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## 國立中興大學 書函

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主旨：檢送日本東京農業大學博(碩)士班學位生國際跨文化交流獎學金資訊，敬請協助公告，並請有意願申請之學生於109年9月18日(星期四)下午4點前將申請應備文件送至學術交流組，請查照。

說明：

- 一、旨揭獎學金計畫係為發掘有潛力於該校取得博士學位及領導國際產學合作者，各姊妹校可提名1名符合資格且濟不利學生，通過入學考試後得獲學費減免及獎學金。
- 二、申請資格、成績及語言能力標準、應備文件、書面審查及考試期程等資訊請見附件。

正本：本校各學院、系、所、學位學程

副本：國際事務處

# 國立中興大學

本案依分層負責規定授權單位主管決行

**Tokyo University of Agriculture (Tokyo NODAI)**  
**Special Exchange Student Application Guidelines**  
**for Master's and Doctoral Program, April Admission 2021**  
**(Recommended students by the president of the global partner universities)**

**【Purpose】**

The purpose of the Tokyo University of Agriculture (Tokyo NODAI) Special Exchange Student program is to develop talents who have Ph. D. from Tokyo NODAI and lead the overseas industry and higher educational institutions in Japan and other countries. Applicants recommended by a partner university, who meet the following qualifications and have difficulties in studying due to financial reasons, are allowed to take this entrance examination. If applicants pass the entrance examination and decide to enroll, they will be able to receive an exemption of their tuition and a scholarship (the amount is JPY 495,000 per year).

**【Selection】**

**1. Eligibility**

Please be sure to check application eligibility for the general exam on each graduate school's "Tokyo University of Agriculture (Tokyo NODAI) Application Guidelines for April Admission 2021" on our website. In addition to eligibility for application to the graduate school, there are also conditions for special exchange students. Please take careful notice, as the applicant needs to meet all of these conditions.

- 1) Those whose nationality is not Japanese when they arrive in Japan. In general, those whose nationality is Japanese when they apply for the Special Exchange Student, the applications are not accepted. However, if they have another nationality (dual nationality) and their life base outside of Japan, and they will choose the other nationality by renouncing Japanese nationality by the time they arrive in Japan, their applications will be accepted.
- 2) Those who have not graduated from a Japanese high school or university
- 3) Those who have graduated, or are expected to graduate from an undergraduate faculty of the global partner universities.
- 4) Those who are 22 years of age or older as of April 1, 2021, for Master's Program and 24 years of age or older for Doctoral Program.
- 5) Those who have the desire and ability to complete a master's and/or doctoral degree program (exemption of the tuition and scholarship payment continues five years at the most for those who start with a master's program and continue to study in a doctoral program, three years at the most for those who start with a doctoral program).
- 6) Those for whom the president of the home university takes responsibility and who have an outstanding academic record.
- 7) Those who meet the requirements of grade and language ability by Tokyo NODAI.
- 8) Those who can study in Japan for a certain period.
- 9) Those who have a will to continue studying in a doctoral program at Tokyo NODAI after completing a master's program.

**2. Requirements of grade and language ability**

1) Grade

Applicants must have a minimum of 2.30-grade point average based on the formula below to calculate the GPA.

