

**Nagoya University International Programs for AY2017
Civil and Environmental Engineering Graduate Program (Master's Program)
at the Graduate School of Engineering**

Admission Requirements (October Admission)

Nagoya University invites international students to apply for AY2017 admission to the Civil and Environmental Engineering Graduate Program at the Graduate School of Engineering, an English-taught Master's Degree Program, according to the terms and conditions below.

Admission Policies

For Nagoya University's general admission policies, please see the following website:

http://kouho-en.adm.nagoya-u.ac.jp/about_nu/declaration/policy/index.html

I. Eligibility for Application

In order to be eligible to apply for Nagoya University's International Programs, the applicant must satisfy one of the four conditions below:

1. The applicant has completed a 16-year curriculum in an educational system(s) other than the Japanese one, or is scheduled to complete such a curriculum by September 30, 2017.
2. The applicant has been or will be granted, by September 30, 2017, a degree equivalent to a bachelor's degree upon completion of a program that consists of at least 3 years of study at an overseas university or other overseas schools (Limited to those whose comprehensive situation of educational and research activities have either received evaluation from a person who was authorized by the corresponding country's government or related institutions, or which have been separately designated as being equivalent to such by the Minister of Education; Includes completing distance learning programs conducted by said overseas schools while living in Japan or completing programs conducted by educational institutions located in Japan that follow the same education system as the overseas schools and have been separately designated by the Minister of Education.)
3. The applicant has graduated from a Japanese university, or is scheduled to graduate by September 30, 2017; provided that this is limited to persons who have completed (or are scheduled to complete) their higher education curriculum (university curriculum) in the English language.
4. The applicant is deemed by the Graduate School to possess academic ability equivalent or superior to that of a university graduate, and to have received an education equivalent to 1. to 3. as stated above.

[Notes]

- 1) Persons wishing to apply under condition 3 of the terms of eligibility above must, if they have any concerns about their education history up to undergraduate level, contact the University in advance, as indicated in the "IX. Contact" section.
- 2) Persons wishing to apply under condition 4 of the terms of eligibility above must contact the University, as indicated in the "IX. Contact" section, by one month prior to the application deadline for each recruitment category and complete the prescribed procedures for eligibility review.
- 3) Applicants to the Civil and Environmental Engineering Program may apply for the scholarship provided by the "Forefront Studies Program for Civil and Environmental Engineering" program. Please refer to the website provided below for requirements for application and other details. Also, if you are living in Japan when applying or will be in Japan between your application submission date and September 30th, 2016, please make sure to contact us at "IX. Contact" to confirm your application eligibility.

URL: <http://www.civil.nagoya-u.ac.jp/forefront/Index.htm>

II. Requirements for Application

The applicant who has graduated from a university where the primary language of instruction is not English must satisfy one of the following requirements. However, an applicant who is a native speaker of English or who has received their education in a university program in which English was the primary language of instruction is exempted from this requirement.

- i. TOEFL: minimum score of 80 iBT; 550 PBT
- ii. IELTS: minimum band score of 6
- iii. Other evidence showing that the applicant has English proficiency at least equivalent to requirements i or ii above.

<Note> If submitting documents for iii, please consult with your desired advising faculty prior to submitting your application.

III. Number of Available Places

Program (Graduate School)	No. of Places
Civil and Environmental Engineering Graduate Program (Graduate School of Engineering)	Limited

IV. Application Procedure

1. Important notes before you apply

Please refer to the tables containing the names of departments, research laboratories/research groups, research areas, research projects and faculty members on the website (<http://admissions.g30.nagoya-u.ac.jp>) and be sure to specify your first and second choice of preferred departments, research laboratories/research groups and supervisors on the Application Form.

* **Inquiries regarding research projects prior to application**

The applicant must make a pre-application inquiry regarding research projects to potential supervisors. Please make sure to contact at least one supervisor as your first choice.

If the applicant decides to apply to the University based on the information gained through this pre-application inquiry, he/she must submit all application documents (including application fee) to the appropriate address as specified in "Application documents submission" by the prescribed deadline for each recruitment category.

Also, when submitting documents ii, iii and vi of Documents and Other Materials, please make sure to submit original and/or official copies.

(Please note: even if you have already submitted documents to your preferred laboratory/supervisor in the course of your pre-application inquiry, those documents may not be deemed to be the formal application documents, and thus cannot be accepted as your application.)

* **Other inquiries**

For any other inquiries, please contact us via the contact information indicated in "IX. Contact."

