

2018 Ehime University Application Guidelines for Research Students in a Graduate School from Abroad

Last updated: November 1, 2017

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.

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 the 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) 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 Friday, February 16, 2018
(Every day from 9:00 to 17:00 except Saturday, Sunday and holidays)

2nd semester: For enrollment in October: By Monday, August 6, 2018
(Every day from 9:00 to 17:00 except Saturday, Sunday and holidays)

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

1st semester: For enrollment in April: By Friday, December 15, 2017
(Every day from 9:00 to 17:00 except Saturday, Sunday and holidays)

2nd semester: For enrollment in October: By Monday, June 11, 2018
(Every day from 9:00 to 17:00 except 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) Place for submission of application forms

Applicants for the Graduate Schools of Law and Letters, Education, Science and Engineering
Education and Student Support Department, Educational Support Division
(Student Services Station, Library 1F)

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 Division

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

M: Master's Course

D: Doctoral Course

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

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 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 applicant's school |
| * Students expecting to graduate should submit a certificate of expected graduation (certified by the head of the applicant's current school) when applying, and a graduation certificate (certified by the head of the applicant's school) when completing the enrollment procedure. | |
| d. Academic transcript | Certified by the head of the applicant's 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 in 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 currently employed persons only) |
| i. Copy 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 the application documents have been submitted and checked, 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.

On payment of the fee, a receipt of 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, 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 (residing in Japan)
 - 1st semester: For enrollment in April: mid-March 2018
 - 2nd semester: For enrollment in October: mid-September 2018
- b) Submitted on behalf of an applicant (for an applicant residing outside Japan)
 - 1st semester: For enrollment in April: mid-January 2018
 - 2nd semester: For enrollment in October: mid-July 2018

(2) Selection procedure

Candidates are selected by the relevant graduate school or joint institute 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 a notification of admission to successful candidates 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

(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.

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 From the graduating educational institution
(certificate of expected graduation)
4. Academic transcript From the graduating educational institution
5. Two photos Paste in 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 currently employed persons only)
9. Copy of certificate of residence or document confirming status of residence and period of stay
10. Certificate of payment of entrance examination fee

★ 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		

Please complete in Japanese as much as possible.

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 Date	年 (year)	月 (month)	日 (day)		
ふりがな Furigana						受付 番号	
氏 名 Name						写真貼付欄 Attach photo here	
生 年 月 日 Date of Birth	年 (year)	月 (month)	日 (day)	男・女 Male / Female			
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 (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	～	平成	年 月 日 (year) (month) (day)
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

1. Applicants should attach the following documents.

- (1) Resume (2) Graduation certificate or certificate of expected graduation (3) Academic transcript
(4) Two photos (attached to enrollment application and resume) (5) Research Plan
(6) Letter of consent (7) Research Pledge (8) Copy of certificate of residence or document confirming status of residence and period of stay (9) Entrance examination fee receipt

2. The admission fee should be paid immediately after enrollment is approved.

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.).

[illegible]

Please complete in Japanese as much as possible.

愛媛大学 _____ 研究科

Ehime University, _____ Graduate 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, other)

● 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 Statement

● その他（本人希望等）
Other (personal requirements, etc.)

愛媛大学 _____ 研究科
Ehime University, _____ Graduate School

Please complete in Japanese as much as possible.

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

平成

Date:

年

(year)

月

(month)

日

(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 handwritten your name.

Please complete in Japanese as much as possible.

承 諾 書

Letter of consent

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、自署をお願いします。
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 much as possible.

確 約 書

Research Pledge

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 _____ (supervisor)
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 handwritten your name.

※ 該当者のみ提出のこと。

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