

Academic Year 2020

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

Doctoral Course

First Selection of 2020

**Application Guidelines for
Entrance Examination**

For enrollment October 2019 or April 2020

(Including for Working-Adults and International Applicants)

June 2019

Schedule for Entrance Examination Graduate School of Life Science 2020

Division of Clinical Pharmacy: Doctoral Course (Latter Period of Doctoral Program)

Doctoral Course	Open Courses	Examination Date
First Selection	Division of Clinical Pharmacy	August 20, 2019
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 15 – 16, 2020 (tentative)

* It will be announced on the web site in early September whether the second selection is carried out or not.

* If you wish to work with a particular supervisor or in a specified laboratory, please apply for the first selection. The capacity of students 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.

Personal Information Management by Hokkaido University

- (1) In handling personal information obtained from applicants, Hokkaido University makes every effort to protect this information through appropriate management based on the “National University Corporation Hokkaido University Personal Information Management Rules” 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 by the University to engage in the relevant operations (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 duties.
- (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

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 Clinical Pharmacy>

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 Adults

1. Admission Quota

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

Division	Admission Quota
Division of Clinical Pharmacy	6 students

2. Eligibility

General Category

Applicants must fulfill one of the following admission requirements:

- (1) Graduated or are expected to graduate 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) Completed or are expected to complete 18 years of school education (finishing in pharmacy, medicine, dental medicine, or veterinary medicine) outside Japan prior to admission to the Graduate School.
- (3) Completed or are expected to complete 18 years of school education of a foreign country (finishing in pharmacy, medicine, dental medicine, or veterinary medicine) through a distance-learning course offered by a school of that country while living in Japan, prior to admission to the Graduate School.
- (4) Completed or are expected to complete education at an institution established in Japan that is recognized by the school education system of a foreign country as an equivalent to a university of that country (limited to individuals who are recognized as having completed 18 years of school education and have finished in pharmacy, medicine, dental medicine, or veterinary medicine in that country) and that is designated by the Minister of Education, Culture, Sports, Science, and Technology (MEXT), prior to admission to the Graduate School.
- (5) Have been designated by the MEXT as having fulfilled one of the following requirements:
 - ① Completed or are expected to complete 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; have received the necessary research guidance (including applicants stipulated in Article 6-1 of the Degree Regulations (Ordinance of the Ministry of Education, Science and Culture No. 9 of 1953) prior to the partial revision of the Degree Regulations (Ordinance of the Ministry of Education, Science and Culture No. 29 of 1974)); and are 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 Graduated from a medical or dental course in a faculty of medicine or dental medicine at a university established under the former university order.
 - ④ Graduated or are expected to graduate 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 Completed or graduated from one of the courses A – C below, engaged in research at a university or a research institute for two years or longer; and are recognized by the Graduate School of Life Science 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: Completed the University's undergraduate coursework (excluding a 6-year program in pharmacy, medicine, dental medicine, veterinary medicine).
 - B: Completed 16 years of school education outside Japan.
 - C: Completed the equivalent of 16 years of school education in correspondence course subjects offered by a school of a foreign country while living 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 Enrolled 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 Completed 16 years of school education (limited to programs that include courses in pharmacy, medicine, dental medicine, or veterinary medicine) outside Japan.
 - ③ Completed the equivalent of 16 years of school education (limited to programs that include courses in pharmacy, medicine, dental medicine, and veterinary medicine) by completing course subjects through a distance-learning course offered by a school of a foreign country while living in Japan.
 - ④ Completed education at an institution established in Japan that is recognized by the school education system of a foreign country as an equivalent to a university of that country (limited to individuals who have completed 16 years of school education, and limited to programs that include courses in pharmacy, medicine, dental medicine, and veterinary medicine) and that is designated by the Minister of Education, Culture, Sports, Science, and Technology (MEXT).
- (7) Are recognized as having an academic aptitude equivalent or superior to the university graduates (in a 6-year program in pharmacy, medicine, dental medicine, or veterinary medicine) through the screening for entrance eligibility conducted by the Graduate School of Life Science, and have reached the age of 24.

* Applicants who wish to enroll in October 2019 must indicate so by checking the appropriate box on the application form.

Special Category for Working Adults

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 Qualifications."

3. Pre-assessment of Qualifications

Application Period for Pre-assessment: June 24 – June 26, 2019

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

Applicants who apply for the Pre-assessment of Qualifications should not pay the entrance examination fee when they apply for the pre-assessment, at the time of the pre-assessment. They should pay the entrance examination fee in accordance with the notes below. Application will be accepted at the Graduate School Educational Affairs Section between 9:00 AM and 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 to applicants around July 9, 2019, by mail; once their qualifications have been accepted by the pre-assessment, applicants must pay the examination fee, in accordance with “7. Entrance Examination Fee,” and submit the payment certificate by July 22, 2019. If the Educational Affairs Section does not receive the payment certificate during the application period, the application will not be accepted and will be regarded as canceled.

Students who will receive the Japanese Government (MEXT) scholarship, the State-Sponsored Scholarship Program of the China Scholarship Council or the Hokkaido University President’s Fellowship (including those who are expected to receive these scholarships) are not required to pay the examination fee.

