

Chiba University
Graduate School of Science and Engineering

Master's Program for
Double Degree Program Special Selection

Admission Guidelines
October 2023 Admission/2nd Selection
April 2024 Admission/1st Selection

<i>Division of</i>	<i>Department of</i>
Earth and Environmental Sciences	Environmental Remote Sensing
Creative Engineering	Design

Before applying, please contact directly a supervisor in the education and research field that you wish to choose to confirm your choice.

Graduate School of Science and Engineering <https://www.se.chiba-u.jp/en/index.html>
Chiba University <https://www.chiba-u.jp/e/index.html>

There may be some changes in the method or schedules of entrance examination from the aspect of preventing the spread of the novel coronavirus (COVID-19). It will be updated on the Graduate School website above as new information comes in.

This program is for the applicants who are currently enrolled at one of the overseas sister universities and at the same time should be enrolled at Chiba University (CU), and would aim to obtain the master's degree from each university.

Before applying, please contact directly a supervisor in the education and research field that you wish to choose, and inquire about the content 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. Overseas Sister Universities of Double Degree Program (DDP), Divisions/Departments of CU and Number of Students to Be Admitted

<i>Home University</i>		<i>Host University (CU)</i>			
<i>Overseas Sister Universities of the DDP Agreement</i>	<i>Country Code*</i>	<i>Division of</i>	<i>Department of</i>	<i>Number of Students to Be Admitted</i>	
				<i>October 2023 Admission 2nd Selection</i>	<i>April 2024 Admission 1st Selection</i>
Faculty of Geography, Universitas Gadjah Mada	I	Earth and Environmental Sciences	Environmental Remote Sensing	A few	A few
Universitas Padjadjaran	I				
Postgraduate Program, Universitas Udayana	I				
Faculty of Engineering, Faculty of Mathematic and Natural Science, Universitas Indonesia	I				
Faculty of Engineering, Universitas Hasanuddin	I				
Faculty of Earth Sciences and Technology, School of Life Sciences and Technology, Institut Teknologi Bandung	I	Creative Engineering	Design	A few	A few
Faculty of Visual Art and Design, Institut Teknologi Bandung	I				
College of Computer Science and Technology, Zhejiang University	C				
School of Industrial Design, Nanjing University of the Arts	C				
Guangzhou Academy of Fine Arts	C				
Yonsei University	K				
National Cheng Kung University	T				
National Yunlin University of Science and Technology	T				
Tatung University	T				
TH Köln Cologne University of Applied Sciences	G				

*C: China, G: Germany, I: Indonesia, K: Korea, T: Taiwan

2. Qualifications for Admission Application

Applicants must be currently graduate students at the graduate school of the university that concluded an agreement on the Double Degree Program with the Graduate School of Science and Engineering, Chiba University, or be expected to be accepted an offer of admission by the university that made an agreement on the Double Degree Program with the Graduate School of Science and Engineering, Chiba University, and besides, they are required to meet one of the following requirements.

**The asterisked deadline of September 2023 in the following (1)-(6) concerns applicants who will enter the graduate school in October 2023. For applicants proposing to enter from April 2024, the deadline is March 2024.*

- (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 September 2023*.

- (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 September 2023*, 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 September 2023*, 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 September 2023*, 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 September 2023* 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 September 2023*.

Applicants who would meet the Required Qualifications (5) or (6) above need another procedure in advance. Please see “4. Request for Judging Applicant’s Qualification to Take the Entrance Examination”.

3. Application Procedures

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

- (1) Application Period: Wed., June 14 – Thu., June 15, 2023 (without fail)
- (2) Application Method

① If mailing your application in Japan, please send it by a simple registered mail, writing “Contents: Application for Master’s Program for or Double Degree Program 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 Graduate Student Affairs Unit of the Student Affairs Division for Science and Engineering for confirmation of the applications well ahead of the application deadline.

② If submitting your application in person, visit our office, the Graduate Student Affairs Unit of the Student Affairs Division for Science and Engineering.

Venue: Faculty of Engineering Bldg. #11, 1st floor
Time: 9:00-17:00

- (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 is available. And besides, applicants who are currently graduate students at the graduate school of the university may submit an official transcript of the graduate school.
④ (Expected) Graduation Certificate	An officially certified copy of the (expected) graduation certificate prepared by the president or dean of the last attended school is available. The applicant who would submit an expected graduation certificate, must submit a graduation certificate following completion of their undergraduate program by the time of the entrance procedures.
⑤ 3 Photographs	Paste 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)
⑥ Certificate of Enrollment	An official certificate prepared by the president or dean of the home university. Those who have been accepted by the home university should submit an official acceptance certificate. Those who are planning to enter the home university should submit a statement prepared by their future academic advisor of the home university. (Any format is available.)
⑦ Letter of Recommendation	A letter of recommendation prepared by a faculty member of the home university. Any format is acceptable.
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</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-kikan</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 out of Japan</p> <p>A photocopy of passport, the part that shows name, date of birth, sex and the visa status, or the part with Japanese visa, must be submitted.</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 Graduate Student Affairs Unit of the Student Affairs Division for Science and Engineering in advance.
- ③ A word processing software may be used to fill in the forms prescribed by this school, that are to be submitted.
- 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 for taking the exam, applicants residing abroad must make sure of it well in advance and follow the procedure at the nearby Japanese Embassy or Consulate in their home 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 Applicants are not charged the examination fee based on the agreement on Double Degree Program.