2. Application periods

Applicants must submit application documents and pay the application fee during the appropriate application period specified in the table below:

Recruitment Categories	Starting	Deadline
First Round	January 6, 2017 9:00 (Japan time)	January 30, 2017 16:00 (Japan time)
Rolling Admission	May 1, 2017 9:00 (Japan time)	May 25, 2017 16:00 (Japan time)

- (1) At Nagoya University, the additional selection of applicants that may occur if quotas are not filled during the first round of admission is called Rolling Admission.
- (2) Each applicant may only apply once, for either First Round or Rolling Admission.
- (3) Programs conducting Rolling Admission will be announced on or after April 28, 2017 on the G30 website (<http://admissions.g30.nagoya-u.ac.jp>).
- (4) If a complete submission of the application fee and application documents is not made during the application period, the application will not be accepted.
- (5) Applications that arrive after the submission deadline will not be accepted.
- (6) Application for the scholarship provided by the "Forefront Studies Program for Civil and Environmental Engineering" program is possible only for the first round.

3. Application fee payment and application documents submission

To apply, please prepare and submit all required documents in accordance with the prescribed methods and be sure to pay the application fee by the deadline.

Please pay close attention to the notes below the table on the following page when preparing your documents.

< Application fee payment >

Application fee: JPY 5,000

Please make the payment using PayPal (recommended) or Bank Transfer via the Online Admissions System. Also, the sender is responsible for the costs of the processing fee for the Bank Transfer of your application fee payment.

Note that the application fee is for the purpose of checking and screening the submitted documents, etc., and will not be refunded or returned once paid to the University.

The sender is responsible for the costs of the processing fee for the Bank Transfer of your application fee payment.

Payment of this application fee is not necessary if you are a Japanese Government (MEXT) Scholar who is enrolled at Nagoya University or another Japanese university; however, you must submit an original copy of your "MEXT Scholar Certificate" as one of your application documents to the International Admissions Office.

(Your application documents will be accepted only after the submission of an original copy of your MEXT scholar certificate to the AO.)

< Application documents submission >

Online Admissions System: <http://admissions.g30.nagoya-u.ac.jp>

Postal submission: International Admissions Office, Institute of International Education & Exchange, Nagoya University, Furo-cho, Chikusa-ku, Nagoya 464-8601 JAPAN

E-mail: apply@g30.nagoya-u.ac.jp

	Documents and Other Materials	Notes
i	Application Form	Please submit the application form via the Nagoya University Online Admissions System.
ii	Bachelor's Degree Diploma (or Prospective Bachelor's Degree Diploma) from Your University (Original Copy)	The diploma, certificate of graduation, or certificate of prospective graduation must include the school's official seal or signature. * Please submit certificates pertaining to your Eligibility for Application. * Applicants applying under " <i>I. Eligibility for Application 3.</i> " must, in addition to their certificate of graduation (or prospective graduation), submit a certificate stating that the lectures etc. of the university in question were conducted principally in English. (No specified format)

	Academic Transcript for Undergraduate Education (Original Copy)	Academic transcripts must include the school's official seal or signature. * Be sure to also submit the grade assessment standards.
iii	English Proficiency Test Scores (Original Copies)	Please submit scores that certify your fulfillment of the English proficiency requirement. Make arrangements to have official scores sent directly from the testing institution by the deadline. (The institutional code for Nagoya University International Programs on the TOEFL is 7256.) *Please note that, in all cases, only the results of tests taken after January 2015 will be considered valid for the application.
iv	Certified Score Report of the GRE	Submit a certified score report of the GRE, if available. * Please arrange to have official scores sent directly from the testing institution by the application deadline. (The institutional code for Nagoya University International Programs on the GRE is 7256.)
v	Research Proposal	Assignment: A proposal for the research you want to pursue in the graduate school (Approx. two A4 (or letter size) pages).
vi	Two Letters of Reference (Original Copies)	Have two referees each send a signed, sealed Letter of Reference directly to Nagoya University. One must be from the university president or dean, and the other from his/her academic advisor, present employer, or others. Please download the prescribed form from the online admissions system or the following website, ask the recommenders to fill out the form and submit it by mail. URL: http://www.civil.nagoya-u.ac.jp/forefront/Index.htm
vii	Summary of Undergraduate Graduation Research	Please submit a summary of your Undergraduate Dissertation in English by using the form available online at http://admissions.g30.nagoya-u.ac.jp and uploading it. If the research is currently in progress, please provide information regarding its current status and the expected results. If the research has already been concluded, please also upload and submit a copy of the dissertation. The dissertation itself does not need to be in English.
viii	Major Publications	If available, please upload up to three reprints/offprints of your major publications to the Online Admission System.
ix	Documents Showing Other Strengths	If available, please upload these documents to the Online Admission System or submit them by postal mail.
x	Document Validating Your Nationality and Residence Status	This document may be, for example, a copy of your passport or a certificate issued by an embassy or consulate in Japan. The certificate should be prepared in English. Attach a translation if it is issued in any other language. If you reside in Japan, you must also submit a copy of your Residence Card.

