

**Guidelines for Applicants  
to the 2010 Master's Program  
(International Energy Science Course)**

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Application Sheets for Admission

The 'International Energy Science Course' (Master's Program) is conducted in English and as specially tailored for international students.

## 1. Departments and Enrollment Capacity

### [Departments providing the 'International Energy Science Course']

Department of Socio-Environmental Energy Science

Department of Fundamental Energy Science

Department of Energy Conversion Science

\* Please refer to the homepage ([http://www.energy.kyoto-u.ac.jp/index\\_eng.html](http://www.energy.kyoto-u.ac.jp/index_eng.html)) for the online brochure of the Graduate School of Energy Science or for outlines of the respective departments.

### [Enrollment Capacity]

10 students (for the 3 departments)

## 2. Enrollment Date

October 1, 2010

## 3. Eligibility Requirements for Applicants

Eligibility for applicants, as set forth in the General Rules for Kyoto University, is checked in preliminary screening.

Those applying to the preliminary screening must have either of the followings:

- (1) A person who has graduated or is expected to graduate from a university by September 30, 2010 in a foreign country.
- (2) A person who will be at least 22 years of age by September 30, 2010, and has been recognized eligible by the individual screening of the Graduate School of Energy Science as having academic abilities equivalent or superior to those of university graduates.

## 4. Preliminary Screening

Applicants are subject to the eligibility screening based on the application form and interviews, as well as availability of the prospective field of proposed study in the department.

Documents required for preliminary screening

(1) Application form for preliminary screening	Applicants must fill out the designated form ( <b>Form A-1</b> ). A photo with a clear frontal view of the face and upper half of the applicant's body taken within 3 months (with a plain background) must be pasted to the boxed area provided in the application form.
(2) Resume (Personal history)	Describe your academic background and/or work experiences in the designated form ( <b>Form B</b> ) in full.
(3) Original graduation certificate (or certificate detailing	English translation must be provided for a document written in any language other than English.

expected graduation)	
(4) Original university academic transcripts	English translation must be provided for a document written in any language other than English.
(5) A summary of the graduation dissertation/thesis	Written in English (400 – 500 words) on A4-sized paper.
(6) Recommendation letter	Submit letters of recommendation ( <b>Form C</b> ) from two references (university advisor, etc.) with whom the applicant is well acquainted. Additionally: <ul style="list-style-type: none"> <li>· For students of other graduate schools Submit a recommendation letter (non-defined format) from the Dean of the Graduate School.</li> <li>· For those working in an organization, institute or company Submit a recommendation letter (non-defined format) from the Department Head.</li> </ul>
(7) Reasons for application	Submit a document describing the motivation and reasons for applying to the Graduate School of Energy Science on an A4-sized paper in English (400 – 500 words).
(8) Proof of English ability	Submit a copy of the official score report of TOEFL iBT (Internet Based Testing), TOEIC or IELTS test taken within the last 24 months (see Note 1 below).
(9) Passport copy	Submit a photocopy of the applicant’s passport pages showing the photograph.  For applicants residing in Japan, submit a copy of the Foreign Resident Registration Certificate in addition to the passport copy.

Note 1: For TOEIC test the Official Score Certificate must be submitted. Neither TOEIC Bridge, TOEIC Speaking & Writing Test, TOEIC LPI, nor TOEIC-IP is accepted. Recommended scores: 70 for TOEFL iBT, 650 for TOEIC and 5.5 for IELTS.

## 5. Admission

Candidates who have satisfied the eligibility requirements and found prospective supervisors after the preliminary screening must complete payment of the application fees (except for applicants with Japanese Government scholarship) for admission, and submit the documents below for further scrutiny processes.

### Documents required for Admission

(1) Application form for admission	Applicants must fill out the stipulated form ( <b>FormA-2</b> , signed by a prospective supervisor), which should have been mailed to the applicant.
(2) Copy of foreign remittance document for the payment of application fees	Applicants should refer to ‘Cautionary Notes on Remittance of Application Fees’ and execute the necessary documentation for payments of the bank commission charges of JPY4,000 in addition to remittance of the application fees (JPY30,000). Send copies of the certificate for the remittance (receipt) to the School

	Affairs Office upon completion of the remittance.
(3) Payment plan for expenses during the course of overseas study	Applicants must fill out the designated form ( <b>Form D</b> ) (see Note 2 below).

