

**Guidelines for General Examination for Master's Course and Doctoral Course 2020**  
**Guidelines for Intramural Selection for Doctoral Course 2020**

**HOSEI UNIVERSITY Graduate Schools**  
**Institute of Integrated Science and Technology (IIST)**

**1. Graduate Schools (Majors) • Courses and Examination Method**      ✓ …Offered

Graduate School	Major	Master's	Doctoral
		General Examination	• General Examination • Intramural Selection
Computer and Information Sciences	Computer and Information Sciences	✓	✓
Science and Engineering	Mechanical Engineering	N/A	✓
	Applied Chemistry	✓	✓
	Electrical and Electronic Engineering	✓	✓
	Applied Informatics	✓	✓
	Systems Engineering and Science (Advanced Sciences Track)	N/A	✓
	Systems Engineering and Science (Management Science Track)	✓	✓
	Frontier Bioscience (Frontier Bioscience Field)	✓	✓
	Frontier Bioscience (Clinical Plant Science Field)	✓	✓

**2. Number of Students to be accepted : 15**

**3. Admission Schedule**

Admission Period	September, 2020
Courses and Examination Method	Master's Course (General Examination) and Doctoral Course (General Examination/ Intramural Selection)
Eligibility Screening (Only for the applicants specified in Section 7. Eligibility Screening)	February 17, 2020 (Mon) to February 27, 2020 (Thu)
The Deadline for Contacting Graduate Schools Section Prior to Application	March 18, 2020 (Wed) Applicants must contact us prior to submit your application in order to identify your best supervisor. (cf. Section 6. Contact Graduate Schools Section: hge@hosei.ac.jp)
Application Period	April 11, 2020 (Sat) to April 20, 2020 (Mon)
Application Procedure Either by 1 or 2	1. Bring all documents to Graduate Schools Section at Koganei campus (Hours(JST): Monday-Friday 9:30 – 11:30, 12:30 – 16:30 / Saturday 9:30 – 12:00) 2. Mail Mail all documents by “Registered and Express Mail” or equivalent. Indicate in red on the envelope, “Application documents for graduate school (IIST) enclosed”.

	(Must arrive at our office on or before the deadline date.) <b>Hosei University, Graduate Schools Section</b> <b>3-7-2 Kajino-cho, Koganei, Tokyo 184-8584, Japan</b>
Announcement of Successful Applicants	May 28, 2020 (Thu) 10:00
Payment of Admission Fee/ Admission Procedure	May 28, 2020 (Thu) to June 9, 2020 (Tue)

\*Prior to submit your application, confirm your expected supervisor (the supervisor from whom you wish to receive research guidance) agree to proceed your application process, *cf. Section 6. Contact Graduate Schools Section Prior to Application.*

#### 4. Selection Procedures

Rigorous screening and review of submitted application documents

#### 5. Eligibility

[Master's Course]

Those who meet all of the following criteria (1) – (3):

- (1) Those who meet one of the following criteria (a – c):
  - a. Those who have been conferred (or are expected to be conferred) by the end of August in 2020, Bachelor's degree in foreign countries
  - b. Those who have been conferred (or are expected to be conferred) by the end of August in 2020, Bachelor's degree in Japan
  - c. Those who are considered to have academic ability equivalent to a Bachelor's degree or higher by IIST Liaison and Coordination Committee of the graduate school.
- (2) Those who wish to and are able to study all subjects in English after admission
- (3) Those who meet one of the following criteria in English proficiency or equivalent proven by Hosei University:
  - a. TOEFL® Official Score Report – iBT72 or higher
  - b. TOEIC® L&R Official Score Certificate – 680 or higher
  - c. IELTS Official Test Report Form(Academic Module) – 5.5 or higher

[Doctoral Course]

Those who meet all of the following criteria (1) – (3):

- (1) Those who meet one of the following criteria (a – c):
  - a. Those who have been conferred, or are expected to be conferred by the end of August in 2020, Master's degree in foreign countries
  - b. Those who have been conferred, or are expected to be conferred by the end of August in 2020, Master's degree in Japan
  - c. Those who are considered to have academic ability equivalent to a Master's degree or higher by IIST Liaison and Coordination Committee of the graduate school
- (2) Those who wish to and are able to study all subjects in English after admission
- (3) Those who meet one of the following criteria in English proficiency or equivalent proven by Hosei University:
  - a. TOEFL® Official Score Report – iBT72 or higher
  - b. TOEIC® L&R Official Score Certificate – 680 or higher
  - c. IELTS Official Test Report Form(Academic Module) – 5.5 or higher

Note) Applicants for the Intramural Selection for Doctoral Course must meet the above criteria, and gain agreement on your application with their supervisor. Also, applicants need to meet either of the below criteria.

- a. The applicant must be a current student or alumni of the Hosei University Master's course when applying.
- b. The applicant must have completed the Hosei University DDP, Double Degrees Program when applying.

