

ENGLISH TRANSLATION

APPLICATION GUIDE FOR FOREIGN STUDENTS  
GRADUATE SCHOOL OF ENGINEERING  
(MASTER'S PROGRAM)  
MURORAN INSTITUTE OF TECHNOLOGY

DOMESTIC APPLICATION

OCTOBER 2020  
APRIL 2021



Admissions Department  
Muroran Institute of Technology  
27-1 Mizumoto-cho, Muroran, Hokkaido, Japan 050-8585  
E-mail [nyushi@mmm.muroran-it.ac.jp](mailto:nyushi@mmm.muroran-it.ac.jp)

< To Applicants >

- You must discuss your research theme thoroughly with a faculty member whom you want to be your supervisor before submitting your application.
- Muroran Institute of Technology has established the “Muroran Institute of Technology Security Export Control Regulations” in accordance with the “Foreign Exchange and Foreign Trade Act”, and rigorously screens Foreign students. Foreign applicants who fall under any of the conditions set out in said regulations may be unable to enter their desired course or program.
- All dates and times stated in this guideline are based on Japan Standard Time.

### **On the Handling of Personal Information**

Muroran Institute of Technology (Muroran IT) complies with Personal Information Protection Act and other applicable ones and attempts to protect your personal information in accordance with MuroranIT’s Personal Information Management.

Personal information submitted to Muroran IT in the form of application documents will be used for selecting applicants for admission and as resources for reviewing the method for selecting applicants for admission. For admitted students, personal information will be used for registrar work (student registry, learning assistance, etc.) and student support (tuition exemption, scholarship, etc.).

## V Foreign Student Entrance Examination (Domestic Applications)

### 1 Number of Admissions

Division	Course	Number of Admissions		
		1 <sup>st</sup> Call for Applications		2 <sup>nd</sup> Call for Applications
		October 2020 Admissions	April 2021 Admissions	April 2021 Admissions
Division of Sustainable and Environmental Engineering	Course of Applied Chemistry	A few in each division	A few in each division	To be announced
	Course of Chemical and Biological Engineering			
	Course of Architecture and Building Engineering			
	Course of Civil Engineering			
	Course of System Engineering for Public Works			
Division of Production Systems Engineering	Course of Mechanical Engineering			
	Course of Robotics			
	Course of Aerospace System Engineering			
	Course of Materials Science and Engineering			
	Course of Applied Physics			
Division of Information and Electronic Engineering	Course of Computer Systemics			
	Course of Intelligent Informatics			
	Course of Electrical and Communication Engineering			
	Course of Electron Device and Instrumentation			

Note: The second call for applications for April 2021 admissions depends on whether the positions have been filled or not. Information about the second call for applications, as well as the number of positions still available will be posted on the official Muroran IT website in November 2020.

### 2 Admission period

The Admission period for this examination is October 2020 or April 2021. Select one of the admission periods when applying.

### 3 Eligibility for Application

**The applicant must have a nationality other than Japanese, and at least one of the following points must apply to the applicant.**

- (1) An applicant who has graduated or will graduate by September 2020 from a Japanese university (Applicants applying for April 2021 admissions must acquire graduation or a candidate for graduation by March 2021. The following articles are on the same condition for the date).
- (2) An applicant who has received a bachelor's degree from NIAD-QE (NIAD-QE = National Institution for Academic Degrees and Quality Enhancement of Higher Education) , or will receive a bachelor's degree from NIAD-QE by September 2020.
- (3) An applicant who has completed or will have completed by September 2020, 16 years of formal education in an overseas country.
- (4) An applicant who has completed or will have completed by September 2020, a correspondence course of study for 16 years by an applicable school overseas in subjects that are equivalent to those taken in a Japanese school.
- (5) An applicant who has or will have completed a course of study for 16 years by September 2020 from an actual educational institution that has an appropriate system of education, and has been separately designated by the Ministry of Education, Culture, Sports, Science and Technology - Japan.
- (6) An applicant who has or will have completed a special course in a vocational school by September 2020 (limited to the schools with a course term of 4 years or more and which meet the standards established by the Ministry of Education, Culture, Sports, Science and Technology - Japan.)
- (7) An applicant who fulfills at least one of the conditions below by September 2020:
  - a. the person who has been enrolled in a University for three or more years.
  - b. the person who has completed 15 years of formal education in an overseas country.
  - c. the person who has completed 15 years of formal education through correspondence classes which were taken in Japan from an overseas school.
  - d. the person who has studied at a university that has been ranked and has been designated by the Ministry of Education, Culture, Science and Technology - Japan. (this is limited to the person who has completed 15 years of formal education in an overseas country)
- (8) An applicant who has been individually screened for admission eligibility by this institution's graduate school and has shown to have an equivalent or greater academic ability to that of a person with a university graduation, and who will have reached the age of 22 by September, 2020

