

(October 2018 Admission)

Graduate School of Engineering (Doctoral Program)

Application Guidebook

(Special Selection for International Students)



広島大学

Graduate School of Engineering Admission Policies

1. Those possessing basic scholastic abilities in each field
2. Those possessing the will for scientific study and interdisciplinary activities
3. Those possessing an interest in building a sustainable society or international collaboration/development through peace

Regarding Personal Information Management and Handling

Any personal information acquired through this application (full name, date of birth, sex, etc) shall be used only for the purposes of admission selection and notification. Hiroshima University shall keep the data only of those who have been admitted for the purposes of student support (scholarship application, tuition waiver application, etc) and for the purposes of examination and research (entrance exam improvement, applicant trend surveys/analysis, etc. Hiroshima University will not use personal information for any other purpose, nor provide information to any third party.

**Graduate School of Engineering (Doctoral Program)
Special Selection for International Students
(Enrollment in October 2018)**

1. Number of Students to be admitted

The number of students to be admitted and the address for submission of application documents and the examination venue are listed below.

October 2018 Admission

Department	Number of Students	Address for Submission and Examination Venue
Mechanical Systems Engineering	Several in Each Department	Graduate School of Engineering, Hiroshima University 1-4-1 Kagamiyama, Higashi-Hiroshima 739-8527, Japan (Examination Venue) Graduate School of Engineering, Hiroshima University
Mechanical Science and Engineering		
System Cybernetics		
Information Engineering		
Chemical Engineering		
Applied Chemistry		
Civil and Environmental Engineering		
Transportation and Environmental Systems		
Architecture		

2. Qualifications

Applicants must be foreign nationals, proficient in either Japanese or English, and must belong to one of the following categories:

- (1) Those who have received (or expect to receive) a **Master's degree** from a Japanese university by the time of admission.
- (2) Those who have received (or expect to receive) a degree from a university outside Japan by the time of admission, which is equivalent to a **Master's degree** from a Japanese university.
- (3) Those living in Japan who have completed (or expect to complete) the education by correspondence of an overseas university and have received (or expect to receive) a degree from the university by the time of admission, which is equivalent to a **Master's degree** in the field of science and engineering from a Japanese university.
- (4) Those who have completed an applicable curriculum in an educational establishment that is located in Japan, recognized as offering postgraduate courses in the educational system of a foreign country and that is specifically so designated by the Minister of Education, Culture, Sports, Science and Technology of Japan, and who have obtained an academic degree that is equivalent to a master's degree, or expected to by the time of admission
- (5) Holder of an academic degree conferred at United Nations University that is equivalent to a master's degree, or expected to.
- (6) Those who have completed the curricula of a foreign school, an educational facility as designated in category (4), or the United Nations University; passed a test and review as specified in Article 16 Section 2 of Standards for the Establishment of the Graduate Schools; and are deemed to have academic ability greater than or equal to a master's degree, or expected to by the time of admission.
- (7) Those specially designated by Minister of Education, Culture, Sports, Science and Technology, Government of Japan.*
- (8) Those who reached 24 years of age and have been approved to attain an academic standard equivalent to a Master's degree, through a qualification screening by the Graduate School of Engineering, Hiroshima University.*

*Applicants who wish to qualify under category (7) or (8) are referred to Section 7 "Designation of Qualifications".

3. Application Procedure

(1) Application Period

[Applicants residing in Japan]

All application documents must be submitted to the admission office between **July 20, 2018** and **July 26, 2018** with a deadline of 5:00 p.m. (must arrive by 5:00 p.m.)

*Before you apply for this examination, you must consult with your prospective academic advisor to accept you as a doctoral student.

[Applicants residing outside Japan]

All application documents must be submitted to your prospective academic advisor between **June 7, 2018** and **July 18, 2018**.

*Before you apply for this examination, you must consult your prospective academic advisor to accept you as a doctoral student.

(2) How to Apply

Application can be filed by one of the two methods below.

- (a) **Online application** (by which applications enter application information online, and send by mail or bring by themselves other necessary documents.)

- (b) **Conventional application** (by which applications fill out the Application Form for Admission, and send it by mail or bring it by themselves together with other necessary documents.)

< Caution >

Online application will not be completed only by registering your application and paying your application fee. Be sure to send in all necessary documents by simple registered post so that they will reach us by the deadline.

