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

OVERSEAS APPLICATION

# OCTOBER 2020
# APRIL 2021



室蘭工業大学
MURORAN INSTITUTE OF TECHNOLOGY

Admissions Department
Muroran Institute of Technology
27-1 Mizumoto-cho, Muroran, Hokkaido, Japan 050-8585
E-mail 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. check the following URL about supervisors.
  https://www.muroran-it.ac.jp/nyushi/admission/youkou/supervisor2021mc.pdf

- 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.

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### On the Handling of Personal Information

Muroran Institute of Technology (MuroranIT) 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 MuroranIT 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.).

# Admissions Policy

<Students we seek>

1. Student who has a wide-ranging education and sound concept of values

2. Student who has basic specialized knowledge of science and technology

3. Student who has the incentive to acquire high expertise and to engage in research

4. Student who aims to be a frontrunner in the field of science and technology

<Basic policy of screening>

1. A variety of screening methods will be conducted in order to accept students with great individuality.

2. Emphasis will be placed on the applicant's basic knowledge and adequate command of a specialized area.

3. The ability to collect and send information in English will be valued.

# 1. Number of Admissions

| Division / Course | Number Of Admissions | |
| --- | --- | --- |
| | October 2020 Admissions | April 2021 Admissions |
| Division of Sustainable and Environmental Engineering | A few | A few |
|     Course of Applied Chemistry | | |
|     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 | | |

# 2. Eligibility for Application

**The applicant has nationality other than Japanese, and lives in a country other than Japan, and satisfies one of the following conditions.**

(1) The applicant must be a university or college graduate, or a candidate for graduation by September 2020 (*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.*). He/She must have completed at least 16 years of formal education or the equivalent outside Japan.

(2) The applicant needs to have completed 15 years of formal education outside Japan, and is recognized by the Graduate School of the Muroran Institute of Technology to have earned the required credits for graduation with excellent grades.

(3) 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: Those who want to make an application under the above (2) or (3) need to submit a letter of application to the Admission Office (size: A4, form: free) by the following dates.
[October 2020 Admissions] Thursday, May 28, 2020
[April 2021Admissions] Thursday, June 25, 2020

## 3. 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. Before the application period starts, please inform us of those above as soon as possible so that Muroran IT 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.

## 4. Application Procedures

(1) Registration period
[October 2020 Admissions]
Wednesday, June 24, 2020 - Tuesday, June 30, 2020 (excluding Saturday and Sunday)
[April 2021Admissions]
Wednesday, July 22, 2020 - Wednesday, July 29, 2020 (excluding Saturday and Sunday)

(2) Documents to be submitted

| Documents to be Submitted | Remarks |
|---|---|
| (A) Application form | All items should be completed in full. |
| (B) Photograph | The photograph of applicant with upper body facing front should be taken within 3 months of the date of application (size 4 cm X 3 cm). Paste it in the designated space. |
| (C) Academic Transcripts | issued and sealed by the university or the school last attended. |
| (D) Letter of recommendation (Free format) | 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. |
| (E) Research Plan | A paper stating the applicant's research plan for his/her master's study. |
| (F) Certificate of (Expected) Graduation (Original or Certified Copy) | The certificate of (expected) graduation should be issued 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.) |
| (G) Statement of Purpose | The statement of purposes or reasons for applying for Master's course should be outlined in about 400 letters in your own handwriting. |
| (H) A Certificate of residence or a copy of a passport | Submit a certificate of residence or a copy of your passport. |
| (I) Screening fee (30,000 Japanese yen) | The fee should be paid by telegraphic transfer, and the copy of the application for remittance should be enclosed in the application documents to be submitted. The details can be confirmed in (4) How to Pay for the Screening Fee below. [Government-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.) |

NOTE:

(a) The documents for above items (A), (E),(G) should be written on the designated form of our institute.

(b) The application documents shall be written in Japanese or English. Among them, those prepared by foreign schools or institutions shall be attached with Japanese or English translations.

(c) Incomplete application documents will not be accepted.

(d) A supervisor you desire may not be available due to retirement, etc., and therefore confirm available supervisors in our official website: https://www.muroran-it.ac.jp/entrance/gsee/guidelines_gs.html

(e) Before going through application procedures, the applicant should seek the advice of his or her Prospective supervisors for the contents of education/study, etc.

(3) Submission of application documents

a. Mail the original application documents by Express Mail Service provided by post offices.

b. Notify us by e-mail that you have sent the application documents to the university.

Admissions Department, Muroran Institute of Technology

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

E-mail nyushi@mmm.muroran-it.ac.jp

(4) How to Pay for the Screening Fee

a. Remit the screening fee, 30,000 Japanese yen, so that we can receive it by the deadline of application, following the instructions below.

b. Transfer the amount of the screening fee plus additional fees for remittance and yen exchange transaction, which are charged in your own country. (All additional fees shall be borne by applicants.)

c. Enclose the copy of the application for remittance in the application documents.

       Telegraphic Transfer

       Advise and Pay

       Bank Transfer Fee: Payer's Responsibility

| BANK ACCOUNT TO BE SENT | |
|---|---|
| Bank | NORTH PACIFIC BANK, LTD |
| Branch | NAKAJIMACHO BRANCH |
| SWIFT code | NORPJPJP |
| Account No. | 3968548 |
| Account name | NATIONAL UNIVERSITY CORPORATION MURORAN INSTITUTE OF TECHNOLOGY |
| Screening fee | 30,000 Japanese yen |

| | |
|---|---|
| Payment period | [October 2020 Admissions]<br>Wednesday, June 17, 2020 - Tuesday, June 30, 2020<br>[April 2021Admissions]<br>Wednesday, July 15, 2020 - Wednesday, July 29, 2020 |

(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 (in Japanese only)

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

E-mail nyushi@mmm.muroran-it.ac.jp

(B) The application will not be accepted if the screening fee has not been paid.