Note : It is necessary for applicants who are applying under the eligibility rules (7) or (8) to be screened in advance in order to determine their eligibility, so they will need to complete the qualifying examination record (form specified by the graduate school of Muroran Institute of Technology). Attach a document about your research activities, as well as a copy of their graduation certificate and Academic Transcripts. These documents must be sent to the Admissions Department by the following dates.

**For the 1<sup>st</sup> Call for Applications: Thursday, June 25, 2020**

**For the 2<sup>nd</sup> Call for Applications: Friday, November 13, 2020**

### 4 Preliminary consultation

If you are physically challenged and need special assistance for entrance examinations and/or school attendance, you must make a request to Admission Office for the extra care in advance. Please inform us of those above as soon as possible so that MuroranIT can prepare for and deal with your request.

In addition, the Admission Office provides consultations for entrance examinations and school attendance throughout the year. You must also notify in advance if you use an acoustic aid, a wheelchair or other daily support tools in the same way.

## 5 Application Procedures

### (1) Registration Period and Submission of Application Documents

**For the 1<sup>st</sup> Call for Applications: Wednesday, July 22, 2020 – Wednesday, July 29, 2020**

**For the 2<sup>nd</sup> Call for Applications: Friday, January 22, 2021 – Thursday, January 28, 2021**

- (A) If you bring the application in person, the office is open from 10:30 a.m. to 4:00 p.m. (excluding Saturday and Sunday)
- (B) If you mail the application, it must reach the office by 4:00 p.m. on the last day of the registration period.

**Note: Send the documents by registered mail, and write the following on the outside of the envelope in red ink: “Domestic Application Materials for the master’s Course for International Students”.**

### (2) Submission of application documents

Admissions Department, Muroran Institute of Technology  
 27-1 Mizumoto-cho, Muroran, Hokkaido, Japan 050-8585  
 TEL 0143(46)5162

### (3) Documents to be Submitted

Documents to be Submitted	Remarks
(A) Application Form (Form A)	Read each document carefully before filling it in.
(B) Examination Card · Photograph Card (Form B)	The photograph of applicant with upper body facing front should be taken within 3 months of the date of application (size 4 cm × 3 cm). Paste it in the designated space.
(C) Form to Attach Payment Certificate (Form B)  [Screening fee: 30,000 Japanese yen]	The screening fee should be paid at the counter of the Japan Post Bank or a post office, a regular bank, or other financial institution using the sheet provided by the university, and the transfer payment certificate (for clients) received by you should be attached to the specified space and then submitted. The details can be confirmed in (4) How to Pay for the Screening Fee below. [Japanese Government (MONBUKAGAKUSHO:MEXT)-sponsored foreign students] The screening fee is unnecessary. Instead of the transfer payment certificate, a certificate of government-sponsored foreign student (free format) should be submitted (prepared by the school you are enrolled in.)
(D) Return Address Card (Form C)	This card will be used to send an acceptance letter and other documents for the admission procedure, so be sure to submit this card after writing the same name and address in all the columns.
(E) Academic Transcripts	This should be drawn up by the president of the school last attended, and should be submitted in a sealed envelope. However, applicants who graduated or who are to graduate from Muroran IT need not submit this document.

