

2018

Tokai University Graduate School Guide to Application for Admission

[International Admission (Spring Semester)]

[For April 2018 Enrollment]

[Master's Degree Program]

Graduate School of Engineering

(Except for the Course of Biomedical Engineering)

Graduate School of Information and Telecommunication Engineering

[Doctoral Degree Program]

Graduate School of Science and Technology

Graduate School of Earth and Environmental Science

Graduate School of Bioscience

Tokai University

Campuses:

Shonan Campus

4-1-1 Kitakaname, Hiratsuka-shi, Kanagawa, 259-1292 Japan

Phone: 0463-58-1211 (Main number)

Graduate School of Engineering

Takanawa Campus

2-3-23 Takanawa, Mianto-ku, Tokyo, 108-8619 Japan

Phone: 03-3441-1171 (Main number)

Graduate School of Informetion and Telecommunication Engineering

Shimizu Campus

3-20-1 Orido, Shimizu-ku, Shizuoka-shi, Shizuoka, 424-8610 Japan

Phone: 054-334-0411 (Main number)

Isehara Campus

143 Shimokasuya, Isehara-shi, Kanagawa, 259-1193 Japan

Phone: 0463-93-1121 (Main number)

Kumamoto Campus

9-1-1 Toroku, Higashi-ku, Kumamoto-shi, Kumamoto, 862-8652 Japan

Phone: 096-382-1141 (Main number)

Aso Campus

Kawayou, Minamiaso-mura, Aso-gun, Kumamoto, 869-1404 Japan

Phone:0967-67-0611 (Main number)

Sapporo Campus

1-1-1 5-jo Minamisawa Minami-ku, Sapporo-shi, Hokkaido, 005-8601 Japan

Phone: 011-571-5111 (Main number)

Students of School of Science and Technology, School of Earth and Environmental Science, School of Bioscience will study at one of the above campuses where the professor of your study field is assigned.

※Regarding research professors at Aso Campus: Due to the influence of the earthquake disaster, classes will be conducted mainly at Kumamoto Campus and some practical training and related activities will be conducted at Aso Campus.

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1. Mission

The aim of the Tokai University Graduate School is for students to research and study higher-level theory and applications in their specified fields in accordance with the philosophy of Tokai University. Students shall develop abilities and skills to excel in their field and contribute to the development and promotion of the culture and welfare of humanity.

2. Courses and Admission Quotas

[Note] The admission capacity indicated below is the total capacity of the Graduate School Admission (General applicants, Applicants on recommendation, Adult applicants, and International Admission applicants for Spring and Fall semesters.)

[Note] Please identify the program code (if applicable) on your application form.

1. Master's Program (2- year program)

Campus	School	Course	Program code	Course Code	Enrollment quotas
Shonan	Engineering	Electrical and Electronic Engineering	/	EIM	50
		Applied Science	/	AJM	45
		Architecture and Civil Engineering	/	CKM	25
		Mechanical Engineering	/	EMM	75
Takanawa	Information and Telecommunication Engineering	Information and Telecommunication Engineering	/	JNM	30

2. Doctoral Program (3- year program)

Campus	School	Course	Program code	Course Code	Enrollment Quotas	
The campus where the professor of your study field is assigned	Science and Technology	Science and Technology	Physics and Mathematical Science	A1	TAD	35
			Information Science and Technology	A2		
			Electrical and Electronic Engineering	A3		
			Life Science and Technology	A4		
			Materials Science and Chemistry	A5		
			Mechanical Engineering and Aeronautics and Astronautics	A6		
			Architecture and Civil Engineering	A7		
			Marine Science and Technology	A8		
	Earth and Environmental Science	Earth and Environmental Science	Global Environmental Sciences	C1	TGD	10
			Earth Observation and Space Systems Engineering	C2		
	Bioscience	Bioscience	Bioresource	E1	TLD	10
Life Science			E2			

※Graduate School of Bioscience : Due to the influence of the earthquake disaster, classes will be conducted mainly at Kumamoto Campus and some practical training and related activities will be conducted at Aso Campus.

