

The Graduate School of International Studies

Application Procedures

(1) Prior Consultation

Prior to your application, you must contact the Admissions Office to seek prior consultation with a faculty member you wish to work with. Please refer to the list of Faculty Members in the application guide (brochure) or on our website.

(2) Application Method

After consultation with a faculty member you wish to work with, please enclose all application documents in an envelope that accommodates A4-size documents and submit it in person or by mail to the Admissions Office by the deadline. If submitting by mail, be sure to write in red **“Application Documents for Graduate Program Enclosed”** on the envelope and send it by **registered express mail**.

If submitting in person, application documents are accepted from 9:00 a.m. to 5:00 p.m. on weekdays.

(3) Choosing between “Master Thesis” and “Research Paper” (Applicable only to Master’s degree students)

Master program students are usually required to write a thesis to complete the course. However, our Graduate Program allows students to choose either a master thesis or a research paper, as a requirement to complete the program. The aim of this system is to encourage highly-motivated students in pursuing academic research interests, enhancing career skills, or acquiring a high level of knowledge to obtain a master degree. Major features of this system are as follows:

- Students who choose a master thesis are required to write a thesis with a high academic level, while those choosing a research paper are required to conduct research with a specific theme in their specialized field.
- **Students who elect to go on to the Doctor Course at our University are required to write a master thesis.** If you are planning to advance to the Doctoral Program, be sure to choose the master thesis.
- A choice between master thesis and research paper must be made at the time you submit your application documentation. Please circle either a master thesis or a research paper on the Application Form. All applicants—regardless whether they are under the category of “Entrance examination” or “Entrance examination designed for the full-fledged”—must make a choice.
- After enrollment, students may change their choice if necessary. However, it requires approval from both the supervisor and sub-supervisor.

Note: Regarding the choice between the master thesis and research paper, **please be sure to seek consultation prior to applying from the faculty member with whom you wish to work.**

(4) Application Submission Address and Inquiries Regarding Applications and Examinations

Hiroshima City University

Admissions Office

Address: 3-4-1 Ozuka-Higashi, Asa-Minami-ku, Hiroshima 731-3194, Japan

Phone: +81-82-830-1503

E-mail: nyushi@office.hiroshima-cu.ac.jp

(5) Application Documentation

Master's program

Document to Submit			Instructions
1	Application Form	[A]	Please fill out the prescribed form.
2	Curriculum Vitae	[B]	Please fill out the prescribed form.
3	Examination Admission Card	[C]	Please fill out the prescribed form.
4	Photograph Card		Please fill out the prescribed form. Affix a photograph in the space provided on a photograph card (4 cm [L] x 3 cm [W], taken within 3 months before applying, no background, clearly displaying a frontal, hatless view of the upper part of the body). Be sure to write your name on the back of the photograph.
5	Proof of Examination Fee Payment		An exam fee of 30,000 yen must be paid through a bank or other financial institution, using the designated bank remittance form (入金票). Attach the payment receipt (振込証明書) to the designated form for Proof of Examination Fee Payment and submit it together with the other application documents. Please note that payment through Japan Post Bank or a post office requires your bank book and the registered bank seal. Not payable in cash. It is also necessary to complete a bank remittance form in addition to the designated bank remittance form.
6	Academic Transcript		A sealed original academic transcript must be issued by the president, dean or registrar of the university attended. (If you are a student of Hiroshima City University, you do not need to have it sealed.)
7	[Entrance Exam] Certificate of (Expected) Graduation		Must be issued by the president, dean or registrar of the university attended. For students graduating from foreign universities, a photocopy of the certificate of degree conferred, as well as of the certificate of graduation, must be submitted. Applications under qualifications 2 or 7 require submission of a document to prove their qualifications.
	[Entrance Exam designed for the full-fledged] Certificate of Graduation from last school attended		
8	Research Proposal (4 copies)		Describe your intended research plan in our Master Course in about 5 pages of A4-size paper, based on your research conducted at university or your graduation thesis, or based on issues you have faced in the workplace or at home. This should be written in Japanese or English. (40 characters x 30 lines per page in Japanese / double-spaced, 80 characters x 29 lines in English) If you have any background material (e.g. graduation thesis), please submit it together with the research proposal. (Materials written in a foreign language other than Japanese or English must be accompanied by a Japanese or English translation.)
9	Return Envelope		One standard-size envelope (23.5 cm x 12 cm), with your name and mailing address. Affix an 82-yen Japanese stamp.

