

Academic Year 2024 (April Admissions)

Master's Program at the Graduate School of Science and Technology
【Department of Science】

Student Application Guidelines
(1st term selection, 2nd term selection)
【Matsumoto Campus】

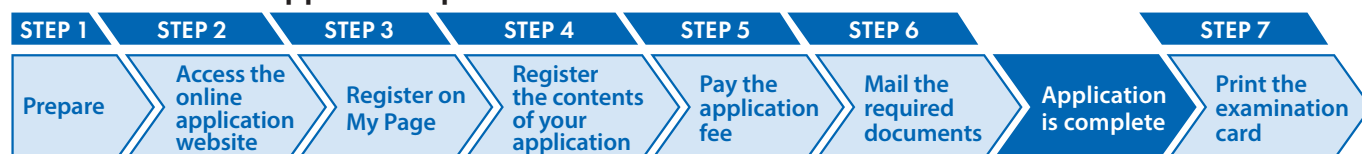


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Online Application Procedure

The entire online application procedure is as follows.



STEP

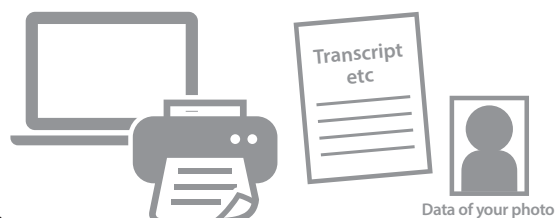
1



Prepare

Prepare a PC with an Internet connection and a printer, etc.
It may take time for the required documents* to be issued. Please start preparing them early and ensure that you have them with you before applying.

*Required Documents : An official transcript, data of your photo, etc.
For details, refer to the application guidelines.



STEP

2



Access the Online Application Website

Access from the Online Application website

<https://e-apply.jp/ds/shinshu-u-grad/>

or

the University website

<https://www.shinshu-u.ac.jp/grad/admission/01.php>



STEP

3



Register on My Page

Enter the required information according to the instructions on the screen to register on My Page.
If you have already registered on My Page, proceed to STEP 4.



① If you are registering for the first time, click on

My Page Registration



② Register your e-mail address and click on

Send an e-mail for temporary registration

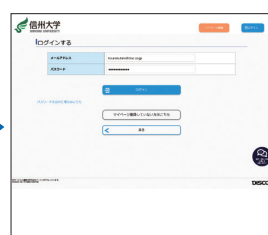


③ Click on **To log-in page** from the user registration screen.



④ A default password and a registration URL will be sent to your registered e-mail address.

*Configure your e-mail settings to receive e-mails from the @e-apply.jp domain.



⑤ From the log-in screen, use your registered e-mail address and the default password you received in step ④ and click on

log-in



⑥ Change your default password.



⑦ Enter your personal information and click on

Next



⑧ Confirm your personal information and click on **Register this information**



⑨ Registration is complete. Click on **To My Page**



⑩ When the above page appears, My Page registration is complete.

* You can proceed to the application procedures by clicking on the **Apply** button only during the application acceptance period. You cannot proceed from here onward during times outside the period. Click on the **Log-out** button.

STEP

4



Register the Contents of Your Application

Make sure to check the procedures and important notices on the screen, and then enter the required fields according to the instructions on the screen.



① After logging in to My Page, click on the **Apply** button, and the registration page will appear.



② Select the desired graduate school, department.



③ Select an entrance exam and confirm the important notices.



④ Select the information about the desired major field, etc.



⑤ Upload a photo. Click on the **Select Photo** button to select a photo.



⑥ Enter personal information (name, address, etc.).



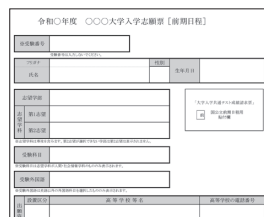
⑦ Confirm the contents of your application. Click on the **Application Form (sample)** button to check your application form.



⑧ Your application is registered. Click on the **Pay** button to proceed to the page where you can pay your application fee.



⑨ Payment methods for examination fees.
● Convenience stores
● ATMs with Pay-easy
● Online banking ● Credit cards



⑩ Document required for the application in PDF format (Sample)

*This document can be printed out after the application fee is paid.

If you have selected "Convenience Stores" or "ATMs with Pay-easy" as your payment method, write down the payment number, which will appear after the selection of a payment method, in the memo space below, and make the payment at a convenience store or an ATM with Pay-easy within the designated payment deadline.

For 7-ELEVEN

Payment slip number Memo (13 digits)

For Daily YAMAZAKI, Seicomart

Online payment number by Memo (11 digits)

For LAWSON, MINISTOP, FamilyMart, ATMs with Pay-easy

Customer number memo (11 digits)

Confirmation number memo (6 digits)

Receiving agency number (5 digits) 5 8 0 2 1

*A receiving agency number is required for payment Pay-easy.

