

**Academic Year 2021**

**Application Guide**

**(Undergraduate / Graduate)**

**Research Student**

**(For International Applicants)**



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## [Attention]

The English version in this guide is used for reference only and shall not be regarded as an official document.

# 1 General Description

**Admission of research students in each faculty and graduate school will be permitted through selection by a committee of each faculty, graduate school, or the research and education center for comprehensive sciences, as long as it does not hinder the education of our university.**

Research students can receive guidance from a supervisor on a specific research topic, but are not allowed to audit classes.

Prior to application, applicants must obtain the informal consent from prospective supervisors at our university. Each applicant needs to have a clear research plan, and obtain the informal consent. Record of contact with the prospective supervisor is included in the application documents.

## 2 Time of Enrollment

**The First Day of Every Month**

## 3 Eligibility for Applicants

For both faculty and graduate school, those who fall under any of the following:

- (a) Those who have graduated or who are expected to graduate from a Japanese university before desired time of enrollment.
- (b) Those who have completed or who are expected to complete 16 years of school education in a foreign country before the time of enrollment.
- (c) Besides the above, those who have been judged by our university to have scholastic attainments that are at least equivalent to those of university graduates.

## 4 Application Periods and Procedures

### (1) Period of Application

Please submit the application documents by the following dates:

- (a) Those who reside in Japan: Up until TWO months prior to the desired date of enrollment
- (b) Those who reside outside Japan: Up until FOUR months prior to the desired date of enrollment.

### (2) Method of Application

- (a) If you would like to send application documents by mail, you should send them as registered mail, EMS (Express Mail Service,) or by any other method through which the documents can be tracked, making sure they arrive by the time frame.
- (b) If you would like to bring the application documents to the Administrative Services, submit the documents in person. Please prepare to show identification such as a passport or an alien registration card.

The office is open from 9 a.m. to 5 p.m.

The university is closed on Saturdays, Sundays, national holidays, as well as summer and year-end through New Year holidays.

**(3) Inquiries and Address for Application**

**Research students at Faculty of Systems Science and Technology or Graduate School of Systems Science and Technology**

Student Affairs Team (Gakusei Team), Education Headquarters Akita Prefectural University

84-4 Aza Ebinokuchi Tsuchiya Yurihonjo City Akita 015-0055, Japan  
(Honjo Campus Administration building)

TEL: +81-184-27-2100

FAX: +81-184-27-2180

**Research Students at Faculty of Bioresource Sciences or Graduate School of Bioresource Sciences**

Student Affairs Team (Gakusei Team), Education Headquarters Akita Prefectural University

241-438 Kaidobata-Nishi Nakano Shimoshinjo Akita City Akita 010-0195, Japan  
(Akita Campus Administration building)

