

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

Application Guidelines

[Admissions for the Semester Starting in April 2025]

[Admissions for the 2024 Autumn Semester]



Saitama University
埼玉大学

[Application period]

**From Monday, June 3, 2024
to Friday, June 7, 2024**

**From Monday, June 24, 2024
to Friday, June 28, 2024**

*** Program in Physics (Applicants wishing to take written
examination only)**

Contents

I. [Admissions for the Semester Starting in April 2025] Master's Program of Graduate School of Science and Engineering, Saitama University Application Procedures	1
II. [Admissions for the 2024 Autumn Semester] Master's Program of Graduate School of Science and Engineering, Saitama University Application Procedures	14
III. [Admissions for the Semester Starting in April 2025 or 2024 Autumn Semester] Master's Program of Graduate School of Science and Engineering, Interdisciplinary Education Program for Applied Science and Technology in Global Environment PG, Saitama University Application Procedures	16
IV. [Admissions for the Semester Starting in April 2025 or 2024 Autumn Semester] Master's Program of Graduate School of Science and Engineering, Interdisciplinary Education Program for Applied Science and Technology in Global Environment PG, Saitama University Application Procedures for Adult Admission Examination	22
V. [Admissions for the Semester Starting in April 2025] Master's Program of Graduate School of Science and Engineering, Saitama University Application Procedures for Science and Engineering Teachers Admission Examination	26
VI. Prior Consultation for Applicants with Disabilities	30
VII. Disclosure of Admission Examination Information	30
Forms designated by the Graduate School (inserted and fastened)	
Admission Application Form, Examinee Card, Photo Card	
Payment Request Form	
Form to Which the Payment Receipt Certificate is to Be Attached	
Curriculum Vitae (for foreign students) (must be submitted by foreign students)	
Desired Field of Research Survey Sheet (submitted by applicants for Program in Mathematics, applicants for Program in Physics (other than those who wish to take oral examination), applicants for Program in Information and Computer Sciences, applicants for Program in Mechanical Engineering and Science, and applicants for Program in Interdisciplinary Education Program for Applied Science and Technology in Global Environment only)	
Statement of Reasons (applicants for Program in Biochemistry and Molecular Biology, Program in Regulatory Biology, Program in Physics, Program in Chemistry and Program in Mechanical Engineering and Science)	
Permission for Admission Examination	
Request for Disclosure of Admission Examination Information	
<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)
Statement of Reason for Admission and Attachment (Form No.3) (to be submitted by those
applying for individual examination only)

Admission Policies for the Master's Program of Graduate School of Science and Engineering

【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 Programs 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 Programs 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.

Biochemistry and Molecular Biology Program

1. Those who have basic academic ability in biology, chemistry, and related to these specialized field, and have interest in clarifying basic mechanisms of life and physiological phenomena at the gene level, 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.

Regulatory Biology Program

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 program.
2. Those who aim at actively working as a researcher or engineer in various fields related to life sciences by making use of the specialized knowledge, thinking power, and creativity they have acquired in life science.
3. Those who aim at working globally by acquiring a high level of specialization and broad perspective, and cultivating linguistic and communication ability.

Physics Program

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.

Chemistry Program

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.

Applied Chemistry Program

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 contribute to society by challenging cutting-edge research such as product development in the area of chemistry and related fields.

Mathematics Program

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.

Electrical Engineering, Electronics, and Applied Physics Program

1. Those who have basic scholastic ability of mathematics, physics and English, and basic expertise of electrical, electronics and applied physics engineering.
2. Those who have interest in the areas of electricity, electronics, and optical, information 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.

Information and Computer Sciences Program

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.

Mechanical Engineering and Science Program

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 work on research with foresight 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.

Civil and Environmental Engineering Program

1. Those who have specialized basic knowledge of civil and environmental engineering, and interested in the latest and advanced expertise.
2. Those who have a strong desire to explore and solve problems on their own for the problem demanded by society.
3. Those who has the attitude of exploring the essence of phenomena 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.

Interdisciplinary Education Program for Applied Science and Technology in Global Environment

This program will develop highly skilled human resources with a wide range of knowledge, including humanities and social sciences, contributing to building a sustainable society of SDGs. Students who are keen to learn the following 1-3 will be accepted.

1. Those who has a strong interest in achieving the SDGs and want to practice based on logical thinking.
2. Those who would contribute to achieving targets especially in the field of energy, resource recycling, environment, and biodiversity conservation.
3. Those who make a good partnership with various positions to find solutions to social issues and would become an engineer with a wide range of knowledge.
4. Those who can understand the nature and cultural characteristics not only of Japan but of foreign countries and aim to play an active role in the international community.

I. [Admissions for the Semester Starting in April 2025]
Master's Program of Graduate School of Science and Engineering, Saitama University

1. Number of Students Invited

Name of Program	Capacity	Breakdown	Name of PG	Scholastic ability examination	Number of students invited	Remarks
Program in Life Science	55	27	Biochemistry and Molecular Biology Program	Oral examination	15	
				Written examination	12	
		28	Regulatory Biology Program	Oral examination	16	
				Written examination	12	
Program in Material Science	114	25	Physics Program	Oral examination	10	
				Written examination	15	
		32	Chemistry Program	Oral examination	10	
				Written examination	22	
		57	Applied Chemistry Program	Oral examination	47	
				Written examination	10	
Program in Mathematics, Electronics and Informatics	142	20	Mathematics Program	Oral examination	13	
				Written examination	7	
		70	Electrical Engineering, Electronics, and Applied Physics Program	Oral examination	60	
				Written examination	10	
		52	Information and Computer Sciences Program	Oral examination	32	
				Written examination	20	
Program in Mechanical Science	70		Mechanical Engineering and Science Program	Oral examination	50	
				Written examination	20	
Program in Environmental Science and Civil Engineering	55		Civil and Environmental Engineering Program	Oral examination	35	
				Written examination	20	

Remarks: Number of Students Invited include foreign students.

