

2019 Ehime University Application Guidelines for Research Students from Abroad

(For applicants to the Faculties of Law and Letters, Education, Collaborative Regional Innovation,
Science, Engineering, and Agriculture)

Last updated: November 1, 2018

Persons wishing to enroll as research students in the Faculties of Law and Letters, Education, Science, Engineering, and Agriculture at Ehime University should apply as follows.

1. Application qualifications

(1) Application qualifications

People who have graduated from university (including those who expect to graduate by the time of enrollment), or people deemed to have the equivalent or higher academic ability, with the intention to conduct research on specific matters relating to the Faculties listed above.

Note: "People deemed to have the equivalent or higher academic ability" are those who have submitted an applicant certification application and received certification. People wishing to apply for applicant certification should submit the required documents to the place for submission in 2. (2) one month before the application form acceptance period.

(2) Period of research

The period of research is up to one year. However, the period may be renewed if it is deemed necessary for the research.

2. Application form acceptance period and place for submission

(1) Application form acceptance period

a. Submitted by the applicant (residing in Japan)

1st semester: For enrollment in April: By February 15 (Fri), 2019
(Every day from 9:00 to 17:00 except Saturday, Sunday and holidays)

2nd semester: For enrollment in October: By August 5 (Mon), 2019
(Every day from 9:00 to 17:00 except Saturday, Sunday and holidays)

b. Submitted by a deputy (if applicant is residing outside Japan)

1st semester: For enrollment in April: By December 14 (Fri), 2018
(Every day from 9:00 to 17:00 except Saturday, Sunday and holidays)

2nd semester: For enrollment in October: By June 10 (Mon), 2019
(Every day from 9:00 to 17:00 except Saturday, Sunday and holidays)

*On the final day for receipt of applications, submit the application form in the morning to allow time for processing payment.

*In other months, those wishing to enroll can apply at any time, but should submit the required documents three months before date of enrollment.

(2) Place for submission of application forms

Applicants for the Faculty of Law and Letters, Education, Collaborative Regional Innovation, Science, and Engineering

Ehime University Education and Student Support Department Educational Support Division
(Student Services Station, Library 1F)

Faculty of Law and Letters Academic Affairs

Faculty of Education Academic Affairs

Faculty of Collaborative Regional Innovation Academic Affairs

Faculty of Science Academic Affairs

Faculty of Engineering Academic Affairs

Applicants for the Faculty of Agriculture

Ehime University Faculty of Agriculture Administration Division

***Applications by post are not accepted. The application must be submitted in person or by a deputy.**

3. Application procedure

Applicants should first prepare (1) the documents for submission, have an interview by the

supervising faculty member, and, after obtaining approval to apply as a research student, submit the documents to the place for submission of application forms in 2.(2). Students residing outside Japan wishing to apply for enrollment may be unable to obtain a visa at the Japanese embassy in their country due to insufficient Japanese language ability.

(1) Documents for submission

Documents for submission should be prepared in Japanese as much as possible. (Please attach a Japanese -- if not possible, then English -- translation to documents written in other languages.)

- a. Enrollment application . . . See Form 1 below
 - b. Resume . . . See Form 2 below
 - c. Graduation certificate . . . Certified by the head of the previous school
- * Students expecting to graduate should submit a certificate of expected graduation (certified by the head of the current school) when applying, and a graduation certificate (certified by the head of the previous school) when completing the enrollment procedure.
- d. Transcript . . . Certified by the head of the previous school
 - e. Two photos . . . Showing the head and shoulders of the candidate, hatless, taken up to 3 months prior to the date of application
(Paste on the relevant part of the Enrollment application and resume)
 - f. Research Plan . . . See Form 3 below
 - g. Letter of Consent . . . See Form 4 below (from place of employment or school)
 - h. Research Pledge . . . See Form 5 below (student or employed persons only)
 - i. Duplicate of certificate of residence
(or documents confirming status of residence and period of stay)
. . . . Only applies to foreign nationals already residing in Japan

(2) Entrance examination fee 9,800 yen

After receipt and screening of the application form, the university will issue a payment form for the entrance examination fee, which should be paid at a Japanese post office or Japan Post Bank.

At that time, receive the receipt of payment and certificate of receipt of postal money transfer (for submission to the university).

Paste the certificate of receipt of postal money transfer (for submission to the university) in the place designated, and submit it to the place for submission of application forms in 2.(2).

The entrance examination fee cannot be returned except in the following cases.

- a. The entrance examination fee was paid, but application to Ehime University was not made.
- b. The entrance examination fee was accidentally paid twice, or an amount greater than the fee was accidentally paid.
- c. The application forms were submitted, but the application was not received.