## 6. Contact Graduate Schools Section Prior to Application

Applicants must contact Graduate Schools Section <hge@hosei.ac.jp> by The Deadline for Contacting Graduate Schools Section Prior to Application in section 3. Take the following steps and go through the process of matching a supervisor and then get permission to apply from the supervisor.

- (1) Access the IIST website and click *admission* (<http://iist.hosei.ac.jp/admission/>). Download “Questionnaire for International Students (Word)”, fill in your information and send it to [hge@hosei.ac.jp](mailto:hge@hosei.ac.jp) (Graduate Schools Section).
- (2) We will contact you by email and ask about your academic background and research area/plan. You may be asked to submit additional documents or set an internet video interview such as skype.
- (3) After being informed of your supervisor, you may then apply for admission.

\*Applicants for Intramural Selection for Doctoral Course must gain agreement on your application with a supervisor by the deadline for contacting Graduate Schools Section (*cf. section 3*) prior to application.

## 7. Eligibility Screening

For both Master’s and Doctoral courses, applicants who fall under (1)–c mentioned in section 5 submit all application documents except examination fee during eligibility screening period following the standard procedures for submission.

## 8. Application Procedure

[Application Documents]

### Master’s Course

1	<b>Entrance Application Form (Designated Form)</b> Photos taken within 3 months before the date of application. Should be written in either English or Japanese.
2	<b>Plan of Study (Designated Form)</b> When filling in the form, consult with your desired research supervisor and describe your research project and outline of study plan in English around <b>1,000 words</b> .
3	<b>Academic Transcript 1 original (Note. 1)</b> Issued by undergraduate school or academic institution you have attended and should be printed either in Japanese or English.
4	<b>Certificate of (Prospective) Graduation 1 original (Note. 1)</b> *Only for the applicant who graduated from Japanese university Issued by undergraduate school or academic institution you have attended and should be printed either in Japanese or English.
5	<b>Certificate of (Prospective) Bachelor’s Degree 1 original (Note. 1)</b> Issued by undergraduate school or academic institution you have attended and should be printed either in Japanese or English.
6	<b>Letters of Recommendation 2 originals (Note. 1)</b> Include one from an academic supervisor of your last school that you attended or graduated from. Should be written in either English or Japanese.
7	<b>One of the following English proficiency test scores (It must be the score obtained on or after April 1, 2018. Score sheet must be the original.)</b> a. TOEFL® Official Score Report – iBT72 or higher (Note. 2) b. TOEIC® L&R Official Score Certificate – 680 or higher c. IELTS Official Test Report Form(Academic Module) – 5.5 or higher (Note. 3) d. TOEFL-ITP® Score Report – 550 or higher e. TOEIC® L&R IP Score Report – 680 or higher *An applicant who is from an English based elementary and secondary school, and/or has a Bachelor’s degree in an English based program (including prospective) does not need to submit the above scores. However, as proof, you must submit brochures from an elementary and secondary school/university you attended or letter(s) from a fulltime teacher(s)/professor(s) of such school(s).

8	<b>CD or USB Memory Stick containing a self-introduction video</b> Create the video in accordance with the following formats and submit it with application documents: <ul style="list-style-type: none"> <li>• The recording time should be shorter than 3 minutes.</li> <li>• The applicant himself/herself should be recorded speaking in the video. Post-recording is not accepted.</li> <li>• Speak in English.</li> <li>• Describe past achievements, as well as prospects of research plans and goals at Hosei University in relation to the motivations for applying.</li> <li>• Create the video in a format that can be played in Windows Media Player (*.mpg, *.avi, *.wmd and*.wmv).</li> </ul>
9	<b>Documents to prove your ability to pay tuition fee</b> Submit either one of the below; Certificate of Deposit Balance, Certificate of Money Transfer (written in Japanese or English) or photocopy of bankbook to prove your ability to pay tuition fees upon enrollment.
10	<b>Statement of Financial Support Method and Plan (Designated Form)</b> Should be written in either English or Japanese.
11	<b>Proof of examination fee payment</b> Print out a screenshot of website shows payment completed by credit card.
12	<b>Letter of Certificate (Designated Form) 1 original</b> Should be written in either English or Japanese.
13	<b>Residence Certificate (Jyuminhyo) (issued by city of residence) 1 original</b> Should not include the national identification number (“My Number”). In case you are not able to obtain this as you are outside Japan or have temporary stay visa, submit a photocopy of your passport page with your name, nationality and photo.