## 出願書類確認票 Check list

出願書類 Application documents			
<input type="checkbox"/>	出願書類確認票（様式1）（本紙） Check list (Form 1) (This sheet)	<input type="checkbox"/>	長 3 の返信用封筒（受験票送付用） Self-addressed stamped 120mm × 235mm size envelope (For sending the exam card)
<input type="checkbox"/>	入学志願票（1/2）（様式2-1） Application form (Form 2-1) (1/2)	<input type="checkbox"/>	研究計画書（様式6） Study plan (Form 6)
<input type="checkbox"/>	入学志願票（2/2）（様式2-2） Application form (Form 2-2) (2/2)	<input type="checkbox"/>	研究業績書（様式7） Research achievements (Form 7)
<input type="checkbox"/>	履歴書（様式3） Resume (Form 3)	<input type="checkbox"/>	推薦書（様式8） Letter of recommendation (Form 8)
<input type="checkbox"/>	入学志願者調書（様式4） Personal data sheet (Form 4)	<input type="checkbox"/>	大学院出願資格認定書のコピー Copy of the certificate of eligibility for application
<input type="checkbox"/>	卒業/修了（見込み）証明書 Certificate of (expected) graduation	<input type="checkbox"/>	学歴認証報告書（英語版） Online Verification Report of Higher Education Qualification Certificate
<input type="checkbox"/>	成績証明書 Academic transcript	<input type="checkbox"/>	パスポートコピー貼付書（様式9） Passport submission form (Form 9)
<input type="checkbox"/>	検定料振込用紙／受験票（A票：提出用）（様式5） Exam fee payment form/Exam card (Slip A: for submission) (Form 5)	<input type="checkbox"/>	日本語の学力証明書のコピー Copy of the certificate of Japanese language ability

◎出願する入試制度と出願書類を募集要項で確認し、**必要な書類のみ**提出してください。

See the application guidelines to check which of the above documents are needed for your application and submit **the required documents only**.

◎☑をつけて必要な書類が揃っていることを確認してください。

Make sure if you prepared all of the required documents by ☑.

受験番号※記入不要 office

## 【出願者情報 Applicant information】

氏名 Name	志望研究科 Graduate school you apply
志望専攻 Department you apply	志望課程 Program you apply
	<input type="checkbox"/> 博士前期(修士)課程 Master <input type="checkbox"/> 博士後期課程 Doctor

## 【合格者書類送付用宛名ラベル Label for sending admission procedure documents】

◎合格者書類の送付先住所(国内に限る)を記入してください。Write your mailing address (Japanese address only) to send documents.

◎1期入試合格者のみ合格通知と入学手続書類を別々に送付します(合格通知9月、入学手続書類2月)。

Only 1st term applicants will receive documents separately (A letter of acceptance will be sent in September. Other documents will be sent in February.).

◎「様」を「行」等に訂正しないでください。Do not erase "様".

◎出願手続後に変更があった場合は必ず連絡してください。If the address is changed, please contact the office.

<合格通知等送付先住所> 全員記入

Mailing address for letter of acceptance

住所Address

〒

—

<入学手続書類送付先住所> 1期入試出願者のみ記入

Mailing address for admission procedure documents (Only 1st term applicants fill in)

住所Address

〒

—

氏名Name

様

※

氏名Name

様

※

**Application for**  
**Admission to the Department of \_\_\_\_\_**  
**Graduate school**  
**Tokyo University of Agriculture**  
**(to be filled by the applicant)**

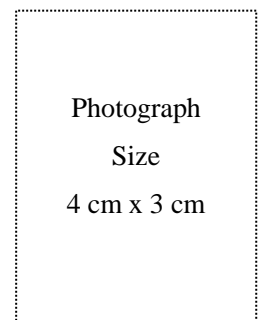
**INSTRUCTIONS**

1. Application should be typewritten or written in Roman letters. If name is written in Chinese characters, please write in both Chinese characters and Roman letters.
2. Numbers should be in Arabic figures.
3. Year should be written in the Anno Domini (Christian year) system.
4. Proper nouns should be written in full and not abbreviated.

