

2011

Admission Information and Application Guide

(Master's Course: International Program)

Graduate School of Information Science

(Including All Spring Exams and First Exam for Fall 2011 Admission)

NARA INSTITUTE of SCIENCE and TECHNOLOGY

<http://www.naist.jp/>

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NAIST Education Policy

Admission Policy

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NAIST Education Policy

● Objectives

As a university composed solely of graduate schools, NAIST promotes cutting edge research and offers a sophisticated outcome-based education for each student so as to promote advances in science and technology and in society as a whole.

● Educational mission

NAIST was founded in October 1991 as a university composed solely of graduate schools to nurture individuals capable of contributing to the development of advanced science and technology. Research and education at NAIST cover the three basic areas: Information Science, Biological Sciences and Materials Science.

In order to promote a suitable standard of living for people throughout the world in the 21st century, and indeed to secure our very survival, the highest scientific and technical competence, with a clear grounding in professional ethics, must characterize leading researchers in the coming generations. These are goals we set for our programs at NAIST.

Therefore, in addition to the areas of Information Science, Biological Sciences and Materials Science, we actively encourage interdisciplinary research and provide education in principles of ethics and respect for intellectual property.

● Objectives for each individual student

Education and research in the Master's Courses cultivate sophisticated expertise and initiative in support of society and the economy. The Doctoral Courses are designed to foster in researchers and engineers a drive to seek new frontiers in science and technology and to play leading roles internationally.

● Education policy

In addition to a specialized education, a wide-ranging curriculum cultivates ethical thinking, vision, theoretical thinking, comprehensive judgment and sharpened writing skills. A coordinated educational program is offered by the three Graduate Schools to promote interdisciplinary research and a cooperative program is offered with centers of education and research abroad.

The quality of education is maintained through external evaluations, self-assessments, improved research environments, and economic assistance for competent students.

Admission Policy

● Admission policy of NAIST

NAIST welcomes students with high academic capabilities regardless of nationality or major field of undergraduate studies. We also welcome researchers, engineers and others currently working in society who show enthusiasm for research.

● Admission policy of Graduate School of Information Science

The Graduate School of Information Science seeks people who are able to think logically and articulate their thoughts and who seek an ability to respond flexibly to changes in the science and technology of information and communication.

1. Students applying for the Master's Courses must demonstrate a strong curiosity and a willingness to take on entirely new challenges.
2. Students applying for the Doctoral Courses must demonstrate a potential to identify problems in specialized topics and discover practical solutions.

International Program Description

The Graduate School of Information Science will establish an International Program in the Master's Course in April 2011.

This program will stimulate creative and internationally competitive research and development, and also facilitate an understanding of the history, culture and international role of Japan. All coursework and research leading up to graduation will be carried out in English. A wide range of subjects will be provided in information science and in such interdisciplinary topics as intellectual property and ethics. In addition, students in the International Program will be free to take most of the subjects that make up the Standard Program (usually given in Japanese).

Entrance Examination Schedule for the 2011 International Program

Graduate School	Examination Options	Application period	Dates of Examination	Announcement of the Results	Enrollment Procedures
Information Science	1st	Jun 7 - 9, 2010	Jul 7-10, 2010	Jul 16, 2010	Early March, 2011
	2nd	Aug 23 - 25, 2010	Sep 13-14, 2010	Sep 17, 2010	
	3rd (1st Exam for Fall 2011 Admission)	Feb 14 - 16, 2011	Mar 9, 2011	Mar 11, 2011	Late March, 2011 (Late September, 2011)

During any one application period, applicants may not apply to both the Standard Program and the International Program.

1. Admission Capacity

Graduate School	Department *	Admission Capacity**
Information Science	Information Processing Information Systems Bioinformatics and Genomics	Several (unspecified number)

*Admission is not to a specific Department.

2. Qualifications for Application

Qualified applicants are those who obtain a Letter of Acceptance by a professor (*2) of the Graduate School of Information Science and meet one of the qualifications (1) - (9) below. The applicant must contact the professor whose lab they would like to join at least one month prior to the first day of the application period and submit the letter of acceptance together with the required application documents (see also Article A7: "Letter of Acceptance" in 4: (4):"Documents required" on page 4).

