

**FY 2025
Nara Institute of
Science and Technology
Spring Term
Enrollment Guide**



NARA INSTITUTE of SCIENCE and TECHNOLOGY

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

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Nara Institute of Science and Technology
8916-5 Takayama-cho, Ikoma, Nara, JAPAN 630-0192

Contact List

[Enrollment procedures]

Admissions Section, Educational Affairs Division

Tel: +81-743-72-5083/5084

enrollment@ad.naist.jp

[All the other procedures]

International Student Affairs Section, International Affairs Division

Tel. +81-743-72-5087/5909

ryugaku@ad.naist.jp

Personal information obtained through enrollment procedures will be used only for the matters listed in the above Table of Contents.

I.Enrollment procedures

1. Period of enrollment procedures

Deadline for enrollment procedures is as follows. Please check the “[2. Documents to be sent](#)” and complete “[3. Online Registration](#)” and “[4. Sending documents by post](#)”.

Enrollment term	Deadline
Spring term	February 21 (Fri), 2025 * <u>Must arrive at NAIST no later than the date</u>

2. Documents to be sent

Please download the following documents for enrollment procedures from the URL below.

(Download URL)

<https://www.naist.jp/admission/enrollment1/>

Please refer to the table below and download the necessary documents as appropriate.

Documents	Necessary for
Pledge	All students
Long-Term Course Program	All students
NAIST Alumni Announcement	All students
Guide for Comprehensive Insurance for Students Lives Coupled with “Gakkensai”	All students
Purchasing Car Parking Pass	Students residing in Japan
Registering for Bicycle & Motorcycle Parking Area	Students residing in Japan
Guideline for Enrollment Fee Exemption & Postponement	Students who wish to apply for exemption
Guideline for Tuition Fee Exemption	
Start Japanese Lessons Now	All International students

3. Online registration

You must complete online registration. Please start the enrollment procedure with My Page on Online Application System (URL : <https://e-apply.jp/ds/naist/>) . To complete the enrollment procedure, applicants must send the necessary documents by postal mail after the online registration.

The payment deadline is four days including the date of application. Please be prepared to pay the enrollment fee, etc. in advance, as you will need to register again if the payment deadline is exceeded.

- ✓ If you decide to withdraw the enrollment, please complete the withdrawal procedure from My Page.
- ✓ **Students who fail to complete the enrollment procedures by the designated deadline without prior notification shall be regarded as having declined enrollment.**
***Even in this case, completing withdrawal procedure online is necessary.**

A) Payment method of the enrollment fee and other fees

To complete registration, students must complete the payment of the enrollment fee etc. Please choose one of the methods from i ~ iv listed below, and pay the enrollment fee etc. (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 students are responsible for paying any processing fee, etc.

- i. Payment via credit card
- ii. Payment via internet banking
- iii. Payment at a convenience store
- iv. 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 registering. [Phone: +81(743)72-5083/5084 Fax: +81(743)72-5014 E-mail: exam@ad.naist.jp]

The entrance fees etc. includes 2 fees as follows (If you join the Alumni Association, you can also pay [the membership fee](#) at the same time.) . Please refer to the link for more details.

- [Enrollment fee](#)
- [Personal Accident Insurance for Students Pursuing Education and Research \(“Gakkensai”\) and Liability Insurance coupled with “Gakkensai” insurance premiums](#)

Due to system limitation, iii "Payment at the convenience store" cannot be used if the total amount of payment (including handling fees, etc.) exceed 300,000 yen. Your understanding and cooperation would be very much appreciated.

B) Uploading ID photo and pledge

Documents	Remarks
ID Photo	Please upload your ID photo. Photographs must be upper-body and full-faced without headwear (except for religious reasons). ID photo will be used for NAIST student personal information record and student ID card.
Pledge	Please upload the pledge after downloading and writing the date, applicant's ID, address, name and signature on the pledge.

4. Sending enrollment documents by post

Please submit the following required documents by post after completing online registration

A: Students residing in Japan

Please send all the required documents by registered express mail (書留速達) to the address below with the Address Label issued by Online Application System on or before the designated deadline.

Admissions Section, Educational Affairs Division,
Nara Institute of Science and Technology
8916-5, Takayama, Ikoma, Nara 630-0192, Japan

B: Students residing outside Japan

A URL of NAIST data storage system (Databox) for uploading the required documents will be sent to you via e-mail. Please access the URL and upload the required documents on or before the designated deadline.

*Please note that you must submit the original certificates soon after your arrival in Japan.