1. Name in full: \_\_\_\_\_  
                                    Family Name                      First Name                      Middle Name

Chinese Character \_\_\_\_\_  
                                    Family Name                      First Name

2. Sex:                      Male/Female
3. Nationality: \_\_\_\_\_
4. Religion:                      \_\_\_\_\_
5. Date of Birth: Year \_\_\_\_\_ Month \_\_\_\_\_ Date \_\_\_\_\_
6. Age:                      \_\_\_\_\_ **as of April 1, 2020**
7. Place of Birth: \_\_\_\_\_
8. Present Status (with the name of school/university)  
\_\_\_\_\_



9. Present Address, Telephone and Fax Number:

Address: \_\_\_\_\_  
                                    \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

## 10. Education Background

	Name and address of school	Officially required years for graduation	Year and month of entrance	Year and month of completion	Period of schooling you have attended	Diploma or Degree awarded
Elementary Education						
Secondary Education Junior High School						
High School						
Higher Education University						
Total years of schooling mentioned above						

## 11. Employment record (if employed in the past)

Name and address of organization: .....

.....

Period employed: .....

## 12. Do you wish to stay in the Tokyo NODAI Student Dormitory?

Please tick the appropriate. Yes/ No

If no. You will have to look for an apartment by yourself.

## 13. Japanese and English language proficiencies

If you have taken a Japanese or English language proficiency test, please write the highest score you have achieved in the appropriate box regardless of whether you have passed or not.

Please submit your score result with this application form.

Japanese

N1	N2	N3 or below	Other

English

TOEFL	TOEIC	IELTS	Other

14. Person to be notified in applicant's home country in case of emergency.

Name in full: .....

Address: .....

.....

Tel. No.: ..... Fax. No.: .....

E-mail Address: .....

Occupation: .....

Relationship: .....

15. Family status

Name	Relationship	Age	Occupation

16. The income per year of the parents or main supporter of the household.

\_\_\_\_\_ (currency unit: \_\_\_\_\_) as of (date) \_\_\_\_\_

Attach the proof of the income.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Name in full (print)

Date of application: .....

## LETTER OF RECOMMENDATION

Name of university:.....

Address: .....

.....

Name of Rector: .....

Signature: .....

I hereby take responsibility to recommend the following student to be admitted to the Graduate school, Department of \_\_\_\_\_, Tokyo University of Agriculture.

Name of applicant: .....

Date of Birth..... Sex: M/F

Last school attended:.....

Name of high school and date of graduation: .....

Present Affiliation:

Department: .....

Faculty: .....

University: .....

Date of admission: .....

Reason for recommendation:.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

## Letter of Consent

Date \_\_\_\_\_

I will supervise you as a graduate school student at our university if you pass the examination for our graduate school.

The reason for supervising

Department of \_\_\_\_\_, Graduate school

Supervisor: \_\_\_\_\_ (Official Seal)



# 入学志願票(1/2) Application Form (1/2)

入試制度(該当する入試制度を選択してください) Choose the admission type you apply

## <2020年10月入学>

☐ 10月入学入試 General exam, October admission

## <2021年4月入学>

☐ 学内推薦入試 Special admission for recommended students

☐ 一般入試1期 General exam, April admission (1st term)

☐ 一般入試2期 General exam, April admission (2nd term)

☐ 国際協力経験者入試(2期のみ) Special admission for people with career in international cooperation

☐ 社会人特別選抜入試1期 Special admission for working people (1st term)

☐ 社会人特別選抜入試2期 Special admission for working people (2nd term)

### 志望研究科

Graduate school you apply

### 志望課程

Program you apply

☐ 博士前期課程 Master

☐ 博士後期課程 Doctor

### 志望専攻

Department you apply

受験番号(記入不要 Office use only)

志願者氏名 Name of applicant (Exactly as shown in the passport)

フリガナ

in katakana

姓

Last Name

フリガナ

in katakana

名

First Name

写真

Photo

半身脱帽正面  
3ヶ月以内撮影のもの  
(3cm × 4cm)

Passport style photo  
taken within three  
months  
(3 cm × 4 cm)

生年月日 Date of Birth

年 (y)

月 (m)

日 (d)

年齢 Age (as of today)

