

**Interdisciplinary Graduate School of
Science and Technology**

Doctoral Program

Department of Bioscience and Textile Technology

International Fiber Engineering Course

Guidelines for Admission

(Special Selection)

October 2012 Admission

Shinshu University

1. Number of Students to be Accepted

Admission Time		April 2012	October 2012
Student Quota		15 students	
Number of Students to be Accepted	General Selection/ Working Student	8 students	7 students
	Special Selection for International Fiber Engineering Course	A few	A few

2. Annual Schedule for 2012 Admissions (Special Selection)

Admission Time		April 2012	October 2012
Schedule	Admission Guidelines Publication (on our website)	Late in July 2011	Late in October 2011
	Period for Application Acceptance	August 22 – September 16, 2011	November 22 – December 16, 2011
	Period for Screening	September 22 – October 19, 2011	December 19, 2011 – January 18, 2012
	Announcement of Successful Applicants	October 28, 2011 at 11a.m.	January 27, 2012 at 11a.m.
	Period for Admission Procedure	October 28 – December 8, 2011	January 27 – February 24, 2012 (to submit “Acceptance of Offer”)

3. Others

- (1) These guidelines are for October 2012 admission of International Fiber Engineering Course in the Department of Bioscience and Technology. General and working students’ selections for the department will be conducted in different schedules. For their schedules, please refer to the guidelines that will be announced separately.
- (2) Applicants are requested to download prescribed application forms from our website, fill them out with necessary information and send them to the designated address by postal mail. Applicants are required to pay the entrance examination fee before they submit the completed documents to the admission office.
- (3) Application is considered to be accepted when the admission office has confirmed receipt of all the necessary application documents and payment of the entrance examination fee. After the confirmation, the admission office notifies all applicants of completion of application by email.

****NOTE****

These guidelines contain important information for application and admission. Please keep the guidelines in a safe place until the admission procedure period is closed.

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1. Number of Students to be Accepted

A few

2. Admission Qualification

Applicants must meet one of the following and be recommended by other researchers:

- (1) Those who have master's or a professional degree, or are expected to be awarded one by the end of September 2012.
- (2) Those who have a degree equivalent to a master's or a professional degree from a school overseas, or are expected to be awarded one by the end of September 2012.
- (3) Those who have completed a degree equivalent to a master's or a professional degree from a foreign educational institution by correspondence in Japan, or are expected to be awarded one by the end of September 2012.
- (4) Those who have completed a course of study at a foreign school in Japan which is designated as an educational institution offering courses of a foreign graduate school by the Minister of Education, Culture, Sports, Science and Technology (MEXT) and have been or are expected to be awarded a degree equivalent to a master's or a professional degree by the end of September 2012.
- (5) Those who have completed or will complete a degree equivalent to a master's at United Nations University by the end of September 2012.

3. Application Period

From Tuesday, November 22 to Friday, December 16, 2011.

Application must be delivered by 5pm of the deadline. Submit required documents by following the next section, "4. Application Procedures."

[NOTE] All applications **must be submitted by postal mail.**

The admission office will notify applicants by email when their application is complete. As the email contains applicant's 1) examinee number and 2) name, every applicant is supposed to print it out and bring it when visiting the Ueda Campus for the examination.

4. Application Procedures

Applicants are requested to download the application forms from our website and fill out the required information on each form, and then mail the application documents to the admission office during the application period.

When applying from overseas, application must be mailed by EMS (Express Mail Service). When applying from inside Japan, please use Express Registered Mail. Either way, write "Enclosing Application for Doctoral Program" on the envelope in red ink.

When paying the entrance examination fee by bank transfer, please make the payment prior to mailing

out the application documents.

