

2021

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**Admission Information and Application Guide**

(Screening of International Students by Special Recommendation  
for Enrollment in the 2021 Spring and Fall Doctoral Course)

Graduate School of Science and Technology

**NARA INSTITUTE of SCIENCE and TECHNOLOGY(NAIST)**

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[https://www.naist.jp/en/international\\_students/](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 2021 Doctoral Course Application Form for Screening of International Students by Special Recommendation

\* Letter of Recommendation form

# NAIST Education Policy

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## ● 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.

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## ● 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.

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## ● 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.

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## ● 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

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## ◆ 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.

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## ◆ 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.

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## 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)

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## 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, 2021\*. (See Note)

Note : Applicants who wish to apply based on qualification (3)-C or (3)-D should follow the procedures given in item 7: Preliminary Screening of Applicant Suitability on page 5 before taking the entrance examination.

\*For Fall Admission these dates change to September 30, 2021.

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## 3. Application Procedures

### (1) Application period

**Enrollment period: 2021 Spring**

Application period
December 7 (Mon) – December 11 (Fri), 2020

**Enrollment period: 2021 Fall**

Examination Options	Application period
1st examination	February 1 (Mon) – February 5 (Fri), 2021
2nd examination	May 31 (Mon) – June 4 (Fri), 2021

### (2) How to apply

- Please send all required documents by e-mail, postal 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](mailto:exam@ad.naist.jp)

- When applying by postal mail, application documents must arrive at NAIST by the last day of the application period, Japan time. 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.
- When bringing documents directly, please note that we accept application materials 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's ID**

Upon receiving application documents, we will notify you of your applicant's ID by e-mail.

**(4) Examination fee**

Examination fee is 30,000 yen.

**A: Applicants living in Japan**

Examination fee payment via bank transfer (by ATM etc.) is available.

Please contact the Admissions Section of the Educational Affairs Division [[exam@ad.naist.jp](mailto:exam@ad.naist.jp)] for the details.

**B: Applicants living outside Japan**

Overseas applicants must pay the examination fee via foreign remittance in yen according to the details specified in the table below. The total cost for foreign remittance is usually the local bank charge (stipulated by the sending bank), the MUFG Bank charge, and the 30,000 yen examination fee. 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
Handling charges	Payer's responsibility (local bank charge + MUFG Bank charge)
Examination fee	30,000 yen
Deadline for remittance	Examination for spring admission: December 11, 2020 1st Examination for fall admission: February 5, 2021 2nd Examination for fall admission : June 4, 2021
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.
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Important points

- Japanese government (Monbukagakusho: MEXT) scholarship students are exempted 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] with scanned copy of receipt as an attachment or 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 may 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 for master’s degree or equivalent	Must be issued by a graduate school or academic institution. If written in a language other than English, please attach an English translation.
c	Transcript of master’s or equivalent courses	Must be issued by a graduate school or academic institution. 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 members or researchers at the universities or research institution with which NAIST has concluded an Academic Exchange Agreement. Issued by a university or research 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 experience and background	Any form is acceptable. Maximum: Five one-sided A4 pages. Please write in English. Do not print in color. Indicate on each page your name and the examination category you are applying for. Do not staple. Write on one side only. In addition, if you have any publications in English, please attach one (offprint) copy of each.
g	Statement of research plan at NAIST	Any form is acceptable. Maximum: Two one-sided A4 pages. Please write in English. Do not print in color. Indicate on each page your name and the Examination Category you are applying for. Do not staple. Write on one side only.

