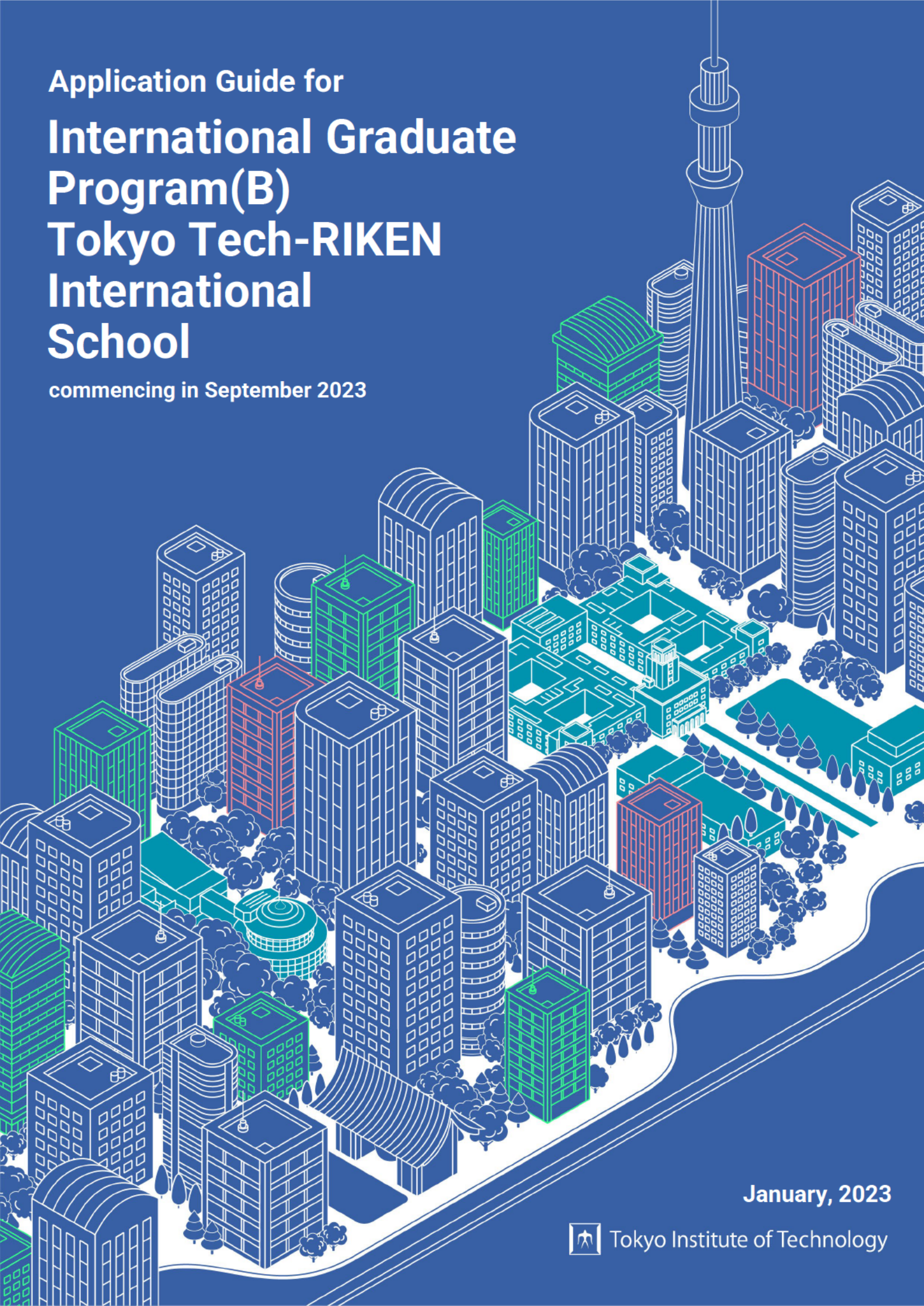# Application Guide for

International Graduate Program(B) Tokyo Tech-RIKEN International School

commencing in September 2023

January, 2023

Tokyo Institute of Technology

Contents

Application schedule

Enrollment Time: Fall (September)
Number of Students Admitted: Several students
Degree Program Offered: Doctoral Program

Application period	January 18, 2023 – April 9, 2023
Deadline for submit the Contact Form to the contact person	February 24, 2023
Deadline of application	April 9, 2023 at 23:59 (JST)
Result notification	Early-June 2023

1. General Prospectus

Tokyo Institute of Technology ("Tokyo Tech") and RIKEN, a leading advanced research institute in Japan (http://www.riken.jp/en/outer), launched the Tokyo Institute of Technology-RIKEN International School ("Tokyo Tech-RIKEN International School") in April 2008.

