Application Guide

Examination for International Priority Graduate Programs
for MEXT Scholarship Students – 2018

We seek applicants who wish to enroll in JAIST as MEXT* scholarship students under the special program called “International Nano Material Integrated System Science Program”. This program has been selected as one of the “International Priority Graduate Programs” by MEXT.
(*MEXT : Ministry of Education, Culture, Sports, Science and Technology-Japan (Monbukagakusho))

I. Number of Students Admitted

School	Program	Number of Students Admitted
School of Advanced Science and Technology	Master’s Program	Max. 2
	Doctoral Program	Max. 5

II. Enrollment Year and Month

October 2018

III. Eligibility Requirements

Applicants must satisfy the qualifications specified in the “Application Guidelines for Japanese Government (Monbukagakusho:MEXT) Scholarship for 2017 (Research Students, University Recommendation).

IV. How to Apply

There are nine main steps when applying for this selection:

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.
Step 4: Prepare the registration documents.
Step 5: Submit your registration documents.
Step 6: Take the interview.
Step 7: Wait for an approval to proceed with the application process.
Step 8: Submit your application.
Step 9: Wait for notification of admissions decision.

Following chapters are the detailed instructions for the steps.

V. Registration Process, Deadline and Documents

Step 4 - 5

A. Registration Process

1. Submission of PDF copies of the registration documents via email

Deadline: Thursday, November 2, 2017

First, please send PDF copies of all the registration documents via email. We will check your documents whether there are any mistakes.

To: International Student Section
Japan Advanced Institute of Science and Technology (JAIST)

Email: ryugaku@jaist.ac.jp

2. Submission of hard copies of the registration documents via courier delivery

Deadline: Tuesday, November 21, 2017

If the documents have no problem, we will ask you to send the hard copies to us. Please place all the registration documents in an envelope and send it via courier delivery (such as DHL, FedEX, or EMS) to the International Student Section. Please keep the tracking number for your confirmation purpose. Applicants are responsible for the timely delivery of all the required documents to the International Student Section.

Mailing Address: International Student Section
Japan Advanced Institute of Science and Technology (JAIST)
1-1 Asahidai Nomi Ishikawa 923-1292 JAPAN

B. Registration Documents

General Instructions:

- All the documents must be prepared in English or Japanese. Documents in languages other than English must be accompanied with a translation in English or Japanese. We prefer translations to be issued by the university or government agency and 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.
- All the application documents are important to enable the Admissions Decision Committee to screen applicants in a fair and accurate manner, and applications omitting any one of the required documents will not be accepted.
- Please download the forms at the following website.

  JAIST Top Page > Admissions > Application Guide [Master's Program / Doctoral Program] [Examination for scholarship track] > Application Guide for Examination for International Priority Graduate Programs for MEXT Scholarship Students

- Applicants may be requested to submit additional registration documents.

1. Master's Program

1	Application for Japanese Government (Monbukagakusho: MEXT) Scholarship **[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. ● Regarding the photograph, please use a photograph of 4.5 cm in length by 3.5 cm in width, upper half of body, facing camera, without a hat or any material covering your head and face, taken in the past 6 months. If it is a photographic paper, please write your name and nationality on the back of the photograph and attach it to the specified space. A digital photograph is acceptable. ● Please print this form double-sided on A4-sized paper.