- (1) Those who have graduated or will graduate from universities in Japan 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 (Japan) 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 15-year curriculum as specified in (3), (4) or (5) with an excellent educational record in the designated courses. (*3.)
- (9) Those who are recognized by NAIST through Preliminary Screening of Applicant Suitability (*4) to have an academic ability at the level of a bachelor's degree and will be 22 years of age by March 31, 2011.

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- * 1. Applicants for the Fall Admission should replace the date March 31, 2011, specified in the "Qualifications for Application, with September 30, 2011 ."
2. The professor who issues the letter of acceptance should be affiliated with one of the permanent laboratories of the Graduate School of Information Science.
 3. Designated courses for qualification (8) means: the number of required credits for specialized courses that will be completed by the end of the applicant's junior year in their current department. Those who are enrolled at NAIST based on this qualification are regarded as being withdrawn from their current university register, and will not be eligible to take national examinations that specify graduation from a university as a prerequisite.
 4. Applicants who meet qualification (9) should follow the procedures given in **Article 8: Preliminary Screening of Applicant Suitability (for applicants who meet qualification (9))** on page 7 before taking the entrance examination.

3. Application Procedures

(1) Application period

Examination options	Application period	Remarks
1st examination	Jun 7 – 9, 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 – 25, 2010	
3rd examination (1st examination for Fall 2011 Admission)	Feb 14 – 16, 2011	

During any one application period, applicants may not apply to both the Standard Program and the International Program.

(2) How to apply

- Please send the required documents and the 30,000 yen examination fee (postal money order) by registered express mail to the address below in a standard size envelope (33cm X 24cm), or bring them directly to the Student Affairs Division. Applicants living outside of Japan, please refer to section 3.(4) regarding the examination fee.

Admissions Section, Student Affairs Division, Nara Institute of Science and Technology

8916-5, Takayama, Ikoma, Nara 630-0192, Japan

E-mail: gakusei@ad.naist.jp Phone: +81(743)72-5083 FAX: +81(743)72-5014

- When applying by mail, please note that we accept only those applications that arrive at NAIST postmarked during the application period (as indicated by the postmark on the envelope). From outside of Japan, please send all application documents by registered airmail or freight delivery (DHL, FedEx, OCS or EMS, etc).
*NAIST is not responsible for any loss of documents during the course of delivery.
- When bringing documents in person, please note that we accept application forms on weekdays from 9:00am to 5:00pm during the application period (closed from 12:00pm to 1:00pm on weekdays, and closed on Saturdays, Sundays and holidays).
- Although there is no limit to the number of applications one person may make, application procedures must be followed for each application separately. During any one application period, applicants may not apply to both the Standard Program and the International Program.
- Application forms can be downloaded at: (<http://www.naist.jp/>). Please fill in the necessary information before printing them out.

(3) Examination voucher

After the application period, we will send the following to all applicants: i) an examination voucher, ii) a receipt for the examination fee and iii) the examination guidelines.

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

(4) Examination fee

A: Applicants living in Japan

We will only accept 30,000 yen postal money orders. Please do not write on or sign the money order, and be sure to submit it together with your application documents.

Japanese government (Monbukagakusho: MEXT) Scholarship Students are exempt from the examination fee.

MEXT Scholarship Students enrolled at other universities, must submit a certificate stating their status as MEXT Scholarship Students.

B: Applicants living outside Japan

Overseas applicants must pay the 30,000 yen examination fee via foreign remittance in yen according to the details specified in the table below. In addition to the foreign remittance fee, **overseas applicants may be required to pay bank charges to the local remitting bank**, depending on the bank's policy regarding international money transfers in yen. Overseas applicants should consult with their local bank to verify that the amount credited to NAIST's Nanto bank account (see below) **is 30,000 yen, and no less**. Overseas applicants must also submit a copy of the receipt of foreign remittance issued by the local remitting bank, or some other evidence of such bank transfer, together with the required application documents listed in 3.(5). Overseas applicants should keep the original receipt for their own records.