<p>(F) Certificate of Graduation(Completion) or Certificate of Projected Graduation (Completion) (Original or Certified Copy)</p>	<p>The certificate of graduation (completion) should be drawn up by the president of the university last attended. (A certificate issued by a public agency with the same contents as the original is also acceptable.) However, applicants who graduated or who are to graduate from Muroran IT need not submit this document. Applicants who are applying under “2 Eligibility for Application(2)-Applicants who have received a bachelor’s degree from NIAD-QE.” must submit the graduation certificate, and applicants who are planning to graduate March 2020, must submit a “Projected Graduation Certificate”. In addition, applicants who have not submitted the application for graduation must fill in the document “Intention to Apply for Graduation Certificate,” and submit it with the other application documents.</p>
<p>(G) Letters of Recommendation (Free format)</p>	<p>A letter from the supervisor the applicant seeks at Muroran Institute of Technology and another letter from either his/her superior at work or the president of the university last attended.</p>
<p>(H) Statement of Purpose (Form E)</p>	<p>The statement of purposes or reasons for applying for Master’s course should be outlined in about 400 letters.</p>
<p>(I) A Certificate of residence or a copy of a residence card</p>	<p>Submit a copy of a certificate showing your resident status. For applicants who are living in countries other than Japan at the time of the application, however, please submit a copy of your passport.</p>

Notes:

- I. For items (A),(B),(C), (D)and(H), use the forms provided by the institution.
- II. The application documents shall be written in Japanese. Among them, those prepared by foreign schools or institutions shall be attached with Japanese or English translations.
- III. According to the guidelines for implementing the Japanese Government MEXT Scholarship (Ministry of Education ruling on March 31, 1954), foreign students with a Japanese Government scholarship, as well as foreign students sponsored by the Japanese Government may submit the negotiation documents for their scholarship and sponsorship in place of items (F) and (G).
- IV. Incomplete application documents will not be accepted.
- V. An academic advisor you desire may not be available due to retirement, etc., so confirm available advisors in our official website below.
- VI. Before going through application procedures, the applicant should seek the advice of his or her desired academic advisor for the contents of education/study, etc.

**(4) How to Pay for the Screening Fee**

Bring the screening fee of 30,000 Japanese yen to the Japan Post Bank at the post office, a regular bank or other financial institution, and use the payment transfer form provided. Then paste the receipt on the “Receipt of Screening Card” in the space provided, and submit the card with the other application documents.

(A) Use the 5-page form provided by this institution, and fill in the necessary information.

(B) Make sure the appropriate amount is written on the form and give it to the teller with 30,000 Japanese yen, and service charge. (You may not use an ATM to make this payment, so be sure to go to the teller at the counter.)

(C) When you receive the receipt of payment, make sure the date is stamped on the paper.

(D) Paste the receipt in the space provided on the “Receipt for Screening Fee” card, and submit it with the other application documents.

(E) The applicant is responsible for paying the service charge.

Payment Period for the Screening Fee

**For the 1<sup>st</sup> Call for Applications: Wednesday, July 15, 2020 – Wednesday, July 29, 2020**

**For the 2<sup>nd</sup> Call for Applications: Friday, January 15, 2021 – Thursday, January 28, 2021**

**Allow yourself plenty of time to complete the registration procedures in order to finish on time.**

### **(5) Points to keep in mind regarding the application procedures**

(A) Except for the following reasons, the screening fee will not be returned. In the case that the screening fee was paid, but no application documents were submitted nor received by the institute, or in the case that the screening fee was paid in duplicate. In either of these cases, request for the return of the screening fee as soon as possible. For details, check the official website of Muroran IT :

[https://www.muroran-it.ac.jp/entrance/isee/guidelines\\_is.html](https://www.muroran-it.ac.jp/entrance/isee/guidelines_is.html) (in Japanese only)

For the 1<sup>st</sup> Call for Applications: Friday August 21, 2020

For the 2<sup>nd</sup> Call for Applications: Friday, February 26, 2021

For questions regarding, the return of the screening fee contact:

Admissions Department

Muroran Institute of Technology

27-1 Mizumoto-cho, Muroran, Hokkaido, Japan 050-8585

(B) The application will not be accepted if the screening fee has not been paid, or if the receipt has not been attached in the space provided on the “Receipt for Screening Fee” card.