- ⑨ Contact & Destination of Admission Application Submission
 Graduate Student Affairs Unit
 Student Affairs Division for Science and Engineering
 Nishi-Chiba Area Administration Office
 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

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

The applicant applicable under 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 Graduate Student Affairs Unit of the Student Affairs Division for Science and Engineering before applying.

(1) Required Materials

Submit the documents listed below with a ○ mark by the application deadline. Those prescribed forms of and 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 <input type="checkbox"/> .	○	○
Official Transcripts	An official transcript prepared by the president of the last attended university is available.	○	○
(Expected) Graduation Certificate	An officially certified copy of the official (expected) graduation certificate prepared by the president or dean of the last attended university is available.	○	○
Letter of Recommendation	Prepared by the president or dean of the last attended university is available. Any format is acceptable.	○	○
Certificate of Enrollment	An official certificate prepared by the president or dean of the home university. Any format is acceptable. Those who have been accepted by the home university should submit an official acceptance certificate prepared by the president.	○	○
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 <input type="checkbox"/> .	○	○
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.</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 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: Wed., May 10—Fri., May 12, 2023 (without fail)
- (3) Submission Method
- ① If mailing your application in Japan, please send it by a simple registered mail, writing “Contents: Request for Judging Applicant’s Qualification for Master’s Program for Double Degree Program 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 Graduate Student Affairs Unit of the Student Affairs Division for Science and Engineering for confirmation of the applications well ahead of the application deadline.
- ② If submitting your application in person, visit our office, the Graduate Student Affairs Unit of the Student Affairs Division for Science and Engineering.
 Venue: Faculty of Engineering Bldg. #11, 1st floor
 Hours: 9:00-17:00
- (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, 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.

5. 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
 Wed., August 16, 2023, 10:00 a.m.
- (4) Examination Location
 It will be held on Nishi-Chiba campus at Chiba University. Please confirm the notice posted on the bulletin board for more details. (See section 6-(1) below.)

6. Precautions

- (1) Necessary information about the examination and assignment of examination rooms will be posted on the bulletin board of the Faculty of Engineering Bldg. #10 at 10:00 a.m. the day before the examination. (See the back cover map of this booklet.)
- (2) Please be sure to bring and have your 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.

7. Announcement of Examination Results

Successful applicants’ application codes will be posted on the Graduate School website as below.

<i>Graduate School Website</i>	<i>Viewing Period</i>
https://www.se.chiba-u.jp	Fri., Sep. 1, 2:00 p.m. – Tue., Sep. 5, 2023, 5:00 p.m.

For all applicants, the Graduate School of Engineering will promptly send, the letter of the examination results to the address written on the prescribed form **A1-a** or **B1-a**, by mail: Letter Pack Plus 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.

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

8. Entrance Procedures

(1) Period

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

<i>Admission Type</i>	October 2023 Admission	April 2024 Admission
<i>Entrance Procedures Period</i>	Thu., Sep. 14—Fri., Sep. 15, 2023	Please refer to entrance procedures materials regarding the deadlines and methods.
<i>Delivery of Entrance Procedures Materials</i>	Detailed information and documents related to entrance procedures will be sent to the successful applicants with the Letter of Notification of Acceptance by mail (EMS or Letter Pack Plus) right after the announcement of examination results.	Detailed information and documents related to entrance procedures will be sent to the successful applicants by mail (EMS or Letter Pack Light) around by mid-February 2024.

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: There are no fees to be charged based on the agreement on Double Degree Program.

■ Insurance for Injuries from Accidents (called “*Gakkensai*”) and Comprehensive Insurance for Students Lives Coupled with “*Gakkensai*” (called “*Futai*”)

[International students]

All the international students are required to get both insurances of i and ii as below that are payable at any post office or *Yucho* Bank in Japan.

- i) Insurance for Injuries from Accidents (“*Gakkensai*”)
 - JPY1,750 (for 2 years), and besides,
- ii) Comprehensive Insurance for Students Lives Coupled with “*Gakkensai*” (“*Futai*”)
 - JPY3,260 for Type A (for 2 years), or
 - JPY20,130 for Type B (for 2 years)

[Other students]

All the students except the above international students are required to get below insurance that is payable at any post office or *Yucho* Bank in Japan.

JPY2,430 (for 2 years including “*Gakkensai*” and “*Futai*”)

The new insurance premiums will go into effect as of the time of the revision if the insurance premiums have been revised.

Further details will be informed at the time of the entrance procedures.

For any inquiries, please contact the Student Support Division in the Department of Student Affairs.

Phone: (043) 290-2162

Email: ddc2162@office.chiba-u.jp

9. 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.

10. 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.

Based on “the Foreign Exchange and Foreign Trade Act”, Chiba University established “the Security Export Control Regulations of National University Corporation Chiba University” and is conducting rigid examinations before accepting students.
Desired research activities may be restricted when they are applicable to the regulations.