

Green and Sustainable Chemical Technologies

Application Guidelines for Saitama University Recommended
Japanese Government (MEXT) Scholarship 2023

2022-2023

1. OVERVIEW

As part of the International Graduate Program at Saitama University, the Graduate School of Science and Engineering offers highly qualified students the opportunity to pursue doctoral studies and research in the field of Engineering leading to a Doctor of Engineering/Philosophy Degree. **The International Graduate Program on Green and Sustainable Chemical Technologies (GSC)** covers a broad spectrum of research fields including Chemistry, Material Science, Environmental Sciences, Ecological Engineering and Environmental Health Sciences. The program starts in October and requires a standard three-year residency for the completion of a doctoral degree. Class instruction, research supervision and guidance are conducted in English, as well as dissertations, reports, examinations and presentations by students.

2. QUALIFICATIONS

All applicants to **GSC program** must satisfy the following requirements:

1. Must hold a Master's degree or equivalent research experience or expected to graduate by the date of enrollment.
2. Must reside outside Japan at the time of application and not hold Japanese nationality.
3. Must meet the eligibility requirements of the Japanese government Monbukagakusho (MEXT)^{*)} scholarship.

^{*)} MEXT: Ministry of Education, Culture, Sports, Science and Technology of the Government of Japan.

3. MEXT SCHOLARSHIP ELIGIBILITY

An applicant for the doctoral degree program with Monbukagakusho (MEXT) scholarship must:

- Have university grade point average (GPA)^{*)} of 2.30 or above in the last two years of study and are expected to maintain the same academic standards during the course of the scholarship program.
^{*)} GPA calculated according to the formula specified by MEXT.
- Have the nationality of a country with diplomatic relations with the Japanese government.
- Be under 35 years of age as of April 1, 2023 (i.e., born on or after April 2, 1988).
- Have the necessary qualifications to be admitted to a graduate school of a Japanese university as a doctorate candidate (including those who are deemed to be certain to satisfy this requirement by the time they travel to Japan).

- Have obtained an English language proficiency test score^{*)} that is equivalent to CEFR^{*)} level B2 or higher: Qualification Score TOEFL (IBT) 72 or higher, IELTS 5.5 or higher, or the medium of instruction of your latest qualification is English (a certificate issued by the most recent institute is required).

To see the CEFR Equivalency Chart

https://www.mext.go.jp/b_menu/houdou/30/03/_icsFiles/afieldfile/2019/01/15/1402610_1.pdf

- Be in good mental and physical health.

^{*)} Scores are valid for 2 years from the written test.

^{*)} CEFR: The Common European Framework of Language, please refer to the CEFR Equivalency Chart.

An applicant who was an awardee of the Japanese Government Scholarship during the last three years is not eligible for this scholarship program.

4. ARRIVAL IN JAPAN

The MEXT scholarship is applicable to the October intake only. If the scholarship is awarded, the applicant must be able to reach Saitama University by the end of September 2023.

5. VISA

Before arriving in Japan, those selected to receive the MEXT Scholarship must acquire Student visas that are valid as the enrollment date. Please also note that those who change their visa status to a status other than student after arrival in Japan will lose their status as Japanese Government (MEXT) Scholarship recipients as of the date their visa status changes.

6. SELECTION CRITERIA AND PROCEDURE

Evaluation of applications will be based on the candidate's scholastic ability and research potential assessed from previous credentials, recommendation letters and essays on specific topics. During the selection process, short-listed candidates will be contacted through internet-based interviews or other appropriate means. Also, during this period, the candidates may be asked to make corrections or submit additional documents for the official procedures only if required. After the university selection procedure, the lists of candidates nominated for the MEXT scholarships is sent to the MEXT for final approval. The grantees will be decided upon screening at MEXT ^{*)}.

Any form of inquiries regarding the status of applications will not entertain until the selection is finalized.

^{*)} Passing the Saitama University screening process does not guarantee that an applicant will be granted a scholarship from the MEXT.

7. REQUIRED DOCUMENTS

Please communicate with the prospective supervisor and obtain his/her approval before applying. If you obtain the supervisors' consent, please contact the Foreign Student Office (FSO-GSC) through email (gsc@gr.saitama-u.ac.jp).

