From [Dean’s Name]

Dean of [Academic Department]

[XXXX University]

[Address]

[Date]

To Masayoshi SHIGETA

Dean of Graduate School of Asian and African Area Studies

Kyoto University

46 Shimoadachi-cho, Yoshida, Sakyo-ku

Kyoto 606-8501, JAPAN

Request for the Admission of a Short-Term International Student

[In accordance with the (NAME OF AGREEMENT, please refer to “Attachment 1”)], we hereby request that our student be admitted to your university under the following conditions.

1. Name of student:
2. Student status at home institution (Please select the applicable one):

enrolled in doctorate program / enrolled in master program / enrolled in undergraduate program

1. Duration of participation: September 21, 2021 – December 20, 2021
2. Name of supervisor at host institution:
3. Program summary:

“Kyoto – Africa IAfP Short-Term Online Course” provides “Individual Research Guidance” and “Joint Training.” The “Individual Research Guidance” offers African graduate students guidance on their research from the Kyoto University faculty members who have accepted them. The “Joint Training” sessions consist of lectures on African local knowledge, Japanese culture and language, and joint research presentations with Kyoto University graduate students.

1. Examination fee, admission fee and tuition fee:

Short-term international students by mutual agreement will be exempted from paying examination fee, admission fee and tuition fee to their host institution.

1. Other Educational and Living Expenses:

Short-term international students shall be personally responsible for the costs of their study materials and equipment, room and board, travel and transportation expenses, and other personal fees and expenses.

1. Health Insurance and Medical Expenses:

This program will be held in online. Students are personally responsible for any expenses incurred for medical treatment.