

Admissions Guide for
“International Science and Technology Course”
at Graduate School of Science and Engineering,
Doshisha University

Master’s Program

2018 April / September Entry

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Section A: Admission and Application Procedures

Course Information

Graduate School	Science and Engineering
Student Status	Regular Student
Degree	Master
Date of Enrollment	April 1, 2018 / September 21, 2018

Degree will be conferred as follows:

Department	Degree (Master of)
Information and Computer Science	Science in Engineering
Electrical and Electronic Engineering	Science in Engineering
Mechanical Engineering	Science in Engineering
Applied Chemistry	Science or Science in Engineering
Science of Environment and Mathematical Modeling	Science or Science in Engineering

*All classes necessary to complete the Master's program are taught in English in the International Science and Technology Course.

I . Qualifications for Applicants

1. Academic Requirements

Applicants are required to meet one of the following requirements.

- (1) Those who have completed 16 or more years of education outside Japan and possessing a Bachelor's degree or expect to complete it and will possess a Bachelor's degree by the time of enrollment.
- (2) Those who have graduated from a university or college in Japan as an international student or expect to graduate by the time of enrollment.
- (3) Those who have been granted a degree corresponding to a Bachelor's degree by completing a program where the course term is 3 years or more in overseas universities or other overseas schools (limited to those who comprehensive situation and research activities have either received evaluation from a person who was authorized by the corresponding country's government or related institutions, or which have been separately designated as being equivalent to such by the Minister of Education, Culture, Sports, Science and Technology) or are expected to be granted a degree corresponding to a Bachelor's degree by the time of enrollment.
- (4) Those who have completed 15 or more years of education outside Japan and possessing a Bachelor's degree or expect to complete it and will possess Bachelor's degree by the time of enrollment as well as are recognized by Doshisha Graduate Schools as achieving a high level of academic excellence.
- (5) Those who are recognized by Doshisha Graduate Schools as possessing an equivalent qualification to one of the above requirements (1) (2) (3) (4) **as well as are 22 years of age by the time of enrollment.**

2. English Language Proficiency

Applicants are required to meet one of the following requirements.

- (1) Those who can provide one of the test scores listed below to verify their English language proficiency.
 - 550 or above on the TOEFL® PBT TEST
 - 79 or above on the TOEFL iBT® TEST
 - 750 or above on the TOEIC® LISTENING AND READING TEST (TOEIC® TEST)
 - 6.0 or above on the IELTS (Academic Module)
- (2) Those who have completed a Bachelor's degree program taught in English or are expected to complete such a program by the time of enrollment.
- (3) Those who are recognized by Doshisha Graduate Schools as possessing an equivalent qualification to one of the above requirements (1) (2). Doshisha Graduate Schools may consider only when requested by the Japanese Government, governmental offices of other countries involved or foundations in Japan and abroad, overseas institutions having academic exchange agreements with Doshisha University, or if the applicant has been granted a scholarship by any of the above organizations.

Notes:

*TOEFL ITP® TEST, TOEFL® CBT TEST, TOEIC® SPEAKING AND WRITING TESTS, TOEIC® SPEAKING TEST and TOEIC® WRITING TEST scores will not be accepted.

*Applicants who have any questions concerning the qualifications other than above, should consult with the Office of International Students prior to application. (Email: ji-intad@mail.doshisha.ac.jp)

*Admission will be revoked if the applicant who has been accepted does not meet the application requirements before enrollment.

< For those who need a 'Consultation of Certificate of Qualification' >

Those who fall under the category of the qualification (3) (4) (5) for 1. Academic Requirements need to have their qualifications certified by the Graduate School of Science and Engineering. Please submit the following materials to the Office of the Graduate School of Science and Engineering by **Monday, August 21, 2017** (for April 2018 entry) or **Friday, February 9, 2018** (for September 2018 entry).