You may choose your desired supervisor through the list of [Program Courses, Supervises and their Lectures](#).

All documents listed below must be first submitted via email first and upon the confirmation from the GSC office, the applicant should send the originals of the application together with the supporting documents by International mail courier or Express Mail Service (EMS) to meet the designated deadline.

1. Completed application form (Form A)

2. Field of Study and Research Plan (Form B)

3. Official certificate of grades from the most recent academic institution attended.

*MUST state the number of credits and the year/period of credit acquisition for each course undertaken.

*MUST include or be accompanied by a document that shows a clear explanation of all possible levels used in grade evaluation (i.e. A, B, C, D, Fail, etc.).

If the grade evaluation method is not described in the transcript, documents explaining it must be attached.

If you are currently enrolled in a Masters level course, please submit an official transcript of the last degree program (Bachelor's), that you have graduate from, as well as an official transcript of your current Master's program.

Those who are graduated (Master's) also should submit transcripts from **both undergraduate and graduate schools.**

If the transcript is issued in a language other than English, please submit the transcript in your native language accompanied by an English translation certified by an issuing institution or public notary.

4. (Optional) Records from most recent university or institute indicating superior academic achievement with a clear indicator of outstanding performance (e.g., GPA, grades and criteria, or individual rank order).

5. Official certificate of graduation or expected graduation or of program completion or expected program completion from the most recent academic institution attended (Graduate degree program).

If you have already graduated from a graduate school by the time of application, submit your certificate of graduation of completion. If you are presently enrolled, a certificate of expected graduation is required.

Applicants who are expected to graduate:

Submit a certificate with the month and year of expected graduation.

If your graduation certificate is written in a language other than English, please submit the certificate in your native language accompanied by English translation certified by an issuing institution or public notary.

Important: High school graduation certificate not required.

6. Abstract of graduation thesis and publications.

*The abstract MUST be a concise summary (within 1 page) of your most recently written thesis, or of your graduation project or a term paper, etc., if you did not write a thesis.

7. Two letters of recommendation.

1. One of the two letters shall be provided by your supervisor of the currently enrolled or most recently graduated program.
2. The second recommendation letters must be obtained from the dean, or a person of equivalent or higher capacity, at the applicant's school or institution.

3. The name of the addressee stated in the recommendation letters must be **"The President of Saitama University, Japan"** .
4. Recommendation letters with digital signature or a signed scanned copy should be **Emailed directly to the GSC program from the Official Email address of the recommender.**

Evaluation committee may contact the recommenders directly during the document review stage.

Recommendation letter Format: Please use the designated recommendation letter format which can be downloaded from the GSC homepage.

8. **Copy of the passport** page containing the applicant's name and date of birth or copy of a government-issued family registry or citizenship registry copy that shows the applicant's legal name and birthdate.
9. **Copy of Certificate of *English proficiency** an official score of TOEFL or IELTS or equivalent or medium of instruction certificate issued by university.

*English proficiency.

1. Holds an English proficiency test score equivalent to B2 or above on the Common European Framework of Reference for languages (CEFR) scale (e.g. TOEFL IBT 72 or above IELTS 5.5 or above). Scores are valid for 2 years from the written test.
2. Has completed an educational program whose primary language of instruction is English that satisfies the entrance requirements to the Doctoral program at the Graduate School of Science and Engineering Saitama University.

Applicants who completed full time degree programs in English can submit MI certificate as a proof of English proficiency. MI certificate is an official letter or a certificate stating that English is the language of instruction at the university or a specific degree program. If English being the language of instruction is clearly specified in the transcript or diploma, there is no need to submit MI certificate separately.

