

General Selection (Secondary call for application) Application Guidelines
Master's Program at the Graduate School of Science and Technology
Department of Science
Academic Year 2020 (April Admissions)

1. Number of Applicants for the Department

Department	Division / Unit		Number to be accepted
Science	Mathematics		A few students
	Science	Physics	
		Chemistry	
		Geology	
		Biology	
		Environmental Science	

2. Application Qualifications

Applicants who must meet any one of the following categories:

- (1) Persons who have graduated from a university in Japan (minimum study term: 4 years), or who are expected to graduate it by March 2020.
- (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 2020.
- (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 2020.
- (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 2020.
- (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 2020. 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 2020 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 2020. 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, 2020.
 - (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 2020. 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 2020. 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 2020. 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, 2020, 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 (9) or (10) of Application Qualifications are required to undergo an admission qualification screening based on defined below :

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

- Applicants wishing to apply using qualification (9) are requested to contact the Admission Office beforehand to check the necessary application documents defined below.
- Applicants wishing to apply using qualification (10) are requested to submit all application documents defined below.
- 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 History, Record of Past Activities, Work Experience, etc.	Submit a record regarding academic history, record of past activities, work experience, etc. (hereafter referred to as Academic history, etc.). with specific, but in any format. The following (①-④) are examples of items that may be included in Academic history, etc. Also, attach any published text, thesis, or reports related to Academic history, 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	If the applicant's final academic background is a junior college, technical college, vocational college or other educational institutions, the applicant must submit the Official Transcript with an official signature of the President of the college or the Head of the school from which applicant graduated. Also, the official transcript must be sealed in an envelope. 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 must be sealed in an envelope. Graduates of Shinshu University do not have to submit the Official Transcript issued by the University.
Certificate of Completion or Graduation	If the applicant's final academic background is a junior college, technical college, vocational college or other educational institutions, the applicant must submit the Official Certificate of Completion or Graduation with an official signature of the President of the college or the Head of the school from which applicant graduated. Also, the Official Certificate of Completion or Graduation must be sealed in an envelope. Graduates of Shinshu University do not have to submit the Official Certificate of Completion or Graduation issued by the University.
Return Envelope (for use in forwarding results of Admission Qualification Screening)	Clearly print your name, address, and postal code on No.3 Envelope (12cm × 23.5cm), and affix an 84 yen stamp.

(2) Receipt of Admission Qualification Screening Report and other documents for submission

Period for receipt of admission qualification screening report and other documents	Notification of results of admission qualification screening	Address for submissions
From Oct. 15,2019 (Tue.) to Oct. 18,2019 (Fri.) Application documents must reach the Admission Office by 5:00 p.m. Oct. 18,2019 (Fri.)	Nov. 5, 2019 (Tue.)	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 For any inquiries in English, please send by e-mail to the above address.

* 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 international postal Express Mail Service (EMS)) 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

In some cases, we request you to contact an advisor desired in advance before your application. (see the column 9 (4) in detail.)

(1) Application period and address for submissions

Period for acceptance of application documents, etc.	Address for submissions
From Nov. 5, 2019 (Tue.) to Nov. 8, 2019 (Fri.) Application documents must reach the Admission Office by 5:00 p.m. Nov. 8, 2019 (Fri.)	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 For any inquiries in English, please send by e-mail to the above address.

* 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 international postal Express Mail Service (EMS)) and indicate clearly in red on the front of the envelope as “Contains Application Documents for Graduate School Master’s Program”.

(2) Application procedure steps (outline)

Download the necessary PDF forms, etc. from the Shinshu University, Graduate School of Science and Technology website and save them on your computer.

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

Check the list of required documents in “(3) Application documents, etc.” of this application guidelines.

- Input the necessary information in the application form, examination card, etc. and print them out.
- To pay the examination fee, print out the payment forms and process the payment transaction at a bank.
- Application forms may be filled out by hand

(3) Application Documents, etc.

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

Application Documents, etc.	Notes
★ Admission Application	Download the prescribed application file and enter the required information.
★ Form/Examination Card/Photo Card	Download the prescribed application file and enter the required information. Attach a photo (4cm×3cm ; full facing upper body ; no hat ; no background ; taken within three months of application, name written on backside) in the space indicated.
Documentation of Achievements	Submit the Document of Achievements produced by the President of the university, Dean of the faculty or the Head of the school from which applicant graduated with a sealed envelope. Applicants who graduated from Faculty of Science, Shinshu University may submit the Documentation of Achievements with not a sealed envelope. Applicants who had taken admission qualification screening do not have to submit the Documentation of Achievements.
★ Application Fee Payment Verification Form (Form A)	<p>[For residents in Japan] Download the prescribed application file and enter the required information. a) Pay the Application Fee of 30,000 yen by electronic funds transfer from the financial institution using the prescribed deposit request form (Form C) attached to this application guidelines. It needs a transaction fee to deposit. Deposits made from a post office (Japan Post Bank) will not be accepted. Do not use ATM (automated teller machines), cellular phones, or personal computers for this transaction. b) When the transaction request is completed, verify that the payment verification form (Form A) and receipt (Form B) which returned to you with mark of the financial institution stamped in the corresponding columns of both forms. Submit the payment verification form (Form A). Only forms stamped by application deadline date will be accepted. Be sure to check the service window hours of your financial institution to meet the deadline. c) Applicants who are unable to deposit the Application Fee by the closing time of financial institutions on the application deadline date may pay in cash directly in person. Deposits with the prescribed deposit request form (Form C) should be made during the period of October 28, 2019 to November 8, 2019. d) If the applicant is a Japanese Government (Monbukagakusho) Scholarship International Student, he or she DOES NOT need to pay the Application Fee.</p>
Documentation of (expected) Graduation	Submit the Document of (expected) Graduation produced by the President of the university, Dean of the faculty or the Head of the school from which applicant graduated with a sealed envelope. Applicants who graduated from Faculty of Science, Shinshu University may submit the documentation of achievements with not a sealed envelope. Applicants who had taken admission qualification screening do not have to submit the Documentation of (expected) Graduation.
Reports	Applicants who apply to Mathematics Division must submit the following reports either in English or Japanese : (i) Summary of a theory, theorem or seminar problem, etc., that you have a particular interest in with regard to a specialized subject you've been learning thus far with a two-page (A4). (ii) Descriptor stating which research field and topics of interest that you plan to investigate in Master's Program with a free form.