(C) No changes may be made in the division which applicant majors after the application has been accepted.

(D) Notify the Admission Office by phone or fax as soon as possible, if there are any changes to the contact information of the applicant.

### **(6) Examination Card**

The Examination Card will be sent to Applicants for the date as follow. If you do not receive that on the date, Contact to Admissions Department.

For the 1<sup>st</sup> Call for Applications: Tuesday, August 18, 2020

For the 2<sup>nd</sup> Call for Applications: Friday, February 19, 2021

## **6 Screening Procedure**

### **(1) Screening of the Applicant**

Evaluation will be based on a written examination, an oral examination, as well as transcripts from the applicant’s last school attended. All Examinations is held on Japanese or English you choose Language when you apply.

### **(2) Scoring**

Achievement Test		Oral Examination	Total
Japanese / English	Specialized Subjects		
200	600	200	1,000

If Applicants select "English" as the Examination language, the TOEIC score of 470 points will be converted into an English score of 140 points. The TOEIC score of 590 or more is used as a uniform English score of 200. And the TOEIC score is less than 220, the English score will be 15 points.

<Conversion Method>

(590 ≤ The TOEIC Score): The English Score = 200 points

(220 ≤ The TOEIC Score < 590): [The English Score = 0.5 × The TOEIC Score - 95] points

(The TOEIC Score < 220): The English Score = 15 points

About the TOEIC Score: <https://www.iibc-global.org/index.html>

## 7 Examination subject and schedules

### Division of Sustainable and Environmental Engineering

Day 1: Tuesday, August 25, 2020 [For 1<sup>st</sup> call for application]

Tuesday, March 2, 2021 [For 2<sup>nd</sup> call for application]

Examination type		Subjects of Examination		Time	
Achievement Test	Japanese	Common in each course [Applicants who select Examination Language “Japanese”]	Written test for Japanese language ability	10 : 00 ~ 11 : 20	
	English	Common in each course [Applicants who select Examination Language “English”]	TOEIC IP Test	9 : 00 ~ 11 : 40	
	Specialized Subjects	Course of Applied Chemistry	General Chemistry, General Biology (Choose one subject)		13 : 00 ~ 15 : 00
		Course of Chemical and Biological Engineering			
		Course of Architecture and Building Engineering	Structural Mechanics, Architectural Planning (Choose one subject)	13 : 00 ~ 16 : 00	
		Course of Civil Engineering	Structural Mechanics, Soil Mechanics, Hydraulics (all 3 subjects required)		
		Course of System Engineering for Public Works	Essay (Theme: The General Public Community) (required)		

Day 2: Wednesday, August 26, 2020 [For 1<sup>st</sup> call for application]

Wednesday, March 3, 2021 [For 2<sup>nd</sup> call for application]

Examination type	Subjects of Examination		Time
Oral Examination	Common in each course		13 : 30~



**Division of Production Systems Engineering**

**Day 1: Tuesday, August 25, 2020 [For 1<sup>st</sup> call for application]**

**Tuesday, March 2, 2021 [For 2<sup>nd</sup> call for application]**

Examination type		Subjects of Examination		Time
Achievement Test	Japanese	Common in each course [Applicants who select Examination Language “Japanese”]	Written test for Japanese language ability	10 : 00 ~ 11 : 20
	English	Common in each course [Applicants who select Examination Language “English”]	TOEIC IP Test	9 : 00 ~ 11 : 40
	Specialized Subjects	Course of Mechanical Engineering	Mathematics (Linear Algebra, Calculus, Differential Equation) (required)	13 : 00 ~ 15 : 00
Course of Robotics				

