Application Guide

Examination Based on Agreement with China Scholarship Council
- Master's Program and Doctoral Program - October 2022

Japan Advanced Institute of Science and Technology (JAIST) is recruiting students to enroll in JAIST under the "China Scholarship Council (CSC) Scholarship Program". JAIST accepts students who have passed the selection by JAIST and have also passed the selection by CSC.

I. Number of Students to be Admitted

School	Graduate School of Advanced Science and Technology
Division	Division of Advanced Science and Technology
Program	Master's and Doctoral Programs
Number of students	10 in total

II. Enrollment Year and Month

October 2022

III. Application Deadline

Monday, January 31, 2022

> **Note:** Application documents must arrive at JAIST by the above deadline.

IV. Eligibility Requirements

Applicants must be Chinese nationals and meet <u>all</u> the following conditions:

A. Master's Program

1) Those who fulfill the requirements to apply for the scholarship set by CSC.
2) Those who have obtained (or will obtain) a bachelor's degree by the end of September 2022.

B. Doctoral Program

1) Those who fulfill the requirements to apply for the scholarship set by CSC.
2) Those who have obtained (or will obtain) a master's degree by the end of September 2022.

V. Submission of Your Application Documents

There are five main steps when applying for the selection by JAIST:

Step 1: Read the instructions in this guide carefully.

Step 2: Check your eligibility.

Step 3: Contact the faculty you wish to be supervised and obtain an informal consent of acceptance in the laboratory after enrollment.
> **Note**: This consent is informal, therefore, it does not mean you succeed in the examination.

Step 4: Please email the PDF copies of all the application documents to the Admissions Section at nyushi@ml.jaist.ac.jp. You will be contacted via email after your PDF copies have been

checked.

Note 1: Please write **"(Your name) CSC_ pre-check"** in the subject line.
Note 2: Please submit PDF copies of your documents for pre-check as early as possible. Incomplete applications will not be accepted.

Step 5: Please place the hard copies (the originals) of the required documents in an envelope and send it by registered mail (such as DHL, FedEX, or EMS) to the address below. Write applicant's name, address and rubricate "**CSC Scholarship Program**" on the envelope. Please keep the tracking number for your confirmation purpose. Applicants are responsible to send all the required documents to JAIST by the deadline.

Mailing Address and Contact:
Admissions Section
Japan Advanced Institute of Science and Technology (JAIST)
1-1 Asahidai Nomi Ishikawa 923-1292 JAPAN
Email: nyushi@ml.jaist.ac.jp

Note: Please inform the Admissions Section (nyushi@ml.jaist.ac.jp) of the tracking number after sending your application documents to JAIST.

VI. Application Documents

General Instructions:

- All the application documents must be prepared in English or Japanese. Documents in languages other than English or Japanese must be accompanied with an official translation in English or Japanese. Translations must be issued by the university or government agency and bear a stamp or embossed seal of the university or the agency and the signature of the authorizing official. Translations from a Japanese language school or translation company are acceptable if are stamped with the official seal of the translating body.
- All the application documents are important to enable JAIST to make fair and accurate admissions decisions and your applications will be rejected if you fail to submit any one of the required documents.
- The screening fee will be waived by JAIST.
- Please download the forms at the following website.
  JAIST Top Page > Admissions > [Application Guide] Master's Program and Doctoral Program - Examination for scholarship track > Application Guide for Examination Based on Agreement with China Scholarship Council
- Please read the following instructions carefully before preparing the application documents.

1. Documents Required for Master's Program

1	**Application Form [Form 1]** ● Please attach a photograph of 4cm in length by 3cm in width which shows your full head and shoulders facing the front without a hat or any material covering your head or face and is taken in the last 3 months. ● Please provide a valid email address as we will contact you mainly by email. Please check your inbox regularly.
2	Curriculum Vitae **[Form 3]**
3	Two letters of recommendation Two letters of recommendation are acceptable from two of the following. ● At the university where the applicant obtained (or will obtain) his/her bachelor's degree: <u>Supervisors, a dean of your faculty or department, or the president</u> ● At the company where the applicant is (or was) employed: <u>An immediate supervisor or a manager of human resources department</u> The format is unspecified if it is prepared using an official letter-headed paper. <u>Please show the following instructions and inform the deadline to your recommenders.</u> Please give your personal impressions of the applicant's motivation, aptitude to study and character. Please describe the quality and details of the research or work that the applicant has conducted. Please provide your name, title / position, organization, signature, and date on an official letter-headed paper. Please pass the letter to the applicant. He/she will submit the letter to JAIST along with all other documents. **Note:** Copies are NOT acceptable.