TEL: +81-18-872-1500

FAX: +81-18-872-1670

#### (4) Application Documents

Application Documents	Notes
Application for Admission	<p>(a) Please arrange the research period within a year.</p> <p>(b) Prior to application, obtain the informal consent from your prospective supervisor at our university, and write down the supervisor's name in the space provided on the application form.</p>
Application Fee	<p>(a) Please pay the entrance examination fee of 9,800 yen into the bank account indicated below.</p> <p>【入学検定料振込先 (Payee of an entrance examination fee)】</p> <p>銀行名 / 支店名                    <small>アキタギンコウ    オイワケンテン</small>  Bank name/Branch name        : 秋田銀行 / 追分支店</p> <p>預金種目                            <small>フツウヨキ</small>  Account type                        : 普通預金</p> <p>振込口座番号                        : 331330  Account number</p> <p>振込名義人                            <small>コウリツダイガクホウジン    アキタケンリツダイガク</small>  Account holder's name            : 公立大学法人 秋田県立大学</p> <p>(b) Application fee payment should be made at the teller's counter at a financial institution using the prescribed request form for remittance.</p> <p>(c) The cost of transferring money must be borne by each applicant.</p> <p>(d) Once you have made the payment, please submit the Remittance Receipt by pasting it in the space provided on the Application Fee Payment Confirmation Slip.</p> <p>(e) Do not bring cash or send cash through the mail. Please make sure to transfer the money to the designated bank account.</p> <p>(g) <u>See page 6 for overseas remittance.</u></p>
Academic Transcript from Last Educational Institution Attended	<p>Please submit an original copy of transcript by the head of last educational institution attended issued within three months of application. (Please use the prescribed form.)</p> <p>We only accept a transcript of the last educational institution attended accompanied by a certificate issued by an official public institutions</p>
Certificate of Graduation/ Completion or Photocopy of Diploma of Graduation/ Completion from the Last Educational Institution Attended	<p>Please submit one of the following.</p> <p>(a) Original copy of your certificate from the last educational institution attended issued within three months of your application.</p> <p>(b) Photocopy of diploma of graduation (completion)</p> <p>We only accept (a) or (b) of the last educational institution attended accompanied by a certificate issued by an official public institution.</p>
Curriculum Vitae	<p>Free format. Please print your name on the back of the photograph measuring 40x30 mm (shot of the face and upper torso with no hat, taken within 3 months from the date of application,) paste it firmly in the photo space provided so that it will not come off .</p>

A Copy of Certificate of Residence or Photocopy of Your Passport	Please submit one of the following. (a) Those who reside in Japan: A copy of Certificate of Residence (b) Those who reside outside Japan: Photocopy of your passport
Record of Contact with the Prospective Supervisor	Please submit a copy of a record of contact (letter or email) with the prospective supervisor.
Certificate which Confirms Your Japanese Language Proficiency	Please submit any of the followings if available. (a) Photocopy of test voucher, score report, and certificate of proficiency for the Japanese Language Proficiency Test conducted by Japan Educational Exchanges and Services (b) Photocopy of examination voucher and score report for Examination for Japanese University Admission for International Student (c) Academic transcript or other document if applicant has taken lectures on Japanese language

\*Applicants with difficulty providing any of the documents noted above need to contact the administrative services of each campus prior to application.

\*Please attach Japanese translations to documents written in languages other than Japanese (certificates and a copy of a record of contact).

\*In addition to the above, applicants may need to submit necessary documents for immigration procedures.

### **(5) Important Notes for Application**

- (a) We do not accept application documents as noted below that are not in order, so please check the documents thoroughly. We will return the documents if they are not in order.
  - (i) Incomplete application packet
  - (ii) Incomplete or incorrect documents
- (b) Please refer to the example when you fill out the application form, and as a general rule, correctly and clearly fill out in Japanese. Use a black ballpoint pen or black ink to complete the forms.
- (c)
 

In case we cannot confirm that you established sufficient contact with your prospective supervisor and obtained his/her informal consent, we consider your application incomplete.
- (d) Before applying, your application documents should be checked by your prospective supervisor.
- (e) No modifications of the application documents will be allowed after submission, except for change(s) in name, address, and telephone number, in which case please notify the previous address for application.
- (f) If any of the descriptions on the application documents submitted are found to be false or to have been falsified, admission will be cancelled even if one has already been admitted.
- (g) Akita Prefectural University has established the Akita Prefectural University Security Export Control Regulations in accordance with the Foreign Exchange and Foreign Trade Act, and rigorously screens potential international students on the basis of these regulations. International applicants who fall under any of the conditions set out in said regulations may be unable to enter their desired course or program.
- (h) Application documents and application fee will not be returned or refunded once they are received.

## **5 Preliminary Consultation for Applicants with Physical Challenges**

Applicants with physical challenges who require special treatment during classes should contact the Student Affairs Team.

For unexpected incidents following application, please contact us as soon as possible.

## **6 Method of Selection**

As a general rule, selection for admission will be made on the basis of the submitted application documents, including application for admission, academic transcript and certificate of graduation (completion) of the last educational institution attended.

