

2021

Admission Information and Application Guide

(Screening of International Students by Special Recommendation
for Enrollment in the 2021 Spring and Fall Master's Course)

Graduate School of Science and Technology

NARA INSTITUTE of SCIENCE and TECHNOLOGY (NAIST)

https://www.naist.jp/en/international_students/

INDEX

NAIST Education Policy

NAIST Admission Policy

1. Admission Capacity	1
2. Requirements for Application	1
3. Application Procedures	
(1) Application period	1
(2) How to apply	2
(3) Notification of applicant's ID	2
(4) Examination fee	2
(5) Required documents	3
(6) Other notifications	4
4. Screening Method	5
5. Examination Results and Enrollment Procedures	5
6. Payments Required for Admission.....	5
7. Preliminary Screening of Applicant Suitability.....	5
8. Security Export Control	6
9. Additional Information	6

* NAIST 2021 Master's Course Application Form for Screening of International Students by
Special Recommendation

* Letter of Recommendation form

* Letter of Provisional Acceptance form

NAIST Education Policy

● 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.

● 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.

● 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.

● 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

- **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.

- **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)

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/dge/en/engagement/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, 2021*.

B: Those who was conferred or will be conferred the equivalent of a bachelor's degree by March 31, 2021* 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, 2021*. (See Note)

Note : Applicants who wish to apply based on qualification (3)-C should follow the procedures given in item 7: Preliminary Screening of Applicant Suitability on page 5 before taking the entrance examination.

*For Fall Admission these dates change to September 30, 2021.

3. Application Procedures

(1) Application period

Enrollment period: 2021 Spring

Application period
December 7 (Mon) – December 11(Fri), 2020

Enrollment period: 2021 Fall

Examination Options	Application period
1st examination	February 1 (Mon) – February 5 (Fri), 2021
2nd examination	May 31(Mon) – June 4 (Fri), 2021

(2) How to apply

- Please send all required documents by e-mail, postal mail or bring them directly to the address below.
When sending by e-mail, please scan all certificates and letter of recommendation required for application and send as attachments. Original certificates and letter of recommendation 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
exam@ad.naist.jp

- When applying by postal mail, application documents must arrive at NAIST by the last day of the application period, Japan time. Please send all application documents by registered express mail (DHL, FedEx, OCS or EMS, etc).
- * NAIST is not responsible for any loss of documents during the course of delivery.
- When bringing documents directly, please note that we accept application materials from 9:00 am to 5:00 pm during the application period (closed from 12:00 pm to 1:00 pm on weekdays).

(3) Notification of applicant's ID

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

(4) Examination fee

Examination fee is 30,000 yen.

A: Applicants living in Japan

Examination fee payment via bank transfer (by ATM etc.) is available.

Please contact the Admissions Section of the Educational Affairs Division [exam@ad.naist.jp] for the details.

B: Applicants living outside Japan

Overseas applicants must pay the examination fee via foreign remittance in yen according to the details specified in the table below. The total cost for foreign remittance is usually the local bank charge (stipulated by the sending bank), the MUFG Bank charge, and the 30,000 yen examination fee. Overseas applicants should consult with their local bank to verify that the amount credited to NAIST's MUFG 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	Consult with NAIST before payment
Handling charges	Payer's responsibility (local bank charge + MUFG Bank charge)
Examination fee	30,000 yen
Deadline for remittance	Examination for spring admission : December 11, 2020 1st Examination for fall admission : February 5, 2021 2nd Examination for fall admission : June 4, 2021
Purpose of remittance	"Examination fee"
Remit to:	
Bank name	MUFG Bank
Branch	Nara Branch
Account number	Ordinary Deposit 4554681

Payee	Nara Institute of Science and Technology, National University Corporation
Bank address	27-1 Nishimikado, Nara city, Nara 630-8225, Japan
SWIFT code	BOTKJPJT
University address	8916-5, Takayama, Ikoma city, Nara 630-0192, Japan
Note:	Add "SR" to the end of the remitter's name to indicate application to the special recommendation, e.g., "Smith John Paul SR". 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.

Important points

- Japanese government (Monbukagakusho: MEXT) scholarship students are exempt from the examination fee.
- Once the remittance is completed, please send an e-mail to the Admissions Section, Educational Affairs Division [exam@ad.naist.jp] with scanned copy of receipt as an attachment or the following information: Applicant's name, contact address and phone number, remittance amount, and amount of foreign remittance fee.
- If an overseas applicant's remittance is not completed by the deadline, the application may not be accepted. Once paid, the examination fee may not be refunded for any reason.

