

2023 (Spring/Fall Enrolment)

**Application Procedures and Guidelines
for the International Course in
Primateology and Wildlife Research,
Division of Biological Science,
Graduate School of Science,
Kyoto University**

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*Updated in response to the global pandemic of COVID-19 and reorganization of the Primate Research Institute, now referred to as “Inuyama Campus”.

Appendix

1. Payment Methods
2. List of faculty members and research areas represented on the Inuyama Campus/WRC
3. Form 4: Remittance Certificate of Application Fee*

*Only for the applicants who make payment from inside Japan

1. Program Description

The International Course in Primatology and Wildlife Research is a graduate program of Kyoto University that focuses on the study of non-human primates and other wild animals to promote their conservation, health and welfare, and to advance our understanding of wildlife and human nature. Graduate students enroll in either the MSc or DSc course with one of the existing sections at the Inuyama Campus of Kyoto University, or alternatively at Kyoto University's Wildlife Research Center (WRC). Both degrees offered are research-focused, but master's students are also required to complete a set of courses and training programs provided by either the sections at the Inuyama Campus or WRC. Students who have successfully completed their master's degrees typically progress to the DSc program. MSc students are required to take a series of classes in Primatology and Wildlife Science from April to July. Some of the classes are not taught in English, but slides and supplementary information in English are available from instructors.

The Inuyama Campus is home to over 1100 nonhuman primates of 12 species. The Center for International Collaboration and Advanced Studies in Primatology (CICASP) is staffed by faculty members and administrators fluent in English. They will be on hand to help you with the entrance procedure and with your daily life in Japan.

WRC aims to promote scientific research on wild animals and education. Its missions are: 1) conducting basic research on endangered and threatened species of wild animals, 2) integrating different areas of science to create new disciplines applicable to field settings, and 3) collaborating with zoos, sanctuaries, aquariums, and museums, etc., to promote environmental education especially among young people. WRC now also employs faculty and administrators fluent in English to support international students.

These MSc and DSc programs are recommended for anyone wishing to study primatology and other areas of wildlife science.

Detailed and updated information can be found on the website:
<http://www.cicasp.pri.kyoto-u.ac.jp/>

2. Eligibility

2.1 Annual Program Enrollment Limit:

Annual enrollment is limited to 5 students each for the MSc and DSc programs.

2.2 Eligibility

- 1) Non-Japanese citizens
 - Japanese citizens are eligible only if they satisfy special conditions (contact us for detailed information).
- 2) Students who are able to pay enrollment fee and tuition fees, as well as their living expenses in Japan. (See Section 7 for details of potential sources of support and scholarships)
- 3) Those who have completed or are expected to complete their bachelor's or master's degree by the end of March in the enrollment year to begin in April, or by the end of September in the enrollment year to begin in October.
- 4) Applicants with fewer than 3 years of formal undergraduate education are not eligible. Please contact us to confirm your eligibility if you are not sure.

3. Application Requirements

Applicants should submit the documents below written in English. If any of the official documents are not written in English, English translations should be attached.

When making a correction to a document, cross out words or sentences with a double line and write corrections above the cancelled contents. Note that general information required for application (see Section 3.2) are to be completed via the online application system. All other documents (see Section 3.1-3.11) must be prepared in advance and uploaded via the online application system when requested.

-Applicants for the MSc and DSc programs

3.1 Graduation (expected graduation) certificate

Those who have graduated or are expected to graduate from a foreign university with a bachelor's or master's degree must submit a certificate for prior verification.

3.2 General Information for Admission

- We require applicants to provide the general background information listed on the online application form.

3.3 Academic Transcript

- We require an official academic transcript (digital copy sufficient) prepared by the university you are currently attending, or from which you have graduated. Please also keep the original document as we may require it upon enrollment.
- Applicants who have graduated or are expected to do so from the Faculty of Science, Kyoto University, need not submit this item.
- Research students currently enrolled in the Primatology and Wildlife Course, Division of Biological Science, Graduate School of Science, Kyoto University, who have already submitted an academic transcript also need to submit a photocopy.

3.4 Certification of English Proficiency

- We require certification of English proficiency such as TOEFL-iBT, TOEIC official score reports or an IELTS test report form (TRF) taken within the 5 years prior to the application deadline. Those who have taken the SAT, GRE, GSCE, or comparable test* may submit these test scores instead. Applicants who have completed or expect to complete their previous university degrees at institutions at which English was the official language may be exempt from submitting further qualifications*.

