Graduate School of Information Science //

1. Admission Capacity

Graduate School	Department *	Admission Capacity**
Information Science	Information Processing Information Systems Bioinformatics and Genomics	146

*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 10 for the Fall term, some for the international program and some admitted by recommendation screening for students in college 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 2.)

(9) Those who are recognized by NAIST through Preliminary Screening for Suitability (See Note 3) 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. Applicants for the Fall Admission should replace with September 30, 2011 the date March 31, 2011 specified in the "Qualifications for Application."
> 2. Designated courses for qualification (8) means "the number of required credits for specialized courses that will 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.
> 3. Applicants who meet qualification (9) should follow the procedures given in **Article 8: Preliminary Screening for Suitability for the Applicants who Meet Qualification (9)** on page 8 before taking the entrance examination.

3. Scholarship Program

The Graduate School of Information Science has adopted a scholarship program since 2005 to admit enthusiastic and creative students with a potential to play leading roles as researchers or engineers after graduation. Students on a scholarship will be offered various privileges. Refer to the website of the Graduate School of Information Science at (http://isw3.naist.jp/home-en.html) for detailed information.

The results of scholarship screening will be delivered together with the documents sent to successful applicants.

4. Application Procedures

(1) Application period

Examination options	Application period	Remarks
1st examination	Jun.7(Mon.)-9(Wed.), 2010	The 2nd exam for Fall 2011 will be held in July, 2011 and the 3rd exam for Fall 2011 will be held in September, 2011. Information and an Application Guide will be announced around April, 2011.
2nd examination	Aug. 23(Mon.)-25(Wed.), 2010	
3rd examination (1st examination for Fall 2011 Admission)	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

・When applying by mail, please note that we accept only those applications that arrive 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 make, 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 (Genpu) 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 on A4-size paper (any form is acceptable). **"The research field/project that I want to work on at NAIST" (Within 2 pages)** ＊Specify your preferred laboratory at NAIST, if any, and your "Research topic". [Remarks] 1. Be sure to indicate on each page your name and the Graduate School you are applying for. 2. Do not staple. 3. Do not print in color. 4. Write on one side only. Either Japanese or English is acceptable. 5. You may include additional data (figures or charts) within the essay. Example Graduate School: Information Science Name: Preferred laboratory: Research topic: "Information Security"
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 standard size envelope (24cm X 12cm), 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.
<Self-financed international students>
Those who meet any of the following three conditions need not submit this document.
1. Those who have graduated or will graduate from a Japanese university.
2. Those who have been or will have been enrolled at a Japanese university as a research student for about one year.
3. Foreign Government-sponsored Students.

	Documents required	Remarks
A10	Photocopy of transcript issued by Japan Educational Exchanges and Services (JEES), by the Japan Kanji Aptitude Testing Foundation (JKATF) or by the Japan External Trade Organization (JETRO)	Please submit either document (1) or (2). For an examination taken, any year and place (domestic or overseas) are acceptable. Please show the examination voucher for the "Japanese Language Proficiency Test (JLPT) (1st grade)" or the "Business Japanese Proficiency Test (BJT)" at the reception on the day of the examination. (1) Photocopy of a "JLPT Certificate of Results and Scores" (1st grade) issued by JEES (240 or higher score only) (2) Photocopy of a transcript issued by JKATF or JETRO (420 or higher score only) Reference for JLPT and BJT - JLPT Section, Test Division, JEES, 4-5-29 Komaba Meguro-ku, Tokyo, 153-8503 Tel: 03-5454-5577 - BJT Division of JKATF 398 Gojokarasuma-cho, Matsubara-sagaru, Karasuma-dori, Simogyo-ku, Kyoto, 600-8585 Tel: 075-352-8300

<International students enrolled at other universities as research students>

	Documents required	Remarks
A11	Photocopy of the letter of acceptance or a student registration certificate as a research student	Issued by the relevant university (registration period must be specified).

<Applicants who meet qualification (2)>

	Documents required	Remarks
A12	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
A13	Student registration certificate	Any form is acceptable. Issued by the president or academic dean of the relevant university
A14	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.
A15	Photocopy of syllabus	The lectures for the subject indicated in document A14 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
A16	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 unable 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 along 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.

5. Method of Examination

(1) Method of Examination
Examinees are evaluated according to a 30-minute interview as follows:
(i):Oral examination on written questions [English (English sentence comprehension), Mathematics (algebra, analysis, statistics, discrete mathematics, etc.)] which are given to the examinee on the day of the examination.
 Those who submit a Score* of TOEIC or TOEFL can substitute it with an oral English examination. They may also undergo an oral English examination if they expect a higher score thereby. In that case, the result of the oral examination is considered to be the English proficiency score.
(ii):Questions regarding the short essay and on areas of information science relevant to the examinees' area of specialization. Examinees are required to give a presentation within three minutes (in Japanese or English) which should be prepared in advance, without equipment or handouts.

