

Chiba University
Graduate School of Science and Engineering

Master's Program for
Japanese Government/MEXT Scholarship
International Students Special Selection

Admission Guidelines
October 2019 Admission/2nd Selection
April 2020 Admission/1st Selection

Before applying, please contact directly a desired research supervisor in the education and research field that you wish to choose, and inquire about the content of the related education and research or others so as to confirm your choice.

The Graduate School of Science and Engineering invites applications for its Master's Program of Japanese government/MEXT scholarship international students as outlined in the table below. An applicant may not submit two or more applications at the same time, to the graduate school.

Before applying, please contact directly a supervisor in the education and research field that you wish to choose, and inquire about the content, etc. of the related education and research so as to confirm your choice.

You can view Admissions Policy of every department in addition to those of the university and the graduate school on the website.

1. Divisions, Departments and Number of Students to Be Admitted

| Division | Department | Fields* | Number of Students to Be Admitted | |
|----------------------------------|---------------------------------------|---------|---|---|
| | | | October 2019 Admission 2 nd Selection | April 2020 Admission 1 st Selection |
| Mathematics and Informatics | Mathematics and Informatics | Sci. | A few | A few |
| | Applied and Cognitive Informatics | Eng. | A few | A few |
| Earth and Environmental Sciences | Earth Sciences | Sci. | A few | A few |
| | Environmental Remote Sensing | Eng. | A few | A few |
| | Urban Environment Systems | Eng. | A few | A few |
| Advanced Science and Engineering | Physics | Sci. | A few | A few |
| | Materials Science | Eng. | A few | A few |
| | Chemistry | Sci. | A few | A few |
| | Applied Chemistry and Biotechnology | Eng. | A few | A few |
| | Biology | Sci. | A few | A few |
| Creative Engineering | Architecture | Eng. | A few | A few |
| | Imaging Sciences | Eng. | A few | A few |
| | Design | Eng. | A few | A few |
| Fundamental Engineering | Mechanical Engineering | Eng. | A few | A few |
| | Medical Engineering | Eng. | A few | A few |
| | Electrical and Electronic Engineering | Eng. | A few | A few |

*Sci.: Science fields, Eng.: Engineering fields

2. Qualifications for Admission Application

At the time of application, applicants should be receiving a Japanese government (*Monbukagakusho*/MEXT) scholarship as international research students at the graduate level except an undergraduate university students, or have been selected as a Japanese government (*Monbukagakusho*/MEXT) scholarship international student, or be candidates of MEXT scholarship international students (international research students at the graduate level). And besides they are required to meet one of the following requirements, however it is not acceptable for those who graduated or expect to graduate from college or university of Japan to apply for this selection.

**The asterisked deadline of March 2020 in the following (1) - (6) concerns applicants who will enter the graduate school in April 2020. For applicants proposing to enter from October 2019, the deadline is September 2019.*

- (1) They must have completed a 16-year program in the educational institutions in a foreign country, or expect to complete such a program by March 2020*.
- (2) They must have completed a 16-year program in the educational institutions of a foreign country, or expect to complete such a program by March 2020*, after taking a correspondence program offered in Japan by a foreign school.
- (3) They must have completed, or are expected to complete a foreign university curriculum by March 2020*, through which the applicant is certified as having completed 16 years of school education in the respective foreign country, at an educational facility in Japan that has been accredited as having a curriculum approved under the educational system of the respective foreign country and is so designated by the Minister of Education, Culture, Sports, Science and Technology of Japan (hereinafter referred to as “the Minister of MEXT”).
- (4) They must have been awarded, or are expected to be awarded a degree equivalent to a bachelor’s degree by March 2020*, by completing a three-year or longer program at a foreign university or other foreign educational facility. The university or educational facility must have been accredited by the respective foreign government or a person certified by the appropriate foreign governmental agency, or have been so designated by the Minister of MEXT (This includes applicants who have completed an appropriate program offered by the respective foreign educational facility through distance learning while residing in Japan, and applicants who have completed an appropriate foreign educational program at an educational program at an educational facility in Japan as specified in the previous category.).
- (5) They must have completed a 15-year program in the educational institutions in a foreign country, or must have completed a 15-year program in the educational institutions of a foreign country after taking a correspondence program offered in Japan by a foreign school, by March 2020* and have been recognized by this graduate school as having obtained the prescribed number of credits with superior grades.
- (6) They must have been recognized to have scholastic attainments that are at least the equivalent of those of graduates of foreign universities, based on an examination, conducted by this graduate school, of the applicant’s qualifications to enter this school, and be also 22 years of age or be going to turn 22 by March 2020*.

