

Application Guidelines

For Admissions in April 2019

Entrance Examination for
International and Japanese Applicants Residing in Japan

Department of Integrated Global Studies
School of Integrated Arts and Sciences



HIROSHIMA UNIVERSITY

Table of Contents

1 Number of Students to be Admitted	2
2 Application and Selection Schedule	2
3 Admissions Policy	2
4 Application Eligibility	3
5 Application Procedures	5
6 Application Period	6
7 Application Documents	7
8 Examination Number	13
9 Applicant Selection Process	13
10 Announcement of the Selection Results	14
11 Enrollment Procedures	14
12 Other Points to be Considered	
(1) Contact address	15
(2) Pre-arrangements for special needs applicants	15
(3) Long-term Completion of Curricula	15
Disclosure of Entrance Examination Results (Personal Information)	17
Laptop Requirements	18

1. Number of Students to be Admitted

Number of Students to be Admitted	10
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(Note) If the number of successful applicants falls below the number of students to be admitted, the number of vacancies will be included in the number of students to be admitted in the General Entrance Examination (February term).

2. Application and Selection Schedule

The times and dates on this document are based on Japan Standard Time (JST).

Application and selection process	Date
Application period	From Thursday, October 4, 2018 to Wednesday, October 10, 2018 at 17:00 (JST). *Online application is available from Monday, October 1, 2018.
First selection	Document screening
Announcement of the first selection results	Wednesday, October 31, 2018
Final selection	Saturday, November 24, 2018
Announcement of the final selection results	Friday, December 7, 2018
Start of the semester	Monday, April 1, 2019

3. Admissions Policy

The Department of Integrated Global Studies hopes to admit students with the following attributes, based on the diploma policy and curriculum policy for the Integrated Global Studies Program organized by the Department.

- (1) Students who would like to understand global issues with an integrative perspective to pursue world peace while respecting linguistic, cultural, and religious differences;
- (2) Students who are interested in natural sciences and would like to work towards the harmonious relationship between human beings and nature; and
- (3) Students who are willing to improve language skills and make a contribution to global society.

The Department expects that, before enrollment, prospective students have developed an interest in and learned about the following:

- A wide range of academic areas across disciplinary boundaries such as the humanities and sciences, and various challenges confronting present-day society
- Problems and issues regarding the international community, the global environment, and cross-cultural understanding

After enrollment, the Department will nurture the students' abilities to:

- Understand and analyze the various challenges confronting the international community from multifaceted perspectives transcending disciplinary boundaries between the humanities and sciences (integrated thinking)
- Understand others irrespective of the differences among countries/regions, cultures, religions and languages, and think about things from a global perspective encompassing human society and its surrounding natural environment (global vision)
- Address various challenges of the international community from a peace-seeking viewpoint, and work toward the realization of world peace and harmony between people and nature, in a cooperative and creative manner (cooperative action)

Important evaluation items

[Interest, motivation and attitude]

Interviews and personal statements are used to assess if the applicants have extensive intellectual interest, the intellectual ability to determine what they should address from among the various challenges confronting present-day society, and the broad perspective that is required in order to play an active role in the international community.

[Knowledge and skills]

Academic transcripts and test results, personal statements, and documents to prove English language proficiency are used to assess if the applicants have the capability to adapt to the curriculum policy of the Department of Integrated Global Studies, by confirming that they have acquired broad basic academic abilities, logical thinking ability, the ability to read and comprehend, and the power of expression.

[Ability to think, judge and have expressive power]

Interviews and personal statements are used to assess if they have an ability to think flexibly, judge and have expressive power in order to find ways to resolve problems that they should address.

[Independence and cooperativity]

Personal statements are used to assess if they have developed the independence and cooperativity necessary to resolve problems that they should address.

4. Application Eligibility

In order to apply for admission to the Department of Integrated Global Studies, School of Integrated Arts and Sciences, applicants must satisfy any one of the following conditions and at least one of the application requirements described below:

- (1) Persons who have graduated or are expected to graduate from a high school or other school of secondary education in Japan by March 31, 2019.
- (2) Persons who have completed or are expected to complete 12 years of formal school education in Japan by March 31, 2019.
- (3) Persons who have completed or are expected to complete 12 years of school education in a country other than Japan by March 31, 2019, or those possessing equivalent academic qualifications specified by the Minister of Education, Culture, Sports, Science and Technology (MEXT) of Japan (Note 1).

(Note 1) Those possessing equivalent academic qualifications specified by the Minister of Education, Culture, Sports, Science and Technology (MEXT) of Japan means that you meet any one of the following qualifications from a to e.

