

**Doctoral Courses of  
Graduate School of Science and Engineering,  
Saitama University**

**Application Guidelines**

**[Admissions for the Semester Starting in April 2024]**

**[Admissions for the Semester Starting in October 2023]**



Saitama University  
**埼玉大学**

**[Application Period]**

**From Monday, June 26, 2023 to Friday, June 30, 2023**

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### Forms designated by the Graduate School (inserted and fastened)

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**Admission Policies for Doctoral Courses of Graduate School of  
Science and Engineering, Saitama University**

The educational and research purpose of the Doctoral Courses of the Graduate School of Science and Engineering is to foster scientists and engineers who possess knowledge through which they can respond to new streams of academics or social and industrial trends, and who can create new academic spheres or new technologies and industries, in both cases by deepening the insight into the fields of specialty and the understanding of related fields, and by polishing the competence to utilize them and consistently devoting themselves to their studies, all based on knowledge and scholastic ability ranging from the basics to all the applications they have cultivated until completing the masters' program.

**“Desired Image of Students”**

Each course of the Doctoral Program of the Graduate School of Science and Engineering will accept the following students and provide them with education and research instructions:

**Course in Life Science:**

The Course in Life Science will accept the following individuals and provide them with education and research instruction:

Those with background knowledge in any of the areas of chemistry, physics, mathematics, biochemistry, molecular biology, cell biology, genome analytics, brain science and other various biological science, who sympathize with reasonable theories and principles that control life phenomena, and thoughts on the co-existence and co-living necessary for the maintenance of biological society and the environment, and aim at any of the following:

1. Those who aim at becoming an educationist or scientist in the field of life science at universities or higher education institutions in the future;
2. Those who aim at making social contribution at public bodies, companies, academic institutions or not-for-profit activity organizations through the use of knowledge of life science in the future; and
3. Those who aim at creating new industrial technology in the fields of life and the environment by learning life science-related biotechnology.

**Course in Materials Science:**

The Course in Materials Science will accept the following students and/or adults and provide them with education and research instructions:

1. Those who have basic scholastic ability, basic knowledge of the fields of specialty, linguistic ability, and communication capability necessary to aim at becoming a highly global and creative, excellent researcher, educationist or professional engineer and also have a clear-cut goal and ambition toward the future; and
2. Those who have strong interest in and definite awareness of unsolved issues in materials science, and also those who have aspirations for creative and advanced research.

Those who have strong interest in humankind and social issues including the global environment, as well as in technical demands to solve them, act aggressively, and have aspirations for making contribution to society through technological innovation.

For admission screening purposes, we will conduct English written examinations asking applicants' basic expertise and linguistic ability in the fields of specialty, and an interview test asking applicants' research execution ability and research aspirations.

#### Course in Mathematics, Electronics and Informatics:

The Course in Mathematics, Electronics and Informatics seeks the following students:

1. Students who aim at developing professional research ability; and
2. Students who aim at increasing competency to engage in high-level professional occupations.

We will accept students who are judged to have basic scholastic abilities (expertise and required linguistic ability) and research aspirations for these purposes.

To this end, we will conduct foreign language written examination\*, and an interview test to judge the levels of expertise and research aspirations.

#### Course in Mechanical Engineering and Science:

The Course in Mechanical Engineering and Science will provide education and advanced research ranging from the basic fields to advanced and applied fields highlighting mechanical engineering and science, and interdisciplinary fields, both by linking the academic fields of productivity science and robotics engineering.

In this Course, we will accept students and/or adults who have the following talents:

1. Those who have the ability to scientifically and logically think when conducting research by objectively capturing the essence of things;
2. Those who aim at making social contribution as a highly professional engineer or scientist, and are able to tackle research with acute foresight and insight;
3. Those who can challenge new research topics with affluent creativity and strong belief.

For admission screening purposes, we will conduct English written examinations asking applicants' basic expertise and linguistic ability in the fields of specialty, and an interview test asking applicants' research execution ability and research aspirations, and screen applicants by comprehensively considering their qualifications.

#### Course in Environmental Science and Infrastructure Engineering

The Course in Environmental Science and Infrastructure Engineering will accept the following students and/or adults and provide them with education and research instructions:

1. Those who have awareness of environmental issues, and have deep interest in preservation of the environment in the fields of environmental science, environmental planning and social infrastructure engineering, as well as in creation of social infrastructure that is in harmony with the environment;
2. Those who have master's degree-level knowledge and scholastic ability with respect to circulation systems, measurement controls, ecology, regional planning and design, limnology and the marine environment, structure and materials system, engineering seismology, and/or environmental geotechnics;
3. Those who can accurately understand their own aptitude and proactively develop and execute research under the guidance of supervisors after entering the graduate school, and have a firm will to grow as a highly creative scientist with global insight; and
4. Those who have expertise and qualifications in the fields of environmental science and social infrastructure engineering necessary for research, and have a strong spirit of inquiry for clarification of phenomenon and are enthusiastic about solving problems.

For admission screening purposes, we will conduct scholastic ability examinations (written and oral examinations), in addition to screening of the application documents.

**I. Doctoral Courses of Graduate School of Science and Engineering, Saitama University**  
**[Admissions for the Semester Starting in April 2024]**  
**[Admissions for the Semester Starting in October 2023] Application Procedures**

The Doctoral Courses of Graduate School of Science and Engineering will invite students who will be admitted for the semester starting in April 2024 and the semester starting in October 2023, as follows. The number of students who will be admitted for the semester starting in October 2023 is unspecified, but it will be only a few.

