

(This is an English version of the Student Application Guide in Japanese)

**Application Guide
For 2011 Enrollment**

**Yamagata University
Graduate School of Science and Engineering
Doctoral Program
(Engineering)**

**Organic Materials Engineering
Bioengineering
Electrical Engineering and Informatics
Mechanical Systems Engineering
Management of Technology (MOT)**

**Admission process for general applicants
Admission process for working applicants
Admission process for international applicants**

June 2010

**Graduate School of Science and Engineering
Yamagata University**

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Inquiry

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4-3-16 Jonan, Yonezawa City, Yamagata Prefecture, 992-8510, Japan
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Doctoral Program (Engineering) Application Guide for 2011 Enrollment

Graduate School of Science and Engineering, Yamagata University

1. Number of students accepted (For general, working, and international applicants)

Name of Program	Number of students accepted		
	First examination	Second examination	Total
Organic Materials Engineering (Engineering)	6	3	9
Bioengineering (Engineering)	3	1	4
Electrical Engineering and Informatics (Engineering)	3	2	5
Mechanical Systems Engineering (Engineering)	3	1	4
Management of Technology (MOT) (Engineering)	3	1	4
Total	18	8	26

Note: Please refer to the Doctoral Program (Science) Application Guide (separate booklet) for information on applying to the science program.

2. Eligibility of applicants

(1) General applicants

Applicants must fall under one of the following categories:

- (i) Have completed, or expect to complete by March 2011, a master's degree or a professional degree;
- (ii) Have completed, or expect to complete by March 2011, a master's degree or a degree equivalent to a professional degree outside of Japan;
- (iii) In Japan, have taken one or more distance-learning courses provided by a school or schools in a foreign country and have thus completed, or expect to complete by March 2011, a master's degree or a degree equivalent to a professional degree of that country;
- (iv) Have completed, or expect to complete by March 2011, a master's program or a degree equivalent to a professional degree at a non-Japanese educational institution located in Japan that is certified separately by Japan's Minister of Education, Culture, Sports, Science and Technology provided that the postgraduate program must be accredited in the institution's own country; or
- (v) Fulfill one of the following qualifications and have, by way of the eligibility confirmation process and individual examination of admission qualifications administered by the Graduate School of Science and Engineering, Yamagata University, been proven to possess academic ability that is equal to or greater than that of a master's degree holder:
 - a. Have graduated from one or more universities in Japan and engaged in research at one or more universities or research institutions for more than two years
(You will be required to undergo eligibility confirmation process 1);
 - b. Have engaged in research at one or more universities or research institutions for more than two years after having completed 16 years of schooling in a foreign country or having taken one or more distance-learning courses provided in Japan by a school or schools in a foreign country and have thus completed 16 years of schooling of that country
(You will be required to undergo eligibility confirmation process 1);
 - c. Have graduated from one or more universities in Japan and worked in the field of science or technology for more than two years
(You will be required to undergo eligibility confirmation process 1);
 - d. Have worked in the field of science or technology for more than two years after having completed 16 years of schooling in a foreign country or having taken one or more distance-learning courses provided in Japan by a school or schools in a foreign country and have thus completed 16 years of schooling of that country
(You will be required to undergo eligibility confirmation process 1); or

- e. Have no master's degree, but have graduated from one or more universities, technical colleges, junior colleges, specialized schools, Japanese campuses of foreign universities or foreign schools and will be 24 years or older as of March 31, 2011 (i.e., born before April 1, 1987)
(You will be required to undergo eligibility confirmation process 2).

(2) Working applicants

Working applicants must be employed as engineers, educators or researchers at a research institute, educational institution, or corporation and must fall into one of the following categories:

