

# 2017 Guidelines for International Student Applicants for Research Student in a Graduate School at Ehime University

Last updated: November 1, 2016

This program is for students seeking to conduct research on specific topics under the guidance of an academic advisor. No credit is offered for this program.

## Application guidelines

### 1. Application qualifications

#### (1) Application qualifications

Master's Course: Applicants are required to have a master's degree or recognized as having achieved an equivalent or higher academic standard.

Doctoral Course: Applicants are required to have a doctoral degree or recognized as having achieved an equivalent or higher academic standard.

**Note:** Applicants deemed to have an equivalent or higher academic ability are those who have applied for and been granted a recognition of qualification. Those wishing to apply for a recognition of qualification should submit the required documents to the relevant graduate school listed in 2. (2) below one month before the application period.

#### (2) Term of study

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

### 2. Application acceptance period and where to apply

#### (1) Application acceptance period

##### a. Submitted by the applicant (resident in Japan)

1st semester: For enrollment in April: By Friday, February 17, 2017  
(9:00 to 17:00 excluding Saturday, Sunday and holidays)

2nd semester: For enrollment in October: By Monday, August 7, 2017  
(9:00 to 17:00 excluding Saturday, Sunday and holidays)

##### b. Submitted on behalf of an applicant (for applicants resident outside Japan)

1st semester: For enrollment in April: By Friday, December 16, 2016  
(9:00 to 17:00 excluding Saturday, Sunday and holidays)

2nd semester: For enrollment in October: By Monday, June 12, 2017  
(9:00 to 17:00 excluding Saturday, Sunday and holidays)

\* Applicants wishing to enroll in months other than April or October can apply at any time but should submit the required documents three months before the desired date of enrollment.

#### (2) Where to apply

Applicants for the Graduate Schools of Law and Letters, Education, Science and Engineering  
Education and Student Support Department, Educational Support Division  
(Student Services)

Graduate School of Law and Letters (M)

Graduate School of Education (M)

Graduate School of Science and Engineering (M)

Graduate School of Science and Engineering (D)

Applicants for the Graduate School of Agriculture (M)  
Faculty of Agriculture Administration

Applicants for the United Graduate School of Agricultural Sciences (D)  
United Graduate School of Agricultural Sciences Administration

M: Master's Course

D: Doctoral Course

- \* **Applications by post are not accepted. The application must be submitted in person by the applicant or by a representative on behalf of the applicant.**

### **3. Application procedure**

Applicants should first prepare the documents for submission (see (1) below), be interviewed by the supervising faculty member, and after obtaining approval to apply as a research student, submit the documents to the relevant graduate school listed in 2. (2) above.

#### **(1) Documents for submission**

The documents for submission should be prepared in Japanese as far as possible. (Please attach a Japanese translation of documents written in other languages.)

- |   |   |
|---|---|
| a. Enrollment application   | Prescribed form   |
| b. Resume   | Prescribed form   |
| c. Graduation certificate   | Certified by the Principal of the applicant's school  |
| * Students expecting to graduate should submit a certificate of expected graduation (certified by the Principal of the applicant's current school) when applying, and a graduation certificate (certified by the Principal of the applicant's school) when completing the enrollment procedure. |   |
| d. Academic transcript  | Certified by the Principal of the applicant's school  |
| e. Certificate of health  | Prescribed form (prepared by a doctor up to 6 months prior to the date of application)  |
| f. Two photos   | Showing the head and shoulders of the candidate, hatless, taken up to 3 months prior to the date of application (Paste in the relevant part of the enrollment application and resume) |
| g. Research plan  | Prescribed form   |
| h. Letter of acceptance   | Prescribed form (student or currently employed persons only)  |
| i. Commitment form  | Prescribed form (student or currently employed persons only)  |
| j. Copy of certificate of residence<br>(or document confirming status of residence and period of stay)  | Applies to foreign nationals only already resident in Japan   |

#### **(2) Entrance examination fee: 9,800 yen**

After the application documents have been submitted and checked, the university will issue a payment form and a certificate of payment of entrance examination fee, which should be paid at the nearest post office or Japan Post Bank.

On payment of the fee, a receipt for payment and certificate of receipt of postal money transfer (for submission to the university) is issued.

Paste the certificate of receipt of postal money transfer (for submission to the university) in the place designated for the certificate of payment of entrance examination fee and submit it to the relevant graduate school in 2. (2) above.

- \* If submitting the application on the final day of the application period, please submit in the morning to allow time for you to pay the entrance examination fee and submit the certificate of receipt before 5:00 pm.

The entrance examination fee is not refundable except in the following cases:

- a) The entrance examination fee was paid, but the application was not submitted to Ehime University
- b) The entrance examination fee was mistakenly paid twice, or an amount greater than the required fee was paid
- c) The application forms were submitted, but the application was not accepted

### **4. Selection date and selection procedure**

#### **(1) Selection period (schedule)**

- a) Submitted by the applicant (resident in Japan)  
1st semester: For enrollment in April: mid-March 2017

- 2nd semester: For enrollment in October: mid-September 2017
- b) Submitted on behalf of an applicant (for applicants resident outside Japan)
- 1st semester: For enrollment in April: mid-January 2017
- 2nd semester: For enrollment in October: mid-July 2017

## **(2) Selection procedure**

Candidates are selected by the relevant graduate school or joint institute for education and research on the associated campus based on the documents submitted at the time of application, interviews and so on.

