

## AY 2018 Research Student (Privately Funded)

### Application Guidelines

The following guidelines apply to international applicants wishing to enroll as privately funded Research Students in AY 2018.

#### 1. Eligibility

Individuals must satisfy either of the following criteria:

- (i) He or she must be a graduate of a university or college, or is expecting to graduate before enrollment at the Institute.
- (ii) He or she is recognized by the Institute as having academic abilities equal to that of university or college graduates.

Individuals should not be registered as a student at any other university or college at the expected time of enrollment as a Research Student.

#### 2. Consent from Prospective Academic Supervisor

Prior to submitting application materials, applicants must contact their prospective academic supervisors directly, obtain his or her consent to serve in this capacity, and receive his or her seal on the Request for Admission as a Research Student form. Applicants are urged to complete this step well before the application deadline. Please note that the seal serves only to indicate a faculty member's consent to becoming a supervisor *should the applicant be admitted*, and does not guarantee a place as a Research Student. For information on faculty members, please refer to the Institute's researcher database site, STAR Search, at the following URL.

<http://search.star.titech.ac.jp/titech-ss/lang.act?forward=search.act&lang=en&>

#### 3. Application Period

Admission	Application period
April	December 1–15, 2017

We accept applications from 10:30 to 12:00 and from 14:30 to 16:00 from Monday through Friday. Closed on weekends and national holidays.

The application period for September enrollment will be announced by the end of February 2018.

#### 4. Application Procedure

Submit all the documents listed in Table 1 to the Student Division of the Student Services Department of Ookayama Campus, West Bldg. 8, Rm E101.

An application fee of JPY 9,800 may be paid by credit card through the e-payment site [e-shiharai.net](http://e-shiharai.net) at the following URL. <https://e-shiharai.net/English/index.html>. A printout of the page confirming the payment must be submitted with other application documents to the Student Division. Note that the Institute will not refund any fees.

Table 1. Documents to Submit

\*Please download each format from the website for Research Student (Privately-funded) ..

No.	Item	No. of copies	Notes
1	Request for Admission as a Research Student	1	<ul style="list-style-type: none"> <li>• Refer to the sample file and fill in the form provided.</li> <li>• The form must be stamped with the seal of the intended academic supervisor.</li> <li>• Be sure to fill in the resume section at the back of the form.</li> <li>• If the applicant has resided in Japan in the past, it must be mentioned in the Notes section at the back of the form.</li> </ul>
2	Certificate of Graduation from the applicant's last school	1	<ul style="list-style-type: none"> <li>• Submit the original copy <u>with details of the awarded degree</u>.</li> <li>• Although the original copy is preferred, a copy that has been certified by the school is also acceptable. If a certified copy cannot be obtained, the original document must be brought together with a noncertified copy to the Student Office as evidence when submitting the application (so that the office may then accept the uncertified copy).</li> <li>• If the school issues separate certificates to verify graduation and the awarding of a degree, submit both certificates.</li> <li>• If the applicant is expected to graduate but has not yet graduated at the time of application, indicate this status in the application form and submit a certificate of expected graduation instead. Successful applicants must submit their certificate of graduation before the admission procedure.</li> <li>• The document must be in English or Japanese. In cases where the national language of the country where the applicant studied is neither English nor Japanese, a document in English that is certified by the school must be submitted.</li> </ul>
3	Academic transcript from the applicant's last school	1	<ul style="list-style-type: none"> <li>• Submit the original copy.</li> <li>• Although the original copy is preferred, a copy that has been certified by the school is also acceptable.</li> <li>• The document must be in English or Japanese. If the national language of the country where the applicant studied is neither English nor Japanese, a document in English that is certified by the school must be submitted.</li> </ul>
4	Certificate of Residence (Jūminhyo)	1	<ul style="list-style-type: none"> <li>• Required if the applicant resides in Japan.</li> <li>• A copy of both sides of the applicant's Residence Card may be submitted in place of the jūminhyo.</li> </ul>
5	Mailing label with contact name and address	1	<ul style="list-style-type: none"> <li>• Applicants may use the blank labels available at the Student Division or prepare their own.</li> <li>• The provided address must be in Japan. If the applicant lives outside Japan, provide the address of a contact person in Japan.</li> <li>• If a contact person's address is to be used for receiving documents</li> </ul>

