

Academic Year 2020

**Graduate School of Science
Hokkaido University**

Master's Course

(Former Period of Doctoral Program)

Second Selection

**Guidelines for Application for the
Entrance Examination**

(Admission for International Students Residing Abroad)

November 2019

Notes

Applicants for special category (international students residing abroad) must submit a Japanese or English proficiency certificate.

Applicants who have difficulties in submitting a Japanese or English proficiency certificate may submit a transcript or a similar document that indicates Japanese or English grades issued by the university or school they graduated from.

Personal Information Management by Hokkaido University

- (1) In handling personal information obtained from applicants, Hokkaido University makes every effort to protect this information through appropriate management based on the “National University Corporation Hokkaido University Personal Information Management Rules” and the relevant laws and ordinances such as the “Protection Law for Private Information Held by Independent Administrative Corporations”.
- (2) Personal information, such as name, address, etc., provided by the applicant to the university in the process of applying for admission will be used only for: 1) assessment of applicants; 2) announcement of results; 3) enrollment procedures; 4) surveys and research on enrollee selection methods; and 5) business operations pertaining to 1)–4).
- (3) Companies commissioned by the University to engage in the relevant operations (hereafter called “commissioned companies”) may handle personal data. Part or all of the personal information submitted to the University by the applicant will be provided to the commissioned companies, to the extent necessary for them to carry out their duties.
- (4) After successful applicants are enrolled, personal information they provided on their application forms will be used for; 1) educational affairs (such as registration, educational guidance, etc.); 2) student support services (such as health administration, fellowship applications, etc.); 3) career support and 4) business operations related to their tuition fees and other expenses.
- (5) Among the personal information described in (4), only the name and address may be used for contact purposes from Hokkaido University Frontier Foundation, Hokkaido University Athletic Union, Alumni Association of the School of Science, and Alumni Association Elm of Hokkaido University by taking safety measures.

November 2019

Graduate School of Science,
Hokkaido University

Admission Requirements for the Graduate School of Science

Applicants must have completed core subjects in the fields of Mathematics, Physics, Chemistry, Biological Sciences, Earth Science or related subjects. They must also have an ability, character and aptitude to study independently and to rigorously investigate the principles of nature.

Special Category for International Students

1. Admission Quota

Department	Admission Quota
	2020 April
Mathematics	A few students
Condensed Matter Physics	
Cosmosciences	
Natural History Sciences	

2. Eligibility

Applicants must fulfill all of the following criteria:

- (1) Prior to admission to the Graduate School of Science, completed or are expected to complete 16 years of school education outside Japan, or received or are expected to receive a degree equivalent to a bachelor's degree from a university or school outside Japan (limited to the university or school which has received evaluation from the person who is authorized by the government of that country or the relevant agencies regarding the overall performance of its education and research activities, or which has been separately designated by the Ministry of Education, Culture, Sports, Science and Technology (MEXT) as equivalent to the aforementioned) by completing a program that requires three years or more of course work (including the case of completing a distance-learning course offered by a school of that country while living in Japan, and the case of completing a study at the institution recognized by the school education system of that country and designated by MEXT);
- (2) Are a citizen of a country other than Japan and living in a country outside Japan (therefore it is difficult to travel to Japan to take the entrance examination); and
- (3) Are recognized as having enough competence and scholastic performance by a faculty member of the Graduate School of Science who has agreed to be a supervisor* after enrollment.

* Applicants must contact their prospective supervisor and obtain his/her acceptance in advance. Then they will receive a password necessary for online application. Also, applicants must request their prospective supervisor to write a recommendation letter (in any format) and ask him/her to submit it to the Graduate School Educational Affairs Section during the application period.

3. Application Period

◆ **Online application: December 12, 2019 –December 17, 2019 by 5:00 PM JST**

* After completing the online application, applicants must scan all the application documents (see “5. Application Documents”) in PDF format and send them via email by December 17.