Applicants who would meet the Required Qualifications (5) or (6) above need another procedure in advance. Please see “10. Request for Judging Applicant’s Qualification to Take the Entrance Examination”.

3. Application Procedure

Applicants should submit the application materials of the following item (3).

- (1) Application Period: June 19, Wed. – June 20, 2019, Thu. (without fail)
- (2) Application Method
 - ① If mailing your application in Japan, please send it by a registered mail, writing “Contents: Application for Master’s Program for MEXT Scholarship International Students Special Selection” in red on the envelope. If mailing from outside Japan, send it by EMS (Express Mail Service).
Mailed applications must arrive before 17:00 by the same deadline as above.
Incomplete documents might be not accepted. When application is to be made directly from abroad, applicants are strongly advised to contact the department in charge of the admissions for the program for confirmation of the applications well ahead of the application deadline. (See p. 4.)
 - ② If submitting your application in person, visit the department in charge.
- (3) Application Materials

Those prescribed forms of **A1-a** **A1-b** **B1-a** **B1-b** **A2** **B2** and **C** should be downloaded to use from the website of the graduate school.

| <i>Required Materials</i> | <i>Notes</i> |
|--|--|
| ① Application Forms | Fill in the prescribed form as below. > A1-a A1-b for April Admission > B1-a B1-b for October Admission |
| ② Admission Ticket for Examination and Photo ID Card | Fill in the prescribed forms as below. Do not separate these forms of Admission Ticket for Examination from Photo ID Card. > A2 for April Admission > B2 for October Admission |
| ③ Official Transcripts | An official transcript prepared by the president or dean of the last attended university. |
| ④ (Expected) Graduation Certificate | An officially certified copy of the (expected) graduation certificate prepared by the president or dean of the last attended university or college. However, the applicant who submits an expected graduation certificate, must submit a graduation certificate following completion of his undergraduate program by the time of the entrance procedures. |
| ⑤ Examination Fee | No fee should be charged. Current candidates of Japanese Government (<i>Monbukagakusho</i> /MEXT) scholarship will be, however, required to pay JPY30,000 as the examination fee, when they have not been selected finally as a recipient of MEXT scholarship. |
| ⑥ 3 Photographs | Affix 3 identical-frontal photographs from the waist up of yourself, without a hat, taken in the 3 months prior to application with a glue; one to the prescribed place on Application Form A1-a or B1-a and the others on Admission Ticket for Examination and Photo ID Card A2 or B2 . (photo size: 4 cm long x 3 cm wide) |
| ⑦ Official Certificate Certifying a Japanese Government/MEXT Scholarship International Student | <p>● Applicants residing in Japan An official certificate certifying a Japanese government/MEXT scholarship international student, prepared by the university in Japan enrolled as a research student. A research student currently enrolled at Chiba University is not required to submit it.</p> <p>● Applicants residing outside Japan > By embassy recommendation A photocopy of a letter of notification of being selected as a successful recipient, prepared by a Japanese government/MEXT. Candidates of MEXT scholarship international students (international research students at the graduate level) need to contact the department in charge in advance. > By university recommendation It is not required.</p> |
| ⑧ Curriculum Vitae (CV) | Download and fill in the prescribed form C . |
| ⑨ Certificate of Residence (<i>Juminhyo-no-Utsushi</i>) or Photocopy of Passport | <p>● Applicants residing in Japan This document must be obtained at the city, ward, town or village office in which the applicant resides. Photocopy is not accepted. This must include information as below. 1. Visa status (<i>Zairyu-shikaku</i> or <i>Zairyu-kubun</i>) 2. Authorized period of stay (<i>Zairyu-kan</i>) in Japan 3. Nationality However, we are not allowed to accept the one written the code of the Social Security and Tax Number System (called “My Number” System).</p> <p>● Applicants residing outside Japan Please submit a photocopy of passport that indicates full name, date of birth, sex, and if applicable, a copy of Japanese visa page.</p> |

(4) Points of Concern Regarding Application Submission

- ① Incomplete applications may not be accepted.
- ② **All official and original copies are required unless otherwise specified.** Photocopies, faxes and unofficial printouts cannot be accepted. Submitted documents for application will not be returned under any

circumstances. In case you wish to submit an original copy which cannot be reissued, be sure to consult the department in charge of the admissions for the program in advance.

