

(October 2019 and April 2020 Admission)

Graduate School of Engineering (Master's Degree Program)

Application Guidebook

(Special Selection for International Students

[For Applicants residing outside Japan])



HIROSHIMA UNIVERSITY

March 2019

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

Graduate School of Engineering (Master's Degree Program)
Special Selection for International Students
[Applicants residing outside Japan]
(Enrollment in October 2019 and April 2020)

1. Number of Students to be admitted

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

October 2019 and April 2020 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. Eligibility for Application

The applicant must be a non-Japanese citizen residing outside of Japan (Foreign nationals residing in Japan but being back temporarily to their homeland are not qualified for this selection.) and meet one of the following stipulations (or will meet one of the stipulations by September 30, 2019, for October 2019 enrollment or by March 31, 2020, for April 2020 enrollment.):

- 1) A person who has completed 16 years of formal education outside Japan.
- 2) A person who has been conferred a degree equivalent to a bachelor's degree through the completion of a course of study of at least 3 years at a university or other school outside Japan (limited to those whose education and research activities have been evaluated by persons who have been certified by the relevant country's government or a related institution, or have been separately designated by the Ministry of Education, Culture, Sports, Science and Technology as being equivalent to such) .

3. Application Requirements

Applicants must fall under one of the above categories and have scored over 600 on the TOEIC® (over 505 on the TOEFL®-PBT(ITP) or over 63 on the TOEFL®-iBT). Those who have received higher education in the English language are exempted from submitting a TOEIC/TOEFL score. However, you must provide the evidence of such educational background.

4. Application Procedure

(1) Application Period

All application documents must be submitted to Graduate Student Section, Student Support Office, Graduate School of Engineering, Hiroshima University between **May 7, 2019 and May 31, 2019**.

(2) Application Documents

No	Application Documents	Notes
1	Admission Application Form	Use the prescribed form.
2	Photo ID Card	Use the prescribed form.
3	Application Fee Transfer Payment Receipt	Application Fee Transfer Payment Receipt is required for applicants who apply for admission by conventional method. *It is not necessary for applicants who apply for admission by Internet method.
4	List for the Oral Examination	Use the prescribed form.
5	Academic Transcript	Must be issued by a university or college president or dean. *Transcripts written in a foreign language must have a Japanese translation attached.
6	Certificate of Graduation, or Certificate of Expected Graduation	Must be issued by a university or college president or dean. *Applicant who graduated a university must submit the certificate proving that you got the degree of "Bachelor". *Transcripts written in a foreign language must have a Japanese translation attached.
7	Application Fee	30,000 Japanese yen *Applicants who have MEXT Scholarship are exempted from paying the Application Fee. 1. Online application Fill out the prescribed form and pay an Application Fee by credit card (VISA, MasterCard, JCB, AMERICAN EXPRESS). *Payment from outside Japan can be made only by credit card (VISA, MasterCard, JCB, AMERICAN EXPRESS). 2. Application by post or by hand *Pay the Application Fee between May 7, 2019 and May 31, 2019. *Fill out your name and address on the prescribed payment form and pay the application fee at a bank in Japan (you can pay at neither Japan Post Network nor Japan Post Banks). *A bank will charge you a bank transfer fee. *A receipt of payment with a bank stamp dated before or on the last day of application period shall be recognized as valid as an application document. (Please check your bank's hours of reception before submission.)

