Hokkaido University

Graduate School of Engineering

English Engineering Education Program

Application guidelines

Special Selection

for International Students

MASTER'S PROGRAM

DOCTORAL PROGRAM

October 2018 enrollment

April 2019 enrollment (First call)

Contents

Goal of Education and Admission Policy

Goal of Education

The goal of Hokkaido University Graduate School of Engineering is through the succession and creation of study, to nurture individuals who have general education and advanced technical skills in the field of engineering; who have knowledge in diverse areas with which they can adapt to globalization, ongoing advancements in science and technology, and the trend toward interdisciplinary approaches; and who have discernment and the ability to meet practical challenges.

Admission Policy

This graduate school accepts applicants who have graduated with a major in a field of science and engineering and want to obtain a Master's or Doctoral degree in engineering as well as promising mature applicants who gained work experience after completing an undergraduate and Master' degree, and now are interested in earning a doctoral degree.

The graduate school also actively accepts international students. Mature and international students who pass the entrance examination may enroll in either April or October.

The master's course entrance examination includes a written exam that covers language skills and field-specific knowledge and an oral exam. The written exam is given to measure the applicant's level of understanding of basic and specialized subjects in the fields of study in each division, but to ensure that the university accepts students with a broad range of skills, students may select their examination subjects from many different subjects.

The doctoral course entrance examination includes a written exam that covers language skills and field-specific knowledge and an oral exam to evaluate the applicant's research skills.

In some divisions, individuals with outstanding academic records or with extensive research and development experience at companies or other institutions may be exempted from taking the written exam.

1. About the Program

International graduate program in English (Master's and Doctoral degree) was first established at Graduate School of Engineering, Hokkaido University in year 2000 as English Graduate Program in Social Environmental Engineering (EGPSEE) in order to attract qualified international students, who speak little or no Japanese. Program has gradually expended to cover the other fields of engineering, and was renamed English Engineering Education Program (hereafter referred as e³ program) from 2007. The program comprises of 12 divisions encompassing all fields of Engineering.

The program aims to educate together International and Japanese students in Master's and Doctoral degrees in a multicultural and inter-disciplinary environment in English. The goal of the e³ program is to foster globally competitive individuals, engineers and researchers, who possess in-depth knowledge, are equipped with up-to-date technologies, have global mindset, and are able to work, taking leadership in various fields.

To foster the individuals described above and achieve its goal, e³ program embraces the diversity of origins of the applicants and recruits students from all over the world.

2. Admission Categories

Admission screening to the program is conducted under the three categories. Please carefully confirm eligibility, requirements and deadlines for each category in the respective application guidelines, and choose an appropriate one. These guidelines describe the matters related to Special Selection.

- **e³ Special selection**
- e³ General selection (please refer to the respective guidelines)
- Double Degree Program special selection (please refer to the respective guidelines)

Additionally, applicants who already passed the general examination of Graduate School of Engineering can be accepted to e³ program under the two categories below:

- Acceptance to the program after passing the general selection
- Transfer to the program within the Graduate School of Engineering

Application guidelines for each category are published on-line on program's web page: http://www.eng.hokudai.ac.jp/e3/

3. Divisions Accepting Applications

There are 12 divisions accepting applications.
The number of openings: several Master's and Doctoral program students for each division.

Division	
Applied Physics	Field Engineering for the Environment
Materials Science and Engineering	Engineering and Policy for Sustainable Environment
Mechanical and Space Engineering	Architectural and Structural Design
Human Mechanical Systems and Design	Human Environmental System
Energy and Environmental Systems	Environmental Engineering
Quantum Science and Engineering	Sustainable Resources Engineering

4. Qualifications for Applicants

4-1. Nationality

1. Non-Japanese nationals
2. Those who have/will obtain the Japanese residence status "student" by the time of enrollment

4-2. Educational Qualifications

Master's Program

①Individuals who have been awarded a bachelor's degree or the equivalent to Bachelor's degree based on the completion of a course with a study period of at least three years at an overseas university or educational institution, or expected to be awarded by September 2018 (in case of October 2018 Enrollment) or March 2019 (in case of April 2019 Enrollment).

