

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



NARA INSTITUTE of SCIENCE and TECHNOLOGY

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<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](mailto: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](mailto: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. Sending documents by post](#)”.

Enrollment term	Deadline
Fall term	September 12 (Fri), 2025 * <b><u>Must arrive at NAIST no later than the date</u></b>

## 2. Documents to be sent

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

(Download URL)

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

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

Documents	Necessary for
Student Personal Information Report	All students
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
Handbook for Enrollment of Personal Accident Insurance for Students Pursuing Education and Research ( “Gakkensai” ) · Handbook for Enrollment of Liability Insurance coupled with “Gakkensai”	All students
Purchasing Car Parking Pass	Those who wish to use
Registering for Bicycle & Motorcycle Parking Area	Those who wish to use
For a Smooth Start to Japanese Lessons	All International students

## 3. Sending documents by post

Please send all the required documents by post on or before the designated deadline.

A: Students residing in Japan

Please send all the required documents by registered express mail (書留速達) to the address below.

\* A URL of NAIST data storage system (Databox) for uploading the data of your photograph will be sent to you via e-mail. Please access the URL and upload the data of your photograph 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
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- ✓ Please submit the documents so that they arrive at NAIST by the deadline.
- ✓ If you need Admission letter, contact the Admissions Section([exam@ad.naist.jp](mailto:exam@ad.naist.jp)).

- ✓ Students may not ask NAIST regarding the arrival of enrollment documents. Please confirm the arrival with the tracking number by yourself. Please note that NAIST does not send individual notifications regarding the receipt of documents.

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 hard copy of certificates soon after your arrival in Japan.

- ✓ Please submit the documents so that they arrive at NAIST by the deadline.
- ✓ If you need Admission letter, contact the Admissions Section(exam@ad.naist.jp).

Documents	Remarks
Student Personal Information Report	Please fill in the required information. This report is used for student registration, academic records, student guidance, and student benefits and services. Information in the “Address for Emergency” box may be provided to the NAIST Alumni Association, so please check the corresponding column about whether or not you approve.
Pledge (NAIST Format)	Please write the date, address, name and signature on the pledge. *Please submit the pledge page only.
Data of Your Photograph	Data of your photograph is for your student ID card and Student Personal Information Report. Photos must be upper-body, full-faced without headwear (except for religious reason). Affix the same one to the Student Personal Information Report.
Official Document(s) Proving Course Completion (Graduation Certificate and Degree Certificate) and Academic Transcript (Both must be original hard copy)	<b>(Only for students who have not submitted original hard copy of proof of graduation or completion.)</b> If the certificate will not be issued by the deadline, please inform the date you certainly obtain the certificate and submit it to the Admissions Section, Educational Support Division, immediately upon issuance. <u>*If you do not submit the certificate by the end of September 2025, your enrollment will be cancelled for any reason.</u> <u>*For (an) official document(s) proving course completion, please be sure to submit the certificate that proves the degree.</u> <u>*Please note that expected graduation certificates do not meet our requirement.</u>
Certificate of Withdrawal	<b>(Only for students who withdrew from another undergraduate or postgraduate course to enroll in NAIST)</b> If the certificate will not be issued by the deadline, please inform the date you certainly obtain the certificate in “Payment Confirmation Form” and submit it to the Admissions Section, Educational Support Division, immediately upon issuance. <u>※In this case, "withdrawal" does not include cases such as when an expected graduate student withdraws from the school because you are failed to graduate the course.</u>

## II. Entrance Ceremony & Orientation for New Students

### 1. Entrance ceremony

Date: 11:00 am – 11:30 am, October 2 (Thu), 2025 (May be subject to change)

Place: Millennium Hall

### 2. Orientation for New Students

Master's course and Doctoral course

Date: 1:00 am -5:30 pm, October 2 (Thu), 2025 (May be subject to change)

Place: Millennium Hall

\*Please notify the Student Support Section, Educational Affairs Division by September 12 (Fri.), 2025, if you are unable to attend the Orientation for New Students (Tel:+81-743-72-5909, Email:[enrollment@ad.naist.jp](mailto:enrollment@ad.naist.jp)).

\* 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 October 3 (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](mailto:g-gakumu@ad.naist.jp) to obtain this form.)

## V. 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.

Those who wish to apply for the scholarship will be notified separately of the application documents and other details after enrollment.

	Monthly amount		Period	Others
	Scholarship (Type 1)	Scholarship (Type 2)		
Master's course	¥50,000 or ¥88,000	¥50,000 ¥80,000 ¥100,000	Master's course →within 2 years Doctoral course →within 3 years	Post-tuition payment system
Doctoral course	¥80,000 or ¥122,000	¥130,000 ¥150,000		

### 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.

## **VI. 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 refer to "◎ How to join" in the "Nara Institute of Science and Technology Alumni Association Membership Invitation".

### **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.

## **VII. 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”.

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 insurance premium by making a bank transfer with the prescribed form at a nearby Japan Post Bank (post office) upon enrollment after filling in your applicant’s ID, address, name, and telephone number in the prescribed form.

\*For those who have Student VISA (except for NAIST research students), the procedures will be completed at the Orientation for International Students after your arrival in Japan.

### 2. Insurance premium

Master’s course : ¥2,430-

Doctoral course : ¥3,620-

### 3. Term of the insurance policy

Master's course: two years from October 1, 2025 to September 30, 2027

Doctoral course: three years from October 1, 2025 to September 30, 2028

## VIII. 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.

## IX. 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.

## X. 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](mailto: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.