2	Field of Study and Study Program **[Form 2]** ● Please print this form double-sided on A4-sized paper.
3	Curriculum Vitae **[Form 3]**
4	Letter of Pledge **[Form 4]**
5	Letter of Recommendation **[Form 5]** ● Recommenders should be a person of equivalent (or higher) status to a dean of your faculty. ● If recommenders do not use the form, any format is acceptable, provided that the following contents shown in the box are included. Please write it to the president of Japan Advanced Institute of Science and Technology. Copies are not acceptable. ● 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, and reasons for recommending the applicant as a suitable candidate for MEXT scholarship student at JAIST. 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 send the letter along with all other documents.
6	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), bear the school's stamp or embossed seal and the signature of the authorizing official, and indicate the semester and grading system at the university. If applicants transferred to a university or the period of the latest transcript is less than 2 years, please submit the transcript from both the present and previous universities together. Applicants should submit <u>one</u> of the following: a) Transcript issued by university (original) b) Copy of transcript * Certified copy by university or government agency / office is preferable.
7	Proof of Graduation Proof of graduation must be issued by the president, or a dean of the university from which the applicant graduated (or will graduate), and bear the school's stamp or embossed seal and the signature of the authorizing official. It must specify the date of 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) Copy of diploma * Certified copy by university or government agency / office is preferable. 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), or (c) to the Admissions Section by the middle of October after enrolling in JAIST. If an applicant does not submit one of the above, his / her admission may be revoked even after enrollment.
8	Official document indicating your high achievement in the most recent university This official document should indicate your high achievement. For example, GPA, your rank in the class.
9	Abstract of your thesis (or papers)

	Please summarize your thesis (or papers) clearly and concisely. Copies are acceptable.
10	Certification of your nationality e.g. Copy of family register, civil register, or birth certificate If it is written in a language other than Japanese or English, please attach a translation in Japanese or English.
11	Photocopy of your passport ● page with your picture and passport number
12	Proof of Language Proficiency e.g. Score report of TOEFL, TOEIC, “Japanese as a Foreign Language” of Examination for Japanese University Admission for International Students (EJU), or Japanese-Language Proficiency Test (JLPT) Copies are acceptable.

2. Doctoral Program

1	Application for Japanese Government (Monbukagakusho: MEXT) Scholarship **[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. ● Regarding the photograph, please use a photograph of 4.5 cm in length by 3.5 cm in width, upper half of body, facing camera, without a hat or any material covering your head and face, taken in the past 6 months. If it is a photographic paper, please write your name and nationality on the back of the photograph and attach it to the specified space. A digital photograph is acceptable. ● Please print this form double-sided on A4-sized paper.
2	Field of Study and Study Program **[Form 2]** Please print this form double-sided on A4-sized paper.
3	Curriculum Vitae **[Form 3]**
4	Letter of Pledge **[Form 4]**
5	Letter of Recommendation **[Form 5]** ● Recommenders should be a person of equivalent (or higher) status to a dean of your faculty. ● If recommenders do not use the form, any format is acceptable, provided that the following contents shown in the box are included. Please write it to the president of Japan Advanced Institute of Science and Technology. Copies are not acceptable. ● 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, and reasons for recommending the applicant as a suitable candidate for MEXT scholarship student at JAIST. 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 send the letter along with all other documents.

6	Official Transcript An official transcript must be issued by the president, or a dean of the university from which you obtain (or will obtain) your master's degree, and bear the school's stamp or embossed seal and the signature of the authorizing official, and indicate semester and grading system at the university. If applicants transferred to a university or the period of the latest transcript is less than 2 years, please submit the transcript from both the present and previous universities together. Applicants should submit <u>one</u> of the following: a) Transcript issued by university (original) b) Copy of transcript * Certified copy by university or government agency / office is preferable.
7	Proof of Master's Degree Proof of master's degree must be issued by the president, or a dean of the university from which you obtain (or will obtain) your 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) Copy of diploma * Certified copy by university or government agency / office is preferable. 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), or (c) to the Admissions Section by the middle of October. If an applicant does not submit one of the above, his / her admission may be revoked even after enrollment.
8	Official document indicating your high achievement in the most recent university This official document should indicate your high achievement. For example, GPA, your rank in the class.
9	Abstract of your thesis (or papers) Please summarize your thesis (or papers) clearly and concisely. Copies are acceptable.
10	Certification of your nationality e.g. Copy of family register, civil register, or birth certificate
11	Photocopy of your passport ● page with your picture and passport number
12	Proof of Language Proficiency e.g. Score report of TOEFL, TOEIC, "Japanese as a Foreign Language" of Examination for Japanese University Admission for International Students (EJU), or Japanese-Language Proficiency Test (JLPT) Copies are acceptable.

