

**Master's Program of
Graduate School of Science and Engineering,
Saitama University**

Application Guidelines

[Admissions for the Semester Starting in April 2023]



Saitama University
埼玉大学

[Application period]

From Monday, June 6, 2022 to Friday, June 10, 2022

Master's Program of Graduate School of Science and Engineering, Saitama University
Application Guidelines for Admission Examination in Interdisciplinary Education Program for
Applied Science and Technology in Global Environment

Human activities in pursuit of material wealth and convenience in the wake of evolution of the modern industrial society have transcended the norm of a traditional society where people live within the scope of natural tolerance, and have caused serious problems of triggering a wider range of environmental destruction than expected. On the other hand, multiple issues have emerged in the human living environment that can be improved as a result of changes of life styles and social patterns. Under such social circumstances, there is an increasing need for human resources who have basic scholastic ability and a perspective broad enough to cope with the rapid progress of research, in addition to highly sophisticated research ability in diversified sectors of real society, and also are able to play leading roles. Responding to such social requirement, the Master's Program of Graduate School of Science and Engineering is paving the way to accept human resources who are just now becoming active in various research institutes, education institutions and companies, and intends to further deepen the interchange of the university and society in the sphere of education and research. With the above-mentioned goal, we will invite students who have professional research ability under the following screening criteria.

1. Number of Students Invited

Name of Program	Name of PG	Number of students invited
Common Major	PG in Interdisciplinary Education Program for Applied Science and Technology in Global Environment	10

2. Application Eligibility

Applicants should meet any one of the following criteria:

- (1) Those who have graduated from a Japanese university, or are expected to graduate from a Japanese university in or prior to March 2023;
- (2) Those who have been granted, or are expected to be granted in or prior to March 2023, a bachelor's degree by the National Institution for Academic Degrees and Quality Enhancement of Higher Education;
- (3) Those who have completed, or are expected to complete in or prior to March 2023, 16 years of formal school education in a foreign country;
- (4) Those who have completed, or are expected to complete in or prior to March 2023, 16 years of foreign school education by taking correspondence courses provided by any foreign school in Japan;
- (5) Those who have been designated by the Minister of Education, Culture, Sports, Science and Technology; and
- (6) Those who have been recognized by the Graduate School as having the scholastic ability as or higher than those who have graduated from a university through individual examination of application eligibility and have reached the age of 22 or will reach the age of 22 by March 31, 2023.

* For the application eligibility criteria (6), please refer to (Note) below.

(Note) Those who intend to apply under the application eligibility criteria (6) should give the Graduate School of Science and Engineering prior notice thereof and submit the following documents on or prior to Wednesday, June 1, 2022, as we conduct individual examination of eligibility for application:

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|---|------------------------|
| (i) Application for individual examination of eligibility for application | (Designated Form No.1) |
| (ii) Personal Resume | (Designated Form No.2) |
| (iii) Statement of Reasons | (Designated Form No.3) |
| (iv) Official Transcript | |
| (v) Graduation Certificate or Enrollment Certificate (which includes the date of entrance and period of enrollment) | |
| (vi) Other documents that the Graduate School deems necessary | |

- * Those who fall under the application eligibility criteria (6) mean (i) those who have graduated from a university, college, college of technology, specialized training college, or vocational school, or have completed any other educational facility; and (ii) Those who have completed university education in any country where the process of school education before completion of university education is shorter than 16 years, and have engaged in research for a reasonable period of time (more than approximately 1 year) as research students or researchers at any university or inter-university research university or any other similar institution in Japan or abroad after completion of university education, and have reached the age of 22.

3. Application Procedure

(1) Application Period

From Monday, June 6 to Friday June 10, 2022 The acceptance hours are between 9:00 and 16:00.

