

**Graduate School of Engineering
Master's Program for
International Research Students
at the Graduate Level
Special Selection
at
Division of Design Science**

October 2013 Admission

**Information for Applicants
and Application Form**

Chiba University

Graduate School of Engineering	http://www.eng.chiba-u.ac.jp/e-index.html
Chiba University	http://www.chiba-u.ac.jp/e/

This Admission Information Book is for the applicants to join either of the below International Priority Graduate Programs (PGP) for Japanese government/MEXT scholarship students for master's program to the Division of Design, the Graduate School of Engineering, Chiba University, from one of the overseas sister universities, and would aim to obtain the master's degree.

Before applying, please contact directly a supervisor in the education and research field that you wish to choose, and inquire about the content, etc. of the related education and research so as to confirm your choice.

Please visit our website of Chiba University and also the Graduate School of Engineering. You can view Admissions Policy of every department in 'Guide Book of Graduate School of Engineering', in addition to those of the university and Graduate School.

Outline of International Priority Graduate Programs/PGP

◆Master of Asia Design Education/MADE Program

This program is to address the expanding field of industrial design, and offers educational research in Asia centering on service design and engineering design. The program is jointly run by Chiba University and six major Asian universities: Seoul National University (Korea), Yonsei University (Korea), Tsinghua University (China), Zhejiang University (China), Nanyang Technological University (Singapore) and Institut Teknologi Bandung (Indonesia). Students of particular excellence will be invited to Chiba University to study for a master's degree. The program consists of the Double Degree Program, where students will obtain a degree each from the two universities, and the Degree Program where students will only obtain a degree from Chiba University.

◆Global Service and Product Design/GSPD Program

The objective of this program is to develop human resources with advanced design skills by learning designs that extensively blend various services and products needed for our lives. Students who enroll in this practical program will major in Design Science at the Graduate School of Engineering and learn about the field of Service & Product Design, in which Japan is a world leader. This program also aims to develop human resources to perform applied research in the future.

1. Divisions, Departments and Number of Spaces Available

<i>Division</i>	<i>Department</i>	<i>Program</i>	<i>Number of spaces available</i>
			<i>October 2013 Admission</i>
Design Science	Design Science	MADE Program	A few
		GSPD Program	A few

2. Required Qualifications

2-1 Master of Asia Design Education/ MADE Program

- 1) Current students of sister universities, including Seoul National University (Korea), Yonsei University (Korea), Tsinghua University (China), Zhejiang University (China), Nanyang Technological University (Singapore) and Institut Teknologi Bandung (Indonesia), or students who have graduated

from (completed studying at) a sister university in approximately the last two years.

- 2) Those who have been successfully selected for the International Priority Graduate Programs/PGP for which Japanese Government (MEXT) scholarship international students, or personally-funded international students who are nominated by a sister university, are given preference.

Only those who fulfill the two conditions set forth above as well as one of the following can apply for this program.

- (1) They must have completed a 16-year course of study in the educational institutions in a foreign country, or expect to complete such a course of study by September 2013.
- (2) They must have completed a 16-year course of study in the educational institutions of a foreign country, or expect to complete such a course of study by September 2013, after taking a correspondence course offered in Japan by a foreign school.
- (3) They must have completed a 15-year course of study in the educational institutions in a foreign country, or must have completed a 15-year course of study in the educational institutions of a foreign country after taking a correspondence course offered in Japan by a foreign school, by September 2013 and have been recognized by the Graduate School of Engineering as having obtained the prescribed number of credits with superior grades.
- (4) They must have been recognized to have scholastic attainments that are at least the equivalent of those of graduates of foreign universities, based on an examination, conducted by the Graduate School of Engineering, of the applicant's qualifications to enter this school, and be also 22 years of age or be going to turn 22 by September 2013.

Applicants who would meet the Required Qualifications (3) or (4) above need another procedure in advance. Please see “11 Request for Judging Applicant's Qualification to Take the Entrance Examination”.

2-2 Global Service and Product Design/GSPD Program

- 1) Those who have been successfully selected for the International Priority Graduate Programs/PGP for which Japanese Government (MEXT) scholarship international students are given preference.
- 2) Those who do not reside in Japan at the time of application.

Only those who fulfill the two conditions set forth above as well as one of the following can apply for this program.