満

歳

性別

Sex/Gender

☐ 男

Male

☐ 女

Female

希望する指導(准)教授名

Name of the supervisor

you wish to be instructed

### 現住所

Current Address

郵便番号

Postal code

住所 Address

電話番号

Telephone

携帯電話

Mobile

メールアドレス

Email Address

@

緊急連絡先  
(日本国内のみ)

Emergency Contact

(A person who lives in Japan only)

氏名 Name

郵便番号

Postal code

住所 Address

電話番号

Telephone

携帯電話

Mobile

メールアドレス

Email Address

@

東京農業大学大学院

履歴書  
Resume

フリガナ Name in katakana		受験番号 記入不要 Office use only
氏名 Name		

〈学歴〉Educational background

◎高等学校(外国籍の場合は小学校)以降の全ての教育機関を年代順に記入してください。  
List all academic background from an elementary school in chronological order (oldest first).

学校種別 Type of school	年月 Year and month (yyyy/mm ~ yyyy/mm)	在学 年数 Total years of schooling  見込の場合は 記入不要	正規の 修学 年数 Officially required years for graduation	学校・学部・学科名 Name of school/faculty/department/major  ※学部学科などの所属も全て正式名で省略せずに記入してください。経歴が「その他」の場合は退学、休学、転校などの詳細を記入してください。Write official names of major, department, faculty without abbreviation. If you check "Other", write details such as dropout, suspension, transfer, or something.
<input type="checkbox"/> 小学校 Elementar <input type="checkbox"/> 中学校 Junior high <input type="checkbox"/> 高校 High <input type="checkbox"/> 大学 Undergraduate <input type="checkbox"/> 大学院 Graduate <input type="checkbox"/> その他 Other	/			<input type="checkbox"/> 卒業 Graduated <input type="checkbox"/> その他 Other
<input type="checkbox"/> 小学校 Elementar <input type="checkbox"/> 中学校 Junior high <input type="checkbox"/> 高校 High <input type="checkbox"/> 大学 Undergraduate <input type="checkbox"/> 大学院 Graduate <input type="checkbox"/> その他 Other	/			<input type="checkbox"/> 卒業見込 Expected to Graduate <input type="checkbox"/> 卒業 Graduated <input type="checkbox"/> その他 Other
<input type="checkbox"/> 小学校 Elementar <input type="checkbox"/> 中学校 Junior high <input type="checkbox"/> 高校 High <input type="checkbox"/> 大学 Undergraduate <input type="checkbox"/> 大学院 Graduate <input type="checkbox"/> その他 Other	/			<input type="checkbox"/> 卒業見込 Expected to Graduate <input type="checkbox"/> 卒業 Graduated <input type="checkbox"/> その他 Other
<input type="checkbox"/> 小学校 Elementar <input type="checkbox"/> 中学校 Junior high <input type="checkbox"/> 高校 High <input type="checkbox"/> 大学 Undergraduate <input type="checkbox"/> 大学院 Graduate <input type="checkbox"/> その他 Other	/			<input type="checkbox"/> 卒業見込 Expected to Graduate <input type="checkbox"/> 卒業 Graduated <input type="checkbox"/> その他 Other
<input type="checkbox"/> 小学校 Elementar <input type="checkbox"/> 中学校 Junior high <input type="checkbox"/> 高校 High <input type="checkbox"/> 大学 Undergraduate <input type="checkbox"/> 大学院 Graduate <input type="checkbox"/> その他 Other	/			<input type="checkbox"/> 卒業見込 Expected to Graduate <input type="checkbox"/> 卒業 Graduated <input type="checkbox"/> その他 Other
<input type="checkbox"/> 小学校 Elementar <input type="checkbox"/> 中学校 Junior high <input type="checkbox"/> 高校 High <input type="checkbox"/> 大学 Undergraduate <input type="checkbox"/> 大学院 Graduate <input type="checkbox"/> その他 Other	/			<input type="checkbox"/> 卒業見込 Expected to Graduate <input type="checkbox"/> 卒業 Graduated <input type="checkbox"/> その他 Other
<input type="checkbox"/> 小学校 Elementar <input type="checkbox"/> 中学校 Junior high <input type="checkbox"/> 高校 High <input type="checkbox"/> 大学 Undergraduate <input type="checkbox"/> 大学院 Graduate <input type="checkbox"/> その他 Other	/			<input type="checkbox"/> 卒業見込 Expected to Graduate <input type="checkbox"/> 卒業 Graduated <input type="checkbox"/> その他 Other

