Application Guide

Examination Based on Agreement with China Scholarship Council
- Master's Program and Doctoral Program - October 2024

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 2024

III. Application Deadline

Wednesday, January 31, 2024

> **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 2024.

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 2024.

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 will succeed in the examination.

Step 4: Please send PDF copies of all the application documents via email to the Admissions Section (Email:nyushi@ml.jaist.ac.jp). We will check your documents whether there are any mistakes

or not and reply to you.

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 all the required documents in an envelope and send it by registered mail such as DHL, FedEX, or EMS to the address below. (Please write applicant's name, address and rubricate "**CSC Scholarship Program**" on the envelope.) Please keep the tracking number for your confirmation purpose and inform the Admissions Section (Email:nyushi@ml.jaist.ac.jp) of it. 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

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 a public institution and bear the stamp or embossed seal of the university or the institution and the signature of the authorizing official. Translations from a Japanese language school or translation company are acceptable if they 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 and face, has no background and was taken in the past 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	Consent of acceptance [The format is unspecified.] Please submit a copy of the email which indicates the informal consent of acceptance in the laboratory from your intended supervisor.
4	Two letters of recommendation [The format is unspecified.] Please submit letters of recommendation from two persons. They are • At the university where the applicant obtained (or will obtain) his/her bachelor's degree: <u>Supervisors, the dean of your faculty or department, or the president, etc.</u> • At the company where the applicant is (or was) employed (if applicable): <u>An immediate supervisor or a manager of human resources department, etc.</u> Please show the following instructions and inform the deadline to your recommenders. ┌───┐ Please give your personal impressions of the applicant's motivation, aptitude and character to study. Please describe the details of the research or work that the applicant has conducted. Please provide your name, title/position, organization, signature, and date. Your signature must be handwritten. 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.

5	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 stamp or embossed seal and the signature of the authorizing official. <u>In the case that applicants obtained a course by transfer admission, or attended an advanced course of a junior college or a technical college, they must submit the transcript from the previous school (university, junior college or regular course of technical college).</u>
	
	Applicants should submit <u>one</u> of the following:
	   a) Transcript issued by university (original)
	   b) Certified true copy of transcript by university (original)
	   c) Certified true copy of transcript by public institution (original)
	
	Note: Copies are NOT acceptable.

6	Proof of (expected) graduation
	Proof of (expected) 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 stamp or embossed seal and the signature of the authorizing official. It must specify the exact date of (expected) graduation.
	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 true copy of diploma by university (original)
	d) Certified true copy of diploma by public institution (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 2024. If an applicant does not submit one of the above, his/her admission may be revoked even after enrollment.
	Note: Copies are NOT acceptable.
7	Proof of (expected) bachelor's degree
	Proof of (expected) bachelor's degree must be issued by the president or a dean of the university, junior college or technical college from which the applicant obtained (or will obtain) his/her bachelor's degree and bear the stamp or embossed seal and the signature of the authorizing official. If proof of graduation shows the bachelor's degree, proof of bachelor's degree is not necessary.
	Applicants should submit <u>one</u> of the following:
	a) Bachelor's degree issued by university (original)
	b) Official letter issued by university (original)
	c) Certified true copy of diploma by university (original)
	d) Certified true copy of diploma by public institution (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 2024. If an applicant does not submit one of the above, his/her admission may be revoked even after enrollment.
	Note: Copies are NOT acceptable.
8	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. Do not attach any supplementary materials.
9	Short Essay **[Form 7]**
	Topic: "Study and research plan at JAIST" 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 consist of about 1,000 Japanese characters or about 600 words in English, 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>. Do not attach any supplementary materials.
10	Self-Declaration Form of Applicability to a Specific Category **[Form 8]**

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 and face, has no background and was taken in the past 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	**Consent of acceptance** [The format is unspecified.] Please submit a copy of the email which indicates the informal consent of acceptance in the laboratory from your intended supervisor.
4	**Two letters of recommendation** [The format is unspecified.] Please submit letters of recommendation from two persons. They are • At the university where the applicant obtained (or will obtain) his/her master's degree: <u>Supervisors, the dean of your faculty or department, or the president, etc.</u> • At the company where the applicant is (or was) employed (if applicable): <u>An immediate supervisor or a manager of human resources department, etc.</u> Please show the following instructions and inform the deadline to your recommenders. > Please give your personal impressions of the applicant's motivation, aptitude and character to study. Please describe the details of the research or work that the applicant has conducted. > Please provide your name, title/position, organization, signature, and date. Your signature must be handwritten. 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.

5	**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 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 true copy of transcript by university (original)
	    c) Certified true copy of transcript by public institution (original)
	
	Note: Copies are NOT acceptable.

6	Proof of (expected) 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 stamp or embossed seal and the signature of the authorizing official. It must specify the name of the degree.
	
	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 true copy of diploma by university (original)
	  d) Certified true copy of diploma by public institution (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 2024. If an applicant does not submit one of the above, his/her admission may be revoked even after enrollment.
	
	Note: Copies are NOT acceptable.

7	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. Do not attach any supplementary materials.
8	Research Outline [The format is unspecified.] 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 is 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 applicant's name and the page number in the right upper corner.</u> Do not staple pages together.
9	Research Proposal [The format is unspecified.] 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 is not specified. <u>Each page must have the applicant's name and the page number in the right upper corner.</u> Do not staple pages together.
10	Self-Declaration Form of Applicability to a Specific Category **[Form 8]**

[Important] The details of "Copies are NOT acceptable."
Certificates must be original. Certificates with an electronic seal but not in anti-counterfeiting paper are not accepted unless the envelopes are sealed by the university that applicants graduated (or will graduate) from.
If applicants cannot submit the original, please submit the Certified True Copy, which is proved by the university that applicants graduated from or a public institution such as an Embassy or a Consulate that it is the true copy of the original certificate.

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 2024. (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 2024.)

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 2024.

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 2024.
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 has neglected matters to be stated on application documents, the admission may be revoked even after enrollment.

- Successful applicants cannot defer enrollment to a later semester or year. Applicants must do the same application procedure for each examination they apply for.

- 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
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Science and Technology (JAIST)
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