

FAQ

2018 International Graduate Course for Continuing Professional Development (CPD)

Prior to the submission of application form and related materials, please make sure to read “2018 APPLICATION PROCEDURE FOR ADMISSION to the Master’s (or Doctoral) Program at Graduate School of Engineering (International Graduate Course for Continuing Professional Development)” and “FAQ” carefully. If you need further assistance, please contact Division of International Affairs.

IMPORTANT DATES

Deadline for Assessment of Application Qualifications: September 1, 2017

Deadline for Application: October 6, 2017

IMPORTANT NOTICE

Our university is in the process of application to the Japanese Government in order to be authorized to nominate a certain number of successful candidates from this course, who meet the conditions mentioned in this section, for 2018 Japanese Government (Monbukagakusho) Scholarship. The applicants who wish to apply for 2018 Japanese Government Scholarship should indicate it in section 14 on Form A. The applicant will be notified about the nomination of Japanese Government Scholarship along with the result of this course.

QUALIFICATION

1. If the applicant is expecting to obtain Bachelor’s Degree (Master’s Degree or Professional Degree for doctoral applicant) by the end of March 2018 (for September enrollment, of August), is he/she qualified as an applicant?

Applicant for Master’s Program:

We will NOT accept the application if;

1. applicant is a student in undergraduate program and expecting to graduate from a Japanese or a foreign university at the time of application.
2. applicant is unable to submit a Certificate of Graduation and a Certificate of Bachelor’s Degree at the time of application.

Applicant for Doctoral Program:

We will accept the application even if the applicant is expecting to obtain a Master's Degree or Professional Degree by the end of March 2018 (for September enrollment, of August) as long as the applicant satisfies all the qualification of application.

[IMPORTANT]

Those who are expecting to complete Master's Program or Professional Degree Program at the time of application:

Be sure to choose the time of enrollment (April 2018 or September 2018) considering the expected date of award of Master's Degree or Professional Degree.

Those who intend to apply under subsections 8), 9) or 10) mentioned in section 3 (2) on "2018 APPLICATION PROCEDURE FOR ADMISSION to the Master's Program (International Graduate Course for Continuing Professional Development)" or subsections 7) or 8) mentioned in section 3 (2) on "2018 APPLICATION PROCEDURE FOR ADMISSION to the Doctoral Program at Graduate School of Engineering (International Graduate Course for Continuing Professional Development)" should contact Division of International Affairs before submitting the application documents.

[The deadline for Assessment of Application Qualifications is on September 1, 2017.](#)

NOTE: we must receive all the required documents for Assessment of Qualification by the above mentioned deadline.

APPLICATION PROCEDURE

Please use the provided forms (Form A to F). Other documents should be prepared using only A4 sized paper (210 mm×297 mm). **All the forms and required documents should be filled out in English or Japanese. If any certificates are written in another language, please attach a translation in English or Japanese.** All of the materials mentioned in section 5 (1) must be the original unless otherwise stated.

1. Is it acceptable if the applicant sends application form and all the related documents by e-mail? Is on-line application available?

-No. We do not accept them by e-mail or fax. No on-line application is available. Please send them by postal or international courier service. The application documents must arrive by the deadline.

2. Is the applicant required to make a payment of screening fee at the time of application?

-Yes. The applicant is required to pay the screening fee (30,000 JPY) by the

APPLICATION DEADLINE (October 6, 2017). Please be aware that the payment must be confirmed in the designated bank account by October 6, 2017, otherwise your application will NOT be accepted. For the details, please refer to “Transferring the screening fee” on page 10 (Master’s Program) or page 8 (Doctoral Program).

Screening fee is NON-REFUNDABLE except in the following cases:

- 1) The applicant has not submitted the application materials.
- 2) The applicant is otherwise ineligible for application.
- 3) The applicant has already paid the screening fee.
- 4) The applicant enters our university as a Japanese Government (Monbukagakusho) Scholarship Student.

3. Is it acceptable if the Form D (I) and D (II) are filled out by a director of applicant’s workplace?

No. Both Form D (I) and D (II) should be obtained from the university graduated or expected to graduate.

4. Who should be the referees to fill out Form D (I) and D (II)?

At least one of Form D should be obtained from the head of department or above in the university graduated or expected to graduate. Be sure to remind the referees to write their position such as Head, Chairman of Department, or Dean etc. on the form. Each form should be signed by a different referee. Please see the attached sample forms.

5. Are photocopies of official academic record and certificate of Bachelor’s Degree (Master’s Degree or Professional Degree or statement that confirms the expected date of the award of the degree for doctoral applicant) accepted?

