

\* This is an English extract of Enrollment Guide for international students.

# 2025 Enrollment Guide

## For Graduate Students



長岡技術科学大学  
Nagaoka University of Technology

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**Please fill in documents and forms for enrollment with a black (or blue) ballpoint pen.  
Do not use a pencil or a pen easily erasable with frictional heat such as a "Frixion Pen".**

## Notes on Required Documents

	Documents for Submission	Notes
Enrollment Procedure	1. Pledge (Form 1)	Print the form from the internet enrollment application site, fill it out, and put your signature. Then, Send by mail.
	2. Certificate of Graduation/Course Completion	*NO NEED if your previous school is NUT or you have already submitted upon application for admission. <b><u>IF the school is in a country other than Japan, please ask your previous school to issue you the certificate in ENGLISH. Photo copy of certificate is NOT accepted.</u></b>
	3. Academic Transcript (final version) of Previous School	<b><u>Must be issued on or after the day of your graduation, sealed in an envelope. Please ask your previous school to issue you the academic transcript in English IF the school is in a country other than Japan. Photo copy of academic transcript is NOT accepted.</u></b> * NO NEED if your previous school is NUT or you have already submitted upon application for admission.
	4. One of following documents ▪ Certificate of Degree Conferral (A copy is NOT acceptable) ▪ Notice of Screening Result of Bachelor's Degree Conferral (A copy is acceptable)	<b>Submit IF you are expected to obtain a bachelor's degree at the National Institution for Academic Degrees and Quality Enhancement of Higher Education (NIAD-QE) at the time of application for admission.</b>
	5. Pledge for regulations of controls on technology transfer to maintain the international peace and security.	<b>For International Students Only (Except March 2025 NUT Graduates)</b> <b>Please access the following university website, print the necessary forms, fill in the required information, and submit them.</b>  [Available until March] <a href="https://www.nagaokaut.ac.jp/kyoiku/enrollment_form/formalities.html">https://www.nagaokaut.ac.jp/kyoiku/enrollment_form/formalities.html</a> [Available from April] <a href="https://www.nagaokaut.ac.jp/e/admissions/procedure/index.html">https://www.nagaokaut.ac.jp/e/admissions/procedure/index.html</a> (Note: The URL may differ depending on the viewing period due to the renewal of the university website.)

## Admission Fee Payment

**Admission Fee: 282,000 yen**

- \* Admission Fee is not charged if (1) you complete Master's Program/Professional Degree Course at NUT in March 2025 and proceed to Doctoral Program, (2) you enroll in 5-year Integrated Doctoral Program (3) you are a VOS Scholarship student, (4) you are a MEXT Scholarship student.

Please make the payment of Admission Fee together with the Student Insurances. You can select your payment method at the internet enrollment application site. If you apply for Exemption/Postponement of Admission Fee, you will pay only for student insurances fee upon this enrollment application. **Once the fee is paid, it is non-refundable for any reason. If you plan to apply for Exemption/Postponement of Admission Fee, you must NOT make the payment.**

\* Those who wish to apply for admission fee exemption/deferral and Twinning Program students must remember to apply (check box) on the entry form on the enrollment application website.

## March 2025 NUT Undergraduate Program Graduates

1. New students in Master's Program / 5-year Integrated Doctoral Program

## 【Master's Program】

Payment: 284,430 yen

(Admission Fee of 282,000 yen + Student Insurances Fees of 2,430 yen)

**【5-year Integrated Doctoral Program】**

Payment (Fees of Student Insurances): 5,750 yen      Admission Fee is not charged

<b>Enrollment Application Procedure</b>	
<b>When</b>	<p>(Entry Period for Enrollment Application Site) Tuesday, February 25, 2025 – Thursday, March 6, 2025, 5:00 p.m.</p> <p>(Paper Submission Date for Required Documents) Friday, March 7, 2025, 1:30 p.m.-3:00 p.m.</p> <p>Paste the color-printed "Envelope Address Label" (please download from the application website) to an envelope which you can buy at any store. Put the documents in the envelope, then bring in person to appointed room @Lecture Bldg.</p>
<b>How</b>	<p>[1] During the Entry Period for Enrollment Application Site, enter your information on the Enrollment Application Site. Once your payment procedure is completed, you will be able to download and print the Pledge (Form 1) from the application website.</p> <p>[2] Complete the payment of the admission fee etc., after entering the information on the application website. (For 5-year Integrated Doctoral Program students, only the fees of student insurances are required).</p> <p>[3] Print the Pledge (Form 1) and fill out the necessary information. Submit the documents of “What to Submit in person” indicated below on the day indicated at “Paper Submission Date for Required Documents”. Paste the color-printed "Envelope Address Label" (please download from the application website) to an envelope which you can buy at any store. Put the documents in the envelope, then submit.</p>
<b>What to Submit in person</b>	<p>1. Pledge (Form 1)</p> <p>*All students must submit</p>