②Individuals who have completed or are expected to graduate from a Japanese University by September 2018 (in case of October Enrollment) or March 2019 (in case of April Enrollment).

③Applicants who do not fall under the categories listed above, but who are recognized as possessing the equivalent or greater academic skill as that of a university graduate based on the individual assessment of qualifications and who will be 22 years of age as of September 30, 2018 (in case of October Enrollment) or March 31, 2019 (in case of April Enrollment). Such individuals have to apply for the Preliminary Screening of Qualifications in advance.

If you have other than listed above educational qualifications, please inquire to the e³ program office.

Preliminary Screening of Qualifications

Applicants whose educational qualifications fall under ③ in the section 4-2, "Master's Program" should apply for the preliminary screening of qualifications. We will conduct the screening before accepting physical applications form, thus please submit the documents indicated in the section 8-1 along with the documents "Application for the preliminary screening of qualifications" to the e³ Program Office by e-mail. Please make sure that the application for the preliminary screening of qualifications has name of your expected supervisor.

Acceptance Period of the Preliminary Screening of Qualifications	April 10 - 16, 2018
Results Announcement	End of April

Doctoral Program

① Individuals who have been awarded a Master's degree or equivalent to Master's degree based on the completion of a course with a study period of at least three years at an overseas university or educational institution, or expected to be awarded by September 2018 (in case of October 2018 Enrollment) or March 2019 (in case of April 2018 Enrollment).

② Individuals who have completed or are expected to complete Master's degree from a Japanese University by September 2018 (in case of October Enrollment) or March 2019 (in case of April Enrollment).

③ Applicants who do not fall under the categories listed above, but are recognized as possessing the equivalent or greater academic skill as that of a person who has a master's degree based on the individual assessment of qualifications and who will be 24 years of age as of September 30, 2018 (in case of October 2018 Enrollment) or as of March 31, 2019 (in case of April 2018 Enrollment). Such individuals have to apply for Preliminary Screening of Qualifications in advance.

If you have other than listed above educational qualifications, please inquire to the e[3] program office.

Preliminary Screening of Qualifications

Applicants whose educational qualifications fall under ③ in the section 4-2, "Doctoral Program" should apply for the preliminary screening of qualifications. We will conduct the screening before accepting physical applications form, thus please submit the documents indicated in the section 8-1 along with the documents "Application for the preliminary screening of qualifications" to e[3] Program Office by e-mail. Please make sure that the application for the preliminary screening of qualifications has the name of your expected supervisor.

Acceptance Period of the Preliminary Screening of Qualifications	April 10 - 16, 2018
Results announcement	End of April

4-3. Language Proficiency

English is the language of instruction in all classes of the program and applicants must possess comprehensive knowledge of the English language. Applicants are required to submit an official test score above the minimum requirement.

Minimum English Proficiency Requirements			
TOEFL iBT Test*	TOEFL PBT*	IELTS	TOEIC L&R
79	550	6.0	670

*TOEFL university code: 8648

Exemptions

- Applicants who graduated or are expected to graduate from a full-time bachelor's degree program where the medium of instruction is English
- Applicants who graduated or are expected to graduate from a full-time Master's degree program where the medium of instruction is English
- Applicants whose native language is English (Please inquire about your qualification to e^3 program office.)

To be considered for exemption, the applicant has to submit a proof that medium of instruction (MI) at the university/program was English, such as official MI certificate issued by the university, MI being specified in the official transcript or graduation certificate, official letter from the institution. Certificates or letters mentioned above are not required for the countries where English is the first language.

If you have any concerns whether you qualify for an exemption please directly inquire to the e^3 program well ahead of the deadline.

