

**Guidelines for General Examination for Master's Course and Doctoral Course 2026**  
**Guidelines for Intramural Selection for Doctoral Course 2026**  
**HOSEI UNIVERSITY Graduate Schools**  
**Institute of Integrated Science and Technology (IIST)**

**1. Majors**

✓...Offered

Graduate School	Major	Master's	Doctoral
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**

Courses and Selection Method	Master's Course: Documents screening and online interview Doctoral Course: Documents screening and online interview/ Intramural Selection
Eligibility Screening (Only for the applicants specified in <i>Section 7. Eligibility Screening</i> )	Monday, 9 February 2026 to Monday, 16 February 2026 JST The documents must arrive no later than 16 February 2026
Deadline for Application for the Prior Approval for Examination	Friday, 13 March 2026 JST Applicants must contact the Graduate Schools Section before submitting the application documents to identify the supervisor. ( <i>cf. Section 6. Things to Do before Application</i> )
Application Period	Wednesday, 1 April 2026 to Wednesday, 15 April 2026 JST The application documents must arrive at the university no later than Wednesday, 15 April 2026
How to apply	Apply via TAO (WEB application system)
Online Interview	Saturday, 9 May 2026 JST The details will be announced by email after application
Announcement of Successful Applicants	Thursday, 21 May 2026 10:00 JST via TAO (WEB application system)
Period for Admission Procedures and for Payment of Admission Fee and Fall Semester Tuition	Thursday, 21 May 2026 to Friday, 29 May 2026
Enrollment Day	Wednesday, 16 September 2026

## 4. Selection Methods

By documents screening and online interview

## 5. Eligibility

### **Master's Course**

**Applicants who meet all 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 15 September, 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 Graduate Schools.
- (2) Those who can study all subjects in English.
- (3) Those who meet either of the following score criteria (a or b) 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. IELTS Official Test Report Form (Academic Module) – **5.5** or higher  
IELTS Online is acceptable.

***Regarding above scores, the test must be taken on or after 1 April 2024.***

\*Applicants whose native language is English may be exempted from submitting English proficiency test score. Please consult with the Graduate Schools Section prior to application.

### **Doctoral Course**

**Applicants who meet all 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 15 September, 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 Graduate Schools.
- (2) Those who can study all subjects in English.
- (3) Those who meet either of the following score criteria (a or b) 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. IELTS Official Test Report Form (Academic Module) – **5.5** or higher  
IELTS Online is acceptable.

***Regarding above scores, the test must be taken on or after 1 April 2024.***

\*Applicants whose native language is English may be exempted from submitting English proficiency test score. Please consult with the Graduate Schools Section prior to application.

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 13 March 2026 (earlier is better) to identify your supervisor. Applicants can apply after supervisor’s consent.
- (3) Applicants for Intramural Selection for Doctoral course also need to submit the above Google Form by 13 March 2026, after earning supervisor’s consent.
- (4) If Google Form is not available, contact [hge@hosei.ac.jp](mailto:hge@hosei.ac.jp).
- (5) IIST office may request additional documents.

## 7. Eligibility Screening

Applicants who meet **Section 5. (1)–b.** should submit application documents except a “Proof of examination fee payment” during eligibility screening period (9 February to 16 February 2026).

Contact the Graduate Schools Section in advance for details ([hge@hosei.ac.jp](mailto:hge@hosei.ac.jp)) .

## 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](mailto:hge@hosei.ac.jp).
- (3) Only files in PDF format can be uploaded to TAO (WEB application system).
- (4) Be sure to get the supervisor's consent prior to the application.
- (5) The original of the certificates uploaded to TAO (WEB application system) must be submitted at the time of enrollment, so please keep them carefully. If any discrepancies or falsifications are found when comparing with the documents submitted during the application, your acceptance may be withdrawn. If it is the latest version, there is no specified issuance / acquisition date.
- (6) If the documents listed in **3,4,5** below are written in any languages other than English or Japanese, applicant must have those documents translated into English or Japanese, have the translations certified by public organization, and submit together with a certificate from a public institution (such as an embassy) stating that the content is accurate. For application documents **3 and 4**, see also ‘Submission of Certificates’ at the end of this guidelines. (Certificates issued by educational institutions in the People's Republic of China, as well as their translations, are not recognized as legitimate documents for the application. Instead, Academic Transcript and Certificate of Degree issued by the China Higher-education and Student Information (CHSI) must be submitted. Please carefully review Page 13: <Important> For Applicant graduated from Educational Institution in the People's Republic of China (Regarding Submission of Certificates)

