

# Application guidelines for research students for October 2024 enrollment Graduate School of Engineering, Kobe University

Those who wish to conduct research on a specific specialized topic under the guidance of a faculty member in the Graduate School of Engineering may be admitted as research students, subject to selection.

The research period for research students is limited to one year. However, those who wish to continue their research for special reasons may be granted an extension of up to one year.

Please note that **approval from the prospective supervisor is required prior to applying as a research student. In addition, if a foreign resident is unable to come to Japan for any reason, including reasons related to the new coronavirus, the research period cannot, in principle, be changed.**

\* Application procedures for research students are as follows.

## 1. Qualification for Applicants

Those who meet one of the following requirements and those expected to fall under them by September 30, 2024.

(Undergraduate level)

- (1) Applicants who have graduated from a university (including junior college)
- (2) Applicants who have completed a minimum total of 14 years of school and university education abroad.
- (3) Those who are recognized by the Faculty of Engineering as having academic ability equivalent or superior to those listed in No. 2 above.

(Master's level)

Those who meet one of the following requirements are eligible.

- (1) Applicants who have successfully obtained a bachelor's degree from a university in their respective countries or elsewhere.
- (2) Applicants who have completed a minimum total of 16 years of school and university education abroad.
- (3) Applicants with qualifications acknowledged as being equivalent to a university graduate by the Graduate School of Engineering.

(Doctoral level)

- (1) Applicants who have successfully obtained a master's degree from a university in their respective countries or elsewhere.
- (2) Applicants with qualifications acknowledged as being equivalent to a master's degree by the Graduate School of Engineering.

## 2. APPLICATION DEADLINE

The application deadlines for research students are as follows. The application forms listed below must reach the student affairs section during the following periods or be postmarked by the deadline.

|  |                                |
|--|--------------------------------|
| Residents of foreign countries                         | from May 28 to May 31, 2024    |
| Residents of Japan<br>(Excluding short-term residents) | from July 30 to August 2, 2024 |

\*Reception time is 10:00 to 12:00 and 13:00 to 16:00 on weekdays.

### 3. APPLICATION FORMS

Please submit the following documents to the student affairs section of the Graduate School of Engineering at Kobe University.

The application form must be filled out by the applicant themselves. If any false information is found in the application, we may revoke the admission to Kobe University.

#### Required documents

- (1) Application for admission (specified form)
- (2) Curriculum vitae (specified form)
- (3) Research proposal (specified form)
- (4) Application fee (9,800 JPY): Submit proof of payment.

Please pay the examination fee at your nearest post office using the attached "payment slip" and attach the "certificate of receipt of money transfer payment" to the designated area at the bottom of the application form.

(For overseas remittance, please contact beforehand us as the procedure is different.)

The application fee will not be refunded for any reason, except in the case that the applicant fails to submit the application documents or the application is not accepted.

- (5) Graduation certificate (or certificate of expected graduation) or certificate of (expected) completion and transcripts of the academic record from the last attended educational institution.

#### Foreign applicants

Foreign applicants must submit the following documents (6) to (8) in addition to (1) to (5) above.

Only (8), (8-1) and (8-2) must be submitted by email.

Email address: [eng-kyomugakusei@office.kobe-u.ac.jp](mailto:eng-kyomugakusei@office.kobe-u.ac.jp)

- (6) Letters of recommendation (specified form)
  - Written by a professor or lecturer who instructed you during your previous degree program, by the dean of your previous institution, or the head of the department.
- (7) Certificate of residence or residence card (copy, front and back) (only for applicants residing in Japan)
- (8) Application for certificate of eligibility (prescribed form) (only for those not residing in Japan)
- (8-1) Passport (copy)
- (8-2) Documents certifying the applicant's ability to pay the expenses (bank book (copy), certificate of balance (copy), etc.)
  - \* Additionally, please submit documents verifying Japanese language proficiency (such as a certificate from the Japanese Language Proficiency Test) in case you have such proficiency.

#### Applicants entering from the workforce

Applicants who are employed at a company (including government offices) at the time of admission must submit the following documents (9) and (10) in addition to (1) to (5) above.

- (9) A pledge stating that the candidate will be solely under the guidance of the supervisor or instructor in the division or department to which they are admitted.
- (10) A letter of confirmation stating that the candidate is being admitted on condition that they do not resign from their job and that their studies are not purely for occupational purposes.

(N.B.)

- All documents must be originals. However, photocopies of residence cards, certificates of Japanese language proficiency tests, etc. are acceptable.
- In principle, submitted documents will not be returned.
- All application documents must be written in Japanese or English. If the documents are in any foreign language other than English, please attach a Japanese translation with a certification of translation by an official agency of the Japanese government or a foreign government diplomatic mission

abroad.

- Please fill out the prescribed forms by typing them into a Word or Excel file, printing them out, or writing them by hand with a ballpoint pen (black or blue ink). Erasable pens are not acceptable.

#### 4. METHOD OF SELECTION and RESULT OF SELECTION

Selection will be based on a review of the submitted documents and other factors. Applicants will be notified of the selection results within approximately one month.

#### 5. ACADEMIC FEES

Admission fee : 84,600 JPY

Tuition fee (per semester) : 178,200 JPY

(N.B.)

\*If tuition fees are revised during the student's enrollment, the new tuition fees will be applied from the time of the revision.

\*Details of admission procedures (admission fee, etc.) will be announced separately after the announcement of acceptance.

#### 6. ABOUT PERSONAL INFORMATION

(1) Kobe University complies with legislation such as the “Act on the Protection of Personal Information, Act No. 57 of May 30, 2003” in using applicants’ personal information, and handles it based on the “Guideline on the Control of Personal Information Held by Kobe University.”

(2) Personal information including the individual results of examinations shall be used for screening (application processing and selection), announcement of successful applicants, enrollment procedures, future screening methods, and surveys or research aimed at improving university education. The results of these surveys or research will be published without information that could identify specific individuals.

(3) The personal information of enrolled students provided for the application will be used for supporting the students after enrollment (health management, tuition fee exemption or scholarship application), educational purposes (registration, academic instruction), tuition-fee related matters, and other corresponding work.

(4) Part of these operations may be outsourced to an agency. In cases where operations are outsourced, all or part of the personal information provided will be handed to such an agency under a nondisclosure obligation within a certain limit necessary for the agency to execute the operations.

Contact:

Student Affairs Section  
Graduate School of Engineering  
Kobe University

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Nada-ku, Kobe City  
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JAPAN

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