*contact us to confirm eligibility or suitability

3.5 Letters of Recommendation

- Applicants must have two professional letters of recommendation submitted on their behalf. One of these must be provided by your supervisor or advisor at the university from which you graduated or are expecting to graduate. If neither letter is from a member of the university from which you graduated or expect to graduate, you must send an email to cicasp_exam@mail2.adm.kyoto-u.ac.jp with a letter explaining why.
 - The applicant must provide contact details for these referees via the online application system. We will contact them directly to request the letters of recommendation, i.e. applicants do not submit the letters themselves at the time of application.
- * Note that if the email address for the referees is entered incorrectly, we may not be able to contact them. It is the applicant's responsibility to ensure all information is entered correctly.
- * In addition, to ensure a timely response, applicants should contact their referees well in advance to inform them that a letter will be requested.

3.6 Letter of Support

- We require a letter of support from your prospective supervisor at Kyoto University, a faculty member from one of the eligible sections (see Appendix 2).
 - Letters of support should be supplied to CICASP directly from the prospective supervisor, but it is the applicant's responsibility to ensure that the host agrees to support them and is prepared to send the letter to CICASP at the following email address: cicasp_exam@mail2.adm.kyoto-u.ac.jp.

3.7 Statement of Research Interests

- A4-sized or letter-sized paper, 500-1000 words

3.8 Curriculum Vitae or Resume

- A4-sized or letter-sized paper

3.9 Receipt of Payment

- Enclose a copy of the receipt or other certification of payment in your application.
 - Application fee: 30,000 yen
 - Refer to Appendix 1 for the payment methods
 - ◇ As far as possible, please use the first option in Appendix 1 – EXSS (Examination Settlement Service) – when making your payment.
- *Payment can be made as early as 4 weeks before the application deadline, but no earlier, and must be made before the application is submitted
- **Please make sure to pay the application fee well in advance to avoid having your application declined on account of failed or delayed payment.

3.10 Confirmation of Identity

- Be prepared to send us a copy of the identifying page of your passport upon our request following your application.

-Foreign applicants who live in Japan

3.11 Status of Residence

- Foreign applicants who have resident status in Japan are further required to submit a copy of their resident card (front and back) to CICASP in complement to their online application. Be prepared to send this to us upon our request following submission of your application.
- If you cannot provide a resident card at the time of application, submit instead a copy of the VISA page in your passport in addition to the identifying page when requested.

-Applicants for the DSc program only

3.12 Master's thesis

- Submit a copy of your master's thesis. Please also provide the following:

- (1) The Abstract [written in English]
- (2) A detailed summary of the contents in English of about 2,000 to 2,500 words, excluding the Abstract
- (3) English translations of all Figures and Tables, including legends, and References.

*Please contact us if you have not yet completed or submitted your Master's thesis.

4. Application Procedures

- Applicants should first contact a prospective supervisor from the list of faculty members at the Inuyama Campus or WRC provided in Appendix 2.
- Applicants must submit all required documents via the online application system before the appropriate application deadline.
 - Online Application System url:
<http://www.cicasp.pri.kyoto-u.ac.jp/program/application>
 - Submission deadlines (Japan Standard Time, UTC+09:00)
 - 1) October 1st, 2022 for an exam between October 31 ~ November 4, 2022
 - 2) April 30th, 2023 for an exam between May 29 ~ June 2, 2023
- *Two additional days are reserved for entrance examinations under exceptional circumstances, if applicants or evaluation committee members are unavailable during the official exam week (for examination period 1, November 7 and 8, 2022; for examination period 2, June 5 and 6, 2023)
- Contact us as soon as possible at cicasp_exam@mail2.adm.kyoto-u.ac.jp if you have any problems using the online application system.
- Applications will be accepted as early as 4 weeks before the application deadline, but no earlier
- Incomplete or late applications will not be accepted.
- Contents of the application documents cannot be changed after submission.
- The application fee will be returned to the applicant under the following circumstances only (Contact the Graduate Student Section, General Affairs Section, Inuyama Campus).
 - ◇ If the applicant did not apply (application documents were not submitted, or application was declined without consideration), although the application fee was paid.
 - ◇ The applicant inadvertently made a double payment of the application fee.
- Simultaneous applications for this program to multiple divisions/departments are NOT allowed.

4.1 Government-Sponsored foreign students (MEXT)

- Government-Sponsored foreign students (i.e. those receiving the MEXT scholarship; see also **Section 7.2** below) are required to take the examination through CICASP, and must therefore submit an application during the application period. Please pay close attention to the following points:
 1. Those who have passed the second screening by MEXT (excluding applicants for the MEXT scholarship extension and special extension) and have been placed at Kyoto University as MEXT Scholarship Students (Embassy Recommendation) are exempted from paying the examination fee.
 2. The application fee will be refunded in cases where the applicants are selected as MEXT scholarship students and pass the CICASP exam. Therefore, please inform us if

you expect to receive the MEXT scholarship.

