Application guidelines

[Special Selection]

MASTER’S PROGRAM
DOCTORAL PROGRAM

April 2021 enrollment
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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’s 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 e³ program 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 two categories, e³ Special Selection, and Double Degree Program Special Selection. Please carefully confirm eligibility, requirements and deadlines for each category in the respective application guidelines. This guideline describes the matters related to e³ Special Selection.

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

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.

<table>
<thead>
<tr>
<th>Divisions</th>
<th>Engineering and Policy for Sustainable Environment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applied Physics</td>
<td>Engineering and Policy for Sustainable Environment</td>
</tr>
<tr>
<td>Materials Science and Engineering</td>
<td>Architectural and Structural Design</td>
</tr>
<tr>
<td>Mechanical and Space Engineering</td>
<td>Human Environmental System</td>
</tr>
<tr>
<td>Human Mechanical Systems and Design</td>
<td>Environmental Engineering</td>
</tr>
<tr>
<td>Energy and Environmental Systems</td>
<td>Sustainable Resources Engineering</td>
</tr>
<tr>
<td>Quantum Science and Engineering</td>
<td>Cooperative Program for Resources Engineering</td>
</tr>
<tr>
<td></td>
<td>(Master’s program only)</td>
</tr>
<tr>
<td>Field Engineering for the Environment</td>
<td></td>
</tr>
</tbody>
</table>

【About Cooperative Program for Resource Engineering】
The Cooperative Program for Resource Engineering is a collaborative education program between the graduate schools of engineering of Hokkaido University and Kyushu University.
(1) School registration: Applicant will enroll in one of the two universities, where his/her supervisor belongs to.
(2) Utilization of school facilities: Students can use the facilities of both universities.
(3) Co-supervisor: Students can receive the research supervision from an advisor (cosupervisor) from the other university.
(4) Online classes: Students can take internet based courses provided from the other university, if applicable.
(5) Degree: Student will be awarded one degree recognized from both universities.

Cautions for applicants to Cooperative Program for Resources Engineering
(1) Entrance examination will be done in the university where you apply to. Please check carefully the examination schedules, contents and research topics of the university.
(2) Home university: you will be enrolled in the university where you took the entrance examination. All the academic procedures required for campus life (enrollment fee, tuition, scholarships, course registration) should be done in your home university.
(3) If you complete the admission procedure for one university in the cooperative program, you cannot apply for another university.
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 2021.
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 2021.
3. Individuals who have completed or are expected to graduate from a Japanese University by March 2021.
4. 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 university graduate based on the individual assessment of qualifications and who will be 22 years of age as of March 31 2021. 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 2021.
2. Individuals who have completed or are expected to complete a Master’s degree from a Japanese University by March 2021.
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 2021. 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 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 | –Aug31-Sep4, 2020 |
| Results announcement | Sep 11, 2020 |

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.

<table>
<thead>
<tr>
<th>Minimum English Proficiency Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TOEFL iBT Test</strong></td>
</tr>
<tr>
<td>79</td>
</tr>
</tbody>
</table>

*TOEFL institutional code: 8648
If none of the English tests listed above are available due to the COVID-19 outbreak, please take TOEFL iBT Special Home Edition. For April 2021 intake, TOEFL iBT Special Home Edition will be considered valid and equivalent to TOEFL iBT.

**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.

<table>
<thead>
<tr>
<th>April 2021 Enrollment</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preliminary Screening of Qualifications (if applicable)</td>
<td>Aug 31 – Sep 4, 2020</td>
</tr>
<tr>
<td>Documents Check</td>
<td>Sep 6 – 9, 2020</td>
</tr>
<tr>
<td>Result of Preliminary Screening of Qualifications</td>
<td>Sep 11, 2020</td>
</tr>
<tr>
<td>Notification of Documents Check</td>
<td>By Sep 29, 2020</td>
</tr>
<tr>
<td>Submission of Hard Copy Application and Examination Fee Payment</td>
<td>Oct 7 – 16, 2020</td>
</tr>
<tr>
<td>Admission Screening</td>
<td>Nov 9 – 20, 2020</td>
</tr>
</tbody>
</table>

Admission Screening
Document screening and interview.
*Whether or not you need to take an interview depends on the division, so please inquire your prospective supervisor.