(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 2025;
- (2) Those who have been granted, or are expected to be granted in or prior to March 2025, 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 2025, 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 2025, 16 years of foreign school education by taking correspondence courses provided by any foreign school in Japan;
- (5) Those who have completed, in Japan, a course of study of a foreign university (limited to those who are considered to have completed 16 years of school education in the foreign country) and, in the foreign school education system, whose educational facility that is positioned in the school education system of the foreign country, completed the course designated separately by the Minister of Education, Culture, Sports, Science and Technology;
- (6) At a university or other foreign school (limited to those that have been evaluated by a person accredited by the government or a relevant organization of the foreign country with regard to the overall status of their educational and research activities, etc., or those that are designated separately by the Minister of Education, Culture, Sports, Science and Technology as equivalent to such evaluation), those who have been awarded a degree equivalent to a bachelor's degree (including completion of the corresponding course in Japan by taking correspondence courses offered by the foreign school, and, in an educational facility that is positioned in the school education system of the foreign country, completion of the course of study in a facility designated as specified in the previous item.);
- (7) Those who have completed a separate course designated by the Minister of Education, Culture, Sports, Science and Technology at a specialized course of a vocational school (limited to those whose duration of study is four years or more and which meet other criteria specified by the Minister of Education, Culture, Sports, Science and Technology) on or after the date specified by the Minister of Education, Culture, Sports, Science and Technology;
- (8) Those who have been designated by the Minister of Education, Culture, Sports, Science and Technology
- (9) Those who have been enrolled in a university for 3 years or more, or have completed 15 years of school education in a foreign country, and have been recognized by the graduate school of the University as having earned the prescribed credits with excellent grades.
- (10) 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, 2025.

* For the application eligibility criteria (10), please refer to “Examination of Application Eligibility Criteria (10)” on page 12. As we conduct individual application eligibility examinations, applicants should submit the documents designated by us on or prior to Wednesday, May 29, 2024, 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 Wednesday, June 19, 2024.
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 the following conditions ((i) through (iv)) to be eligible for application:

- (i) Those who fall under the application eligibility criteria in “2. Application Eligibility” (1) through (6).
(For Applied Chemistry Program, only those who are expected to graduate in March 2025 are eligible)
- (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 3 to Friday, June 7, 2024. The acceptance hours are between 9:00 and 16:00. Biochemistry and Molecular Biology Program, Regulatory Biology Program, Physics Program (applicants wishing to take oral examination only), Chemistry Program, Applied Chemistry Program, Mathematics Program, Electrical Engineering, Electronic and Applied Physics Program, Information and Computer Sciences Program, Mechanical Engineering and Science Program, and Civil and Environmental Engineering Program.

- From Monday, June 24 to Friday, June 28, 2024. The acceptance hours are between 9:00 and 16:00. Physics Program (applicants wishing to take written examination only)

(2) Documents to Be Submitted

Those who currently enrolled in Saitama University (including current research students)

The registration period through Forms is from 9:00am Monday, June 3 to 3:00pm Friday, June 7.

*The registration period through Forms for those wishing to take the physics PG written exam is from 9:00 am on Monday, June 24 to 3:00 pm on Friday, June 28.

Documents to be Submitted	Matters That Require Attention
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.” <u>There is no need to submit an admission application form.</u>
Certificate of (expected) graduation	Those who are enrolled in the faculty of Science and the faculty of Engineering of Saitama University at the time of application <u>do not need to submit this. (An official transcript must be submitted.)</u> Those who are enrolled in other faculty of Saitama University, and already graduated from Saitama University need to submit this. (No officially sealed envelope is required)
Official transcript	Current students and former graduates of Saitama University are also required to submit an official transcript. (No officially sealed envelope is required.) If you are transferring to Saitama University, please also submit the official transcript from your previous university or other institution.
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. (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, 2024 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 “certificate of remittance” or the “payment receipt certificate” issued by the relevant financial institution is attached.
Desired Field of Research Survey Sheet	Applicants for the Physics Program, Mathematics Program, Information and Computer Sciences Program, and Mechanical Engineering and Science Program should submit this document. Applicants for the Physics Program who wish to take oral examination do not have

	to submit this document. Please use the form designated by the Program you apply for.
Statement of Reasons	Applicants for the Biochemistry and Molecular Biology Program, Regulatory Biology Program, Physics Program, Chemistry Program who wish to take oral examination, and Mechanical Engineering and Science Program who wish to take oral examination or written examination should submit this document. Please use the form designated by the Graduate School.
TOEIC, TOEFL, or IELTS Score Certificate and its copy	<p>[For those who submit TOEIC score certificate] The score certificate of TOEIC IP online test is invalid (The score of the test taken at a test center is valid). Please submit two paper copies of the Official Score Certificate as it will be converted to digital format from FY2024 onward.</p> <p>[For those who submit TOEFL score certificate] The score certificate of TOEFL iBT Home Edition is valid. The score certificate of TOEFL ITP or TOEFL iBT taken at a test center is valid.</p> <p>[For those who submit a score certificate of TOEIC IP or TOEFL ITP administered by the Center for English Education and Development at Saitama University] Please submit two paper copies of the relevant page of your Webclass. However, even in that case, the TOEIC IP online score is invalid.</p> <p>Applicants for the Biochemistry and Molecular Biology Program, Regulatory Biology Program, Physics Program, Chemistry Program, Applied Chemistry Program, Electrical Engineering, Electronics, and Applied Physics Program, Information and Computer Sciences Program, Mechanical Engineering and Science Program, and Civil and Environmental Engineering Program should submit this document when they apply or take scholastic ability examination (for more details, see pages 8,9,10 and 11). Applicants for the Applied Chemistry Program who wish to take oral examination must submit at the time of application (We will not accept it at the time of oral examination). Please note that applicants are not allowed to replace the score certificate once submitted.</p> <p>Applicants for the Regulatory Biology Program, Chemistry Program, Information and Computer Sciences Program, and Mechanical Engineering and Science Program 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.</p> <p><u>(Note) Exemption from submission of TOEIC, TOEFL, or IELTS score certificate.</u> <u>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, or 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).</u></p>
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 ¥94 stamp affixed.
<p>Foreign students are requested to submit a curriculum vitae (in the form designated by the Graduate School) and a copy of your residence card.</p> <p>If you are unable to submit a copy of your residence card, please submit a letter of explanation as well as a copy of your passport. In that case, please bring your passport with you on the examination date and present it to the relevant staff.</p> <p>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).</p>	