#### Doctoral Course

*\*Those who apply for Intramural Selection for Doctoral Course do not need to submit 5 • 6 • 7 • 8.*

1	<b>Entrance Application Form (Designated Form)</b> Photos taken within 3 months before the date of application. Should be written in either English or Japanese.
2	<b>Plan of Study (Designated Form)</b> When filling in the form, consult with your desired research supervisor and describe your research project and outline of study plan in English around <b>2,000 words</b> .
3	<b>Academic Transcript 1 original (Note. 1)</b> Issued by graduate school or academic institution you have attended and should be printed either in Japanese or English.
4	<b>Certificate of (Prospective) Graduation 1 original (Note. 1)</b> Issued by graduate school or academic institution you have attended and should be printed either in Japanese or English.
5	<b>Certificate of (Prospective) Master’s Degree 1 original (Note 1)</b> <i>*Those who apply for Intramural Selection for Doctoral Course do not need to submit the above certificate.</i> Issued by graduate school or academic institution you have attended and should be printed either in Japanese or English.
6	<b>Letters of Recommendation 2 originals (Note 1)</b> <i>*Those who apply for the Intramural Selection for Doctoral Course do not need to submit the above certificates.</i> Include one from an academic supervisor of your last school that you attended or graduated from. Should be written in either English or Japanese.

7	<p><b>One of the following English proficiency test scores (Must be the score obtained on or after April 1, 2018. Score sheet must be the original.)</b>  <i>*Those who apply for Intramural Selection for Doctoral Course do not need to submit the scores listed below.</i></p> <p>a. TOEFL® Official Score Report – iBT72 or higher (Note. 2)  b. TOEIC® L&amp;R Official Score Certificate – 680 or higher  c. IELTS Official Test Report Form(Academic Module) – 5.5 or higher (Note. 3)  d. TOEFL-ITP® Score Report – 550 or higher  e. TOEIC® L&amp;R IP Score Report – 680 or higher</p> <p><i>*An applicant who is from an English based elementary and secondary school, and/or has a Master’s degree in an English based program (including prospective) does not need to submit the above scores. However, as proof, you must submit brochures from an elementary and secondary school/graduate school you attended or letter(s) from a fulltime teacher(s)/professor(s) of such school(s).</i></p>
8	<p><b>CD or USB Memory Stick containing a self-introduction video</b>  <i>*Those who apply for Intramural Selection for Doctoral Course do not need to submit the CD.</i>  Create the video in accordance with the following formats and submit it with application documents:</p> <ul style="list-style-type: none"> <li>• The recording time should be shorter than three minutes.</li> <li>• The applicant himself/herself should be recorded speaking in the video. Post-recording is not accepted.</li> <li>• Speak in English.</li> <li>• Describe past achievements, as well as prospects of research plans and goals at Hosei University in relation to the motivations for applying.</li> <li>• Create the video in a format that can be played in Windows Media Player (*.mpg, *.avi, *.wmd and*.wmv).</li> </ul>
9	<p><b>Summary of your Master’s thesis (English)</b>  1 page, A4 sized sheet. Should be written in English.</p>
10	<p><b>List of Research Accomplishments (Designated Form)</b>  Should be written in English.</p>
11	<p><b>Documents to prove your ability to pay tuition fee</b>  Submit either one of the below; Certificate of Deposit Balance, Certificate of Money Transfer (written in Japanese or English) or photocopy of bankbook to prove your ability to pay tuition fees upon enrollment.</p>
12	<p><b>Statement of Financial Support Method and Plan (Designated Form)</b>  Should be written in either English or Japanese.</p>
13	<p><b>Proof of examination fee payment</b>  Print out a screenshot of website shows payment completed by credit card.</p>
14	<p><b>Letter of Certificate (Designated Form) 1 original</b>  Should be written in either English or Japanese.</p>
15	<p><b>Residence Certificate (Jyuminhyo) (issued by city of residence) 1 original</b>  Should not include the national identification number (“My Number”). In case you are not able to obtain this as you are outside Japan or have temporary stay visa, submit a photocopy of your passport page with your name, nationality and photo.</p>

Note.1: For both Master’s and Doctor’s courses, if the documents listed in 3, 4, 5 and 6 are written in a language other than English or Japanese, applicants must have those documents translated into English or Japanese and have the translations certified by a public organization (e.g., embassy).  
<http://www.hosei.ac.jp/gs/NEWS/jyuyo/171221.html>

Note. 2: The TOEFL® scores should be submitted in the following way:

- Register and select “HOSEI UNIVERSITY” as a recipient of your Official Score Report so that ETS can send it directly to us by the application period.
- Institution Code: 0407 Department Code: 60

Note 3: The IELTS Official Test Report Form should be submitted in the following way:

- Application to the IELTS testing agency should be made so that the IELTS Test Report Form is delivered to Hosei University by the application deadline.
- When making application to the IELTS testing agency, register the following as a recipient of the

test report form:

- Officer/Section: Graduate Schools Section at Koganei Campus
- Name of addressee: Hosei University
- Address: 3-7-2 Kajino-cho, Koganei-shi, Tokyo 184-8584 JAPAN

- ※ Additional documents may be requested.
- ※ Use black/blue ink ball-point pen and should be handwritten by an applicant. DO NOT use a pen which is erasable by friction heat.
- ※ Be sure to gain agreement on your application with a supervisor from whom you wish to receive research guidance prior to application.
- ※ All certification documents must be originals. Photocopies are not acceptable.