✿Address for submission of documents:

Global COE Admission Office
Department of Bioscience and Textile Technology
Interdisciplinary Graduate School of Science and Technology
Shinshu University;
3-15-1 Tokida
Ueda-shi, Nagano
386-8567
Japan
Phone: +81-(0)268-21-5320 Fax: +81-(0)268-21-5317
Email: gceoao@shinshu-u.ac.jp

5. Application Documents

Application Documents	Notes
(1) Application Form	Download a Form (1) from our website, fill out required information and attach a photo (size: 3cm width x 4cm length) of applicant to the space indicated. Attached photo must be taken within three months of application, in full-face view directly facing the camera, with a plain white background and no hat.
(2) Curriculum Vitae	Download a Form (2) from our website and fill out required information.
(3) Official Transcripts	Official transcripts must have an official signature of the president of the graduated university or the dean of the faculty (or head of the school if applicable), and must be sealed in an envelope. If the last school applicant attended is an undergraduate, junior college, technical college, special training school or other educational institutions, submit one from the final education. Those who have completed or are expected to complete a master's degree must submit ones both from undergraduate and graduate schools. Transcripts are not required for graduates or current students of Shinshu University.
(4) Payment Method for Entrance Examination Fee	Download a Form (4) from our website to fill out the required information. Applicants need to pay the fee of JPY30,000 by either of the following methods A) or B). A) Credit Card Acceptable cards are VISA and Master Card only (Card holder's name must match the applicant's name). Those who select this

	<p>method must provide information about the card in the form. The Global COE Admission Office verifies card validity.</p> <p>This payment method is available only for applicants residing outside of Japan.</p> <p>B) Bank Transfer</p> <p>B-(1) Account information of the payee</p> <ol style="list-style-type: none"> 1) Name of Bank & Branch: Mizuho Bank, Matsumoto Branch 2) Type of Account: Ordinary 3) Bank Account #: 1752813 4) Account Holder: Shinshu University, National University Corporation 5) Address of Bank: 2-5-8 Chuo, Matsumoto-shi, Nagano, 390-0811 6) Phone Number: +81-(0)263-2715 <p>B-(2) Payer's information</p> <p>Provide information about the payer and the transaction in this section.</p> <p>Wire transfer from overseas incurs a foreign transaction fee of JPY 2,500. If the payer fails to pay this fee, the University will only receive JPY27,500, which will be considered the applicant have failed to make the payment. <u>BE SURE to pay all the fees including a remittance charge, they must be at the applicant's expense.</u></p> <p>★ The application code BTT22 must be written on the money transfer request form (write the code after your full name as the sample below shows).</p> <p>[SAMPLE]</p> <table border="1" data-bbox="722 1456 1331 1503"> <tr> <td style="text-align: center;">Name</td> <td style="text-align: center;">Shinshu Taro BTT22</td> </tr> </table> <p>◇1 Current students in Shinshu University who are expected to complete a master's degree by the end of September 2012 are NOT required to pay the entrance examination fee.</p> <p>◇2 Foreign students who are currently receiving the Japanese Government (<i>Monbukagakusho</i>: MEXT) Scholarship are NOT required to pay, either.</p>	Name	Shinshu Taro BTT22
Name	Shinshu Taro BTT22		
(5) Certificate of Completion/Graduation (Expected Graduation)	<p>Issued by the last school applicant attended. It must have a signature by the president/the dean (or, head of the school if applicable) and be sealed in an envelope.</p> <p>◇1 If applicant has completed a master's degree, the certificate must show</p>		

