

Academic Year 2022 Fall Enrollment

University of Niigata Prefecture (UNP)
Graduate School of International Studies
and Regional Development

Application Guidebook

[For International Students]

Only applications sent via postal mail will be accepted.
No submissions will be accepted in person.

【NOTE】

Unforeseeable circumstances caused by the COVID-19 pandemic may result in changes in the admission schedule and guidelines. Please note that in case any changes are made, the Graduate School website will be updated with the latest information.



新潟県立大学

University of NIIGATA PREFECTURE

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Admission Schedule (2022 Fall Enrollment)

	Application period	Admission examination	Announcement of examination results	Period to complete enrollment procedures	Enrollment Period
2022 Fall Enrollment	July 4 (Mon.), 2022 – July 14 (Thurs.), 2022	July 30 (Sat.), 2022	August 5 (Fri.), 2022	August 15 (Mon.), 2022 – August 19 (Fri.), 2022	Fall, 2022

Admission Guidelines

Graduate School of International Studies and Regional Development, University of Niigata Prefecture

Academic Year 2022

1. About the Graduate School

The Graduate School of International Studies and Regional Development (hereafter, The Graduate School) at the University of Niigata Prefecture (UNP) provides interdisciplinary education and research opportunities to its students, thereby contributing to the development of the local community and the international society.

Degree Offered: Master of Arts in International Studies and Regional Development
Standard Period of Enrollment: two years (three years under the Enrollment Extension system)

2. Admission Policy

The Graduate School welcomes students of diverse backgrounds. Through various types of admissions exams, we accept those who are interested in the program, regardless of place of origin and nationality. They are expected to enroll in our educational program in accordance with our Diploma Policy and Curriculum Policy and to have the following qualities and proactive attitudes.

1. Those who have acquired specialized knowledge and skills with a specialized focus in major in the bachelor's degree and a certain level of English proficiency.
2. As a member of the university's research community, those who respect and can communicate smoothly with others and contribute to research activities.
3. Those who are ready to engage in independent thinking and to learn autonomously from a global perspective with a flexible attitude.

3. Number of Students to be Admitted: A few

4. Application Period

The Graduate School provides three examination schedules for the Academic Year 2022.

[2022 Fall Enrollment] July 4 (Mon.), 2022 – July 14 (Thurs.), 2022

Note: Application documents must arrive at the Admissions Office of the Graduate School during this period, or be sent before July 14, 2022 as registered mail (and/or private courier such as EMS, DHL etc.).

- * All application materials must be sent by designated deadlines. Materials post marked after the deadline will be inadmissible.
- * Please send your application via registered express mail. If you are sending your application from overseas outside of Japan, send it via EMS or international package (such as DHL and FedEx), and make sure it arrives BEFORE the deadline. Also, send the tracking number of the mail or package to our administration office (gs-unp@unii.ac.jp).
- * To accommodate time differences, interview time may vary for Skype or other videoconferencing applications interviewees currently residing overseas.
- * Applicants who already passed the examination may NOT submit to later schedules.

5. Admission Examination Schedule and Venue

Category	Date	Venue
2022 Fall Enrollment	July 30 (Sat.), 2022	ONLINE

6. Announcement of Examination Results

- [2022 Fall Enrollment] August 5 (Fri.), 2022 (10am, JST)

Successful applicants' exam ID numbers will be posted on the Graduate School's homepage (<http://gs-unii.ac.jp>)

The Graduate School and the University of Niigata Prefecture do NOT answer any inquires over the phone regarding the exam results.

