

Research Students at the Graduate School of Design in October 2021 for those who do not have Japanese citizenship

1. **Qualifications for applicants**

In order to apply as a research student, applicants must meet one of the following conditions:

1. Those who graduated from a 4-year college and have a Bachelor's Degree (2-year college degree is unacceptable) or expected to have before enter as a research student.
2. Those who have been recognized by Graduate School of Design as having equal academic ability to (1) above.

2. **Research Period**

The period of research is either 6 months or 1 year. You may, however, extend the research period if you have special reasons.

3. **Enrollment Dates**

The enrollment date for the second semester: October 1, 2021

4. **Application Procedures**

Please ask for the private permission from your prospective supervisor first by using below two methods.

- Applicants of the Chinese residence must register your personal record and application documents to the Online-system of Beijing Office in Kyushu University.

Permission/non-permission will be written in Online -system.

URL of Beijing Office in Kyushu University; <http://kyushu-ucn.net>

- Applicants of other than above must send the PDF data of the application documents to Students Affairs Division in School of Design, Kyushu University.

Permission/non-permission will be informed you from Students Affairs Division.

Email Address; gkgkenkyusei@jimu.kyushu-u.ac.jp

The permitted applicants should then pay the application fee, and submit the following documents to Student Affairs Division by the deadline.

Please read the following instructions carefully and submit all the required documents. We will not accept your application for any reason after the deadline.

Deadline for submitting applications

Enrollment for the second semester

(Those who live in overseas): May 7, 2021

(Those who live in Japan): July 30, 2021

i **How to apply**

After you get the private permission from your prospective supervisor, pay the application fee and submit the proof of payment (e.g. copy of receipt, etc.) with other application documents. Please submit the application documents in person or by post such as

registered mail, etc.

1. In person: the application documents must be submitted to Student Affairs Division by 4pm on the deadline date.
2. By mail: the application documents must arrive not later than the deadline date.

Documents to be submitted to:

4-9-1 Shiobaru Minami-ku Fukuoka City, FUKUOKA, 815-8540, JAPAN
Academic Affairs section, Student Affairs Division, Kyushu University School of Design
TEL +81-92-553-4631

We will be unable to accept your application if you miss the deadline or do not follow our instructions. Please note that your documents will not be returned for any reason once submitted. Research works, etc., however, are excepted as we agree to return them in advance.

ii Documents to be submitted

List of documents to be submitted

Please ask Student Affairs Division in advance if you are unable to submit any of the following documents due to compelling circumstances.

	Required Documents	Points to note
1	Application for Admission (use designated form)	<ul style="list-style-type: none">• Applications should be written carefully and precisely by applicants themselves. Please follow the instructions.<ol style="list-style-type: none">1. Make sure to put Furigana above your name.2. Write the name of the college you graduated from most recently, not Japanese Language School.• Your research topic cannot be changed once submitted. Please fill in the form in full consultation with your prospective supervisor.
2	Application Fee (9,800 yen)	Please submit the copy of payment receipt. See the accompanying sheet "How to pay the application fee" for details.

3	Curriculum Vitae with color photo attached	<ul style="list-style-type: none"> • No specific format is required. (Japanese Curriculum Vitae format is acceptable.) • Write your Education History and Employment History separately. • Write your other histories including conscription, home schooling, etc. and be sure not to leave anything blank on your resume. • Attach your color photograph. (The photos must be taken in color against a plain background showing a close-up of your full head and shoulders without a head covering. Size: larger than 3 cm x 2.5 cm.)
4	Research Plan	<ul style="list-style-type: none"> • Write how you are going to work on your research once you have enrolled as a research student in Kyushu University. Specifically write your motivation, summary, schedule, method of implementation and how have you been working on your research so far. • Do not write any study plans such as how you go on to Graduate School, etc. Please write your motivation to study overseas or Japanese learning plan at section 11, "Study Plan". • No specific format is required, but write more than 3 pages on A4 size paper in Japanese (Approx. 5,000 words in length) or in English (Approx. 2,000 words in length).
5	Certificate of Graduation from your latest college or Certificate of Expected Graduation (No photo copy acceptable. Original documents only.)	<ul style="list-style-type: none"> • If you graduated from college in China, attach a certificate issued by notary public as well. • Attach a translation of the document if it's written in a language other than Japanese or English. The translation should be issued by a public organization and be signed by the translator. • If you submit a Certificate of Expected Graduation, send your Certificate of Graduation as soon as you graduate from your school. Attach a certificate issued by a notary public as well, if you graduated from college in China.
6	Transcript from your latest college (No photo copy acceptable. Original documents only.)	<ul style="list-style-type: none"> • If you graduated from college in China, attach a certificate issued by a notary public as well. • Attach a translation of the document if it's written in a language other than Japanese or English. The translation should be issued by a public organization and be signed by the translator.