3. Summary of Screening for Admission

Application Period	Screening Methods	Date of Acceptance Announcement	Period of Registration	Month of Enrollment
October 27 (Fri) ∩ November 17 (Fri) 2017	Screening of Application Documents	January 16 (Tue) 2018	January 16 (Tue) ∩ January 26 (Fri) 2018	April 2018

※Please confirm the month of enrollment before submitting your application

4. Application Qualifications

1. Master's Program

Those who meet both the following category 1) and 2).

1) Those who are or will be sponsored by a foreign government or Japanese government (Monbukagakusho Scholarship) or those who are nominated by an institution which has an Academic Exchange Agreement with Tokai University.

2) Those who meet one of the following requirements(1)-(3) as stipulated in article 102 of the School Education Act, and who also satisfy both (4) and (5).

(1) Those who graduated or will graduate from a university or college, as defined in Article 83 of the School Education Act by March, 2018.

(2) As stipulated in Article 155 of the School Education Act Enforcement Regulations, those who are recognized by Tokai University to have academic abilities equivalent to those of university or college graduates and meet any of the following:

- ① Those who completed or are expected to complete a bachelor's degree by March, 2018 according to the stipulations in Article 104, Item 4 of the School Education Act.
- ② Those who completed or are expected to complete 16 years of formal school education outside Japan by March, 2018.
- ③ Those who completed or are expected to complete 16 years of formal school education of a foreign country by March, 2018 by studying subjects in Japan via a correspondence course offered by a school in that country.
- ④ Those who completed or are expected to complete a course of a foreign educational institution in Japan by March, 2018 (the graduate must be considered to have completed 16 years of formal school education in the foreign country), which is qualified to offer university courses in the foreign country's educational system, and is specifically designated by the Minister of Education, Culture, Sports, Science and Technology.
- ⑤ Those who have been awarded a degree equivalent to a bachelor's degree through completion of a course at a foreign university or other foreign school in which the term of study is three years or more (the study and research must be acknowledged by the foreign government or must be designated by the Ministry of Education, Culture, Sports, Science and Technology (MEXT)), and those who are expected to be awarded degrees by September 2017. This includes completion of online courses of foreign universities while in Japan or taking courses in educational facilities of foreign universities located in Japan.
- ⑥ Those who completed or are expected to complete by March, 2018 a specialized course at a vocational school (the minimum course length must be four years or longer and the course must satisfy all other regulations designated by the Minister of Education, Culture, Sports, Science and Technology) specifically designated by the Minister of Education, Culture, Sports, Science and Technology, and which satisfies

other conditions specified by the Minister.

- ⑦ Those designated by the Minister of Education, Culture, Sports, Science and Technology (Official Announcement 5 issued by MEXT in 1953)
- ⑧ Those who enrolled in another graduate school as stipulated in Article 102, Item 2 of the School Education Act, and who are recognized to have academic standards adequate to Tokai University Graduate School.
- ⑨ Those who are deemed by a separate application qualification screening to have academic abilities equivalent to those of university or college graduates and who have reached 22 years old (those born on or before April 1st, 1996).

(3) As stipulated in Article 156 of the School Education Act Enforcement Regulations those who are recognized to have academic standards equivalent to those who have a Master's degree or a degree specified by the Minister of Education, Culture, Sports, Science and Technology in Article 104, Item 1 of the School Education Act.

(4) Those who have a Japanese ability equivalent to Japanese Language Proficiency Test (JLPT) Level 2 (N2) and have an English ability equivalent to TOEFL iBT[®] score of 45. In the case of those that cannot speak English, Japanese ability should be equivalent to JLPT Level 1 (N1). In the case of those that cannot speak Japanese, English ability should be the equivalent to TOEFL iBT[®] score of 60.

However, regarding acceptance into the graduate school, in the case that there are no language issues upon acceptance the above requirements do not apply.

(5) Those who can enter Japan on or before the designated date that will be notified after the announcement of acceptance.

2. Doctoral Program

Those who meet both the following category 1) and 2).

1) Those who are or will be sponsored by a foreign government or Japanese government (Monbukagakusho Scholarship) or those who are nominated by an institution which has an Academic Exchange Agreement with Tokai University.