The main purpose of this program is to offer international students an opportunity to enroll in a doctoral program at Tokyo Tech as well as a chance to carry out research at Tokyo Tech and RIKEN. Tokyo Tech offers only the September admission option for this program. Tokyo Tech accepts students to this program once a year in September.

The academic supervisors will be both Tokyo Tech and RIKEN professors who specialize in the field of research of the participating students.

There is no Japanese language requirement for this program as lectures and seminars are held in English. However, students are given opportunities to attend Japanese language classes on a regular basis in order to better adapt to daily life in Japan.

2. Program

This recruitment prospectus relates to **Doctoral Programs** scheduled to begin in **September 2023**.

International Graduate Program (B) Tokyo Tech-RIKEN International School, one of the international graduate programs, offers a course of study in Nano-material and Nano-biomaterials.

This recruitment prospectus is effective for the Doctoral Program scheduled to begin in September 2023.

* Syllabi (for reference)🖳

Students enrolled in the Doctoral Program are expected to successfully complete their supervised study within three years. To attain a doctoral degree, students need to earn the designated number of credits outlined by their department in a predetermined program of study; complete and receive approval of their research theses; and pass a comprehensive final examination. Students who demonstrate outstanding academic and research performance during the program may be able to reduce their period of study.

3. Eligibility

Non-Japanese citizens who satisfy ALL of the following conditions:

Please note that applicants **may NOT** (i) apply to a different Tokyo Tech program before receiving admission results, (ii) submit multiple applications to different master's programs for the same enrollment period. Applications in either of the above cases will be rejected or revoked.

Notwithstanding the above, an International Graduate Program (B) Tokyo Tech-RIKEN International School applicant can also apply for International Graduate Program (C), on the condition that they choose the same School and department for both programs.

Applicants must have graduated and received a bachelor's degree from a university in a country other than Japan and satisfy one of the following conditions:

    (a) Persons who have successfully obtained a degree equivalent to a master's degree or a professional degree at a university or college outside Japan or who are expected to do so by the day before the

admission date.

(b) Persons who have obtained a master's degree or a professional master's degree in Japan or who are expected to do so by the day before the admission date.

(c) Persons who do not meet eligibility conditions (a) or (b) but are individually assessed and recognized by the relevant School at Tokyo Tech as having academic abilities equivalent to or higher than that of a master's degree or professional degree holder and are at least 24 years old by the day before the admission date.

Note: The admission of applicants expecting to obtain a master's or professional master's degree from a university or college will be revoked should the applicant fail to do so by the day before the admission date.

■Individual Assessment of Admission Eligibility

Applicants who fall under eligibility conditions (c) must contact the Admissions Division before proceeding with the online application, and ask if they need to go through the Individual Assessment of Admission Eligibility or submit the relevant documents.

Applicants who submit the application of Individual Assessment of Admission Eligibility will be informed of the result in **Middle of May 2023**.

4. Application Procedures

Prior to submitting the application materials to the Admissions Division, applicants are required to go through the following steps.

(1)Directly email intended academic supervisors* at Tokyo Tech or RIKEN, and provide a self-introduction and letter of intent for your period of study at Tokyo Tech to obtain their consent.

* List of Academic Supervisors

(2)After obtaining consent from the intended academic supervisor, submit the Documents via email to the appropriate contact person at titech.riken (at) jim.titech.ac.jp (replace "(at)" with "@") no later than February 24, 2023.

[Contact Person]
Yutaka MAJIMA, professor, Department of Material Science and Engineering, School of Materials and Chemical Technology, Tokyo Tech
[Required Documents]

   Contact Form ([Word file](#))

   CV (Free Format)

   Confirmation form to Accept IGP(B) Tokyo Tech – RIKEN ([Word file](#))

   Field of Study and Study Program (★)

★：Designated formats can be downloaded from each IGP program page

(3) You will then be informed of the preliminary screening results by March 14, 2023, after which you must submit your formal application to the Admissions Division. If you do not receive your result by March 24, 2023, please be sure to email the contact person to let them know.

