

# THE GRADUATE SCHOOL OF SCIENCE, TECHNOLOGY and INNOVATION, Kobe University

## APPLICATION PROCEDURE for RESEARCH STUDENTS

Applicants must be approved by their preferred main supervisor in advance.

### 1. Qualification for Applicants

Applicants must currently meet at least one of the following requirements or be eligible to meet one of these requirements by September 30, 2024.

(Master's level)

- (1) Those who have obtained a bachelor degree.
- (2) Those who have obtained a bachelor degree by the provisions of Article 104, paragraph 4 of the Basic Act on Education (Law No.26, 1947) in Japan.
- (3) Those who have completed a minimum of 16 years of school education abroad.
- (4) Those living in Japan who have completed a correspondence course in a foreign-affiliated educational institution and completed a minimum of 16 years of school education abroad.
- (5) Those who are approved by the Minister of Education, Culture, Sports, Science and Technology (under Minister of Education, Culture, Sports, Science and Technology Public Notice No. 5, 1953).
- (6) Those who are recognized by Eligibility Screening as having academic abilities equivalent or superior to those awarded a bachelor degree.

(Note) Those who intend to apply under the requirements (5) or (6) above should contact the Student Affairs Section, Graduate School of Science, Technology and Innovation, Kobe University by April 15, 2023, because they are subject to screening prior to their applications.

(Doctoral level)

- (1) Those who have obtained a master's degree or a professional degree.
- (2) Those who have obtained a degree equivalent to a master's degree or a professional degree in a foreign country.
- (3) Those living in Japan who have completed a correspondence course in a foreign-affiliated educational institution and obtained a degree equivalent to a master's degree.
- (4) Those who are approved by the Minister of Education, Culture, Sports, Science and Technology (under Minister of Education, Culture, Sports, Science and Technology Public Notice No. 118, 1989).
- (5) Those who are recognized by Eligibility Screening as having academic abilities equivalent or superior to those awarded a master's degree or a professional degree.

(Note) Those who intend to apply under the requirements (4) or (5) above should contact the Student Affairs Section, Graduate School of Science, Technology and Innovation, Kobe University by April 15, 2023, because they are subject to screening prior to their applications.

### 2. Period of Application and How to Submit the Application

**From May 7 (Tue), 2024 to May 10 (Fri), 2024(except Saturday, Sunday and public holiday)**

When you submit in person, the office hours are Monday through Friday, from 9:00 to 12:00 & 13:00-16:00.

If you submit by mail, your application document must arrive no later than 16:00, **May 13 (Mon), 2023**.

On the envelope, mail it by "express registered mail".

### 3. Application Documents

- (A) Application form: Form designated by the Graduate School of Science, Technology and Innovation
- (B) Curriculum Vitae: Form designated by the Graduate School of Science, Technology and Innovation
- (C) Research proposal: Form designated by the Graduate School of Science, Technology and Innovation
- (D) (Expected) Graduation Certificate:

If the Graduation Certificate indicated above does not show the degree you obtained, please submit a certificate of degree as well.

- (E) Academic transcript of the last graduate school attended
- (F) A certificate of degree: Applicants who correspond to “1. Qualification for Applicants (2) of Master’s level”, need to submit this.
- (G) Letters of recommendation (free format): Written by the President, the Dean of the university which you graduated, or your previous supervisor. Sealed in an envelope.
- (H) Application Fee (9,800 yen for 2024): Please refer to “Application fee payment method”. Please access the Application Fee Payment System, and pay with a credit card or Alipay. If you cannot use the Application Fee System, please contact Student Affairs Section.  
Application fees are not refundable except in the following cases.  
In case the applicant did not submit the application documents or the application documents were not accepted.
- (I) Documents certifying Japanese ability (if available): A copy of the Japanese Language Proficiency Test certificate etc.

Applicants coming under the following conditions should also submit the documents (J).