7. Application Eligibility

Foreign applicants and non-permanent residents in Japan are eligible to apply with any one of the following qualifications:

- 1) Graduates or prospective graduates from universities or colleges, as stipulated by the Japanese School Education Act (1947 Law No.26, Article 83). Applicants must have graduated by September 30, 2022.
- 2) Applicants with a bachelor's degree, as stipulated in the Japanese School Education Act (Article 104, Paragraph 7).
- 3) Applicants with 16 or more years of education in foreign schools.
- 4) Applicants who have completed or will complete a Special Training School course, which meets the conditions set forth by the Minister of the Ministry of Education, Culture, Sports, Science and Technology (MEXT hereafter), such as having a duration period of 4 years or longer, and having been designated by the MEXT by September 30, 2022.
- 5) Applicants with academic achievements equivalent to or above those of graduates from universities, as designated by MEXT (refer to Ministry of Education Notice number 5, Feb 7, 1953).
- 6) Applicants specifically recognized academic achievements by the Graduate School, as equivalent to or above the level of university graduates. Applicants also have to be 22 years or older by September 30, 2022.

*Screening of Entrance Eligibility

If you wish to be qualified as an applicant with regards to 6) above, please go to p.10 and follow the instructions there. The Graduate School will examine your eligibility upon receiving your application for eligibility. We will permit your application if we admit your eligibility.

8. Application Procedures

1) How to apply:

All applications must be submitted by registered mail (and/or private courier such as EMS, DHL etc.) to the following address:

Admissions Office, the University of Niigata Prefecture

471 Ebigase, Higashi-ku, Niigata-city, Niigata Prefecture, Japan, 950-8680

2) Application Documents

Documents	Submit if you are	Note
Application Form (Sheet A)	An international applicant	Fill in Sheet A. For detailed instructions, refer to "Note on Sheet A".
Statement of Purpose (Sheet B)	An international applicant	Handwrite or type on Sheet B. Length about 1,000 characters in Japanese or 500 words in English.
Research Plan (Sheet C)	An international applicant	Handwrite or type on Sheet C. Length about 1,600 characters in Japanese or 800 words in English.
Exam Card (Sheet D)	An international applicant	Your photo must be a 4cm×3cm headshot (above chest, no hats or caps, no backgrounds) taken in the last 3 months. Write your name on the back of the photo and attach it to the designated area on Sheet E. This photo will be used as your student ID image after enrollment.
Photo Card (Sheet E)	An international applicant	
Envelope for sending Exam Card (Sheet D)	An international applicant	<ul style="list-style-type: none"> If you currently reside in Japan, also enclose an envelope with your postal code, address, name and postal stamps (664 yen), so that we can send you the Exam Card. If you live overseas, you do NOT have to attach postal stamps.
Application Fee Receipt Sheet	An international applicant	<p>Application fee: JPY 30,000 yen Please enclose the proof of payment in your application. Payment period: [2022 Fall Enrollment] June 27 (Mon.), 2022 – July 14 (Thurs.), 2022 (by 3pm, JST)</p> <ul style="list-style-type: none"> Please write your name on the payment form. You may NOT make the payment via ATM machines. You do NOT have to use the payment form if you are making the payment from overseas. <p>(See * below)</p>
Transcript	An international applicant	The transcript has to be an official one issued by the president or dean of the department (school) of the applicant.
Certificate of Graduation (or, Certificate of Expected Graduation)	An Applicant eligible under categories 1, 3, 4, and/or 5 above	<p>The certificate has to be an official one issued by the president or dean of the department (school) of the applicant.</p> <p>※Any academic transcript and certificate issued by a foreign (i.e. non-Japanese) higher educational institute should be either in Japanese or English.</p>
A Certificate of bachelor's degree (or a certificate of expected bachelor's degree)	An Applicant eligible under category 2 above	<ul style="list-style-type: none"> Degree holders have to submit a certificate of a bachelor's degree issued by the National Institution for Academic Degrees and University Evaluation If you are expecting a degree, you have to submit a certificate of expected bachelor's degree issued by your education institute.

