

**2019 (Spring/Fall Enrolment)**

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

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# CONTENTS

<b>1. Program Description</b> .....	2
<b>2. Eligibility</b> .....	3
<b>3. Application Requirements</b> .....	3
<b>4. Application Procedures</b> .....	5
<b>5. Selection Procedures</b> .....	5
<b>6. Admission Fee, Tuition and Admission Procedures</b> .....	6
<b>7. Support and Scholarships</b> .....	7
<b>8. Handling of Personal Information</b> .....	8
<b>9. Contact Information</b> .....	8

## Appendix

1. Payment Methods
2. List of faculty members and research areas in PRI/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 PhD course with one of the existing sections at Kyoto University's Primate Research Institute (PRI), 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 PRI or WRC. Students who have successfully completed their Master's degrees typically progress to the PhD program. MSc students are required to take a series of classes in Primatology from April to July. Some of the classes are not taught in English, but slides and supplementary information in English are available from instructors.

PRI was established in 1967 and has, for the past four decades, promoted basic research synthesizing various approaches to understanding the nature of primates, including humans. PRI presently has approximately 40 faculty members (full professors, associate professors, and assistant professors), and between 40 and 50 graduate students, who belong to Kyoto University's Graduate School of Science. There are about 25 postdoctoral researchers, 10 veterinarians, 10 administrative staff members, 10 technicians, and 90 part-time employees. In addition, the institute is home to over 1100 nonhuman primates of 14 species. The International Center (CICASP) is staffed by international and Japanese 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 PhD programs are highly recommended for anyone wishing to study primatology and other wildlife research. Students enrolled at either the PRI or WRC have also benefitted from special funding opportunities in the past, enabling them to go abroad for laboratory training and fieldwork.

**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 PhD 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 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.

### **3.1 Graduation (expected graduation) certificate**

Those who have graduated or are expected to graduate from a foreign university with a bachelor 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 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@ml.pri.kyoto-u.ac.jp](mailto:cicasp_exam@ml.pri.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 @ [cicasp\\_exam@ml.pri.kyoto-u.ac.jp](mailto:cicasp_exam@ml.pri.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**

- 1 sheet of 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

\*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

### **-Foreign applicants who live in Japan**

#### **3.10 Status of Residence**

- Foreign students who have resident status in Japan are required to submit a copy of their resident card to CICASP in complement to their online application.
- If you cannot provide this item at the time of application, submit a copy of your passport (photo page and VISA page).

## **-Applicants for the PhD. program**

### **3.11 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 of the PRI 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 1<sup>st</sup>, 2018 for an exam between November 5 ~ 8, 2018
      - 2) April 30<sup>th</sup>, 2019 for an exam between June 3 ~ 6, 2019
- \*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 12 and 13, 2018; for examination period 2, June 10 and 11, 2019)
- Contact us at [cicasp\\_exam@ml.pri.kyoto-u.ac.jp](mailto:cicasp_exam@ml.pri.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, Primate Research Institute).
    - ◇ 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.

## **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 PhD 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.

### **5.1 Place**

For all applicants for the MSc program the written examinations and the interview will be held at the Primate Research Institute in Japan. Applicants for the PhD program may apply to give their presentation and have the interview via Skype, or an equivalent internet medium. However, this will be allowed only in cases where a connection is available that is of sufficient quality to allow clear, continuous communication. Therefore, candidates hoping to use this option must have discussed this with the prospective supervisor in advance, tested the Skype connection and secured their supervisor's agreement.

### **5.2 Date**

The examination and the interview will be held on a single day during the following periods: 1) November 5-8 (or 12 or 13), 2018; or 2) June 3-6 (or 10 or 11), 2019. Those who prefer to be enrolled in April, 2019, must take the examination in period 1, while those who wish to be enrolled in October, 2019, may take the examination either in period 1 or period 2. The actual date within this period for the written examination and interview will be established through communication with the applicant. Application and examination dates for subsequent enrollment periods will be roughly similar to periods 1 and 2, though specific date ranges will differ slightly. The result of the examination in period 1 will be announced (to the applicant) by the middle of December, 2018, and that of period 2 by the middle of July, 2019.

### **5.3 Enrollment Period**

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

### **5.4 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, Primate Research Institute, 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 held 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 PRI**, subject to room availability. The cost for a smaller apartment is ca. 5,000 yen / month, and a larger apartment is ca. 10,000 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.

### 7.2 Financial Support

#### ● The Leading Graduate Program in Primatology and Wildlife Science (PWS):

Students enrolled at either the PRI or WRC will also have the special opportunity of applying to the newly created Leading Graduate Program in Primatology and Wildlife Science (PWS) offered by Kyoto University. This program aims to extend students' skill sets beyond basic research and thereby produce professionals in conservation, welfare, and outreach development. To achieve this goal, the PWS Program emphasizes education in wildlife conservation, animal welfare, and skills for outreach programs. In addition to offering various extra educational components, inclusive of field- and laboratory-based training practicums, students enrolled in the PWS program benefit from strong financial support for travel- and research-related expenses. For more information on the program, please visit the PWS website at: <http://www.wildlife-science.org/index-en.html>.

#### ● 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.

#### ● Research Assistantships:

Students at the doctoral level who have no other sources of funding are qualified to receive research assistantships provided directly by the Primate Research Institute 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 below, and click Study in Japan ⇒ Scholarships ⇒ Scholarships for International Students in Japan. [http://www.jasso.go.jp/index\\_e.html](http://www.jasso.go.jp/index_e.html)

#### ➤ 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; PhD: 145,000 yen) for the duration of their graduate studies (maximum 5-5.5 years). See the following website for further details about this program: <http://www.studyjapan.go.jp/en/index.html>.

- Note that MEXT scholars entering the Primate Research Institute **do not** apply through CICASP, but are nonetheless required to fulfill all entrance requirements of regular CICASP students, including entrance examination taken in English (for those entering the Master's degree program only), presentation of Master's thesis (for those entering the doctoral degree program only), and an interview. Prospective students can contact us for more information about the MEXT program.

#### ➤ Japanese Government Scholarships for Graduate Students

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 2018, 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](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 Primate Research Institute are being funded by Monbukagakusho Scholarships (both regular and Honors programs), JSPS Research Fellowships for Young Scientists, as well as private foundations such as the Mitsubishi Corporation Scholarship.

## **8. Handling of Personal Information**

Name, gender, 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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41-2, Kanrin, Inuyama, Aichi, 484-8506, Japan  
Tel +81-568-63-0284  
Fax +81-568-61-1050  
e-mail: [cicasp@ml.pri.kyoto-u.ac.jp](mailto:cicasp@ml.pri.kyoto-u.ac.jp)

- for inquiries specifically related to the application process or about the entrance examination, please write to [cicasp\\_exam@ml.pri.kyoto-u.ac.jp](mailto:cicasp_exam@ml.pri.kyoto-u.ac.jp)