For the details on the test results submission, please refer to the list of the application documents.

5. Stages of Admission Screening

Screening is conducted in two rounds. Applicants accepted in the first-round screening do not have to take the second-round screening. Overseas applicants and domestic applicants not enrolled in Hokkaido University at the time of application are not required to arrive on campus in the process of the first-round screening.

5-1. First-round Screening- Documents Screening and Interview

At the first-round screening, applicants are evaluated based on the documents submitted by applicants and interview.

≪Documents Screening≫
In the process of documents screening, various components of the application are considered and evaluated, such as the quality of the applicant's prior academic degree, grades and ranking, record of accomplishment and publications, research proposal, letters of recommendation from previous academic advisor and others familiar with the applicant's academic and professional work, relevant work experience, preparation in the proposed field of study, and the connection of the applicant's research proposal with the faculty's research interests.

Criteria based on applicant's cumulative GPA is applied at this stage. Applicants who don't meet GPA criteria, but possess other outstanding qualities can be considered in the second round. For the grade of the applicant, the followings must be remarked.

- Applicants shall have good or above average grades (ex.: 3 out of 4, over 80%). Passing grades are determined depending on the country and institution that the applicant has obtained a degree.

≪Interview≫
Interview is required for overseas and domestic applicants as a part of application review process. Interview will be conducted on on-line in principle.

Interviews are scheduled individually. In some cases, an online interview during the period other than mentioned in the section 6 may be conducted. Applicants will be notified about the schedule of the interview through their potential supervisors.

*Interviews for inner applicants who have been already enrolled in Hokkaido University can be conducted on campus.

≪After the first-round Screening≫
If applicants pass the first-round screening, they are admitted to the e^3 program without further evaluation in the second-round screening.

5-2. Second-round Screening- On Campus Entrance Examination

Applicants who do not pass the first-round screening, but who have completed significant formal training, have relevant professional experience, and/or otherwise demonstrate knowledge or expertise that would prepare them adequately for successful study in the chosen field may be considered for admission by the results of the second-round screening based on the on-campus examination.

On campus examination of the second-round screening includes written or oral examination on professional subjects, and an interview. Exam questions are prepared in English and oral examinations are conducted in English. Examination of the e³ Special selection second-round screening is conducted on the same dates as the entrance examination of e³ General Selection. For the details of examination, please refer to the Guidelines for e³ General Selection. Guidelines for e³ General Selection will be published online mid-May 2018.

6. Application and Screening Schedule

· Special Selection will be conducted on the schedule below.
· For further details, please refer to sections "7. Preliminary check", sections "8. Application Submission" and sections "9. Payment of the examination fee".
· Application is considered complete only when the examination fee is paid and originals of the application documents arrived to the e³ office during the specified application period.

October 2018 Enrollment / April 2019 Enrollment (First Call)

Procedure	Dates
Preliminary Documents Check →sections 7	May 1-14, 2018
Submission of Hard Copy Application and Examination Fee Payment →sections 8,9	May 15-Jun 6, 2018
First-round Screening Interview period	Jun 12-22, 2018
Announcement of the First-round Screening Results	Jul 9, 2018
Second-round Screening On campus entrance examination	Aug 8-9, 2018
Announcement of the Second-round Screening Results	Aug 31, 2018

7. Preliminary Documents Check

In order to ensure that the applicant has the application qualification, and the e[3] program has a faculty member who can provide a proper supervision on the proposed research topic, all applicants are required to submit the documents listed in section "8. Application submission" for preliminary check before submitting their formal application.

Applications are reviewed on a rolling basis and results of documents check are notified by e-mail. Applicants are not required to pay the application fee until they have successfully passed the preliminary check and are asked to submit physical application documents.