Essays	An international applicant	Write an essay about ONE of the topics uploaded to the Graduate School homepage. You may write in English or Japanese. (Essay topics will be uploaded to the Graduate School homepage from June 10, 2022. See p.7 for more details)
Documents verifying your English proficiency (TOEIC/TOEFL/IELTS score sheet)	An international applicant	<ul style="list-style-type: none"> If your first language is not English, please submit a photocopy of your TOEIC (or TOEFL-iBT, TOEFL-PBT, IELTS-Academic) score sheet. ※TOEFL Official Score Report for mailing, the Graduate School's DI code is D047. If you do not have any document verifying your English language proficiency, you have to take the CASEC (Computerized Assessment System for English Communication) test on the admission exam day. You may take the CASEC test online (please contact the Admissions Office beforehand.)
Residence Card or copy of passport	An international applicant	<ul style="list-style-type: none"> If you currently reside in Japan, please submit a copy of both sides of your Residence Card (在留カード). If you do not reside in Japan by the time of your application, please submit a copy of your passport. (The page that shows your name, nationality, face photo, traveling stamp to Japan if any.)
Certificate(s) of Japanese language proficiency (optional)	An international applicant	If Japanese is not your native language, you may choose to submit a copy of any certificate (such as Japanese-Language Proficiency Test (JLPT) and Examination for Japanese University Admission for International Students (EJU)) proving your Japanese proficiency on a voluntary basis.
Envelope for Application	An international applicant	Please enclose all your application documents in one envelope and send it via registered mail (and/or private courier such as EMS, DHL etc.).

※Once the postal fee is revised, the renewed amount of stamps is necessary.

*

Bank Name	The Daishi Hokuetsu Bank Ltd.
Branch Name Branch Number	OOGATA Branch 267
Bank Address	2-3-12 Kamikido, Higashi-ku, Niigata-shi, Niigata, 950-0891 JAPAN
Account Number	1482592
Amount of Deposit	30,000 JPY (Admission Examination Fee)
Account Name	Niigata Kenritsu Daigaku (University of Niigata Prefecture)
SWIFT CODE	DAISJPJT
Type of Deposit	Saving Account
Message	PAY IN FULL

Remittance charges must be paid by the applicant.

9. Notes on Application

- 1) Please make sure you have submitted all the required documents.
 - 2) You may not change what you wrote on your application documents after submission. However, please contact the Admissions Office, should you have changed your name, address, phone numbers, and/or email addresses (+81-25-270-1311).
 - 3) We will send the Exam Card to you after the application period is closed. If you did not receive your Exam Card three days before the examination day, please contact the Admissions Office (+81-25-270-1311).
 - 4) You might be disqualified even after admission, if the information you provided in your application was found to be untrue and/or incorrect.
 - 5) Submitted application documents will not be returned.
 - 6) Application fees shall be refunded, only if the applicant requests a refund in writing and
 - a) you have paid the application fee but you did not submit the application documents.
 - b) you have paid the application fees more than one time.
 - c) you have paid more than the required amount of application fees.
 - d) you are found not eligible for application after submitting your forms.
- ※You must request a refund of the application fee within one month from the last day of the application period.
- 7) Your entrance exams will be entirely invalid if any of the application documents and assigned tasks are found fraudulent.

When found cheating on entrance exams, the involved applicant will have to stop taking the exam and leave the exam room, and become unable to take any exam subjects scheduled thereafter. In that case, all exam subjects will be void.

Also, in case fraudulent behaviors are found after admission, the admission will be revoked.
 - 8) Applicants failing to take any required exam subject will not be screened for admission.

10. Applicants with Special Physical Needs

Applicants with special physical needs may consult with the Admissions Office of the Graduate School prior to application for concerns over the application and enrollment (+81-25-270-1311).

Please contact us as early as you can so that we can make arrangements beforehand. Also, information to us about any physical challenges affecting candidates will not be regarded as detrimental in any way to the candidate in the application process.

For consultation, please submit information regarding the following points in writing (no specifically designated format). The Graduate School may interview the applicant upon receiving the form.