		<ul style="list-style-type: none"> • Submit your final transcript as soon as you graduate from your school. If you graduated from college in China, attach a certificate issued by a notary public as well.
7	Acceptance letter from the head of your company (No photo copy acceptable. Original documents only.)	<ul style="list-style-type: none"> • Only for those who are currently employed. • Any format is acceptable if the applicant is permitted to apply as a research student by the head of the company. His/her signature or seal is required on it.
8	Two addressed envelopes (size: 235mm length x 120mm width) ※Only for those who wish to receive mail to an address in Japan.	<ul style="list-style-type: none"> • Submit 2 self-addressed envelopes. (size: 235mm length x 120mm width) No stamps required. • Write your name and address on the front of the envelope. • The addressed envelope is used for other notification as well as the selection result. • Notify us immediately if you wish to change the mailing address.
9	Recommendation Letter (No photo copy acceptable. Original documents only.)	<ul style="list-style-type: none"> • A recommender should have a strong understanding of the applicant's application to our Graduate School as a research student including his/her personality characteristics, learning conditions, research activities, etc. e.g. dean / supervisor of your recent college / supervisor of your workplace • No specific format or paper is required, however, recommender's signature or seal is required. We recommend you use your recent/current university or company's letter head.
10	Proof of research achievement	<ul style="list-style-type: none"> • Submit the following documents to certify applicant's research achievement. <ol style="list-style-type: none"> 1. A dissertation or other materials (including research works, etc.) 2. A copy of published research journal or paper presented at conference. 3. A document specified a research period which issued by the research institution. 4. Other proof or confirmation of applicant's research achievement.

		※ If you would like us to return your thesis or research works, let us know in advance.
11	Study Plan	<p>Please write your personal statement of your study plan in detail as following:</p> <ol style="list-style-type: none"> 1. Self-Introduction. 2. Purpose for studying abroad. 3. Reason why you wish to study in Kyushu University. 4. Your plan after finishing study as a research student. 5. Japanese learning plan. 6. Life in Japan, etc. <p>No specific format required. Write in Japanese (Approx. 1,500 words in length) or in English (Approx. 1,000 words in length).</p>
12	Certification of Japanese language proficiency	<ol style="list-style-type: none"> 1. “Japanese-Language Proficiency Test Certificate of Result and Scores”, not a Score Report, should be submitted if you took Japanese-Language Proficiency Test. http://www.jlpt.jp/certificate/index.html 2. Please submit other certificates of Japanese language proficiency if you have them. Be warned that they are nonreturnable.
13	<p>“Certificate of linguistic ability” regarding research activities. (Designated form)</p> <p>※if you submit by (2), you are additionally required to submit the first page of the designated form with applicants’ name.</p>	<ol style="list-style-type: none"> 1. Linguistic ability is checked in person by the supervisor whom the applicant is hoping to apply to, prior to the filing of the application. Ask the supervisor to fill necessary information in the designated form and submit it together with the application document to the student affairs division. 2. Please ask your Japanese teacher, a public officer at a Japanese diplomatic office in your country or a person who can certify your linguistic ability if your supervisor isn’t available.
14	Prior information regarding linguistic ability of research student applicants.	Please be sure to fill in the designated form by yourself.
15	Document certifying the applicant's ability to pay all the expenses during his/her stay in Japan.	<u>Please submit following certificates if the applicant receives overseas remittance from his/her relatives or financial supporters.</u>