## **(3) Notification of the result of selection**

- a) The university will promptly notify either the applicant or their representative of the results of selection.
- b) The university will issue a notification of admission to successful candidates and, to those who request it, a certificate of admission and research certificate.

## **5. Admission and tuition fees**

**(1) Admission fee:** 84,600 yen

(No charge for those graduating or completing courses at Ehime University)

**(2) Tuition fee:** 28,900 yen per month (half year: 173,400 yen)

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

Paid as a lump sum every half year

## **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 and so on.

In addition, this personal information is held by the university for the purposes of academic administration involving the successful candidates (registration, tuition, etc.), student support (healthcare, etc.), administration of tuition fees, and surveys (analysis of application trends, etc.). The personal information will not be used for any other purpose nor will it be given to parties unrelated to this university.

## List of documents required for application as a research student

Documents required for the application procedure

1. Enrollment application      Prescribed form
2. Resume                              Prescribed form
3. Graduation certificate      From the graduating educational institution  
(certificate of expected graduation)
4. Academic transcript          From the graduating educational institution
5. Certificate of health          Prescribed form
6. Two photos                      Paste in the relevant part of the enrollment application and resume
7. Research plan                  Prescribed form
8. Letter of acceptance          Prescribed form (student or currently employed persons only)
9. Commitment form              Prescribed form (student or currently employed persons only)
10. Copy of certificate of residence or document confirming status of residence and period of stay
11. Certificate of payment of entrance examination fee  
(entrance examination fee: 9,800 yen)  
Prescribed form

★ Enquiries ★		
Education and Student Support Department, Educational Support Division (Student Services, Library 1F)		
Graduate School of Law and Letters (Faculty of Law and Letters)	Tel: +81-89-927-9221 E-mail: llgakumu@stu.ehime-u.ac.jp	Fax: +81-89-927-9267
Graduate School of Education (Faculty of Education)	Tel: +81-89-927-9377 E-mail: edgakumu@stu.ehime-u.ac.jp	Fax: +81-89-927-8304
Graduate School of Science and Engineering (Faculty of Science)	Tel: +81-89-927-9546 E-mail: scigakum@stu.ehime-u.ac.jp	Fax: +81-89-927-9657
Graduate School of Science and Engineering (Faculty of Engineering)	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		
Graduate School of Agriculture Administration		
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		
United Graduate School of Agricultural Sciences Administration		
United Graduate School of Agricultural Sciences	Tel: +81-89-946-9910 E-mail: rendai@stu.ehime-u.ac.jp	Fax: +81-89-943-5242
3-5-7 Tarumi, Matsuyama City 790-8566		

# 研 究 生 入 学 願 書

## Research Student Enrollment Application

愛媛大学長 殿

To the President of Ehime University

貴学 \_\_\_\_\_ 研究科 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 \_\_\_\_\_ Graduate School.

平成 \_\_\_\_\_ 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
国籍 Nationality	写真貼付欄 Attach photo here		
住所 Address (連絡先) (Contact)			
最終学歴 Most recent education	年 月 日 (year) (month) (day)	修了・修了見込 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 Closest contactable friend	住所 (〒 _____ ) Address: 氏名 Name	電話番号 Telephone number	
研究期間 Research period	平成 _____ 年 _____ 月 _____ 日 From (date): (year) (month) (day)	～ 平成 _____ 年 _____ 月 _____ 日 to (year) (month) (day)	か月・1年 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。) (Provide details of the source of funds for the academic fees and daily expenses required for study abroad)		

### Notes

- Applicants should attach the following documents.  
(1) Resume (2) Graduation certificate or certificate of expected graduation (3) Academic transcript  
(4) Certificate of health (5) Two photos (attached to enrollment application and resume) (6) Research plan  
(7) Letter of acceptance (8) Commitment form (9) Copy of certificate of residence or document confirming status of residence and period of stay (10) Entrance examination fee receipt
- The admission fee should be paid immediately after enrollment is approved.
- 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 and so on. In addition, this personal information is held by the university for the purposes of academic administration involving successful candidates (registration, tuition, etc.), student support (healthcare, etc.), administration of tuition fees, and surveys (analysis of application trends, etc.). The personal information will not be used for any other purpose nor will it be given to parties unrelated to this university.

Please complete in Japanese as far as possible.

