

Graduate School of International Studies, Hiroshima City University 2017 First Semester Admission (Doctor Course)

For Institutions with International Academic Exchange Agreement Recommendation-Based Examination

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Designated Application Forms

(Please download the following forms from our website.)

Application Form

Curriculum Vitae

Letter of Recommendation



1. Admission Policy

Hiroshima City University aims to foster human resources who have rich sensibilities and creativity, who possess enthusiasm for seeking truth, who respect a diversity of cultures and values, and who aspire to create a world of peace. We also devote our efforts to develop those who are equipped with the capability to broadly contribute to society, utilizing a broad range of general knowledge, advanced and specialized knowledge, and a high level of ethics.

To this end, the following persons are welcome to enroll in our university.

- Individuals who have a rich sense of humanity, and who have a strong desire for learning.
- Individuals who have high academic interests and a deep intellectual curiosity, and who aspire to create and utilize new knowledge.
- Individuals who desire to contribute actively to building world peace and promoting local and international community development.

Ideal candidates for this program are:

- Individuals who have a broad education and keen interest in various regional and global issues.
- Individuals who have the skills of reading, thinking, and expressing themselves at the level required for attending graduate school.
- Individuals who have basic knowledge in research categories of the Graduate School of International Studies and who desire to enhance their specialized knowledge and research capabilities.

2. Degrees Conferred

The doctoral degree program confers “Doctor of Philosophy,” “Doctor of Philosophy in International Studies,” or “Doctor of Philosophy in Peace Studies,” depending on the content of each student’s doctoral thesis.

3. Number of Students to Be Admitted

Department	Enrollment	Number of students to be admitted
Graduate School of International Studies (Doctor Course Department of International Studies)	7 persons	Limited-Openings

4. Application Qualifications

Applicants must meet all the following requirements and must have completed a master program of an overseas university that has concluded an International Academic Exchange Agreement with Hiroshima City University (“partner institution”), and have obtained a master degree, or be expected to complete a master program of a partner university by March 31, 2017.

- 1) A person who can obtain recommendations from two or more faculty members (including the head of the graduate school) in the graduate school of the partner institution attended.
- 2) A person who has the ability to write papers in Japanese or English.

5. Application Procedures

(1) Prior Consultation

Prior to submitting an application, applicants need to seek consultation about their intended research themes from a faculty member they wish to work with. For details on faculty members and their research fields, please refer to the Hiroshima City University website.

For seeking prior consultation, applicants are required to send an e-mail with the subject line “Prior Consultation for Partner University Recommendation-Based Entrance Exam (Doctor Course)” to the Admissions Office (nyushi@office.hiroshima-cu.ac.jp). The e-mail must include: (1) the name of the applicant, (2) the university in which he/she is enrolled or from which he/she graduated, and (3) the name of a faculty member he/she wishes to work with.

(2) Application Period

November 7 (Mon) to November 28 (Mon), 2016

(3) Application Methods

After consultation with a faculty member you wish to work with, please enclose all application documents in an envelope and submit it by mail to the Admissions Office by the deadline. Be sure to write in red “**Application Documents Enclosed for Partner University Recommendation-Based Entrance Exam**” on the envelope. After the deadline, documents with an application number will be sent to each applicant. If you do not receive the documents by the day immediately before the announcement of the results, please contact the Admissions Office.

* You are recommended to use Express Mail Service (EMS) to send the application documents to us.

* If you are an applicant who has graduated from a partner institution and are residing in Japan, please contact the Admissions Office to seek consultation concerning your application.

(4) Exemption from Examination Fee

Applicants who undergo entrance exams under the International Academic Exchange Agreement Program shall be exempt from the entrance examination fee.

(5) 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

(6) Application Documentation

Document to Submit		Instructions
1	Application Form	Please fill out the prescribed form. Affix a photograph in the space provided. (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)
2	Curriculum Vitae	Please fill out the prescribed form.
3	Letter of Recommendation	A University-designated form must be used. Sealed letters of recommendation must be submitted by two or more faculty members (including the head of the graduate school) of the partner institution attended.
4	Academic Transcript	A sealed original academic transcript must be issued by the university president or the head of the graduate school of the partner institution attended.