A confirmation e-mail will be sent to you after the application registration is completed. If you have restricted the reception of e-mails, please allow e-mails from the sender (@e-apply.jp) to be received. *Please note that confirmation e-mails may be sorted into your junk e-mail folder, etc.

Please be careful not to enter incorrect information, as the registered information cannot be changed or modified after the application registration is completed. However, if you have not yet paid the application fee, you can substantially modify the information by re-registering the correct information.

*Please note that if you have selected a credit card for the "Payment Method for the application Fee," the payment will be completed simultaneously with the registration for application.

STEP

5



Pay the Application Fee

*For those who do not live in Japan, only pay by credit card.

1 Payment by Credit Card

You can select this method and make a payment when registering your application.

[Accepted Credit Cards]

VISA, Master, JCB, AMERICAN EXPRESS, MUFG Card, DC Card, UFJ Card, NICOS Card



Payment is completed upon registration.

2 Payment via Online Banking

After registering your application, you will be redirected to the page of each financial institution from the current page. Please follow the instructions on the screen to make the payment.

*For online payment, your bank account must be signed up for internet banking.

The procedures are completed online.

3 Payment at a Convenience Store

Payment at a convenience store can be made by using the payment number that will appear after you have registered the application information.

- Payment can be made at a cash register.
- Payment can be made by using a store terminal.



Loppi



Multi-functional copy machine

あなとも、コンビニ、
FamilyMart



4 Payment at ATMs of banks that accept Pay-easy

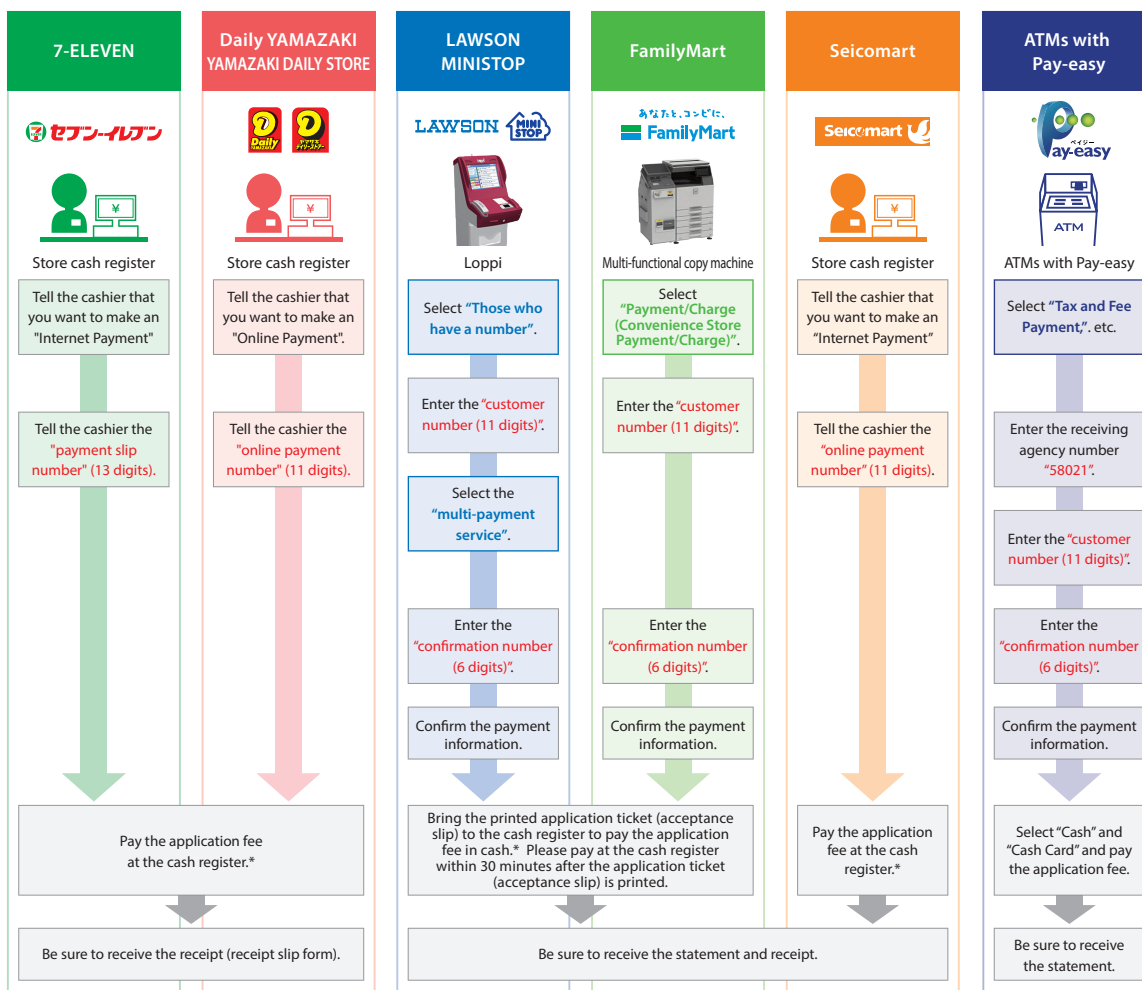
Payment can be made by using the payment number that will appear after you have registered the application information at bank ATMs with Pay-easy by following the instructions on the ATM screen.