New Student Reception	
When	Friday, April 4, 2025 1:15 p.m. — 2:15 p.m.
How	Bring your undergraduate student ID card with you as you will be given a program guide and other materials related to study.

### Note

- (1) **Failure to submit the documents by the appointed date is regarded as declination of admission.** Be sure to submit Admission Declination Form (refer to V. Decline Admission) when you wish to decline admission.



EXCEPT March 2025 NUT Undergraduate Program Graduates

## 2. New students in Master's Program / 5-year Integrated Doctoral Program

## 【Master's Program】

Payment: 284,430 yen

(Admission Fee of 282,000 yen + Student Insurances Fees of 2,430 yen)

**【5-year Integrated Doctoral Program】**

Payment (Fees of Student Insurances): 5,750 yen      Admission Fee is not charged

## Enrollment Application Procedure

When	Friday, February 21, 2025 – Friday, February 28, 2025, 5:00 p.m. (Documents must ARRIVE within the period)
How	[1] During the above indicated enrollment application period, enter your information on the Enrollment Application Site. Once your payment procedure is completed, you will be able to download and print the Pledge (Form 1) from the application website.
	[2] After completing entering information to the application site and the payment of admission fee etc., (For 5-year Integrated Doctoral Program students, only the fees of student insurances are required), print the Pledge (Form 1) and fill out the necessary information. Please submit the documents of “What to Submit by Mail” indicated below. Upon submission, paste the color-printed "Envelope Address Label" (please download from the application website) to an envelope which you can buy at any store, then submit the documents using the envelope. You can send the documents by mail or bring in person to Division of Academic Affairs.
What to Submit by Mail	1. Pledge (Form 1) *All students must submit

## New Student Reception

When	Friday, April 4, 2025, 1:15 p.m. — 2:15 p.m.
How	Bring the documents 2. 3. 4. and 5. with you to appointed room @Lecture Bldg.
What to Submit	2. Certificate of Graduation/Course Completion      *Required if applicable
	3. Academic Transcript (Must be issued on or after the day of your graduation)      *Required if applicable
	4. Certificate of Degree Conferral      *Required if applicable
	5. Pledge for regulations of controls on technology transfer to maintain the international peace and security. <b>*For International Students Only</b>

## Notes

**(1) Failure to submit the documents by the appointed date is regarded as declination of admission.** Be sure to submit Admission Declination Form (refer to V. Decline Admission) when you wish to decline admission.

(2) Applicants who are expected to obtain a bachelor's degree at the National Institution for Academic Degrees and Quality Enhancement of Higher Education (NIAD-QE) at the time of application for admission but fail to do so will have their admission revoked.

(3) When bringing admission documents in person, **paste the color-printed "Envelope Address Label"** (please download from the application website) to an envelope which you can buy at any store, then submit the documents using the envelope. Submit them to Division of Academic Affairs (Reception Counter #4 @Administration Bldg. 2 on 1st floor) between 9:00 a.m. to 5:00 p.m. except Saturday, Sunday and national holidays.

### 3. New students in Doctoral Program

Admission Fee is not charged.

