

Academic Year 2017

Doctoral Course
Division of Clinical Pharmacy
Graduate School of Life Science
Hokkaido University

First Selection

Guidelines for Application for the
Entrance Examination

For enrollment October 2016 or April 2017
(Including for Working-Adult and International
Applicants)

June 2016

Schedule for Entrance Examination Graduate School of Life Science 2017

Division of Clinical Pharmacy: Doctoral Course

Doctoral Course	Open Courses	Examination Date
First Selection	• Division of Clinical Pharmacy	August 23, 2016
Second Selection	* This selection will be conducted only if the admission capacity does not reach the maximum number allotted for the division in the First Selection.	January 18 – 19, 2017 (tentative)

* Whether or not a second selection will be conducted will be announced on the website in early September.

• If you wish to work with a particular supervisor or in a specified laboratory, please apply for the first selection.

The number of students accepted for each supervisor and laboratory is limited. Therefore, applicants may be assigned to a laboratory (other than the one they chose) in the same division if the fixed number is exceeded.

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[Enclosed Application Forms]

- ① Application Form, Resume, and Admission Ticket & Photo Card.
- ② Research Plan after enrollment.
- ③ Envelope to receive the admission ticket for the entrance examination.
- ④ Stickers for notification of application results and for communication purposes.
- ⑤ List of preferred supervisors.
- ⑥ Payment Slip for the entrance examination fee.
- ⑦ Resume B (for applicants who received a degree[s] at an overseas institution[s]).

Hokkaido University's Acquisition and Use of Personal Information

- (1) In handling personal information from applicants, Hokkaido University makes every effort to protect this information through appropriate management based on the "Privacy Policy of Hokkaido University" and relevant laws and ordinances such as the "Protection Law for Private Information Held by Independent Administrative Corporations".
- (2) Personal information, such as name, address, etc., provided by the applicant to the university in the process of applying for admission will be used only for 1) assessment of applicants, 2) the announcement of results, 3) enrollment procedures, 4) surveys and research on enrollee selection methods, and 5) business operations pertaining to 1-4.
- (3) Companies commissioned as part of the relevant operations by the University (hereafter called "commissioned companies") may handle personal data. Part or all of the personal information submitted to the University by the applicant will be provided to the commissioned companies, to the extent necessary for them to carry out their commissioned operations.
- (4) After successful applicants are enrolled, personal information they provided on their application forms will be used for 1) educational affairs (such as registration, educational guidance, etc.), 2) student support services (such as health administration, fellowship applications, etc.), and 3) business operations related to their tuition fees and other expenses.
- (5) Regarding the personal information in (4), only the name and address can be used for contact from 1) Hokkaido University Frontier Foundation, and 2) Hokkaido University Athletic Union.

Admission Policy

The Division of Clinical Pharmacy (Doctoral Course) is based on clinical research and provides practical training, including medical systems, regulatory science, and the development and evaluation of advanced medical treatments.

The mission of this division is to train researchers and technicians in medical and clinical pharmacy, providing them with the competence and technical skills to expeditiously identify problems that arise in clinical practice and to solve them using the basic theory and techniques of pharmaceutical science. The Division of Clinical Pharmacy is closely allied with the Master's and Doctoral Courses in Biomedical and Pharmaceutical Science (Division of Life Science), which provide graduates with the flexibility to adjust to social expansion of the pharmaceutical system; give them the training and background necessary to elucidate the molecular mechanisms of disease; and teach them how to use these results to develop theories and techniques in the discovery of new drugs.

To realize these goals, we seek students who 1) can commit to learning state-of-the-art drug development and basic medical and pharmaceutical science, and 2) aim to become leading health care workers with sufficient experimental and analytical skills to apply what they learn in practical clinical situations.

I. General Category and Special Category for Working Applicants

1. Admission Quota

Division	Admission Quota
Division of Clinical Pharmacy	4 students

(This includes the admission quota for working and international applicants.)