(Details for paying the examination fee)

Remittance by	Telegraphic transfer
Payment method	Advise and pay
Foreign exchange fee	Payer's Responsibility
Examination fee	30,000 yen
Deadline for remittance	1 st Examination: June 9, 2010 2 nd Examination: Aug 25, 2010 3 rd Examination: Feb 16, 2011
Purpose of remittance	"Examination fee"
Remit to:	
Bank name	Nanto Bank, Ltd
Branch	登美が丘支店 Tomigaoka Branch
Account number	Ordinary Deposit 210251
Payee	Nara Institute of Science and Technology, National University Corporation
Bank address and phone	6-3-3 Nakatomigaoka, Nara City, Japan 631-0003 (Phone: +81-742-44-2201)
SWIFT Code	NANTJPJT
University address	8916-5, Takayama, Ikoma, Nara 630-0192, Japan
Note:	Add "IP" to the end of the remitter's name to indicate application to the international Program, e.g., "Smith John Paul IP". If the name of the individual making the payment is not the same as the person applying for NAIST, indicate the name of the applicant in the "Message to Payee" space.

*1 : Once the remittance is completed, please send an e-mail to the Student Affairs Division [gakusei@ad.naist.jp] and include the following information:

Applicants' name, contact address and phone number, remittance amount, and amount of foreign remittance fee.

*2: If an overseas applicant's remittance is not completed by the deadline, the application will not be accepted. Once paid, the examination fee will not be refunded for any reason.

(5) 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 provided by NAIST
A2	Examination voucher	Form provided by NAIST
A3	Receipt form and Statement of payment form	Form provided by NAIST Japanese government (Monbukagakusho: MEXT) Scholarship Students need not submit this form.
A4	Graduation/Expected Graduation certificate	Must be issued by a university which meets the qualifications for application as specified in 2. Applicants who meet qualification (8) or (9) need not submit this certificate. An English translation must be attached if written in a language other than English or Japanese.
A5	Transcript	Must be issued by a university or other educational institute which meets the qualifications for application as specified in 2. Those who have 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 a transcript.
A6	Short essay	<p>Instructions: Write a short essay in English on the following subject on A4-size paper (any form is acceptable).</p> <p>“The research field/project that I want to work on at NAIST” (2 pages max) * Specify the laboratory you wish to enter at NAIST, and your “Research topic”.</p> <p>[Remarks]</p> <ol style="list-style-type: none"> Be sure to indicate on each page your name and the Graduate School you are applying for. Do not staple. Do not print in color. Write on one side only. You may include additional data (figures or charts) within the essay. <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p><u>Example</u> Graduate School: Information Science Name: The laboratory you wish enter: Research topic: “Information Security”</p> </div>
A7	Letter of acceptance	<p>Must be issued by a professor of the Graduate School of Information Science, NAIST. Must be in English or Japanese.</p> <p>*1: Applicants must contact the professor whose lab they wish to join in a permanent laboratory at least one month prior to the first day of the application period and get approval of acceptance.</p> <p>*2: Before requesting a letter of acceptance, applicants should decide on the laboratory they wish to join. Applicants must not request Letters of acceptance from more than one professor simultaneously.</p>
A8	Document verifying English Proficiency	<p>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</p> <p>*1: Only TOEIC or TOEFL score of April 2008 or later are acceptable. *2: If English proficiency is indicated as sufficient in the letter of acceptance, the applicant need not submit this.</p>
A9	Examination fee or the document verifying your foreign remittance (Please refer P.4 about examination fee)	<p>A: Applicants living in Japan Submit either a 30,000 yen postal money order together with the required application documents, or a certificate stating MEXT Scholarship Student status.</p> <p>B: Applicants living outside of Japan Submit a copy of receipt of foreign remittance issued by the local remitting bank or some other evidence of such bank transfer together with the required application documents. Applicants should retain the original receipt.</p>
A10	Address label	Please fill out all required information on the address label.

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

<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 required 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 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 a supervisor of authority.

