



# 京都大学

KYOTO UNIVERSITY

## University-wide Student Exchange Program Application Guidelines – FAQ

### EXCHANGE PROGRAM

**Q1: Can I change my exchange program (e.g. from KUINEP to GEA) and/or the affiliated faculty or graduate school after my application is submitted to Kyoto University?**

It is not allowed to change the program nor the affiliation after the application deadline for any reason.

**Q2: I am applying for a full year (two semesters) exchange program. Can I change my exchange program (e.g. from KUINEP to GEA) and/or the affiliated faculty or graduate school for the second semester?**

It is not allowed to change the program nor the affiliation during your exchange period.

**Q3: I am applying for GESR program (research program), but I also would like to take courses.**

GESR students are not eligible to take courses but focus on research activities. If you wish to take courses seeking credits, please apply for GEA program (no research activity).

**Q4: I am an undergraduate student and don't have Japanese proficiency, can I apply for GEA and take courses conducted in English?**

No, you cannot. If you would like to apply to GEA, you need to have Japanese proficiency (JLPT N1 level or equivalent) at the time of nomination/application. Undergraduate students who don't have Japanese proficiency, need to apply for KUINEP.

### COURSE REGISTRATION

**Q5: Is it possible to take only Japanese language classes (classes to study Japanese language) during the exchange period?**

No, it is not possible. Exchange students enrolled in KUINEP and undergraduate GEA programs are required to take a minimum of seven courses each semester. This can include up to two Japanese language classes (credited courses). Graduate GEA students are required to take four courses each semester, not including Japanese language classes.

**Q6: I am applying for KUINEP program, but I also would like to take courses from the faculty other than Liberal Arts and Sciences courses.**

It is possible to register faculty courses during the actual course registration after your arrival, however, for the online application process, please select all courses from Liberal Arts and Sciences.

**Q7 I am an undergraduate student, am I allowed to take graduate courses?**

No, you are not. Undergraduate students are not allowed to take courses offered by graduate schools.

**Q8: I am a graduate student, am I allowed to take faculty courses or/and courses offered by the Institute for Liberal Arts and Sciences (ILAS)?**

No, you are not. Graduate students are not allowed to take courses offered by faculties nor ILAS.

**Q9: I would like to know in advance whether the courses I selected during application are available for exchange students as I need to have course approval from my home university.**

The courses you have selected during application process are for us to see the area of your interest. Actual course registration will be done only after your arrival here. Please also note that syllabi are subject to change and some courses may have restrictions for registration such as number of students or may not be available for exchange student. Please be as flexible as possible for the course selection and consider second choices and make backup plans.

**Q10: When do I register for the courses?**

Course registration process starts only after the semester period starts, except Japanese language classes which starts around one month before the semester period starts. Further detail will be explained after acceptance notice.

## APPLICATION DOCUMENTS

**Q11: I have academic transcript which is not the official one. Can I use it for my application?**

We only accept official academic transcript or a transcript with an evidence to certify that it was formally issued by your home institution, such as through a watermark or logo/crest. Please also note that we only accept transcripts in English. If your original transcript is not in English, you must provide an official translation.

**Q12: I cannot get the health certificate by the application deadline. What can I do?**

Please inform to your coordinator and contact the IESMD office by e-mail.

**Q13: Is it possible to submit the application documents in a format other than the designated forms of Kyoto University?**

No, it is not possible. We only accept the application documents in the designated forms (Form 1- Form 7) of Kyoto University. No other forms are acceptable.

## LANGUAGE PROFICIENCY (ENGLISH)

**Q14: I do not have TOEFL iBT or IELTS score, but I am studying at a university whose language of instruction is English. Do I need to submit English proficiency test scores?**

Please submit the language proficiency statement (Form 5). If you have any other English test score other than TOEFL iBT or IELTS, please attach these to the Form 5.

**Q15: Is it possible to submit the English test score other than TOEFL iBT or IELTS?**

If the score is equivalent to TOEFL iBT 79 or IELTS 6.5 or above, we will accept it. Please submit the language proficiency statement (Form 5) and attach the score you have.

**Q16: The only English test score I have has already expired. Can I use it for my application?**

Please submit the language proficiency statement (Form 5) and attach the expired score.

