

Academic Year 2018

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

Master's Course

(Former Period of Doctoral Program)

Second Selection

**Guidelines for Application for the
Entrance Examination**

(Admission for International Students Residing Abroad)

November 2017

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.), 3) career support and 4) business operations related to their tuition fees and other expenses.
- (5) Among the personal information of (4), only name and address may be used to contact from Hokkaido University Frontier Foundation, Hokkaido University Athletic Union, Alumni Association of the School of Science, Alumni Association of the Faculty of Pharmaceutical Sciences, and Alumni Association Elm of Hokkaido University under safety measure.

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, science, pharmaceutical science, medicine, and agriculture.

<Division of Life Science>

The educational goal of training in the Division 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:

- ① Students having a strong intention to study not only basic life science but also the primary level of applied life science, as in medicine, pharmaceutical science, veterinary medicine, agriculture, fisheries science and biotechnology, and willing to acquire advanced analytical techniques and broad, in-depth knowledge of life science.
- ② Students having technical capabilities for advanced scientific research and having a strong intention to become a research professional in private firms, national or local governments.

<Division of Soft Matter>

The Division of Soft Matter seeks students who desire to be capable of integrating material science and a wide range of life science and developing soft matter science, understanding the structure and function of living matter from the viewpoint of material science, designing and constructing advanced soft matter and applying those finding to other fields.

The Division especially seeks following students.

- ① Students who wish to learn basic physics, chemistry and biology and to develop analytical and manufacturing techniques in the field of soft matter.
- ② Students who wish to acquire technical capabilities for advanced scientific research and to have a strong intention to become educators, researchers or research professional in private firms.

Special Category for International Students

1. Admission Quota

Division and Course	Admission Quota
Division of Life Science Transdisciplinary Life Science Course Biosystems Science Course	A few students
Division of Soft Matter	A few students

2. Eligible Applicants

An applicant must fulfill all of the following criteria.

- (1) Prior to admission to the Graduate School, completed or are expected to complete a 16-year overseas school education course, or received a degree equivalent to a Bachelor degree from overseas universities or other foreign schools that require more than three years of course work. Institutions should be rated by certified persons from the foreign government or institutions concerned, or satisfy the conditions set by the Ministry of Education, Culture, Sports, Science and Technology about general conditions of the educational research activities. This includes distant-learning degree program completed in Japan offered by an overseas educational institution that shall be recognized as equivalent to a university by a foreign country and designated by preceding item.
- (2) Residing in an overseas country and cannot come to Japan to take the entrance examination.

- (3) Has obtained a recommendation letter attesting to the applicant's competence and scholastic performance from a prospective supervising faculty member in the Graduate School of Life Science who has agreed to be the applicant's supervisor* after enrollment.

*** 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. Application Period

◆ **Online application: November 30, 2017 – 5:00 PM JST on December 6, 2017**

* Note: After online application, applicants must scan all the application documents (see “5. Application Documents”) in PDF format and send them via email by December 6.

Email address: r-gakuin@sci.hokudai.ac.jp

◆ **Deadline for submission of the application documents: 5:00 PM JST on December 15, 2017.**

* Note: 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.

4. Application Procedure and Entrance Examination Fee

Applications will be accepted from those who complete the following procedure (①-③) during “3. 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).

Notes:

i. Along with entrance examination fee, please note about 500 yen will be added as a handling charge.

ii. 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 (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.

iii. The examination fee is not refundable except 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 “5. 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.

5. Application Documents

Documents		Remarks
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).
2	Photograph (for Resume)	One photograph (4cm×3cm)
3	Official Transcript issued by the last academic institution previously attended	An applicant can also attach recommendation letters from faculty members at academic institutions previously attended.
4	Official Certificate of Graduation or Expected Graduation issued by the last academic institution previously attended	
5	Copy of Passport	Submit a copy of the page of your passport with your name on it.
6	Other documents that the prospective supervisor requests	

6. 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.

7. 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 January 25, 2018. 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.

8. Procedures for Enrollment and Fees*

All successful applicants will be notified how to proceed with enrollment registration.

Enrollment Fee: 282,000 yen (estimated).

Tuition Fee: 267,900 yen.

[For the first semester. Total annual tuition fee = 535,800 yen] (estimated).

* Tuition 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.

9. 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 the following:

<p>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: r-gakuin@sci.hokudai.ac.jp Graduate School of Life Science, Hokkaido University http://www.lfsci.hokudai.ac.jp/en/</p>
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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.
- (4) Are visually impaired, hearing impaired, physically handicapped or other disorder, which are deemed to have serious effects on study over the long term due to the obstacles.

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.

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

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.