

2018 (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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*Only for the applicants who make payment from inside Japan

1. Program Description

The Primate Research Institute (PRI) in Inuyama and the Wildlife Research Center (WRC) in Kyoto educate graduate students in biological science within the Graduate School of Science, Kyoto University. Graduate education focuses on the study of nonhuman primates and other wild animals to promote their conservation, to improve their health and welfare, and to advance our understanding of human nature. An English language entrance examination to both the MSc and PhD programs was established in August 2010. Graduate students who enter the program will belong to one of the existing sections at PRI or WRC. MSc students have to take a series of classes in Primatology from April to June. Some of the classes are not taught in English but slides and supplementary information in English are available. A special workshop for international and Japanese students will be managed by the Center for International Collaboration and Advanced Studies in Primatology (CICASP), which was founded in April 2009. Japan is a unique country in terms of the study of nonhuman primates. Unlike any other of the highly industrialized countries (or G8 member states), Japan has an indigenous species of primate, the Japanese macaque, or Snow monkey.

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 38 faculty members (full professors, associate professors, and assistant professors) and approximately 43 graduate students, who belong to Kyoto University's Graduate School of Science. There are about 26 postdoctoral researchers, 9 veterinarians, 7 administrative staff members, 8 technicians, and 90 part-time employees. In addition, the institute is home to 1147 nonhuman primates of 14 species. The 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.

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 from a university outside of Japan 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 less than 16 years of formal education may not be 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 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.

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.
 - 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

-Foreign applicants who live in Japan

3.10 Status of Residence

- Foreign students who have resident status in Japan are required to submit a certificate of alien registration.
- 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 1st, 2017 for an exam during the weeks of October 23-November 7, 2017
 - 2) April 30th, 2018 for an exam during the weeks of May 22-June 15, 2018
 - Contact us at cicasp_exam@ml.pri.kyoto-u.ac.jp if you have any problems using the online application system.
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 - 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 not accepted), 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) October 23th-November 7th, 2017; or 2) May 22nd-June 15th, 2018. Those who prefer to be enrolled in April, 2018, must take the examination in period 1, while those who wish to be enrolled in October, 2018, 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) on December 27th, 2017, and that of period 2 on July 31st, 2018.

5.3 Period of Validity

The result of the application procedure will be valid for one year for accepted applicants taking the exam in period 1 above, and for 6 months for those taking the exam in period 2. Applicants who are unable to receive a visa in time may enter the program during the next enrollment period. It is also important to note that unsuccessful applicants cannot take the examination a second time until one year (12 calendar months) has passed since their original application.

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 late 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

- **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 (ca. 150,000 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/toj/toj0307e.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 2013, graduate student awardees receive 65,000 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: http://www.kyoto-u.ac.jp/en/education/international/overseas/scholarship_2.htm

* 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)

Center for International Collaboration and Advanced Studies in Primatology,
Primate Research Institute, Kyoto University
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

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