





# Kyoto University and Heidelberg University Joint Degree Master of Arts Program in Transcultural Studies

### **JDTS AAO Guidelines**

Please follow the instructions below and submit the indicated documents via the AAO system (PDFs, with the exception of the photo) and follow the given file naming convention (incorrectly named files may cause a delay in processing your application or in the worst case that it is not considered).

First, please read carefully the explanations given in the "AAO application procedures (PDF, English)" on this <u>website</u>.

After registration and verifying your email address, you can start the application. Please use the following guidelines for the "Application" section (see also screenshot at the end).

Application Details			
Graduate School / Institution	Graduate School of Letters: Joint Degree Master in Transcultural Studies		
Supervisor of Interest	Kamm, Bjorn-Ole		
Research Topic	【KBR or SEG or VMC】Research interest		
Statement of Purpose	<b></b>		
Letter of Recommendation	<b>⚠</b> Upload		
Program Selection	intend to complete a master's program		
Anticipated Year of Enrollment	202X/04		

For **Intended Graduate School / Institution (**志望研究科(所)) please choose "Graduate School of Letters: Joint Degree Master in Transcultural Studies.

For **Supervisor of Interest** (志望教員) please write "Kamm, Bjorn-Ole" (This is for administrative purposes only! Please indicate the professors you would actually like to study with in your letter of motivation).

Please write a short sentence or some keywords for your **Research Theme** (研究テーマ) as you elaborate in your letter of motivation. Please indicate your preferred study focus by adding KBR, SEG, or VMC in front of the theme.

Please upload your letter of motivation under **Statement of Purpose**. A scan of the signed statement (e) should be added at the end of the PDF.

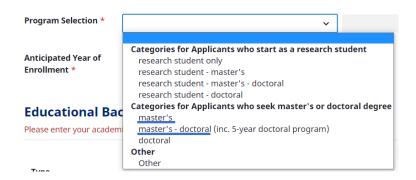
Under **Letters of Recommendation** (推薦状) please upload both letters as a single PDF or a PDF with the information of the two referees in the following format if they prefer to send the letter directly to us: Title (Prof., Dr. etc.) Last name, First name Affiliation (e.g. university) Mail address The form for letters can be accessed <a href="here">here</a> (please send it to the referees, best with your name already written in the top-right field).







Please select "Categories for Applicants who seek master's or doctoral degree" > "master's" (正規生として入学>修士のみ) or "master's – doctoral" (修士・博士後期課程) under **Program Selection** (希望入学課程).



For Anticipated Year of Enrollment (希望入学時期) choose April the following year (e.g., 2022/04).

Afterwards, register your educational background and upload the supplemental materials according to the list below.

Documents to be submitted via the AAO system and file naming guideline

Document Name	File name	File name example (for Jay Doe, born 1999)
Photograph	01_lastname_firstname-initial_birthyear_photo.jpg	01_doe_j_1999_photo.jpg
Letter of motivation ("Statement of Purpose"), including statement that written by applicant themself	02_lastname_firstname-initial_birthyear_purpose.pdf	02_doe_j_1999_purpose.pdf
Letters of recommendation (both in one PDF)	03_lastname_firstname-initial_birthyear_recom.pdf	03_doe_j_1999_recom.pdf
OR list of two referees	03_lastname_firstname- initial_birthyear_referees.pdf	03_doe_j_1999_referees.pdf
BA/MA/MPhil degree certificate	04_lastname_firstname-initial_birthyear_degree.pdf	04_doe_j_1999_degree.pdf
BA/MA/MPhil transcript of records	05_lastname_firstname-initial_birthyear_tor.pdf	05_doe_j_1999_tor.pdf
English language certificate	06_lastname_firstname-initial birthyear en-cert.pdf	06_doe_j_1999_en-cert.pdf
Second language certificate *	07_lastname_firstname-initial_birthyear_langcode-cert.pdf	07_doe_j_1999_kl-cert.pdf
JDTS Application Form	08_lastname_firstname-initial birthyear form.pdf	08_doe_j_1999_form.pdf
Writing sample 1 **	09_lastname_firstname-initial birthyear ws1.pdf	09_doe_j_1999_ws1.pdf
Writing sample 2	10_lastname_firstname-initial_birthyear_ws2.pdf	10_doe_j_1999_ws2.pdf
Scan of passport or certificate of residence ***	11_lastname_firstname-initial_birthyear_pass.pdf	11_doe_j_1999_pass.pdf
Scan of your high school graduation certificate and transcript of records ****	12_lastname_firstname-initial_birthyear_hsdiploma.pdf	12_doe_j_1999_hsdiploma.pdf

<sup>\*</sup> Second language certificate language codes: Please use <u>ISO 639-1 code</u> to specify the particular language of the certificate in the file name, such as fr for French or zh for Chinese.

<sup>\*\*</sup> In the case, your first writing sample is not your BA thesis, please additionally upload an abstract in English of your thesis (naming scheme: "10\_lastname\_firstname-initial\_birthyear\_abstract.pdf").

<sup>\*\*\*</sup> To speed up the enrollment process in Heidelberg, international students <u>and Japanese nationals</u> are highly encouraged to submit a passport scan already during this step via the AAO system.