[Examination Fee] 20,000 yen

Make a payment by credit card. Referring to “How to make a Payment of Examination Fee by Credit Card” on page 9, access the following website and follow the instructions.

<http://e-shiharai.net/ecard/>

Print out the “Application Completed” screen and enclose a copy with other necessary application documents.

- ※ The examination fee will NOT be refunded for any reasons.
- ※ In case you are not able to make a payment by credit card, you must contact us prior to the application period. <hge@hosei.ac.jp>

[Refund of Examination Fee]

As a general rule, application documents and examination fees are not returned or refunded. However, a full examination fee will be refunded if you fall into one of the following categories. A bank charge will be deducted from the amount. The fee will be refunded to the applicant’s bank account by overseas remittance.

1. Applicants paid the application fee, but did not file an application. (That is, application documents were not sent.)
2. Application was incomplete due to missing documents.
3. You failed to meet the required qualifications.

## 9. Announcement of result

[Date] 10:00 AM, May 28, 2020 (Thu)

[Place] The result will be announced on the website of IIST. A letter of acceptance and documents for enrollment will be sent to successful applicants by email.

URL : <http://iist.hosei.ac.jp/>

Note: Announcement will not be given by phone.

## 10. Admission Procedure

Upon announcement of result, the admitted students will be notified to prepare the followings:

[Requirements]

- (1) Tuition & other academic fee payment
- (2) Two photographs (taken within 3 months before the application date, 3 cm × 3 cm)
- (3) One certificate of graduation (prospective students only) \*
- (4) One academic transcript (prospective students only) \*
- (5) One residence certificate (only from outside Japan) \*\*

\* Submit documents (3) and (4) after graduation.

\*\* Non-resident applicant should submit (5) promptly after the admission.

## 11. Tuition

Make your payment semiannually, which is to pay in the end of September for the Fall semester and in the end of April for the Spring semester except for “Admission Fee”. Your initial semiannual payment (Fall semester), however, should be made at the time of your submission of application documents.

[Tuition] (Unit: yen)

	Master's Course	Doctoral Course
Admission Fee	200,000	200,000
Tuition (annual)	880,000	600,000
Facility Fee (annual)	100,000	100,000
Laboratory Fee (annual)*1	80,000	80,000
Amount to be paid at enrollment	730,000	590,000
Amount to be paid at 2nd semester	530,000	390,000

Note:

- \*1. Laboratory fee for Frontier Bioscience (Clinical Plant Science) is 140,000 yen.
- Admission Fee is not refundable in any circumstances.
- For information on tuition exemptions for privately funded international students, refer to Tuition Reduction System and Scholarships in the link below:  
<http://www.global.hosei.ac.jp/en/support/scholarships-offered-by-hosei-university/>

### Payment refund after your enrollment

If you decide to withdraw your enrollment after completion of the admission procedure, and of payment of your academic fees, notify us by August 31, 2020 (Mon). You will receive a refund minus the admission fee. For more details, refer to “Documents for Enrollment” which will be sent to the successful applicants.

## 12. Additional References

[Entering Japan]

Applicants should take full responsibility for their immigration formalities.

[Housing]

You need to implement your own accommodation arrangements after receiving a letter of acceptance from Hosei University. You can reach some agencies by yourself after/prior to your arrival and contract at your own responsibility. Be aware that Hosei University has no involvement in these agreements.

“Koganei Campus Housing Information” will be sent to the successful applicants for reference.

[Health checkups and health insurance (in case of illness) during study at the university]

Students are allowed to go to the University clinic for medical examinations and consultation about physical problems.

As for the health insurance, students can become members of “National Health Insurance”.

Also, Hosei University introduces insurance for international students covering medical expenses, which students are subsidized for the premium. The information will be announced in July, 2020.

[Scholarships (Planned for academic year 2020)]

- (1) Hosei University Centennial Graduate Scholarship

Number of recipients: 160

The amount of scholarship: 200,000 yen

- (2) Research Grant for Doctoral students

Number of recipients: 20

The amount of scholarship: 450,000 yen

- (3) Other scholarships and grants are provided for foreign students by public organizations and private foundations, however, the number of beneficiaries is limited. After admission to Hosei University, check the information on the bulletin board at Koganei Campus.

(Note)

The above scholarships are applicable only after admission, therefore most of international students need to be financially prepared at least for the first year in school.

[Necessary Credits for Completion and Terms of School Attendance]

(1) Master's Course

Candidates for Master's degree need to obtain more than 30 course credits, get through their Master's thesis screenings, and pass final examinations. The study is usually completed in 2 years and has to be finished within 4 years.