Overseas applicants are particularly advised to thoroughly consider their countries' postal service situations and other circumstances, and ensure that the sending them prior to online application.

○Online Application

Register necessary information via the Internet.

You can access our online application page from Hiroshima University's webpage concerning information on entrance exams.

Hiroshima University entrance examination information
<http://en.hiroshima-u.jp/top/nyugaku>

For further details of online application procedures, see Procedure of Online Application of this Guidebook or our webpages concerning online application.

(3) Admissions Office Address

The Graduate Student Section, Graduate School of Engineering, Hiroshima University
1-4-1 Kagamiyama, Higashi-Hiroshima 739-8527, Japan

Fax : +81-(0)82-424-5461

E-mail: kou-gaku-daigakuin@office.hiroshima-u.ac.jp

(4) Application Documents

(a) Admission Application Form (Form 1)

Fill the blanks in the application form.

(b) Examination Card and Photo ID Card

Fill the blanks in the attached cards and paste a photograph where indicated (head and shoulders, hatless, facing forward, 4cm×3cm, taken within the last 3 months).

*It is not necessary for applicants to submit the photo ID card who upload digital photo through Internet.

(c) **Master's Degree Certificate Obtained or Expected**

The certificate must be an official document. (The document is not required for applicants that qualify under categories (7) and (8) in Section 2 or those who have received (or expect to receive) a Master's degree from Hiroshima University.)

Applicant who has certificate written in language other than English or Japanese must attach translations in English or Japanese.

(d) **Certified Academic Record (Undergraduate School and Graduate School)**

Include official transcripts (Undergraduate School and Graduate School) or similar documents if transcripts cannot be issued. The envelope must be sealed by the issuing office. (The document is not required for applicants that qualify under categories (7) and (8) in Section 2 or those who have received (or expect to receive) a Master's degree from Hiroshima University.)

Applicant who has certificate written in language other than English or Japanese must attach translations in English or Japanese.

(e) **Letter of Recommendation (Form 2)**

The letter of recommendation must be a confidential reference, in a sealed envelope from either the last academic adviser or a recent supervisor of the applicant's professional career.

(f) **Summary of Master's Thesis (Form 3)**

Applicants who have already completed a Master's course, write a summary of master's thesis. Applicants who have not yet completed a Master's course, write an interim report of master's thesis.

(The document is not needed for applicants that qualify under categories (7) and (8) in Section 2.)

(g) **List of Research Achievements (Form 4)**

List any research achievements in connection with Master's thesis, publications, reports, patents, utility model rights, etc.

*Attach copies or abstracts of all research achievements you list on Form 4. (Applicants that qualify under categories (7) and (8) in Section 2 do not need to resubmit documents already submitted as part of the application procedures for the designation of qualification.)

(h) **Research Plan (Form 5)**

State the subject, aim, method and schedule of the intended research. Before proceeding the application, applicants must choose a research laboratory and discuss the plan of study with the professor who has agreed to supervise your work.

After making contact with prospective supervising professor, applicants must send the completed application forms to the professor.

(i) **Application Fee : 30,000 yen**

*Foreign students supported by the Japanese Government (MEXT Scholarship) are exempted from the application fee.

*Methods of payment are following.

① **Online application**

After entering your personal information, choose one of the following methods of payment on the webpage where you enter your payment information, and make payment. However, Payment from outside Japan can be made only by a credit card. You do not have to send us a receipt, etc., by post after completing payment.

You are required to pay the bank transfer fee by yourself.

(i) Credit card(VISA, MasterCard, JCB, AMERICAN EXPRESS)

- (ii) Convenience store (Lawson, Ministop, FamilyMart, Circle K Sankus, Daily Yamazaki, Three-F, Seicomart)
- (iii) ATM [Pay-easy] at financial institutions
- (iv) Internet bank

② Conventional application

The method of payment varies by applicant. We inform each applicant of the method of payment applicable to you. Inquire about your method of payment by e-mail in advance, so that you can complete your payment before the end of the application period.

- (j) Residence Record (*Juminhyo*) (or Certificate of Registered Matters)
Required for foreign applicants residing in Japan only.

- (k) Reference for Educational Background (Form 6)

Required for applicants graduated foreign universities only.

It is necessary for a graduated (or expected graduates) student of a University in China (excluding Taiwan, Hong Kong and Macau) to submit following documents together with Form 6.