- Description of the special needs (possibly a copy of a medical certificate or Physical Disability Certificate).
- Your specific concerns over application, exam, and study.
- Any other items about which you would like to inform the Graduate School.

11. Exam Schedules

Subjects	Description	
Essay	<p>Write an essay about ONE of the topics uploaded on the Graduate School homepage. You may write in English or Japanese. Please choose the language you are more comfortable in. If you choose to write in Japanese, the essay should be about 5,000 characters. If you choose to write in English, the essay should be about 2,500 words (the topics will be about international society).</p>	<ul style="list-style-type: none"> • Essay topics are to be uploaded to the Graduate School homepage from June 10, 2022. • Submit together with application documents when you apply.
English	<p>If your first language is not English, please submit a photocopy of your TOEIC (or TOEFL-iBT, TOEFL-PBT, IELTS-Academic) score sheet.</p> <ul style="list-style-type: none"> • TOEIC: Official Score Certificate • TOEFL-iBT or TOEFL-PBT: Official Score Report • IELTS-Academic: Test Report Form <p>Note that:</p> <ul style="list-style-type: none"> • test scores of TOEIC, TOEFL and IELTS are only valid for two years after the date of test; • scores of the tests including TOEIC-IP, TOEIC-Bridge, TOEIC-SW, IELTS-General Training, TOEFL-ITP will not be accepted; • submitted test scores will be transferred using a Conversion Table to gauge applicants' English language proficiency. TOEIC 944 and above will be considered as achieving a perfect score on the English language test. 	<ul style="list-style-type: none"> • Submit together with application documents when you apply. • If you do not have any document verifying your English language proficiency, you have to take the CASEC test on the admission exam day. <p>Please indicate whether you need to take the CASEC test or not when you apply to the Graduate School.</p>
Interview	An interview will be conducted based primarily on your research proposal.	1pm, JST of admission exam day
<p>A comprehensive evaluation will be made based on applicants' performance on the essay test and interview, English language proficiency, as well as on the quality of the research proposal.</p>		

For the special selection for international students, the exam will be conducted ONLINE for CASEC and interview.

- The applicant must ensure the Skype or other videoconferencing applications connection (web camera and internet connection) functions properly and must participate in a pre-interview network connection test.
- A clear motion image is necessary for the Skype or other videoconferencing applications interview to identify the applicant. A sound-only Skype or other videoconferencing applications connection will be deemed invalid.
- Exam time may vary to accommodate time differences (In this case, the CASEC test will be conducted online after the interview).

The CASEC test will be conducted after the interview if necessary (test time will be about one hour.)

* If Japanese is not your native language, you may choose to submit a copy of any certificate (such as JLPT and EJU) proving your Japanese proficiency. This score will be used only for class design and management of the Graduate school, and will not affect your admission.

12. Enrollment Procedures

1) Period

[2022 Fall Enrollment] August 15 (Mon.), 2022 – August 19 (Fri.), 2022.

2) Procedures

- a) The Graduate School will send you documents for enrollment, along with your acceptance letter.
- b) You may submit enrollment documents either by postal mail or by bringing them to the Admissions Office in person.
 - If you send your admission forms via mail, please send them by registered express post marked by the designated deadline as indicated above.
 - If you are bringing in the enrollment documents in person, please be aware that the Admissions Office of the Graduate School is open from 8:30 to 17:15 on weekdays only.
 - Mail address for enrollment documents:
Admissions Office, the University of Niigata Prefecture
471 Ebigase, Higashi-ku, Niigata-city, Niigata Prefecture, Japan, 950-8680

Note that accepted applicants who fail to complete their enrollment during the enrollment period will be deemed to have declined acceptance.