- a. Persons who have passed or are expected to pass an examination in a country other than Japan that is recognized as an academic qualification test that certifies that the applicant has an academic ability equivalent to that of those who have completed a 12-year school education curriculum in the said country (including examinations equivalent to national examinations; the same shall apply in the next item), and will be at least 18 years old by March 31, 2019.
- b. Persons who have completed, in a country other than Japan, a school curriculum that is equivalent to that of senior high school level (including those who have passed an examination in the said country that is recognized as an academic qualification test that certifies that the applicant has an academic ability equivalent to or higher than that of those who have completed such a curriculum), and who have completed or are expected to complete a pre-university preparation education curriculum required for admission to universities in Japan, which is designated by the Minister of MEXT, or other preparatory curriculum consisting of education relating to subjects required for admission to universities in Japan and training at facilities separately designated by the Minister of MEXT, and will be at least 18 years old by March 31, 2019.
- c. Persons who have completed or are expected to complete, in a country other than Japan, a school curriculum that is equivalent to that of a senior high school level, which is separately designated by the Minister of MEXT (only if the completion of the curriculum is considered comparable to the completion of an 11 or more-year

school curriculum in the said country, and the curriculum satisfies other requirements specified by the Minister of MEXT).

- d. Persons who have completed or are expected to complete a curriculum at an educational institution established in Japan within the scope of the educational system of a foreign country, that is equivalent to the curriculum of schools that correspond to high school level in the said country (only if the completion of the curriculum is considered comparable to the completion of a 12-year school curriculum in the country's educational system), and will be at least 18 years old by March 31, 2019.
- e. Persons who have completed or are expected to complete a curriculum at an educational institution established in Japan within the scope of the educational system of a foreign country, that is equivalent to the curriculum of schools that correspond to high school level in the said country (except if the completion of the curriculum is considered comparable to the completion of a 12-year school curriculum in the country's educational system), and who have completed the preparatory education curriculum specified in item b above, and will be at least 18 years old by March 31, 2019.

(Note 2) Persons who have attended international schools and American schools may not be eligible to apply, or it may take time to confirm their application eligibility. For this reason, they should inquire about their eligibility as early as possible before the application period.

- (4) Persons who have completed, or are expected to complete by the end of March 31, 2019, a course of study at an overseas educational institution that is recognized or specified by the Minister of MEXT as being equivalent or corresponding to that of a Japanese high school.
- (5) Persons who have, or are expected to obtain by March 31, 2019, the International Baccalaureate Diploma qualification granted by the International Baccalaureate Organization, which is a foundation established in accordance with the Swiss Civil Code, and will be at least 18 years old by March 31, 2019.
- (6) Persons who have the Abitur certificate, recognized as the qualification for admission into a university by the Federal Republic of Germany, or who are expected to obtain the certificate by March 31, 2019, and will be at least 18 years old by March 31, 2019.
- (7) Persons who have, or are expected to obtain by March 31, 2019, the Baccalauréat diploma, recognized as the qualification for admission into a university by the Republic of France, and will be at least 18 years old by March 31, 2019.
- (8) Persons who have, or are expected to obtain by March 31, 2019, the General Certificate of Education Advanced Level (GCE A Level), recognized as the qualification for admission into a university by the United Kingdom of Great Britain and Northern Ireland, and will be at least 18 years old by March 31, 2019.
- (9) Persons who have completed, or are expected to complete, a 12-year education curriculum by March 31, 2019 in a school accredited by the Western Association of Schools and Colleges (WASC) headquartered in California, the United States of America; the Association of Christian Schools International (ACSI) headquartered in Colorado, the United States of America; or the European Council of International Schools (CIS) headquartered in Hampshire, the United Kingdom of Great Britain and Northern Ireland, and will be at least 18 years old by March 31, 2019.
- (10) Persons who have passed, or are expected to pass by March 31, 2019, the Examination for the Certificate for Students Achieving the Proficiency Level of Upper Secondary School Graduates, held in accordance with the Regulations for the said Examination (MEXT Ordinance No. 1 of 2005) (including those who have passed the University Entrance Qualification Examination held in accordance with the Regulations for that Examination [MEXT Ordinance No. 13 of 1951] before it was abolished in accordance with Article 2 of the supplementary provisions of MEXT Ordinance No. 1 of 2005), and will be at least 18 years old by March 31, 2019.

[Application Requirements]

1. Cambridge English PET (140 or above)
2. EIKEN 2nd grade or above
3. GTEC CBT 880 or above
4. IELTS™(Academic Module) 4.0 or above
5. TEAP (4 skills) 226 or above
6. TEAP CBT (4 skills) 420 or above
7. TOEFL iBT® 42 or above
8. TOEIC® L&R and TOEIC® S&W 790 or above (L&R 550 or above and S&W 240 or above)
9. Persons who satisfy either one of the following two requirements:
 - a. Persons who have undertaken three years or more of their secondary education (Senior high school, Junior high school, etc.) in English as their primary language of instruction; or
 - b. Persons who are taking or have taken the International Baccalaureate Diploma (Full IB) with English as the language of instruction.

5. Application Procedures

Complete the following seven steps within the application period stated below:

Step 1: Access the online application system

Access the online application system from the Hiroshima University Admissions Information website:
<https://www.hiroshima-u.ac.jp/en/nyugaku>

<For inquiries concerning online application system and UCARO website>	
Online Application Help Desk (Japanese Speaking Only)	TEL 050-3786-5124 Inquires accepted from 10:00 am to 6:00 pm (Except Saturday, Sunday and national holidays until July 31 and from December 30 to January 3)
UCARO Support Office (Japanese Speaking Only)	TEL 050-3786-5524 Inquires accepted from 10:00 am to 6:00 pm (Except from December 30 to January 3)

Step 2: Select 'Membership registration' on the UCARO log in screen.