8	TOEIC®/TOEFL® scores (at the time of application, scores shall be reviewed and then returned)	<p>Please submit the actual score results (not a copy) from exams taken from June 2017 until the time of application. Applicants will be unable to apply if they don't submit their original sheet. <u>(Those who have received higher education in the English language are exempted from submitting a TOEIC/TOEFL score. However, you must provide the evidence of such educational background.)</u></p> <p>Note: Please submit scores from one of the following four tests:</p> <ul style="list-style-type: none"> * TOEIC® Open Exam * TOEIC®-IP * TOEFL®-PBT(ITP) * TOEFL®-iBT <p>Note : TOEIC®/TOEFL® Scores are used in the following purposes.</p> <ul style="list-style-type: none"> *Entrance Examination *To grasp the English ability and to use for research, survey and analysis. *To use to divide classes depending on English ability to enhance the effect of the English education in Graduate School. 								
9	TOEIC ® /TOEFL ® scores (copy)	<p>Please submit a copy of the scores from 8 using A4 paper. (The document is not required for applicants who have received higher education in English.)</p>								
10	Reference for Educational Background	<p>Required for applicants graduated foreign Universities only. Use the prescribed form. *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 No10.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">1. Graduates</td> <td style="width: 50%;">2. Expected Graduates</td> </tr> <tr> <td>• 教育部学历证书电子注册备案表</td> <td>• 教育部学籍在线验证报告</td> </tr> <tr> <td>• 毕业证书</td> <td>• 毕业预定证书</td> </tr> <tr> <td>• 学士(硕士)学位证书</td> <td></td> </tr> </table>	1. Graduates	2. Expected Graduates	• 教育部学历证书电子注册备案表	• 教育部学籍在线验证报告	• 毕业证书	• 毕业预定证书	• 学士(硕士)学位证书	
1. Graduates	2. Expected Graduates									
• 教育部学历证书电子注册备案表	• 教育部学籍在线验证报告									
• 毕业证书	• 毕业预定证书									
• 学士(硕士)学位证书										
11	Consent Form	You must contact a prospective academic advisor, discuss applying for the Master's program and obtain his/her consent in the prescribed form.								
12	Letter of Recommendation	Two letters of recommendation are required. (at least one of which should be from your academic advisor from the university which you are currently attending or have graduated.)								
13	Research Plan	Use the prescribed form.								
14	Special Notes	Use the prescribed form.								

Note) All documents above and application fee will not be returned for any reason.

Note) The certificates to be submitted must be the originals or certified photocopies.
Uncertified photocopies would not be recognized as official certificates.

Note) Any forgery or falsification of the documents and/or academic fraud would result in cancellation of acceptance even after passing examination or admission.

Note) 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.

(3) How to Apply

- a) Please submit all of the documents above together.
- b) For those who are unable to submit documents 5 and 6 above, please submit a letter stating such, along with the reasoning.
- c) Application can be filed by one of the two methods below.
 - (i) **Online application** (by which applications enter application information online, and send by mail or bring by themselves other necessary documents.)
 - (ii) **Application by post or by hand** (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 pages 8-11 of this Guidebook or our webpages concerning online application.

5. Method of Selection

Students will be selected on the basis of the submitted documents and the results of the oral examination.

(Details of Oral Examination)

Date: One day of the days **from June 6, 2019 to July 1, 2019.**

Venue: Graduate School of Engineering, Hiroshima University

Means: Interview using Skype.

*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 Bachelor's thesis, research, other research achievements, language and the future research plan.

6. Announcement of Results

12:00 (expected) on **July 17, 2019**

A list of the ID numbers of accepted applicants will be posted on the Message Board of the Graduate School of Engineering and the notification of admission will also be sent to accepted applicants by mail.

In addition, the announcement will be made on the Graduate School website:

<http://www.hiroshima-u.ac.jp/eng/>

(No telephone enquiries regarding admission shall be accepted)

7. Precautions Concerning Application Fees

Please note that application fees are non-refundable for any reason after the application forms have been accepted.

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, 2020.

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

Higashi-Hiroshima Campus Management Support Office,

Common Administrative Services Office, Accounting Group

(TEL) +81-(0)82-424-7811 (FAX) +81-(0)82-424-6962

8. Admission Procedures

(1) Admission Documents

Documents shall be sent to the successful applicants after the announcement of application results.

(2) Admission and Tuition Fees

(1) Admission Fee: 282,000 yen

(2) Tuition Fee: 535,800 yen (per year)

• Admission fee shall not be returned for any reason.

• The above fees are listed as current for **April 2018**. Should the amount be revised at the time of or after enrollment, students will be required to pay the revised fee.

9. Inquiries, Submission

Graduate Student Section, Student Support Office, Graduate School of Engineering, Hiroshima University
1-4-1 Kagamiyama, Higashi-Hiroshima 739-8527, Japan Tel: +81-(0)82-424-7518