**Admission Information and Application Guide**

**(Double Degree Doctoral Program Information and Application Guide**

**for 2025 Fall Enrollment and 2026 Spring Enrollment)**

Graduate School of Science and Technology

**I. Outline and Information concerning the Double Degree Program**

Nara Institute of Science and Technology Graduate School of Science and Technology (hereinafter referred to as “NAIST”) and the partner institutions have established Double Degree Programs for the purpose of cultivating doctoral students into researchers that will contribute to future research and development and highly specialized engineers. Students will be trained to become valuable human resources with an international perspective in order to contribute to international academic exchange.

The list of partner institutions with which NAIST has concluded agreements on double degree programs is as follows.

<https://www.naist.jp/en/international_activities/double_degree_program.html>

**1. Outline**

Doctoral students will either be sent from the partner institution to NAIST or from NAIST to the partner institution and will maintain their student status in their original graduate program while entering the program of the host institution. Upon the completion of the program, the student will be issued separate doctoral degrees from both institutions. The nominal duration of the doctoral studies must consist of a total of 3 academic years in both institutions. The student must stay at each institution during the program and the period of stay must be balanced between the two institutions. The students will be charged entrance examination, registration, and tuition fees only in their home institution while being a candidate in this program.

For detailed information, please refer to the agreement with each institution at the URL below.

<https://www.naist.jp/en/international_activities/double_degree_program.html>

**2. Number of Students for Acceptance and Dispatchment**

Acceptance (Students from partner institution to join NAIST doctoral program) Limited

Dispatchment (NAIST students to join partner institution’s doctoral program) Limited

As for detailed information, please refer to the agreement with each institution at the URL below.

<https://www.naist.jp/en/international_activities/double_degree_program.html>

**3. Qualifications for Application and Entrance Examination**

1. Acceptance
2. Qualifications for application

Applicants must fulfill all of the following conditions:

ⅰ Those who have a master’s degree or will have a master’s degree before enrollment date.

ⅱ　Those who are admitted to the doctoral programs of the partner institution.

1. Additional information

ⅰ　The selection of applicants is based on the examination of written materials. However, an oral

examination may be held if deemed necessary.

ⅱ　Fall enrollment date is October 1, 2025 and spring enrollment is April 1, 2026.

1. Dispatchment
2. Qualifications for application

Applicants must fulfill all of the following conditions:

ⅰ　Those who have a master’s degree or will have a master’s degree before the enrollment date.

ⅱ Those who are admitted to NAIST doctoral program or those who are applying for entrance

examination for NAIST doctoral course.

1. Additional Information

ⅰ　The selection of applicants is based on the examination of written materials. However, an oral

examination may be held if deemed necessary.

ⅱ Fall enrollment date is October 1, 2025 and spring enrollment is April 1, 2026.

As for detailed information on qualifications, please refer to the agreement with each institution at the URL below.

<https://www.naist.jp/en/international_activities/double_degree_program.html>

**II. NAIST Acceptance Information**

1. **Application Procedures**
2. Application period

Fall enrollment May 8 (Thu) - June 6 (Fri), 2025

Spring enrollment November 6 (Thu) - December 5 (Fri), 2025

1. How to apply

Please contact us at the following address. A URL of NAIST data storage system (Databox) for uploading the required documents will be sent to you via e-mail. Please access the URL and upload the required documents. Original certificates, transcripts, and letters must be submitted at the time of enrollment.

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| Admissions Section, Educational Affairs DivisionNara Institute of Science and TechnologyE-mail: exam@ad.naist.jp |