Hiroshima University uses the UCARO website for the process from the application to enrollment procedures. UCARO is an Internet application and enrollment procedure support system. Account registration for UCARO is required for all applicants (free of charge) and it enables applicants to use the above online application system and complete the enrollment procedures.

Step 3: Input your application data into the Internet application system

Follow the instruction on the screen and enter your name, address, etc.
The disclosure of entrance examination results service is available. JPY 300 yen is required as disclosure fee. If you would like to request a disclosure, please select "Yes" in the 'Disclosure of Entrance Examination results' section. Note that the result will be disclosed only in Japanese. Detailed information is provided on page 17.

Step 4: Confirm the necessary documents and upload your photo

Confirm the necessary documents when they are shown and upload a digital photo of yourself.

Step 5: Payment of entrance examination fee (JPY 17,000)

Choose the method of payment from the following list. For applications from outside Japan, only credit card payments can be accepted.

1. Credit Cards: VISA, MasterCard, JCB, AMERICAN EXPRESS, DinersClub
2. Convenience Stores: 7-Eleven, LAWSON, MINISTOP, FamilyMart, CircleKSunkus, Daily Yamazaki, Seicomart
3. Banking facilities' ATM【Pay-easy】
4. Online Banking

(Note)

- **In addition to the entrance examination fee, applicants must cover the remittance fees.**
- Applicants need to pay 500 Japanese Yen as the processing fee.
If you select “Yes” in the ‘Disclosure of Entrance Examination results’ section at Step3, JPY 300 yen is added to the entrance examination fee.

Important notices regarding the entrance examination fee

The examination fee, once paid, will not be refunded for any reason.

However, in cases (1) and (2) below, the examination fee is refundable after deducting the bank transfer fee. If the disclosure fee is paid, it is also refundable. Therefore in such cases, please clearly write the “reason for demand of refund”, “name”, “postal code”, “address”, “transfer destination information” and “contact telephone number” in the prescribed format given from the university and send it to the address mentioned below by postal mail by Thursday, February 28, 2019.

(1) If the application documents have not been submitted, or if they have not been accepted

(2) If duplicate payments of the entrance examination fee have been made in error

Address:

Admission Center, Hiroshima University,
1-3-2 Kagamiyama, Higashi-Hiroshima 739-8511, Japan

Note that, unsuccessful applicants for the first selection will receive a refund of JPY 13,000.

How to obtain a refund will be notified to the applicants along with their first selection results.

Step 6: Initial registration process complete (Your application is NOT completed yet.)

You will be issued with an application number (not your examination number). Please make a note of it or to print out a copy of the computer screen showing the number. The application number is needed for confirming the application details later, and for sending the application documents by post.

Step 7: Submission of application documents through registered mail

Prepare an envelope that accommodates A-4 size documents for sending application documents. Write the application number, the postal code, address, and the name of the applicant on the envelope. Send the envelope containing all the necessary documents by simplified registered and express mail “*Kan'ikakitome Sokutatsu*” to the following address.

Where to submit	Address	Phone No.
Department of Integrated Global Studies (IGS), School of Integrated Arts and Sciences, Hiroshima University	1-7-1 Kagamiyama, Higashi-Hiroshima 739-8521, Japan	+81-82-424-7988

6. Application Period

The application documents must be received by the deadline shown below. Earlier submission is encouraged. (See Note)

From Thursday, October 4, 2018 to Wednesday, October 10, 2018, NO LATER THAN 17:00 (Japan Standard Time)

*Online application is available from Monday, October 1, 2018.

(Note)

1. We will not accept applications before the entrance examination fees have been paid. Also, incomplete or late applications will not be accepted.

2. Application documents must reach us by 17:00 on the last day of the application period. For documents arriving after this deadline, only those whose envelopes are postmarked on or before Monday, October 8 (a national holiday) will be accepted.
3. Inquiries by phone about acknowledging the receipt of application documents will not be accepted. Please use the tracking service of postal company.
4. We will not accept inquiries by phone regarding the completion of application procedures.

7. Application Documents

Submit the following documents A to I within the application period.

Document A: Photograph

Document B: Personal Statement

Document C: Educational Background

Document D: Document to Prove Your Application Eligibility

Document E: Document to Prove Your English Language Proficiency

Document F: Academic Transcripts and Test Results

Document G: Envelope to Send Back the Examination Card

Document H: Passport Copy

Document I: Copy of Residence Card or Certificate of Residence

(IMPORTANT)

1. In principle, application documents must be originals, unless otherwise designated. For certificates and other documents that cannot be reissued, however, submit a certified copy* instead of the original document, as none of your submitted application documents can be returned.
* A copy certified by an official organization (preferably an organization, such as a school, that issued the said document) as true to the original, and on which the said organization has placed its official seal.
2. Documents serving as certificates written in a language other than Japanese or English must be accompanied by a Japanese or English translation. Please attach an official translation with the translator's name, contact information and signature or official seal for documents. The translations are accepted only when they are made by the organization that issued the said document, a translation company, or a qualified translator.
3. If the applicant's present name is different from that written on the application documents due to a name change or other reasons, please provide a copy of official documents, such as an official copy of the applicant's family register, issued by an official institution, to prove that the applicant is the same person as the person indicated on the documents submitted.

