You should read “2021 APPLICATION PROCEDURE FOR ADMISSION to the Master’s (or Doctoral) Program at Graduate School of Engineering (SDG Professional Course)” and this “FAQ” prior to the submission of application. If you need further assistance, please contact Division of International Affairs.

**IMPORTANT DATES**
Deadline for Assessment of Application Qualifications: August 28, 2020
Deadline for Application: October 2, 2020

**IMPORTANT NOTICE**
Nagaoka University of Technology is calling for application to 2021 SDG Professional Course for those who intend to apply for this course as self-financed students.
We are delighted to inform that this year, our course has been selected by Japanese Government (Monbukagakusho) as a special program. Our university will nominate an authorized number of successful candidates who meet the qualifications of Japanese Government (Monbukagakusho) Scholarship.

**QUALIFICATION**

1. I am going to graduate from my undergraduate/master/doctoral program by the end of August 2021, am I qualified to apply?
Yes. As long as you satisfy all qualification for application, we will accept the application.

**IMPORTANT**
Please be sure to submit the official certificate that indicates the expected date of graduation if you have not yet graduated from your undergraduate/master/doctoral program.

2. In what condition, am I required to go through the process of Assessment of Application Qualifications?
It depends on which requirements you meet. Before you apply, you will need to go
through either the process of Confirmation or Assessment of application qualifications. Please confirm the following information as well as the Application Procedure for Admission (p.3, Section 4.Qualification).

Please note that you need to contact Division of International Affairs about your qualification before submitting your application documents in either case below.

- If you are applicable to *8), *9) or *10) [for Doctoral Program, *7) or *8]] in Section 4 (2); you are required to go through the process of Assessment of application qualifications.

There are additional documents you must submit as indicated in Section 4. The additional documents must arrive Division of International Affairs on or before August 28, 2020.

- If you satisfy any of the requirements in Section 4 (2) but do not fall into *8), *9) or *10) [for Doctoral Program, *7) or *8]] in Section 4 (2); your application will go through the process of Confirmation of application qualification. The office will provide documents for the application qualification. Filled documents should be submitted to the office.

If you are uncertain about your status, please contact Division of International Affairs in advance.

NOTE: Late submission will not be accepted in any circumstance.

■APPLICATION PROCEDURE

Please use the provided forms for the following: Form A to E, Application Form for SDG Professional Course Scholarship at Nagaoka University of Technology and Check Sheet). 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 neither language, please attach an English translation. In principle, all of the materials mentioned in section 5 (1) must be the original unless otherwise stated. If you are unable to submit an original certificate, you must submit a copy of the document that has been certified by an embassy or other public institution.

1. Is on-line application available? Is it possible to submit application documents
by email?
No. On-line application is **NOT** available (including email or fax). You should send all application documents by postal or international courier service. If the documents arrive after the deadline, the application will not be accepted. Therefore, please make sure that your application documents arrive by the deadline.

2. Am I required to contact the NUT academic advisor(s) of the chosen research area(s) prior to the submission of application form?
Yes. As indicated in application procedure, you must consult academic advisor(s) of the chosen research area(s) before application. For further information on academic advisors in different fields, please refer to:

"**Outline of Master's Program 《Major Fields and Research Areas》**":
https://www.nagaokaut.ac.jp/e/gakubu/masters/masters.html

"**Outline of Doctoral Program 《Major Fields and Research Areas》**":
https://www.nagaokaut.ac.jp/e/gakubu/doctoral/doctoral.html

"**Profiles and Activities at NUT**":
https://souran.nagaokaut.ac.jp/index-e.jsp

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

3. I have graduated and am working currently. Is it possible to let my employer to fill out Form D (I) and (II) for me?
No. Form D (I) and (II) should be obtained from the university which you have graduated.

4. Who should be the recommender to fill out Form D (I) and D (II)?
Each form should be signed by a different recommender, and at least one of the form should be obtained from the head of department or higher. Please make sure your recommenders have stated their positions such as Head, Chairman of Department, or Dean etc. on the form. (Sample forms have been attached at the end of this FAQ).

5. May my university send the document(s) such as academic transcript, certificate of degree, certificate of expected graduation directly to NUT?
Yes, you are able to submit the documents by yourself or your university may send
them directly to NUT. Either way will be fine.

6. What information should be included on the certificate of expected graduation?
Certificate should contain the information of (1) expected date of graduation and (2) the degree expected to be awarded (e.g. Master of Science).

7. Am I required to submit both Form E and an official academic record (academic transcript)?
Yes. You must submit both Form E and official academic record (academic transcript). Both documents must be placed in a sealed envelope. Form E must be filled out by the Registrar or his/her representative.

8. I have completed my Master’s Degree in Japan/overseas, and I wish to apply for another Master’s program of this course. Am I required to submit the official academic record (academic transcript) and certificate of my former Master’s degree?
Yes. Please submit the certificate and official academic record (academic transcript) of your former Master’s Degree together with Form E.

