

STEPS TO APPLY FOR GRADUATE STUDY

STEP 1

Refer directly to a laboratory faculty member to whom you want to be assigned (hereafter, potential faculty sponsor). Determine your research plans after entering the school's program.

STEP 2

Obtain directly, or request by mail, a necessary application guidebook (Japanese signage) from the information desk addressed below (hereafter, Educational Affairs Section).

₹980-8579 6-3-09 Aramaki-Aza Aoba, Aoba-ku, Sendai

Educational Affairs Section, Graduate School of Information Sciences, Tohoku University

Telephone (022) 795-5814 (overseas) +81-22-795-5814

In the case of a request by mail, clearly print the name of necessary application guidance (rubric), and make sure to enclose "a self-addressed envelope". The self-addressed envelope should be:

- ✓ No. 2 size (approx. 24 cm \times 34 cm).
- ✓ Clearly print address/ name/ zip code (delivery address of application documents) and
- ✓ Affix a 270 yen stamp.

If you require a brochure explaining the details of the school's program, clearly print your request on an envelope for request and affix a 390 yen stamp on a self-addressed envelope.

STEP 3

Prepare the following documents for application.

- ✓ Admission form and *curriculum vitae* (prescribed form of the school. Refer to the filled-in examples in this booklet.)
- ✓ Record for desired assignment (prescribed form of the school)
- ✓ Examination card and photo card (prescribed form of the school)
- ✓ Academic transcript issued by the president or dean of the graduating university (sealed by the graduating university)
- Certificate of (prospective) graduation issued by the president or dean of graduating university
- ✓ Certificate of Health (prescribed form of the school)
- ✓ Submit articles /reports etc. showing scholastic attainment, if any.
- ✓ Receipt/ receipt (copy) (prescribed form of the school)
- ✓ Delivery envelope for an examination card [Clearly print the address/ name/ zip code on the envelope prescribed by the school and affix a 350 yen stamp (express)]
- ✓ Envelope for official correspondence (Clearly print the address/ name/ zip code on an envelope prescribed by the school and affix a 540 yen stamp.)

Applicants such as foreign students must prepare the following documents.

- Examination authorization issued by the head of the organization (no specific format), in the case of a person employed outside of academia.
- ✓ Written consent of a potential acceptance faculty (no specific format).
- Recommendation letter by a supervisor of graduating university (no specific format), in the case of a person who has graduated or expects to graduate from a foreign university.
- ✓ Certificate showing Japanese language proficiency by a potential faculty sponsor, etc.
- Certificate of a government-financed foreign student issued by the concerned university in the case of government-financed foreign students attending another university.

STEP 4

Submit them to the Educational Affairs Section along with an examination fee of 30,000 yen.

NOTES

- When submitting an application by mail, use the application envelope and send it by express registered mail.
- Application documents and the examination fee will not be returned.
- Those who are judged to require re-checking by the Certificate of Health will be instructed during the period of examination.
- Refer to web pages of the school (URL: http://www.is.tohoku.ac.jp) for the examination schedule and necessary payment at the time of enrollment (entrance fee or tuition fee, etc.).

平成17年度 東北大学大学院情報科学研究科 博士課程前期2年の課程入学願書(4月入学)

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As in the example, check the appropriate box.

As in the example, fill in the name and furigana; indicate your gender.

- •Name can be written in Kanji, if any.
- •Male "男"/ Female "女"

Fill in your date of birth and age.

Educational background proving eligibility for applicants.

・Circle "卒業" if you are a graduate and "卒業見込" if you are a prospective

Choose a desired subject area for the exam (vide infra) and a presentation title at the oral exam.

- 1 Mathematics area
- 2. Information/Life science area
- 3. Machine/Intelligence area
- 4. Civil engeering area
- 5. Langaues/Media area
- 6. Psychology/Philosophy area
- 7. Social Sciences area

Fill in () with Nationality if you have foreign citizenship.

Fill in the present address precisely.

Date of graduation from high school and the name of the school.

Date of enrollment to university and the name of the university.

Date of graduation (or prospective graduation) from university and the name of the university.

If you have any other educational background, fill in the school name and the dates of enrollment and graduation together. (Letter strings in columns can be ignored.) Fill in your work history as

Sign and fill in the date of signature.

Contact address of a potential faculty sponsor . No need to include a student ID number in ().

- (注) 1. ※印以外は本人が記入すること。
 - 2. 外国人留学生志願者は裏面履歴書にも記入すること。
- Only Japanese and English languages are accepted. However, we strongly recommended filling in Japanese.
- When using the dominical year("western calendar years"), draw a double line-strike through Imperial era names.
- · Fill in furigana with hiragana letters as your name is pronounced in your mother language.
- Leave the 💥 spaces blank.

Red text shows written examples.

外国人留学生記入欄

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取得した学位等	Academ	ic Degree	Date					tion		Fill in the highest degree and its awarded data and the name of the organization.		