- (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.

Application is partially processed through Forms. Please submit the documents after registering the application information from the URL to be posted on the website of the Graduate School of Science and Engineering, Saitama University.

Saitama University > Saitama University Graduate School of Science and Engineering > Prospective Students >



Those who are not currently enrolled in Saitama University (Those who are enrolled in other universities or graduates of Saitama University)

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	Please submit the firmly sealed certificate of (expected) graduation prepared by the president or dean of the university/college you have graduated from. Graduates of Saitama University do not need an officially sealed envelope when submitting this.
Official transcript	Please submit the firmly sealed official transcript prepared by the president or dean of the university/college you have graduated from. Graduates of Saitama University do not need officially sealed envelope when submitting the transcript. If you are transferring to Saitama University, please also submit the official transcript from your previous university or other institution. If you entered the advanced course from the regular course of National Institute of Technology College (KOSEN), please submit the transcript of the regular course as well.
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. (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, 2024 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 Saitama 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 “certificate of remittance” or the “payment receipt certificate” issued by the relevant financial institution is attached.
Permission for admission	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

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 Physics Program, Mathematics Program, Information and Computer Sciences Program, and Mechanical Engineering and Science Program should submit this document. Applicants for the Physics Program who wish to take oral examination do not have to submit this. Please use the form designated by the Program you apply for.
Statement of Reasons	Applicants for the Biochemistry and Molecular Biology Program, Regulatory Biology Program, Physics Program, Chemistry Program who wish to take oral examination, and Mechanical Engineering and Science Program who wish to take oral examination or written examination should submit this document. Please use the form designated by the Graduate School.
TOEIC, TOEFL or IELTS Score Certificate and its copy	<p>[For those who submit TOEIC score certificate]</p> <p>The score certificate of TOEIC IP online test is invalid (The score of the test taken at a test center is valid). Please submit two paper copies of the Official Score Certificate as it will be converted to digital format from FY2024 onward.</p> <p>[For those who submit TOEFL score certificate]</p> <p>The score certificate of TOEFL iBT Home Edition is valid. The score certificate of TOEFL ITP or TOEFL iBT taken at a test center is valid.</p> <p>Applicants for the Biochemistry and Molecular Biology Program, Regulatory Biology Program, Physics Program, Chemistry Program, Applied Chemistry Program, Electrical Engineering, Electronics, and Applied Physics Program, Information and Computer Sciences Program, Mechanical Engineering and Science Program, and Civil and Environmental Engineering Program should submit this document when they apply or take scholastic ability examination (for more details, see pages 8,9,10 and 11). Applicants for the Applied Chemistry Program who wish to take oral examination must submit at the time of application (We will not accept at the time of oral examination). Please note that applicants are not allowed to replace the score certificate once submitted.</p> <p>Applicants for the Regulatory Biology Program, Chemistry Program, Information and Computer Sciences Program, and Mechanical Engineering and Science Program who are not required to submit a score certificate to take oral examination will not be required to submit it if they are exempted from written examination and interview test as a result of the oral examination.</p> <p><u>(Note) Exemption from submission of TOEIC, TOEFL, or IELTS score certificate.</u> <u>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, or 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).</u></p>
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 ¥94 stamp affixed.
Foreign students are requested to submit a curriculum vitae (in the form designated by the Graduate School) and a copy of your residence card. If you are unable to submit your residence card, please submit a letter of explanation as well as a copy of your passport. In that case, please bring your passport with you 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).	

(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	Effective results	Time of Submission (Score certificate needs to be submitted at any of the following times.)		
		At the time of application	At the time of oral examination	At the time of written examination
Biochemistry and Molecular Biology Program	Within the last 4 years	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Regulatory Biology Program	Within the last 4 years	<input type="radio"/>		<input type="radio"/>
Physics Program	Within the last 4 years	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Chemistry Program	Within the last 3 years	<input type="radio"/>		<input type="radio"/>
Applied Chemistry Program	Within the last 3 years	<input type="radio"/>		<input type="radio"/>
Electrical Engineering, Electronics, and Applied Physics Program	Within the last 3 years	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Information and Computer Sciences Program	Within the last 3 years	<input type="radio"/>		<input type="radio"/>
Mechanical Engineering and Science Program	Within the last 3 years	<input type="radio"/>		<input type="radio"/>
Civil and Environmental Engineering Program	Within the last 3 years	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

(Notes) As applicants wishing to take oral examinations out of applicants for the Biochemistry and Molecular Biology Program, Physics Program, Electrical Engineering, Electronics, and Applied Physics Program, and Civil and Environmental Engineering Program are compulsorily required to submit a score certificate, so please be sure to submit it at the time of application or oral examination. Applicants for the Applied Chemistry Program who wish to take oral examination must submit a score certificate at the time of application (We will not accept it at the time of oral examination).