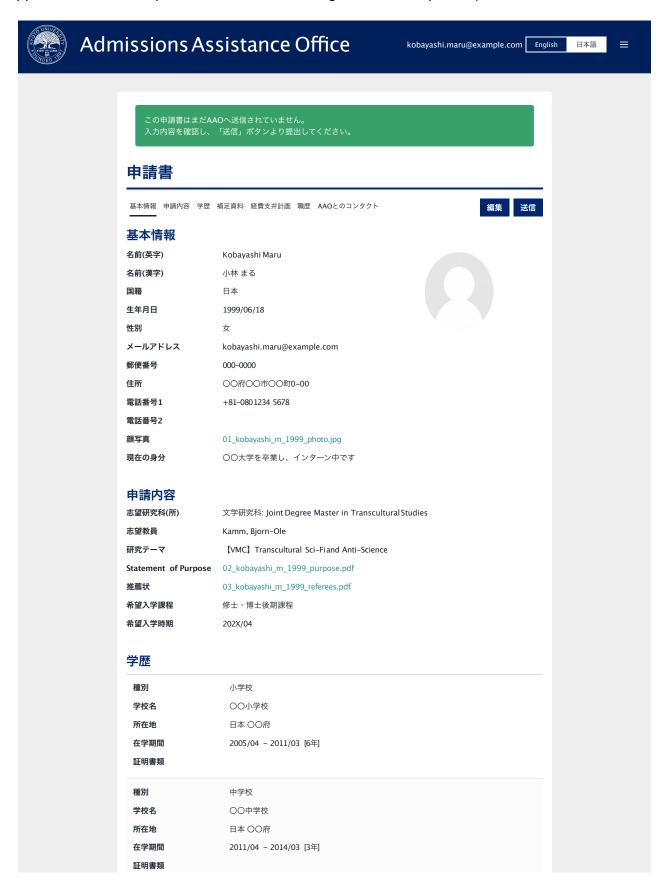
<sup>\*\*\*\*</sup> If you need to pass a general university admission exam in your country's education system in addition to graduating from high school, please also provide documentation for this exam. Please submit all documents as scans in a single PDF.







Before submitting, please double-check that all necessary documents are uploaded (compare your application to the comparison screens below; English follows Japanese).









種別	高等学校		
学校名	○○高等学校		
所在地	日本 / 〇〇府〇〇市		
在学期間	2014/04 - 2017/03 [3年]		
証明書類	その他(任意) 12_kobayashi_m_1999_hsdiploma.pdf		
種別	大学(学部)		
学校名	〇〇大学 (MaruMaru University)		
所在地	日本 / 〇〇府〇〇市		
専攻	アジア研究 (Asian Studies)		
学習形式			
在学期間	2017/04/01 - 2021/03/24 [4年]		
証明書類	成績証明書(英語または日本語) 05_kobayashi_m_1999_tor.pdf		
	卒業証書(英語または日本語) 04_kobayashi_m_1999_degree.pdf		

### 補足資料

補足資料	レベル/スコア	証明書類
TOEFL	100	06_kobayashi_m_1999_en-cert.pdf
Sindarin	almare	07_kobayashi_m_1999_sd-cert.pdf
JDTS Form		08_kobayashi_m_1999_form.pdf
Writing Sample 1		09_kobayashi_m_1999_ws1.pdf
Writing Sample 2		10_kobayashi_m_1999_ws2.pdf
Passport		11_kobayashi_m_1999_passport.pdf

### 経費支弁計画

**経費支弁計画調査** 奨学金が得られない場合でも、私費留学の予定あり

### AAOとのコンタクト

**言語** 日本語

特記事項など

申請書を編集

送信









## Admissions Assistance Office

doe.jay@example.com English

日本語

### **Application**

Application Information Details

Background

Supplemental Materials

Plan

Financial Employment History

Correspondence with AAO

Edit Submit

### **Basic Information**

Doe Jay

Name in Chinese Characters

ドー ジェイ

Nationality

Estonia

Date of Birth

Jun 18, 1999

Gender

Female

**Email Address** 

doe.jay@example.com

**Postal Code** 

000-0000

**Current Address** 

Some Street, Somewhere, Maru-City

Phone Number 1

+00-001234 5678

Phone Number 2

Photo

01\_doe\_j\_1999\_photo.jpg

**Current Status** 

I just graduated from MaruMaru University and am currently an intern.

#### **Application Details**

Graduate School / Institution

Graduate School of Letters: Joint Degree Master in Transcultural Studies

Supervisor of Interest Kamm, Bjorn-Ole

Research Topic

[VMC] Transcultural Sci-Fiand Anti-Science

Statement of Purpose 02\_doe\_j\_1999\_purpose.pdf

Recommendation

03\_doe\_j\_\_1999\_referees.pdf

**Program Selection** 

intend to complete both master's and doctoral programs

Anticipated Year of

Enrollment

202X/04

### **Educational Background**

Type

**Elementary School** 

School Name

MaruMaru Elementary School

Location Duration Maru-City 2005/04 - 2011/03 [6 years]

Certificates

Type

Junior High School

School Name

MaruMaru Middle School

Location

Maru-City

Duration

Certificates

2011/04 - 2014/03 [3 years]