<table>
<thead>
<tr>
<th>Announcement of the Results</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Dec 7, 2020</td>
</tr>
</tbody>
</table>

6. Documents Check
All the applicants are required to take Documents Check.

Required documents
All applicants are required to submit the documents listed in section “15. List of the Documents” for a document check before submitting original application documents.
Submission Method
Documents check shall be submitted through e³ online system (https://eprogram.eng.hokudai.ac.jp/). If there is any problem uploading, please consult to the e³ 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 e³ program office by the deadline, please inquire about it.

Matching Service
Graduate students conduct research under the guidance of a supervisor. All applicants are required to find a faculty member whose research topic matches their research interests and get acceptance from a prospective supervisor before submitting application materials. If you do not have acceptance yet, it is strongly recommended that you use the Matching Service. Please submit the necessary documents on the e³ online system during the matching period so that the e³ office can forward your documents to your prospective supervisor. You will receive the matching result from e³ office by e-mail. Please check the details from our website (https://eprogram.eng.hokudai.ac.jp/).

Documents Check

| Documents Check | Sep 6 – 9, 2020 |

7. Application Submission

List of the Documents
Please refer to the section “15. 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)

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 a 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 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 7 - 16, 2020

   - 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. Admission Screening

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.

Interview
An interview is required for overseas and domestic applicants as part of the 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 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.

<GPA>
In most cases, applicants should have a high academic performance (e.g. 80%, or 3.0 on a 4.0-point GPA Scale) to qualify for the Special Selection.

10. Examination Results and Admission Certificate

Examination results are notified to the applicants by e-mail.

Admission Certificate
The admission certificate is sent as a PDF file by e-mail to those who are accepted.

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 at 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 e3 program office will apply for a CoE on behalf of the applicants. After the CoE is issued, the e3 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 e3 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

Please read the details for each item, and upload on e³ online submission system: https://eprogram.eng.hokudai.ac.jp/apply/

If designated format is required, you may either download from website or online submission system.

e³ Website: https://www.eng.hokudai.ac.jp/e3/admission-int/apply-admission

* External = Overseas and Domestic Applicants who are not currently enrolled in School or Graduate School of Engineering, Hokkaido University

* Internal = Internal Applicants who are currently enrolled in School or Graduate School of Engineering, Hokkaido University as Bachelor’s course Students, Research Student, or Master’s Course Students