2. Eligible Applicants

General Category

Applicants must fulfill one of the following admission requirements:

- (1) Graduation or expected graduation from a 6-year program in pharmacy, medicine, or dental medicine, or a 6-year program in veterinary medicine, prior to admission to the Graduate School.
- (2) Completion or expected completion of 18 years of education (finishing in pharmacy, medicine, dental medicine, or veterinary medicine) in a foreign country prior to admission to the Graduate School.
- (3) Completion or expected completion of the equivalent of 18 years of education (finishing in pharmacy, medicine, dental medicine, or veterinary medicine) in correspondence course subjects provided by a foreign educational system in Japan, prior to admission to the Graduate School.
- (4) Completion or expected completion of a program of study at an educational institution in Japan that is recognized as equivalent to a university in a foreign country (limited to individuals who have completed 18 years of education and have finished in pharmacy, medicine, dental medicine, or veterinary medicine) and that is designated by the Minister of Education, Culture, Sports, Science, and Technology, prior to admission to the Graduate School.
- (5) Designation by the Minister of Education, Culture, Sports, Science, and Technology as having fulfilled one of the following requirements:
 - ①. Completion or expected completion of a master's course prior to admission to the Graduate School.
 - ②. Two years or more enrollment in a doctoral program that is not separated into distinct master's (two years) and doctoral (three years) programs; completion of 30 or more

credits; has received the necessary research guidance (including applicants stipulated in Article 6-1 of the Degree Regulations [1953 Education Ministry Ordinance No. 9] prior to the partial revision by Education Ministry Ordinance No. 29, 1974); and is recognized by the Graduate School as having an academic aptitude equivalent to or higher than that of a university graduate with a degree in a 6-year program in pharmacy, medicine, dental medicine, or veterinary medicine.

- ③. Prior enrollment and graduation from a medical or dental course in a faculty of medicine or dental medicine at a university established under the former university order.
 - ④. Graduation or expected graduation from the National Defense Medical College, established under Act No. 164 of 1954 for Establishment of the Ministry of Defense, prior to admission to the Graduate School.
 - ⑤. Completion of or graduation from one of the courses A – C below, followed by engagement in research at a university and/or research institute for at least two years; and recognition by the Graduate School as having the academic aptitude equivalent to or greater than that of a university graduate with a degree from a 6-year program in pharmacy, medicine, dental medicine, or veterinary medicine.
 - A Completion of the University’s undergraduate coursework (excluding a 6-year program in pharmacy, medicine, dental medicine, veterinary medicine).
 - B Completion of 16 years of school education in a foreign country.
 - C Completion of the equivalent of 16 years of education in correspondence course subjects provided by a foreign educational system in Japan.
- (6) Recognition by the Graduate School as having completed the prescribed number of credits with an excellent academic record in one of following circumstances (grade acceleration):
- ①. Enrollment in a university (limited to 6-year programs that include courses in pharmacy, medicine, dental medicine, and veterinary medicine) for 4 or more years prior to admission to the Graduate School.
 - ②. Completion of 16 years of education (limited to programs that include courses in pharmacy, medicine, dental medicine, or veterinary medicine) in a foreign country.
 - ③. Completion of the equivalent of 16 years of education (limited to programs that include courses in pharmacy, medicine, dental medicine, and veterinary medicine) in correspondence course subjects provided by a foreign educational system in Japan.
 - ④. Completion of a program of study at an educational institution in Japan that is recognized as equivalent to a university in a foreign country (limited to individuals who have completed 16 years of education, and limited to programs that include courses in pharmacy, medicine, dental medicine, and veterinary medicine) and is designated by the Minister of Education, Culture, Sports, Science, and Technology.
- (7) Recognition by the Graduate School as having an academic aptitude equivalent to or higher than that of university graduates (in a 6-year program in pharmacy, medicine, dental medicine, or veterinary medicine), as verified by individual admission qualification screening, and be at least 24 years of age prior to admission to the Graduate School.

Notes:

Applicants who wish to enroll in October 2016 must indicate this by checking the appropriate box on the application form.