• If the applicant is unable to submit the above document for any reason, please submit a document explaining your current situation (any form is acceptable).

(6) Other notes

- If the applicant has a physical disability and requires special assistance in taking examinations or in following the standard academic program, please consult with the Admissions Section of the Student Affairs Division prior to applying.
[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, please use the checklist on the last page of this application guide to ensure that all necessary documents are enclosed. Further changes to the submitted documents will not be accepted.
- If any falsification or discrepancy is found in any of the documents submitted, admission will be revoked.

4. Method of Examination

(1) Method of Examination

Examinees are evaluated according to a 30-minute interview as follows:

- i Oral examination on questions of Mathematics written out in English and given to the examinee on the day of examination: algebra, analysis, statistics, discrete mathematics, etc.
- 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 which should be prepared in

advance, without equipment or handouts.

(2) Evaluation criteria

In the interview, basic academic ability, enthusiasm, and potential as a researcher will be evaluated comprehensively.

(3) Acceptance 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 assigns examination dates according to the periods specified below. Applicants may request a specific date within the examination period. However, depending on the timing and number of applicants, we may not be able to meet your request.

Examination options	Period	Interview time	Place
1st examination	Jul 7 – 10 , 2010	9:00 am to 7:00 pm	NAIST
2nd examination	Sep13 – 14 , 2010		
3rd examination [1st examination for fall admission]	Mar 9 , 2011		

- 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 examination cannot be conducted due to a contingency such as a typhoon, it will be moved to the pre-determined alternative date (Jul 12 (Mon)). However, the alternative date may 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 16 , 2010	Early March, 2011
2nd examination	Sep 17 , 2010	
3rd examination	Mar 11 , 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.

☆Applicants who meet qualification (8)

Applicants who pass the examination but who meet qualification (8) and are therefore 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 announcing the examination results.

“Provisional passers” are required to submit a transcript by 4:00 pm, on March 16, 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 March 16, 2011. If they are unable to submit it by March 16, 2011, they may do so by September 15, 2011. If the transcripts meet the stipulated conditions, those students are officially regarded on Mar 17, 2011 as “successful applicants”. In this case, the enrollment procedure period is in late March, 2011 (the procedure period for the Fall Semester is in late September, 2011). For those provisional passers for the Fall Semester who by March 17, 2011 are unable to submit a transcript which extends until the end of the junior year, the date of notification of acceptance for admission takes place in mid-September, 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 annually) (Provisional)
 - If there is a change in fees, the new admission and tuition fees will apply to all payments following the change.
 - Tuition for the Spring and Fall terms can be paid together upon request.

7. Preliminary Screening of Applicant Suitability (for applicants who meet qualification (9))

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

1st screening	2nd screening	3rd screening and 1st screening for fall admission
May 6, 2010	Jul 5, 2010	Dec 21, 2010

Documents required

Documents required	Remarks
Application form for qualification screening	Form provided by 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: Research papers, Credentials, Certificates of proficiency tests or achievement tests, Certificates of English proficiency tests, Acquired patents, Software specifications developed.

