

# 2025

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## **Admission Information and Application Guide**

(Screening of International Students by Special Recommendation  
for Enrollment in the 2025 Spring and Fall Master's Course)

Graduate School of Science and Technology



**NARA INSTITUTE of SCIENCE and TECHNOLOGY (NAIST)**

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**[https://www.naist.jp/en/international\\_students/](https://www.naist.jp/en/international_students/)**

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# NAIST Education Policy

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## ● Objectives

As a graduate institution without undergraduate courses, NAIST promotes cutting edge research and offers a sophisticated outcome-based education for each student so as to contribute to the advancement of science and technology and of society as a whole.

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## ● Educational mission

NAIST was founded in October 1991 as a graduate institution which educates individuals who will contribute to the development of advanced science and technology. Research and education at NAIST covers the three core areas: information science, biological science and materials science.

In order to realize a suitable standard of living for people throughout the world in the 21st century, and indeed to secure our very survival, the coming generation of leading researchers must possess the highest scientific and technical competence, along with a clear grounding in professional ethics. At NAIST, we aim to cultivate such researchers and educators.

Therefore, in addition to the areas of information science, biological science and materials science, we actively encourage interdisciplinary research and provide educational training in the principles of ethics and intellectual property.

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## ● Objectives for student development

Education and research in NAIST master's course cultivate sophisticated expertise and personal initiative to support society and the economy. The doctoral courses are designed to nurture students to become researchers and engineers with the drive to seek new frontiers in science and technology and to take on leading roles internationally.

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## ● Educational policy

In addition to a specialized education, the wide-ranging curriculum cultivates ethical thinking, vision, theoretical thinking, comprehensive judgment and sharpened writing skills.

Educational programs to produce human resources who will pursue new interdisciplinary research fields are executed and those to produce human resources with a thorough, globally-focused understanding, which include collaborative programs with our overseas education and research partners, are offered.

Internal and external evaluations are implemented to continuously improve the quality of education, while enrichment of the education and research environments and the financial support for talented students are being promoted.

# NAIST Admission Policy

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## ● Prospective students

We are looking for students, researchers or engineers who have fundamental academic skills, a clear vision, a resolve toward the future, and a strong interest in and motivation for advanced science and technology, regardless of their background or undergraduate major. Especially, we actively accept applicants who have the ability to reason logically and accurately express their thoughts, and those who are very inquisitive and have the ability to tackle challenges.

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## ● Basic admissions policy

In order to select outstanding persons with the above qualifications both domestically and abroad, we stress assessment of applicants' character and capability. There are various routes for admission, including examinations centered upon interviews as well as examinations based on recommendations.

## 1. Admission Capacity

Graduate School	Department	Admission Capacity	Examination Category
Science and Technology	Science and Technology	Limited	information science (Limited)
			biological science (Limited)
			materials science (Limited)

\* Admission capacity includes a number of students who will enter the Advanced Information Specialist Course.

Please see the following URL for the course details;

[https://www.naist.jp/en/international\\_students/prospective\\_students/admission\\_information/ais\\_course\\_e.html](https://www.naist.jp/en/international_students/prospective_students/admission_information/ais_course_e.html)

## 2. Requirements for Application

Applicants who fulfill all of the following conditions can apply:

- (1) Those who do not hold Japanese nationality.
- (2) Those who are recommended by the president or dean of a university or research institution with which NAIST has concluded an Academic Exchange Agreement (see the URL below), and who are recognized for their excellence in academics, achievement, personality and character.

(URL: [https://www.naist.jp/en/international\\_activities/international\\_partner\\_list.html](https://www.naist.jp/en/international_activities/international_partner_list.html))

In accordance with the above, candidates must meet one of the criteria below:

A: Those who are registered as students, faculty members or researchers at the universities or research institution on the list.

B: Those who have graduated from a university or research institution on the list.

- (3) Regarding the bachelor's degree, applicants should meet one of the following conditions.

A: Those who have completed or will complete a 16-year curriculum of school education in foreign countries by March 31, 2025\*.

B: Those who was conferred or will be conferred the equivalent of a bachelor's degree by March 31, 2025\* by completing the course that the years required for graduation are 3 years or more in foreign university or other foreign schools deemed eligible by the Minister of MEXT.

C: Those who are recognized by NAIST through the Preliminary Screening for Suitability to have the academic ability equivalent or superior to the level of a bachelor's degree, and who will be 22 years of age or older by March 31, 2025\*.  
(See Note)

Note: Applicants who wish to apply based on qualification (3)-C should follow the procedures given in item 11: Preliminary Screening of Applicant Suitability before taking the entrance examination.