**1. Number of Students Invited**

Program	Name of Course	Number of Students Invited		Remarks
		Admissions for the semester starting in April 2024	Admissions for the semester starting in October 2023	
Science and Engineering	Life Science	56	Unspecified but only a few	Includes foreign students
	Materials Science			
	Mathematics, Electronics and Informatics			
	Mechanical Engineering and Science			
	Environmental Science and Infrastructure Engineering			
	Joint Frontier Studies*			

\*Nuclear Physics and Astrophysics field, Interdisciplinary Electronic Technology field and Brain Science field

Note: Students may not be accepted due to the mandatory retirement of a professor or any other cause. Due to this reason, be sure to consult with the professor you want to be instructed by before you submit the application documents.

**2. Application Eligibility**

**2-1 <Admissions for the Semester Starting in April 2024>**

Applicants should meet any one of the following criteria:

- (1) Those who have earned a master's degree or professional degree or are expected to earn it by March 2024;
- (2) Those who have been granted any degree equivalent to a master's degree or professional degree in any foreign country or are expected to be granted it by March 2024;
- (3) Those who have completed correspondence courses provided by any foreign school in Japan and have been granted any degree equivalent to a master's degree or professional degree or are expected to be granted it by March 2024;
- (4) Those who have been designated by the Minister of Education, Culture, Sports, Science and Technology; and
- (5) Those who have been recognized by the Graduate School as having the scholastic ability of or higher than those who have earned a master's degree through individual examination of application eligibility and have reached the age of 24 or will reach the age of 24 by March 31, 2024.

\* For the application eligibility (4) and (5), please refer to "Certification of Application Eligibility (4) and (5)" on page 7.

**2-2 <Admissions for the Semester Starting in October 2023>**

Applicants should meet any one of the following criteria:

- (1) Those who have earned a master's degree or professional degree or are expected to earn it by September 2023;
- (2) Those who have been granted any degree equivalent to a master's degree or professional degree in any foreign country or are expected to be granted it by September 2023;
- (3) Those who have completed correspondence courses provided by any foreign school in Japan and have been granted any degree equivalent to a master's degree or professional degree or are expected to be granted it by September 2023;
- (4) Those who have been designated by the Minister of Education, Culture, Sports, Science and Technology; and
- (5) Those who have been recognized by the Graduate School as having the scholastic ability of or higher

than those who have earned a master's degree as a result of individual examination of application eligibility and have reached the age of 24 or will reach the age of 24 by September 30, 2023.

\* For the application eligibility (4) and (5), please refer to "Certification of Application Eligibility (4) and (5)" on page 7.

If you have any questions about the application eligibility, please contact the office of Graduate School Affairs Section, Graduate School of Science and Engineering (telephone: 048-858-3430).

### 3. Application Procedure

#### (1) Method of Application

Applicants should submit the following documents in person or by mail. Please choose the time of admissions, i.e., the semester starting in April 2024 or the semester starting in October 2023. Please be fully aware that you are not allowed to change your choice after submitting the application documents.

If sending the documents by mail, please write "Application Documents for the Doctoral Courses of Graduate School of Science and Engineering Enclosed" on the envelope in red, and send them by registered mail, so that the documents may reach us on or prior to the deadline.

#### (2) Application Period

From Monday, June 26 to Friday, June 30, 2023

For those who apply under the application eligibility (4) and (5), the documents must reach us on or prior to Thursday, June 22, 2023.

The acceptance hours are between 9:00 and 16:00.

#### (3) Documents to Be Submitted

Documents to be Submitted	Matters That Require Attention
Admission application form, examinee card, photo card, curriculum vitae	Please complete the forms designated by the Graduate School. A front view, upper body photograph without a hat taken within the last 3 months should be affixed onto the designated space.
Undergraduate certificate and official transcript	Please submit the undergraduate certificate and official transcript prepared by the president or dean of the university/college you have graduated from and ensure that it is firmly sealed.
Certificate of (expected) completion of the master's program, and official transcript	Please submit the certificate of (expected) completion of the master's program, and official transcript prepared by the president or dean of the university/college you have graduated from and ensure that it is firmly sealed (however, the certificates for those who are enrolled with the Graduate School of Saitama University do not need to be firmly sealed).
Application fee:	<p>Application fee: JPY30,000</p> <p>Method of payment (please make payment in either of the following methods):</p> <p>(1) Make a payment using the "Payment Request Form" designated by the Graduate School from the nearest financial institution (other than a post office).</p> <p>(2) Make a payment at a convenience store. Please refer to the "How to Pay the Application Fee at a Convenience Store" attached hereto. In case you print the application form, the required number should be your birth year and month (8digits)</p> <p>* Please pay the application fee at your earliest convenience (acceptable even prior to the application period), and note that paying after the expiry of the application period is not acceptable.</p> <p>(Note) Those who are expected to complete the master's program of the Graduate School of Saitama University are not required to pay the application fee.</p> <p>Exemption from payment of the application fee:</p> <p>Applicants whose school expenses payers reside in any of the regions governed by the Disaster Relief Act and can obtain a <b>disaster victim certificate of total destruction, outflow or partial destruction of house</b> issued by the competent municipality during the period from April 1, 2023 to the time of application are exempted from payment of the application fee.</p> <p>Applicants who wish to be exempted from payment of the application fee should print out the request form for exemption from payment of the application fee from the website of the University, complete the form, and submit it together with the application documents and the disaster victim or other certificate. (If this is the case, please refrain from paying the application fee.)</p> <p>If you cannot submit the disaster victim or other certificate at the time of application, please pay the application fee and submit the request form for</p>

