Master's Program of
Graduate School of Science and Engineering,
Saitama University

Application Guidelines

[Admissions for the Semester Starting in April 2020]

[Admissions for the 2019 Autumn Semester]

Saitama University
埼玉大学

[Application period]	
From Monday, June 10, 2019 to Friday, June 14, 2019	
From Tuesday, July 16, 2019 to Friday, July 19, 2019	* Course in Physics (Applicants wishing to take written examination only)

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Forms designated by the Graduate School (inserted and fastened)

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- Statement of Reasons (applicants for Course in Biochemistry and Molecular Biology, Course in Regulatory Biology, Course in Physics, and Course in Chemistry wishing to take oral examination)
- Permission for Admission Examination
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<For the purpose of application for individual examination>

- Application for Individual Examination for Eligibility for Application for Admission Examination (Form No.1) (to be submitted by those applying for individual examination only)
- Personal Resume (Form No.2) (to be submitted by those applying for individual examination only)
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Admission Policies for the Master's Program of Graduate School of Science and Engineering

The educational and research purpose of the Master's Program of Graduate School of Science and Engineering is to foster human resources with the foundation to grow up to be original, international level researchers, or advanced professionals who can play leading roles in a global knowledge-based society, both through sophisticated professional education aiming at acquisition of a broad range of related knowledge from the basics to application, as well as in the fields of specialty, based on specialized basic education in undergraduate programs.

"Basic Policy on Screening of Entrants"
Basic scholastic abilities in each of the fields of natural science and engineering are necessary to receive specialized education and research guidance in the Master's Program and to implement high level experiments and training programs. For this reason, each of the Courses will conduct written examination (oral examination) which is designed to judge the basic scholastic ability each applicant has acquired in undergraduate education. We also will conduct a personal interview test in order to check whether each applicant's ability to apply knowledge and study attitude are satisfactory.

"Desired Image of Students"
Each of the Courses of the Master's Program of Graduate School of Science and Engineering will accept the following students and provide them with education and research instructions.

Course in Biochemistry and Molecular Biology

1. Those who have interest in clarifying basic mechanisms of life and physiological phenomena at the gene level by using microorganisms and plants as research materials, and aim at becoming a researcher or an advanced professional in the area of life, the environment or living in the future.
2. Those who aim at building up a higher level of character by acquiring specialized knowledge of the life science area, recognizing their own roles in society and diligently improving themselves.

Course in Regulatory Biology

1. Those who have basic scholastic ability of biology and related areas of specialty, and have the ability and motivations to develop them into a higher level of knowledge by studying through this course.
2. Those who aim at actively working as a researcher or engineer in the related areas, e.g., medicine, agriculture, pharmacy, and fishery science, in addition to the area of biology, by utilizing expertise, thinking ability and imaginative power learnt through this course.
3. Those who aim at working globally by acquiring a high level of specialization and broad perspective, and cultivating linguistic and communication ability.

Course in Physics

1. Those who have acquired the basics of physics underlying natural science, and physical ways of thinking and communication ability.
2. Those who aim at becoming a globally active, capable researcher with basic understanding, flexible ability of thinking, and positive scientific research ability of the structures of materials in natural layers and quantum science.
3. Those who are willing to make contribution to the real world by becoming an advanced engineer with research and development ability based on systematic understanding of nature.

Course in Functional Materials Science

1. Those who have sufficient scholastic ability in the basic subjects of mathematics, physics, chemistry and biology, and the field of specialty of functional materials science.
2. Those who have the aspiration and aptitude for making social contribution as an engineer and researcher with a high level of expertise and affluent imaginative power.
3. Those who are interested in the area of functional materials science and have the intention to challenge creative and cutting-edge research initiatives.
4. Those who have a broad perspective and seek an international stage of activity.

Course in Chemistry

1. Those who aim to become a fully creative, excellent researcher, educationist or professional engineer, and have passion and aspirations for social contribution.
2. Those who have communication ability and basic linguistic ability, in addition to basic knowledge of the area of chemistry, and also have definite goals toward the future.
3. Those who are interested in unsolved issues in chemistry, and have aspirations for conducting original and cutting-edge research.

Course in Applied Chemistry

1. Those who have sufficient scholastic ability of chemistry, physics and other basic subjects of natural science, as well as basic scholastic ability of specialized subjects of applied chemistry.
2. Those who have basic communication ability in Japanese and English with respect to the areas of chemistry and applied chemistry.
3. Those who are interested in synthesis, adoption of higher functionality and analysis of materials, as well as in the area of specialty of applied chemistry relating to necessary technologies, and have a strong will to study to make social contribution as an engineer or scientist with a high level of expertise and affluent creativity.
4. Those who are very willing to challenge cutting-edge research such as product development in the area of applied chemistry.

Course in Mathematics

1. Those who have acquired basic scholastic ability of analysis, algebra and geometry, have intellectual curiosity about mathematical principles to understand cutting-edge research and natural and social phenomena, place an emphasis on logical thinking, and try to aggressively engage in learning, research and research presentation.
2. Those who try to actively work in various areas of society, including the educational world and information-related areas, by utilizing mathematical knowledge and logical thinking ability.
3. Those who are willing to actively work at an international level by contributing to cutting-edge research.

Course in Electrical and Electronic Systems

1. Those who have basic scholastic ability of mathematics, physics and English, and basic expertise of electrical and electronic engineering.
2. Those who have interest in the areas of electricity, electronics, and information and communication, and have aspirations for improving expertise and abilities, as well as for aggressively conducting original and cutting-edge research and development.
3. Those who have an excellent sense of humanity, and are willing to work globally and make social contribution.

Course in Information and Computer Sciences

1. Those who have basic knowledge of mathematics and the area of information, as well as communication ability.
2. Those who have expertise of themes they are interested in.
3. Those who are willing to make social contribution as an engineer or researcher.
4. Those who have aspirations for absorbing and sending out state-of-art knowledge.

Course in Mechanical Engineering
Course in Mechano-Robotics

1. Those who have sufficient scholastic ability of the specialized subjects in the areas of mathematics, physics and mechanical engineering.
2. Those who have interest in issues of natural science, and can tackle research with projections and insight.
3. Those who have aspirations for challenging new research issues with affluent creativity and eagerness.
4. Those who aim at making social contribution as an engineer or researcher.

International Program on Civil and Environmental Engineering

1. Those who are interested in pursuing the state-of-the-art knowledge and advanced expertise in the field of civil and environmental engineering.
2. Those who are strongly motivated to self-sufficiently solve issues as demanded by the society.
3. Those who want to pursue to the core of a problem by gathering and analyzing data.
4. Those who want to acquire logical thinking and presentation abilities.
5. Those who are keen to work globally through networks of various people and organizations.

Course in Environmental Science and Technology

1. Those who have an awareness of global environmental problems, and have a deep interest in interactions between the environment and humans, mechanisms of natural ecological systems, measurement technology of environmental changes applying sensing technology, and material recycling or environmental control technology relating to resource or energy savings.
2. Those who have scholastic ability of basic subjects necessary to learn the disciplines of this course, and have an aggressive and continuous appetite for learning about diversified academic fields relating to the environment.
3. Those who have the creativity and power of action, as well as flexible thinking power to identify and solve environmental problems from a global standpoint.