13. Enrollment Fee and Tuition Fees

1) Enrollment fee

Enrollment fees are as follows:

- For Niigata prefecture citizens: 141,000 Yen
- non-Niigata citizens: 282,000 Yen
- * Niigata prefecture citizens refer to the following applicants:
 - a) applicants, applicant spouses or relatives falling into the third degree of kinship of the applicant, have to have registered addresses in Niigata for at least ONE year prior to their enrollment at the Graduate School to be qualified as Niigata residents.
 - b) applicants who are recognized by the President of the University as equivalent to Niigata residents (this applies to all graduates of the University of Niigata Prefecture).
- * Enrollment fees will not to be refunded under any circumstances.

2) Tuition fees (JPY)

Fall Semester	Spring Semester	Annual Total Amount
267,900 Yen	267,900 Yen	535,800 Yen

Note: tuition fees are due by May 31 for the spring semester, and November 30 for the fall semester.

3) Other fees

In addition to enrollment and tuition fees, admitted students are also to make payments for the Disaster and Accident Insurance for Student Education and Research (Gakusei Kyoiku Kenkyu Saigai Shougai Hoken), and Personal Liability Insurance for Students – supplementary to the Disaster and Accident Insurance for Students (Gakkensai Futai Baisho Sekinin Hoken) fees (JPY 2,430 for the two years during average Master matriculation period). Details are to be given upon acceptance.

Note: the amount of fees as indicated above is as of April 1, 2022, and subject to change.

14. Tuition Fees Waiver and Scholarship

- 1) Tuition waiver
Tuition fees can be (entirely or partially) exempted upon request from students with difficulties in payment, due to financial or other special reasons.
- 2) Scholarship
Students may apply for scholarships offered by the Japan Student Services Organization (JASSO), University of Niigata Prefecture (UNP) and other public/private organizations. The Graduate School provides scholarship information on the campus bulletin board.
 - JASSO scholarship
Type 1 Scholarship (interest-free loan): 50,000 yen/month or 88,000 yen/month
Type 2 Scholarship (loan with interest)
Students may choose to borrow the following amounts:
50,000 yen; 80,000 yen; 100,000 yen; 130,000 yen; 150,000 yen/month
 - UNP Graduate School Scholarship
Two first-year students: 225,000 yen/student (one of the students will be selected from those who proceeded to the Graduate School from UNP's undergraduate programs)
Two second-year students: 225,000 yen/student
 - Niigata City Scholarship (interest-free loans)
Annual amount 400,000 yen
For details, please contact the Education Committee of Niigata City at: +81-25-226-3168

15. Enrollment Extension (Long-term Enrollment)

An enrollment extension system is available for students who have difficulties in completing the program in two years, due to work and other reasons. The enrollment period can be extended to 3 years. Students have to make a specific request upon entrance to be admitted to the long-term enrollment program. Annual tuition fees will be recalculated for the long-term enrollment students, so that the total tuition fees are equal to the regular two-year program (tuition fees are subject to change during the period of enrollment).

- 1) Qualification
You may be eligible to apply for the long-term enrollment program if you
 - a have a job.
 - b engage in housework full-time and/or are raising small child(ren) and/or providing nursing care for family member(s).
 - c have other special reasons.
- 2) Application procedures
Please submit the following documents to our Admission Office
 - a Long-term Enrollment Request (form 1)
 - b Reasons for application (no specific format)
 - c Plan of Study (form 2)
 - d Documents verifying your situation (e.g. proof of employment. No specific format)
- 3) Permission
An interview will be held after the admission examination. Applicants' eligibility will be determined based on the submitted materials. Applicants will receive the notice of permission, separately.
- 4) Duration of Long-term Enrollment: 3 years.
- 5) Change of Long-term Enrollment
The Long-term enrollment period may NOT be extended. Students may choose to shorten the period. The change can be made only ONE time. To make the change, students must report to the administrative office and follow instructions at least 2 months before the last academic year (the third year) begins.