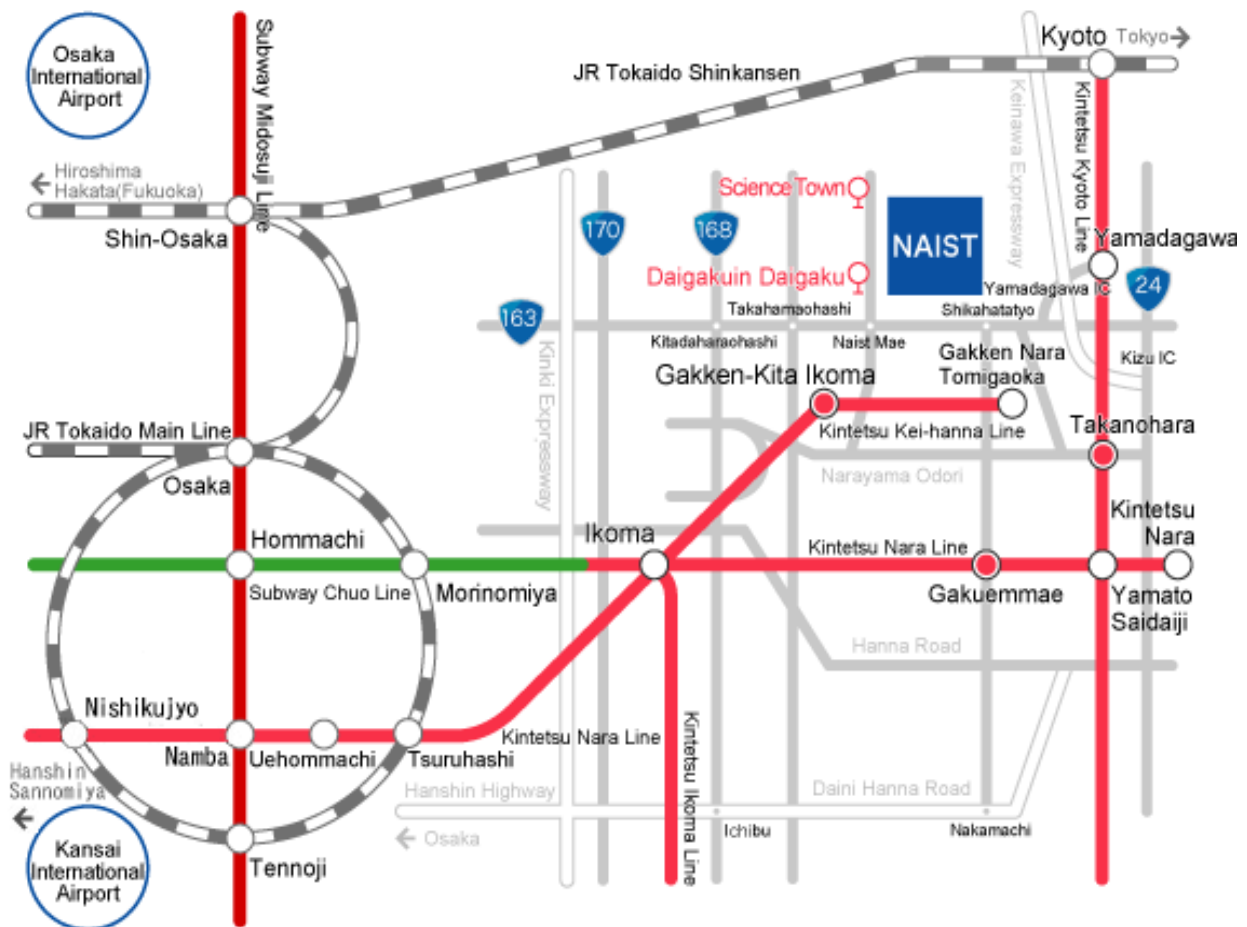
The results of the preliminary screening will be sent to you prior to the application period.

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) Application documents can be obtained at: (<http://www.naist.jp/>). Please print them out after filling in the necessary information.
- (4) Basic subject 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 subjects only in the following academic year.
- (5) Depending on the number and scores of applicants, a higher number of applicants may be accepted.
- (6) 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.
- (7) 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

Access Map



Transportation

From Osaka or Kyoto to the station nearest the university

Approx. 30 min. from Subway "Hommachi" to "Gakken Kita Ikoma"

Approx. 30 min. from Kintetsu Line "Osaka-Namba" to "Gakken Kita Ikoma" (Switch at Ikoma)

Approx. 25 min. from Kintetsu Line "Osaka-Namba" to "Gakuemmae" (Super express)

Approx. 35 min. from Kintetsu Line "Kyoto" to "Takanohara" (Express)

Buses from each station to the "Daigakuin Daigaku" stop

Approx. 25 min. from Kintetsu Line "Gakuemmae"

Approx 25 min. from Kintetsu Line "Takanohara"

8 min. from Kintetsu Line "Gakken Kita Ikoma"

Please check the bus timetable at the Nara-Kotsu website.

<http://www.narakotsu.co.jp/index.html>