- ✓ Please submit the documents so that they arrive at NAIST by the deadline.
- ✓ Procedures are accepted after completing both (i) online registration and (ii) submitting the necessary documents. Please note that procedures are not accepted if applicants only finish online registration.
- ✓ After the deadline, please confirm that “Admission approved” status on Online Application System. (The status will be reflected in February 28 (Fri).)
- ✓ Admission letter can be downloaded from My Page after the enrollment procedures have been completed. (The status will be reflected in February 28 (Fri).)

- ✓ Students may not ask NAIST regarding the arrival of enrollment documents. Please confirm the arrival with the tracking number by yourself.

Documents	Remarks
Official document(s) proving course completion (Graduation Certificate and Degree Certificate) (must be original hard copy (in paper form))	<p>< Only for students who have not submitted proof of graduation or completion. ></p> <p>If the certificate will not be issued by the deadline, please write the date you certainly obtain the certificate in the "Checklist" and submit it to the Admissions Section, Educational Support Division, immediately upon issuance.</p> <p><u>*If you do not submit the certificate by the end of March 2025, your enrollment will be cancelled for any reason.</u></p> <p><u>*Please be sure to submit the certificate that proves the degree.</u></p> <p><u>*Please note that expected graduation certificates do not meet our requirement.</u></p>
Academic Transcript (must be original hard copy (in paper form))	<p>Please submit the one you submitted during the application period.</p> <p>If the transcript will not be issued by the deadline, please write the date you certainly obtain the certificate in the "Checklist" and submit it to the Admissions Section, Educational Support Division, immediately upon issuance.</p>
Certificate of Withdrawal	<p>< Only for students who withdrew from another undergraduate or postgraduate course to enroll in NAIST ></p> <p>If the certificate will not be issued by the deadline, please write the date you certainly obtain the certificate in the "Checklist" and submit it to the Admissions Section, Educational Support Division, immediately upon issuance.</p> <p><u>※In this case, "withdrawal" does not include cases such as when an expected graduate student withdraws from the school because you failed to graduate the course.</u></p>
Request form for account transfer/automatic withdrawal of tuition and dormitory fee	<p>After completing online registration, please download the form from My Page.</p> <p>Please fill in “口座名義人 (Account Holder)” and “フリガナ (Furigana)” by handwriting (If you select JP bank, please also fill in “記号” and “番号” by handwriting.).</p> <p>Please make sure to stamp your signature stamp registered to bank account.</p> <p><u>* NAIST will process all of these forms on your behalf, so please do not submit the Request Form directly to the financial institution.</u></p> <p><u>*Students who plan to apply for tuition fee exemption are also required to submit the prescribed form although tuition will not be withdrawn until a decision is made on their eligibility for exemption.</u></p> <p><u>*MEXT scholarship students do not need to submit this form.</u></p> <p><u>*For those who live outside Japan, they do not have to submit the prescribed form since this procedure must be completed after opening a bank account in Japan.</u></p> <p><input type="checkbox"/> Please refer to “VI. Tuition payment”.</p>
Checklist	Please use this form to check for missing enrollment procedure documents.

II.Entrance Ceremony & Orientation for New Students

1. Entrance ceremony

Date: 10:00 am – 11:00 am, April 4(Fri), 2025 (May be subject to change)

Place: Millennium Hall

2. Orientation for New Students

Master's course

Date: 10:00 am -17:20 pm, April 2(Wed), 2025 (May be subject to change)

Place: Millennium Hall

Doctoral course

Date: 13:30 pm -17:20 pm, April 4(Fri), 2025 (May be subject to change)

Place: Millennium Hall

* Please check the NAIST website for announcements concerning schedule changes, etc.

III.Issuing of student ID cards

Student ID cards will be issued at Orientation for New Students.

IV.Transferring academic credit from previous institution

Students who have acquired academic credit at postgraduate institutions and who wish to have this credit admitted by NAIST must file an application with the Academic Affairs Section of the Educational Affairs Division by April 4 (Fri), 2025. The following documents should be submitted for application.

- ✓ Certificate of academic record issued by the institution you earned the credit.
- ✓ Syllabus or guideline of the subject of which credit you seek NAIST to admit.
- ✓ Request Form for Transfer of Credits Earned Prior to Admission to NAIST (Please contact the Academic Affairs Section, Educational Affairs Division via email: g-gakumu@ad.naist.jp to obtain this form.)

V.Enrollment fee payment

1. Payment method

Please pay the fee via the payment method listed in

"[I. Payment method of the enrollment fee and other fees](#)" during online registration.

* MEXT scholarship students do not need to pay the fee.

