GENERAL GUIDELINES FOR ADMISSION TO

GRADUATE STUDY PROGRAMS AT THE GRADUATE

SCHOOL OF ENVIRONMENTAL STUDIES

“SPECIAL APPLICATION FOR INTERNATIONAL STUDENTS”

ACADEMIC YEAR 2027

(STARTING FROM APRIL)

GRADUATE SCHOOL OF ENVIRONMENTAL STUDIES

NAGOYA UNIVERSITY

November 2026

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

[Important] Advance Procedures on the Internet Application Site

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 page13-16).

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.

I. DOCTORAL DEGREE PROGRAM

1. Eligibility Requirements

Applicants must meet one of the requirements listed below:

(1) Completion, or expected completion by March 31, 2027 of a Master's Degree from a graduate school in Japan.

(2) Completion, or expected completion by March 31, 2027 of graduate study at a graduate school in his/her home country or other countries. The qualification awarded must be recognized as the equivalent of a Master's Degree in Japan.

(3) Approved by the Ministry of Education, Culture, Sports, Science and Technology of Japan (MEXT) (1989 Ministry Bulletin, Vol. 118).

(4) Completion of a program of study recognized by the Graduate School of Environmental Studies as equivalent to the completion of a Master's Degree program from a Japanese university.

Note: Applicants wishing to apply based on the requirement (3) or (4) 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 4, 2026.

2. Departments Offering Doctoral Degree Programs

Department offering Doctoral Programs 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

3. Application Procedures

Period for Online Registration and Examination Fee Payment: December 21, 2026 –12:00pm, January 8, 2027

- 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.
- Registration and examination fee payment with the online application system alone does not complete the application procedures (See below).

Application Period: January 4 – 16:00, January 8, 2027

(Submission to the Office: 9:00-12:00, 13:00-16:00, Registered mail: by 16:00, January 8)

- The TOEFL/TOEIC/IELTS original score sheet can be submitted separately to the Office of Student Affairs by 4:00pm, January 29, 2027 (Friday)
- The application procedure will be completed by submitting the necessary application documents in person or by registered mail within the application period after completing registration and examination fee payment with the online application system.
- When submitting application documents from within Japan, 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”.

- All application documents shall be filled out in either Japanese or English.
- For details, also see "STEP 6 (Send Required Documents)" on page16.

Payment of Examination fee

Examination fee 30,000 Japanese Yen

- In addition to the examination fee, a service charge (about 750-1,300 yen) will be required.
- MEXT scholarship recipients, as well as those who are expected to graduate from a master’s program at Nagoya University are exempt from the examination fee. Please check “Exemptions from the examination fee” when applying.
- 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.

Examination Fee Refund Policy

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

(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.

If you have any questions about the application procedures, please contact us at env@t.mail.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) Statement of Purpose

(5) *Diploma or Certificate of Graduation or Expected Graduation from the university where the applicant pursued graduate 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 Center for Student Services and Development(CSSD).

(7) Master's Thesis/Research Thesis

［Department of Earth and Environmental Sciences］

• Applicants to the Department of Earth and Environmental Sciences can submit any one from among (i) Master's thesis or its abstract, (ii) reprints of paper published in an academic journal or abstracts of conference presentations, and (iii) if the applicant has not submitted a master's thesis, a summary of the applicant's research in any format on a single side sheet of A4 paper.

［Department of Environmental Engineering and Architecture］

•Applicants for the Sustainable Development Course can submit an abstract of the Master's thesis. The length of the abstract should be one page in A4 size.

•Applicants for the Architecture Course can submit an abstract of the Master's thesis (if it has not been submitted, what you plan to submit). The length of the abstract should be 1000-2000 words in A4 size. A summary of the Master's thesis will be accepted in place of the abstract. If there is no Master's thesis, submit the research and work to be considered for the Master's degree in the same manner as above.

［Department of Social and Human Environment］

Applicants for the Department of Social and Human Environment can submit the Master's thesis. If it has not been submitted, a summary of the research will be accepted.

