

2018

Admission Information and Application Guide

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

Graduate School of Science and Technology

NARA INSTITUTE of SCIENCE and TECHNOLOGY

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

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* NAIST 2018 Master's Course Application Form for Screening of International Students by
Special Recommendation

* Letter of Recommendation form

* Letter of Acceptance

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 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 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.

● **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 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 September 30, 2018.
 - B: Those who was conferred or will be conferred the equivalent of a bachelor's degree by September 30, 2018 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 September 30, 2018. (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 (for applicants who meet qualification (3)-C) on page 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 NAIST 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 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	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 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] 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	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 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 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>*Specify your major and your preferred laboratory, if any, under the name of the page.</p> <p>[Important points]</p> <ol style="list-style-type: none"> 1. Be sure to write your name and indicate the examination category you are applying to on each page. 2. Do not staple. 3. Do not print in color. (Materials must be clearly copiable.) 4. Write on one side only in English. 5. You may include additional data (figures or charts) within the proposal. <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>Example</p> <p>Examination category: Information Science</p> <p>Name:</p> <p>Major:</p> <p>Preferred laboratory:</p> </div>

g	Letter of Acceptance	<p>Must be issued by a professor of the examination category you are applying. Must be in English or Japanese.</p> <p>*1: Applicants must contact the professor whose lab they wish to join in a laboratory at least one month prior to the first day of the application period and get approval of acceptance.</p> <p>*2: Before requesting a letter of acceptance, applicants should decide on the laboratory they wish to join. Applicants must not request Letters of Acceptance from more than one professor simultaneously.</p>
h	Document verifying English Proficiency	<p>Please enclose your TOEIC results. Scores of TOEFL, IELTS, GEPT, CET , CAMBRIDGE or Duolingo English Test are also acceptable.</p> <p>When sending by postal mail, please enclose original score. For TOEIC: "Listening & Reading" or "Speaking & Writing Test" The Official Score Certificate or Institutional Program (IP) Score Report For TOEFL: Examinee's Score Report of TOEFL iBT ,PBT or ITP</p> <p>*1: Only score of April 2015 or later are acceptable. *2: If English proficiency is indicated as sufficient in the letter of acceptance, the applicant need not submit this.</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 (for applicants who meet Requirement for Application (3)-C, p.1)

Candidates wishing to apply under these criteria need to complete the procedures below to obtain preliminary approval before formally applying.

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 final academic records	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.

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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