



**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 [website](#).

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	Upload
Letter of Recommendation	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 [here](#) (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).

Program Selection *

Anticipated Year of Enrollment *

Educational Background

Please enter your academic background

Categories for Applicants who start as a research student

- research student only
- research student - master's
- research student - master's - doctoral
- research student - doctoral

Categories for Applicants who seek master's or doctoral degree

- master's
- master's - doctoral (inc. 5-year doctoral program)
- doctoral
- Other
- Other

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
JSTS 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

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

** 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”).

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

**** 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).



この申請書はまだAAOへ送信されていません。
入力内容を確認し、「送信」ボタンより提出してください。

申請書

基本情報 申請内容 学歴 補足資料 経費支弁計画 職歴 AAOとのコンタクト

編集

送信

基本情報

名前(英字) Kobayashi Maru
名前(漢字) 小林 まる
国籍 日本
生年月日 1999/06/18
性別 女
メールアドレス kobayashi.maru@example.com
郵便番号 000-0000
住所 ○○府○○市○○町0-00
電話番号1 +81-0801234 5678
電話番号2
顔写真 [01_kobayashi_m_1999_photo.jpg](#)
現在の身分 ○○大学を卒業し、インターン中です



申請内容

志望研究科(所) 文学研究科: Joint Degree Master in Transcultural Studies
志望教員 Kamm, Bjorn-Ole
研究テーマ 【VMC】 Transcultural Sci-Fi and Anti-Science
Statement of Purpose [02_kobayashi_m_1999_purpose.pdf](#)
推薦状 [03_kobayashi_m_1999_referees.pdf](#)
希望入学課程 修士・博士後期課程
希望入学時期 202X/04

学歴

種別 小学校
学校名 ○○小学校
所在地 日本 ○○府
在学期間 2005/04 - 2011/03 [6年]
証明書類

種別 中学校
学校名 ○○中学校
所在地 日本 ○○府
在学期間 2011/04 - 2014/03 [3年]
証明書類



種別 高等学校
学校名 ○○高等学校
所在地 日本 / ○○府○○市
在学期間 2014/04 - 2017/03 [3年]
証明書類 その他(任意)
[12_kobayashi_m_1999_hsdiplo.pdf](#)

種別 大学(学部)
学校名 ○○大学 (MaruMaru University)
所在地 日本 / ○○府○○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



Your application has not been submitted yet.
Please click the "Submit" button to send the application form to AAO.

Application

Basic Information Application Details Educational Background Supplemental Materials Financial Plan Employment History Correspondence with AAO

Edit

Submit

Basic Information

Name 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-Fi and Anti-Science
Statement of Purpose [02_doe_j_1999_purpose.pdf](#)
Letter of 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 Maru-City
Duration 2005/04 - 2011/03 [6 years]
Certificates

Type Junior High School
School Name MaruMaru Middle School
Location Maru-City
Duration 2011/04 - 2014/03 [3 years]
Certificates



Type High School
School Name MaruMaru High School
Location Japan / Maru-City
Duration 2014/04 – 2017/03 [3 years]
Certificates Other (if any)
[12_doe_j_1999_hsdiploa.pdf](#)

Type Undergraduate Program
School Name MaruMaru University
Location Japan / 〇〇府〇〇市
Major Asian Studies
Educational System
Duration Apr 1, 2017 – Mar 24, 2021 [4 years]
Certificates Academic transcript (in English or Japanese)
[05_doe_j_1999_tor.pdf](#)
Diploma (in English or Japanese)
[04_doe_j_1999_degree.pdf](#)

Supplemental Materials

SUPPLEMENTAL MATERIAL	LEVEL / SCORE	CERTIFICATES
TOEFL	100	06_doe_j_1999_en-cert.pdf
Klingon	B2	07_doe_j_1999_kl-cert.pdf
JDTS Form		08_doe_j_1999_form.pdf
Writing Sample 1		09_doe_j_1999_ws1.pdf
Writing Sample 2		10_doe_j_1999_ws2.pdf
Passport		11_doe_j_1998_passport.pdf

Financial Plan

Survey of Financial Plan I will provide my own financial support if unable to receive any scholarships.

Correspondence with AAO

Language English

Notes

Edit

Submit