(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 by 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) TOEFL/TOEIC/IELTS original score sheet (Required only for applicants to the Sustainable Development Course in the Department of Environmental Engineering and Architecture, and applicants for self-recommendation admission to the Department of Social and Human Environment)
Applicants must submit an original score sheet of the "Test Taker Score Report" of TOEFL iBT (including the Home Edition; MyBest scores are not accepted), the "Official Score Certificate" or the "Digital 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, 2025, will be accepted. Score reports submitted directly by the testing institution will not be accepted. The original score sheet will not be returned. For more details, please refer to "4. Examination Method".
In case of applicants for the self-recommendation admission to the Department of Social and Human Environment, graduates and soon-to-be graduates from an institution of higher education basically in a country or region where English is an official language do not need to submit a TOEFL/TOEIC/IELTS original score sheet.

(10) 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.

(11) Self-recommendation letter (Applicants for self-recommendation admission to the Sustainable Development Course in

the Department of Environmental Engineering and Architecture, and the Department of Social and Human Environment)
Applicants for self-recommendation admission to the Sustainable Development Course in the Department of Environmental Engineering and Architecture, and the Department of Social and Human Environment must write a self-recommendation letter. (Form 11: printing on A4 size)

(12) A photocopy of your residence card or passport
Those applicants who are currently residing in Japan must submit a photocopy of their residence card (both sides). Overseas residents must submit a passport page with the ID photo.

(13) 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.

(14) A pre-confirmation letter by a prospective supervisor (required only for applicants applying to the Architecture course in the Department of Environmental Engineering and Architecture)

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 proposed supervisor(s) prior to application, so that the supervisor(s) can prepare for the examination, taking into consideration the examinees' language ability and the subjects that the examinees have already studied.

The following table shows the examination schedule.

Division	Date	Time	Examinations
Earth and Planetary Sciences	Friday, February 12, 2027	13:00 –	Oral Examination *1,2
Hydrospheric-Atmospheric Sciences	Friday, February 12, 2027	13:00 – *3	Oral Examination *4

< Division of Earth and Planetary Sciences >

*1 The examination will be carried out through an oral examination at lecture room on the 3rd floor of the building of Graduate School of Environmental Studies (GSES). Applicants who are enrolled in the Master's Course of the Division of Earth and Planetary Sciences at Nagoya University will be interviewed for 15 minutes about their Master's program research and their Doctoral program research plan.

*2 Other applicants will be asked to give a 15-minute presentation on their Master's program research and their Doctoral program research plan. This will be followed by a 15-minute interview to evaluate both research ability and English proficiency. Please prepare the powerpoint or pdf file for presentation and bring it stored in a USB memory.

Gathering place: Seminar room 3 on the 3rd floor of the building of GSES
Gathering time: 12:50

< Division of Hydrospheric-Atmospheric Sciences >

*3 In case of a change in the examination time, each candidate will be notified by e-mail.

*4 Oral examination is conducted in person at the Nagoya University. However, if it is difficult to come to Nagoya University, the option for the online examination may be selected. Applicants must fill out and submit the "Graduate School of Environmental Studies Application form". Applicants who are enrolled in the Master's Course of the Division of Hydrospheric-Atmospheric Sciences at Nagoya University will be asked to give a 10-minute presentation on their Doctoral program research plan. This will be followed by an interview based on the presentation. Other applicants will be asked to give a 30-minute presentation on their Master's program research (in 20 minutes) and their Doctoral program research plan (in 10 minutes). This will be followed by an interview based on the presentation. Please prepare the power point or pdf file for presentation and bring it stored in a USB memory.

Gathering place: Room 111 (Meeting room No. 1), Environmental Studies Building, 1st floor

Gathering time: 12:50

(2) Department of Environmental Engineering and Architecture

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

(Only for applicants to the Sustainable Development Course in the Department of Environmental Engineering and Architecture):

・As described in the "DOCUMENTS REQUIRED" section, submission of the score sheet with application documents is recommended. However, suppose you do not have a valid score at the deadline for application. In that case, you may submit the score sheet separately, sealed in an envelope to the address shown in "9. Contact information" by the deadline for the score sheet with the rubrication "Score Sheet enclosed" on the envelope. Please note that replacement score sheets after submission will not be permitted.

(**2.1**) **Sustainable Development Course**

[Important Notice]

・Applicants MUST contact their prospective supervisor in advance**.** The questions in the examination are likely to take the applicants' language ability and academic background into consideration. 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.

[Examinations and schedule]

The schedule of examinations for international students is shown in the following table. English and/or Japanese language will be used in the examinations.

