

Application Guideline for SOKENDAI Research Student

(For international applicants living overseas only)

1. Application eligibility

Applicants must have enough academic ability to research on their specific themes.

2. Prospective supervisor

Please contact a prospective supervisor before applying and receive his/her seal or signature on Form 1.

3. Application Procedures

1) Please submit the following documents to the Educational Affairs Section during the application period by post without fail.

- a. Application form for research student (Form 1)
- b. Personal resume (*free format)
- c. Certificate of (expected) graduation
- d. Personal research history (*free format)
- e. Research plan (*free format)
- f. A copy of passport (photo page)

2) Please pay the examination fee (JPY9,800) in accordance with the attached “Payment instructions for Examination Fee (Application for Research Student)”. [Credit card payment only.]

*Administration fee would be borne by you.

*Examination fee will not be refunded in any case.

4. Application period

- 1) For April 2019 - September 2019 admission: From January 4, 2019 to January 11, 2019
- 2) For October 2019 - March 2020 admission: From July 1, 2019 to July 12, 2019

*Please note that your application will be rescinded if we are unable to confirm your payment of examination fee during the application period.

5. Notification of result and admission procedures

Results shall be confirmed by the notice sent to the successful applicants by EMS.

Successful applicants need to complete the admission procedures during the prescribed period.

Further details will be notified to successful applicants separately.

Those who decline admission due to unavoidable circumstances must submit a letter with their supervisor's approval. Please note that the examination fee and entrance fee will not be refunded even if you decline admission.

*Please note that your admission will be rescinded if we are unable to confirm your payment of admission fee during the designated period.

6. Entrance fee and tuition fee (As of the 2019 academic year)

Entrance fee: JPY84,600

Tuition fee: JPY29,700 per month

*Tuition fee for each semester shall be paid in the first month of enrollment.

7. Others

1) The maximum research period must be one year. If you wish to extend the research period, you must submit the following documents to the Educational Affairs Section two months before the end of the research period with your supervisor's approval in advance.

a. Application form for renewal of research period (Form3)

b. Research plan (*free format)

2) If you wish to withdraw from the university during the research period, you must submit "Application to Withdraw" to the department office with the supervisor's approval. Please note that tuition fee cannot be refunded.

8. Contacts

SOKENDAI (The Graduate University for Advanced Studies)

Educational Affairs Section

Shonan Village, Hayama, Kanagawa 240-0193 Japan

TEL: 046-858-1582,1523

FAX: 046-858-1632

E-mail: kyomu[at]ml.soken.ac.jp

Payment instruction for Examination Fee (Application for Research Student)

Applicants residing abroad can pay the examination fee by credit card. Applicants are required to submit a copy of the screen showing payment completion of the examination fee by e-mail. To ensure that the application documents are received by the submission deadline, applicants must remit the examination fee ahead of time. Please note that the examination fee will not be refunded in any case.

1. To begin online payment, click the link below.

<https://e-shiharai.net/English/>

2. Click “Examination Fee”.

3. When using the online payment service, you must abide by the “Terms of Use” and “Personal Information Management.” Please read them carefully and click “Agree” if you agree with these terms.

4. In the next page, select the name of the university for which you are applying. Select “SOKENDAI (The Graduate University for Advanced Studies)” to continue.

5. After selecting the university, you will see the information of the university. Click “Next” after reading the information.

6. You are required to select four items from a drop-down list.

First Selection: Select the name of the School for which you are applying.

Second Selection: Select the name of the Department for which you are applying.

Third Selection: Select “Research Student”.

Fourth Selection: Confirm the amount of the fee and the name of the department.

After Selecting the above four items, please click “Basket” to continue.

7. Review the contents and click “Next” if summary is correct. Please note that administration fee of 432 yen will be added to the examination fee of 9,800 yen.

8. Enter your personal information and select a credit card company you will use for the payment. Click “Next” after filling out all the required sections.

9. To provide your credit card information, enter your credit card number, security code, and expiration date. After completing this step, click “Next” to continue.

10. All the information you have provided will be displayed for confirmation. Check carefully if the information is correct, and click “Confirm” to complete the payment. Please note that the examination fee will not be refunded for any reason once your payment is complete.

11. Click “Print this page” and generate image file of the results page. Send the image file as an attachment to the Educational Affairs Section (kyomu[at]ml.soken.ac.jp).

Contact for inquiries:

Educational Affairs Section SOKENDAI (The Graduate University for Advanced Studies)

Email: kyomu[at]ml.soken.ac.jp