2) Those who meet one of the following requirements (1)-(3) as stipulated in the proviso of paragraph (1) of Article 102 of the School Education Act, and who also satisfy both (4) and (5).

(1) Those who completed or are expected to complete a Master's degree by March, 2018.

(2) Those who completed or are expected to complete a professional degree by March, 2018.

(3) As stipulated in Article 156 of the School Education Act Enforcement Regulations those who are recognized to have academic standards equivalent to those who have a Master's degree or a professional degree and satisfy one of the conditions listed below.

① Those residing in a foreign country and completed a Master's degree or a professional degree or are expected to complete an equivalent degree by March, 2018.

② Those who have taken overseas graduate programs via a correspondence course while in Japan and received or are expected to receive a degree equivalent to a Master's degree or a professional degree by March, 2018.

- ③ Those who completed or are expected to complete a course of a foreign educational institution in Japan and received a degree equivalent to a Master's degree or a professional degree by March, 2018, which is qualified to offer university graduate courses in the foreign country's educational system, and is specifically designated by the Minister of Education, Culture, Sports, Science and Technology.
 - ④ Those who completed a course at the United Nations University which was established as stipulated in the Act on Special Measures Incidental to Enforcement of the Agreement between the United Nations and Japan regarding the Headquarters of the United Nations University based on the approval by the UN General Assembly on December 11, 1972 and obtained a Master's degree or an equivalent degree.
 - ⑤ Those who completed a course at an overseas school, an educational institution specified in the above ③, or the United Nations University and passed an examination and a review specified in the Article 16-2 of the Standards for the Establishment of the Graduate Schools and are recognized to have academic standards equivalent to those who have a Master's degree.
 - ⑥ Those designated by the Minister of Education, Culture, Sports, Science and Technology (Official Announcement 118 issued by MEXT in 1989)
 - ⑦ Those who are deemed by a separate application qualification screening to have academic abilities equivalent to those of a Master's degree or a professional degree holders and who have reached 24 years old (those born on or before April 1st, 1994).
- (4) Those who have a Japanese proficiency equivalent to Japanese Language Proficiency Test (JLPT) Level 2 (N2) and have an English proficiency equivalent to TOEFL iBT[®] score of 45. In the case of those that cannot speak English, Japanese ability should be equivalent to JLPT Level 1 (N1). In the case of those that cannot speak Japanese, English proficiency should be the equivalent to the TOEFL iBT[®] score of 60. However, regarding acceptance into the graduate school, in the case that there are no language issues upon acceptance the above requirements do not apply.
- (5) Those who can enter Japan on or before the designated date that will be notified after the announcement of acceptance.

5. Application Period and Application Office

- (1) Application Period: Friday, October 27 ~ Friday, November 17, 2017
[Documents must arrive during this period]
- (2) Application Office
Office of Admission Services for International Students (OASIS)
International Education Center, Tokai University
Kitakaname 4-1-1, Hiratsuka-shi, Kanagawa 259-1292, Japan

6. Application Procedures

Applicants must submit the following application documents to the application office in the designated envelope labeled “application documents enclosed” by registered mail.

Documents	Notes
Examination Fee (35,000yen)	① From Japan: enclose a postal money order of JPY.35,000 ② From overseas: enclose an international postal money order for JPY.35,000 *Do not send cash, check or postage stamp
Application Slip etc.	<Designated form> Submit the Application Slip with other application documents to the application office without tearing off any part of the form.
Photo × 1	Write your name on the back of the photo and paste it onto your Application Slip. (Unframed, 4cm long by 3cm wide; either color or black and white; must have been taken within the last three months; must be a clear shot of upper body without a cap/hat taken from front)
Latest academic transcript	Must be issued within the last three months by the school from which you graduated
International Student Resume	<Designated form> Give a detailed chronological account of your academic background (from elementary school), work experiences (include detailed descriptions of work duties in they relate to your purpose of application), and research experiences. Be sure to include your current activities. Years must be indicated according to the Western calendar.
(Expected) graduate certificate or certificate of completion to satisfy application qualifications	Must be issued within the last three months by the school from which you graduated
Letter of Recommendation issued by a foreign or domestic governmental organization or a related office	Must be issued by the organization within the last three months.
Research plan or a copy of your academic paper	Post-admission research plans 1) Include ①Research activities up to now and ②Research plan 2) Attach the designated Face Sheet (front page)