Important:

1. Certificates and other official documents must be issued by the university or university official.

- Photocopies of the documents cannot be accepted unless officially attested. Original documents mean that the document documents with imprinted seal of the University, Dean, etc. and/or the appropriate hand-written signature(s). Not photocopies or scanned and printed copies. Copies of graduation certificates, transcripts, etc., should be certified ("certified true copy" or "certified copy"). Ex: The official transcript you have received from the university is an original. However, if you are submitting a photocopy of the official transcripts, it is not an original unless it is attested by the University authority. Therefore, the photocopy should be validated by the appropriate office at the University by affixing their formal seal (stamp). Then, it will become a "certified true copy" or "certified copy".
- Email the scanned copies of originals of all the documents listed above (7. REQUIRED DOCUMENTS except two letters of recommendation) in PDF format with supporting documents, if any.

2. It is mandatory to send originals or attested copies of all the listed documents to be reached the GSC program before the deadline.

3. Submitted documents cannot be returned for any reason.

The application deadline for MEXT scholarship is **21st November ,2022.**

These guidelines and Form A, Form B are available on the GSC program website.

Application Mailing Address:

Please send documents by express post (EMS, FedEx, DHL, etc.) to:

Foreign Student Office - GSC (FSO - GSC)
Graduate School of Science and Engineering
Saitama University
255 Shimo-Okubo, Sakura-ku, Saitama-shi, Saitama, 338-8570 Japan
Phone: +81-48-858-3551
Email: gsc@gr.saitama-u.ac.jp

8. SCHEDULE FOR APPLICATIONS AND ADMISSION

(The schedule may be modified due to the circumstances).

(A) Doctoral applicants who are seeking admission with Monbukagakusho (MEXT) scholarship

November 21, 2022	Deadline for receiving applications
December, 2022	Notification of results to short-listed candidates
February-March, 2023	Internet-based interviews/evaluation for short-listed candidates
July,2023	Notification of results to applicants (The list of nominees sent to MEXT for approval)
September 28,2023	Official approval from MEXT & Saitama University Graduate program begins

Applicants who are only seeking admission and are self-supported or have already obtained other scholarships /financial assistance.

(B) Regular Admission

April 2023 Intake:

November 1, 2022	Deadline for receiving applications
December, 2022	Notification of results to short -listed candidates
April 6, 2023	Graduate program begins

October 2023 Intake:

April 15, 2023	Deadline for receiving applications
June, 2023	Notification of results to applicants
September 28, 2023	Graduate program begins

9. TUITION FEES AND LIVING EXPENSES

The admission and tuition fees for the 2022-2023 session, the estimated living expenses are:

- Application Fee: 30,000 yen upon application
- Admission Fee: 282,000 yen upon admission
- Tuition Fee: 535,800 yen per year
- Cost of Living: prox. 110,000 to 140,000 yen per month

10. SCHOLARSHIP AND FINANCIAL ASSISTANCE

The MEXT scholarships are granted to eight new doctoral students each year. This is applicable to the October intake only. The MEXT scholarship covers application, admission and tuition fees, a monthly allowance (148,000 yen*) and round-trip economic airfare from the awardee's home country (The return ticket, however, is provided only on successful completion of doctoral study in three years). The MEXT scholarship is granted for up to three years based on the satisfactory performance of the student, not extendable beyond three years.

*) The standard monthly allowance will be 145,000 yen for student enrolled to doctoral program (FY2023) with an additional regional allowance of 3,000 yen, i.e., a total of 148,000 yen.

The scholarship amount and conditions are subject to change as specified by the regulations of the MEXT Scholarship program and will not be paid to those who take a leave of absence from Saitama University.

The monthly allowance will not be paid while the recipient takes online classes from home country due to the ongoing COVID-19 pandemic.

Also, scholarships from other private organizations can be introduced to the self-supported students who the university admitted. The list of scholarships is available on the website of Saitama University.

<http://en.saitama-u.ac.jp/studentlife/scholarship/>

Selected candidates for MEXT scholarship nominations should resubmit the application form for MEXT in January 2023.

11. CORRESPONDENCE

All correspondence and inquiries should be addressed to

Foreign Student Office - GSC (FSO - GSC)
Graduate School of Science and Engineering
Saitama University
255 Shimo-Okubo, Sakura-ku, Saitama-shi,
Saitama, 338-8570 Japan
Phone: +81-48-858-3551
Email: gsc@gr.saitama-u.ac.jp
Web: <http://park.saitama-u.ac.jp/~gsc/>