

Guidelines for General Examination for Master's Course and Doctoral Course 2024
Guidelines for Intramural Selection for Doctoral Course 2024
HOSEI UNIVERSITY Graduate Schools
Institute of Integrated Science and Technology (IIST)

1. Majors

✓...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	Not Offered	✓
	Applied Chemistry	✓	✓
	Electrical and Electronic Engineering	✓	✓
	Applied Informatics	✓	✓
	Systems Engineering and Science (Advanced Sciences Track)	Not Offered	✓
	Systems Engineering and Science (Management Science Track)	✓	✓
	Frontier Bioscience (Frontier Bioscience Field)	✓	✓
	Frontier Bioscience (Clinical Plant Science Field)	✓	✓

2. Number of Accepted Students: 15

3. Admission Schedule

Admission Period	September, 2024
Courses and Examination Method	Master's Course (General Examination) Doctoral Course (General Examination/ Intramural Selection)
Eligibility Screening (Only for the applicants specified in Section 7. Eligibility Screening)	February 13, 2024 (Tue) to February 20, 2024 (Tue) JST The documents must arrive no later than February 20.
Deadline for Contacting Graduate Schools Section Prior to Application	March 15, 2024 (Fri) JST Applicants must contact Graduate Schools Section prior to submit the application to identify the supervisor. (cf. Section 6. Things to Do before Application)
Application Period	April 1, 2024 (Mon) to April 15, 2024 (Mon) JST
How to apply	Apply via TAO (web application system)
Online Interview	May 11, 2024 (Sat) JST The details will be announced by email after application.
Announcement of Successful Applicants	May 23, 2024 (Thu) 10:00 JST via TAO (web application system)
Payment of Admission Fee and tuitions period/ Admission Procedure period	May 23, 2024 (Thu) to May 31, 2024 (Fri)

4. Selection Methods

By documents screening and online interview

5. Eligibility

Master's Course

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

- (1) Those who meet either of the following criteria (a or b):
 - a. Those who have been conferred a bachelor's degree, or are expected to be conferred one by September 15, the day before enrollment.
 - b. 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 schools.
- (2) Those who are able to study all subjects in English.
- (3) Those who meet one of the following score criteria in English proficiency.
 - a. TOEFL iBT® or TOEFL iBT ®Paper Edition Official Score Report – **72** or higher
TOEFL iBT ®Home Edition is NOT acceptable.
 - b. TOEIC® L&R Official Score Certificate or TOEIC® L&R IP Score Report (only the one taken at Hosei university) – **680** or higher
 - c. IELTS Official Test Report Form (Academic Module) – **5.5** or higher
IELTS Online is acceptable.

Regarding above score, the test must be taken on or after April 1, 2022.

Doctoral Course

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

- (1) Those who meet either of the following criteria (a or b):
 - a. Those who have been conferred a master's degree, or are expected to be conferred one by September 15, the day before enrollment.
 - b. 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 schools.
- (2) Those who are able to study all subjects in English.
- (3) Those who meet one of the following score criteria in English proficiency.
 - a. TOEFL iBT® or TOEFL iBT ®Paper Edition Official Score Report – **72** or higher
TOEFL iBT ®Home Edition is not acceptable.
 - b. TOEIC® L&R Official Score Certificate or TOEIC® L&R IP Score Report (only the one taken at Hosei university)– **680** or higher
 - c. IELTS Official Test Report Form (Academic Module) – **5.5** or higher
IELTS Online is acceptable.

Regarding above score, the test must be taken on or after April 1, 2022.

Applicant for Intramural Selection for Doctoral course must meet the above criteria, be a current student or alumni of Hosei University's Master's program, and have a supervisor's consent to take the examination.

6. Things to Do before Application

- (1) Access the IIST website admission page (<https://iist.hosei.ac.jp/admission/>).
- (2) Submit “*Questionnaire for International Students (Google Form)*” by March 15, 2024 (earlier is better) to identify your supervisor.
- (3) Applicants can apply after supervisor's consent. Applicants for Intramural Selection for Doctoral course also need to submit the above Google form by March 15, 2024, after earning supervisor's consent.
- (4) If Google Form is not available, contact hge@hosei.ac.jp.
- (5) IIST office may request additional documents.