**Day 2: Wednesday, August 26, 2020 [For 1<sup>st</sup> call for application]**

**Wednesday, March 3, 2021 [For 2<sup>nd</sup> call for application]**

Examination type		Subjects of Examination		Time
Achievement Test	Specialized Subjects	Course of Mechanical Engineering	Thermodynamics, Fluid Dynamics, Material Mechanics, Machine Mechanics, Control Engineering (Four subject selection from five subjects)	9 : 00 ~ 11 : 00
		Course of Robotics		
		Course of Aerospace System Engineering	Mathematics, Physics (both required)	
		Course of Materials Science and Engineering	Essay concerning this specialty, Material Engineering (both required)	
		Course of Applied Physics	Essay concerning this specialty, Applied Physics (both required)	
Oral Examination	Common in each course		13 : 30 ~	

## Division of Information and Electronic Engineering

Day 1: Tuesday, August 25, 2020 [For 1<sup>st</sup> call for application]

Tuesday, March 2, 2021 [For 2<sup>nd</sup> call for application]

Examination type		Subjects of Examination		Time
Achievement Test	Japanese	Common in each course [Applicants who select Examination Language “Japanese”]	Written test for Japanese language ability	10 : 00 ~ 11 : 20
	English	Common in each course [Applicants who select Examination Language “English”]	TOEIC IP Test	9 : 00 ~ 11 : 40
	Specialized Subjects	Course of Computer Systemics	Essay (Theme: Basic Information Engineering, Computational Engineering) (required)	13 : 00 ~ 15 : 00
		Course of Intelligent Informatics		
Specialized Subjects	Course of Electrical and Communication Engineering	Industrial Mathematics, Electrical Circuit (all 2 subjects required)		
	Course of Electron Device and Instrumentation			

Day 2: Wednesday, August 26, 2020 [For 1<sup>st</sup> call for application]

Wednesday, March 3, 2021 [For 2<sup>nd</sup> call for application]

Examination type		Subjects of Examination		Time
Achievement Test	Specialized Subjects	Course of Electrical and Communication Engineering	Electromagnetics, Electronic Circuit (all 2 subjects required)	9 : 00 ~ 11 : 00
		Course of Electron Device and Instrumentation		
Oral Examination		Common in each course		13 : 30 ~

## 8 How to follow recent changes or updates

MuroranIT offers entrance-exam information on its official website as needed. Please get access to the site regularly and frequently until the examination date. For details, check the official website of Muroran IT :

<https://www.muroran-it.ac.jp/>

We will inform you of the details through the website in case the scheduled examination may be canceled due to unforeseen circumstances.

## 9 Location of Examination

Muroran Institute of Technology: 27-1 Mizumoto-cho, Muroran, Hokkaido, Japan

Note : Information on test rooms will be posted on the day before the admission test on the message board on the first floor of Building N of Education and Research Building No. 3 as well as on the message board for each faculty. The same information will also be posted on the official Muroran IT website.

## **10 Announcement of the Screening Result:**

**1<sup>st</sup> Call for Applications: 10:00 a.m. on Friday, September 11, 2020.**

**2<sup>nd</sup> Call for Applications: 10:00 a.m. on Sunday, March 21, 2021.**

The examination numbers of successful applicants will be posted on the first floor of Building N of Education and Research Building No. 3, as well as on the official Muroran IT website regarding screening results. In addition, a notice will be sent to all successful applicants by mail. Unsuccessful applicants will not be notified.

Notes:

- I. The date and time of announcement of the screening results is provisional and subject to change. Such change will be announced on the website of Muroran IT.
- II. Muroran IT will not answer any inquiry about screening results by phone or e-mail.
- III. An acceptance letter will be sent on the day of announcement of the screening results; it is not meant to arrive on the day of announcement of the screening results.

## **11 Points to Keep in Mind When Applying**

- (1) Muroran Institute of Technology is a national institute.
- (2) The Master's course is a two-year course. The degree will be awarded to those who have earned the required credits, submitted a research thesis and passed the oral defense of the thesis. Students can proceed to a three-year Doctor's Course after finishing a master's Course.
- (3) For October 2020 Admissions, the academic year begins in October, and ends in September of the next year, the first semester runs from October to March, and the second from April to September. For April 2021 admissions, the academic year begins in April, and ends in March of the next year, the first semester runs from April to September, and the second from October to March.
- (4) All classes are held in Japanese, so a proficient knowledge of Japanese is necessary.
- (5) Applicants are advised to consult with a faculty member in the case there are no appropriate faculty advisors to assist the applicant with his particular subject of research.
- (6) Dormitory for Foreign Students: A limited number of students are permitted upon selection by the Institute to live there for one year only, if space is available.

