

## Research Students (*Kenkyusei*)

The Graduate School of Marine Science & Technology is accepting applications from persons who wish to study as Research Students (*Kenkyusei*) from October 2024.

### 1. Qualifications

Applicants are required to have completed 16 years of formal education or to have equivalent qualifications.

In the latter case, applicants will be required to sit a preliminary examination. Please consult our office of Graduate School Section for further details by June 20, 2024. It is necessary to submit a reason book made by the prospective supervisor.

### 2. Application Period

July 9, 2024 - July 22, 2024

Applicants are required to submit an application form and supporting documents to the offices listed below.

As a rule, the application documents must be submitted by post (by registered mail) and must arrive to us by the deadline.

In addition, please inform Graduate School Section of Academic Affairs Division with the tracking number when shipping.

### 3. Where to submit Application Documents

Graduate School Section of Academic Affairs Division, Graduate School of Marine Science and Technology,

Tokyo University of Marine Science and Technology

1st Floor, Lecture Room Bldg. (Kogito), Shinagawa Campus

4-5-7, Konan, Minato-ku, Tokyo 108-8477, Japan

Tel: +81-3-5463-0395, e-mail: k-dai@o.kaiyodai.ac.jp

### 4. Application procedure

You need to apply after obtaining the consent for acceptance from the faculty member of our Graduate School whom you wish to receive guidance. Application documents will be distributed as data from your Prospective supervisor.

Please transfer the examination fee and submit the application documents within the application period.

#### ■ Examination Fee ■

9,800 JPY (Please confirm the payment address and overseas remittance method in the documents distributed by your prospective supervisor.)

#### ■ Documents for Submission ■

<u>Documents needed to be submitted</u>	Remarks
1 Application Form for Research Students ( <i>Kenkyusei</i> )	Use the prescribed forms. A photograph "4 cm x 3 cm in size, taken within the last 3 months, full-face (from the chest up, without a hat), with the applicant's name and nationality written on the back" should be pasted in the space provided on the application form.
2 Research Plan	Use the prescribed forms. Documents must be made by Japanese or English.
3 Curriculum Vitae	Use the prescribed forms and attach a payment certificate of examination fee. Documents must be made by Japanese or English.

4	Official Certificate of Graduation/Prospective Graduation issued by the school in which the applicant was last enrolled	Applicants who have graduated or expect to graduate from a Master's course are also required to submit an official certificate of Bachelor's degree. Documents not in Japanese or English must be accompanied by Japanese or English translations.
5	Official Academic Transcript	Issued by the school in which the applicant was last enrolled. Documents not in Japanese or English must be accompanied by Japanese or English translations.
6	Copy of Diploma	Documents not in Japanese or English must be accompanied by Japanese or English translations.
7	Reason Book made by the prospective Supervisor (There is no prescribed style.)	A reason book that are judged "the Applicant received the equivalent qualifications to the formal education of 16 years." by the prospective supervisor (Correspond to the latter case of "1. Qualifications").
8	Letter of Recommendation made by only Japanese or English	(Overseas applicants only.) Use the prescribed form. The recommendation letter should be in a sealed envelope and submit it to the prospective supervisor when you have the interview. The letter should be written by a person who can give objective evaluation of the applicant's research and ability to study, such as the applicant's supervisor or employer (except Japanese language school's teacher). After the interview, the Prospective Supervisor will re-seal the envelope. You will submit this re-sealed letter with other documents together to our Graduate School Section.
9	Report of the Interview with the Prospective Supervisor	(Overseas applicants only.) Use the prescribed form. Required to be sealed by the prospective supervisor.
10	Residence Record (Jyuminhyo)	(Overseas applicants residing in Japan only.) Issued by the head administrator of the city or other district. (The name entered on this certificate must be used on all submitted forms.) If you have not yet arrived in Japan at the time of application, please submit this document after your arrival.
11	Copy of Passport	(Overseas applicants only.) Include the pages showing your name and photo.
12	Payment Certificate of Examination Fee	Please submit "Mount for Payment Certificate of Examination Fee (9,800 JPY) with the Bank transfer certificate.
13	Address Statement Card	Write the address and zip code in Japan where the documents can be received for you clearly on the prescribed form.

■ **Note** ■

1. If you provide false information or fail to provide required information in your application form and/or supporting documents, admission may be canceled.
2. Once an application form has been submitted, it cannot be returned under any circumstances.
3. With respect to certificates (certificate of health, certificate of graduation, etc.), you must submit the originals (not copies).
4. Where necessary, we will refer to any submitted documents for verification of authenticity by either the publisher.
5. Examination fees cannot be returned except in the following circumstances:
  - 1) Non-receipt of application or rejection of application after payment of the fee.
  - 2) Double payments by mistake.

6. Registration and tuition fees are subject to change.

7. To Research Students (*Kenkyusei*), "Certificate for student discount tickets (*gakuwari*)" and "Certificate for the acquisition of a student commuter's pass" are not issued.

8. We will not use any personal information contained in the submitted documents for any purpose other than candidate selection, etc.

**Research Students (*Kenkyusei*) are non-regular students and cannot earn credits of subjects or receive degrees.**

## 5. Selection

Selection of applicants is based on comprehensive examination of submitted documents by a committee of faculty members.

Applicants are required to contact their prospective supervisors in advance for application.

## 6. Result Announcement

September 9, 2024 at 10:00 am

A letter of Acceptance and the documents about the entrance procedures are sent to a passer. As it is not notified to an unsuccessful applicant, please confirm a notice. The passers are posted on bulletin boards between the Lecture Room Bldg. (*Kogito*) and the University Hall (*Daigakukaikan*) at Shinagawa campus, and in front of the Number 1 Bldg. (*Ichigokan*) at Etchujima campus.

The telephone inquiry for your result will not be accepted.

## 7. Admission procedures

We will send the Letter of Acceptance and documents related to admission procedures to the passer.

University registration fee and tuition fee are as follows.

University registration fee 84,600 JPY (subject to change)

Tuition fee (for 6 Months) 178,200 JPY (subject to change)

\* If you do not pay the university registration fee by the specified date, your admission will be canceled.

## 8. Research Period

From October 1, 2024 to March 31, 2025 [6 Months] or from October 1, 2024 to September 30, 2025 [1 Year]

If you wish to continue your research after the initial period, you must apply for and obtain permission to extend your research period. The details will be provided via your supervisor later.

※In the case of international students, the period during which they can work as a Research Student under the status of "College Student" is two years, including the period during which they are a research student at another university, except under special circumstances.

## 9. Contact information

### [General matters for research student application]

Graduate School Section, Academic Affairs Division, Student Affairs Department

Tel: 03-5463-0395 e-mail: k-dai@o.kaiyodai.ac.jp

### [About various payments]

Fund Management Section, Finance Division, Finance Department

Tel: 03-5463-0369 e-mail: z-kanri@o.kaiyodai.ac.jp