

## Autumn Admission in Academic Year 2017 (Doctoral Program)

Examination Category Code	3174
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### 1. Admissions Capacity

Graduate Department	Admissions Capacity
Computer and Information Systems	A few students

### 2. Application Eligibility

Individuals who satisfy one of the following requirements:

- (1) Those who have Master's degrees or Professional degrees or those who are expected to obtain one by September 30, 2017.
- (2) Those who have received degrees equivalent to the Master's Degree or the professional degree abroad or those who are expected to obtain one by September 30, 2017.
- (3) Those who have completed courses offered by a school in foreign countries through correspondence courses while living in Japan and been conferred a degree equivalent to a Master's Degree or a professional degree or those who are expected to obtain one by September 30, 2017.
- (4) Those who have completed a university program of a foreign educational institute located in Japan authorized by the school education system of relevant foreign countries as those having university programs, and designated separately by the Minister of Education, Culture, Sports, Science and Technology, and who have been conferred a degree equivalent to a master's degree or a professional degree, or those who are expected to obtain one by September 30, 2017.
- (5) Those who are designated by the Minister of Education, Culture, Sports, Science and Technology, under the provision of Paragraph 6 of Article 156 of the Ruling on The Implementation of The School Education Law

Those who have been or will have been engaged in research at universities, research institutes, etc. in Japan or abroad for two years or more as of September 30, 2017, after having satisfied any of the requirements listed below, and who are recognized by the University of Aizu Graduate School as possessing scholastic ability equivalent to or greater than that of those who have Master's degrees, based upon the results, etc. of relevant research.

- a) Individuals who have graduated from universities
- b) Individuals who have completed sixteen years of school education outside Japan
- c) Individuals who have completed sixteen years of school education of foreign countries through correspondence courses while living in Japan provided by schools in the relevant countries
- d) Individuals who have completed a university program of a foreign educational institute located in Japan authorized by the school education system of relevant foreign countries as those having university programs, and designated separately by the Minister of Education, Culture, Sports, Science and Technology

- (6) Those who will have reached the age of 24 as of September 30, 2017 and are recognized by the University to possess academic achievement equivalent to or greater than that of those who have Master's degrees or Professional degrees.

#### Notes

- 1: An individual working may apply for and enroll in the Doctoral Program while holding a position in a government office or enterprise, etc.
- 2: **Prior to making an application, each applicant must obtain approval from the faculty member from whom the applicant wishes to have instruction and advice about his/her research plan, etc. during his/her enrollment in the Doctoral Program.**
- 3: Applicants who wish to apply for the Doctoral Program under categories 2-(5), or 2-(6), above are required to go through a preliminary examination regarding eligibility for application under these categories, as a person "recognized by the University" as having met the above-mentioned qualification standards. Please read item 9, "Preliminary Qualification Examinations" carefully, and submit necessary documents for the preliminary examination by the deadline.
- 4: **Applicants from fields other than computer science and engineering (hereinafter referred to as the "Individuals from Other Fields") fall under the item 9, "Preliminary Qualification Examinations." Please read item 9, "Preliminary Qualification Examinations" carefully, and submit necessary documents for the preliminary examination by the deadline.**

### 3. Application Procedures

#### (1) Making the Application

Application documents must be placed in an envelope, on which the words "Graduate School Application Forms Enclosed" must be written in red, and must be submitted by an applicant in person or be mailed using "Registered Express Mail" or EMS (from outside Japan) to the address given in 3-(2) below. The envelope must indicate the applicant's name, address and ID number (applicable only to the students of the University of Aizu).

Please be sure to use an envelope even if you submit them to the University in person.

#### (2) Address for Submission

Student Affairs Division, Department for Student Affairs, University of Aizu

Address: Tsuruga, Ikki-machi, Aizu-Wakamatsu City, Fukushima, 965-8580 JAPAN

Phone: [+81] (242)37-2723, Fax: [+81] (242)37-2526

E-mail: admission@u-aizu.ac.jp

#### (3) Application Deadline

Application period is from Friday, June 2, 2017 to Friday June 9, 2017, 5:00 p.m. (JST)

Applicants shall not be allowed to apply both for the 2<sup>nd</sup> entrance examination for AY 2017 Autumn Admission (#3174) and the 1<sup>st</sup> entrance examination for AY 2018 Spring Admission (#3181) at the same time, for which the examination date is the same.