	exemption from payment of the application fee only. When you submit the disaster victim or other certificate at a later date, we will refund the application fee paid.
Form to which the payment receipt certificate is to be attached	The form designated by the Graduate School to which the “payment receipt certificate” issued by the relevant financial institution is attached.
Master’s degree or other thesis	(1) For those who have prepared a degree thesis at the time of completion of the master’s program, a copy of the degree thesis and its summary (up to 2,000 characters (or up to 500 words in English)) using the sheet designated by the Graduate School. (2) For those who are expected to complete the master’s program, a copy of the degree thesis (temporary binding is valid) and its summary (up to 2,000 characters (or up to 500 words in English)) using the sheet designated by the Graduate School. (3) For those who do not fall under (1)(2), a research progress report (up to 2,000 characters (or up to 500 words in English)) using the sheet designated by the Graduate School.
Research achievement report	If any academic papers, research presentation or other materials are available, please submit them by attaching extra prints or copies of them to the sheet designated by the Graduate School.
Research plan	Up to 1,000 characters (or up to 300 words in English) using the sheet designated by the Graduate School.
Permission for admission examination	If you are enrolled with the doctoral program of any other graduate school, please submit a permission for admission examination (in the form designated by the Graduate School) issued by the dean of such other graduate school.
Examination statement of certification of eligibility for application for admission examination	If you apply under the eligibility criteria (4) or (5), please complete the form designated by the Graduate School.
Research experience certificate	If you choose to submit the examination statement of certification of eligibility for application for admission examination mentioned above, please attach this certificate to the application documents.
Envelope for sending examinee card	Envelope for sending the examinee card. Regular-sized envelope (12 cm x 23.5 cm) on which the address, addressee and postal code are indicated, with a ¥94 stamp affixed.
TOEIC or other external examination score	Please submit the score certificate if it is designated by the course. Note that applicants are not allowed to replace the score certificate once submitted.
Foreign students are requested to submit curriculum vitae (in the form designated by the Graduate School) and a residence certificate (which specifies the status of residence and period of stay). If you are unable to submit a residence certificate, please submit the written reason, as well as a copy of your passport. In that case, please bring your passport on the examination date, and present it to the relevant staff.	
If you are a foreign government-sponsored student, please attach the “certificate of the status of a foreign government-sponsored student” (to be issued by the university with which you are enrolled).	

(4) Office to Which You Should Submit the Application Documents  
Graduate School Affairs Section, Graduate School of Science and Engineering, Saitama University  
Shimo-Okubo 255, Sakura-ku, Saitama-shi, 338-8570 JAPAN

#### 4. Prior Consultation for Applicants with Disabilities (Refer to page 14)

#### 5. Screening Methods

(1) Applicants will be screened after comprehensively considering the scholastic ability examinations (written and oral examinations) and screening of the application documents.

(2) Admission Criteria

Total	Remarks
300 points	In order to pass the examination, applicants must earn at least 60% of the total points.

(3) Scholastic Ability Examinations

Please note that examination detail differs depending on the Course.

Written Examination Thursday, August 24, 2023 at 10:00 ~ 12:00

Oral Examination Friday, August 25, 2023 Time Undecided

Course	Written Examination	Oral Examination
Life Science	English examination (for foreign student, there also may be a Japanese examination) Asking for primary knowledge and foreign language ability of specialized field. Depending on the course decision, TOEIC, TOEFL or IELTS score is accepted as substitution. There is no expiration date for TOEIC, TOEFL or IELTS score.	Asking for a master's degree thesis or research progress report and research plan. Also asking the skill and will to conduct the research.
Material Science	/	Asking for a master's degree thesis or research progress report and research plan. For English ability will be evaluated through oral examination.
Mathematics, Electronics and Informatics	English examination (for foreign student, there also may be a Japanese examination) Depending on the course decision, TOEIC (or other external examination) score is accepted as substitution. Asking for primary knowledge and foreign language ability of specialized field. There is no expiration date for TOEIC (or other external examination) score.	Asking for a master's degree thesis or research progress report and research plan. Also asking the skill and will to conduct the research.
Mechanical Engineering and Science	/	Asking for research achievement, research plan and English (for foreign student, there also may be a Japanese) Also asking the skill and will to conduct the research.
Environmental Science and Infrastructure Engineering	English examination (for foreign student, there also may be a Japanese examination) For English ability, will be measured by course original examination or external examination result. It would be judged respectively by course. External examination covers TOEIC, TOEFL or IELTS(*)	Asking for a master's degree thesis or research progress report and research plan. Also asking the skill and will to conduct the research.
Joint Frontier Studies	Nuclear Physics and Astrophysics---conform with Material Science course Interdisciplinary Electronic Technology---conform with Mathematics, Electronics and Informatics course Brain Science---conform with Life Science course	

(\*) Results of external examination conducted within three(3) years prior to the date of submission to the University will be considered effective. Applicants should submit TOEIC L&R (including IP) results



(original copy of the official score certificate or report, and its photocopy) or TOEFL (PBT or iBT) results (original copy of the Examinee's Score Report, and its photocopy) or IELTS results (original copy of the Test Report and its photocopy) at the time of application. The original copy will be returned after the interview.

(4) Examination Place

School of Science and School of Engineering, Saitama University  
(Shimo-Okubo 255, Sakura-ku, Saitama-shi)

[ Kita-urawa Station, West Exit of JR East Keihintohoku Line (Transfer)  
⇒ Bus (approx. 15 minutes) to Saitama University  
Minamiyono Station of JR East Saikyo Line (Transfer)  
⇒ Bus (approx. 10 minutes) to Saitama University ]

(\* Bus stops to (or via) Saitama University at the Minamiyono Station are located at North Entrance and West Exit of JR East Minamiyono Station. Please note that there are no frequent bus services available from West Exhibit of JR East Minamiyono Station.)

- (5) Guidance on examination rooms and certain matters that require attention will be sent with the examinee card. Should the examinee card fail to reach the applicant on or prior to Monday, August 7, please contact the office of Graduate School Affairs Section, Graduate School of Science and Engineering.

