**Admission Information and Application Guide**

**(Double Degree Master’s Program Information and Application Guide**

**for 2024 Fall Enrollment and 2025 Spring Enrollment)**

Graduate School of Science and Technology

1. **Outline and Information concerning the Double Degree Program**

Nara Institute of Science and Technology Graduate School of Science and Technology (hereinafter referred to as “NAIST”) and the partner institutions have established Double Degree Programs for the purpose of cultivating master’s students into researchers that will contribute to future research and development and highly specialized engineers. Students will be trained to become valuable human resources with an international perspective in order to contribute to international academic exchange.

The list of partner institutions with which NAIST has concluded agreements on double degree programs is as follows.

<https://www.naist.jp/dge/en/engagement/doubledegreelist.html>

**1. Outline**

Master’s students will either be sent from the partner institutions to NAIST or from NAIST to the partner institutions and will maintain their student status in their original graduate program while entering the program of the host institution. Upon the completion of the program, the student will be issued separate master’s degrees from both institutions. The nominal duration of the master’s studies must consist of a total of 3 academic years in both institutions. The student must stay at each institution during the program and the period of stay must be balanced between the two institutions. The students will be charged entrance examination, registration, and tuition fees only in their home institution while being a candidate in this program.

For detailed information, please refer to the agreement with each institution at the URL below.

<https://www.naist.jp/dge/en/engagement/doubledegreelist.html>

**2. Number of Students for Acceptance and Dispatchment**

Acceptance ( Students from partner institution to join NAIST master’s program) Limited

Dispatchment (NAIST students to join partner institutions’ master’s program) Limited

For detailed information, please refer to the agreement with each institution at the URL below.

<https://www.naist.jp/dge/en/engagement/doubledegreelist.html>

**3. Qualifications for Application and Entrance Examination**

1. Acceptance
2. Qualifications for application

Applicants must fulfill all of the following conditions:

ⅰ Those who have a bachelor’s degree or will have a bachelor’s degree before enrollment date.

ⅱ Those who are admitted to the master’s programs of the partner institutions.

1. Additional information

ⅰ The selection of applicants is based on the examination of written materials. However, an oral

examination may be held if deemed necessary.

ⅱ　Fall enrollment date is October 1, 2024 and spring enrollment is April 1, 2025.

1. Dispatchment
2. Qualifications for application

Applicants must fulfill all of the following conditions:

ⅰ Those who have a bachelor’s degree or will have a bachelor’s degree before the enrollment date.

ⅱ Those who are admitted to NAIST master’s program or those who are applying for entrance

examination for NAIST master’s course.

1. Additional Information

ⅰ The selection of applicants is based on the examination of written materials. However, an oral

examination may be held if deemed necessary.

ⅱ Fall enrollment date is October 1, 2024 and spring enrollment is April 1, 2025.

For detailed information on qualifications, please refer to the agreement with each institution at the URL below.

<https://www.naist.jp/dge/en/engagement/doubledegree.html>

1. **NAIST Acceptance Information**
2. **Application Procedures**
3. Application period

Fall enrollment May 1 (Wed) - May 31 (Fri), 2024

Spring enrollment November 6 (Wed) - December 6 (Fri), 2024

1. How to apply

* Please send all required documents by mail (e-mail or post) or bring them directly to the address below. When sending by e-mail, please scan all documents required for application and send as attachments. Original certificates, transcripts, and letters must be submitted at the time of enrollment.

|  |
| --- |
| Admissions Section, Educational Affairs Division  Nara Institute of Science and Technology  8916-5, Takayama, Ikoma, Nara 630-0192, Japan  E-mail: exam@ad.naist.jp |

* When applying by mail, application forms must arrive at NAIST by the last day of the application period, Japan Standard Time.

1. Notification of applicant’s ID

Upon receiving application documents, we will notify you of your applicant’s ID by e-mail.