4. Selection date and selection procedure

(1) Selection period (schedule)

- a. Submitted by the applicant (residing in Japan)
 - 1st semester: For enrollment in April: Mid March, 2019
 - 2nd semester: For enrollment in October: Mid September, 2019
- b. Submitted by a deputy (for an applicant residing outside Japan)
 - 1st semester: For enrollment in April: Mid January, 2019
 - 2nd semester: For enrollment in October: Mid July, 2019

(2) Selection procedure

Candidates are selected by the relevant faculty or the joint institutes for education and research based on the documents submitted at the time of application, interviews and so on.

(3) Notification of selection results

- a. The university will promptly notify either the applicant or the deputy of the results of selection.
- b. The university will issue successful candidates with a notification of admission, and to those

who request it, a certificate of admission and a research certificate.

5. Admission and tuition fees

(1) Admission fee 84,600 yen

(Free of charge for those graduating or completing courses at Ehime University)

(2) Tuition fee Monthly 28,900 yen (half year 173,400 yen)

For those graduating or completing courses at Ehime University, the fee is 14,400 yen per month.

In either case the fees are paid as a lump sum every half year at the beginning of the term.

【Handling of personal information】

The name, address and other personal information given on the application form is used by the university for clerical processes concerning the application, and for contacting the applicant in case of incomplete application forms. Based on our privacy policy, the name, address and other personal information given on the submitted documents is held by the university only for the purposes of academic administration after enrollment (registration, tuition etc.), student support (health care etc.), administration of tuition fees, and surveys (analysis of application trends etc.).

List of documents required for application as a research student

Documents required for the application procedure

1. Enrollment application . . . See Form 1 below
2. Resume See Form 2 below
3. Graduation certificate The form of the graduating educational institution
(certificate of expected graduation)
4. Transcript The form of the graduating educational institution
5. Two photos Paste on the relevant part of the enrollment application and resume
6. Research Plan See Form 3 below
7. Letter of Consent See Form 4 below (from place of employment or school)
8. Research Pledge See Form 5 below (student or employed persons only)
9. Duplicate of certificate of residence or documents confirming status of residence and period of stay
10. Certificate of payment of entrance examination fee

★ Enquiries ★		
Ehime University Education and Student Support Department Educational Support Division (Student Services Station, Library 1F)		
Faculty of Law and Letters Academic Affairs	Tel:+81-89-927-9221 E-mail:llgakumu@stu.ehime-u.ac.jp	Fax:+81-89-927-9267
Faculty of Education Academic Affairs	Tel:+81-89-927-9377 E-mail:edgakumu@stu.ehime-u.ac.jp	Fax:+81-89-927-8304
Faculty of Collaborative Regional Innovation Academic Affairs	Tel:+81-89-927-9019 E-mail:crigakum@stu.ehime-u.ac.jp	Fax:+81-89-927-8176
Faculty of Science Academic Affairs	Tel:+81-89-927-9546 E-mail:scigakum@stu.ehime-u.ac.jp	Fax:+81-89-927-9657
Faculty of Engineering Academic Affairs	Tel:+81-89-927-9690 E-mail:kougakum@stu.ehime-u.ac.jp	Fax:+81-89-927-9694
3 Bunkyo Cho, Matsuyama City 790-8577		
Ehime University Faculty of Agriculture Administration Division		
Academic Affairs	Tel:+81-89-946-9806 E-mail:agrgakum@stu.ehime-u.ac.jp	Fax:+81-89-941-4175
3-5-7 Tarumi, Matsuyama City 790-8566		

Please complete in Japanese as much as possible.

Form 1

研究生入学願書

Enrollment Application as Research Student

愛媛大学長 殿

To the President of Ehime University

貴学 _____ 学部研究生として入学したいので、御許可くださるようお願いいたします。

I hereby apply to enroll at Ehime University as a research student in the Faculty of _____ .

年 月 日
Date (year) (month) (day)

ふりがな Furigana 氏名 Name 生年月日 Date of Birth	年 月 日生 (year) (month) (day)	男・女 Male / Female	受付番号 Reception number	写真貼付欄 Attach photo here
国籍 Nationality				
住所 Address (連絡先) (Contact)	E-mail 電話番号Telephone () 携帯電話番号Mobile phone number ()			
最終学歴 Most recent education	年 月 日 卒業・卒業見込・修了・修了見込 (year) (month) (day) Graduated / Expect to graduate / Completed a course / Expect to complete a course			
職業及び 勤務先 Occupation and place of work				
連絡のとれる 最寄りの友人 等 The closest contactable friend etc.	住所 (〒 -) Address: 氏名 電話番号 Name Telephone number			
研究期間 Research period	年 月 日 ~ 年 月 日 か月・1年 From (date): (year) (month) (day) to (year) (month) (day) months / 1 year			
研究題目 Research topic				
指導教員名 Name of supervisor				
留学費用の 出所 Source of financial support for study abroad	(留学にかかる学費、生活費等の出所について詳しく記入してください。) (Fill in the details of the source of the academic fees, daily expenses and so on required for study abroad)			

