

Special examination for International Students Selection

from Partner universities

Application Guidelines

1. Number of Students to be Accepted

Number of students: Several
Type of Degree: Master (Engineering)

2. Examination Schedule

Examination Date: September 23, 2023 (Saturday)

*Only the first term applications are accepted. You cannot apply for the second term.

3. Eligibility for application

Applicants must meet the eligibility requirements (*) by the Graduate School of Engineering and all of the following.

- ① Enrolled in our partner university, and expected to graduate by March 2024, or has graduated.
- ② Obtained a recommendation from a supervisor affiliated with our partner university.
- ③ Obtained permission to take the examination after preliminary consultation with a prospective supervisor of our university.
- ④ Able to obtain a "Student" visa status as a foreign student at our university.

* Please refer to the "2024 Kokushikan University Graduate School Student Application Guidelines" for the eligibility requirements specified by the Graduate School of Engineering.

4. Application Process

Applicants who wish to apply through this admission system must obtain a letter of permission from a prospective supervisor (desired supervisor) of our university in advance. The application

process is as follows.

(1) Applying for a preliminary consultation.

Please send us a preliminary consultation request by e-mail with the following items in Japanese or English.

Title:

“Preliminary consultation request”

Description items:

- 1) Full name (in English characters), Gender, Date of birth
- 2) Current school register (university, faculty, department and grade)
Graduation date (expected), Degree (expected)
- 3) Name of your present faculty advisor, supervisor or nominator.
- 4) Research topic in our master’s course.
- 5) Desired course, desired supervisor and research topic
(Please refer to the Graduate School Guidebook (Guide Book 2024) or our website)

Contact : Graduate School Office, Kokushikan University

E-mail : groffi1@kokushikan.ac.jp

TEL : +81-3-5481-3140

(2) Consulting repeatedly with your desired supervisor of our university.

Applicants will receive an e-mail from your desired supervisor with the date, time, and method (Zoom URL) of the consultation.

At the consultation, please explain your previous studies and research, as well as your desired research topic and plan.

The consultations will be held several times regarding the future research topic and plan.

If your desired supervisor judges that you may apply, an examination permit will be sent by email.

(3) Preparing your application documents once you receive your examination permit.

Please obtain a letter of recommendation from a current academic advisor or a full-time faculty member who is familiar with the applicant at the partner university.

Please make sure that there are no missing documents.

We will also inform you of how to pay the entrance examination fee of 35,000 yen at this time.

5. Application Documents

The application guideline and documents are available on our graduate school's website (free of charge for international shipping).

If you need the English version of the application documents, please contact our Graduate School Office.

- ① Application Form A: Attach a photo. Fill in your contact information correctly; Computer and mobile e-mail address, home phone and fax number.
 - ② One Photo: Color, 4cm tall x 3cm wide (taken within the last three months), to be attached to "Application Form A".
 - ③ Graduation/Completion (expected) certificate and transcript: Original certificates from your alma mater (copies are not allowed).
 - * Certificates must be issued in either English or Japanese.
 - ④ Bachelor's degree acquisition (expected) certificate: required.
 - ⑤ Interview sheet: Use our original form (Form 1).
 - * Fill in either English or Japanese.
 - ⑥ Research proposal: Use our original form (Form 2).
 - * Fill in either English or Japanese.
 - ⑦ Recommendation letter: Use our original form (Form 3).
 - * Fill in either English or Japanese. You can also attach a Japanese translation alternatively.
 - * Recommenders should be your supervisor or full-time teachers who know you well in your university.
 - ⑧ Approval for Entrance Examination: Use our original form (Form 4).
 - * The desired supervisor at our university should fill in.
 - ⑨ Survey sheet: Use our original form (Form 5-1, 5-2)
 - * A copy of your passport or an equivalent certificate.
 - ⑩ Educational History sheet: Use our original form (Form 6).
 - * Those who are graduating (expected) from a university in China must attach the original or a copy of the "Verification Report of higher Education Qualification Certificate" from the China Higher Education Student Information Network on the back.
- * Fill out all documents with a black ballpoint pen.
 - * Once submitted, documents will not be returned regardless of the reason.
 - * Be sure to write your computer and mobile phone email addresses, home phone number,

and fax number on Application Form A (including the country code).

* Once all documents are gathered, turn them into photos or PDF files (see p.4).

6. Application Period and Method

August 25, 2023 (Friday) to September 1, 2023 (Friday)

After confirming that there are no missing documents, please send the original documents by international express mail (EMS) within the application acceptance period. Note that you will not be able to take the examination if we cannot confirm that the documents were sent within the period or if the documents are not in order.

As soon as shipping, please email the following items in either Japanese or English with a photo or PDF file of the application documents to our Graduate School Office (groffi1@kokushikan.ac.jp).

Title:

Request for confirmation of application documents

Details:

- 1) Full name (in English characters), Gender, Date of birth
- 2) Computer and mobile phone email addresses
- 3) Home phone number, fax number (including country code)
- 4) EMS track number

Email address to send the application documents:

groffi1@kokushikan.ac.jp

- * After receiving the application documents by email, we will send a confirmation email.
- * If you do not receive a confirmation email within 3 days after sending, please contact us by email.

7. Examination Day and Precautions

(1) Examination Ticket

We will send (attach) the examination ticket to the candidate's email address. We will also inform you about the flow on the examination day in the same mail. Please confirm the content and be sure to reply that you have received it.

(2) Examination Day

The examination will be conducted online on Zoom.

September 23, 2023 (Saturday) 10:00 (Japan time)

(3) Regarding Troubles

If unforeseen circumstances such as internet disruptions occur on the day of the examination, please contact the examination venue or the implementation headquarters (Kokushikan University Graduate School Office) by email or phone.

8. Entrance Examination Fee

35,000 yen (in Japanese yen)

- * We will inform you of the detailed payment method with the examination permission letter.

- * Any fees incurred for the transfer will be borne by the sender. Please make sure to transfer the correct fee without shortage. If the amount does not meet the entrance examination fee, we cannot accept your applying.

- * We cannot refund the entrance examination fee paid, regardless of the reason.

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