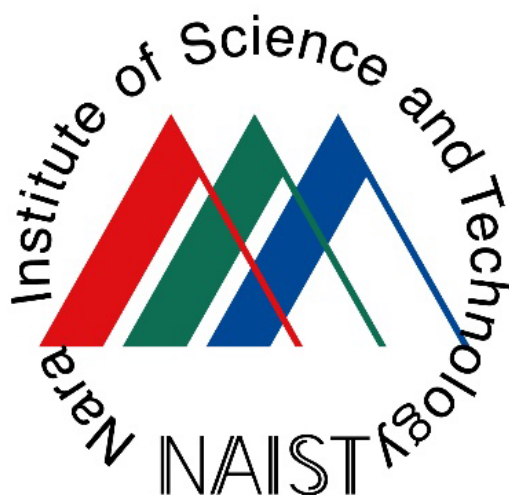# 2024

Admission Information and Application Guide

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

Graduate School of Science and Technology

NARA INSTITUTE of SCIENCE and TECHNOLOGY (NAIST)

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

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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 in and motivation for advanced science and technology, regardless of their background or undergraduate major. Especially, we actively accept applicants who have the ability to reason logically and accurately express their thoughts, and those who are very inquisitive and have the ability to tackle challenges.

- **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 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 March 31, 2024*.

B: Those who was conferred or will be conferred the equivalent of a bachelor's degree by March 31, 2024* 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 March 31, 2024*. (See Note)

Note: Applicants who wish to apply based on qualification (3)-C 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 Periods

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 [Original / Certified true copy]	For more details, please refer to "Remarks" in 5. Sending Certificates by Post.
Transcript [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 Proposal	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. Please upload in PDF format.) It must be more than one page and not more two pages for both subjects together.

	[Important points]
	1. Be sure to write your name on each page.
	2. Write on one side only in English.
	3. You may include additional data (figures or charts) within the Research Proposal.
Letter of provisional acceptance	Form provided by NAIST.
	Must be issued by a professor of the examination category you are applying to.
	Must be in English or Japanese.
	*1: Applicants must contact the professor whose lab they wish to join and obtain his/her preliminary approval of acceptance at least one month prior to the first day of the application period.
	*2: Before requesting a Letter of Provisional Acceptance, applicants should decide on the laboratory they wish to join. Applicants must not request Letters of Provisional Acceptance from more than one professor simultaneously.
Document to verifying English proficiency	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 [Original / Certified true copy]	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.
Transcript [Original / Certified true copy]	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.
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.
Document to verify English Proficiency	Please include your original English proficiency score along with a copy (Make sure to submit the one you have registered on Online Application System). After inspecting the two, the original will be returned at a later date. If "Submission of document verifying English proficiency" is indicated as "Not required" in the Letter of Provisional Acceptance, the applicants need not submit this. <Acceptable score / How to submit / Notes> ➢ TOEIC Listening & Reading Test or Speaking & Writing Test (How to submit) Please submit the official score certificate along with a copy. ➢ TOEIC Listening & Reading IP Test (online) (How to submit) Please submit ①the printed official score certificate and ②a letter issued by the company or school where you took the test which states your score is genuine (Any format is acceptable). 【The following information must be included】 ① The name of the company or school that offered the test ② Your test date ③ Name of the test taker (you) ④ Your test registration number ⑤ Listening score ⑥ Reading score ⑦ Total score ⑧ Name, job title, and official seal of the person who is authorized to testify to these contents ➢ TOEFL iBT / TOEFL ITP / TOEFL Essentials / TOEFL iBT Home Edition (How to submit) Please submit the original Examinee Score Report or Test Taker Score Report*of TOEFL iBT, ITP, Essentials or iBT Home Edition along with a copy Note：Test Taker Score Reports printed from "My Homepage" (personal account page) are not acceptable.

	➢ Duolingo English Test
	(How to submit)
	Please submit both the printed score (by postal mail) and the URL of that score (by email [exam@ad.naist.jp]).
	Note: Sending your score from the personal account page of the Duolingo English Test page is not accepted.
	➢ IELTS
	(How to submit)
	Please submit the official score certificate along with a copy.
	Please check when you can receive certificates on the official website of each test and be sure to be able to submit it by the deadline.

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 (Wed), 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 (p.1) must first pass the Preliminary Screening for Applicant Suitability before formally applying.

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 (Thu), 2024

Required documents

Required documents	Remarks
Application form for qualification screening	Form provided by NAIST. Please first contact the Admissions 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 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.

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 : _____

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2024年　先端科学技術研究科　受入内諾書

2024 Letter of Provisional Acceptance

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年　　月　　日

</div>

国　籍　(Nationality)（英語併記）_____

氏　名　(Full Name)（英語併記）_____殿

　本学志願者として相応しい者であると判断し，入学者選抜試験合格のうえは当研究室への受入れを内諾します。

　After consideration of the documents received thus far, including your research plan, it has been determined that you meet the preliminary qualifications for acceptance as an applicant to the master's course at Nara Institute of Science and Technology. Provided that you pass the entrance examination, you will be accepted as a master's course student at NAIST, in accordance with the details below.

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記(Details)

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1　受入課程(英語併記)　:博士前期課程　　先端科学技術研究科
Course of acceptance: Master's course of the Graduate school of Science and Technology

2　指導予定教員(英語併記):所 属　先端科学技術研究科　役職:　　氏 名:
　　Prospective academic advisor:Graduate School of Science and Technology
　　　　　　　　　　　　Title:　　　　　　Full name:

3　英語能力を証明する書類の提出　　　　　　　　　　　要・　不要
Submission of document verifying English proficiency　　Required / Not required

4　その他留意事項　(Other items to note)

（注１）出願期間の１ヶ月前までに志望研究室の責任者に発行を依頼すること。
（注２）志望研究室の責任者から，この書類が返送されたらオンライン出願登録サイトにアップロードすること。
* You must ask the professor of the laboratory you wish to join to gain this letter at least one month prior to the first day of the application period.
** When you receive this Letter of Provisional Acceptance, you are required to upload it to the Online Application System.

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（NAIST での指導予定教員）
所　属:_____研究室
役　職:_____
氏　名:_____印

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