(3) Method of Application

Applicants should submit the above-mentioned documents by hand or mail within the designated period. 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 PGs, 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 Applied Chemistry Program and Civil and Environmental Engineering Program 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, by Wednesday, July 3, after conducting examinations into official transcripts and

statement of reasons (Biochemistry and Molecular Biology Program, Regulatory Biology Program, Physics Program, Chemistry Program and Mechanical Engineering and Science Program).

(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 PG	Examination type	Oral examination	Written Examination	TOEIC or TOEFL*	Interview test	Official transcript	Total
Program in Life Science	Biochemistry and Molecular Biology Program	Oral examination	600		200			800
		Written examination		500	200	100		800
	Regulatory Biology Program	Oral examination	500					500
		Written examination		300	100	100		500
Program in Material Science	Physics Program	Oral examination	500		100			600
		Written examination		300	100	200		600
	Chemistry Program	Oral examination	900					900
		Written examination		600	200	100		900
	Applied Chemistry Program	Oral examination	200		50		50	300
		Written examination		200	50	50		300
Program in Mathematics, Electronics and Informatics	Mathematics Program	Oral examination	200					200
		Written examination		100		100		200
	Electrical Engineering, Electronics, and Applied Physics Program	Oral examination	500		200			700
		Written examination		400	100	200		700
	Information and Computer Sciences Program	Oral examination	500					500
		Written examination		300	100	100		500
Program in Mechanical Science	Mechanical Engineering and Science Program	Oral examination	300					300
		Written examination (Subject group A)		400	100	100		600
		Written examination (Subject group B)		500		100		600
Program in Environmental	Civil and Environmental	Oral examination	200		100		200	500

Science and Civil Engineering	Engineering Program	Written examination		100	100	200	100	500
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(Note) English ability will be evaluated using TOEIC, TOEFL or IELTS scores. Non-submission of results in the PG in which the submission of TOEIC, 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 PG)

a. Date and Time of Examination: Saturday, July 13, 2024 at 9:00

b. Details of Examination

Name of PG	Details of Examination
Biochemistry and Molecular Biology Program	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 (8 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.
Regulatory Biology Program	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.
Physics Program	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.
Chemistry Program	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.
Applied Chemistry Program	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 PDF file (8 or less slides, 2MB or less in size) (7 minutes or so). Examiners will conduct oral examination relating to the content of presentation.
Mathematics Program	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 PG 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.
Electrical Engineering, Electronics, and Applied Physics Program	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 PG and what he/she hopes to accomplish in the future.
Information and Computer Sciences Program	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 PG and research themes desired by him/her.
Mechanical Engineering and Science Program	Each applicant should submit the following content as a Statement of Reasons at the time of application. There will be a Q&A session relating to following items 1) and 2), based on the materials submitted. 1) Content of graduation research: Background, purpose, methodology, results or future plans 2) The reasons why he/she wants to apply for this PG, his/her desired research themes, ambition for and interest in research And relating to academic ability of mechanical engineering 3) Credit acquisition status, basic knowledge of specialized subjects
Civil and Environmental Engineering Program	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.

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 PG.

- 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 PG.)

Program in Life Science (Biochemistry and Molecular Biology Program)

Date	Thursday, August 22		Friday, August 23
Time	10:00 to 12:00	12:00 to 12:30	From 10:00
Examination Subjects	Specialized subjects (500 points)	Preparation of materials for interview test	Interview (100 points)
	Molecular biology, biochemistry, molecular and cell physiology		

- 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). See Page 3 and 4 for details on the scores that are valid. Please note that the valid score differs between those who are currently enrolled in Saitama University and those who are not. Results of examinations conducted within four (4) 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 (Regulatory Biology Program)

Program in Life Science (Regulatory Biology Program)		
Date	Thursday, August 22	Friday, August 23
Time	13:00 to 15:00	From 13:00
Examination Subjects	Specialized subjects (300 points)	Interview (100 points)
	Biology (essay-type examination in biology)	

- ※ Foreign language ability will be evaluated using TOEIC (including IP), TOEFL (PBT, iBT, ITP) or IELTS results. See Page 3 and 4 for details on the scores that are valid. Please note that the valid score differs between those who are currently enrolled in Saitama University and those who are not. Results of examinations conducted within four (4) 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 Material Science (Physics Program)

Date	Tuesday, September 3		Wednesday, September 4
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.

See Page 3 and 4 for details on the scores that are valid. Please note that the valid score differs between those who are currently enrolled in the University and those who are not.

Results of examinations conducted within four (4) 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 Material Science (Chemistry Program)

Date	Thursday, August 22	Friday, August 23
Time	13:00 to 16:00	From 13:00
Examination subjects	Specialized subjects (600 points)	Interview (100 points)
	Physical chemistry, organic chemistry, inorganic chemistry (including analytical chemistry)	

- ◎ 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.

See Page 3 and 4 for details on the scores that are valid. Please note that the valid score differs between those who are currently enrolled in the University and those who are not.

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 written 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 Material Science (Applied Chemistry Program)

Date	Thursday, August 22	Friday, August 23
Time	13:00 to 15:30	From 13:00
Examination subjects	Specialized subjects (200 points)	Interview (50 points)
	Choose 4 questions out of 5 about physical chemistry, organic chemistry, inorganic chemistry, analytical chemistry, and chemical engineering, and give answers.	

- ◎ Answers should be given in Japanese.

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

See Page 3 and 4 for details on the scores that are valid. Please note that the valid score differs between those who are currently enrolled in the University and those who are not.

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 (Mathematics Program)

Date	Thursday, August 22	Friday, August 23
Time	13:00 to 15:00	From 10:00
Examination subjects	Specialized subjects (100 points)	Interview (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.	