(4) Application Documents

**Fill in the forms clearly either in Japanese or English. Items 6 and 7 must be written in English.**

Application Documents		Description
1	Application Form	Fill in the provided form (D1-English).
2	Address Label	Fill in the provided form (D2).
	Photo ID Card	Fill in the provided form (D2) and affix photographs, which have the applicant's name on the back to the designated places on the application. The photo must be a portrait measuring 4 cm long and 3 cm wide, and must have been taken within 3 months of the date of submission. The photo should show the head, shoulders, and upper chest, from the front, against a plain background.
	Exam Admission Card	
3	Certificate of (Expected) Completion of a Master's Program	An official certificate in a sealed envelope should be issued by the university the applicant attended/is attending (English, <b>Not applicable to students of the University of Aizu.</b> ) If it is not possible for an applicant who is applicable to (5) or (6) of the Application Qualifications to submit this document, the applicant may alternatively submit a graduation certificate issued by the university he/she graduated from.
4	Certified Transcript (Undergraduate School)	An official transcript in a sealed envelope should be issued by the university the applicant attended/is attending (English, <b>Not necessary for graduates of the University of Aizu and current students of the University of Aizu Graduate School.</b> )
5	Certified Transcript (Graduate School)	An official transcript in a sealed envelope should be issued by the university the applicant attended/is attending (English, <b>Not applicable to students of the University of Aizu.</b> ) If it is not possible for an applicant who is applicable to (5) or (6) of the Application Qualifications to submit this document, it may be omitted by submitting a transcript of the undergraduate school as described in the item 4 above.
6	Summary of Research	About three A4 pages of a summary of research conducted written in English. If the applicant has a paper(s) presented on the research concerned, copy(s) should be attached. In the case that the applicant is expected to complete the Master's Program, a summary of the research he/she is currently conducting may be accepted.
7	Research Plan	An applicant must describe contents of the research in English he/she plans to conduct after entering the Doctoral Program on the provided form (D3).
8	Letter of Recommendation	This should be prepared by an applicant's supervisor, etc. who can attest to the applicant's achievements objectively (Use the provided form (D4), which should be put in an envelope and sealed.)

9	Application Fee	<p>30,000 yen</p> <p>The application fee must be paid <b>in yen</b> to the following bank account. Please attach a document to prove the payment to the application documents for submission.</p> <p>When paying by international remittance, please assure that the remitter name is the same as the applicant name, and that the amount deposited in the designated account is 30,000 Yen.</p> <p>Because an application cannot be accepted if the full examination fee is not received due to the deduction of remittance fees, make certain to inform the financial institution that the applicant will bear all remittance fees.</p> <p>Further, please note that in the event that the bank where the remittance is requested cannot directly transfer funds to the account specified by the University, intermediary financial institutions will require payment of handling fees.</p> <p>Those who will have continuous enrollment status in the University of Aizu Graduate School by enrolling in the Doctoral Program immediately after completion of Master's Program are <b>not required to pay the application fee.</b></p> <p>Bank Name: Mizuho Bank, LTD. , Aizu Branch  Account Number : 1178709  Name of Account Holder: The University of Aizu  SWIFT Code: MHCBJPJT</p>
10	Self-addressed Stamped Envelope for Sending the "Exam Admission Card"	<p>Prepare a regular-size envelope (120 x 235 mm), write a return address and put a 252 yen Stamp on it.</p> <p><b>(Stamp is not required for students of the University of Aizu.)</b></p> <p>(Not applicable to applicants residing outside Japan because a Card will not be sent to them by postal mail and an exam identification number will be sent to each of them via e-mail)</p>
11	Approval for Application	<ol style="list-style-type: none"> <li>1. An individual who is currently holding a position in a government office or an enterprise, etc. must submit an Approval for Application written in any form by the director of the department/section to which the individual is affiliated.</li> <li>2. Applicants who are enrolled at another graduate school doctoral program at the time of application must submit a letter or form from the university he/she is enrolled in that states that the student has permission to take the entrance examination.</li> </ol>
12	Other Documents	<ol style="list-style-type: none"> <li>1. In the case that an applicant residing outside Japan has difficulty in coming to Japan to take the oral examination, an interview may be conducted by Skype etc. The applicant must submit a document (any format), stating the reason for the request for the online interview, along with the applicant's telephone number, accounts such as Skype etc. and available times and dates within the period below.  From Monday, July 10 to Wednesday, July 12, 2017 (JST)</li> <li>2. (Optional) Official records and/or certificates which certify the score or grade of TOEFL, TOEIC, IELTS, GEPT, CET, GRE, etc. (Copies are acceptable.)</li> </ol>

#### 4. Points to Note

- (1) Incomplete applications and late applications will not be accepted.
- (2) Once received, application documents and application fees will not be returned under any circumstances.
- (3) Once received, any change in the contents of the application documents will not be accepted.
- (4) Should any false statement be found in the application documents, admission might be canceled even if the applicant's admission has been previously approved.
- (5) **If an applicant falling under the Application Qualification (1), (2), (3) or (4) becomes unable to fulfill a requirement, his/her admission will be cancelled. (A Certificate of Completion of Studies must be submitted at the time of admission.)**
- (6) In cases (4) and (5) above, application documents and application fees will not be returned.

#### 5. Examination

- (1) Selection Method

Successful applicants shall be selected comprehensively through an oral examination (interview), and by examining application documents. In the case that an applicant residing outside Japan has difficulty in coming to Japan to take the oral examination, an interview may be conducted by telephone or Skype etc.

