Hokkaido University
Graduate School of Engineering
English Engineering Education (e^3) Program

Application guidelines
[Special selection]

MASTER'S PROGRAM
DOCTORAL PROGRAM

April 2020 enrollment

Contents

Goal of Education and Admission Policy at the Graduate School of Engineering

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 the Graduate School of Engineering, Hokkaido University in the year of 2000 as English Graduate Program in Social Environmental Engineering (EGPSEE) in order to attract qualified international students, who speak little or no Japanese. The e³program has gradually expanded to cover the other fields of engineering, and was renamed English Engineering Education Program (hereafter referred as e³ program) from 2007. The e³ program comprises of 13 divisions, encompassing all fields of Engineering.

The e³ program aims to educate together international and Japanese students in both 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 a global mindset, and are able to work, taking leadership in various fields.

To foster the individuals described above and achieve its goal, the 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, e³ Special selection, e³ General selection, and Double Degree Program special selection. Please carefully confirm eligibility, requirements and deadlines for each category in the respective application guidelines. This guidelines describe the matters related to e³ Special selection.

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

Additionally, applicants who have already passed the general examination of the Graduate School of Engineering can be accepted to the 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 online on the e³ program's web page: http://www.eng.hokudai.ac.jp/e3/

3. Divisions under e³ program

There are 13 divisions accepting applications under the e³ program.
The number of openings: several Master's and Doctoral program students for each division.

Divisions	
Applied Physics	Engineering and Policy for Sustainable Environment
Materials Science and Engineering	Architectural and Structural Design
Mechanical and Space Engineering	Human Environmental System
Human Mechanical Systems and Design	Environmental Engineering
Energy and Environmental Systems	Sustainable Resources Engineering
Quantum Science and Engineering	Cooperative Program for Resources Engineering (Master's program only)
Field Engineering for the Environment	

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

＊If you are a non-Japanese national, but does not fulfill the condition stated "2" above, please inquire to the e³ program office during the period of the Preliminary Screening of Qualifications. There is a possibility you are qualified to apply for admission. if you apply for the preliminary screening of qualifications. (Please refer to section 4-2 for the details about the Acceptance Period of the Preliminary Screening of Qualifications.)

4-2. Educational Qualifications

Master's Program

1. Individuals who have completed or expected to complete 16 years of school education in outside Japan by March 2020

2. Individuals whose total education period is less than 16 years but have been awarded or expected to be awarded with a Bachelor's degree or the equivalent to a Bachelor's degree that require at least three years of course work at a university or educational institution outside Japan by March 2020.

3. Individuals who have completed or are expected to graduate from a Japanese University by March 2020.

4. Applicants 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 March 31, 2020. Those applicants must apply for the Preliminary Screening of Qualifications.

Doctoral Program

1. Individuals who have been awarded a Master's degree or the equivalent to Master's degree based on the completion of a course at a university or educational institution outside Japan, or expected to be awarded by March 2020.

2. Individuals who have completed or are expected to complete a Master's degree from a Japanese University by March 2020.

3. Applicants who do not fall under the categories listed above, but are recognized as possessing the equivalent or greater academic skill to 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 March 31, 2020. Those applicants have to apply for Preliminary Screening of Qualifications.

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" or "Doctoral Program" should apply for the preliminary screening of qualifications. We will conduct the screening before accepting the hard copies of application forms, thus please submit the documents indicated in the section 15-1 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 the name of your expected supervisor.

Acceptance Period of the Preliminary Screening of Qualifications	Sep 30 - Oct 23, 2019
Results announcement	By Nov 6, 2019

4-3. English Requirement

The medium of instruction of the e³ program is English, and applicants must possess comprehensive knowledge of the English language. Applicants are required to submit an official English test score above the minimum requirement or the Medium of Instruction certificate instead of English score.

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

*TOEFL university code: 8648

Medium of Instruction (MI) certificate

MI certificate is an official letter stating that the medium of instruction at the university/program is English.

- Applicable applicants:

-Master applicants who graduated or are expected to graduate from a full-time Bachelor's degree program for which the medium of instruction is English
-Doctoral applicants who graduated or are expected to graduate from a full-time Master's degree program for which the medium of instruction is English
-If MI is clearly specified in the transcript or diploma, there is no need to submit MI certificate separately.