- (1) They must have completed a 16-year course of study in the educational institutions in a foreign country, or expect to complete such a course of study by September 2013.
- (2) They must have completed a 16-year course of study in the educational institutions of a foreign country, or expect to complete such a course of study by September 2013, after taking a correspondence course offered in Japan by a foreign school.
- (3) They must have completed a 15-year course of study in the educational institutions in a foreign country, or must have completed a 15-year course of study in the educational institutions of a foreign country after taking a correspondence course offered in Japan by a foreign school, by September 2013 and have been recognized by the Graduate School of Engineering as having obtained the prescribed number of credits with superior grades.
- (4) They must have been recognized to have scholastic attainments that are at least the equivalent of those of graduates of foreign universities, based on an examination, conducted by the Graduate School of Engineering, of the applicant's qualifications to enter this school, and be also 22 years of age or be going to turn 22 by September 2013.

Applicants who would meet the Required Qualifications (3) or (4) above need another procedure in advance. Please see “11 Request for Judging Applicant's Qualification to Take the Entrance Examination”.

3. Application Period

Application Period: Monday, July 1, 2013 — Wednesday, July 10, 2013

Application Time: 9:00 A.M. — 5:00 P.M.

If mailing your application, please send it by EMS or a registered mail, writing “Application for admission” in red on the envelope. Mailed applications must arrive by the same deadline as above.

Submit to: Academic Affairs Desk (*Gakumu*)

Graduate School of Engineering

Chiba University

Science and Technology Building No.1

(*Shizen Kagaku-kei Sogo Kenkyuto 1*)

Send them to: Academic Affairs Desk (*Gakumu*)

Graduate School of Engineering

Chiba University

Address: 1-33 Yayoi-cho, Inage-ku, Chiba, Chiba 263-8522 Japan

Phone: 043- 290-3885

From overseas, Dial international prefix, then +81-43-290-3885

Email: kougaku-daigakuin@office.chiba-u.jp

Incomplete documents might be not accepted. When Application is to be made directly from abroad, applicants are strongly advised to contact the Academic Affairs Desk (*Gakumu*) at the Graduate School of Engineering for confirmation of the applications well ahead of the application deadline.

4. Application Procedure

Applicants should submit all of the required documents listed below by the application deadline.

Those forms of **B1-a** **B1-b** **B2** and **C** should be downloaded to use from the website of the Graduate School of Engineering.

<i>Required Documents</i>	<i>Details</i>
(1) Application Form	Fill in the prescribed forms of B1-a and B1-b .
(2) Admission Ticket for Examination and Photo ID Ticket	Fill in the prescribed forms B2 . Do not separate these forms of Admission Ticket for Examination from Photo ID Ticket.
(3) Transcripts of Grades	An official transcript prepared by the president or dean of the last attended university.
(4) (Expected) Graduation Certificate	An official (expected) graduation certificate prepared by the president or dean of the last attended university or specialized training college. The applicant who submits an expected graduation certificate, must submit a graduation certificate following completion of his undergraduate course by the time of the entrance procedure.
(5) Official Score Certificate of the TOEIC or TOEFL *It is not necessary for Japanese Government (<i>Monbukagakusho</i> /MEXT) Scholarship international students.	As the applications, submit BOTH an official and original score certificate or report, AND a photocopy, of the one of the following: _ Official Score Certificate of the TOEIC SP _ Examinee Score Report of the TOEFL-iBT _ Examinee Score Report of the TOEFL-PBT The official score certificates above are valid as long as the test is taken no more than two years before the application deadline. _ If you submit your application in person: An official and original one will be returned promptly. _ If you mail your application: An official and original one will be returned with Admission Ticket for