*Graduates

- 教育部学历证书电子注册备案表
- 毕业证书
- 学士（硕士）学位证书

*Expected Graduates

- 教育部学籍在线验证报告
- 毕业预定证书

(5) Attention

- (a) Incomplete or incorrect application forms and documents will not be accepted.
 - (b) The application forms, documents and application fee will not be returned, once they are received by the Admissions Office.
However, in the following ① and ② cases, the application fees are refundable after deducting the bank transfer fees. Therefore in such cases, please state the “reason of demand for return”, “name”, “postal code”, “address” and “contact telephone number” in writing (in any format) and send it surely with the attachment of the “proof of payment of the application fee” to the address mentioned below by mail or fax by February 28, 2018.
Then, we will send you by mail a “demand for return” form used for demand for the refund of the application fee. Please write the necessary information and put your seal on the form, and send it by mail to the address mentioned below.
 - ① If the application documents have not been submitted, or they have not been accepted.
 - ② If duplicate payments of the application fee have been made by error.
- Address: 3-2, Kagamiyama 1 Chome, Higashi-Hiroshima, Japan 739-8511
Accounting Group, Hiroshima University
TEL : +81-(0)82-424-7811 FAX : +81-(0)82-424-6962
E-Mail: kyoutu-keiri-suitou@office.hiroshima-u.ac.jp
- (c) The department for which the application is made cannot be changed later.
 - (d) All application forms should be either written in block letters or typed.
 - (e) The certificates to be submitted must be the originals or certified photocopies.
Uncertified photocopies would not be recognized as official certificates.
 - (f) Any forgery or falsification of the documents and/or academic fraud would result in cancellation of acceptance even after passing examination or admission.
 - (g) If an applicant could not graduate from the university before the admission date, he/she would lose the eligibility to enter our graduate school in this session.

(6) Consultation for Students with Disabilities

A disabled candidate who needs special treatment during the examination should submit the following application form in free style.

- 1) The application should be submitted by 5:00 p.m., **June 21, 2018**.
- 2) Items to be described are;
 - (a) Name, address and phone number of the candidate.
 - (b) Name of the university you graduated from
 - (c) Desired Department
 - (d) Type and degree of the disability. (Please attach any medical certificates if you are undergoing medical treatment at present.)
 - (e) Special measures requested during the examination
 - (f) Special measures which you have received in your university.
 - (g) Condition of your daily life.

4. Screening

<p>[Applicants residing in Japan] Screening for admission will be made on the basis of the submitted documents and the results of the oral examination.</p>
<p>(Details of Oral Examination) Date: One day of the days from August 16, 2018 to August 22, 2018. Venue: Graduate School of Engineering, Hiroshima University *Details of the examination date and venue are informed you by your prospective academic advisor. *Questions in the oral examination will be based on the Master's thesis, research, other research achievements, language and the future research plan. *Please bring the Examination Card to the examination</p>
<p>[Applicants residing outside Japan] Screening for admission will be made on the basis of the following documents; (i) The documents noted in categories (4) (a) – (i) in Section 3. (ii) The documents requested specially by prospective supervising professors.</p>

5. Notification of Results

The results of the screening will be posted on the notice board at the entrance of the administration building of the Graduate School of Engineering and will also be mailed to the applicants.

Inquiries about the results by other means, such as telephone, will not be accepted.

<p>[Applicants residing in Japan] 12:00 (expected) on September 5, 2018</p>
<p>[Applicants residing outside Japan] 12:00 (expected) on August 3, 2018</p>

6. Admission Fee and Tuition Fee*

- (1) Admission Fee : 282,000yen
- (2) Tuition Fee : 535,800 yen (per annum)

The above fees apply to students admitted this year.

* Foreign students supported by the Japanese Government (MEXT Scholarship) are exempted from the admission fee and the tuition fee.

7. Designation of Qualifications

The criteria to qualify under category (7) or (8) in Section 2 are detailed below.

- (1) Qualification (7) applies to applicants fulfilling the following two conditions :
 - (a) Having at least two years of research experience at an institution such as university or research laboratory, after graduation from a university, or after having completed 16 years of education at schools outside Japan.
 - (b) Having research achievements such as publications, academic papers, academic lectures, academic reports and/or patents which are judged by the Graduate School of Engineering to be equivalent to a Master's thesis.
- (2) Qualification (8) applies to applicants fulfilling the following two conditions :
 - (a) Having academic background sufficient for obtaining a Master's degree in the field of science and engineering.
 - (b) Having research achievements such as publications, academic papers, academic

lectures, academic reports and/or patents which are judged by the Graduate School of Engineering to be equivalent to a Master's thesis.