## **7 Notice of Selection Result**

- (a) Notification of selection result will be sent to all applicants by mail.
- (b) Inquiry about the selection result by other means cannot be accepted.

## **8 Admission Procedure, Payment and Others**

### **(1) Admission Procedure**

Detailed admission procedure and necessary documents will be mailed with notification of acceptance. Please read the details carefully, and complete the admission documents within the prescribed time frame stated in the notification of acceptance

[Contact for Admission Procedure]

- Faculty of Systems Science and Technology or Graduate School of Systems Science and Technology:  
Honjo Campus Administrative Services (The Commons)
- Faculty of Bioresource Sciences or Graduate School of Bioresource Sciences:  
Akita Campus Administrative Services (Administrative Building)

### **(2) Payment and others**

#### **(a) Entrance Fee**

(i) Amount: 84,600 yen

(ii) Payment method: Details including bank account number will be sent with the successful applicant notification of selection result. Payment should be made by the time of entrance procedure.

Entrance fee should be paid before sending documents.

Entrance fee once paid will not be refunded.

**(b) Tuition Fee**

- (i) Amount: 29,700 yen per month
- (ii) Payment Deadline: Please pay the tuition fee by the end of every month with the fixed form to be sent separately. Besides, if tuition fees are revised during the period of enrollment, the new tuition fees will be applied immediately after the time of revision.
- (iii) Others: There will be additional expenses for experiments or practical training where necessary.

**(c) Others**

In principle, the research period should be for one year. If you wish to continue your research over a year, you must apply to extend your research period.

## **9 Concerns for Acquisition of Status of Residence**

Status of residence is given through the judgment by the Immigration Services Agency, and enrollment as a research student will not guarantee acquisition of status of residence. Please inquire at the Immigration Services Agency about the acquisition of status of residence.

It takes two to three months to obtain the status of residence. Please confirm with the Immigration Services Agency about the procedure for the enrollment on the desired date.

## **10 Academic Calendar**

[1st Semester] April 1, 2021 - September 30, 2021 (including spring and summer breaks)

[2nd Semester] October 1, 2021 - March 31, 2022 (including winter and spring breaks)

A detailed academic calendar will be mailed with notification of acceptance.

## **11 Overseas Remittance of Application Fee**

- (1) Please remit the entrance examination fee (of 9,800 JPY) to the bank account below through an overseas remittance handling bank before submission of application documents. If possible, please contact the place of application before making the remittance.
- (2) Remittance has to be made in Japanese yen basis. Any other currency will not be accepted.
- (3) The remitter and applicant should be the same.
- (4) Remittance charge, lifting charge by the Japanese bank (Akita Bank), as well as correspondence charge by correspondent bank have to be borne by the applicants (remitter.)  
Please indicate the above at the teller's counter of the bank when you request remittance.
- (5) Please do not fail to keep the remittance receipt. Paste the original copy on the Application Fee Payment Confirmation Slip, and submit with application documents



Bank Name	Akita Bank
Branch Name	Oiwake Branch
Type of Account	Ordinary Account
Account Number	331330
Beneficiary Name	Akita Prefectural University
Remittance Currency	JPY
SWIFT Code	AKITJPJT

## Application Form for Research Student

Dated \_\_\_\_\_  
(Month Day, Year)

To President of Akita Prefectural University

As stated below, I wish to enroll as a research student, and I am applying with the relevant documents.

Applicant	Address	
	Name	*signature  Seal _____ (Date of Birth _____ ) Month Day, Year
Period of Research	From _____ To _____ (Month Day, Year)	
Research Topic		
Supervisor		
Remarks		

\*Please stamp with a personal seal, or sign if you are an international applicant who does not have a seal.

## **Application Fee Payment Confirmation Slip**

Paste Remittance Receipt Here

Please ensure that the receipt has financial institution cashier's stamp, and paste it firmly.