	<p>Examination by mail. The one of the TOEIC-IP (Institutional Program) test or the TOEFL-ITP (Institutional Testing Program) for group applications CANNOT be accepted.</p>
<p>(6) Examination Fee</p> <p>*1. It is not necessary for Current Japanese Government (Monbukagakusho/MEXT) Scholarship or privately Financed international students of Double Degree Program. Please contact us before applying.</p> <p>*2. Others except the above applicants must pay the examination fee.</p>	<p>The examination fee should be paid ahead of the application deadline Japan time (See section 3). No refunds will be made. It will be, however, refunded to the applicants who paid it by mistake, and besides, didn't apply for the admission, in full if they finish the prescribed procedure for the refund by 5:15 P.M. Monday, March 31, 2014. For more details, please contact Academic Affairs Desk at Graduate School of Engineering.</p> <p>● <u>Applicants residing in Japan</u> 30,000 yen</p> <p>Payment by bank transfer (<i>furikomi</i>) will be accepted. The examination fee can be transferred by wire from any bank in Japan (except for Yucho Bank). The bank transfer form (<i>furikomi irai-sho</i>) is available at your bank. Payment by credit card will NOT be accepted.</p> <p>(1) Information for bank transfer: Bank Name: Chiba Bank Branch Name: Himawari Dai-Ichi Shiten Account Number: (Futsu Yokin) 2372023 Branch Address: 1-2 Chibaminato, Chuo-ku, Chiba-shi, Chiba 260-0026 Japan Remittee: CHIBA DAIGAKU Remittee Address: 1-33 Yayoi-cho, Inage-ku, Chiba-shi, Chiba 263-8522 Japan</p> <p>(2) Bank transfer charge shall be borne by applicant. Please bank transfer at the branch service counter, and be sure to write "TM" (as admission code) and then applicant's name in the space to write sender's name (<i>goirainin</i>) in of the bank transfer form (<i>furikomi irai-sho</i>) at any bank (except for Yucho Bank). Note that the Examination fee must not be paid from an ATM (automatic teller machine). You cannot receive a certificate from the ATM (see (3) below.).</p> <p>(3) Following the bank transfer, you will receive a bank transfer certificate (payment receipt). Affix the copy of it to Application Form [B1-a]. A certificate that does not have the stamp of the financial institution that handled the transaction will be invalid. Therefore, when you get the certificate, ensure that it has the stamp.</p> <p>(4) Applicants submitting the application documents in person must still bank transfer the examination fee.</p> <p>● <u>Applicants residing out of Japan</u> 30,000 yen</p> <p>The prescribed wire-transfer form (<i>Furikomi Irai-sho</i>) that is enclosed in this brochure should be accepted only in Japan. If you have no acquaintances in Japan, payment of the Examination Fee should be made by credit card BEFORE applying as follows:</p> <p>(1) Please visit our website of Japanese version and follow the procedure for the payment. <千葉大学 Chiba University website: http://www.chiba-u.jp>→<受験生の皆様へ>→<入試案内>→<海外からの検定料支払い Payment of Entrance Examination Fee from Overseas>→<検定料支払</p>

	<p>い受付画面 Examination Fee Payment (website: http://kikin-chiba-u.jp/zaimu/front/index.php) ></p> <p>(2) You will get the Email of confirmation for payment by credit card from Chiba University after making payment. You must print out the message of Email of confirmation and SEND IT TOGETHER with the Application Form [B 1-a] to Academic Affairs Desk (<i>Gakumu</i>) at Graduate School of Engineering.</p> <p>Note 1. Check the appropriate item for credit card of Application Form [B 1-a]. 2. Payment could be made as from Saturday, June 1, 2013. You must make a payment by credit card before applying. 3. About the kind of credit cards available, you can check and view it on the website when you follow the payment procedure.</p> <p>Payment from abroad must be made by credit card only. "Bank transfer" will not be accepted. If you cannot make a payment by credit card, please contact Academic Affairs Desk (<i>Gakumu</i>) at Graduate School of Engineering.</p>
(7) 3 Recent Photographs	<p>Affix 3 frontal photographs from the waist up of yourself, without a hat, taken in the 3 months prior to application; one to the prescribed place on Application Form [B 1-a] and the others on Admission Ticket for Examination and Photo ID Ticket [B 2]. (photo size: 4 cm long x 3 cm wide)</p>
(8) Certificate of Enrollment *Only for applicants of Double Degree Program	<p>An official certificate prepared by the president or dean of the home university. Any format is acceptable. Those who have been accepted by the home university, should submit an official acceptance certificate prepared by the president or dean.</p>
(9) Letter of Recommendation *Only for applicants of Double Degree Program	<p>A letter of recommendation prepared by a faculty member of the home university. (Any format is acceptable. His/her signature is needed on it. To seal up the envelope is required.)</p>
(10) Curriculum vitae (CV)	<p>Fill in the prescribed form [C].</p>
(11) Certificate of Residence (<i>Juminhyo-no-Utsushi</i>): applicants in Japan or Photocopy of passport: applicants out of Japan	<p>● <u>Applicants residing in Japan</u> This document must be obtained at the city, ward, town or village office in which the applicant resides. This must include information as below. 1. Visa status (<i>Zairyu-shikaku</i> or <i>Zairyu-kubun</i>) 2. Authorized period of stay (<i>Zairyu-kan</i>) in Japan 3. Nationality</p> <p>● <u>Applicants residing out of Japan or without a registry of residence in Japan</u> A photocopy of passport, the part that shows name, date of birth and sex, must be submitted.</p>