< **Master's Course** >

1	<b>Entrance Application Form (Form 1) (English)</b> The face photo to be attached must have been taken within three months before the application period. No retouching or alterations using applications, filters, or any other means is permitted.
2	<b>Plan of Study (Form 2) (English)</b> Approx 1,000-word summary of post-entrance research project and research plan in consultation with prospective supervisor
3	<b>Academic Transcript (English or Japanese)</b> Issued by undergraduate school or academic institution you currently belong to/attended most recently.
4	<b>Certificate of (Prospective) Bachelor's Degree (English or Japanese)</b> Issued by undergraduate school or academic institution you currently belong to/attended most recently.
5	<b>A Letter of Recommendation signed by recommender (English or Japanese)</b> 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	<b>One of the following English proficiency test scores obtained on or after 1 April 2024</b> a. TOEFL iBT® or TOEFL iBT ®Paper Edition Official Score Report – <b>72</b> or higher TOEFL iBT ®Home Edition is NOT acceptable. <ul style="list-style-type: none"> <li>• Upload a PDF of the <u>Test Taker Score Report</u> to TAO (WEB application system).</li> <li>• Furthermore, you must submit a request to ETS in the United States to ensure that the TOEFL ® Official Score Report is directly sent to and arrived at Hosei University by the application period. When submitting your request to ETS, please use the following DI code (Institution Code) and Department Code:  Select “HOSEI UNIVERSITY” as a recipient of Official Score Report. <ul style="list-style-type: none"> <li>➤ <i>Institution Code: 0407 Hosei University, Graduate Organization</i></li> <li>➤ <i>Department Code: 60 Other physical sciences</i></li> </ul> </li> </ul> b. IELTS Official Test Report Form (Academic Module) – <b>5.5</b> or higher IELTS Online is also acceptable. <ul style="list-style-type: none"> <li>• Upload a PDF of the <u>Official Test Report Form</u> to TAO (WEB application system).</li> <li>• Furthermore, you must submit a request to the IELTS Test Centre to ensure that the Official Test Report Form is directly sent to and arrived at Hosei University by the application period.</li> </ul> <p>*Both Duolingo English score and English-medium Certificate are NOT acceptable.  *Applicants whose native language is English may be exempted from submitting English proficiency test scores. Please consult with Graduate Schools Section prior to application.</p>
7	<b>Proof of examination fee payment</b> (Payable only during the application period) Screen shot of "Complete Payment" of the examination fee which should be shown in English
8	<b>Copy of passport</b> Upload the page with name, nationality, and face photo. Residents in Japan should upload a Certificate of Residence ( <i>Juminhyo</i> ) instead.

< Doctoral Course >

*\*Applicants for Intramural Selection do not need to submit 5 and 6.*

1	<b>Entrance Application Form (Form 1) (English)</b> The face photo to be attached must have been taken within three months before the application period. No retouching or alterations using applications, filters, or any other means is permitted.
2	<b>Plan of Study (Form 2) (English)</b> Approx 2,000-word summary of post-entrance research project and research plan in consultation with prospective supervisor
3	<b>Academic Transcript (English or Japanese)</b> Issued by academic institution you currently belong to/attended most recently. Current students and graduates of Hosei University may submit one copy of their “Transcript Certificate for (Expected) Completion” to substitute for documents 3 and 4.
4	<b>Certificate of (Prospective) Master’s Degree (English or Japanese)</b> Issued by academic institution you are currently belong to/attended most recently. Current students and graduates of Hosei University may submit one copy of their “Transcript Certificate for (Expected) Completion” to substitute for documents 3 and 4.
5	<b>A Letter of Recommendation signed by recommender (English or Japanese)</b> 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	<b>One of the following English proficiency test scores obtained on or after 1 April 2024</b> a. TOEFL iBT® or TOEFL iBT ®Paper Edition Official Score Report – <b>72</b> or higher TOEFL iBT ®Home Edition is NOT acceptable. <ul style="list-style-type: none"> <li>• Upload a PDF of the <u>Test Taker Score Report</u> to TAO (WEB application system).</li> <li>• Furthermore, you must submit a request to ETS in the United States to ensure that the TOEFL ® Official Score Report is directly sent to and arrived at Hosei University by the application period. When submitting your request to ETS, please use the following DI code (Institution Code) and Department Code:  Select “HOSEI UNIVERSITY” as a recipient of Official Score Report. <ul style="list-style-type: none"> <li>➤ <i>Institution Code: 0407 Hosei University, Graduate Organization</i></li> <li>➤ <i>Department Code: 60 Other physical sciences</i></li> </ul> </li> </ul> b. IELTS Official Test Report Form (Academic Module) – <b>5.5</b> or higher IELTS Online is also acceptable. <ul style="list-style-type: none"> <li>• Upload a PDF of the <u>Official Test Report Form</u> to TAO (Web Application System).</li> <li>• Furthermore, you must submit a request to the IELTS Test Centre to ensure that the Official Test Report Form is directly sent to and arrived at Hosei University by the application period.</li> </ul> <p>*Both Duolingo English score and English-medium Certificate are NOT acceptable.  *Applicants whose native language is English may be exempted from submitting English proficiency test scores. Please consult with Graduate Schools Section prior to application.</p>
7	<b>Summary of Master’s thesis (English)</b> 1 page, A4 sized sheet.
8	<b>List of Research Accomplishments (Form3) (English)</b>

