

**GENERAL GUIDELINES FOR ADMISSION TO
GRADUATE STUDY PROGRAMS AT THE GRADUATE
SCHOOL OF ENVIRONMENTAL STUDIES
“SPECIAL APPLICATION FOR INTERNATIONAL STUDENTS”**

**ACADEMIC YEAR 2023
(STARTING FROM APRIL)**

**GRADUATE SCHOOL OF ENVIRONMENTAL STUDIES
NAGOYA UNIVERSITY
November 2022**

URL: <https://www.env.nagoya-u.ac.jp/english/admission/index.html>

[Important] Advance Procedures on the Internet Application Site

Starting in AY 2022, the Graduate School of Environmental Studies will require applicants to register “My Page” on the website, register application details, and pay the application fee in advance (see attached document “Online Application Flow” on page22-25).

Please prepare all items required for the online application, devices such as a computer connected to the internet and a color printer, an email address, a portrait photo, and submit your application after confirming the payment method, documents to be submitted, etc. If you do not have a color printer at home, please check the printable environment in advance, such as a convenience store.

Note that you will need to register for an account before applying, so ensure you have enough time to complete the application process. Important information about the examination and other related issues may be sent by the University to your registered e-mail address. Therefore, please use an e-mail address that you check on a regular basis and has little chance to be changed or deleted.

International applicants who are eligible for enrollment in the Graduate School of Environmental Studies with student visa status can apply for “Special application for International students.” This brochure is a simple version of the guidelines for such applicants. More detailed information is provided in the Japanese version. Students whose mother tongue is not Japanese are recommended to contact their prospective supervisor to obtain more detailed information.

I. MASTER’S DEGREE PROGRAM

1. Eligibility Requirements

Applicants must meet one of the requirements listed below:

- (1) Graduation, or expected graduation by March 31, 2023 from an undergraduate school or university in Japan.
- (2) Completion, or expected completion by March 31, 2023, of 16 years of formal education in his /her home country or other countries.
- (3) Persons who have been conferred, or expect to be conferred by March 31, 2023, a degree equivalent to a bachelor’s degree through attending an overseas university or other overseas school (limited to those whose education and research activities have been evaluated by persons who have been certified by the relevant country’s government or a related institution, or have been separately designated by the Minister of Education, Culture, Sports, Science and Technology as being equivalent to such) and graduated from a program that requires 3 or more years to complete (Includes graduating from a program implemented by the relevant overseas school while living in Japan through distance learning, as well as graduating from a program implemented by an educational facility established with the relevant overseas country’s school education system and has received the designation mentioned above).
- (4) Approved by the Minister of Education, Culture, Sports, Science and Technology of Japan (MEXT) (1953 Ministry Bulletin, Vol. 5).
- (5) Have completed 3 years (or above) of education at a university in Japan, or have completed 15 years of formal education at an institution overseas; Or, have completed 15 years of formal education at an overseas institution in Japan (provided the program is equivalent to the formal education in its foreign country and is being recognized by the Japanese Minister of Education, Culture, Sports, Science and Technology) by March 31, 2023. The applicant should also have earned all credits in good academic standing. All mentioned above should be recognized by Graduate School of Environmental Studies.
- (6) Completion of a program of study recognized by the Graduate School of Environmental Studies as equivalent to graduation from a Japanese university

Note: Applicants wishing to apply based on the requirement (5) or (6) above will be given an eligibility examination. Please contact the Office of Student Affairs at the Graduate School of Environmental Studies for details. A separate application is required for the eligibility examination, to be submitted by December 12, 2022.

2. Departments Offering Master's Degree Programs

Departments offering a Master's Program at the Graduate School of Environmental Studies are as follows:

- Department of Earth and Environmental Sciences
- Department of Environmental Engineering and Architecture
- Department of Social and Human Environment

◆ Architecture Course in the Department of Environmental Engineering and Architecture accept application for Master's Degree program only in July.