Special Category for Working Applicants

Applicants must fulfill either of the following admission requirements.

- (1) Satisfy one of the criteria among (1) – (4) and (5)① in the list of the requirements in the General Category, be employed at the time of application, and intend to continue the employment position after enrollment.
- (2) Have graduated from a 4-year program in pharmacy, worked (as a pharmacist) for at least two years after passing the National Examination for Pharmacists, and intend to continue their current employment position after enrollment.

In this case, applicants will fulfill (7) in the list of requirements in the General Category and must apply for a Pre-assessment of Applicants’ Qualifications prior to the entrance examination. Refer to “3. Pre-assessment of Applicants’ Qualifications.”

3. Pre-assessment of Applicants' Qualifications

Application Period for Pre-assessment: June 27 – June 29, 2016

The Pre-assessment of Applicants' Qualifications is held prior to the application period for the entrance examination. Applicants under (5)②, ⑤, (6) and (7) in "2. Eligible Applicants" must apply for this by submitting "5. Application Documents" during the above period.

Applicants who apply for the Pre-assessment of Applicants' Qualifications should not pay the entrance examination fee when they apply for the pre-assessment. They should pay the entrance examination fee after referring to the notes below. The Graduate School Educational Affairs Section is open from 9:00 AM – 4:00 PM, except on Saturdays, Sundays, and national holidays; if you mail the documents, they must be received by the deadline.

Notes:

The pre-assessment application results will be sent by email to applicants around July 7, 2016; applicants who have successfully passed the pre-assessment must pay the examination fee, referring to "7. Entrance Examination Fee," and submit the payment certificate (E) during "4. Application Period." If the Educational Affairs Section does not receive the payment certificate (E) during the application period, the application will not be accepted and will be regarded as canceled.

- Japanese Government (MEXT) scholarship students, students in the State-Sponsored Scholarship Program of the China Scholarship Council, and students having a Hokkaido University President's Fellowship or a Hokkaido University Special Grant for International Students (including those who are expected to receive these scholarships) are not required to pay the examination fee.

4. Application Period

July 19 – July 25, 2016

The Graduate School Educational Affairs Section is open from 9:00 AM – 4:00 PM. If you mail the application documents, they must be sent via registered express mail and received by the deadline. Applicants under (5)②, ⑤, (6) and (7) in "2. Eligible Applicants" must apply for the Pre-assessment of Applicants' Qualifications prior to the entrance examination after referring to "3. Pre-assessment of Applicants' Qualifications."

5. Application Documents

General Category

- Applicants under (5)②, ⑤, (6) and (7) "2. Eligible Applicants" must submit the following documents during the application period for "3. Pre-assessment of Applicants' Qualifications."
- In the following chart, "○" indicates documents that must be submitted; "△" indicates documents that must be submitted for those who fall into the following "Remarks".

	Documents	Applicants		Remarks
		(1), (2), (3), (4), (5)①, ③, ④	(5)②, ⑤, (6), (7)	
1	Application Form, Resume, Admission Ticket and Photo Card.	○	○	Prescribed. Applicants who have completed a correspondence course offered by an overseas educational institution or an overseas school education course are required to attach Resume B .
2	Research Plan after enrollment.	○	○	Prescribed.

