

Admission Guide (Research Student)

ELIGIBILITY (Academic career)

Those who can enroll as a research student to the undergraduate programs should meet one of the following qualifications:

1. Those who have graduated from a high school or secondary school.
2. Those who have completed a 12-year course of school education or the equivalent overseas.

Those who can enroll as a research student to the Master's Course should meet one of the following qualifications:

1. Those who have graduated from a college or university.
2. Those who have completed a 16-year course of school education or the equivalent overseas.

Those who can enroll as a research student to the Doctoral Course should meet one of the following qualifications:

1. Those who have received a Master's Degree.
2. Those who have received a Degree equivalent to the Master's Degree overseas.

For more details, please consult as early as possible. (There is a case in which the examination of qualification is needed.)

DOCUMENTS FOR APPLICATION

- (1) Application Form For Research Student
- (2) Certificate of (expected) Completion from the last school on which the degree status is stated (Those who have graduated from the undergraduate or graduate school of Saga University are not required to submit this form.)
- (3) Research Plan (Please have your supervisor check.)
- (4) A Letter of Permission from the supervisor of the affiliated institution (Incumbents only)
- (5) Transcripts of Academic Record issued by the last school
- (6) A Letter of Recommendation from the head or supervisor of the last school (Privately financed foreigners only)

※For those who have graduated from a Chinese university, obtain and submit the "Ministry of Education Academic Record Certificate Electronic Note Book Remarks Table" as a PDF file.

※Prospective graduates of Chinese universities should obtain and submit the "Ministry of Education's Report on Academic Registration and Experience" in PDF format.

※Privately financed foreigners must apply after meeting with your supervisor.

APPLICATION PROCEDURE

Applicants should pay the application fee (¥9,800) and prepare the above documents by the deadline of application.

| | Spring Semester | | Fall Semester | |
|-------------------------|--|--|---------------------------------|--|
| Applicant | • Privately financed foreigners | • Japanese • Japanese Government Scholarship Students • Foreign Government Sponsored Student • Privately financed International students belong to Saga University • Those who applying for extension of research period | • Privately financed foreigners | • Japanese • Japanese Government Scholarship Students • Foreign Government Sponsored Student • Privately financed International students belong to Saga University • Those who applying for extension of research period |
| Deadline of Application | The end of October of the previous year of the admission | March 10th | The end of April | August 20th |
| Submit to | Academic Information Administration, Academic Affairs Division | | | |

※However, the deadline for Faculty of medicine and graduate school of medical science is 25th in the month 2 months before the admission.

※For detail, please contact the Student Division in the Faculty of Medicine.
(TEL:0952-34-3132)

※The Reception is closed on Saturdays, Sundays, the national holidays, and from 13th to 15th of August. But in case that the deadline of the application is Saturday or Sunday, the deadline is delayed to the next Monday.

●How to pay the application Fee

The application fee can be paid in the following ways.

- (1) You can pay at the Accounting Section, Finance Division counter.
- (2) If you have relatives or friends living in Saga, ask them to pay it in lieu.

Payable to: Accounting Section, Finance Division

- (3) You can transfer to the account of Saga University.

Bank Details

- Bank Name : The Bank of Saga, Ltd.
- Branch Name : Yokamachi
- Branch Number : 611
- Branch address : 2-5-36,Nishitashiro, Saga City,
- Account Type : Futsuu
- Account Number : 1527081
- Account Name : sagadaigaku
- Swift Code : BKSGJPJT

※If you transfer money from outside of Japan, transfer fees will be charged to you.
Please note that there is a possibility of additional procedures of payment (re-collection or refund) after the arrival in Japan.

- Application fee (9,800 yen)
- Transfer fees for a bank where you send money from (Please check the amount by yourself.)
- Transfer fees for Japanese bank (approx. ¥4,000, This fee will be collected in several installments)

SELECTION AND ADMISSION

Applicants shall be examined by the faculty meeting under defined formula (paper, interview, etc). The result will be informed to the successful applicants by mail.

ENTRANCE PROCEDURE AND PERMISSION

The successful applicant pays the entrance fee and submit the Pledge and other documents by the deadline. The President will give permission to the person who has completed the entrance procedure.

Details of the admission procedure will be mailed together with the result.

●Deadline of the entrance fee payment

The fixed date by the end of March for spring semester.

The fixed date by the end of September for fall semester.

RESEARCH PERIOD

The research period for research students is from 2 months to 1 year.

Those who have requested continuation of research due to special reason may be permitted to extend the research period for up to 1 year through the faculty meetings and so on.

In this case, the application procedure is required again. But the application fee and the entrance fee are exempted.

TUITION FEE PAYMENT

The tuition fee (¥29,700 per month) must be paid in full to Accounting Section Finance Division by 20th of the first month of the research period.

STUDENT ID CARD

The student ID card will be issued after the enrollment.

RESEARCH REPORT AND CERTIFICATE

The research report will be submitted to the dean through the supervisor in the end of the research period.

The certificate of research completion will be issued to the person who has submitted the research report by his/her request.

CONTACT TO

- For Japanese students, privately financed international students and those who wish to extend the research period

Academic Information Administration, Education Policy Planning Division

TEL : 0952-28-8165

E-mail : joukyo@mail.admin.saga-u.ac.jp

- For other international students

Exchange for International Students, Academic Affairs Division

TEL : 0952-28-8716

E-mail : student-int@mail.admin.saga-u.ac.jp

※For international phone call, replace “0” with “81” at the top.

OTHERS

- The application documents and the personal information stated will be used for the affairs pertaining to the selection of new students. However, for the admitted students, the personal information such as name, sex, the date of birth, current address, last educational institute, etc. will be used as the basic student information.
- Incomplete documents will not be accepted. And if any irregularities are found, admission or acceptance may be cancelled.
- The documents and fees already submitted will not be returned for any reason.