\*For Fall Admission these dates change to September 30, 2025.

## 3. Application Periods

**Enrollment period: 2025 Spring**

Application period
December 2 (Mon) – December 6 (Fri), 2024

**Enrollment period: 2025 Fall**

Examination Options	Application period
1st examination	February 3 (Mon) – February 7 (Fri), 2025
2nd examination	June 2 (Mon) – June 6 (Fri), 2025

## 4. Online Application System Registration

Applicants must register their applications online.

\*Please complete the registration by the final day of the respective application period (Japan Standard Time).

Please register your application at the following URL.

<https://e-apply.jp/ds/naist/>

(1) Examination fee

Examination fee is 30,000 yen.

To complete registration, applicants must complete the payment of the examination fee.

Please choose one of the methods from ①～④ listed below, and pay the examination fee.

For more details, please refer to Payment method appearing on Online Application System

(URL: <https://e-apply.jp/ds/naist/public/payment>).

Please note that applicants are responsible for paying any processing fee, etc.

- ① Payment via credit card
- ② Payment via internet banking
- ③ Payment at a convenience store
- ④ Payment via ATM

\*Applicants living outside Japan can only pay the fee via credit card.

\*Applicants who are unable to pay by any of the above payment methods (e.g., if living outside Japan and do not have a credit card) must consult with the Admissions Section of the Educational Affairs Division prior to applying. [Phone: +81(743)72-5083/5084 /Fax: +81(743)72-5014 E-mail: exam@ad.naist.jp]

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

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

(2) Required Documents

Applicants must upload the documents indicated below when registering on the Online Application System.

(<https://e-apply.jp/ds/naist/>)

Required documents	Remarks
Photograph	Please follow the Online Application System instructions and upload your photograph. Must be upper-body and full-faced without headwear (except for religious reasons).
Scanned copy of your passport (the page with your full name)/residence card (both sides)	Please follow the Online Application System instructions and upload either one. Please upload in PDF format. Those who do not have either must upload a copy of a government-issued photo ID. If written in a language other than English, please attach an English translation to the certificate.
Graduation/Expected Graduation Certificate	Must be issued by a university or other educational institution. Please upload in PDF format. Applicants who meet Requirement for Application (3)-C (p.1) need not submit this certificate. If written in a language other than English, please attach an English translation to the certificate. *If there is only a paper certificate, upload scanned PDF data from a multifunction printer, etc. (PDF files of photo data are not clear enough.)
Transcript	Must be issued by a university or other educational institution. Please upload in PDF format. Those who have approved transfer credits must also submit a transcript from the previous school (university, junior college, etc.). Applicants who meet Requirement for Application (3)-C (p.1) need not submit a

	<p>transcript.</p> <p>If written in a language other than English, please attach an English translation to the certificate.</p> <p>*If there is only a paper certificate, upload scanned PDF data from a multifunction printer, etc. (PDF files of photo data are not clear enough.)</p>
Employment certificate	<p>Only necessary for those who are employed as faculty members or researchers at the universities or research institution with which NAIST has concluded an Academic Exchange Agreement. Must be issued by a university or research institution.</p> <p>Please upload in PDF format.</p> <p>If written in a language other than English, please attach an English translation to the certificate.</p> <p>*If there is only a paper certificate, upload scanned PDF data from a multifunction printer, etc. (PDF files of photo data are not clear enough.)</p>
Letter of recommendation	<p>Form provided by NAIST (university/institution's form is also accepted if it contains the same information).</p> <p>Must be issued by the president, dean (If the title is different from these, include an explanation of the position or website where this position is listed in English.), or equivalent position of a university or research institution with which NAIST has concluded an Academic Exchange Agreement.</p> <p>Please upload in PDF format.</p> <p>Must be in English.</p>
Research Proposal	<p>Please write a two-page paper on A4-size paper that covers the following subjects: <b>“The contents of my undergraduate studies”</b> and <b>“The research field/project that I want to work on at NAIST.”</b> (Any format is acceptable. Please upload in PDF format.)</p> <p>It must be more than one page and not more two pages for both subjects together.</p> <p>Please upload in PDF format.</p> <p>[Important points]</p> <ol style="list-style-type: none"> <li>1. Be sure to write your name on each page.</li> <li>2. Write on one side only in English.</li> <li>3. You may include additional data (figures or charts) within the Research Proposal.</li> </ol>
Letter of provisional acceptance	<p>Form provided by NAIST.</p> <p>Must be issued by a professor of the examination category you are applying to.</p> <p>Must be in English or Japanese.</p> <p>Please upload in PDF format.</p> <p>*1: Applicants must contact the professor whose lab they wish to join and obtain his/her preliminary approval of acceptance at least one month prior to the first day of the application period.</p> <p>*2: Before requesting a Letter of Provisional Acceptance, applicants should decide on the laboratory they wish to join. Applicants must not request Letters of Provisional Acceptance from more than one professor simultaneously.</p>
Document to verify English proficiency	<p>Make sure to upload the English proficiency score you have registered on Online Application System.</p> <p>If “Submission of document verifying English proficiency” is indicated as “Not required” in the Letter of Provisional Acceptance, the applicants need not submit this.</p> <p>*If there is only a paper certificate, upload scanned PDF data from a multifunction printer, etc. (PDF files of photo data are not clear enough.)</p> <p>&lt;Acceptable score / How to submit&gt;</p> <p>➤ TOEIC (administered by the Institute of International Business</p>