(4) If you are interested in studying under individuals not on the List of Academic Supervisors, please write their names in the Contact Form. However, please understand that it might not be possible to fulfill your request. Please also note that, at Tokyo Tech, only faculty members affiliated with the School of Materials and Chemical Technology can serve as academic supervisors for this program, whereas at RIKEN, all researchers can serve as academic supervisors.

As additional documents may be required before the stated deadline, check the web page periodically and send any inquiries you may have regarding course requirements to the abovementioned contact person.

How to Apply

Before Application

1

Gather information on Tokyo Tech websites
Find degree programs and research fields of interest, and search for possible academic supervisors. Make sure to look at the IGP application schedule.

2

Check eligibility for each program
If you need to go through the individual assessment of admission eligibility, or are unsure about your eligibility, please contact the Admissions Division.

3

Contact Tokyo Tech faculty member
Directly email intended academic supervisors at Tokyo Tech or RIKEN, and provide a self-introduction and letter of intent for your period of study at Tokyo Tech to obtain their consent.
* List of Academic Supervisors (PDF)

4

Submit the Documents to the appropriate contact person at titech.riken@jim.titech.ac.jp by February 24, 2023.
[Contact Person] Yutaka MAJIMA, professor, Department of Material Science and Engineering, School of Materials and Chemical Technology, Tokyo Tech. [Required Documents] See Page No.4

5

Notification of the preliminary screening results
The preliminary screening results will be notified to applicants **by March 14, 2023**, then they receive a URL and password required to access the online application system **before Early April**.

6

Prepare application documents
1. ID Photo
2. Preliminary Screening Results
3. Field of Study and Study Program (★)
4. Summary of Thesis   (Free format)
5. English Proficiency test score
6. A copy of applicant's passport or residence card
7. Verification of Application fee payment
Application for individual assessment of admissions eligibility (if required) (★)

★ : Designated formats can be downloaded from each IGP program page

Application via Online System

7

Complete the submission of application documents
Access the online application system with the **URL and password** notified by the Admissions Division and fill out the online form and complete the submission of application documents.

Online Application System
Fill out the online form and complete the submission of application documents no later than **April 9, 2023** at 23:59 (JST)

8

Complete submission of supporting documents
Supporting documents must be directly submitted from your referee and your previous or current university. After step 7 above, you will receive an email with a **URL and password** for the online submission system. Forward it to your referee and officials of your previous/current university to allow their access to the system.

【**Supporting documentation from previous or current university** 】

8. Academic Transcripts

9. Certificate of Graduation

10. Certificate of Degree

【**Supporting documentation from referee**】

11. Evaluation sheet with recommendation (★)

Online Submission System
Supporting documents must be submitted no later than **April 9, 2023** at 23:59(JST).

9

Application process is completed
The Admissions Division reviews applications and supporting documents and confirms the receipt of application to each applicant by email.

★ : Designated formats can be downloaded from each IGP program page

Application Documents

■ Application Documents to be submitted by applicants

Prior to accessing the online application system, applicants must make sure that all of the following documents are prepared for online submission.

No.	Required Documents
1	**ID Photo** Photograph (JPEG) *4.0×3.0 cm, taken within the past six months. The file must be less than 2MB, 350 (height) X 290 (width) pixels, JPEG format with a resolution of more than 300 dpi. The photo should be in color with no background and must provide a clear, front view of the applicant's entire face.
2	**Preliminary Screening Results** Please submit a notification of the preliminary screening results received from the contact person.
3	**Field of Study and Study Program** [Research Proposal] （★） ★Designated formats can be downloaded from each IGP program page
4	**Summary of Thesis or Research** (free format) 1) For applicants of the Master's program: an outline of your study or research in your undergraduate course. 2) For applicants of the Doctoral program: a summary of thesis. (Those who have not written a master's thesis must submit a summary of master's program research) (Applicants for the Doctoral program under eligibility condition (c) are not required to submit this)