1. Required documents

|  |  |  |
| --- | --- | --- |
| **Documents required** | | **Remarks** |
| a | Application Form (Acceptance) | Form provided by NAIST. |
| b | Graduation / expected graduation certificate for bachelor’s degree | Must be issued by a university or academic  institution/official. If written in a language other  than English, please attach an English translation.  ＊If the applicants cannot submit a transcript, an oral examination will be held instead. |
| c | Transcript |
| d | Letter of acceptance to partner institution’s master’s program | Must be issued by partner institution. |
| e | Letter of recommendation | Form provided by NAIST (Partner institution’s form is also accepted if it contains the same information). Must be issued by the president, deanor a person of equivalent authority of partner institution. |
| f | Research proposal | Please write a two-page paper on A4-size paper that covers the following subjects: **“The contents of my undergraduate studies”** and **“The research field/project that I want to work on at NAIST.”** (Any format is acceptable but it must be more than one page and not more than two pages for both subjects together.)  [Important points]  1. Be sure to indicate the examination category you are applying to and write your name on each page.  2. Specify your current major and your preferred laboratory, under your name on each page.  3. Do not staple.  4.Write on one side only in English.  5. You may include additional data (figures or charts) within the proposal. |

**Note: All the forms must be written in English. If certificates are written in a language other than English, please attach an English translation.**

1. Other notifications

* If you have a physical disability and require any special help in following your academic program, please consult with the Admissions Section at Educational Affairs Division <exam@ad.naist.jp> prior to your application.
* If the application documents are incomplete, the application will not be accepted in principle. Before submitting your application, make sure to check that all the necessary documents are enclosed or attached. Further changes to the submitted documents cannot be accepted.
* You may be deemed to have committed a fraudulent act if you falsify, fabricate, or plagiarize a document, materials, or information included in your application. In such cases, any decisions made based upon the application and materials may be invalidated at a later date. If your entrance to NAIST is cancelled, your application and documents may not be returned.

1. **Screening Method**

Applicants are evaluated according to the screening of application documents.However, an oral examination may be conducted if deemed necessary (An oral examination is necessary for the applicants who have not submitted a transcript.). In that case, applicants will be notified separately of the date and place of the oral examination.

1. **Examination Results and Enrollment Procedures**

|  |  |  |
| --- | --- | --- |
|  | **Announcement of results** | **Enrollment procedure** |
| Fall enrollment | July 16 (Tue), 2024 | Late September, 2024 |
| Spring enrollment | January 10 (Fri), 2025 | Late February, 2025 |

The examination results will be announced on the NAIST website (<https://www.naist.jp/en>) from 10 a.m. (scheduled) on the dates specified above. We will also notify applicants by e-mail.

1. **Security Export Control**

At Nara Institute of Science and Technology, in order to assure that there is no obstruction of the maintenance of peace and safety internationally through the education and research activities of international students, etc., export security control is being undertaken in accordance with the “Foreign Exchange and Foreign Trade Act”. Please understand that there may be cases where you may be asked to adjust or restrict educational and/or research contents.

<https://www.naist.jp/en/international_activities/security_export_control.html>

1. **Additional Information**
   * + Once submitted, documents may not be returned for any reason.
     + In compliance with the Private Information Protection Law regarding private information owned by an Independent Administrative Legal Entity, all private information (including entries in required documents for application and examination results) is used only for the purpose of screening (follow-up check included), and are not used for any other purpose.
     + If you have any further questions regarding the application guide, please contact us at the following address.

|  |
| --- |
| Admissions Section, Educational 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: exam@ad.naist.jp |

(\*Do not fill in.)