Applicants are required to make a proper background search, and identify the faculty members who research the relevant field of study. The list of laboratories and faculty members is available on-line at: http://www.eng.hokudai.ac.jp/e3/e3study/divisions

Applicants are recommended to specify two potential supervisors. Prior contact with a potential supervisor is not required. If the applicant ticks "I agree to be considered for acceptance by different supervisor/laboratory", his or her application may be recommended to another laboratory that is not identified in the application form, but deemed appropriate. However, the e[3] program cannot guarantee any alternative suggestion for the applicant.

Documents for preliminary check shall be submitted by e-mail (eprogram@eng.hokudai.ac.jp) or be uploaded through the on-line pre-screening system no later than the deadline listed below. (Please see the e[3] program website: http://www.eng.hokudai.ac.jp/e3/)
Documents submission through the online application system is preferred.
Applicants seeking a scholarship with a direct recommendation through the e[3] program shall submit their documents during the period of screening for a particular scholarship. Please refer to the section 11, "Scholarships" for the details.

Applicants who have received the result in the process of scholarship screening prior to the period specified below are required to submit the e[3] application form and other relevant documents listed in section "8. Application Submission" by the deadline, but don't need to re-submit certificates and forms already provided to the e[3] program's office.

Submission Period for Soft Copy Documents	May 1 - 14, 2018
Documents check results notification	By May 25, 2018

Applicants who received an e-mail from the e[3] program office shall submit the originals of the application documents and pay for the examination fee through the application website （http://e-apply.jp/e/hokudai-eng/） during the application period. In the case that you did not receive an e-mail from the e[3] program office by May 25th, please inquire about it.

8. Application Submission

General Submission Notes

1. All the required documents shall be delivered to the e³ program office before the application deadline.
2. Formal application for admission is considered complete only when the examination fee is paid and the originals of the application documents arrived at the office during the specified application period. Please avoid any incorrect entries. Incomplete applications are not acceptable when you submit the hard copies for admission. Application will not be accepted if the hard copies are delivered past the deadline.
3. After you have completed the submission of your application, you cannot change the contents of the application.
4. For scholarships screening, the submission of originals may be required during the selection screening. Please confirm the deadlines and requirements of each scholarship.
5. Application documents shall be written in English or official English translation shall be attached.
6. Either original or certified copy of the documents shall be prepared, unless otherwise specified. A copy can be certified by issuing institution or notary public.
7. Submitted documents are not returnable to the applicants for any reason. If any of the documents cannot be re-issued (such as graduation certificates, transcripts etc.), please submit a certified copy.
8. If any false description would be found in application documents, entrance approval may be cancelled.
9. Please do not staple the documents. If necessary, please use some removable clips instead.

List of the Documents

All the forms can be downloaded from the e³ program's web page.
(http://www.eng.hokudai.ac.jp/e3/admission-int/apply-admission) When specified, free format can be used.
Applicants currently enrolled in Graduate School of Engineering as Research Students or Master's course students shall refer to the list for "Inner Applicants", in the section 8-2.

8-1. List for Overseas and Domestic Applicants (Graduates from Outside Hokkaido University)

Documents marked *are required only when it is applicable, and non-marked documents are required to submit. Please confirm the conditions for each of the items.

1	e³ Application Form
2	Admission Ticket
3	Education History
4	**Three Photos, approximately 3.5x4.5 cm** (One of them shall be pasted to your e³ application form)
5	**Check List of Required Documents**
6	**Research Proposal** If you have chosen two laboratories with different research topics, please prepare two proposals. **Format:** JICA Innovative Asia, MEXT: Super Global Universities scholarships applicants shall use e³-designated proposal format. Self-supported applicants, candidates with their own scholarships are allowed to use a free format.
7	**Abstract(s) of Bachelor's/Master's Thesis(es)** Format is free, but make sure to include the title, the author, the name of the supervisor, date submitted (or expected to be submitted), and specify the type of work (bachelor's thesis, graduation project etc) If formal thesis wasn't a part of your degree program, please prepare a summary of research project etc. you conducted at your home university.
8*	**Abstract(s) of the Publication(s)** If you listed any first author papers (including conference proceedings) in your publications list, please attach an abstract. Do not attach the full paper. If paper was published in language other than English, please prepare the English abstract. Please make sure that an abstract is accompanied with full reference information including: Name(s) of the author(s), title, and publication information.
9	**Academic Transcripts** Official academic transcripts for every graduated /expected to graduate university program (originals or certified copies) shall be prepared. Only bachelor's degree holders: please submit transcripts from the undergraduate school(s); Master's degree holders: please submit transcripts from both undergraduate and graduate schools; The most recent transcripts are required if you haven't graduated yet. Please make sure the date of issue is specified.

