2024
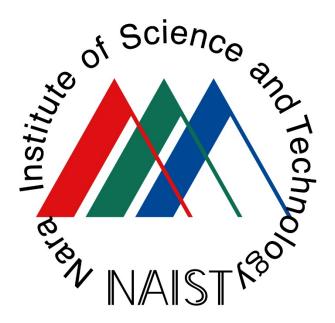
Admission Information and Application Guide

**(Screening of International Students by Special Recommendation
for Enrollment in the 2024 Spring and Fall Doctoral Course)**

Graduate School of Science and Technology

NARA INSTITUTE of SCIENCE and TECHNOLOGY (NAIST)

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

Applicants for the doctoral course should 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.

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NAIST Education Policy

● Objectives

As a graduate institution without undergraduate courses, NAIST promotes cutting edge research and offers a sophisticated outcome-based education for each student so as to contribute to the advancement of science and technology and of society as a whole.

● Educational mission

NAIST was founded in October 1991 as a graduate institution which educates individuals who will contribute to the development of advanced science and technology. Research and education at NAIST covers the three core areas: information science, biological science and materials science.

In order to realize a suitable standard of living for people throughout the world in the 21st century, and indeed to secure our very survival, the coming generation of leading researchers must possess the highest scientific and technical competence, along with a clear grounding in professional ethics. At NAIST, we aim to cultivate such researchers and educators.

Therefore, in addition to the areas of information science, biological science and materials science, we actively encourage interdisciplinary research and provide educational training in the principles of ethics and intellectual property.

● Objectives for student development

Education and research in NAIST master's course cultivate sophisticated expertise and personal initiative to support society and the economy. The doctoral courses are designed to nurture students to become researchers and engineers with the drive to seek new frontiers in science and technology and to take on leading roles internationally.

● Educational policy

In addition to a specialized education, the wide-ranging curriculum cultivates ethical thinking, vision, theoretical thinking, comprehensive judgment and sharpened writing skills.

Educational programs to produce human resources who will pursue new interdisciplinary research fields are executed and those to produce human resources with a thorough, globally-focused understanding, which include collaborative programs with our overseas education and research partners, are offered.

Internal and external evaluations are implemented to continuously improve the quality of education, while enrichment of the education and research environments and the financial support for talented students are being promoted.

NAIST Admission Policy

◆ **Prospective students**

We are looking for students, researchers or engineers who have fundamental academic skills, a clear vision, a resolve toward the future and a strong interest and motivation for advanced science and technology regardless of their background. Especially, we actively accept applicants who have a strong interest in making the best use of their wide breadth of expertise to solve various problems facing society, and are aiming to be active in various fields of advanced science and technology.

◆ **Basic admissions policy**

In order to select outstanding persons with the above qualifications both domestically and abroad, we stress assessment of applicants' character and capability. There are various routes for admission, including examinations centered upon interviews as well as examinations based on recommendations.

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 institution 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: https://www.naist.jp/dge/en/engagement/list.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 research institution on the list.

B: Those who have graduated from a university or research institution 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 institution, 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 March 31, 2024*. (See Note)

Note: Applicants who wish to apply based on qualification (3)-C or (3)-D should follow the procedures given in item 11: Preliminary Screening of Applicant Suitability before taking the entrance examination.

*For Fall Admission these dates change to September 30, 2024.

3. Application Procedures

Enrollment period: 2024 Spring

Application period
December 4 (Mon) – December 8 (Fri), 2023

Enrollment period: 2024 Fall

Examination Options	Application period
1st examination	February 5 (Mon) – February 9 (Fri), 2024
2nd examination	May 27 (Mon) –May 31 (Fri), 2024

4.Online Application System Registration

Applicants must register their applications online. To complete the application process, applicants must send the necessary certificates by mail following the registration.

＊Please note that applications only registered in the Online Application System are not accepted.

＊Please complete the registration by the final day of the respective application period (Japan Standard Time).

Please register your application at the following URL.
https://e-apply.jp/ds/naist/

(1) Examination fee
  Examination fee is 30,000 yen.

  To complete registration, applicants must complete the payment of the examination fee.
  Please choose one of the methods from ①～④ listed below, and pay the examination fee.
  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 applicants are responsible for paying any processing fee, etc.

  ① Payment via credit card
  ② Payment via internet banking
  ③ Payment at a convenience store
  ④ Payment via ATM

    Japanese government (Monbukagakusho: MEXT) Scholarship Students are exempt from the examination fee.
  MEXT Scholarship Students enrolled at universities other than NAIST, must submit a certificate stating their status as MEXT Scholarship Students.

(2) Required Documents
Applicants must upload all the required documents on the Online Application System.
(https://e-apply.jp/ds/naist/) .

Required documents	Remarks
Photograph	Please follow the Online Application System instructions and upload your photograph. A Photograph must be upper-body and full-faced without headwear (except for religious reasons).
Graduation / Expected Graduation certificate for master's degree or equivalent [Original / Certified true copy]	For more details, please refer to "Remarks" in 5. Sending Certificates by Post.
Transcript of master's or equivalent courses [Original/Certified true copy]	For more details, please refer to "Remarks" in 5. Sending Certificates by Post.
Employment certificate	Only necessary for those who are employed as faculty members or researchers at the universities or research institution with which NAIST has concluded an Academic Exchange Agreement. Must be issued by a university or research institution. If written in a language other than English, please attach an English translation.
Letter of recommendation	For more details, please refer to "Remarks" in 5. Sending Certificates by Post.
Research experience and background	Any form is acceptable. Maximum: Five A4 pages. Please write in English. In addition, if you have any publications in English, please attach offprints.
Statement of research plan at NAIST	Any form is acceptable. Maximum: Two A4 pages. Please write in English.