Program in Mathematics, Electronics and Informatics (Electrical Engineering, Electronics, and Applied Physics Program)

Date	Thursday, August 22	Friday, August 23
Time	13:00 to 15:00	From 13:00
Examination subjects	Specialized basic subjects (400 points)	Interview (200 points)
	Applicants will give answers to 2 questions about linear algebra, vector calculus, differential and integral calculus, and differential equation. Applicants also will choose 2 of 3 questions about "electric circuits", "electromagnetism", and "quantum mechanics, thermodynamics and statistical mechanics".	

- ◎ 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.

See Page 3 and 4 for details on the scores that are valid. Please note that the valid score differs between those who are currently enrolled in the University and those who are not.

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).

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

Date	Thursday, August 22	Friday, August 23
Time	13:00 to 15:00	From 13:00
Examination subjects	Specialized basic subjects (300 points)	Interview (100 points)
	Applicants will give answers to questions about linear algebra, differential and integral calculus, probability/statistics, and mathematical logic.	

- ◎ Answers should be given in Japanese or English.

○ Those who do not reach 30% (30 points) of the full score (100 points) of the interview will fail, regardless of the total score.

- ※ Foreign language ability will be evaluated using TOEIC (including IP) or TOEFL (PBT, iBT, ITP) or IELTS results. See Page 3 and 4 for details on the scores that are valid. Please note that the valid score differs between those who are currently enrolled in the University and those who are not. 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).

Program in Mechanical Science (Mechanical Engineering and Science Program)

Program in Mechanical Science (Mechanical Engineering and Science Program)				
Date	Thursday, August 22			Friday, August 23
Time	13:00 to 14:30	15:00 to 15:30	15:00 to 16:00	From 13:00
Examination subjects	Compulsory subject group (300 points)	Subject group A (100 points)	Subject group B (200 points)	Interview (100 points)
	Differential and integral calculus (including partial differential and multiple integral), linear algebra, ordinary differential equation	Choose 1 subject out of optional subjects	Choose 2 subjects out of optional subjects	
Optional subjects	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)			

- ◎ 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. See Page 3 and 4 for details on the scores that are valid. Please note that the valid score differs between those who are currently enrolled in the University and those who are not. 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 (Civil and Environmental Engineering Program)

Date	Thursday, August 22	Friday, August 23
Time	13:00 to 15:00	From 13:00
Examination subjects	Specialized basic subjects (100 points)	Interview (200 points)
	Essay-based questions on the basic contents related to civil and environmental engineering such as construction projects, maintenance and management, disaster prevention and mitigation, earth sciences, SDGs, and so forth (including questions in general scientific English).	

- ◎ 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 ability will be evaluated using TOEIC (including IP) or TOEFL (PBT, iBT, ITP) results.

See Page 3 and 4 for details on the scores that are valid. Please note that the valid score differs between those who are currently enrolled in the University and those who are not.

Results of the English language tests conducted within three (3) years prior to the date of submission to the University will be considered effective. Applicants must submit both the original and its copy of TOEIC results (official score certificate/score report), TOEFL results (examinee's score report), or IELTS result (test report) at the time of application or scholastic ability examination. The original will be returned after the interview.

(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 Wednesday, August 7, please contact the office of Graduate School Affairs Section, Graduate School of Science and Engineering.

6. **Announcement of Successful Applicants** (Including those who are exempted from taking the "written test" and "interview test" as a result of the oral examination.)

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 9, 2024 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 2025 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 11.

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 2025: Thursday, March 13 and Friday, March 14, 2025 between 9:00 and 17:00

Admissions for the 2024 autumn semester: Tuesday, September 17 and Wednesday, September 18, 2024 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 FY2025 entrants

(Reference) For FY2024 entrants, the entrance fee is JPY282,000, and the tuition fee (for the first semester) is JPY267,900 (JPY535,800 a year).

For 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 any person whose withdrawal of admission is approved after the completion of the admission procedure requests on or prior to 17:00 on Monday, March 31, 2025 (or, for the admissions for the 2024 autumn semester, Monday, September 30, 2024) 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, 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 the required documents.

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

Please download the application from the website.

<http://www.saitama-u.ac.jp/entrance/henkanseikyu.pdf>

- (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. PG 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 are 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 (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 Wednesday, 29 May, 2024 (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, 2025.

The Graduate School of Science and Engineering will conduct examination for certification of the application

eligibility and refrain from receiving the application documents until the examination is finished.

13. Security export control

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

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

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

II. [Admissions for the 2024 Autumn Semester] Master's Program of Graduate School of Science and Engineering, Saitama University

The admission examination for the 2024 autumn semester will be conducted based on “[Admissions for the Semester Starting in April 2025] 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 2024 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 2025] Master's Program of Graduate School of Science and Engineering Application Guidelines.”

1. Number of Students Invited

Name of Program	Capacity	Breakdown	Name of PG	Scholastic ability examination	Number of students invited	Remarks
Program in Life Science	55	27	Biochemistry and Molecular Biology Program	Oral examination	Unspecified but just a few	
				Written examination	Unspecified but just a few	
		28	Regulatory Biology Program	Oral examination	Unspecified but just a few	
				Written examination	Unspecified but just a few	
Program in Material Science	114	25	Physics Program	Oral examination	Unspecified but just a few	
				Written examination	Unspecified but just a few	
		32	Chemistry Program	Oral examination	Unspecified but just a few	
				Written examination	Unspecified but just a few	
		57	Applied Chemistry Program	Oral examination	Unspecified but just a few	
				Written examination	Unspecified but just a few	
Program in Mathematics, Electronics and Informatics	142	20	Mathematics Program	Oral examination	Unspecified but just a few	
				Written examination	Unspecified but just a few	
		70	Electrical Engineering, Electronics, and Applied Physics Program	Oral examination	Unspecified but just a few	
				Written examination	Unspecified but just a few	
		52	Information and Computer Sciences Program	Oral examination	Unspecified but just a few	
				Written examination	Unspecified but just a few	
Program in Mechanical Science	70		Mechanical Engineering and Science Program	Oral examination	Unspecified but just a few	
				Written examination	Unspecified but just a few	
Program in Environmental Science and Civil Engineering	55		Civil and Environmental Engineering Program	Oral examination	Unspecified but just a few	
				Written examination	Unspecified but just a few	

(Note 1) Number of Students Invited include foreign students.