Date	Time	Examination (Method)	Location
Tuesday, February 9, 2027	9:30 – 11:30	Specialization Subject (Written Examination) *1 *2	Lecture Room 1, Environmental Studies Building, 3rd floor
	13:00 – 16:30	Oral Examination (Oral Examination) *3	To be announced during the Written Examination
	16:30 –	Interview *4	To be announced during the Written Examination

*1 Prior to application applicants are required to contact the prospective supervisor to determine the examination subjects (three fields).

*2 Only black pencils (or black mechanical pencils), erasers, a pencil sharpener and a watch are allowed to be used during the written examinations.

*3 Questions in the Oral Examination will be mainly related to the examination subjects.

*4 Applicants are required to answer questions mainly related to their reason for application as well as their research plan after joining the program and related topics. Interviews are conducted in the presence of all faculty members of the Sustainable Development Course.

(2.2) Architecture Course

[Important Notice]

Applicants must get a pre-confirmation letter from their prospective supervisor before opening the online registration form (by Dec 21, 2026).

[Examinations and schedule]

The schedule of examinations for international students is shown in the following table.

Date	Time	Examination (Method)	Location
From Thursday, January 28, 2027 to Thursday, February 4, 2027 *1	To be announced (2 hours)	Specialization Subject *2 (Written Examination)	To be announced
	To be announced (1 hour)	Oral Examination *3, 4	To be announced
Thursday, February 4, 2027	13:30 – *5 (20 min.)	Interview *3,6	Meeting room 1, ES Building, 5th floor *5

*1 Applicants must contact their prospective supervisor to confirm the schedule and the examination room.

*2 “Specialization Subject” for the General Selection Process and the Special Selection Process for International Students is conducted in English (partially in Japanese) and is related to the desired field of specialization.

*3 “Oral Examination” and “Interview” will be conducted in English (partially in Japanese).

*4 “Oral Examination” will consist of a 30-minute presentation covering the research conducted so far and outlining research plans for the graduate program. This will be followed by a 30-minute oral exam designed to evaluate specialist skills and communication abilities. The assessment will also focus on logical thinking.

*5 The time, location, and start of “Interview” may change based on applicant numbers and will be announced separately.

*6 In the “Interview”, applicants must provide presentations and will be questioned on their motivations, learning objectives, and research plans.

[Notes on taking examinations]

- Please ensure to carry the admission ticket and display it on the desk at all times during the examination.
- For each exam, applicants are required to arrive at the designated exam room before the scheduled start time. Arriving late may result in a failing admission. For written exams, entry into the exam room is allowed up to 30 minutes after the start time.
- Applicants may only use pencils, mechanical pencils, erasers, pencil sharpeners, or simple rulers for the purpose of drawing diagrams during the exam.
- Simple watches are permitted, but the following are prohibited: those with dictionary, calculator, or terminal functions, or any that make it difficult to determine if such functions are present; watches with a sounding second hand; kitchen timers or study timers; and large clocks.
- Alarm clocks and other communication devices, including mobile phones, must be turned off prior to starting the exam.
- During the exam, any items that are not essential for the examination are strictly prohibited.

(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.

Date	Time	Examinations	Location
Monday, February 8, 2027	9:30 – 11:30	Written Examination *1	Lecture Hall, Graduate School of Environmental Studies Building, 1st floor
	14:00 –	Oral Examination*2	To be announced *2
Tuesday, February 9, 2027	9:00 –	Oral Examination*2	To be announced *2

*1 Enter the exam room by 9:10 am. 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 questions related to Environmental Policy. In some cases, questions will be in part given in English.
Economic Environment	Applicants are required to answer questions related to Economics, Business Administration, and/or Statistics. In some cases, questions will be in part given in English.
Environmental Law and Politics	Applicants are required to answer questions given in English related to the study of Law and Politics.
Sociology	Applicants are required to answer questions related to Sociology. Questions are in part given in English.
Geography	Topics to be covered in the examination are those that are discussed in all fields of Geography. Articles in languages other than Japanese are included.

*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.

Date	Time	Examinations	Location
Monday, February 8, 2027	14:00-	Oral Examination*2	To be announced *2
Tuesday, February 9, 2027	9:00 -	Oral Examination*2	To be announced *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.