- (i) Have completed, or expect to complete by March 2011, a master's degree or a professional degree;
- (ii) Have completed, or expect to complete by March 2011, a master's degree or a degree equivalent to a professional degree outside of Japan;
- (iii) In Japan, have taken one or more distance-learning courses provided by a school or schools in a foreign country and have thus completed, or expect to complete by March 2011, a master's degree or a degree equivalent to a professional degree of that country;
- (iv) Have completed, or expect to complete by March 2011, a master's program or a degree equivalent to a professional degree at a non-Japanese educational institution located in Japan that is certified separately by Japan's Minister of Education, Culture, Sports, Science and Technology provided that the postgraduate program must be accredited in the institution's own country; or
- (v) Fulfill one of the following qualifications and have, by way of the eligibility confirmation process and individual examination of admission qualifications administered by the Graduate School of Science and Engineering, Yamagata University, been proven to possess academic ability that is equal to or greater than that of a master's degree holder:
 - a. Have graduated from one or more universities in Japan and engaged in research at one or more universities or research institutions for more than two years
(You will be required to undergo eligibility confirmation process 1);
 - b. Have engaged in research at one or more universities or research institutions for more than two years after having completed 16 years of schooling in a foreign country or having taken one or more distance-learning courses provided in Japan by a school or schools in a foreign country and have thus completed 16 years of schooling of that country
(You will be required to undergo eligibility confirmation process 1);
 - c. Have graduated from one or more universities in Japan and worked in the field of science or technology for more than two years
(You will be required to undergo eligibility confirmation process 1);
 - d. Have worked in the field of science or technology for more than two years after having completed 16 years of schooling in a foreign country or having taken one or more distance-learning courses provided in Japan by a school or schools in a foreign country and have thus completed 16 years of schooling of that country
(You will be required to undergo eligibility confirmation process 1); or
 - e. Have no master's degree, but have graduated from one or more universities, technical colleges, junior colleges, specialized schools, Japanese campuses of foreign universities or foreign schools and will be 24 years or older as of March 31, 2011 (i.e., born before April 1, 1987)
(You will be required to undergo eligibility confirmation process 2).

(3) International applicants

International applicants are defined as applicants whose nationality is other than Japanese.

Please note that nationals of countries other than Japan who have either graduated from a university in Japan or completed a master's degree in Japan are considered to fall under the classification of general applicants and thus will not be considered international applicants.

International applicants must fall into one of the categories below:

- (i) Have received, or expect to receive by March 2011, a master's degree, or a degree equivalent to a professional degree outside of Japan;
- (ii) In Japan, have taken one or more distance-learning courses provided by a school or schools in a foreign country and have thus completed, or expect to complete by March 2011, a master's degree or a degree

- equivalent to a professional degree of that country;
- (iii) Have completed, or expect to complete by March 2011, a master's program or a degree equivalent to a professional degree at a non-Japanese educational institution located in Japan that is certified separately by Japan's Minister of Education, Culture, Sports, Science and Technology provided that the postgraduate program must be accredited in the institution's own country; or
 - (iv) Fulfill one of the following qualifications and have, by way of the eligibility confirmation process and individual examination of admission qualifications administered by the Graduate School of Science and Engineering, Yamagata University, been proven to possess academic ability that is equal to or greater than that of a master's degree holder;
 - a. Have engaged in research at one or more universities or research institutions for more than two years after having completed 16 years of schooling in a foreign country
(You will be required to undergo eligibility confirmation process 1);
 - b. Have worked in the field of science or technology for more than two years after having completed 16 years of schooling in a foreign country
(You will be required to undergo eligibility confirmation process 1);
 - c. Have no master's degree, but have graduated from one or more Japanese campuses of foreign universities or foreign schools and will be 24 years or older as of March 31, 2011 (i.e., born before April 1, 1987)
(You will be required to undergo eligibility confirmation process 2).

3. Eligibility confirmation processes 1 and 2

The following eligibility confirmation process is required for applicants who are eligible as either: general applicant (v); working applicant (v); or international applicant of (iv).

- (1) The eligibility confirmation process will be conducted as follows:

Eligibility confirmation process 1:

The Graduate School will examine the applicant's research and other demonstrable achievements, such as books, academic papers, academic lectures, academic reports and patents, to confirm that the applicant's research-based performance is of a worth equal to or higher than a master's thesis. If the applicant's previous work is accepted by the Graduate School, the applicant will be eligible to apply for admission.

Eligibility confirmation process 2:

Applicants will become eligible to apply for admission if they are deemed to possess academic ability that is equal to or greater than that of a master's degree holder.

- (2) Documents required for eligibility confirmation processes 1 and 2:

- (i) A completed Application Form for Confirmation of Eligibility (a form designated by the Graduate School of Science and Engineering, Yamagata University),
- (ii) An academic transcript from the last school from which you graduated (prepared and sealed in an envelope by the school),
- (iii) A graduate certificate from the last school from which you graduated,
- (iv) A completed Eligibility Confirmation Process Application Form (a form designated by the Graduate School of Science and Engineering, Yamagata University),
- (v) Copies of your research papers, if any,
- (vi) Record of Research and Technological Achievements (describing your research activities, such as contents of works, books, academic papers, academic lectures, academic reports, patents and utility models, using the designated form).