<p style="text-align: center;">Certificate of Scholarship</p> <p>(Not applicable if you are a student from a partner university)</p>	<p>Must be issued by the organization within the last three months.</p>
<p style="text-align: center;">Proof of Language Proficiency</p>	<p>1) Those who use both Japanese and English for their study A copy of the Japanese Language Proficiency Test (JLPT) score sheet and a copy of the TOEFL iBT® score sheet</p> <p>2) Those who use English for their study. A copy of the TOEFL iBT® score sheet</p> <p>3) Those who use Japanese for their study A copy of score sheet of JLPT Other language test scores if applicable</p>

[Note] Once submitted, the examination fee and the application documents are not returned for any reason.

※If your name is different from the one listed in the application documents above, please attach a paper issued by a public organization (copy of family registration issued within the last three months.)

※Health Certificate

You do not need to submit a health certificate when applying. Please take a health exam at your local campus after enrollment into Tokai University.

※We may accept designated form by foreign or domestic or governmental organization or a related office, depending on the circumstances.

7. Announcement of Acceptance

1. Application numbers of successful applicants will be posted at the time and place as follows.
2. For those who passed the screening, an acceptance letter will be sent by an express mail to the current address you have written on the application slip.
 - ※As for names in Kanji characters, in principle, we use Kanji characters classified in the category of JIS code standard 1 and 2. The characters which do not appear in JIS code may be modified. Also there is a limit in the number of characters to be written. Names may be partially shortened in case the number of characters exceeds the limit.
3. Nothing will be sent to the applicants who failed the screening.
4. Inquiry regarding the screening results will not be answered.

Date and Time	Location	Period of Registration	Month of Enrollment
January 16, 2018 (Tue) 9:30 a.m. (until 4 p.m. on January 17)	Central bulletin board (for Graduate Schools) Shonan Campus Tokai University	January 16 (Tue) – January 26 (Fri) 2018 〔The postmark affixed to the envelope should be during the period.〕	April, 2018

Notification from our university will be mailed to the address you have indicated on your application slip. If your address have changed after you have submitted your application, please notify us at the following address by an express mail including your admission application number, name, intended major, former address, new address, and telephone number.

Mailing Address:

Office of Admission Services for International Students (OASIS)
International Education Center, Tokai University
Kitakaname 4-1-1, Hiratsuka-shi, Kanagawa 259-1292, Japan

8. Registration Procedures

1. Period of registration

January 16 (Tue) – January 26 (Fri), 2018

[The postmark affixed to the envelope should be during this period.]

2. Please follow the instructions indicated in the Instructions for Registration Procedures sent to successful applicants. Transfer tuition and fees in a lump sum and send required documents by registered mail during the registration period.
3. Transfer of the fees via ATM, post office, or internet is not acceptable.
4. If registration procedures are not completed by the due date, enrollment will not be permitted.
5. A designated form is required for the transfer of tuition and fees. Please note that we will never request a transfer by telephone.
6. For applicants who applied with a certificate of expected graduation/completion, enrollment permission will be rescinded if qualifications to enroll in graduate school are not obtained by the end of March, 2018.
7. If false or incorrect information is found on application or registration documents, admission will be cancelled even after enrollment.

9. Refund of Tuition and Fees

In principal, refunds of paid tuition and fees will not be issued. In case an applicant should withdraw from enrollment for specific reasons and completes the procedures for withdrawal [detailed procedures will be found in the registration guide] by 4 o'clock on Saturday March 31, 2018 [documents must be arrived or submitted by this time], tuition and fees except for the admission fee will be refunded.

Once the payment of tuition and fees is made, admission fee will not be returned for any reason.

