2019 Application Guide

Examination Based on Agreement with China Scholarship Council

* Master’s Program and Doctoral Program

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**

Total 10 for the master’s and doctoral programs of the Graduate School of Advanced Science and Technology (Division of Advanced Science and Technology) at JAIST

**II. Enrollment Year and Month**

October 2019

**III. Eligibility Requirements**

Applicants must be Chinese nationals and meet all 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 2019.

**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 2019.

**IV. How to Apply**

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 and obtain his/her informal consent to become your supervisor at JAIST.

Step 4: Submit PDF copies of the application documents via email for the pre-check.

Step 5: Submit your application.

The following chapter V is the detailed instructions for Step 3 - 5.

**V. Application Process, Deadline and Documents**

Step 3

Contact the faculty you wish to be supervised and obtain his/her 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

If you have obtained an informal consent of your intended supervisor to accept you in his/her laboratory at JAIST, please prepare all the required documents and email PDF copies to the Admissions Section at [nyushi@jaist.ac.jp](mailto:nyushi@jaist.ac.jp) for the pre-check. The Admissions Section will check your documents for completeness and contact you with the result.

**Note 1:** Please write email subject as “**(Your name) CSC\_ pre-check”**.

**Note 2:** Please submit PDF copies of your documents for the pre-check as early as possible. Incomplete applications will not be accepted.

Step 5

**A. Application Process**

Please place all the required documents in an envelope, write “**CSC Scholarship Program**” on the envelope and send it via courier delivery (such as DHL, FedEX, or EMS) to the Admissions Section.

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

**B. Application Deadline**

Wednesday, January 23, 2019

Applications must arrive at JAIST no later than January 23, 2019.

**C. Application Documents**

General Instructions:

* All the documents must be prepared in English or Japanese. Documents in other languages must be accompanied with an official translation in English or Japanese. Translations issued by the university or government agency must bear a stamp or embossed seal of the school 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 the Admissions Committee to screen applicants in a fair and accurate manner, and applications omitting any one of the required documents will not be accepted.
* 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

**1. Master’s Program**

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| 1 | Application form **[Form 1]**  Email will be the main medium of communication; therefore, make sure to provide us with an email address that you frequently use. Please check your email 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   Supervisors, a dean of your faculty or department, or the president   * At the company where the applicant is (or was) employed   An immediate supervisor or a manager of human resources department  The format is unspecified. Copy is invalid.  Please show the following instructions to the recommenders and inform them of the deadline.   |  | | --- | | 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 letterheaded paper. Please pass the letter to the applicant. He/she will submit the letter to JAIST along with all other documents. | |
| 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 another university please submit the transcripts from both the present and previous schools together.  Applicants should submit one of the following:  a) Transcript issued by university (original)  b) Certified copy of transcript by university  c) Certified copy of transcript by government agency / office  **Note:** Photocopies 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 one of the following:  a) Graduation certificate issued by university (original)  b) Official letter issued by university (original)  c) Certified copy of diploma by university  d) Certified copy of diploma by government agency / office  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 the middle of October 2019. If an applicant does not submit one of the above, his/her admission may be revoked even after enrollment.  **Note:** Photocopies are not acceptable. |
| 6 | Statement of purpose **[Form 5]**  Please clearly and concisely describe the research area you are interested in and write titles of the courses 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. Statement of purpose should be less than or equal to one page in length, single-sided, A4-sized paper. Applicants may not attach other 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 and must be less than or equal to one page in length, single-sided, A4-sized paper. The topic should be the study and research plan you wish to pursue. Applicants have to describe their research background, purpose and methods in their own words. Applicants may not attach other documents. |

**2. Doctoral Program**

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| 1 | Application Form **[Form 2]**  Email will be the main medium of communication; therefore, make sure to provide us with an email address that you frequently use. Please check your email 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   Supervisors, a dean of your faculty or department, or the president   * At the company where the applicant is (or was) employed   An immediate supervisor or a manager of human resources department  The format is unspecified. Copy is invalid.  Please show the following instructions to the recommenders and inform them of the deadline.   |  | | --- | | 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 letterheaded paper. Please pass the letter to the applicant. He/she will submit the letter to JAIST along with all other documents. | |
| 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, 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 one of the following:  a) Transcript issued by university (original)  b) Certified copy of transcript by university  c) Certified copy of transcript by government agency / office  **Note:** Photocopies 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 one 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  d) Certified copy of diploma by government agency / office  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 the middle of October 2019. If an applicant does not submit one of the above, his/her admission may be revoked even after enrollment.  **Note:** Photocopies 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. Statement of purpose should be less than or equal to one page in length, single-sided, A4-sized paper. Applicants may not attach other documents. |
| 7 | Research outline  Please summarize the research you have undertaken.  The research outline must be written either in English or in Japanese. Submissions should be less than or equal to four pages in length, single-sided, A4-sized paper. 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). Each page must have the name of the applicant and a page number in the right upper corner. Do not staple pages together. |
| 8 | Research proposal  Please summarize the research proposal that describes what you wish to work on at JAIST.  The research proposal must be written either in English or in Japanese. Submissions should be less than or equal to two pages in length, single-sided, A4-sized paper. The number of words and format are not specified. Each page must have the name of the applicant and a page number in the right upper corner. Do not staple pages together. |

**VI. 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, 2019. (The Certificate of Tuition Exemption together with Provisional Acceptance Letter will be sent only to successful applicants.)  
  
\*(Successful applicants have to apply for the CSC scholarship by the deadline, and go through the selection by CSC. Applicants and JAIST will be notified of the result of the selection by CSC in late May, 2019.)

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, 2019.

**VII. Admission Procedures**

JAIST will send instructions on admission procedures together with Final result notification to successful applicants.

The admission procedures are scheduled in late August or September, 2019.

Please complete the procedures before the deadline.

**VIII. 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 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 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.