

# 2023

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## Admission Information and Application Guide

(Fall Admission for Doctoral Course)

Graduate School of Science and Technology



**NARA INSTITUTE of SCIENCE and TECHNOLOGY**

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

Applicants for the doctoral course should contact the professor of the laboratory they wish to enter in advance so as to obtain a thorough understanding of the fields of research available there.

Applicants who do not have Japanese nationality (except for those with either Permanent Resident or Special Permanent Resident status) must complete the necessary procedure at least one month prior to the beginning of the application period. Applications will not be accepted if this procedure is not completed by the due date. Please see the following URL to confirm the necessary details.

( [https://www.naist.jp/en/international\\_students/prospective\\_students/preliminary\\_support.html](https://www.naist.jp/en/international_students/prospective_students/preliminary_support.html) )

For inquiries: International Affairs Division (Email: [admission-support@ad.naist.jp](mailto:admission-support@ad.naist.jp) )

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# 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 individual students

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.

## 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)

\* Admission capacity includes a number of students who are continuing on from NAIST Master's Course.

\* Applicant cannot apply for admission to multiple examination categories in same examination.

## 2. Qualifications for Application

- (1) Those who hold a master's degree or a \*professional degree. (\*Stipulated in the Rules for Degrees, Article 5-2(1953 Ministry of Education Ordinance, No.9) in accordance with the School Education Act, Article 104-3.)
- (2) Those who will be conferred a master's degree or a professional degree by September 30, 2023.
- (3) Those who hold the equivalent of a master's degree or a professional degree in a foreign country.
- (4) Those who will be conferred the equivalent of a master's degree or professional degree in foreign country by September 30, 2023.
- (5) Those who hold the equivalent of a master's degree or a professional degree by taking a foreign university's correspondence course in Japan.
- (6) Those who, by September 30, 2023, will be conferred the equivalent of a master's degree or a professional degree by taking a foreign university's correspondence course in Japan.
- (7) Those who have completed their course and have been conferred the equivalent of a master's degree at a foreign educational institute in Japan, which is authorized by the educational system of the foreign country and specified separately by the Minister of MEXT.
- (8) Those who will complete their course and will be conferred the equivalent of a master's degree by September 30, 2023 at a foreign educational institute in Japan, which is authorized by the educational system of the foreign country and specified separately by Minister of MEXT.
- (9) Those who will complete their course and will be conferred a master's degree of the United Nations University established under the United Nation general assembly resolution on December 11, 1972 (here in after call "United Nations University") (1972 law No.72) in accordance with Special Measures Incidental to Enforcement of the Agreement between the United Nations and Japan regarding the Headquarters of the United Nations University Act, Article 1-2.
- (10) Those who will complete their course and will be conferred a master's degree by September 30, 2023 at a United Nations University.
- (11) Those who have completed their course at a foreign university/educational institute which is specified in (7) or at the United Nations University, and have passed the equivalent of an examination, screening, etc. specified in the Standards for the Establishment of Graduate Schools Article 16-2 (1974 Ministry of Education Ordinance, No. 28), being recognized as having an academic ability equivalent or superior to a master's degree.
- (12) Those who will complete their course at a foreign university/educational institute which is specified in (7) or at the United Nations University, and will pass the equivalent of an examination, screening, etc. specified in the Standards for the Establishment of Graduate Schools Article 16-2 (1974 Ministry of Education Ordinance, No. 28) by September 30, 2023, being recognized as having an academic ability equivalent or superior to a master's degree.
- (13) Those who are deemed eligible by the Minister of MEXT. (1989 Ministry of Education Ordinance, No. 118)
  - ① Those who have engaged in research for more than 2 years at a university, or a research institute, etc. after graduating from a university, and are thereby recognized as having an academic ability equivalent or superior to a master's degree or a professional degree. (See Note)
  - ② Those who have engaged in research for more than 2 years at a university, or a research institute, etc. after having completed a 16-year curriculum of foreign school education or having taken a foreign school's correspondence course in Japan, and are thereby recognized as having an academic ability either equivalent or superior to a master's degree or a professional degree. (See Note)
- (14) Those who are recognized by NAIST through the Preliminary Screening of Applicant Suitability to have an academic ability equivalent or superior to a master's degree or a professional degree, and who will be

\*Applicants who wish to apply based on qualification (13) or (14) should follow the procedures given in **Article 11: Preliminary Screening of Applicant Suitability (for applicants who meet qualification (13) and (14))** on page 10 before applying.