* 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
Confirmation of qualifying examination	For more details, please refer to "Remarks" in 5. Sending Certificates by Post.

5. Sending Certificates by Post

Please submit the following required documents by post after completing Online Application System registration.

A: Applicants living in Japan

Please send all the required documents by registered express mail (書留速達) to the address below in a large size envelope (33cm×24cm) with the Address Label issued by Online Application System after completing registration.

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

B: Applicants living outside Japan

Please send all the required documents by registered express mail to the address below.

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

・Please note that we accept only those applications that arrive at NAIST postmarked by the next day of the application period , Japan Standard Time (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.).
　＊NAIST is not responsible for any loss of documents during the course of delivery.
・Applications are accepted after completing both ① Online Application System registration and ② Sending the necessary documents by post. Please note that applications are not accepted if applicants only finish Online Application System registration.
・The status appearing on Online Application System will be updated approximately 1 week after the respective application period. Please be sure to confirm that your status has changed to "Applied".

Required documents	Remarks
Verification Form	Can be downloaded from My Page of the Online Application System.
Graduation / Expected Graduation certificate for master's degree or equivalent [Original / Certified true copy]	Must be issued by a graduate school or other educational institution. Applicants who meet Requirement for Application (3)-C or (3)-D (p.1) need not submit this certificate. An English translation must be attached if written in a foreign language other than English or Japanese.
Transcript of master's or equivalent courses [Original/Certified true copy]	Must be issued by a graduate school or other educational institution. Applicants who meet Requirement for Application (3)-C or (3)-D (p.1) need not submit a transcript. An English translation must be attached if written in a foreign language other than English or Japanese.
Letter of recommendation	Form provided by NAIST (university/institution's form is also accepted if it contains the same information). Must be issued by the president, dean (If the title is different from these, include an

	explanation of the position or website where this position is listed in English.), or equivalent position of a university or research institution with which NAIST has concluded an Academic Exchange Agreement. Must be in English.

* 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
Confirmation of qualifying examination	Any format is acceptable. （Sample Confirmation Letter） Date/Month/Year To Whom This May Concern: On behalf of ［name of the applicant's university］, I hereby confirm that our student Mr./Ms. ［name of the applicant］ has passed our ［name of the examination］ and has been found to have the ability equivalent to or greater than that required for a master's degree. For your information, I am enclosing the following documentation concerning the examination. 【Example】 ・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 [name of the applicant's university] with a master's degree from another institution President of [name of your university] [Signature]

6. Downloading Examination Voucher

Please download the Examination Voucher from the Online Application System. An e-mail will be sent to the e-mail address registered on Online Application System when it is ready.

7. Important Application Notes

・ If the applicant has a physical disability and requires any special help in following the standard academic program, please consult with the Admissions Section of the Educational Affairs Division (e-mail: exam@ad.naist.jp) prior to applying.

・ If the application documents are incomplete, the application will not be accepted in principle. Further changes to the submitted documents will not be accepted.

・ Applicants may be deemed to have committed a fraudulent act if they falsify, fabricate or plagiarize a document, materials or information included in their 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.

8. Screening Method

Applicants are evaluated according to a screening of application documents.

However, an oral examination may be conducted in addition if deemed necessary. In that case, you will be notified separately of the date and place of the oral examination.

9. Examination Results and Enrollment Procedures

Enrollment period: 2024 Spring

Results announced	Enrollment procedure
January 10 (Fri), 2024	Late February 2024

Enrollment period: 2024 Fall

Examination Options	Results announced	Enrollment procedure
1st examination	February 26 (Mon), 2024	Late September 2024
2nd examination	July 16 (Tue), 2024	

The examination results will be announced on the NAIST website (https://www.naist.jp/en/) from 10:00 am (scheduled) on the dates specified above. We will also notify applicants by e-mail.

10. Payments Required for Admission

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

(2) Tuition fee: 267,900 yen per semester. (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.

11. Preliminary Screening of Applicant Suitability

Those who wish to apply under Requirement for Application (3)-C or (3)-D (p.1) must first pass the Preliminary Screening for Suitability before formally applying. 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)**

Examination Options	Deadline
Examination for spring admission	November 10 (Fri), 2023
1st Examination for fall admission	January 12 (Fri), 2024
2nd Examination for fall admission	May 2 (Tue), 2024

Required documents

Required documents	Remarks
Application form for qualification screening	Form provided by NAIST. Please first contact theAdmissions Section (exam@ad.naist.jp).
Certificate of graduation of last academic institution attended	If not written in English, attach an English translation.
Transcript of last academic institution attended	Must be issued by the university or academic institution from which you graduated.
Research achievement report	Form provided by NAIST. 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 NAIST. 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.

12. 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.

https://www.naist.jp/en/international_activities/security_export_control.html

13. 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

Letter of Recommendation

To the President of NAIST

Name of the student, faculty member or researcher recommended   : _____

Reason for recommendation:

(Please state in English your reasons for recommending the above-mentioned person as a suitable candidate for the Screening of International Students by Special Recommendation of NAIST, describing his/her suitability with regards to personality and academic achievement. For a current (or graduated) student, please also include comments on academic achievement; for a faculty member or researcher please comment on research achievements.)

Date: _____

Recommender's name: _____

Title: _____

(President or Dean)

Institution: _____

Recommender's signature : _____