

Academic Year 2015

University of Niigata Prefecture

Graduate School of International Studies
and Regional Development

Department of International Studies
and Regional Development

Application Guidebook

[For Foreign Students and Non-residents in Japan]



Only applications sent via mails are accepted.
No submissions in person!

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University of Niigata Prefecture Graduate School of International Studies and Regional Development Admission Guidelines

Academic Year 2015

1 About the Graduate School

The Graduate School of International Studies and Regional Development (The Graduate School hereafter) provides interdisciplinary education and research opportunities to enhance its learning environment, 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: 2 years (possibly three years under the Enrollment Extension system)

2 Admission Policy

The Graduate School aims to nurture human resources equipped with globally relevant skills, specifically: 1. the expertise to understand and analyze both international and regional realities impacting East Asia (inter alia, Russia, China and South Korea), and 2. an advanced communicative competence in English.

You are strongly encouraged to apply if you

- aim to adapt to and become competent in the globalized society.
- are strongly motivated to challenge the difficulties facing the East Asian region.
- are willing to improve your communication skills and English proficiency.

3 Number of Students to be Admitted: 10

4 Application Period

The Graduate School provides two schedules for application. Application documents must arrive during the following periods.

Schedule A: November 20 (Thur), 2014 ~ November 27 (Thur), 2014

Note: Application documents must arrive during this period, or be sent before November 26 as registered mail, EMS or DHL, or by courier.

Schedule B: January 23 (Fri), 2015 ~ February 2 (Mon), 2015

※Note: Those who passed the examination on Schedule A may Not submit to Schedule B.

Application documents must arrive during this period, or be sent before February 1 as registered mail, EMS, DHL or by courier.

5 Admission Examination Schedule and Venue

Schedule A: December 6 (Sat) 2014

Venue: The University of Niigata Prefecture

Schedule B: February 14 (Sat) 2015

Venue: The University of Niigata Prefecture

6 Announcement of Examination Results

Schedule A: December 19 (Fri), 2014, 13:00 ~

Schedule B: February 20 (Fri), 2015, 13:00 ~

Successful applicants' exam ID numbers will be posted in front of Building 1A of the University of Niigata Prefecture. Acceptance letters are also to be sent to successful applicants.

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

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

7 Application Eligibility

Admission for International Students

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, by March 31, 2015.
- (2) Applicants with bachelor's degree, as stipulated in Japanese School Education Act Article 104, Paragraph 4.
- (3) Applicants with 16 or more years of education in foreign schools.
- (4) Applicants who 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 (hereafter referred to as MEXT), such as having a duration period of 4 years or longer, and has been designated by the Ministry of MEXT by March 31, 2015.
- (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 of their 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 March 31, 2015.

*Screening of Eligibility

If you wish to be qualified as an applicant with regards to (6), please go on to p.11 and follow the instructions there. The Graduate School will examine your eligibility upon receiving your application for eligibility.

8 Application Procedures

(1) How to apply

① All applications must be submitted by registered mail (or EMS, DHL, or courier if

sent from overseas) to the following address:

Graduate School Office, the University of Niigata Prefecture
471 Ebigase, Higashi-ku, Niigata-city, Niigata, Japan, 950-8680

(2) Application Documents

Documents	Submit if you are	Note
①Application Form (Sheet A)	All	• Fill in Sheet A. For detailed instructions, refer to "Note on Sheet A"
Purpose Statement (Sheet B)	All	• Handwrite or type in Sheet B. 1,000 characters in Japanese or 500 words in English
Research Plan (Sheet C)	All	• Handwrite or type in Sheet C. 1,600 characters in Japanese or 800 words in English.
Exam Card (Sheet D)	All	• 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 stick it to the designated area on Sheet E. This photo will be used as your student ID after enrollment.
Photo Card (Sheet E)	All	
Application Fee Receipt Sheet	All	Application fee: 30,000 yen(JPY) Please enclose the proof of payment in your application. Payment period Schedule A: November 20 (Thu), 2014 ~ November 26 (Wed), 2014 Schedule B: January 23 (Fri), 2015 ~ January 30 (Fri), 2015 • 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. See Below(*)
Transcript	All	The transcript has to be an official one issued by the president, head of the department, or school of the applicant.
Certificate of Graduation (or, Certificate of Expected Graduation)	qualified for (1), (3), (4), and/or (5)	The certificate has to be an official one issued by the president, head of the department, or school of the applicant.