〈職歴・その他の経歴〉Work/Other Experience

◎これまでの職歴・その他の経歴を年代順にすべて記入してください。List all work/other experience in chronological order (oldest first).

勤務種別 Type of work	期間 Period of working (yyyy/mm ~ yyyy/mm)	勤務 年数 Total years of working	勤務先(機関先)・職務・職位 Name of company (institution), Job duties, Job title
<input type="checkbox"/> 正規・常勤 Full time job <input type="checkbox"/> アルバイト Part time job <input type="checkbox"/> ボランテイ Volunteer <input type="checkbox"/> 研修 Training <input type="checkbox"/> 研究生 Research student <input type="checkbox"/> その他 Other	/		
<input type="checkbox"/> 正規・常勤 Full time job <input type="checkbox"/> アルバイト Part time job <input type="checkbox"/> ボランテイ Volunteer <input type="checkbox"/> 研修 Training <input type="checkbox"/> 研究生 Research student <input type="checkbox"/> その他 Other	/		

欄が足りない場合は、複数枚提出することも可。 If the blanks are not enough, two or more sheets are acceptable.

入学志願者調書  
Personal Data Sheet

フリガナ Name in katakana	
氏名 Name	

受験番号 記入不要 Office

論文を書いていない場合は、題目の記入は不要 No need a title(s) if you did not write the theses.

卒業論文題目 Title of undergraduate thesis		
修士論文題目 Title of master's thesis		
1 東京農業大学大学院 The reason why you apply for the Department of	専攻を志望する理由 in Tokyo University of Agriculture	
2 卒業論文(修士論文)の内容・概要、または研究内容 (博士前期課程・修士課程受験者は卒業論文、博士後期課程受験者は修士論文の内容・概要を記入してください。) Summary of the thesis/research (Master's program applicants write the summary of the undergraduate thesis; Doctoral program applicants write the summary of the master's thesis).		
3 入学後の研究について (テーマ・問題意識・研究計画・希望分野等) Study plan after admission (theme, focus of research, major field, etc.)	希望する指導(准)教授名 Name of the supervisor who you wish to be instructed	受入確認印 Expected supervisor's signature/seal

研究計画書 Study Plan

〔受験番号記入不要 Office〕

氏名 Name	
研究課題 Research Theme	
研究概要 Research Outline	大学院で希望する研究計画などを 1,000 字以内で書いてください。 Write your study plan at the graduate school. (Up to 500 words)

書式は変更しないでください。 Do not edit the layout and the style settings.

パスポートコピー貼付書 Passport Submission Form

Name in Japanese (Katakana)	
(セイ) (Last name)	<div></div>
(メイ) (First name)	<div></div>
Name in Latin alphabet	(姓) Last name <div></div> <div>Exactly as shown in the passport</div>
	(名) First name <div></div> <div>Exactly as shown in the passport</div>

The middle name should be included in the field of the "First name" (One space should be inserted between first and middle names).

Copy of the passport

Paste the photo page with glue.

Grade					
4-level rating (pattern 1)		Excellent	Good	Average	Fall
4-level rating (pattern 2)		A	B	C	F
4-level rating (pattern 3)		100~80	79~70	69~60	59~
5-level rating (pattern 4)	100~90	89~80	79~70	69~60	59~
5-level rating (pattern 5)	S	A	B	C	F
5-level rating (pattern 6)	A	B	C	D	F
Grade Point		3	2	1	0

GPA Formula : ( [No. of GP3 Credits] x 3 ) + ( [No. of GP2 Credits] x 2 ) + ( [No. of GP1 Credits] x 1 ) + ( [No. of GP0 Credits] x 0 )

Total Number of Registered Credits

No. = Number GP = Grade Point

<Note> if you have taken courses that are not part of the credit system, replace the number of credits in the GPA formula with the number of courses taken.

