

1. Admission Capacity

Graduate School	Department *	Admission Capacity**
Biological Sciences	Cell Biology Molecular Biology	114

*Admission is not to a Specific department. An enrollee's department is assigned according to the person's choice and aptitude after admission to a Graduate School.

**Admission Capacity includes some for the international program and some admitted by recommendation screening for students in Colleges of Technology.

2. Qualifications for Application

- (1) Those who have graduated or will graduate from universities stipulated in the School Education Act, Article 83-1 by March 31, 2011.
- (2) Those who hold or will be conferred a bachelor's degree from the National Institution for Academic Degrees and University Evaluation by March 31, 2011 in accordance with the School Education Act, Article 104-4.
- (3) Those who have completed or will complete a 16-year curriculum of school education in a foreign country by March 31, 2011.
- (4) Those who have completed or will complete by March 31, 2011 a 16-year curriculum of foreign school education by taking a foreign school's correspondence course in Japan.
- (5) Those who have completed or will complete by March 31, 2011 a 16-year curriculum at a foreign educational institute in Japan which is authorized by the educational system of the foreign country and specified separately by the Minister of MEXT.
- (6) Those who have completed or will complete by March 31, 2011 specialized courses (the course period must be 4 years or longer and the course must meet the criteria specified by the Minister of MEXT) at a vocational school designated by the Minister of MEXT.
- (7) Those who are deemed eligible by the Minister of MEXT (Bulletin No.5, Ministry of Education, 1953).
- (8) Those who will have been enrolled in a university for 3 years or longer as of March 31, 2011 or who will complete a 16-year curriculum within 15 years by skipping a grade as specified in (3), (4) or (5) with an excellent educational record in the designated courses. (See Note 1.)
- (9) Those who are recognized by NAIST through Preliminary Screening for Suitability (See Note 2) to have an academic ability at the level of a bachelor's degree and who will be at least 22 years of age by March 31, 2011.

※1.Designated courses for qualification (8) means "the number of credits for general education courses such as humanities, social sciences, natural sciences, foreign languages, and health and physical education required to graduate from the applicant's department, and credits for specialized courses that will, in principle, be completed by the end of the junior year of the applicant's department". Those who are enrolled in NAIST based on this qualification are regarded as being withdrawn from their current university register, and will have no eligibility for the national examinations, for which graduation from a university is a prerequisite.

2. Applicants who meet qualification (9) should follow the procedures given in "**Article 7: Preliminary Screening for Suitability for the Applicants who Meet Qualification (9)**" on page 14 before taking the entrance examination.

3. Application Procedures

(1) Application period

Examination options	Application period
1st examination	Jun.7(Mon.)-9(Wed.), 2010
2nd examination	Sep. 13(Mon.)-15(Wed.), 2010
3rd examination	Feb. 14(Mon.)-16(Wed.), 2011

(2) How to apply

- Please send by registered express mail the documents required and the 30,000 yen examination fee (postal money order) in an envelope designated by NAIST or a standard size envelope (33cm X 24cm) to the address below, or bring them directly to the Student Affairs Division.

Admissions Section, Student Affairs Division, Nara Institute of Science and Technology
8916-5, Takayama, Ikoma, Nara 630-0192, Japan
Phone: +81(743)72-5083 Fax: +81(743)72-5014 e-mail: gakusei@ad.naist.jp

- When applying by mail, please note that we accept only those applications that arrived at NAIST postmarked within the application period (**as indicated by the postmark on the envelope**).
- When bringing documents directly, please note that we accept application forms from 9:00am to 5:00pm during the application period (closed from 12:00pm to 1:00pm and Saturdays, Sundays and holidays).
- Although there is no limitation on the number of applications one person may take, application procedures must be followed for each application separately.
- Application forms can be downloaded at: (<http://www.naist.jp/>). Please fill in the necessary information before printing them out.

(3) Examination voucher

Upon receipt of application documents, we will send an examination voucher, a receipt for the examination fee and the examination guidelines to the applicant in the self-addressed envelope by express mail after the application period ends.

If the examination voucher does not arrive **one week prior** to the examination date, please contact the Admissions Section, Student Affairs Division (Phone +81(743)72-5083).

(4) Documents required

Be sure to submit the documents required for each category of application as indicated here.