Research Proposal	All applicants 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.
Return Envelope for use in forwarding Examination Card	Clearly print your name, address, and postal code on No.3 envelope (12cm×23.5cm), and affix an 374 yen stamp (including express delivery charge). Applicants who reside overseas do not need to prepare the Return Envelope.
★ Address Sheet	Download the prescribed application file and enter the required information. This sheet is used to send you admission notice and other admission materials
Copy of a Residence Certificate or Copy of Passport (For applicants 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.
Other	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.

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.

Division / Unit		Date	Time	Examination	Notes
Mathematics		Nov. 26,2019 (Tue.)	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		9:00-	Oral examination	Written examination (physics) will be conducted as a reference for oral examination
	Chemistry		9:00-	Oral examination	Written examination (English and chemistry) will be conducted as a reference for oral examination A dictionary and a calculator will be lent to each applicant. (Bringing dictionaries and calculators are not allowed)

	Geology	Nov. 26,2019 (Tue.)	10:00- 11:00	Written examination in English	Bringing dictionaries are not allowed
			13:00-	Oral examination	Applicants are required to explain the research proposal (12-minute).
	Biology		9:00-	Oral examination	Applicants are required to explain the research proposal (12-minute).
	Environmental Science				

6. Announcement of Results

- (1) December 4, 2019 (Wed.) ; 10:00a.m.
- (2) Information regarding successful applicants will be posted on the Matsumoto Campus bulletin boards. Successful applicants will also be notified by mail individually.
Inquiry about the results by other means, such as telephone and mail are not strictly permitted.

7. Confirmation of Admission

Successful applicants must submit the Confirmation of Admission by December 13,2019 stated.
The form of the Confirmation of Admission will be sent to successful applicants with a notice of an admission decision.

8. 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 2020 to those who have submitted the Confirmation of Admission.

- (1) Term for Admission Procedures
March 2, 2020(Mon.) - , March 9, 2020(Mon.)
Bringing documents will be accepted between 8:30a.m.-5:00p.m. (excepted on Sat. and Sun.)
Submitting documents by mail must be arrived no later than March 9, 2020(Mon.)
- (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 it's the second semester amounts 267,900 yen.

Note: The fees listed above are the current amounts as of April 2019. 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 Admission Fee already paid cannot be refunded for any reason whatsoever.
 - ③ As for students having difficulties paying the Admission Fee or Tuition, waiver, reduction and Tuition monthly payment programs (only Tuition) are available, those students are advised to apply after carefully reading the documents describing these programs 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.

9. 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 and Environmental Science 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) (only in Japanese)
- (6) Successful applicants will be withdrawn in the event that any information included in submitted documents is found to have been falsified.
- (7) Applicants must carry the Examination Card with them for both Written Examinations and Oral Examinations.
- (8) Applicants must carry writing instruments with them for Written Examinations.
- (9) If there are any changes to your contact information after submitting your application, immediately notify the Admission Office;
Admission Office, Graduate School of Science and Technology, Shinshu University (Master's Program)
3-1-1 Asahi, Matsumoto City, Nagano Prefecture 390-8621, JAPAN
E-mail : s_admi@shinshu-u.ac.jp
- (10) Those who work at a public office, company, etc. will be granted admission after being examined whether their job does not affect their study at the university.
- (11) Persons holding military status or who are affiliated with the military cannot apply to or be enrolled in the university. At the time of application, persons holding military histories may be asked to provide proof of forfeiture of their military status and / or affiliation with the military.

10. 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 4years.

If you wish to use this program, inquire a desired advisor in advance.

11. Preliminary Consultation for Applicants with Disabilities

Disabled applicants who wish to enroll our master's program with special consideration on examination and study for applicants with disabilities, submit a free-format document in writing including below-mentioned contents to the Admission Office (see "Address for submissions of documents" of 4. Application Procedures) by Friday, October 18, 2019 after obtaining an approval from your desired advisor. Describe the following in the document : desired advisor's name, type and degree of disability, requesting matters that require special consideration on examination and study, aspects of daily life, etc. After receipt of your letter, we will have an internal consultation and inform you the outcome from the Admission Office.

We may request you to submit a document that describes your degree of disability (e.g. a copy of identification booklet for the physically disabled, doctor's medical certificate, etc.).

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

12. Other

(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) For further information regarding entrance examinations, contact the office indicated in the "Address for submissions" column of "4. Application Procedures".

(3) 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 [33.2cm×24cm]) with a 250 yen stamp affixed, clearly indicating the requesting person's name, address, and postal code, and send them to the office indicated in the "Address for submissions" column of "4. Application Procedures".