4. Application Period

Application Period: July 16 – July 22, 2019

Application will be accepted at the Graduate School Educational Affairs Section is open between 9:00 AM and 4:00 PM, except on Saturdays, Sundays, and national holidays; if you mail the application documents, they must be received by the deadline.

Applicants who fall under (5)②, ⑤, (6) and (7) in “2. Eligibility” must apply for the Pre-assessment of Qualifications prior to the entrance examination after referring to “3. Pre-assessment of Qualifications.”

5. Application Documents

General Category

* Applicants who fall under (5)②, ⑤, (6) and (7) “2. Eligibility” must submit the following documents during the application period described in “3. Pre-assessment of Qualifications.”

* In the following table, “○” indicates documents that must be submitted by all applicants, while “△” 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.
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, or Official Certificate of Degree.	○	○	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).

Documents	Applicants		Remarks
	(1)(2) (3)(4) (5) ① ③ ④	(5) ② ⑤ (6)(7)	
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 in advance.
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 who fall under (7) "2. Eligibility" must submit the following documents during the application period described in "3. Pre-assessment of Qualifications."

* In the following table, "○" indicates documents that must be submitted by all applicants, while "△" 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.

Documents		Applicants		Remarks
		(1) (2) (3) (4) (5) ①	(7)	
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 in advance.
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.
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. Where to Submit

To: 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 mark "Application for Graduate School Enclosed" in red on the envelope and send it by express mail.

7. Entrance Examination Fee: 30,000 yen

(1) Students who are expected to complete the Master's Course offered by the graduate schools of Hokkaido University, or who will receive the Japanese Government (MEXT) scholarship*, the State-Sponsored Scholarship Program of the China Scholarship Council, or the 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.

(2) Remit the examination fee through the bank account or post office by using the payment slip for the

entrance examination fee which is enclosed in the application package, and attach the payment certificate to the appropriate section on the application form.

(3) The examination fee is not refundable except the following cases:

- The applicant has not submitted an application, or the application was not accepted after the examination fee was remitted.
- The applicant paid the examination fee twice by mistake.

8. Screening Method

General Category

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

* In the oral examination, applicants are questioned on their “Research Plan after enrollment” and documents submitted as optional extras, such as the summary of research experience or copies of research papers.

Special Category for Working Applicants

The Graduate School will assess applicants on the basis of their oral examination and on their application documents.

* In the oral examination, applicants are questioned on their “Research Plan after enrollment” and documents submitted as optional extras, such as the summary of research experience or copies of research papers.

9. Examination Dates

Date & Time of Examination: August 20, 2019

* 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 Faculty of Science (large lobby inside north entrance to Building 2 (Lower Wing)) and in the entrance hall in the Faculty of Pharmaceutical Science, Hokkaido University, around 4:30 PM on September 3, 2019. All applicants are notified of 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.

11. Procedures for Enrollment and Payment of Fees

All successful applicants will be notified of the registration procedure at the time of notification of results.

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. Total annual tuition fee = 535,800 yen] (estimated).

* If the tuition fee is revised during the period of your enrollment, the revised fee becomes effective immediately.

12. Important Notice

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

13. Extending the Period of Registration

It is possible to extend the standard years of study at the Graduate School of Life Science. Read “Extending the Period of Registration” on page 12, and submit an application if you wish to take advantage of this system.

14. Other Information

The admission ticket for the entrance examination will be sent to all applicants around August 6, 2019.

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

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
<https://www.lfsci.hokudai.ac.jp/en/>

II. Special Category for International Students

1. Admission Quota

Division	Admission Quota	
	October 2019 enrollment	April 2020 enrollment
Division of Clinical Pharmacy	A few students	

2. Eligible Applicants

Applicants must be a citizen of a county other than Japan and living outside of Japan (therefore it is difficult to travel to Japan to take the entrance examination). They must be recognized as having enough competence and scholastic performance by a faculty member of the Graduate School of Science who has agreed to be a supervisor* after enrollment. Also, they must fulfill one of the following criteria:

- (1) completed or are expected to complete 18 years of school education (finishing in pharmacy, medicine, dental medicine, or veterinary medicine) outside Japan, prior to admission to the Graduate School.
- (2) Have been designated by the Minister of Education, Culture, Sports, Science, and Technology (MEXT): Completed 16 years of school education outside Japan, engaged in research at a university or a research institute for two years or longer; and are recognized by the Graduate School of Life Science 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) Are recognized as having an academic aptitude equivalent or superior to the university graduates (in a 6-year program in pharmacy, medicine, dental medicine, or veterinary medicine) through the screening for entrance eligibility conducted by the Graduate School of Life Science, and have reached the age of 24.

*** 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 write a 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 2019 must indicate so by choosing “October 2019 enrollment” on online application registration screen.

3. Pre-assessment of Qualifications

Application Period for Pre-assessment: June 24, 2019 – 5:00 PM JST on June 26, 2019

The Pre-assessment of Qualifications is held prior to the application period for the entrance examination. Applicants who fall (2) or (3) in “2. Eligibility” 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: r-gakuin@sci.hokudai.ac.jp

Applicants must not pay the entrance examination fee at the time of the pre-assessment.