(2) Doctoral Course

Candidates for Doctoral degree need to complete their courses, get through their dissertation screenings, and pass final examinations. The study is usually completed in 3 years and has to be finished within 6 years. As an exception, for candidates who have made excellent achievements, a minimum of 1 year is required after completing a Master's Course in 2 years or more, or a minimum of 2 years is required after completing a Master's Course in 1 year.

[Conferral of Degrees]

Upon successful completion of their courses, students will be conferred the following degrees:

*Please note this list is subject to change.*

Graduate School	Major	Degree (Major)	
		Master's	Doctoral
Computer and Information Sciences	Computer and Information Sciences	Master of Science (Computer and Information Sciences)	Doctor of Philosophy (Science)
Science and Engineering	Mechanical Engineering	Master of Engineering (Mechanical Engineering)	Doctor of Philosophy (Engineering)
	Applied Chemistry	Master of Science (Applied Chemistry)	Doctor of Philosophy (Science)
	Electrical and Electronic Engineering	Master of Engineering (Electrical and Electronic Engineering)	Doctor of Philosophy (Engineering)
	Applied Informatics	Master of Engineering (Applied Informatics)	Doctor of Philosophy (Engineering)
	Systems Engineering and Science	Master of Engineering (Systems Engineering and Science)	Doctor of Philosophy (Engineering)
	Frontier Bioscience	Master of Science (Frontier Bioscience)	Doctor of Philosophy (Science)

[Inquiry]

If you need further information, contact us by email <hge@hosei.ac.jp> referring to 6. Contact Graduate Schools Section Prior to Application.

Hosei University, Graduate Schools Section (Koganei Campus)

3-7-2 Kajinocho, Koganei, Tokyo 184-8584, Japan

hge@hosei.ac.jp



# Hosei University Graduate Schools

## How to make a Payment of Examination Fee by Credit Card

24 hours a day, 365 days a year, you can pay anytime! Easy, Convenient and Simple!

You can make a payment with your Credit Card



Web Application - Credit Card Transaction

Access

<https://e-shiharai.net/ecard/>

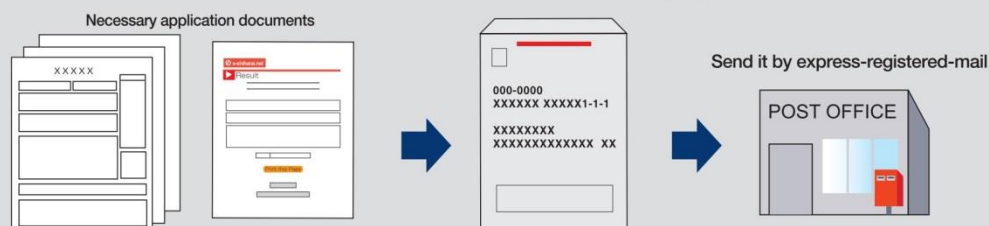


You can access from our website too!

- |  |  |
|--|--|
| <b>1. Top Page</b>   | Click "Examination Fee".   |
| <b>2. Terms of Use and Personal Information Management</b> | Please read the Terms of use and Personal Information Management.<br>Click "Agree" button located in the lower part of this page if you agree with these terms.<br>Click "Not agree" button located in lower part of this page if you do not agree with these terms. |
| <b>3. School Selection</b>                                 | Select the name of the Educational Institution.  |
| <b>4. School Information</b>                               | Read the information carefully and click "Next".   |
| <b>5. Category Selection</b>                               | Choose First to Fourth Selection and add to Basket.  |
| <b>6. Basket Contents</b>                                  | Check the contents and if it is OK, click "Next".  |
| <b>7. Basic Information</b>                                | Input the applicant's basic information.<br>Choose your credit card and click "Next".  |
| <b>8. Credit Card Information</b>                          | Input Credit Card Number (15 or 16-digits), Security Code and Expiration date.   |
| <b>9. Payment Result</b>                                   | All of your application information is displayed. Check and Click "Confirm".   |
| <b>10. Credit Card Payment Completed</b>                   | Click "Print this page" button and print out "Result" page.  |

Application

Enclose the printed "Result" page in an application envelope with other necessary application documents.



### [NOTICE/FAQ]

- During payment periods and application periods mentioned in the application documents, you can make a payment anytime. Please confirm from application documents and complete payment in time for the application period.
- On the last date of the payment period, please finish card settlement procedure by 3:00pm Japan time.
- A fee is added to Examination fee. For further info, please visit our website.
- Please note that refund is not possible once you have made a payment of Entrance examination fee.
- It is possible to use a card which carries a name different from that of the applicant. However, please make sure that the information on the basic information page is the applicant's information.
- If you did not print out "Result" page, you can check it later on Application Result page. Please enter "Receipt Number" and "Birth Date" to redisplay.
- Please directly contact the credit card company if your card is not accepted.

For questions or problems not mentioned here, please contact :

**E-Service Support Center Tel : +81-3-3267-6663 (24 hours everyday)**

## Submission of Certificates Information

■ **Basically all certification documents must be originals. Photocopies are not acceptable.**

Certificates that cannot be reissued should be confirmed by the graduate schools section in advance or will be accepted by submitting a copy of the original certificate and the notarized certificate which guarantees the copy is made from original.

