

Sample Timeline of Application Procedures for Graduate Research Students (Privately Funded)

Applicants must contact their prospective academic supervisors at least 2 months prior to submitting application materials.

Admission in April

Period	Application process
- Early September	Applicants research and contact a prospective academic supervisor.
	Applicants prepare for application, gathering necessary materials.
	Applicants are interviewed by a prospective supervisor.
- Late October	Prospective academic supervisors decide whether to accept the applicant into his or her laboratory based on interviews and application materials. Those accepted will receive consent from their academic supervisor.
Early November	Applicants must complete the application procedure by the designated deadline.
Applications are screened	
Late December	Student Division notifies applicants of admission decisions.
Early January	Student Division applies for the Certificate of Eligibility (COE) of successful applicants at the Immigration Bureau of Japan. (The screening process takes about 2 months.)
Early January	Student Division sends a Certificate of Enrollment Permit and admission documents to the contact address in Japan of successful applicants (or laboratory at Science Tokyo).
Late February - Early March	Immigration Bureau issues COE to those approved and sends COE to Student Division
Late February - Early March	Student Division sends COE to successful applicants.
	Prospective students apply for a visa at the Japanese embassy or consulate in his or her country, and follows other procedures necessary to enter Japan.
Early April	Prospective students follow admission procedures at Science Tokyo.

Admission in September

Period	Application process
- Early March	Applicants research and contact a prospective academic supervisor.
	Applicants prepare for application, gathering necessary materials.
	Applicants are interviewed by a prospective supervisor.
- Late April	Prospective academic supervisors decide whether to accept the applicant into his or her laboratory based on interviews and application materials. Those accepted will receive consent from their academic supervisor.
Early May	Applicants must complete the application procedure by the designated deadline.
Applications are screened	
Late June	Student Division notifies applicants of admission decisions.
Early July	Student Division applies for the Certificate of Eligibility (COE) of successful applicants at the Immigration Bureau of Japan. (The screening process takes about 2 months.)
Early July	Student Division sends a Certificate of Enrollment Permit and admission documents to the contact address in Japan of successful applicants (or laboratory at Science Tokyo).
Late August – Early September	Immigration Bureau issues COE to those approved and sends COE to Student Division
Late August – Early September	Student Division sends COE to successful applicants.
	Prospective students apply for a visa at the Japanese embassy or consulate in his or her country, and follows other procedures necessary to enter Japan.
Late September	Prospective students follow admission procedures at Science Tokyo.