[Required Documents]

1. Prescribed "Report for Consultation of Certificate of Qualification" (to be downloaded from the website)
2. Official Transcript(s) or Certificate(s) of all college level and later academic attainment and related academic records
3. Detailed personal statement of your reason for applying to the course (free form)

*You may be requested to submit additional documents during the screening process.

II . Number of Students Accepted

A limited number of students will be accepted for each department.

III . Application Procedure

1. Important Dates

Entry	Application Period	Notification of Results
April 2018	September 12, 2017 – October 3, 2017	November 30, 2017
September 2018	February 22, 2018 – March 20, 2018	May 17, 2018

2. Application Fee

All applicants are required to pay a non-refundable Application Fee as follows:

Application Fee: **10,000** yen (JPY)

*If the Application Fee is not paid within the application period, we will not accept your application.





3. Method of Payment



The payment method varies depending on your location.

Payment by credit card (Applicants residing both inside and outside Japan)

The Application Fee can be paid online by a credit card. The payment procedure is as follows. Credit card payment can be made online only.

DOSHISHA UNIVERSITY
How to make a Payment of Application Fee by Credit Card
24 hours a day, you can pay anytime! Easy, Convenient and Simple!

You can make a payment with your Credit Card    

Access the site below with your PC 
<http://www.doshisha.ac.jp/en/learn.html>
Click "Credit-Card Payment"  You can access from our website!

Web Application - Credit Card Transaction

1. Top Page	Click "Examination Fee".
2. Terms of Use and Personal Information Management	Please read the Terms of use an Personal Information Management. Click "Agree" button located in the lower part of this page if you agree with these terms. Click "Not agree" button located in lower part of this page if you do not agree with these terms.
3. School Information	Read the information carefully and click "Next".
4. Category Selection	Choose First to Fourth Selection and add to Basket.
5. Basket Contents	Check the contents and if it is OK, click "Next".
6. Basic Information	Input the applicant's basic information.Choose your credit card and click "Next".
7. Credit Card Information	Input Credit Card Number (15 or 16-digits) and Security Code and Expiration date.
8. Payment Result	All of your application information is displayed. Check and Click "Confirm".
9. Credit Card Payment Completed	Click "Print this page" button and print out "Result" page.

Notes:

*A transaction charge of **504 yen** will be added.

*If the cardholder is different from the applicant, be sure to provide the applicant's personal details on the "Basic Information" page.

*After the transaction is completed, print out two copies of the "Result" page on A4 or letter-size paper. Submit one of them with other application materials. It is not necessary to paste it onto the "Pasteboard for the Receipt of Remittance". Keep the other copy for your reference. Also, please note your "Receipt Number".

*If you forgot to print out the "Result" page, go to "Application Results" page and enter your "Receipt Number" and date of birth to view again.

*Confirmation of the transaction will be sent to your registered email address.

*The transaction is processed in Japanese yen. The conversion rate that applies will be the rate on the date the transaction was processed by the international affiliate. Please contact your credit card company for details.

*Please also contact your credit card company directly if your credit card cannot be verified.

Payment by bank transfer (Applicants residing in Japan only)

Applicants must use the prescribed payment slip for telegraphic transfer at a bank counter. Please paste the receipt of the remittance bearing the authorization of the bank onto the prescribed “Pasteboard for the Receipt of Remittance” and submit it together with the other application materials. Application without an authorized receipt will not be accepted. Remittance from the branch at the financial institutions listed on the payment slip or from the headquarters of those financial institutions will be made without the transaction fee.

*Remittance made from an automated teller machine (ATM) or from Japanese Post Bank will not be accepted.

Remittance from financial institution (Applicants residing outside Japan only)

Payment from abroad can be made by the method stated below.

For overseas remittance to Japan, the 2,500 yen transaction fee charged by Japanese financial institutions must be paid by the applicant, making the total amount to be remitted 12,500 yen (JPY).