Email address: r-gakuin@sci.hokudai.ac.jp

◆ **Deadline for submitting application documents by post: January 8, 2020 by 5:00 PM JST**

* Aside from the PDF files sent by email, applicants must send hard copies of the application documents by registered mail. They must be received by the deadline so consider the time for courier delivery. Also see “4. Application Procedure and Payment of Fees” for details.

4. Application Procedure and Payment of Fees

Applicants must complete all of the following (①-③) by the deadline specified in “3. Application Period”.

① Online Application

Applicants must have (or have access to) a printer for printing the application documents, and have an email address capable of receiving a notification from the university (cell phone's email address is not accepted).

- 1) Access the Hokkaido University Online Application website using the password received from the prospective supervisor (<https://e-apply.jp/e/hokudai-sci/>)
- 2) Read the instructions on the website carefully and fill out all the necessary information.
- 3) If successfully registered, notification will be sent to the email address you have provided.

② Payment of Entrance Examination Fee

Entrance examination fee of 30,000 yen must be paid in accordance with the instructions provided on the payment procedures screen shown after you have completed the online application. Use one of the following methods to make payment.

- (i) Credit card
- (ii) Pay-easy (bank ATM, Japan Post bank ATM, or online banking), convenience store, Japan Net Bank, or Rakuten Bank
- (iii) ChinaPay (online payment service offered by China UnionPay)

*Along with the entrance examination fee, about 500 yen will be added as a handling charge.

* Students who will receive the Japanese Government (MEXT) scholarship, the State-Sponsored Scholarship Program of the China Scholarship Council, or the Hokkaido University President's Fellowship (including those who are expected to receive these scholarships) are not required to pay the examination fee. MEXT scholarship students recommended by Japanese Embassies/Consulates, authorities, or universities other than Hokkaido University are required to submit a copy of the letter proving that they will receive this scholarship.

* The examination fee is not refundable except for the following cases:

- The applicant has decided not to submit an application after examination fee was remitted, or the application was not accepted.
- The applicant paid the examination fee twice by mistake.

③ Submission of Application Documents by Post

Print the application form and resume that are generated after you have completed the online application, and send them along with other necessary documents (see “5. Application Documents”) in an envelope by registered mail.

It must be received by the deadline. The application documents will not be returned once submitted.

**To: Graduate School Educational Affairs Section
Science and Life Science Administration Department
Hokkaido University
Kita-10 Nishi-8, Kita-ku, Sapporo 060-0810, Japan**

* The application will be considered complete once all documents are received by the Graduate School Educational Affairs Section. Note that completion of the online application alone does not constitute completion of the application procedure.

* Applications received after the deadline will not be accepted. Consider the time for courier delivery and be sure to post it well in advance.

5. Application Documents

Documents		Remarks
1	Application Form and Resume.	Print the application form and resume that are generated after completing the online application (on A4-sized paper).
2	One Photograph (for Resume)	Photo size must be 4cm×3cm
3	Official transcript issued by the most recent academic institution	As a reference, applicants may attach a recommendation letter from the faculty member at the university or school they graduated from.
4	Japanese or English proficiency Certificate	Applicants who have difficulties in submitting the Japanese or English proficiency certificate may submit a transcript or similar document that indicates Japanese or English grades issued by the university or school they graduated from.
5	Official certificate of graduation or (expected graduation)	
6	Passport copy	Photocopy the page showing your full name
7	Documents specified by each department	Among the applicants to the Department of Natural History Sciences, those who apply to the Division of: Earth and Planetary Dynamics; Earth and Planetary System Science; Seismology and Volcanology must submit a “Research Plan after enrollment” (specified form). The specified form is available for download from online application website. Print on A4-sized paper.
8	Documents requested by prospective supervisor	

6. Screening Method

The Graduate School of Science will assess applicants based on the their application form, resume, official transcript issued by the academic institution that they graduated most recently, recommendation letter from the prospective supervisor, and all other documents submitted.