Examination division	Submission period for eligibility confirmation process documents	Notification of results
First examination	Friday, July 23 to Wednesday, July 28, 2010 (due date)	Wednesday, August 4, 2010
Second examination	Tuesday, January 4 to Thursday, January 6, 2011 (due date)	Thursday, January 13, 2011

Application documents submitted to the Admissions Office, Faculty of Engineering, Yamagata University (4-3-16 Jonan,

Yonezawa City, Yamagata Prefecture, 992-8510, Japan) in person or by mail must arrive no later than the due date stated above.

Application documents are accepted weekdays between 9:00 a.m. and 4:30 p.m.

- (3) This confirmation process can be substituted with the Certificate of Applicant Eligibility issued by the Graduate School of Science and Engineering, Yamagata University. Applicants who have the certificate and wish to be exempt from the confirmation process must send the certificate together with the other application documents.

4. Application period

- (1) Application period

Examination division	Application period
First examination	Tuesday, August 10 to Thursday, August 19, 2010 (due date)
Second examination	Monday, January 17 to Friday, January 21, 2011 (due date)

Notes:

- Application documents are accepted between 9:00 a.m. and 4:30 p.m., except between Friday, August 13 and Monday, August 16, 2010.
- Late applications will not be accepted. If sending by mail, applicants must allow for a sufficient number of days for the documents to reach the Admissions Office. (Application documents sent by mail must also arrive at the Admissions Office no later than the due dates stated above.)
- If submitting by mail, please write "Enclosed: Application Form, Doctoral Program, the Graduate School of Science and Engineering (Engineering)" in red on the front of the envelope and send the documents by registered mail.

- (2) Accessing to the Admissions Office

Admissions Office, Faculty of Engineering, Yamagata University

4-3-16 Jonan, Yonezawa City, Yamagata Prefecture, 992-8510, Japan

Tel: +81-238-26-3013

5. Application procedures

- (1) Application documents

Application documents must be completed and provided by all applicants, whether general, working or international applicants.

Application Form Photo ID for Examiner Admission Ticket Curriculum Vitae	Complete the Application Form designated by the Graduate School. A front-on headshot photograph of the applicant (4 × 3 cm, head uncovered) taken within the last three months should be attached to Photo ID for Examiner in the designated space.
Completion certificate or a certificate of expected completion*	The certificate must be prepared by the president of the university or head of the graduate school from which you graduated or expect to graduate.
Academic transcript from your graduate school*	The transcript must be prepared and sealed in an envelope by the president of the university or head of the graduate school from which you graduated or expect to graduate.
Summary of master's degree thesis*	The contents of your thesis must be summarized in no more than 2,000 Japanese characters on the designated form. A copy of the thesis, or related academic lectures or patents, if any, must be attached. A summary written in English is also acceptable (no more than 600 words).
Research Plan	The applicant's intended theme or field of research, including the basic concept and objectives, must be stated on the designated form in no more than 1,000 Japanese characters (or no more than 300 English words). (The applicant may consult an instructor.) Reasons for application must be included in the plan.
Application fee	30,000 yen (Students expecting to complete the master's program of the Graduate School of Science and Engineering, Yamagata University in March 2011 are exempt from payment.) 1. Payment period First Examination: Tuesday, August 3 to Thursday, August 19, 2010 Second Examination: Tuesday, January 11 to Friday, January 21, 2011 2. Notes on the payment procedure (1) The fee must be paid at a branch of Japan Post Bank or at a post office

	<p>using the designated Payment Slip for Doctoral Program, the Graduate School of Science and Engineering. Please note that the payment must be made at the teller counter as it cannot be processed by an ATM machine.</p> <p>(2) Print your (the applicant's) name, address, and phone number in the specified space (marked with “*”) on the Payment Slip using a ballpoint pen.</p> <p>(3) Specify your intended area of specialization on the Payment Receipt Slip and the Application Fee Payment Certification.</p> <p>(4) Make sure the bank or post office's stamp, with the date of receipt, is affixed to the Payment Receipt and the Application Fee Payment Certification.</p> <p>3. Submit the Application Fee Payment Certification stamped by the bank/post office.</p> <p>4. If you are an international student sponsored by your own government, no application fee is required. Instead, submit an official document certifying your status.</p> <p>5. The application fee will not be refunded for any reason, except:</p> <p>(1) the applicant decides not to apply for admission (including where the application documents are not submitted or where the application is rejected); or</p> <p>(2) the application fee was unintentionally paid twice. For more details about getting a refund of the application fee, please contact the Admissions Office of the Faculty of Engineering. The refund request should be made by Thursday, March 31, 2011.</p>
Self-addressed envelope	Submit a stamped, self-addressed envelope (23.5×12cm), with the applicant's name, address and postal code. Within Japan, the required postage is 350 yen, including express delivery fee.
Certificate of Alien Registration	Nationals of foreign countries who are residing in Japan must submit a copy of the certificate of alien registration issued by the head of their local municipality. Non-Japanese applicants without such registration should submit a photocopy of their passport.
Address Label	Fill out the required information, including the applicant's name, address, and postal code on the designated Address Label. Provide an address at which the notification of the result will definitely reach the applicant.