4	Official transcript
	
	An official transcript must be issued by the president or a dean of the university, junior college or technical college from which the applicant graduated (or will graduate) and bear the school's stamp or embossed seal and the signature of the authorizing official. If applicants transferred from a university, they must submit the transcripts from both the present and previous schools together.
	
	Applicants should submit <u>one</u> of the following:
	    a) Transcript issued by university (original)
	    b) Certified copy of transcript by university (original)
	    c) Certified copy of transcript by government agency / office (original)
	
	Note: Copies are NOT acceptable.

5	Proof of graduation and bachelor's degree
	
	Proof of graduation must be issued by the president or a dean of the university, junior college or technical college from which the applicant graduated (or will graduate) and bear the school's stamp or embossed seal and the signature of the authorizing official.
	
	Applicants should submit <u>one</u> of the following:
	    a) Graduation certificate issued by university (original)
	    b) Official letter issued by university (original)
	    c) Certified copy of diploma by university (original)
	    d) Certified copy of diploma by government agency / office (original)
	
	Applicants who have not completed their final semester at the time of application must submit an official document from their school indicating the expected date of graduation. Such students should then submit either (a), (b), (c) or (d) to the Admissions Section by mid-October 2022. If an applicant does not submit one of the above, his/her admission may be revoked even after enrollment.
	
	Note: Copies are NOT acceptable.

6	Statement of Purpose **[Form 5]**
	Please clearly and concisely describe the research area you are interested in and write the course titles you completed with excellent results during your undergraduate study. Also, please state your motivation to go on to the master's program and future career goals. The statement of purpose should be <u>less than or equal to one page in length, single-sided, A4-sized paper</u> and written horizontally with the font size of 11 points or larger. Note: Do not attach any supporting documents.
7	Short Essay **[Form 7]**
	Topic:"Study and research plan at JAIST" The short essay should consist of about 1,000 Japanese characters or about 600 words in English. The topic should be the study and research plan you wish to pursue. Applicants should describe their research background, purpose and methods in their own words. The condition of research preparation, the association with the research so far (e.g. graduation research) and the reason you wish to change the major etc. may be added in the essay. The short essay should be written horizontally with the font size of 11 points or larger and <u>less than or equal to one page in length, single-sided, A4-sized paper</u>. Note: Do not attach any supporting documents.

2. Documents Required for Doctoral Program

1	Application Form **[Form 2]**
	● Please attach a photograph of 4cm in length by 3cm in width which shows your full head and shoulders facing the front without a hat or any material covering your head or face and is taken in the last 3 months. ● Please provide a valid email address as we will contact you mainly by email. Please check your inbox regularly.
2	Curriculum Vitae **[Form 4]**
3	Two letters of recommendation
	Two letters of recommendation are required, from two of the following. ● At the university where the applicant obtained (or will obtain) his/her master's degree: <u>Supervisors, a dean of your faculty or department, or the president</u> ● At the company where the applicant is (or was) employed: <u>An immediate supervisor or a manager of human resources department</u> The format is unspecified if it is prepared using an official letter-headed paper. Please show the following instructions and inform the deadline to your recommenders. Please give your personal impressions of the applicant's motivation and aptitude to study, and character. Please describe the quality and details of the research or work that the applicant has conducted. Please provide your name, title / position, organization, signature, and date on an official letter-headed paper. Please pass the letter to the applicant. He/she will submit the letter to JAIST along with all other documents. **Note:** Copies are NOT acceptable.

4	Official transcripts (undergraduate and master's programs)

	Official transcripts must be issued by the president or a dean of:
	 (1) the university from which the applicant graduated or
	 (2) the university from which the applicant obtained (or will obtain) his/her master's degree.
	 The transcripts must bear the school's stamp or embossed seal and the signature of the authorizing official.
	
