

# FAQ

## 2024 SDG Professional Course (SDG-P)

You should read “2024 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 Institutional Strategies.

### *IMPORTANT DATES*

Deadline for Assessment of Application Qualifications: **September 15, 2023**

Deadline for Application: **October 31, 2023**

### *IMPORTANT NOTICE*

**Nagaoka University of Technology is calling for application to 2024 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 2024, 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 Institutional Strategies 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 Institutional Strategies on or before September 15, 2023.

- 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. Division of Institutional Strategies 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 Institutional Strategies 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 D, 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. Only payment receipt can be submitted by e-mail.**

**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/nyuushi/index.files/outline\\_master\\_2024.pdf](https://www.nagaokaut.ac.jp/e/nyuushi/index.files/outline_master_2024.pdf)

**“Outline of Doctoral Program 《Major Fields and Research Areas》”:**

[https://www.nagaokaut.ac.jp/e/nyuushi/index.files/outline\\_doctor\\_2024.pdf](https://www.nagaokaut.ac.jp/e/nyuushi/index.files/outline_doctor_2024.pdf)

**“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 ask my employer to fill out Form D for me?**

No. Form D should be filled out by the university which you have graduated.

**4. Who should be the recommender to fill out Form D?**

This form should be obtained from the head of department or higher. Please make sure your recommender states his/her position such as Head, Chairman of Department, or Dean etc. on the form. (Sample form has been attached at the end of this FAQ).

**5. Can my university send the document(s) such as academic transcript, certificate of degree, certificate of expected graduation directly to NUT?**

Yes, you can submit the documents by yourself or inform your university to 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. 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.

**8. Is the copy of passport considered as Certificate of Citizenship?**

Yes. If you do not have a passport, please submit a copy of certificate of citizenship of the applicant's country of residence.

Examples of certificates are shown below:

\*Citizenship Card

\*Record of Citizenship

\*Birth Certificate

\*Family Registration

(Photocopy of the 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 Institutional Strategies for further assistance.

**9. 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 Institutional Strategies 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.

**10. 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 November 13, 2023. The details of payment will be informed to you once we received and

confirmed your application by October 31, 2023. 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 is as follows:

You should make a payment of screening fee (30,000JPY) by 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.

### **11. 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

### **12. I don't have a credit card. Is it possible to pay the screening fee by bank transfer?**

Please contact Division of Institutional Strategies for further instruction prior to the deadline for application.

### **13. 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 in any circumstances.**

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