- ③ A word processing software may be used to fill in the forms prescribed by this school, that are to be submitted. (You may not paste a piece of paper downloaded or copied on the prescribed form with glue.)
- ④ Changing the contents of submitted documents will not be allowed once the application procedures are completed.

However, if you change your address after the application, please provide written notification to that effect. (The form to be used is optional.)

- ⑤ Entrance permission may be revoked at any time, even after enrollment, if the application documents are found to be invalid or containing any false information.
- ⑥ Regarding the procedure of the visa, applicants residing abroad must make sure of it well in advance and follow the procedure at the nearby Japanese Embassy or Consulate in their country on their own responsibility.
- ⑦ In addition to being used for selecting applicants, personal information collected in the applicant selection process may be used for such purposes as managerial and administrative activities, academic guidance activities, and activities related to research and study on applicant selection methods.
- ⑧ Contact & Destination of Admission Application Submission

SCIENCE FIELDS

The departments of: Mathematics and Informatics

Earth Sciences
Physics
Chemistry
Biology

Department in charge of admissions: Student Affairs Desk
Faculty of Science
Chiba University

Address: 1-33 Yayoi-cho, Inage-ku, Chiba City, Chiba 263-8522 Japan

TEL: 043-290-2880

Email: iad2880@office.chiba-u.jp

Location for submission of application in person: Faculty of Science Bldg. #1, 2nd floor

ENGINEERING FIELDS

The departments of: Applied and Cognitive Informatics

Environmental Remote Sensing
Urban Environment Systems
Materials Science
Applied Chemistry and Biotechnology
Architecture
Imaging Sciences
Design
Mechanical Engineering
Medical Engineering
Electrical and Electronic Engineering

Department in charge of admissions: Graduate Student Affairs
Administration Office for Faculty of Engineering
Chiba University

Address: 1-33 Yayoi-cho, Inage-ku, Chiba City, Chiba 263-8522 Japan

TEL: 043-290-3885

Email: kougaku-daigakuin@office.chiba-u.jp

Location for submission of application in person: Faculty of Engineering Bldg. #11, 1st floor

4. Entrants Selection Process

(1) Selection Method

Applicants will be selected based on an examination (an oral interview) and academic transcripts.

(2) Examination

Oral interview: It will include a check in the basic scholastic ability and a research proposal and others.

*For applicants residing abroad, the examination date and place might be considered and then decided based on the advance consultation before the admission application. Please contact desired supervisor for more information.

(3) Examination Date and Time

It will vary depending on the department as below.

| <i>Fields of</i> | Science | Engineering |
|-----------------------|--|--|
| <i>Departments of</i> | <ul style="list-style-type: none"> ➤ Mathematics and Informatics ➤ Earth Sciences ➤ Physics ➤ Chemistry ➤ Biology | <ul style="list-style-type: none"> ➤ Applied and Cognitive Informatics ➤ Environmental Remote Sensing ➤ Urban Environment Systems ➤ Materials Science ➤ Applied Chemistry and Biotechnology ➤ Architecture ➤ Imaging Sciences ➤ Design ➤ Mechanical Engineering ➤ Medical Engineering ➤ Electrical and Electronic Engineering |
| <i>Date and Time</i> | August 20, 2019, Tue., 10:00 a.m. | August 21, 2019, Wed., 10:00 a.m. |

(4) Examination Location

It will be held at Nishi-Chiba campus at Chiba University. Please confirm the notice posted on the bulletin board for more details. (See section 5-(1) below.)

5. Precautions

- (1) Necessary information about the examination and assignment of examination rooms will be posted on the bulletin board of the Faculty of Science Bldg. #1 for the applicants to the Science fields, and the one of the Faculty of Engineering Bldg. #10 for those to the Engineering fields at 10:00 a.m. on the day before each examination.
- (2) Please be sure to carry the Admission Ticket for Examination with you on the entrance examination day.
- (3) On the entrance examination day, there happen to be some traders concerned with soliciting for notice of the exam results by telegram or the sales of goods at the nearby station or campus around. Those acts bear no relation to Chiba University. You must be careful not to be in troubled by being charged unreasonably for them. Chiba University will take no responsibility for it even if such an accident happens.