I. [Admissions for the Semester Starting in April 2020] Master's Program of Graduate School of Science and Engineering, Saitama University

1. Number of Students Invited

Name of Program	Capacity	Name of Course	Scholastic ability examination	Number of students invited	Remarks
Program in Life Science	55	Course in Biochemistry and Molecular Biology	Oral examination	15	Unspecified but only a few foreign students will be invited.
			Written examination	12	
		Course in Regulatory Biology	Oral examination	16	
			Written examination	12	
Program in Physics and Functional Material Science	58	Course in Physics	Oral examination	10	Unspecified but just a few foreign students will be invited.
			Written examination	14	
		Course in Functional Materials Science	Oral examination	19	
			Written examination	15	
Program in Chemistry	64	Course in Chemistry	Oral examination	7	Unspecified but just a few foreign students will be invited.
			Written examination	23	
		Course in Applied Chemistry	Oral examination	21	
			Written examination	13	
Program in Mathematics, Electronics and Informatics	107	Course in Mathematics	Oral examination	12	Up to 7 foreign students will be included.
			Written examination	7	
		Course in Electrical and Electronic Systems	Oral examination	26	
			Written examination	20	
		Course in Information and Computer Sciences	Oral examination	25	
			Written examination	17	
Program in Mechanical Engineering and Science	59	Course in Mechanical Engineering Course in Mechano-Robotics	Oral examination	30	Up to 4 foreign students will be included.
			Written examination	29	
Program in Environmental Science and Civil Engineering	62	International Program on Civil and Environmental Engineering	Oral examination	23	Up to 12 foreign students will be included.
			Written examination	12	
		Course in Environmental Science and Technology	Oral examination	20	
			Written examination	7	

(Note 1) **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

Applicants should meet any one of the following criteria:

(1) Those who have graduated from a Japanese university, or are expected to graduate from a Japanese university in or prior to March 2020;

(2) Those who have been granted, or are expected to be granted in or prior to March 2020, a bachelor's degree by the National Institution for Academic Degrees and Quality Enhancement of Higher Education;

(3) Those who have completed, or are expected to complete in or prior to March 2020, 16 years of formal school education in a foreign country;

(4) Those who have completed, or are expected to complete in or prior to March 2020, 16 years of foreign school education by taking correspondence courses provided by any foreign school in Japan;

(5) Those who have been designated by the Minister of Education, Culture, Sports, Science and Technology; and

(6) Those who have been recognized by the Graduate School as having the scholastic ability as or higher than those who have graduated from a university through individual examination of application eligibility and have reached the age of 22 or will reach the age of 22 by March 31, 2020.

* For the application eligibility criteria (6), please refer to "Examination of Application Eligibility Criteria (6)" on pages 15-16. As we conduct individual application eligibility examinations, applicants should submit the documents designated by us on or prior to Monday, June 3, 2019, and applicants for the Course in Physics (applicants wishing to take written examination only) should submit the documents designated by us on or prior to Friday, July 5, 2019.
If you have any questions about the application eligibility, please refer to the office of the Graduate School Affairs Section, Graduate School of Science and Engineering (telephone: 048-858-3430).

Applicants wishing to take oral examination (hereinafter "those wishing to take oral examination") must satisfy all of the following conditions ((i) through (iv)) to be eligible for application:
(i) Those who apply for the admission in the semester starting in April 2020 must fall under the application eligibility criteria in "2. Application Eligibility" (1) through (6).
Those who apply for the admission in the 2019 autumn semester will be subject to "1. Number of Students Invited" ("Scholastic ability examination" and "Matters That Require Attention" sections in II. Application Guidelines for the Admissions for the Autumn Semester (page 17).
(ii) Those who are excellent in academic achievements and character.
(iii) Those who can submit an admission pledge, if they pass the examination.
(iv) Those who have consulted with the expected professor(s) in advance after entering the Graduate School.

3. Application Procedure

(1) Application Period (Please note that the application period differs depending on the courses you apply for.)

- From Monday, June 10 to Friday, June 14, 2019
  The acceptance hours are between 9:00 and 16:00.
  Course in Biochemistry and Molecular Biology, Course in Regulatory Biology, Course in Physics (applicants wishing to take oral examination only), Course in Functional Materials Science, Course in Chemistry, Course in Applied Chemistry, Course in Mathematics, Course in Electrical and Electronic Systems, Course in Information and Computer Sciences, Course in Mechanical Engineering, Course in Mechano-Robotics, International Program on Civil and Environmental Engineering, and Course in Environmental Science and Technology
- From Tuesday, July 16 to Friday, 19 July, 2019
  The acceptance hours are between 9:00 and 16:00.
  Course in Physics (applicants wishing to take written examination only)

Attention	Course in Physics	We cannot accept the application documents from applicants wishing to take written examination between June 10 and 14. Those who wish to take oral examination and apply for it, but receive no permission for taking oral examination, and those who are supposed to take written examination as a result of taking oral examination will not be required to apply again between July 16 and 19.

(2) Documents to Be Submitted

Documents to be Submitted	Matters That Require Attention
Admission application form, examinee card, photo card	Please complete the forms designated by the Graduate School without omission. A front view, upper body photograph without a hat taken within the last 3 months should be affixed onto the designated space. * Please be sure to declare whether you wish to take “oral examination” or “written examination.”
Certificate of (expected) graduation, and official transcript	Please submit the firmly sealed certificate of (expected) graduation, and official transcript prepared by the president or dean of the university/college you have graduated from (however, the certificates for those who are enrolled in Saitama University do not need to be sealed firmly).
Application fee:	JPY30,000 Method of payment (please make a payment in either of the following methods): (1) Please make a payment using the “Payment Request Form” designated by the Graduate School from the nearest financial institution (other than a post office). (2) Please make a payment at a convenience store. Please refer to the “How to Pay the Application Fee at Convenience Store” attached hereto. * Please pay the application fee at your earliest convenience (acceptable even prior to the application period), as it is unacceptable after the expiry of the application period. However, Japanese government-sponsored students should submit the “Certificate of Foreign Government-Sponsored Student” to be issued by the university with which each of them is enrolled. By doing so, they will be exempted from payment of the application fee. (Note) Exemption from payment of the application fee: Applicants whose school expenses payers reside in any of the regions governed by the Disaster Relief Act during the period from April 1, 2019 to the time of application and can obtain a disaster victim certificate of total destruction, outflow or partial destruction of house issued by the competent municipality 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.
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.
Permission for admission examination	An applicant who is currently enrolled in any graduate school or works for any government body, company and other organization should submit a permission for admission examination (in the form designated by the Graduate School of Science and Engineering) of his/her supervisor; provided, however, that if he/she retires from it and enters the Graduate School, he/she can submit a statement specifying that fact in place of a permission for admission examination. If this is the case, please submit a certificate of retirement when entering the Graduate School.
Desired Field of Research Survey Sheet	Applicants for the Course in Mathematics, Course in Physics, Program in Mechanical Engineering and Science, and Course in Environmental Science and Technology should submit this document. Applicants for the Course in Physics who wish to take oral examination do not have to submit this document. Please use the form designated by the Course/Program you apply for.
Statement of Reasons	Applicants for the Course in Biochemistry and Molecular Biology, Course in Regulatory Biology, Course in Physics, and Course in Chemistry who wish to take oral examination should submit this document. Please use the form designated by the Graduate School.

TOEIC, TOEFL, and IELTS Score	Applicants for the Course in Biochemistry and Molecular Biology, Course in Regulatory Biology, Course in Physics, Course in Functional Materials Science, Course in Chemistry, Course in Applied Chemistry, Course in Electrical and Electronic Systems, Course in Information and Computer Sciences, Program in Mechanical Engineering and Science, and International Program on Civil and Environmental Engineering (for more details, see pages 8, 9, 10, 11, and 12 should submit this document when they apply or take scholastic ability examination. Please note that applicants are not allowed to replace the score certificate once submitted. Applicants for the Course in Regulatory Biology, Course in Functional Materials Science, Course in Chemistry, Course in Information and Computer Sciences, Program in Mechanical Engineering and Science who are not required to submit a score certificate to take oral examination will not be required to submit this document if they are exempted from written examination and interview test as a result of the oral examination. (Note) Exemption from submission of TOEIC, TOEFL, and IELTS score certificates. If you can demonstrate with any official document that you have satisfactorily proficient ability in English (e.g., the cases in which you graduated from a university in an English-speaking country), you may be exempted from submitting the TOEIC, TOEFL, and IELTS score certificate. Please be sure in advance to refer to the office of the Graduate School Affairs Section, Graduate School of Science and Engineering (telephone: 048-858-3430).
Envelope for sending examinee card	Regular-sized envelope (12 cm x 23.5 cm) on which the address, addressee and postal code are indicated, with a ¥92 stamp affixed.
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).	