9	<b>Proof of examination fee payment</b> (Payable only during the application period) Screen shot of "Complete Payment" of the examination fee which should be shown in English
10	<b>Copy of passport</b> Upload the page with name, nationality, and face photo. Residents in Japan should upload a Certificate of Residence ( <i>Juminhyo</i> ) instead.

## 9. Examination Fee

Payable only during the application period.

### **The Amount: 35,000 yen**

Make a payment by credit card. Please enter the applicant's name—not the payer's name—in section "7. Basic Information Input." Referring to "How to make a Payment of Examination Fee by Credit Card" on **page 11**, access the following website and follow the instructions. <https://e-shiharai.net/ecard/>

Upload a PDF of the "Complete Payment" screen of the examination fee which should be shown in English.

If credit card is not available, contact [hge@hosei.ac.jp](mailto:hge@hosei.ac.jp) **before the application period.**

### **Refund of Examination Fee**

In principle, application documents and examination fee are non-returnable. However, a full examination fee will be refunded only 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. In the case of a refund of the examination fee, you must submit the document showing the amount and proof of payment.

- (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) Access TAO (WEB application system) and create an account **in ENGLISH**.

\*Please make sure not to mix up the order of your name.

\*Last Name means your family name, and First Name means your given name.

**TAO (WEB application system) URL:**

[https://admissions-office.net/en/applicant/university\\_recruitments/11941](https://admissions-office.net/en/applicant/university_recruitments/11941)



(3) Check the application documents listed in "8. Application Documents", prepare the required documents and upload them via TAO (WEB application system)

- As for University format, Form 1 and Form 2, prepare both Word and PDF files. PDF files of [Form 1](#) and [Form 2](#) (University format) should be uploaded to TAO (WEB application system) and Word files of them must be sent by email to Graduate Schools Section of Hosei University at; [hge@hosei.ac.jp](mailto:hge@hosei.ac.jp)
- Regarding the "Proof of examination fee payment," please refer to "9. Examination Fee" and convert the screen shot of "Complete Payment" (displayed in English) into a PDF after paying the examination fee.
- The times shown on TAO (WEB application system) are all in Japan Standard Time (JST).

### <Important Notes Regarding Entrance Examination>

#### **Applicants who have taken the examination with provisional eligibility for application or admission and are found unable to meet the requirements by the time of enrollment shall be dealt as follows:**

- (1) Applicants who have taken the examination with provisional eligibility for application or admission, and who are found unable to meet the requirements by the time of enrollment, shall have their acceptance revoked.
- (2) Applicants who have taken the examination with provisional eligibility for application or admission, and who, after completing the enrollment procedures at the university (meaning of who have paid the full amount of fees required at the time of admission procedure period), are found unable to meet the requirements by the time of enrollment, may receive a refund of tuition and other fees paid, excluding the admission fee. If it is discovered that the applicant does not meet the eligibility requirements for application or admission, they must immediately contact the Graduate Schools Section.

#### **Applicants who are found to have committed fraud or other misconduct shall be dealt as follows:**

- (1) Forgery or false statements in application documents (such as using a photo of someone other than the applicant on the application form) will be considered fraudulent conduct.
- (2) If any fraud or misconduct is discovered before the announcement of the results, the applicant will be disqualified from applying, and the examination fee will not be refunded.
- (3) If any fraud or misconduct is discovered between the announcement of the results and enrollment, applicants whose admission has been revoked by the university will not receive a refund of the examination fee. However, on the condition that the enrollment procedures at the university have been completed (meaning those who have paid the full amount of fees required at the time of the admission procedure period), the tuition fee, facility fee, and laboratory fee—excluding the admission fee—will be refunded.
- (4) If any fraud or misconduct is discovered after enrollment, applicants whose admission acceptance has been revoked by the university will not receive a refund of the examination fee, admission fee, or any paid fees (tuition fee, facility fee, and laboratory fee) under any circumstances.