Exemptions

Applicants who fulfill one of the following conditions can be exempted from submitting English scores and MI certificate.
-Applicants whose native language is English
-Applicants who graduated or expected to graduate from universities in a country where the first official language is English

It is not always exempted even if you fulfill the conditions above, so please inquire your situations. If you have any concerns whether you qualify as a native speaker of English, please directly inquire to the e3 program office well in advance of the Documents Check deadline.

5. Application and Screening Schedule

e³ Special selection will be conducted on the schedule below.
For further details, please refer to each section.

April 2020 Enrollment

Schedule	Dates
Preliminary Screening of Qualifications/ Documents Check →(see sections 4 and 6 for details)	Sep 30 - Oct 23, 2019
Result of Preliminary Screening of Qualifications/ Notification of Documents Check	By Nov 6, 2019
Submission of Hard Copy Application and Examination Fee Payment →(see sections 7 and 8 for details)	Oct 28 – Nov 18, 2019
First-round Screening Document screening and interview at division. *Whether or not you need to take an interview depends on the division, so please inquire your prospective supervisor. →(see sections 9 for details)	Nov 25 – Dec 16, 2019
Announcement of the First-round Screening Results →(see sections 10 for details)	Jan 14, 2020
Second-round Screening On campus entrance examination →(see sections 9 for details)	Feb 12-13, 2020
Announcement of the Second-round Screening Results →(see sections 10 for details)	Mar 5, 2020

6. Documents Check

All the applicants are required to take Documents Check. It is for a matching with your prospective supervisor for proper supervision on your study.

Required documents

All applicants are required to submit the documents listed in section "15. List of the Dcouments" for a document check before submitting original application documents.

Submission method

Documents for preliminary check shall be submitted through e^3 online system (https://eprogram.eng.hokudai.ac.jp/). If there is any problem uploading, please consult to the e^3 program office (eprogram@eng.hokudai.ac.jp).

Notification of Documents Check

Notification of documents check will be announced by e-mail. Only applicants who passed the documents check are required to pay the examination fee and post the original documents. The examination fee is paid through the 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 the deadline, please inquire about it.

Supervisor

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. However, the e3 program cannot guarantee any alternative suggestion for the applicant. Applicants are required to make a proper background search and identify the faculty members who conduct research in the relevant field of study. The list of laboratories and faculty members is available online at: http://www.eng.hokudai.ac.jp/e3/e3study/divisions

Documents Check	Sep 30 - Oct 23, 2019

7. Application Submission

List of the Documents

Please refer to the section 15："15-1. List for Overseas and Domestic Applicants" and "15-2. List for Internal Applicants".

All the forms can be downloaded from the e³ program's web page. (http://www.eng.hokudai.ac.jp/e3/admission-int/apply-admission)

Submission Notes

1. All the required documents shall be delivered to the e³ program office before the application deadline using a courier service that provide a tracking options such as DHL, FedEX, EMS, and so on. It is applicant's own responsibility to estimate the required delivery time. Application will not be accepted if the hard copies are delivered past the deadline.
2. After you have completed the submission of your application, you cannot change the contents of the application.
3. Once your documents are delivered and processed, you will receive a notification e-mail from the e³ program. The notification will usually be sent within 3 working days of the documents delivery to the e³ program office.
4. Application documents shall be written in English or an official English translation shall be attached if it is written in language other than English.
5. 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.
6. If any false description is found in application documents, entrance approval may be cancelled.
7. Please do not staple the documents. If necessary, please use clips instead.

Postal 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

---

8. Payment of the Examination Fee

- Amount of Examination fee: 30,500 JPY (500 JPY is for a transaction fee)
- Payment method:

Applicants are required to pay by a credit card through the examination fee website (http://e-apply.jp/e/hokudai-eng) during the application period.

If you are currently residing in Japan, you can also pay through a convenience store.

- Payment period: Oct 28 -Nov 18, 2019

-Payment of the examination fee must be completed during the period of hard copy submission/examination fee payment after the applicant receives instruction for payment and password from e³ office.

-Admission procedure is considered complete only when application materials arrive at e³ program office and the examination payment is finished by the deadline

-The examination fee is non-refundable for any cases.