Notes:

The results of the pre-assessment will be sent to applicants around July 9, 2019; once their qualifications have been approved, they must pay the examination fee in accordance with “5. Application Procedure and Payment of Fees” during “4. Application Period.”

Students who will receive the Japanese Government (MEXT) scholarship, the State- Sponsored Scholarship Program of the China Scholarship Council, or the Hokkaido University President’s Fellowship (including those who are expected to receive these scholarships) are not required to pay the examination fee.

4. Application Period

◆ **Online application: July 8, 2019 – 5:00 PM JST on July 12, 2019**

* Note: After completing the online application, applicants must scan all the application documents (see “5. Application Documents”) in PDF format and send them via email by July 12.

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

◆ **Deadline for submission of the application documents by post: 5:00 PM JST on July 22, 2019.**

* Note: Aside from sending PDF file sent by email, applicants must send hard copies of the application documents by registered mail after online application registration. They must be received by the deadline so consider the time for courier delivery.

Applicants under (1) in “2. Eligibility”

Referring to “5. Application Procedure and Payment of Fees”, applicants must apply during the above application period.

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

Applicants must first apply for the Pre-assessment of Qualifications, and then once their qualifications have been accepted by the pre-assessment, complete the application procedure, described in “5. Application Procedure and Payment of Fees”, during the above application period.

5. Application Procedure and Payment of Fees

Applicants must complete all of the following (①-③) by the deadlines specified in “3. Application Period.”

① Online Application Registration

1) Access the Hokkaido University Internet Application website (<https://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 must 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 (cell phone’s email address is not accepted).

2) Follow the instructions on the screen and enter the necessary information.

3) If successfully registered,, notification of completion of the registration will be sent to the email address you have provided.

② Payment of the Entrance Examination Fee

Entrance examination fee must be paid 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. Student who will receive the Japanese Government (MEXT) scholarship, the State-Sponsored Scholarship Program of the China Scholarship Council, and or the 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 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 by Post

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. Consider the time for courier delivery and be sure to post it well in advance.

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 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.	○	○	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.

Documents		Applicants		Remarks
		(1)	(2) (3)	
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	Photocopy 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. Screening Method

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 Faculty of Science (large lobby inside north entrance to Building 2(Lower Wing)) and in the entrance hall in the Faculty of Pharmaceutical Science, Hokkaido University, around 4:30 PM on August 2, 2019. All applicants are notified of 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 are notified of the registration procedure at the time of notification of results.

Enrollment Fee: 282,000 yen (estimated).

Tuition Fee: 267,900 yen.

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

* If the tuition fee is revised during the period of your enrollment, the revised fee becomes effective immediately

10. Extending the Period of Registration

It is possible to extend the standard years of study at the Graduate School of Life Science. Read "Extending the Period of Registration" on page 12, and submit an application if you wish to take advantage of this system.

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

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
<https://www.lfsci.hokudai.ac.jp/en/>

Extending the Period of Registration

1. Aims

When students under special circumstances such as having a job, etc. (including child and nursing care) have asked for an extension to complete the program for a period exceeding the standard years of study (4 years) with a scheduled plan of study, such scheduled study (hereinafter referred to as "Extended Period of Registration") may be approved after reviewing their application.

2. Intended Students

Students who fall under one of the criteria below and for that reason, wish to set the study period longer than the standard period to complete an academic (research) course:

- (1) Have a full-time job in a public office or company (excluding those who are exempt from job duty but receive a salary), or are self-employed;
- (2) Have a part-time job that has a significant influence on the full-time academic work;
- (3) Are taking care of children or other family members, which has a significant influence on the full-time academic work; or
- (4) Are visually impaired, hearing impaired, physically handicapped, etc., which are deemed to have a significant influence on the academic work for an extended period of time.

3. Attendance Period

The period approved for the Extended Period of Registration is up to 6 years for the master's degree program, and a student can apply for extension by the year. Students who have been approved of Extended Period of Registration may not continue their study beyond the period of adding two years to the Extended Period of Registration.

Students may take a temporary leave of absence from school for up to 4 years, the same as the students under the standard period of study.

4. Application Procedure

(1) Application Period

Please submit complete application documents for Extended Period of Registration and for the entrance examination together.

(2) Required Documents

- ① Application Form for Extended Period of Registration (Form 1)
- ② Research Plan Under Extended Period of Registration (Form 2)
- ③ Documents to prove that an applicant needs to apply for Extended Period of Registration (discretionary format).

(3) Announcement of Application Results

The Graduate School of Life Science reviews each application individually 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.

$$\text{Annual tuition fee for students approved to study for an extended period} = \text{Annual tuition fee for his/her attending year} \times \frac{\text{Regular course term (4 years)}}{\text{Number of years approved for extended study (years)}}$$

6. Other Information

For the details about Extended Period of Registration and request for application documents, please contact the Graduate School Educational Affairs Section, Science and Life Science Administration Department, Hokkaido University.