

**2018**

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**Admission Information and Application Guide**

(Fall Admission for Master's Course)

Graduate School of Science and Technology

**NARA INSTITUTE of SCIENCE and TECHNOLOGY**

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

Applicants for the master's course from outside Japan should contact the professor of the laboratory they wish to enter at least 1 month before the application deadline so as to gain a thorough understanding of the fields of research available there.

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## INDEX

《NAIST Education Policy》

《NAIST Admission Policy》

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1. Admission Capacity	1
2. Qualifications for Application	1
3. Application Procedures	2
4. Method of Examination	6
5. Examination Results and Enrollment Procedures	7
6. Payments Required for Admission	7
7. Preliminary Screening of Applicant Suitability (for applicants who meet qualification (9) and (10))	7
8. Security Export Control	8
9. Additional Information	8

\* Application Form

\* Examination voucher , Photo form, Receipt form for examination fee payment

\* Address label

<p><b>*The amount of stamps to be attached on a self-addressed envelope is subject to change according to the revision of consumption tax.</b></p>
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# NAIST Education Policy

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## ● Objectives

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

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## ● Educational Mission

NAIST was founded in October 1991 as a university composed solely of graduate schools to cultivate individuals capable of contributing to the development of advanced science and technology. Research and education at NAIST cover three disciplines : information science, biological science and materials science.

In order to achieve 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, together 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 disciplines of information science, biological science and materials science, we actively encourage interdisciplinary research and provide education in principles of ethics and respect for intellectual property.

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## ● Objectives for individual students

Education and research in the Master's Course foster unsurpassed expertise and initiatives in support of society and the economy. The Doctoral Course is designed to strengthen the drive to seek new frontiers in science and technology in researchers and engineers and the desire to undertake leadership roles internationally.

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## ● Education policy

Complementing the specialized education, a wide-ranging curriculum cultivates ethical thinking, vision, theoretical thinking, comprehensive judgment and sharpened writing skills. A coordinated educational program is offered to promote interdisciplinary research, and cooperative programs are offered together with education and research institutions abroad.

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

# NAIST Admission Policy

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## ◆ Prospective Students

Regardless of their nationality or their research background during undergraduate studies, NAIST welcomes both students with a high level of academic proficiency and professionals active in the workforce and research, those who are deeply interested in the frontiers of science and technology and have definite aims for their future. Especially, NAIST welcomes those who can approach things logically, have the ability to express their ideas clearly, and have the motivation and strong intellectual curiosity to drive their pursuits.

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## ◆ Admission policy

To recruit the talented students described above domestically and internationally, qualified candidates are evaluated based primarily on their potential through interviews. In addition, NAIST utilizes a variety of measures in the admission process, including entrance examinations based on recommendation.

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## 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)

\*Applicant cannot apply for admission to multiple examination categories in same examination.

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## 2. Qualifications for Application

- (1) Those who have graduated or will graduate from universities in Japan stipulated in the School Education Act, Article 83-1 by September 30, 2018.
  - (2) Those who hold or will be conferred a bachelor's degree from the National Institution for Academic Degrees and Quality Enhancement of Higher Education (Japan) by September 30, 2018 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 foreign countries by September 30, 2018.
  - (4) Those who have completed or will complete a 16-year curriculum of foreign school education by taking a foreign school's correspondence course in Japan by September 30, 2018.
  - (5) Those who have completed or will complete a 16-year curriculum by September 30, 2018 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 hold or will be conferred the equivalent of a bachelor's degree by September 30, 2018 by completing a course of 3 years or more (including cases where the course is completed by taking a foreign school's correspondence course or completed at a foreign educational institute in Japan which is authorized by the educational system of the foreign country and specified by the Minister of MEXT) at a foreign university or other foreign educational institute (limited to those institutions whose educational and research activities have been evaluated by the agency accredited by the foreign government or the organization concerned, or those specified separately by the Minister of MEXT).
  - (7) Those who have completed or will complete specialized courses (the course period must be 4 years or longer and the course must meet the criteria specified by the Minister of MEXT) by September 30, 2018 at a vocational school designated by the Minister of MEXT.
  - (8) Those who are deemed eligible or will be deemed eligible by September 30, 2018 by the Minister of MEXT (Bulletin No.5, Ministry of Education, 1953).
  - (9) Those who will have been enrolled in a university for 3 years or longer as of September 30, 2018, or who will complete a 15-year curriculum as specified in (3), (4) or (5) with an excellent educational record in the designated courses. (\*1., \*2.)
  - (10) Those who are recognized by NAIST through Preliminary Screening of Applicant Suitability to have an academic ability at the level of a bachelor's degree and who will be 22 years of age by September 30, 2018.(\*2.)
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\*1. "Designated courses" for qualification (9) : In principle, this refers to the number of credits required for graduation that will be completed by the end of applicant's junior year in their current department (credits for general education such as humanities, social sciences, natural sciences, foreign languages, and health and physical education, and credits for specialized courses). 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 the national examinations that specify graduation from a university as a prerequisite.

