



\*Please be aware that Japanese language class schedules may be partially changed to “Makeup Japanese language classes may be offered” on the above timetable.

**【Shift】**

Due to course content, students applying for KUASU track must join **Shift A**.

- Notes:
- (1) If any participant would like to attend another shift, please consult with the Program office.
  - (2) Participants need to be able to attend 80% of the whole program on a real time basis.
  - (3) As mentioned in (2), in principle, participants should attend lectures online in real time. For those who are unable to attend in real time due to unavoidable reasons, such as a conflict with regular classes at the participant’s home university, we are planning to provide materials of real time lectures (such as handouts, lecture slides, and/or recordings of live sessions). Students must inform us in advance if they will be unable to attend in real time.
  - (4) The registration form for academic lectures will be distributed in June.

**【Number of Students】**

A maximum of **10** outstanding students (ILAS and KUASU in total) from partner universities worldwide will be accepted for this program. We are seeking students from a wide range of majors and therefore accept applications from students from any department.

**【Eligibility Requirements】**

• Applicants must be students from **(a). universities that hold academic cooperation partnerships (MOU)\* or student exchange agreement (SEA)\*\* with Kyoto University; AND (b). universities that have NOT been allocated a special quota for this year's program by Kyoto University\*\*\*.**

\*List of MOU universities: <https://www.oc.kyoto-u.ac.jp/agreement/en/mou/>

\*\*List of SEA universities: <https://www.kyoto-u.ac.jp/en/education-campus/education-and-admissions/non-degree-programs/exchange-students/list-of-univ>

\*\*\*Students from universities listed on the program’s website CANNOT apply through individual application. Please apply through the department in charge at your university: <https://www.z.k.kyoto-u.ac.jp/summer-spring-program/>

• Students who have experience taking Japan-related classes (Japanese studies, Japanese literature, Japanese history, Japanese language etc.) (N3 or higher level of Japanese is preferred)

- Students enrolled in an undergraduate or master's program
- Preference will be given to students who are permanent residents or citizens of the country where the partner university is located, but international students studying in the partner university may also apply.

**【Application Procedures】**

(1) Prior Confirmation

Students who wish to participate the program should make prior confirmation via the following form:

<https://forms.gle/tJB6JBrnGytP8Pa9>

The Program office will check the student's eligibility and contact the student with further instructions, including the URL for the application system. Deadline for prior confirmation is **JST 12:00pm (noon), June 8, 2022**.

(2) Application System

All application will be done through an online application system. The URL will be disclosed to the students directly from the Program office.

(3) Recommendation Letter

In the online application system, students are required to nominate a supervising professor to provide a letter of recommendation.

Once students submit their applications, an e-mail notification will be automatically sent to the recommender with instructions on how to submit a letter of recommendation. Students must notify the recommender and receive the recommender's consent before the application. Students must also be careful to submit their applications allowing sufficient time for the recommender to submit the letter of recommendation. The letter of recommendation is also due JST 12:00 pm(noon), June 13, 2022.

(4) Uploading files

Students will be required to upload the following files.

- Academic Transcript (in English)
- A copy of the passport photo page  
(Students who do not have a passport may substitute with student ID card copy)
- One photo of 3cm (W) x 3.4cm (H)

(5) Selection

If necessary, selection will be made by the Program office. Students will be notified of the selection results by **June 16**. Final notification of acceptance into the program will be sent after confirmation of the payment of the participation fees.

(6) Request Admission

Once selected, students applying for KUASU track must fill in the "Request Admission" form (attached below) and acquire the signature of either (a) the dean of the faculty they belong to or (b) the director of the department in charge of student exchange programs.\* Deadline for submission of "Request Admission" form is **JST 11:59pm, June 30, 2022**.

\*To help students prepare the "Request Admission" form, the Kyoto Summer Program office will inform the partner universities regarding the form in advance and/or offer any assistance needed on request from students. However, students should bear in mind that the final responsibility in preparing the "Request Admission" form is on the student's side.

**【Fees】**

◇ **JPY 42,000.**

◇ The method of payment: **Bank transfer in Japanese yen only (transfer fee to be borne by the participants)**. Further details will be notified individually along with the notification of selection results.

◇ Participants need to prepare their own internet access and a device such as a personal computer, a tablet, or a smartphone for participating in online classes. We recommend using a personal computer with a camera, microphone, and a speaker.

**【Program Website】**

<https://www.z.k.kyoto-u.ac.jp/summer-spring-program/>

**【Note】**

Participants must comply with the laws and regulations of the Government of Japan and regulations of Kyoto University.

**【Regarding the Handling of Personal Information and Right of Publicity】**

(1) All personal information will be handled according to the “Act on the Protection of Personal Information Held by Administrative Organs” and Kyoto University’s regulations regarding the protection of personal information.

(2) The personal information submitted at the time of application and the during the summer program will be used for conducting the program.

(3) Please note that photographs and videos of participants, as well as certain personal information, such as participants’ nick names and faculties of affiliation, etc., may be posted in Kyoto University’s official public relations media, including websites and printed media.

**【Cancellation Policy】**

The cancellation of this program by the participant can be made with justification, such as to attend a lecture at your university, up to 2 weeks prior to the start of the program (by JST July13 (Wed), 2022). A cancellation notice should be submitted to the Program office. Please note that the participation fees are not refundable.

**【Contact】**

For more information, please contact

Kyoto Summer Program Office

Email: [kyoto\\_summer@mail2.adm.kyoto-u.ac.jp](mailto:kyoto_summer@mail2.adm.kyoto-u.ac.jp)

REQUEST ADMISSION FORM

From Prof. Dr. [redacted]  
 Dean of Faculty of [redacted]  
 University Name  
 Address  
 Date

To Prof. Yuko Kizu  
 Dean of Graduate School of Letters  
 Kyoto University  
 Yoshida-Honmachi, Sakyo-ku  
 Kyoto 606-8501 JAPAN

Re: Request for the Admission of a Short-Term International Student

In accordance with the STUDENT EXCHANGE AGREEMENT BETWEEN KYOTO UNIVERSITY AND UNIVERSITY NAME, we hereby request that our student be admitted to your university under the following conditions.

1. Name of student	2. Student status at home institution (e.g. Undergraduate, 2nd year)	3. Name of supervisor at host institution Emiko Ochiai
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4. Duration of stay (Note: exact dates) From 2022 / 7 / 29 Until 2022 / 8 / 10
5. Program summary: Short-term program of Japanese studies (language, literature, history, etc.)
6. Examination fee, admission fee and tuition fee  
Short-term international students by exchange program will be exempted from paying examination fee, admission fee and tuition fee to their host institution.
7. Other Educational and Living Expenses  
Short-term international students shall be personally responsible for the costs of their study materials and equipment necessary for the program and other personal fees and expenses.
8. Health Insurance and Medical Expenses  
Short-term international students are personally responsible for any expenses incurred for medical treatment during acceptance.

(Signature of Dean)