A Certificate of bachelor degree (or a certificate of expected bachelor degree)	qualified for (2)	Degree holders have to submit a certificate of bachelor 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 degree issued by your education institute.
Envelope for sending Exam Card	All	• If you currently reside in Japan, also enclose this envelope with your postal code, address, name and postal stamps (642 yen), so that we can send you the Exam Card. If you live overseas, you do NOT have to attach postal stamps.
Documents verifying your residential status	non-Japanese candidate	If you currently reside in Japan, please submit 「住民票」 (Residence Certificate) issued by your local ward or city office. If you do not have the Residence Certificate, you may submit the copy of your visa or passport instead.
Envelope for Application	All	Please enclose all your application documents in one envelope and send it via registered mail (EMS, DHL, or courier).

(*)

Amount of Deposit	30,000 JPY (Entrance Examination Fee)
Name of the Banking Institution	The Daishi Bank Ltd. (SWIFT CODE: DAISJPJT)
Branch No. Name	267 OOGATA Branch
Name of the Account Holder	Niigata Kenritsu Daigaku (University of Niigata Prefecture)
Kind of Deposit	Saving Account
Account No.	1482592

Remittance charges must be paid by applicant.

9 Note 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 office, should you have changed your name, address, phone numbers, and/or email addresses (+81-25-368-8224)
- (3) We will send the Exam Card to you after the application is closed
- (4) You might be disqualified even after admission, if the information you provided in your application was found untrue and/or incorrect.
- (5) Submitted applications will not be returned.
- (6) Application fees shall be refunded, if
 - a) you have paid the application fee, but did not apply for the Graduate School (by either

not submitting the application documents or your submission was not accepted), and you (the applicant) request a refund.

b) you have paid the application fees more than one time, and you request a refund.

c) you have paid more than the required amount of application fees, and you request a refund.

d) you are found not eligible for application after submitting your forms.

※You must request refund of application fee within one month from the last day of the application period.

(7) Documents verifying your language proficiency

If your native language is not English, you may submit a copy of document to verify your English proficiency. This could be a copy of your TOEFL, TOEIC, IELTS, EIKEN scores. This submission is voluntary, and we accept expired scores.

Applicants with Special Needs

Applicants with special physical needs may consult with the Graduate School office prior to application for concerns over the application and enrollment (+81-25-368-8224).

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 a form (no specifically designated format) regarding the following points. The Graduate School may interview the applicant upon receiving the form. Description of the special needs (possibly a copy of medical certificate or Physical Disability Certificate).

Your specific concerns over application, exam, and study.

Any other items you would like to inform the Graduate School.

In emergency, the Graduate School will make announcement at its homepage:

[http : //gs-unii.ac.jp](http://gs-unii.ac.jp)

10 Exam Schedules

Subjects	Description	Time
Essay	Write an essay about ONE of the topics uploaded at 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 3,000 characters. If you choose to write in English, the essay should be about 1,600 words (the topics would be about the international society, regional international relations, and individual country studies).	Submit when you apply
Interview	Based on your research plan and other information	* 13 : 00 ~
The evaluation of applicants will be based on the essay, interview and submitted documents.		

* International students who are not in Japan during the application and interview period might use Skype for the interview.

- The applicant must ensure the Skype connection (web camera and internet connection) functions properly and must participate in pre-interview network connection test.
- A clear motion image is necessary for the Skype interview to identify the applicant. Sound-only Skype connection will be deemed invalid as an interview.