Documents		Applicants		Remarks
		(1), (2), (3), (4), (5)①, ③, ④	(5)②, ⑤, (6), (7)	
3	Certificate of Research Career.		○	Discretionary format. Certificate issued by a dean, department chair or supervisor at a university, institution, or company concerning the applicant's research topics and period of research.
4	Official Transcript issued by the last academic institution previously attended.	○	○	Applicants who have graduated or are expected to graduate from the Department of Pharmacy, School of Pharmaceutical Sciences and Pharmacy, Hokkaido University, are not required to submit this document.
5	Official Certificate of Graduation or Expected Graduation issued by the last academic institution previously attended.	○	○	① In addition to the Certificate of Graduation, applicants who have completed or are expected to complete a Master's Course in a graduate school are also required to submit the Official Certificate of (Expected) Graduation from the course. ② Applicants who have graduated or are expected to graduate from the Department of Pharmacy, School of Pharmaceutical Sciences and Pharmacy, Hokkaido University, are not required to submit this document.
6	Summary of research during the Master's Course.	△		Only for applicants who are expected to complete a Master's Course (about three A-4 size pages).
7	Summary of research up to the present time.	△		Only for applicants who hold a Master's degree. Consult with prospective supervisors in advance.
8	List of preferred supervisors.	○	○	Prescribed. Directly contact supervisors you prefer before completing this form.
9	Summary of research experience and copies of research papers.	△	△	Discretionary format. As proof of their research experience and achievements, applicants may submit these supporting documents.
10	Self-addressed envelope to receive the admission ticket for the entrance examination.	○	○	Prescribed. Write your name and mailing address on an envelope with a 362-yen stamp attached. If you change your address after applying, please notify the Graduate School Educational Affairs Section, Science and Life Science Administration Department, Hokkaido University.
11	Stickers for notification of the application results and for communication purposes.	○	○	Prescribed. Write your name and mailing address on each sticker. If you change your address after applying, please notify the Graduate School Educational Affairs Section, Science and Life Science Administration Department, Hokkaido University.
12	Self-addressed envelope for notification of the pre-assessment results.		○	Write your name and mailing address on a standard envelope with an 82-yen stamp attached.

Special Category for Working Applicants

- Applicants under (7) “2. Eligible Applicants” must submit the following documents during the application period for “3. Pre-assessment of Applicants’ Qualifications.”
- In the following chart, “○” indicates documents that must be submitted; “△” indicates documents that must be submitted for those who fall into the following “Remarks”.

Documents		Applicants		Remarks
		(1), (2) (3), (4) (5)①	(7)	
1	Application Form, Resume, Admission Ticket and Photo Card.	○	○	Prescribed. Applicants who have completed a correspondence course offered by an overseas educational institution or an overseas school education course are required to attach Resume B .
2	Certificate of employment issued by a person with authority over personnel administration in the applicant’s workplace.	○	○	Discretionary format. The job tenure and content should be included. Successful applicants are required to submit written consent (to enroll in the Doctoral Course while continuing their employment) issued by this person, so please obtain consent in advance.
3	Research Plan after enrollment.	○	○	Prescribed.
4	Official Transcript issued by the last academic institution previously attended.	○	○	Applicants who have graduated or are expected to graduate from the Department of Pharmacy, School of Pharmaceutical Sciences and Pharmacy, Hokkaido University, are not required to submit this document.
5	Official Certificate of Graduation or Expected Graduation issued by the last academic institution previously attended.	○	○	① In addition to the Certificate of Graduation, applicants who have completed or are expected to complete a Master’s Course in a graduate school are also required to submit the Official Certificate of (Expected) Graduation from the course. ② Applicants who have graduated or are expected to graduate from the Department of Pharmacy, School of Pharmaceutical Sciences and Pharmacy, Hokkaido University, are not required to submit this document.
6	Summary of research during the Master’s Course.	△		Only for applicants who are expected to complete a Master’s Course (about three A-4 size pages).
7	Summary of research up to the present time.	△		Only for applicants who hold a Master’s degree. Consult with prospective supervisors in advance.
8	List of preferred supervisors.	○	○	Prescribed. Directly contact supervisors you prefer before completing this form.
9	Summary of research experience and copies of research papers.	△	△	Discretionary format. As proof of their research experience and achievements, applicants may submit these supporting documents.
10	Recommendation letter(s) issued by a principal or supervisor at a university, institution, or company previously attended.	△	△	Discretionary format. Applicants can submit as optional extras.
11	Self-addressed envelope to receive the admission ticket for the entrance examination.	○	○	Prescribed. Write your name and mailing address on an envelope with a 362-yen stamp attached. If you change your address after applying, please notify the Graduate School Educational Affairs Section, Science and Life Science Administration Department, Hokkaido University.