*Please check the "Payment Method Selection" screen to see the banks that offer this payment method.

Enter the required information following the instructions on the screen of each convenience store terminal or ATM and confirm the details before paying the application fee.

3 Convenience Stores



*When using ATMs of Japan Post Bank or banks, you need to pay by cash card if the amount exceeds 100,000 yen. When using a convenience store, you can pay up to 300,000 yen in cash.
*The design of the screen button and the payment procedures are subject to change without notice.

STEP

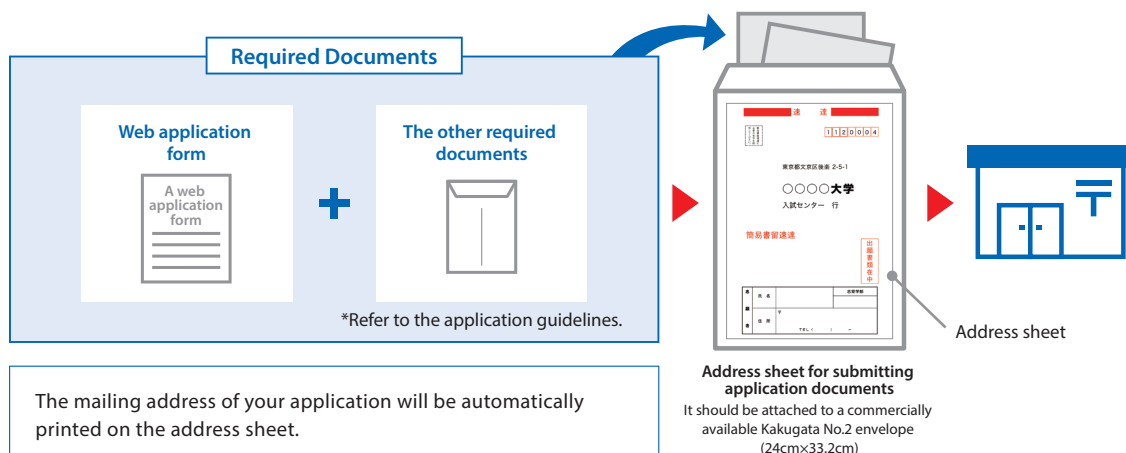
6



Print and Mail the Required Documents

Please note that registration alone does not complete the application procedures.

After completing the application registration and the payment of the application fee, print out the downloadable documents, and mail them together with the other required documents by simplified registered mail from a post office within the application period.



The mailing address of your application will be automatically printed on the address sheet.

How to print out the "Web Application Form"



- (1) Click on the **Print Application Form** button shown on My page.
- (2) Once the payment has been successfully completed, you will be able to click on the **Print Application Form** button to print out the web application form.

Application Documents

For details, please check the application guidelines.

*The application fee and required documents that have been received shall not be returned in any way except for those specified in the application guidelines.

<Application is Complete.>

Important points when submitting your application

Your application will be completed by paying the application fee and mailing the required documents after completing the registration on the online application website. Please note that even if you complete the registration, your application will not be accepted if the required documents are not received by the application deadline.

Online application is available 24 hours a day. Please complete the registration on the online application website, paying the application fee and mailing the required documents within the period stipulated in the application guidelines. It is recommended that you apply well ahead of time.

STEP

7



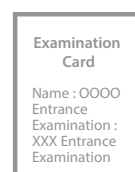
Print the Examination Card

When the application is accepted and the examination card can be printed, you will be notified through the e-mail address you have registered. Please make sure to print it out and bring it with you on the day of the exam (*The Examination Card will not be mailed to applicants). If you do not receive the e-mail, please log in to the online application website by the day before the examination, print the card and bring it with you on the day of the examination.

In addition, access the "applicant's knowledge" from the URL described in this e-mail, print and read the notes carefully.

[Notes about Printing of the Examination Card]

It must be printed single-sided on A4 paper. (Black and white printable)
Use A4 size vertical, plain white paper on both sides.



1. Number of Applicants for the Department

Department	Division / Unit		Number to be Accepted
Science	Mathematics		13
	Science	Physics	13
		Chemistry	14
		Geology	11
		Biology	10
		Environmental Science	8

2. Application Qualifications

Applicants must meet any one of the following categories. In addition, applicants who apply to 1st term examination must promise the admission after passing the examination.