**

- **If you wish to have a Skype interview, please contact the Graduate School office in advance.**
- **Essay topics are to be uploaded at the Graduate School homepage from November 7, 2014.**

11 Enrollment Procedures

(1) Enrollment Period

Both Schedule A and B: February 20 (Fri), 2015 ~ February 27 (Fri), 2015

(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 mail or bringing them to the office in person.

If you send your enrollment documents in mail, please send them as a registered mail (or

EMS, DHL or courier) and make sure it arrives before the end of the enrollment period.

If you are bringing in the enrollment documents in person, please be aware that the Graduate School office is open from 8:30 to 17:15 on weekdays only.

Mail address for enrollment documents:

Graduate School Office, the University of Niigata
471 Ebigase, Higashi-ku, Niigata-city, Niigata, Japan 950-8680

(3)Note

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

12 Additional Round of Application

In case there are vacancies available, the Graduate School might offer an additional round of application. For additional application, please contact the Graduate School office on February 27 (Thu), 2015 or February 28 (Fri), 2015.

13 Tuition fees for first year enrollment

Note: the amount of fees as indicated below is subject to change.

(1) Enrollment fee

Enrollment fees are as follows:

a For Niigata prefecture citizens: 141,000 Yen

b non-Niigata citizens: 282,000 Yen

* Niigata prefecture citizens refer to the following students:

students, student spouses or first degree relatives of the students, have residency status of Niigata Prefecture at least since January 1, 2015.

②students who are recognized by the President of the University as equivalent to Niigata residents (This applies to all undergraduate students at the University of Niigata).

** Enrollment fees are not to be refunded at any circumstances.

(2) Tuition fees (subject to change) JPY

First Semester	Second Semester	Annual Total Amount
267,900 Yen	267,900 Yen	535,800 Yen

Note: Tuition fees are due by May 10 for the first semester, and November 10 for the second.

(3) Other fees

In addition to enrollment fees and tuition fees, students are also required to pay the following fees:

Student Insurance: 1,750 yen (for 2 years)

Association fees for the University of Niigata Prefecture: 1,000 yen (for 2 years)

Miscellaneous fees: 20,000 yen (for 2 years, voluntary payment)

Details of fee payment will be provided upon acceptance.

Scholarship and tuition fees waiver

1 Tuition waiver

Tuition fees can be (entirely or partially) exempted upon request from students with difficulties in payment, due to financial and other special reasons.

2 Scholarship

Students may apply for scholarships offered by Japan Student Services Organization (JASSO), Niigata Prefecture Scholarship (provided for students from Niigata prefecture), and others by local public and private organizations. The Graduate School and the University of Niigata Prefecture provide scholarship information on campus bulletin boards.

※JASSO (scholarship loan)

○Type 1 Scholarship (interest-free)

45,000 yen for students living at home

51,000 yen for students living away from home

Students may also choose to receive 30,000 yen regardless of the place they live.

○Type 2 Scholarship (with interest)

Students may choose to receive the following amount of support:

30,000 yen; 50,000 yen; 80,000 yen; 100,000 yen; 120,000 yen

※Niigata City Scholarship (including scholarship loan, interest free, and scholarship for working students)

○Annual amount 400,000 yen (working students may choose to receive the following amount: 200,000 yen; 300,000 yen, or 400,000 yen)

For details, please contact Education Committee of the Niigata City at: +81-25-226-3168

14 Enrollment Extension

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 enrollment).

(1) Qualification

You may be eligible to apply for the long-term enrollment program if you

- a have a job (excluding temporary and part-time positions).
- b 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

- 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) Screening

An interview will be held after the entrance examination. Applicants' eligibility will be determined based on the submitted materials. Applicants will receive the screening result together with the result of exams.

(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 for only ONE time. To make the change, students must report to the 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.