Documents	Applicants		Remarks
	(1), (2), (3), (4), (5)①	(7)	
12 Stickers for notification of the application results and for communication purposes.	○	○	Prescribed. Write your name and mailing address on each sticker. If you change your address after applying, please notify the Graduate School Educational Affairs Section, Science and Life Science Administration Department, Hokkaido University.
13 Self-addressed envelope for notification of the pre-assessment results.		○	Write your name and mailing address on a standard envelope with an 82-yen stamp attached.

6. Submission of Application Documents

To: The Graduate School Educational Affairs Section
Science and Life Science Administration Department
Hokkaido University

Kita-10 Nishi-8, Kita-ku, Sapporo 060-0810, Japan

If you send your application documents by mail, **please indicate “Application for the Graduate School Enclosed” in red** on the envelope and send it by **registered mail**.

7. Entrance Examination Fee: 30,000 yen

- (1) **Applicants expecting to complete a Master's Course in the Graduate School of Hokkaido University, Japanese Government* (MEXT) scholarship students, students in the State-Sponsored Scholarship Program of the China Scholarship Council, and students having a Hokkaido University President's Fellowship or a Hokkaido University Special Grant for International Students (including those who are expected to receive these scholarships) are not required to pay the examination fee.**

*MEXT scholarship students recommended by universities other than Hokkaido University are required to submit a copy of a letter verifying that they have received this scholarship.

- (2) Remit the examination fee to the bank account or post office account designated by this University, using the attached examination fee transfer form specifically prepared for this purpose, and attach the payment certificate (E) to the appropriate section on the Application Form.
- (3) The examination fee is not refundable for any reason except under the following circumstances.
- If an applicant has not submitted an application, or the application has been rejected after the application fee was remitted.
 - If an applicant paid the application fee twice by mistake.

8. Selection Criteria

General Category

The Graduate School will assess applicants on the basis of their written examination in English, oral examination, and documents submitted.

- The oral examination will be based on the research plan and other optional documents submitted, such as the summary of research experience and copies of research papers.

Special Category for Working Applicants

The Graduate School will assess applicants on the basis of their entrance examination (oral exam) and documents submitted.

- The oral examination will be based on the research plan and other optional documents submitted, such as the summary of research experience and copies of research papers.

9. Date & Time of Examination

August 23, 2016

The Graduate School will send applicants detailed information on the entrance examination.

10. Announcement of Application Results

Successful applicants will be announced on the bulletin board on the ground floor of the Graduate School of Science (large lobby inside north entrance to Building 2) and in the entrance hall in the Graduate School of Pharmaceutical Science, Hokkaido University, around 4:30 PM on September 2, 2016. All applicants will also receive the results by mail.

11. Procedures for Enrollment and Payment of Fees

All successful applicants will be notified about how to proceed with enrollment registration. Enrollment Fee*: 282,000 yen (estimated).

***Applicants expecting to complete a Master's Course in the Graduate School of Hokkaido University are not required to pay the enrollment fee.**

Tuition Fee[†]: 267,900 yen [for the first semester; annual tuition fee 535,800 yen] (estimated).

[†]Tuition and fees are subject to revision at the time of or during your enrollment. In the event of a revision, the revised amounts are immediately applied.

12. Precautions

- (1) Make sure to bring your admission ticket for the entrance examination on the day of the examination.
- (2) Please consult the Graduate School Educational Affairs Section in advance if you will have physical difficulties in taking the examination.

13. Long-term Graduate System

The Long-term Graduate System is an option in the Graduate School of Life Science. If you wish to take advantage of this system, please apply after referring to "Information on the Long-term Graduate System".

14. Other Information

The admission ticket for the entrance examination will be sent to applicants around August 8, 2016.