1. Notification of applicant’s ID

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

1. Required documents

|  |  |
| --- | --- |
| **Documents required** | **Remarks** |
| a | Application Form (Acceptance) | Form provided by NAIST. |
| b | Scanned copy of your passport (the page with your full name)/residence card (both sides) | Either a scanned copy of your passport (the page with your full name) or a scanned copy of your residence card (both sides)Those who do not have either must upload a scanned copy of a government-issued photo ID.If written in a language other than English, please attach an English translation to the document. |
| c | Graduation / expected graduation certificate for master’s degree or equivalent  | Must be issued by a graduate school or academic institution/official. If written in a language other than English, please attach an English translation.＊If the applicants cannot submit a transcript, an oral examination will be held instead. |
| d | Transcripts for master’s or equivalent courses |
| e | Letter of acceptance to partner institution’s doctoral program | Must be issued by partner institution. |
| f | Letter of recommendation | Form provided by NAIST. (Partner institution’s form is also accepted if t it contains the same information.) Must be issued by the president, dean, or a person of equivalent authority of partner institution. |
| g | Research experience and background | Any form is acceptable. Maximum: Five one-sided A4 pages. Please write in English. Do not staple. Write on one side only. In addition, if you have any publications in English, please attach one (offprint) copy of each. |
| h | Statement of research plan at NAIST | Any form is acceptable. Maximum: Two one-sided A4 pages. Please write in English. Do not staple. Write on one side only. |

**Note: All the forms must be written in English. If certificates are written in a language other than English, please attach an English translation.**

**\*The following Documents to verify English Proficiency is only required for 2026 Spring Enrollment applicants whose preferred laboratory is in the Division of Information Science.**

|  |  |
| --- | --- |
| **Required documents** | **Remarks** |
| Documents to verify English Proficiency. | <Acceptable score >* TOEIC

Score type: Listening & Reading Test or Speaking & Writing Tests* TOEIC Listening & Reading IP Test (online)

Please submit the official score certificate and a letter issued by the company or school where you took the test which states your score is genuine (Any format is acceptable) , combined into a single PDF data file.  【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

Score type: TOEFL iBT / TOEFL ITP / TOEFL Essentials / TOEFL iBT Home Edition* + 1. Please upload the PDF data of the Examinee Score Report or Test Taker Score (Score Report in the case of TOEFL ITP).

② Applicants can also send official score reports to NAIST via ETS. After completing procedures at ETS, the report will be sent to NAIST. The score will not be accepted if it does not arrive by the deadline. Since it takes several weeks to arrive at NAIST, please allow plenty of time to complete the procedures.Code for sending TOEFL official score reportDI(Designated Institution) code: D234Department code: 99* Duolingo English Test

Please submit the PDF data with which NAIST can check the score.* IELTS

Please submit the PDF data of the official score certificate. |

1. Other notifications
* If you have a physical disability and require any special help in following your academic program, please consult with Admissions Section at Educational Affairs Division <exam@ad.naist.jp> at least three months prior to applying. Contact within three months of the application period is permitted, but please understand we may not be able to accommodate your request. Please prepare a copy of a disability certificate and a doctor's certificate as you will be asked to submit these in due course.
* If the application documents are incomplete, the application will not be accepted in principle. Further changes to the submitted documents cannot 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 and documents may not be returned.
1. **Screening Method**

Applicants are evaluated according to the screening of application documents.However, an oral examination may be conducted if deemed necessary (An oral examination is necessary for the applicants who have not submitted a transcript.). In that case, applicants will be notified separately of the date and place of the oral examination.

1. **Examination Results and Enrollment Procedures**

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| --- | --- | --- |
|  | **Announcement of results** | **Enrollment procedure** |
| Fall enrollment | July 22 (Tue), 2025 | Late September, 2025 |
| Spring enrollment | January 9 (Fri), 2026 | Late February, 2026 |

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

1. **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>

1. **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) is 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 DivisionNara Institute of Science and Technology 8916-5, Takayama, Ikoma, Nara 630-0192, JapanPhone: +81(743)72-5083/5084 Fax: +81(743)72-5014E-mail: exam@ad.naist.jp |

 (\*Do not fill in.)

|  |  |
| --- | --- |
| Applicant’s ID | ＊ |

**Doctoral Course Application Form for**

**Double Degree Program (Acceptance)**

**Photograph**

38mm **×** 30mm

Taken within the past 3 months, full-faced from shoulders up, no headwear except for religious reasons.