Document A: Photograph

The ID image must be uploaded with the following specifications; (Online Submission Only)

- A color or black-and-white photo (A color photo is preferred)
- Must be taken within the past 3 months
- Showing the upper body, no hat, and facing the front
- File format: JPEG
- Preferred Dimensions: 480 pixels wide x 640 pixels high

※As uploaded image will be used for the student ID card after enrollment, a photo with the applicant wearing a high-school uniform is unacceptable.

Document B: Personal Statement

Access the Hiroshima University Admissions Information website (<https://www.hiroshima-u.ac.jp/en/nyugaku>), and download the Personal Statement forms from the page that provides information on the entrance examination. Complete the forms by typing in English, print them on A4 paper, and manually sign your name on the forms.

Write essays on the following two topics in around 400 words on the Personal Statement 1 and 2 forms, respectively.

Topic 1: Explain reasons why you want to study in the Department of Integrated Global Studies at Hiroshima University and what you want to study. (around 400 words)

Topic 2: Choose one of the following topics and answer the question. (around 400 words)

- What do you think is the most important achievement in science? And why?
- What do you think is the most important achievement in society? And why?
- How can science and technology contribute to environmental sustainability?
- What do you think is the most important issue of the Sustainable Development Goals (SDGs) out of 17 goals set by the United Nations? And why?

On the Additional Information form, indicate whether you have any documents that prove your accomplishments and achievements. When you have such a document or documents, write the title of the document(s) on the form. Then submit the form with the relevant documents attached.

*Examples of documents that can prove your accomplishments and achievements

If you have experience of winning a prize in an English speech contest or other event, such as taking proficiency examinations in foreign languages other than English, studying abroad, or participating in events including the Science Olympics or other contests or competitions at national and higher levels, submit the documents that prove your participation and/or results.

Document C: Educational Background

Applicants who fall under the categories of application eligibility (1), (2) and (4) do not need to submit this form.

Access the Hiroshima University Admissions Information website (<https://www.hiroshima-u.ac.jp/en/nyugaku>), and download the specified form for Educational Background from the page that provides information on the entrance examination. After completing the form, submit it to us.

Document D: Document to Prove Your Application Eligibility

Application eligibility	Application documents	Description
(1) (2) (3) (4)	Certificate of (expected) completion of 12-year curriculum	Submit the original document or a certified copy of the certificate of (expected) graduation/completion, issued by the school attended by the applicant in his/her 12th year of school curriculum, or the high school graduation equivalency certificate (or the certificate of expected success in the high school graduation equivalency examination).
(5)	International Baccalaureate Diploma	Applicants who hold the International Baccalaureate Diploma should submit the original document or a certified copy of the diploma.
(6)	Certificate granted to those who have the Abitur qualification	Applicants who hold an Abitur certificate should submit the original document or a certified copy of the certificate of general higher education entrance qualification (Zeugnis der allgemeinen Hochschulreife), which is granted when they pass the Abitur.

(7)	Baccalauréat Diploma	Applicants who hold the Baccalauréat must submit the original document or a certified copy of the French Baccalauréat Diploma. (not necessary if it has not yet been issued.)
(8)	Document to show GCE-A Level examination results	Submit the original document or a certified copy that proves that the applicant has passed at least one subject in the General Certificate of Education, Advanced Level (GCE-A Level) examination.
(9)	Certificate of (expected) completion	Submit the original document or a certified copy of the certificate of completion of 12 years of the curriculum at the school attended by the applicant.
(10)	Passing Score Certificate	Applicants who have passed the Examination for Students Achieving the Proficiency Level of Upper Secondary School Graduates or the University Entrance Qualification Examination should submit the Passing Score Certificate. (Note) (Note) Those who are expected to earn the credits for the remaining subjects required to pass the aforementioned examination by March 31, 2019 should submit the original or a certified copy of the certificate that shows that the applicant is expected to pass the examination, issued by MEXT.

Document E: Document to Prove Your English Language Proficiency

Applicants should submit the original or a certified copy of any certificate noted in the following items 1 through 9. If applicants have more than one score, choose ONE of the following tests.

Only certificates obtained after April 2016 are valid, regardless of the specific expiration dates of scores, etc.

1. Cambridge English	The original or a certified copy of the Certificate sent to the applicant or the Certifying Statement of Results.
2. EIKEN	The original or a certified copy of the certificate sent to the applicant. If you have the document in a form that includes both the Certificate and PROOF OF EIKEN CERTIFICATION, submit either portion to us. EIKEN CBT is also accepted.
3. GTEC CBT	The original or a certified copy of the Score Report sent to the applicant. <u>Except for GTEC CBT is not accepted.</u>
4. IELTS™ (Academic Module)	If submitting an IELTS score, applicants need to send the following reports (both 1 and 2). 1. Test Report Form (sent directly from IELTS to Hiroshima University) (Note 1) 2. A copy of the examinee's test score report (the document sent to the examinee) (Note 1) When submitting your score, please note the following: - Please make sure that the official score report is sent to Hiroshima University via IELTS by <u>Wednesday, October 10, 2018</u> , the application deadline.
5. TEAP (4 skills)	The original or a certified copy of the Test Score Report sent to the applicant
6. TEAP CBT (4 skills)	The original or a certified copy of the Official Score Report sent to the applicant