\*2. Applicants who wish to apply based on qualification (9) or (10) should follow the procedures given in **Article 7: Preliminary Screening of Applicant Suitability (for applicants who meet qualification (9) and (10))** on page 7 before taking the entrance examination.

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### 3. Application Procedures

#### (1) Application period

Examination Options	Application Period
2nd examination for fall admission	Jun 11(Mon) - 13(Wed), 2018

\*Applications postmarked by June 13 will be accepted.

#### (2) How to apply

- Please send the required documents by registered express mail to the address below in a large size envelope (33cm×24cm), or bring them directly to the Educational Affairs Division. Applicants living outside of Japan, please refer to section 3.(4) regarding the examination fee.

**Admissions Section, Educational 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 NAIIST postmarked during the application period (as indicated by the postmark on the envelope). From outside of Japan, please send all application documents by registered express mail (DHL, FedEX, OCS or EMS, etc.).
  - \* NAIIST 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.
- Application forms can be downloaded at: (<http://www.naist.jp/en/>). Please fill in the necessary information before printing them out.

#### (3) Examination voucher

##### **A: Applicants living in Japan**

After the application period, we will send the following to all applicants: i) an examination voucher, ii) 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 Educational Affairs Division (Phone: 0743-72-5083).

##### **B: Applicants living outside Japan**

After the application period, we will send the following to all applicants: i) an examination applicant's ID, ii) the examination guidelines by e-mail.

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

#### (4) Examination fee

##### **A: Applicants living in Japan**

Transferring examination fee payment via bank transfer

- Examination fee payment, 30,000 yen, is possible at any bank (except the postal bank) in Japan with the examination fee payment form from NAIIST.
- After transferring the payment please attach part A of the form to the appropriate place on the entrance application (Please make sure that the forms for transferring money are correctly stamped).

\*If you require the examination fee payment form from NAIIST or if you are considering other ways of payment (ATM, etc.), please contact Admissions Section of the Educational Affairs Division [exam@ad.naist.jp].

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 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
Foreign exchange fee	Payer’s Responsibility
Examination fee	30,000 yen
Deadline for remittance	Jun 13, 2018
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 “123” to the in front of the remitter’s name to indicate application to the 2nd examination for Fall admission, e.g., “123Smith John Paul”. 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 Educational Affairs Division [exam@ad.naist.jp] and include the following information:  
Applicant’s 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 may not be accepted.  
Once paid, the examination fee may not be refunded for any reason.

(5) Documents required

Be sure to submit the documents required for each category of application as indicated here.