- (1) Persons who have graduated from a university in Japan (minimum study term: 4 years), or who are expected to graduate it by March 2024.
- (2) Persons who have been granted a bachelor's degree as stipulated in Article 104, Section 7 of the School Education Law, or who are expected to be granted a bachelor's degree or equivalent by March 2024.
- (3) Persons who have completed a 16-year education program in a country other than Japan, or who are expected to complete such a program by March 2024.
- (4) Persons who have taken courses in Japan through distance education conducted by a school in a country other than Japan and have completed a 16-year education program at the school, or who are expected to complete such a program by March 2024.
- (5) Persons who have completed an undergraduate program of a foreign school given in Japan which has been stipulated as an educational institution with a college program according to the school education regulations of its country, as well as designated by the Ministry of Education, Culture, Sports, Science and Technology, or who are expected to complete such a program by March 2024. This requirement is limited only to persons who have been deemed to have completed a 16-year education program in a foreign country.
- (6) Persons who have received or will receive a degree equivalent to a Bachelor's degree by March 2024 by completing a program (including the completion of the applicable program in Japan by taking distance-learning courses provided by the school of the applicable foreign country, or the completion of the course at an educational institution that comes to a recognition of the educational system of the applicable foreign country as well as the course is designated in the previous item) with a course term of three years or longer at a foreign university or other foreign school which should be limited to those evaluated about the overall condition of their education and research activities by the government of the applicable foreign country or by authorized persons of the relevant organization, as well as those designated separately as equivalents by the Ministry of Education, Culture, Sports, Science and

Technology.

- (7) Persons who have completed a program of study at a vocational college after the date designated by the Ministry of Education, Culture, Sports, Science and Technology, or persons who are expected to complete such a program by March 2024. The vocational colleges are limited to those with a term of study of 4 years or more and meeting the standards set by the Ministry of Education, Culture, Sports, Science and Technology.
- (8) Persons who have been designated by the Ministry of Education, Culture, Sports, Science and Technology (as stipulated in the 1953 Ministry Bulletin Vol. 5).
- (9) Persons who have been admitted to a graduate school program based on the provisions of Article 102, Section 2, of the School Education Law, and have been deemed to have enough academic capabilities to receive education at the Graduate School of Science and Technology, Shinshu University through preliminary assessment of equivalence of qualification.
- (10) Persons who are deemed to have academic capabilities equal to or greater than bachelor's degree holders through an individual preliminary assessment of equivalence of qualification by the Graduate School of Science and Technology, Shinshu University. Those persons must reach at least 22 years of age by March 31, 2024.
- (11) Persons who have completed a 15-year education program in a country other than Japan, or who are expected to complete such a program by March 2024. Those persons are required to have earned the necessary credits with excellent records as recognized by the Graduate School of Science and Technology, Shinshu University.
- (12) Persons who have taken courses in Japan through distance education conducted by a school in a country other than Japan and have completed a 15-year education program at the school, or who are expected to complete such a program by March 2024. Those persons are required to have earned the necessary credits with excellent records as recognized by the Graduate School of Science and Technology, Shinshu University.
- (13) Persons who have completed an undergraduate program of a foreign school given in Japan which has been stipulated as an education institution with a collage program according to the school education regulating of its country, as well as designated by the Ministry of Education, Culture, Sports, Science and Technology, or who are expected to complete such a program by March 2024. This requirement is limited only to persons who have been deemed to have completed a 15-year education program in the foreign country. Those persons are also required to have earned the necessary credits with excellent records as recognized by the Graduate School of Science and Technology, Shinshu University.

* Persons wishing to apply using qualification (8) above are requested to contact the Admission Office beforehand to check the necessary application documents.

* Persons wishing to apply using qualification (10) above are persons who will be at least 22 years of age by March 31, 2024, and have graduated from junior college, technical college, vocational college, or other type of school, or who have completed training course at a similar educational facility.

3. Admission Qualification Screening

Applicants wishing to apply using qualification (10) to (13) of Application Qualifications are required to undergo an admission qualification screening based on defined below:

Those who apply using qualification (10) are requested to contact the Admission Office beforehand to check the necessary application documents defined below.

(1) Admission Qualification Screening Report and other documents for submission

- For items marked with ★ in the table below, please download and use the prescribed forms from the department website, as necessary.

