

2017 Guidelines for Application Submissions to the Intellectual Exchange and Innovation Program (IEI Program) for self-financed applicants (category D-b)

The Interdisciplinary Graduate School of Engineering Sciences (IGSES) at Kyushu University offers several educational course programs for Ph.D. students, including the Intellectual Exchange and Innovation (IEI) Program.

The admission schedule and procedures for the IEI Program are classified into two categories, depending on whether applicants applying for the scholarship supported by the Ministry of Education, Culture, Sports, Science, and Technology (MEXT) (category D-a) or are privately financed (category D-b). The following guidelines apply to **category D-b (privately financed students) ONLY.**

Applicants are required to carefully read this set of guidelines and the IGSES website before application submission. If you would like to apply to other doctoral programs, please refer to the IGSES website for specific instructions.

1. Overview of admission schedule

Applicants are strongly encouraged to submit their applications as early as possible to allow our office and potential supervisors sufficient time to consider the submitted documents.

In the event that documents submitted do not meet this guideline, our office will ask the applicant to submit other materials or modify the documents. If applicants cannot submit all of the required documents by the submission deadline, the application will be automatically rejected regardless of completion of the submission.

Table 1 Schedule of application for category D-b (the IEI program for self-financed applicants)

Application submission	From May 8 to May 24, 2017 by post Applicants MUST pay an admission fee of 30,000 JPY.
Screening	For the period between the receipt of the application documents and June 21, 2017 , applicants may be required to attend an online interview. The details will be announced later from the relevant department.
Notification of screening results	July 3, 2017
Registration	Applicants MUST pay an enrollment fee of 282,000 JPY. *The details of the registration procedure will be announced <u>to successful applicants after the notification of the screening results.</u> Students may be allowed to postpone the payment of enrollment fee by submitting a petition of extension.
Enrollment	October 1, 2017

2. Eligibility

- 1) Applicants must hold a master's degree (or equivalent) awarded by a university, or expect to receive a master's degree by September 30, 2017.
- 2) Applicants must be physically and mentally capable of pursuing studies at a university.
- 3) Applicants must possess an acceptable official English qualification, such as a qualifying TOEFL, TOEIC, IELTS, or Cambridge Certificate scores (a photocopy of the scores obtained must be attached).

Applicants who are unsure of their eligibility **MUST** contact the IGSES Student Affairs Division as soon as possible at igsesadmission@tj.kyushu-u.ac.jp.

3. Required documents and submission process

All applicants to the IEI Program at Kyushu University are required to submit the following application documents prior to the deadline.

Table 2 Required documents for application submission for **category D-b**

#1	Application form (Form D-1, 6 pages)
#2	Research proposal
#3	Abstract of your master thesis
#4	Academic transcripts for both master and bachelor degrees that quantitatively indicate your academic performance evaluation (e.g., grade point average, GPA) Certificates indicating the completion of your undergraduate and graduate studies
#5	Your English test/exam certificate
#6	Copy of your passport (photograph and information page)
#7	An invitation letter from an IGSES faculty member
#8	Referee report by an academic reference (Form D-8)
#9	Proof of payment of admission fee of 30,000 JPY
All documents submitted in a language other than English must be accompanied by officially translated and certified copies in the English language.	

- ✓ You must submit your application documents by post to the following address.

Postal address
TO: IGSES Student Affairs Division IGSES Student Affairs Division, Interdisciplinary Graduate School of Engineering Sciences, Kyushu University 6-1 Kasuga-Koen, Kasuga 816-8580, JAPAN Tel +81-92-583-7513 FAX +81-92-583-8988

- ✓ A referee report from an academic (#8) must be individually enclosed in a sealed envelope, the openings of

which bear his/her handwritten signature. The applicant must send the envelope by registered mail with other documents to the address above. Alternatively, scanned images of the referee report (#8) MUST be sent by an academic reference from his/her official business email address to igsesadmission@tj.kyushu-u.ac.jp prior to the deadline. It is the responsibility of applicants to ensure that the referee report reach to the address below no later than the deadline.

- ✓ Within a few days of receiving your application documents and referee report, the office will send you a confirmation email acknowledging receipt. If you do not receive a confirmation email, please contact the office.
- ✓ In the event that documents submitted do not meet these guidelines, the office will ask the applicant to submit other materials or modify the documents.
- ✓ If applicants cannot submit all of the required documents by the submission deadline, the application will be automatically rejected, regardless of troubles of mail delivery.

4. Guidelines for completing application documents except #1

#2 Research proposal

This document must be typewritten using a computer and must not be longer than two pages (A4).

Please provide a statement on a research area in which you would like to conduct Ph.D. research; indicate any relevant prior knowledge or experience, as well as your potential contribution to this area.

In addition, please propose a research project that you would to conduct under the supervision of the professor you selected. IGSES uses research proposals to assess the quality and originality of your ideas, critical thinking skills, fundamental knowledge of and experience in a relevant academic area, and your motivation.

#3 Abstract of your master thesis

Please summarize your master thesis research as an abstract, which must not be longer than two pages (A4), including the reference. The abstract must describe the goals, investigative approach, and main conclusions of the work. If needed, a maximum of two illustrations will be allowed.

This document must be typewritten in Microsoft Word format (file type: doc or docx). Handwritten forms will not be accepted.

Do not submit copies of any original work published or submitted for publication.