Transfer Type	Telegraphic Transfer
Payment	Advise and Pay
Transfer Charge	Local charges borne by remitter & overseas charges by beneficiary [SHA]
Currency	Japanese Yen (JPY)
Amount	12,500 yen : Application Fee of 10,000 JPY + Transaction Charge of 2,500 JPY to be incurred at a beneficiary bank in Japan.
Account Information	
Beneficiary Bank	SUMITOMO MITSUI BANKING CORPORATION
Branch	LAVENDER
Bank Address	8 Naginataboko-cho, Karasuma-higashiiru, Shijo-dori, Shimogyo-ku, Kyoto 600-8008, JAPAN
SWIFT Address	SMBCJPJT
Account Type	Ordinary Account (Savings Account)
Account Number	976-0100028
Account Holder	Doshisha University

Notes:

- *The remittance must be made in the name of the applicant.
- *Applicants are also liable for any transaction charge that might be incurred at the time of by remittance in their countries.
- *Please do not enter any other words other than “Doshisha University” in “Account Holder”.
- *Please submit the receipt of remittance bearing the authorization of the bank at which the money was remitted with the other application documents.

4. Submission of the Application

[In Person]

For applicants residing in Japan, submission in person at the office is preferred.

Hours: 9:00 - 11:30, 12:30 - 17:00 (Japan Standard Time)
(Monday through Friday except National Holidays)

Office: Section for International Admissions, Office of International Students, International Center,
Doshisha University (Imadegawa Campus)

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

[By mail]

Applicants residing in Japan

Please mark “Application for International Science and Technology Course Enclosed” in red ink on the envelope and send it by 簡易書留速達 (kan-i kakitome sokutatsu / Simplified Registered Express Mail).

Applicants residing outside Japan

Application must be sent by DHL or other major international courier services.

Address : Section for International Admissions, Office of International Students,
International Center, Doshisha University (Imadegawa Campus)
Karasuma-higashiiru, Imadegawadori, Kamigyo-ku, Kyoto 602-8580 Japan

*The application must be received by the deadline.

Notes:

Applicants should provide an email address on the application form in order to receive and send attachments. Doshisha University may contact you regarding your application. It is important that you check your email, including the spam folder, regularly after submitting your application.

5. Application Materials

You will need to submit the following documents in support of your application.

Type of Document	Note
Application for Admission to Doshisha University [Prescribed form]	*Paste a 4×3cm photograph. *Write down the Signature and Date in applicant’s own handwriting on page three.
Certificate of Graduation (or Certificate of Expected Graduation) of highest academic attainment	*Must be original.
Official Transcripts or Certificate of Academic Records	*Must be original. *Must include the number of credits and grades of all subjects studied at university.
Three Letter of Recommendation from three persons [Prescribed form]	*Each to be written by an appropriate person such as a faculty member of an educational institution (including the schools you attended), a member of a research institution or corporation. *Those who graduated or are expected to graduate from a university that Doshisha University or the Graduate School of Science and Engineering, Doshisha University has a signed student exchange agreement with, need to submit just one .