Required Documents, etc.	Notes
★Admission Qualification Screening Report	Download the prescribed application file and enter the required information. https://www.shinshu-u.ac.jp/graduate/scienceandtechnology/admission/science.php
Academic Background, Record of Past Activities, Work Experience, etc.	Submit a record regarding academic background, record of past activities, work experience, etc. (hereafter referred to as Academic background, etc.). with specific, but in any format. The following (①-④) are examples of items that may be included in Academic background, etc. Also, attach any published text, thesis, or reports related to Academic background, etc. ① Academic record from junior college, technical college, etc. ② Work experience in research or educational institutions, companies, etc. ③ Experience in activities with international organizations, overseas work experience, etc., and acquisition of language skills appropriate to such activities ④ Work experience in computer software development, etc.
Official Transcript, Certificate of (Expected) Graduation	If the applicant's final academic background is a junior college, technical college, vocational college or other educational institutions, the applicant must submit a Certificate of (expected) Graduation with an official signature of the President of the college or the Head of the school from which applicant graduated. Also, the official transcript <u>must be sealed in an envelope.</u> Additionally, if the applicant has ever enrolled at a university, the applicant must submit the Official Transcript with an official signature of the President of the university or the Dean of faculty enrolled in. Also, the Official Transcript <u>must be sealed in an envelope.</u> *1 If the certificates or documents to be submitted are written in a language other than English (or Japanese), attach an "English translation (or Japanese translation) - with notarized proof of translation" prepared by an official public notary organization such as the attended school or embassy. *2 To submit a copy of an original certification document which cannot be reissued (e.g., in the cases of schools which issue certificates of completion or transcripts of grades only once or qualification certificates, etc.), please submit a notarized copy of the original from an official public notary organization such as the attended school or embassy.
Return Envelope	Clearly print your name, address, and postal code on No.3 Envelope (120mm×235mm), and affix an 84yen stamp. *for use in forwarding results of Admission Qualification Screening

(2) Reception of Admission Qualification Screening Report

Period for Receipt of Admission Qualification Screening Report	From May 15, 2023 (Mon.) to May 19, 2023 (Fri.) *All documents must arrive by 5:00 p.m. of the deadline
Notification of Results of Admission Qualification Screening	June 6, 2023 (Tue.)
Address for Submissions	Admission Office, Graduate School of Science and Technology, Shinshu University (Master's Program) 3-1-1 Asahi, Matsumoto City, Nagano Prefecture 390-8621 E-mail : s_admi@shinshu-u.ac.jp

- * Bringing applications will be accepted between 8:30 a.m. and 5:00 p.m.
- * Submitting applications by mail, please use registered mail (from overseas, use EMS or DHL) and indicate clearly in red on the front of the envelope as: "Contains Documents for Graduate School Master's Program Admission Qualification Screening".

4. Application Procedures

(1) Application Period and Address for Submissions

	1st term examination	2nd term examination
Period for Acceptance of Application Documents	From June 5, 2023 (Mon.) to June 9, 2023 (Fri.)	From July 24, 2023 (Mon.) to July 28, 2023 (Fri.)
Payment Period for Application Fee *After registering the necessary items at the Online Application Website, you can make the transfer.	From May 29, 2023 (Mon.) to June 9, 2023 (Fri.)	From July 17, 2023 (Mon.) to July 28, 2023 (Fri.)
Address for Submissions	Admission Office, Graduate School of Science and Technology, Shinshu University (Master's Program) 3-1-1 Asahi, Matsumoto City, Nagano Prefecture 390-8621 E-mail : s_admi@shinshu-u.ac.jp	

*All documents must arrive by 5:00 p.m. of the deadline

(2) Application Procedure Steps (Outline)

- * Application is not completed simply by registering on the Online Application Website. Submit the required documents within the application period to complete the process.
- ① Registration of information on the Online Application Website (including uploading photos)
Follow the instructions on the screen and enter the required information.
- ② Payment of application fee
Application fee: 30,000 yen
Note) Application fees are not required for government-sponsored international students when taking the examination.
- * Please refer to step5 on page 3 for the payment method of the Application Fee.
- * In addition to the application fee, a transfer fee will be borne by the applicant.
- * Payment cannot be made at a bank counter.
- * Payment at ATMs located at convenience stores is not possible.
- * Payment at convenience stores is in cash only. Electronic money and credit cards are not available.

③ Submission of necessary documents (mail or bring)

Refer to “(3) Application Documents” and prepare the necessary documents, and submit the documents to the admissions office of the campus to which your preferred supervisor belongs during the application period. Bringing applications will be accepted between 8:30 a.m. and 5:00 p.m. (except on Saturdays, Sundays, and national holidays).

When sending by mail, put it in a commercially available square No. 2 envelope (240 mm x 332 mm), attach the "address sheet" printed from the Online Application Website on the envelope, and mail it by simple registered express mail (from overseas, use EMS or DHL).

(3) Application Documents

① Documents to be printed from My Page after online application registration

*Be sure to check the printed contents are correct. If there is some error, please correct it in red and submit the corrected one.

Application Documents	Notes
Application Checking Sheet (Submission Sheet)	Print the Application Checking Sheet (Submission Sheet) on A4 size paper from the Online Application Website (monochrome printing is acceptable).
Address sheet *only for mail	When submitting by mail, print out the address sheet from the Online Application Website, attach it to a commercially available square No. 2 envelope (240mm x 332mm), insert the application documents, and mail it.

② Applications that need to be uploaded on the application registration site

Application Documents	Notes
Photo	Upload a photo data (file format: jpeg, jpg, png, bmp), up to 10 MB in size) at the Online Application Website. The photo must be a color photo of the applicant, full-facing upper body, without a hat, without a background. Photos that are unclear, have a dark background, or have been manipulated are not acceptable.