#### Applicants Entering From Workplace

- (J) Pledge and Letter of Confirmation
  - Applicants who are admitted to the Graduate School of Science, Technology and Innovation and wish to retain their positions in their current institutions are obliged to make the following pledges.
    - (a) A pledge stating that the candidate will be solely under the guidance of the supervisor/instructor in the division /department to which he / she is admitted.
    - (b) A letter of confirmation stating that the candidate is being admitted on condition that he/she does not resign from his /her employment and that her/his studies are not purely to benefit his/her current place of employment.

- (Note)
1. Be sure to create (A) to (C) by yourself.
  2. The admission of applicants who fall under the following categories may be revoked.
    - (i) Applicants who made a false declaration
    - (ii) Applicants who did not meet the qualification requirements
  3. Incomplete applications will not be accepted. Before submission, please make sure there are neither omissions in entry nor errors in writing.
  4. The submitted documents should be original. (Except for the copy of JLPT certificate) We may verify the genuineness of the documents.
  5. Documents should be filled out either in English or in Japanese. Make sure that documents created in a foreign language other than English should be accompanied by Japanese translation with the translation accreditation issued by a public institution such as the diplomatic facilities of Japanese or foreign governments.

### 4. Method and Result of Selection

- The selection of successful applicants is made based on application materials submitted.
- The applicants will be informed of the result of selection as soon as the results are available.
- Regarding the admission procedure, we will inform you after acceptance announcement.

### 5. Date of Admission

Research students are admitted to the Graduate School of Science, Technology and Innovation on October 1, 2024.

## 6. Research Period

The research period is up to 1 year. However if there are special reasons, the research period may be extended for another year.

## 7. Academic Fees

- Admission Fee                    84,600 yen
- Tuition Fee (per semester)        178,200 yen

(Note) Admission Fee and Tuition Fee might change according to the academic year.

## 8. Notes

- Applicants must be approved by their preferred main supervisor in advance.
- Research students cannot use student discounts.
- After enrollment, foreign nationals should submit a Resident Certificate or a copy of Resident Card to the Graduate School of Science, Technology and Innovation, Kobe University.

## 9. Handling of Personal Information

- (1) Kobe University complies with legislation such as the “Act on the Protection of Personal Information” in using applicants’ personal information, and handles it based on the “Guideline on the Control of Personal Information Held by Kobe University.”
- (2) Personal information including the individual results of screening shall be used for screening (application procedures, conducting screening), announcement of successful applicants, enrollment procedures, future screening methods, and surveys/research aimed at improving university education. The results of these surveys/research will be published without information that could identify specific individuals.
- (3) The personal information of enrolled students provided for the application will be used for supporting the students after enrollment (health management, tuition fee exemption or scholarship application), educational purposes (registration, academic instruction), tuition-fee related matters, and other corresponding work.
- (4) Part of these operations may be outsourced to an agency (hereafter referred to as “Agency”). In cases where operations are outsourced, all or part of the personal information provided will be provided to such an Agency under a nondisclosure obligation within a certain limit necessary for the Agency to execute the operations.

Kobe University Graduate School of Science, Technology and Innovation,  
Student Affairs Section

1-1, Rokkodai-cho, Nada-ku, Kobe 657-8501

Tel: +81-78-803-5474 (direct)

E-mail: [stin-kyomu@office.kobe-u.ac.jp](mailto:stin-kyomu@office.kobe-u.ac.jp)

## Application fee payment method

Please access the Application Fee Payment System of Kobe University from the URL shown below or the QR code, and pay with a credit card or Alipay.

The credit card holder does not have to be the applicant, but please be sure to enter the applicant's information in the Customer information field.

Please print the email of payment completion and attach it to the application form.

<https://tinyurl.com/yxcfwfty>



### 【Items】

Application fee ¥9,800

Remittance fee ¥660

### 【Handling credit cards, etc. at the payment system of Kobe University】



\*If you cannot use the Application Fee System, please contact the following address.

E-mail : [stin-kyomu@office.kobe-u.ac.jp](mailto:stin-kyomu@office.kobe-u.ac.jp)