

Academic Year 2024 Enrollment

University of Niigata Prefecture (UNP)

Graduate School of International Studies
and Regional Development

Application Guidebook

[For International Students with
the Japanese Government (MEXT) Scholarship Program for 2024]

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

Unforeseeable circumstances 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.

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Admission Schedule (2024 Enrollment)

Application period	Announcement of examination results	Period to complete enrollment procedures	Enrollment Period
August 1 (Tue.), 2023 – August 25 (Fri.), 2023	September 27 (Wed.), 2023	February 13 (Tue.), 2024 – February 26 (Mon.), 2024	Choose from ■ April, 2024 ■ October, 2024

Admission Guidelines

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

Academic Year 2024

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. Application Period

The Graduate School provides three examination schedules for the Academic Year 2024.

- August 1 (Tue.), 2023 – August 25 (Fri.), 2023

Note: Application documents must arrive the Admissions Office of the Graduate School during this period by email.

- * All application materials must be sent by designated deadlines. Materials post marked after the deadline will be inadmissible.

4. Admission Examination Schedule and Venue

Document screening

5. Announcement of Examination Results

September 27 (Wed.), 2023 (10am, JST)

An acceptance letter will be sent by postal mail. In addition, successful applicants' exam ID numbers will be posted on the Graduate School website (<https://gs-unii.ac.jp>)

"Letter of Provisional Acceptance" will be provided to successful applicants by email.

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

6. 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 March 31, 2024.
- 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 in Japan a 16-year course offered by a foreign school through correspondence in Japan and applicants who are expected to complete their studies by March 31, 2024.
- 5) Applicants who have completed or will complete in Japan relevant courses designated separately by the Minister of the Ministry of Education, Culture, Sports, Science and Technology (MEXT hereafter) at an educational institution that is positioned within the school education system of the relevant foreign country as one that provides university courses*. This also includes those who are expected to complete their studies by March 31, 2024.

* This applies only to applicants who have completed 16 years of course work as part of their school education in the relevant foreign country.

- 6) Applicants who have completed or will complete a Special Training School course, which meets the conditions set forth by MEXT, such as having a duration period of 4 years or longer and having been designated by the MEXT by March 31, 2024.
- 7) 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).
- 8) 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 March 31, 2024.

***Screening of Entrance Eligibility**

If you wish to be qualified as an applicant with regards to 8) above, please go to p.6 and follow the instructions there. The Graduate School will examine your eligibility upon receiving your application for eligibility.

7. Application Procedures

1) How to apply

All applications must be submitted by email to the following email:
Admissions Office, the University of Niigata Prefecture (gs-unp@unii.ac.jp)

2) Application Documents

Documents	Note
Set of documents submitted to the Japanese diplomatic mission	The set of documents submitted to the Japanese diplomatic mission all with a confirmation seal affixed.
Passing Certificate of the First Screening	The passing certificate of the first screening issued by the Japanese diplomatic mission.
Application Form (Sheet A)	Fill in Sheet A. For detailed instructions, refer to "Note on Sheet A".
Exam Card (Sheet B)	
Application Fee	<p>Application fee: JPY 30,000 yen July 25 (Tue.), 2023 – August 25 (Fri.), 2023 (by 3pm, JST)</p> <ul style="list-style-type: none"> Please send the payment copy along with other application forms. The application fee will be paid by MEXT if the application for admission is successful. Otherwise, the applicants will have to pay the fee on their own. The university will inform applicants regarding the application fee payment once the admission decision is made. <p>(See * below)</p>
Copy of passport	Please submit a copy of your passport. (The page that shows your name, nationality, face photo, traveling stamp to Japan if any.)

*

Bank Name	The Daishi Hokuetsu Bank Ltd.
Branch Name	OOGATA Branch
Branch Number	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.

8. 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, 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.

9. 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.

10. Enrollment Procedures

- 1) Period
February 13 (Tue.), 2024 – February 26 (Mon.), 2024
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.

11. 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 website 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	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.

