

Graduate School of Science and Technology
Graduate School of Earth and Environmental Science
Graduate School of Bioscience

【Entrance Examination for Graduate Schools】

2020 Spring Semester (1st Session / 2nd Session)

(~~Adult Admission~~ / General Admission)

<Summary for international students>

Admissions Policy

Tokai University accepts students from Japan and abroad who resonate with the University's "founding spirit" and educational principles in the following ways.

1. Those who have the appropriate academic skills to study at Tokai University and a strong sense of purpose to contribute to the future of humankind.
2. Those who make efforts to cultivate a rich spirit and healthy body, and have the will to develop their personal qualities.
3. Those who have the desire to actively support and contribute to society as times change.

Courses and Enrollment Quotas

[Note 1] The quota indicated below is the total capacity of the Graduate school admission: General applicants, Applicants on recommendation, Applicants on special recommendation, Adult applicants, and International Admission applicants (For both Spring and Fall semester)

[Note2] Please fill in the course code on your application form referring to the chart below.

Doctoral Program (Standard course term: 3 years)

Campus	Department	Course	Course code	Department code	Enrollment quota
Depend on your course / professor	Science and Technology	Physical and Mathematical Science	A1	TAD	35 students
		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 students
			Earth Observation and Space Systems Engineering	C2		
	Bioscience	Bioscience	Bioresource Sciences	E1	TLD	10 students
			Life Sciences	E2		

※The professors of Kumamoto campus will mostly conduct classes in Kumamoto campus, but a part of practical training should be conducted in Aso training field due to the Kumamoto earthquake.

1. Outline of Entrance Examination

Entrance examination for graduate programs 【Spring Semester (2nd session)】

Application period	Examination date	Announcement of selection	Registration period	Month of enrollment
2020 January 6 (Mon.) - 15 (Wed.) *The documents must arrive at Tokai University between above dates. *Please use the postal mail.	2020 February 15 (Sat.)	2020 February 27 (Thu.)	2020 February 27 (Thu.) - March 5 (Thu.) *The documents must be postmarked between above dates.	2020 April

*Send the documents to:

Admissions Services Department
Tokai University
4-1-1 Kitakaname, Hiratsuka-shi, Kanagawa 259-1292, Japan
(E-mail: tokaiiec@tsc.u-tokai.ac.jp)

*The place of the examination will be indicated on the admission slip.

*Please check the month of enrollment before applying.

2. Eligibility Requirements

As stated in the Provision on Section 1, Article 102 of the School Education Act, each applicant must meet one of the following requirements:

- (1) has been awarded or is expected to be awarded a Master's degree by March 2020, or
- (2) has been awarded or is expected to be awarded a professional degree by March 2020, or
- (3) is recognized as having academic ability equivalent or superior to that of a graduate awarded a Master's or professional degree, as stated in the provision in Article 156 of the Ordinance for Enforcement of the School Education Act, and meets one of the following requirements:

- ①* has been awarded or is expected to be awarded a degree equivalent to a Master's or professional degree from an overseas university by March 2020, or
- ②* has completed correspondence courses provided by an overseas university while in Japan and has been awarded or is expected to be awarded a degree equivalent to a Master's or professional degree by March 2020, or

- ③* has completed a program at an overseas educational institution in Japan that is qualified to offer graduate programs in the country's school educational system and is specifically designated by the Ministry of Education, Culture, Sports, Science and Technology, and has been awarded or is expected to be awarded a degree equivalent to a Master's or professional degree by March 2020, or
- ④* has completed a program at the United Nations University, which was established as stated in Section 2, Article 1 of 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 (Act No. 72, 1976) by approval by the United Nations General Assembly on December 11, 1972, and has been awarded a degree equivalent to a Master's degree, or
- ⑤* has completed an academic program at an overseas university, a designated educational institution as stated in ③, or the United Nations University, passed an examination and the review stated in Article 16-2 of the Standards for the Establishment of the Graduate Schools, and has been recognized as having academic ability equivalent or superior to that of a graduate awarded a Master's degree, or
- ⑥ is recognized as having academic ability equivalent or superior to that of a graduate awarded a Master's or professional degree by the Minister of Education, Culture, Sports, Science and Technology [Official Announcement 118 issued by the Ministry of Education, Science, Sports and Culture (currently, Ministry of Education, Culture, Sports, Science and Technology) in 1989], or
- ⑦** is recognized as having academic ability equivalent or superior to that of a graduate awarded a Master's or professional degree through the separate review of eligibility requirements by the Graduate School of Tokai University and is aged 24 years or older (born on or before April 1, 1996).