-Applicants who are expected to enroll into a Doctoral program straight after graduating from any Master degree programs of the Graduate Schools at Hokkaido University are exempted from paying the examination fee.

-Applicants awarded for the MEXT and CSC scholarships are exempted from the payment of the examination fee. In case the results of these scholarship nomination are not confirmed by the examination fee deadline, the payment can be deferred. For the applicants whose examination fee had deferred but did not secure the MEXT or CSC scholarship, the new application fee payment period will be notified later.

9. Stages of Admission Screening

The screening is conducted in two rounds, first round screening and second round screening. Applicants passed the first-round screening do not have to take the second-round screening. Applicants who did not pass the first-round screening may be eligible for moving to the second-round screening, on-campus examination at Hokkaido University, Sapporo. Please see the detailed information for each stage below.

9-1. First-round Screening- Document Screening and Interview at Division

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

Document Screening

In the process of document screening, various components of the application are considered and evaluated, such as the quality of the applicant's prior academic degree, grades, record of accomplishment and publications, research proposal, recommendation letters relevant work experience, and so on.

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 screening. For the grade of the applicant, the following must be remarked.

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

Interview

An interview is required for overseas and domestic applicants as part of application review process. An interview will be conducted online 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 internal 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.

9-2. Second-round Screening- On Campus Entrance Examination

Applicants who did not pass the first-round screening, but who have prepared for successful study in the chosen field may be considered for admission from 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 as well as oral examinations. Examination of the e^3 Special selection second-round screening is conducted on the same dates as the entrance examination of e^3 General selection. For the details of examination, please refer to the Guidelines for e^3 General selection. Guidelines for e^3 General selection will be published online Mid-November 2019.

10. Examination Results and Admission Certificate

The examination results at all stages are notified <u>by e-mail</u> to the applicants. The results of the Second-round screening are also posted on the notice boards at the Graduate School of Engineering building 1st floor.

Admission Certificate

Admission certificate is sent in PDF by e-mail to those who are accepted by the first-round and second round screening.

11. Enrollment Fee and Tuition

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)

-Fees listed above 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 enrollment procedure period, the applicant will not be able to enroll.

-Information regarding the enrollment procedure and payment methods will be notified together with the application of exemption for entrance and tuition fee. If you are having problems paying tuition due to financial hardship, you may be eligible for a tuition exemption (or deferment).

-If tuition is not paid for one semester, the student will be expelled from Hokkaido University.

-The MEXT and CSC scholarship awardees are exempted from paying the enrollment fee and tuition for the period of scholarship.

Enrollment Fee and Tuition Exemption /Deferment of Enrollment Fee

Self-supported students could apply for exemption of the enrollment fee and tuition as well as deferment of enrollment fee. Application documents will be sent to candidates by e-mail.

Study Support System for Doctoral Students

In order to improve the educational and research environment of Doctoral course students, the Graduate School of Engineering provides support for tuition through the combination of tuition exemption and employment as Research Assistant (RA). In a case that your tuition is not fully exempted, your supervisor is eligible for applying a Research Assistant for hiring to cover the rest of your tuition. Applications are distributed to the supervisors around May for the first semester and around November for the second semester.

12. Visa Application Assistance

Applicants needed Certificate of Eligibility (CoE)

Once the applicants receive the admission certificate, the e^3 program office will apply for a CoE on behalf of the applicants. After the CoE is issued, the e^3 program will send it 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.

The MEXT Scholarship Recipients

In addition to admission certificate, acceptance letter will be issued by the Graduate School of Engineering after the scholarship is confirmed, and the e^3 program will send it to you by email so that the scholarship recipient is eligible to apply for VISA without CoE.

13. 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".