2. Enrollment fee

¥282,000-

VI.Tuition payment

1. Payment method

Unless otherwise stated, tuition payments shall be made using a 'Tuition substitute payment system'. Under this system, tuition shall be withdrawn from a deposit & savings account designated by the student at a financial institution designated by NAIST in the same manner as a bank account transfer for the automatic withdrawal of public utility payments etc.

Please download the form from My Page after completing online registration, fill in “口座名義人 (Account Holder)” and “フリガナ (Furigana)” by handwriting (If you select JP bank, please also

fill in “記号” and “番号” by handwriting.), make sure to stamp your signature stamp registered to bank account and dispatch the form along with other enrollment procedure documents.

2. Tuition

Tuition for Spring term FY 2025: ¥ 267,900 (annual amount: ¥ 535,800)

*Those who live outside Japan do not need to submit this prescribed form since this procedure must be completed after opening a bank account in Japan.

*If there is a revision in fees, new tuition will be applied on the revision.

*The tuition fee withdrawal date (by automatic bank transfer) is May 27 for the spring semester and November 27 for the fall semester. If the due date falls on a non-business day of the financial institution, the payment will be transferred on the following business day. (Your account balance is checked at 3:00 pm on the business day preceding the due date.)

VII. Enrollment Fee Exemption & Postponement

1. Eligibility

- ① Those who are deemed to be excellent students and who would suffer financial hardship as a result of payment of enrollment fee.
- ② Those for whom the person responsible for paying their enrollment fee died or is deemed to have encountered financial hardship in the payment of said fee as a result of damage incurred by a natural disaster within one year of enrollment (i.e. between April 2024 and March 2025).
- ③ Those who are deemed by the President of NAIST to be eligible for exemption/postponement in accordance with the previous items.

2. Application

For those who wish to apply Enrollment Fee Exemption & Postponement, please fill in the required information online.

Please refer to the “Enrollment Fee Exemption & Postponement Guidelines” for details.

3. Amount of exemption and term of postponement

Students applying for exemption who are deemed to be eligible shall be in full or partially exempt from the payment of their enrollment fees.

Students applying for postponement who are deemed to be eligible shall be allowed to postpone the payment until the end of August 2025.

4. Others

- ① Until the application result is announced, the payment of enrollment fee shall be postponed, so please do not pay the fee before the result announcement.
- ② The application result will be notified by e-mail around late July, so please be sure to check it.
- ③ Those who have not been approved of postponement must pay their enrollment fee within 14 days after the result announcement. Please be aware that students who fail to pay enrollment fee by the deadline will be expelled regardless of the reason for the nonpayment.

VIII. Tuition Fee Exemption

1. Eligibility

- ① Those who are deemed to be excellent students and who would suffer financial hardship as a result of payment of tuition.
- ② Those for whom the person responsible for paying their tuition died or is deemed to encounter financial hardship in the payment of said fees as a result of damage incurred by a natural disaster within one year of enrollment (i.e. between April 2024 and March 2025.)

- ③ Those who are deemed by the President of NAIST to be eligible for exemption in accordance with the previous items.

2. Application

For those who wish to apply Tuition Fee Exemption, please fill out the “Application for tuition fee exemption” form after enrollment. Please refer to the attached guide (Guideline for Tuition Fee Exemption)

3. Others

- ① Until the application result is announced, the payment of tuition shall be postponed, so please do not pay the fee before the result announcement.
- ② The application result will be notified by e-mail around late July so please be sure to check it.
- ③ Students whose applications for exemption are not permitted or those whom partial exemption is permitted must immediately pay their tuition fee according to the instructions given at the announcement.

IX.Scholarship

1. Japan Student Services Organization Scholarship (Only for Japanese students)

Students with outstanding character and academic achievement who are recognized as having difficulty in studying due to financial reasons will be recommended for JASSO Scholarship. The application documents and other details will be announced after enrollment.

	Monthly amount		Period
	Master's course	Doctoral course	
Scholarship (Type 1)	Applicant chooses from the following entitlement amounts 5 0, 0 0 0 円 8 8, 0 0 0 円	Applicant chooses from the following entitlement amounts 8 0, 0 0 0 円 1 2 2, 0 0 0 円	Master's course →within 2 years Doctoral course →within 3 years
Scholarship (Type 2)	Applicant chooses from the following entitlement amounts 5 0, 0 0 0 円、8 0, 0 0 0 円、1 0 0, 0 0 0 円、 1 3 0, 0 0 0 円、1 5 0, 0 0 0 円		
Post-payment system for tuition fees	【Living expenses scholarship】 Applicant chooses from the following entitlement amounts 0 円、2 0, 0 0 0 円、 4 0, 0 0 0 円 【Tuition fee support grant】 Amount specified by the university (Up to: 535,800 yen)		

2. Scholarship support (Doctoral Students from the Workforce)

Among Doctoral Students from the Workforce, those with particularly outstanding academic records and character will be screened and selected to receive a one-time scholarship payment. Detailed information on how to apply will be sent by e-mail after enrollment.