**6. Announcement of Successful Applicants**

We will post the examinee numbers of successful applicants on the bulletin board of the Graduate School of Science and Engineering, Saitama University on Monday, September 4, 2023 at 10:00 a.m., and deliver a letter of acceptance to successful applicants after checking with the examinee card at the office of Graduate School Affairs Section, Graduate School of Science and Engineering. We will send a letter of acceptance to entrants for the autumn semester and those who graduated from other universities who did not receive it on the date of announcement by mail.

Those who graduated from Saitama University should receive a letter of acceptance at the office of Graduate School Affairs Section, Graduate School of Science and Engineering.

**7. Admission Procedure**

(1) Admission Procedure Dates

Admissions for the semester starting in April 2024: Thursday, March 14 and Friday, March 15, 2024 between 9:00 and 17:00

For foreign students, Monday, March 25 and Tuesday, March 26, 2024 between 9:00 and 17:00

Admissions for the semester starting in October 2023: Thursday, September 14 and Friday, September 15, 2023 between 9:00 and 17:00

- (2) Documents to Be Submitted: Examinee card of the Doctoral Courses of the Graduate School of Science and Engineering, Saitama University, and other documents to be designated by the University (to be notified to successful applicants)

(3) Payments: Entrance fee and tuition fee

To be determined for FY2024 entrants

(Reference) For FY2023 entrants, the entrance fee is JPY282,000, and the tuition fee (for the first semester) is JPY267,900 (JPY535,800 a year).

However, no entrance fee is required for those who are expected to complete the master's program of Saitama University in March, 2024 (or, for admissions for semester starting in October 2023, in September 2023).

For the purpose of admission procedure, successful applicants or their substitutes should bring the documents designated by the University directly to the office of the University.

The admission procedure by mail is acceptable. More details will be provided to successful applicants.

- \*1. You can pay the tuition fee for the second semester, if you wish, when you pay the tuition fee for the first semester.

If any person whose withdrawal of admission is approved after the completion of the admission procedure requests on or prior to 17:00 on Sunday, March 31, 2024 (or, for admissions in the semester starting in October 2023, Saturday, September 30, 2023) that the tuition fee once paid be refunded, we will refund the amount equivalent to such tuition fee.

- \*2. Upon admission, you will need to pay some minor charges such as the premium for Personal Accident Insurance for Student Pursuing Education and Research, in addition to the entrance fee mentioned above.
- \*3. If the amount of the tuition fee is revised while you are enrolled, the new tuition fee will be applicable at the time of revision.
- \*4. There is a system in which we may permit any students who find it difficult to pay the entrance fee and tuition fee for economic or other reasons to be exempted from or defer payment through the selection process. Details will be notified to successful applicants.  
**(If you wish to withdraw admission after you submit an application for exemption from or deferral of payment, you will need to pay the entrance fee.)**
- \*5. If you fail to complete the admission procedure within the designated period, you will be treated as if you have withdrawn admission.

## 8. Matters That Require Attention

- (1) Please be fully aware that when you apply for admission, we may not accept your application unless you have prepared all the required documents.
- (2) We will not return the documents submitted and refund the application fee paid once we accept the application documents. For applicants who have submitted the original TOEIC, TOEFL or IELTS score certificates, we will refund those original certificates to them after the interview.  
If any one of the following occurs to you, you can demand that we refund the application fee.
  - (i) When you did not submit the application (i.e., did not submit the application documents or the application was not accepted), although you paid the application fee;
  - (ii) When you doubly paid the application fee in error; and
  - (iii) When you applied for exemption from payment of the application fee at the time of application and submitted the disaster victim or other certificate to Saitama University at a later date.

In order to demand that the application fee once paid be refunded, please prepare a “request form for refundment of the application fee” (in any acceptable format; however, for the purpose of (iii) above, you must use the designated form) specifying the reason for demand for refundment, your name (with *furigana*), current address, contact telephone number, name of financial institution with which you have the account to receive refundment, name of branch, type of deposit account, account number (or, in the case of Japan Post Bank, the branch name and account number to receive refundment), and name of account holder (limited to the account kept in the name of the applicant), and promptly send it to the following addressee with the relevant “Payment Receipt Certificate.” (You should write “Request Form for Refundment of the Application fee Enclosed” on the envelope in red.)

In the case of (iii) above, also please attach the disaster victim certificate issued by the competent municipality.

Addressee: [Cashier Section, Accounting Department, Financial Affairs Division], Saitama University, Shimo-Okubo 255, Sakura-ku, Saitama-shi 338-8570  
(Refundment process will require a month or so after the acceptance of the request.)

- (3) You may use a typewriter or word processor when you complete the application forms designated by Saitama University.
- (4) If you have any questions about the application procedure, please contact the office of Graduate School Affairs Section, Graduate School of Science and Engineering (telephone: 048-858-3430).
- (5) You will not be allowed to change any descriptions in the application documents for any reason after we accept those documents. If, however, there are changes to your address and telephone number, please contact the office of Graduate School Affairs Section, Graduate School of Science and Engineering.
- (6) If any of the descriptions in the documents submitted are found untrue, we may rescind the admission even after you have been admitted.

## 9. Scholarships

We will notify successful applicants of reserved adoption of scholarships from the Japan Student Services Organization (formerly Japan Scholarship Foundation).

## 10. Second Invitation

If the number of successful applicants does not equal the number of students invited, we will make a second invitation.

For details, please contact the office of Graduate School Affairs Section, Graduate School of Science and Engineering.

### 11. Course Term Extension Program

If it is difficult for you to complete the standard period for the completion of the program (3 years) due to such circumstances as you having an occupation, the “Course Term Extension Program” is available, in which we approve that you extend the enrollment period for planned completion of the curricula within a certain period of time (up to a maximum of 6 years).

