

# General Selection Application Guidelines

## Master's Program at the Graduate School of Science and Technology

Department of Science  
【Matsumoto Campus】

Academic Year 2020 (October Admissions)

**Important notice**

**Admission schedule are changing due to the spread of COVID-19**



信州大学  
SHINSHU UNIVERSITY

## About Internet application

Shinshu University Graduate School has adopted an internet application method. (<https://www.shinshu-u.ac.jp/grad/admission/>)

Using the Internet application registration site, in addition to application registration, you will also be provided with guidance such as printing your examination card and the applicant's knowledge. Be sure to record your ID and password as you will need to access them after registration.

### ■ Flow from application to examination day

#### 1. Check the application guidelines

Download and print the application guidelines (PDF) from the University website and read it carefully before registering your application.

#### 2. Registration of application information

Access the application registration site from a personal computer or smartphone, and follow the on-screen instructions and enter your application information.

Application information can be registered one week before the application submission period.

#### 3. Confirmation of application information

Print out the Application Checking Sheet (Personal copy) from the application registration site and confirm that the registration contents are correct.

#### 4. Upload your face photo (for Examination Card)

Upload your face photo taken with your smartphone or digital camera to the application registration site.

#### 5. Payment of the application fee

Pay the application fee by the deadline according to the information in the "Email of the application fee payment". You can pay at any convenience store, credit card, bank ATM (pay-easy payment), or online banking.

**※In addition to the application fee, a transfer fee is required.**

#### 6. Print the Application Checking Sheet (submission sheet)

Please print the "Application Checking Sheet (submission sheet)" from the application registration site.

#### 7. Submission of application documents

Submit the "Application Checking Sheet (submission sheet)" and other application documents specified in the application guidelines to the university within the application period. It is also accepted by mail or at the entrance office.

#### 8. Printing of "examination card" and the "applicant's knowledge"

After receiving the "Examination number notification email", print out the "Examination Card" from the application registration site.

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

In the "applicant's knowledge", information necessary for the examination, such as traffic guidance to the examination site, gathering time, and precautions, is described. Be sure to print it out and bring it along with your Examination Card on the examination day.

## 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 September 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 September 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 September 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 September 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 September 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 September 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 September 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 September 30, 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 September 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 September 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 September 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 September 30, 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. <a href="https://www.shinshu.ac.jp/graduate/scienceandtechnology/admission/science.php">https://www.shinshu.ac.jp/graduate/scienceandtechnology/admission/science.php</a>
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	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	Notification of results of admission qualification screening	Address for submissions
<p><b>From July 6,2020 (Mon.) to July 10,2020 (Fri.)</b></p> <p>*All documents must arrive by 5:00 p.m. of the deadline</p>	<p><b>July 17, 2020 (Fri.)</b></p>	<p>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</p>

- \* 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

### (1) Application period and address for submissions

Period for acceptance of application documents	Payment period for application fee *After necessary items is input in the internet, you can make a transfer	Address for submissions
<p>From July 27, 2020 (Mon.) to July 31,2020 (Fri.)</p> <p>*All documents must arrive by 5:00 p.m. of the deadline</p>	<p>From July 20, 2020 (Mon.) to July 31,2020 (Fri.)</p>	<p>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</p>

- \*Registration on the Internet application registration site and payment of the examination fee are possible **one week before** the start of the application filing period.
- \* 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)

- \* Application is not completed simply by registering on the Internet application registration site. Complete by submitting the required documents within the application period.
- 1) Registration of information on the Internet application registration site (including uploading photos)  
Follow the instructions on the screen and enter the required information.
  - 2) Payment of application fee  
Application fee ¥ 30,000  
Note) Application fees are not required for government-sponsored international students when taking the examination.

\* You can pay the application fee at a convenience store, bank ATM (pay-easy payment), net bank, or credit card (VISA, MasterCard, JCB, AMERICAN EXPRESS, Diners Club).

\* In addition to the application fee, a separate payment 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.

When sending by mail, put it in a commercially available square No. 2 envelope (240 mm x 332 mm), attach the "address label" printed from the Internet application registration site on the envelope, and mail it by simple registered express mail.

### (3) Application Documents

#### 1) Documents to be printed from the application confirmation page after Internet 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 Internet application site (monochrome printing is acceptable).
Address label *only for mail	When submitting by mail, print out the address label from the Internet application site, 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	After registering for the Internet application, please upload a picture of your face (upper body, frontal view, no background taken within 3 months of application) from the link in the registration completion email.

#### 3) Documents prepared by applicant

Application Documents	Notes
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.
Official Transcript	Submit the Official Transcript 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. (Note) *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.
Certificate of (expected) Graduation	Submit the Certificate 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. (Note) *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.
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.
Copy of a Residence Certificate or of a Passport (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.
Japanese Government scholarship student certification	Japanese government (Monbukagakusho) scholarship students, who are enrolled in universities other than Shinshu University, please submit a Japanese Government (Monbukagakusho) Scholarship student certification issued by your university.

#### (4) Examination Card

You can download the Examination Card from the Internet application registration site 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.

(Monochrome printing is possible) Please bring the printed the Examination Card 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.



Division / Unit		Date	Time	Examination	Notes
Mathematics		Aug.20,2020 (Thu.) or Aug.21,2020 (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.20,2020 (Thu.)	9:00- 11:00	1)Written examination in English	1)For the written exams in English, applicants can bring an English-Japanese dictionary and a Japanese-English dictionary one by one. (Electronic dictionary are not allowed.)
		Aug.20,2020 (Thu.)	13:00- 16:00	2)Written examination for Specialized Subjects  Mechanics Electromagnetism Quantum Mechanics Thermodynamics Experiment in Physics  a)1question for each subject b)Choose 4 out of 5 questions	2)For the written exams in Specialized Subjects, a calculator is not allowed to use.
		Aug.21,2020 (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 toe subject. Details will be informed later.
	Chemistry	Aug.20,2020 (Thu.)	9:00- 11:00	1)Written examination in English	1) For the written exams in English, applicants can bring an English-Japanese dictionary and a Japanese-English dictionary one by one. (Electronic dictionary are not allowed.)  2) For the written exams in Specialized Subjects, a calculator is not allowed to use.
			13:00- 16:00	2)Written examination for Specialized Subjects  Analytical Chemistry Inorganic Chemistry Organic Chemistry Physical Chemistry  a)1question for each subject b)Answer all questions	

		Aug.21,2020 (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.
	Geology	Aug.20,2020 (Thu.)	10:00- 11:00	Written examination in English	Bringing dictionaries are not allowed
	Biology		13:00-	Oral examination	
	Environmental Science				

## 6. Announcement of Results

- (1) September 2, 2020 (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. 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 with a letter of acceptance.

### (1) Term for Admission Procedures

From September 7, 2020(Mon.) to September 11, 2020(Fri.)

Bringing documents will be accepted between 8:30a.m.-5:00p.m.

Submitting documents by mail must be arrived no later than September 11, 2020(Fri.)

### (2) Location for Admission Procedures

Same Address for submissions "4. (1) 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 2020. 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.

**8. 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](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 indicated in the “4. (1) Application Procedures”.
- (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.

## **9. 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.

## **10. 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, **July 10, 2020** 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](https://www.shinshu-u.ac.jp/ad_portal/consultation/index.html) ) (only in Japanese)

## 11. 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 Admission office indicated in the "4. (1) 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 [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 "4. (1) Application Procedures".