If you have any questions regarding the application procedures, please contact:

Graduate School Educational Affairs Section

Science and Life Science Administration Department

Hokkaido University

Kita-10 Nishi-8 Kita-ku, Sapporo 060-0810, Japan

E-mail: daigakuinkyou@mail.sci.hokudai.ac.jp

Graduate School of Life Science, Hokkaido University

<http://www.lfsci.hokudai.ac.jp/graduate-school/>

III. Special Category for International Students

1. Admission Quota

Division	Admission Quota	
	October 2016 enrollment	April 2017 enrollment
Division of Clinical Pharmacy	A few students	

2. Eligible Applicants

Applicants who cannot come to Japan to take the entrance examination and who have obtained a recommendation letter attesting to the applicant's competence and scholastic performance from the prospective supervising faculty member in the Graduate School of Life Science who has agreed to be the applicant's supervisor after enrollment, and who fulfill one of the following admission requirements:

- (1) Completion or expected completion of 18 years of education (finishing in pharmacy, medicine, dental medicine, or veterinary medicine) in a foreign country prior to admission to the Graduate School.
 - (2) Designated by the Minister of Education, Culture, Sports, Science, and Technology: Completion of 16 years of school education in a foreign country, followed by engagement in research at a university and/or research institute for at least two years; and recognition by the Graduate School as having the academic aptitude equivalent to or greater than that of a university graduate with a degree from a 6-year program in pharmacy, medicine, dental medicine, or veterinary medicine.
 - (3) Recognition by the Graduate School as having an academic aptitude equivalent to or higher than that of university graduates (in a 6-year program in pharmacy, medicine, dental medicine, or veterinary medicine), as verified by individual admission qualification screening, and be at least 24 years of age prior to admission to the Graduate School.
- **Applicants must contact their prospective supervisor in advance, and after obtaining his/her acceptance, they will receive a password necessary for online application. In addition, applicants must request their prospective supervisor to make their recommendation letter (discretionary format) and ask them to directly submit it to the Educational Affairs Section during the application period.**
 - Those who wish to enroll in October 2016 must indicate this by choosing "October 2016 enrollment" on online application registration screen.

3. Pre-assessment of Applicants' Qualifications

June 27 – 5:00 PM JST on June 29, 2016.

The Pre-assessment of Applicants' Qualifications is held prior to the application period for the entrance examination. **Applicants under (2) or (3) in "2. Eligible Applicants"** must apply for this by submitting by email "6. Application Documents" in PDF format during the above period to the following address. If you provide false information on documents submitted, your application may be rejected.

【Email address: daigakuinkyou@mail.sci.hokudai.ac.jp】

Applicants who apply for the Pre-assessment of Applicants' Qualifications should not pay the entrance examination fee when they apply for the pre-assessment.

Applicants will be notified of the pre-assessment results around July 7, 2016, by email; applicants who have successfully passed the pre-assessment must complete "5. Application Procedure and Payment of the Entrance Examination Fee" during "4. Application Period."

- Japanese Government (MEXT) scholarship students, students in the State-Sponsored Scholarship Program of the China Scholarship Council, and students having a Hokkaido University President's Fellowship or a Hokkaido University Special Grant

for International Students (including those who are expected to receive these scholarships) are not required to pay the examination fee.

4. Application Period

◆ **Online application: July 11 – 5:00 PM JST on July 15, 2016.**

Note: After online application, applicants must scan all the application documents (see “6. Application Documents”) in PDF format and send them via email by July 15.

Email address: daigakuinkyu@mail.sci.hokudai.ac.jp

◆ **Deadline for submission of the application documents: 5:00 PM JST on July 25, 2016**

Aside from sending PDF file, applicants must send hard copies of the application documents by registered mail after online application registration. They must be received by the deadline.

Applicants under (1) in “2. Eligible Applicants”

Applicants must apply, referring to “5. Application Procedure and Payment of the Entrance Examination Fee”, during the above application period.

Applicants under (2) or (3) in “2. Eligible Applicants”

Applicants must first apply for the Pre-assessment of Applicants’ Qualifications first, and then once their qualifications have been accepted by the pre-assessment, complete the application procedure, referring to “5. Application Procedure and Entrance Examination Fee”, during the above application period.

5. Application Procedure and Entrance Examination Fee

Applications will be accepted from those who complete the following procedure (①–③) during the “4. Application Period.”

