

2018

Admission Information and Application Guide

(Screening of International Students by Special Recommendation
for Enrollment in the 2018 Fall Doctoral Course)

Graduate School of Science and Technology

NARA INSTITUTE of SCIENCE and TECHNOLOGY

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

It is strongly recommended that doctoral course applicants contact the professor of the laboratory they wish to enter in advance so as to gain a thorough understanding of the fields of research available.

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	1
(3) Notification of applicant number	2
(4) Examination fee	2
(5) Required documents	3
(6) Other notifications	4
4. Screening Method	4
5. Examination Results and Enrollment Procedures	4
6. Payments Required for Admission.....	5
7. Preliminary Screening of Applicant Suitability	5
8. Security Export Control	5
9. Additional Information	5

* NAIST 2018 Doctoral Course Application Form for Screening of International Students by Special Recommendation

* Letter of Recommendation form

NAIST Education Policy

● 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.

● 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 basic 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.

● 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.

● Educational 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

◆ Prospective Students

Regardless of their nationality, 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 have a strong desire to use their advanced knowledge and skills to solve issues facing society and wish to be widely active in various forefronts of science and technology.

◆ 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.

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 institute 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:http://www.naist.jp/en/about_naist/highlights/academic_agreements.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 academic institutes on the list.

B: Those who have graduated from a university or academic institute on the list.

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

A: Those with a master's degree or the equivalent experience.

B: Those who will have received a master's degree or acquire the equivalent experience before planned enrollment.

C: Those who were engaged in research for at least 2 years at a university or a research institute, etc. after having completed a 16-year curriculum of school education abroad and who are thereby recognized to have an academic achievement equivalent or superior to a master's degree or a professional degree. (See Note)

D: 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 master's or professional degree, and who will be 24 years of age or older by September 30, 2018. (See Note)

Note : For detailed information on preliminary screening for suitability, see item 7 (p.5).

3. Application Procedures

(1) Application period

Examination Options	Application period
2nd examination	June 4 (Mon) – June 8(Fri), 2018

*First examinations were already conducted in February or March, 2018 respectively.

(2) How to apply

- Please send all required documents by 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 mail, application forms must arrive at NAIST by the last day of the application period, Japan time.
- When bringing documents directly, please note that we accept application forms 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 number

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

(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 in Japan (Except the postal bank)
- After transferring the payment please submit part A of the form (Please make sure that the forms for transferring money are correctly stamped) together with the required application documents listed in 3. (5).

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

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 NAIIST'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 NAIIST before payment
Foreign exchange fee	Payer's responsibility
Examination fee	30,000 yen
Deadline for remittance	2nd Examination for fall admission : June 8, 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 "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 NAIIST, 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] and include 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 will 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 for master's degree or equivalent	Must be issued by a graduate school or academic institution. If written in a language other than English, please attach an English translation.
c	Transcript of master's or equivalent courses	Must be issued by a graduate school or academic institution. 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 member or researcher at the universities or academic institution with which NAIST has concluded an Academic Exchange Agreement. Issued by a university or academic 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 experience and background	Any form is acceptable. Maximum: Five one-sided A4 pages. Please write in English. Do not print in color. Indicate on each page your name and the Examination Category you are applying for. Do not staple. Write on one side only. In addition, if you have any English publications, please attach one (offprint) copy of each.
g	Statement of research plan at NAIST	Any form is acceptable. Maximum: Two one-sided A4 pages. Please write in English. Do not print in color. Indicate on each page your name and the Examination Category you are applying for. Do not staple. Write on one side only.

* For those candidates who wish to apply under Requirement for Application (3)-A or (3)- B (p.1) with equivalent experience and have passed an examination equivalent to the Qualifying Examination, being recognized as having the academic ability equal to or above that of a master's degree.

Required documents	Remarks
<p>h Confirmation of qualifying examination</p>	<p>Any format is acceptable.</p> <p>(Sample Confirmation Letter)</p> <p style="text-align: right;">Date/Month/Year</p> <p>To Whom This May Concern:</p> <p>On behalf of [name of your university] , I hereby confirm that our student Mr./Ms. [name of student] has passed our [name of examination] and has been found to have the ability equivalent to or greater than that required for a master's degree.</p> <p>For your information, I am enclosing the following documentation concerning the examination.</p> <p>【Example】</p> <ul style="list-style-type: none"> • Examination Standards • Documentation showing the correlation between successful examination and the requirements for a master's degree • Documentation showing the correlation between the treatment of doctoral students who passed [name of examination] and those who entered your university with a master's degree from another institution <p style="text-align: right;">President of [name of your university] [Signature]</p>

(6) Other notifications

- If you have a physical disability and require any special help in following your academic program, please consult with the Admissions Section, Educational Affairs Division <e-mail: 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, 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 necessary. In that case, you will be notified separately of the date and place of the oral examination.

5. Examination Results and Enrollment Procedures

Results announced	Enrollment procedure
July 20 (Fri), 2018	Late September, 2018

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 (<http://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 for 2018 Fall term. (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 or (3)-D (p.1) must first receive the Preliminary Screening for Suitability. Only applicants who are thus recognized by NAIST as having the academic ability equivalent to or superior to the level of a master's or professional degree can apply for admission. If you seek the Preliminary Screening for Suitability, please prepare the following documents:

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

May 11 (Fri), 2018

Required documents

Required documents	Remarks
Application form for qualification screening	Form provided by the Educational Affairs Division
Certificate of graduation of highest academic institution attended	If not written in English, attach an English translation.
Transcript of highest academic institution attended	Must be issued by the university or academic institution from which you graduated.
Research achievement report	Form provided by the Educational Affairs Division Simply state your research achievements. (Not needed for those who apply under application provision (3)-D (p.1).)
Certificate of research activities	Form provided by the Educational Affairs Division Must be written by your current university or research institute. (Not needed for those who apply under application provision (3)-D (p.1).)
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 result of the preliminary screening will be sent by e-mail prior to the application period.

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.

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(7 43)72-5014
e-mail: exam@ad.naist.jp