			from the Institute, be sure to obtain prior consent from said person, and request the documents to be forwarded to the applicant upon receipt.
6	Document verifying the payment of application fee	1	A printout of the page confirming credit card payment made via e-shiharai.net.
7	Set of documents required to apply for Certificate of Eligibility	1 each	<ul style="list-style-type: none"> <li>• Read Section 6 for details.</li> <li>• The following documents must be submitted if the applicant resides outside Japan and plans to apply for a College Student Visa: <ul style="list-style-type: none"> <li>(i) Application for the Certificate of Eligibility (both a hard and soft copy must be submitted. Send the soft copy (Excel file) to <a href="mailto:kyo.gsk@jim.titech.ac.jp">kyo.gsk@jim.titech.ac.jp</a>)</li> <li>(ii) A photo (size: 40mm x 30mm)</li> <li>(iii) Documents to prove the applicant's financial circumstances (e.g., proof of scholarship, certificate of bank balance)</li> <li>(iv) A copy of the applicant's passport page showing the name and photo</li> </ul> </li> </ul>
8	Documents to prove specified visa	1 each	<ul style="list-style-type: none"> <li>• Relevant documents must be submitted if the applicant is a holder of one of the following specified visas: <ol style="list-style-type: none"> <li>1. Spouse or child of Japanese national</li> <li>2. Spouse or child of permanent resident</li> <li>3. Long-term resident</li> <li>4. Designated activities</li> </ol> </li> <li>• Examples: A copy of the family register, Certificate of Refugee Status</li> </ul>
9	Application for Change of Status of Residence	1 each	<ul style="list-style-type: none"> <li>• Read Section 6 for details.</li> <li>• Must be submitted if the applicant is residing in Japan with a visa other than College Student Visa (excluding specific visa holders).</li> <li>• Submit pages marked as "For Organization" that are required to be filled in by the organization where the individual intends to study. The applicant is required to fill in some of the entries prior to submission. Refer to the sample file provided to see which entries need filling in.</li> <li>• Submit both a hard and soft copy. Send the soft copy (Excel file) to <a href="mailto:kyo.gsk@jim.titech.ac.jp">kyo.gsk@jim.titech.ac.jp</a>.</li> </ul>

#### 5. Notification of Acceptance and Admission Procedure

Successful applicants will be sent a Certificate of Enrollment Permit and admission documents at the beginning of February (for April enrollment) or the beginning of August (for September enrollment). These documents will be sent to the individual applicant's contact address in Japan using the submitted address label (Table 1, item 5).

Individuals accepted for admission must pay the admission fee (JPY 84,600) and the first six months' tuition fee (JPY 178,200\*) by the date specified in the sent documents, as well as submit the Pledge and other

required documents.

\*The tuition fee is subject to change. The new tuition fee will become applicable upon revision.

## 6. Obtaining a visa

Applicants are required to read the How to Obtain a Student Visa document to understand all the steps involved to secure an appropriate visa status when they enroll at the Institute.

### 6.1 Applicants Residing Outside of Japan Who Plan to Apply for a College Student Visa

Applicants must submit relevant materials to apply for a Certificate of Eligibility (see Table 1, item 7). The Student Division will act as a proxy and apply for the certificates of successful applicants at the Immigration Bureau. The Certificate of Eligibility will be sent by airmail (Japan Post's Express Mail Service) to successful applicants at the end of February (for April enrollment) or the end of August (for October enrollment). Applicants may then use this certificate to apply for the College Student Visa at a Japanese embassy or consulate in their country.

### 6.2 Applicants Residing in Japan with a Visa Other Than College Student Visa

Applicants need to submit pages of the Application for Change of Status of Residence form marked as "For Organization" (see Table 1, item 9). The Student Division will issue the completed pages to successful applicants.

Holders of visas such as Spouse of Japanese National Visa and Long-Term Resident Visa do not necessarily have to change to College Student status.

## 7. Student Housing

There are student dormitories operated by the Institute. Detailed information on application procedures, room vacancies, etc., is available at the Institute website

([http://www.titech.ac.jp/english/graduate\\_school/support/dormitories/](http://www.titech.ac.jp/english/graduate_school/support/dormitories/)). For private accommodation options, please visit the website of the Tokyo Tech Housing Support (<http://www.iad.titech.ac.jp/housing/en/>).

## 8. Procedures after Enrollment

### 8.1 Tuition Fee Deadline

Tuition for Spring semester (April–September): must be paid by the end of May.

Tuition for Fall semester (September–March): must be paid by the end of November.

### 8.2 Request for Withdrawal

Should the applicant need to withdraw from Tokyo Tech due to personal circumstances, he or she must submit a "Request to Withdraw from the Institute (Research Student)" form (available for download at Tokyo Tech's website) to the Student Division one month in advance. Please note that if the applicant neglects to take this step, he or she will continue to be enrolled as a Research Student and therefore be required to pay further tuition fees.

### 8.3 Attending Courses

Should the applicant's research require him or her to attend a course, he or she will need to obtain approval from the academic supervisor and course instructor. However, please note that the applicant will not be able to earn credits for the course.

#### 8.4 Discount for Public Transportation

Research Students may be issued a Certificate for Student Commuter Passes for Tokyu lines only.

#### 9. Contact Address

For inquiries concerning Research Students, please contact us.

Student Division, Student Services Department

W8-101

Tokyo Institute of Technology

2-12-1 Ookayama, Meguro-ku

Tokyo 152-8550

JAPAN

TEL: +81-(0)3- 5734-3006

Email: [kyo.gsk@jim.titech.ac.jp](mailto:kyo.gsk@jim.titech.ac.jp)

#### 10. How to Get to the Institute

Take either the Tokyu Meguro Line or the Tokyu Oimachi Line to Ookayama Station.