(Notes) (i) For the documents submitted that have been prepared in a foreign language, please attach a Japanese or English translation.

(ii) Those who are expected to receive any degree should submit a degree grant certificate after receiving it.

* TOEIC, TOEFL, and IELTS Score

Name of Course	Points	Effective results	Time of Submission (Please submit at any of the following times.)		
			At the time of application	At the time of oral examination	At the time of written examination
Course in Biochemistry and Molecular Biology	200	Within the last **3** years	○	○	○
Course in Regulatory Biology	100	Within the last **3** years	○		○
Course in Physics	100	Within the last **3** years	○	○	○
Course in Functional Materials Science	100	Within the last **3** years	○		○
Course in Chemistry	200	Within the last **3** years	○		○
Course in Applied Chemistry	50	Within the last **3** years	○	○	○
Course in Electrical and Electronic Systems	100	Within the last **3** years	○	○	○
Course in Information and Computer Sciences	100	Within the last **3** years	○		○
Program in Mechanical Engineering and Science	100	Within the last **3** years	○		○
International Program on Civil and Environmental Engineering	100	Within the last **3** years	○	○	○

(Notes) As applicants wishing to take oral examinations out of applicants for the Course in Biochemistry and Molecular Biology, Course in Physics, Course in Applied Chemistry, Course in Electrical and Electronic Systems, and International Program on Civil and Environmental Engineering are compulsorily required to

submit a score certificate for oral examination, so please be sure to submit it at the time of application or oral examination.

(3) Method of Application
Applicants should submit the above-mentioned documents by hand or mail within the designated period of time.
When you send the documents by mail, please write "Application Documents for the Master's Program 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.

(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 30)

5. Screening Methods

(1) We will screen applicants comprehensively based on the results of the scholastic ability examinations (oral examination and written examination) designated by each of the Courses, TOEIC or TOEFL, IELTS, interview and official transcripts, and will conduct oral or written examination and interview test on the examination subjects on the date and time specified in (4) below.
Official transcripts will be used as base materials. (Notwithstanding the above, those of applicants for the Course in Applied Chemistry and International Program on Civil and Environmental Engineering will be converted into points. Please see "(3) Allotment of Points."
The University will send applicants wishing to take oral examination a notification by mail of which examination each of them will take, "oral examination" or "written examination," together with the examinee card, on Wednesday, July 4, after conducting examinations into official transcripts and statement of reasons (Course in Biochemistry and Molecular Biology, Course in Regulatory Biology, Course in Physics, and Course in Chemistry).

(2) Interview
(i) Interview Format
More than one examiner will interview each applicant personally.

(ii) Evaluation Criteria
Examiners will comprehensively consider each applicant's desire for or interest in research, knowledge of the field of specialty, and other relevant aspects.

(3) Allotment of Points

Name of Program	Name of Course	Examination type	Oral examination	Written Examination	TOEIC or TOEFL	Interview test	Official transcript	Total
Program in Life Science	Course in Biochemistry and Molecular Biology	Oral examination	600		200			800
		Written examination		500	200	100		800
	Course in Regulatory Biology	Oral examination	500					500
		Written examination		300	100	100		500
Program in Physics and Functional Material Science	Course in Physics	Oral examination	500		100			600
		Written examination		300	100	200		600
	Course in Functional Materials Science	Oral examination	600					600
		Written examination		300	100	200		600
Program in Chemistry	Course in Chemistry	Oral examination	900					900
		Written examination		600	200	100		900
	Course in Applied Chemistry	Oral examination	200		50		50	300
		Written examination		200	50	50		300
Program in Mathematics, Electronics and Informatics	Course in Mathematics	Oral examination	200					200
		Written examination		100		100		200
	Course in Electrical and Electronic Systems	Oral examination	400		100			500
		Written examination		300	100	100		500
	Course in Information and Computer Sciences	Oral examination	500					500
		Written examination		300	100	100		500
Program in Mechanical Engineering and Science	Course in Mechanical Engineering Course in Mechano-Robotics	Oral examination	300					300
		Written examination (Subject group A)		400	100	100		600
		Written examination (Subject group B)		500		100		600
Program in Environmental Science and Civil Engineering	International Program on Civil and Environmental Engineering	Oral examination	200		100		200	500
		Written examination		200	100	100	100	500
	Course in Environmental Science and Technology	Oral examination	300					300
		Written examination		200		100		300

(Note) Non-submission of results in the Course in which the submission of TOEIC or TOEFL, or IELTS results is required will be treated as 0 points.

(4) Examination Subjects, and Date and Time

I. Oral Examination (including TOEIC or TOEFL, or IELTS results, depending on the Course)

a. Date and Time of Examination: Saturday, July 13, 2019 at 9:30

b. Details of Examination

Name of Course	Details of Examination
Course in Biochemistry and Molecular Biology	Each applicant will make a presentation about the background, purpose, methodology, results or progress, consideration, and future development of ongoing graduation research using PowerPoint or other method (10 minutes or so). After that, examiners will conduct oral examination with respect to the content of the presentation and related basic knowledge. Then there will be a Q&A session on other reasons why the applicant wants to study at the Graduate School and what he/she hopes to accomplish in the future.
Course in Regulatory Biology	Each applicant will make a presentation about the background, purpose, methodology, results and consideration, and future direction and development using PowerPoint or other method (10 minutes or so). After that, examiners will conduct oral examination with respect to basic knowledge relating to the content of presentation.
Course in Physics	1) Examine scholastic ability on specified subjects (physics in general) by oral examination. 2) Q&A session on the graduate research and reasons for application.
Course in Functional Materials Science	Examiners will conduct oral examination on the background, purpose, progress, future development and expected results of graduation research, basic matters concerning academic areas relating to functional materials engineering, and basic English ability.
Course in Chemistry	Each applicant will make a presentation about the background, purpose, progress and consideration, and future development of ongoing graduation research using PowerPoint or other method (10 minutes or so). After that, examiners will conduct oral examination relating to the content of presentation.
Course in Applied Chemistry	1) Each applicant will summarize the background, purpose, methodology, results and consideration, future development, and expected results of graduation research in this order and make a presentation using PowerPoint (8 or less slides) (10 minutes or so). Examiners will conduct oral examination relating to the content of presentation. 2) There will be a Q&A session on reasons why the applicant wants to study at the Graduate School, what he/she hopes to accomplish in the future, and his/her aspirations for and interest in research.
Course in Mathematics	1) Each applicant will explain the content of ongoing graduation research, or mathematical theorems and theories he/she has ever studied and been interested in, and there will be a Q&A session. 2) There will be a Q&A session on reasons why the applicant wants to apply for this course and his/her desired research themes. 3) There will be a Q&A session on the status of earning credits and basic knowledge of mathematics.
Course in Electrical and Electronic Systems	Each applicant will make a presentation about ongoing graduation research (or, if he/she has no graduation research, research in which he/she is interested) using PowerPoint or other method (5 minutes or so). There will be a Q&A session relating to the content of presentation, and examiners will examine basic scholastic ability. Examiners will ask reasons why he/she wants to apply for this course and what he/she hopes to accomplish in the future.
Course in Information and Computer Sciences	Each applicant will summarize the following in a single page of A4 paper (he/she can use both sides of the paper) containing the following matters. Examiners will conduct oral examination relating to the content of presentation based on the materials submitted: 1) Content of graduation research: Background, purpose, methodology, results and consideration, and future plans of graduation research. 2) Reasons why each applicant has applied for this course and research themes desired by him/her.
Course in Mechanical Engineering Course in Mechano-Robotics	1) Each applicant will explain the content of his/her graduation or other research and there will be a Q&A session. (Explanations will be given orally, without using any materials.) 2) There will be a Q&A session on reasons why he/she wants to apply for this course, his/her desired research themes, ambition for and interest in research, and basic knowledge relating to mechanical engineering.
International Program on Civil and Environmental Engineering	1) Each applicant will make an oral presentation about the content of his/her graduation research (or, if s/he does no graduation research, research in which s/he is interested) using PowerPoint or other equivalent method (within 5 minutes), followed by Q&A session on the content of presentation. 2) Examiners will have each applicant give an oral statement of the name of his/her research theme and its gist in around 100 words of English in 2 minutes or so.
Course in Environmental Science and Technology	1) Each applicant will summarize the content of his/her Desired Field of Research Survey Sheet in a 4-page document in PDF format, and make a presentation using Acrobat Reader in 5 minutes or less. Examiners will conduct oral examination of the content of such presentation. 2) Each applicant will read English sentences featuring science in general. Examiners will conduct oral examination on its content.