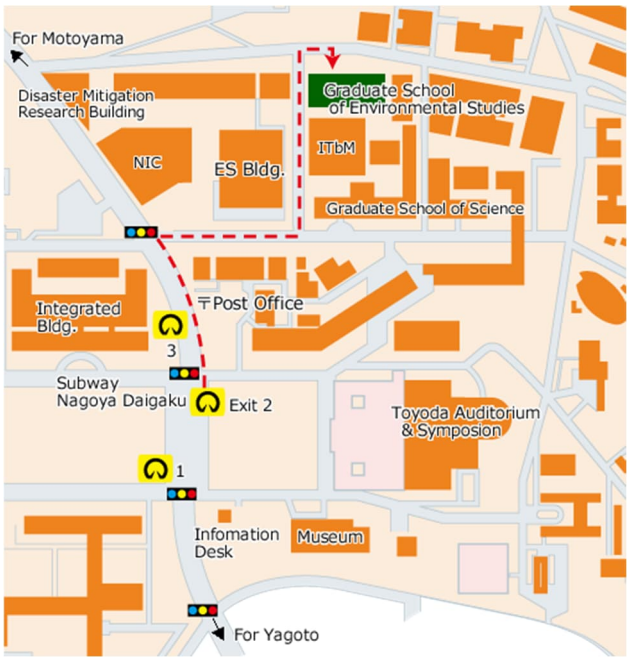
(Please note that applications are approved only in limited circumstances for those with high academic potential and achievement. Dual application to "special application for international students" and "general application", including "self-recommendation admission", is not allowed.) Applicants must 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.

• Access to the location of the **written examination** of **Department of Social and Human Environment**

Lecture Hall,Graduate School of Environmental Studies Building, 1st floor.



5. Clinical Environmental Studies Program Information

Clinical Environmental Studies is a new concept of environmental studies proposed by the Graduate School of Environmental Studies, and refers to interdisciplinary and transdisciplinary research and practice that directly contributes to solving issues related to regional sustainability. The Clinical Environmental Studies Program is a program to develop human resources capable of such research and practice in the doctoral course, and is mainly conducted by the Education and Research Center for Sustainable Co-Development affiliated with the Graduate School of Environmental Studies. In the On-Site Research Training program, students go into the field to discover local issues and propose prescriptions for solving them; in the SDGs basic seminar, students learn what clinical environmental studies is and the basic content of sustainable development and the SDGs, and also consider how their own research topics can contribute to achieving the SDGs. Students who have earned the prescribed credits will receive a certificate of completion.

- This program is designed for students who wish to enter or advance to the doctoral program of the Graduate School of Environmental Studies, in addition to the curriculum of their own major or course of study.
- Those who wish to take this course must fill in ✓ in the designated field on the application form.
- The main purpose of this program is to nurture students who are willing to broaden their perspectives not only through study and research in their specialized fields, but also through active participation in clinical environmental studies, which contributes to solving regional issues through collaboration among different fields.
- Completion requirement: 5 credits of On-Site Research Training* (3 credits) and SDGs basic seminar** (2 credits).
- Upon completion of the program, students will receive a certificate of completion in addition to their degree.
- The following are the two semesters courses related to the Clinical Environmental Studies Program. All of them are common courses of the Graduate School.

* On-Site Research Training (3 credits): In a domestic field, a team consisting of faculty members and students from different fields will proceed with practical training from problem identification to the formulation of solutions.

** SDGs Basic Seminar (2 credits): Students learn what clinical environmental studies is and the basic content of sustainable development and the SDGs, and consider how their own research topics can contribute to the achievement of the SDGs.

5. Notification of Selection Results

Notification Date & Time: 13:00p.m., Friday, February 19, 2027 (Scheduled)

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 2027.

Registration Date: Thursday, March 18, 2027 (Scheduled)

7. Admission and Tuition Fees

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

*To be paid by the date of registration stated above.

MEXT scholarship recipients and those who have graduated from a master's program at Nagoya University are exempt from the admission fee.

(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: MEXT scholarship recipients are exempt from the tuition fees

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@t.mail.nagoya-u.ac.jp

* At Nagoya University (Tokai National Higher Education and Research System), based on the "Foreign Exchange and Foreign Trade Act," we have established security export management regulations called the "Tokai National Higher Education and Research System Security Export Control Regulations" (hereinafter referred to as the "Regulations"), and we conduct strict reviews on the export of goods and the provision of technology (including the acceptance of people). Please note that if the regulations are violated, admission may not be permitted (*) even if you pass the entrance examination selection, or restrictions may be imposed on research activities, etc. after admission. For more details, please refer to the website below. Applicable individuals will be notified separately.