3. Application Procedures

Period for Online Registration and Examination Fee Payment: December 21, 2022 – January 9, 2023

Application Period: January 4 – 4:00pm, January 10, 2023 (Only applications submitted by registered mail are acceptable.)

The application procedure will be completed by submitting the necessary application documents within the application period after completing registration and examination fee payment with the online application system.

Registration and examination fee payment with the online application system alone does not complete the application procedures.

The examination fee payment must be completed within four days from the day of registration. If a payment is not made within the period, the application registration will be automatically cancelled. (Please re-register if your registration is cancelled)

*If the payment deadline is in less than four days, the payment deadline will be prioritized.

When submitting application documents by mail, please print out the "Address Sheet" in color via the online application system, attach it to a Kaku 2 envelope, and send it so it arrives by the application deadline.

When you are sending a set of application documents from overseas or an English score sheet separately from the application documents, send it by (express) registered mail or tracked post (EMS etc.) addressed to "9. Contact information". It is not necessary to affix the on-line issued "Address Sheet".

For details, see "STEP 6 (Send Required Documents)" on page25.

All application documents shall be filled out in either Japanese or English.

Payment of Examination fee

Examination fee 30,000 Japanese Yen

MEXT scholarship recipients are exempt from the examination fee. Please check "Exemptions from the examination fee" when applying.

Please note that if you select "Exempt from the examination fee" by mistake and submit your application documents without paying the examination fee, the documents will not be accepted.

*In addition to the examination fee, a service charge (about 500 yen) will be required.

*Examination Fee Refund Policy

The paid examination fee will not be refunded under any circumstances except in the following two cases.

(1) If the applicant does not complete the application procedures after paying the examination fee, or your application has not been accepted.

(2) If the applicant paid the examination fee in duplicate.

Because the process for the refund will require a large reduction in the amount due to remittance charge and a long time, please make the payment with special caution.

If you have any questions about the application procedures, please contact us at env@adm.nagoya-u.ac.jp.

DOCUMENTS REQUIRED:

- (1) *Nagoya University Graduate School Application Form
- (2) *Photograph Card (affix a photograph taken within the last 3 months)

The applicant must prepare and upload a portrait photo (up to 2MB), that is front facing, includes the upper body, no hats or backgrounds, and has been taken within 3 months of the application.

*(1)(2) The application form and photograph card must be printed in color on a single-sided sheet of A4 sized paper from the online application system.
- (3) Graduate School of Environmental Studies Application form /Curriculum Vitae/Resume

*If the address to where the notification of acceptance will be sent is different from the address registered on the online application, the contact information must be provided in the "Graduate School of Environmental Studies Application form".
- (4) Reason for Application (Download and fill out the prescribed form from the Graduate School website)
- (5) *Diploma or Certificate of Graduation or Expected Graduation from the university where the applicant pursued undergraduate studies (originals only; photocopies are not acceptable. An English version is required if the certificate is written neither in Japanese nor in English).
- (6) *Official Transcript (or Academic Record) from the university above (originals only; photocopies are not acceptable. English version is required if the transcript is written neither in Japanese nor in English). Be sure to also submit the grade assessment standards.

*(5)(6) Note: For applicants who have graduated from a university in the People's Republic of China: We reserve the right to investigate applicants' credentials, for example the Degree Certificate or Expected Graduation Certificate, or the academic transcript submitted by an applicant through the China Academic Degrees and Graduate Education Development Center (CDGDC).
- (7) TOEFL/TOEIC/IELTS original score sheet

Applicants must submit an original score sheet of the "Test Taker Score Report" of TOEFL (iBT), the "Official Score Certificate" of TOEIC (Listening & Reading test), or the "Test Report Form" of IELTS (Academic Module). Only scores of the examinations taken on or after February 1, 2021, will be acceptable.