Payment (Fees of Student Insurances): 3,620 yen

Enrollment Application Procedure	
When	<p>(Entry Period for Enrollment Application Site) Tuesday, February 25, 2025 – Thursday, March 6, 2025, 5:00 p.m.</p> <p>(Paper Submission Date for Required Documents) Monday, March 10, 2025, 10:00 a.m.-11:30 a.m.</p> <p>Paste the color-printed "Envelope Address Label" (please download from the application website) to an envelope which you can buy at any store. Put the documents in the envelope, then bring in person to Division of Academic Affairs.</p>
How	<p>[1] During the Entry Period for Enrollment Application Site, enter your information on the Enrollment Application Site. The Pledge (Form 1) can be downloaded from the application website.</p> <p>[2] After completing entering the information on the application website, please make the payment of student insurances fee.</p> <p>[3] Print the Pledge (Form 1) and fill out the necessary information. Submit the documents of "What to Submit in person" indicated below on the day indicated at "Paper Submission Date for Required Documents". Paste the color-printed "Envelope Address Label" (please download from the application website) to an envelope which you can buy at any store. Put the documents in the envelope, then submit.</p>
What to Submit in Person	<p>1. Pledge (Form 1) All students must submit</p>

New Student Reception	
When	Friday, April 4, 2025, 1:15 p.m. – 2:15 p.m.
How	Bring your Master's program student ID card with you as you will be given a program guide and other materials related to study.

#### Note

(1) **Failure to submit the documents by the appointed date is regarded as declination of admission.** Be sure to submit Admission Declination Form (refer to V. Decline Admission) when you wish to decline admission.

#### 4. New students in Doctoral Program

Payment: 285,620 yen  
(Admission Fee of 282,000 yen + Student Insurances Fees of 3,620 yen)

##### Enrollment Application Procedure

When	Friday, February 21, 2025 – Friday, February 28, 2025, 5:00 p.m. (Documents must ARRIVE within the period)
How	[1] During the above indicated enrollment application period, enter your information on the Enrollment Application Site. The Pledge (Form 1) can be downloaded from the application website.
	[2] After completing entering information to the application site and the payment of admission fee etc., (For 5-year Integrated Doctoral Program students, only the fees of student insurances are required), print the Pledge (Form 1) and fill out the necessary information. Please submit the documents of What to Submit by Mail "indicated below.  Upon submission, paste the color-printed "Envelope Address Label" (please download from the application website) to an envelope which you can buy at any store, then submit the documents using the envelope. You can send the documents by mail or bring in person to Division of Academic Affairs.
What to Submit by Mail	1. Pledge (Form 1) <span style="float: right;">*All students must submit</span>

##### New Student Reception

When	Friday, April 4, 2025, 1:15 p.m. – 2:15 p.m.
How	Bring the documents 2. 3. and 5. with you to appointed room @Lecture Bldg.
What to Submit	2. Certificate of Graduation/Course Completion <span style="float: right;">*Required if applicable</span>
	3. Academic Transcript (Must be issued on or after the day of your graduation) <span style="float: right;">*Required if applicable</span>
	5. Pledge for regulations of controls on technology transfer to maintain the international peace and security. <b>*For International Students Only</b>

#### Notes

(1) **Failure to submit the documents by the appointed date is regarded as declination of admission.** Be sure to submit Admission Declination Form (refer to V. Decline Admission) when you wish to decline admission.

(2) When bringing admission documents in person, **paste the color-printed "Envelope Address Label" (you can download from the application website) to an envelope which you can buy at any store, then submit the documents using the envelope.** Submit them to Division of Academic Affairs (Reception Counter #4 @Administration Bldg. 2 on 1st floor) between 9:00 a.m. to 5:00 p.m. except Saturday, Sunday and national holidays.

## I. Application for Admission Fee Exemption/ Deferral and Tuition Fee Exemption

Please access to the QR code or the homepage of the university and confirm the application procedure.

<https://www.nagaokaut.ac.jp/e/gakusei/campuslife/index.html>

(NUT Website (English Version) > Student Life > Campus life > 【Admission Fee Exemption】 or 【Tuition Fee Exemption】 )



\* For application procedures, please refer to the " Application Guide for Admission Fee Exemption/Deferral AY2025 (April Admission)" or " Application Guide for Tuition Fee Exemption AY2025 (First Semester)" posted on the above website.

