

**School of Science, Graduate School of Science, and Faculty of Science,
Hokkaido University**
**Application Guidelines for Enrollment and Extension of Enrollment for Research Students,
Auditors, and Credited Auditors, April 2018**

1. Eligible Applicants

Research Students: Must be recognized as having an academic level equivalent or superior to that of university graduates.
Auditors/Credited Auditors: Must be recognized as having an academic level sufficient to take relevant courses.

2. Application Period: February 13–16, 2018. The application documents must be received during this period.

3. Application Documents

Documents	Remarks
① Application form and Resume (prescribed forms). Applicants who have completed an overseas school education course should use the resume form specially prepared for them.	Photo attached. Prior to applying, applicants should obtain informal verification from faculty members (a prospective supervisor for applications for Research Student status; instructors of courses for applications for Auditor and Credited Auditor status) and have him/her/them sign the application form. Research Students who are currently enrolled and wish to apply for an extension should write the same research theme as was approved when they were accepted for enrollment.
② Official certificate of graduation or completion.	The following applicants are not required to submit this document. <ul style="list-style-type: none"> • Auditors or Credited Auditors who wish to apply for renewal of their registration. • Research Students who wish to apply for an extension, and for whom the research theme is the same as that approved when they were accepted for enrollment. • Applicants who graduated or are expected to graduate from the School of Science, Graduate School of Science, or Faculty of Science, Hokkaido University.
③ Written consent (discretionary format).	Only for applicants who wish to enroll while continuing their employment.
④ Payment certificate for the entrance examination.	Refer to “5. Application Fee”.
⑤ Copy of passport (the page with your name on it)	Only international students.

4. Application Procedure

Submit “3. Application Documents” to the designated office directly, or by mail.

Documents can be submitted from 8:30–17:00, except on Saturdays, Sundays, and national holidays. If you send the application documents by mail, please indicate “Enclosed Application for (Research Student, Auditor, or Credited Auditor)” in red on the envelope and send it by registered mail.

5. Application Fee: 9,800 yen (JPY)

Applicants in either of the following categories are not required to pay the examination fee.

- Research Students who apply for an extension and whose research theme is the same as that approved when they were accepted for enrollment.
- Japanese Government (MEXT) scholarship students and students in the State-Sponsored Scholarship Program of the China Scholarship Council (CSC).

Remit the fee at a bank or post office counter using the attached transfer form prepared for this purpose, attach the payment certificate (E) to the appropriate section on the Sheet to Attach the Certificate, and submit this sheet with the other required documents.
Please note that the examination fee is not refundable.

6. Distribution/Submission of Application Documents

Submit to: Science and Life Science Administration Department
Hokkaido University (ground floor of Science Building 2).
Kita-10 Nishi-8, Kita-ku, Sapporo 060-0810, Japan

[Applicants for the Graduate School of Science and the Faculty of Science]: Graduate School Educational Affairs Section (Tel: 011-706-3676)
[Applicants for the School of Science]: School of Science Educational Affairs Section (Tel: 011-706-2836)

7. Announcement of Application Results: Applicants will receive the results after

Auditors or Credited Auditors : March 1, 2018
Research Students : March 6, 2018.

8. Procedures for Enrollment (Extension of Enrollment) Registration and Paying Fees

All successful applicants will be notified along with the application results.

Category	Amount	Payment period	Remarks
Enrollment fee	Research Students ¥84,600	During the enrollment period, March 7–13, 2018 (scheduled)	Successful applicants in the following categories are not required to pay the enrollment fee. <ul style="list-style-type: none"> • Research Students applying for an extension and whose research theme is the same as that approved when they were accepted for enrollment. • MEXT scholarship students and students in the State-Sponsored Scholarship Program of the CSC.
	Auditors ¥28,200		
	Credited Auditors ¥28,200		
Tuition fee	Research Students ¥178,200 / semester	May 2018	<ul style="list-style-type: none"> • MEXT scholarship students and students in the State-Sponsored Scholarship Program of the CSC are not required to pay the tuition fee.
	Auditors ¥14,800 / credit		
	Credited Auditors ¥14,800 / credit		

9. Precautions

- ① Successful applicants for Research Student status can enroll for the period from April 1, 2018 to March 31, 2019 (one year).
- ② The School of Science and The Graduate School of Science accepts only Auditors and Credited Auditors, and the Faculty of Science accepts only Research Students.
- ③ Applicants as Auditors or Credited Auditors, and those planning to apply to other graduate schools at Hokkaido University, should indicate this at the time of application.
- ④ If you have any questions regarding the application, please contact the office stated in “6. Distribution/Submission of Application Documents.”