The original score sheet will not be returned. For more details, please refer to the "4. Examination Method". In case of applicants for self-recommendation admission to the Department of Social and Human Environment, however, graduates and soon-to-be graduates from an institution of higher education whose language of instruction is English do not need to submit a TOEFL/TOEIC/IELTS original score sheet.
- (8) Declaration of applicable specific categories for "deemed exports" under the Foreign Exchange and Foreign Trade Act With the clarification of the scope of control for "deemed exports" under the Foreign Exchange and Foreign Trade Act ("FEFTA"), a part of provision of sensitive technology to faculty members and students at universities and research institutions has become subject to control under the FEFTA. Consistently with this change, when applying for Nagoya University, it is required to submit a "Declaration of applicable specific categories" based on the "Flowchart for determining applicable specific categories." some applicants will also be required to submit a "Letter of confirmation" at the time of their admission.
- (9) Self-Recommendation Letter (Required only for applicants for self-recommendation admission to the Department of Social and Human Environment)

Applicants for self-recommendation admission to the Department of Social and Human Environment must write a self-recommendation letter. (Form 9: A4 size single-sided printing)
- (10)Essay (required only for applicants to the Sustainable Development Course in the Department of Environmental

Engineering and Architecture)

International applicants to the Sustainable Development Course in the Department of Environmental Engineering and Architecture must submit an essay entitled “SDGs and me” as part of their application. The typewritten on a computer (A handwritten essay will not be accepted) essay should be no more than 500 words (or 1000 characters in Japanese) and printed on single-sided A4 paper (maximum 2 pages). There are no other formatting requirements. Note that it must be original and unpublished.

(11)List of publications, conference presentations, awards and achievements (applicants to the Sustainable Development Course in the Department of Environmental Engineering and Architecture)

International applicants to the Sustainable Development Course in the Department of Environmental Engineering and Architecture must submit a list of publications, conference presentations, awards and achievements as part of their application. Prepare and print the document on single-sided A4 paper. There are no other formatting or page requirements. If there are no applicable items, submit a paper noting this.

(12)Research Proposal (required only for applicants applying to the Department of Social and Human Environment)

The research proposal should include the following: 1) background of the problem and objectives of the research, 2) a review of the existing literature, and 3) methodology and methods of the research. The proposal should refer to the relevant literature where appropriate. It shall be written in either Japanese or English. (printing on A4 size)

(13)Graduation thesis (required only for applicants applying to the Department of Social and Human Environment).

(14)A photocopy of your residence card or passport

Applicants who are currently residing in Japan must submit a photocopy of their residence card (both sides). Oversea resident must submit a passport page with the ID photo.

(15)Applicants receiving a scholarship from the Japanese Government (MEXT) must provide a Certificate of Status issued by the university where they are currently enrolled. However, the applicant who is presently enrolled in Nagoya University does not need to do it.

4. Examination Method

(1) Department of Earth and Environmental Sciences

The Department of Earth and Environmental Sciences consists of the Division of Earth and Planetary Sciences and the Division of Hydrospheric-Atmospheric Sciences. The Division of Earth and Planetary Sciences consists of the following seven laboratories: Earth Environmental Systems, Geology and Geobiology, Geochemistry and Cosmochemistry, Earth and Planetary Physics, Ecology, Earth and Planetary Dynamics, and Chronology and Natural History. The Division of Hydrospheric-Atmospheric Sciences consists of the following four laboratories: Global Environmental Variation, Climate Science, Global Geochemistry, and Global Water Cycle.

The examinees are required to contact their prospective supervisor(s) prior to application, so that the supervisor(s) can prepare for the examination, taking the applicants' language ability and academic background into consideration.

Please refer to the "DOCUMENTS REQUIRED (7)" regarding the "English Test". The original TOEFL/TOEIC/IELTS score sheet taken on or after February 1, 2021, will be converted into the score for the test subject "English". Documents other than those listed above (e.g. TOEIC-IP test) will not be accepted. In addition, the score sheets for the TOEFL iBT Home Edition (formerly known as the Special Home Edition) will not be accepted. The original score sheet must be enclosed with the application form. If the original score sheet cannot be enclosed with the application, it must be sent separately to the address indicated in Section "9, Contact information" no later than February 7, 2023 using registered mail that marked as "Score Sheet enclosed" in red. If a valid score sheet is not submitted, the score for the examination subject "English" will be zero.