\* **Those who wish to apply for admission fee exemption/deferral and Twinning Program students must remember to apply (check box) on the entry form on the enrollment application website.**

\* **The application deadline for admission fee exemption/deferral is the last day of the enrollment application site entry period for each examination category.**

\* **Please note that the application period for tuition fee waiver is from March 3 to March 31.**

\* **Note to those who apply for admission fee exemption/deferral : Applicants for admission fee exemption/deferral should not pay the admission fee until they are notified of the result of their application. Application results will be notified in May.**

## II. Personal Accident Insurance for Students Pursuing Education and Research, etc.

All students are to join "Personal Accident Insurance for Students Pursuing Education and Research" when they enroll. This insurance covers unexpected accidents during their educational and research activities while at the university. In addition, all students are to join "Liability Insurance for Students Pursuing Education and Research". This insurance will provide compensation for legal damages incurred due to injuries to others or damage to the property of others by students participating in their curricular activities, extracurricular activities, or school events, and commuting to and from them.

Complete the payment of the insurance premium shown below with Admission Fee. **Even if you are applicants for admission fee exemption/ postponement, the insurance fee must be paid at the time of enrollment application.**

NEW students in;	Personal Accident Insurance for Students Pursuing Education and Research	Liability Insurance for Students Pursuing Education and Research	Total
Master's Program	1,750 yen	680 yen	2,430 yen
5-year Integrated Doctoral Program	4,050 yen	1,700 yen	5,750 yen
Doctoral Program	2,600 yen	1,020 yen	3,620 yen

## III. Tuition Fee, etc.

**Tuition Fee (Academic Year 2025): 535,800 yen/year (267,900 yen/half a year) \*not fixed**

You are asked to pay the Tuition and other fees by account transfer system. You become a NUT student on April 1 and tuition and other fees are charged. The tuition will be automatically withdrawn from the specific bank account authorized by you. Check the university's information carefully regarding the account transfer procedure, as each one of you will be required to register after enrollment. Automatic withdrawal is scheduled twice a year with the amount of a half-year. For 5-year Integrated Doctoral Program students: Tuition Fee is not charged during the period of the standard number of years required for graduation (5 years since entering the school).

If your stay exceeds 5 years, you will have to pay tuition fees. **Note that when the tuition fee is to be revised, the new amount will be applied accordingly.** Students will need additional expenses for the purchase of textbooks, experiment supplies, etc. Prepare them according to your teachers'/supervisors' instruction.

## IV. Privacy Policy

Nagaoka University of Technology handles personal information included in the submitted documents upon admission to the university for the purpose below, under Act on the Protection of Personal Information Held by Independent Administrative Agencies, etc.;

- (1) University uses personal information for education (management of student registration, educational instruction, etc.), student support (health management, application for tuition exemption and scholarship, etc.), collection of tuition and NUT Alumni (“Kouyu-kai”), etc.
- (2) Personal information is provided to Nagaoka University of Technology Alumni Association (“Dousou-kai”) and NUT Society of Educational Program as is deemed necessary for university, Alumni Association (“Dousou-kai”) and NUT Society of Educational Program to conduct business. For inquiries about provision of personal information, contact Division of Academic Affairs.
- (3) University may entrust all or parts of handling personal information to a third party within the scope of the purpose of use. In such cases, university takes measures to ensure safety in conformity with the purport of the related University Rules and other related laws and regulations.

## V. Decline Admission

If you wish to decline admission, make admission declination form (free format), mentioning your;

- |  |
|--|
| (1) Examinee No. (2) Enrolling major (3) Name with signature (4) Date of birth<br>(5) Contact address (6) Phone number (7) Reason of declination |
|--|

Admission declination form should be sent to Division of Academic Affairs.

## VI. Schedule of the beginning of April

Latest information (details, place) is notified at the bulletin board in Lecture Bldg.; be sure to check it each day.

Date	Time	Master's Program, 5-year Integrated Doctoral Program	Doctoral Program
Friday, April 4	8:00am - 10:00am	<b>[ONLY New Dormitory Residents]</b> Formalities and Guidance for New Dormitory Residents (Lecture Bldg.)	
	10:15am - 12:15am	<b>[International Students]</b> Guidance for International Students and Japanese Classes (Lecture Bldg.)	
	1:15pm - 2:15pm	<b>[ALL Students]</b> New Student Reception (Submission of documents), Receiving academic materials, etc. (Lecture Bldg.)	
	3:00pm - 4:00pm	<b>[International Students]</b> Placement Test for Japanese Language Class (Lecture Bldg.)	
Saturday, April 5	10:00am - 10:30am	<b>[ALL Students]</b> Entrance Ceremony (Nagaoka Municipal Auditorium *Tentative)	
	10:45am - 11:20am	<b>[All Master's Students]</b> Guidance for all master's program students (Nagaoka Municipal Auditorium)	
	1:30am - 2:30am		<b>[All Doctoral Students]</b> Guidance for all doctoral program students (Lecture Bldg.)
	3:30pm - 4:30pm	<b>[All Master's Students]</b> Guidance by Each Major (Lecture Bldg.)	
Monday, April 7	1:00pm - 1:50pm	<b>[All Master's Students]</b> Guidance for New Teaching Assistant (TA) & TA Lecture (FD) (Lecture Bldg.)	
Thursday, April 10		Class Begin	