7. TOEFL iBT®	<p>If submitting a TOEFL score, applicants need to send the following reports (both 1 and 2).</p> <ol style="list-style-type: none"> 1. Official Score Report sent directly from ETS (Educational Testing Service) to Hiroshima University (Note 2) 2. A copy of the examinee’s score report (the document sent to the examinee) <p>(Note 2)</p> <ul style="list-style-type: none"> - Hiroshima University’s institution code is 7942. - It takes a month or more for the Official Score Report to reach Hiroshima University after making the request to ETS. <u>Take the exam no later than a month before the application deadline (Wednesday, October 10, 2018).</u> - TOEFL-ITP is not accepted.
8. TOEIC® L&R and TOEIC® S&W	<p>The original or a certified copy of the Official Score Certificates sent to the applicant. Certificates for both L&R and S&W are necessary. TOEIC IP is not accepted.</p>
9. Application Requirement Confirmation Form (prescribed form)	<p>Applicants who meet one of the following conditions (a or b) are NOT required to submit score certificates of external English proficiency tests to prove their English language proficiency. Alternatively, submit the “Application Requirement Confirmation Form” (prescribed form).</p> <ol style="list-style-type: none"> a. Persons who have undertaken three years or more of their secondary education (Senior high school, Junior high school, etc.) in English as their primary language of instruction. b. Persons who are taking or have taken the International Baccalaureate Diploma with English as the language of instruction. <p>The “Application Requirement Confirmation Form” can be downloaded from the page that provides information on the entrance examination on the Hiroshima University Admissions Information website (https://www.hiroshima-u.ac.jp/en/nyugaku).</p>

Document F: Academic Transcripts and Test Results

If the applicant has the certificates or other documents specified in both (F1) and (F2) below, submit the documents of both types. If the applicant does not have the certificates or documents specified in (F2), it is sufficient to submit the documents of type (F1) only.

(F1) Academic Transcripts

Application eligibility	Application documents	Description
(1) (2) (4)	School record	<p>Submit a school report (prepared and sealed by the principal of the student’s school), which must be created in the form prescribed by MEXT.</p> <p>(Note)</p> <p>1. If applicants cannot obtain a school report because of the expiry of the period for preserving student records or for other reasons, the applicant may submit their academic transcript (or certificate of credits earned) in place of their school record. If their academic transcript (or certificate of credits earned) cannot be submitted, the applicant should submit a document prepared by their high school etc. that states the reason why their academic transcript (or certificate of credits earned) cannot be issued.</p> <p>2. Applicants who are expected to graduate from their high school etc. must submit their school record that states their academic performance up to the first term (first semester) of the third year. If academic records up to the first term (first semester) of the third year cannot be submitted, follow the instructions below:</p> <p>[Three-term system]</p> <ul style="list-style-type: none"> - Submit a school record that states academic performance up to their third term of the second year and the courses the applicant is studying in the third year* <p>[Two-semester system]</p> <ul style="list-style-type: none"> - Submit a school record that states academic performance up to the middle of the first semester in the third year. - If such a school record cannot be submitted, the applicant may submit a school record that states academic performance in the second semester of the second year and the courses the applicant is studying in the third year.* <p>* Courses the applicant is studying in the third year should be clearly indicated and the statement: “Since academic performance up to the first term (semester) cannot be issued?” should be added in the remarks column.</p>
(3) (5) (6) (7) (8)	Academic transcript	<p>Submit the original or a certified copy of an academic transcript issued by a high school, or a school equivalent to high school that covers the entire period of your school attendance.</p>
(9)	Academic transcript from an international school which has been accredited by an international evaluation organization	<p>Submit the original or a certified copy of an academic transcript from an international school, which also includes a clear statement that the school has been accredited by an international accreditation organization (WASC, ACSI or CIS) designated by the Minister of MEXT.</p> <p>If the academic transcript does not clearly state that the school has been accredited by an international accreditation organization (WASC, ACSI or CIS), submit a separate document to prove that the school has been accredited by any of the above organizations.</p>
(10)	School record (or Academic transcript)	<p><u>Only if</u> applicants (Application Eligibility (10)) have taken subjects at a senior high school, submit a school report or academic transcript (or certificate of credits earned) from the senior high school.</p>

(Note) Applicants who cannot submit the document (F1), for example those who have passed high school graduation equivalency examinations (i.e. GED in USA), should send an email inquiry to the Department of Integrated Global Studies (IGS), School of Integrated Arts and Sciences (address: igs-application@hiroshima-u.ac.jp) as early as possible.

(F2) Mandatory or standardized test results to enter the university

Applicants who have taken the following mandatory or standardized national tests must submit the original or a certified copy of the examination result certificates.

a. Mandatory or standardized national test results to enter the university

- International Baccalaureate: final examination results certificate of six subjects
- Abitur: results certificate of the Abitur
- Certificate of the results of the Baccalauréat
- Standardized tests for university admission in the relevant country/region (e.g. China, South Korea, Taiwan, Indonesia, etc.)

b. Standardized test result certificates

- SAT Subject Test
- ACT, etc.
- EJU (Examination for Japanese University Admission for International Students)

Document G: Envelope to Send Back the Examination Card

Prepare a commercially available envelope (24 cm x 33.2 cm), and write the applicant's name and address (prefixed with "To Mr. /Ms.") on the front. After putting stamps worth 140 yen on the envelope and folding it in half, send the envelope along with other application documents by postal mail.