① **Online Application Registration**

- 1) Access the Hokkaido University Internet Application website (<http://e-apply.jp/e/hokudai-lsci/>) using the password received from your prospective supervisor.

Notes:

- i. **Detailed information on the online application procedure has been posted on the website, so please read the operation procedures and precautions in advance.**
 - ii. Applicants should have (or have access to) a printer for printing the application documents, and have an email address capable of receiving notification of registration and payment (not a mobile email address).
- 2) Follow the instructions on the screen and enter the necessary information.
 - 3) After all the necessary information has been provided, notification of completion of the registration will be sent to the email address you submitted.

② **Payment of the Entrance Examination Fee**

Pay the entrance examination fee in accordance with the instructions provided on the payment procedures screen shown after you complete the online application registration process. Use one of the following methods to make the payment. (Required information and procedures differ depending on the payment method you choose). Please follow the instructions on the screen.

Entrance Examination Fee: 30,000 yen

- I. Credit card.
- II. Pay-easy (bank ATM, Japan Post bank ATM, or online banking), convenience store, Japan Net Bank, or eBank.

III. ChinaPay (online payment service offered by China UnionPay).

Notes:

- 1) Japanese Government (MEXT) scholarship students, students in the State-Sponsored Scholarship Program of the China Scholarship Council, and students having a Hokkaido University President's Fellowship or a Hokkaido University Special Grant for International Students (including those who are expected to receive these scholarships) are not required to pay the examination fee.
- 2) The examination fee is not refundable except in the following cases:
 - The applicant has not submitted an application, or the application was rejected after the application fee was remitted.
 - The applicant paid the examination fee twice by mistake.

③ **Submission of Application Documents**

- 1) Print the application form and resume that were generated after you completed of the online application registration process and send them along with all other necessary documents (see “6. Application Documents”) in an envelope; affix one of the address labels (printed with the application form and resume) to the envelope, and send it by registered mail (It must be received by the deadline.). Please note that the application documents will not be returned once submitted.

**To: The Graduate School Educational Affairs Section
Science and Life Science Administration Department
Hokkaido University
Kita-10 Nishi-8, Kita-ku, Sapporo 060-0810, Japan**

- 2) The application is considered complete once all documents are received by the Graduate School. Please note that completion of the online application registration alone does not constitute completion of the application procedure.
 - Applications received after the application period will not be accepted, so be sure to leave enough time for postal delivery.

6. Application Documents

- In the following chart, “○” indicates documents that must be submitted; “△” indicates documents that must be submitted for those who fall into the following “Remarks”.

Documents		Applicants		Remarks
		(1)	(2), (3)	
1	Application Form and Resume.	○	○ ※	Print the application form and resume that were generated after completion of the online application registration process, and submit them (print on A-4 size pages). ※ Applicants under (2) or (3) in “2. Eligible Applicants” should send them after their qualifications have been accepted by the pre-assessment.
2	Application Form for the pre-assessment.		○	Prescribed. Download this form from the online application page and complete it.
3	Photograph (for Resume)	○	○	One photograph (4cm×3cm)
4	Research Plan after enrollment.	○	○	Prescribed. Download this form from the online application page and complete it (print on A-4 size pages).
5	Certificate of Research Career.		○	Discretionary format. Certificate issued by a principal or supervisor at a university, institution, or company concerning the applicant's research topics and period of research.

6	Official Transcript issued by the last academic institution previously attended.	○	○	Applicants can attach recommendation letters from faculty members at academic institutions previously attended.
7	Official Certificate of Graduation or Expected Graduation issued by the last academic institution previously attended.	○	○	In addition to the Certificate of Graduation, applicants who have completed or are expected to complete a Master's Course in a graduate school are also required to submit the Official Certificate of (Expected) Graduation from the course.
8	Summary of research during the Master's Course.	△		Only for applicants who are expected to complete a Master's Course (about three A-4 size pages).
9	Summary of research up to the present time.	△		Only for applicants who hold a Master's degree. Consult with prospective supervisors in advance.
10	Summary of research experience and copies of research papers.	△	△	Discretionary format. As proof of their research experience and achievements, applicants may submit these supporting documents.
11	Copy of Passport	○	○	Submit a copy of the page of your passport with your name on it.
12	Other documents that the prospective supervisor requests.	△	△	

7. Selection Criteria

The Graduate School will assess applicants on the basis of their transcript, recommendation letter from the prospective supervisor, research plan after enrollment, and documents submitted as optional extras, such as the summary of research experience or copies of research papers.

