

2018
Graduate School of Horticulture,
Faculty of Horticulture, Chiba University
Application Guidelines
Research Students and Specialized Students
(for Foreign Applicants)

Foreign applicants who wish to conduct specific research at Graduate School of Horticulture or Faculty of Horticulture, Chiba University, could be admitted to enroll, after selection as Research Students or Specialized Students.

After enrollment, the applicant who has graduated from the university courses equivalent to Faculty of Horticulture will be registered as a Research Student, and the applicant who has graduated from the university courses not related to Horticulture will be registered as a Specialized Student. Specialized Students, however, could be accepted for Faculty of Horticulture. Graduate School of Horticulture could accept only Research Students.

Applicants should take the following procedures.

1. Required Qualifications

【Faculty of Horticulture】 for Research Students and Specialized Students

An applicant for Faculty of Horticulture must meet one of the following qualifications.

- (1) The applicant has graduated from a university. (*)
- (2) The applicant has completed a 16-year course of study in the educational institutions of a foreign country. (*)
- (3) The applicant has graduated from a university in a country where its official academic educational system, including university education, completes in less than 16 years. (*)
- (4) The applicant has been judged to have scholastic attainments that are at least the equivalent of those of university graduates by Faculty of Horticulture. (*)

【Graduate School of Horticulture】 for Research Students

An applicant for Graduate School of Horticulture must meet one of the following qualifications.

- (1) The applicant has a master's degree, a doctor's degree or a professional degree.
- (2) The applicant has a degree corresponding to a master's degree, a doctor's degree or a professional degree.
- (3) The applicant has been judged to have scholastic attainments that are at least the equivalent of those of individuals who have a master's degree, a doctor's degree or a professional degree by Graduate School of Horticulture. (*)

* Applicants who have graduated from university courses not related to Horticulture, however, could be accepted as Research Students if they are specially admitted by the academic supervisors.

It is necessary for an applicant to obtain a proper visa status specified by the Immigration Control and Refugee Recognition Law in Japan before the enrollment.

2. Enrollment Time and Research Period

Enrollment will be made in April or October. The period of attendance at school is one year, which could be extended up to two years if necessary.

3. Submittal of Application *

| Enrollment Time | Submittal of Application Periods | |
|-----------------|--|-------------------------------------|
| | Foreign applicants who stay in Japan | Foreign applicants who stay abroad |
| April | February 5(Mon), 2018 ~ February 6(Tue), 2018 | Must arrive by October 6(Fri), 2017 |
| October | August 6(Mon),2018~ August 7(Tue), 2018 | Must arrive by April 27(Fri), 2018 |

*Overseas governmental scholarship students need to follow the separate instruction.

- (1) The application documents should be submitted in person in principle.
- (2) Hours: 9:00 ~ 11:30 a.m., 1:30 ~ 4:30 p.m.
- (3) If the submitted documents are incomplete by the deadline of submission, the application may not be accepted.
- (4) An application from outside Japan should be submitted by his/her guarantor in Japan in principle.
- (5) An applicant's guarantor must live in Japan and must be able to afford the expenses including the Tuition Fee of the applicant.
- (6) In addition to all application documents, the applicant needs to ask his/her planned academic advisor to fill out the research subject and get the signature and seal on the application form.
- (7) As submittal of application periods are subject to change, please inquire at *the Administration Group for Education and Student Affairs* before submission.
- (8) After the application documents are accepted, applicants will be selected based on the documents they submit and an oral interview. The schedule of an oral interview will be informed when applying.

4. Documents to Be Submitted

Individuals wishing to apply should gather **the following documents** and then submit them by the specified time. Original certificate must be submitted with your application. **The Entrance Examination Fee must be remitted by using the wire-transfer form attached to this pamphlet before the submission of documents within the period of application.** Please see an attached sheet about the way of remittance.

- (1) Application Form and Curriculum Vitae: Use the form prescribed by this school, fill out Curriculum Vitae from the entrance of elementary school and affix your photograph (size: 4 cm longx3 cm wide).
- (2) Certificate of School Attendance: Use the form prescribed by this school.
- (3) Certificate of Guarantor's Employment: The form is not fixed.
Certificate of (Expected) Graduation issued from the final school: (Expected) Graduation Certificate should be issued in English if the applicant graduated (or is expected to graduate) from a school of a foreign country.
- (4) Transcript of Grades issued by the school from which the applicant graduated. (Transcript should be issued in English if the applicant graduated from a school of a foreign country.)
- (5) 1 Return Envelope: Please submit a "Kakugata 2" (size:240mm×332mm) envelope, affix 140 yen in postage, and write your name, address, and zip code.
- (6) Research Proposal
- (7) **Transfer Certificate of Entrance Examination Fee:** As stated below 5 and in the attached sheet.
- (8) Curriculum Vitae of Foreign Applicant: Use the form prescribed by this school.
- (9) Certificate of Health: Use the form prescribed by this school.

- (10) Letter of Recommendation: Use the form prescribed by this school.
- (11) Transcript of TOEIC L&R, TOEFL, or other documents to certify the applicant's English ability, or Transcript of Grades of Japanese Language Proficiency Test.
- (12) A copy of the Residence Certificates: It must be obtained at the city, ward, town or village office in which the applicant resides. It contains the applicant's residence qualifications and period of residence. Please note that you cannot put the Social Security and Tax Number called "My Number" on it.
- (13) A copy of Passport
Only the applicants who stay in Japan when applying must submit the documents (12) and (13) , and the applicants from abroad must submit those two documents immediately after arriving in Japan.
As any documents once submitted will not be returned under any circumstances, we recommend you to photocopy them before submitting if necessary.

5. Fees Required

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|------------------------------|--|
| (1) Entrance Examination Fee | 9,800 yen |
| (2) Admission Fee | 84,600 yen (estimated amount) |
| (3) Tuition Fee | 173,400 yen (estimated amount) for 6 months (Total tuition for a year: 346,800 yen) |

As Admission Fee and Tuition Fee must be paid immediately after a notification of acceptance is issued, we recommend all applicants to prepare for the payment in advance. Should the tuition, etc., be revised, the new tuition, etc., will go into effect as of the time of the revision.

Research Students and Specialized Students are not qualified for the system of Exemption or Postponement of Payment for Admission Fee and Tuition Fee. **Once the Examination Fee, Tuition and so on are paid, they will not be refunded under any circumstances.**

6. Others

- (1) Enrollment may be cancelled if the student who is considered inappropriate as a Research Student or a Specialized Student after the enrollment of this school.
- (2) Research Certificates could be issued upon their requests to students who have finished their research and submitted the reports of research.
- (3) When it becomes difficult for the student to continue the research because of enrolling the graduate school or finding a job, it is necessary for the student to submit the Form of Withdrawal through his/her academic supervisor, or he/she will be removed from the register.

Contact Information:

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