- (3) Those who wish to apply for admission on the basis of Qualification (7) or (8) must submit the following documents to the Admissions Office between **June 1, 2018** and **June 14 (5:00 p.m.), 2018**
 - (a) Verification of Entrance Qualification (Form 7)
 - (b) Certificate of graduation from a university
 - (c) List of research achievements (Form 4)
 - (d) Copies of documents, such as reprints of publications, connected with the research achievements
 - (e) Reference for Educational Background (Form 6)
- (4) The decision will be informed to the applicant by e-mail on **July 17, 2018**.

Procedure of Online Application

You can find the Q & A page on the web site.

(1) Access to the Top Page of the Online Application

The Online Application Page is only accessible via the Entrance Examination Information Web Site of Hiroshima University.

Hiroshima University Entrance Examination Information Web Site
<http://en.hiroshima-u.jp/top/nyugaku>



(2) Enter the Application details

Select "Graduate school" from Types of Selection and choose Examination type, Department, etc.

* It is necessary for applications not required to pay the application fee to enter the Account which you received from the Graduate School concerned (alphanumeric code consisting of 8 or more characters).

(3) Enter Personal Information

Follow the instructions on the screen and enter your name, address, etc.

(4) Confirm the Application Contents you've just entered

Confirm the contents of application details and personal information.

(5) Confirm the Documents Required

A list of the necessary documents will be displayed. Check it, and prepare the documents. It is possible to upload digital photos*. Follow the instructions on the screen, transform the uploaded photo to the ID photo format, and submit it via internet.

*The digital picture must be of the upper half of the body, without head coverings and showing you facing the camera. The photograph (monochrome/color) must be not more than 3 months old.

(6) Enter Payment Information

Choose the method of payment from the following list:

For applications from outside Japan, only credit card payments can be accepted.

- ① Credit Card (VISA · MasterCard · JCB · AMERICAN EXPRESS)
- ② Convenience Store (LAWSON, MINISTOP, FamilyMart, CircleKSunkus, Daily Yamazaki, Three F, Seicomart)
- ③ Banking facilities' ATM 【Pay-easy】
- ④ Online Banking

(7) Completion of Application Registration (*The Online Application Procedure is not Completed yet*)

Your **Application Number** (not identical to the examinee's number) will be issued. Do not miss to make a note of it, or to print the on-screen information.

The application number is needed for confirming the application details later, and for sending the application documents by post.

Those who choose convenience stores or ATM 【Pay-easy】 as the method of payment, please make a note of the **information needed for the payment of the application fee (various numbers)**

<Note>

You cannot complete an application procedure just by completing the application registration and paying the application fee. It is necessary for you to send the necessary documents by **simple registered mail (or EMS: Express Mail Service) no later than the deadline.**

(8) Send the Application Documents by post

① Prepare an envelope for sending (For applications from **inside** Japan)

From the registration completion screen, open the label of address and print it. Paste the printed label on an envelope (Square Type 2; 24cm×33.2cm).

It is strongly recommended that you print the label of the address to be pasted on the envelope. If it's not possible, write the information provided on the label (the postal code, the address and the addressee of the destination, the **application number**, the examination type, graduate school / Department names, etc. of your choice, the postal code, the address, and the name of the applicant) directly on the envelope. Write **簡易書留** (simple registered mail) vertically in red (or ask a post office counter clerk to put the seal on the envelope).

【Sample】

【Sample of handwritten envelope (only if printing is impossible)】

② Prepare an envelope for sending (For applications from **outside** Japan)

Write the information provided on the label (the postal code, the address and the addressee of the graduate school of your choice, the application number, the examination type, the name of major, etc. of your choice, and the postal code, the address, and the name of the applicant) directly on the envelope. Those who use services such as EMS and cannot find any remarks column on the label, write **the application number next to the applicant's name**, and **the examination type and the name of major, etc. next to the address of Hiroshima University** with these in parentheses (See figure below).

