

2023

Admission Information and Application Guide

(Fall Admission for Master's Course)

Graduate School of Science and Technology



NARA INSTITUTE of SCIENCE and TECHNOLOGY

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

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 two months 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)

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

INDEX

NAIST Education Policy	1
NAIST Admission Policy	2
1. Admission Capacity.....	3
2. Qualifications for Application	3
3. Application Period	4
4. Online Application System Registration.....	4
5. Sending Certificates by Post	6
6. Downloading Examination Voucher.....	8
7. Important Notice for Application	8
8. Method of Examination	9
9. Examination Results and Enrollment Procedures.....	10
10. Payments Required for Admission	10
11. Preliminary Screening of Applicant Suitability (for applicants who meet qualification (9) and (10))...	10
12. Long-Term Completion System.....	12
13. Security Export Control.....	12
14. Additional Information.....	12

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)

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

2. Qualifications for Application

- (1) Those who have graduated or will graduate from universities in Japan stipulated in the School Education Act, Article 83-1 by September 30, 2023.
- (2) Those who hold or will be conferred a bachelor's degree from the National Institution for Academic Degrees and Quality Enhancement of Higher Education (Japan) by September 30, 2023 in accordance with the School Education Act, Article 104-7.
- (3) Those who have completed or will complete a 16-year curriculum of school education in foreign countries by September 30, 2023.
- (4) Those who have completed or will complete a 16-year curriculum of foreign school education by taking a foreign school's correspondence course in Japan by September 30, 2023.
- (5) Those who have completed or will complete a 16-year curriculum 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 the Minister of MEXT.
- (6) Those who hold or will be conferred the equivalent of a bachelor's degree by September 30, 2023 by completing a course of 3 years or more (including cases where the course is completed by taking a foreign school's correspondence course or completed at a foreign educational institute in Japan which is authorized by the educational system of the foreign country and specified by the Minister of MEXT) at a foreign university or other foreign educational institute (limited to those institutions whose educational and research activities have been evaluated by the agency accredited by the foreign government or the organization concerned, or those specified separately by the Minister of MEXT).
- (7) Those who have completed or will complete specialized courses (the course period must be 4 years or longer and the course must meet the criteria specified by the Minister of MEXT) by September 30, 2023 at a vocational school designated by the Minister of MEXT.
- (8) Those who are deemed eligible or will be deemed eligible by September 30, 2023 by the Minister of MEXT (Bulletin No.5, Ministry of Education, 1953).
- (9) Those who will have been enrolled in a university for 3 years or longer as of September 30, 2023, or who will complete a 15-year curriculum as specified in (3), (4) or (5) with an excellent educational record in the designated courses. (*1., *2.)
- (10) Those who are recognized by NAIST through Preliminary Screening of Applicant Suitability to have an academic ability at the level of a bachelor's degree and who will be 22 years of age by September 30, 2023. (*2.)

*1. "Designated courses" for qualification (9) : In principle, this refers to the number of credits required for graduation that will be completed by the end of applicant's junior year in their current department (credits for general education such as humanities, social sciences, natural sciences, foreign languages, and health and physical education, and credits for specialized courses). Those who are enrolled at NAIST based on this qualification are regarded as being withdrawn from their current university register, and will not be eligible to take the national examinations that specify graduation from a university as a prerequisite.

*2. Applicants who wish to apply based on qualification (9) or (10) should follow the procedures given in **Article 11: Preliminary Screening of Applicant Suitability (for applicants who meet qualification (9) and (10))** on page 10 before taking the entrance examination.

3. Application Period

Application period

Examination Options	Application Period
2nd examination for Fall admission	June 5 (Mon) – 7 (Wed), 2023

* 1st examination for Fall admission was conducted in March, 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 two months 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)

* 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 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 the registration, applicants must complete the payment.

Please choose the best way from ①~④ listed below, and pay the examination fee.

*For more detail, 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 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 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. Photograph must be upper-body and full-faced without headwear (except for religious reason).

Research Proposal	<p>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.).</p> <p>It must be more than one page and not more two pages for both subjects together.</p> <p>[Important points]</p> <ol style="list-style-type: none"> 1. Be sure to write your name on each page. 2. Specify your current major or previous field of studies, if any, under the name on each page. 3. Write in English or Japanese (If you will take the examination in English, write in English.). 4. You may include additional data (figures or charts) within the two-page. <p>The template for each examination category is available on our website. Please use it as a reference. https://www.naist.jp/en/international_students/prospective_students/admission_information/guidelines.html</p>
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.
Documents to verify English Proficiency	For more details, please refer to “Remarks” in 5. Sending Certificates by Post.