[NOTE]

*** Applicants who have completed or expected to complete an academic program of an overseas university as stated on (3)-①, ②, ③, ④, or ⑤ must submit additional documents before applying for the examination. (Refer to “Confirmation and Review of Eligibility Requirements” on the following pages.)**

****Applicants who are subject to a review of eligibility requirements by the Graduate School of Tokai University as stated on (3)-⑦ must submit additional documents before applying for the examination. (Refer to “Confirmation and Review of Eligibility Requirements” on the following pages.)**

Confirmation and Review of Eligibility Requirements

The following applicants must submit additional documents before application for eligibility confirmation.

1. Applicants who have completed or expected to complete an academic program of an overseas university as stated on 2-(3)-①, ②, ③, ④, or ⑤

[1] Documents to be submitted

- (1) International student resume (to be completed on form ⑧)
- (2) (Expected) graduation certificate or (expected) certificate of completion (**issued within the last three months by the school from which you graduated**)
- (3) Academic transcript (**issued within the last three months by the school from which you graduated**)

[2] Submission deadline

December 2 (Mon.), 2019 (5:00 pm) *The documents must arrive at Tokai University by this time.

*Please submit the documents to:

Admissions Services Department
Tokai University
4-1-1 Kitakaname, Hiratsuka-shi, Kanagawa 259-1292, Japan

[3] Review of eligibility requirements

- (1) After submission, the documents will be reviewed to determine the eligibility of the applicant. For applicants who are subject to an interview, the date and time of the review will be notified.
- (2) Applicants who have passed the review of eligibility requirements and are qualified for application must submit the application documents (refer to the section “3 Application Procedures”) other than those described above within the designated application period.
The applicant eligibility, once qualified, will be valid in subsequent years. (However, the application documents must be submitted again.)

2. Applicants who are subject to a review of eligibility requirements by the Graduate School of Tokai University as stated on 2-(3)-⑦

[1] Documents to be submitted

- (1) Resume (Japanese students: Use Form ⑦ / International students: Use Form ⑧)
- (2) (Expected) graduation certificate or (expected) certificate of completion (**issued within the last three months by the school from which you graduated**)
- (3) Academic transcript (**issued within the last three months by the school from which you graduated**)
- (4) Letter of recommendation (if you are enrolled at an institution as a research student)

*Please obtain the form from the Admissions Services Department. Email: oasis @tsc.u-tokai.ac.jp
(5) Academic papers or materials of your research which can certify the eligibility (if available)

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The applicant eligibility, once qualified, will be valid in subsequent years. (However, the application documents must be submitted again.)

***If you require an admission certificate to take the entrance examination**

For applicants who apply for admission from overseas and hence require an admission certificate to obtain a visa in order to travel to Japan from their country, the preliminary screening will be carried out on the basis of their submitted documents and a probationary admission certificate will be issued to successful applicants. The successful applicants must complete the embarkation procedures using the probationary admission certificate and take the screening test in Japan. If the successful applicant fails or does not take the screening test, the probationary admission will be rescinded.

[1] Documents to be submitted

(1) Application documents

*Use the enclosed Form ⑧ for resume

(2) Examination fee

[2] Submission deadline

October 25 (Fri.), 2019 **(5:00 pm)** *The documents must arrive at Tokai University by this time.