10	**Graduation/Expected Graduation Certificates** Applicants have to submit the originals or certified copy of graduation certificate for each graduated program. High school certificates are not required. Applicants who haven't graduated yet: - Please prepare the most recent provisional certificate. The expected graduation certificate must show the expected date of your graduation. - If your university does not issue an expected graduation certificate, please obtain a certificate of enrollment which shows the date of the enrollment and graduation) - Once you are conferred a diploma, please submit a copy if it's written in English/bi-lingual. If the diploma is written in your native language, please submit graduation certificate in English or official translation.
11	**Two Recommendation Letters** The first letter shall be provided by your supervisor in the most recently graduated /expected to graduate program. The second letter can be provided by others familiar with your academic or professional work. **Format** You may either download e^3 designated letter format or use free format. Please do not attach a letter from a potential supervisor at Hokkaido University.
12	**Documents to Prove English Proficiency** Applicants are required to submit one of the original official test scores above the minimum requirement: TOEFL iBT, TOEFL PBT, IELTS, TOEIC L&R or a proof of a full-time degree program in English (original) to be considered for exemption. Minimum English Proficiency Requirements for Admission: TOEFL iBT Test:79; TOEFL PBT: 550; IELTS: 6.0; TOEIC L&R: 670 Notes on Submission: **TOEFL -** Test reports can be requested to send directly to the e^3 program office. If you specify that the test report form is sent directly to the e^3 program office, you do not need to submit the original of the test score by yourself. **Institutional code**: 8648 **IELTS -** Scores can be also requested to be sent directly to the e^3 program office. Please specify it in the application form. If you specify that the test report form is sent directly to the e^3 program office, you do not need to submit the score by yourself. **Period of Validity** The test shall be taken within the last two years from the application deadline (June 6, 2018).

The table within cell 12:

Accepted Tests	Not Accepted Tests
TOEIC Listening & Reading test	TOEIC IP,TOEIC Speaking & Writing Tests, TOEIC Speaking Test, TOEIC Bridge Test
TOEFL iBT, TOEFL PBT	TOEFL ITP
IELTS (Academic)	IELTS (General Training)

	Exemptions ● Applicants whose native language is English ● Applicants who graduated or are expected to graduate from a **full-time bachelor's degree program** where the medium of instruction is English ● Applicants who graduated or are expected to graduate from **a full-time Master's degree program** where the medium of instruction is English To be considered for exemption, the applicant has to submit a proof that medium of instruction (MI) at the university/program was English, such as official MI certificate issued by the university, MI being specified in the official transcript or graduation certificate, official letter from the institution. Such proof is not required for the countries where English is the first language. If you have any concerns whether you qualify as a native speaker of English, please directly inquiry to the e^3 program office well advance of the deadline.
13*	**A copy of Scholarship Approval Letter and Scholarship Information Form** Required from only applicants who granted a scholarship or in process for application for a scholarship. If you are granted a scholarship, please submit a letter from the organization confirming the scholarship nomination and scholarship form describing the details of the scholarship. If you are still in the process of application/selection, please first submit the scholarship information form only. The form is not required from CSC, MEXT and JICA-funded scholarships applicants.
14	**International Applicant's Declaration of Finance** Required from privately-funded applicants; Applicants with full support scholarship are not required to submit the declaration. If the bank can't stamp the form please contact the program's office.
15	**Photocopy of Passport** The page showing your photo, nationality and name
16*	**Copy of Residence Card (Both sides)** Applicants residing in Japan shall provide a copy of residence card.