VI. Interview

Step 6 - 7

After completion of the registration of the candidate, the interviewer(s) will be decided based on each candidate's field of specialization. You will be contacted individually by the interviewer(s) regarding the method, date and venue of the interview. The interview is conducted by either personal or through web communication tools, and for the purpose of discussing the details of your research proposal and

your school life after enrollment and determining whether you can proceed with the application process **(Step 8).** Applicants have a choice of speaking in English or Japanese. The International Student Section informs you of the result of the interview via email. Only the candidates who have received approval are allowed to proceed with the application process **(Step 8)**.

VII. Submission of Your Application

Step 8

A. Application Process

1. Submission of a PDF copy and Word file of the application form via email

Deadline: Early February 2018 (TBD)

The International Student Section sends an application form to only the candidates who have received approval via email.
First, please send a PDF copy and World file of the application form via email. We will check your document whether there are any mistakes.

To: International Student Section
Japan Advanced Institute of Science and Technology (JAIST)

Email:ryugaku@jaist.ac.jp

2. Submission of hard copies of the application documents via courier delivery

Deadline: Middle of February 2018 (TBD)

If the documents have no problem, we will ask you to send the hard copies to us. Please place all the required documents in an envelope and send it via courier delivery (such as DHL, FedEX, or EMS) to the International Student Section. Please keep the tracking number for your confirmation purpose. Applicants are responsible for the timely delivery of all the required documents to the International Student Section.

Mailing Address: International Student Section
Japan Advanced Institute of Science and Technology (JAIST)
1-1 Asahidai Nomi Ishikawa 923-1292 JAPAN

B. Application Documents

1	Application Form **[MEXT Form]** (Submission should be both via email and mail.) ● Please print this form double-sided on A4-sized papers and do not staple them together.
2	Photograph (Submission should be via mail.) ● The photograph should be 4.5 cm in length by 3.5 cm in width, upper half of body, facing camera, without a hat or any material covering your head and face, taken in the past 6 months. Please write your name and nationality on the back of the photograph and do not attach it to the application form. A digital photograph is unacceptable.

Note: Applicants may be requested to submit additional application documents.

VIII. Selection Method and Notification of Admission Decision

All applications are evaluated based on the same holistic criteria of screening all the documents submitted. Based on the selection results by MEXT, we will announce the final admission decision in July, 2018 (TBD) via email.

IX. Admission Procedures

Instructions on admission procedures will be sent to successful applicants in July, 2018 (TBD) via email.

X. Note

- If there are any differences between the qualifications and conditions in the “Application Guidelines for the Japanese Government (Monbukagakusho: MEXT) Scholarship for 2018 (Research Students, University Recommendation)” which will be announced in the middle of December 2017, and those in the “Application Guidelines for the Japanese Government (Monbukagakusho: MEXT) Scholarship for 2017(Research Students, University Recommendation), the 2018 Guide has the priority.
- Application documents which are incomplete will be rejected. Generally, 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.
- We will start the visa procedures soon after the notification of the admission decision. Therefore, if you do not possess a passport, please obtain one in advance.
- Applicants may enroll in JAIST as a privately financed international student, in the event his or her MEXT application is denied, given that he or she satisfies all other requirements for acceptance to JAIST. Students may apply via more than one examination procedure concurrently.
- Students who enrolled in JAIST based on this entrance examination are allowed to join only the laboratories which conduct the following academic fields:

  Energy and Environment, Materials Chemistry, Applied Physics, or Bioscience and Biotechnology

Contacts:
International Student Section
Email: ryugaku@jaist.ac.jp

Japan Advanced Institute of
Science and Technology (JAIST)
1-1 Asahidai Nomi Ishikawa 923-1292 Japan