12. Other

- 1) Screening of Entrance Eligibility (cf. page 3)
Applicants wishing to be qualified under qualification 8), please follow the instructions below.
- Application Period
Application documents must ARRIVE between July 10 (Mon.) - July 14 (Fri.), 2023.
 - Application Procedures
 - a Before applying, please make sure to contact the Admissions Office.
 - 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.).
 - 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
- 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 examination
 - 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 Graduate School website)
 - 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.
 ※Once the postal fee is revised, the renewed amount of stamps is necessary.
- Duration of Disclosure
 October 9 (Mon.) – October 23 (Mon.), 2023

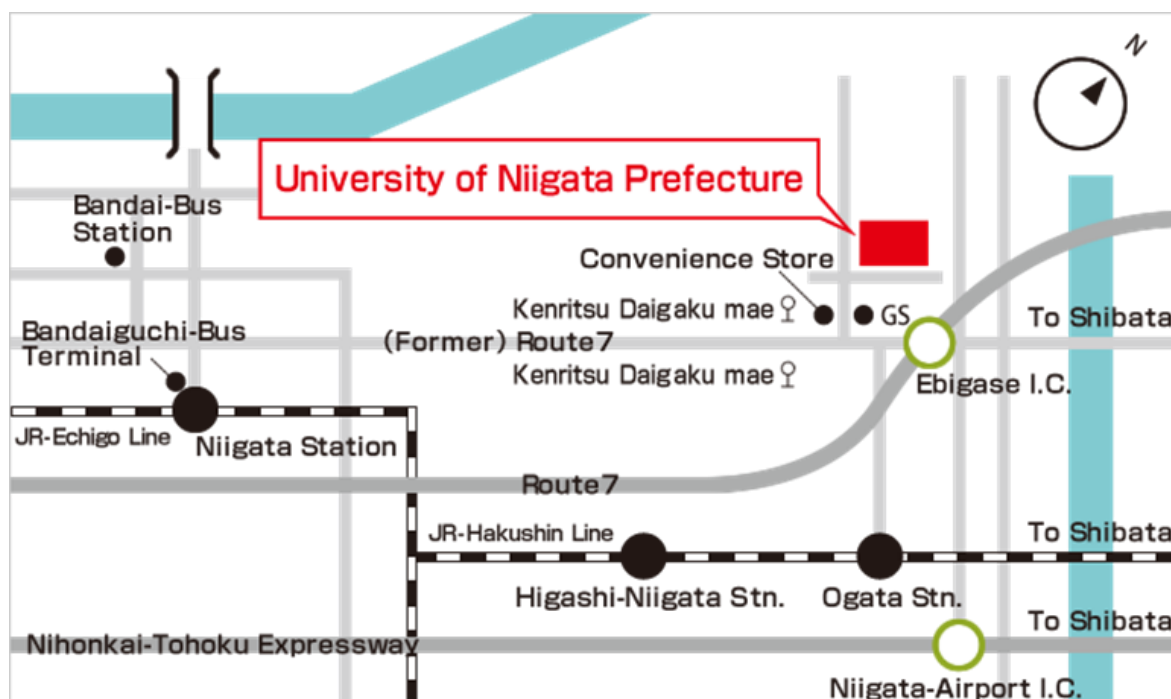
Please make sure your request documents arrive within this period.

- 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 website:
<https://gs-unii.ac.jp>



University of Niigata Prefecture
Graduate School of International Studies and Regional Development
Application Form [For International Students with
the Japanese Government (MEXT) Scholarship Program for 2024]

Exam ID ※

Exam Schedule	For International Students with the Japanese Government (MEXT) Scholarship Program		
Period of Enrollment	<input type="checkbox"/> Academic Year 2024 Spring Enrollment <input type="checkbox"/> Academic Year 2024 Fall Enrollment		
Applicant's Name	Taro Kendai	Sex	<input checked="" type="checkbox"/> M <input type="checkbox"/> F
Date of Birth	Year 2000 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	2021 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 ※.