14. Contact Information

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

E-mail: eprogram@eng.hokudai.ac.jp
Tel: +81 11 706 8089
Fax: +81 11 706 8094

15. List of the Documents

Depending on your status, necessary documents are different. There are two categories, so please refer a list applicable to you below:

15-1. List for Overseas and Domestic Applicants
Applicants who are not currently enrolled in School or Graduate School of Engineering, Hokkaido University

15-2. List for Internal Applicants
Currently Enrolled in School or Graduate School of Engineering, Hokkaido University as Bachelor's course Student, Research Student, or Master's Course Student

15-1. List for Overseas and Domestic Applicants (Applicants who are not currently enrolled in School or Graduate School of Engineering, Hokkaido University)

Documents marked *are required only when it is applicable, and unmarked documents are required for all applicants. Please read the details for each item, and upload on e^3 online submission system.: https://eprogram.eng.hokudai.ac.jp/apply/

1	**e^3 Application Form** Please note that original handwriting signature is required on the last page when submitting the original. No electronic signature is allowed. e^3 Application Form is automatically generated on e^3 online submission system when entering the necessary information. Please download and print it out for submission.
2	**Education History** Education History is automatically generated on e^3 online submission system when entering the necessary information. Please download and print it out for submission.
3	**Three Photos, approximately 3.5x4.5 cm** (One of them shall be pasted on your e^3 application form)
4	**Check List of Required Documents**
5	**Research Proposal** If you have chosen two laboratories with different research topics, please prepare two proposals. **Format:** Please use e^3-designated proposal format. You can find it on e^3 Website or e^3 online submission system. e^3 Website: https://www.eng.hokudai.ac.jp/e3/admission-int/apply-admission e^3 online submission system: https://eprogram.eng.hokudai.ac.jp/apply/

6	**Abstract(s) of Bachelor's/Master's Thesis(es)** Any format is acceptable, and it should be one to two pages long. Please make sure to include the title, the author, the name of the supervisor, the date submitted (or expected to be submitted), and specify the type of work (Bachelor's thesis, graduation project etc) Doctoral applicants are required to submit both Bachelor and Master thesis abstracts. If a formal thesis was not a part of your degree program, please prepare a summary of the research project etc. you conducted at your home university.
7*	**Abstract(s) of Publication(s)** If you published papers including conference as a first author, please attach an abstract. Do not attach the full paper. If your paper was published in a language other than English, please prepare an English abstract. Please make sure that the abstract is accompanied with full reference information including: name(s) of the author(s), title, and publication information.
8	**Academic Transcripts** **<Applicants who graduated/ are expected to graduate from a university in any country/region other than China >** Official academic transcripts for every graduated /expected to graduate university program (originals or certified copies) shall be prepared. If the transcript is issued in a language other than English, please submit the copy of transcript in your native language and the original English translation certified by an issuing institution or public notary. -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 even if you are still in school. Please make sure the date of issue is specified. **<Applicants who graduated/ are expected to graduate from Chinese University>** Please go to the website 全国高等学校学生信息諮詢与就業指導中心(CHESICC) https://www.chsi.com.cn/en/ , and apply for verification report of transcript in English. (It costs 150 RMB) The approved transcript is valid only when it is directly sent from CHESICC to e^3 program office e-mail **by the deadline of Hard copy application.** Please apply for it well in advance as it may take one to two months. e^3 program office e-mail: eprogram@eng.hokudai.ac.jp For Document Check, please upload your official academic transcripts or certified transcripts issued by school on e^3 online submission system.
9	**Graduation/Expected Graduation Certificates** **<Applicants who graduated/ are expected to graduate from a university in any country/region other than China >** Applicants are required to submit the originals or certified copies of graduation certificates for each graduated program. High school certificates are not required.

Applicants who are expected to graduate:
- Please prepare the most recent expected graduation certificate.
  It must show the expected month and year of your graduation.
- If your university does not issue an expected graduation certificate, please obtain a certificate of enrollment which shows the month and year of the enrollment and graduation.
- Once you are conferred a diploma, please submit a copy if it is written in English or bi-lingual (English and other languages).
- If the diploma is written in a language other than English, please submit the copy of diploma in your native language and the original English translation certified by an issuing institution or public notary.

<Applicants who graduated/ are expected to graduate from Chinese University>

●**Applicants who already graduated**
Necessary documents: Online verification diploma from CDGDC
Please go to the website 中国教育部学位与研究生教育発展中心(CDGDC)
http://www.cdgdc.edu.cn/
and apply for online verification diploma in Chinese (English report is unavailable).