**Chapter 1 General Provisions****Section 1 Purpose**

(Purpose)

**Article 1** The University aims to, based on the School Education Act (Act No. 26 of 1947), promote research particularly addressing the development of practical technology, as well as to foster leading engineers with practical, creative capability.

**Chapter 2 Undergraduate****Section 1 Years Required for Graduation**

(Years Required for Graduation)

**Article 14** (1) The number of years required for undergraduate graduation shall be four years.

(2) The number of years that a person enrolled in the third year must attend shall be two years.

(3) In a case for which a person who has acquired a certain number of credits as a credited auditor (limited to those other than university students) prescribed in Article 80 enters the University, and when it is deemed that a part of a course of study at the University has been completed by the acquisition of the credits, as provided for separately, taking the number of credits acquired and other matters into consideration, a period not exceeding two years may be included in the number of years required for graduation in the preceding two paragraphs. However, the years for entrants to the third year shall not exceed one year.

(Years of Attendance)

**Article 15** Entrants to the first year may not attend the University for a period exceeding eight years. Entrants to the third year may not attend the University for a period exceeding four years.

**Section 2 Admission**

(Admission Procedure and Acceptance)

**Article 21** (1) Applicants who have received a letter of acceptance based on the results of the selection in the preceding article must pay the prescribed admission fee, as well as submit the prescribed documents by the prescribed date.

(2) The President shall grant admission to those who have completed the admission procedure in the preceding paragraph (including those for which a request for the admission fee waiver or postponement has been accepted).

**Section 3 Absence and Withdrawal from School**

(Absence from School)

**Article 26** (1) A person who is unable to study for two months or more because of illness, volunteer activities, or other special reason may take a leave of absence from school after obtaining permission from the President.

(2) For a person deemed to be unable to study because of illness, the President may order that the student take a leave of absence from school.

(Period of Absence from School)

**Article 27** (1) A period of absence from school shall not exceed one year. However, when there is a special reason, the extension of the period of absence from school might be permitted with the limit of one year.

(2) The period of absence from school may not exceed two years in total. However, absences from school for school-sanctioned volunteer activities or for other reasons specified separately shall not be counted for the purposes of this limitation..

(3) The period of absence from school shall not be included in the years of attendance.

(Returning to School)

**Article 28** When a reason ceases to exist during absence from school, the person may return to school after obtaining permission from the President.

(Leaving School)

**Article 30** A student who intends to leave school must obtain permission from the President.

(Expulsion from School)

**Article 31** Those to whom any of the following items apply shall be expelled from school by the President after hearing the opinions of the Faculty Meeting.

(i) Have exceeded the years of attendance prescribed in Article 15

(ii) Remain unable to study even after the period of absence from school prescribed in Article 27 has passed

(iii) Have gone missing for a long period of time

(iv) Are not granted a waiver or are granted a partial waiver among those who have applied for the entrance fee waiver, and who have not paid the admission fee by the prescribed date

(v) Have applied for the admission fee postponement and have not paid the admission fee by the designated date

(vi) Are delinquent in the payment of tuition fees and do not pay even after being pressed for the payment

## **Chapter 3 Graduate School**

### **Section 1 Years Required for Graduation**

(Standard Years Required for Graduation)

**Article 49** (1) The standard number of years required for graduation for the doctoral degree program shall be five years.

(2) The standard number of years required for graduation for the master's programs shall be two years.

(Years of Attendance)

**Article 50-1** The 5-year integrated doctoral program, the master's program, and the doctoral program might not be attended for a period exceeding eight years, three years, and five years, respectively.