3. If neither of the above cases applies to you but you wish to enroll as a Japanese Government Scholarship student, please pay the application fee.

* Note that in the majority of cases, applicants with MEXT scholarships will fall in category 1 above. Please contact us if you are unsure of your status.

5. Selection Procedures

After the eligibility screening applicants will be notified whether they can take the examination or not. Applicants for the MSc program will be selected following a comprehensive evaluation of: 1) the submitted documents; 2) their English qualifications; 3) the results of a basic written examination in biological sciences*; 4) the results of a written examination in the field of the applicant's research interests*; and, 5) an interview. Applicants for the DSc program will be selected on the basis of: 1) the submitted documents, including their Master's thesis (see Section 3.11); 2) their English qualifications; 3) a presentation based on their Master's research and their responses to any questions following the presentation; and, 4) an interview.

*remote examinations include oral rather than written examinations in biological sciences (see section 5.1 below)

5.1 Place of Examination*,**

For all applicants for the MSc program, the written examinations and the interview will be held at the Inuyama Campus in Japan. Applicants for the DSc program may apply to give their presentation and have the interview via Zoom. However, this will be allowed only in cases where a connection is available that is of sufficient quality to allow clear, continuous communication, and when the applicant can procure a private room. Therefore, candidates hoping to use this option must have discussed this with the prospective supervisor in advance, tested the video conference connection and secured their supervisor's agreement.

*Due to the continuing impacts of the global pandemic of COVID-19 and restrictions on international travel, CICASP will accept remote testing for both doctoral and master's course applicants via Zoom. We will provide further details about the procedure by mid-September 2022 on our website. Master's applicants will be required to complete oral examinations for both the general biology and field of specialty exams instead of written exams. Specific details about the examination content, as well as the testing procedures more generally, will be provided to each applicant once their application documents have been processed (in early October). Since it is impossible to control the testing environment when done remotely this way, we will use the honor system to ensure fair behavior from all applicants, and any acts of misconduct detected during the examination, e.g. photography and audio recording of the video call, use of on-screen or external devices to access information to support an applicant's responses, etc., will not be tolerated.

** Given the possibility of continued impacts through spring and summer 2023, CICASP will likely implement remote entrance examinations for October 2023 enrollment online via Zoom in May/June 2023. We will provide further details about the procedure by April 2023 on our website.

5.2 Date

The examination(s) and the interview will be held on one to two days during the following periods: 1) October 31 – November 4 (or 7 or 8), 2022; or 2) May 29–June 2 (or 5 or 6), 2023.

Those who prefer to be enrolled in April 2023 must take the examination in period 1, while those who wish to be enrolled in October 2023 may take the examination either in period 1 or period 2. Each candidate will be informed of the actual date within this period of their examination after the application deadline has passed. Application and examination dates for subsequent enrollment periods will be roughly similar to periods 1 and 2, though specific date ranges will differ slightly.

5.3 Dissemination of Examination Results

The results of each examination in period 1 will be announced (to the applicant) by the middle of December 2022, and that of period 2 by the middle of July 2023. Examination results will be sent to each applicant individually via email and a hard copy will be posted to the supplied address.

5.4 Enrollment Period

Applicants must declare their enrollment period at the time of application, either April 1 or October 1 in their year of enrollment.

5.5 CICASP Examination Restrictions

Unsuccessful applicants cannot take the CICASP examination a second time until one year (12 calendar months) has passed since their original application to the program. In addition, applicants considering attempting both the CICASP entrance examination and the Kyoto University regular entrance examination must be aware that CICASP restricts applicants from taking the CICASP exam within the same 12-month period as other Kyoto University exams, i.e. at least 12 months must have passed since last taking a Kyoto University exam before the next CICASP examination can be taken.

6. Admission Fee, Tuition and Admission Procedures

6.1 Admission fee and tuition

- Admission fee: 282,000 yen
- Tuition: 267,900 yen for the first semester (annual tuition; 535,800 yen)

*The amounts indicated above are tentative and may be revised in the future.

*If admission and tuition fees increase at or after the time of enrollment, the new amounts shall apply.

6.2 Admission Procedures

- Instructions for admission procedures will be mailed to each successful applicant.
- Notify the General Affairs Section, Inuyama Campus, of any changes in mailing address as soon as possible.
- Those who have decided not to enroll must immediately communicate with the administration office of the respective division/department.
- Enrollment procedures will be conducted twice a year, in early March and in late August.