Type of Document	Note
Plan of Study [Prescribed form]	*Describe your research plan including any prior related research you have worked on.
Document certifying English Language Proficiency	<p>*Must be original.</p> <p>*Those who graduated or are expected to graduate from a university in a country where English is the official language may be exempted from this. To confirm, please consult with the Office of International Students prior to application. (Email: ji-intad@mail.doshisha.ac.jp)</p> <p>*Those who fall under the category of the qualification (3) for 2.English Language Proficiency, submitting this document is not mandatory.</p>
<u>Applicants residing in Japan</u> Photocopy of Residence Card or Certificate of Items Stated in Resident Resister (Juminhyo Kisaijiko Shomeisho)	<u>Applicants residing in Japan</u> <Residence Card>: *Photocopy of both sides (front and back) of the card on A4 or letter-size paper. <Certificate of Items Stated in Resident Resister (Juminhyo Kisaijiko Shomeisho)>: *Must be original.
<u>Applicants residing outside Japan</u> Photocopy of Passport	<u>Applicants residing outside Japan</u> <Passport>: *Photocopy of the pages which show the applicant's name and photograph on A4 or letter-size paper. *If the applicant does not hold a passport, a photocopy of an identification document issued by the government or a public agency of the applicant's home country will be sufficient.
Mailing Labels [Prescribed form]	*Provide accurate street address including details such as the name of the landlord, name of the apartment/dormitory and room number. *All labels must be completed.
Application Card for Course and Laboratory [Prescribed form]	*Fill up to third preference. Information on the faculty and laboratories of the Graduate School of Science and Engineering is available at: URL http://istc.doshisha.ac.jp/en/faq/faq.html
Proof of Payment of Application Fee	<u>Payment by credit card (Applicants residing both inside and outside Japan)</u> *Submit a copy (A4-size or letter-size paper) of the remittance "Result" page. <u>Payment by bank transfer (Applicants residing in Japan only)</u> *Paste the receipt of the remittance bearing the authorization of the bank onto the prescribed "Pasteboard for the Receipt of Remittance". <u>Remittance from a financial institution (Applicants residing outside Japan only)</u> *Please submit the receipt of remittance bearing the authorization of the bank at which the money was remitted.
Photograph	*One identification photograph (3x2.4cm) for student ID card, database of students admitted and so on.
List of Required Documents [Prescribed form]	*Check the required documents using this list before submitting.

Notes:

- ① The prescribed forms can be downloaded and printed out from our website:
URL <http://istc.doshisha.ac.jp/en/admission/admission.html>
Submission documents must be typed (other than applicant's signature and date) or filled out in black or blue ink with a ballpoint pen. Documents completed in pencil will not be accepted. Do not use correction tape or correction fluid.
- ② Fill out the forms in English.
- ③ Application document such as Certificates of Graduation (Completion) or Official Transcripts provided in a language other than Japanese or English must be accompanied by a Japanese translation notarized by a diplomatic mission in Japan, such as a consulate or embassy, to certify that the translation of the document is faithful to the original. Diplomatic missions of some countries and regions (e.g. China) in Japan do not certify any translation of issued documents. In that case, translation must be notarized in home country. Be sure to prepare well in advance. If a translation issued by a diplomatic mission is unavailable, a translation by the applicant's university or applicant's Japanese language school is acceptable, in such a case, the translation must be affixed an official seal by the university or Japanese language school.
- ④ **Documents submitted will generally not be returned to the applicant;** however, document(s) that cannot be reissued, such as a diploma, may be returned. If you submit original documents and would like to have them returned, please enclose a request for returning original document in the application packet, indicating which document(s) you wish to have returned as well as your name and address to which the document should be returned. **We will return such document(s) only when a request for returning original document is enclosed in the application packet.**
- ⑤ Applicants should note that the University will not accept inadequately completed application documents. Before submitting your documents, double check them using the "List of Required Documents".
- ⑥ Any changes or retractions of the contents in the application documents will not be allowed, after the application has been accepted.

IV. Screening Process

The admission decision will be made by comprehensive consideration of application materials. You may be requested to submit additional documents if necessary. An interview over the internet may be held or a question-and-answer email may be sent to the applicant's email address provided on the application form. **Be sure to check your email account so as not to miss the notification.**

V. Notification of the Results

The result of the selection will be sent out to both successful and unsuccessful applicants by express mail no later than **November 30, 2017** (for April 2018 entry) and **May 17, 2018** (for September 2018 entry). For the successful applicants, guidance for Initial Registration Procedures will be enclosed in the notification packet. Applicants will not be notified of the results through the University's notice board or by inquiry on the phone.

*The University shall not be liable for any circumstances incurred in the course of delivery of the result, including, but not limited to, lost of mail and compromise of personal information.