< Division of Earth and Planetary Sciences >

The examination will be carried out through an oral examination (about 20 minutes) at lecture room on the 3rd floor of the building of graduate school of environmental studies (GSES). The following table shows the examination schedule.

Date	Time	Examinations
Tuesday, February 14, 2023	9:00 - 12:00	Oral Examination*1

*1: English and/or Japanese language will be used in the oral examination. The applicants should make a 5-minute presentation on the research for the Bachelor's degree and the research plan in Master's degree Program. The oral examination will be conducted to evaluate the English proficiency of the applicants if oral presentation is conducted in Japanese. The oral examination consists of questions about the applicants' motivation for applying and the research plans after enrollment. Please prepare the powerpoint or pdf file for presentation and bring it stored in an USB memory.

Gathering place: Seminar room 3 on the 3rd floor of the building of GSES

Gathering time: 8:40

< Division of Hydrospheric-Atmospheric Science >

The examination will be administered remotely (online) using a web conference system. For the online oral examination, each applicant must provide his/her own place in a quiet environment with no one in the same room and no one to be suspected of cheating. You may be asked to take a look for the entire room before the online exam. The following table shows the examination schedule.

Date	Time *1	Examinations
Tuesday, February 14, 2023	9:15 - 12:00	Oral Examination*2 and Interview*3

*1: Detailed examination times will be announced to each candidate by e-mail after the application is submitted. For examinees residing overseas, examination times other than the above may be set.

*2: English and/or Japanese language will be used in the Oral Examination. The applicants should make a 5-minute presentation on their research for the Bachelor's degree and their research plan in Master's degree Program. The presentation should be made using file sharing of the web conference system.

*3: This interview will be conducted to evaluate the English proficiency of the applicants if oral presentation is conducted in Japanese. The interview consists of questions about the applicants' motivation for applying and their research plans after enrollment.

(2) Department of Environmental Engineering and Architecture

(2.1) Sustainable Development Course

[Important Notices on the submission of the TOEFL/TOEIC/IELTS score sheet]

(Only for applicants to the Department of Environmental Engineering and Architecture):

- As described in the “DOCUMENTS REQUIRED” section, submission of the score sheet at the time of application is strongly recommended, but if you do not have a valid score at the time of application, or if you wish to replace it with a new score, you may submit the score sheet separately to the address shown in “9. Contact information”, arriving no later than January 31, 16:00 using registered mail that marked as "Score Sheet enclosed" in red.
- Original scores of TOEFL iBT “Home edition” test will also be accepted as a special measure in the entrance examination according to this application guideline.

[Important Notices]

- Applicants should contact their prospective supervisor in advance. The questions in the examination are likely to take the applicants’ language ability and academic background into consideration.
- Applicants must submit an essay entitled “SDGs and me” and a list of publications/conference presentations/awards/achievements as part of their application. Refer to the “DOCUMENTS REQUIRED” section for details.

[Examinations and schedule]

The schedule of examinations is shown in the following table. Examinations will be conducted in English and/or Japanese.

Regarding the “English Test”, refer to the “DOCUMENTS REQUIRED” section in “3. Application Procedures”.

【Special application for international students】

Date	Time	Examinations	Notes
Tuesday, February 7, 2023	9:00–18:00 (online)*1	Specialization Subject (Oral Examination) *1 *2	

*1: For each examinee, an oral examination of about 30 minutes will be conducted online using Zoom. The admissions staff will email the details, such as exam schedule and method, to you by January 31th.

*2: Prior to the examination, applicants will be asked to select three questions from the following four categories: (1) Environmental Engineering and Policy (up to three questions), (2) Environmental Chemistry (up to two questions), (3) Structural Engineering (up to two questions), (4) Infrastructure Planning (up to two questions). Refer to the 受験案内 (Entrance Exam Guide in the Japanese version) in the separate file for the range of questions or contact your prospective supervisor.