\* 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
<p>h Confirmation of qualifying examination</p>	<p>Any format is acceptable.</p> <p>(Sample Confirmation Letter)</p> <p style="text-align: right;">Date/Month/Year</p> <p>To Whom This May Concern:</p> <p>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.</p> <p>For your information, I am enclosing the following documentation concerning the examination.</p> <p><b>【Example】</b></p> <ul style="list-style-type: none"> <li>• Examination Standards</li> <li>• Documentation showing the correlation between successful examination and the requirements for a master's degree</li> <li>• 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</li> </ul> <p style="text-align: right;">President of [name of your university] [Signature]</p>

**(6) Other notifications**

- 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. Before submitting your application, make sure to check that all the necessary documents are enclosed or attached. Further changes to the submitted documents will not 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.

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**4. 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.

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**5. Examination Results and Enrollment Procedures**

**Enrollment Period : 2021 Spring**

Results announced	Enrollment procedure
January 8 (Fri), 2021	Late February 2021



**Enrollment Period : 2021 Fall**

Examination Options	Results announced	Enrollment procedure
1st Examination	February 19 (Fri), 2021	Late September 2021
2nd Examination	July 20 (Tue), 2021	

The examination results will be announced on the NAIIST bulletin board located next to the entrance hall of NAIIST Administration Bureau and on the NAIIST website (<https://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 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 NAIIST after the change.

**7. 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. Only applicants who are thus recognized by NAIIST 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 13 (Fri), 2020
1st Examination for fall admission	January 8 (Fri), 2021
2nd Examination for fall admission	May 7 (Fri), 2021

**Required documents**

Required documents	Remarks
Application form for qualification screening	Form provided by the Educational Affairs Division, NAIIST.
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 the Educational Affairs Division, NAIIST. 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 the Educational Affairs Division, NAIIST. 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.

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## 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.

[https://www.naist.jp/en/international\\_activities/security\\_export\\_control.html](https://www.naist.jp/en/international_activities/security_export_control.html)

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## 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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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 there.

(\*Do not fill in.)

Applicant's ID	*
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**NAIST 2021 Doctoral Course Application Form for  
Screening of International Students by Special Recommendation**

<b>Examination category</b>	information science / biological science/ materials science (circle the examination category which you are applying for)			<b>Photograph</b> <b>38mm × 30mm</b> Taken within the past 3 months, full-faced from shoulders up, no headwear except for religious reasons.
<b>Planned admission</b>	2021 Spring Admission / 2021 Fall Admission (Circle your planned time of enrollment)			
<b>Name of laboratory or professor</b>				
<b>Full name</b>	(Family name)	(Middle name)	(Given name)	
<b>Date of birth</b>	(Year)(Month)(Day)		<b>Sex</b>	( M / F )
<b>Qualification for application</b>	(3)-A, (3)-B, (3)-C, (3)-D (Circle your qualification)			
<b>Master's courses attended</b>	(University/ Institution)	(College/ School)	(Department/ Major)	
	Graduated / expect to graduate on		(Year)	(Month) (Day)
<b>Nationality</b>				
<b>Current address</b>	Zip code: Address: Tel: e-mail:		Mobile:	
<b>Place of employment (Faculty members or researchers only)</b>	Zip code: Address: Tel:		e-mail:	
<b>Curriculum Vitae</b>				
<b>Educational background (See Note)</b>				
Year/Month (Entrance) – Year/Month (Completion)	Name (Location: ) Status (e.g. Primary school student, Undergraduate student, MA student, researcher)			
/ - /				
/ - /				
/ - /				
/ - /				
/ - /				
/ - /				
<b>Employment record</b>				
From Year / Month – To Year / Month				
/ - /				
<b>Awards and citations</b>				
Year / Month				
/				

(Note) For your educational background, start with elementary school and continue in chronological order. If you were a doctoral course student or research student in any institution, specify the name of the institution and the length of time. If any falsification in the curriculum vitae is found, admission will be revoked.

\* Please check as appropriate.

<b>Employed applicants:</b> I will ( ) resign from my job. ( ) continue working after admission.
<b>Financial status for proposed study:</b> ( ) MEXT scholarship student ( ) Foreign government-sponsored student ( ) Self-financed student

## 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 : \_\_\_\_\_