■ **The original certificate can be returned only if it cannot be reissued.**

Enclose the followings when submitting your application documents.

- A note describing which certificate should be returned.
- A return envelope with address and full name.

For successful applicant, return it after enrollment / for unsuccessful applicant, return it by mail.

■ **A seal is not necessary for the certificate.**

Check the contents of the certificate carefully before submitting them.

■ **If the name on the certificate is different from your current name, please submit another certificate that indicates or shows your name change.**

■ **In the case you graduated (or are expected to graduate) from a university in a foreign country;**

The academic transcript, bachelor's degree certificate, etc. should be in English or Japanese. Non English or non Japanese documents must be translated into English or Japanese by yourself and certified by a public organization (e.g. embassy) to confirm that the contents of the translation and certificates are the same. Then, submit the followings.

In the case the certificate is written in Japanese or English

Be sure it is the original and submit as is.

In the case the certificate is not Japanese or English.

- 1 original certificate (neither English or Japanese)
- 1 translation of your own (in Japanese or English)
- 1 notarized certificate which proves the translation is same as the original by a public organization (e.g. embassy). (Notary office in Japan is not acceptable)

■ **In the case you completed (or are expected to complete) a graduate school in a foreign country;**

The certificate of completion, transcript, degree certificate, etc. should be in English or Japanese. Non English or non Japanese documents must be translated into English or Japanese and certified by a public organization (e.g. embassy) to confirm that the contents of the translation and certificates are the same. Then, submit the followings.

In the case the certificate is written in Japanese or English

Be sure it is the original and submit as is.

In the case the certificate is not Japanese or English.

Submit all the documents as below:

- 1 original certificate (neither English or Japanese)
- 1 translation of your own (in Japanese or English)
- 1 notarized certificate which proves the translation is same as the original by a public organization (e.g. embassy). (Notary office in Japan is not acceptable)

- **In the case you have been transferred from/to another university or faculty, or are a graduate of a different department and enter another department as an undergraduate, a certificate of previous registration is also required.**

Document requirements depend on the type of school enrolled in prior to the transfer, and a status of your graduation. Refer to the table below and confirm what is needed for submission. Also, submit 1 original transcript from the previous faculty department if you transferred within a university.

Previous school type	Graduation / Completion	Graduation Certificate	Transcript	Certificates of the degree
University	Yes	Submit ONE (Japanese schools only)	Submit ONE	Submit ONE (Foreign schools only)
Graduate school	Yes	Submit ONE	Submit ONE	Submit ONE (Foreign schools only)
University/ Graduate school	No (withdrawal, etc.)	—	Submit ONE	—
Junior College/ Vocational School	Regardless of graduation	—	Submit ONE	—

- **In the case applicant for Master's course graduated (or is expected to graduate) from multiple universities or faculties:**

Fill in all the graduated universities/faculties (major) in the academic records column on the application form. Then, submit each transcript, graduation (prospective) certificate (only for Japanese university) and bachelor's degree (prospective) certificate (only for foreign university). Graduates and prospective graduates of the Double Degree Program are also required to submit the documents mentioned in this paragraph.

- **In the case applicant for Master's course completed (or is expected to complete) other graduate school:**

In addition to the graduation certificate in undergraduate, submit transcript, completion certificate (prospective), and Degree (prospective) Certificate (only for foreign graduate school) in Master course. If multiple graduate schools have been completed, indicate every school completed in the academic records column on the application form and submit certificates for each school.

- **In the case applicant for Doctor's course graduated (or is expected to graduate) from multiple graduate schools:**

Fill in all the completed graduate schools in the academic records column on the application form, and submit each transcript, completion certificate (prospective) and Master's degree (prospective) certificate (only for graduate school in a foreign country). Graduates and prospective graduates of the Double Degree Program are also required to submit the documents mentioned in this paragraph.

- **In the case applicant for Doctor's course who graduated from the Bachelor course of Hosei University and completed (or is expected to complete) Master's course of another graduate school:**

In addition to the Master's degree of another graduate school certificate, submit the Hosei University's graduation certificate.

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**<Important>**

**For a graduate from an educational institution in the People's Republic of China**

If you cannot get a certificates in English or Japanese from an educational institution, prepare them in either of the following ways:

- ◆ Prepare an original certificate and your own translation in Japanese or English. Then, obtain a notarized certificate at a notary office/institution authorized by a regional judiciary in China.
  - ◆ Obtain a Report of Educational Certificate (English version) or Report of Transcript (English version) issued by the Chinese Government School of Education Certification Center (CHSI, Beijing, China. This procedure can be done from Japan by mail.) .
- \*\*All certificate reports should be originals. Printouts from an online system are not acceptable.
- ◆ Obtain a “Report of Educational Certificate (English version) or “Report of Academic Certificate (English version) following the certification procedure issued by the Japan Agency of CHSI designated by the Chinese government.
  - ◆ Obtain a certificate of academic record, transcript or degree following certification procedure issued by CDGDC (中国教育部学位与研究生教育发展中心) in Beijing, China.
- \*\*Certificates issued as of June 2018 are acceptable. Certificates issued after July 2018 are NOT acceptable, since they are in Chinese only.