|  |  |
| --- | --- |
| Applicant’s ID | ＊ |

**Master’s Course Application Form for**

**Double Degree Program (Acceptance)**

**Photograph**

38mm **×** 30mm

Taken within the past 3 months, full-faced from shoulders up, no headwear except for religious reasons.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Applying to: | Graduate School of Science and Technology | | | | |  | |
| Admission | 2024 Fall Admission / 2025 Spring Admission  (Circle your time of enrollment.) | | | | |
| Name of laboratory or professor of NAIST |  | | | | |
| Full name | (Family name) | | | | (Given name) |
| Date of birth (Year/Month/Date) |  | | | | | Sex | ( M / F ) |
| Qualifications for Application | (University/institution) (College/school) (Department/major) | | | | | | |
| Graduated/expected to graduate on　 (Year) 　　　　(Month)　　　　 (Day) | | | | | | |
| Nationality |  | | | | | | |
| Current address | Zip code:  Address:  Tel:  E-mail: | | | | | | |
| If your current address is inside European Economic Area (EEA), please read through page below, and if you agree with them, place check mark in the box on the right.  https:www.naist.jp/en/international\_students/files/GDPR\_e.pdf | | |  | I have read "Handling of use and transfer of personal data  based on General Data Protection Regulation (GDPR)" , and agree with use and transfer of your personal data by Nara Institute of Science and Technology (NAIST). | | | |
|  | | | | | | | |
| Curriculum Vitae | | | | | | | |
| **Educational background** | | Name | | | | | |
| Year/Month (Entrance) – Year/Month (Completion) | |  | | | | | |
| / – / | |  | | | | | |
| / – / | |  | | | | | |
| / – / | |  | | | | | |
| **Employment record** | |  | | | | | |
| From Year / Month – To Year / Month | |  | | | | | |
| / – / | |  | | | | | |
| / – / | |  | | | | | |
| **Awards and Citations** | |  | | | | | |
| Year / Month | |  | | | | | |
|  | |  | | | | | |

・For educational background, start with elementary school entrance. If you were a research student in any institution, specify the name of the institution and the length of time.

・If any falsification in the curriculum vitae is found, admission will be revoked.

**Letter of Recommendation**

To the President of NAIST

Name of the student, recommended　:

Reason for recommendation:

(Please state in English your reasons for recommending the above-mentioned person as a suitable candidate.)

Date:

Recommender’s name:

Title:

(President, dean or a person of equivalent authority)

Recommender’s signature:

1. **NAIST Dispatchment Information**
2. **Application Procedures**
   1. Application period

Fall enrollment July 22 (Mon) - July 24 (Wed), 2024

Spring enrollment January 20 (Mon) - January 22 (Wed), 2025

* 1. Required documents

|  |  |  |
| --- | --- | --- |
| a | Application Form (Dispatchment) | Form provided by NAIST |
| b | Research plan for partner institution study period | Any Form is acceptable. Two one-sided A4 pages. Should be written in English.  Do not staple. |
| c | Proof of language ability | TOEIC, TOEFL scores, etc. |
| d | Letter of acceptance from prospective supervisor at partner institution | Any form is acceptable. |

* 1. Place of submission

|  |
| --- |
| Admissions Section, Educational Affairs Division  Nara Institute of Science and Technology  8916-5, Takayama, Ikoma, Nara 630-0192, Japan  E-mail: exam@ad.naist.jp |

* 1. Notification of screening number

After accepting the application materials, applicants will be sent their screening number by e-mail.

1. **Screening Process at NAIST**
2. Screening method

Reviewing of applicant’s materials

　　　Applicants are evaluated according to the screening of application documents.However, an oral examination may

be conducted if deemed necessary. In that case, applicants will be notified separately of the date and place of the oral examination.

【If oral examinations are to be held, they will be held within the following periods.】

　 Fall enrollment August 19 (Mon) - August 22 (Thu), 2024

Spring enrollment February 17 (Mon) - February 18 (Tue), 2025

1. Announcement of screening results

Fall enrollment 10 a.m., August 27 (Tue), 2024

Spring enrollment 10 a.m., February 21 (Fri), 2025

Place: NAIST website ( <https://www.naist.jp/en> ) .

1. **Screening Process at Partner Institution**

Applicants must complete the screening processes of both institutions. Please see partner institution’s guidelines for their screening details.

**Master’s Course Application Form for**

**Double Degree Program (Dispatchment)**

|  |  |  |  |
| --- | --- | --- | --- |
| Application Date | (Year/Month/Date) | Screening No | ※ |

(※Do not fill in.)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Full Name | (Family name) | (Given name) | | M  ・  F | Student Number |  |
| Date of Birth | (Year/Month/Date) | | | | | |
| Educational Background  year/month-  year/month | / - / | |  | | | |
| / - / | |  | | | |
| / - / | |  | | | |

|  |  |
| --- | --- |
| Permanent Address | ZIP Code  Phone ( ) - |
| Contact address in Japan | ZIP Code  Phone ( ) -  E-mail |
| Research Theme at KU |  |
| Division Director’s signature for approval | (signature) |

・For educational background, start with university entrance. If you were a research student in any institution, specify the name of the institution and the length of time.