● Documents required to all applicants

Documents required		Remarks
A1	Application form	Provided by NAIST
A2	Examination voucher and photo form	Provided by NAIST
A3	Receipt form for examination fee payment or the document verifying your foreign remittance (Please refer P.2 about examination fee.)	<p><b>A: Applicants living in Japan</b> Submit either the form provided by NAIST or a certificate stating MEXT scholarship student status together with the required application documents.</p> <p><b>B: Applicants living outside Japan</b> 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 listed in 3.(5). Applicants should retain the original receipt.</p> <p>Japanese government (Monbukagakusho: MEXT) scholarship students need not submit this form. MEXT Scholarship Students enrolled at other universities, must submit a certificate stating their status as MEXT Scholarship Students.</p>
A4	Graduation/Expected Graduation certificate	<p>Must be issued by a university or other educational institution.</p> <p>Applicants who meet qualification (9) or (10) need not submit this certificate.</p> <p>An English translation must be attached if written in a foreign language other than English or Japanese.</p>
A5	Transcript	<p>Must be issued by a university or other educational institution.</p> <p>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.).</p> <p>Applicants who meet qualification (9) or (10) need not submit a transcript.</p> <p>An English translation must be attached if written in a foreign language other than English or Japanese.</p>
A6	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 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"> <li>1. Be sure to write your name and indicate the examination category you are applying to on each page.</li> <li>2. Specify your major and your preferred laboratory, if any, under the name of the page.</li> <li>3. Do not staple.</li> <li>4. Do not print in color. (Materials must be clearly copiable.)</li> <li>5. Write on one side only in English.</li> <li>6. You may include additional data (figures or charts) within the proposal.</li> </ol> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>Example</b></p> <p>Examination category: Information Science</p> <p>Name:</p> <p>Major:</p> <p>Preferred laboratory:</p> </div>



A7	Document verifying English Proficiency	<p>Please include your <u>original TOEIC results along with a copy</u>. After inspecting the two, the original will be returned with the examination voucher.</p> <p>When it's difficult to send them, it's possible to submit them on the examination day.</p> <p>Even if you have already sent results, it's possible to submit the other results on the examination day.</p> <p>Scores of TOEFL, IELTS, GEPT, CET, CAMBRIDGE or Duolingo English Test are also acceptable.</p> <p>For any test results, please include <u>your original results along with a copy</u>.</p> <p>For TOEIC: "Listening &amp; Reading" or "Speaking &amp; Writing" The Official Score Certificate or Institutional Program (IP) Score Report</p> <p>For TOEFL: Examinee's Score Report of TOEFL iBT, PBT or ITP</p> <p>Only results from April 2015 or later are acceptable.</p> <p>If you do not submit any results, your English score will be zero. These may not be submitted later.</p>
A8	Address label	Please fill out all required information on the address label.
A9	Self-addressed envelope (Only applicants living in Japan)	Use either a designated envelope or <u>standard size envelope (24cm×12cm)</u> , attach 372-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 the following brackets apply

<Applicants who meet qualification (2)>

Documents required		Remarks
A10	Certificate verifying accepted or planned application for the bachelor's degree	Certified by the National Institution for Academic Degrees and Quality Enhancement of Higher Education or the president of the relevant junior college or college of technology.

<Applicants entering from the workplace>

Documents required		Remarks
A11	Approval of application from current employer	Any format 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 format is acceptable).

(6) Other notifications

• 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 Educational Affairs Division prior to applying.

[Phone: +81(743)72-5083 Fax: +81(743)72-5014 e-mail: exam@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.

• 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.

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## 4. Method of Examination

### (1) Method of Examination

#### Information Science

Examinees are evaluated during 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, etc.
- (ii) Questions regarding the research proposal and areas of information science relevant to the examinees' area of specialization. Examinees are required to give a presentation of no more than three minutes (in English) without equipment or handouts, which should be prepared in advance.

#### Biological Science

Examinees are evaluated according to a 20-minute interview which entails and oral examination on specialized knowledge in connection with the examinees' own research proposal and basic knowledge of biological science.

- (i) Basic knowledge of biological science will be evaluated by an oral examination in English. Questions on basic knowledge of biological science are also in a fill-in-blank format etc. Examinees are required to have sufficient knowledge of material found in textbooks of undergraduate biology, especially molecular biology and biochemistry.
- (ii) Examinees must possess a proficiency in English that enables them to take and understand graduate school subjects.