5	**English Proficiency Test Score Report or Approval email for exemption from English proficiency test score report submission (*)** Electric or scanned data of English proficiency test score report of the following tests taken on or after **April 10, 2021**. Applicants **do not** request ETS or the British Council to send their English proficiency score reports to Tokyo Tech. **TOEFL iBT (including TOEFL iBT (Special) Home Edition)** **TOEFL ITP Plus for China Solution (taken in Mainland of China)** **TOEFL Paper delivered Test** **TOEIC L&R** **IELTS Academic Module (including computer-delivered test)** The Institutional Program of TOEFL (TOEFL-ITP) and TOEIC (TOEIC-IP), TOEIC S&W, or other proficiency tests not specifically listed above **will not be accepted**. --- **(*) Exemption from Submitting English Proficiency Test Scores** Applicants who wish to obtain exemption must first consult their prospective academic supervisor. If exemption is granted, applicants must submit a copy of the email notifying them that exemption was approved. Applicants who meet any of the following conditions may be exempted from submitting English proficiency test scores. (i) Native English speakers (ii) Individuals who have been awarded an undergraduate and/or graduate degree from an institution where all instruction was in English (iii) Individuals who have been granted this exemption by a department chair at Tokyo Tech. --- *Undergraduate and graduate degrees should be equivalent to the Japanese educational definitions of undergraduate, master's, and doctoral degrees.
6	**Applicant's Passport or Residence card** Electric or scanned data of the page(s) with the applicant's name, nationality, date of birth, and photo

No.	Required Documents
7	**Payment Verification of Application Fee (Entrance Examination Fee): JPY 30,000** Applicants must pay the application fee online at E-Shiharai Net, using a credit card within the application fee payment period. Save a "Payment Verification" page that appears at the end of the payment process as a PDF file. The application fee is non-refundable. However, the application fee may be refunded in the following cases, with bank remittance or transaction handling fees borne by the applicant. 1. Applicants paid the application fee but did not submit the application documents 2. Applications could not be processed due to lacking necessary documents, etc. Payment Period: **January 18, 2023 – April 9, 2023**

■ Supporting Documentation from applicants' previous or current university

The following documents must be directly submitted to Tokyo Tech from **the university concerned in order to verify authenticity**. Please be sure to request officials of said universities to submit the documentation using the Tokyo Tech online submission system by the deadline.

No.	Required Documents
8	**Official Academic Transcripts** Academic transcripts from **both** undergraduate and graduate academic institutions attended
9	**Certificate confirming graduation or expected graduation issued from applicant's previous or current university** The documentation must verify the applicant's eligibility for admission, and must include his/her name, confirm graduation (or expected graduation), and include the date of graduation. If the applicant graduated or is graduating early or has skipped a grade or year, an official document or letter issued by the university indicating as such must be submitted.
10	**Certificate confirming degree or expected degree issued from applicant's previous or current university** The documentation must verify the applicant's degree (or expected degree), and must

	include the recipient's name, confirm the degree awarded, and include the date issued and the degree program taken.

Note:
Documents 8 & 9 & 10:
Documents written in a language other than English or Japanese must be accompanied by a certified English or Japanese translation. Translations should be certified by a public institution or the issuing university.

If applicant's university does not submit these academic documents via online, please consult the Admissions Division prior to application.

Document 9 & 10:
Certificates for 9 and 10 above need not be separate documents. A document certifying both graduation and the degree awarded may be submitted.

If applicant's university dose not issue a certificate of expected graduation and degree, official letter, issued by applicant's current university, indicating applicant's name, date of birth, expected date of graduation, expected degree may be accepted as substitute.

■ Supporting Documentation from referee

The evaluation sheet with recommendation letter must be directly submitted to Tokyo Tech from **the referee of the applicant**. Please be sure to request your referee to submit the completed form using the Tokyo Tech online submission system by the deadline.

	Evaluation Sheet with Recommendation (in a single document) (★)
11	Must be issued by a supervisor or head of department or similar official at applicant's previous or current university to verify potential of the applicant The applicant may submit only one evaluation sheet with recommendation letter. If there are multiple submissions of the document, even if they are accepted by the online application system, only the first submission will be considered valid.

★：Designated formats can be downloaded from each IGP program page

■ Application Documents for Individual Assessment of Admission Eligibility

Applicants who fall under eligibility conditions (c) must contact the Admissions Division before proceeding with the online application, and ask if they need to go through the Individual Assessment of Admission Eligibility or submit the relevant documents.

Applicant who is required to go through Individual Assessment of Admission Eligibility, must submit **Application for Individual Assessment of Admission Eligibility** (★) with the following supplementary documents

- ・ Research Achievements
- ・ Outline of Research (free format, approximately 300 words)

★Designated formats can be downloaded from each IGP program page.

Completion of the online Application Process

The entire online application process must be completed no later than **April 9, 2023 at 23:59 (JST)**. Applicants must fill out the online form and submit the application documents, then must have supporting documents submitted via the Tokyo Tech online submission system by their referee and officials of their previous or current university no later than this deadline.