※Even if admission is not granted, the application fee already paid will not be refunded.

https://www.aip.nagoya-u.ac.jp/securityexport-extramural

Web Application Flow

The web application flow is as follows.

STEP 1 Preparation → STEP 2 Access the Application Site → STEP 3 Register MyPage → STEP 4 Register the Application Forms → STEP 5 Pay the Examination Fee → STEP 6 Send Required Documents by Post → Completion → STEP 7 Print the Examinee's Card

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/**



STEP 3 MyPage Registration

Follow the instructions on the screen to enter the required information and register for 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 domein.



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 to 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.

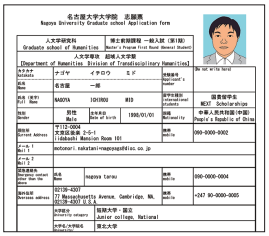


Payment is due within 4 days including the date of application. However, if the Web application deadline falls earlier than that, the payment deadline will be the Web application deadline.

⑨ How to pay the examination fee

- Convenience stores*
- ATMs with Pay easy*
- Internet banking*
- Credit card

* Only available in Japan



⑩ PDF documents are required for application (image).

⑪ 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)													

At Daily Yamazaki, SeicoMart

Online settlement number (11 digits)											

At Lawson, Mini Stop, FamilyMart, ATMs with Pay-easy

Customer number (11 digits)											

Confirmation number (6 digits)						

receiving institute number (5 digits)	5	8	0	2	1

At ATMs with Pay-easy

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.

<u>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.</u>
*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 resigtration.

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.

STEP 5

Pay the examination fee

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

セブン-イレブン
Daily Yamazaki
SeicoMart

● Pay using the terminal

Loppi: LAWSON, MINI STOP
Fami Port: FamilyMart

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

Seven-Eleven

Cashier
Tell the cashier you want to make an internet payment.
Tell him/her your payment slip number(13 digits).
Pay at the cashier.
Make sure you receive the payment receipt.

Daily Yamazaki / Yamazaki Daily Store

Cashier
Tell the cashier you want to make an online settlement payment.
Tell him/her your online settlement number (11 digits).
Pay at the cashier.
Make sure you receive the payment receipt.

Lawson / Mini Stop

Loppi
Click "those who have specific numbers".
Enter the "customer number (11 digits)".
Click "multi-payment service".
Enter the "customer number (6 digits)".
Check the information displayed.
Bring to the cashier the receipt printed out from the terminal and pay in cash within 30 minutes.
Make sure you receive the payment receipt with the statement.

FamilyMart

Multi-copy Machine
Click "Payment/ Charge".
Enter the "customer number (11 digits)".
Enter the "customer number (6 digits)".
Check the information displayed.
Bring to the cashier the receipt printed out from the terminal and pay in cash within 30 minutes.
Make sure you receive the payment receipt with the statement.

SeicoMart

Cashier
Tell the cashier you want to make an internet payment.
Tell him/her your online settlement number (11 digits).
Pay in cash at the cashier.
Make sure you receive the payment receipt with the statement.

4 ATMs

ATMs with Pay-easy option

ATMs with Pay-easy option
Click "Pay tax/ charge".
Enter the"receiving institution number (58021)".
Enter the "customer number (11 digits)".
Enter the "customer number (6 digits)".
Check the information displayed.
Select "cash" or "cash card", and make the payment.
Make sure you receive the receipt with the statement.

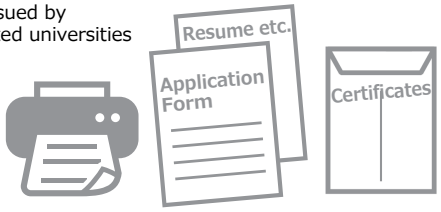
STEP 6

Send Required Documents by Post

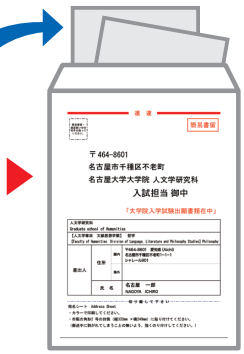
Print the documents downloadable in color after the completing and paid your application and send them from post office by simple registered express mail (簡易書留・速達郵便) along with other required documents. If you are from outside Japan, send them by tracked post (EMS etc.) within the application period.

Required documents

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



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



Address sheet for submitting your application

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



If the application guidelbook specify other submission methods, please follow it.

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

***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.

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.