8-2. List for Inner Applicants
(Currently Enrolled in Graduate School of Engineering, Hokkaido University as Research Students, or Master's Course Students)

Documents marked *are required only when it is applicable, and non-marked documents are required to submit. Please confirm the conditions for each of the items.

1	**e³ Application Form**
2	**Admission Ticket**
3	**Education History**
4	**Research Proposal** Free format
5	**Abstract(s) of Bachelor's/Master's Thesis(es)** Format is free, but make sure to include the title, the author, the name of the supervisor, date submitted (or expected to be submitted), and specify the type of work (bachelor's thesis, graduation project etc) If formal thesis wasn't a part of your degree program, please prepare a summary of research project etc. you conducted at your home university. *Abstract of Bachelor's thesis is not required from currently enrolled Master's students.
6*	**Abstract(s) of the Publication(s)** If you listed any first author papers (including conference proceedings) in your publications list, please attach an abstract. Do not attach the full paper. If paper was published in language other than English please prepare English abstract. Please make sure an abstract is accompanied with full reference information including: Name(s) of the author(s), title, and publication information.
7	**Academic Transcript for Master's program** Transcript for Master's program is required only from Master's course students currently enrolled in Graduate Schools of Hokkaido University.
8	**Recommendation Letter** **From the current supervisor at the Graduate School of Engineering** **Format** You may either download e³ designated letter format or use free format.
9	**Documents to Prove English Proficiency** *Documents are not required from those expected to complete Master's degree under the e³ program. Other applicants shall follow the submission guidelines below. Applicants whose native language is not English are required submit one of the original official test scores above the minimum requirement: TOEFL iBT, TOEFL PBT, IELTS, TOEIC L&R or a proof that they completed a full-time degree program in English (original) to be considered for exemption.

Minimum English Proficiency Requirements for admission:
TOEFL iBT Test:79; TOEFL PBT: 550; IELTS: 6.0; TOEIC L&R: 670

Accepted Tests	Not Accepted Tests
TOEIC Listening & Reading test	TOEIC IP,TOEIC Speaking & Writing Tests, TOEIC Speaking Test, TOEIC Bridge Test
TOEFL iBT, TOEFL PBT	TOEFL ITP
IELTS (Academic)	IELTS (General Training)

Notes on Submission:
TOEFL - Test reports can be requested to directly send to the e^3 program office. If you specify that the test report form is sent directly to the e^3 program office, you do not need to submit the original of the test score by yourself.
Institutional code: 8648

IELTS –Scores can be also requested to be sent directly to the e^3 program office. Please specify it in the application form. If you specify that the test report form is sent directly to the e^3 program office, you do not need to submit the score by yourself.

Period of Validity
The test shall be taken within the last two years from the application deadline (June 6, 2018).

Exemptions
● Applicants whose native language is English
● Applicants who graduated or are expected to graduate from a **full-time bachelor's degree program** where the medium of instruction is English
● Applicants who graduated or are expected to graduate from a **full-time Master's degree program** where the medium of instruction is English
To be considered for exemption, the applicant has to submit a proof that medium of instruction (MI) at the university/program was English, such as official MI certificate issued by the university, MI being specified in the official transcript or graduation certificate, official letter from the institution. Such proof is not required for the countries where English is the first language.
If you have any concerns whether you qualify as a native speaker of English, please directly inquire to the e^3 program well advance of the deadline.

10

Photocopy of Passport
The page showing your photo, nationality and name

Submission

Submitted documents must reach the e³ program office no later than the application deadline. Hard copies of the application documents shall be submitted by the registered airmail, courier service or other services that provide tracking and delivery confirmation options (DHL, FedEX, EMS, etc).