(5) Required documents

Required documents		Remarks
a	Application form	Form provided by NAIST. Please fill out in English.
b	Graduation / Expected graduation certificate	Must be issued by a university or other educational institution. 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.
c	Transcript	Must be issued by a university or other educational institution. 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 transcript. If written in a language other than English, please attach an English translation.
d	Employment certificate	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. Issued by a university or research institution. If written in a language other than English, please attach an English translation.
e	Letter of recommendation	Form provided by NAIST (issuing university/institution's form also accepted if it contains the same information). Must be issued by the president, the dean or a person of equivalent authority of a university or research institution with which NAIST has concluded an Academic Exchange Agreement. Must be in English.

f	Research proposal	<p>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 two pages for both subjects together.)</p> <p>[Important points]</p> <ol style="list-style-type: none"> 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, if any, under your name on each page. 3. Do not staple. 4. Do not print in color. (Copies distributed for admission process.) 5. Write on one side only in English. 6. You may include additional data (figures or charts) within the proposal. <div data-bbox="1110 586 1449 784" style="border: 1px solid black; padding: 5px;"> <p>Example</p> <p>Examination category: Information Science</p> <p>Name:</p> <p>Current major:</p> <p>Preferred laboratory:</p> </div>
g	Letter of Provisional Acceptance	<p>Form provided by NAIST.</p> <p>Must be issued by a professor of the examination category you are applying.</p> <p>Must be in English or Japanese.</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>
h	Document verifying English Proficiency	<p>Please enclose your TOEIC results.</p> <p>Scores of TOEFL, IELTS; or Duolingo English Test are also acceptable.</p> <p>When sending by postal mail, please enclose original score.</p> <p>For TOEIC: "Listening & Reading" or "Speaking & Writing Test"</p> <p>The Official Score Certificate or Institutional Program (IP) Score Report</p> <p>For TOEFL: Examinee Score Report of TOEFL iBT ,PBT or ITP</p> <p>*1: Only scores from April 2017 or later are acceptable.</p> <p>*2: 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>

(6) Other notifications

- If the applicant has a physical 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> prior to applying.
- 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 will not 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, documents and examination fee may not be returned.

4. 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.

5. Examination Results and Enrollment Procedures

Enrollment period: 2021 Spring

Results announced	Enrollment procedure
January 8 (Fri), 2021	Late February 2021

Enrollment period: 2021 Fall

Examination Options	Results announced	Enrollment procedure
1st examination	February 19 (Fri), 2021	Late September 2021
2nd examination	July 20 (Tue), 2021	

The examination results will be announced on the NAIST bulletin board located next to the entrance hall of NAIST Administration Bureau and 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.

6. 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.

7. 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 13 (Fri), 2020
1st Examination for fall admission	January 8 (Fri), 2021
2nd Examination for fall admission	May 7 (Fri), 2021

Required documents

Required documents	Remarks
Application form for qualification screening	Form provided by the Educational Affairs Division, NAIST.
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.

8. 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

9. 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) 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 Fax: +81(743)72-5014 e-mail: exam@ad.naist.jp
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Applicant's ID *	
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(*Do not fill in)

**NAIST 2021 Master's Course Application Form for
Screening of International Students by Special Recommendation**

<p>Photograph 38mm × 30mm Taken within the past 3 months, full-faced from shoulders up, no headwear except for religious reasons.</p>
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Examination category	information science / biological science / materials science (circle the examination category which you are applying for)		
Planned admission	2021 Spring Admission / 2021 Fall Admission (Circle your planned time of enrollment)		
Full name	(Family name)	(Middle name)	(Given name)
Date of birth	(Year) (Month) (Day)		Sex (M / F)
Qualification for application	(3)-A, (3)-B, (3)-C (Circle the number of your qualification.)		
University graduated (Currently attending)	(School)	(Department)	(Major)
(Expected) Graduation date	(Year) (Month) (Day)		
Nationality			
Current address	Zip code: Address: Tel: Mobile: e-mail:		
Place of employment (Faculty members or researchers only)			
Curriculum Vitae			
Educational background (See Note)			
Year / Month (Entrance) – Year / Month (Completion)	Name (Location:) Status (e.g. Primary school student, Undergraduate student, MA student, researcher)		
/ - /			
/ - /			
/ - /			
/ - /			
/ - /			
/ - /			
/ - /			
Employment record			
From Year / Month – To Year / Month			
/ - /			
/ - /			
Awards & citations			
Year / Month			
/			

(Note) For your educational background, start with elementary school and continue in chronological order. If you were an undergraduate student or 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.

*Please check as appropriate.

Employed applicants: I will () resign from my job. () continue working after admission.
Financial status for proposed study: () MEXT scholarship student () Foreign government-sponsored student () Self-financed student

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 : _____

2021年 先端科学技術研究科 受入内諾書
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) 出願期間開始日の1ヶ月前までに希望研究室の責任者(教授等)と連絡を取って受入内諾書の発行を受けること。

(注2) 志望研究室の責任者から、この書類が返送されたら出願書類に同封すること。

* 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 submit it together with your application documents.

(NAISTでの指導予定教員)

所属: _____ 研究室

役職: _____

氏名: _____ 印