※Be sure there is enough time to complete the process. Confirm which documents are required and how many days are needed to prepare them.

※The Embassy and Consulate General of Japan in the People's Republic of China do not provide notary services.

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**■Frequently Asked Questions**

- Q. I had my application document notarized at a notary office in Japan. Is it acceptable?
- A. Notarization at a Japanese notary office cannot be used because it does not prove the contents of the translation.
- Q. I asked a translating company/Japanese language school to translate the certificate. Is it acceptable?
- A. Yes, it is. However, it should be notarized at a public institution such as an embassy, and submit notarized certificate with the translation.
- Q. Is it necessary to write down “course type” and “degree type (ex. Doctor of Engineering)” on the degree (prospective) certificate?
- A. The type of course (Bachelor / Master / Doctor / Profession, etc.) must be written, but the type of degree (ex. Doctor of Engineering) is optional.

ENTRANCE APPLICATION FORM  
HOSEI UNIVERSITY GRADUATE SCHOOLS  
INSTITUTE OF INTEGRATED SCIENCE AND TECHNOLOGY (IIST)  
法政大学大学院 総合理工学インスティテュート (IIST)  
入学願書

EXAM No.  
受験番号

↓✓を記入

COURSE AND TYPE OF EXAM. 課程及び入試方式	修士課程 一般入試 / Master's Course, General Examination				
	博士後期課程 一般入試 / Doctoral Course, General Examination				
	博士後期課程 学内推薦特別入試 / Doctoral Course, Intramural Selection (Hosei University Master's Course current student/alumni ONLY)				
	修士課程 指定校推薦入試 / Master's Course, Admission based on university recommendation				
	博士後期課程 指定校推薦入試 / Doctoral Course, Admission based on university recommendation				
DEPARTMENT 専攻名				SEX 性別	MALE FEMALE 男 女
フリガナ				PHOTO (Taken within three months) 写真添付欄 1. 写真をこの大きさに切って全面に糊付すること。 2. 上半身脱帽、3ヶ月以内に撮影のもの	
FULL NAME 氏 名	姓 (LAST NAME)                      名 (FIRST NAME)				
IN ROMAN ローマ字	LAST NAME                      FIRST NAME                      MIDDLE NAME				
DATE OF BIRTH 生 年 月 日	YEAR 年	MONTH 月	DAY 日	AGE 年 齡	YEARS OLD 歳
PRESENT ADDRESS 現 住 所	POSTAL CODE: _____ PHONE: _____ E-MAIL: _____				
PERMANENT ADDRESS 本 国 住 所	POSTAL CODE: _____ PHONE: _____				
PLACE OF BIRTH 出 生 地			NATIONALITY 国 籍	NATIVE LANGUAGE 母国語	
EDUCATIONAL BACKGROUND ※FROM ELEMENTARY SCHOOL  学 歴 ※小学校から	NAME OF INSTITUTION 学 校 名		PLACE(COUNTRY) 所在地 (国名)	PERIOD OF ATTENDANCE 在 学 期 間	YEARS 年 数
					年間
					年間
					年間
					年間
JAPANESE LANGUAGE	NAME OF INSTITUTION 学 校 名		PLACE(COUNTRY) 所在地 (国名)	PERIOD OF ATTENDANCE 在 学 期 間	YEARS 年 数

SCHOOLS 日本語学校歴				年 ヶ月	
				年 ヶ月	
OCCUPATIONAL EXPERIENCE 職歴	NAME OF COMPANY EMPLOYER 勤務先	PLACE(COUNTRY) 所在地(国名)	PERIOD 在職期間	YEARS 年数	
				年 ヶ月	
				年 ヶ月	
MILITARY SERVICE 兵歴	年 月 ~ 年 月				
STATUS OF RESIDENCE 在留資格		DURATION OF RESIDENCE 在留期間			
PASSPORT No. 旅券番号		DATE OF ARRIVAL IN JAPAN 来日年月日	年 月 日	YEARS OF STAY IN JAPAN 在日年数 年 ヶ月	
GUARDIAN 保護者	NAME 氏名			AGE 年齢	RELATION 続柄
	PRESENT ADDRESS 現住所	PHONE			
	OCCUPATION 職業		NAME OF COMPANY 勤務先		
BEARER OF TUITION ※ If not Parent 学費負担者 保護者と異なる場合 のみ記入	NAME 氏名			AGE 年齢	RELATION 続柄
	PRESENT ADDRESS 現住所	PHONE			
	OCCUPATION 職業		NAME OF COMPANY 勤務先		
GUARANTOR (IN JAPAN) 保証人 (日本在住者) かつ 緊急連絡先	NAME 氏名			AGE 年齢	RELATION 続柄
	PRESENT ADDRESS 現住所	PHONE			
	OCCUPATION 職業		NAME OF COMPANY 勤務先		
Supervisor in Hosei Univ. 希望指導教員					

