Nagoya University
Graduate School of
International Development

Application Procedure for

the Research Student Program

October 2024 Admission

The Graduate School of International Development (GSID) at Nagoya University is accepting applications from international students (non-Japanese citizens who can obtain the residential status of "college student") who wish to study as research students starting in October 2024. The research student program is a non-degree program where the research students cannot obtain any degree, but they conduct research on a particular topic under the guidance of an academic advisor at GSID.

To apply, please read the following information carefully and submit application forms and other required documents in full and on time.

1. QUALIFICATIONS

You are eligible to apply if you:

(1) Have a bachelor's degree from a recognized university, and

(2) Acquire a minimum score on one of the following (a)-(e) English proficiency tests. The test should have been taken within two years prior to the date of the first day of the application period of the Research Student Program October 2024 Admission.

   (a) TOEFL-iBT (including Home Edition): 79 or more
   (b) TOEFL-PBT: 550 or more
   (c) TOEFL Essentials: 8.5 or more
   (d) IELTS: 6.0 or more (and should include Academic Reading and Academic Writing)
   (e) Duolingo: 110 or more (https://englishtest.duolingo.com/applicants)

2. DOCUMENTS TO BE SUBMITTED

(1) Application Form

(a) Please use the attached form.

(b) Fill in all the required fields as directed.

(2) Letter of Recommendation

(a) You must request a letter of recommendation from your most recent university, to be issued by the President, Dean or your academic supervisor, and to be written on university letterhead.

(b) The issuer must provide an e-mail address so that we can contact him/her.

(c) The issuer should send the letter as a PDF file directly to GSID by EMAIL to the address below.

Use the subject title, *"Recommendation letter for research student program application."*
iss@gsid.nagoya-u.ac.jp

(3) Certificates/Proof of Graduation

You must submit certificates/proof of graduation for ALL your university level education. If you are planning to graduate from university by the end of September 2024, please submit a certificate to that effect. Please submit documents which show acquisition of your bachelor's degree.

(4) Certificate of Academic Record/Transcript

You must submit academic records/transcripts for ALL your university level education.

(5) Research Proposal

Your research proposal must be in English.
It should be approximately 800 words.
Applicants should not use generative AI tools to generate text or any other content as part of their research proposals.

(6) Certificate of Residence (*Juminhyo*) (for those already residing in Japan), issued after 1 April 2024

Only submit this if you live in Japan. It must be obtained from the local government office of the area where you are registered *after 1 April 2024.* Please note this is NOT required for applicants who live overseas.

(7) Photocopy of Residence Card

For those who live in Japan, submit a photocopy of your Residence Card (both front and back).

(8) Certificate of English language proficiency

This may be a photocopy of a TOEFL, TOEIC, IELTS or Duolingo certificate.
Any certificates other than for these tests are not accepted.

(9) Documents which show the ability to finance yourself

Please submit one of the following documents:
(a) Certificate of bank account balance under your name; or
(b) Certificate of scholarship awarded to you; or
(c) A form of "Declaration of Financial Support" written by your sponsor (including your parents) guaranteeing to finance you (designated form), with the sponsor's certificate of bank account balance; or
(d) Other relevant documents which show your ability to finance yourself.

(10) A photocopy of the photo and signature page of your passport

Please submit this if you have a passport.

(11) Photograph

Please submit two photos (Size 4.0 cm X 3.0 cm), one of which should be attached to the application form.

(12) Summary of your Master's thesis

Please submit this if you are interested in applying for the Doctoral program at GSID after the completion of the research-student program.

(13) Proof of examination fee payment

Please submit a copy of a receipt showing you have paid the examination fee (see 5. EXAMINATION FEE below).

Note:

* All documents must be ORIGINAL unless otherwise stated. Please submit an official photocopy if you cannot submit the original document.

* Certified translation is required if documents are NOT in either JAPANESE or ENGLISH.

* In the screening process, the applicant may be asked to submit required documents in an electronic form.