3. Application Procedures

Applicants must submit the following application documents, including the examination fee, to the Admissions Services Department **in the designated envelope labeled “Application documents enclosed” by registered mail.**

Application documents	Notes
Examination fee (JPY 35,000)	Purchase a postal money order / international postal money order for JPY 35,000 at a post office and enclose it in the envelope labeled “Application documents enclosed” . (Handling charges and currency exchange fees shall be covered by the applicant.)
Application forms (Use the form of Tokai University)	<ul style="list-style-type: none"> - Do not cut the form at the cut-off line. - The admission slip will be sent back to you. It also serves as a receipt for the examination fee. - For the campus location, please directly confirm with the professor you will be instructed by.
One photograph	Write your name on the back of the photograph and paste it onto your application form. (Must be a clear shot of upper body without a cap/hat, taken from the front within the last three months; unframed, 4 cm (H) × 3 cm (W); either color or black and white)
Latest academic transcript related to the eligibility requirements	Must be issued within the last three months by the school from which you graduated
Resume (Japanese student: Use Form ⑦ International student: Use Form ⑧)	Give a detailed chronological account of your academic background, work experience (including descriptions of work duties related to your purpose of application), and research experience. Also include your current activities. Years must be indicated according to the Gregorian calendar.
Letter of recommendation (Form ①)	Must be written and completely sealed by your research instructor
(Expected) graduation certificate or (expected) certificate of completion that satisfies eligibility requirements	Must be issued within the last three months by the school from which you graduated
Copy of your Master’s thesis and its outline	Applicants who are expected to complete a Master’s program must submit the interim report of the Master’s thesis. Applicants who have not written a Master’s thesis must submit a copy of an equivalent report.
Postadmission research plans (Form ④)	Give reasons why you have selected the research theme as well as the purposes and methods of your research within 1,200 English words on an A4 sheet.

*If your name is different from the one listed in the application documents above, attach a relevant certificate issued by a public agency (copy of family registration issued within the last three months).

*Health certificate

You are not required to submit a health certificate in the application procedures. Be sure to take a health exam at your campus after enrollment.

*An admission slip will be sent to you approximately one week after the submission of application documents. Please contact Admissions Services Department if you don't receive the slip. Please keep the admission slip also as a proof of payment.

NOTES

- 1) An applicant needs to find an academic advisor prior to apply.
- 2) Flawed application documents are unacceptable.
- 3) Once submitted, the examination fee and application documents will not be returned for any reason.
- 4) Once submitted, the contents of the application cannot be changed for any reason.
- 5) Note that we will never request transfer of the examination fee by telephone.

4. Examination Subject and Time

Doctoral Program

Department	Course	Examination Subject	Time
Science and Technology	Science and Technology	Presentation for about 10 min (concerning your research progress and future research plans; only PowerPoint will be available) Interview (including questions on the presentation, language proficiency, and oral examination concerning knowledge related to the research field of interest)	10:00~
Earth and Environmental Science	Earth and Environmental Science		
Bioscience	Bioscience		

* For Graduate School of Science and Technology, a projector and a PC (Windows OS) installed with PowerPoint 2010 will be provided for the presentation (bring a USB memory containing your presentation data). If you prefer using another type of PC or application software for your presentation, you will be responsible for providing the necessary devices including conversion connectors for the projector.

For Graduate School of Earth and Environmental Science and Bioscience, only a projector (with RGB port) will be provided. If you need other types of conversion connectors, please contact each course in advance.

* For more details, please contact your course (or professor).

5. Instructions for Examination

1. Examination

- (1) **On the day of the examination, applicants must bring the examination admission slip and present it when entering the examination room.**
- (2) Applicants must ensure that they have seated in the examination room at least 10 min before the start of the examination. Carefully confirm the examination date shown on the examination admission slip.
- (3) **Taking the examination at a different time or place from the designated one will not be allowed.**
- (4) Applicants who have not entered the examination room by 20 min after the start of the examination will not be allowed to take the examination.
- (5) On the day of the examination, no one other than the applicants is allowed to enter the examination room.
- (6) Applicants are not allowed to leave the examination room during the examination. If you become sick during the examination, raise your hand and alert a member of staff.
- (7) Applicants who have not taken any of the designated examination subjects are excluded from the application process.
- (8) Applicants who have not taken the written examination are unable to take the interview.
- (9) The time and place of the interview will be announced on the day of the examination.
- (10) The use of electronic devices such as a mobile phone, smart phone, and smart watch in the examination room is prohibited. Applicants must ensure that the devices are turned off at the entrance to the examination room. The use of these devices as a clock is also prohibited. In addition, the use of devices that is difficult to judge whether it has dictionary / calculation / communication function is also prohibited.
- (11) Applicants must always follow the staff's instructions in the examination room. Otherwise, the applicant may be ordered to leave the room.
- (12) Applicants must strictly observe the rules given in the Guide to Entrance Examination.