	<p>the type of the degree conferred as well.</p> <p>◇2 It is not required for graduates or current students of Shinshu University.</p>
(6) Summary of Master's Thesis/Research Progress Report	<p>A. Submit a copy of thesis along with a Form (6) as a summary. Word count of the summary is limited to within 2,000 characters in Japanese or 500 words in English.</p> <p>B. Those who haven't written a thesis yet are requested to fill out a Form (6) as "Research Progress Report" to explain about their research. Word count is the same as for A.</p>
(7) Research Achievements and English Proficiency Report	<p>If there are other research achievements besides the one(s) listed in Form (6), such as published books, academic papers/lectures/reports, or patents, fill out a Form (7).</p> <p>[Note 1] Attach reprints or copies of items listed.</p> <p>Papers under review should not be listed. However, ones accepted for publication can be listed along with the manuscript copies and the letter(s) of acceptance.</p> <p>[Note 2] Provide a score(s) of English language ability test(s) (TOEIC, TOEFL, or IELTS) in a Form (7) and attach a score sheet copy (copies) as an evidence.</p> <p>Scores of CET (College English Test, a national English as a Foreign Language Test in China) is not acknowledged for this.</p> <p>If an applicant is a native English native speaker or English is an official language of his/her country, there is no need to provide scores.</p>
(8) Research Plan	<p>Download a Form (8) from our website and fill out required information. Word count is limited to within 2,000 characters in Japanese or 500 words in English.</p>
(9) Letter of Recommendation	<p>After having selected two recommenders, download a Form (9)-1 and two of Form (9)-2. Form (9)-1 is to be filled out by applicant, Form (9)-2 is to be by each recommender. Completed Form (9)-2 (Letter of Recommendation) must be sealed in an envelope by each recommender and sent to the applicant to be submitted.</p> <p>★ A recommendation letter from a current advisor is acceptable only if the applicant is enrolling in our master's program or as a non-degree student at Shinshu University.</p>
(10) Letter of Acceptance	<p><u>To be submitted directly to the admission office by an accepting advisor (one from the "List of Advisors").</u></p> <p>Once admission guidelines are available, all applicants must pick one of our teaching staff at the Department of Bioscience and Textile Technology as a desired advisor. Consult research plans and obtain an acceptance from that teaching staff.</p>

	The accepting advisor must download a Form (10) from our website, fill it out and sign on the sheet. Upon submission, evidential documents (e.g. copies of emails between the applicant and the advisor) must be accompanied the completed Form (10).
(11) Address Sheet	This will be used when the admission office sends a letter of acceptance and a package of admission documents to applicants. Provide mailing address and name in all boxes. <p style="text-align: center;">★ Any address change must be reported to the Global COE admission office immediately.</p>
(12) Others	Non-Japanese applicants must submit a photocopy of their passport identification page showing their photograph and nationality. If those applicants apply from inside Japan, a photocopy of passport page with the most current stamp for status of residence and period of stay as well as a photocopy of their “Alien Registration Card” are required additionally.

[Note] Even when an applicant is a student in the master’s course or a research student at Shinshu University and wishes to advance to a doctoral program in the same field of study, two of Form (9) and one Form (10) are required.

🌟 Important Notes

- (1) At the International Fiber Engineering Course in the Department of Bioscience and Textile Technology, all lectures are delivered in English and some are given by leading researchers from overseas; students in the course need to write their doctoral thesis in English and take an oral examination in English. Students who fulfill all prerequisites for the course will be awarded a certificate of completion. For more details, visit <http://globalcoe.com>. The prerequisites are vary from the ones for a doctoral program completion (e.g., required number of credits), all applicants should learn about the course thoroughly before applying.

ATTENTION

Depends on budget allotment, the students in the course might be able to receive some financial aid such as research assistant employment, partial tuition exemption, based on their scholastic performance.

- (2) Steps to follow to prepare a Form (10) “Letter of Acceptance”
 - a. Applicants must select an advisor from the course’s teaching staff (a *List of Advisor* is available on our website) and inform the Global COE admission office about their choice of advisor by email.
 - b. Applicants must contact and communicate with their choice of advisor frequently and consult about a research plan.
 - c. Applicants are required to be accepted by their choice of advisor prior to their application.
 - d. Applicants should ask their desired advisor to prepare and submit the Form 10.
- (3) Application will not be accepted in the following cases:
 - a. When an applicant is not eligible to apply.