(Note 2) **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.

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 September 2024;
- (2) Those who have been granted, or are expected to be granted in or prior to September 2024, 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 September 2024, 16 years of formal school education in a foreign country;
- (4) Those who have completed, or are expected to complete in or prior to September 2024, 16 years of foreign school education by taking correspondence courses provided by any foreign school in Japan;
- (5) Those who have completed, in Japan, a course of study of a foreign university (limited to those who are considered to have completed 16 years of school education in the foreign country) and, in the foreign school education system, whose educational facility that is positioned in the school education system of the foreign country, completed the course designated separately by the Minister of Education, Culture, Sports, Science and Technology;
- (6) At a university or other foreign school (limited to those that have been evaluated by a person accredited by the government or a relevant organization of the foreign country with regard to the overall status of their educational and research activities, etc., or those that are designated separately by the Minister of Education, Culture, Sports, Science and Technology as equivalent to such evaluation), those who have been awarded a degree equivalent to a bachelor's degree (including completion of the corresponding course in Japan by taking correspondence courses offered by the foreign school, and, in an educational facility that is positioned in the school education system of the foreign country, completion of the course of study in a facility designated as specified in the previous item.);
- (7) Those who have completed a separate course designated by the Minister of Education, Culture, Sports, Science and Technology at a specialized course of a vocational school (limited to those whose duration of study is four years or more and which meet other criteria specified by the Minister of Education, Culture, Sports, Science and Technology) on or after the date specified by the Minister of Education, Culture, Sports, Science and Technology;
- (8) Those who have been designated by the Minister of Education, Culture, Sports, Science and Technology
- (9) Those who have been enrolled in a university for 3 years or more, or have completed 15 years of school education in a foreign country, and have been recognized by the graduate school of the University as having earned the prescribed credits with excellent grades.
- (10) 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, 2025.

* For the application eligibility criteria (10), please refer to "Examination of Application Eligibility Criteria (10)" on page 12. As we conduct individual application eligibility examinations, applicants should submit the documents designated by us on or prior to Wednesday, May 29, 2024, 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 Wednesday, June 19, 2024.

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).

**III. [Admissions for the Semester Starting in April 2025 or 2024 Autumn Semester]
Master's Program of Graduate School of Science and Engineering, Saitama University
Application Guidelines for Admission Examination in Interdisciplinary Education Program for
Applied Science and Technology in Global Environment**

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 human resources 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 students who have professional research ability under the following screening criteria.

1. Number of Students Invited

Name of Program	Name of PG	Number of students invited
Common Major	PG in Interdisciplinary Education Program for Applied Science and Technology in Global Environment	10

(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.

2-1. Application Eligibility [April 2025 Semester]

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 2025;
- (2) Those who have been granted, or are expected to be granted in or prior to March 2025, 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 2025, 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 2025, 16 years of foreign school education by taking correspondence courses provided by any foreign school in Japan;
- (5) Those who have completed, in Japan, a course of study of a foreign university (limited to those who are considered to have completed 16 years of school education in the foreign country) and, in the foreign school education system, whose educational facility that is positioned in the school education system of the foreign country, completed the course designated separately by the Minister of Education, Culture, Sports, Science and Technology;
- (6) At a university or other foreign school (limited to those that have been evaluated by a person accredited by the government or a relevant organization of the foreign country with regard to the overall status of their educational and research activities, etc., or those that are designated separately by the Minister of Education, Culture, Sports, Science and Technology as equivalent to such evaluation), those who have been awarded a

degree equivalent to a bachelor's degree (including completion of the corresponding course in Japan by taking correspondence courses offered by the foreign school, and, in an educational facility that is positioned in the school education system of the foreign country, completion of the course of study in a facility designated as specified in the previous item.);

(7) Those who have completed a separate course designated by the Minister of Education, Culture, Sports, Science and Technology at a specialized course of a vocational school (limited to those whose duration of study is four years or more and which meet other criteria specified by the Minister of Education, Culture, Sports, Science and Technology) on or after the date specified by the Minister of Education, Culture, Sports, Science and Technology;

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

(9) Those who have been enrolled in a university for 3 years or more, or have completed 15 years of school education in a foreign country, and have been recognized by the graduate school of the University as having earned the prescribed credits with excellent grades.

(10) 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, 2025.

* For the application eligibility criteria (10), please refer to “Examination of Application Eligibility Criteria (10)” on page 12. As we conduct individual application eligibility examinations, applicants should submit the documents designated by us on or prior to Wednesday, May 29, 2024, 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 Wednesday, June 19, 2024.

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).