### 12. Certification of the Application Eligibility (4) and (5)

- (1) The scope of “Those who have been designated by the Minister of Education, Culture, Sports, Science and Technology” as stipulated in the Application Eligibility criteria (4) refer to those who satisfy the following requirements (i) and (ii):
  - (i) Those who have engaged in research at a university or research institute for two (2) years or longer after graduating from a university or completing the 16-year programs of school education in any foreign country; and
  - (ii) Those who have research results that are deemed equivalent to or higher than a master’s degree thesis in terms of books, academic papers, academic presentations, academic reports, or patents.
- (2) The scope of “Those who have been recognized by the Graduate School as having the scholastic ability as or higher than those who have earned a master’s degree as a result of individual examination of application eligibility and have reached the age of 24 or will reach the age of 24 by March 31, 2024(or, for admissions for semester starting in October 2023, September 30, 2023)” stipulated in the Application Eligibility criteria (5) refers to those who satisfy the following requirements (i) and (ii):
  - (i) Those who have graduated from a university, college, college of technology, specialized training college, or vocational school, or have completed any other educational facility, and have business experience at a university or other research institute, or in the science or technology-related field; and
  - (ii) Those who have research results that are deemed equivalent to or higher than a master’s degree thesis in terms of books, academic papers, academic presentations, academic reports, or patents.
- (3) The Graduate School of Science and Engineering will conduct examination for certification of the application eligibility and refrain from receiving the application documents until the examination is finished.

### 13. Method of Communication in Case of Emergency

If it seems unlikely that we will be able to conduct the examination as scheduled due to a natural disaster or any other cause, we will announce whether or not the examination will take place at 4:00 p.m. on the day prior to the examination date on the webpage of the Graduate School of Science and Engineering. Be sure to check it.

[http://www.saitama-u.ac.jp/rikogaku/jp/exm\\_001.html](http://www.saitama-u.ac.jp/rikogaku/jp/exm_001.html)



### 14. Security export control

Saitama University has established the “Saitama University Security Export Control Regulations” in accordance with Japan’s “Foreign Exchange and Foreign Trade Act”, and rigorously screens potential international students based on these regulations.

Please be aware that international applicants who fall under any of the conditions set out in said regulations may not receive permission to enroll at the university or may have their research activities restricted.

Details can be obtained from the following website: Saitama University Security Export Control Regulations: <http://www.saitama-u.ac.jp/houki/houki-n/reg-n/2-3-16.pdf> (Japanese only)



**II. Doctoral Courses of Graduate School of Science and Engineering, Saitama University**  
**[Admissions for the Semester Starting in April 2024]**  
**[Admissions for the Semester Starting in October 2023]**  
**Application Procedure for Adult Admission Examinations**

As a result of remarkable advances in science and technology, there is an increasing need for human resources that have basic scholastic ability and a perspective broad enough to cope with the rapid progress of research, in addition to highly sophisticated research ability in diversified sectors of real society, and also are able to play leading roles.

Responding to such social requirements, the Doctoral Courses of Graduate School of Science and Engineering is paving the way to accept adults who are just now becoming active in various research institutes, education institutions and companies, and intends to further deepen the interchange of the university and society in the sphere of education and research.

With the above-mentioned goal, we will invite adults who have professional research ability suitable for admission to the doctoral courses under the following screening criteria.

**1. Number of Students Invited**

Program	Name of Course	Number of Students Invited	Remarks
Science and Engineering	Life Science	Unspecified but only a few	
	Materials Science		
	Mathematics, Electronics and Informatics		
	Mechanical Engineering and Science		
	Environmental Science and Infrastructure Engineering		
	Joint Frontier Studies*		

\*Nuclear Physics and Astrophysics field, Interdisciplinary Electronic Technology field and Brain Science field

Note: Students may not be accepted due to the mandatory retirement of a professor or any other cause. Due to this reason, be sure to consult with the professor you want to be instructed by before you submit the application documents.

**2. Application Eligibility**

Scientists or engineers who work as regular employees for various research institutes, education institutes or companies and continue to hold such status even after the admission, provided that they meet any one of the following criteria:

- (1) Those who have earned a master's degree or professional degree;
- (2) Those who have been granted any degree equivalent to a master's degree or professional degree in any foreign country;
- (3) Those who have completed correspondence courses provided by any foreign school in Japan and have been granted any degree equivalent to a master's degree or professional degree;
- (4) Those who have been designated by the Minister of Education, Culture, Sports, Science and Technology; and
- (5) Those who have been recognized by the Graduate School as having the scholastic ability as or higher than those who have earned a master's degree through individual examination of application eligibility and have reached the age of 24 or will reach the age of 24 by March 31, 2024 (or, for admissions for the semester starting in October 2023, September 30, 2023).

\* For the application eligibility (4) and (5), please refer to "Certification of Application Eligibility (4) and (5)" on page 12.

If you have any questions about the application eligibility, please contact the office of Graduate School Affairs Section, Graduate School of Science and Engineering (telephone: 048-858-3430).

**3. Application Procedure**

- (1) Method of Application

Applicants should submit the following documents in person or by mail.

If you send the documents by mail, please write “Application Documents for the Doctoral Courses of Graduate School of Science and Engineering Enclosed” on the envelope in red, and send them by registered mail, so that those documents may reach us on or prior to the deadline.

(2) Application Period

From Monday, June 26 to Friday, June 30, 2023

For those who apply under the application eligibility (4) and (5), the documents must reach us on or prior to Thursday, June 22, 2023.

The acceptance hours are between 9:00 and 16:00.