(Long-term Studying Students)

**Article 50-2** Despite the provisions of the preceding two articles, the years required for graduation, the years of attendance, etc. for those who take a course of study over a certain period of time exceeding the standard years required for graduation in a planned manner because of the circumstances such as having an occupation shall be provided for separately.

### **Section 3 Absence and Withdrawal from School**

(Application with the Necessary Modifications to Absence from, Returning to and Leaving School)

**Article 58** The provisions of Article 26, Article 28, and Article 30 shall apply with the necessary modifications to absence from, returning to, and leaving school.

(Period of Absence from School)

**Article 59** (1) A period of absence from school shall not exceed one year for each of the 5-year integrated doctoral program, master's programs, and doctoral programs. However, when there is a special reason, the extension of the period of absence from school might be permitted with the limit of one year, respectively.

(2) The period of absence from school shall not exceed two years in any of the 5-year integrated doctoral program, master's programs, and doctoral programs, respectively. However, absences from school for school-sanctioned volunteer activities or for other reasons specified separately shall not be counted for the purposes of this limitation.

(3) The period of absence from school shall not be included in the years of attendance.

(Expulsion from School)

**Article 61** Those to whom any of the following items apply shall be expelled from school by the President after hearing the opinions of the Faculty Meeting,

(i) Have exceeded the years of attendance prescribed in Article 50-1 or Article 50-2

(ii) Remain unable to study even after the period of absence from school prescribed in Article 59 has passed

(iii) Are applicable to any of the items, from item (iii) through item (vi) of Article 31

## **Chapter 4 Common Provisions**

### **Section 1 Rewards and Punishments**

(Commendation)

**Article 72** A student who has performed an act that is worthy of recognition may be commended by the President.

(Disciplinary Action)

**Article 73** (1) Those who act against the rules of the University or commit an act violating the duty as a student will be given disciplinary action by the President after hearing opinions at a Faculty Meeting.

(2) The types of disciplinary action in the preceding paragraph shall be expulsion, suspension, and warning.

(3) The expulsion in the preceding paragraph shall be given to those who are applicable to the following items.

(i) Behave delinquently and are deemed as to have no prospect for improvement

(ii) Are deemed as to have no prospects for completion of the study because of inferior academic ability, etc.

(iii) Often do not attend school, giving no reasonable grounds for absence

(iv) Disturb the orders of the University and violate the duties of a student

(4) Necessary matters related to the disciplinary action procedures for students shall be provided for separately.

### **NOTE:**

The official text of each regulation is the Japanese version. As the English translation is provided only for reference, if there are any discrepancies between Japanese and English versions, the Japanese takes precedence.



**Chapter 1 Intent**

(Intent)

**Article 1** With respect to the enforcement of the National University Corporation Nagaoka University of Technology Rules (hereinafter, the “Rules”), the bylaws related to the conduct of students of Nagaoka University of Technology (hereinafter, “Students”), as well as students’ associations and assemblies on campus, shall be governed by these Rules.

**Chapter 2 Pledge, Letter of Guarantee, etc.**

(Submission of Pledge, etc.)

**Article 2** (1) Those who have been accepted for admission to Nagaoka University of Technology (hereinafter, the “University”) must submit the following documents using the designated forms by the specified date.

- (i) Pledge (Appended form 1)
- (ii) Letter of Guarantee (Appended form 2)
- (iii) Student Record Sheet (Appended form 3)
- (iv) Other documents specified by the University

(2) International students need not submit the documents listed in item (ii) of the preceding paragraph.

(Guarantor)

**Article 3** (1) Those who have been accepted for admission to the University must appoint their guarantor, who takes full responsibility for their conduct as a student of the University. The payment of their tuition fees and must submit the documents listed in item (ii) of paragraph (1) of the preceding article to the President. However, international students need not appoint their guarantor:

- (2) The guarantor must be a parent or an equivalent person.
- (3) When the guarantor is changed or when there is a change in the guarantor’s address, etc., the Notification of Change of Guarantor, etc. (Appended form 4) must be submitted to the President without delay.

(Student Record Sheet)

**Article 4** When there is a change in the entries of the Student Record Sheet, the Notification of Change of Student Record Sheet (Appended form 5) must be submitted to the President without delay.

**Chapter 3 Leave of Absence, Withdrawal from School, etc.**

(Procedures for Leave of Absence, Withdrawal from School, etc.)