## **11. Announcement of Result**

Date: 10:00 AM, Thursday, 21 May 2026 JST

Place: Via TAO (WEB application system)

## **12. Admission Procedure**

For applicants who were provisional status for graduation / completion at the time of application, it is important to carefully keep both the “Certificate of Expected Bachelor's/Master Degree” and the “Provisional Academic Transcript” that were uploaded to TAO (WEB application system), as they will need to be submitted upon enrollment.

In addition, **Applicant graduated or will graduate from an educational institution in the People's Republic of China**, please make sure to request the issuance of the official “Degree Certificate” and “Academic Transcript” from CHSI immediately after graduation.

Details of the enrollment procedures will be notified to successful applicants after the result announcement.

### 13. Tuition

Tuition fees, excluding the admission fee, are to be paid in two installments: by the end of September for the fall semester and by the end of April for the spring semester. However, the first year's fall semester tuition must be paid during the admission procedure period. (Please refer to Section 3: Admission Schedule.)

		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
<b>Total amount (payment at the time of enrollment)</b>		<b>730,000</b>	<b>590,000</b> (w/ Admission Fee) <b>390,000</b> (w/o Admission Fee)
<b>Total amount (payment for spring semester)</b>		<b>530,000</b>	<b>390,000</b>

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

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

(3) Information about the tuition reduction system for self-supporting international students will be provided after enrollment. Please check out the following for your reference.

<https://www.global.hosei.ac.jp/en/students/scholarships/system/>

#### **Refund after completion of admission procedure**

If you withdraw the enrollment after completion of the admission procedure, notify us by Tuesday, 15 September 2026. 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 2026)

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 Grants

Number of recipients: First come, first served

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 Proofreading 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 admission approval from Hosei University. Contact some agencies 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 2026.

### **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”.

Applicants who fall within any of the regulations may not be able to receive the education or conduct the research they wish due to these regulations. There is also a possibility that the acceptance decision will be cancelled. If an admission acceptance is revoked, the applicant will be notified individually regarding the handling of any tuition fees already paid.

### **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 city, Tokyo 184-8584, Japan

E-mail: [hge@hosei.ac.jp](mailto: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. Application 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.

Application

Please upload the image file via the application system.

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 11:00pm 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 : +81-3-5952-9052 (24 hours everyday)**

## **Submission of Certificates**

All certificates must be submitted in original. After PDF submission at the time of application, the originals are required at the time of admission procedure period. Photocopies are not acceptable.

If you need the original certificate submitted at the time of admission to be returned, it will only be returned if the document is non-reissuable. Please consult the Graduate Schools Section at the time of submission.

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

Submit a proof of the name change.

### **■ If applicants graduated or completed an educational institution in the People's Republic of China**

Follow the instruction shown in “< Important > For Applicant graduated from an educational institution in the People's Republic of China (Regarding Submission of Certificates)” in next page.

### **■ If applicants graduated or will graduate, from a university/graduate school in a foreign country, excluding the People's Republic of China**

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 university completed in the academic records column on the application form and submit certificates of each university.

■ **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 Applicants graduated from an educational institution in the People's Republic of China (Regarding Submission of Certificates)**

- ◆ Academic Transcript and Certificate of Degree issued by the China Higher-education and Student Information (CHSI) must be submitted.
- ◆ Certificates issued by university in the People's Republic of China, as well as their translations, are not recognized as legitimate documents for the application.
- ◆ Those who are expected to graduate or complete their studies should follow the instructions below under **"If applicants graduated, or will graduate, from a university/graduate school in a foreign country, excluding the People's Republic of China"** on previous page

**(1) Academic Transcript**

Upload a PDF copy of the "Verification Report of China Higher Education Student's Academic Transcript" written in English issued by China Higher-education and Student Information (CHSI) to TAO (WEB application system). The CHSI verification email must be sent directly to Hosei University (hge@hosei.ac.jp) by the application deadline. Please apply early enough to ensure timely delivery. The transcript should include all grades by the graduation.

**(2) Degree Certificate**

Upload a PDF copy of the "Online Verification Report of Higher Education Degree Certificate" written in English issued by China Higher-education and Student Information (CHSI) to TAO (WEB application system). The CHSI verification email must be sent directly to Hosei University (hge@hosei.ac.jp) by the application deadline. Please apply early enough to ensure timely delivery.

\*Please check the certification authority's website for details regarding the application.

\*The process from application to issuance takes time. If delays in issuance by the certification authorities cause you to miss the submission deadline, you may become ineligible to take the exam. Therefore, please submit your application well in advance to allow sufficient time for processing.

\*Forwarding the authentication report email received by the applicant is not permitted. Please ensure that the certification authority sends the email directly to Hosei University.