2-2. Application Eligibility [Autumn 2024 Semester]

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 September 2024;

(2) Those who have been granted, or are expected to be granted in or prior to September 2024, 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 September 2024, 16 years of formal school education in a foreign country;

(4) Those who have completed, or are expected to complete in or prior to September 2024, 16 years of foreign school education by taking correspondence courses provided by any foreign school in Japan;

(5) Those who have completed, in Japan, a course of study of a foreign university (limited to those who are considered to have completed 16 years of school education in the foreign country) and, in the foreign school education system, whose educational facility that is positioned in the school education system of the foreign country, completed the course designated separately by the Minister of Education, Culture, Sports, Science and Technology;

(6) At a university or other foreign school (limited to those that have been evaluated by a person accredited by the government or a relevant organization of the foreign country with regard to the overall status of their educational and research activities, etc., or those that are designated separately by the Minister of Education, Culture, Sports, Science and Technology as equivalent to such evaluation), those who have been awarded a degree equivalent to a bachelor's degree (including completion of the corresponding course in Japan by taking correspondence courses offered by the foreign school, and, in an educational facility that is positioned in the school education system of the foreign country, completion of the course of study in a facility designated as specified in the previous item.);

(7) Those who have completed a separate course designated by the Minister of Education, Culture, Sports, Science and Technology at a specialized course of a vocational school (limited to those whose duration of study is four years or more and which meet other criteria specified by the Minister of Education, Culture, Sports, Science and Technology) on or after the date specified by the Minister of Education, Culture, Sports,

Science and Technology;

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

(9) Those who have been enrolled in a university for 3 years or more, or have completed 15 years of school education in a foreign country, and have been recognized by the graduate school of the University as having earned the prescribed credits with excellent grades.

(10) 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, 2024.

* For the application eligibility criteria (10), please refer to “Examination of Application Eligibility Criteria (10)” on page 12. As we conduct individual application eligibility examinations, applicants should submit the documents designated by us on or prior to Wednesday, May 29, 2024, 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 Wednesday, June 19, 2024.

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).

(Note) Those who intend to apply under the application eligibility criteria (10) should give the Graduate School of Science and Engineering prior notice thereof and submit the following documents on or prior to Wednesday, May 29, 2024, 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.

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 Monday, June 3 to Friday June 7, 2024

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	Please submit the firmly sealed certificate of graduation, and official transcript prepared

(expected)graduation, and official transcript	by the president or dean of the university/college you have graduated from. Those who are enrolled in the faculty of Science and the faculty of Engineering of Saitama University at the time of application do not need to submit. Those who are enrolled in other faculty of Saitama University, and already graduated from Saitama University need to submit
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, 2024 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.
Statement of Reasons	Please use the form designated by the Graduate School.
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 ¥94 stamp affixed.
Foreign students are requested to submit curriculum vitae (in the form designated by the Graduate School) and a residence card (which specifies the status of residence and period of stay). If you are unable to submit a residence card, please submit the written reason, as well as a copy of your passport. <u>In that case, please bring your passport on the examination date, and present it to the relevant staff.</u> 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.

(3) Method of Application

Applicants should submit the above-mentioned documents by hand or mail within the designated period. 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 34)

5. Screening Methods

- (1) We will screen applicants comprehensively based on the results of the scholastic ability examinations (oral examination), graduate certificate and official transcripts 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	Friday, August 23, 2024 Time Undecided	<p>1) Each applicant will summarize the content of his/her graduation research (or, if s/he does no graduation research, research in which s/he is interested) and a research theme which you wish to work in Master's course in a 4-page document in PDF format, and make a presentation using Acrobat Reader within 5 minutes. Examiners will conduct oral examination of the content of such presentation.</p> <p>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.</p>

(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 Friday, 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 9, 2024 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 2024 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 11.

7. Admission Procedure

(1) Admission Procedure Dates

Admissions for the semester starting in April 2025: Thursday, March 13 and Friday, March 14, 2025

between 9:00 and 17:00

Admissions for the 2024 autumn semester: Tuesday, September 17 and Wednesday, September 18, 2024
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 FY2025 entrants

(Reference) For FY2024 entrants, the entrance fee is JPY282,000, and the tuition fee (for the first semester) is JPY267,900 (JPY535,800 a year).

For 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 any person whose withdrawal of admission is approved after the completion of the admission procedure requests on or prior to 17:00 on Friday, March 31, 2025 (or, for the admissions for the 2024 autumn semester, Friday, September 30, 2024) 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, you will be treated as if you have withdrawn admission.

8. Matters That Require Attention

- (1) Please be fully aware that when you apply for admission, we may not accept your application unless you have prepared all the required documents.
- (2) We will not return the documents submitted and refund the application fee paid once we accept the application documents.

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. PG 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 are having an occupation, the “PG 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 (up to a maximum of 4 years).

10. Security export control

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

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

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

**IV. [Admissions for the Semester Starting in April 2025 or 2024 Autumn Semester]
Master's Program of Graduate School of Science and Engineering, Saitama University
Application Guidelines for Adult Admission Examination in Interdisciplinary Education Program for
Applied Science and Technology in Global Environment**

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 PG	Number of students invited
Common Major	PG in Interdisciplinary Education Program for Applied Science and Technology in Global Environment	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.

2-1. 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
- (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.

* For the application eligibility criteria (6), please refer to (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 Wednesday, May 29, 2024, 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

From Monday, June 3 to Friday June 7, 2024

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 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:	<p>JPY30,000</p> <p>Method of payment (please make a payment in either of the following methods):</p> <p>(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).</p> <p>(2) Please make a payment at a convenience store. Please refer to the “How to Pay the Application Fee at Convenience Store” attached hereto.</p> <p>* Please pay the application fee at your earliest convenience (acceptable even prior to the application period), as it is unacceptable after the expiry of the application period.</p> <p>(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, 2024 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.</p>

	Applicants who wish to be exempted from payment of the application fee should print out the request form for exemption from payment of the application fee from the website of the University, complete the form, and submit it together with the application documents and the disaster victim or other certificate. (If this is the case, please refrain from paying the application fee.) 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 ¥94 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. 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 34)

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 issued by the university from which applicant graduated from and permission for admission examination.

