of your intention for changes. If you would like to change your prospective supervisor, please contact AAO.