xi	Japanese Government (Ministry of Education, Culture, Sports, Science and Technology) Scholarship Application Form	If you are applying for the scholarship provided by the "Forefront Studies Program for Civil and Environmental Engineering" program, please download the application form from the following website, fill out the form and submit it by mail. The application materials must include the results of a recent medical check-up. The application form will be open in the end of December. URL: http://www.civil.nagoya-u.ac.jp/forefront/Index.htm You do not need to submit this form if you are not applying for the scholarship.
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[Notes]

- 1) Applications will be accepted only if all required documents for application are received by the deadline. It is recommended that you send documents by registered express mail or an equivalent air courier (e.g. Federal Express, DHL, UPS, etc.). **Incomplete applications cannot be considered for the selection processes.** No changes to any of the documents will be allowed after submission.
- 2) For non-English documents, the document-issuing school or authority must provide a corresponding English translation of the original language. If the school or authority does not provide such a service, the documents must be translated and verified by an outside translation organization and certified to be the same as those issued by the school or authority. Be sure to submit both the original documents and the certified translations.
- 3) If a subject title, an evaluation result, or any other information in the certificates requested in items ii and iv above contains codes or abbreviations, an explanation must be attached.
- 4) To calculate the applicant's GPA fairly, the grade assessment standards requested in item ii should include clear evaluation scales (e.g., S=90-100, A=80-89, B=70-79, C=60-69). If there is no evaluation scales and only raw score is available, the information of full marks and the lowest raw score to get a course credit are required.
- 5) Application documents submitted will not be returned for any reason; Upon request however, that certain materials that are unable to be reissued may be returned. Please attach a note to this effect if applicable.
- 6) If, after admission, it is discovered that any of the documents have been falsified or that any necessary details or documents have been omitted, admission will be revoked even in the event that the candidate has already been admitted to the University.
- 7) Applicants will be notified of the receipt of their application documents via the Online Admission System's messaging function. If you are unable to check your messages, please send a message to the International Admissions Office
- 8) Applicants who are due to graduate from Nagoya University do not need to submit x.
- 9) Your preferred academic advisor/supervisor may contact you directly during the course of the screening regarding your "Research Proposal" submitted under v of Documents and Other Materials.

4. Applicants with special needs

Applicants with special needs, who require special support in making their application, should consult Nagoya University before the submission of their admission application, as follows:

(1) End of consultation period: **November 18, 2016**

(2) Contact:

International Admissions Office, Institute of International Education & Exchange, Nagoya University

(3) Consultation Process: Please submit the following three documents. If necessary, the applicant or a representative of the school from which the applicant graduated or will graduate who can speak for the applicant will be interviewed by Nagoya University.

1) A document stating the program to be applied for, the desired major, the nature of the applicant's special needs, the arrangements desired for examinations, and the applicant's

- contact details. (A4 (or letter) size paper. Any format may be used.)
- 2) A doctor's diagnosis of the applicant's special needs, the written opinion of a social worker, etc. (A copy is acceptable.), or a copy of a disability certificate or equivalent document.
 - 3) A document from an official of the school from which the applicant graduated or will graduate (document stating the nature of the arrangements made at the school for their classes and studies). (Please use A4 (or letter) size paper. Any format may be used.)
 - (4) If you would like to consult with us regarding the admissions process or your studies after your enrollment, please inquire with us by the application deadline.

V. Selection Method

1. Selection of successful applicants consists of a first (document) screening and second (interview: as a rule, applicants who do not reside in Japan will be interviewed via the Internet, Skype, etc.) screening.
2. Results of the first (document) screening will be announced via e-mail by the graduate school you applied to.
3. Applicants who successfully pass the first (document) screening will also be informed of the date of the second (interview) screening in the e-mail by the graduate school you applied to.
4. The second (interview) screening includes an oral examination on fundamental knowledge of your specialized field.