# 研究計画書

## PLAN OF STUDY

受験番号 EXAM No.	
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法政大学大学院 総合理工学インスティテュート

Institute of Integrated Science and Technology (IIST), Hosei University

氏名 Full Name		修士課程・博士後期課程 Master's・Doctor's
研究テーマ:Research Title		
研究計画:Research Proposal		







# 経費支弁方法計画書

Statement of Financial Support Method and Plan

法政大学総長殿

To The President of Hosei University

志願者国籍 \_\_\_\_\_

Applicant's nationality

志願者氏名 \_\_\_\_\_

Applicant's name

生年月日 Date of Birth \_\_\_\_\_ year 年 \_\_\_\_\_ month 月 \_\_\_\_\_ day 日

Master 修士課程・Doctor 博士後期課程 IIST Major 専攻 \_\_\_\_\_ Track 系 \_\_\_\_\_

Field 領域 \_\_\_\_\_

法政大学に留学する間の経費支弁方法について、該当する経費支弁者の□にすべてチェック (☑) をし、金額を明記してください。

Please check the following boxes ☑ (Check all that apply) and fill in the blanks with the amount.

経費支弁者 Financial Sponsor	金額 Amount
<input type="checkbox"/> 本人 Self-supporting	¥ _____ /年 Amount/ annually
<input type="checkbox"/> 親族 Relatives ・経費支弁者氏名 Name of Sponsor _____ ・志願者との関係 Relationship to the applicant (父 Father・母 Mother・配偶者 Spouse・その他 Other _____ ) ・住所 Address _____ ・TEL Phone _____	¥ _____ /年 Amount/ annually
<input type="checkbox"/> 政府または財団 Name of scholarship institution/organization ・奨学金名称 Scholarship name _____	¥ _____ /年 Amount/ annually
<input type="checkbox"/> その他 Others ・詳細 Please explain in detail _____	¥ _____ /年 Amount/ annually
合計 Total Amount	¥ _____ /年 Amount/ annually

上記に記載した内容のとおり経費支弁することを誓約します。

I hereby certify that the above is true and correct.

志願者署名(自著) Signature \_\_\_\_\_

日付 Date \_\_\_\_\_ year 年 \_\_\_\_\_ month 月 \_\_\_\_\_ day 日

# 身元保証書

## LETTER OF CERTIFICATE

法政大学総長 殿

To : President of Hosei University

YEAR MONTH DAY  
年 月 日

志願者氏名 Name of Applicant			
生年月日 Date of Birth	YEAR 年	MONTH 月	DAY 日
現住所 Present Address	国 籍 Nationality		
	Phone		

私は、上記の者に対し、法政大学在学中、諸規則を守らせ、その身元及び留学経費一切を保証いたします。

I shall be responsible as a guarantor for the above-named applicant's observance of the regulations of Hosei University, and I guarantee his or her conduct and the payment of all his or her educational expenses while he or she is a student at Hosei University.

保証人氏名 Guarantor's Full Name				印
生年月日 Date of Birth	YEAR 年	MONTH 月	DAY 日	年 齡 Age
現住所 Present Address	YEARS OLD 歳			
職業・勤務先名 Occupation・Name	Phone			
勤務先住所 Location				
志願者との関係 Relation to the Applicant				

※ It is preferable that a guarantor resides in Japan, however, a parent or person who has same authority as a parent in your country is acceptable in case there is not such a guarantor.  
保証人は日本国内に在住している者が望ましいが、いない場合は本国の両親など。

## 研究業績一覧表

## LIST OF RESEARCH ACCOMPLISHMENTS

受験番号 EXAM No.	
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法政大学大学院 総合理工学インスティテュート

Institute of Integrated Science and Technology(IIST), Hosei University

氏名 Full Name	専攻名 Department
<p>研究業績について、下記に該当する番号と業績内容を記入してください。 Choose the appropriate number when you fill in the below.</p> <ol style="list-style-type: none"> <li>1. 学位論文 : Master's thesis</li> <li>2. 学術論文 : Other main academic papers and reports</li> <li>3. 著書 : Published academic books or textbooks</li> <li>4. 学会発表 : Lectures or reports at the international conferences</li> <li>5. 表彰 : Honors given by academic societies</li> <li>6. その他 : Others</li> </ol>	
研究業績番号 Write the number from the above list	研究業績内容 Research Accomplishments

<p>研究業績番号 Write the number from the above list</p>	<p>研究業績内容 Research Accomplishments</p>