(3) Department of Social and Human Environment

- Special Application for International Students

The entrance examination is scheduled as below. **Be sure to consult your prospective supervisor(s) prior to application,** because examination questions may be prepared according to your language skills and academic background. Consideration will be given to applicants who have significant difficulty in coming to Japan to take the examination, so **be sure to consult your prospective supervisor(s) prior to application.**

The written and oral examinations will be conducted face-to-face at an examination site prepared by Nagoya University. However, please note that if the university is unable to prepare the examination site due to a worsening of the new coronavirus infection (COVID-19), all examinations will be conducted online.

Date	Time	Examinations
Monday, February 13, 2023	9:30 - 11:30	Specialization Subject (Written Examination) *1
	14:00 -	Oral Examination*2
Tuesday, February 14, 2023	9:30 -	Oral Examination*2

*1 As for the Written Examination, you are required to answer the questions in your chosen academic field. Dictionaries and calculators are prohibited. See below for the range of questions in each academic field.

Academic Fields	Range of Questions
Environmental Policies	Applicants are required to answer one question related to Environmental Policies, and answer another from different academic fields: Economic Environment, Environmental Law and Politics, Sociology, and Geography
Economic Environment	Applicants are required to answer two questions from the following subjects. Environmental Economics, Economic Theory, Statistics, Business Administration, Management Organization Theory.
Environmental Law and Politics	Applicants are required to answer two questions from the following subjects. Environmental Law, Public Law (mainly Administrative Law), International Law, International Relations, Environmental Politics, Environmental Governance.
Sociology	Applicants are required to answer two questions related to Sociological Theory and Social Research Methods. Questions are in part given in English.
Geography	There are a total of two questions. Questions are in part given in English. Topics to be covered are those that are crucial to Human Geography, Physical Geography and/or research methods in Geography. Additionally, your writing skills are also evaluated.

*2 After applying, each applicant will be notified of the designated date and time and other details of the oral examination.

- General application (Self-recommendation admission) *1

The following table shows the examination schedule. The oral examinations will be conducted face-to-face at an examination site prepared by Nagoya University. However, please note that if the university is unable to prepare the examination site due to a worsening of the new coronavirus infection (COVID-19), the examinations will be conducted online.

Date	Time	Examinations
Monday, February 13, 2023	14:00-	Oral Examination*2
Tuesday, February 14, 2023	9:30 -	Oral Examination*2

*1 International applicants can also apply for “General application” the same as domestic applicants (please see the Japanese version of the application guideline for details). Applicants who wish to take the “self-recommendation admission” must get prior approval from their prospective supervisor.

Accordingly, applicants must consult with their prospective supervisor well before the date.

(Please note that applications are approved only in limited circumstances for those with high academic potential and

achievement. Dual application to “special application for international students” and “general application”, including “self-recommendation admission”, is not allowed.) Applicants must mention the name of their prospective supervisor who approved their application on the application form.

*2 After applying, each applicant will be notified of the designated date and time and other details of the oral examination. When self-recommendation admission applicants have extreme difficulty to come and take the oral examination at Nagoya University, the applicant’s prospective supervisor may allow the applicant to take an online video interview. Applicants who wish to take this must have their prospective supervisor’s approval and mention it on the application form. Online video interviews are held during the same time period as the oral examinations as written above. It is the applicant’s responsibility to have access to a webcam and a good internet connection; if you fail to do so, the applicant may be considered as absent.

5. Notification of Results

Notification Date & Time: 13:00p.m., Wednesday, February 22, 2023.

Successful applicants' examination numbers will be posted on the website of the Graduate School of Environmental Studies.

Letter of Acceptance/Rejection of Application will be sent by post to each applicant at a later date.

6. Enrollment Procedures

Successful applicants will be notified of enrollment procedures by post in the beginning of March 2023.

Registration Date: Friday, March 24, 2023. (Scheduled)

7. Admission and Tuition Fees

(1) **Admission Fee:** JPY 282,000 (estimated)

*To be paid by the date of registration stated.