7. Eligibility Screening

For both Master's and Doctoral courses, applicants who meet **Section 5. (1)–b.** should submit application documents except examination fee during eligibility screening period (2/13-2/20).

Contact graduate schools section in advance for details.

8. Application Documents

Notes on preparing

- (1) Additional documents may be requested.
- (2) [Word files of Form 1](#) and [Form 2](#) (University format) must also be submitted to hge@hosei.ac.jp.
- (3) Only files in png, jpeg, jpg, and pdf format can be uploaded to TAO (web application system).
- (4) Be sure to get the supervisor's consent prior to the application.
- (5) Prepare the original copy of certificates, English proficiency test scores (Only if the original paper copy of the TOEIC is available), and letters of recommendation, required at the time of admission. If the content is latest, no issuing date is specified.
- (6) If the documents listed in **3, 4, or 5** below are written in any languages other than English or Japanese, applicant must have those documents translated into English or Japanese, and have the translations certified by public organization.

< Master's Course >

1	Entrance Application Form (Form 1) (English) Attach a face photo taken in the last three months.
2	Plan of Study (Form 2) (English) About 1,000-word summary of post-entrance research project and research plan in consultation with prospective supervisor
3	Academic Transcript (English or Japanese) Issued by undergraduate school or academic institution you are currently belong to/attended most recently.
4	Certificate of (Prospective) Bachelor's Degree (English or Japanese) Issued by undergraduate school or academic institution you are currently belong to/attended most recently.
5	A letter of Recommendation signed by recommender (English or Japanese) Written by academic supervisor of the school you graduated from. If not possible, one written by the president, vice-president, dean (or equivalent) is acceptable. If applicant with more than one year of work experience at the time of application, one written by manager of workplace is also acceptable.
6	One of the following English proficiency test scores obtained on or after April 1, 2022 a. TOEFL iBT® or TOEFL iBT ®Paper Edition Official Score Report – 72 or higher TOEFL iBT ®Home Edition is NOT acceptable. <ul style="list-style-type: none"> • Upload a pdf of the Test Taker Score Report to TAO (web application system). • Official Score Report must be sent directly from ETS, USA to Hosei University by the deadline. Select “HOSEI UNIVERSITY” as a recipient of Official Score Report. <ul style="list-style-type: none"> ➤ Institution Code: 0407 Hosei University, Graduate Organization ➤ Department Code: 60 Other physical sciences b. TOEIC® L&R Official Score Certificate or TOEIC® L&R IP Score Report (only taken at Hosei university) – 680 or higher <ul style="list-style-type: none"> • Upload a pdf of the Official Score Certificate to TAO (web application system). • The original paper copy of the Official Score Certificate, if any, must be submitted after admission. • If you have submitted an Official Digital Score Certificate, no need to submit the original later. c. IELTS Official Test Report Form (Academic Module) – 5.5 or higher IELTS Online is also acceptable. <ul style="list-style-type: none"> • Upload a pdf of the Official Test Report Form to TAO (Web Application System). • Request IELTS Test Center to send the Official Test Report Form directly to Hosei University by the application deadline.
7	Documents to prove the ability to pay tuition fee One of the following; Certificate of Deposit Balance, Certificate of Money Transfer (written in Japanese or English) or photocopy of bankbook.
8	Statement of Financial Support Method and Plan (Form 3) (English or Japanese)
9	Proof of examination fee payment (Payable only during the application period) Screen shot of "Complete Payment" of the examination fee
10	Copy of passport Page with name, nationality, and photo