#### Materials Science

Examinees are evaluated according to a 20-minute interview as follows:

- (i) Examinees are required to give a 5-minute presentation on their research proposal.(in English)
- (ii) Examinees are questioned on the research proposal, relevant to their area of specialization and to materials science in general. No materials may be brought in. Only a whiteboard is available for the interview.

### (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, the research proposal, school transcripts and TOEIC / TOEFL / IELTS / GEPT / CET / CAMBRIDGE / Duolingo English Test scores.

### (4) Examination period and location

NAIST assigns examination dates according to the periods specified below. If there are dates you are not able to attend the examination, please state the date(s) and the reason(s) for the application form. However, depending on the timing, and number of applicants, we may not be able to meet your request.

\*Due to facility restrictions, in the event of multiple requests for Tokyo, not all examinees requests may be possible.

Examination Options	Location	Period	Interview Time
2nd examination for fall admission	Tokyo	Jul 9(Mon), 2018	9:00 am to 7:00 pm
	NAIST	Jul 11(Wed) - 14(Sat), 2018	

\*Tokyo : AP Shinagawa (9th floor and 10th floor Keikyu Dai-2 Building 3-25-23 Takanawa, Minato-ku, Tokyo)

- You will be notified of the date and time of your examination when the examination voucher is sent to you.
- In the event that the examination cannot be conducted due to a contingency such as a typhoon, it will be moved to the pre-determined alternative date (July 16 (Mon) ).

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## 5. Examination Results and Enrollment Procedures

Examination Options	Announcements of the Results	Enrollment Procedures
2nd examination for fall admission	Jul 20 (Fri), 2018	Late September, 2018

Examination results will be posted on the NAIST bulletin board located inside the main entrance in front of the Administration Bureau and on the NAIST website (<http://www.naist.jp/en/>) from 10:00 am (scheduled) on the dates specified above.

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\* Applicants who meet qualification (9)

Applicants who pass the examination but who meet qualification (9) 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 transcripts which cover their first three years of undergraduate studies by middle of September , 2018. If the transcripts meet the stipulated conditions, those students are officially regarded on middle of September , 2018 as successful applicants.

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## 6. Payments Required for Admission

(1) Admission fee: 282,000 yen (Provisional)

(2) Tuition fee: 267,900 yen for the Fall 2018 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.

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## 7. Preliminary Screening of Applicant Suitability (for applicants who meet qualification (9) and (10))

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

May 11 (Fri), 2018

① Applicants who meet qualification (9)

Documents required	Remarks
Application form for qualification screening	Form provided by the Educational Affairs Division
Transcript	Must be issued by a university or other educational institute. If subjects you are currently taking are not listed in the transcript, please submit the documents that indicate subjects you are currently taking. Those who have approved transfer credits must also submit a transcript from the previous school (university, junior college, etc.). An English translation must be attached if written in a foreign language other than English or Japanese.
Student registration certificate	Any format is acceptable. Issued by the president or academic dean of the relevant university.
The list of all subjects available per academic year	The list should indicate the subject name, academic year, number of credits obtained, specification of required or elective subjects, and conditions for the applicant's promotion to the senior year and graduation.
Photocopy of syllabus	The contents of the lecture should be described.

②Applicants who meet qualification (10)

<b>Documents required</b>	<b>Remarks</b>
Application form for qualification screening	Form provided by the Educational Affairs Division
Graduation certificate of last school attended	An English translation must be attached if written in a foreign language other than English or Japanese.
Transcript of final academic records	Must be issued by the university from which you graduated. An English translation must be attached if written in a foreign language other than English or Japanese.
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 by e-mail.

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## 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.

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## 9. Additional Information

- (1) Fees and documents once paid or submitted may not be refunded/ returned for any reason.
- (2) Applicants are responsible for finding accommodation during the examination period.
- (3) If you'll be late for the specified time because of contingency such as a typhoon, please contact the Admissions Section of the Educational Affairs Division. (Phone: +81(743)72-5083)  
If you don't make a contact by the specified time, you will be considered to be absent from the examination.
- (4) Depending on the number and scores of applicants, a higher number of applicants may be accepted.
- (5) 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.
- (6) 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**