 *The scores you should submit are followings:

> For TOEIC: The Official Score Certificate of TOEIC or TOEIC Bridge Institutional Program (IP) Score Report
> For TOEFL: Examinee's Score Report of TOEFL iBT or PBT
> **Only TOEIC or TOEFL score of April 2008 or later are acceptable.

 *Notification of how to submit the score

> If you would like to substitute the score of TOEIC or TOEFL with the oral English examination, you should bring both the original score and one photocopy of it on the examination day. At the registration desk, we will compare them and return the original.

(2) Rating and evaluation criteria
(i):In the interview, basic academic abilities and enthusiasm and potential for research will be evaluated comprehensively.
(ii) A rough conversion rate of TOEIC or TOEFL score to English test (English sentence comprehension) score is used as followings: Please note that a conversion formula is different with each kind of TOEIC or TOEFL.
 (a) If you would like to use TOEIC score, please substitute it for (S1) in assignment expression below.
  Your English score = $0.187 \times S1 - 40$ (100 points is the upper limit.)
  A 750 or higher (S1) is converted to the full 100 points for the English score and a 215 or lower (S1) to 0 points.

 (b) If you would like to use TOEFL iBT score, please substitute the total score of Listening and Reading Section for (S2) in assignment expression below.
  Your English score = $2.99 \times S2 - 22$ (100 points is the upper limit.)
  A 41 or higher (S2) is converted to the full 100 points for the English score and a 7 or lower (S2) to 0 points.

 (c) If you would like to use TOEFL PBT score, please substitute the score without the writing section for (S3) in assignment expression below.
  Your English score = $0.522 \times S3 - 189$ (100 points is the upper limit.)
  A 554 or higher (S3) is converted to the full 100 points for the English score and a 363 or lower (S3) to 0 points.

(3) Acceptability criteria
Successful applicants will be decided on the basis of an overall evaluation of interview results and school transcripts.

(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.

Scholarship screening interviews will be conducted after the entrance examination on the same day.

Examination options	Period	Interview time	Place
1st examination	Jul.7(Wed.)-10(Sat.), 2010		
2nd examination	Sep.13(Mon.)-14(Tue.), 2010	9:00 am to 7:00 pm	NAIST
3rd examination [1st examination for fall admission]	Mar.9(Wed.), 2011		

・ You will be notified of the date and time of your examination when the examination voucher is returned to you.
・ The time for scholarship screening will be announced on the day of the examination.
・ In the event that the 1st examination cannot be conducted due to a contingency such as a typhoon, it will be moved to the alternative date (Jul.12 (Mon.)). However, the alternative date should not be designated as the preferred date on the application form.

6. Examination Results and Enrollment Procedures

Examination options	Announcements of the result	Enrollment procedures
1st examination	Jul.16(Fri.), 2010	Early March, 2011
2nd examination	Sep.17(Fri.), 2010	
3rd examination	Mar.11(Fri.), 2011	Late March, 2011
1st examination for fall admission		Late September, 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 their junior year. If, however, they take the fall enrollment exam, they are usually required to submit the transcript by Mar. 16 (Wed.), 2011. If they are unable to submit it by Mar. 16, they may do so by the middle of September. If the transcripts meet the stipulated conditions, those students are officially regarded on Mar.17 (Thu.), 2011 as successful applicants. In this case, the enrollment procedure period is in late Mar., 2011 (the procedure period for the Fall Semester is in late Sep., 2011). For those provisional passers for the Fall Semester who by Mar. 17 (Thu.), 2011 are unable to submit a transcript which extends until the end of the junior year, the date of notification of their qualifying for admission takes place in mid-September, 2011.

7. 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, the new tuition fee will be applied upon change.
・ Tuition for the Spring and Fall terms can be paid together upon your request.

8. 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 and 1st screening for fall admission
May 6 (Thu.), 2010	Jul.5(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 standard-size envelope (24cm X 12cm) 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.

9. Additional Information

(1) For applicants who prefer to major in Bioinformatics and Genomics, it is possible to be transferred to the Graduate School of Information Science after being enrolled in the Graduate School of Biological Sciences.

(2) Fees and documents once paid or submitted will not be refunded for any reason.

(3) Applicants are responsible for finding accommodation during the examination.

(4) 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 Information Science / 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	580 yen	240 yen
Express mail	950 yen	510 yen

(5) When you request the Admission Information and Application Guide for Fall 2010, follow the procedure in (4) mentioned above. Specify "Request for Admission Information and Application Guide for 2010 Fall Admission for the Master's Courses of the Graduate School of Information Science / University Prospectus" in red ink on a stamped, self-addressed envelope.

(6) The basic courses designated for those from majors other than information science are available only in the Spring Term (from Apr. to Sep.), so enrollees in the Fall Admission can take these courses only in the following academic year.

(7) Depending on the number and scores of applicants, a higher number of applicants may be accepted.

(8) 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.

(9) If you have any further questions regarding the application guide, please contact us at the following address.

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