

## Application Guideline for SOKENDAI Research Student

(For international applicants living overseas)

### 1. Application Eligibility

Applicants must have enough academic ability to research on their specific themes.

### 2. Prospective Supervisor

Please contact a prospective supervisor before applying and receive his/her consent to accept you as his/her research student.

### 3. Application Procedures

1) Please submit the following documents to Educational Affairs Section during the application period without fail. Please note that “c. Certificate of (expected) graduation” should be the original and submitted by post.

a. Application form for research student (Form 1)

b. Personal resume (\*free format)

c. Certificate of (expected) graduation

\* If you are currently enrolled and are expected to graduate by the start of your research period, please submit a certificate of expected graduation.

d. Personal research history (\*free format)

e. Research plan (\*free format)

f. A copy of passport (photo page)

2) Please pay the examination fee (JPY9,800) in accordance with the attached “Payment instructions for Examination Fee (Application for Research Student)”.

[Credit card payment only.]

\*Administration fee would be borne by the applicant.

\*Examination fee will not be refunded in any case.

\*Please note that your application will be rescinded if we are unable to confirm your payment of examination fee during the application period below.

### 4. Application Period

1) For April 2025 - September 2025 admission: From December 9, 2024 to December 13, 2024

2) For October 2025 - March 2026 admission: From June 2, 2025 to June 6, 2025

### 5. Notification of Result and Admission Procedures

Results shall be confirmed by the notice sent to successful applicants by EMS.

Successful applicants need to complete the admission procedures during the prescribed period.

Further details will be notified to successful applicants separately.

Those who decline admission due to unavoidable circumstances must submit a letter with their supervisor's approval. Please note that the examination fee and entrance fee will not be refunded even if you decline admission.

\*Please note that your admission will be rescinded if we are unable to confirm your payment of the entrance fee during the designated period.

## 6. Entrance Fee and Tuition Fee

Entrance fee: JPY84,600

Tuition fee: JPY29,700 per month

\*When the amount of the fees are revised after the application and/or during the term of research, new amount shall be applied.

\*Tuition fee for each semester shall be paid in the first month of enrollment.

## 7. Others

1) The maximum research period must be one year. If you wish to extend the research period, you must submit the following documents to Educational Affairs Section two months before the end of the research period with your supervisor's approval.

a. Application Form for Renewal of Research Period (Form 3)

b. Research plan (\*free format)

2) If you wish to withdraw from the university during the research period, you must submit "Application Form to Withdraw" to the program office with the supervisor's approval. Please note that tuition fee will not be refunded.

## 8. Contacts

The Graduate University for Advanced Studies, SOKENDAI

Educational Affairs Section

Shonan Village, Hayama, Kanagawa 240-0193 Japan

TEL: 046-858-1582,1523 / FAX: 046-858-1632

E-mail: kyomu[at]ml.soken.ac.jp

Please change (at) to @ and send.

## Payment Instruction for Examination Fee (Application for Research Student)

Applicants living overseas can pay the examination fee by credit card. Applicants are required to submit a copy of the screen showing payment completion of the examination fee by e-mail. To ensure that the application documents are received by the submission deadline, applicants must remit the examination fee ahead of time. Please note that the examination fee will not be refunded in any case.

1. To begin online payment, click the link below.

<https://e-shiharai.net/English/>

2. Click “Examination Fee”.

3. When using the online payment service, you must abide by the “Terms of Use” and “Personal Information Management.” Please read them carefully and click “Agree” if you agree with these terms.

4. In the next page, select the name of the university for which you are applying. Select “SOKENDAI (The Graduate University for Advanced Studies)” to continue.

5. After selecting the university, you will see the information of the university. Click “Next” after reading the information.

6. You are required to select four items from a drop-down list.

First Selection: Select “Graduate Institute for Advanced Studies”.

Second Selection: Select the name of the program for which you are applying.

Third Selection: Select “Research Student”.

Fourth Selection: Confirm the amount of the fee and the name of the program.

After Selecting the above four items, please click “Basket” to continue.

7. Review the contents and click “Next” if summary is correct. Please note that administration fee of 500 yen will be added to the examination fee of 9,800 yen.

8. Enter your personal information and select a credit card company you will use for the payment. Click “Next” after filling out all the required sections.

9. To provide your credit card information, enter your credit card number, security code, and expiration date. After completing this step, click “Next” to continue.

10. All the information you have provided will be displayed for confirmation. Check carefully if the information is correct, and click “Confirm” to complete the payment. Please note that the examination fee will not be refunded for any reason once your payment is completed.

11. Click “Print this page” and generate image file of the results page. Send the image file as an attachment to the Educational Affairs Section (kyomu[at]ml.soken.ac.jp).

Contact for inquiries:

Educational Affairs Section, The Graduate University for Advanced Studies, SOKENDAI

Email: kyomu[at]ml.soken.ac.jp