

Guidelines for International Students Applying for Research Student Status for October 2024 Enrollment

The program of Graduate International Research Students (hereinafter referred to as “Kenkyusei”) is made available to foreign students who wish to conduct research under the supervision of a professor at the Graduate School of Frontier Sciences (GSFS). Students admitted as “Kenkyusei” are not entitled to receive a degree or any qualification upon the completion of the program.

1. ELIGIBILITY

Individuals meeting all of the following conditions are eligible to apply:

- (1) Non-Japanese
- (2) In principle, those who have completed 16 years (or deemed equivalent to 16 years) of education outside Japan, in non-Japanese institutions and been conferred with a bachelor’s degree (or who are expected to obtain a bachelor's degree by September 30, 2024) by an accredited non-Japanese educational institution.

2. APPLICATION PROCEDURE

- Step 1: Contact a GSFS professor whom you wish to have as a supervisor and obtain an unofficial agreement to accept you.
- Step 2: Pay examination fee online. (JPY 9,800)
- <https://e-shiharai.net/english/?schoolcode=OPU5101470000000>
- Print “payment confirmation page”. (cf. 3.A.7)
- Step 3: Register your information, including your name, through the online registration form by May 7, 2024(JST). When your registration has been completed successfully, you will receive a confirmation email, including the URL of the webpage in order to upload 3-A: DIGITAL DOCUMENTS.
- Step 4: Prepare the application forms indicated in Section 3-A: DIGITAL DOCUMENTS including the printed “payment confirmation page” and upload them through the webpage by 5 pm on May 8, 2024(JST), as indicated in the registration confirmation email. Send 3-B: PAPER DOCUMENTS by post so that your application package is received by the application deadline, 5 pm on May 8, 2024 (JST).

3. APPLICATION DOCUMENTS

A: DIGITAL DOCUMENTS

Please upload the following documents through the webpage as indicated in the registration confirmation email.

1) Application form (Form 1, 2 pages)

One picture (size 3 x 4 cm) of the applicant must be attached.

2) Profile photo data

Clear, upper body photo of yourself taken within three months prior to your application with no hat, looking straight forward and without a background.

File type: jpeg Size: 308 pixels in height × 236 pixels in width, up to 1MB

3) Study Plan (Form 2)

Even if you have not decided on a research plan or have not talked with your prospective supervisor about the plan, submit your own plan as part of the application procedure. cf. 7.2 (up to 5 pages)

4) Financial Plan (Form 3)

This document is very important for your visa application. Student visas are not issued without a sound financial plan that proves your ability to support yourself during the period of enrollment.

5) Copies of all diplomas or graduation certificates issued by colleges, universities or graduate school attended

The degree obtained must be stated in the document. Applicants who have completed their graduate studies must also submit a certificate of completion from the graduate school attended. If an original certificate is not available, you may submit copy that is certified by the issuing organization as “certified true copy.” Any official document to be submitted that is written in a language other than Japanese or English must be accompanied by a Japanese or English translation of that document. Applicants who are currently enrolled in a university must submit either a certificate of enrollment or an official letter certifying the expected date of graduation.

6) Copies of all transcripts of academic records issued by all colleges, universities or graduate school attended

If an original certificate is not available, you may submit copy that is certified by the issuing organization as “certified true copy.” Any official document to be submitted that is written in a language other than Japanese or English must be accompanied by a Japanese or English translation of the document.

7) “Payment confirmation page” displayed when payment of examination fee is completed online

B: PAPER DOCUMENTS

Please send the following paper documents by post to the address listed below (8. CONTACT).

1) Application form (Form 1, 2 pages)

One picture (size 3 x 4 cm) of the applicant must be attached.

In addition to the applicant photo attached to the application form, an extra applicant photo (size 3 x 4 cm) must be clipped to the application form.

2) Comments from Supervisor of Your Choice at GSFS (Form 4)

Use the designated form provided by GSFS. This form must be filled out by the professor whom you wish to have as your supervisor upon enrollment in GSFS. Only comments in a sealed envelope by the professor are accepted. Professors may submit their comments directly to the Student Affairs Team. In such cases, be sure to mention this in your application package.

3) All diplomas or graduation certificates issued by colleges, universities or graduate school attended

The degree obtained must be stated in the document. Applicants who have completed their graduate studies must also submit a certificate of completion from the graduate school attended. If an original certificate is not available, you may submit copy that is certified by the issuing organization as “certified true copy.” Any official document to be submitted that is written in a language other than Japanese or English must be accompanied by a Japanese or English translation of that document. Applicants who are currently enrolled in a university must submit either a certificate of enrollment or an official letter certifying the expected date of graduation.

4) All transcripts of academic records issued by all colleges, universities or graduate school attended

If an original certificate is not available, you may submit copy that is certified by the issuing organization as “certified true copy.” Any official document to be submitted that is written in a language other than Japanese or English must be accompanied by a Japanese or English translation of the document.

4. REGISTRATION PERIOD AND APPLICATION PERIOD FOR OCTOBER1, 2024 ENROLLMENT

Registration period: From April 1 to May 7, 2024(JST)

Application period: From April 1 to 5 pm on May 8, 2024(JST)

For registration, you need to register your information online by May 7.

After that, please upload application documents of 3-A by 5 pm on May 8 and send us a complete set of application documents of 3-B by post so that your application package is received by 5 pm on May 8 deadline. We suggest you send in a trackable manner through a post office or private courier service. Admission results will be notified to every applicant around the end of June2024.

5. DURATION OF ENROLLMENT

One year. However, extensions may be permitted up to two times provided the “Kenkyusei” continues the same research theme. cf. 7.2

6. EXPENSES

Entrance fee:	84,600 yen
Tuition (for six months):	173,400 yen

The amounts are subject to change without prior notice.

If your admission as a research student is granted, then you will be required to pay the total amount of the two fees by mid-September. GSFS expects all individuals to handle necessary immigration procedures themselves.

7. NOTES

- 1) Application documents submitted and examination fee paid will NOT be returned or refunded under any circumstances.
- 2) You cannot change your research theme. If you would like to change the research content/theme, you must reapply.
- 3) Those who are considered inappropriate as a graduate intentional research student after admission may be expelled from the school.
- 4) "Kenkyusei" cannot register courses for credits even though paying tuition.
- 5) The University of Tokyo has established the "The University of Tokyo Security Export Control Regulations" in accordance with Japan's "Foreign Exchange and Foreign Trade Act", and rigorously implements security export control for potential students before and after their enrollment on the basis of these regulations. In particular, pre-enrollment screenings are mandatory for all international students and also for Japanese students in certain circumstances. Please be aware the applicants who fall under any of the conditions set out in the Act may not receive permission to enroll at the university or may have their research activities restricted after their enrollment.
- 6) GSFS shall use the personal information (name, address, or other information) of the applicants provided during the application process for the following purposes: (i) processing applications and conducting screening in order to select successful applicants; (ii) announcement of successful candidates; and (iii) conducting admission procedures. In addition, personal information of admitted students shall be used for the following purposes: (i) student affairs (school register, etc.); (ii) student services (healthcare, use of libraries, etc.); and (iii) tuition fee payment. For those who will conduct research at an institution outside the university after admission, personal information obtained in the application process may be used for security export control at the research institution.

8. CONTACT

Student Affairs Team, Graduate School of Frontier Sciences
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