	 Applicants should submit <u>one</u> of the following:
	     a) Transcript issued by university (original)
	     b) Certified copy of transcript by university (original)
	     c) Certified copy of transcript by government agency / office (original)
	
	 Note: Copies are NOT acceptable.

5	Proof of master's degree

	Proof of master's degree must be issued by the president or a dean of the university from which the applicant obtained (or will obtain) his/her master's degree and bear the school's stamp or embossed seal and the signature of the authorizing official. It must specify the name of the degree and the date of conferral.
	
	 Applicants should submit <u>one</u> of the following:
	     a) Master's degree certificate issued by university (original)
	     b) Official letter issued by university (original)
	     c) Certified copy of diploma by university (original)
	     d) Certified copy of diploma by government agency / office (original)
	
	 Applicants who have not completed their final semester at the time of application must submit an official document from their school indicating the expected date of conferral of their degree. Such students should then submit either (a), (b), (c) or (d) to the Admissions Section by mid-October 2022. If an applicant does not submit one of the above, his/her admission may be revoked even after enrollment.
	
	 Note: Copies are NOT acceptable.

6	Statement of Purpose **[Form 6]**
	Please clearly and concisely describe the research area you are interested in and write titles of the courses you completed with excellent results during the master's program. Also, please state your motivation to go on to the doctoral program and future career goals. The statement of purpose should be <u>less than or equal to one page in length, single-sided, A4-sized paper</u> and written horizontally with the font size of 11 points or larger. Note: Do not attach any supporting documents.
7	Research Outline
	Please summarize the research you have undertaken in English or Japanese. <u>Submissions should be less than or equal to four pages in length, single-sided, A4-sized paper.</u> The number of words and format are not specified. If you have written academic papers, you may list them on the last page (Included in the number of the pages). <u>Each page must have the name of the applicant and a page number in the right upper corner.</u> Do not staple pages together.
8	Research Proposal
	Please summarize the research proposal that describes what you wish to work on at JAIST in English or Japanese. <u>Submissions should be less than or equal to two pages in length, single-sided, A4-sized paper.</u> The number of words and format are not specified. <u>Each page must have the name of the applicant and a page number in the right upper corner.</u> Do not staple pages together.

【Important】 The details of "Copies are NOT acceptable."
Certificates must be original. Certificates with an electronic seal but not in an anti-counterfeiting paper are not accepted unless the envelopes are sealed.

VII. Selection Method and Result Notification

1) JAIST will conduct the selection by screening all the application documents.

2) Applicants will be notified of the result of the selection by JAIST in late February, 2022. (The Certificate of Tuition Exemption together with Provisional Acceptance Letter will be sent only to successful applicants.)

   *(Successful applicants have to apply for CSC scholarship by the deadline and go through the selection by CSC. The applicants and JAIST will be notified of the result of the selection by CSC in late June, 2022.)

3) JAIST will make a final decision based on the result of the selection by CSC.

4) Final result notification will be sent to applicants in late July, 2022.

VIII. Admission Procedures Deadline

JAIST will send instructions on admission procedures together with the final result notification to successful applicants.
The admission procedures should be completed by early September, 2022.
Please complete the procedures before the deadline.

IX. Note

- Applicants who failed this selection may enroll in JAIST as privately financed international students if they pass the other admission examinations of JAIST.

- Application documents which are incomplete will be rejected. Modification of submitted application documents is not permitted. Documents will not be returned to the applicants.

- If it is discovered that an applicant has made false statements or did not provide all the required information in the application documents, the admission may be revoked even after enrollment.

- Successful applicants must obtain a "Student" visa issued by the Japanese government before coming to JAIST. If an applicant cannot obtain a "Student" visa, the admission may be revoked.

- JAIST will start the visa procedures soon after the final result notification. Therefore, if you do not possess a passport, please obtain it in advance.

Admissions Section
Japan Advanced Institute of
Science and Technology (JAIST)
1-1 Asahidai Nomi Ishikawa 923-1292 Japan
Email: nyushi@ml.jaist.ac.jp