**Article 5** When a student intends to take a leave of absence, withdraw from school, study abroad, or return to school, the student must apply to the President using one of the forms from Appended form 6 to Appended form 9 under the joint signatures of the student and the guarantor. Furthermore, when the reason for the leave of absence, withdrawal from school or return to school is health-related, a medical certificate from a physician must be attached to the form.

**Chapter 4 Notification of Absence**

(Notification of Absence)

**Article 7** (1) When a student intends to be absent for two weeks or more continuously because of illness or for any other reason, the student must submit the Notification of Absence prescribed separately to the President. However, in the case of illness, a medical certificate from a physician must be attached to the form.

- (2) When a student did not make a submission in advance for some unavoidable reason, the student must submit a notice with the reason immediately after the fact.

**Chapter 5 Student Identification Card**

(Carrying of Student Identification Card)

**Article 8** (1) Students must carry a student identification card issued by the University at all times and present it at the request of a University official.

- (2) Students may not lend or transfer the student identification card to any other person.
- (3) Students not carrying the student identification card may be prohibited from using University facilities such as classrooms, laboratories, and the library.

(Handling of Student Identification Card)

**Article 9** (1) When a student has lost the student identification card, the student must submit the Application for Reissuance of Student Identification Card prescribed separately to the President without delay to have it reissued.

(2) When a student has lost student status because of graduation, withdrawal from school, etc., the student must return the student identification card.

## **Chapter 7 Student Association**

(Establishment of Association)

**Article 11** (1) When a student intends to establish an association on campus, the student must submit the Application for Establishing Student Association prescribed separately to the President for permission.

(2) When establishing an association in the preceding paragraph, a student shall receive guidance and advice from a full-time faculty member of the University and must appoint an advisory faculty for that purpose.

## **Chapter 8 Assemblies, etc.**

(Permission for Holding Assemblies, etc.)

**Article 19** When a student or a student association intends to hold an assembly (including group demonstrations; the same shall apply hereinafter) or an event on campus, the student or the student association must appoint a person in charge in advance, submit an Application for Assembly prescribed separately to the President for permission three days before the date of the event.

(Restrictions on Assembly)

**Article 20** A student or a student association may not hold an assembly to have an activity related to a specific political party or a religious association.

(Matters to be Observed)

**Article 21** When a student or a student association intends to hold an assembly on campus, the student or the student association must follow instructions given by University officials, and try not to hinder education and research at the University, or cause damage to the equipment of the facilities or the environment.

### **NOTE:**

The official text of each regulation is the Japanese version. As the English translation is provided only for reference, if there are any discrepancies between Japanese and English versions, the Japanese takes precedence.

## Information on Nagaoka University of Technology Entrance Ceremony APRIL 2025

### 1. Date and Time

Saturday, 5 April 2025, from 10:00 a.m. to 10:30 a.m.

(Please come to the place indicated below by 9:30 a.m. and be seated in designated place.)

### 2. Place

Grand Hall, Nagaoka Municipal Auditorium (*Nagaoka Shiritsu Gekijo*)

2-1-2 Saiwai-cho, Nagaoka, Niigata

### 3. Notes on Transportation etc.

- (1) It is NOT allowed to drive to the venue; there is no parking available.
- (2) Free shuttle bus service is available for students and their family members as follows:

1. Before the ceremony

From Nagaoka University of Technology (NUT) to Nagaoka Municipal Auditorium

Departure time: between 8:30 a.m. and 9:00 a.m. \*The last bus leaves punctually at 9:00 a.m

Departure spot: In front of entrance at administration Bldg.1

2. After the ceremony

From Nagaoka Municipal Auditorium to NUT

(Departure time is announced after the ceremony.)

- (3) In case you take a public bus service or taxi, transportation fee is your responsibility.  
It is about 3 km from JR Nagaoka Station to Nagaoka Municipal Auditorium.

(Public bus from JR Nagaoka Station)

Take Echigo Kotsu Bus from the bus terminal (#10 bus port), Nagaoka Station OTE-exit.

There is other routes to Nagaoka Municipal Auditorium bus stop as follows:

Miyauchi-Honcho line:

via Nagaoka Municipal Auditorium to Miyauchi-Honcho

### 4. Others

Please refrain from participating if you have a fever of 37.5 degrees Celsius or above, or if you not feeling well.

