

Application Procedures for Non-Degree Courses (Research Students)  
in Graduate School of Biosphere Science, Hiroshima University

A self-supported international student wishing to study a specific subject in Graduate School of Biosphere Science can apply to be admitted as a research student (Kenkyusei) through the following procedures.

1. Admission Eligibility

- (1) An applicant must have completed 16 years of formal education in a foreign country
- (2) An applicant must have been recognized by Graduate School of Biosphere Science as having the equivalent qualifications of a research student

\*An applicant wishing to further apply for the Graduate School to become a graduate student after completion as a research student is required to confirm his/her own eligibility requirements for the examination in advance. In addition, it should be noted that all of the classes in the Master's Programs are in Japanese or English.

2. Times of Admission and Duration of Study as a Research Student

The times of admission are April 1 and October 1. The duration of study is six months or one year. Those wishing to continue to study as research students may extend the duration, but as a general rule, the duration can only total up to two years.

3. Application Procedures

An applicant must submit the following documents, (1)~(7), and (8) [(1)~(8) for those currently residing in Japan], all of which must be originals (copies are not acceptable), to the Student Support Office of the Graduate School (International Student Affairs). The applicant must have found his/her own academic adviser, who approved the admission in advance.

The documents submitted will be reviewed by the Academic Affairs Committee of the Graduate School of Biosphere Science. It should be noted that the Committee cannot review the documents if they are not sufficient or complete. Certificates and Recommendations should have been issued within the six months before the time of application. Inform us as soon as possible when the information in the documents changes.

Any applicant who submits documents with false information is not allowed to enroll.

- (1) Application form and Personal history (the applicant himself/herself should fill in the prescribed forms in Japanese or English)
- (2) Research plan as a research student (Research purpose, concrete research outline, and research methods, summarized in 800 Japanese characters or 300 English words)
- (3) Graduation certificate, Degree transcript, and Transcript of scholastic record issued by the university or college attended (These documents should be accompanied by Japanese translation, in which the name, position, and contact information of the translator are specified. If the applicant is not able to submit a Degree transcript, he/she must submit a written statement of the reason)
- (4) Recommendation (This must be prepared by the President or Dean of the faculty at the university or the college attended. The document should be accompanied by Japanese translation, in which the name, position, and contact information of the translator are specified)
- (5) Medical certificate (the prescribed form should be filled in within the six months before the time of application)
- (6) Documents that certify the applicant's language ability  
(Those wishing to study as research students under supervision in Japanese must submit Japanese-Language Proficiency Test (JLPT) N1 certificate. Those wishing to study under supervision in English must submit TOEFL test score certificate. As to Japanese ability, a Japanese-Language Proficiency Test (JLPT) N1 certificate or level 1 score of 240 points or more is preferable. As to English ability, a TOEFL score of 500 points (CBT 173 points) or more is preferable.  
  
In exceptional cases, other documents that certify an applicant's Japanese or English ability could be acceptable for the review process if the ability is recognized as being equivalent to the above criteria)
- (7) Documents that certify the applicant's ability to pay expenses  
(An applicant's bank account balance statement and certificate of employment are acceptable. A certificate of scholarship is also acceptable. If any person other than the applicant will pay the applicant's school and living expenses, his/her own bank account balance statement and certificate of employment, *etc.* should be submitted with the document that certifies the relationship between the applicant and the said person)
- (8) Certificate of registered matters obtained from a local Japanese government administrative office (This applies only to applicants currently residing in Japan)

#### 4. Period of Application

Overseas applicants: Not later than four months before admission (by November 30 for applicants who want to enroll in April, and by May 31 for applicants who want to enroll in October)

Applicants currently residing in Japan: Not later than one month before admission (by February 28 for applicants who want to enroll in April, and by August 31 for applicants who want to enroll in October)

\*If the deadline for the submission falls on a Saturday, Sunday, or national holiday, the deadline shall be the previous weekday.

\*Any documents submitted after the deadline may not be accepted.

#### 5. Examination Fee

When the application is approved by the Academic Affairs Committee of the Graduate School of Biosphere Science after submission of the documents, the applicant is required to pay the examination fee (9,800 yen) as soon as possible. After the payment, the final selection will be made by the Faculty Council of the Graduate School of Biosphere Science.

#### 6. Admission Procedure

Overseas applicants: An applicant who is approved to become a research student must apply for an “Authorized Residence Status Certificate”, which will be required for the visa request. When the “Authorized Residence Status Certificate” is issued, the applicant must request a visa at the Japanese Embassy in the applicant’s own country.

After visa acquisition and entering Japan, the applicant must submit some routine documents (these documents will be specified after entry to Japan) to the Graduate School, and pay the enrollment fee (84,600 yen). After these procedures, “Written Permission” of enrollment will be issued.

Applicants currently residing in Japan: When an application is approved by the Academic Affairs Committee of the Graduate School of Biosphere Science, the applicant must pay the enrollment fee (84,600 yen). Afterwards, “Written Permission” of enrollment will be issued.

## 7. Research Fee

After the enrollment, a successful applicant (now a research student) will receive a pay slip for the research fee, and will be asked to pay it within one month (178,200 yen for six months duration or 356,400 yen for one year duration). If the duration of study is one year, the total payment can be paid in two installments. There is no system of exemption from the research fee.

\*The examination fee, enrollment fee, and research fee, once paid, will not be refunded for any reason.

## 8. Financial Plan for Studying Abroad

Living and studying in Japan will cost you much. Generally, international students need about 80,000~100,000 yen per month for living costs (This does not include fees for enrollment and research).

As the university accommodation is limited, all the students cannot live there. The rent for private accommodation in Higashi-Hiroshima city is about 25,000~50,000 yen per month.

After enrollment, you can look at some scholarships, but the number of scholarships for research students is very limited. It is very difficult to be awarded one just after coming to Japan.

It is considered fine for an international student to do a part-time job for up to 28 hours per week (\*“The Permit for Deviation of Status” is required in advance). However, most international students do not have time for part-time jobs because of their studies.

Before studying abroad, you are strongly asked to consider your financial plan by referring to the points made above.

\*If you apply for this scheme, you may be contacted by email. Therefore, we would like to ask you to check your email periodically.

Submission of documents and further information:

Student Support Office, Graduate School of Biosphere Science, Hiroshima University

1-4-4 Kagamiyama, Higashi-Hiroshima,

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