大学院研究生（外国人留学生）

履 歴 書 Resume	
平成 年 月 日現在 Current date: (year) (month) (day)	
●ふりがな Furigana	男・女 Male / Female
●氏名 Name	Photograph Height: 36 to 40 mm Width: 24 to 30 mm The applicant alone Head and shoulders
●生年月日 Date of birth	
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 Licenses, qualifications and awards	
年 Year	月 Month
●特技 Special skills	

愛媛大学 _____ 研究科 Ehime University, _____ Graduate School	
<p>● 志望動機 Reason for applying</p>	
<p>● 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, other)</p>	
<p>● 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.</p>	
<p>● 自己アピール Personal Statement</p>	
<p>● その他（本人希望等） Other (personal requirements, etc.)</p>	

## 健康診断書

## Certificate of Health

氏名 Name		性別 Gender		生年月日 Date of birth	/ / YYYY/ MM /DD		
住所 Present address							
身長 Height	. cm		視力 Vision	右 <input type="checkbox"/> 支障なし <input type="checkbox"/> 有( ) Right None or will not adversely affect studies. If yes, please comment.			
体重 Weight	. kg			左 <input type="checkbox"/> 支障なし <input type="checkbox"/> 有( ) Left None or will not adversely affect studies. If yes, please comment.			
尿検査 Urine Test	糖 (-, ±, 1+, 2+, 3+, ) Sugar	聴力 Hearing		右 <input type="checkbox"/> 支障なし <input type="checkbox"/> 有( ) Right None or will not adversely affect studies. If yes, please comment.			
	蛋白 (-, ±, 1+, 2+, 3+, ) Protein			左 <input type="checkbox"/> 支障なし <input type="checkbox"/> 有( ) Left None or will not adversely affect studies. If yes, please comment.			
潜血 (-, ±, 1+, 2+, 3+, ) Occult blood							
血圧 Blood Pressure	/ mmHg						
結核検査 Tuberculosis testing	どれか1つ以上 Fill in the one(s) which apply to you	胸部X線検査 Chest X-ray	撮影日 Date	/ / YYYY/ MM /DD	フィルム番号 Film No.		
			撮影方法 Method	<input type="checkbox"/> 間接 Indirect	<input type="checkbox"/> 直接 Direct	<input type="checkbox"/> その他( ) Other	
			所見 Results	<input type="checkbox"/> 正常 Normal	<input type="checkbox"/> 異常( ) Abnormal		
	ツ反 Tuberculin Skin Testing	検査日 Date Given	/ / YYYY/ MM /DD	判定日 Date Read	/ / YYYY/ MM /DD		
		結果 Results	発赤 Elythema	mm	硬結 Induration	mm	
		判定** Interpretation	<input type="checkbox"/> 陰性 Negative			<input type="checkbox"/> 陽性 Positive	
		** TST result should be recorded as actual millimeters (mm) of induration, transverse diameter; if no induration, write "0". The TST interpretation should be based on mm of induration as well as risk factors.					
その他 (QFT etc.) Other	検査日 Date	/ / YYYY/ MM /DD					
	検査名 Test name		結果 Results				
身体所見 Physical status	<input type="checkbox"/> 支障なし No problem which will adversely affect studies.		<input type="checkbox"/> 有( ) If yes, please comment.				
精神所見 Mental Health Problem & Drug addictions	<input type="checkbox"/> 支障なし None or will not adversely affect studies.		<input type="checkbox"/> 有( ) If yes, please comment.				
総合所見 Overall Health Condition	<input type="checkbox"/> 良 Good		<input type="checkbox"/> 可 Fair		<input type="checkbox"/> 不可( ) Poor		

年月日

Date of issue

/ /  
YYYY/MM/DD

医療機関名 Name of medical facility

所在地 Address and Postal-code

電話 Phone number

FAX 番号 Fax number

医師名 Doctor's signature



# 研究計画書

## Research Plan

研究目的及び研究計画の概要  
Outline of research objectives and research design

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平成          年          月          日  
Date:          (year)          (month)          (day)

申請者 \_\_\_\_\_  
Applicant

指導教員 \_\_\_\_\_  
Supervisor

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

Please complete in Japanese as far as possible.

大学院研究生（外国人留学生）

# 承 諾 書

Letter of Acceptance

平成 年 月 日  
Date: (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 (supervisor)

下記の者が、（ ）に所属のまま、  
貴大学\_\_\_\_\_研究科 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 \_\_\_\_\_ Graduate School for the period shown below while maintaining affiliation with ( ).

記  
Details

研 究 生  
Research Student  
出 願 者 氏 名  
Applicant

研究予定期間  
Proposed research period

自 平成 年 月 日  
From (date): (year) (month) (day)

至 平成 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 (supervisor) should handwrite their name.

※ 該当者のみ提出のこと。

\* To be submitted by students and currently employed persons only.

Please complete in Japanese as far as possible.

大学院研究生（外国人留学生）

# 確 約 書

Commitment Form

平成 年 月 日  
Date: (year) (month) (day)

愛媛大学長 殿  
To the President of Ehime University

氏 名  
Name

私は、愛媛大学 \_\_\_\_\_ 研究科 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 the Ehime University \_\_\_\_\_ Graduate School as a research student  
under the guidance of \_\_\_\_\_ (faculty member)  
to study \_\_\_\_\_ (research topic),  
and hereby affirm that this is entirely personal research.

(注) 氏名は、必ず自署してください。

Note: Be sure to handwrite your name.

※ 該当者のみ提出のこと。

\* To be submitted by students and currently employed persons only.