

# Application Procedure for International Research Students

Graduate School of Innovation and Practice for Smart Society

Hiroshima University

## 1. Admission Requirements

- (1) A person who has completed 16 years of formal schooling
- (2) A person who has been recognized by Graduate School of Humanities and Social Sciences to have excellent academic ability and be qualified to study as research student

## 2. Research Period

1 year or 1 semester (April or October enrollment)

## 3. Application Procedure

### (1) Submission Period

Those residing in Japan		Those living outside Japan	
Research start period	Application Deadline	Research start period	Application Deadline
From April 1	End of February	From April 1	End of November of previous year
From October 1	End of August	From October 1	End of May

### (2) Documents to be submitted

- a) Application for enrollment as a research student (use the form supplied)
- b) Personal history (use the form supplied)
- c) Diploma or certificate of expected graduation and academic transcript
  - \*If the applicant enrolls in or has completed a graduate school, documents of the graduate program as well as the undergraduate program must be submitted.
  - \*If the applicant graduated from a university abroad, please make sure that the certificate includes the degree information.
  - \* If the applicant is a graduate of any university in China (excluding Taiwan, Hong Kong, and Macau), please obtain the “Online Verification Report of Higher Education Qualification Certificate (教育部学 子注册 案表)” from “中国高等教育学 (CHSI)” (<http://www.chsi.com.cn/xlcx/bgys.jsp>), and submit it together with “ (Certificate of Graduation)” and “学士 ( 士) 学位 (Bachelor/Master's Diploma)”. If the applicant is a current student, “Online Verification Report of Student Record(教育部学籍在 告)” from the above website as well as certificate of expected graduation must be submitted.
  - Please note that applicants must pay the issuing fee for the Online Verification Report by themselves. Also be sure that there are 15 or more days left until the expiration date of the online verification at the time of its submission.
- d) Recommendation letter from the head of department (or higher) of home university or academic supervisor
- e) Copy of your certificate of residence, copy of certificate of items stated in resident register, or a copy of your residence card (required only for those who are living in Japan)
- f) Copy of your passport (or official documents proving foreign nationality if you don't have your passport.)
- g) Return-envelope ([24cm×33.2cm], with a 140-yen stamp, your name, address, and postal code written clearly) (for those residing in Japan)
- h) Application fee: ¥9,800
- i) Language test score certificate (TOEFL® or other equivalent English language test, or Japanese Language Proficiency Test or other equivalent Japanese language test)
- j) Certificate of scholarship (for those who are already selected as a scholarship recipient)

- \* English or Japanese translation should be attached if the documents above are written in other languages.
- \* Each certificate must be the original.

(3) Submission method

Deliver or mail all documents to the Support Office by the application deadline above. Also pay the application fee using an online application system. We will inform applicants about the details.

#### 4. Method of Screening

Screening will be conducted with documents which you submit. We will send a written notice to successful applicants.

#### 5. Entrance Procedure

Those who have gained acceptance to enter the school must complete all the entrance procedures by the date specified. The followings are the documents to be submitted:

- a) Student information registration sheet ( : use the form supplied)
- b) Pledge ( : use the form supplied)
- c) Photo ID card ( : use the form supplied)
- d) Certificate of graduation (completion) and transcript  
(for those who applied prior to actual graduation)
- e) Receipt of entrance fee: ¥84,600  
(Use the supplied form “ ( )” to transfer the entrance fee).

We will give you a specific instruction for entrance procedure after you gain the approval to enter our school.

#### 6. Others

- (1) The application fee, entrance fee, and research fee are non-refundable.
- (2) Those who wish to decline their entrance acceptance should inform the Support Office as early as possible.
- (3) Research fee: ¥29,700 for every month of research period to be paid by specified date in 6-month installments.
  - \* The research fee may be revised during the course of your study. The amount of fee that you will actually need to pay and the method of the payment will be informed at a later date.
- (4) Hiroshima University has established the university's Rules on Security Export Control in accordance with the Foreign Exchange and Foreign Trade Act, and conducts strict examinations for acceptance of international students, etc. Therefore, please be advised that International applicants may be unable to receive their desired education or conduct their desired research due to the restriction by the above regulations.