Notes:

1. Please access the Hiroshima City University website and download the forms for documents 1 to 5.
2. If, due to special circumstances, an Academic Transcript issued by university authorities cannot be submitted, a suitable alternative may be submitted. (A person who has been awarded or is expected to be awarded a bachelor's degree from the National Institute for Academic Degrees and University Evaluation (NIAD-UE) may submit a transcript of scholastic records issued by a junior college, certificate of degree, or certificate of acceptance of degree application issued by NIAD-UE.)

3. **Documents 6 and 7: A document prepared in a foreign language other than Japanese or English must be accompanied by a Japanese or English translation.**
4. Inadequately completed application documents may not be accepted.
5. Applicants who have already submitted documents 6 to 8 for preliminary screening do not have to resubmit them.

Doctoral program

Document to Submit		Instructions
1	Application Form	[A] Please fill out the prescribed form.
2	Curriculum Vitae	[B] Please fill out the prescribed form.
3	Examination Admission Card	[C] Please fill out the prescribed form. Affix a photograph in the space provided on a photograph card (4 cm [L] x 3 cm [W], taken within 3 months before applying, no background, clearly displaying a frontal, hatless view of the upper part of the body). Be sure to write your name on the back of the photograph. An exam fee of 30,000 yen must be paid through a bank or other financial institution, using the designated bank remittance form (入金票). Attach the payment receipt (振込証明書) to the designated form for Proof of Examination Fee Payment and submit it together with the other application documents. Please note that payment through Japan Post Bank or a post office requires your bank book and registered bank seal. Not payable in cash. It is also necessary to complete a bank remittance form in addition to the designated bank remittance form. Payment of the examination fee is not necessary for an applicant who is expected to complete or has completed the Master Course of the Graduate School of International Studies, Hiroshima City University.
4	Photograph Card	
5	Proof of Examination Fee Payment	
6	Academic Transcript	
7	Certificate of (Expected) Completion of Master Course	
8	Other Certificates	[For applicants who wish to be exempted from the written English test] <ul style="list-style-type: none"> • TOEFL® = Examinee score report or official score report • TOEIC® = Official certificate of achievement or score report • English Language Proficiency Test = passing certificate (In any case, a photocopy is acceptable.)
9	Master thesis, etc.	A master thesis or suitable alternative (paper related to the applicant's intended research area) must be submitted. If you wish the thesis or paper returned after completion of the admission examination, please let us know at the time of application.

Document to Submit		Instructions
10	Abstract of Master Thesis (4 copies)	The abstract of the master thesis or suitable alternative must be submitted. Must be prepared in Japanese or English: 3,000 characters (A4-size paper) in Japanese or 1,000 words (A4-size paper) in English
11	Research Proposal (4 copies)	Must be prepared in Japanese or English: 1,200 characters (A4-size paper) in Japanese or 700 words (A4-size paper) in English
12	Return Envelope	On the envelope (23.5 cm x 12 cm), write your name, address and postal code, and affix an 82-yen Japanese stamp.

Notes:

1. Please access the Hiroshima City University website and download the forms for documents 1 to 5.
2. If, due to special circumstances, an Academic Transcript cannot be submitted, a suitable alternative may be submitted. (A person who has completed or is expected to complete a graduate program overseas should submit a photocopy of the Academic Transcript or Certificate of Completion of a Master Course.)
- 3. Documents 6 to 9: A document prepared in a foreign language other than Japanese or English must be accompanied by a Japanese or English translation.**
4. Inadequately completed application documents may not be accepted.
5. Applicants who have already submitted documents 6 to 11 for preliminary screening do not need to resubmit them.