15 Pre-enrollment education and contact with faculty members

(1) Faculty members with specializations close your study interest

Please choose ONE faculty with specializations close to your study 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	
Yoshinobu YAMAMOTO Shigeki HAKAMADA Ryuhei WAKASUGI Gregory J. KASZA Toshiro KURODA Matsuo WATANABE	Ka Po NG Yuki ASABA Seiji FUJII Yuichi KUBOTA Jia LI Willy JOU

(2) Pre-enrollment Education

The Graduate School offers pre-enrollment education for admitted students to smoothly start their learning. Here, students are supposed to become more familiar with relevant literature and write academic reports.

16 Others

(1) Screening of Eligibility (See, page 3)

If you wish to be qualified as an applicant under qualification (6), please follow the instructions below.

①Application Period

Schedule A:

Application documents must ARRIVE between November 13 (Thu), 2014 and November 19 (Wed), 2014

Schedule B:

Application documents must ARRIVE between January 15 (Thu) and January 22 (Thu), 2015.

②Application Procedure

- a) Before applying, please make sure to contact the Graduate School office 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 of Eligibility Screening” in red on the envelop.
- c) The office is open for receiving application documents from 8:30 to 17:15 on weekdays.

Send your application documents to:
Graduate School Office
471 Ebigase, Higashi-ku, Niigata-city, Niigata, Japan
950-8680
+81-25-368-8224
Email : gs-unp@unii.ac.jp

③Application 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) Purpose Statement (less than 500 words)
- e) Performance Report or Research Report

(2) Privacy Policy

The Graduate School uses personal information collected from applicants (including applicant’s name, 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), and matters related to tuition payment.

(3) Disclosure of the Examination Results

Applicants of the Graduate School may request disclosure of their examination results. The request can be made as follows.

- a) The applicants may make the request by visiting the designated venue in person with their Exam Cards.
- b) The applicant may send the request form (available at the university homepage), Exam Card and documents verifying their address (e.g. copies of driver’s license, health insurance card), along with a returning envelop.

- Disclosure of information include the following items
 - ① Total score of exams
 - ② Ranking place of the applicant
- Duration of Disclosure
April 13 (Monday) - April 23 (Thu), 2015 (not available on Saturdays, Sundays and holidays). If you make this request by mail, make sure your request documents arrive within this period.
- Office hours available for disclosure
8:30 - 17:15 on weekdays

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

**Graduate School Office, The University of Niigata Prefecture
471 Ebigase, Higashi-ku, Niigata-city, Niigata, Japan 950-8680
+81-25-368-8224**

University of Niigata Prefecture
Graduate School of International Studies and
Regional Development
Application Form

Exam ID ※

Department	International Studies and Regional Development		
Research Subject	<input type="checkbox"/> International Society <input type="checkbox"/> Regional International Relations <input checked="" type="checkbox"/> Individual Country Studies		
Name of faculty with specializations close to your study interest	○○○○		
Preferred Time of Class	<input type="checkbox"/> Daytime	<input checked="" type="checkbox"/> Evening	<input type="checkbox"/> No preference
Applicant's Name	Taro Kendai	Sex	<input checked="" type="checkbox"/> M • <input type="checkbox"/> F
Date of Birth	Year 1992 Month April Date 25	Nationality	○○○○
Contact Information	Current Address ○○○○ Phone Number: ○○○○-○○○-○○○○ Email: ○○○@○○○.○○		
Emergency Contact (Other than the above address)	Address: ○○○○○○ Postal code ○○○○ Name: ○○○○ Relationship with the applicant: Father Phone Number: ○○○○ Email: ○○@○○.○○		
Academic History	Year ○○ Month ○○	Graduated High School Name: ○○○○ high school Location: ○○	
	Year ○○ Month ○○	Graduated from (or expecting to graduate from) Name of University: ○○○○ state university Dept: ○○○○ Major: International Relations	
	Year Month		
	Year Month		
Employment History	Year Month		
	Year Month		
	Year Month		
	Year Month		
Awards	2010 Great honor from ○○University		

- [Note] 1) Fill in the form or check when applies. Research subject you choose here is not final.
2) Do NOT write anything in the boxes with ※.