3. Other scholarship

Whenever there is an offer from a scholarship organization, etc., students will be notified by e-mail or other means after enrollment.

X.Alumni Association Membership Invitation

Those who join the Alumni Association can get various benefits. Please join the Alumni Association at time of enrollment. For details, please refer to the "Nara Institute of Science and Technology Alumni Association Membership Invitation".

1. Procedures for joining

Please pay the fee via the payment method listed in

"[I. Payment method of the enrollment fee and other fees](#)" during online registration.

2. A one-time membership fee

¥20,000-

*No additional expenses are required even after graduation.

3. Activities of the Alumni Association

- ✧ Manage the official website and database (PalSyne) for important announcements and guidance.
- ✧ Host networking events for students and graduates such as Homecoming Day.
- ✧ Host lectures by active graduates.
- ✧ Operate employment support projects for students.
- ✧ Recognize distinguished members and honor outstanding graduates.
- ✧ Financial supports for reunions.

4. Benefits of Regular Members

- ✧ Members will be given priority for the employment support project.
- ✧ Members are entitled to receive various awards from the Association.
- ✧ Members are eligible for the support of alumni gatherings.
- ✧ Members can search for graduates (OBs, OGs, etc. who have joined companies) via the Alumni system.
- ✧ Members can post invitations and announcements via the association website and mailing list.

XI. Personal Accident Insurance for Students Pursuing Education and Research (“Gakkensai”) and Liability Insurance coupled with “Gakkensai”

Personal Accident Insurance for Students Pursuing Education and Research (Type A, Additional coverage for commuting accidents) is a form of personal accident insurance in Japan which targets all national, public and private university students to insure against accidents incurred during curricular activities, participation in school events, extracurricular activities, recreational periods on the campus and travel to and from the university and to attend practical training etc. Liability Insurance coupled with “Gakkensai” (Course A) is intended to insure students against legal claims for damages arising as a result of injury to the person or property of another party while undertaking curricular activities, participating in school events and when traveling to and from said events.

All NAIST students are required to enroll in the insurance (“Gakkensai”) & Liability Insurance coupled with “Gakkensai”.

The handbook data will be uploaded to the campus website on April. Please refer to the handbook regarding details of the insurance.

For Important matters regarding this insurance, please see the website

(<http://jees.or.jp/gakkensai/index.htm>) of Japan Educational Exchanges and Services, the operator of “Gakkensai”.

1. Procedures for joining

Please pay the fee via the payment method listed in "[I. Payment method of the enrollment fee and other fees](#)" during online registration.

2. Insurance premium

Master's course : ¥2,430-

Doctoral course : ¥3,620-

3. Term of the insurance policy

Master's course: two years from April 1, 2025 to March 31, 2027

Doctoral course: three years from April 1, 2025 to March 31, 2028

XII. Comprehensive Insurance for Students Lives Coupled with “Gakkensai”

This is voluntary insurance coverage which provides comprehensive protection for all accidents, illnesses and injuries incurred by students at any time of the day or night.

Please refer to the brochure. The brochure explains the details, including insurance premium and how to apply.

*For those who have Student VISA (except for NAIST research students), the brochure will be distributed at the Orientation for International Students.

XIII.Enrollment Japanese National pension

Students who are registered to reside in Japan and aged over 20, irrespective of their nationality, must be covered by the National Pension system and must pay contributions by law. Those who are employed to work at a company, factory and such workplaces, and are covered by employees' pension insurance systems including the Employees' Pension Insurance system do not need to enroll. Students who have not yet enrolled the system are required to do so on their own.

- ✓ The contact for the procedure is the National Pension Section of the city hall of your residence, or the Japan Pension Service. For details on insurance premiums, etc., please check with the same office.
- ✓ If students have difficulty paying the insurance premiums, there is a system to postpone the payment. Application forms are available at the Student Support Section, Educational Affairs Division.
- ✓ For international students, NAIST will provide the information at the International Student Orientation.

XIV.Bringing biological resources to NAIST

If you plan to bring biological resources from outside Japan (including your country) to NAIST, please inform the Division for Industry-Government-Academia collaboration in advance.

(Email: ip-3f@ip.naist.jp)

Procedures are necessary for the transfer of samples to Japan in compliance with any applicable national legislation and international treaties and conventions, such as the Convention on Biological Diversity.