

# Graduate School of Life Science, Hokkaido University

## Application Guidelines for Auditors and Credited Auditors, 2023 Enrollment

### 1. Eligible Applicants

Applicants must be recognized as having a sufficient academic aptitude to take relevant courses.

### 2. Date of Enrollment and Period of Study

Date of enrollment is at the beginning of the school year or the semester, and the period of audit/study is one year or six months. If special periods are decided for courses, the designated ones shall be applicable.

### 3. Application Period:

April Enrollment	February 7, 2023 - February 13, 2023
October Enrollment	August 16, 2023 - August 21, 2023

\*Office hours are from 8:30 am to 5:00 pm excluding Saturdays, Sundays and national holidays.

### 4. Application Documents

Documents	Remarks
① Application form and Resume (specified form)	Paste photographs. Applicants must gain approval from a prospective supervisor and receive the signature.
② Official certificate of graduation or completion	The following applicants are not required to submit this document. • Auditors and credited auditors who wish to apply for a continuation. • Applicants who graduated from the Graduate School of Life Science, Faculty of Science, Graduate School of Science or School of Science in Hokkaido University.
③ Written consent (in any format)	Applicants who are currently employed intend to hold the position in the workplace after enrolling.
④ Payment certificate for application fee	See “6. Application Fee”.
⑤ Photocopy of passport	Photocopy the page showing your full name (only international students.)

### 5. Application Procedure

Required documents stated in “4. Application Documents” must be sent by registered mail to the designated office. Print “application for auditor (or credited auditor) enclosed” in red ink on the front of the envelope if mailing.

### 6. Application Fee 9,800 yen

Applicants who will receive the Japanese Government (MEXT) scholarship or the State-Sponsored Scholarship Program of the China Scholarship Council (CSC) are not required to pay the application fee. When applicants remit the fee at a bank (including post office), please be sure to make a payment with the specified payment slip “**at the counter,**” and receive the “payment certificate (E)”. Please paste it to the “payment certificate sheet.” This sheet must be submitted with other application documents.

### 7. Where to receive and submit

Graduate School Educational Affairs Section  
Science and Life Science Administration Department, Hokkaido University  
Science Building 2, first floor, Kita-10 Nishi-8, Kita-ku, Sapporo 060-0810, Japan  
Phone: 011-706-3677

### 8. Announcement of Application Results

April Enrollment	On or after March 3, 2023
October Enrollment	On or after September 5, 2023

### 9. Procedures for Enrollment and Payment of Fees

All successful applicants will be notified of the details when receiving the application results.

	Amount	Payment Period
Enrollment fee	28,200 yen	At the time of enrollment procedure (April Enrollment: Mid-March 2023 / October Enrollment: Mid-September 2023)
Tuition fee	14,800 yen (one credit)	April Enrollment: May 2023 / October Enrollment: November 2023

### 10. Notes

- ① Applicants who plan to enroll in other schools or graduate schools in Hokkaido University must inform this thing at the time of application.
- ② The application fee, enrollment fee, and tuition fee are not refundable for any reason at all. If the fees are revised at the time of enrollment or during your enrollment period, the revised fees become effective immediately.
- ③ Applicants may not change the documents after submission. The application documents once submitted are not returnable.
- ④ All documents must be in Japanese or English. If the original documents are in languages other than Japanese or English, please attach an official translation in Japanese or English.
- ⑤ Auditors and credited auditors who wish to extend the period must submit an application for continuation (specified form) during the application period.
- ⑥ Auditors and credited auditors who wish to withdrawal from school in the middle of the semester must pay the tuition fee for the semester and submit the application for withdrawal from school (specified form.)
- ⑦ If applicants have any questions regarding the application, please contact the office stated in “7. Where to receive and submit”.