(3) Documents to Be Submitted

Documents to be Submitted	Matters That Require Attention
Admission application form, examinee card, photo card, curriculum vitae	Please complete the form designated by the Graduate School. A front view, upper body photograph without a hat taken within the last 3 months should be affixed onto the designated space.
Undergraduate certificate and official transcript	Please submit the firmly sealed undergraduate certificate and official transcript prepared by the president or dean of the university/college you have graduated from.
Certificate of (expected) completion of the master’s program, and official transcript	Please submit the firmly sealed certificate of completion and official transcript prepared by the president and dean of the university/college you have graduated from.
Application fee:	<p>Application fee: JPY30,000</p> <p>Method of payment (please make a payment in either of the following methods):</p> <p>(1) Make a payment using the “Payment Request Form” designated by the Graduate School from the nearest financial institution (other than a post office).</p> <p>(2) Make a payment at a convenience store. Please refer to the “How to Pay the Application Fee at Convenience Store” attached hereto.</p> <p>* Please pay the application fee at your earliest convenience (acceptable even prior to the application period) and note that paying after the expiry of the application period is not acceptable.</p> <p>Exemption from payment of the application fee: Applicants whose school expenses payers reside in any of the regions governed by the Disaster Relief Act and can obtain a <b>disaster victim certificate of total destruction, outflow or partial destruction of house</b> issued by the competent municipality during the period from April 1, 2023 to the time of application are exempted from payment of the application fee. Applicants who wish to be exempted from payment of the application fee should print out the request form for exemption from payment of the application fee from the website of the University, complete the form, and submit it together with the application documents and the disaster victim or other certificate. (If this is the case, please refrain from paying the application fee.) If you cannot submit the disaster victim or other certificate at the time of application, please pay the application fee and submit the request form for exemption from payment of the application fee only. When you submit the disaster victim or other certificate at a later date, we will refund the application fee paid.</p>
Form to which the payment receipt certificate is to be attached	The form designated by the Graduate School to which the “payment receipt certificate” issued by the relevant financial institution is attached.
Master’s degree or other thesis	<p>(1) For those who have prepared a degree thesis at the time of completion of the master’s program, a copy of the degree thesis and its summary (up to 2,000 characters (or up to 500 words in English)) using the sheet designated by the Graduate School.</p> <p>(2) For those who do not fall under (1), a research progress report (up to 2,000 characters (or up to 500 words in English)) using the sheet designated by the Graduate School.</p>
Research achievement report	If any academic papers, research presentation or other materials are available, please submit them by attaching extra prints or copies of them to the sheet designated by the Graduate School.

Research plan	Up to 1,000 characters (or up to 300 words in English) using the sheet designated by the Graduate School.
Permission for admission examination	Form designated by the Graduate School and completed by the relevant supervisor.
Statement on Research Achievements (to be submitted by applicants for adult admission examinations)	Please complete the form designated by the Graduate School.
Examination statement of certification of eligibility for application for admission examination	If you apply under the eligibility criteria (4) or (5), please complete the form designated by the Graduate School.
Research experience certificate	If you choose to submit the examination statement of certification of eligibility for application for admission examination mentioned above, please attach this certificate to the application documents.
Envelope for sending examinee card	Envelope for sending the examinee card. Regular-sized envelope (12 cm x 23.5 cm) on which the address, addressee and postal code are indicated, with a ¥94 stamp affixed.

- (4) Office to Which You Should Submit the Application Documents  
Graduate School Affairs Section, Graduate School of Science and Engineering, Saitama University  
Shimo-Okubo 255, Sakura-ku, Saitama-shi, 338-8570 JAPAN

#### 4. Prior Consultation for Applicants with Disabilities (Refer to page 14)

#### 5. Screening Methods

- (1) Applicants will be screened after comprehensively considering the scholastic ability examinations (oral examination) and screening of the application documents.
- (2) Admission Criteria  
In order to pass the examination, applicants must earn at least 60% of the total points.
- (3) Scholastic Ability Examination

Category	Date and time	Details
Oral examination	Friday, August 25, 2023 Time Undecided	Examination into research achievements and research plan, as well as English

- (4) Examination Place  
School of Science and School of Engineering, Saitama University  
(Shimo-Okubo 255, Sakura-ku, Saitama-shi)
- |   |
|---|
| Kita-urawa Station, West Exit of JR East Keihintohoku Line (Transfer)<br>⇒ Bus (approx. 15 minutes) to Saitama University<br>Minamiyono Station of JR East Saikyo Line (Transfer)<br>⇒ Bus (approx. 10 minutes) to Saitama University |
|---|
- (\* Bus stops to (or via) Saitama University at the Minamiyono Station are located at North Entrance and West Exit of JR East Minamiyono Station. Please note that there are no frequent bus services available from West Exhibit of JR East Minamiyono Station.)
- (5) Guidance on examination rooms and certain matters that require attention will be sent with examinee card. Should the examinee card fail to reach the applicant on or prior to Monday, August 7, please contact the office of Graduate School Affairs Section, Graduate School of Science and Engineering.

#### 6. Announcement of Successful Applicants

We will post the examinee numbers of successful applicants on the bulletin board of the Graduate School of Science and Engineering, Saitama University on Monday, September 4, 2023 at 10:00 a.m., and deliver a letter of acceptance to successful applicants after checking with the examinee card at the office of Graduate School Affairs Section, Graduate School of Science and Engineering. We will send a letter of acceptance to successful applicants who did not receive it on the date of announcement by mail.

## 7. Admission Procedure

### (1) Admission Procedure Dates

Admissions for the semester starting in April 2024: Thursday, March 14 and Friday, March 15, 2024 between 9:00 and 17:00

For foreign students, Monday, March 25 and Tuesday, March 26, 2024 between 9:00 and 17:00

Admissions for the semester starting in October 2023: Thursday, September 14 and Friday, September 15, 2023 between 9:00 and 17:00

### (2) Documents to Be Submitted: Examinee card of the Doctoral Courses of the Graduate School of Science and Engineering, Saitama University, and other documents to be designated by the University (to be notified to successful applicants)

### (3) Payments: Entrance fee and tuition fee

To be determined for FY2024 entrants

(Reference) For FY2023 entrants, the entrance fee is JPY282,000 and the tuition fee (for the first semester) is JPY267,900 (JPY535,800 a year).