-No. The official academic record (academic transcript), certificate of Bachelor’s Degree (Master’s Degree, Professional Degree or statement that confirms the expected date of the award of the degree for doctoral applicant) should be the original, however, if the applicant is not able to obtain them due to the regulation of university graduated or expected to graduate, please obtain the certified true copy from the university. Certification must be made by the Registrar or representative of the university. The administrative office of the university may send the certificates directly to us.

[IMPORTANT]

Applicant for Doctoral Program:

Those who are expecting to obtain Master’s Degree or Professional Degree by the end of March 2018 (September enrollment, of August) must submit the statement that

confirms the expected date of the award of the degree. Certificate should contain the information of expected date of the award of the degree and the degree expected to be awarded (e.g. Master of Science).

6. Is it required to submit both Form E and an official academic record from the universities graduated?

-Yes. The applicant must submit both Form E as well as an official academic record. Form E must be filled out by the Registrar or his/her representative and enclosed with the applicant's official academic record obtained from the university graduated. The Academic Record and Form E must be placed in a sealed envelope with its flap signed by the Registrar or his/her representative.

[IMPORTANT]

Applicant for Master's Program:

The applicant who intends to apply for Master's Program and have already earned Master's Degree from the university in Japan or foreign country is required to submit certificate of Master's Degree in addition to Form E and an official academic record of Master's Program.

Applicant for Doctoral Program:

The applicant who intends to apply for Doctoral Program is required to submit Form E of both undergraduate and graduate program as well as the official academic record of both programs. Those who are expecting to obtain Master's Degree or Professional Degree by the end of March 2018 (September enrollment, of August) are required to submit Form E and the official academic record of Undergraduate Program as well as the latest official academic record of Master's Program. The applicant must submit the Form E and the final official academic record upon completion of the Master's Program.

7. Is the applicant's passport considered as Certificate of Citizenship?

No. However, a copy of passport is used for administrative procedure at Nagaoka University of Technology. Therefore, if available, please submit a copy of passport along with the certificate of citizenship. Photocopy of certificate is accepted.

Examples of certificates are;

*Citizenship Card

*Record of Citizenship

*Birth Certificate

*Family Registration

Please make sure that the certificate contains the information of applicant's nationality

or citizenship.

If the certificate is not written in English, please attach a translation in English.

If your country does not issue any of certificates stated above or the applicant does not have a passport, please contact Division of International Affairs for further assistance.

8. Is the doctoral applicant required to submit a Master's thesis although he/she is required to write a brief summary of the thesis on Form A?

Yes. Please attach an entire Master's thesis (photocopies allowed) with a brief summary as stated in section 20 on Form A. Any pertinent academic publications or proceedings should be attached with a brief summary as stated in section 20 on Form A. If the paper is not yet published, please attach a copy of notice of publication or peer-review notification that the applicant received from the editor of publication.

9. Is it required to submit the test score of TOEFL or TOEIC?

Applicants are required to submit an official test score report of either TOEFL, TOEIC or IELTS as the evidence of proficiency in English. Institutional testing program of TOEFL and TOEIC (TOEIC-IP or TOEFL-ITP) are acceptable. Please be aware that we do not accept the copy of the above mentioned score report. Please submit the original test score. Please request ETS (TOEIC or TOEFL) or British Council (IELTS) to send your official score to Division of International Affairs, Nagaoka University of Technology.

10. Is the applicant required to contact an academic advisor in the field of study at NUT prior to submission of application form?

Yes. As indicated on application procedure, the applicants should consult with academic staffs of the chosen research area(s) before application.

To view "Outline of Major Fields and Research Areas" for **Master's Program** as well as "Profiles and Activities at NUT"

<http://www.nagaokaut.ac.jp/e/gakubu/masters.html>

To view "Outline of Major Fields and Research Areas" for **Doctoral Program** as well as "Profiles and Activities at NUT":

<http://www.nagaokaut.ac.jp/e/gakubu/doctoral.html>

Please indicate the name of preferred academic advisor on Form A.

NOTE

1. **Form A must be printed double-sided.**
2. **The photo size for Form A should be 4.5cm x 3.5cm.**
3. **Please be aware that the application will not be accepted unless all of the application materials are fully and correctly completed or if any of the materials are insufficient or are received after the deadline. The application materials will not be returned to the applicant for any circumstances.**

Nagaoka University of Technology
Division of International Affairs
1603-1 Kamitomioka Nagaoka
Niigata 940-2188 Japan
Phone: +81-258-47-9238
Fax: +81-258-47-9283
Email: ryugaku@jcom.nagaokaut.ac.jp