## **VI Foreign Student Examination(Overseas Applicants)**

Guidelines concerning the call for foreign student applicants can be found on the official Muroran IT website, at the URL below:

[https://www.muroran-it.ac.jp/entrance/isee/guidelines\\_is.html](https://www.muroran-it.ac.jp/entrance/isee/guidelines_is.html)

## VII Enrollment Procedures

Once the applicant has been informed of his acceptance, the following documents must be brought in within the specified period to complete the enrollment procedures.

However, if the applicant is unable to bring the documents in person to complete the enrollment procedures, they may be submitted all at once by registered mail (within the prescribed enrollment period).

Items	Remarks		
	October 2020 Admission	April 2021 Admission 1 <sup>st</sup> Call for Applications	April 2021 Admission 2 <sup>st</sup> Call for Applications
Enrollment Period	<b>Monday, September 14, 2020 to Friday September 25, 2020</b>	<b>Monday, March 8, 2021 to Monday, March 15, 2021</b>	<b>Monday, March 22, 2021 to Saturday, March 27, 2021</b>
	Office hours: 10:30 a.m. to 4:00 p.m. Documents sent by mail must reach the office by 4:00 p.m. on the last day of the enrollment period.		
Place to Enroll	Office of Admissions Strategic and Action Plan, Muroran Institute of Technology 27-1 Mizumoto-cho, Muroran, Hokkaido, Japan 050-8585		
Required Documents for Enrollment	a. Examination admission card		
	b. Documents requested by the Admission Division		
Payments	Entrance Fee 282,000 Japanese yen 【Expected amount】		

Tuition Fee (Reference)	1 <sup>st</sup> Term 267,900 Japanese yen, 2 <sup>nd</sup> Term 267,900 Japanese yen [ Expected amount ] (Yearly total 535,800 Japanese yen 【Expected amount】 to be paid in two installments in May and November.)
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### \* Points to keep in mind concerning enrollment procedures

I. Students who wish to decline enrollment must contact the Admission Office on the telephone, stating their intention to decline.

Note : Students who do not complete the enrollment procedures during the enrollment period will be considered as having declined enrollment.

II. Students who have completed the enrollment procedures, but would like to decline enrollment, October 2020 students must do so by 5:00 p.m. on Wednesday, September 30, 2020 to the admissions department, and April 2021 students must do so by 5:00p.m. on Wednesday, March 31, 2021 to the admissions department..

III. Students who have completed the enrollment procedures, but who decline enrollment after period of above article II will be treated as a withdrawing student.

IV. Under no circumstances will the entrance fee be returned.

V. Detailed information about the necessary documents, as well as the amount and payment method of the entrance fee and tuition fees, will be included in the enrollment information to be sent after the announcement of the successful candidates (early in February 2020).

VI. The entrance fee and tuition listed above are only scheduled amounts. If these fees are revised at the time of admission or while a student is in attendance, the student will be charged the revised fees and/or tuition.

VII. Students with a Japanese Government Scholarship will not be required to pay the entrance fee and tuition.

VIII. It is possible to waive or postpone the entrance fee and tuition. Before making any payments, it is necessary for the student to apply to this program. For details, check the official website of Muroran IT :

[https://www.muroran-it.ac.jp/entrance/ef\\_tf/f\\_exemption.html](https://www.muroran-it.ac.jp/entrance/ef_tf/f_exemption.html) (in Japanese only)

For more information, contact the Student Support Section of the Academic Affairs Department

TEL 0143(46)5129,5130

IX. If applying for the program of entrance fee waiver or postponement, and then declining admission after completing the admission procedures, the application for the program shall not be approved, and the entrance fee shall be paid

## **VIII Miscellaneous**

- 1 Be sure to bring your Examinations card to the entrance examination.
- 2 The school does not provide lodging placement for students.