

Application Guidelines for Hiroshima City University Research Students

The application procedure for Research Students wishing to research specific subjects at Hiroshima City University is as follows.

1. Eligibility requirements

- (1) Completion of 16 years of school education in a country other than Japan.
- (2) Completion of 12 years of school education in a country other than Japan and graduation from a Japanese college or university.
- (3) A person deemed by Hiroshima City University to have an appropriate academic record and to be acceptable as a Research Student.

2. Study term

The typical term of study for a Research Student is less than one academic year. However, the period of time can be updated when there are special reasons.

3. Application procedure

(1) Prior consent

At first, applicants should get prior consent from the academic whom you wish advise from.

(2) Documents to be submitted by applicants

- a. Application for enrollment as a Research Student (Enclosure 1)
- b. Personal History (Enclosure 2)
- c. Diploma from most recent educational institution and its transcript *
- d. A Resident Card showing resident status (for applicants residing in Japan only)
- e. Proof of guarantee of support by a guarantor (an adult residing and earning income in Japan) (Enclosure 3)
- f. Recommendation from principal of most recently attended academic institution or most recent work supervisor *
- g. Payment certification of entrance examination fee
- h. Other requested documents

* A Japanese translation must be appended to documents written in a foreign language.

(3) Application deadline

Applicants residing in Japan must pay the entrance examination fee and present the documentation specified under (1) one month prior to the start of the study period. Applicants residing in another country must pay the entrance examination fee and present the documentation specified under (1) three months prior to the start of the study period.

4. Method of selection of enrollees

Selection is based on examination of the documents presented. (Interviews may be required in some instances.)

5. Enrollment procedure

All documents necessary for enrollment will be sent to applicants accepted to the program. The enrollment procedure must be completed by the designated deadline. After all steps have been completed, written permission to enroll will be issued. Persons residing in other countries will be issued a letter of acceptance prior to the written permission.

Documents to be presented after acceptance into the program

- a. A written pledge
- b. Guarantee of support
- c. Proof of graduation or completion of program (for applicants who applied pending graduation)
- d. Two photographs [3 cm by 2.5 cm] taken within three months (upper torso, bareheaded, full-faced, no background)
- e. Payment certification of entrance enrollment fee

6. Fees

(1) Entrance examination fee	9,800 yen
(2) Enrollment fee	
a. Hiroshima City residents	84,600 yen
b. Non-residents of Hiroshima City	126,900 yen
(3) Tuition (in principle, paid every six months)	29,700 yen per month

* Hiroshima City residents must fall in one of the three following categories:

- (1) A person who has resided continuously in Hiroshima for at least one year at the starting date of the study program.
- (2) A person whose spouse, parents, or children have resided continuously in Hiroshima for at least one year at the starting date of the study program.
- (3) A person deemed by the mayor to meet the necessary requirements.

7. Contact information

Office of Administrative Affairs

Hiroshima City University

3-4-1 Ozuka-higashi, Asaminami-ku, Hiroshima 731-3194

Tel: (082) 830-1504 Fax: (082) 830-1823 E-mail: kyo-gaku@office.hiroshima-cu.ac.jp