It is applicants' own responsibility to estimate the required delivery time in order to meet the application deadline. Application will not be accepted if the hard copies are delivered past the deadline.

The e³ program office will not respond to inquiries regarding the delivery and receipt of individual application documents. Once your documents are delivered and processed, you will receive a notification from the e³ program. The notification will usually be sent within 3 working days of the documents delivery to the e³ program office.

> Address: English Engineering Education (e³) Program Office
> c/o International Affairs Office (A1-58)
> Graduate School of Engineering, Hokkaido University
> Kita 13 Nishi 8, Kita-ku, Sapporo, Hokkaido 060-8628, Japan
> Tel: +81 11 706 8089 Fax: +81 11 706 8094

Inner applicants already enrolled in Hokkaido University can bring the documents directly to the e³ program office.

9. Payment of the Examination Fee

Examination fee payment must be completed during the period of application/examination fee payment after the applicant received a guidance to submit the formal application. Applicants nominated for the MEXT and CSC scholarships and those who are expected to graduate from any Master's degree program of Graduate Schools of Hokkaido University are exempted from the payment of the examination fee. In case the results of these scholarship nomination are not confirmed before the application deadline, the payment of the examination fee can be deferred. In such situation, please contact the e³ office.

- Amount of Application fee: 30,000 JPY
- Payment method:
  - Examination fee payment shall be completed through the application website (http://e-apply.jp/e/hokudai-eng) during the application period. You can use a credit card. If you are currently residing in Japan, you can also pay through a convenience store.
  - An additional amount of 500 JPY is charged for the transaction.
  - You are not required to submit any receipt or confirmation of the payment.

Important: All application materials have to be submitted to the e³ program office before the deadline to complete the application process. Application will not be accepted if the originals

of application materials are not delivered by the deadline. The examination fee is no-refundable for any cases.

10. Examination Results Notification and Admission Certificate

The examination results at all stages are notified <u>by e-mail</u> to the e-mail address provided in the application form. The results of the Second-round screening are also posted on the notice boards of Graduate School of Engineering (for details please refer to the Guidelines for e³ General Entrance).

Admission Certificate

Admission certificate is sent to those accepted by the results of the first-round screening after Jul 9, 2018 and those passed the second-round screening after August 31.

Admission certificates for the successful applicants are sent out via e-mail in pdf file, unless the originals are required for visa procedure. Please refer to the Section 16 "Visa assistance". In other situations when applicant needs the original of the certificate, he or she shall contact the e³ program office after receiving the certificate by e-mail.

11. Enrollment Fee and Tuition

Estimated Amount of Fees:

Enrollment fee	282,000 JPY (At the time of enrollment)
Tuition for a semester	267,900 JPY (Annual fee: 535,800 JPY)

Above fees are subject to change. If any revision is made at the time of admission or while the student is enrolled, the new amount will be applied as of the time of the revision.

If the enrollment fee is not paid during the admission procedure period, the applicant will be considered as having no intent to enroll.

If tuition is not paid for two semesters, the student will be expelled from Hokkaido University. If you are having problems paying tuition due to financial hardship, you may be eligible for a tuition exemption（or deferment）.

Japanese Government Scholarship (MEXT) awardees are exempted from the enrollment fees and tuition for the period of scholarship.

Chinese Scholarship Council (CSC) scholarship awardees are exempted from the enrollment fee and tuition for the period of CSC scholarship specified in the scholarship nomination letter.

Tuition Exemption and Deferment of Enrollment Fee

Self-supporting graduate students can apply for exemption and/or deferment of the enrollment fee and tuition. Application documents will be sent to admitted candidates for October intake in September and April intake in March by e-mail.

Study Support (pay-back) System for PhD Students

In order to improve the educational and research environment of Doctoral course students, Graduate School of Engineering provides support for tuition through the combination of tuition waivers and employment as Research assistant (RA). Doctoral Students eligible to apply for tuition waiver, who also wish to serve as Research Assistant can additionally apply for this support. Applications are distributed to the supervisors around May for Summer semester and in November for Winter semester.