<For all applicants>

Documents required		Remarks
A1	Application form	Form designated by NAIST
A2	Examination voucher and photo form	Form designated by NAIST
A3	Receipt form and Statement of payment (<i>Genpu</i>) form	Form designated by NAIST Japanese government (Monbukagakusho: MEXT) Scholarship Students need not submit them.
A4	Graduation/Expected Graduation certificate	Must be issued by a university which meets the qualifications for application. Applicants who meet qualification (8) or (9) need not submit it. An English translation must be attached if written in a foreign language other than English.
A5	Transcript	Must be issued by a university or other educational institute which meets the qualifications for application. Those who have any approved transfer credits or who meet qualification (2) must also submit a transcript from the previous school (university, junior college, or college of technology, etc.). Applicants who meet qualification (9) need not submit it.
A6	Short essay	Write a short essay on the following subject. (Form designated by NAIST) “The content of my studies as an undergraduate” and “Research field/project that I want to work on at NAIST” (Within 1 page per subject) Remarks: 1. Applicants for Recommendation Screening (please refer to [Article: Recommendation Screening] on page 12) need not submit the short essay on “Research field/project that I want to work on at NAIST”, which can be substituted with a letter of recommendation. 2. Be sure to write your name on both pages. 3. Do not staple. 4. Do not print in color. 5. Write on one side only. Either Japanese or English is acceptable. 6. You may include additional data (figures or charts) within the essay. The additional data created and printed on another sheet can be included by pasting. However, they should be within the size of the designated form.
A7	Examination fee	We only accept ¥30,000 postal money orders. Please do not write on it or sign it. Japanese government (Monbukagakusho: MEXT) Scholarship Students are exempt from the examination fee. MEXT Scholarship Students enrolled at other universities need to submit a certificate stating their status as MEXT Scholarship Students.
A8	Address label	Please fill out the necessary information in the given label.
A9	Self-addressed envelope	Use either a designated envelope or <u>standard size envelope (24cm X 12cm)</u> , attach 350-yen in stamps, and write your name and address precisely and clearly. Specify “By Express” in red ink.

● Documents required only of those to whom the conditions in brackets apply.

<Applicants for Recommendation Screening>

Documents required		Remarks
A10	Letter of recommendation	Issued by a NAIST Professor after the interviews For further information, please refer to [Article: Recommendation Screening] on page 12.

<Applicants who meet qualification (2)>

Documents required		Remarks
A11	Certificate verifying accepted or planned application for the bachelor's degree	Certified by the National Institution for Academic Degrees and University Evaluation or the president of the relevant junior college or college of technology.

<Applicants who meet qualification (8)>

Documents required		Remarks
A12	Student registration certificate	Any form is acceptable. Issued by the president or academic dean of the relevant university
A13	Photocopy of the list indicating all subjects per academic year	The list should indicate the subject name, academic year, number of credits obtained, specification of requisite and elective subjects, and conditions for the applicant's promotion to the senior year and graduation
A14	Photocopy of syllabus	The lectures for the subjects indicated in document A13 should be described.

• Applicants who will complete a 16-year school education curriculum within 15 years by skipping a grade in a foreign country must also submit the above documents.

<Applicants entering from the workplace>

Documents required		Remarks
A15	Approval of application from current employer	Any form is acceptable. Must be approved by the current employer and issued by an authorized person.

• If you are not able to submit this document for any reason, please submit a document explaining your current situation (any form is acceptable).

(5) Other notifications

- If you have a physical disability and require any special help in taking an examination or in following your academic program, please consult with the Admissions Section, Student Affairs Division prior to submitting your application.
[Phone: +81(743)72-5083 Fax +81(743)72-5014 e-mail: gakusei@ad.naist.jp]
- If the application documents are incomplete, the application will not be accepted in principle. Before submitting your application form, be sure to check that all the necessary documents are enclosed with the checklist on the reverse side of the designated envelope. Further changes to the submitted documents cannot be accepted.
- If any falsification or discrepancy in any of the documents submitted is found, admission may be revoked.

4. Method of Examination

(1) Method of Examination

Examinees are evaluated according to a 20-minute interview as follows:

Oral examination on specialized knowledge regarding short essays, basic knowledge of Biological Sciences, and English proficiency

(i) Questions on basic knowledge on Biological Sciences are in a fill-in-the-blank format. Examinees are required to have enough knowledge from textbooks used in undergraduate Biology, especially on Cell Biology and Biological Chemistry.

(ii) Questions on English proficiency are translation of designated sentences into Japanese after reading an English article. Knowledge of basic grammar and vocabulary for scientific articles is evaluated.

For international students, ability to understand courses in Japanese is evaluated.

[Recommendation Screening]

The Graduate School of Biological Sciences has adopted a Recommendation Screening since 2007 to admit enthusiastic and creative students, in line with the Admission Policy and to foster enthusiasm for research.

Applicants need a letter of recommendation issued by a NAIST Professor, which can be substituted with a short essay. Refer to the website of the Graduate School of Biological Sciences at: (<http://bsw3.naist.jp/index.html>) for how to obtain the letter of recommendation.

Check the appropriate box on application form if you desire for recommendation screening.

(2) Rating and evaluation criteria

In the interview, basic academic knowledge (undergraduate level biology), enthusiasm for research, potential research capability and the letter of recommendation (applicants for Recommendation Screening only) will be evaluated comprehensively.

(3) Acceptability criteria

Successful applicants will be decided on the basis of an overall evaluation of interview results and the school transcript. However, applicants whose English proficiency evaluation is insufficient will not be accepted.