8. Announcement of Application Results

Successful applicants will be announced on the bulletin board on the ground floor of the Graduate School of Science (large lobby inside north entrance to Building 2) and in the entrance hall in the Graduate School of Pharmaceutical Science, Hokkaido University, at 4:30 PM on August 5, 2016. All applicants will also receive the results by mail.

9. Procedures for Enrollment Registration and Paying Fees

All successful applicants will be notified about how to proceed with enrollment registration.
Enrollment Fee: 282,000 yen (estimated).

Tuition Fee: 267,900 yen [for the first semester; annual tuition fee 535,800 yen] (estimated).

- Tuition and fees are subject to revision at the time of or during your enrollment. In the event of a revision, the revised amounts are immediately applied.

10. Long-term Graduate System

The Long-term Graduate System is an option in the Graduate School of Life Science. If you wish to take advantage of this system, please apply after referring to "Information on the Long-term Graduate System".

If you have any questions regarding the application procedure, please contact:

Graduate School Educational Affairs Section

Science and Life Science Administration Department

Hokkaido University

Kita-10 Nishi-8, Kita-ku, Sapporo 060-0810, Japan

E-mail: daigakuinkyou@mail.sci.hokudai.ac.jp

Graduate School of Life Science, Hokkaido University

<http://www.lfsci.hokudai.ac.jp/graduate-school/>

Information on the Long-term Graduate System

1. Aims of the Long-term Graduate System

Under the Long-term Graduate System, a student can request an individual review by the graduate school and be accepted to complete a course in a planned manner within a period longer than the regular course term (4 years), for certain reasons such as responsibilities of work, or child and family care.

2. Intended Students

Applicants fulfilling one of the criteria below, who want to set a period of study in advance longer than the regular course term to complete an academic (research) course.

- (1) Have a full-time job in a public office or company (excluding people who are exempt from job duty but receive a salary), or are self-employed.
- (2) Have a part-time job that makes it stressful to engage in full-time academic work.
- (3) Are taking care of children or other family members, which makes it stressful to engage in full-time academic work.

3. Attendance Period

The attendance period for the Long-term Graduate System is up to 6 years, and a student can apply for the system by the year.

Students can also take a temporary leave of absence from school for up to 4 years.

4. Procedure for Applying for Long-term Graduate Status

- (1) Application Period

Please submit complete application documents for the Long-term Graduate System and for the entrance examination together.

- (2) Required Documents

- ① Application Form for Long-term Graduate System (Form 1).
- ② Research Plan Under Long-term Graduate System (Form 2).
- ③ Documents that prove that an applicant needs to complete an academic course under the Long-term Graduate System (the format is discretionary).

- (3) Announcement of Application Results

The Graduate School individually assesses each application for Long-term Graduate Status, and will notify all successful applicants of the results of the entrance examination.

5. Annual Tuition Fee

The annual tuition fee is determined by the calculation below for every year of the term.

$$\begin{array}{l} \text{Annual tuition fee as} \\ \text{a Long-term Graduate} \\ \text{Student} \end{array} = \begin{array}{l} \text{Annual tuition fee for} \\ \text{his/her attending year} \end{array} \times \frac{\text{Regular course term (4 years)}}{\text{Period of his/her accepted} \\ \text{Long-term Course (years)}}$$

6. Other Information

If you have any questions regarding the Long-term Graduate System and request for the application forms, please contact the Graduate School Educational Affairs Section, Science and Life Science Administration Department, Hokkaido University.