### 3. Application Period

Examination Options	Application Period
2nd examination for fall admission	July 24 (Mon) -26 (Wed), 2023

- \* The first examination for fall admission was already conducted in February, 2023.
- \* Applicants who do not have Japanese nationality (except for those with either Permanent Resident or Special Permanent Resident status) must complete the necessary procedure at least one month prior to the beginning of the application period. Please see the following URL to confirm the necessary details.  
( [https://www.naist.jp/en/international\\_students/prospective\\_students/preliminary\\_support.html](https://www.naist.jp/en/international_students/prospective_students/preliminary_support.html) )
- \* While there are no limits to the number of times applicants may apply, applicants must complete the application procedure each time they apply.

### 4. Online Application System Registration

Applicants must register the applications online. To complete the application process, applicants must send the necessary documents 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 by 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 other universities must submit a certificate stating their status as a MEXT Scholarship Students.

#### (2) Required documents

Applicants must upload the documents indicated below when registering on the Online Application System.  
(<https://e-apply.jp/ds/naist/>)

●Documents required for all applicants

Required documents	Remarks
Photograph	Please follow the Online Application System instructions and upload your photograph. Photographs must be upper-body and full-faced without headwear (except for religious reasons).
Research record	Any format is acceptable and upload in PDF format. (Please use a word-processing software as much as possible.) Five A4 pages max. (Write on one side only.) In Japanese or English. Indicate your name on each page. Do not staple. If you have Japanese or English publications of your own, please attach offprints.
Research plan	Any format is acceptable and upload in PDF format. (Please use a word-processing software as much as possible.) Within two A4 pages (write on one side only). In Japanese or English. Indicate your name on each page. Do not staple.
Graduation/Expected Graduation certificate for master's degree [Original/Certified true copy]	For more detail, please refer to "Remarks" in 5. Sending Certificates by Post.
Transcript for the bachelor's degree [Original /Certified true copy]	For more detail, please refer to "Remarks" in 5. Sending Certificates by Post.
Transcript for the master's degree [Original/Certified true copy]	For more detail, please refer to "Remarks" in 5. Sending Certificates by Post.

For applicants who apply for materials science

Required documents	Remarks
Documents to verify English Proficiency.	For more detail, please refer to "Remarks" in 5. Sending Certificates by Post.

●For applicants who meet qualification (11) or (12)

Required documents	Remarks
Certificate of examination for academic ability equivalent to master's degree [Original / Certified true copy]	Any format is acceptable. The certificate must be written by the president or graduate school dean. Attach documents explaining examination standards, specific details, etc.

●For employed applicants

Required documents	Remarks
Approval of application from current employer	Any format is acceptable. A letter issued by a person of relevant authority of the current employer stating the applicant is clearly approved by the current employer to apply. * If the applicant is unable to submit the above document for any reason, please submit a document explaining your current situation (any format is acceptable).



## 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 the 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”.

### ●Documents required for all applicants

Required documents	Remarks
Verification Form	Can be downloaded from My Page of the Online Application System.
Graduation/Expected Graduation certificate for master's degree [Original/Certified true copy]	Must be issued by a graduate school or other educational institution. Applicants who meet qualification (11) (12) (13) (14) need not submit it. An English translation must be attached if written in a foreign language other than English or Japanese.
Transcript for the bachelor's degree [Original /Certified true copy]	Must be issued by a university or other educational institution. Must be issued by the president, dean, or equivalent individual of the university from which you graduated. Those who have approved transfer credits must also submit a transcript from the previous school (university, junior college, etc.). Applicants who meet qualification (13) or (14) need not submit it. An English translation must be attached if written in a foreign language other than English or Japanese.
Transcript for the master's degree [Original/Certified true copy]	Must be issued by a graduate school or other educational institution. Applicants who meet qualification (11) (12) (13) (14) need not submit it. An English translation must be attached if written in a foreign language other than English or Japanese.

●Applicants who apply for materials science

Required documents	Remarks
Documents to verify English Proficiency	<p>The applicants whose native language is English, or whose English skills are high enough, may be exempted from submitting these documents. Please ask the professor whose laboratory you wish to join whether you need to submit or not, before the application period.</p>
	<p>Please include your <u>original English proficiency score along with a copy</u> (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.</p> <p>&lt;Acceptable score / How to submit / Notes&gt;</p> <p>➤ TOEIC Listening &amp; Reading Test or Speaking &amp; Writing Test (How to submit) Please submit the official score certificate along with a copy.</p> <p>➤ TOEIC Listening &amp; 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).</p> <p>【The following information must be included】</p> <p>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</p> <p>➤ TOEFL iBT / TOEFL ITP (How to submit) Please submit the original Examinee Score Report or Test Taker Score Report*of TOEFL iBT or ITP along with a copy.</p> <p>Note : Test Taker Score Reports printed from "My Homepage" (personal account page) are not acceptable.</p> <p>➤ Duolingo English Test (How to submit) Please submit both the printed score (by postal mail) and the URL of that score (by email <a href="mailto:exam@ad.naist.jp">exam@ad.naist.jp</a>).</p> <p>Note: Sending your score from the personal account page of the Duolingo English Test page is not accepted.</p> <p>➤ IELTS (How to submit) Please submit the official score certificate along with a copy.</p>

