

AAO Guideline for applicants who passed the 1st screening of the MEXT Scholarship Embassy Recommendation

Before getting started (PLEASE CHECK)

There are two ways to request a Letter of Provisional Acceptance from supervisors in Kyoto University: **directly contact the prospective supervisor or go through the AAO process**. The AAO process is an online application process to help applicants connect with their prospective supervisor. Successful applicants will receive supervisor's email address to contact him/her along with the result.

If you choose to go through the AAO process, please be aware of the following.

- You can **only apply for one supervisor at a time**
- The time it takes for the result to come out depends on the supervisor's situation. **It may take up to 2 weeks**. Please note that **we do not accept individual requests to remind professors** regarding your application. The "result" shows whether you can initiate contact with the professor. **It does not mean that the professor is offering provisional acceptance.**
- Once your AAO application is under process, **requests for changes and withdrawal of the application will not be accepted.**
- If your application does not follow the instructions in this guideline, it may not be accepted, or the process may be delayed.

Preparation – Documents required for the AAO process

Please start preparing after acknowledging that you have read and fully understood the above.

All applicants

• MEXT Scholarship application documents

Applicants must submit the following documents, each stamped by a Japanese diplomatic mission (stamps are not required in the case of Chinese nationals/中国赴日本国留学生). **Please combine all the documents into one file named "MEXT submitted documents" and upload it to the financial plan section of the application (refer to Page 4).**

1. Application Form
3. Field of Study and Research Plan
4. Academic transcript for all academic years of university attended
5. Certificate of graduation or degree certificate of the university attended
6. Recommendation letter from the president/dean or the academic advisor at the current or last university attended
7. Medical certificate
8. Abstracts of theses (only if submitted to the Japanese diplomatic mission)
9. Certificate of language proficiency (only if submitted to the Japanese diplomatic mission)
10. Recommendation letter from the present employer (only if submitted to the Japanese diplomatic mission)
11. Photograph(s) showing the applicant's own works of art or digitally recorded media of a musical performance (only if submitted to the Japanese diplomatic mission)
12. Copy of a Passing Certificate of the First Screening issued by the Japanese diplomatic mission

• Photo (above shoulders, facing the front)

Edited photos including AI generated photos may be regarded invalid.

• Statement of Purpose (Research Plan)

You can upload the research plan you submitted to the Japanese embassy. You can also add a statement of purpose for the prospective supervisor if you wish. However, if you choose to change your research topic/research plan, please make sure to check with the Japanese embassy if the change is acceptable.

Graduates/Students from universities located outside of mainland China

The certificates should be latest official documents issued by the university, written in English or Japanese.

(If you are currently enrolled in or have completed a master's or doctoral program, please submit the following documents for ALL the programs.)

If you have already graduated

Graduation Certificate

Academic Transcript

If you are currently enrolled

Expected Graduation Certificate
or Certificate of Enrollment

Academic Transcript

Graduates/Students of universities in mainland China

(If you are currently enrolled in or have completed a master's or doctoral program, please submit the following documents for ALL the programs.)

If you have already graduated

Certificate of Graduation	Certificate of Degree	Issued by the university of graduation, written in Chinese with the student's photograph
Academic Transcript		Stamped with the university's official seal, written in English or Japanese
Online Verification Report of Higher Education Qualification Certificate		教育部學歷證書電子註冊備案表 issued from the website (PDF file in Chinese)

If you are currently enrolled

Expected Graduation Certificate or Certificate of Enrollment	A latest document stamped with the university's official seal, issued in English or Japanese
Academic Transcript	A latest document stamped with the university's official seal, issued in English or Japanese
Online Verification Report of Student Record	教育部學籍在線驗證報告 issued from the website (PDF file in Chinese)

Steps of the AAO process

Please get started after acknowledging that you have read and fully understood “Before getting started” on the first page.

1. Select a supervisor and a graduate school/research institute

You can search for faculty members using the following websites.

- Graduate Schools: <https://u.kyoto-u.jp/graduateschools>
- Activity Database on Education and Research*: <https://u.kyoto-u.jp/activitydatabase>
*The tip for using the database is to try searching through research keywords from different perspectives.
When the keyword is too broad or too specific, you may not be able to find the best matching supervisor.
- Meet KU Researchers: <https://global.k.kyoto-u.ac.jp/>

*The tip for using the database is to try searching through research keywords from different perspectives.
When the keyword is too broad or too specific, you may not be able to find the best matching supervisor.

2. Sign up for the AAO online application system

- (1) Click “Sign up” on the [website](#) and register your email address.
- (2) Access the URL on the registration email to complete the registration process.

3. Fill out the AAO application form

Please check Page 3-4 to see where to upload the required documents. Once you have entered all the information, click the “Submit” button and receive a confirmation email.

When your application is ready to be processed, an acknowledge receipt will be sent from AAO. If it is incomplete, you will receive a message or an email requesting correction. Please then follow the instructions on the message/email.

4. Receive the outcome of your application (This may take up to 2 weeks)

If you receive a positive result, you can then contact the supervisor directly. This result does not mean that you have been accepted.