< Doctoral Course >

**Applicants for Intramural Selection do not need to submit 4 • 5 • 6*

1	Entrance Application Form (Form 1) (English) Attach a face photo taken in the last three months.
2	Plan of Study (Form 2) (English) About 2,000-word summary of post-entrance research project and research plan in consultation with prospective supervisor
3	Academic Transcript 1 original (English or Japanese) Issued by undergraduate school or academic institution you are currently belong to/attended most recently.
4	Certificate of (Prospective) Master's Degree 1 original (English or Japanese) <i>*Applicants for Intramural Selection do not need to submit.</i> Issued by undergraduate school or academic institution you are currently belong to/attended most recently.
5	A letter of Recommendation signed by recommender (English or Japanese) <i>*Applicants for Intramural Selection do not need to submit.</i> Written by academic supervisor of the school you graduated from. If not possible, one written by the president, vice-president, dean (or equivalent) is acceptable. If applicant with more than one year of work experience at the time of application, one written by manager of workplace is acceptable.
6	One of the following English proficiency test scores obtained on or after April 1, 2022 a. TOEFL iBT® or TOEFL iBT ®Paper Edition Official Score Report – 72 or higher TOEFL iBT ®Home Edition is NOT acceptable. • Upload a PDF of the <u>Test Taker Score Report</u> to TAO (web application system). • Official Score Report must be sent directly from ETS, USA to Hosei University by the deadline. Select “HOSEI UNIVERSITY” as a recipient of Official Score Report. ➤ <i>Institution Code: 0407 Hosei University, Graduate Organization</i> ➤ <i>Department Code: 60 Other physical sciences</i> b. TOEIC® L&R Official Score Certificate or TOEIC® L&R IP Score Report (only taken at Hosei university) – 680 or higher • Upload a PDF of the <u>Official Score Certificate</u> to TAO (web application system). • The original paper copy of the Official Score Certificate, if any, must be submitted after admission. • If you have submitted an Official Digital Score Certificate, no need to submit the original later. c. IELTS Official Test Report Form (Academic Module) – 5.5 or higher IELTS Online is also acceptable. • Upload a PDF of the <u>Official Test Report Form</u> to TAO (Web Application System). • Request IELTS Test Center to send the Official Test Report Form directly to Hosei University by the application deadline.
7	Summary of Master's thesis (English) 1 page, A4 sized sheet.
8	Statement of Financial Support Method and Plan (Form 3) (English or Japanese)
9	Documents to prove the ability to pay tuition fee Upload a PDF of either one of these; Certificate of Deposit Balance, Certificate of Money Transfer (written in Japanese or English) or photocopy of bankbook.
10	List of Research Accomplishments (Form 4) (English)
11	Proof of examination fee payment (Payable only during the application period) Screen shot of "Complete Payment" of the examination fee
12	Copy of passport Page with name, nationality, and photo

9. Examination Fee

Payable only during the application period.

The Amount: 35,000 yen

Make a payment by credit card. Referring to “How to make a Payment of Examination Fee by Credit Card” on **page 8**, access the following website and follow the instructions.

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

Upload a pdf of the "Complete Payment" screen of the examination fee.

If credit card is not available, contact hge@hosei.ac.jp before application period.

Refund of Examination Fee

In principle, application documents and examination fee are non-returnable. However, a full examination fee will be refunded to those who meet one of the followings. A bank charge is deducted from the amount. For overseas resident, the fee is refunded to the applicant's bank account by overseas remittance.

- (1) Applicant who did not complete the application procedure
- (2) Applicant who has failed to meet the required qualifications

10. Application Procedure

- (1) As indicated in "6. Things to Do before Application", get supervisor's consent to apply.
- (2) Check the application documents listed in "8. Application Documents" and prepare the required documents. As for University format, Form 1 and Form 2, prepare both Word and PDF files.
- (3) Make a payment of examination fee according to "9. Examination Fee", and convert "Complete Payment" screen to PDF.
- (4) Access TAO (web application system), create an account, and upload a PDF of your application documents. Time on TAO is Japan time.

TAO (web application system) URL:.

https://admissions-office.net/en/applicant/university_recruitments/5755



11. Announcement of Result

Date: 10:00 AM, May 23, 2024 (Thu) JST

Place: Via TAO (web application system)

12. Admission Procedure

Details of the procedures will be notified at the time of the announcement of acceptance.