Document to Submit		Instructions
5	Certificate of (Expected) Completion of Master Program	Must be issued by the dean or head of the graduate school of the partner institution attended.
6	Proof of Japanese or English Language Proficiency	If Japanese or English is not your first language, you must submit a certificate to prove your Japanese or English language ability. Japanese: a certificate (with test scores) from the Japanese Language Proficiency Test (JLPT) or the Examination for Japanese University Admission for International Students (EJU). English: TOEFL [®] , TOEIC [®] or IELTS test results
7	Purpose of Application	Japanese: About 2 A4-size pages (40 characters x 30 lines/page) English: About 3 A4-size pages (80 characters x 29 lines/page)
8	Master Thesis, etc.	If you do not have a master thesis, please submit a suitable alternative paper related to your intended research field. If you want the thesis/paper to be returned, let us know at the time of application.
9	Abstract of Master Thesis	Prepare an abstract in Japanese or English of the master thesis mentioned above (item 8) Japanese: About 3 A4-size pages (40 characters x 30 lines/page) English: About 5 A4-size pages (80 characters x 29 lines/page)
10	Research Proposal	Japanese: About 5 A4-size pages (40 characters x 30 lines/page) English: About 7 A4-size pages (80 characters x 29 lines/page)

Notes: 1. Please download the forms for documents 1, 2 and 3 from our website.

2. All documents prepared in another language but 8.Master Thesis must be accompanied by Japanese or English translations.

3. Inadequately completed application documents may not be accepted.

(7) Other Important Points for Application

- 1) The university will not accept inadequately completed application documents. Before submitting your documents, be sure to double check them.
- 2) No change can be made to application documents that have been submitted.
- 3) Submitted application documents shall not be returned.
- 4) Once granted, admission may be cancelled if it is determined that contents stated in the submitted documents differ from actual facts.

(8) Handling of Private Information

Applicants' personal information contained in submitted application documents, such as name, date of birth and gender, will be used only for the purposes of selection for admission, announcement of results, and enrollment procedures.

All personal information submitted will be managed properly by the university, and personal information of successful applicants will be used only for the purposes of academic affairs (school registration, guidance, etc.), student support services (healthcare, scholarship, exemption from tuition fee, etc.), and research and surveys (for improving exams and research and analysis on application trends). If personal information is handled by an outside company due to consignment of business activities, the university shall implement appropriate security measures in order to protect all personal information.

6. Admission Criteria

Students will be selected based on evaluation of submitted documents.

7. Notification of Acceptance

10:00 a.m. (Japan Standard Time), December 26 (Mon), 2016

Accepted applicants will be notified by mail. The application numbers of successful applicants will be posted on our website.

For accuracy, however, results must be confirmed by the notification of acceptance.

Inquiries regarding results by telephone or other means will absolutely not be accepted.

8. Enrollment Procedures

(1) Enrollment Period

January 4 (Wed) to January 20 (Fri), 2017

(2) Enrollment Procedures

- 1) Documents necessary for enrollment procedures, together with the notification of acceptance, will be sent directly to successful applicants.
- 2) Please enclose all documents to be submitted in an envelope and send it by mail by the deadline mentioned above. Be sure to write in red **“Enrollment Procedure Documents Enclosed”** on the envelope.
* The use of Express Mail Service (EMS) is recommended.
- 3) After completing the enrollment procedures, an admission letter will be sent to all accepted applications.

(3) Documents to Submit

- 1) Written Pledge (University-designated form)
- 2) Guarantee of Support (University-designated form)
- 3) Photograph x 1 (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) Please write the name of the Graduate School and your name on the back of the photograph.
- 4) Documents necessary for resident permit application procedures (On behalf of applicants who have passed the Partner University Recommendation-Based Entrance Examination and completed their enrollment procedures, we will apply for authorization of residency certificates from the Japanese government.)

(4) Points to Note about Enrollment Procedures

- 1) Those who have not completed all the necessary enrollment procedures will be regarded as having declined the offer of admission.
- 2) Please check the accuracy of all materials before submission. Inadequately completed documents will not be accepted.
- 3) Submitted enrollment procedure documents will not be returned, and paid enrollment fees will not be refunded.
- 4) Applicants who applied pending completion of a master program are required to submit the Certificate of Completion as soon as possible.

9. Fees Payable upon Admission

(1) Fees to Be Paid Prior to Admission

Fee Type	Amount
Admission Fee	¥423,000

(2) Fees to Be Paid after Enrollment

Fee Type	Amount	Due Date
Tuition (¥535,800/year)	¥267,900	By the end of April
	¥267,900	By the end of October

Notes: Tuition is for the 2016 academic year. The tuition is subject to change and new fees will apply if changed during the course of study.

(3) Scholarships

International students who have obtained residence status are eligible to apply for scholarships sponsored by local governments and organizations that provide support for international students.

(4) Reduction and Exemption of Admission Fee

Applicants to whom any of the following items apply may be exempt from paying their admission fees. Please consult the Admissions Office.

Those who find it difficult to pay the admission fee because

- 1) The person scheduled to bear the cost of the student's study dies, no more than one year before his/her admission to the graduate program; or
- 2) The student or the person scheduled to bear the cost of study is a victim of a natural disaster, including but not limited to storm and flood damage, no more than one year before admission to the graduate program.

(5) Reduction and Exemption of Tuition

The University has a system for reducing and exempting tuition for international students. Please consult us after enrollment.