

Academic Year 2017

**Division of Life Science
Graduate School of Life Science
Hokkaido University**

Doctoral Course

Second Selection

**Guidelines for Application for the
Entrance Screening**

(Admission for International Students Residing Abroad)

November 2016

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 of Graduate School of Life Science

The Graduate School of Life Science provides students with the training that allows them to acquire an interdisciplinary knowledge of advanced life science, from the level of molecules to organisms. We provide comprehensive education with participation by instructors specialized in fields in the basic and applied life sciences, pharmaceutical science, medicine, and agriculture.

The educational goal of training in the Graduate School of Life Science is to enable students to comprehensively understand various living phenomena through biomolecular interactions, and to apply their knowledge and techniques in real life. On these principles and aims, we seek:

- Students with a strong intention to conduct innovative research.

- Students with exceptional abilities to analyze and examine a subject.

- Students with a general understanding of both the common principles and diversity among: the fields of chemical, cellular, and molecular biology related to basic analysis of the structure and function of life; the fields of physiology, and reproductive and developmental biology, related to analysis of the advanced functions of life; life phenomena that exist as the integration of functions; and the function and structure of biomolecules.

Special Category for International Students

1. Admission Quota

Division of Life Science	Admission Quota
Transdisciplinary Life Science Course	A few students
Biosystems Science Course	
Biomedical and Pharmaceutical Science Course	

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:

A Received or are expected to receive a degree equivalent to a Master's degree or a professional degree at an overseas institution, prior to admission to the Graduate School.

B Received or are expected to receive, prior to admission to the Graduate School, a degree equivalent to a Master's degree from the United Nations University which was promulgated by the General Assembly of the United Nations on December 11, 1972 and in accordance with the Agreement between Japan and the United Nations concerning the Act on Special Measures Incidental to Enforcement of the Agreement between the United Nations and Japan regarding the Headquarters of the United Nations University [1976, Resolution 72, Article 1, Item 2].

C Completed or are expected to complete a formal education by taking a distant leaving course through a non-Japanese university, an educational institution as designated by D, or the United Nations University; passed an examination or a screening equivalent to that specified in the regulations in Article 16-2 in Standards for the Establishment of Graduate Schools; and be recognized by the Graduate School as having reached an academic level equivalent to that of a Master's degree holder, prior to admission to the Graduate School.

D Designated by the Ministry of Education, Culture, Sports, Science and Technology (Ministry of Education Notification No. 118/1989):

Completed a 16-year overseas school education course, or an overseas correspondence course in Japan equivalent to a 16-year school education course in the country concerned, and subsequently engaged in research at a university and/or a research institute for two years or longer, and be recognized by the Graduate School as having reached an academic level equivalent to or higher than that of a Master's degree holder, based on research results.

E Be recognized by the Graduate School as having reached an academic level equal to or higher than that of a Master's degree holder or a professional degree holder, as verified by the individual admission qualification screening, and be at least age 24 before 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.**

3. Pre-assessment of Applicants' Qualifications

November 24 – 5:00 PM JST on November 28, 2016

The Pre-assessment of Applicants' Qualifications is held prior to the application period for the entrance examination. **Applicants under D or E in "2. Eligible Applicants"** must apply for this by submitting "6. Application Documents" in PDF format during the above period, by email 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 by email of the pre-assessment results around December 1, 2016; once their qualifications have been accepted by the pre-assessment, they 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: December 1 – 5:00 PM JST on December 7, 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 December 7, 2016.

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

◆ **Deadline for submission of the application documents: 5:00 PM JST on December 16, 2016.**

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

Applicants under A, B, or C in "2. Eligible Applicants"

Referring to "5. Application Procedure and Payment of the Entrance Examination Fee", applicants must apply during the above application period.

Applicants under D or E in "2. Eligible Applicants"

Applicants must first apply for the Pre-assessment of Applicants' Qualifications, 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 "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 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).

Note:

- 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 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: 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
		A, B, C	D, E	
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 D or E in “2. Eligible Applicants” should submit 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 dean, department chair 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.	○	○	Applicants under C in “2. Eligible Applicants” are required to submit an Official Certificate of Qualifying Examination.
8	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.
9	Photocopy of Passport	○	○	Submit a copy of the page of your passport with your name on it.
10	Other documents that the prospective supervisor requests.	△	△	

7. Screening Method

The Graduate School will assess applicants on the basis of their application form, resume, official transcripts from academic institutions previously attended, recommendation letter from the prospective supervisor, and all other documents submitted.

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 January 26, 2017. All applicants will also receive the results by mail.

Also, the examinee's number will be posted on the Web site of the Graduate School of Life Science, Hokkaido University.

9. 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).

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 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/en/>

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 (2 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 4 years, and a student can apply for the system by the year.

Once the application is accepted, the student can attend school for up to the accepted period, with the possibility of an additional 2 years.

Students can also take a temporary leave of absence from school for up to 2 years.

4. Procedures 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 (discretionary format).

(3) Announcement of Application Results

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

5. Annual Tuition Fee

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

$$\begin{array}{l} \text{Annual tuition fee as} \\ \text{a Long-term Graduate} \\ \text{Student} \end{array} = \begin{array}{l} \text{Annual tuition fee for} \\ \text{his/her attending year} \end{array} \times \frac{\text{Regular course term (2 years)}}{\text{Period of his/her accepted} \\ \text{Long-term Course (years)}}$$

6. Other Information

For the details regarding the Long-term Graduate System and request for application documents, please contact the Graduate School Educational Affairs Section, Science and Life Science Administration Department, Hokkaido University.