In the oral examination, each applicant shall be examined on his/her English proficiency, specialized knowledge of computer science and engineering, summary of previous research conducted (e.g., Master's thesis), and future research plans. Oral examinations shall be about 30 minutes per applicant. Obtain advice from your research advisors on how to give a research presentation. It is possible to prepare materials for the interview and distribute these materials to the examiners. Also it is possible to use audio-visual aids for presentations, e.g. OHPs and PCs.

**Note: Oral examinations for individuals who fall under categories of 2-(5) or 2-(6) and Individuals from Other Fields shall be about 45 minutes.**

- (2) Date and Location of the Entrance Examination

Date: Saturday, July 15, 2017

Location: Research Quadrangles of the University of Aizu

The meeting time will be given at the time when Exam Admission Card is mailed to each applicant.

#### 6. Announcement of Successful Applicants

- (1) Announcement methods

The applicant numbers of successful applicants will be posted on the notice board in front of the University of Aizu Research Quadrangles, and successful applicants will receive in writing a notification of successful results. The University will not respond to any inquiries regarding the examination results made by phone, e-mail, or other means.

The results will also be posted on the University website for reference.

URL: <http://www.u-aizu.ac.jp/en/admissions/graduate/result>

(2) Announcement date

Around 11:00 a.m. (JST) on Friday, July 21, 2017.

## 7. Admission Procedures

(1) Submission of Documents

- a. The documents necessary for admission procedure will be sent to successful applicants by postal mail after the announcement of successful applicants.
- b. In principle, documents should be submitted by the applicant or proxy. Those who are residing outside Japan should ask a person residing in Japan to submit the documents on their behalf, or should mail them by EMS.

(2) Period

Friday, August 25, 2017

(3) Location for the admission procedures

Student Affairs Division, Department for Student Affairs, University of Aizu

(4) Payment for the first year

Item	Amount	Payment Due
Admission Fee	282,000 yen	This fee must be paid during the admission procedure period given in 7-(2) above. Those who will have continuous enrollment status in the University of Aizu Graduate School by enrolling in the Doctoral Program immediately after completion of Master's Program are <b>not required to pay the admission fee.</b>
Tuition	520,800 yen	Tuition payment should be made in two installments of 260,400 yen each by the end of October and by the end of April.
Casualty and accident insurance for student's education and research	2,600 yen (for three-year insurance)	This insurance premium must be paid during the admission procedure period given in 7-(2) above.

## 8. Other

### (1) Scholarships

Applications can be made for a scholarship from the Japan Student Services Organization for Postgraduates, and other scholarships. Details of scholarships will be explained after entrance to the University.

### (2) RA System

The University offers RA (Research Assistant) positions to students of the Doctoral Program. It is a system where doctoral students assist faculty's research and the system also serves as a connection between other institutions and the University of Aizu. Research Assistants will be paid a wage (around 1,000 yen per hour) according to their working hours.

### (3) Procedures for entering and residing in Japan

Necessary procedures for entering and residing in Japan must be completed by the time of admission to the University. Failure to obtain a student visa, etc. in time shall void the entire admission procedure. In that case, fees paid and documents submitted will not be returned. Completion of formalities and necessary procedures for entering and residing in Japan are the solo responsibilities of student's.

When applying for a student visa, some may be required to submit a "Letter of Admission". Please note that the "Letter of Admission" shall be issued to successful applicants only if they have completed the admission procedure and paid the admission fee. Each applicant is advised to get the information on the visa application procedures at the Japanese Embassy, etc. beforehand.

### (4) Boarding houses and apartment houses

Students must find accommodations on their own. Accommodation information is available at the Student Health and Welfare Services Section of the Student Affairs Division.

Phone: [+81] (242) 37-2515      E-mail: [cl-health-welfare@u-aizu.ac.jp](mailto:cl-health-welfare@u-aizu.ac.jp)

## 9. Preliminary Qualification Examinations

Applicants falling under categories (5) or (6) mentioned in item 2 and Individuals from Other Fields are required to go through the preliminary examination by submitting the documents listed below. When the actual application for the program is made, submission of the original Application Form and the other necessary documents excluding those already submitted for the preliminary examination is necessary.

Documents necessary for the preliminary examination must be placed in an envelope, **on which “For the Preliminary Examination” should be written in red**, and must be submitted in person or be mailed using “Registered Express Mail” or EMS (from outside Japan) to the address given in 3-(2).

Exam. Category Code	Examination	Document Submission Deadline	Notification of the Result
<b>3174</b>	2 <sup>nd</sup> Entrance Examination for Autumn Admission, AY 2017	Monday, May 8, 2017 (Documents must be received no later than 5:00 p.m.(JST))	By Wednesday, May 31, 2017

Documents for Submission	Description
Copy of the Application Form	See the list of the application documents given in item 3-(4) Application Documents.
Certificate of (Expected) Completion of a Master's Program	
Certified Transcript (Undergraduate/Graduate School)	
Letter of Recommendation	
Summary of Research	
Research Plan	