Note: Applicants whose eligibility has been confirmed by the afore-mentioned process 1 or 2 do not have to submit application documents marked with “*”.

Documents required to be submitted by working applicants:

Record of Research and Technological Achievements	List the applicant's research-related activities, such as contents of studies, books, academic papers, academic lectures, academic reports, patents and utility models, using the designated form.
Permission for Examination	Permission must be issued by the applicant's immediate manager or equivalent.

(2) Notes regarding your application

- (i) Incomplete forms will not be accepted. Take care to enter all required information correctly and completely.
- (ii) Course changes will not be permitted following the acceptance of the application form.
- (iii) If your address changes, please notify the school as soon as possible.
- (iv) It is permissible to fill in the designated application forms using a word processor or other device.

6. Examination process

(1) Date and time of oral examination

Examination division	Time and date of examination
First examination	From 10:00 a.m., Friday, August 27, 2010
Second examination	From 10:00 a.m., Saturday, February 26, 2011

*Decision on acceptance or rejection is based on a comprehensive evaluation of the oral examination and the pre-application screening for both examinations.

(2) Test location

Faculty of Engineering, Yamagata University
4-3-16 Jonan, Yonezawa City, Yamagata Prefecture, 992-8510, Japan

(3) Contents of oral examination

(i) General applicants

The oral examination will cover the applicant's master's degree thesis, subjects and fields of intended research, and research plan.

(ii) Working applicants

The oral examination will cover the applicant's master's degree thesis, Record of Research and Technological Achievements, and research plan.

(iii) International applicants

The oral examination will cover the applicant's master's degree thesis, subjects and fields of intended research, and research plan.

*Applicants will be given 30 minutes to make their presentation for the oral examination. Equipment such as an OHP, slide projector, or liquid crystal projector may be used in the presentation.

7. Notification of results

Examination division	Time and date of results notification
First examination	11:00 a.m., Wednesday, September 8, 2010 (scheduled)
Second examination	1:00 p.m., Monday, March 7, 2011 (scheduled)

The results will be posted on the Faculty of Engineering's bulletin board and a letter of acceptance will be sent to successful applicants.

8. Enrollment procedure

Successful applicants must follow the enrollment procedure as described below:

(1) Enrollment period

Examination division	Enrollment period
First examination	Wednesday, October 6 to Thursday, October 14, 2010
Second examination	Friday, March 25 to Monday, March 28, 2011

Note: The period excludes Saturdays, Sundays and public holidays.

(2) Enrollment location

Admissions Office, Faculty of Engineering, Yamagata University: 4-3-16 Jonan, Yonezawa City, Yamagata Prefecture, 992-8510, Japan

Tel: +81-238-26-3013

(3) Items required for enrollment

(i) Enrollment fee: 282,000 yen

Payment of the enrollment fee should be made when submitting the enrollment documents.

Students expecting to complete Master's Program of the Graduate School of Science and Engineering, Yamagata University in March 2011 and intend to continue their studies by undertaking the Doctoral Program of the Graduate School of Science and Engineering, Yamagata University, however, are exempt from payment.

(ii) Enrollment documents designated by the Graduate School of Science and Engineering, Yamagata University

(iii) Education and Research Scholarship for Students Affected by Disaster or Injury.

Notes: 1. Students with an outstanding academic record who are unable to pay their admission and tuition fees because of economic reasons or some other special reason, such as having been victim of a natural disaster, may apply for exemption from paying all or half of the admission and tuition fees.

2. Japanese students may apply for a scholarship loan from the Japan Student Services Organization to the value of 122,000 yen per month. However, applicants must be qualified under the regulations established by the Japan Student Services Organization for their application to be successful. It

should also be noted that the number such scholarships is limited.