●Only required for applicants who meet qualification (2)

Required documents	Remarks
Certificate verifying accepted or planned application for the bachelor's degree [Original / Certified true copy]	For more details, please refer to “Remarks” in <u>5. Sending Certificates by Post.</u>

●Only required for employed applicants

Required documents	Remarks
Approval of application from current employer	<p>Any format is acceptable.</p> <p>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.</p> <p>*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).</p>

Letter of Provisional Acceptance for Employed Applicants	<p>Form provided by NAIST. http://www.naist.jp/en/international_students/prospective_students/admission_information/guidelines.html).</p> <p>Must be issued by a professor of the examination category you are applying for in English or Japanese.</p> <p>*1: Please be sure to contact the professor whose lab you wish to join and obtain his/her preliminary approval of acceptance well in advance.</p> <p>*2: Before requesting a Letter of Provisional Acceptance, applicants should decide on the laboratory they wish to join. You must not request Letters of Provisional Acceptance from more than one professor at a time.</p> <p>Please note that this letter does not guarantee you passing the examination.</p>
--	--

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 (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 to all applicants

Required documents	Remarks
Verification Form	Can be downloaded from My Page of the Online Application System.
Graduation/Expected Graduation certificate [Original / Certified true copy]	<p>Must be issued by a university or other educational institution.</p> <p>For those who have graduated from a foreign university and gained bachelor's degree, please submit Certificate of Bachelor's Degree. (If graduation certificate shows that bachelor's degree has been completed, Certificate of Bachelor's Degree is not necessary.)</p> <p>Applicants who meet qualification (9) or (10) need not submit this certificate. An English translation must be attached if written in a foreign language other than English or Japanese.</p>

<p>Transcript [Original / Certified true copy]</p>	<p>Must be issued by a university or other educational institution. Those who have approved transfer credits or who meet qualification (2) must also submit a transcript from the previous school (university, junior college, or college of technology, etc.). Applicants who meet qualification (9) or (10) need not submit a transcript. An English translation must be attached if written in a foreign language other than English or Japanese.</p>
<p>Document to verify English Proficiency</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><Acceptable score / How to submit / Notes></p> <ul style="list-style-type: none"> ➤ 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). <p>【The following information must be included】</p> <ol style="list-style-type: none"> 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 <ul style="list-style-type: none"> ➤ 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>Note : Test Taker Score Reports printed from "My Homepage" (personal account page) are not acceptable.</p> <ul style="list-style-type: none"> ➤ 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]). <p>Note: Sending your score from the personal account page of the Duolingo English Test page is not accepted.</p> <ul style="list-style-type: none"> ➤ IELTS

	<p>(How to submit)</p> <p>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. (https://www.naist.jp/en/international_students/prospective_students/admission_information/guidelines.html) </p> <p>Even if you do not submit any results, you may take the entrance examination, but your English score will be zero.</p> <p>Scores cannot be submitted after the designated term (indicated in “Submission Form of Documents to Verify English Proficiency”).</p>
--	---

● Documents required only of those to whom the conditions in the following brackets apply

<Applicants who meet qualification (2)>

Required documents	Remarks
Certificate verifying accepted or planned application for the bachelor's degree [Original / Certified true copy]	Certified by the National Institution for Academic Degrees and Quality Enhancement of Higher Education or the president of the relevant junior college or college of technology.

6. Downloading Examination Voucher

Please download Examination Voucher and Important Notice for Examination from the Online Application System after confirming the application is definitely accepted. An e-mail will be sent to the e-mail address registered on Online Application System when they are 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 two months 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)
- 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]
- 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, their application, documents and examination fee may not be returned.

8. Method of Examination

(1) Method of Examination

<For all applicants>

- The examination will consist of a 20 minute interview in Japanese or English (applicants select the language in “Application Form”)
- In principle, interviews are conducted using the online conference system Webex.
- Please refer to the Online Application System for the required online interview technical conditions:
<https://e-apply.jp/ds/naist/>

information science

- (i) Oral examination on questions of mathematics (algebra, analysis, etc)
- (ii) Questions regarding the research proposal and areas of information science relevant to the examinees’ area of specialization.
Make sure that no materials are in sight during the interview.

[Scope of mathematics questions]

Algebra: From Chapter 1 to Chapter 8 of the following book.

Gilbert Strang, Introduction to Linear Algebra, Fifth edition, Wellesley-Cambridge Press.

It is equivalent to Chapter 1 to Chapter 7 if you have the fourth edition.