7. Support and Scholarships

7.1 Housing

A student dormitory is available for those enrolled at the Inuyama Campus, subject to room availability. The cost for an apartment is ca. 5,000 yen / month (Expenses for water, gas, and electricity are not included). Please note that these are shared accommodations with a maximum of two students per apartment. For applicants to the WRC in Kyoto, please contact us for information about housing options.

7.2 Financial Support

● Tuition exemption:

Regular graduate students who experience financial difficulties may be eligible for a full or half tuition waiver depending on academic performance. Since the exemption may be

applied for by all degree-seeking students, the selection process is competitive.

● **Teaching and Research Assistantships:**

CICASP offers a limited number of teaching assistantships each semester that can provide a small amount of supplementary funding. All students are encouraged to apply, but we try to prioritize students in need of financial support for these positions. Additionally, students at the doctoral level who have no other sources of funding are qualified to receive research assistantships provided directly by the Inuyama Campus or WRC of Kyoto University.

● **Scholarships:**

A limited number of scholarships are available for those wishing to study at Kyoto University. It should be noted, however, that the selection processes for the scholarships are very competitive, and in most cases, applicants are only accepted after entrance to the university. It is generally necessary, therefore, to have sufficient financial resources prior to entering Kyoto University. For information on scholarships, please visit the Japan Student Services Organization (JASSO) website:

<https://www.studyinjapan.go.jp/en/planning/about-scholarship/>

➤ **Japanese Government Scholarships for International Students**

The Ministry of Environment, Culture, Sports, Science and technology (MEXT) offers scholarships to international students under their “Monbukagakusho” program. MEXT scholarships provide students with a full tuition waiver and a monthly stipend (MSc: 144,000 yen; DSc: 145,000 yen) for the duration of their graduate studies. See the following website for further details about this program:

<https://www.studyinjapan.go.jp/en/>

- Note that MEXT scholars coming to the Inuyama Campus or Wildlife Research Center are required to fulfill all entrance requirements of regular CICASP students, including a field of specialty examination (for those entering the Master’s degree program only), presentation of a Master’s thesis (for those entering the doctoral degree program only), and an interview, all conducted in English. Prospective applicants can contact us for more information about the MEXT program.
- See **Section 4.1** for more details on the application process for MEXT candidates.

➤ **Research Fellowships for Young Scientists**

The Japan Society for the Promotion of Science provides research fellowships for young scientists, including students enrolled in doctoral programs at Japanese universities. These fellowships have tenure of up to 3 years and provide a monthly stipend of 200,000 yen. Fellows are also eligible to apply for up to a maximum of 1,500,000 yen per year to support their research activities. More information can be found here: <http://www.jsps.go.jp/english/e-pd/index.html>.

- Note that students can apply for research fellowships before beginning their doctoral studies or during any year of their doctoral program. Contact us for further details about the application procedure and requirements.

➤ **Foreign Government Scholarships**

Foreign government scholarships are another scholarship option. For further information, please contact the appropriate agency in your country.

➤ **Monbukagakusho Honors Scholarships for Privately Financed Students**

Privately financed international students currently studying at a university in Japan are eligible to apply for an Honors Scholarship from the Japan Student Services Organization (JASSO). As of April 2020, graduate student awardees receive 48,000 yen per month. Information in Japanese only can be found on their website: <http://www.jasso.go.jp/scholarship/shoureihi.html>. Please contact us for further details.

➤ **Scholarship from Private Foundations**

The application process for the scholarships from private foundations varies. Some can be made directly by the individual, and some must be made through the applicant's

university. Please refer the following link for more information: https://www.kyoto-u.ac.jp/en/current/how_to/financial_aid/scholarships-applied-for-through-the-university-1/university-nominated-scholarships

* Currently, international students at the Inuyama Campus and WRC are being funded by Monbukagakusho Scholarships (both regular and Honors programs), JSPS Research Fellowships for Young Scientists, as well as private foundations.

8. Handling of Personal Information

Name, sex, date of birth, address and other personal information (including information relating to performance evaluation) provided by applicants is used only for 1) entrance examinations, 2) admission procedure, scholarship etc., and 3) preparation for accepting students.

Personal information provided in application documents may be provided to outside contractors for electronic data processing. In such cases, Kyoto University will complete a contract with said outside contractor to ensure that personal information is managed and protected properly, in accordance with the Private Information Protection Law.

9. Contact Information (for general inquiries)

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- for inquiries specifically related to the application process or about the entrance examination, please write to cicasp_exam@mail2.adm.kyoto-u.ac.jp.