After verification, please request CDGDC to send email to e³ program office **by the deadline of document check.** You can also download in PDF, and upload it on e³ online submission system. When posting the original documents to e³ program, please attach the photocopy.

e³ program office e-mail: eprogram@eng.hokudai.ac.jp

●**Applicants who are expected to graduate**
Necessary documents: Online verification report of student record from CHESICC
Please go to the website 全国高等学校学生信息諮詢与就業指導中心（CHESICC）
https://www.chsi.com.cn/en/,
and apply for online verification report of student record in English.

After verification, please request CHESICC to send email to e³ program office **by the deadline of document check.** You can also download in PDF, and upload it on e³ online submission system. When posting the original documents to e³ program, please attach the photocopy.

e³ program office e-mail: eprogram@eng.hokudai.ac.jp

*Those who submitted online verification report from CHESICC are required to submit the online verification diploma (CDGDC) by the time of enrollment at e³ program.

10	**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 the e³ designated letter format or use free format.

	e³ Website: https://www.eng.hokudai.ac.jp/e3/admission-int/apply-admission e³ online submission system: https://eprogram.eng.hokudai.ac.jp/apply/ Please note that an original handwriting signature is required. No electronic signature is allowed. Please do not attach a letter from a potential supervisor at Hokkaido University.
11	**Documents to Prove English Proficiency** Applicants are required to submit one of the original official English test scores above the e³ minimum requirement mentioned below or a proof (Medium of Instruction Certificate) of a full-time degree program in English (original) to be considered for exemption. ●Required Documents Please submit one of the following documents. - TOEFL iBT Test:79 - TOEFL PBT: 550 - IELTS (academic): 6.0 - TOEIC Listening & Reading : 670 - Medium of Instruction certificate (please read "Medium of Instruction certificate" and "Exemption" under Notes on Submission) | 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 iBT** Institutional Score Report must be sent directly to the e³ program office from ETS. You are required to order it by the deadline of document check, using an institution code. Please note that e³ program does not use MyBest score, use Test Date score only. **Institutional code**: 8648 **IELTS (Academic)** Test Report Form must be sent directly to the e³ program office from IELTS center. You are required to order it by the deadline of document check. **TOEIC Listening & Reading** Please submit original Official Score Certificate in **unopened envelop from ETS.** You can request the original Official Score Certificate to ETS even in a case that you can get the Official Score Certificate online. Please keep in mind that once the envelop is opened, it is no longer considered as a valid certificate. **Period of Validity of the tests** The test must be taken within the last two years from the deadline for submitting a hard copy of the application documents. Please note that if we do not receive the official English test score by the deadline of document check, your application will not be reviewed.

	Medium of Instruction certificate (MI) Submission of original Medium of Instruction Certificate (MI) issued by university/ program is considered as an alternative certificate of English tests for the following applicants: -Master applicants who graduated or are expected to graduate from a **full-time Bachelor's degree program** for which the medium of instruction is English. -Doctoral applicants who graduated or are expected to graduate from a **full-time Master's degree program** for which the medium of instruction is English. If MI is clearly specified in the transcript or diploma, there is no need to submit MI certificate separately. **Exemptions** Applicants who fulfill one of the following conditions can be exempted from submitting English scores and MI certificate. -Applicants whose native language is English -Applicants who graduated or expected to graduate from universities in a country where the first official language is English It is not always exempted even if you fulfill the conditions above, so please inquire your situations. If you have any concerns whether you qualify as a native speaker of English, please directly inquire to the e^3 program office well in advance of the deadline.
12	**Photocopy of Passport** Please provide a photocopy of the page showing your photo, nationality, and name.
13*	**Declaration of Finance and original Bank Deposit statement** These documents are only required from self-supported applicants. Applicants with a full support scholarship are not required to submit these documents. Please use the e^3 designated format for Declaration of Finance, but for the format of Bank Deposit statement, please follow the format made by each bank.
14*	**Copy of Scholarship Approval Letter and Scholarship Information Form** This document is required only from applicants who were granted a scholarship or are in the process for application for a scholarship. The form is not required from CSC, MEXT and JICA-funded scholarships applicants. 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.
15*	**Copy of Residence Card (Both sides)** Applicants who are currently residing in Japan are required to submit a copy of their residence card.

15-2. List for Internal Applicants
   (Currently Enrolled in School or Graduate School of Engineering, Hokkaido University as Bachelor's course Student, Research Student, or Master's Course Student)

Documents marked *are required only when it is applicable, and unmarked documents are required for all applicants. Please read the details for each item, and upload on e³ online submission system: https://eprogram.eng.hokudai.ac.jp/apply/.

