

# Application Guidelines for International Research Students

## 1. Requirements

### **【for Undergraduate Research Students and Graduate Research Students】**

Applicants must meet the following requirements.

- 1) Be able to engage over 40 hours, 5 days of research work in a laboratory per week.
- 2) Has passed the Japanese-Language Proficiency Test level N2 or higher OR has English language proficiency equivalent to CEFR B2 level or higher (i.e. TOEFL iBT72, IELTS Overall5.5). (Excluding the graduates of Tokyo NODAI)
- 3) Has graduated from a university related to a field offered at Tokyo NODAI or is deemed by the prospective supervisor at Tokyo NODAI to have equivalent or higher levels of knowledge and skills as someone who completed a degree in the same field at Tokyo NODAI.
- 4) Has at least 90 percent of attendance in his/her Japanese language school (only pertaining to students who studied/have studied in a Japanese language school).

### **【for Undergraduate Research Students】**

An undergraduate research student is a person who aims to conduct specific research or acquire technical skills under the supervision of a Tokyo NODAI professor, an associate professor, or an assistant professor. The person also meets the eligibility requirements to apply for a master's program of Tokyo NODAI and plans to study in a master's program after the research student period.

To be eligible to be admitted as an undergraduate research student, an applicant must meet any of the following criteria:

- 1) Has graduated or is expected to graduate from a university that is defined in article 83, School Education Act by the time of the enrollment as an international research student.
- 2) Has obtained or is expected to obtain a bachelor's degree by the time of enrollment as an international research student that as is defined in item 4 of article 104 of the School Education Act.
- 3) Has completed or is expected to complete 16 years of a foreign country's school curriculum by taking a correspondence course while in Japan offered by an overseas educational institution.
- 4) Has completed or is expected to complete a 16-year curriculum of education in an overseas country by the time of enrollment as an International research student.
- 5) Has completed a program with the standard study period of 3 years or more at universities or equivalent educational institutions recognized by MEXT in countries other than Japan and received a degree equivalent to a bachelor's degree. (including those who have completed a comprehensive course provided by the universities or equivalent educational institutions recognized by MEXT in countries other than Japan or those who have completed by credit earned in Japan)
- 6) Has been accepted by the minister of MEXT.
- 7) Has been accepted by the president of Tokyo NODAI.

### **【Graduate School Research Student】**

A graduate school research student is a person who aims to conduct specific research or acquire technical skills under the supervision of a Tokyo NODAI professor, an associate professor, or an assistant professor. The person also meets the eligibility requirements to apply for a doctoral program of Tokyo NODAI and plans to study in a doctoral program after the research student period.

To be eligible to be admitted as a graduate school research student, an applicant must meet any of the following criteria:

- 1) Has a master's or professional degree.
- 2) Has a degree equivalent to a master's or professional degree obtained outside Japan.
- 3) Has been accepted by the minister of MEXT.

4) Has been accepted by the president of Tokyo NODAI.

## **2. Enrollment Period**

The Enrollment period is six months to one year in the same academic year that you were admitted. The total period as an international research student cannot exceed one year.

The admission Date is as follows;

First term: April 1st

Second term: October 1st

## **3. Application Documents \*the documents submitted once will not be returned for any reason.**

1) Application Forms, Research Plan and Pledge (University Form) \*a photo should be attached

2) Resume (University Form) \*a photo should be attached

3) 2 Headshots

4) Recommendation Letter from your prospective supervisor of Tokyo NODAI\*

\*The PDF file of the recommendation letter and copy of the email stated you are accepted as a research student should be sent by email and by post.

5) Certificate of graduation and academic transcript of your university\*

\*Certificates must include the following items:

①Name (must be the same as written on passport)

②Date of birth (must be the same as written on passport)

③Date of enrollment

④Date of graduation/completion

⑤Degree title

⑥Date of issue

\*For certificates issued from a university outside of Japan, submit an original and a Japanese or English translation (if certificates are not written in either of these languages) issued by the university with an official seal. If a translation cannot be issued by your university, submit a translation that is notarized by an embassy or another appropriate office to certify that the translation is accurate.

6) Copy of passport

7) Copy of both sides of the residence card (if applicable)

8) Copy of Japanese Language Proficiency Test (must be equivalent of N2 level or higher), OR score of English Language Proficiency test equivalent to CEFR B2 level or higher (excluding the graduates of Tokyo NODAI)

9) Transcript and Certificate of Attendance from Japanese language school if applicable (excluding the graduates of Tokyo NODAI)

10) Verification Report of China Higher Education Qualification Certificate (English version) (if those from educational institutions in the People's Republic of China)

\*Original "Verification Report of China Higher Education Qualification Certificate" issued by an official organization (embassy, CHSI, etc.)

\*Certificates issued online are not acceptable.

## **4. Application Procedures**

Please obtain approval from your prospective supervisor of Tokyo NODAI before submitting application documents.

(1) Application Deadline (must submit by postal and by email, by the following deadlines)

First Term: February 1st

Second Term: July 1st

## (2) Where to Send

Center for Global Initiatives, Tokyo NODAI 1-1-1 Sakuragaoka, Setagaya-ku, Tokyo Japan 156-8502

E-mail: tuacip(a)nodai.ac.jp \*Please change (a) to @ when you email

## 5. Screening Process

The screening is conducted based on application documents.

## 6. Date of Announcement of Results

First Term: in the beginning of March (tentative)

Second Term: in the beginning of September (tentative)

\*The result will be informed to the applicants by email.

## 7. Fees for Research Students \*the fees remitted once will not be returned or refund regardless of the circumstances.

(1) Selection Fee (only for Graduate School Research Students): 10,000 JPY

Registration Fee: 30,000 JPY

Instruction Fee: 10,000 JPY/month × the number of registration months

※An additional fee for the practical training fee may be charged. Please consult with your supervisor.

(2) Registration and instruction fee should be paid to the designated bank account by remittance. The information of the bank account and invoice will be given after notice of acceptance.

## 8. Visa to enter Japan (for applicants who currently live outside of Japan)

If applicants who currently do not obtain any status of residence in Japan are admitted as international research students, they have to apply for the "Certificate of Eligibility" for a student visa for the immigration Services Agency of Japan through Tokyo NODAI. Please be sure to send the documents for the "Certificate of Eligibility" with Application Documents for an International Research Student by email and by post before the application deadline. The documents for the "Certificate of Eligibility" will not be used for the screening. If applicants are not admitted as international research students, their application documents will be properly disposed of by Tokyo NODAI. Please refer to the website of the immigration Services Agency of Japan and Checklist for application documents for the "Certificate of Eligibility".

## 9. Research Student ID and Science Port Admission Card

- Please come to get your research student ID at the CGI after your arrival and remittance of fees for research students. As a general, we do not send it by postal.

- Those who would like to enter Science Port need a "Science Port Admission Card", so please inform the CGI when you receive your research student ID.

\*When your research period ends, return the "Science Port Admission Card" to the CGI.

\*If you lose your "Science Port Admission Card", you will be charged a reissue fee of 3,000 yen.

## 10. Cautions

(1) Check the application documents carefully before sending them. We will not accept incomplete applications.

(2) A research student admission may be revoked by the Tokyo NODAI if you are considered ineligible as an international research student.

## 11. Contact

Center for Global Initiatives, Tokyo NODAI 1-1-1 Sakuragaoka, Setagaya-ku, Tokyo Japan 156-8502

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E-mail: tuacip(a)nodai.ac.jp \*Please change (a) to @ when you email