

Application Guide for Research Students

NOTE: The following instructions are applied only to application for admission to JAIST as a research student.

Application for admission as a master's/doctoral student requires another set of procedures at the Admissions Section (separate from the Educational Service Section). Contact the Admissions Section <nyushi@jaist.ac.jp> for details.

1. Eligibility Requirements

Prospective applicants for Research Students are those who:

- 1) have graduated or obtained a Bachelor Degree from a Japanese university.
 - 2) have completed a 16-year curriculum of school education in countries other than Japan
 - 3) have completed a 15-year curriculum of school education in countries other than Japan and obtained a degree which is recognized equal to Bachelor Degree.
1. If applicants do not meet any of the above conditions, they are required to be screened by Enrollment Eligibility Committee prior to application. If there are any questions about the eligibility, please contact Educational Service Section well in advance. Eligibility screening takes about one month and applicants must be aware that it might delay the enrollment time.
 2. Non-Japanese applicants have to conduct research more than 10 hours per week according to the law in order to enroll under the status of residence of "student".
 3. If non-Japanese applicants living in Japan had been enrolled in other universities in Japan as a non-degree seeking student such as research student or course oriented student before applying to JAIST, they must contact the Immigration Bureau to confirm whether the extension of visa can be accepted or not because some time their extension of visa cannot be accepted. If the extension of visa cannot be accepted, JAIST don't approve their enrollment. Thus it's responsible for applicants to confirm before applying. In addition, students are responsible to update their visa status after enrolling at JAIST.

2. Application Procedures

- 1) Before the application submission, applicants must contact and consult with a JAIST faculty member by whom you wish to be supervised at JAIST about your research plans and obtain an informal consent to be accepted in the laboratory when enroll at JAIST. You must obtain an approval seal from the supervisor on your application. If applicants have contacted a supervisor only by email and received an informal consent via email, you must submit a copy of the email message which stated his/her acceptance with the information of the sender, receiver and received date instead of an approval seal.

1) Application Documents

	Types of Documents	Note
1.	Application form	Designated form
2.	Resume	Designated form (Start from your primary education.)
3.	Proof of graduation/Degree * Copies are NOT acceptable.	<ul style="list-style-type: none"> • 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. • If the document is written in a language other than Japanese or English, a certified Japanese/English translation must be attached. • Applicants who have not completed at the time of application must submit a certificate of Expected graduation. Such students should then submit the

		certificate of graduation/Degree or the diploma to Educational Service Section as soon as you grant. If an applicant does not submit one of the above, his/her permission of enrollment may be revoked even after enrollment.
4.	Official transcript * Copies are NOT acceptable.	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. 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 * If the document is written in a language other than Japanese or English, a certified Japanese/English translation must be attached.
5.	Research Proposal	A short essay about your study and research plan at JAIST (describing your research background, research goal etc.) in about 1,200 words in English (typed and printed in A4 size paper). * It's mandatory to show it to your supervisor for approval before submitting.
6.	Source of funds for study at JAIST	Designated form Only for non-Japanese applicants living outside Japan
7.	A photocopy of award letter of scholarship	Only for non-Japanese applicants living outside Japan who are receiving (or will receive) scholarship
8.	A photocopy of Resident card or Special Permanent Resident Certificate	Both sides Only for non-Japanese applicants living in Japan
9.	A photocopy of passport	The page that shows applicant's face photo Only for non-Japanese applicants
10.	A copy of your email message or a document which states a JAIST supervisor's acceptance in the laboratory if there is no approval seal of the intended supervisor in your application.	

<Submission Method >

Above documents should be sent by post or submitted in person to: Educational Service Section, JAIST, 1-1 Asahidai, Nomi, Ishikawa 923-1292, Japan. Office is open from 9:00 to 17:00 (except Saturdays, Sundays and school holidays). NOTE: We may recommend you to send the scanned application documents by email at <ndegree@jaist.ac.jp> before sending them by post so that we can pre-check your documents.

3) <Application Deadlines>

i) Application deadlines for applicants living in Japan:

At least 1 month prior to the first day of the month applicants intend to start research. Note that if applicants wish to start in September, the application must arrive by the end of June.

ii) Application deadlines for non-Japanese applicants living outside Japan:

At least 3 months prior to the first day of the month applicants intend to start research. Note that if applicants wish to start in November, the application must arrive by the end of June.