(Contact)

Section of Administrative Affairs, Division of Administrative Affairs

Nagaoka University of Technology

TEL: 0258-47-9203 (from inside Japan)

+81-258-47-9204 (from outside Japan)

e-mail: so-soumu@jcom.nagaokaut.ac.jp

(To all those who pay tuition and other fees)

Nagaoka University of Technology, Financial Affairs Division

### Request regarding Bank Transfer Procedures for Tuition and Other Fees

NUT requests that payments for tuition and other fees be made via bank transfer from a designated account at a financial institution. Therefore, please follow the account registration procedures described below when making such payments.

#### Main Text

#### <Summary of Systems for Making Bank Transfers of Tuition and Other Fees>

1. Fees Subject to Transfer	Tuition fees, accommodation fees (Student Dormitory, International House, International Student House, 30th Anniversary Student House), utility charges and monthly communal fee, NUT Society of Educational Program
2. Consigned Company	Mizuho Factors, Ltd. (Personal information will be provided to the consigned company as necessary, but it will not be used for any purpose other than for the bank transfer in question.)
3. Transfer Method	Payment will be automatically debited from the designated banking account at the financial institution. Bank transfer fees for the transfer of tuition fees, etc. will be borne by NUT in June and November, and will be borne (at a cost of 110 yen) by the person paying the tuition fees, etc. if a transfer is made in other months. Note: Payments should be made by no later than 15:00 on the business day before the transfer date. Note: Transfer fees may be subject to change due to revisions in the rate of consumption tax or other circumstances.
4. Transfer Dates	○ Tuition fees ... June 1st (1st semester), November 1st (2nd semester) every year ○ Accommodation fees ... Paid in advance on the first day of each month (except for the payment for April, which is collected together with the payment for May). ○ Utility charges and monthly communal fee ... Paid in arrears on the first day of each month ○ NUT Society of Educational Program ... June 1st in year of admission Note: If any of these dates falls on a bank holiday, the funds will be collected in the next business day.
5. Eligible Financial Institutions	Transfers may be made from savings accounts of banks, Japan Post Bank, regional banks, credit unions, etc. across Japan. However, please refer to the following URL for further information, as some financial institutions will not accept these kinds of transactions. URL: <a href="http://www.mizuho-factor.co.jp/dl/pdf/ec-service-01.pdf">http://www.mizuho-factor.co.jp/dl/pdf/ec-service-01.pdf</a>
6. Registration Period	<b>Boarder → Friday, April 4, 2025, to Thursday, April 17, 2025</b> <b>Others → Friday, April 4, 2025, to Thursday, May 8, 2025</b> Note: If registration is not completed during this period, the month in which the bank transfer starts will be delayed. In such cases, until the bank transfer starts, it will be necessary to make payments by submitting the Transfer Request Form provided by NUT to the office of the relevant financial institution, and this will incur transfer fees.
7. Registration Method	On the NUT website, click on “Current Students” ⇒ “Admission Fees/Tuition Fees/Scholarship Support” ⇒ “Admission Fees/Tuition Fees, etc.” and then click the “Click here for account registration/change” button. Make sure to complete this process during the registration period. Note: “Admission Fees/Tuition Fees, etc.” URL: <a href="https://www.nagaokaut.ac.jp/admissions/tuition/index.html">https://www.nagaokaut.ac.jp/admissions/tuition/index.html</a> Note: The above URL will be accessible after April 2025. Note: When registering, please refer to the Guide to Registering Transfer Accounts for the Payment of Tuition and Other Fees.
8. Contact Point for Enquiries	Nagaoka University of Technology, Financial Affairs Division, Accounting Section 1603-1, Kamitomioka, Nagaoka, Niigata, 940-2188, Japan TEL 0258—47—9215

**For inquiries, please contact; & Admission documents should be sent to;**

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Division of Academic Affairs, Nagaoka University of Technology

1603-1 Kamitomioka, Nagaoka, Niigata 940-2188 JAPAN

(Reception Counter #4 @Administration Bldg. 2 on the 1st floor)

E-mail: [kyomu-kakari@jcom.nagaokaut.ac.jp](mailto:kyomu-kakari@jcom.nagaokaut.ac.jp)