2. What to bring on examination day

- (1) Examination admission slip, writing utensils
- (2) Devices necessary for your the presentation
- (3) Lunch (recommended)

3. Cheating

The examination shall be rigorously implemented so that all applicants may fairly take the examination. Applicants who behave inappropriately and disturb the implementation of a fair examination will be immediately disqualified and **treated as disqualified for all the examinations until September 2020.** (The examination fee will not be refunded.)

6. Other instructions

- Notifications from the university will be sent to the current address written on your application form. If the current address is changed after the submission of the application form, report the new address with your examination admission number, name, course of interest, previous address, and phone number in writing by express postal mail using an envelope to the following address:

Admissions Services Department

Tokai University,

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

- If you need special assistance for taking the examination and/or participating in educational activities due to physical disabilities, please contact the Office of Admissions Services by December 6 (Fri.), 2019.
E-mail: tokaiiec@tsc.u-tokai.ac.jp

7. 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.)

8. Security Export Control

Tokai University has established the Tokai University Rules on Security Export Control in accordance with the Foreign Exchange and Foreign Trade Act, and conducts strict examinations for acceptance of international students, etc. Please note that international applicants who fall under any of the conditions set out in said regulations may be unable to enter their desired course or program.

Common Information

Tuition and Fees

The tuition and fees for the 2019 academic year are listed below.

(Unit:JPY)

Department		Science and Technology	Earth and Environmental Science	Bioscience
Category				
Spring Semester	Admission fee	300,000	300,000	300,000
	Tuition	367,500	367,500	367,500
	Educational management fee	105,500	105,500	105,500
	Facilities & maintenance fee	100,000	100,000	100,000
	Subtotal	873,000	873,000	873,000
Fall Semester	Tuition	367,500	367,500	367,500
	Educational management fee	105,500	105,500	105,500
	Facilities & maintenance fee	100,000	100,000	100,000
	Subtotal	573,000	573,000	573,000
Total		1,446,000	1,446,000	1,446,000

Tuition and fees required for the second and subsequent years

Tuition and fees required for the second and subsequent years may be revised depending on the school and social trends, including an increase or decrease in personnel costs, government subsidy (expense subsidy for private universities), cost of living, and university's financial condition.

[Note 1] Graduates (Master's program) of Tokai University, Kyushu Tokai University, or Hokkaido Tokai University are exempt from the admission and facilities & maintenance fees. Students who have graduated from Tokai University, Kyushu Tokai University, or Hokkaido Tokai University are exempt from half the admission fee and the entire facilities & maintenance fee.

[Note 2] In addition to the fees listed above, the following fees should be paid during the registration period.

1. Student health insurance union dues

Doctoral Program ... JPY9,200 (for the shortest completion term, including entry fee)

(Students must pay this fee in one lump sum during the registration period. The management of

the union is funded by the dues from each student.)

*Graduates of Tokai University (undergraduate and/or graduate schools) are exempt from the entry fee (JPY 200).

2. Alumni Association membership dues ... JPY 3,000 (for half a year)

*Graduates of Tokai University (undergraduate and/or graduate schools) are exempt from this fee.

[Note 3] If students need to participate in special practical programs, a practical training fee may be charged separately.

[Note 4] As a rule, the tuition and fees you have paid will not be refunded. For students who need to withdraw for specific reasons and complete the withdrawal procedure by 5:00 pm, March 31 (Tue.), 2020, the paid tuition and fees, excluding the admission fee, will be refunded. (For details, refer to the Registration Guide delivered to successful applicants).

Among the tuition and fees you have paid, the admission fee is nonrefundable without exception.