6) Tuition fees

Annual tuition fees consist of the following items:

Annual tuition fees for long-term enrollment = regular tuition per year × 2 years (regular enrollment period) / 3 years (Long-term enrollment period)

Tuition fees

Unit: JPY

	First year	Second year	Third year	Total
Regular Enrollment	535,800	535,800	—	1,071,600
Long-term Enrollment (3 years)	357,200	357,200	357,200	1,071,600
Long-term enrollment completed in 2 years	357,200	714,400	—	1,071,600

Please consult in advance with the faculty member, from whom you plan to receive supervision, regarding long-term enrollment application.

16. Contact with Faculty Members, Recommended Readings etc.

1) Faculty members with specializations close to your study interest

Please choose ONE faculty member with specializations close to your research area/interest from the following list. You may refer to the homepage of the Graduate School and/or the University of Niigata Prefecture for detailed information of their specializations Please write her/his name in the designated area on Sheet A.

Faculty Members	
Boyu CHEN Seiji FUJII Kyoko HATAKEYAMA Kentaro HIROSE Susumu ITO	Toshiro KURODA Jia LI Yaoqian MU Erika MILLER Ka Po NG

2) Recommended Readings

Candidates will receive a list of recommended readings prior to enrollment to better prepare for their studies and research.

3) Most of the Introductory and Basic Course classes (such as the required subjects Introduction to International Studies and Regional Development, Basic Research Seminar I, and Basic Research Seminar II) will be available in both Japanese and English. Some Individual Country Studies classes are taught in Japanese.

17. Other

1) Screening of Entrance Eligibility (cf. page 3 “7”)

Applicants wishing to be qualified under qualification 6), please follow the instructions below.

- Application Period
Application documents must ARRIVE between June 13 (Mon.) –June 17 (Fri.), 2022 in case of Schedule 2022 Fall Enrollment.
- Application Procedures
 - a Before applying, please make sure to contact the Admissions Office of the Graduate School as indicated below. The office will provide detailed instructions and materials (via mail and/or electronic files).
 - b When you send your application via mail, please make sure to write “Application for Entrance Eligibility Screening” in red on the envelope. All applications must be submitted by registered mail (and/or private courier such as EMS, DHL etc.).
 - c The Admissions Office of the Graduate School is open for receiving application documents from 8:30 to 17:15 on weekdays.

Send your application documents to:

Admissions Office, the University of Niigata Prefecture

471 Ebigase, Higashi-ku, Niigata-city, Niigata, Japan

950-8680

Tel. +81-25-270-1311 Email: gs-unp@unii.ac.jp

- Application Forms
 - a Application Form 1 (as designated by the Graduate School)
 - b Transcript of the last school you attended
 - c Certificate of Graduation (or Certificate of Completion) of the last school you attended
 - d Performance Report or Research Result Report (free style)
 - e Other documents that Graduate School requires

2) Privacy Policy

The Graduate School uses personal information collected from applicants (including the applicant's name, and address) for the following purposes only:

- a for screening of applicants and admission procedures.
- b for assistance and support following admission (including registration and academic supervision), student support (including health care, scholarship, and parents' association), as well as matters related to tuition payment.

3) Disclosure of the Examination Results

Applicants of the Graduate School may request disclosure of their examination results by postal mail.

- Disclosure of information includes the following items:
 - a Score of each subject and total score of exams
 - b Ranking place of the applicant
- The request can be made as follows.

Please enclose the following documents in one envelope and send them via postal mail:

 - a request form (available from the university homepage)
 - b Exam Card
 - c documents verifying the applicant's address (e.g. copies of driver's license, health insurance card)
 - d a return envelope with your postal code, address, name and postal stamps (414 yen if you currently reside in Japan). If you live overseas, you do NOT have to attach postal stamps.
- Duration of Disclosure
[2022 Fall Enrollment] August 15 (Mon.) - August 29 (Mon.), 2022

Please make sure your request documents arrive within this period.