Section B: Registration Procedures

VI. Initial Registration Procedures

Applicants should complete the following registration procedures by the deadline. Please refer to the instruction for Initial Registration Procedures enclosed in the “Notification of Acceptance” for details. Admission will be denied if the registration procedures are not completed by the deadline.

Payment of Initial Registration Fee

Applicants residing in Japan

Entry	Payment Period
April 2018	February 6, 2018 – March 15, 2018
September 2018	August 20, 2018 – September 3, 2018

(1) Method of Payment:

Please make telegraphic transfer from a bank counter by using the payment slip for remittance to Doshisha University.

(2) Amount of Payment:

Prescribed amount of Initial Registration Fee must be paid. Details will be in the instructions for Initial Registration Procedures.

*As soon as the University has confirmed the receipt of the fee, an “Admission Certificate” will be sent to the applicant.

Applicants residing outside Japan

Entry	Payment Period [Step 1 – ①]/ Submission Deadline [Step1 – ②]
April 2018	December 21, 2017
September 2018	May 31, 2018

Successful applicants will be required to complete the Initial Registration Procedures as below. These procedures may change. Please follow the guidance provided in the “Notification of Acceptance and Initial Registration Procedures” to be sent to successful applicants.

There will be three steps for the initial registration. In these steps, payment of fees must be done from a bank counter. Details for method of payment and amount of payment will be given in the instructions for Initial Registration Procedures.

[Step 1]

- ① Applicants must pay the Registration Fee by the deadline.
*Upon enrollment, the Registration Fee will be referred to as the Admission Fee.

- ② Applicants are also required to submit the all necessary documents to obtain a Certificate of Eligibility for a “Student” resident status in Japan (such as application form and materials concerning the payment of expenses for the stay in Japan). Please send those documents to the Office of International Students, International Center by the deadline.

*For applicants who completed [Step 1], Doshisha University will apply by proxy for the Certificate of Eligibility at the Immigration Bureau, Ministry of Justice.

[Step 2]

After the Certificate of Eligibility is issued, applicants will be informed about the payment of the remaining amount of Initial Registration Fee. Applicants should pay the required amount, which is the Initial Registration Fee minus the Registration Fee paid in [Step 1].
As soon as the University has confirmed the receipt of the fee, the Certificate of Eligibility and the Admission Certificate will be sent to the applicant.

[Step 3]

Upon receiving the Certificate of Eligibility and the Admission Certificate after [Step 2], the applicants must apply for a “Student” resident status by bringing the Certificate of Eligibility and the Admission Certificate to the Japanese Embassy or the Japanese Consulate in his/her home country.

*In certain cases, this application process may need to be modified depending on changes in the Japanese Immigration Office regulations. The University will notify successful applicants of any changes.

*Applicants must enter Japan with a valid “Student” visa on their passports unless they hold Japanese citizenship. Applicants who do not have a “Student” visa may have to leave Japan and then re-apply for a “Student” visa at the Japanese embassy or consulate.

Notes:

Once received, the Admission Fee (equivalent to the Registration Fee) will not be refunded under any circumstances. Only in the case the applicant goes through the prescribed cancellation procedure by the deadline stated below, the amount after deduction of the Admission Fee from the Initial Registration Fee will be refunded to the applicant.

Entry	Cancellation Deadline
April 2018	Postmarked: Saturday, March 31, 2018 when sending by post
September 2018	Postmarked: Thursday, September 20, 2018 when sending by post

Those who have already received the “Certificate of Eligibility” must return this to the Office of International Students along with the prescribed cancellation procedure. For details, refer to the guidance for Initial Registration Procedures.