For the purpose of oral examination, TOEIC or TOEFL, or IELTS results will be converted into points similarly to the method of evaluation specified for "Written Examination" of the relevant Course.

c. Announcement of Applicants Exempted from Taking "Written Examination" and "Interview Test"
We will announce applicants exempted from taking "written examination" and "interview test" on the bulletin board of the Graduate School of Science and Engineering, Saitama University on the same day of examination. Those who are not exempted from taking "written examination" and "interview test" as a result of oral examination should take the next "written examination" and "interview test."

II. Written Examination and Interview Test (Items with ◎) indicate measures to be taken for foreign students. Please note that the examination date differs depending on the Course.

Program in Life Science (Course in Biochemistry and Molecular Biology)

Date	Wednesday, August 21		Thursday, August 22
Time	10:00 to 12:00	12:00 to 12:30	From 10:00
Examination Subjects	Specialized subjects (500 points) Molecular biology, biochemistry, molecular and cell physiology	Preparation of materials for interview test	Interview (100 points)

○ We will have applicants describe their graduation research and/or research themes they are interested in as materials for the interview test in 30 minutes.

※ Foreign language ability will be evaluated using TOEIC (including IP) or TOEFL (PBT, iBT, ITP) results.
Results of examinations conducted within three (3) years prior to the date of submission to the University will be considered effective. Applicants should submit TOEIC results (original copy of the official score certificate or score report, and its photocopy) or TOEFL results (original copy of the Examinee's Score Report, and its photocopy) at the time of application or scholastic ability examination. The original copy will be returned after the interview. TOEIC or TOEFL results will be evaluated after converting them into Foreign Language points (full points: 200).

Program in Life Science (Course in Regulatory Biology)

Date	Wednesday, August 21	Thursday,August 22
Time	13:00 to 15:00	From 13:00
Examination Subjects	Specialized subjects (300 points) Biology（essay-type examination in biology）	Interview (100 points)

※ Foreign language ability will be evaluated using TOEIC (including IP) , TOEFL (PBT, iBT, ITP) or IELTS results.
Results of examinations conducted within three (3) years prior to the date of submission to the University will be considered effective. Applicants should submit TOEIC results (original copy of the official score certificate or score report, and its photocopy) or TOEFL results (original copy of the Examinee's Score Report, and its photocopy), or IELTS results (original copy and its photocopy) at the time of application or scholastic ability examination. The original copy will be returned after the interview. TOEIC or TOEFL, or IELTS results will be evaluated after converting them into Foreign Language points (full points: 100).

Program in Physics and Functional Material Science (Course in Physics)

Date	Thursday, September 5		Friday, September 6
Time	13:00 to 14:30	15:00 to 16:30	From 10:00
Examination Subjects	Specialized subjects (150 points)	Specialized subjects (150 points)	Interview (200 points)
	Physics I	Physics II	

○ Applicants should declare in the application form whether they wish to take the examination with the questions written in English or the examination with the questions written in Japanese.

◎ Answers should be given in Japanese or English.

※ Foreign language ability will be evaluated using TOEIC (including IP) or TOEFL (PBT, iBT, ITP) results.

Results of examinations conducted within three (3) years prior to the date of submission to the University will be considered effective. Applicants should submit TOEIC results (original copy of the official score certificate or score report, and its photocopy) or TOEFL results (original copy of the Examinee's Score Report, and its photocopy) at the time of application or scholastic ability examination. The original copy will be returned after the interview. TOEIC or TOEFL results will be evaluated after converting them into Foreign Language points (full points: 100).

Program in Physics and Functional Material Science (Course in Functional Materials Science)

Date	Wednesday, August 21	Thursday,August 22
Time	13:00 to 16:00	From 13:00
Examination subjects	Specialized basic subjects (300 points)	Interview (200 points)
	4 questions out of each of the following three (3) subjects will be given. Applicants should choose one question from each of the three (3) subjects and additional three (3) questions. Mathematics: Differential and integral calculus/differential calculus equation, vector analysis, linear algebra, probability/statistics Physics: Mechanics, quantum mechanics, thermodynamics/statistical mechanics, electromagnetics Chemistry: Physical chemistry, inorganic chemistry, organic chemistry, molecular biology	

○ Applicants should declare in the application form whether they wish to take the examination with the questions written in English or the examination with the questions written in Japanese.

◎ Answers should be given in Japanese or English.

※ Foreign language ability will be evaluated using TOEIC (including IP) or TOEFL (PBT, iBT, ITP) results.

Results of examinations conducted within three (3) years prior to the date of submission to the University will be considered effective. Applicants should submit TOEIC results (original copy of the official score certificate or score report, and its photocopy) or TOEFL results (original copy of the Examinee's Score Report, and its photocopy) at the time of application or scholastic ability examination. The original copy will be returned after the interview. TOEIC or TOEFL results will be evaluated by converting them into the following points:

(i) TOEIC (including IP): TOEIC scores x 100/780, up to a maximum of 100 points.

(ii) TOEFL (PBT, ITP): Convert into TOEIC score using the following formula: TOEIC scores = (TOEFL (PBT, ITP) scores – 296)/0.348.

(iii) TOEFL (iBT) scores will be converted into TOEFL (PBT) scores based on the conversion table published by ETS and be calculated using the formula in (ii).

Program in Chemistry (Course in Chemistry)

Date	Wednesday, August 21	Thursday,August 22
Time	13:00 to 16:00	From 13:00
Examination subjects	Specialized subjects (600 points) Physical chemistry, organic chemistry, inorganic chemistry (including analytical chemistry)	Interview (100 points)

○ Applicants should declare in the application form whether they wish to take the examination with the questions written in English or the examination with the questions written in Japanese.

◎ Answers should be given in Japanese or English.

※ Foreign language ability will be evaluated using TOEIC (including IP) or TOEFL (PBT, iBT, ITP) results.

Results of examinations conducted within three (3) years prior to the date of submission to the University will be considered effective. Applicants should submit TOEIC results (original copy of the official score certificate or score report, and its photocopy) or TOEFL results (original copy of the Examinee's Score Report, and its photocopy) at the time of application or scholastic ability examination. The original copy will be returned after the interview. TOEIC or TOEFL results will be evaluated after converting them into Foreign Language points (full points: 200).