If the academic grades cannot be calculated by the formula, please describe the reason why it cannot be calculated and the evidence for the academic grades are equal to 2.30 or above (ex, the top 30% of the grade rankings at the university or the faculty, etc.) in the “Letter of Recommendation”

## 2) Language ability

The applicant needs to meet ONE of the following requirement in either Japanese or English (needs to submit a copy of the certificate)

- (1) JLPT N2 or above/ JTEST600 or above
- (2) CEFR B2 (TOEFLiBT72、IELTS5.5、TOEIC L&R785) level or above
- (3) Graduated from a partner university where lectures are mainly conducted in English

## 3. Number of candidates

**The number of candidates a partner university can recommend is one (1).**

If a partner university recommends a student to the undergraduate school, no other students from the university are acceptable to be applicants to the graduate school.

## 4. Application Deadline

24:00, September 30, 2020, Japan Time (must arrive by E-mail by this time)

## 5. Consultation with a faculty supervisor in advance

- 1) Applicants must consult with a prospective advising professor or an associate professor of a graduate school (hereinafter referred to as "supervisor") before applying and receive the consent of acceptance.
- 2) To engage in advance consultation, applicants should complete the necessary sections of the following forms and submit them to supervisors. The forms can be found on:  
(URL: <https://www.nodai.ac.jp/english/admissions/graduate/>).
  - Resume (designated form) (to be completed in Microsoft Word)
  - Personal data sheet (designated form) (to be completed in Microsoft Excel)

- Study Plan (designated form) (to be completed in Microsoft Word)

3) When communicating with supervisors by e-mail, the subject line should always include the words "Tokyo NODAI SPECIAL ES (name & university)".

**6. Application Documents (complete documents (1) to (12) in English as one PDF file and submit them with (13) photo as jpeg format as files via an email.)**

You have to submit the original documents to us after arrival in Japan. You may be canceled your admission if you cannot submit the original documents or you lose them.

- 1) Checklist (Form 1)
- 2) Tokyo NODAI Graduate School Application Form (to be completed by applicant)
- 3) Letter of Recommendation (to be completed by the president of the home university)
- 4) Letter of Consent indicating the acceptance by supervisor (to be completed by supervisor)
- 5) Application Form (Form 1/2)
- 6) Application Form (Form 2/2)
- 7) Resume (Form3; to be completed by applicant)
- 8) Personal data sheet (Form4; to be completed by applicant)
- 9) Study Plan (Form6; to be completed by applicant)
- 10) Certificate of university graduation or expected graduation (original, English version)
- 11) Certified university academic transcript (original, English version)
- 12) Copy of applicant's passport (page with your biographical data and your nationality). If the passport is not ready by the date of the application, the copy can be submitted later.
- 13) Headshots (in jpeg format), with one to be pasted on (2) Tokyo NODAI Graduate School Application Form.

\*A confirmation seal from the prospective supervisor is a must for (5) (6) (7).

\*If you can prepare only a provisional certificate for (10), the global partner university needs to issue a letter to prove that it is equivalent to the original.

**7. Selection Method**

Tokyo NODAI conducts stringent documentary screening and an oral examination (interview) via Skype to determine which applicants are qualified to be Special Exchange Student candidates (refer to attachment 1 and 2).

The interview will be conducted between November 11th and 27th.

**8. Exam Fee**

Due to the purpose of this entrance examination, the exam fee will not be charged.