	<p>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.</p> <p>When it is difficult to submit the score along with the other required documents, or a new score is obtained after submitting the application documents, scores can be submitted within the designated term [should arrive at NAIST within this period] (indicated in “Submission Form of Documents to Verify English Proficiency”).</p> <p>When submitting the score to arrive at NAIST within the designated term, the “Submission Form of Document to Verify English Proficiency” must be included along with the score. This form can be downloaded from our website.  <a href="https://www.naist.jp/en/international_students/prospective_students/admission_information/guidelines.html">https://www.naist.jp/en/international_students/prospective_students/admission_information/guidelines.html</a></p> <p>Scores cannot be submitted after the designated term (indicated in “Submission Form of Documents to Verify English Proficiency”).</p>
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#### ●Applicants who meet qualification (11) or (12)

Required documents	Remarks
Certificate of examination for academic ability equivalent to master's degree [Original / Certified true copy]	Any format is acceptable. The certificate must be written by the president or graduate school dean. Attach documents explaining examination standards, specific details, etc.

## 6. Downloading Examination Voucher

Please download the Examination Voucher and Important Notice for Examination 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 Notice for Application

- Applicants who do not have Japanese nationality (except for those with either Permanent Resident or Special Permanent Resident status) must complete the necessary procedure at least one month prior to the beginning of the application period. Applications will not be accepted if this procedure is not completed by the due date. Please see the following URL to confirm the necessary details.  
[https://www.naist.jp/en/international\\_students/prospective\\_students/preliminary\\_support.html](https://www.naist.jp/en/international_students/prospective_students/preliminary_support.html) )  
 ※For inquiries: International Affairs Division (Email: [admission-support@ad.naist.jp](mailto:admission-support@ad.naist.jp))
- If the applicant has a physical disability and requires special assistance in taking examinations or in following the standard academic program, please consult with the Admissions Section of the Educational Affairs Division, prior to applying.  
 [Phone: +81(743)72-5083 Fax: +81(743)72-5014 e-mail: [exam@ad.naist.jp](mailto:exam@ad.naist.jp)]
- If the application documents are incomplete, the application will not be accepted, in principle. Please ensure that all necessary documents are submitted. 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.

## 8. Method of Examination

### (1) Method of Examination

Examinees are evaluated according to the followings:

Examination Category	Method of Examination
information science	<ol style="list-style-type: none"> <li>1. Transcript</li> <li>2. Interview test of English or Japanese proficiency</li> <li>3. Interview test of specialized knowledge</li> <li>4. Presentation of research activities and research plan and corresponding interview</li> <li>5. Presentation of master's thesis and corresponding interview in addition to the above if you meet qualifications (2), (4), (6), (8) or (10). The presentation for 4 and 5 must be in Japanese or English for approximately 20 minutes in total.</li> </ol>
biological science	<ol style="list-style-type: none"> <li>1. Transcript</li> <li>2. Interview test of specialized knowledge and English proficiency</li> <li>3. Presentation of research activities and research plan and corresponding interview</li> <li>4. Presentation of master's thesis and corresponding interview in addition to the above if you meet qualifications (2), (4), (6), (8) or (10). The presentation for 3 and 4 must be in Japanese or English for approximately 15 minutes in total.</li> </ol>
materials science	<ol style="list-style-type: none"> <li>1. Transcript</li> <li>2. Evaluation based on English score submitted with application documents or on interview test of English proficiency (Note*)</li> <li>3. Presentation of research activities and research plan and corresponding interview</li> <li>4. Presentation of master's thesis and corresponding interview in addition to the above if you meet qualifications (2), (4), (6), (8) or (10). The presentations for 3 and 4 must be in Japanese or English for approximately 20 minutes in total.</li> <li>5. Interview test of specialized knowledge based on the interview in 3 and 4.</li> </ol> <p>(Note*) The applicants whose native language is English, or whose English skills are high enough, may be exempted from submitting English proficiency documents, but an interview test will be conducted to confirm English ability.</p>

### (2) Examination period and place

- NAIST will designate your examination date within the period specified below.

Period	Time	Place
August 21 (Mon) – 24 (Thu), 2023	9:00 am to 7:00 pm	Online

- Applicants will be notified of the date and time at the time of downloading examination vouchers.