Inquiry

General Inquiry regarding MEXT scholarship at KU:

International Student Division (ISD): intlstudent[at]mail2.adm.kyoto-u.ac.jp (replace [at] with the @ symbol)

Inquiry regarding the AAO process:

Admissions Assistance Office (AAO): aao-ku[at]mail2.adm.kyoto-u.ac.jp (replace [at] with the @ symbol)

Please send an inquiry e-mail with the following subject. Inquiries are only accepted in Japanese or English.

Subject: (AAO-Question) your name, your preferred graduate school/research institute, AAO-ID*

*AAO-ID is informed to applicants who submitted their AAO application. Please mention your ID in the subject if you have already received one.

Inquiry regarding issuance of Letter of Acceptance:

Please contact your intended graduate school/research institute office.

Inquiry: <https://www.kyoto-u.ac.jp/en/education-campus/inquiry>

How to fill out the AAO application form

Please enter required information and upload documents following instructions below.

When have finished editing, please click “**Save**” and “**Submit**” button. You can also “Save” while editing.

Basic Information * Required

Name *	Family name	Middle name	Given name
	<input type="text" value="Kyodai"/>	<input type="text"/>	<input type="text" value="Hanako"/>
Name in Chinese Characters (If applicable)	Family name	Middle name	Given name
	<input type="text" value="京大"/>	<input type="text"/>	<input type="text" value="花子"/>
Nationality *	<input type="text" value="Japan"/> X v		
Second Nationality	<input type="text" value="Please select or search"/> v		
Date of Birth *	<input type="text" value="Jan 1, 1997"/> [Calendar Icon] X		
Gender	<input type="radio"/> Male <input checked="" type="radio"/> Female		
Email Address	<input type="text" value="kyotouniversityaao@gmail.com"/>		
Postal Code *	<input type="text" value="6068051"/>		
Current Address *	<input type="text" value="Kyoto City Sakyo-ku Yoshida Honmachi"/>		
Phone Number 1 *	Country Code	Phone Number	
	<input type="text" value="+81"/>	<input type="text" value="11111111"/>	
Phone Number 2	Country Code	Phone Number	
	<input type="text"/>	<input type="text"/>	
Photo *	<input type="text" value="kurosen.png"/> X <input type="button" value="Upload"/> A photo above your shoulders, facing the camera. Only JPG/GIF/PNG files accepted.		
Current Status *	<input type="text" value="I am currently attending XX university"/>		

Application Details

Graduate School / Institution *	<input type="text" value="Graduate School of Agriculture"/>
Supervisor of Interest *	<input type="text" value="Kyodai Tarou"/>
Research Topic *	<input type="text" value="XXXXX"/>
Statement of Purpose (Research Plan) *	<input type="text" value="Statement of purpose.docx"/> X <input type="button" value="Upload"/> Please include your name in it. The work must NOT be completed by another person - applications will be rejected if any plagiarism is discovered.
Letter of Recommendation	<input type="button" value="Upload"/>
Program Selection *	<input type="text" value="research student → master's"/> What's a "research student" in Kyoto
Anticipated Year of Enrollment *	<input type="text" value="2026/04"/> [Calendar Icon] X Check the admission period on the program website in advance.

Leave it blank if you don't have an official name in Chinese characters

Include the name of the province/city and the country

You can upload the research plan submitted to the Japanese embassy (and add a statement of purpose for the supervisor if you like).
Note: If you are changing your research topic/research plan, please check whether the change is acceptable with the embassy.

The recommendation letters submitted to the embassy are acceptable.

Educational Background

Please enter your academic history from elementary to current school (including Japanese language schools) in chronological order.

List your educational background from the 1st year of Primary Education (Elementary School)

Type: Undergraduate Program
School Name: Kyoto University
Location: Japan | Kyoto
Major: Agriculture
Duration: Sep 1, 2020 - Jun 28, 2024 [4 years]

<For degree programs>

Select the suitable option.

The required documents vary by the country and your current status (check Page 1-2).

If there are any updates to the certificates submitted to the embassy, **upload the latest documents here.**

Certificates

1. University in Mainland China, Graduated

Please Select

1. University in Mainland China, Graduated

2. University in Mainland China, Enrolled

3. University other than Mainland China, Graduated

4. University other than Mainland China, Enrolled

Supplemental Materials

Please upload official certificates and/or score reports.

Upload any additional materials you wish to share with the supervisor

SUPPLEMENTAL MATERIAL

LEVEL / SCORE

CERTIFICATES

Upload

Add Supplemental Materials

Financial Plan

Survey of Financial Plan * ☒ I will NOT study abroad if unable to receive any scholarship

☐ I will provide my own financial support

☐ As a Japanese citizenship holder, I'm not

Choose "MEXT Scholarship (Embassy) First Screening" "Accepted" and upload all the documents (listed on Page 1) **combined in one file.** The file name should be [MEXT submitted documents].

Please let us know if you intend to receive any scholarships to attend Kyoto University.

SCHOLARSHIP NAME

STATUS

CERTIFICATE

MEXT scholarship (Embassy) First screening

Accepted

Upload

Please confirm the details first.

Add Scholarship Details

Work Experience

No entry required for part-time jobs or internships.

List any working experiences (except part-time jobs)

Add Employment History

Correspondence with AAO

Language * Choose a language used in correspondence with the AAO.

☐ Japanese ☒ English

Leave notes if there is anything you would like to share in addition.

Notes

Cancel

Save

Click "Save" and "Submit" button when all the information and documents are ready.