## LANGUAGE PROFICIENCY (JAPANESE)

**Q17: I do not have JLPT score, but I am studying at a university whose language of instruction is Japanese. Do I need to submit Japanese proficiency test scores?**

Please submit the language proficiency statement (Form 5). If you have any other Japanese test score other than JLPT, please attach these to the Form 5.

**Q18: Is it possible to submit the Japanese test score other than JLPT?**

If the score is equivalent to JLPT N1 (e.g. JPT660 or above) or above, we will accept it. Please submit the language proficiency statement (Form 5) and attach the score you have.

**Q19: The only JLPT score I have is taken more than two years before. Can I use it for my application?**

Please submit the language proficiency statement (Form 5) and attach the score you have.

**Q20: I do not have JLPT score. Am I still able to take courses taught in Japanese?**

As long as your Japanese language proficiency is equivalent to JLPT N1 or above, we will accept it. Please submit the language proficiency statement (Form 5).

## VISA/PASSPORT

**Q21: When will the Certificate of Eligibility for my VISA application be sent to me?**

Kyoto University will apply for exchange students' "Certificate of Eligibility (CoE)" to the Kyoto Immigration Bureau for processing. We are not sure when exactly we can obtain and send the CoE to you as it is totally up to the Immigration Office, however, we aim to send it to you latest by early September for fall semester and by early March for spring semester.

**Q22: I have dual nationality and one of these is Japanese. Which passport shall I use?**

Please use Japanese passport to enter Japan.

**Q23: I have dual nationality and none of these is Japanese. Which passport shall I use?**

It is up to you which passport you are going to use. However, please note that the passport you use for the application of the program and CoE/VISA application must be the same with the one you enter to Japan.

**Q24: where can I apply for VISA?**

You can apply for VISA either at the Japanese embassy/consulate of your own country or country of residence.

## SCHOLARSHIP

**Q25: Is there any scholarship available other than JASSO scholarship?**

There is no other scholarship or financial aid which you can apply through Kyoto University. You might want to seek a way to get scholarship such as through your university or your government.

**Q26: I selected "no need" for JASSO scholarship on online application, but I changed my mind and wish to apply for it. What can I do?**

Please contact the IESMD office by e-mail.

**Q27: How do you select the recipients of JASSO scholarship?**

Nominees of JASSO scholarship will be selected by Kyoto University based on their academic record and financial condition and the final decision of the recipients will be made by JASSO. Students are not eligible to apply for JASSO scholarship if they will receive any other financial support more than 80,000 yen per month to study abroad or if they do not have the residence status of "Student", i.e. those who have Japanese nationality or permanent residency are not eligible to apply for JASSO scholarship.

## ONLINE APPLICATION SYSTEM

**Q28: I cannot complete the online application "Step 1". What can I do?**

Please check whether your input contains any character other than alphabet or not. If you cannot find any problem, please contact the IESMD office by e-mail.

**Q29: I entered wrong information in online application. What can I do?**

Please contact the IESMD office by e-mail.

**Q30: When I choose "Poor" for Japanese proficiency, I cannot choose GEA. What can I do?**

Please contact the IESMD office by e-mail.

**Q31: How can I fill out the form if I attended several elementary schools?**

Please fill in the information of the last school you attended and indicate other school names and period you have attended in brackets in "Name of School" columns.

e.g.

- Name of School: ABC School (DEF School: 2001.10 - 2003.9)
- Location: location of ABC School
- Length of officially required years for graduation: Indicate the total years normally required to graduate elementary school in your country
- Year and month of entrance and completion: Indicate the period you attended the ABC school

## OTHERS

**Q32: When can I get an acceptance letter?**

You will receive an acceptance letter in January for spring semester and in July for fall semester.

**Q33: Which campus (Yoshida, Katsura, Uji or other) will I most likely take courses at?**

Most of the courses for KUINEP and GE students are held at Yoshida campus unless you are enrolled in Graduate School of Engineering whose classrooms or professors' lab are mainly located in Katsura campus. If you are GESR student, please ask your supervisor directly.

**Q34: Should I apply for the dormitory?**

There are three off-campus International Houses of Kyoto University, and other dormitories are offered for exchange students. However, they are not guaranteed and are subject to availability due to limited housing capacity. Application period starts around three months before their arrival. If you prefer to live in a private place such as an apartment, you are responsible to find one by yourself. You will receive detailed information on applying for dormitories after you are officially accepted for the program.

**Q35: How much is monthly living cost in Kyoto?**

It is around 80,000 yen on average.