** ○= mandatory, ×= unnecessary, △ applicable case only

<table>
<thead>
<tr>
<th>No.</th>
<th>Required Documents</th>
<th>External</th>
<th>Internal</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>e³ Application Form</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td></td>
<td>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 system. Please download and print it out for submission.</td>
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<td></td>
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<tr>
<td>2</td>
<td>Education History</td>
<td>○</td>
<td>○</td>
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<tr>
<td></td>
<td>Education History is automatically generated on e³ online submission system. Please download and print it out for submission.</td>
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<tr>
<td>3</td>
<td>Three Photos, approximately 3.5x4.5 cm</td>
<td>○</td>
<td>×</td>
</tr>
<tr>
<td>4</td>
<td>Research Proposal</td>
<td>○</td>
<td>○</td>
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<tr>
<td></td>
<td>Format: Please use e³-designated format.</td>
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<tr>
<td>5</td>
<td>Abstract(s) of Bachelor's/Master's Thesis(es)</td>
<td>○</td>
<td>△</td>
</tr>
<tr>
<td></td>
<td>Format: Any format is acceptable (one to two pages long). Please include the title, author, name of the supervisor, submission date (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. *Abstract of Bachelor's thesis is not required if you are currently in e³ Master.</td>
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<tr>
<td>6</td>
<td>Abstract(s) of Publication(s)</td>
<td>△</td>
<td>△</td>
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<tr>
<td></td>
<td>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</td>
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<tr>
<td>No.</td>
<td>Required Documents</td>
<td>External</td>
<td>Internal</td>
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<tr>
<td></td>
<td>abstract. Please make sure that the abstract is accompanied with full reference information including: name(s) of the author(s), title, and publication information.</td>
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<td></td>
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<tr>
<td>7</td>
<td><strong>Academic Transcripts</strong>&lt;br&gt;Official academic transcripts for every graduated /expected to graduate university program (originals, certified copies, or verification report from CHESICC) shall be prepared.</td>
<td>○</td>
<td>△</td>
</tr>
<tr>
<td></td>
<td>* Transcripts are not required from the applicants who are currently enrolled as research students of the Graduate School of Engineering.</td>
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<td></td>
<td><strong>&lt;Applicants who graduated/ are expected to graduate from a university in any country/region other than China &gt;</strong>&lt;br&gt;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.&lt;br&gt;- Bachelor's degree holders: please submit transcripts from the undergraduate school(s).&lt;br&gt;- Master's degree holders: please submit transcripts from both undergraduate and graduate schools even if you are still in school.</td>
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<td>Please make sure the date of issue is specified.</td>
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<td><strong>&lt;Applicants who graduated/ are expected to graduate from Chinese University&gt;</strong>&lt;br&gt;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) <a href="https://www.chsi.com.cn/en/">https://www.chsi.com.cn/en/</a> , and apply for verification report of transcript in English. (It costs 150 RMB)</td>
<td></td>
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<tr>
<td></td>
<td>Please request CHESICC to send the transcript directly to e³ program office via e-mail by Oct 16 (deadline of Hard Copy Application).&lt;br&gt;e³ program office e-mail: <a href="mailto:eprogram@eng.hokudai.ac.jp">eprogram@eng.hokudai.ac.jp</a>&lt;br&gt;As a part of Document Check, upload a screenshot (PDF) of the email that you send to CHESICC to make the above request.</td>
<td></td>
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<tr>
<td></td>
<td>For Document Check, please upload your official academic transcripts or certified transcripts issued by school on e³ online submission system.</td>
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<tr>
<td>8</td>
<td><strong>Graduation/Expected Graduation Certificates</strong>&lt;br&gt;Applicants are required to submit the originals, certified copies, or verification diploma from CDGDC for each graduated program. High school certificates are not required.&lt;br&gt;<strong>&lt;Applicants who graduated/ are expected to graduate from a university in any country/region other than China &gt;</strong>&lt;br&gt;Applicants who are expected to graduate:&lt;br&gt;• Please prepare the most recent expected graduation certificate.&lt;br&gt;  It must show the expected month and year of your graduation.</td>
<td>○</td>
<td>×</td>
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</tbody>
</table>
No. | Required Documents | External | Internal
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9 | • 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发展中心 (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咨询与就业指导中心 (CHESICC) https://www.chsi.com.cn/en/, and apply for online verification report of student record（学籍在线验证报告）in English.

After verification, please request CHESICC to send email to e³ program office **by the deadline of documents 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.

**Two Recommendation Letters**  
**Format:** You may either download the e³ designated letter format or use free format.  
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.

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.

### 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 *(TOEFL iBT Special Home Edition)*: 79
  - TOEFL PBT: 550
  - IELTS (academic): 6.0
  - TOEIC Listening & Reading : 730
  - Medium of Instruction certificate (please read “Medium of Instruction certificate” and “Exemption” under Notes on Submission)

### Accepted Tests

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<tr>
<th>Accepted Tests</th>
<th>Not Accepted Tests</th>
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<tr>
<td>TOEIC Listening &amp; Reading test</td>
<td>TOEIC IP, TOEIC Speaking &amp; Writing Tests, TOEIC Speaking Test, TOEIC Bridge Test</td>
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<tr>
<td>TOEFL iBT, TOEFL PBT, <em>(TOEFL iBT Special Home Edition)</em></td>
<td>TOEFL ITP, TOEFL ITP Plus for China</td>
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<tr>
<td>IELTS (Academic)</td>
<td>IELTS (General Training)</td>
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</table>

- **Notes on Submission**

  **TOEFL iBT and TOEFL iBT Special Home Edition**
  Institutional Score Report must be sent directly to the e³ program office from ETS. You are required to order it by the deadline of documents 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 documents check.

  **TOEIC Listening & Reading**
  Please submit original Official Score Certificate in unopened envelop from ETS.
  You are required to 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 documents 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 e3 program office well in advance of the deadline.

**Photocopy of Passport**
Please provide a photocopy of the page showing your photo, nationality, and name.

**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.

**Format:**
Declaration of finance: please use e3 designated format.
Bank deposit statement: please get original bank deposit statement.

**Copy of Scholarship Approval Letter and Scholarship Information Form**
This document is required only from applicants who were granted a
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<tr>
<th>No.</th>
<th>Required Documents</th>
<th>External</th>
<th>Internal</th>
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<tr>
<td></td>
<td>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.</td>
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<td>14</td>
<td>Copy of Residence Card (Both sides) Applicants who are currently residing in Japan are required to submit a copy of their residence card.</td>
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