7. Announcement of Application Results

Successful applicants will be announced on the bulletin board on the ground floor of the Faculty of Science (north entrance hall of Building 2 (Lower Wing)), Hokkaido University around 4:30 PM on February 3, 2020. All applicants are notified the results by mail.

Also, the examinee’s number will be posted on the website of the Graduate School of Science.

8. Procedures for Enrollment and Payment of Fees

All successful applicants are notified of the registration procedure at the time of notification of results.

Enrollment Fee: 282,000 yen (estimated)

Tuition Fee: 267,900 yen for the first semester [Total annual tuition fee = 535,800 yen] (estimated)

* If the tuition fee is revised during the period of your enrollment, the revised fee becomes effective immediately.

9. Extending the Period of Registration

It is possible to extend the standard years of study at the Graduate School of Science. Read “Extending the Period of Registration” on page 5, and submit an application if you wish to take advantage of this system.

If you have any questions about the application procedure, please contact the following:

<p>Graduate School Educational Affairs Section Science and Life Science Administration Department Hokkaido University Kita-10 Nishi-8 Kita-ku, Sapporo 060-0810, Japan E-mail: r-gakuin@sci.hokudai.ac.jp Graduate School of Science, Hokkaido University https://www.sci.hokudai.ac.jp/graduateschool/en/</p>

Extending the Period of Registration

1. Aims

When students under special circumstances such as having a job, etc. (including child and nursing care) have asked for an extension to complete the program for a period exceeding the standard years of study (2 years) with a scheduled plan of study, such scheduled study (hereinafter referred to as “Extended Period of Registration”) may be approved after reviewing their application.

2. Intended Students

Students who fall under one of the criteria below and for that reason, wish to set the study period longer than the standard period to complete an academic (research) course:

- (1) Have a full-time job in a public office or company (excluding those who are exempt from job duty but receive a salary), or are self-employed.
- (2) Have a part-time job that has a significant influence on the full-time academic work.
- (3) Are taking care of children or other family members, which has a significant influence on the full-time academic work; or
- (4) Are visually impaired, hearing impaired, physically handicapped, etc., which are deemed to have a significant influence on the academic work for an extended period of time.

3. Attendance Period

The period approved for the Extended Period of Registration is up to 4 years for the master’s degree program, and a student can apply for extension by the year. Students who have been approved of Extended Period of Registration may not continue their study beyond the period of adding 2 years to the Extended Period of Registration.

Students may take a temporary leave of absence from school for up to 2 years, the same as the students under the standard period of study.

4. Application Procedure

(1) Application Period

As a general rule, application documents for Extended Period of Registration should be submitted at the time of application for entrance examination.

(2) Required Documents

- ① Application Form for Extended Period of Registration (Form 1).
- ② Research Plan Under Extended Period of Registration (Form 2).
- ③ Documents to prove that an applicant needs to apply for Extended Period of Registration

(3) Announcement of Results

The Graduate School of Science reviews each application individually and will notify the results to all the successful applicants of the entrance examination.

5. Reducing or Extending the Period of Extended Period of Registration

When regarded as necessary, the Graduate School of Science may approve of reducing or extending the Extended Period of Registration only once. The period of reducing the Extended Period of Registration may not exceed the period of adding one year to the standard period of study (2years).

6. Annual Tuition Fee

The tuition fee for students approved to study for an extended period will be calculated by multiplying the annual tuition fee by the number of years equivalent to the standard period of study (2 years), then dividing the resulting amount by the number of years approved for extended study. If the revision is made to the annual tuition fee or the changes to the Extended Period of Registration are approved, the fee will be calculated accordingly. However, the adjustment will not be made to the tuition fee which has already been paid.

Students who are waiting for results of application for Extended Period of Registration must not pay the tuition fee before they receive the official notification of results.

7. Other Information

For more details about Extended Period of Registration, please contact the Graduate School Educational Affairs Section, Science and Life Science Administration Department, Hokkaido University.