Program in Chemistry (Course in Applied Chemistry)

Date	Wednesday, August 21	Thursday,August 22
Time	13:00 to 16:00	From 13:00
Examination subjects	Specialized subjects (200 points) Choose 4 questions out of 5 about physical chemistry, organic chemistry, inorganic chemistry, analytical chemistry, and chemical engineering, and give answers.	Interview (50 points)

◎ Answers should be given in Japanese.

※ Foreign language ability will be evaluated using TOEIC (including IP) or TOEFL (PBT, iBT, ITP) results.

Results of examinations conducted within three (3) years prior to the date of submission to the University will be considered effective. Applicants should submit TOEIC results (original copy of the official score certificate or score report, and its photocopy) or TOEFL results (original copy of the Examinee's Score Report, and its photocopy) at the time of application or scholastic ability examination. The original copy will be returned after the interview. TOEIC or TOEFL results will be evaluated after converting them into Foreign Language points (full points: 50).

Program in Mathematics, Electronics and Informatics (Course in Mathematics)

Date	Wednesday, August 21	Thursday,August 22
Time	13:00 to 15:00	From 10:00
Examination subjects	Specialized subjects (100 points) Applicants will give answers to 4 questions about "linear algebra" and "differential and integral calculus." Applicants also will choose one of 3 basic questions about "algebra," "geometry" and "analysis" and give an answer.	Interview (100 points)

Program in Mathematics, Electronics and Informatics (Course in Electrical and Electronic Systems)

Date	Wednesday, August 21	Thursday,August 22
Time	13:00 to 15:00	From 13:00
Examination subjects	Specialized basic subjects (300 points) Applicants will give answers to questions about mathematics (differential and integral calculus, differential calculus equation, linear algebra, vector analysis), electromagnetics, electric circuit, electronic circuit, and logical circuit.	Interview (100 points)

◎ Answers should be given in Japanese or English.

※ Foreign language ability will be evaluated using TOEIC (including IP) or TOEFL (PBT, iBT, ITP) or IELTS results.

Results of examinations conducted within three (3) years prior to the date of submission to the University will be considered effective. Applicants should submit TOEIC results (original copy of the official score certificate or score report, and its photocopy) or TOEFL results (original copy of the Examinee's Score Report, and its photocopy) or IELTS results (original copy of the Test Report Form, and its photocopy)at the time of application or scholastic ability examination. The original copy will be returned after the interview. TOEIC or TOEFL or IELTS results will be evaluated after converting them into Foreign Language points (full points: 100) as follows:

(i) TOEIC (including IP): TOEIC scores x 100/780, up to a maximum of 100 points.

(ii) TOEFL (PBT, ITP): Convert into TOEIC score using the following formula: TOEIC scores = (TOEFL (PBT, ITP) scores – 296)/0.348.

(iii) TOEFL (iBT) scores will be converted into TOEFL (PBT) scores based on the conversion table published by ETS and be calculated using the formula in (ii).

(ⅳ) IELTS scores will be converted into TOEFL (iBT) scores based on the conversion table published by ETS and be calculated using the formula in (ⅲ).

Program in Mathematics, Electronics and Informatics (Course in Information and Computer Sciences)

Date	Wednesday, August 21	Thursday,August 22
Time	13:00 to 15:00	From 13:00
Examination subjects	Specialized basic subjects (300 points) Applicants will give answers to questions about linear algebra, differential and integral calculus, probability/statistics, discrete mathematics, and mathematical logic.	Interview (100 points)

◎ Answers should be given in Japanese or English.

※ Foreign language ability will be evaluated using TOEIC (including IP) or TOEFL (PBT, iBT, ITP) or IELTS results.

Results of examinations conducted within three (3) years prior to the date of submission to the University will be considered effective. Applicants should submit TOEIC results (original copy of the official score certificate or score report, and its photocopy) or TOEFL results (original copy of the Examinee's Score Report, and its photocopy) or IELTS results (original copy of the Test Report Form, and its photocopy) at the time of application or scholastic ability examination. The original copy will be returned after the interview. TOEIC or TOEFL or IELTS results will be evaluated after converting them into Foreign Language points (full points: 100) as follows:

(i) TOEIC (including IP): TOEIC scores x 100/780, up to a maximum of 100 points.

(ii) TOEFL (PBT, ITP): Convert into TOEIC score using the following formula: TOEIC scores = (TOEFL (PBT, ITP) scores – 296)/0.348.

(iii) TOEFL (iBT) scores will be converted into TOEFL (PBT) scores based on the conversion table published by ETS and be calculated using the formula in (ii).

(ⅳ) IELTS scores will be converted into TOEFL (iBT) scores based on the conversion table published by ETS and be calculated using the formula in (ⅲ).

Program in Mechanical Engineering and Science (Course in Mechanical Engineering and Course in Mechano-Robotics)

<table>
<tr><td>Date</td><td colspan="3">Wednesday, August 21</td><td>Thursday,August 22</td></tr>
<tr><td>Time</td><td>13:00 to 14:30</td><td>15:00 to 15:30</td><td>15:00 to 16:00</td><td>From 13:00</td></tr>
<tr><td rowspan="2">Examination subjects</td><td>Compulsory subject group
(300 points)</td><td>Subject group A
(100 points)</td><td>Subject group B
(200 points)</td><td rowspan="3">Interview
(100 points)</td></tr>
<tr><td>Differential and integral calculus (including partial differential and multiple integral), linear algebra, ordinary differential equation</td><td>Choose 1 subject out of optional subjects</td><td>Choose 2 subjects out of optional subjects</td></tr>
<tr><td>Optional subjects</td><td colspan="3">Strength of Materials (tension, compression, torsion, and bending including stress and deflection in beams), Mechanical Dynamics (dynamics of particle system and rigid body, vibration of one-degree-of-freedom system), Thermodynamics (zeroth law of thermodynamics, first law of thermodynamics, and 2nd law of thermodynamics), Fluid Mechanics (hydrostatics, Bernoulli's theorem, equation of continuity, law of momentum conservation), Control Engineering (block diagram, transfer function, step response, frequency response)</td></tr>
</table>

◎ Answers should be given in Japanese or English.

○ Applicants should take the compulsory subject group and choose either the subject group A or the subject group B. If subject group A is chosen, we will evaluate English ability.

※ English ability will be evaluated using TOEIC (including IP) or TOEFL (PBT, iBT, ITP) results.
Results of examinations conducted within three (3) years prior to the date of submission to the University will be considered effective. Applicants should submit TOEIC results (original copy of the official score certificate or score report, and its photocopy) or TOEFL results (original copy of the Examinee's Score Report, and its photocopy) at the time of application or scholastic ability examination. The original copy will be returned after the interview. TOEIC or TOEFL results will be evaluated after converting them into English ability points (full points: 100).

Program in Environmental Science and Civil Engineering (International Program on Civil and Environmental Engineering)

<table>
<tr><td>Date</td><td>Wednesday, August 21</td><td>Thursday,August 22</td></tr>
<tr><td>Time</td><td>13:00 to 16:00</td><td>From 13:00</td></tr>
<tr><td rowspan="2">Examination subjects</td><td>Specialized subjects
(200 points)</td><td rowspan="2">Interview
(100 points)</td></tr>
<tr><td>Mathematics: Differential and integral calculus/differential equations, linear algebra, probability/statistics
Physics: Dynamics of mass and rigid bodies, dynamics of elastic bodies, oscillation theory, thermodynamics</td></tr>
</table>

○ Applicants should declare on the application form whether they wish to take the examination in Japanese or English.

◎ Answers are accepted in Japanese or English only.