VI. Announcement of Admission Results

Admission results will be announced via e-mail by the graduate school you applied to and also sent by mail to the address indicated on your Application Form by the date shown as the "Date of Notification of Selection Results" in the table below. Applicants on a wait list will be separately notified by e-mail. Admitted students may also verify their results by logging in to the Online Admission System.

Recruitment Categories	Date of Notification of Selection Results
First Round	March 31, 2017
Rolling Admission	Applicants will be notified no later than July 11, 2017 as deemed appropriate.

VII. Admission Procedure

Documents and forms required for university enrollment will be sent to every successful applicant together with an admission offer letter. The registration fee payment must be made in accordance with the due date specified in the table below.

The registration fee and tuition fee will be waived for successful applicants who are Government (MEXT)-sponsored scholars including the "Forefront Studies Program for Civil and Environmental Engineering" program.

1. Payment of the registration fee (JPY 282,000)

For details, please refer to the guidelines for enrollment procedures to be sent with the admission offer letter and be sure to complete the registration fee payment no later than the date below; the registration fee payment is required to secure your admission.

Recruitment Categories	Deadline for Payment of Registration Fee
First Round	April 19, 2017 by 16:00 (Japan Time)
Rolling Admission	Applicants will be notified when deemed appropriate.

[Notes]

- (1) If the registration fee is revised by the time of enrollment, the new fee after revision will apply.
- (2) For details regarding the registration fee payment, please refer to the guidelines for enrollment procedures to be sent with the admission offer letter. The registration fee must be paid via either PayPal (recommended) or Bank Transfer by the date and time indicated in the table above. The sender is responsible for the costs of the processing fee for the Bank Transfer.
- (3) Under normal circumstances, registration fees will not be refunded once received by the University.
- (4) If the payment of the registration fee is not completed by the stipulated deadline, the applicant will be regarded as withdrawing from admission to the University. **Please be particularly mindful of this point.**

2. Other fees required for admission (subject to change):

Program	Tuition Fees	Premium for Personal Accident Insurance for Students' Education and Research (Premium includes third party liability insurance)
Civil and Environmental Engineering Graduate Program	Per semester: JPY 267,900 (Per year: JPY 535,800)	JPY 2,430 (for 2 years)

[Notes]

- (1) If tuition fees are revised at the time of enrollment or during enrollment in the University, the new fee after revision will apply from the time of revision.
- (2) Tuition fees payment must be made after the semester begins.
- (3) Please refer to the guidelines for enrollment procedures for any other details.

3. Reminder to applicants who are expected to graduate from/complete their university/graduate school but have not yet graduated from/completed at the time of application

Applicants who have not yet graduated from/completed their university/graduate school at the time of application must ensure that their certificates of graduation/completion and academic transcripts are sent from their school to the Nagoya University Institute of International Education & Exchange International Admissions Office by **August 1, 2017**.

Please note: if you are unable to submit the certificate by the above deadline, you must contact us in advance via the contact information indicated in "IX. Contact."

VIII. Other

1. All personal information submitted to Nagoya University is appropriately managed in compliance with the "Act on the Protection of Personal Information Held by Independent Administrative Agencies" and the "Management of Nagoya University Students' Personal Information" regulations.
2. Personal information related to the applicant, such as name, address, date of birth, etc., will be used for the purpose of admissions, announcement of results, and enrollment procedures. Personal information related to the applicant and entrance examination results will be used to improve future selection procedures.
3. Furthermore, the personal details of applicants admitted to Nagoya University will also be used for i) academic affairs (student registration, academic advising, etc.), ii) student welfare services (health care, career services, tuition exemption, scholarship applications, etc.), and iii) collecting tuition fees.
4. All times and dates indicated in the Admission Requirements refer to Japan Standard Time (UTC+09).

IX. Contact

If contacting us from abroad, please make inquiries by fax or e-mail.

For any questions concerning the admission requirements of the Civil and Environmental Engineering Graduate Program, please contact us at:

[Graduate School of Engineering]

International Student Section

Graduate School of Engineering, Nagoya University

Furo-cho, Chikusa-ku, Nagoya 464-8603 JAPAN

Tel: +81-52-789-3563

Fax: +81-52-789-3979

E-mail: admin-eng.g30@engg.nagoya-u.ac.jp

Note: For inquiries regarding how to use the Online Admission System, please contact:

Nagoya University Institute of International Education and Exchange International Admissions Office

Tel: +81-52-747-6556

E-mail: apply@g30.nagoya-u.ac.jp