(4) Examination period and place

NAIST designates examination dates during the periods specified below. Applicants may request a date within the examination period. However, depending on the application situation, we may not be able to meet your request.

Examination options	Place	Period	Interview time
1st examination	NAIST	Jul.7 (Wed.)-10(Sat.), 2010	9:00am to 7:00 pm
	Tokyo	Jul.13 (Tue.), 2010	
2nd examination	NAIST	Oct.12 (Tue.)-14(Thu.), 2010	
3rd examination		Mar.8(Tue.), 2011	

※Entrance Examination Place in Tokyo : Tokyo International Forum

(Address : 5-1 Marunouchi 3-chome, Chiyoda-ku, Tokyo)

- You will be notified of the date and time of your examination when the examination voucher is returned to you.
- In the event that the 1st exam cannot be conducted due to a contingency such as a typhoon, it will be moved to the alternative date (Jul.15 (Thu.)). However, the alternative date should not be designated as the preferred date on the application form.

5. Examination Results and Enrollment Procedures

Examination options	Announcements of the result	Enrollment procedures
1st examination	Jul.20(Tue.), 2010	Early March, 2011
2nd examination	Oct.18(Mon.), 2010	
3rd examination	Mar.14(Mon.), 2011	Late March, 2011

Examination results will be announced on the NAIST bulletin board located next to the entrance hall of the NAIST Administration Bureau and on the NAIST website (<http://www.naist.jp/>) from 10:00 am (scheduled) on the dates specified above.

If you will not be able to access the NAIST bulletin board or website, together with your application documents enclose a standard size (24cm X 12cm) self-addressed envelope affixed with 350-yen in stamps. A list of successful applicants' ID numbers will be sent to you by express mail on the day of the announcement.

☆Applicants who meet qualification (8)

Those who meet qualification (8) and are required to have completed the necessary credits with excellent results by the end of the junior year will be regarded as "provisional passers" of the examination on the date of announcement of examination results.

"Provisional passers" are required to submit a transcript by 4:00 pm, on Mar.16 (Wed.), 2011 which covers their first three years of undergraduate studies, extending to the end of the junior year.

If the transcripts meet the stipulated conditions, those students are officially regarded on Mar.17 (Thu.), 2011 as successful applicants. In this case, enrollment procedure period is in late Mar., 2011.

6. Payments Required for Admission

(1) Admission fee: 282,000 yen (Provisional)

(2) Tuition fee: 267,900 yen for the Spring 2011 term (535,800 yen for the annual fee) (Provisional)

- If there is a change in fees, new tuition fee will be applied upon change.
- Tuition for the Spring and Fall terms can be paid together upon your request.

7. Preliminary Screening for Suitability for the Applicants who Meet Qualification (9)

Application deadlines for the preliminary screening for suitability (should be made no later than the following dates)

1st screening	2nd screening	3rd screening
May 6 (Thu.), 2010	Aug.16 (Mon.), 2010	Dec.21(Tue.), 2010

Documents required

Documents required	Remarks
Application form for qualification screening	Designated form. (Please obtain from the Student Affairs Division.)
Graduation certificate of last school attended	If not written in English, attach an English translation.
Transcript of final academic records	Must be issued by the university from which you graduated.
Copies of relevant certificates	Examples: Credentials, Certificates of proficiency tests or achievement tests, Certificates of English proficiency tests, Acquired patents, Software specifications developed, Research papers.
Stamped, self-addressed envelope for sending the preliminary screening results	Write your name and address clearly on a <u>standard-size envelope (24cm X 12cm)</u> and attach 350-yen in stamps. Specify "Express Mail" in red ink.

The results of the preliminary screening will be sent to you prior to the application period.

8. Additional Information

- (1) Fees and documents once paid or submitted will not be refunded for any reason.
- (2) Applicants are responsible for finding accommodation during the examination.
- (3) How to obtain the university prospectus and an application guide:
 - Application documents can be obtained at: (<http://www.naist.jp/>). Please print them out after filling in the necessary information.
 - If you are in Japan, please send a stamped self-addressed envelope (33cm X 24cm) to the contact address below. Specify "Request for Admission Information and Application Guidance for the Master's Course of the Graduate School of Biological Sciences / University Prospectus" in red ink. Postage to be attached is as follows:

Postage to be attached	Application guide and prospectus	Application guide only
Regular mail	390 yen	240 yen
Express mail	760 yen	510 yen

- (4) Depending on the number and score of applicants, a higher number of applicants may be accepted.
- (5) In compliance with the Private Information Protection Law regarding private information owned by an Independent Administrative Legal Entity, all private information (including entries in documents required for application and examination results) are used only for the purpose of screening (follow-up check included), and are not used for any other purpose.
- (6) If you have any further questions regarding the application guide, please contact us at the following address.

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