6. Announcement of Examination Results

Date and Time: September 6, 2019, Fri., 2:00 p.m.

It will be posted on the bulletin board of the Faculty of Science Bldg. #1 for the applicants to the Science fields, and the one of the Faculty of Engineering Bldg. #10 for those to the Engineering fields.

For all applicants, the graduate school will promptly send, the letter of the examination results to the address written on the prescribed form **A1-a** or **B1-a**, by a simple registered mail or EMS. For successful applicants who are accepted, a Letter of Notification of Acceptance (*Gokaku Tsuchisho*) and the relative documents such as admission procedures will be also sent.

Please note that they will NOT be allowed to enter Chiba University, if the current candidates of MEXT Scholarship international students (international research students at the graduate level) would not be selected as a successful recipient.

Any questions concerning results by telephone or email are not available.

7. Entrance Procedures

(1) Period

It will vary depending on the department or the type of admission as below.

| <i>Fields of</i> | Science | Engineering |
|------------------------|--|--|
| <i>Departments of</i> | <ul style="list-style-type: none"> ➤ Mathematics and Informatics ➤ Earth Sciences ➤ Physics ➤ Chemistry ➤ Biology | <ul style="list-style-type: none"> ➤ Applied and Cognitive Informatics ➤ Environmental Remote Sensing ➤ Urban Environment Systems ➤ Materials Science ➤ Applied Chemistry and Biotechnology ➤ Architecture ➤ Imaging Sciences ➤ Design ➤ Mechanical Engineering ➤ Medical Engineering ➤ Electrical and Electronic Engineering |
| October 2019 Admission | September 19, Thu. — September 20, 2019, Fri. | |
| April 2020 Admission | March 26, Thu. — March 27, 2020, Fri. | March 16, Mon. — March 17, 2020, Tue. |

October 2019 Admission: Detailed information and documents related to entrance procedures will be sent to the successful applicants with the Letter of Notification of Acceptance by a mail called EMS, Letter Pack or other right after the announcement of examination results.

April 2020 Admission: Detailed information and documents related to entrance procedures will be sent to the successful applicants by a mail called EMS, Letter Pack Light or other in around mid-February 2020.

Note: 1. A Letter of Notification of Acceptance or Admission Ticket for Examination will be needed for administrative process upon the entrance procedures. Please keep it securely.

2. **The successful applicants who did not complete the entrance procedures within the prescribed entrance procedures period mentioned above, will be regarded as enrollment declining.**

(2) Expenses

■ Admission/Tuition Fees: No fees should be charged.

■ Fee for Student Health Mutual Aid Society: JPY4,000 (for 2 years)

This is required of all students and is payable at any post office or *Yucho* Bank.

The purposes of this society are for students to aid one another at times of illness and injury, and to contribute actively to the maintenance of student health.

For details, please inquire at the Student Health Mutual Aid Society Department.

Phone: (043) 290-2220

Email: def2219@office.chiba-u.jp

■ Premium for Student Disaster and Injury Insurance (coupled with Liability Insurance): JPY2,430 (for 2 years)

This is required of all students and is payable at any post office or *Yucho* Bank.

That insurance covers injuries incurred in class, school events, extracurricular activities and commuting to school. It also covers property damage or injuries to other people. The new insurance premiums will go into effect as of the time of the revision if the insurance premiums have been revised.

For details, please inquire at Student Support Division in the Department of Student Affairs.

Phone: (043) 290-2162

Email: ddc2162@office.chiba-u.jp

8. Completion Conditions

The standard residence period in the master's program is two years. It is the necessary conditions to complete the master's program that you must be registered for two years or more, and also take thirty credits or more which are provided by this graduate school, and besides, successfully pass inspection of the master's thesis or the result of study on a specific subject, and the final examination.

9. Early Completion

A student may shorten the period required to complete the master's program to one year if the student has met the completion conditions in the program, and besides, achieved excellent research results while enrolled in the program.

10. Request for Judging Applicant's Qualification to Take the Entrance Examination

Those who meet either Qualification (5) or (6) must follow this procedure so that the graduate school could judge whether he/she is qualified to take the entrance examination.