For the purpose of admission procedure, successful applicants or their substitutes should bring the documents designated by the University directly to the office of the University.

The admission procedure by mail is acceptable. More details will be provided to successful applicants.

\*1. You can pay the tuition fee for the second semester, if you wish, when you pay the tuition fee for the first semester.

If any person whose withdrawal of admission is approved after the completion of the admission procedure requests on or prior to 17:00 on Sunday, March 31, 2024 (or, for admissions in the semester starting in October 2023, Saturday, September 30, 2023) that the tuition fee once paid be refunded, we will refund the amount equivalent to such tuition fee.

\*3. Upon admission, you will need to pay some minor charges such as the premium for Personal Accident Insurance for Student Pursuing Education and Research, in addition to the entrance fee mentioned above.

\*4. If the amount of the tuition fee is revised while you are enrolled, the new tuition fee will be applicable at the time of revision.

\*5. There is a system in which we may permit any students who find it difficult to pay the entrance fee and tuition fee for economic or other reasons to be exempted from or defer payment through the selection process. Details will be notified to successful applicants.

**(If you wish to withdraw admission after you submit an application for exemption from or deferral of payment, you will need to pay the entrance fee.)**

\*6. If you fail to complete the entrance procedure within the designated period of time, you will be treated as if you have withdrawn admission.

## 8. Matters That Require Attention

(1) Please be fully aware that when you apply for admission, we may not accept your application unless you have prepared all the required documents.

(2) We will not return the documents submitted and refund the application fee paid once we accept the application documents. For applicants who have submitted the original TOEIC and/or TOEFL score certificates, we will refund those original certificates to them after the interview.

If any one of the following occurs to you, you can demand that we refund the application fee.

(i) When you did not submit the application (i.e., did not submit the application documents or the application was not accepted), although you paid the application fee;

(ii) When you doubly paid the application fee in error; and

(iii) When you applied for exemption from payment of the application fee at the time of application and submitted the disaster victim or other certificate to Saitama University later.

In order to demand that the application fee once paid be refunded, please prepare a "request form for refundment of the application fee" (in any acceptable format; however, for the purpose of (iii) above, you must use the designated form) specifying the reason for demand for refundment, your name (with *furigana*), current address, contact telephone number, name of financial institution with which you have the account to receive refundment, name of branch, type of deposit account, account number (or, in the case of Japan Post Bank, the branch name and account number to receive refundment), and name of account holder (limited to the account kept in the name of the applicant), and promptly send it to the following addressee with the relevant "Payment Receipt Certificate." (You should write "Request Form for Refundment of the Application fee Enclosed" on the envelope in red.)

In the case of (iii) above, also please attach the disaster victim certificate issued by the competent municipality.

Addressee: Cashier Section, Accounting Department, Financial Affairs Division, Saitama University,

Shimo-Okubo 255, Sakura-ku, Saitama-shi 338-8570

(Refundment process will require a month or so after the acceptance of the request.)

- (3) You may use a typewriter or word processor when you complete the application forms designated by Saitama University.
- (4) If you have any questions about the application procedure, please contact the office of Graduate School Affairs Section, Graduate School of Science and Engineering (telephone: 048-858-3430).
- (5) You will not be allowed to change any descriptions in the application documents for any reason after we accept those documents. If, however, there are changes to your address and telephone number, please contact the office of Graduate School Affairs Section, Graduate School of Science and Engineering.
- (6) If any of the descriptions in the documents submitted are found untrue, we may rescind the admission even after you have been admitted.

## 9. Second Invitation

As to whether or not there will be a second invitation, please contact the office of Graduate School Affairs Section, Graduate School of Science and Engineering.

## 10. Course Term Extension Program

If it is difficult for you to complete the standard period for the completion of the program (3 years) due to such circumstances as you having an occupation, the “Course Term Extension Program” is available, in which we approve that you extend the enrollment period for planned completion of the curricula within a certain period of time (up to a maximum of 6 years).

## 11. Certification of the Application Eligibility (4) and (5)

- (1) The scope of “Those who have been designated by the Minister of Education, Culture, Sports, Science and Technology” as stipulated in the Application Eligibility criteria (4) refer to those who satisfy the following requirements (i) and (ii):
  - (i) Those who have engaged in research at a university or research institute for two (2) years or longer after graduating from the university or completing the 16-year programs of school education in any foreign country; and
  - (ii) Those who have research results that are deemed equivalent to or higher than a master’s degree thesis in terms of books, academic papers, academic presentations, academic reports, or patents.
- (2) The scope of “Those who have been recognized by the Graduate School as having the scholastic ability as or higher than those who have earned a master’s degree as a result of individual examination of application eligibility and have reached the age of 24 or will reach the age of 24 by March 31, 2024(or, for admissions for semester starting in October 2023, September 30, 2023)” stipulated in the Application Eligibility criteria (5) refers to those who satisfy the following requirements (i) and (ii):
  - (i) Those who have graduated from a university, college, college of technology, specialized training college, or vocational school, or have completed any other educational facility, and have business experience at a university or other research institute, or in the science or technology-related field; and
  - (ii) Those who have research results that are deemed equivalent to or higher than a master’s degree thesis in terms of books, academic papers, academic presentations, academic reports, or patents.
- (3) The Graduate School of Science and Engineering will conduct examination for certification of the application eligibility and refrain from receiving the application documents until the examination is finished.

