

# Nagoya University International Programs for AY2023 Civil and Environmental Engineering Graduate Program (Doctoral Program)

## Admission Requirements (October Admission)

Nagoya University invites students to apply for the Academic Year 2023 admission to the Civil and Environmental Engineering Graduate Program, a Doctoral Degree Program with English as the medium of instruction, according to the terms and conditions below.

### Admission Policies

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

[http://en.nagoya-u.ac.jp/about\\_nu/upload\\_images/admission\\_policy\\_en.pdf](http://en.nagoya-u.ac.jp/about_nu/upload_images/admission_policy_en.pdf)

## I. Eligibility for Application

In order to be eligible to apply for Nagoya University's International Programs, the applicant must satisfy one of the following criteria.

1. The applicant has been awarded a master's degree in an educational system(s) other than the Japanese, or is expected to be awarded the degree in an education institution located in a foreign country on or before September 30, 2023.
2. The applicant has completed a 12-year curriculum in an educational system(s) other than the Japanese one in an education institution located in a foreign country, and has earned a master's degree from a graduate school of a Japanese university, or is expected to have earned a master's degree by September 30, 2023.
3. The applicant has earned a master's degree from a graduate school of a Japanese university or is expected to have earned a master's degree by September 30, 2023; provided that this is limited to persons who have completed (or are expected to complete) their master's degree program in the English language.
4. The applicant is deemed by a Graduate School of Nagoya University to possess academic ability equivalent or superior to that of a master's degree or professional degree holder based on the individual eligibility review.

### [Notes]

- (1) Individuals wishing to apply under condition 4. of the terms of eligibility above must contact the University, as indicated in the "IX. Contact" section, at least one month prior to the application deadline for each round and complete the prescribed procedures for eligibility review.

**Applicants to Civil and Environmental Engineering Graduate Program may apply to the financial aid of the Japanese Government (Monbu-Kagaku-sho; Ministry of Education, Culture, Sports, Science and Technology) Scholarship Program. Detail information about the program such as eligibility can be confirmed in the following website.**

<http://www.civil.nagoya-u.ac.jp/ceeipo>

## II. Requirements for Application

Applicants who have earned a master's degree from a graduate school where the primary language of instruction is not English must satisfy one of the following requirements. However, those applicants who graduate from a university where the primary language of instruction is English, and can submit official documents confirming this fact (e.g., certificate of expected graduation prepared in the format designated by Nagoya University), will be exempt from submitting a certificate showing their English proficiency test score.

| English Language Proficiency Test  | Qualification (Minimum)           | Remark                                  |
|--|-----------------------------------|---|
| IELTS  | Overall band score of 6           |   |
| TOEFL  | 80 iBT<br>60 Paper-delivered Test | *TOEIC is not accepted                  |
| Duolingo English Test (DET)  | 110 and above                     |   |
| Common European Framework of Reference for Languages (CEFR)  | C1 and above                      | *Must be stated in official transcripts |
| If you have any other certificate of English proficiency test score which is equivalent to the above-mentioned tests, please consult to the office of the school you apply to by email, referring to IX. Contact, in advance of application. |                                   |   |

## III. Number of Available Places

| Program (Graduate School)   | No. of Places |
|---|---------------|
| Civil and Environmental Engineering Graduate Program<br>(Graduate School of Engineering – Graduate School of Environmental Studies) | 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 (<https://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 Online Application Form.

Furthermore, the applicant may apply to only one graduate school per application. To apply for both the Graduate School of Engineering and the Graduate School of Environmental Studies, you need to create two different accounts on the online system, submit two sets of documents, and pay two examination fees.

### \* **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 potential 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, v and x, please make sure to submit original and/or certified

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 all the application documents and pay the application fee during the appropriate application period specified in the table below:

(The deadlines below apply to all required documents including those that must be submitted in hard copy.)

| <b>Recruitment Categories</b> | <b>Starting</b>                      | <b>Deadline</b>                        |
|-------------------------------|--------------------------------------|--|
| First Round                   | January 5, 2023<br>9:00 (Japan Time) | January 16, 2023<br>16:00 (Japan Time) |
| Second Round                  | May 9, 2023<br>9:00 (Japan Time)     | May 23, 2023<br>16:00 (Japan Time)     |

- (1) Each applicant may only apply once, for either the First Round or the Second Round.
- (2) If a complete submission of the application fee and application documents is not made by the First Round deadline, the application will be processed in the Second Round.
- (3) In case of situation (2), an e-mail notification to that effect will be sent to the applicant.
- (4) Application documents that arrive after the submission deadline will not be accepted.
- (5) Original hard copies can be submitted before the application opens.