Note: 1. All official and original copies are required except as specified above. Photocopies, faxes and unofficial printouts CANNOT be accepted. Application documents will NOT be returned. In case you wish to submit an original certificate which cannot be reissued, be sure to consult the Academic Affairs Desk before applying.

2. Prescribed form [A] that is for other use for April Admission is not enclosed in this brochure.

5. Selection Method and Date

(1) Selection Method

Applicants will be selected based on an examination (an oral interview) and their transcripts of grades.

For applicants residing abroad, the examination date and place will be considered and then decided based on the consultation before the admission application. Please contact desired supervisor for more information.

(2) Examination

Oral interview: It will include a check in the basic scholastic ability and a research proposal and so on.

(3) Examination Date and Time

Date: Tuesday, August 27, 2013

Time: 10:00 A.M. for oral interview

(4) Examination Place

It will be held at the buildings of Faculty of Engineering at Nishi-Chiba campus at Chiba University. Please make sure of the notice posted on the notice board for more details.

6. Precautions

- (1) Necessary information about the examination for the applicants residing in Japan will be posted at 10:00 a.m. on the day before the examination, on the notice board in front of Science and Technology Building No. 1 (*Shizen Kagaku-kei Sogo Kenkyuto 1*).
- (2) Please be sure to have your Admission Ticket for Examination **B2** with you during examination hours.
- (3) Changing the contents of submitted documents following the completion of application procedures will not be allowed. However, if you change your address following application, please provide written notification to that effect (the form to be used is optional).
- (4) In addition to being used for selecting applicants, personal information collected in the applicant selection process may be used for such purposes as managerial and administrative activities, academic guidance activities, and activities related to research and study on applicant selection methods.
- (5) Regarding the procedure of the visa, applicants residing abroad must make sure of it well in advance and follow the procedure at the nearby Japanese Embassy or Consulate in their country on their own responsibility.
- (6) Contact information

Academic Affairs Desk (*Gakumu*)

Graduate School of Engineering

Chiba University

Phone: 043- 290-3885

From overseas: Dial international prefix, then +81-43-290-3885

Email: kougaku-daigakuin@office.chiba-u.jp

7. Announcement of Examination Results

Date and Time: 2:00 P.M. Friday, September 6, 2013

Place: It will be posted on the notice board in front of Science and Technology Building No. 1 (*Shizen Kagaku-kei Sogo Kenkyuto 1*).

For all applicants, the Graduate School of Engineering will promptly send, the letter of the examination results to the address written on the prescribed form **B1-a**, by a simple registered mail or EMS.

No telephone or email inquiry concerning results is accepted.

8. Entrance Procedure

(1) Period

Thursday, September 19, 2013 — Friday, September 20, 2013

(The detailed information will be sent by EMS or a registered mail with the Notification of Acceptance.)

(2) Expenses

■ Enrollment Fee: 282,000 yen

■ Tuition:	Spring semester	267,900 yen
	Fall semester	267,900 yen
	Annual Total Tuition	535,800 yen

(Should the tuition, etc., be revised, the new tuition, etc., will go into effect as of the time of the revision.)

Successful applicants of Japanese government/MEXT scholarship international students and Double Degree Program do not need to pay those enrollment and tuition fees.

■ Fee for Student Health Mutual Aid Society: 4,000 yen (for 2 years)

This is required of all students and is payable at any post office or Yucho Bank.

The purposes of this society are for students to aid one another at times of illness and injury, and to contribute actively to the maintenance of student health.

For details, please inquire at the Student Health Mutual Aid Society Department.

Phone: (043) 290-2220

Email: def2219@office.chiba-u.jp

■ Premium for Student Disaster and Injury Insurance (coupled with Liability Insurance): 2,430 yen (for 2 years)

This is required of all students and is payable at any post office or Yucho Bank.