9. Tuition

After matriculation, the annual tuition fee must be paid.

Successful applicants can choose a payment option from the following: once a year, twice a year, 10 equal payments or 10 equal payments including payments from bonuses.

1. Annual tuition: 535,800 yen (planned)
2. The tuition fee provided above has not been finalized and is subject to change. Successful applicants will be informed of the amount when it is finalized.
3. In the event that the tuition fee is changed, the new tuition fee will become effective immediately.
4. Details of the tuition payment will be provided with the enrollment guide sent to successful applicants.

10. Special arrangements for working students stipulated in the Standards for Establishing a Graduate School, Article 14

With the rapid advancement of science and technology in recent years, there has been increasing demand for graduate schools to provide professional engineers, educators, and researchers with opportunities to receive higher education. In reality, however, most professionals are unable to take such opportunities, mainly due to time and/or geographical constraints.

In response, the Standards for Establishing a Graduate School, Article 14 gives due consideration to working students. It stipulates that, "If deemed necessary for an educational purpose, graduate courses may provide education through appropriate special arrangements, such as classes and research guidance made available during evening or other hours, or special periods/hours."

Our doctoral program in engineering provides special arrangements in conformity with the Standards for Establishing a Graduate School, Article 14, to actively accept professional engineers, educators and researchers who desire to receive graduate school education.

The special arrangements are provided as follow:

- (1) In addition to regular daytime classes (8:50-15:55), night classes (16:00-21:10) are offered;
- (2) Saturday and Sunday classes are also available;
- (3) If needed, classes will be offered during summer and/or winter breaks;
- (4) Students who would like to take a specially arranged course during non-regular hours must submit the Special Arrangement Application Form at the beginning of the school year, and obtain the approval of their supervisor and the professor/lecturer teaching the class.

11. Extension of course period

Working students and other students with approved reasons may choose to extend the period of their doctoral courses beyond the regular length of three years. For the details of this option, including application procedures and payment arrangements, contact the School Affairs Office, Faculty of Engineering, Yamagata University (phone: +81-238-26-3015).

12. Others

- (1) Please do not fail to bring Admission Ticket to the oral examination.
- (2) If you would like to obtain the Admissions Guide by mail, send your request to the Admissions Office, Faculty of Engineering, Yamagata University.

On the front of the envelope, write "Request for Admissions Guide, Doctoral Program, the Graduate School Science and Engineering (Engineering)" in red. Enclose a self-addressed, stamped envelope (33×24cm), with your name, address and postal code. Please ensure you affix sufficient postage. If you live in Japan, the required postage is 240 yen (510 yen for express mail).

- (3) Our doctoral program in engineering offers a separate admissions program for October enrollment.
- (4) Applicants' personal information obtained through the admissions process will be used for the following purposes only, and never disclosed, provided to, or entrusted into the custody of any third party:

- (i) Conducting the entrance examination;
 - (ii) Enrollment procedures;
 - (iii) Statistical survey on enrollment; and
 - (iv) Necessary administrative tasks related to the student's study program at Yamagata University.
- (5) Discovery of a false statement in the documents submitted may result in the withdrawal of any offer made.
- (6) If you have physical disability (as specified in the Order for Enforcement of the School Education Act, Article 22-3) that warrants you be given special consideration either when you take the examination and/or during your undertaking the doctoral program, please consult the Admissions Office, Faculty of Engineering before submitting your application.

Outline of Doctoral Programs at the Graduate School of Science and Engineering (Engineering)

(1) Organization of the Graduate School

The Graduate School of Science and Engineering consists of two-year master's programs and subsequent three-year doctoral programs.

Doctoral programs (Engineering) are offered in the following areas of study.

Doctoral Program (Engineering)	Organic Materials Engineering
	Bioengineering
	Electrical Engineering and Informatics
	Mechanical Systems Engineering
	Management of Technology (MOT)

(2) List of faculty members and courses

For more details, visit the pages listed below on the website of the Faculty of Engineering, Yamagata University (<http://www.yz.yamagata-u.ac.jp/>)

○Faculty member list (in Japanese): <http://www.yz.yamagata-u.ac.jp/admission/admissiondaigakuintop.html>

○Course descriptions (in Japanese): <http://www.yz.yamagata-u.ac.jp/jimu/dcsyllabus/dcsirabasu.html>

○Course syllabus for FY 2010 (in Japanese): <http://www.yz.yamagata-u.ac.jp/jimu/dcsyllabus/dcsirabasu.html>