(2) Documents to Be Submitted

Documents to be Submitted	Matters That Require Attention
Admission application form, examinee card, photo card	Please complete the forms designated by the Graduate School without omission. A front view, upper body photograph without a hat taken within the last 3 months should be affixed onto the designated space.
Certificate of (expected)graduation, and official transcript	Please submit the firmly sealed certificate of graduation, and official transcript prepared by the president or dean of the university/college you have graduated from. Those who are enrolled in the faculty of Science and the faculty of Engineering of Saitama University at the time of application do not need to submit. Those who are enrolled in other faculty of Saitama University, and already graduated from Saitama University need to submit
Application fee:	JPY30,000 Method of payment (please make a payment in either of the following methods): (1) Please make a payment using the “Payment Request Form” designated by the Graduate School from the nearest financial institution (other than a post office). (2) Please make a payment at a convenience store. Please refer to the “How to Pay the Application Fee at Convenience Store” attached hereto. * Please pay the application fee at your earliest convenience (acceptable even prior to the application period), as it is unacceptable after the expiry of the application period. (Note) Exemption from payment of the application fee: Applicants whose school expenses payers reside in any of the regions governed by the Disaster Relief Act during the period from April 1, 2022 to the time of application and can obtain a disaster victim certificate of total destruction, outflow or partial destruction of house issued by the competent municipality are exempted from payment of the application fee. Applicants who wish to be exempted from payment of the application fee should print out the request form for exemption from payment of the application fee from the website of the University, complete the form, and submit it together with the application documents and the disaster victim or other certificate. (If this is the case, please refrain from paying the application fee.) If you cannot submit the disaster victim or other certificate at the time of application, please pay the application fee and submit the request form for exemption from payment of the application fee only. When you submit the disaster victim or other certificate at a later date, we will refund the application fee paid.
Form to which the payment receipt certificate is to be attached	The form designated by the Graduate School to which the “payment receipt certificate” issued by the relevant financial institution is attached.
Permission for admission examination	An applicant who is currently enrolled in any graduate school or works for any government body, company and other organization should submit a permission for admission examination (in the form designated by the Graduate School of Science and Engineering) of his/her supervisor; provided, however, that if he/she retires from it and enters the Graduate School, he/she can submit a statement specifying that fact in place of a permission for admission examination. If this is the case, please submit a certificate of retirement when entering the Graduate School.

Statement of Reasons	Please use the form designated by the Graduate School.
Envelope for sending examinee card	Regular-sized envelope (12 cm x 23.5 cm) on which the address, addressee and postal code are indicated, with a ¥94 stamp affixed.
Foreign students are requested to submit curriculum vitae (in the form designated by the Graduate School) and a residence certificate (which specifies the status of residence and period of stay). If you are unable to submit a residence certificate, please submit the written reason, as well as a copy of your passport. In that case, please bring your passport on the examination date, and present it to the relevant staff.	
If you are a foreign government-sponsored student, please attach the “certificate of the status of a foreign government-sponsored student” (to be issued by the university with which you are enrolled).	

- (Notes) (i) For the documents submitted that have been prepared in a foreign language, please attach a Japanese or English translation.
- (ii) Those who are expected to receive any degree should submit a degree grant certificate after receiving it.

(3) Method of Application

Applicants should submit the above-mentioned documents by hand or mail within the designated period. When you send the documents by mail, please write “Application Documents for the Master’s Program of Graduate School of Science and Engineering Enclosed” on the envelope in red, and send them by registered mail, so that those documents may reach us on or prior to the deadline.

(4) Office to Which You Should Submit the Application Documents

Graduate School Affairs Section, Graduate School of Science and Engineering, Saitama University
Shimo-Okubo 255, Sakura-ku, Saitama-shi, 338-8570 JAPAN

4. Screening Methods

- (1) We will screen applicants comprehensively based on the results of the scholastic ability examinations (oral examination), graduate certificate and official transcripts issued by the university from which applicant graduated from.

- (2) 100 points will be allotted to oral examination.

(3) Scholastic Ability Examination

Category	Date and Time	Content of Examination
Oral examination	Friday, August 26, 2022 Time Undecided	1) Each applicant will summarize the content of his/her graduation research (or, if s/he does no graduation research, research in which s/he is interested) and a research theme which you wish to work in Master’s course in a 4-page document in PDF format, and make a presentation using Acrobat Reader within 5 minutes. Examiners will conduct oral examination of the content of such presentation. 2) There will be a Q&A session on reasons why the applicant wants to study at the Graduate School, what he/she hopes to accomplish in the future, and his/her aspirations for and interest in research.

(4) Examination Place

Graduate School of Science and Engineering, Saitama University
(Shimo-Okubo 255, Sakura-ku, Saitama-shi)

<p>Kita-urawa Station, West Exit of JR East Keihinohoku Line (Transfer) ⇒ Bus (approx. 15 minutes) to Saitama University</p> <p>Minamiyono Station of JR East Saikyo Line (Transfer) ⇒ Bus (approx. 10 minutes) to Saitama University</p>

- (5) Guidance on examination rooms and certain matters that require attention will be sent with the examinee card. Should the examinee card fail to reach the applicant on or prior to Friday, August 5, please contact the office of Graduate School Affairs Section, Graduate School of Science and Engineering.

5. Announcement of Successful Applicants

We will post the examinee numbers of successful applicants on the bulletin board of the Graduate School of

Science and Engineering, Saitama University on Monday, September 5, 2022 at 10:00 a.m., and deliver a letter of acceptance to successful applicants after checking with the examinee card at the office of Graduate School Affairs Section, Graduate School of Science and Engineering. We will send a letter of acceptance to successful applicants who did not receive it on the date of announcement by mail.

○ Submission of an admission pledge

Those who have successfully passed the examination for admissions for the semester starting in April 2022 should bring or send by hand or mail an “admission pledge” (the form of which will be delivered together with the letter of acceptance) to the office of Graduate School Affairs Section, Graduate School of Science and Engineering on or prior to Friday, October 7.