13. Tuition

Semiannual payment. For fall semester, payment should be made by the end of September, for spring semester, by the end of April. Only for the first year, payment (the fall semester fees plus admission fee) should be made during the admission procedure. (From May 23, 2024 to May 31, 2024)

		Master's Course (JPY)	Doctoral Course (JPY)
Admission Fee	Hosei Graduate	-	None
	Others	200,000	200,000
Tuition (annual)		880,000	600,000
Facility Fee (annual)		100,000	100,000
Laboratory Fee (annual)		80,000	80,000
Total amount (payment before enrollment)		730,000	590,000 (w/o Admission Fee) 390,000 (w/ Admission Fee)
Total amount (payment for 2nd semester)		530,000	390,000

Notes: (1) Laboratory fee for Frontier Bioscience (Clinical Plant Science) is 140,000 yen.

(2) Admission Fee is non-refundable in any circumstances.

(3) About tuition exemptions for privately funded international students, refer the website below.

<http://www.global.hosei.ac.jp/en/support/scholarships-offered-by-hosei-university/>

Refund after completion of admission procedure

If you withdraw the enrollment after completion of the admission procedure, notify us by **August 31, 2024** (Sat). Tuition and other payments minus admission fee will be refunded. For more details, refer to "Documents for Enrollment" which will be sent to successful applicants.

14. Scholarships and Grants (scheduled for academic year 2024)

Hosei University offers variety of financial supports to assist students' research, but they are applicable only after admission. Therefore most of international students need to be financially prepared at least for the first year. The main financial support is as follows. For more information, refer to this website.

<https://iist.hosei.ac.jp/scholarships-grants/>



- (1) Hosei University Centennial Graduate Scholarship
Number of recipients: around 150 per year
The amount: 200,000 yen
- (2) IIST Daddy Longlegs Scholarship
Recipients: a few from Nepal, Cambodia, Bangladesh, Myanmar, Pakistan, East Timor, Laos, or Vietnam
The amount: 200,000 yen (annually)
- (3) Research Grant for Doctoral Course
Number of recipients: All eligible students of doctoral course
The amount: 480,000 yen
- (4) Conference Presentation Grant
Number of recipients: First come, first serves
The amount: up to 30,000 yen to 100,000 yen, depends on the conference
- (5) Grant for Publication of Outstanding Doctoral Thesis
Number of recipients: about 6 people per year
The amount: up to 1,000,000 yen
- (6) Grant for Review of Papers/Theses in Foreign Languages
Number of recipients: once for all applicants per year
The amount: 100,000 yen
- (7) Tuition Reduction System for Self-supporting International Students
Hosei University has a tuition reduction system for self-supporting international students.
Reduction rate for graduate students is 20%.

15. Others

Entering Japan

Applicants should take full responsibility for the immigration formalities.

Housing

Need to arrange your own accommodation after receiving a letter of acceptance from Hosei University. Contact some agencies after/prior to the arrival at your own responsibility. Be aware that Hosei University is not involved in these agreements.

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

Health care and health insurance

Students can go to the University clinic for medical examinations and consultation.

As for the health insurance, students need to be 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 during September, 2024.

Security Trade Control

Hosei University implements stringent reviews when accepting international students in accordance with the “Foreign Exchange and Foreign Trade Act” and our established “Hosei University Regulation for Security Trade Control”. Be aware that should you fall under these regulations, there may be instances where you may not be able to enroll in graduate school, receive the desired education, or conduct your research.

Completion Requirements

Master's Course

To receive a Master's degree, complete at least 30 credits in the required subjects, and pass the Master's thesis screening and the final examination. The period of study is 2 years and cannot be over 4 years.

Doctoral Course

To receive a Doctoral degree, complete the required subjects, and pass the dissertation screening and the final examination. The period of study is 3 years and cannot be over 6 years. As an exception, for excellent students, 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

Graduate School	Major	Degree	
		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	-	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 (Bioscience) Master of Science (Clinical Plant Science)	Doctor of Philosophy (Science)

[Contact]

Hosei University, Graduate Schools Section (Koganei Campus)

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

E-mail: hge@hosei.ac.jp

Tel: +81-42-387-6014

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!

1. Top Page

Click "Examination Fee".