3. SUBMISSION PERIOD AND POSTAL ADDRESS

(1) Your application forms and all documents must arrive within the submission period of
    15 April 2024 (Monday) to 19 April 2024 (Friday) (no exceptions).

(2) Postal Address

International Student Services
Graduate School of International Development
Nagoya University
Furo-cho, Chikusa-ku, Nagoya 464-8601 JAPAN

(3) Method of Submission

* Documents No. (1) Application form, (5) Research proposal, (11) Photograph, and/or (12) Master's thesis and its summary must be sent in an electronic form by EMAIL to iss@gsid.nagoya-u.ac.jp .

* A complete set of required documents should be then sent by REGISTERED MAIL or another means that can confirm delivery status (such as EMS). Submissions other than by post will not be accepted.

  (Friends or relatives of the applicant must not submit the application on behalf of the applicant.)

* Please write "*Application for Research Student Program*" on the front of the envelope.

* Letters of recommendation must be emailed to the address below during the submission period.

iss@gsid.nagoya-u.ac.jp

* Required documents must be put in the same order as they appear in the application procedure.

Note:

* Application documents once submitted cannot be returned to the applicant under any circumstances.

* Applications received after the deadline will not be accepted under any circumstances.

* No application will be accepted unless all the documents mentioned above are fully and correctly completed.

* Note that any documents not requested under "Documents to be Submitted" that are included in the submission will not be considered for review, nor returned under any circumstances.

4. APPLICATION SCREENING PROCESS

(1) The application screening process has two stages: *preliminary screening* and *final screening.* Inquiries regarding the process, including acceptance of application, cannot be answered.

(2) Preliminary screening will be finalized <u>approximately two months after the end of the application period</u>. Results of the preliminary screening will be informed to all applicants.

(3) Results of final screening will also be informed to all applicants successful in the preliminary screening. Successful applicants will receive an official "Certificate of Admission."

5. EXAMINATION FEE

(1) The examination fee of 9,800 Japanese yen must be paid when you submit your application.

(2) Instructions for paying the fee are given in the attachment ("Global-Pay-for-StudentsGPFS"). Applicant number required in this payment process is GSID number (two digits) and your date of birth (eight digits), total 10 digits, "30+yyyymmdd". Applications not accompanied by the payment of the fee will not be examined.

(3) Please note that paid fees will not be refunded under any circumstances, and that the amount is subject to change without prior notice.

6. FOR FURTHER INFORMATION

(1) If you have any inquiries regarding how to apply for admission as a research student, please contact:

International Student Services

Graduate School of International Development, Nagoya University

Furo-cho, Chikusa-ku, Nagoya 464-8601 JAPAN

Fax: +81-52-789-2666

E-mail: iss@gsid.nagoya-u.ac.jp

(2) GSID homepage

General information on GSID is available at: https://www4.gsid.nagoya-u.ac.jp/en/.

Detailed information on professors' research fields and GSID curriculum is available on this website.

(3) If you are accepted as a research student, you must pay a registration fee of JPY84,600 upon entrance. Tuition is JPY29,700 per month, and research students are required to pay the monthly tuition fee for six months (JPY178,200) in advance. This means that a total of JPY262,800 must be paid upon entrance.

How to pay from overseas
Tuition / Enrollment / Application fees

by Global Pay for Students

International Student Payments

Go to

https://students.convera.com/geo-buyer/nagoyauacjp/

0 Where is your bank located ?
（ Choose the country you are paying from. ）

Select Payment Type.
（ Tuition / Enrollment / Application / Research Student ）

Check the Payment Amount.

1 Choose a way to pay

VISA | Mastercard | 支 Alipay | UnionPay 银联 | III Bank Transfer

2 Enter Student's Details
Student ID or Applicant Number
Name / Email Address
Admission Year and Month
Semester / Affiliation   etc.

3 Enter Payer's Details
Name / Email Address
Address
Relationship to the Student   etc.

4 Make Payment

（ Credit Card : Enter card Information. ）
（ Bank Transfer : Print payment instructions and contact your bank
or financial institution (online, phone or in-person). ）

5 Finished & Track it

（ You can track your payment status by email and SMS. ）

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