	<p>Communication (IIBC) after April2023)</p> <p>Score type: Listening &amp; Reading Test or Speaking &amp; Writing Tests</p> <p>How to submit: Please enter the URL for checking your Digital Official Score Certificate and upload PDF data of the certificate to the online application system.</p> <p>➤ TOEIC (Other than the above)</p> <p>Score type: Listening &amp; Reading Test or Speaking &amp; Writing Tests</p> <p>How to submit: Please upload the PDF data of the official score certificate.</p> <p>➤ TOEIC Listening &amp; Reading IP Test (online)</p> <p>How to submit: Please upload the official score certificate and a letter issued by the company or school where you took the test which states your score is genuine (Any format is acceptable), combined into a single PDF data file.</p> <p><b>【The following information must be included】</b></p> <ol style="list-style-type: none"> <li>① The name of the company or school that offered the test</li> <li>② Your test date</li> <li>③ Name of the test taker (you)</li> <li>④ Your test registration number</li> <li>⑤ Listening score</li> <li>⑥ Reading score</li> <li>⑦ Total score</li> <li>⑧ Name, job title, and official seal of the person who is authorized to testify to these contents</li> </ol> <p>➤ TOEFL</p> <p>Score type: TOEFL iBT / TOEFL ITP / TOEFL Essentials / TOEFL iBT Home Edition</p> <p>How to submit: ①Please upload the PDF data of the Examinee Score Report or Test Taker Score (Score Report in the case of TOEFL ITP).</p> <p>②Applicants can also send official score reports to NAIST via ETS. After completing procedures at ETS, the report will be sent to NAIST. The score will not be accepted if it does not arrive by the deadline. Since it takes several weeks to arrive at NAIST, please allow plenty of time to complete the procedures.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Code for sending TOEFL official score report</p> <p>DI (Designated Institution) code: D234</p> <p>Department code: 99</p> </div>
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	<ul style="list-style-type: none"> <li>➤ Duolingo English Test How to submit: Please enter the URL and upload the PDF data with which NAIST can check the score.</li> <li>➤ IELTS How to submit: Please upload the PDF data of the official score certificate.</li> </ul>
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### (3) Others

- The status appearing on Online Application System will be updated approximately 1 week after the respective application period.  
Please be sure to confirm that your status has changed to “Applied”.
- If you pass the examination, you are required to submit the original hard copy of “Graduation certificate (degree certificate)” (in paper form) and “Transcript” (in paper form) in the enrollment procedures.
- If your home university does not issue paper certificates, digital certificates are accepted in the enrollment procedures on the condition that the following 1 and 2 are attached.
  - 1) URL of an online verification service that can verify the authenticity of the digital certificates
  - 2) URL of the issuer’s official web page indicating that the issuer is using such an online verification service

## 5. Downloading Examination Voucher

Please download the Examination Voucher from the Online Application System. An e-mail will be sent to the e-mail address registered on Online Application System when it is ready.

## 6. Important Application Notes

- If the applicant has a disability and requires any special help in following the standard academic program, please consult with the Admissions Section of the Educational Affairs Division (e-mail: [exam@ad.naist.jp](mailto:exam@ad.naist.jp)) prior to applying.
- If the application documents are incomplete, the application will not be accepted in principle. Further changes to the submitted documents will not be accepted.
- Applicants may be deemed to have committed a fraudulent act if they falsify, fabricate or plagiarize a document, materials or information included in their 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, documents and examination fee may not be returned.

## 7. Screening Method

Applicants are evaluated according to a screening of application documents.