## 9. Examination Results and Enrollment Procedure

Announcements of results	Enrollment procedure
August 29 (Tue), 2023	Late September, 2023

Examination results will be posted on the NAIST website (<https://www.naist.jp/en/>) from 10:00 am (scheduled) on the dates specified above.

Applicants who wish to apply based on qualification (2), (4), (6), (8) and (10) are required to submit a graduation certificate on the day of enrollment procedure. Please note that if they have not yet received a master's degree, equivalent of a master's degree or a professional degree by the enrollment day at NAIST, they will not qualify for enrollment.

## 10. Payments Required for Admission

- (1) Admission fee: 282,000 yen (Provisional)
- (2) Tuition fee: 267,900 yen for 2023 Fall term (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 payments following the change.

## 11. Preliminary Screening of Applicant Suitability (for applicants who meet qualification (13) and (14) )

- (1) Application deadlines for Preliminary Screening of Applicant Suitability (**Should arrive at NAIST no later than the following dates**) :

**June 23 (Fri), 2023**

- (2) How to apply
  - (i) Please first contact Admissions Section ([exam@ad.naist.jp](mailto:exam@ad.naist.jp)) to obtain the application form.
  - (ii) Please dispatch all the required documents by postal mail.

**\*Should be arrived on or before the deadline.**

- (3) Documents required to be sent by postal mail

### ●Applicants who meet qualification (13)

Required documents	Remarks
Application form for qualification screening	Form provided by the Admissions Section
Certificate of graduation [ Original/Certified true copy]	An English translation must be attached if written in a foreign language other than English or Japanese.
Transcript of academic records [Original/Certified true copy]	Must be issued by the university from which you graduated. Those who have approved transfer credits must also submit a transcript from the previous school (university, junior college, etc.). An English translation must be attached if written in a foreign language other than English or Japanese.
Achievement report	Form provided by the Admissions Section. A simple and objective description of your research achievements in your field.
Copies of relevant certificates	Form provided by the Admissions Section. Examples: Research papers, Credentials, Certificates of proficiency tests or Achievement tests, Certificates of English proficiency tests, acquired patents, Software specifications developed

### ●Applicants who meet qualification (14)

Required documents	Remarks
Application form for qualification screening	Form provided by the Admissions Section
Graduation certificate of last academic record [Original/Certified true copy]	An English translation must be attached if written in a foreign language other than English or Japanese.
Transcript of last academic record [Original/Certified true copy]	Must be issued by the university from which you graduated. An English translation must be attached if written in a foreign language other than English or Japanese.
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

#### (4) Preliminary Screening Result

The results of the preliminary screening will be sent by e-mail to the e-mail address to the e-mail address used for this application.

### 12. Long-Term Completion System

The Long-Term Completion System is a system for students who have difficulty completing their graduate courses within the standard allotted period due to employment responsibilities or other reasons. The System aims to aid students in creating their study plan over the standard period and ensure they finish their courses.

Students in doctoral course may extend for up to three years. These extensions will enable students to receive degrees in accordance with their plans.

When newly enrolled students apply for this system, the total tuition fee for the standard period will be divided into the number of the years permitted by NAIST.

Applicants wishing to avail themselves of this system should consult in advance with the Academic Affairs Section of the Educational Affairs Division. [[g-gakumu@ad.naist.jp](mailto:g-gakumu@ad.naist.jp)]

[https://www.naist.jp/en/international\\_students/current\\_students/academic\\_affairs/long-term.html](https://www.naist.jp/en/international_students/current_students/academic_affairs/long-term.html)

### 13. Security Export Control

At NAIST 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)

### 14. Additional Information

- (1) Fees and documents once paid or submitted may not be refunded/ returned for any reason.
- (2) Any unfair or fraudulent acts (impersonation, cheating, assisting other applicants) or recording while the online conference system is being used will be regarded as improper acts and the interview results may be invalidated. Admission to NAIST may be revoked, even after admission decisions have been made. Documents and examination fee may not be returned in this case.
- (3) Applicants are responsible for finding accommodation during the examination period.
- (4) If you'll be late for the specified time because of contingency such as a typhoon, please contact the Admissions Section of the Educational Affairs Division. (Phone: +81(743)72-5083)  
If you don't make a contact by the specified time, you will be considered to be absent from the examination.
- (5) In compliance with the Private Information Protection Law regarding private information held by an Independent Administrative Institution, all the private information received will only be used for the following purposes, and are not used for any other purpose.
  - affairs concerning the entrance examination and examination results (follow-up survey included)
  - reference materials at the time of the laboratory assignment
  - selection documents at the time of the scholarship selection and/ or student housing selection for students who have applied for these.
- (6) 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](mailto:exam@ad.naist.jp)**