That insurance covers injuries incurred in class, school events, extracurricular activities and commuting to school. It also covers property damage or injuries to other people. The new insurance premiums will go into effect as of the time of the revision if the insurance premiums have been revised.

For details, please inquire at the Student Assistance Section of the Student Department.

Phone: (043) 290-2162

Email: ddc2162@office.chiba-u.jp

9. Completion Conditions

The standard residence period in the master's program is two years. It is the necessary conditions to complete the master's program that you must be registered for two years or more, and also take thirty credits or more which are provided by Graduate School of Engineering, and besides, successfully pass inspection of the master's thesis or the result of study on a specific subject, and the final examination.

10. Early Completion

A student may shorten the period required to complete the master's program to one year if the student has

achieved exceptional research results while enrolled in the program.

11. Request for Judging Applicant's Qualification to Take the Entrance Examination



The applicant under either Qualification (3) or (4) must submit the documents listed below with a ○ mark by the application deadline below, before applying for this program, so that the applicant is judged whether he/she is qualified to take the entrance examination.

Please contact Academic Affairs Desk of the Graduate School of Engineering before applying.

Those prescribed forms of ☐ and ☐ should be downloaded to use from the website of the Graduate School of Engineering.

(1) Required documents

Required Document	Details	Qualification	
		(3)	(4)
Request for judging applicant's qualification to apply for master's program	Download and fill in the prescribed form <input type="checkbox"/> .	○	○
Transcript of grades	An official transcript prepared by the president or dean of the last attended university.	○	○
(Expected) Graduation certificate	An official (expected) graduation certificate prepared by the president or dean of the last attended university.	○	○
Letter of recommendation	If the applicant is employed, a letter from the head or an individual who is in a supervisory position at the workplace may be used. Otherwise, a letter of self-recommendation is acceptable. There is no prescribed form for this.	○	○
Curriculum of undergraduate education	Subjects and the number of credits required for graduation must be specified.	○	
Curriculum vitae (CV)	Download and fill in the prescribed form <input type="checkbox"/> .	○	○
Certificate of residence (<i>Juminhyo-no-Utsushi</i>): for applicants in Japan or Photocopy of passport: for applicants out of Japan	<p>● <u>Applicants residing in Japan</u> A certificate of residence (<i>Juminhyo-no-Utsushi</i>). This document must be obtained at the city, ward, town or village office in which the applicant resides. Photocopy is not accepted. This must include information as below.</p> <ol style="list-style-type: none"> 1. Visa status (<i>Zairyu-shikaku</i> or <i>Zairyu-kubun</i>) 2. Authorized period of stay (<i>Zairyu-kan</i>) in Japan 3. Nationality <p>● <u>Applicants residing out of Japan or without a registry of residence in Japan</u> A photocopy of passport, the part that shows name, date of birth, sex and the visa status, or the part with Japanese visa, must be submitted.</p>	○	○

Others	A writing sample or treatise which is useful for the judge.		
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(2) Period and Addressee for Application

Period: Wednesday, May 22, 2013 — Friday, May 24, 2013

Time: 9:00 A.M. — 5:00 P.M.

Submit Application Forms and related documents to:

Academic Affairs Desk (*Gakumu*)
Graduate School of Engineering
Chiba University
Science and Technology Building No.1
(*Shizen Kagaku-kei Sogo Kenkyuto 1*)

If you mail your application, please send it by EMS or a registered mail, writing “Application for Recognition of Qualification” in red on the envelope. Mailed applications must arrive by the same deadline as above.

Send them to:

Academic Affairs Desk (*Gakumu*)
Graduate School of Engineering
Chiba University

Address: 1-33 Yayoi-cho, Inage-ku, Chiba, Chiba 263-8522 Japan

Phone: 043- 290-3885

From overseas: Dial international prefix, then +81-43-290-3885

Email: kougaku-daigakuin@office.chiba-u.jp

(3) Notification of Results

The applicant will be notified of the decision whether to recognize his or her qualification by mail.

(4) Selection Process

The selection process for the applicant recognized as having Qualification either (3) or (4) will be conducted in the same manner as for ordinary applicants.

The applications should be submitted during the required period (See Section 3). Some documents submitted for the Recognition of Qualification (3) and (4) are not required to be submitted for the regular application.