**Conditions as Special Exchange Students**

- 1) Exempt from payment of tuition and other such fees to be paid to the university (entrance fee, tuition fee, experiment & practice charges, facility maintenance and improvement charges, student activity charges, various membership fees).
- 2) Will receive Tokyo University of Agriculture Foreign Exchange Student Scholarship (45,000 yen per month for 11 months/ year).
- 3) Given priority to reside in student dormitories on the Setagaya campus (available for available for one person only; four students per room). The dormitory fee will be exempt for the two years while registered as a graduate student of a master's program. Students with families must secure their own housing and bear all expenses.
- 4) There are no student dormitories in Atsugi and Hokkaido-Okhotsk campus, so students must



secure their own housing. In this case, 36,000 yen for rent will be paid every month.

- 5) Airfare to Japan, travel expenses within Japan, and living expenses are to be borne by the students.
- 6) Performance evaluation will be conducted each year. If the student's grades and conduct are deemed inappropriate, the student will lose his or her status as the Special Exchange Student.

#### Cautions

- 1) The cost of living as a Special Exchange Student in Japan is approximately 50,000 yen per month.
- 2) Special Exchange Students are expected to actively participate in university and local events and be a bridge of cross-cultural understanding between their home country and Japan.
- 3) Special Exchange Students are expected to learn the Japanese language enthusiastically and deepen the understanding of Japanese culture.

#### **9. Contact Details and Where to send documents**

If you have any questions or send the application documents, please email to the Center for Global Initiatives of Tokyo University of Agriculture; [tuacip@nodai.ac.jp](mailto:tuacip@nodai.ac.jp)

When you send application documents by email, please titles as follows;

**【Special Exchange Student】** Submit Applications (your name)

## Flowchart of Selection Procedure for Special Exchange Students

Subject	Timing
1. Starting to accept applications	End of June
2. Consult with supervisors regarding the study plan	July
3. Ask supervisors to complete “Letter of Consent”	August
4. Submit the application documents by email	Must arrive by September 30
5. Tokyo NODAI screens applications and will contact them if needed.	Early to Mid. October
6. Tokyo NODAI contacts applicants for scheduling the entrance exam (interview)	End of October
7. Entrance exam (interview) via Skype or other video chat services.	November 11 to 27
8. Announcement of the application result	December
9. Accepted applicants contact Center for Global Initiatives (CGI) about applying for your student visa.	After the announcement of the application result
10. Enrollment Procedure	March
11. Admission (entrance ceremony)	April 2021

## Regarding the Entrance Exam (Interview)

## 1. The procedure

The supervisor and other professors from the applicant's desired laboratory will have an interview as the entrance exam via Skype or other internet chatting services. The topics will be on your major and study plan.

## 2. The place for the interview

The applicant needs to prepare an appropriate room for the interview. The room could be in the facilities of the global partner universities or partner companies of them or Tokyo NODAI. Internet café, other commercial facilities are not acceptable. In generous, the applicant's home, friends' or relatives' houses are not acceptable either.

## 3. The device for the interview

The applicant needs to prepare a device for Skype or other internet chatting services, such as a PC or a tablet device with a camera. A smartphone is usually not acceptable. Please ensure the network environment of the room. In case of emergencies, please prepare substitute devices including a smartphone.

## 4. Connection Confirmation

The applicant should contact the Center for Global Initiatives and set a connecting test day before the interview day.

## 5. Instructions

- 1) The applicant needs to be ready 10 minutes before starting the interview to confirm the network connection.
- 2) Before starting the interview, the applicant needs to show that nobody else is in the same room and nothing else is on the desk other than the authorized things, with a web-camera.
- 3) After starting the interview, nobody else may enter the room.
- 4) To complete the interview, stable video connections must be ensured for at least 5 minutes after it started. Besides, stable voice connections must be ensured throughout the interview.
- 5) The professors will judge whether the connection is appropriate for the interview. If they judge it is not, they can decide to stop the interview anytime with their consultation.
- 6) The interview will be recorded.