

Graduate School of International Studies, Hiroshima City University 2017 First Semester Admission (Master 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 master degree program confers “Master of Arts,” “Master of Arts in International Studies,” or “Master of Arts in Peace Studies,” depending on the content of the master thesis of each student and the courses he or she has taken.

3. Number of Students to Be Admitted

Department	Enrollment	Number of students to be admitted
Graduate School of International Studies (Master Course Department of International Studies)	15 persons	Limited-Openings

4. Application Qualifications

Applicants must meet all the following requirements and must have graduated from an overseas university that has concluded an International Academic Exchange Agreement with Hiroshima City University (“partner institution”) and have obtained a bachelor’s degree, or be expected to graduate from a partner institution by March 31, 2017.

- 1) A person who can obtain recommendations from two or more faculty members (including the president or dean of the university department) in the partner institution attended.
- 2) A person who has the ability to write a paper in Japanese or English.

* Classes for the Master Degree Program will be conducted in Japanese. Regarding Peace Studies, however, students are allowed to obtain a master degree by taking classes conducted in English and writing a master thesis in English, if they wish.

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 (Master 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 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) Choosing between “Master Thesis” and “Research Paper”

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 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 Doctoral Program from the Master Program 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. Please check the appropriate box on the application form.
- 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 a faculty member with whom you wish to work.**

(6) 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

(7) 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 university department or faculty) from the partner institution attended.
4	Academic Transcript	A sealed original academic transcript issued by the president or dean of the partner institution attended.
5	Certificate of (Expected) Graduation	Must be issued by the president or dean of the partner university attended. If there is any other certificate of the degree conferred, photocopies of such certificates should be submitted.
6	Proof of Japanese Language Proficiency	A certificate (with test scores) from the Japanese Language Proficiency Test (JLPT) or the Examination for Japanese University Admission for International Students (EJU) must be submitted. Applicants who wish to obtain a master degree in Peace Studies and who intend to take classes conducted in English and write a thesis in English need to provide evidence of their English language ability (TOEFL [®] , TOEIC [®] or IELTS test results), not a certificate proving their Japanese language ability. In the case of applicants whose first language is English, however, it is not necessary to submit a certificate proving their English language ability.
7	Purpose of Application	Documents 7 and 8 must be prepared in the following formats: Applicants for the Master Degree Course in Peace Studies should write in English or Japanese. Applicants for the Master Degree Course in International Studies should write in Japanese.
8	Research Proposal	* Japanese: about 2 A4-size pages (40 characters x 30 lines/page) English: about 3 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 a foreign language other than Japanese or English must be accompanied by a Japanese or English translation.

3. Inadequately completed application documents may not be accepted.

(8) 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.

(9) 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 applicants.

(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 graduation are required to submit a Certificate of Graduation 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 by the End of March

Fee Type	Amount
Student Affairs Fee	¥20,000

Note: The student affairs fee includes fees for Personal Accident Insurance for Students Pursuing Education and Research, and Personal Liability Insurance for Students.

(3) 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.

(4) 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.

(5) Reduction and Exemption of Admission Fee

Applicants to whom any of the following items apply may be exempt from paying 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.

(6) Reduction and Exemption of Tuition

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