Tel no.		Tel no.	082-424-7518, 7519
From	☆☆ ☆☆ (the application number)	To	Student Support Office(Graduate section), Graduate school of Engineering, Hiroshima university (the name of Department, etc.)
Address	1-2-3 ◇◇ town □□ city ●● country	Address	1-4-1, Kagamiyama Higashihiroshima city Japan Post code : 739-8527

③ Send it by simple registered mail

Use the envelope (Square Type 2; 24cm×33.2cm) prepared in the above procedure “① Prepare an envelope for sending”. Enclose all the necessary documents. Send the envelope **by simple registered mail** (As for applicants from outside of Japan, send the documents by the fastest international mail such as EMS) by the “deadline for submission of the application documents”.

*Be sure to **check the necessary documents** described in Guidebook before sending.

(9) Payment of the Application Fee

Make a payment following the payment method you've selected in the procedure " (6) Enter Payment Information". As for the detailed method of payment, please consult the "payment method (支払方法)" page provided after completion of the application registration.

The application fee once remitted will not be refunded. As for applicants who satisfy the requirements described in of this Guidebook ("3.Application Procedure (5)Attention(b)", read the descriptions carefully and follow the instructions.

In addition to the application fee, you need to pay ¥500 as the processing fee.

The amount of processing fee is the same regardless of the way of payment (Credit Card / Convenience Store / Banking facilities' ATM [Pay-easy] / Online Banking).

For applications from outside of Japan, only credit card payments can be accepted.

① Credit Card (For applications from inside/ outside Japan) The settlement is completed at the completion of application registration.

You can make a payment using any credit cards whose logo marks are shown in the right table.

Please prepare a credit card before application.






The name of the credit card account holder does not necessarily need to be identical to the name of the applicant.

A lump sum payment is required. Before using a credit card, please check the usage limit.

Name	Logo
VISA	
MasterCard	
JCB	
AMERICAN EXPRESS	

② Convenience Store (For applications from inside Japan) Make a payment in cash.

<Payment procedure>

LAWSON, MINISTOP		Make a payment in cash at the register after completing the procedure with "Loppi".
FamilyMart		Make a payment in cash at the register after completing the procedure with "Fami-port".
CircleKSunkus		Make a payment at the register after completing the procedure with "Karuwaza-station".
Daily Yamazaki,		Tell a salesclerk at the register that you would like to pay by "online settlement". After that, make a payment in cash.
Seicomart		Make a payment in cash at the register after completing the procedure with "Club Station".

③ Banking facilities' ATM 【Pay-easy】 (For applications from inside Japan)

Payment can be made by ATM with a "Pay-easy mark" at any of the usable financial institutions listed below:



at any of the usable

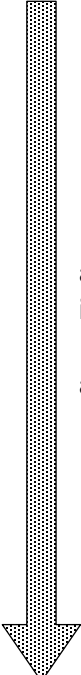
■As for the usable financial institutions, check "List of usable ATM (ATM 利用可能一覧)" on the following web page:

http://www.well-net.jp/multi/financial_list/index.html

(Examples of usable financial institutions)

Hiroshima Bank, Fukuoka Bank, Japan Post Bank, Mizuho Bank, Resona Bank, Sumitomo Mitsui Bank, etc.





<Payment procedure>

• At the ATM, please select "payment of taxes/charges (税金・料金払込み)" or "Pay-easy", and complete the procedure.

④ Online Banking (For applications from **inside** Japan)

You can use city banks, regional banks, Shinkin banks, credit unions, worker's credit unions, agricultural cooperatives, and fishery cooperatives etc. A prior application at the financial institution is needed.

In addition, Rakuten Bank, The Japan Net Bank, Jibun Bank, and SBI Sumishin Net Bank are also usable. In this case, you have to open an account at the financial institution in advance.

<Payment procedure>

- 1 Open the application registration completion screen.
- 2 Press the button "Proceed with the payment by online banking (ネットバンキングでの支払に進む)".
- 3 Select the financial institution you've made a contract with for online banking. Conduct the necessary procedure after performing log-in.

This is the end of the online application

If you have any questions about the operation of online applications, etc. please contact the following help desk:

Online Application Help Desk (Japanese Speaking Only)	Reception Time: 10:00-18:00
	Reception Period : Starting on April 1, 2018 (Except from December 29 to January 3)
	TEL 050-3786-5124

As for questions about general application information, please contact Student Support Office(Graduate section), Graduate School of Engineering, Hiroshima University (As for the contact address, see the back of this page).

(Except weekends and holidays, from December 29 to January 3)