(2) **Tuition Fees:** JPY 267,900 (estimated) per semester

*To be paid on a per semester basis. Tuition fees for the Spring Semester are to be paid in May, and those for the Fall Semester in November. In the event of a revision in the tuition fees, the new fees will be applied as effective from the date of revision.

Note: Admission and tuition fees are exempted for students receiving the Japanese Government (MEXT) Scholarship.

8. Important Notice

Under no circumstances will the school allow changes to the applicants' documents or refund the application fee.

Before application, applicants are strongly recommended to contact their prospective supervisor. Please refer to the following website (go to "Faculty Members") for more information of our faculty members:

<https://www.env.nagoya-u.ac.jp/english/index.html>

9. Contact information

The Office of Student Affairs, Graduate School of Environmental Studies Nagoya University

D2-1(510), Furo-cho, Chikusa-ku, Nagoya, JAPAN 464-8601

E-mail: env@adm.nagoya-u.ac.jp

Online Application Flow

The online application flow is as follows.



STEP
1

Preparation

Prepare a computer and printer connected to internet (smartphone and tablet are not recommended).

Prepare *required documents well in advance before application since it may take time to obtain them.

*Required documents: ID photo data, certificates etc.
For details, please check [the application guidelines](#) for the graduate schools you wish to enter.

STEP
2

Access the Application Site

From the application site ▶ <https://e-apply.jp/ds/nagoya-gs/>

OR

University website ▶ <https://www.nagoya-u.ac.jp/>

STEP
3

MyPage Registration

Follow the instructions on the screen to enter the required information and register MyPage. If you have already registered MyPage, please proceed to STEP4.

① If you register MyPage for the first time, please login from [My Page registration](#).

② Register your email address and click [Submit a temporary registration e-mail](#).

③ Click [Go to Login](#).

④ The initial password and URL for main registration will be sent to the e-mail address.

* Please check your e-mail settings as well to ensure that you are able to receive e-mails from @e-apply.jp domain.

⑤ On the login screen, enter the registered e-mail address and the "initial password" you received in ④, and click [Login](#).

⑥ Change from the initial password to new password.

⑦ Enter the required personal information and click [Next](#).

⑧ Confirm the personal information you entered and click [To register in this content](#).



⑨ Registration is completed. Click **To My Page**.



⑩ When the above is displayed, MyPage registration is complete.

⑪ During the application period, click **Carry out the application procedure** to continue the application procedure. Outside of specified periods, you cannot proceed any further, so click **Log out** to logout.

STEP

4

Register the Application forms

Make sure to confirm the procedures and notes on the screen page, and enter required information.



① Login to MyPage and click **Carry out the application procedure**, then go to the registration screen.



② Select your graduate school.



③ Select the entrance exam to take and read the important notes.



④ Choose which major to apply for.



⑤ Upload ID photo data and click **To choose photo** to select a photo.



⑥ Enter the required personal information.



⑦ Confirm application form. You can check the application form by clicking **Application Form (sample)**.



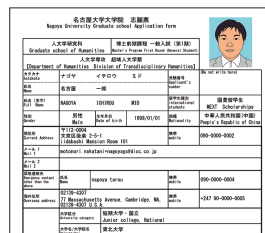
⑧ Application registration is completed. Click **Continue to pay** to proceed the examination fee payment screen.



Payment is due within 4 days including the date of application. However, if the Web application deadline falls earlier than that, the payment deadline will be the Web application deadline.

⑨ How to pay the examination fee

- Convenience stores*
 - ATMs with Pay easy*
 - Internet banking*
 - Credit card
- *Only available in Japan



⑩ PDF documents Required for application (image).

*Printing will be available after payment of the examination fee. These are required to submit as well as required documents.

If you choose to pay the examination fee at a convenience store or a bank ATM that supports Pay-easy, please make sure to write down the necessary payment number displayed after selecting the payment method, and pay the fee at a convenience store or bank ATM within the notified payment deadline.