However, an oral examination may be conducted in addition if deemed necessary. In that case, you will be notified separately of the date and place of the oral examination.

## 8. Examination Results and Enrollment Procedures

**Enrollment period: 2025 Spring**

Results announced	Enrollment procedure
January 10 (Fri), 2025	Late February 2025

**Enrollment period: 2025 Fall**

Examination Options	Results announced	Enrollment procedure
1st examination	February 21 (Fri), 2025	Late September 2025
2nd examination	July 22 (Tue), 2025	

The examination results will be announced on the NAIST website (<https://www.naist.jp/en/>) from 10:00 am (scheduled) on the dates specified above. We will also notify applicants by e-mail.

## 9. Payments Required for Admission

- (1) Enrollment fee: 282,000 yen (Provisional)
- (2) Tuition fee: 267,900 yen per semester. (535,800 yen for the annual fee) (Provisional)

If there is a change in fees, the new admission and tuition fees will apply to all students who will enter NAIST after the change.

## 10. Preliminary Screening of Applicant Suitability

Those who wish to apply under Requirement for Application (3)-C (p.1) must first pass the Preliminary Screening for Applicant Suitability before formally applying.

**Application deadlines for the Preliminary Screening for Suitability (Should be made no later than the following dates)**

Examination Options	Deadline
Examination for spring admission	November 8 (Fri), 2024
1st Examination for fall admission	January 10 (Fri), 2025
2nd Examination for fall admission	May 9 (Fri), 2025

### Required documents

Required documents	Remarks
Application form for qualification screening	Form provided by NAIST. Please first contact the Admissions Section ( <a href="mailto:exam@ad.naist.jp">exam@ad.naist.jp</a> ).
Certificate of graduation of last academic institution attended	If not written in English, attach an English translation.
Transcript of last academic institution attended	Must be issued by the academic institution from which you graduated.
Copies of relevant certificates	Examples: Credentials, Certificates of proficiency tests or achievement tests, Certificate of English proficiency tests

The result of the preliminary screening will be sent prior to the application period by e-mail.

## 11. 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](https://www.naist.jp/en/international_activities/security_export_control.html)

## 12. Additional Information

- Fees and documents once submitted may not be refunded/ 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) are 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)72-5083/5084 Fax: +81(743)72-5014  
e-mail: [exam@ad.naist.jp](mailto:exam@ad.naist.jp)

# Letter of Recommendation

To the President of NAIST

Name of the student, faculty member or researcher recommended : \_\_\_\_\_

Reason for recommendation:

(Please state in English your reasons for recommending the above-mentioned person as a suitable candidate for the Screening of International Students by Special Recommendation of NAIST, describing his/her suitability with regards to personality and academic achievement. For a current (or graduated) student, please also include comments on academic achievement; for a faculty member or researcher please comment on research achievements.)

Date: \_\_\_\_\_

Recommender's name: \_\_\_\_\_

Title: \_\_\_\_\_  
(President or Dean)

Institution: \_\_\_\_\_

Recommender's signature : \_\_\_\_\_

2025 Letter of Provisional Acceptance

年 月 日

国 籍 (Nationality) (英語併記)

氏 名 (Full Name) (英語併記) 殿

本学志願者として相応しい者であると判断し、入学者選抜試験合格のうえは当研究室への受入れを内諾します。

After consideration of the documents received thus far, including your research plan, it has been determined that you meet the preliminary qualifications for acceptance as an applicant to the master's course at Nara Institute of Science and Technology. Provided that you pass the entrance examination, you will be accepted as a master's course student at NAIST, in accordance with the details below.

記 (Details)

1 受入課程 (英語併記) : 博士前期課程 先端科学技術研究科  
Course of acceptance: Master's course of the Graduate school of Science and Technology

2 指導予定教員 (英語併記) : 所 属 先端科学技術研究科 役職 : 氏 名 :  
Prospective academic advisor : Graduate School of Science and Technology  
Title: Full name:

3 英語能力を証明する書類の提出 要・不要  
Submission of document verifying English proficiency Required / Not required

4 その他留意事項 (Other items to note)

(注1) 出願期間の1ヶ月前までに志望研究室の責任者に発行を依頼すること。

(注2) 志望研究室の責任者から、この書類が返送されたらオンライン出願登録サイトにアップロードすること。

\* You must ask the professor of the laboratory you wish to join to gain this letter at least one month prior to the first day of the application period.

\*\* When you receive this Letter of Provisional Acceptance, you are required to upload it to the Online Application System.

(NAISTでの指導予定教員)

所 属 : 研究室

役 職 :

氏 名 : 印