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

In case the application fee is paid via bank transfer, a receipt must be submitted which states the time of transfer. The time shall not be later than the stipulated deadline of the respective admission round. The receipt must be uploaded on the application system before the system closes at 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 pay by using PayPal (recommended) or Bank Transfer via the Online Admissions System.

(1) 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.

(2) Payment of this application fee is unnecessary if you fall under one of the following:

The applicant wishes to advance to the Civil and Environmental Engineering Graduate Program directly after the completion of a master's program at a Graduate School of Nagoya University.

The applicant is a Japanese Government (MEXT)-sponsored scholar including from 1<sup>st</sup> October 2023 onwards currently enrolled at Nagoya University or another Japanese university.

Applicants who are currently enrolled as degree students in the Graduate School of Engineering or the Graduate School of Environmental Studies must submit an original copy of a certificate of expected completion to the International Admissions Office (AO) during the admission

application period. (If this applies to you, your application documents will be accepted only after the submission of an original copy of your expected completion certificate to the AO.)

MEXT scholars must submit an original copy of their MEXT scholar certificate to the International Admissions Office (AO) during the admission application period. (If this applies to you, 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: <https://admissions.g30.nagoya-u.ac.jp>

Postal submission: International Admissions Office for the International Programs

Furo-cho, Chikusa-ku, Nagoya 464-8601 JAPAN

E-mail: [apply@g30.nagoya-u.ac.jp](mailto:apply@g30.nagoya-u.ac.jp)

|     | <b>Documents and Other Materials</b>  | <b>Notes</b>   |
|-----|---|--|
| i   | Application Form  | Please submit the application form via the Nagoya University Online Admissions System.   |
| ii  | Bachelor's Degree Diploma and Master's Degree Diploma (or Prospective Diploma of Master's Degree) (Original Copies) | The diploma, (certificate of prospective graduation) must include the date of graduation/prospective graduation and the school's official seal or signature.<br>*Please submit certificates pertaining to your Eligibility for Application.  |
|     | Academic Transcripts of Undergraduate and Master's Education (Original Copies)                                      | Academic transcripts must include the school's official seal or signature.<br>*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.<br>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.)<br>*Please note that, in all cases, only the results of tests taken after January 2021 will be considered valid for the application.   |
| iv  | Research Proposal   | A proposal for the research you want to pursue in the graduate school (approx. two A4 (or letter size) pages).<br>Please submit the document via the Nagoya University Online Admissions System.   |
| v   | Two Letters of Reference (Original Copies)  | Have two referees each send a signed and sealed Letter of Reference directly to Nagoya University. (No specified format)<br>Please request for the full name of the applicant to be mentioned in the letter. Letters written in Japanese are also accepted.  |
| vi  | Summary of Master's Thesis  | Please submit a summary of your Master's Thesis in English by using the form available online at <a href="https://admissions.g30.nagoya-u.ac.jp">https://admissions.g30.nagoya-u.ac.jp</a> and uploading it via the Nagoya University Online Admissions System.<br>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. |

|      |  |   |
|------|--|---|
| vii  | Major Publications   | If available, please upload up to three reprints/offprints of your major publications to the Online Admission System.   |
| viii | Documents Showing Other Strengths  | If available, please upload these documents to the Online Admission System.   |
| ix   | 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.<br>If you reside in Japan, you must also submit a copy of your Resident Card.<br>Please submit the document(s) via the Nagoya University Online Admissions System. |
| x    | Certificate of Enrollment (Original Copy)<br>Only applicable to Nagoya University students | Applicants who are research students or are due to graduate from Nagoya University need to upload a copy to the Online Admissions System and submit the original. Japanese format of the certificate is also accepted.  |

#### [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) For documents (iv, vi, vii, viii and ix) that are requested to be send via the Online Application System, no additional hardcopy version is required to be send via post. Overlapping hardcopies sent via post will not be included in the application. When submitting documents ii, iii, v and x, please make sure to submit original and/or certified copies.
- 4) If a subject title, an evaluation result, or any other information in the certificates requested in item ii above contains codes or abbreviations, an explanation must be attached.
- 5) 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) for both undergraduate and postgraduate courses. If there are no evaluation scales and only raw scores are available, the information of full marks and the lowest raw score to get a course credit are required.
- 6) Application documents submitted will not be returned for any reason; Upon request, however, certain materials that are unable to be reissued may be returned. Please attach a note to this effect if applicable.
- 7) 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.
- 8) 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.
- 9) Applicants who wish to advance seamlessly, after the completion of master's program at Nagoya University's Graduate School, to the doctoral program at the same graduate school, will be only required to submit the documents specified in items i, ii, iv, ix, and x .
- 10) The prospective academic advisor/supervisor may contact you directly during the course of the screening regarding your "Research Proposal" submitted under iv of Documents and Other Materials.