(2) 100 points will be allotted to oral examination.

(3) Scholastic Ability Examination

Category	Date and Time	Content of Examination
Oral examination	Friday, August 23, 2024 Time Undecided	1) Each applicant will summarize the content of his/her graduation research (or, if s/he does no graduation research, research in which s/he is interested) and a research theme which you wish to work in Master’s course in a 4-page document in PDF format, and make a presentation using Acrobat Reader within 5 minutes. Examiners will conduct oral examination of the content of such 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.

(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 Keihinohoku 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 Wednesday, August 7, please contact the office of Graduate School Affairs Section, Graduate School of Science and Engineering.

6. Announcement of Successful Applicants

We will post the examinee numbers of successful applicants on the bulletin board of the Graduate School of Science and Engineering, Saitama University on Monday, September 9, 2024 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 2025 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 11.

7. Admission Procedure

(1) Admission Procedure Dates

Admissions for the semester starting in April 2025: Thursday, March 13 and Friday, March 14, 2025 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 FY2025 entrants

(Reference) For FY2024 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 any person whose withdrawal of admission is approved after the completion of the admission procedure requests on or prior to 17:00 on Friday, March 31, 2025 (or, for the admissions for the 2024 autumn semester, Friday, September 30, 2024) 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, you will be treated as if

you have withdrawn admission.

8. Matters That Require Attention

- (1) Please be fully aware that when you apply for admission, we may not accept your application unless you have prepared all the required documents.
- (2) We will not return the documents submitted and refund the application fee paid once we accept the application documents. For applicants who have submitted the original TOEIC and/or TOEFL score certificates, we will 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. PG 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 are having an occupation, the “PG 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 (up to a maximum of 4 years).

10. Security export control

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

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

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

**V. [Admissions for the Semester Starting in April 2025]
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 PG	Number of students invited	Specialized teaching certificates for which students can apply
Program in Material Science	Physics Program	1	Junior high schools and senior high schools: Science
	Chemistry Program	1	Junior high schools and senior high schools: Science
	Applied Chemistry Program		Junior high schools and senior high schools: Science
Program in Mathematics, Electronics and Informatics	Mathematics Program	1	Junior high schools and senior high schools: Mathematics

The specialized teaching certificates for which FY2025 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
- (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, please refer to (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 Wednesday, June 19, 2024, 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 Monday, June 24 to Friday June 28, 2024

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 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:	<p>JPY30,000</p> <p>Method of payment (please make a payment in either of the following methods):</p> <p>(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).</p> <p>(2) Please make a payment at a convenience store.</p> <p>Please refer to the "How to Pay the Application Fee at Convenience Store" attached hereto.</p> <p>* Please pay the application fee at your earliest convenience (acceptable even prior to the application period), as it is unacceptable after the expiry of the application period.</p> <p>(Note) Exemption from payment of the application fee:</p> <p>Applicants whose school expenses payers reside in any of the regions governed by the Disaster Relief Act during the period from April 1, 2024 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.</p> <p>Applicants who wish to be exempted from payment of the application fee should print out the request form for exemption from payment of the application fee from the website of the University, complete the form, and submit it together with the application documents and the disaster victim or other certificate. (If this is the case, please refrain from paying the application fee.)</p> <p>If you cannot submit the disaster victim or other certificate at the time of application, please pay the application fee and submit the request form for exemption from payment of the application fee only. When you submit the disaster victim or other certificate at a later date, we will refund the application fee paid.</p>
Form to which the payment receipt	The form designated by the Graduate School to which the "payment receipt certificate" issued by the relevant financial institution is attached.

certificate is to be 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 Mathematics PG and Physics PG 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 ¥94 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. 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 34)

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	Friday, August 23, 2024 Time undecided	Specialized subjects in general.

* Oral examination will be conducted for each Program.

* 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)

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Science and Engineering, Saitama University on Monday, September 9, 2024 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.

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7. Admission Procedure

(1) Admission Procedure Dates

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(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)

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- *2. If any person whose withdrawal of admission is approved after the completion of the admission procedure requests on or prior to 17:00 on Monday, March 31, 2025 that the tuition fee once paid be refunded, we will refund the amount equivalent to such tuition fee.
- *3. Upon admission, you will need to pay some minor charges such as the premium for Personal Accident Insurance for Student Pursuing Education and Research, in addition to the entrance fee mentioned above.
- *4. If the amount of the tuition fee is revised while you are enrolled, the new tuition fee will be applicable at the time of revision.
- *5. There is a system in which we may permit any students who find it difficult to pay the entrance fee and tuition fee for economic or other reasons to be exempted from or defer payment through the selection process. Details will be notified to successful applicants.
(If you wish to withdraw admission after you submit an application for exemption from or deferral of payment, you will need to pay the entrance fee.)
- *6. If you fail to complete the entrance procedure within the designated period of time, you will be treated as if you have withdrawn admission.

8. Matters That Require Attention

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

(2) We will not return the documents submitted and refund the application fee paid once we accept the application documents.

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

- (i) When you did not submit the application (i.e., did not submit the application documents or the application was not accepted), although you paid the application fee;
- (ii) When you doubly paid the application fee in error; and

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

In order to demand that the application fee once paid be refunded, please prepare a “request form for refundment of the application fee” (in any 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. PG 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 are having an occupation, the “PG 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 (up to a maximum of 4 years).

10. Security export control

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

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

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

VI. 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: Wednesday, May 29, 2024

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.

VII. 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 JPY404 (for registered mail) on which your address and name are specified), and your examinee card.
If you make a request at the office counter, you should complete and submit the “Request Form for Disclosure of Admission Examination Information of the 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: Monday, October 3 to Tuesday, October 4, 2024
 - 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