At Seven Eleven

Payment slip number (13 digits)	
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At Lawson, Mini Stop, FamilyMart, ATMs with Pay-easy

Customer number (11 digits)	
Confirmation number (6 digits)	

At Daily Yamazaki, SeicoMart

Online settlement number (11 digits)	
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At ATMs with Pay-easy

receiving institute number (5 digits)	5 8 0 2 1
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A confirmation e-mail will be sent to you after you have completed the registration of your application. If you have set restrictions on receiving e-mails, please allow the sender (@e-apply.jp).
*Please note that the confirmation email may be sent to your junk folder.



After the examination fee has been paid, you will not be able to correct your application contents. Please check your application contents before paying the examination fee. If there are any errors, please register again from Step 3.

*Please note that if you select credit card in "⑨How to pay the examination fee", the payment will be completed at the same time as registration.

STEP 5



Pay the examination fee

MEXT scholarship recipients, as well as those who are expected to graduate from a master's program at Nagoya University are exempt from the application fee. Please check "Exemptions from the application fee" when applying.

1 Paying with a credit card

You can select and pay during the Web application.

[Credit cards available for the payment]

VISA, Master, JCB, AMERICAN EXPRESS, MUFG, DC, UFJ, NICOS



The payment can be completed during the Web application.

2 Paying by internet banking

(Only in Japan)

After your Web application is registered, the page will shift to the site of the bank you chose. Make the payment as instructed on the screen.

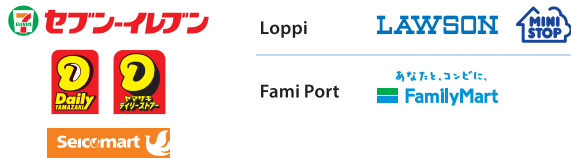
*Required your bank account is registered for internet banking.

The payment can be completed online.

3 Paying at convenience stores (Only in Japan)

Write down the number displayed after your Web application is registered, and pay at any one of the following convenience stores.

● Pay at the cashier ● Pay using the terminal



4 Paying at ATMs with Pay-easy option

(Only in Japan)

