

Application Guidelines for Research Students

(Self-supported International Students)

1. Definition of Research Student

A research student is a person who conducts research on a particular specialized topic in this graduate school.

Research students are not fully matriculated students and do not receive academic credits or official grades.

2. Application Qualifications

- (1) Individuals who hold a master's degree
- (2) Individuals who are recognized by this graduate school as possessing the equivalent or greater academic skill as that of a person who has a master's degree

3. Enrollment and Research Periods

- (1) Enrollments are in April and October.
- (2) The research period is one year. However, those who want to continue their studies beyond one year may request an extension from the dean of the graduate school.

4. Deadline of Informal Approval and Application Period

- (1) Deadline of Informal Approval

Individuals who want to apply to be research students in this graduate school are required to obtain the informal approval of their (prospective) academic advisors before applying.

Apr. 2024 enrollment: From Oct.16 (Mon.) to Oct.25 (Wed.), 2023

Oct. 2024 enrollment: TBD

- (2) Online application registration:

Apr. 2024 enrollment: from November 27 (Mon.) to December 1 (Fri.), 2023

Oct. 2024 enrollment: TBD

- (3) Deadline for submitting application materials (Hours: 9:00 a.m. to 5:00 p.m.):

Apr. 2024 enrollment: December 13 (Wed.), 2023

Oct. 2024 enrollment: TBD

Note: If you send your application by postal mail, it must be received by the deadline indicated. Materials can be submitted in person. (Applications that arrive after the application deadline will not be accepted.)

If the applicant already has a visa (e.g., student visa) at the time of application and if that visa is valid until the time of the applicant's expected admission, the applicant should apply under the same research student application guidelines as for Japanese applicants. (For details, see those guidelines.)

5. Procedures of Informal Approval

(1) Required Materials

Document		Instructions
A	Application Sheet	Only international students University's prescribed form The form can be downloaded from university's website
B	Consent to Transfer and Process Personal Data	Only international students who apply from <u>EEA member countries</u> University's prescribed form The form can be downloaded from university's website

(2) How to Apply

Prepare all the required documents and send them by e-mail to the office noted below by the deadline indicated.

(3) Mailing Address

ecokyomu4@econ.hokudai.ac.jp

(Academic Affairs Coordinator, Graduate School of Economics and Business and School of Economics and Business, Hokkaido University)

6. Application Procedures

(1) Before Applying

① Financial ability to pay for living and academic expenses in Japan

It is important that students have sufficient funds to cover their living and academic expenses in Japan. They must be able to pay their enrollment fees and tuition through the end of their terms as well as have adequate funds to cover living expenses (minimum of ¥1,000,000).

(Research students are not eligible for reductions in student expenses, such as enrollment fee exemption or tuition exemption.)

Students will not be allowed to withdraw from this graduate school due to an inability to pay tuition or similar reasons, so be sure to secure sufficient funds before applying.

② Requirements for using the online application site

To use the online application site, you will need the following:

- A computer with Internet access
- A printer (to print out necessary documents)
- An e-mail address (to receive e-mail indicating that your exam payment has been received; cell phone e-mail addresses may not be used.)

(2) Application Materials, etc.

Document		Instructions
A	Application for admission	This can be downloaded from the application site after the applicant completes the online registration. Print it out, affix a photo of yourself (taken within three months of application, upper body, facing front), and mail it or submit it in person by the deadline.
B	Educational background form	This can be downloaded from the application site after the applicant completes the online registration. Print it out, sign it, and mail it or submit it in person by the deadline.

C	Examination fee	¥10,300 (Including ¥500 handling charge.) Please pay this fee from the application site.
D	Application for overseas student	University's prescribed form Fill out the application. The form can be downloaded from the application site.
E	Certificate of Completion or expected completion	Issued by the dean of your previous university (or graduate school) If you cannot submit an original copy, contact the office at the school in advance. ※Applicants who graduated/ are expected to graduate from Chinese University(except Taiwan, Hongkong, and Macau) need to submit the following documents besides the certificate of graduation /completion (or expected graduation/completion). ◇Applicants who already graduated a)Online Verification Report of Qualification Certificate (教育部学籍在线验证报告) b)Copy of Certificate of Completion (毕业证书) and Degree Certificate (学位证书) ◇Applicants who are expected to graduate a)Online Verification Report of Student Record (教育部学籍在线验证报告) As for the above documents a), please get them from the website CHSI (中国高等教育学历证书查询 http://www.chsi.com.cn/xlcx/bgys.jsp). There need to be at least 15 days left in the web authentication expiration dates at the time of submission.
F	Transcript	Issued by the dean of your previous university (or graduate school) If you cannot submit an original copy, contact the office at the school in advance.
G	Letter of recommendation	Unspecified format Written and signed by an instructor in a position of responsibility at your previous university, such as the university president, dean of your department, or your academic advisor.
H	Certificate of Japanese proficiency	Applicants who have taken the Japanese-Language Proficiency Test (JLPT) should submit their Certificates of Result and Scores. Applicants who have not taken the JLPT should submit letters written and signed by their academic advisors, etc., at the universities from which they graduated or the Japanese-language educational institutions where they studied Japanese. Certificates cannot come solely from the applicant's transcript (reflecting grades from some of the coursework at his/her previous university).
I	Financial document	Unspecified format Document verifying that the student has funds to pay for his/her school and living expenses in Japan. • Balance statement issued by the student's financial institution • Copy of the student's bankbook (see item 6-(1)-① of these guidelines), etc.
J	Copy of your passport	Submit a copy of your passport (portion showing your personal information and photo and portion showing your Japanese visa).
K	Your Photo	• One photo in size 4cm long x 3cm wide • One photo in size 3cm long x 2.5cm wide • Taken within the last 3 months • Without background • Write your name on the back of the photos
L	Consent to Transfer and Process Personal Data	Only international students who apply from <u>EEA member countries</u> University's prescribed form The form can be downloaded from university's website

(3) How to Apply

Visit the online application page of Hokkaido University's Web site (<http://e-apply.jp/e/hokudai-eco/>) and follow the on-screen instructions.

After completing the online application registration, print out the graduate school admission application form for research students and the resume form from the application site and submit them to the office noted below by the deadline indicated. Be sure to affix your photo to the application and sign the resume.

Please be aware that application materials that arrive after the application deadline will not be accepted, even if the applicant has completed the online application registration process.

(4) Mailing Address

Academic Affairs Coordinator, Graduate School of Economics and Business and School of Economics and Business, Hokkaido University
Kita 9, Nishi 7, Kita-ku, Sapporo 060-0809 Japan

Note: When mailing your application, be sure to write "Research Student Application Enclosed" on the front of the envelope in red letters.

7. Selection Method

Admission decisions will be based on a comprehensive review of the application materials.

8. Selection Results

Results will be mailed to applicants individually. (Information about an applicant's admission status will not be provided over the phone.)

9. Enrollment Fee and Tuition

(1) Enrollment fee: ¥84,600

(2) Annual tuition: ¥356,400

(If these figures are revised at the time of admission or during enrollment, the new amount will apply as of the time of revision.)

10. Other

(1) Enrollment fees and tuition already paid will not be refunded for any reason.

(2) Application materials that have been received may not be revised. Also, they will not be returned to the applicant.

(3) Examination fees already paid (through the online application site) will not be refunded for any reason except those listed below:

- If an individual paid the examination fee but did not apply for submission (did not submit an application or submitted an application that was not accepted)
- If the examination fee was accidentally paid twice

(4) Contact the office below if you are not able to complete the online application registration.

October 2023

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