VII. Submission of Documents

- (1) Submission Date: The day of the Orientation in Kyotanabe Campus after enrollment
- (2) Method: In person
- (3) Submit to: The Office of Faculty/Graduate School of Science and Engineering, Doshisha University (Kyotanabe Campus)
*Office Hours: 9:00 - 11:30, 12:30 - 17:00 (Japan Standard Time)
- (4) Required Documents:
 - Certificate of Graduation – required only for those who submitted a Certificate of Expected Graduation at the time of application.
 - Certificate of Items Stated in Resident Register (Juminhyo Kisaijiko Shomeisho).
 - Notification of Contact Person (prescribed form to be sent to successful applicants):
A contact person must be the applicant's father or mother in principle (any place of residence accepted). This contact person must be designated to maintain communication with the University during the applicant's absence, and responsible for delivering messages/information from the University to the student.

Important Notes:

1. Students will be required to hold a “Student” resident status in principle as prescribed in the Immigration Control and Refugee Recognition Act unless they hold Japanese citizenship. It will not be allowed to stay on short-stay visa.
2. Permission of the Certificate of Eligibility is granted by the Ministry of Justice. If and when such permission is not granted, the University takes no responsibility and may deny admission. Also, students who have lost status of residence will be dismissed.
3. When requested by the Japanese Government, governmental offices of other countries involved or foundations in Japan and abroad, overseas institutions having academic exchange agreements with Doshisha University, or if the applicant has been granted a scholarship by any of the above organizations, application documents not prescribed by Doshisha University may be accepted and screened at a time other than the normal schedule.
4. When requested by any of the organizations described above and deemed necessary by Doshisha Graduate Schools, enrollment other than April and September may be approved. Also, with such request and necessity, a Special Student may be permitted to enroll for a period other than Special Students’ normal length of enrollment, which is no less than six months and no more than one year in principle with an extension for enrollment for up to one year possible upon screening.
5. If you have any questions concerning the application, please contact the Section for International Admissions, Office of International Students, International Center (Imadegawa Campus).
6. Admission may be denied if any of the contents of the application form or the submitted documents is not true and correct.

VIII. Fees

For students enrolling in 2018, University Fees, Master's Program

(Unit : Yen)

Graduate School	Total for the first year	Initial Registration Fee	University Fee (annual)				Other Fee
			Registration Fee(Admission Fee)	Tuition	Facilities Fee	Laboratory Fee	Academic Association Fee
Science and Engineering	1,276,000	738,000	200,000	815,000	147,000	112,000	2,000

(1) The Registration Fee (Admission Fee) is charged in the initial year only. One half of the Admission Fee is charged to graduates of Doshisha University or Doshisha graduate schools.

(2) One half each of the Tuition, the Facilities Fee and the Laboratory Fee are charged in the Spring and Fall Semesters respectively.

(3) The Initial Registration Fee is the total of the Admission Fee and one-half (one semester's portion) each of the Tuition, the Facilities Fee, the Laboratory Fee and the Other Fee.

(4) For University Fees in the second year, please refer to the following.

(Unit : Yen)

Graduate School	Tuition	Facilities Fee	Laboratory Fee	Academic Association Fee
Science and Engineering	820,000	160,000	120,000	2,000

IX. Contact Details

Regarding the curriculum

**The Office of Faculty/Graduate School of Science and Engineering, Doshisha University
(Kyotanabe Campus)**

1-3 Tatara Miyakodani, Kyotanabe-shi, Kyoto, 610-0394

TEL: +(81)-0774-65-6200 FAX: +(81)-0774-65-6800 E-mail: jt-koujm@mail.doshisha.ac.jp

Regarding admissions, Status of Residence, Certificate of Eligibility and the scholarship for international students

**Section for International Admissions, Office of International Students, International Center,
Doshisha University (Fusokan 2F, Imadegawa Campus)**

Karasuma-Higashi-iru, Imadegawa-dori, Kamigyo-ku, Kyoto, 602-8580

TEL: +(81)-075-251-3257 FAX: +(81)-075-251-3123 E-mail: ji-intad@mail.doshisha.ac.jp