Internal applicants who are currently enrolled at Hokkaido University can bring the original documents directly to the e³ program office.

1	**e³ Application Form** Please note that original handwriting signature is required on the last page when submitting the original. No electronic signature is allowed. e³ Application Form is automatically generated on e³ online submission system when entering the necessary information. Please download and print it out for submission.
2	**Education History** Education History is automatically generated on e³ online submission system when entering the necessary information. Please download and print it out for submission.
3	**Research Proposal** Free format (Please write around 2 to 3 pages)
4*	**Abstract(s) of Bachelor's/Master's Thesis(es)** *Abstract of Bachelor's thesis is not required if you are currently in e³ Master program. Any format is acceptable, and it should be one to two pages long. Please make sure to include the title, the author, the name of the supervisor, the date submitted (or expected to be submitted), and specify the type of work (Bachelor's thesis, graduation project etc). If a formal thesis was not a part of your degree program, please prepare a summary of the research project etc. you conducted at your home university.
5*	**Abstract(s) of Publication(s)** If you published papers including conference as a first author, please attach an abstract. Do not attach the full paper. If your paper was published in a language other than English, please prepare an English abstract. Please make sure that the abstract is accompanied with full reference information including: name(s) of the author(s), title, and publication information.
6*	**Academic Transcripts** -Master applicants who are currently enrolled in the Bachelor program at the Faculty of Engineering are required to submit a Bachelor course transcript. -Doctoral applicants who are currently enrolled in a Master course at the Graduate School of Engineering are only required to submit a Master's course transcript. Transcripts are not required from the applicants who are currently enrolled as Research Students in Graduate School of Engineering.
7	**Recommendation Letter from the current supervisor at Hokkaido University**

You may either download the e³ designated letter format or use free format.
Please note that original handwriting signature is required on the last page.
No electronic signature is allowed.

Documents to Prove English Proficiency
Documents are not required from those who are expected to complete a Master'
degree under the e³ program.

●Required Documents
Please submit one of the following documents.
- TOEFL iBT Test:79
- TOEFL PBT: 550
- IELTS (academic): 6.0
- TOEIC Listening & Reading: 670
- Medium of Instruction certificate (Please read "Medium of Instruction certificate" and "Exemption" under Notes on Submission)

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 iBT
Institutional Score Report must be sent directly to the e³ program office from ETS. You are required to order it by the deadline of document check, using an institution code. Please note that e³ program does not use MyBest score, use Test Date score only.
Institutional code: 8648

IELTS (Academic)
Test Report Form must be sent directly to the e³ program office from IELTS center. You are required to order it by the deadline of document check.

TOEIC Listening & Reading
Please submit original Official Score Certificate in **unopened envelop from ETS.** You can request the original Official Score Certificate to ETS even in a case that you can get the Official Score Certificate online. Please keep in mind that once the envelop is opened, it is no longer considered as a valid certificate.

Period of Validity of the tests
The test must be taken within the last two years from the deadline for submitting a hard copy of the application documents.

Please note that if we do not receive the original official English test score by the deadline of document check, your application will not be reviewed.

Medium of Instruction certificate (MI)
Submission of original Medium of Instruction Certificate (MI) issued by university/ program is considered as an alternative certificate of English tests for the following applicants:

8

	-Master applicants who graduated or are expected to graduate from a **full-time bachelor's degree program** for which the medium of instruction is English. -Doctoral applicants who graduated or are expected to graduate from a **full-time Master's degree program** for which the medium of instruction is English If MI is clearly specified in the transcript or diploma, there is no need to submit MI certificate separately. **Exemptions** Applicants who fulfill one of the following conditions can be exempted from submitting English scores or MI certificate. -Applicants whose native language is English -Applicants who graduated or expected to graduate from universities in a country where the first official language is English It is not always exempted even if you fulfill the conditions above, so please inquire your situations. If you have any concerns whether you qualify as a native speaker of English, please directly inquire to the e^3 program office well in advance of the deadline.
9	**Photocopy of Passport** Please provide a photocopy of the page showing your photo, nationality and name.