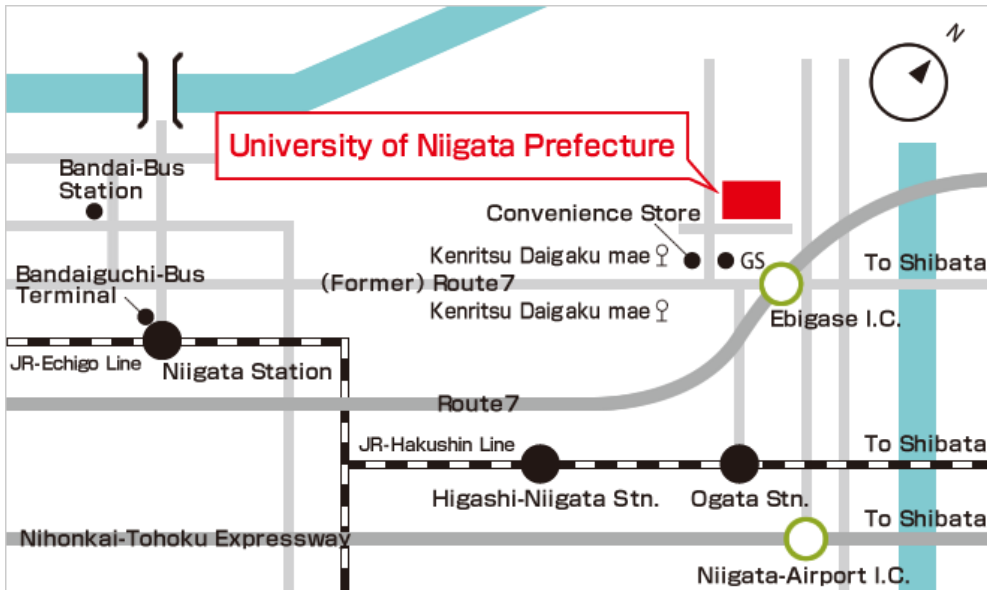
4) Should you have any concerns and/or questions regarding the application and information disclosure, please contact the following office.

Admissions Office, The University of Niigata Prefecture

471 Ebigase, Higashi-ku, Niigata-city, Niigata, Japan 950-8680

In Case of an Emergency

In an emergency, the Graduate School will make an announcement on its homepage:
<http://gs-unii.ac.jp>



University of Niigata Prefecture

Graduate School of International Studies and Regional Development

Application Form [For International Students]

Exam ID	※
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Period of Enrollment	Academic Year 2022 Fall Enrollment		
English language proficiency	<input type="checkbox"/> Exempted from English test (English is the first language) <input type="checkbox"/> Submission of score sheet (<input type="checkbox"/> TOEIC <input type="checkbox"/> TOEFL-iBT <input type="checkbox"/> TOEFL-PBT <input type="checkbox"/> IELTS) <input type="checkbox"/> Take CASEC test on Admission Exam day		
Applicant's Name	Taro Kendai		
Date of Birth	Year 1999 Month April Date 25	Nationality	○○○○
Contact Information	Current Address: _____ Postal code: ○○○○ ○○○○ Phone Number: _____ Email: _____ ○○○○-○○○-○○○○ ○○○@○○○.○○		
Emergency Contact (Other than the above address)	Postal code & Address: ○○○○○ Name: ○○○○ Relationship with the applicant: Father Phone Number: ○○○○ Email: ○○@○○.○○		
Name of faculty with specializations close to your study interest			
Academic History	Year ○○ Month ○○	Graduated High School Name: ○○○○ high school Location: ○○	
	Year ○○ Month ○○	Graduated from (or expecting to graduate from) Name of University: ○○○○ university Dept: ○○○○ Major: International Relations	
	Year Month		
	Year Month		
Employment History	Year Month – Year Month		
	Year Month – Year Month		
	Year Month – Year Month		
	Year Month – Year Month		
Awards	2020 Great honor from ○○○○ university		

Notes: 1) Fill in the form or check when applicable. The research subject you choose here is not final.
 2) Do NOT write anything in the boxes with ※.