2. Terms of Use and Personal Information Management

Please read the Terms of use and Personal Information Management.
Click "Agree" button located in the lower part of this page if you agree with these terms.
Click "Not agree" button located in lower part of this page if you do not agree with these terms.

3. School Selection

Select the name of the Educational Institution.

4. School Information

Read the information carefully and click "Next".

5. Category Selection

Choose First to Fourth Selection and add to Basket.

6. Basket Contents

Check the contents and if it is OK, click "Next".

7. Basic Information

Input the applicant's basic information.
Choose your credit card and click "Next".

8. Credit Card Information

Input Credit Card Number (15 or 16-digits), Security Code and Expiration date.

9. Payment Result

All of your application information is displayed. Check and Click "Confirm".

10. Credit Card Payment Completed

Click "Print this page" button and print out "Result" page.

[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

Basically certificates must be originals. After PDF submission at the time of application, the originals are required at the time of admission. Photocopies are not acceptable.

Not re-issuable certificate can be replaced with a copy of the certificate and a notarized certificate which guarantee the copy is made from original.

■ **If the name on the certificate is different from the current name**

Submit a proof of the name change.

■ **If applicant graduated, or will graduate, from a university/graduate school in a foreign country**

The academic transcript, degree certificate, etc. should be in English or Japanese.

If the certificate is not Japanese or English, submit all the documents below:

- 1 original certificate (other than in Japanese or in English)
- 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)

■ **If applicant has been transferred from/to another university/faculty, or is a graduate of a different department and enter another department as an undergraduate, previous certificates are also required.**

Required documents differ from the type of school enrolled in prior to the transfer, and a status of the graduation. Refer to the table below. Also, submit 1 original transcript from the previous faculty if you transferred within the university.

Previous school type	Graduation / Completion	Transcript	Certificates of Degree
University	Yes	Submit ONE	Submit ONE
Graduate school	Yes	Submit ONE	Submit ONE
University/Graduate school	No (withdrawal, etc.)	Submit ONE	—
Junior College/Vocational School	Regardless of graduation	Submit ONE	—

■ **If Master's course applicant graduated, or will 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, and bachelor's degree (prospective) certificate. Graduates and prospective graduates of the Double Degree Program are also required to submit the documents mentioned in this paragraph.

■ **If Master's course applicant completed, or will complete, other graduate school**

In addition to the certificates in undergraduate, submit transcript and Degree (prospective) Certificate in Master course. Indicate every school completed in the academic records column on the application form and submit certificates of each school.

■ **If Doctoral course applicant completed, or will complete, multiple graduate schools**

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

■ **If Doctoral course applicant graduated from the Bachelor course of Hosei University and completed, or will complete, Master's course of another graduate school**

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

< Important >

For Applicant graduated from an educational institution in the People's Republic of China

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

- ◆ Prepare the original certificate and your own translation in Japanese or English, and obtain a notarized certificate at a notary office/institution authorized by a regional judiciary in China.

- ◆ **Degree Certificate:** Submit either (1) or (2).
 - (1) Upload a copy of the “Credentials Report” issued by *China Academic Degree and Graduate Education Development Center (CDGDC)* to TAO (web application system). Request CDGDC to email it directly to Hosei University (hge@hosei.ac.jp) before the deadline of the application period.
 - (2) Upload a copy of English “Online Verification Report of Higher Education Degree Certificate” issued by *China Higher-education and Student Information (CHSI)* to TAO (web application system). Request CHSI to email it directly to Hosei University (hge@hosei.ac.jp) before the deadline of the application period.

- ◆ **Academic Transcript Certificate:**

Upload a copy of the "Verification Report of China Higher Education Student's Academic Transcript" issued by *China Higher-education and Student Information (CHSI)* to TAO (web application system). Request CHSI to email it directly to Hosei University (hge@hosei.ac.jp) before the deadline of the application period..

Notes:

- *Check each website for details.*
 - *Only direct email from certificate institution to Hosei University is acceptable. Forwarding electronic verification email received by the applicant is not acceptable.*
 - *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. In addition, it must be notarized at a public institution and submit notarized certificate with the translation.