Document H: Passport Copy

Submit a copy of the page(s) that contains the applicant's name, nationality and photograph of his/her face. If the applicant have a nationality other than Japanese and does not have a passport, he/she must submit a copy of an official document that certifies his/her nationality.

Document I: Copy of Residence Card or Certificate of Residence

Those who possess a nationality other than Japanese and reside in Japan must submit either of the following:

1. Copy of residence card (both sides)
2. Copy of certificate of residence (showing the applicant's nationality, status of residence, and permitted period of residence)

(IMPORTANT)

1. Applicants for the *Entrance Examination for International and Japanese Applicants Residing in Japan* are not permitted to concurrently apply for the *Entrance Examination for International and Japanese Applicants Residing outside Japan*
2. Application documents should be typed or handwritten by the applicant. The applicant must place his/her handwritten signature on these documents. When application documents are handwritten, use a black ballpoint pen.
To make a correction, draw a horizontal double line on the erroneous portion, and write the correct information in the margin of the page. Do not use correction fluid/tape to erase errors.
3. Late or incomplete applications will not be considered.
4. Once application documents are accepted, the information contained therein cannot be modified.
5. Application category cannot be changed after the application period.
6. Application documents that have been accepted may not be returned for any reason.
7. Hiroshima University will void the successful examination results of applicants or admission of students whose application documents are found to contain falsifications or misrepresentations after the examinations or admission.
8. For other matters regarding application, please contact the Department of Integrated Global Studies (IGS), School of Integrated Arts and Sciences.
9. The personal information of applicants that Hiroshima University obtained through the process of their applications (name, date of birth, gender, etc.) will only be used for the selection of applicants, announcement of selection results, and admission procedures.

Only if successful applicants approve, the personal information of them will be used to send reference materials about the Hiroshima University Sports Association, the Hiroshima University Festival Executive Committee and Hiroshima

University Co-op, and to select applicants to reside in the Ikenoue Student Dormitory. However, for the selection of applicants for the Ikenoue Student Dormitory, only the personal information obtained through the application documents will be used.

Once selected applicants are admitted as students, their personal information will be used for student support services (academic advising, scholarship applications, application for tuition fee exemption, issuance of student ID cards, etc.) and surveys and studies (improvement of the admission examinations, research and analysis of motivation for application, etc.).

Regarding the use of personal information in the aforementioned matters, such information may be handled by an outside company to which Hiroshima University has entrusted to conduct part of its work (hereinafter referred to as “outsourced company”). In such cases, the university provides the outsourced company with only that part of the personal information it has obtained that is necessary for the outsourced company to conduct its work.

8. Examination Number

After Hiroshima University has received the application documents and confirmed that the application eligibility and requirements have been fulfilled, the university will enable applicants check their examination number on the UCARO website within three days after the last day of the application period.

9. Applicant Selection Process

Applicants are selected through the first and final selections.

(1) First selection

- a. Screening method: The screening is done based on application documents (personal statement (Document B), document to prove your English language proficiency (Document E), and academic transcripts and test results (Document F)).
- b. Pass/fail decision: The decision will be made based on a comprehensive evaluation of the application documents (personal statement (Document B), document to prove your English language proficiency (Document E), and academic transcripts and test results (Document F)) by classifying them into four grades from A to D.

(2) Notification of the first selection results and the final selection notification

A pass notification of the first selection, the final selection guidance, and the Examination Card will be sent by post to successful applicants in the first selection, on the day on which the first selection results are announced. On the same day, a document will be sent to unsuccessful applicants in the first selection to inform how to obtain a refund for part of the entrance examination fee.

If the first selection results have not arrived more than three days after the day of the results announcement, please contact the School of Integrated Arts and Sciences (igs-application@hiroshima-u.ac.jp).

(3) Final selection

- a. Screening method: The applicants who have passed the first selection will be interviewed in person, in English.

- Date of the interview examination: From 13:00, Saturday, November 24

Information on where to assemble and the time will be provided along with the notification of passing the first selection.

- Examination venue: School of Integrated Arts and Sciences at the Higashi-Hiroshima Campus (Address: 1-7-1 Kagamiyama, Higashi-Hiroshima City, Hiroshima, Japan 739-8521)

For more detailed information, please see the website at <https://www.hiroshima-u.ac.jp/en/access>

- b. Pass/fail decision: The decision will be made based on a comprehensive evaluation of the interview test results (based on a scale of 300), combined with the evaluation of the application documents (personal statement (Document B), document to prove your English language proficiency (Document E), and academic transcripts and test results (Document F)).

(IMPORTANT)

1. Applicants should check the examination venue at least a day before the interview, and be aware of precautions regarding the examination. (Applicants are not permitted to enter the examination venue buildings on the day before the examination.)