Analysis: From Chapter 1 to Chapter 15 of the following book.

Serge Lang, A First Course in Calculus, Springer.

biological science

- (i) A 3-minute presentation.
- (ii) Oral examination regarding the specialized knowledge in connection with examinees’ own research proposal.
Examinees are asked about the basic knowledge, comprehension, and explanatory ability of the field described in research proposal.
- (iii) Oral examination based on research proposal, especially about research plan at NAIST..
Make sure that no materials are in sight during the interview.

[Scope of biological science questions]

Oral examination based on research proposal, especially about research plan at NAIST.

materials science

- (i) A 5-minute presentation on their research proposal.
- (ii) Questions concerning the research proposal, relevant to examinees’ area of specialization and to materials science in general for about 15 minutes.
No materials may be in sight except for examinees’ own research proposal. Figures or charts in research proposals may be used or explained.

[Scope of materials science questions]

Basic knowledge of materials science relevant to examinees’ area of specialization.

(2) Evaluation criteria

In the interview, basic academic ability, enthusiasm, and potential as a researcher will be evaluated comprehensively.

(3) Acceptance criteria

Successful applicants will be decided on the basis of an overall evaluation of interview results, the research proposal, school transcripts and TOEIC / TOEFL / IELTS / Duolingo English Test scores.

(4) Examination period and location

- NAIST will designate your examination date within the period specified below.
- Applicants will have a preliminary connection test prior to the examination date indicated as follows. Notification for the preliminary connection test date will be included with your examination voucher.

Examination Options	Location	Period	Interview Time
2nd examination for Fall admission	Online	July 3 (Mon) – 8 (Sat), 2023	9:00 am to 7:00 pm
	(Preliminary Connection Test)	June 29 (Thu) – 30 (Fri), 2023	

- Applicants will be notified of the date and time at the time of downloading examination vouchers. In principal, once decided, the location and the date/time cannot be changed.
- If there are dates you are not able to attend the examination, please register the date(s) and the reason(s) on Online Application System. However, depending on the timing, and number of applicants, we may not be able to meet your request.
- In the event that the examination cannot be conducted due to a contingency such as a typhoon, it will be moved to the pre-determined alternative date (July 10 (Mon)) online

9. Examination Results and Enrollment Procedures

Examination Options	Announcements of the Results	Enrollment Procedures
2nd examination for Fall admission	July 18 (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 meet qualification (9)

Applicants who pass the examination but who meet qualification (9) and are therefore required to have completed the necessary credits with excellent results by the end of the junior year will be regarded as “provisional passers” of the examination on the date of announcing the examination results.

“Provisional passers” are required to submit transcripts which cover their first three years of undergraduate studies by middle of September, 2023. If the transcripts meet the stipulated conditions, those students are officially regarded on middle of September, 2023 as successful applicants.

10. Payments Required for Admission

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

(2) Tuition fee: 267,900 yen for the Fall 2023 term (535,800 yen annually) (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 (9) and (10))

(1) Application deadline for preliminary screening of applicant suitability (Should arrive at NAIST no later than the following dates):

May 2 (Tue), 2023

(2) How to apply

(i) Please first contact Admissions Section (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 to be sent by postal mail

●Applicants who meet qualification (9)

Required document	Remarks
Application form for qualification screening	Form provided by the Admissions Section
Transcript [Original / Certified true copy]	Must be issued by a university or other educational institute. If subjects you are currently taking are not listed in the transcript, please submit the documents that indicate subjects you are currently taking. 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.
Student registration certificate [Original / Certified true copy]	Any format is acceptable. Issued by the president or academic dean of the relevant university.
The list of all subjects available per academic year	The list should indicate the subject name, academic year, number of credits obtained, specification of required or elective subjects, and conditions for the applicant's promotion to the senior year and graduation.
Photocopy of syllabus	The contents of the lecture should be described.

●Applicants who meet qualification (10)

Required documents	Remarks
Application form for qualification screening	Form provided by the Admissions Section
Graduation certificate of last school attended [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 Records [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 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 master's courses may extend their periods of study for one or two 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. [g-gakumu@ad.naist.jp]

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

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, receiving assistance from others, etc.), 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 cannot be returned in this case.
- (3) Applicants are responsible the necessary environment for the online interview.
If you do not make a contact by the specified time, you will be considered to be absent from the examination.
- (4) Depending on the number and scores of applicants, a higher number of applicants may be accepted.
- (5) In compliance with the Private Information Protection Law regarding private information owned by an Independent Administrative Legal Entity, all private information (including entries in documents required 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.
- (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