※ English language ability will be evaluated using TOEIC (including IP) or TOEFL (PBT, iBT, ITP) results.
Results of examinations conducted within three (3) years prior to the date of application submission to the University will be considered effective. Applicants should submit TOEIC results (original official score certificate/score report, and its copy) or TOEFL results (original examinee's score report, and its copy) at the time of application or scholastic ability examination. The original copy will be returned after the interview. TOEIC or TOEFL results will be evaluated after converting them into English Language points (full points: 100) as follows:

(i) TOEIC (including IP): TOEIC scores x 100/780, up to a maximum of 100 points.

(ii) TOEFL (PBT, ITP): Convert into TOEIC score using the following formula: TOEIC scores = (TOEFL (PBT, ITP) scores – 296)/0.348.

(iii) TOEFL (iBT) scores will be converted into TOEFL (PBT) scores based on the conversion table published by ETS and be calculated using the formula in (ii).

Program in Environmental Science and Civil Engineering (Course in Environmental Science and Technology)

Date	Wednesday, August 21	Thursday,August 22
Time	10:00 to 12:00	From 10:00
Examination subjects	Specialized basic subjects (200 points)	Interview (100 points)
	Short essay (essay questioning basic issues materials recycling, natural ecosystem, and other environmental change involving global environmental problems. Includes questions written in general scientific English)	

○ Applicants should declare in the application form whether they wish to take the examination with the questions written in English or the examination with the questions written in Japanese.

◎ Answers should be given in Japanese or English.

(5) Examination Place

Graduate School of Science and 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.)

(6) 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 5, 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 2, 2019 at 10:00 a.m.** (or, for the Course in Physics, **Monday, September 17 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. Those who are expected to graduate from Saitama University should receive a letter of acceptance at the office of Graduate School Affairs Section, Graduate School of Science and Engineering.

○ Submission of an admission pledge

Those who have successfully passed the examination for admissions for the semester starting in April 2020 should bring or send by mail an “admission pledge” (the form of which will be delivered together with the letter of acceptance) to the office of Graduate School Affairs Section, Graduate School of Science and Engineering on or prior to Friday, October 4.

7. 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

8. Admission Procedure

(1) Admission Procedure Dates

Admissions for the semester starting in April 2020: Saturday, March 14 and Sunday, March 15, 2020 between 9:00 and 17:00

For foreign students, Thursday, March 26 and Friday, March 27, 2020 between 9:00 and 17:00

Admissions for the 2019 autumn semester: Thursday, September 12 and Friday, September 13, 2019 between 9:00 and 17:00 (or, for Course in Physics, Friday, September 20 and Tuesday, September 24 between 9:00 and 17:00)

(2) Documents to Be Submitted: Examinee card of the Master's Program 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 FY2020 entrants

(Reference) For FY2019 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.

*2. If you do not pay the tuition fee for the first semester on the admission procedure date, you should pay it by the end of April 2020 (or, for admissions for the 2019 autumn semester, the end of October 2019). If any person whose withdrawal of admission is approved after the completion of the admission procedure requests on or prior to 17:00 on Tuesday, March 31, 2020 (or, for the admissions for the 2019 autumn semester, Monday, September 30, 2019) 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.

9. 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 of 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 return 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 format acceptable; 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 keep 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 acceptant of the request.)

(3) 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.

(4) If any of the descriptions in the documents submitted are found untrue, we may rescind the admission even after you have been admitted.

(5) 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).

10. Scholarships

We will notify successful applicants of reserved adoption of scholarships from the Japan Student Services Organization.

11. Course Term Extension Program

If it is difficult for you to complete the standard period for the completion of the program (2 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 4 years).

12. Examination of the Application Eligibility Criteria (6)

Those who intend to apply under the application eligibility criteria (6) should give the Graduate School of Science and Engineering prior notice thereof and submit the following documents on or prior to Monday, June 3, 2019 (or, for those who apply for the Course in physics (those wishing to take written examination only), Friday, July 5) (see "2. Application Eligibility"), as we conduct individual examination of eligibility for application:

(i) Application for individual examination of eligibility for application..... (Designated Form No.1)

(ii) Personal Resume..... (Designated Form No.2)

(iii) Statement of Reasons..... (Designated Form No.3)

(iv) Official Transcript
(v) Graduation Certificate or Enrollment Certificate (which includes the date of entrance and period of enrollment)
(vi) Other documents that the Graduate School deems necessary

Those who fall under the application eligibility criteria (6)

(i) Those who have graduated from a college, college of technology, specialized training college, or vocational school, or have completed any other educational facility; and
(ii) Those who have completed university education in any country where the process of school education before completion of the university education is shorter than 16 years, and have engaged in research for a reasonable period of time (more than approximately 1 year) as research students or researchers at any university or inter-university research university or any other similar institution in Japan or abroad after completion of university education, and have reached the age of 22 by March 31, 2020 (or, for admissions for the 2019 autumn semester, September 30, 2019).

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.

II. [Admissions for the 2019 Autumn] Master's Program of Graduate School of Science and Engineering, Saitama University

The admission examination for the 2019 autumn semester will be conducted based on "[Admissions for the Semester Starting in April 2020] Master's Program of Graduate School of Science and Engineering Application Guidelines" (except for "1. Number of Students Invited" and "2. Application Eligibility" specified below).

"1. Number of Students Invited" and "2. Application Eligibility" for the Admissions for the 2019 Autumn Semester are as described below.

For other details of the screening of entrants, please refer to each relevant page of "[Admissions for the Semester Starting in April 2020] Master's Program of Graduate School of Science and Engineering Application Guidelines."

1. Number of Students Invited

Name of Program	Name of Course	Scholastic ability examination (Confirm the following matters that require attention)	Number of students invited	Remarks
Program in Life Science	Course in Biochemistry and Molecular Biology	Oral examination	Unspecified but just a few	
		Written examination	Unspecified but just a few	
	Course in Regulatory Biology	Oral examination	Unspecified but just a few	
		Written examination	Unspecified but just a few	
Program in Physics and Functional Material Science	Course in Physics	Oral examination (*1)	Unspecified but just a few	
		Written examination	Unspecified but just a few	
	Course in Functional Materials Science	Oral examination	Unspecified but just a few	
		Written examination	Unspecified but just a few	
Program in Chemistry	Course in Chemistry	Oral examination (*1)	Unspecified but just a few	
		Written examination (*2)	Unspecified but just a few	
	Course in Applied Chemistry	Oral examination (*1)	Unspecified but just a few	
		Written examination (*2)	Unspecified but just a few	
Program in Mathematics, Electronics and Informatics	Course in Mathematics	Oral examination	Unspecified but just a few	
		Written examination	Unspecified but just a few	
	Course in Electrical and Electronic Systems	Written examination	Unspecified but just a few	
	Course in Information and Computer Sciences	Oral examination (*1)	Unspecified but just a few	
		Written examination (*2)	Unspecified but just a few	
Program in Mechanical Engineering and Science	Course in Mechanical Engineering Course in Mechano-Robotics	Oral examination	Unspecified but just a few	
		Written examination	Unspecified but just a few	
Program in Environmental Science and Civil Engineering	International Program on Civil and Environmental Engineering	Oral examination (*1)	A few	
		Written examination (*2)		
	Course in Environmental Science and Technology	Oral examination	Unspecified but just a few	
		Written examination	Unspecified but just a few	

Matters that Require Attention:

*1. (a) Those who are expected to graduate from a Japanese university prior to September 2019 (see **2. Application Eligibility** below).

*2. Those other than (a) and are expected to graduate from a Japanese university prior to September 2019 (see **2. Application Eligibility** below).

* There is no application eligibility designation for oral examination or written examination with no description of *1 and *2.