|  |  |  |
| --- | --- | --- |
| Applying to: | Graduate School of Science and Technology |   |
| Admission  | 2025 Fall Admission / 2026 Spring Admission(Circle your time of enrollment.) |  |
| Name of laboratory or professor of NAIST |  |  |
| Full name | (Family name) | (Given name) |  |
| Date of birth (Year/Month/Date) |  | Sex | ( M / F ) |
| Qualifications for Application | (University/institution) (College/school) (Department/major) |
|  | Graduated/expected to graduate on　 (Year) 　　　　(Month)　　　　 (Day) |
| Nationality |  |
| Current address | Zip code:Address:Tel:E-mail:  |
| If your current address is inside European Economic Area (EEA), please read through page below, and if you agree with them, place check mark in the box on the right.https:www.naist.jp/en/international\_students/files/GDPR\_e.pdf |[ ]  I have read "Handling of use and transfer of personal data based on General Data Protection Regulation (GDPR)" , and agree with use and transfer of your personal data by Nara Institute of Science and Technology (NAIST). |
|  |
| Curriculum Vitae |
| **Educational background** | Name |
| Year/Month (Entrance) – Year/Month (Completion) |  |
| / – / |  |
| / – / |  |
| / – / |  |
| **Employment record** |  |
| From Year / Month – To Year / Month |  |
| / – / |  |
| / – / |  |
| **Awards and Citations** |  |
| Year / Month |  |
|  |  |

・For educational background, start with elementary school entrance. If you were a 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.

**Letter of Recommendation**

To the President of NAIST

Name of the student, recommended　:

Reason for recommendation:

(Please state in English your reasons for recommending the above-mentioned person as a suitable candidate.)

Date:

Recommender’s name:

Title:

(President or dean)

Recommender’s signature:

**III. NAIST Dispatchment Information**

1. **Application Procedures**
	1. Application period

Fall enrollment July 22 (Tue) - July 24 (Thu), 2025

Spring enrollment January 19 (Mon) - January 21 (Wed), 2026

* 1. Required documents

|  |  |  |
| --- | --- | --- |
| a | Application Form (Dispatchment) | Form provided by NAIST |
| b | Research plan for partner institution study period | Any form is acceptable. Two one-sided A4 pages. Should be written in English. Do not staple. |
| c | Proof of language ability | TOEIC, TOEFL scores, etc. |
| d | Letter of acceptance from prospective supervisor at partner institution | Any form is acceptable.Should be written in English. |

* 1. Place of submission

|  |
| --- |
| Admissions Section, Educational Affairs DivisionNara Institute of Science and Technology8916-5, Takayama, Ikoma, Nara 630-0192, JapanE-mail: exam@ad.naist.jp |

* 1. Notification of screening number

After accepting the application materials, applicants will be sent their screening number by e-mail.

1. **Screening Process at NAIST**
2. Screening method

Applicants are evaluated according to the screening of application documents. However, an oral examination may be conducted if deemed necessary. In that case, applicants will be notified separately of the date and place of the oral examination.

【If oral examinations are to be held, they will be held within the following periods.】

 　 Fall enrollment August 18 (Mon) - August 21 (Thu), 2025

 Spring enrollment February 16 (Mon) - February 17 (Tue), 2026

1. Announcement of screening results

Fall enrollment 10 a.m., August 26 (Tue), 2025

Spring enrollment 10 a.m., February 20 (Fri), 2026

Place: NAIST website ( <https://www.naist.jp/en> ).

1. **Screening Process at Partner Institution**

Applicants must complete the screening and other required processes of both institutions. Admissions to Double Degree Program may not be granted depending on the decision of the partner institution throughout the process. Please see partner institution’s guidelines for their screening and other required procedures.

**Doctoral Course Application Form for**

**Double Degree Program (Dispatchment)**

|  |  |  |  |
| --- | --- | --- | --- |
| Application Date | (Year/Month/Date) | Screening No | ※ |

(※Do not fill in.)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Full Name | (Family name) | (Given name) | M・F | Student Number |  |
| Date of Birth | (Year/Month/Date) |
| Educational Backgroundyear/month-year/month |  / - / |  |
|  / - / |  |
|  / - / |  |

|  |  |
| --- | --- |
| Permanent Address | ZIP CodePhone ( ) - |
| Contact address in Japan | ZIP CodePhone ( ) -E-mail |
| Research Theme at Your University |  |
| NAISTSupervisor’s reason for approval | 　　　　　　　　　　　　　　　　　　　 Supervisor　　　　　　　 (signature) |

　・For educational background, start with university entrance. If you were a research student in any institution, specify the name of the institution and the length of time.