- b. When the Global COE admission office cannot confirm payment of entrance examination fee during the application period.
 - c. The payment will be confirmed in the following ways:
 - Credit card: A verification number must be retrieved from the University's affiliated credit card company.
 - Bank transfer: Full amount of the fee (JPY 30,000) has been paid into the Shinshu University's designated account.
 - d. When the Global COE admission office finds errors or omissions in the submitted documents.
- (4) Please use the prescribed application forms available on our website. They are available in Japanese and in English. Fill out required information in either language and send them by postal mail to the given address. Lines may be added to the forms if necessary but changing the original format is not allowed.
 - (5) If any false statements are found on the application documents, the admission will be revoked.
 - (6) Any change of contact address must be notified to the admission office immediately.
 - (7) Once received, application documents cannot be returned under any circumstances except the following case: when an applicant wishes a return of original master's thesis and/or reprints. In this case, applicants should attach a request in writing along with the application documents. The University will return them after the screening result announcement.
 - (8) All fees are non-refundable under any circumstances.
 - (9) Those who are military personnel or civilian personnel for a military are not eligible to apply or to enroll in the University. Upon application, those with military background may be asked to provide a document to confirm that they are no longer a service member.

6. Screening Method

- (1) The screening will be conducted based on a combination of application screening and oral examination (interview).
 - a. A phone or internet interview will be given to applicants overseas. Applicants who reside in Japan are requested to come to the University test venue at their own expense for the interview.
 - b. The date, time, and location of the interview will be notified to applicants directly from their advisor.
 - c. Applicants are requested to bring a print-out of the notification email of the application completion sent from the admission office, when they come to the University for the interview.
 - d. When it's absolutely necessary, a report submission may be requested instead of oral examination. Further details will be given accordingly. All applicants should write down their examinee number on their report upon submission.
 - e. Screening period will be from Monday, December 19, 2011 to Wednesday, January 18, 2012. Further details will be given by applicant's desired advisor.

7. Announcement of Successful Applicants

Friday, January 27, 2012 at 11am.

The screening result will be posted on the bulletin board at Ueda Campus (Faculty of Textile Science and Technology) of the University with the list of passing applicants by examinee number, and it will also be on our website. A copy of "Letter of Acceptance" in pdf file will be sent to each successful applicant by email. The original letter will be mailed by EMS along with admission documents.

8. Acceptance of Offer

Successful applicants are requested to submit a prescribed form for "Acceptance of Offer" by February 24, 2012; the form will be sent out along with the letter of acceptance. Submission failure will lead to the cancelation of the admission offer.

9. Admission Procedures

(1) Admission documents will be mailed to those who have submitted the "Acceptance of Offer" around the end of May 2012. Except for those who apply for admission fee exemption/collection postponement program, others must pay the admission fee of JPY282,000 upon admission procedures. Without the payment, the admission will not be allowed.

(2) Payment of Admission Fees

1) Fees

a) Admission Fee

JPY282,000

◇ Those who will have completed a master's degree in our graduate school and those who are Japanese Government Scholarship students DO NOT need to pay the admission fee.

b) Tuition First semester JPY267,900

Second semester JPY267,900

◇ Japanese Government Scholarship students DO NOT need to pay the tuition.

[Note]

The fees listed above are as of April 2011. Any amendments will take effect immediately and apply to all students. Details regarding admission fee/tuition will be given along with the "Letter of Acceptance."

2) All fees are non-refundable under any circumstances.

3) For students with severe difficulty in paying the admissions fee and/or tuition, exemption/collection postponement/monthly installment programs are available. Students are advised to read through the handouts for the programs, which will be enclosed together with the admission documents.

10. Preliminary Consultation for Applicants with Disabilities

If an applicant has a disability and wishes to request a reasonable accommodation on the oral examination and the study after enrolling, He or she must submit a request in writing to the admission office by Monday, November 7, 2011, after consulting with his/her desired advisor. The request should include the applicant's desired advisor's name, type and degree of disability, requesting accommodation, a brief description of daily activities and such. Additional support documentation of the disability (e.g. a photocopy of ID card/booklet for disability, doctor's certificate) may be required.

11. Handling of Personal Information

Any personal information submitted to the Shinshu University through the admission process will be used only for the following purposes: admission procedures, school register, screening for scholarships and tuition waiver, survey and research to improve the screening method and to enhance the quality of education we offer.

When it comes to the survey, research and announcement of the results, the information will be processed so as not to reveal the identity of individuals.