③ Documents downloaded from website and prepared by applicant

(<https://www.shinshu-u.ac.jp/graduate/scienceandtechnology/admission/science.php>)

Application Documents	Notes
Recommendation Letter *only for 1st term applicant	Submit the Recommendation Letter prepared by the President of the university, Dean of the faculty, Head of the school or the professor from which applicant graduated <u>with a sealed envelope.</u>

④ Documents prepared by applicant

Application Documents	Notes
Reports	Applicants who apply to Mathematics Division (2nd term examination) must submit the following reports either in English or Japanese: (i) Summary of a theory, theorem or seminar problem, etc. , in which you are particularly interested, two pages long in A4-sized paper. (ii) Summary of research field and topics of interest that you plan to study after enrollment.
Research Proposal	Applicants who apply to 1st term examination and who apply to Geology Unit, Biology Unit and Environmental Science Unit for 2nd term examinations must submit a short history of major research and the departments in which they worked, along with a summary of proposed research topics either in 250 words of English or 1,000 letters of Japanese.
Official Transcriptt, Certificate of (expected) Graduation	Submit an Official Transcript produced by the President of the university, Dean of the faculty or the Head of the school from which applicant graduated <u>with a sealed envelope</u> . Also submit a Certificate of (expected) Graduation with an official signature of the President of the college or the Head of the school <u>sealed in an envelope</u> . *1 Applicants who graduated from Faculty of Science, Shinshu University and Universities abroad may submit the Documentation of Achievements with not a sealed envelope. *2 Submission is not required for those who have undergone the admission qualification screening. *3 If the certificates or documents to be submitted are written in a language other than English (or Japanese), attach an “English translation (or Japanese translation) with notarized proof of translation” prepared by an official public notary organization such as the attended school or embassy. *4 To submit a copy of an original certification document which cannot be reissued (e.g., in the cases of schools which issue certificates of completion or transcripts of grades only once or qualification certificates, etc.), please submit a notarized copy of the original from an official public notary organization such as the attended school or embassy.
Copy of a Residence Certificate or of a Passport *Only for who do not have Japanese citizenship	Applicants who do not possess Japanese citizenship are requested to submit the Copy of a Residence Certificate which was issued by local government office. Applicants who do not make resident registration are requested to submit a photocopy of the pages showing the photo of your face, nationality, birth date, sexuality, as well as Japanese visa. Applicants who will submit their application from within Japan, submit a photocopy of the attached passport page showing the most current stamp of status of residence and period of stay or a photocopy of the residence card.
Others	The Japanese government scholarship students who are on the register at the other university must present the Certificate of the Japanese Government (Monbukagakusho) Scholarship student that is issued by the university.

(4) Examination Card, Exam Information

You can download the Examination Card from My Page of the Online Application Website after the examination number is confirmed.

An e-mail will be sent to your registered e-mail address to inform you of your examination number and exam information.

Please bring the printed Examination Card (monochrome printing is possible) and exam information

with you on the examination day.

5. Selection Method, Test Venues, and Date

(1) Selection method

Selection of successful applicants will be conducted based on a combination of a written examination, an oral examination, an interview and the submitted application documents.

(2) The test venues shall be set up at Matsumoto Campus. (3-1-1 Asahi, Matsumoto City)

(3) Date, etc.

○First Term

Division / Unit		Date	Time	Examination	Notes
Mathematics		July 3, 2023 (Mon.)	9:00-	Oral examination	Detailed time schedule will be informed later
Science	Physics				
	Chemistry				
	Geology				
	Biology				
	Environmental Science				

* Applicants must carry writing instruments with them.

○Second Term

Division / Unit		Date	Time	Examination	Notes
Mathematics		Aug. 24, 2023 (Thu.) or Aug. 25, 2023 (Fri.)	9:00-	Oral examination	Each applicant will take a 30-minute oral examination. Using a blackboard, applicants shall make a 10-minute presentation and answer questions regarding the contents of the submitted report.
Science	Physics	Aug. 24, 2023 (Thu.)	9:00-10:30	1) Written examination in English	For the written exams in English, applicants can bring an English-Japanese dictionary and a Japanese-English dictionary one by one. (Any electronic dictionary is not allowed.)
			13:00-16:00	2) Written examination for Specialized Subjects Mechanics Electromagnetism Quantum Mechanics Thermodynamics, etc.	