Note 2: Successful applicant must submit a certificate showing the ability to pay for the expenses incurred during the course of overseas study such as bank balance certificate of the applicant's own account, scholarship certificate indicating the amount and duration, etc.

\* Respective departments may separately request applicants to submit additional documents and/or to undergo interviews when and where appropriate.

## 6. Application Procedures

- (1) Submit all the above-mentioned application documents before the application deadline (See Section 7) by post.

Note that 'Application Forms for the Energy Science Course in Master's Program' must be written in red letters on the envelope.

Submit to: **The School Affairs Office, Graduate School of Energy Science, Kyoto University, Yoshida-Honmachi, Sakyo-Ku, Kyoto 606-8501, JAPAN**

- (2) In cases where the applicants are physically handicapped and desire special arrangements, please contact the School Affairs Office, Graduate School of Energy Science, Kyoto University

## 7. Application Deadline, Announcement of Successful Applicants and Miscellaneous

### [Preliminary Screening]

Application Deadline: Documents must arrive at the Office by **17:00 (JST) on December 7 (Monday), 2009**

Interview: From December 14, 2009 to January 18, 2010 (candidates will be contacted directly and briefed on details of the interview)

Announcement of Preliminary Screening Results: Results of preliminary screening will be mailed to applicants on January 25 (Monday), 2010.

### [Selection for Admission]

Application Deadline: Documents must arrive at the Office by **17:00 (JST) on February 15 (Monday), 2010.**

Successful applicants will be notified of further instructions regarding the admission procedures, which will be mailed on March 8 (Monday), 2010.

## 8. Application Fees

Applicants who have satisfied the eligibility requirements and found prospective supervisors after the preliminary screening must complete full payment of the sum of the application fees and Japanese bank commission fee before moving on to the scrutiny processes (except for applicants with Japanese Government-sponsored scholarship)

Application fees: JPY30,000

Remittance commission charged by Japanese banks: JPY4,000

You may be required to pay other bank charges in addition to the above, according to your local bank's policies.

Remittance period: **From January 25 (Monday), 2010 to February 15 (Monday), 2010**

(Note that receipts must be clearly stamped one of the dates in the period shown above. Receipts showing other dates will not be accepted.)

\* For details of how to make the remittance please refer to the separate notification of 'Cautionary Notes on Remittance of Application Fees'.

## 9. Admission Fees, Tuition and Admission Procedures

### (1) Admission fees and tuition

Admission Fees: JPY282,000 (subject to change on admission)

Tuition Fees: JPY535,800 (subject to change during the course of study)

### (2) Admission procedures

Instructions on detailed admission procedures will be mailed to each successful applicant (the address on the application form) with the acceptance announcement.

- If the applicant wishes to change this address, written notice must be sent to the School Affairs Office.
- A successful applicant should inform immediately the School Affairs Office if he/she wishes to withdraw an application.
- Successful applicants must obtain their student visas by October 1, 2010.

## 10. Cautionary Notes

- (1) Corrections in the Application forms can be made by crossing over words or sentences using a double cancellation line, with corrections written above the cancelled contents.
- (2) Those working at organizations/institutions or those pursuing studies in other graduate schools must resign (or obtain a leave) from their workplaces or take a leave (or terminate) from the graduate study before joining the Graduate School of Energy Science, Kyoto University (Applicants pursuing graduate studies in Japan must terminate their studies in order to join the Graduate School at Kyoto University).
- (3) Any attempt to change the submitted documents is not allowed under any circumstances. Also, the application fee is non-refundable.
- (4) Personal information such as name, gender, date of birth, address, etc. on the application forms is used only for purposes relevant to: (a) admission examinations; (b) admission procedures; and (c) preparations for acceptance of the student.
- (5) In case of any query on the above, please contact the School Affairs Office, Graduate School of Energy Science, Kyoto University (e-mail address:kyomu@energy.kyoto-u.ac.jp).

October 2009  
Graduate School of Energy Science, Kyoto University