9. Is the copy of passport considered as Certificate of Citizenship?
No. However, a copy of passport will be used for administrative purpose, therefore please also submit a copy of passport along with the certificate of citizenship.
Examples of certificates are shown below:
* Citizenship Card
* Record of Citizenship
* Birth Certificate
* Family Registration
(Photocopy of certificate is accepted)

Please make sure that the certificate indicates your nationality or citizenship.
If the certificate is not written in English, please attach an English translation.
If your country does not issue any kind of certificates stated above, please contact Division of International Affairs for further assistance.

10. I have taken English proficiency tests other than TOEFL, TOEIC or IELTS. Is this official test score qualified as evidence of English proficiency?
Please contact Division of International Affairs in case you wish to submit an English proficiency test result other than the following:
TOEFL (TOEFL-ITP, TOEFL-iBT), TOEIC (TOEIC-IP), IELTS
Meanwhile, the official test score can be waived if you can show evidence that the university you have graduated or you are going to graduate is using English as the main language of instruction.

11. Am I required to pay the screening fee at the time of application?
Yes. You are required to make a payment of screening fee by 23:59 JST on October 12, 2020. The details of payment will be informed to you once we received and confirmed your application by October 2, 2020. Please be reminded that if you fail to make a payment by the above mentioned deadline, your application will not be accepted and proceeded thereafter.
Payment procedure are as follows:
You should make a payment of screening fee (30,000JPY) by a credit card through “e-apply”, which is a website for screening fee payments. A handling fee (1,018JPY) will be charged at the same time. After the completion of transaction, you must download your payment receipt and submit it.

12. Which credit card(s) will be accepted for screening fee payment?
The following credit card can be used for payment:
1) VISA
2) MasterCard
3) American Express
4) JCB
5) DC Card
6) MUFG Card
7) UFJ Card
8) NICOS

13. I don’t have a credit card. Is it possible to pay the screening fee by bank transfer?
Please contact Division of International Affairs for further instruction prior to the deadline for application.

14. Is screening fee refundable?
No. Screening fee is NON-REFUNDABLE except in the following cases:
1) You have already paid the screening fee before
2) You are admitted as a Japanese Government (Monbukagakusho) Scholarship Student
NOTE
Please be aware that we do not accept any incomplete or late application submission, and application materials will not be returned to the applicant for any circumstances.
To those who will write a recommendation letter for an applicant

This is an evaluation form of Nagaoka University of Technology. Please fill out the blanks on this paper and put it in a sealed envelope with your signature and give the sealed letter to the applicant. He/She should forward it to our university unopened. This form may be used as a recommendation letter.

Nagaoka University of Technology
RECOMMENDATION LETTER

TO THE PRESIDENT OF NAGAOKA UNIVERSITY OF TECHNOLOGY

Applicant’s name: NAGAOKA TARO (type or print)

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<thead>
<tr>
<th></th>
<th>family</th>
<th>first</th>
<th>middle</th>
</tr>
</thead>
</table>

1. How long and under what circumstances I have known the applicant.

I have known him for 4 years as a student during his undergraduate program at Department of Mechanical Engineering.

2. I rate the applicant in terms of the items listed below.

<table>
<thead>
<tr>
<th>Item</th>
<th>poor lower 50%</th>
<th>fair top 50%</th>
<th>Good top 25%</th>
<th>very good top 15%</th>
<th>excellent top 5%</th>
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<tbody>
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<td>X</td>
<td></td>
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<td>X</td>
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3. My opinion on the possibility of the applicant’s success in the course.

As he had outstanding academic performance during his undergraduate program, I am confident that he will achieve a spectacular research work at your esteemed university.

4. My overall evaluation of the applicant.

☑ strongly recommended ☐ recommended ☐ recommended with reservation ☐ not recommended

RECOMMENDER’S NAME
IN ROMAN BLOCK CAPITAL: NAGAOKA HANAKO

NAME OF INSTITUTION: XXXXX UNIVERSITY OF TECHNOLOGY

TITLE / POSITION: PROFESSOR/HEAD, DEPARTMENT OF XXXXXXXX ENGINEERING

EMAIL / PHONE: XXXX@XXXX.COM / +XX-XXX-XX-XXXX Ext. XXXX

SIGNATURE / DATE: SIGNATURE July 1, 2020

NOTE: Be sure to write the position of Recommender such as Head, Chairman, Dean of Department etc. At least one of forms should be obtained from the head of department or above.
To those who will write a recommendation letter for an applicant

This is an evaluation form of Nagaoka University of Technology. Please fill out the blanks on this paper and put it in a sealed envelope with your signature and give the sealed letter to the applicant. He/She should forward it to our university unopened. This form may be used as a recommendation letter.

Nagaoka University of Technology
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4. My overall evaluation of the applicant.

☑ Strongly recommended  □ recommended  □ recommended with reservation  □ not recommended

RECOMMENDER’S NAME
IN ROMAN BLOCK CAPITAL NAGAOKA JIRO

NAME OF INSTITUTION: XXXX UNIVERSITY OF TECHNOLOGY

TITLE / POSITION: PROFESSOR, DEPARTMENT OF XXXXXXXX ENGINEERING

EMAIL / PHONE: XXXX@XXXX.COM / +XX-XXX-XXX-XXXX

SIGNATURE / DATE SIGNATURE July 1, 2020