10. Documents Required after Registration

1. Those who applied for admission and registered for enrollment with the certificates of expected graduation (completion) or/and expected degree (master's) conferral document must submit a certificate of graduation (completion) or a certificate of degree when receiving student ID card.
2. In the case of the above mentioned certificates are not submitted or the requirements for application / admission are not satisfied after the registration for enrollment, the acceptance for admission shall be canceled.
3. Those who registered for enrollment into the Master's degree program with academic credits from graduate programs of Tokai University or other universities in hand can apply for credits transfer at the time of admission. Be ready to submit a certificate of academic transcript and syllabus (if the program is other university).

11. Privacy Policy

Personal information collected by Tokai University during the admissions process will be used as follows:

- For necessary operations from accepting application to enrollment, such as mailing an applicant's examination slip, acceptance letter, letter of admission (including announcement of Entrance Ceremony) and documentation for registration procedures (Inquiry Form and Letter of Consent), issuing student ID card, and aggregating statistical data, etc.
- For necessary services and announcements such as class registration, student lists, academic records, school registration, issuing of certificates, screening for scholarships, health exams, various applications for registration, and use of school facilities.
(Including usage for educational improvement purposes)

※When outsourcing above operations, we will confirm the operational and financial stability of the company, and sign a confidentiality agreement to ensure proper treatment of personal information, and manage and supervise the operations. (Including the utilization of outside sources or outsourcing statistical research using personal information obtained by Tokai University.)

12. Tuition and Fees

Tuition and fees for 2017 school year are as follows:

(Unit: Japanese Yen)

Item		Amount
Tuition and fees At the time of admission (Spring Semester)	Admission Fee	300,000
	Tuition	367,500
	Education Management Fee	105,500
	Facilities & Maintenance Fee	100,000
Total		873,000
Tuition and fees (Fall Semester)	Tuition	367,500
	Education Management Fee	105,500
	Facilities & Maintenance Fee	100,000
	Total	573,000
Total		1,446,000

[Tuition and fees from the second year]

Tuition and fees from the second year may be revised in the case of changes in labor costs or government subsidy (expense subsidy for private universities), or other conditions such as price fluctuations or the university's financial situation.

(Note 1) ◎Successful applicants of the Graduate School of Engineering and Graduate School of Information and Telecommunication Engineering:

Admission fee is deducted by half and facility & maintenance fee is waived for graduates (undergraduate and graduate schools) of Tokai University, Kyushu Tokai University and Hokkaido Tokai University.

◎Successful applicants of the Graduate School of Science and Technology, Graduate School of Earth and Environmental Science, and Graduate School of Bioscience:

Admission fee and facility & maintenance fee is waived for graduates (Master's programs) of Tokai University, Kyushu Tokai University and Hokkaido Tokai University. For those who graduated from the undergraduate school of Tokai University, Kyushu Tokai University or Hokkaido Tokai University who then completed a graduate program in another university, admission fee is deducted by half and facility & maintenance fee is waived.

(Note 2) In addition to the fees included in the list above, fees listed below are also required. Please make these payments for these fees upon registration

1. Student Health Insurance Union Fee

(Full payment including enrollment fee upon registration. The union's operation is funded by membership fees.)

Graduate School of Engineering and Graduate School of Information and Telecommunication Engineering ---- 6,200 yen

Graduate School of Science and Technology, Graduate School of Earth and Environmental Science, and Graduate School of Bioscience ----9,200 yen

※Graduates of Tokai University (undergraduate and graduate schools) are exempted from the enrollment fee (200 yen).

2. Alumni Association Fee ---- 3,000 yen for half year

※Graduates of Tokai University (undergraduate and graduate schools) are exempted from this fee.

(Note 3) In addition to the fees included in the list above the "practical training fee" may be charged if students need to take part in a special practical training program.

(Note 4) In principal, refunds of paid tuition and fees will not be issued. In case an applicant should withdraw from enrollment for specific reasons and completes the procedures for withdrawal [detailed procedures will be found in the registration guide] by 4 o'clock on Saturday March 31, 2018 [documents must be arrived or submitted by this time], tuition and fees except for the admission fee will be refunded.

Once the payment of tuition and fees is made, admission fee will not be returned for any reason.