



# Application Procedure for the Research Student Program

Nagoya University  
Graduate School of  
International Development

October 2012 Admission

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The Graduate School of International Development (GSID), Nagoya University accepts applications from international students (those who are not Japanese citizens and can obtain residential status of “college student”) who wish to study as research students from October 2012.

To apply, please read the following information carefully and submit application forms and other required documents in full and on time.

## 1. QUALIFICATIONS

You are eligible to apply if you:

- (1) Have a bachelor’s degree from a recognized university, and
- (2) Have a good command of ENGLISH or JAPANESE

## 2. DOCUMENTS TO BE SUBMITTED

### (1) Application Form

- (a) Please use the attached form.
- (b) Fill in all the required fields as directed.

### (2) Letter of Recommendation

- (a) You must request a letter of recommendation from your most recent university, to be issued by the President, Dean or your academic supervisor, and to be written on university letterhead.
- (b) The issuer must provide an e-mail address so that we can contact him/her.
- (c) The issuer must send the letter DIRECTLY to the Dean, GSID. Applicants must not submit the letter of recommendation together with the other documents. The issuer must write “*Recommendation letter for research student program application*” on the front of the envelope.

**Note:** If these directions are not followed precisely, the letter of recommendation may not be accepted.

**(3) Certificates/Proof of Graduation**

You must submit certificates/proof of graduation for ALL your university level education. If you are planning to graduate university by September 2012, please submit a certificate to that effect. Please submit documents which show acquisition of bachelor's degree.

**(4) Certificate of Academic Record/Transcript**

You must submit academic records/transcripts for ALL your university level education.

**(5) Research Proposal**

Your research proposal must be either in Japanese OR English.

It should be approximately 2,000 characters in Japanese or 800 words in English.

**(6) Certificate of Alien Registration (for those already residing in Japan), issued after 1 April 2012**

Only submit this if you live in Japan. It must be obtained from the local government office of the area where you are registered *after 1 April 2012*. Please note this is not a photocopy of your alien registration card. NOT required for applicants who live overseas.

**(7) Certificate of English or Japanese language proficiency**

This may be a certificate of TOEFL, TOEIC, Japanese Proficiency Test, etc.

Photocopies of the certificate(s) are acceptable. *If you do not have any official records of language test, you must submit a document which certifies your language proficiency objectively.*

**(8) Documents which show your ability to finance yourself**

Please submit one of the following documents such as:

- (a) Certificate of bank account balance in US dollars or Japanese yen, under your name, or
- (b) Certificate of scholarship awarded to you, or
- (c) Letter written by your sponsor (including your parents) guaranteeing to finance you, with the sponsor's certificate of bank account balance in US dollars or Japanese yen,  
or
- (d) Other relevant documents.

**(9) A photocopy of photo and signature page of your passport**

Please submit if you have a passport.

**(10) Summary of your Master's thesis**

Please submit this if you are interested in applying for the Doctoral program at GSID after the completion of the research-student program.

**NB:**

- \* *All documents must be ORIGINAL unless otherwise stated. Please submit official photocopy if you cannot submit the original document.*
- \* *Certified translation is required if documents are NOT in either JAPANESE or ENGLISH.*

**3. SUBMISSION PERIOD AND POSTAL ADDRESS**

(1) Your application forms and all documents must arrive

From Monday 16 April 2012 to Friday 20 April 2012

(2) Postal Address

International Student Services  
Graduate School of International Development  
Nagoya University  
Furo-cho, Chikusa-ku, Nagoya 464-8601 JAPAN

(3) Method of Submission

- \* Applications should be sent by REGISTERED MAIL (such as EMS) to ISS. In most cases, submissions other than by post will not be accepted.
- \* The applicant must submit the application package in person, if bringing it directly to ISS. (*Friends or relatives must not submit the application on behalf of the applicant.*)
- \* Please write "*Application for Research Student Program*" on the front of the envelope.
- \* Letter of Recommendation must be sent DIRECTLY to the Dean of GSID and must arrive during the submission period.

**NB:**

- \* *Application documents once submitted cannot be returned to the applicant under any circumstances.*
- \* *Applications received after the deadline will not be accepted under any circumstances.*
- \* *No application will be accepted unless all the documents mentioned above are fully and correctly completed.*
- \* *Note that any documents not requested under "Documents to be Submitted" that are included in the submission will not be considered for review, nor returned under any circumstances.*

**4. APPLICATION SCREENING PROCESS**

(1) The application screening process has two stages: *preliminary screening* and *final screening*. Enquiries regarding the process, including acceptance of application, cannot be answered.

- (2) Preliminary screening will be finalized approximately two months after the end of the application period. Results of the preliminary screening will be mailed to all applicants.
- (3) Results of final screening will also be mailed to all applicants successful in the preliminary screening. Successful applicants will receive an official "Certificate of Admission."

## 5. EXAMINATION FEE

- (1) You do NOT need to pay any examination fee when you send in your application.
- (2) ***Only applicants who pass the preliminary screening are required to pay the examination fee of JPY9,800.*** Directions for paying the fee will be included with the notification of the result of the preliminary screening. **Payment of the fee is a requirement for final screening.**
- (3) Please note that paid fees will not be refunded under any circumstances, and that the amount is subject to change without prior notice.

## 6. FOR FURTHER INFORMATION

- (1) If you have any enquiry on applying for admission as a research student, please contact:

International Student Services

Graduate School of International Development, Nagoya University

Furo-cho, Chikusa-ku, Nagoya 464-8601 JAPAN

Fax: +81-52-789-4951

E-mail: [iss@gsid.nagoya-u.ac.jp](mailto:iss@gsid.nagoya-u.ac.jp)

- (2) GSID homepage

General information on GSID at: <http://www.gsid.nagoya-u.ac.jp/>

FAQ for prospective international students:

[http://www.gsid.nagoya-u.ac.jp/int/en/prospective\\_faq.html](http://www.gsid.nagoya-u.ac.jp/int/en/prospective_faq.html)

Detailed information on professors' research fields and each department's curriculum is available on this website.

- (3) For your information, research students must pay a registration fee of JPY84,600 upon entrance. Tuition is JPY29,700 per month, and research students are required to pay the monthly tuition fee for six months (JPY178,200) in advance. This means that a total of JPY262,800 is payable upon entrance.