#### 4. Applicants with special needs

Applicants with special needs, who require special support in making their application and/or studying at

the University, should consult Nagoya University before the submission of their admission application, as follows (documents must be submitted in English):

(1) End of consultation period: **December 6, 2022**

(2) Contact:

International Admissions Office for the International Programs, 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 taking courses, 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 (A 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 screening (oral examination: as a rule, applicants who do not reside in Japan will be interviewed using a VoIP system on the Internet such as Skype, Zoom, etc.).
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 (oral examination) screening via e-mail by the graduate school you applied to.
4. The second (oral examination) screening includes an oral examination on fundamental knowledge of your specialized field.

## VI. Announcement of Admission Results

Admission results will be announced by the graduate school you applied to via e-mail 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 | Announcement Date of Admission Results |
|------------------------|--|
| First Round            | March 23, 2023                         |
| Second Round           | July 6, 2023                           |

## 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.

You will not be required to pay the registration fee if:

- You wish to advance to doctoral program at the Graduate School of Engineering directly after the completion of master's program at a Graduate School of Nagoya University; or
- You are a Government (MEXT)-sponsored scholar.

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 6, 2023 by 16:00 (Japan Time)      |
| Second Round           | July 13, 2023 by 16:00 (Japan Time)      |

**[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) 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<br>(Per year: JPY 535,800) | JPY 3,620 (for 3 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 been awarded a master's degree at the time of application must ensure that their master's degree certificates and academic transcripts are sent from their school to the University by **August 2, 2023**.

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. The address, name, date of birth and other personal information of applicants obtained at the time of application will be used only for admissions, the announcement of results, enrollment, and related matters.
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).
5. Nagoya University has established the “Security Export Control Regulations for Tokai National Higher Education and Research System” in accordance with Japan’s “Foreign Exchange Trade Act.” The Security Export Control Office provides guidance and rigorously conducts necessary procedures when we accept international students.
- Since November 2021, it has been clarified that the ‘deemed export control’ is also regulated and controlled by the Foreign Exchange and Foreign Trade Act (“FEFTA”), and thus transfer of controlled information, technology, software, and data to anyone even within the territory of Japan is also subject to the FEFTA. As such, to comply with export control regulations, each applicant must submit the 'self-declaration' form (known as ‘Declaration of Applicable Specific Categories’) through the Online Application System (<https://admissions.g30.nagoya-u.ac.jp>). In addition, some of those admitted might be required to submit the Pledge Form regarding export control compliance, as part of enrollment procedures. Moreover, your research might be regulated if it involves export controlled or restricted activities.

## **IX. Contact**

If contacting us from abroad, please make inquiries by e-mail.  
Please include the Graduate School name, MC or PhD and Program name in the title of 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, Student Affairs Division  
Graduate School of Engineering, Nagoya University  
Furo-cho, Chikusa-ku, Nagoya 464-8603 JAPAN  
Tel: +81-52-789-3972  
E-mail: [admin-eng.g30@engg.nagoya-u.ac.jp](mailto:admin-eng.g30@engg.nagoya-u.ac.jp)

### **[Graduate School of Environmental Studies]**

Office of Student Affairs  
Graduate School of Environmental Studies, Nagoya University  
Furo-cho, Chikusa-ku, Nagoya 464-8601 JAPAN  
Tel: +81-52-789-4590/4272  
Fax: +81-52-789-3452  
E-mail: [env@adm.nagoya-u.ac.jp](mailto:env@adm.nagoya-u.ac.jp)

## **[Notes]**

- 1) For inquiries regarding how to use the Online Admission System, please contact:

International Admissions Office for the International Programs, Nagoya University  
Tel: +81-52-747-6556  
E-mail: [apply@g30.nagoya-u.ac.jp](mailto:apply@g30.nagoya-u.ac.jp)

- 2) For inquiries regarding the “Special Program for Priority Placement of Government Funded International Students”, please contact:

International Student Office, Civil Engineering  
Tel: +81-52-788-6050  
E-mail: [fso@civil.nagoya-u.ac.jp](mailto:fso@civil.nagoya-u.ac.jp)