Notes

1. Applicants should attach the following documents.

- (1) Resume (2) Graduation certificate or certificate of expected graduation (3) Transcript
- (4) Two photos (attached to enrollment application and resume) (5) Research Plan (6) Letter of Consent
- (7) Research Pledge (8) Duplicate of certificate of residence or documents confirming status of residence and period of stay
- (9) Certificate of payment of entrance examination fee

2. The admission fee should be paid immediately when enrollment is granted.

3. The name, address and other personal information given on the application form is used by the university for clerical processes concerning the application, and for contacting the applicant in case of incomplete application forms.
Based on our privacy policy, the name, address and other personal information given on the submitted documents is held by the university only for the purposes of academic administration after enrollment (registration, tuition etc.), student support (healthcare etc.), administration of tuition fees, and surveys (analysis of application trends etc.).

Please complete in Japanese as much as possible.

Form 2

履 歴 書 Resume	
年 月 日現在 Current date: (year) (month) (day)	男 ・ 女 Male / Female
●ふりがな Furigana	●氏名 Name
●生年月日 Date of birth	●Photograph Height: 36 to 40 mm Width: 24 to 30 mm The applicant, alone From the chest up Glue the reverse face
年 月 日 (満 歳) (year) (month) (day) Age:	●現住所 〒 () Current address:
●E-mail	電話番号 Telephone ()
	携帯電話番号 Mobile phone number ()
●連絡先 (現住所以外に連絡を希望する場合のみ記入) Contact address (only if you wish to be contacted somewhere other than your current address)	
〒 ()	電話番号 Telephone ()
●学歴・職歴 (各別にまとめて書く) Educational and professional background (write each separately)	
年 Year	月 Month
●免許・資格・表彰 Licences, qualifications and awards	
年 Year	月 Month
●特技 Special skills	

Please complete in Japanese as much as possible.

愛媛大学 _____ 学部

Ehime University, _____ Undergraduate school

● 志望動機

Reason for applying

● 大学で学んだこと (所属教室・ゼミナール・その他)

Courses taken at university (classes, seminars etc.)

● サークル活動・ボランティア活動・在外体験等

Clubs, volunteer activities, overseas experience etc.

● 自己アピール

Personal PR

● その他 (本人希望等)

Miscellaneous (personal requirements etc.)

愛媛大学 _____ 学部

Ehime University, _____ Undergraduate school

Please complete in Japanese as much as possible.

Form 4

承 諾 書

Letter of Consent

Date: 年 月 日
(year) (month) (day)

愛媛大学長 殿
To the President of Ehime University

所 属 先
Affiliation

所 属 先 所 在 地
Affiliation Address

代表者(所属長)氏名
Representative (senior person)

下記の者が、()に所属のまま、
貴大学_____学部 研究生として、下記の期間登学することを承諾します。

I consent to the person named below to attend Ehime University as a research student in the Faculty of _____ for the period shown below while maintaining affiliation with ()

記
Details

研 究 生
a research student
出 願 者 氏 名
Applicant

研究予定期間 自 年 月 日
Proposed research period From (date): (year) (month) (day)

至 年 月 日
To (date): (year) (month) (day)

(注) 代表者(所属長)氏名欄は、自署でお願いします。
Note: The representative (senior person) should write their signature.

※ 該当者のみ提出のこと。
Submitted by the person concerned only.

Please complete in Japanese as much as possible.

Form 5

確 約 書

Research Pledge

Date: 年 月 日
(year) (month) (day)

愛媛大学長 殿
To the President of Ehime University

氏 名
Name

私は、愛媛大学 _____ 学部 に研究生として入学し、
指導教員 _____ のもとに
(研究題目) _____ について

研究することを希望しておりますが、このことは全く私の個人的研究である
ことを確約します。

I wish to enroll in Ehime University Faculty of _____ as a research student
under the guidance of _____ (faculty member)
to study _____ (research topic),
and hereby affirm that this is an entirely personal research

(注) 氏名は、必ず自署してください。
Note: Be sure to sign your name.

※ 該当者のみ提出のこと。
Submitted by the person concerned only.
up to (date):