6. Admission Procedure

(1) Admission Procedure Dates

Admissions for the semester starting in April 2023: Tuesday, March 14 and Wednesday, March 15, 2023 between 9:00 and 17:00

For foreign students, Saturday, March 25 and Sunday, March 26, 2023 between 9:00 and 17:00

(2) Documents to Be Submitted: Examinee card of the Master’s Program of the Graduate School of Science and Engineering, Saitama University, and other documents to be designated by the University (to be notified to successful applicants)

(3) Payments: Entrance fee and tuition fee

To be determined for FY2023 entrants

(Reference) For FY2022 entrants, the entrance fee is JPY282,000, and the tuition fee (for the first semester) is JPY267,900 (JPY535,800 a year).

For admission procedure, successful applicants or their substitutes should bring the documents designated by the University directly to the office of the University.

The admission procedure by mail is acceptable. More details will be provided to successful applicants.

*1. You can pay the tuition fee for the second semester, if you wish, when you pay the tuition fee for the first semester.

*2. If you do not pay the tuition fee for the first semester on the admission procedure date, you should pay it by the end of April 2023 (or, for admissions for the 2022 autumn semester, the end of October 2022). If any person whose withdrawal of admission is approved after the completion of the admission procedure requests on or prior to 17:00 on Friday, March 31, 2023 (or, for the admissions for the 2022 autumn semester, Friday, September 30, 2022) that the tuition fee once paid be refunded, we will refund the amount equivalent to such tuition fee.

*3. Upon admission, you will need to pay some minor charges such as the premium for Personal Accident Insurance for Student Pursuing Education and Research, in addition to the entrance fee mentioned above.

*4. If the amount of the tuition fee is revised while you are enrolled, the new tuition fee will be applicable at the time of revision.

*5. There is a system in which we may permit any students who find it difficult to pay the entrance fee and tuition fee for economic or other reasons to be exempted from or defer payment through the selection process. Details will be notified to successful applicants.

(If you wish to withdraw admission after you submit an application for exemption from or deferral of payment, you will need to pay the entrance fee.)

*6. If you fail to complete the entrance procedure within the designated period, you will be treated as if you have withdrawn admission.

7. Matters That Require Attention

(1) Please be fully aware that when you apply for admission, we may not accept your application unless you have prepared all the required documents.

(2) We will not return the documents submitted and refund the application fee paid once we accept the

application documents.

If any one of the following occurs to you, you can demand that we refund the application fee.

- (i) When you did not submit the application (i.e., did not submit the application documents or the application was not accepted), although you paid the application fee;
- (ii) When you doubly paid the application fee in error; and
- (iii) When you applied for exemption from payment of the application fee at the time of application and submitted the disaster victim or other certificate to Saitama University at a later date.

In order to demand that the application fee once paid be refunded, please prepare a “request form for refundment of the application fee” (in any format acceptable; however, for the purpose of (iii) above, you must use the designated form) specifying the reason for demand for refundment, your name (with *furigana*), current address, contact telephone number, name of financial institution with which you keep the account to receive refundment, name of branch, type of deposit account, account number (or, in the case of Japan Post Bank, the branch name and account number to receive refundment), and name of account holder (limited to the account kept in the name of the applicant), and promptly send it to the following addressee with the relevant “Payment Receipt Certificate.” (You should write “Request Form for Refundment of the Application fee Enclosed” on the envelope in red.)

In the case of (iii) above, also please attach the disaster victim certificate issued by the competent municipality.

Addressee: Cashier Section, Accounting Department, Financial Affairs Division, Saitama University, Shimo-Okubo 255, Sakura-ku, Saitama-shi 338-8570

(Refundment process will require a month or so after the acceptant of the request.)

- (3) You will not be allowed to change any descriptions in the application documents for any reason after we accept those documents. If, however, there are changes to your address and telephone number, please contact the office of Graduate School Affairs Section, Graduate School of Science and Engineering.
- (4) If any of the descriptions in the documents submitted are found untrue, we may rescind the admission even after you have been admitted.
- (5) If you have any questions about the application procedure, please contact the office of Graduate School Affairs Section, Graduate School of Science and Engineering (telephone: 048-858-3430).

8. PG Term Extension Program

If it is difficult for you to complete the standard period for the completion of the program (2 years) due to such circumstances as you are having an occupation, the “PG Term Extension Program” is available, in which we approve that you extend the enrollment period for planned completion of the curricula within a certain period (up to a maximum of 4 years).

9. Security export control

Saitama University has established the “Saitama University Security Export Control Regulations” in accordance with Japan’s “Foreign Exchange and Foreign Trade Act”, and rigorously screens potential international students based on these regulations.

Please be aware that international applicants who fall under any of the conditions set out in said regulations may not receive permission to enroll at the university or may have their research activities restricted.

Details can be obtained from the following website: Saitama University Security Export Control Regulations: <http://www.saitama-u.ac.jp/houki/houki-n/reg-n/2-3-16.pdf> (Japanese only)