Science	Physics	Aug. 25, 2023 (Fri.)	9:00-	Oral examination	Applicants are required to explain motivation and the research proposal, as well as to answer questions relevant to it and other fundamental knowledge concerning the subject. Details will be informed later.
	Chemistry	Aug. 24, 2023 (Thu.)	9:00-11:00	1) Written examination in English	1) For the written exams in English, bringing dictionaries is not allowed. It will be provided. 2) For the written exams in Specialized Subjects, bringing calculators is not allowed. It will be provided.
			13:00-16:00	2) Written examination for Specialized Subjects Analytical Chemistry Inorganic Chemistry Organic Chemistry Physical Chemistry a) One question for each subject b) Answer all questions	
		Aug. 25, 2023 (Fri.)	9:00-	Oral examination	
	Geology Biology Environmental Science	Aug. 24, 2023 (Thu.)	9:00-11:00	Written examination in English	Bringing dictionaries is not allowed.
			13:00-	Oral examination	

* Applicants must carry writing instruments with them.

6. Announcement of Results

(1) 1st term : July 12, 2023 (Wed.) 10:00 a.m.

2nd term: September 6, 2023 (Wed.) 10:00 a.m.

(2) Successful applicants will be notified by mail individually. The announcement will be posted on the web site of Graduate School of Science and Technology.

Inquiry about the results by other means, such as telephone and mail are not strictly permitted.

7. Additional Pass

If vacancies occur in the number to be accepted due to the admission commitment status of successful applicants, additional successful applicants will be determined one by one, and will be informed by telephone directly to the contact information of the applicant listed on the application form.

8. Confirmation of Admission

Successful applicants must submit the Confirmation of Admission to the Address of “4.(1) Application Procedures”. within the time period stated below.

The form of the Confirmation of Admission will be sent to successful applicants with a notice of an admission decision.

1st term: July 31, 2023 (Mon.)

2nd term: September 22, 2023 (Fri.)

9. Admission Procedures and Payments

Successful applicants are requested to submit the required documents within the time period stated below, and to make the payments as specified.

Documents and other materials required for admission procedures will be sent early February 2024 to those who have submitted the Confirmation of Admission.

(1) Term for Admission Procedures

March 4, 2024 (Mon.) - March 8, 2024 (Fri.)

Bringing documents will be accepted between 8:30 a.m.-5:00 p.m. (except on Sat. and Sun.)

Submitting documents by mail must be arrived no later than March 8, 2024 (Fri.)

(2) Location for Admission Procedures

See “Address for submissions” column in “4. Application Procedures.”

(3) Payments of Fees

① Fees

A. Admission Fee amounts 282,000 yen.

B. Tuition of the first semester amounts 267,900 yen, and of the second semester amounts 267,900 yen.

(Note)

The fees listed above are the current amounts as of April 2023. Any amendments to rules regarding admission fee and tuition will take effect immediately and be applied to entering students and students already enrolled in regular course studies. Information concerning the fees to be paid and the methods of payment will be sent together with the admission documents.

② Once Admission Fee has been paid, it cannot be refunded for any reason whatsoever.

③ For students having difficulties paying the Admission Fee or Tuition, fee exemption program is available. Students are advised to apply after carefully reading the documents about the program which will be included with the admission documents.

(4) Notes of Caution regarding the Admission Procedure

① Once you have received the documents for admission procedure, please complete the procedure as early as possible.

- ② If the admission procedure is not completed by the admission procedure deadline, it will be assumed that admission to the Shinshu University has been declined.

10. Notes regarding Examinations, Application Procedures, etc.

- (1) Applications will not be accepted unless all required documents are submitted.
- (2) Application documents cannot be changed after application procedures have begun.
- (3) Application documents that have been received cannot be returned under any circumstances.
- (4) Applicants must put the name of a research advisor they desire in the column of "Name of Desired Advisor" on the Admission Application Form. Before filling in this name and submitting your application, you must contact the advisor desired and spend enough time for discussing your suitability for your desired research field etc. For inquiries in English please send an e-mail to the following address

Admission Office, Graduate School of Science and Technology, Shinshu University

E-mail : s_admi@shinshu-u.ac.jp

* Applicants to the Mathematics Division and the Science Division (Physics Unit) are not required to meet with a desired research advisor before applying.

- (5) Examination Fee that have been received cannot be returned. However, full or part of Examination Fee will be refunded upon request of applicants if applicants have inappropriately overpaid Examination Fee or they did not apply after having paid Examination Fee (i.e., application documents were not submitted or application was not accepted). In case of overpayment, only the overpaid amount should be refunded.

For details of refund procedures, please visit Admission page of Shinshu University.

website (https://www.shinshu-u.ac.jp/ad_portal/return/index.html) (Japanese version only “入試情報ポータル”/“入学検定料返還手続き”).

- (6) Successful applicants will be withdrawn in the event that any information included in submitted documents is found to have been falsified.
- (7) If there is any change in the address, applicants must inform the Admissions Office immediately of it by e-mail. E-mail address of the Admissions Office is “s_admi@shinshu-u.ac.jp”

11. Extended Study Program

Extended Study Program is a convenient study option for working students. Well-planned long-term study can facilitate their academic works and reduce tuition fees. Applicants of this program will be reviewed by the university. If permitted, they aim to obtain a degree by completing courses within a period of up to four years.