2. On the examination day, enter the room where the examination is being held at least 30 minutes before the examination. Applicants cannot enter the room more than 30 minutes after the beginning of the examination. If you are more than 30 minutes late, contact the office of the examination venue.
3. Bring your Examination Card, writing materials (a black pencil, sharp pencil, eraser, ruler and pencil sharpener) and a watch (equipped with only the clock function).
4. Before entering the room, be sure to turn off the alarm setting and the power supply of your cellular phone, smart phone, wearable device, electronic dictionary, digital voice recorder or other electronic devices, and then place them in your bag. During the examination, if you put on or hold such devices or reference materials in your hand and not keep them in your bag, it may be regarded as cheating. The response to cheating in the examination will be made in accordance with that of the National Center Test for University Admission. Be sure to check the rules to be followed by applicants, which are set for each examination venue.
5. In the examination venue and room, applicants must not commit any acts that cause other applicants trouble and that impair fairness in the examination. Also, be sure to follow the instructions of the proctors.
6. Accommodations during their stay for the examination should be arranged by applicants themselves.
7. Hiroshima University may take such measures as postponement of the day or the start time of the examination, when it is difficult to implement the entrance examination due to worsening weather conditions caused by a typhoon etc., the outbreak of an epidemic infectious disease, or for other reasons. In such a case, be sure to access the Hiroshima University website (<https://www.hiroshima-u.ac.jp/>), which will provide information on the above measures.
8. For other inquiries regarding taking the examination, please contact the School of Integrated Arts and Sciences.

10. Announcement of the Selection Results

- | | |
|--------------------------------------------------------|-------------------------------------------------------|
| (1) Announcement of the first selection results | 12:00, Wednesday, October 31, 2018 (scheduled) |
| (2) Announcement of the final selection results | 12:00, Friday, December 7, 2018 (scheduled) |

The examination numbers of successful applicants will be published on the Hiroshima University Admissions Information website (<https://www.hiroshima-u.ac.jp/en/nyugaku>)

Hiroshima University posts the information on the website as part of its information disclosure activities, and the formal announcement of successful applicants will be made by sending the written notification by postal mail. Inquiries by phone or other means about the selection results will not be accepted.

11. Enrollment Procedures

(1) Period

Complete the enrollment procedures within the following periods.

From Friday, December 7 to Friday, December 14, 2018, NO LATER THAN 17:00

(2) Procedures

Successful applicants will be notified of the detailed enrollment procedures.

(3) Admission and tuition fees

- | | |
|----------------------------|-------------|
| a. Admission fee | JPY 282,000 |
| b. Tuition fee (full-year) | JPY 535,800 |

- The admission fee, once paid, will not be returned under any circumstances.

- In the case of tuition revision during enrollment, students will be required to pay the revised tuition fee.

* The above amounts are valid as of April 2018.

The actual fees to be paid and specific payment methods will be notified separately.

(IMPORTANT)

1. In case you do not complete the enrollment procedure within the period stated above, you will be regarded as you withdraw from the admission process.

2. If a successful applicant fails to complete 12 years of school education, their admission will be cancelled even after completion of the procedures.

12. Other Points to be Considered

(1) Contact address

Higashi-Hiroshima Campus (excluding Saturday, Sunday, and national holidays)

- Department of Integrated Global Studies,
School of Integrated Arts and Sciences, Hiroshima University
1-7-1 Kagamiyama, Higashi-Hiroshima 739-8521, Japan
TEL: +81-82-424-7988 E-mail: igs-application@hiroshima-u.ac.jp
- Admission Center, Hiroshima University
1-3-2 Kagamiyama, Higashi-Hiroshima 739-8511, Japan
E-mail: nyusi-group@office.hiroshima-u.ac.jp

- The Department of Integrated Global Studies, School of Integrated Arts and Sciences, Hiroshima University
website: <https://www.hiroshima-u.ac.jp/en/igs>
- Hiroshima University website: <https://www.hiroshima-u.ac.jp/>

(2) Pre-arrangements for special needs applicants

Those who require special consideration for taking examinations and/or pursuing an academic program due to a disability or other legitimate reason must first contact the School of Integrated Arts and Sciences and then submit a free format statement of information as described below to provide advance notice so that necessary arrangements may be made.

a. Period of statement submission

Those who require specific arrangements, such as the preparation of examination texts in Braille, must contact the School of Integrated Arts and Sciences no later than three weeks before the date on which acceptance of applications begins.

For other special needs applicants, please provide notification no later than one week before the date on which acceptance of applications begins

Applicants who require special consideration are advised to contact the School of Interated Arts and Sciences, Hiroshima University as early as possible since certain arrangements will require sufficient time to be prepared.

b. Information to include in the statement

- Applicant's name, address, and contact telephone number
- Name of the last school attended
- Day of the entrance examination and the names of the school, department, and course for which the application is being made
- Type and degree of disability (attach the treating physician's diagnosis or certificate (copy) of disability)
- Requested consideration regarding examinations
- Requested consideration during enrollment at the School of Integrated Arts and Sciences
- Arrangements made at school(s) previously attended
- Description of daily life

(3) Long-term Completion of Curricula

Hiroshima University offers this system that allows students who fall under any of the descriptions a. through c. below to graduate from the university by completing the educational curriculum based on their scheduled registration of courses over a certain period that exceeds the standard term of study.

a. Students that are employed and working (including persons working part-time) for whom securing time for studies is especially difficult

b. Students that carry out domestic duties, childcare, or caregiving at home for whom securing time for studies is especially difficult

c. Students admitted through the Hiroshima University Phoenix Admission System

Under this system, the total tuition of the standard term is divided by the number of admitted years to complete the program based on the students' scheduled registration of courses, and paid in installments.