(Note 1) <u>Students may not be accepted due to the mandatory retirement of a professor or any other cause. Due to this reason, prior consultation with the professor you want to be instructed by is necessary before you submit the application documents.</u>

2. Application Eligibility

Applicants should meet any one of the following criteria:

(1) Those who are expected to graduate from a Japanese university early in or prior to September 2019.

(2) Those who have graduated from a Japanese university, or are expected to graduate from a Japanese university in or prior to September 2019;

(3) Those who have been granted, or are expected to be granted in or prior to September 2019, a bachelor's degree by the National Institution for Academic Degrees and Quality Enhancement of Higher Education;

(4) Those who have completed, or are expected to complete in or prior to September 2019, 16 years of formal school education in a foreign country;

(5) Those who have completed, or are expected to complete in or prior to September 2019, 16 years of foreign school education by taking correspondence courses provided by any foreign school in Japan;

(6) Those who have been designated by the Minister of Education, Culture, Sports, Science and Technology; and

(7) Those who have been recognized by the Graduate School as having the scholastic ability as or higher than those who have graduated from a university through individual examination of application eligibility and have reached the age of 22 or will reach the age of 22 by September 30, 2019.

* For the application eligibility (7), please refer to "Examination of Application Eligibility Criteria (6)" on pages 15-16.

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

III. [Admissions for the Semester Starting in April 2020]
Master's Program of Graduate School of Science and Engineering Application Guidelines for Adult Admission Examination of Program in Environmental Science and Civil Engineering

Human activities in pursuit of material wealth and convenience in the wake of evolution of the modern industrial society have transcended the norm of a traditional society where people live within the scope of natural tolerance, and have caused serious problems of triggering a wider range of environmental destruction than expected. On the other hand, multiple issues have emerged in the human living environment that can be improved as a result of changes of life styles and social patterns. Under such social circumstances, there is an increasing need for human resources who 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 requirement, the Master's Program 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 under the following screening criteria.

1. Number of Students Invited

Name of Program	Name of Course	Number of students invited
Program in Environmental Science and Civil Engineering	Course in Environmental Science and Technology	Unspecified but just a few

(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

Adult engineers and scientists who actually work for companies as regular employees for 1 year or more and continue to hold such status, and who have received permission for admission examination, provided that they meet any one of the following criteria:

(1) Those who graduated from a Japanese university;
(2) Those who have been granted a bachelor's degree by the National Institution for Academic Degrees and Quality Enhancement of Higher Education;
(3) Those who have completed 16 years of formal school education in a foreign country;
(4) Those who have completed 16 years of foreign school education by taking correspondence courses provided by any foreign school in Japan;
(5) Those who have been designated by the Minister of Education, Culture, Sports, Science and Technology; and
(6) Those who have been recognized by the Graduate School as having the scholastic ability as or higher than those who have graduated from a university through individual examination of application eligibility and have reached the age of 22 (see (Note) below).

(Note) Those who intend to apply under the application eligibility criteria (6) should give the Graduate School of Science and Engineering prior notice thereof and submit the following documents on or prior to Monday, June 3, 2019, as we conduct individual examination of eligibility for application:

(i) Application for individual examination of eligibility for application..... (Designated Form No.1)
(ii) Personal Resume..... (Designated Form No.2)
(iii) Statement of Reasons..... (Designated Form No.3)
(iv) Official Transcript
(v) Graduation Certificate or Enrollment Certificate (which includes the date of entrance and period of enrollment)
(vi) Other documents that the Graduate School deems necessary

* Those who fall under the application eligibility criteria (6) mean (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 (ii) Those who have completed university education in any country where the process of school education before completion of university education is shorter than 16 years, and have engaged in research for a reasonable period of time (more than approximately 1 year) as research students or researchers at any university or inter-university research university or any other similar institution in Japan or abroad after completion of university education, and have reached the age of 22.
* "Adults admission examination" means the system in which we screen those who work for companies or other organizations under the permission for admission examination from their supervisors, provided that companies and other organizations permitting applying employees to take admission examination agree to applying employees studying at the Graduate School while serving them.
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.
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).

3. Application Procedure

(1) Application Period (Please note that the application period differs depending on the courses you apply for.)
- From Monday, June 10 to Friday June 14, 2019
  The acceptance hours are between 9:00 and 16:00.

(2) Documents to Be Submitted

Documents to be Submitted	Matters That Require Attention
Admission application form, examinee card, photo card	Please complete the forms designated by the Graduate School without omission. A front view, upper body photograph without a hat taken within the last 3 months should be affixed onto the designated space.
Certificate of (expected) graduation, and official transcript	Please submit the firmly sealed certificate of graduation, and official transcript prepared by the president or dean of the university/college you have graduated from.
Application fee:	JPY30,000 Method of payment (please make a payment in either of the following methods): (1) Please make a payment using the "Payment Request Form" designated by the Graduate School from the nearest financial institution (other than a post office). (2) Please make a payment at a convenience store. Please refer to the "How to Pay the Application Fee at Convenience Store" attached hereto. * Please pay the application fee at your earliest convenience (acceptable even prior to the application period), as it is unacceptable after the expiry of the application period. (Note) Exemption from payment of the application fee: Applicants whose school expenses payers reside in any of the regions governed by the Disaster Relief Act during the period from April 1, 2019 to the time of application and can obtain a disaster victim certificate of total destruction, outflow or partial destruction of house issued by the competent municipality 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.
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.
Permission for admission examination	The form designated by the Graduate School of Science and Engineering and completed by the supervisors.
Envelope for sending examinee card	Regular-sized envelope (12 cm x 23.5 cm) on which the address, addressee and postal code are indicated, with a ¥92 stamp affixed.

(Notes) (i) For the documents submitted that have been prepared in a foreign language, please attach a Japanese or English translation.

(3) Method of Application

Applicants should submit the above-mentioned documents by hand or mail within the designated period of time.

When you send the documents by mail, please write "Application Documents for the Master's Program 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.

(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 30)

5. Screening Methods

(1) We will screen applicants comprehensively based on the results of the scholastic ability examinations (oral examination), and graduate certificate, official transcripts and permission for admission examination issued by the university from which applicant graduated from.
(2) 100 points will be allotted to oral examination.
(3) Scholastic Ability Examination

Category	Date and Time	Content of Examination
Oral examination	Thursday, August 22, 2019 Time Undecided	Applicants will prepare a single page of A4 paper containing the contents in 1) and 2) below as a handout, summarize those contents in a 4-page document in PDF format, and make a presentation using Acrobat Reader. We will conduct oral examination on those contents: 1) Research accomplishments or details of occupational duties applicants have ever done; and 2) Research plan after entering the Graduate School.

(4) Examination Place
Graduate School of Science and 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 5, please contact the office of Educational Organization of Support Office, 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 2, 2019 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.

○ Submission of an admission pledge
Those who have successfully passed the examination for admissions for the semester starting in April 2019 should bring or send by hand or mail an “admission pledge” (the form of which will be delivered together with the letter of acceptance) to the office of Graduate School Affairs Section, Graduate School of Science and Engineering on or prior to Friday, October 4.

7. Admission Procedure

(1) Admission Procedure Dates
Saturday, March 14 and Sunday, March 15, 2020 between 9:00 and 17:00

(2) Documents to Be Submitted: Examinee card of the Master’s Program 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 FY2020 entrants
(Reference) For FY2019 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.
*2. If you do not pay the tuition fee for the first semester on the admission procedure date, you should pay it by the end of April 2020. 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, 2020 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 of 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 return 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 format acceptable; 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 keep 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 acceptant of the request.)

(3) 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.
(4) If any of the descriptions in the documents submitted are found untrue, we may rescind the admission even after you have been admitted.
(5) 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).

9. Course Term Extension Program

If it is difficult for you to complete the standard period for the completion of the program (2 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 4 years).