<p>(Copies of documents are unacceptable.)</p> <p>※<u>"Please submit following certificates applicant bear the expense by himself/herself"</u> is only for person who works at company or has working experience at company.</p>	<ol style="list-style-type: none"> 1. Certificate of financial supporters' bank balance 2. Certificates of employment stating financial supporter's tenure and amount of total receipts and Certificate of annual income 3. Financial supporter's certificate of tax payment 4. Certificate to prove the relationship between the applicant and the financial supporter. <p>Ex.)</p> <p>a) Copy of family register/ Certificate of residence</p> <p>Submit above if the financial supporter is relatives of the applicant.</p> <p>b) Description letter of financial support</p> <p>Letter certifying the ability to pay all of the applicant's expenses during his/her stay in Japan if the financial supporter is his/her acquaintance. Please write details about "the relationship between the applicant and the financial supporter", and "the reason why the financial supporter helps the applicant financially". Any format is acceptable.</p> <p>Please attach the Japanese translation if it's written in a language other than Japanese or English.</p> <p>c. Official Family Documents</p> <p>Certify the relationship between the applicant and the financial supporter by official documents if both of their nationalities are China.</p> <p><u>Please submit following certificates if the applicant bears the expense by himself/herself.</u></p> <ol style="list-style-type: none"> 1. Certificate of the applicant's bank balance 2. Certificates of employment stating the applicant's tenure and amount of total receipts and Certificate of annual income 3. Certificate of tax payment <p><u>Scholarship Recipient</u></p> <p>Submit the scholarship benefits certificate with the benefit amount, the period of benefit, and the</p>
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scholarship organization if the applicant receives scholarships.

Submit the following documents if the financial supporter lives in Japan.

1. Taxation certificate specifying the financial supporter's gross income.
(Submit any one of resident tax, income tax, copy of final return, or withholding tax receipt.)
2. Certificates of employment specifying the financial supporters' tenure and amount of total income.
(Submit a copy of registration, operating license or a copy of final return with a receiving stamp if the financial supporter is self-employed.)
3. A copy of residence certificate
4. Description letter of living expenses

Write details about the relationship between the applicant and the financial supporter and explain why the financial supporter is helping the applicant if the financial supporter is his/her acquaintance.
Any format is acceptable. Submit the applicant's picture taken together with the financial supporter as well.

《Note》

About certificate of bank balance

- The bank and the currency they deal with should have the overseas remittance service to Japan.
- The certificate of bank balance of the applicant or the financial supporter should show enough balance to cover the necessary living expenses and school expenses during the applicant's stay in Japan.

Refer to the calculation method below;

Ex) a student staying for 1 year
1 year school expenses + living expenses
(100,000 yen) × 12 months

- You might be required to submit the same

		certificate of bank balance for the next fiscal year as well if you plan to go to university in Japan after completing your period of studying as a research student.
16	Address and Contact Card (Designated format)	Please be sure to answer every question.
17	Documents certifying the status of residence (A copy of residence certificate)	Submit a copy of residence certificate issued at ward office only if the applicant lives in Japan.
18	A copy of passport	Submit the copy of passport showing a picture, the applicant's name, date of birth, passport number, issuing institution and the date of issue.

iii Points of Attention

1. Please fill in the application documents in Japanese or English.
2. The certificates to be submitted should be the originals and show the date of issue and issuing institution. Please be sure to attach the translation of the certificates if they are written in a language other than Japanese or English. It should be issued by an official organization and have the signature either of the translator or the organization on it.
3. The certificates and other documents to be submitted should be issued within 3 months prior to the application date unless there are special circumstances.
4. Only correct applications are acceptable. The applicant's letter of acceptance will be revoked if we find a false statement on the document.
5. The fees the applicant pays are not refundable under any circumstances.

5. Selection

Successful candidates are selected on the basis of the applicant's documents. The notification of the result will be sent to all the applicants by post or by email.

6. Procedure after the selection

Successful candidates receive the selection result and the documents regarding admission procedure. Please submit the following by the deadline.

1. Entrance Fee: 84,600 yen
2. One ID photo (30mm × 25mm)

The photo must be taken in color against a plain background showing a close-up of your full head and shoulders without a head covering. Your name and the date the photos were taken (year-month-day) should be written on the back of the photo. The photo is for Student ID card.

3. Address Information

<Tuition fee paid after entrance>

Planned Tuition fee /semester: 178,200 yen

Be sure to pay 178,200 yen for each semester on following period even if the period of study is 1 year. Planned annual tuition fee is 356,400 yen in total.

New tuition fee is charged if the old tuition fee is amended.

[Payment period of tuition fee]: October 1, 2021 ~ October 20, 2021