## 12. Method of Communication in Case of Emergency

If it seems unlikely that we will be able to conduct the examination as scheduled due to a natural disaster or any other cause, we will announce whether or not the examination will take place at 4:00 p.m. on the day prior to the examination date on the webpage of the Graduate School of Science and Engineering. Be sure to check it.

[http://www.saitama-u.ac.jp/rikogaku/jp/exm\\_001.html](http://www.saitama-u.ac.jp/rikogaku/jp/exm_001.html)





### 13. Security export control

Saitama University has established the “Saitama University Security Export Control Regulations” in accordance with Japan’s “Foreign Exchange and Foreign Trade Act”, and rigorously screens potential international students based on these regulations.

Please be aware that international applicants who fall under any of the conditions set out in said regulations may not receive permission to enroll at the university or may have their research activities restricted.

Details can be obtained from the following website: Saitama University Security Export Control Regulations: <http://www.saitama-u.ac.jp/houki/houki-n/reg-n/2-3-16.pdf> (Japanese only)



### III. Prior Consultation for Applicants with Disabilities

For the applicant with disabilities who wishes for us a special consideration to take admission examination and studies, please apply for the prior consultation before submitting the application as below.

If you have a query and in case you cannot apply for the prior consultation by the deadline of prior consultation, please contact the following office:

Contact office: Graduate School Affairs Section, Graduate School of Science and Engineering,  
Saitama University  
Shimo-Okubo 255, Sakura-ku, Saitama-shi 338-8570  
Telephone: 048-858-3430 (9:00 to 17:00, Monday to Friday)  
Deadline for submission of prior consultation documents: Thursday, June 22, 2023

1. Method of Application

Please submit the designated application form (\*) together with a medical certificate (original copy issued for the last six (6) months) and a copy of the physical disability certificate, if any. Whenever necessary, officials of the Graduate School of Science and Engineering may interview the applicant or his/her guardian or any person who can speak on his/her behalf about his/her status.

(\*) The application form can be downloaded from our website

[http://www.saitama-u.ac.jp/entrance/exam\\_info/consultation/hairyo-shinsei.pdf](http://www.saitama-u.ac.jp/entrance/exam_info/consultation/hairyo-shinsei.pdf)

2. If you have obtained the permission for taking the examination after this application, please notify the above-mentioned office thereof when you submit the application documents.
3. If you have obtained the permission for taking the examination after this application but choose to withdraw your application or refrain from taking the examination, please contact the above-mentioned office by telephone promptly and notify us of your choice by postcard or letter.

#### IV. Disclosure of Admission Examination Information

The Doctoral Courses of Graduate School of Science and Engineering will disclose and provide the following admission examination information:

- Information to be disclosed upon request  
Total points of the admission examination results
- Method for request for disclosure
  - Those who are eligible to request: Unsuccessful applicants only
  - Method for request:  
If you make a request by mail, you should complete and send the “Request Form for Disclosure of Admission Examination Information of the Doctoral Courses of Graduate School of Science and Engineering, Saitama University” (the form of which is attached to the application guidelines), together with an envelope (12 cm x 23.5 cm-sized envelope with stamps in the value of JPY404 (for registered mail) on which your address and name are specified), and your examinee card.  
If you make a request at the office counter, you should complete and submit the “Request Form for Disclosure of Admission Examination Information of the Doctoral Courses of Graduate School of Science and Engineering, Saitama University” (the form of which is attached to the application guidelines). Also please present your examinee card.
  - Request period: Monday, October 2 to Tuesday, October 3, 2023
  - Office to which your request is to be made:  
Office of Graduate School Affairs Section, Graduate School of Science and Engineering,  
Saitama University  
Shimo-Okubo 255, Sakura-ku, Saitama-shi 338-8570  
(Note) If you send the request form by mail, you should write “Request for Disclosure of Graduate School Admission Examination Information” in red.
  - Method of disclosure:  
We will deliver the information by mail or at the office counter after the expiry of the request period. The delivery date will be notified at the time of request. If you receive a delivery of the information, please present your examinee card.

## ○Economic Support for Students in Doctoral Courses



Students in the doctoral courses will be paid a salary (in the amount equal to the tuition) when they serve as a research assistant (RA).

The Graduate School of Science and Engineering has been providing economic support for students in the doctoral courses since FY2009.

We will pay the amount equal to the tuition fee for students enrolled with the Doctoral Courses of Graduate School of Science and Engineering (approximately 1/2 for students who are exempted from payment of the entire tuition fee or receive any scholarship), with the goal of helping students with excellent talents and abilities so that they can be devoted in study and research without worrying about an economic burden. This means that we pay them a salary in consideration for providing research support services as a research assistant (RA).

[Subjects]

◎ Students enrolled with the Doctoral Courses of Graduate School of Science and Engineering (including newly enrolled students)

[Amounts to be paid for FY2021]

Category	Upper amount for annual services
General students (including those exempted from payment of half of the tuition fee)	JPY540,800
Students exempted from payment of the entire tuition fee (throughout the year)	JPY270,400
Students who receive any scholarship	JPY270,400
RIKEN (Institute of Physical and Chemical Research)'s International Program Associates (IPAs) (i.e., foreign students from RIKEN's joint overseas graduate schools)	JPY270,400

Any persons who fall under any one of the following are not eligible to receive this support:

- (1) Foreign government-sponsored students and other foreign government-dispatched students whose tuition fees are supported by their home countries;
- (2) Students who receive research fellowship for young scientists of Japan Society for the Promotion of Science, and RIKEN's Junior Research Associates (JRAs);
- (3) Adult students;
- (4) Students repeating a course; and
- (5) Students taking a leave of absence.

## **Graduate School of Science and Engineering, Saitama University**

Shimo-Okubo 255, Sakura-ku, Saitama-shi, 338-8570 JAPAN

Telephone: 048(858)3430