Note:

(1) Admission may be withdrawn at any time, even after enrollment, if the application documents are found to be invalid or contain false information.

(2) The information provided in application documents is used only for entrance examinations and related purposes. The policy regarding the use of personal information is as follows:
a. Personal information obtained through the application process will be used for selection of applicants. Only in the case of enrolling applicants will it be used for (i) enrollment procedures, (ii) administrative purposes (student records, academic guidance), (iii) student support (health management, career support, application for scholarships and tuition exemption), and (vi) procedures related to the collection of tuition.
b. Entrance examination results may be used in the future to improve applicant selection methods.
c. In performing the tasks described in items a and b, some duties may be delegated to outside contractors. These contractors may, where necessary, be provided with all or part of obtained personal information to complete their duties.

(3) Tokyo Tech will not accept or consider any documents received after the stated deadline or any incomplete applications.

(4) Submitted documents cannot be changed after completing the application.

5. Admission process

Admission Screening

10	**Tokyo Tech schedules interviews and/or examinations** Departments or academic supervisors will notify applicants (by email) about interview and/or examination dates.

11	**Interviews and/or examinations take place** Applicants attend interviews and/or take written examinations as designated by departments.

■Interview or/and Examination

The examination period and subjects differ among departments. After completion of application, applicants will be notified about the schedule of interview or/and examination by the intended academic supervisor or department.

Notification of the results

12	A list of successful applicants will be published on the Tokyo Tech website. Each applicant receives an admission decision. Successful applicants will be notified about documents required for enrollment by the admissions division by email.

■Admission Decision

The admission decision will be made based on the application documents and screening and interview processes including an internet-based interview.
The Announcement of Successful Applicants will be posted on the "Admissions Results" web page in **June 2023**. Inquiries via email, telephone, etc. regarding of examination results will not be answered.

6. Enrollment Fee and Tuition

Students admitted to the Master's and Doctoral Programs are required to pay the following fees.

Enrollment Fee   JPY 282,000
Annual Tuition   JPY 635,400

（Enrollment and tuition fees are subject to change. The amounts indicated above do not include bank handling charges.）

Applicants will be informed of the payment methods for the above fees along with a notification of admission results in **June 2023**.

7. International Program Associate

Students of this program will be admitted as International Program Associates of RIKEN and will be subject to the review and approval of both Tokyo Tech and RIKEN. Students will receive daily living expenses of JPY 5,200 and, in addition, is allowed free use of RIKEN housing or provided a housing allowance of up to JPY 70,000 per month. Both allowances will be provided for up to three years.

8. Others

Prevention of Infectious Diseases

To manage the risk of infectious diseases at the Institute, international students (including those from other domestic universities, technical colleges, and Japanese language schools) who have passed the entrance exam, are urged to submit a health certificate signed by a physician in the last three months before enrollment.

Tokyo Tech will apply on behalf of successful applicants for a Certificate of Eligibility (COE) after the examination results are released. There may be cases, however, where the COE application is rejected by the Immigration Services Agency of Japan. Those without a COE will not be permitted to enter Japan, and will be withdrawn from Tokyo Tech if they have already completed the enrollment

procedure. Please also note that enrollment and tuition fees once paid will not be refunded under any circumstances. Tokyo Tech has a system for postponing payment of those fees.

9. Inquiries

Answers to frequent asked questions about IGP admissions are included on the FAQ page below.

https://www.titech.ac.jp/english/admissions/prospective-students/graduate-programs/igp-faq

For other inquiries, please contact the Admissions Division at the following email addresses.

Inquiries about	Email
	Designated words in the email subject box
Application procedures	ryugakusei@jim.titech.ac.jp
	[Question about application] IGP(B)_riken_2023.09_Full Name
Online application (for applicants)	lgp.submission@jim.titech.ac.jp
	[Question about submission] IGP(B)_riken_2023_09_Full Name
Online submission (for referee and university officials)	lgp.supportdoc-submission@jim.titech.ac.jp
	[Question about support doc-submission] IGP(B)_RIKEN_2023_09_Full Name

Upon sending your question by email, please put the designated words in the subject box.
In circumstances where you need to send Tokyo Tech hard copies of the required documents by post, please contact ryugakusei@jim.titech.ac.jp (see "Application procedures" of the above table) for advice.