If you wish to use this program, inquire the admission office (s-admi@shinshu-u.ac.jp).

12. Preliminary Consultation for Applicants with Disabilities

Applicants with disabilities (see table below) who will require support/special assistance when taking the examination or when pursuing their studies after admission should submit a preliminary consultation application form to reach the Admissions Office (s_admi@shinshu-u.ac.jp) by 5:00 p.m. Friday May 19, 2023.

We may also ask you to submit a document giving details of the severity of your disability (e.g. medical document (copy) or Physical Disability Certificate (copy)).

If you have a severe disability, please arrange a consultation as soon as possible. Without a preliminary consultation, we may be unable to provide the support you need right after enrollment.

* You can download the preliminary consultation application form from the website (Japanese version only “入試情報ポータル” / “障害等のある方の事前相談”).

(https://www.shinshu-u.ac.jp/ad_portal/consultation/index.html)

* If you need to take an examination using a hearing aid, crutches, or a wheelchair, etc., special arrangements may be required in the setting up of the exam room, and we will need advance notice in order to manage these adjustments.

The purpose of the preliminary consultation is to engage in a dialogue with applicants with disabilities in order to discuss possible accessibility issues on the University's campuses and to create a better environment in which to take entrance examinations and pursue research. Reporting a disability issues will not affect an applicant's eligibility to take an entrance examination or limit their opportunities to study or do research once admitted.

Type of Disability	Severity of Disability
Visual Impairment	Corrected eyesight in both eyes is generally less than 20/66 (6/20), or visual impairment other than visual acuity is so severe that ordinary visual recognition of letters, figures, etc. is impossible or extremely difficult even with the use of a magnifying glass, etc.
Hearing Impairment	Hearing level in both ears is approximately 60 dB or more, and applicant is unable (or finds it extremely difficult) to hear normal speech even with the use of a hearing aid, etc.
Mobility Impairment/ Orthopedic Impairment	1. Applicants with physical disabilities for whom basic movements in daily life, such as walking and writing, are impossible or difficult even with the use of assistive devices 2. Applicants with less severe physical disabilities but who still require medical observation and assistance with daily activities
Developmental Disorders	<ul style="list-style-type: none"> • Autism spectrum disorders (autism, Asperger's syndrome, pervasive developmental disorder) • Specific learning disorders (learning disabilities) • Attention deficit hyperactivity disorder
Health Impairment/Condition, Including Chronic Conditions	1. Applicants with chronic respiratory, renal and neurological disorders, malignant neoplasms and other disease states that require continued medical care or assistance with daily living 2. Applicants who require constant assistance with daily life due to physical weakness
Others	Applicants who require support when taking an examination or studying for reasons other than those given above

13. Security Export Control (for International Students)

From the perspectives of exporting goods, providing technologies and people-to-people exchange, Shinshu University has established the Shinshu University Security Export Control Regulations in accordance with the Foreign Exchange and Foreign Trade Act to develop the system of export control.

International students subject to such legislation should have sufficient discussions with their academic advisor prior to applying to our university, and should note in advance that:

- If they fall under any of the regulated matters, they may not be able to receive the desired education or their research activities may be restricted after enrollment.
- If regulation is tightened due to amendment of the law, or for any other reason, the student may be unable to continue research already under way.

cf. the Shinshu University Security Export Control Regulations

(<https://www.shinshu-u.ac.jp/guidance/regulations/act/frame/frame110000169.htm>)

14. Measures in Response to Coronavirus Infection

In case the contents of Application Guidelines need to be changed due to the novel coronavirus infection, the information will be updated on our website. Please be sure to check the latest information on our website. (<https://www.shinshu-u.ac.jp/graduate/scienceandtechnology/admission/science.php>)

15. Others

(1) Certification of completion and conferment of degrees

Persons who have been registered with the Shinshu University Graduate School. Master's Program for two years or more, have acquired 30 credits or more in the subjects specified for the department, and furthermore have passed the screening for an academic thesis as well as the final examinations, shall be conferred with a Master's Degree (Science).

(2) Persons wishing to receive a copy of the Student Application Guidelines by mail, indicate clearly in red on the envelope: "Request for Student Application Guidelines; Master's Program". Including a return envelope (No.2 envelope [332mm×240mm]) with a 250-yen stamp affixed, clearly indicating the requesting person's name, address, and postal code, and send them to the Admission Office indicated in the "Address for submissions" column in "4. Application Procedures."

(3) Privacy Policy

Personal Information collected during admission examination processes of Shinshu University is used for the following purposes as well as selecting admissions.

- ① Admission Process
- ② Management of School Registers
- ③ Educational Purposes
- ④ Student Support
- ⑤ Security Export Control (for international students)
- ⑥ Surveys and/or research to improve admission examination methods and university education.

Surveys and/or research and publication of the results are processed in forms that do not identify individuals or reveal personal identity.