Whether this system is applicable or not and the maximum period of long-term completion of curricular are different according to the school. Please contact the school to which the application is being made.

Disclosure of Entrance Examination Results (Personal Information)

1. This Entrance Examination Results (Personal Information) as defined in the following will be disclosed only to those who have applied the disclosure of examination results by the online application system from the Hiroshima University.

Item	Information disclosed
Grade	First selection: A comprehensive evaluation by classification into four grades * Grading criteria is indicated in Table 1 below. Final selection: A comprehensive evaluation by classification into four grades * Grading criteria is indicated in Table 2 below.

Table 1. First selection

A	Those whose applications are deemed adequate to qualify for the final selection for the IGS Entrance Examination.
B	Those whose applications are deemed inadequate by a small margin to qualify for the final selection for the IGS Entrance Examination.
C	Those whose applications are deemed inadequate for the final selection for the IGS Entrance Examination.
D	Those whose applications are deemed inadequate to qualify for the final selection for the IGS Entrance Examination, and are considered to be highly unlikely to be accepted.

Table 2. Final selection

A	Those whose examination results are deemed adequate to obtain admission to IGS through this Entrance Examination.
B	Those whose examination results are deemed inadequate by a small margin to obtain admission to IGS through this Entrance Examination.
C	Those whose examination results are deemed inadequate to obtain admission to IGS through this Entrance Examination.
D	Those whose examination results are deemed inadequate to obtain admission to IGS through this Entrance Examination, and are considered to be highly unlikely to be accepted.

2. The disclosure of examination results may be requested in the following manner:

The request procedures for a disclosure should be done at the time of application for the entrance examination.

- (1) Access the online application system from the Hiroshima University Admissions Information website:
<https://www.hiroshima-u.ac.jp/en/nyugaku>.
- (2) Please select “Yes” in the Disclosure of Entrance Examination Results section if you would like to request a disclosure. Please note the following points.
 - JPY 300 is required as the disclosure fee. It is added to the entrance examination fee. Even if you don’t take this examination after the application, the disclosure fee cannot be refunded.
 - Note that the result is only indicated in a grading scale letter (A, B, C, D).
- (3) Do the payment procedures for the disclosure fee with entrance examination fee in the ‘Select a Payment Method’ section through the Internet application system.
- (4) **The result will be available from April 15, 2019 to May 31, 2019 on the UCARO website.**
 UCARO is an Internet application and enrollment procedure support system. The detailed procedures of UCARO will be announced on the IGS website by the middle of June 2018.

Hiroshima University Admission Center
 E-mail: nyusi-group@office.hiroshima-u.ac.jp

(Note) Only the Admission Center accepts applications and inquiries regarding disclosure of examination results. The Department of Integrated Global Studies will not accept such applications and inquiries.

Laptop Requirements

From Academic Year 2015, every student at Hiroshima University is required to have their own laptop and to use it in their academic activities. You will use your laptop computer in *Introduction to University Education* and other IT-related courses. You will also use your laptop and the Internet on a lot of occasions, including when writing lecture reports and papers.

Administrative procedures such as course registration, viewing your grades/credits, receiving messages from teachers/the administrative office, etc. are made via the student portal MOMIJI (<https://momiji.hiroshima-u.ac.jp/>). Computers are often used in courses. You must bring your laptop to classrooms when asked by your teachers. Therefore, you must obtain a laptop computer before the first school term starts.

Note that laptop requirements change every year and is dependent on the school/department. If you already have a laptop meeting the required specifications, you do not need to purchase a new laptop.

2018 requirements are available at: https://www.hiroshima-u.ac.jp/en/about/initiatives/jyoho_ka/hikkei_pc

2019 requirements are available from December 2018 at the above URL.

Important Notice To those with difficulty obtaining a laptop for financial reasons

Hiroshima University will lease a laptop for one year free of charge, upon the request of students who are deemed eligible for the admission fee exemption or postponement of the payment of fees. If you wish to lease a laptop, you may make an application at the same time you apply for the admission fee exemption or postponement of collection of the fees.

For inquiries	
Information Promotion G, Information Division, Financial and General Affairs Office, Hiroshima University	TEL +81-82-424-6054,5687 Inquires accepted from 9:00 am to 5:00 pm (excluding Saturday, Sunday and national holidays) E-mail: st-pc@ml.hiroshima-u.ac.jp

〈CONTACT ADDRESS〉

Hiroshima University
School of Integrated Arts and Sciences
Department of Integrated Global Studies
1-7-1 Kagamiyama, Higashi-Hiroshima 739-8521, Japan
TEL: +81-82-424-7988 E-mail: igs-application@hiroshima-u.ac.jp