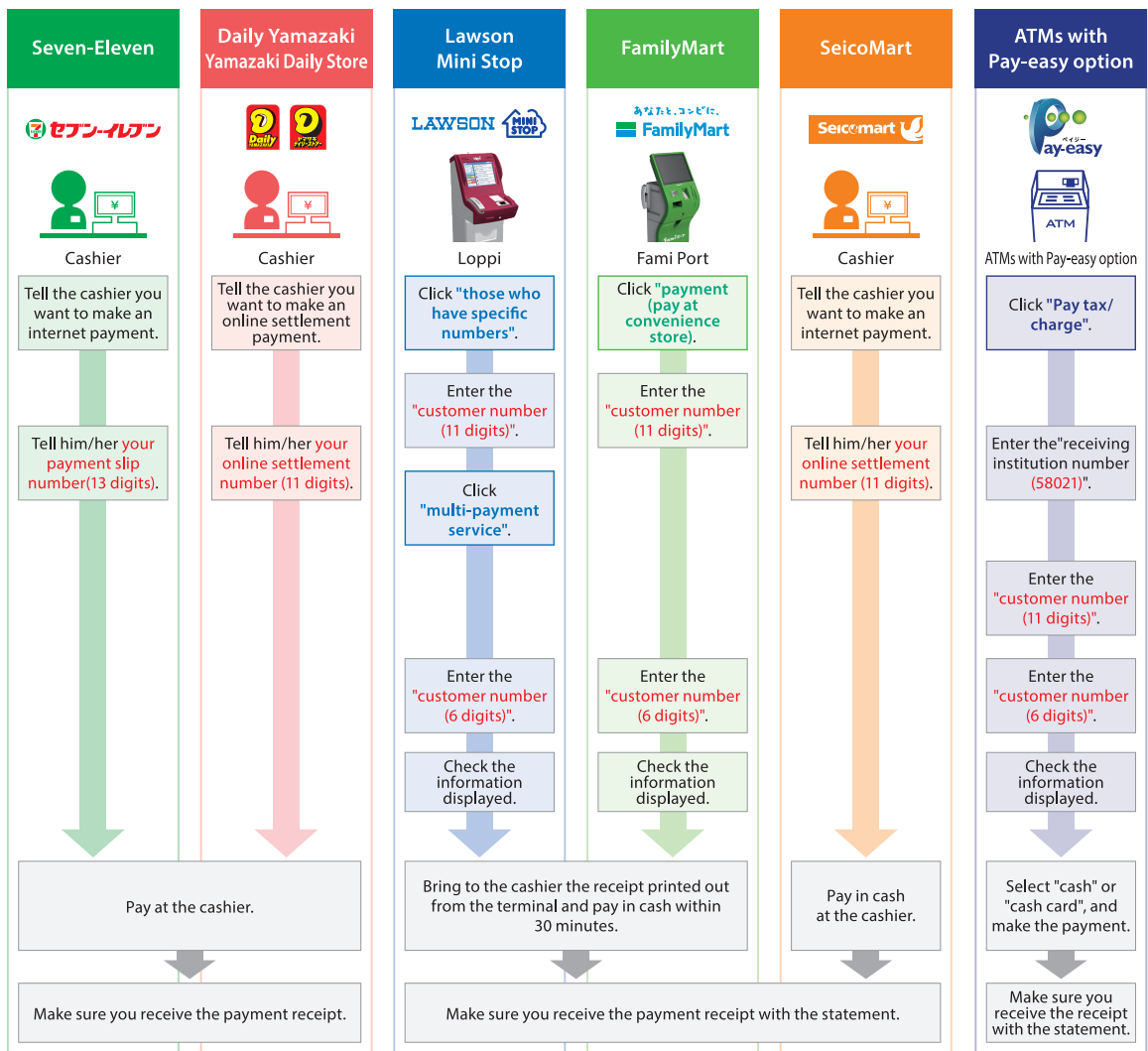
Write down the number displayed after your Web application is registered, and pay at any one of the ATMs with Pay-easy option as instructed on the screen.



*Banks with Pay-easy option can be checked on the [Selection of Payment Method] page.

Enter necessary information as instructed on the screen of the terminal or ATM, check the information displayed, and make the payment.

3 Convenience stores



STEP

6



Send Required Documents

Print the documents downloadable in color after the completing and paid your application and send them from post office by registered express mail (書留速達郵便) along with other required documents. If you are from outside Japan, send them by tracked post (EMS etc.) within the application period.

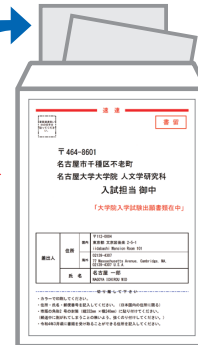
Required documents

- Documents to be printed from the web application
- Documents to be downloaded from the Graduate School WEB site and prepaed
- Certificated issued by your graduated universities



One copy is required for each application registration. Please refer to **the application guidelines** for the required documents.

The mailing address of your application will be automatically printed on the Address Sheet. When sending from overseas, do not use this sheet.



Address sheet for submitting your application

Attach the sheet to a commercially available Kaku 2 envelope (24cm x 33.2cm).



If the application guideline specifies other submission methods, please follow it.

*The examination fee and necessary documents that have been received will not be returned in any way except for those specified it in **the application guidelines**.

< Application Completion >

Note for Application

Your application will be completed only after you complete the web application, pay the examination fee, and send by post the required documents by the deadline. Please make sure to check the deadline in **the application guidelines**. Please also note that the deadline for online registration and Examination fee payment is a day before the application deadline.

STEP

7



Print the Examinee's Registration Card

When the application is accepted and the examinee's registration card is able to be printed, you will be notified it through the e-mail address you have registered. If you do not receive the e-mail, please login to the Web application site by the day before the examination, print the card out on an A4 paper, single-sided in color, and bring this with you on the day of the examination.