Please contact the department in charge of the admissions for the program before applying. (See p.4.)

(1) Required Materials

Submit the documents listed below with a ○ mark by the application deadline. Those prescribed forms of **C** and **D** should be downloaded to use from the website of this graduate school.

| Required Materials | Notes | Qualification | |
|--|--|---------------|-----|
| | | (5) | (6) |
| Request for Judging Applicant's Qualification to Apply for Master's Program | Download and fill in the prescribed form D . | ○ | ○ |
| Official Transcripts | An official transcript prepared by the president or dean of the last attended university. | ○ | ○ |
| (Expected) Graduation Certificate | An officially certified copy of the official (expected) graduation certificate prepared by the president or dean of the last attended university. | ○ | ○ |
| Letter of Recommendation | <p>● Applicant of Qualification (5) Prepared by the president or dean of the last attended university. The form to be used is optional.</p> <p>● Applicants of Qualification (6) If the applicant is employed, a letter from the head or an individual who is in a supervisory position at the workplace may be used. Otherwise, a letter of self-recommendation is acceptable. The form to be used is optional.</p> | ○ | ○ |
| Official Certificate Certifying a Japanese Government/MEXT Scholarship International Student | <p>● Applicants residing in Japan An official certificate certifying a Japanese government/MEXT scholarship international student, prepared by the university in Japan enrolled as a research student. A research student currently enrolled at Chiba University is not required to submit it.</p> <p>● Applicants residing outside Japan ➤ By embassy recommendation A photocopy of a letter of notification of being selected as a successful recipient, prepared by a Japanese government/MEXT. Candidates of MEXT scholarship international students (international research students at the graduate level) need to contact us, the department in charge of the admissions for the program in advance. ➤ By university recommendation It is not required.</p> | ○ | ○ |
| Curriculum of Undergraduate Education | Subjects and the number of credits required for graduation must be specified. | ○ | / |
| Curriculum Vitae (CV) | Download and fill in the prescribed form C . | ○ | ○ |

| | | | |
|--|---|---|---|
| Certificate of Residence (<i>Juminhyo-no-Utsushi</i>) or Photocopy of Passport | <p>●Applicants residing in Japan</p> <p>This document must be obtained at the city, ward, town or village office in which the applicant resides. Photocopy is not accepted. This must include information as below.</p> <ol style="list-style-type: none"> 1. Visa status (<i>Zairyu-shikaku</i> or <i>Zairyu-kubun</i>) 2. Authorized period of stay (<i>Zairyu-kan</i>) in Japan 3. Nationality <p>However, we are not allowed to accept the one written the code of the Social Security and Tax Number System (called “My Number” System).</p> <p>●Applicants residing outside Japan</p> <p>Please submit a photocopy of passport that indicates full name, date of birth, sex, and if applicable, a copy of Japanese visa page.</p> | ○ | ○ |
| Others | A writing sample or treatise which is useful for the judge. | / | ○ |

(2) Submission Period: May 15, Wed. — May 17, 2019, Fri. (without fail)

(3) Submission Method

① If mailing your application in Japan, please send it by a registered mail, writing “Contents: Request for Judging Applicant’s Qualification for Master’s Program for MEXT Scholarship Int’l Students Special Selection” in red on the envelope.

If mailing from outside Japan, send it by EMS (Express Mail Service).

Mailed applications must arrive before 17:00 by the same deadline as above.

Incomplete documents might be not accepted. When application is to be made directly from abroad, applicants are strongly advised to contact the department in charge of the admissions for the program (See p. 4.) for confirmation of the applications well ahead of the application deadline.

② If submitting your application in person, visit the department in charge of the admissions for the program.

Hours: 9:00-12:00, 13:00-17:00

(4) Notification of Results

Applicants will be notified of the decision whether to recognize their qualification by a simple registered mail or EMS.

(5) Admission Application Procedures

The applicants who are approved that they are qualified to take the entrance examination by this graduate school, still need to submit the rest of the admission application documents during the admission application period (See Section 3 and 4.), though the documents already submitted in this recognition process are not necessary to be resubmitted for that.

(6) Entrants Selection Process

The admission’s selection of the applicants approved in this recognition process is conducted in the same manner as general applicants.