IV. [Admissions for the Semester Starting in April 2020]
Master's Program of Graduate School of Science and Engineering, Saitama University Application Guidelines for Science and Engineering Teachers

In addition to offering ordinary subject classes, science and engineering teachers of junior high schools, senior high schools and college of technologies are requested to do many things, which include preparation of learning materials, planned classes and experiment and training programs introducing state-of-art science and technology information, and appropriate instructions of after-school activities such as science clubs, and suitable academic/career guidance based on the latest information. For teachers who have become a teacher after graduating from a university to take a higher position, they must take the same levels of courses as the master's program of graduate schools and obtain a specialized teaching certificate. Many teachers wish to receive such recurrent education and education for improvement of knowledge and technology, be granted a master's degree, and obtain a specialized teaching certificate. This admission screening is being conducted to accept such teachers.

1. Number of Students Invited

Name of Program	Name of Course	Number of students invited	Specialized teaching certificates for which students can apply
Program in Physics and Functional Material Science	Course in Physics	1	Junior high schools and senior high schools: Science
	Course in Functional Materials Science		Junior high schools and senior high schools: Science
Program in Chemistry	Course in Chemistry	1	Junior high schools and senior high schools: Science
	Course in Applied Chemistry		Junior high schools and senior high schools: Science
Program in Mathematics, Electronics and Informatics	Course in Mathematics	1	Junior high schools and senior high schools: Mathematics

The specialized teaching certificates for which FY2020 entrants can apply are the subjects and types described in the "Specialized teaching certificates for which students can apply" section.

Note 1) 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

Science and engineering teachers of junior high schools, senior high schools or colleges of technology for which applicants currently serve for ("teachers of national, public and public schools who are permitted by their supervisors" or "those who wish to receive a degree by taking courses beyond business hours and on leave and holidays while holding the current status"), provided that they meet any one of the following criteria:

(1) Those who have graduated from a Japanese university;
(2) Those who have been granted a bachelor's degree by the National Institution for Academic Degrees and Quality Enhancement of Higher Education;
(3) Those who have completed 16 years of formal school education in a foreign country;
(4) Those who have completed 16 years of foreign school education by taking correspondence courses provided by any foreign school in Japan;
(5) Those who have been designated by the Minister of Education, Culture, Sports, Science and Technology; and
(6) Those who have been recognized by the Graduate School as having the scholastic ability as or higher than those who have graduated from a university through individual examination of application eligibility and have reached the age of 22.

(Note) Those who intend to apply under the application eligibility criteria (6) should give the Graduate School of Science and Engineering prior notice thereof and submit the following documents on or prior to Friday, July 5, 2019, as we conduct individual examination of eligibility for application:

(i) Application for individual examination of eligibility for application..... (Designated Form No.1)
(ii) Personal Resume..... (Designated Form No.2)
(iii) Statement of Reasons..... (Designated Form No.3)
(iv) Official Transcript
(v) Graduation Certificate or Enrollment Certificate (which includes the date of entrance and period of enrollment)
(vi) Other documents that the Graduate School deems necessary

* Those who fall under the application eligibility criteria (6) mean (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 (ii) Those who have completed university education in any country where the process of school education before completion of university education is shorter than 16 years, and have engaged in research for a reasonable period of time (more than approximately 1 year) as research students or researchers at any university or inter-university research university or any other similar institution in Japan or abroad after completion of university education, and have reached the age of 22.

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.

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).

3. Application Procedure

(1) Application Period

From Tuesday, July 16 to Friday July 19, 2019

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

(2) Documents to Be Submitted

Documents to be Submitted	Matters That Require Attention
Admission application form, examinee card, photo card	Please complete the forms designated by the Graduate School without omission. A front view, upper body photograph without a hat taken within the last 3 months should be affixed onto the designated space.
Certificate of (expected) graduation, and official transcript	Please submit the firmly sealed certificate of graduation, and official transcript prepared by the president or dean of the university/college you have graduated from.
Application fee:	JPY30,000 Method of payment (please make a payment in either of the following methods): (1) Please make a payment using the "Payment Request Form" designated by the Graduate School from the nearest financial institution (other than a post office). (2) Please make a payment at a convenience store. Please refer to the "How to Pay the Application Fee at Convenience Store" attached hereto. * Please pay the application fee at your earliest convenience (acceptable even prior to the application period), as it is unacceptable after the expiry of the application period. (Note) Exemption from payment of the application fee: Applicants whose school expenses payers reside in any of the regions governed by the Disaster Relief Act during the period from April 1, 2019 to the time of application and can obtain a disaster victim certificate of total destruction, outflow or partial destruction of house issued by the competent municipality 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.
Form to which the payment receipt certificate is to be	The form designated by the Graduate School to which the "payment receipt certificate" issued by the relevant financial institution is attached.

attached	
Permission for admission examination	The form (designated by the Graduate School of Science and Engineering) issued by the supervisor of the school to which applicants belong.
Desired field of research survey sheet	Only applicants for the Course in Mathematics and Course in Physics should submit this document. Please complete the form designated by the Graduate School of Science and Engineering.
Envelope for sending examinee card	Regular-sized envelope (12 cm x 23.5 cm) on which the address, addressee and postal code are indicated, with a ¥92 stamp affixed.

(Notes) For the documents submitted that have been prepared in a foreign language, please attach a Japanese or English translation.

(3) Method of Application
Applicants should submit the above-mentioned documents by hand or mail within the designated period of time.
When you send the documents by mail, please write "Application Documents for the Master's Program 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.

(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 30)

5. Screening Methods

(1) We will screen applicants comprehensively based on the results of the scholastic ability examinations (oral examination) and the application documents
(2) 100 points will be allotted to oral examination.
(3) Scholastic Ability Examination

Category	Date and Time	Content of Examination
Oral examination	Thursday, August22, 2019 Time undecided	Specialized subjects in general.

* Oral examination will be conducted for each Course.
* We may have you write a short essay based on which oral examination will be conducted.

(4) Examination Place
Graduate School of Science and 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 5, please contact the office of Educational Organization of Support Office, the 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 2, 2019 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.

○ Submission of an admission pledge
Those who have successfully passed the examination for admissions for the semester starting in April 2019 should bring or send by hand or mail an "admission pledge" (the form of which will be delivered together with the letter of acceptance) to the office of Graduate School Affairs Section, Graduate School of Science and Engineering on or prior to Friday, October 4.

7. Admission Procedure

(1) Admission Procedure Dates
Saturday, March 14 and Sunday, March 15, 2020 between 9:00 and 17:00

(2) Documents to Be Submitted: Examinee card of the Master's Program 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 FY2020 entrants
(Reference) For FY2019 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.
*2. If you do not pay the tuition fee for the first semester on the admission procedure date, you should pay it by the end of April 2020. If any person whose withdrawal of admission is approved after the completion of the admission procedure requests on or prior to 17:00 on Tuesday, March 31, 2020 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 of 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 return 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 format acceptable; 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 keep 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 acceptant of the request.)

(3) 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.

(4) If any of the descriptions in the documents submitted are found untrue, we may rescind the admission even after you have been admitted.

(5) 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).

9. Course Term Extension Program

If it is difficult for you to complete the standard period for the completion of the program (2 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 4 years).

V. 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: Monday, June 3, 2019

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

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.

VI. Disclosure of Admission Examination Information

The Master's Program 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 Master's Program 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 JPY550 (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 Master's Program 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: Tuesday, October 1 to Wednesday, October 2, 2019

- 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" on the envelope 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.

Graduate School of Science and Engineering, Saitama University

Shimo-Okubo 255, Sakura-ku, Saitama-shi, 338-8570 JAPAN
Telephone: 048(858)3430