(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, fax, or e-mail as soon as possible, if there are any changes to the contact information of the applicant.

## 5. Screening Procedures

The screening will be done on the basis of the application documents submitted.

## 6. Announcement of the Screening Result

[October 2020 Admissions]
10:00 a.m. on Friday, July 17, 2020.
[April 2021Admissions]
10:00 a.m. on Friday, September 11, 2020.

The applicant 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 MuroranIT website regarding screening results. In addition, a notice will be sent to all successful applicants by mail. Unsuccessful applicants will not be notified.

## 7. Enrollment Procedures

Enrollment period:
[October 2020 Admissions]
Saturday, July 18, 2020 - Monday, July 27, 2020 (excluding Saturday and Sunday)
[April 2021Admissions]
Monday, February 1, 2021 - Friday, February 5, 2021
Applicants who have successfully passed the screening should prepare the necessary documents, and enrollment procedures during the dates listed above. 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 (The announcement is scheduled for mid-July 2020 for October 2020 admissions, and early February 2021 for April 2021 admissions.).

Entrance fee: 282,000 Japanese yen [Expected amount]

Tuition fee [Reference]: 267,900 Japanese yen [Expected amount]

(Yearly total: 535,800 Japanese yen [Expected amount]to be paid in two installments in May and November.)

## 8. Information about the Institute

(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)Each major and subject in the master's degree program offers courses that students can complete by simply taking classes taught in English.

(4) 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.

(5) 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.

## 9. The Exemption and Postponement of the Entrance Fee and Tuition Fee

(1) The exemption of the entrance fee will be approved for:

Those who are admitted to our Graduate School, and for whom it is difficult to pay the entrance fee, and those whose academic performance is judged excellent.

(2) Postponement of the entrance fee will be approved for:

Those who are admitted to our Graduate School, and for whom it is difficult to pay the entrance fee within the admission period, and whose academic performance is judged excellent.

(3) Those whose application form for the exemption and postponement has been accepted do not need to pay, until its approval or non-approval has been decided. If the applicant pays the fee before the decision, their application for the exemption or postponement is nullified.

(4) Those whose application form for the exemption and postponement has been accepted must pay the entrance fee in case of being declined after the registration.

(5) Detailed information about the exemption and postponement of the tuition fee, will be included in the enrollment information to be sent after the announcement of the successful candidates (The announcement is scheduled for mid-July 2020 for October 2020 admissions, and early February 2021 for April 2021 admissions.).

Request for Documents and Queries Concerning the Exemption and Postponement of the Entrance Fee and Tuition Fee should be addressed to:

Student Support Section, Academic Affairs Department, Muroran Institute of Technology

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

E-mail kousei@mmm.muroran-it.ac.jp, Office Hour:8:30－17:15 (except 12:00－13:00) (Weekdays only)

No. _____

# APPLICATION FsORM

☐ October 2020 Admissions

☐ April 2021 Admissions

☐ Add check mark for those applying to the Japanese Government (MONBUKAGAKUSHO: MEXT) Scholarship

| 1. Name in Full: | |
|---|---|
| In Roman Letter: | |

| 2. Nationally: | | 3. Sex: | |
|---|---|---|---|
| 4. Date of Birth: | | 5. Age: | |

| 6. Division and Course you apply for: | |
|---|---|
| 7. Name of Supervisor: | |

**8. Present address:**

Phone:      E-mail:

**9. Contact regarding Admissions**

Address:

Phone:      E-mail:

**10. Educational Background**

NOTE: List, in chronological order, all the schools (above elementary school) you attended.

| Name of School | Number of years attended | Period of Attendance (year/month ~ year/month) | Degree |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

**11. Employment Record**

| Name of Company or Employer | Locate City | Job Title | Period of Employment (year/month ~ year/month) |
|---|---|---|---|
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## 12. Proficiency in Japanese Language

| | | | | |
|---|---|---|---|---|
| Reading | ☐ Excellent | ☐ Good | ☐ Fair | ☐ Poor |
| Speaking | ☐ Excellent | ☐ Good | ☐ Fair | ☐ Poor |
| Writing | ☐ Excellent | ☐ Good | ☐ Fair | ☐ Poor |
| Listening | ☐ Excellent | ☐ Good | ☐ Fair | ☐ Poor |

## 13. Japanese Language Background

| Name of Institution | Location | Period of Study (year/month ~ year/month) |
|---|---|---|
|  |  |  |
|  |  |  |
|  |  |  |

## 14. Proficiency in Foreign Language

| | | | | |
|---|---|---|---|---|
| English | ☐ Excellent | ☐ Good | ☐ Fair | ☐ Poor |
| French | ☐ Excellent | ☐ Good | ☐ Fair | ☐ Poor |
| German | ☐ Excellent | ☐ Good | ☐ Fair | ☐ Poor |
| Spanish | ☐ Excellent | ☐ Good | ☐ Fair | ☐ Poor |
| Chinese | ☐ Excellent | ☐ Good | ☐ Fair | ☐ Poor |
| Other (          ) | ☐ Excellent | ☐ Good | ☐ Fair | ☐ Poor |

# RESEARCH PLAN

| Name in Full | |
|---|---|
| Division and Course you apply for | |

No. _____

# STATEMENT OF PURPOSE

| Name in Full | |
|---|---|
| Division and Course you apply for | |