4) Screening Fee: 9,800 yen.

After the application documents are checked shortly after the submission, applicants will be contacted with information regarding screening fee payment. See the attached document, Bank Transfer Remittance.

3. Research Period

The research period must be requested in months up to 12 months. An extension may be granted up to six months. The extension of research period must be applied at least one month prior to the last month of the research period. A maximum of the total period of research is 24 months.

*Basically, the Period starts on the first day of a month and ends on the last.

4. Selection Method and Result Notification

Selection will be conducted by screening the application documents. Applicants may be asked to take an oral examination, if necessary. A result notification letter will be sent to the applicant's address stated in the application form by mail.

5. Entrance Procedures for Research Student

Instructions regarding fee payment will be sent with a result notification letter.

1) Entrance Fee: 84,600 yen

How to pay: Bank transfer or pay by cash in person at the JAIST Accounting Section (3rd floor of the Division Building)

When to pay: Will be notified with a result notification letter.

2) Research Tuition: 29,700 yen per month

89,100 yen (3-month tuition) will be charged in April, July, October and January. Depending on the enrollment month or the research period, it varies accordingly. Pay it by cash in person at the JAIST Accounting Section.

-Successful applicants will be required to pay tuition for the research period written in the result notification letter. Note that even if they are not able to arrive at JAIST within the said month, the successful applicants will still be subject to the fee payment. Therefore, plan the schedule well to enroll on time (there will be no waiver of the fee).

-When the tuition is revised while in school, the new tuition shall be applied upon the revision.

6. Personal Accident Insurance for Students Pursuing Education and Research (PAS) and Liability Insurance for Students Pursuing Education and Research (LSR)

We mandate that all the students take out PAS and LSR Insurance in case of accidents and such.

Pay 1,340 yen (per year) by cash in person at Student Welfare Section (2nd floor of the KS Building) upon arrival at JAIST.

7. Others

1) Research students cannot conduct research at Tokyo Satellite.

2) In principle, screening fee, entrance fee and tuition are not refundable.

However, the screening fee will be refundable in the following cases. The screening fee will be refunded by deducting the transfer fee (including foreign remittance charge) for the return.

i) In case applicants have paid the screening fee, however, the applicant withdraw the application before the screening.

ii) In case applicants have paid the screening fee, however, the application was rejected by JAIST before the screening.

iii) In case applicants have paid the fee twice by mistake.

3) Overpaid money of the screening fee will be refunded by deducting the transfer fee (including foreign remittance charge) for the return. However, in case applicants who can make a refund by cash at the Accounting Section, it will be refunded without deduction.

Overpaid money of the entrance fee will be refundable by cash at the Accounting Section.

4) Applicants who are studying in other schools have to withdraw before enrolling in JASIT as a research student.

5) If successful applicants can not complete the entrance procedures within the designated period, their admission will be rejected.

6) 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.

- 7) Contact Student Welfare Section <gakusei@jaist.ac.jp> for JAIST student housing information before the application submission.
- 8) Research students must observe rules and regulations of JAIST.
- 9) Research students must submit a research report summarizing their research when they complete their research at JAIST.
- 10) Research students must contact the Educational Service Section at least one month prior to the last month of the research period if they must withdraw from JAIST under unavoidable circumstances. If you intend to withdraw in August, you must contact the section by the end of June. Regardless of the date of withdrawal, if the tuition and other payments required by JAIST are not completed, the application for withdrawal will not be accepted.
- 11) JAIST can issue a certificate of enrollment upon students' request.
- 12) Regarding application for JAIST Paid Car Parking, contact the Environment Conservation Section <parking@jaist.ac.jp>.
- 13) In order to enroll in JAIST as a degree seeking student (master's/doctoral student), students must pass an entrance examination. Another admissions process is required to take the exam and students are responsible to check the webpage regarding the necessary information (JAIST homepage > Admissions) and prepare accordingly. Note that the students who were required the eligibility screening to be a research student will be required to undertake another eligibility screening before applying to take the entrance exam. Research students who have not finished the tuition fee payment for research period might be rejected from admission as a degree seeking student.

Contact:

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