12. Scholarships

Information on available scholarship programs, eligibility, and the deadlines are provided at e[3] program's web page. If you are interested in applying for a scholarship, please check the web-page.

(1) Scholarships with Program's Recommendation

In case of availability of external scholarship with the recommendation of the program, candidates screening can be conducted either prior or after the submission of the formal application. Please confirm the program's web-page for any available scholarships and screening schedules.

(2) MEXT: Embassy Recommended Candidates

Applicants who passed the primary screening at a Japanese embassy will be asked to obtain a "Letter of Acceptance" from the graduate schools of their choice. In order to receive acceptance letter from our program, applicants shall prepare admission documents listed in "Application documents" in the section 8-1, and send them by e-mail or upload through the online preliminary screening system.

(3) CSC Scholarship Applicants

Chinese Council Scholarship (CSC) applicants shall follow the deadline set up by Hokkaido University in order to obtain an acceptance letter. Irrespectively of Hokkaido University's deadline, applicants shall confirm the submission deadlines with their home universities in China and inform the program when submitting the application.

In order to receive an acceptance letter from our program, applicants shall prepare admission documents listed in "Application documents" section together with documents in CSC application guidelines issued by Hokkaido University and send by e-mail or upload through the online preliminary screening system well ahead of the deadline.

The originals of the specified documents shall be submitted before the deadline. For more information, please check the web page.

(4) Other Scholarships

If an individual is applying for a scholarship which requires a letter from accepting university, a conditional offer letter can be prepared for those passed the preliminary screening.
Potential applicants shall contact the e³ program office well in advance of the submission deadline of the letter to the scholarship foundation.

13. Visa Application Assistance

Applicants who are Required to Obtain Certificate of Eligibility (COE)

Once the applicants receive the certificate of passing the entrance examination, the e³ program office will apply for a COE on behalf of the applicants. After COE is issued, original COE and the certificate for passing the entrance examination will be sent out to each applicant's home address. After receiving the COE, applicants must proceed to apply for a student Visa at a Japanese Embassy or Consulate in their country or region.

The MEXT Scholarship Recipients

Original acceptance letter will be prepared after the scholarship is confirmed, and posted to one's country so that the scholarship recipient is eligible to apply for VISA without COE.
Please note that official acceptance letter will be issued in August (for October intake) after the certificate of passing the entrance examination is issued.

14. Protection of Personal Information

(1) All personal information collected by Hokkaido University will be completely protected in compliance with the Act on the Protection of Personal Information Held by Independent Administrative Agencies, etc., and other related acts and pursuant to the Hokkaido University Regulations on Personal Information Management.

(2) Names, addresses, and other personal information provided to the university through application procedures will be used solely for (a) enrollee selection (application processing and the screening process), (b) the announcement of exam results, (c) admission procedures, (d) surveys and research on enrollee selection methods, and (e) related processes.

(3) Some of these processes may be outsourced by the university to a contracted service provider (hereinafter referred to as "contractor"). All or some of the personal information provided by applicants may be provided to the contractor only as needed to perform the tasks for which it has been contracted.

(4) Personal information obtained through application procedures will be used only for those who are admitted for (a) school administration purposes (student registration, academic

counseling, etc.),(b)student support services(health management, scholarship applications, etc.),and(c)tuition and other administrative purposes.(Personal information of applicants for Cooperative Program for Resources Engineering will be used in Kyushu University for the purpose of(a)and(b).)

(5) Of the personal information described in item(4)above, only names and addresses will be used to facilitate communication with students from the Hokkaido University Frontier Foundation and organizations related to Hokkaido University, such as(a)the Hokkaido University Athletic Union, and(b)Hokkaido University Faculty of Engineering Hokkokai.

Contact Information

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