#4 Your academic transcripts for both master and bachelor degrees and certificates that indicate the completion of your undergraduate and graduate studies, as well as your academic performance evaluation

Submit official qualifications (certificates or transcripts) of your academic achievements, including the specifics of your overall scores, such as your GPA, and types of degrees you hold, and the completion of your undergraduate and graduate studies.

Kyushu University uses the Grade Point Average (GPA) on a 4.0 scale for the academic evaluation, which is a credit-weighted average of grading points as defined by the table shown below. The minimum requirement of applicants for the IEI Program with the scholarship is a GPA of 3.0 for both undergraduate and graduate studies.

Grade point	Assessment	Percentile scale
4	Excellent	90 – 100

3	Good	80 – 89
2	Fair	70 – 79
1	Pass	60 – 69
0	Fail	0 – 59

If your academic achievements are rated using a different system, you **MUST** submit supplemental documentation that depicts the converted GPA scores on a 4.0 scale and explains how to calculate them, as well as the official documents that explain the definition of the evaluation score used in your academic transcripts.

#5 Your English test/exam certificate

Submit a scanned image of the score sheet for the IELTS, TOEFL, or any other public English examination you have taken.

Applicants from the following countries are exempt from the requirement to submit evidence of English language ability:

Antigua and Barbuda, Australia, Bahamas, Barbados, Belize, Canada, Dominica, Grenada, Guyana, Republic of Ireland, Jamaica, New Zealand, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Trinidad and Tobago, United Kingdom, United States of America

or if applicable, please submit a signed declaration from your referee to confirm that the medium of instruction in your university is completely in English.

#7 An invitation letter from an IGSES faculty member

Applicants MUST submit an invitation letter from an IGSES faculty member, who are willing to accept you as a Ph.D. student through the IEI program (see also “6. *How to Find a Research Supervisor*”).

#8 Referee report from one academic reference (Form D-8)

Reference from one academic is required for the application.

The IGSES Student Affairs Division may contact your academic references for further information.

Kindly ask your reference to complete the blanks in Form D-8 and enclose this form with their letter in a sealed envelope, the opening of which bears their signature. The sealed envelope must be sent by registered mail with other application documents to the IGSES Student Affairs Division by an applicant.

Alternately, you may ask your reference to email the scanned Letter of referee report to igsesadmission@tj.kyushu-u.ac.jp from his/her official business e-mail address before the deadline.

#9 Application fee 30,000 JPY

Application fee should be paid no later than May 24, 2017 by using a credit card payment system (refer to the attached sheet) or by transferring to the bank account as shown in the below table.

*Applicants from the Master Course of the Graduate School of Kyushu University are exempt from the application fee.

Bank	Sumitomo Mitsui Banking Cooperation	Branch	Fukuoka Branch
Account Type	Saving Account	Account Number	7119240
Account Holder	Kyushu University	SWIFT Code	SMBC JP JT

After completing a payment, please be sure to submit a proof of payment* with other required documents.

*If you use a payment slip at the bank, write “Application fee” in the space for purpose of remittance, as well as your name, nationality and “ES” (the alphabetical code for IGSES) in the space for message to payee. In that case, you are required to submit the proof which you receive there. If you pay by using a credit card system, a printout of the “Result” page is required.

5. Guidelines for completing application form #1 (D-1)

Note 1: Name and photo

Enter your full official name as it appears on your passport as well as a preferred name, which we may use for our communications with you. Your full official name will appear on your degree certificate. The official name that you provide will also be used for the offer letter and visa statement. Changes CANNOT be made to the provided official name at a later date.

Paste your passport-size photograph taken within the past six months.

Write your name and nationality in block letters on the back of the photo. The size should be 4 cm by 3 cm.

Note 2: English language proficiency

(a) Submit a photocopy of your score sheet for IELTS, TOEFL, or any other examination with the application form; indicate your overall score and date of the test; or

(b) Request the Educational Testing Services to send the original TOEFL score sheet to the IGSES Student Affairs Division, Kyushu University.

6. How to find a research supervisor

List of IGSES Faculty Members as Potential Research Supervisors

- The IGSES website gives a list of IGSES faculty members who are open to accepting international students through this program.
- The list contains the professors’ names, their research areas, URL of their laboratories, potential themes for Ph.D. research, and preferred method contact with applicants.
- Please carefully read the list and select a professor under whom you would like to conduct your Ph.D. research.
- You should extensively prepare and research the activities of your chosen professor. Most professors and their research groups have detailed websites and extensive publication lists. Multi-post email requests are not encouraged.
- Please remember that IGSES professors are enthusiastic in welcoming excellent applicants. Based on the submitted documents or your email contact, professors will assess whether an applicant possesses sufficient academic ability, such as a basic knowledge of their chosen research area, strong ability for self-learning, excellent communication and presentation skills, as well as strong motivation to undertake doctoral level research.

7. Miscellaneous

- Documents that you submit will not be returned and the screening fee is non-refundable. No changes will be accepted regarding the contents of the documents after you have submitted them.
- The University provides consultation for applicants with disabilities who may require special arrangements during the entrance examinations or in classes after enrollment. Please contact the Student Affairs Division at the address given below prior to the application process as soon as possible, as it sometimes takes extra time to

decide on the arrangements depending on the situation.

- Please contact the Student Affairs Department at the address given below for any question concerning admission procedures.

8. Handling of personnel information

- The personal information on the application documents will be used for the admission screening and the following purposes.
 - a) Address, name and other personal information of successful applicant will be used for enrollment procedure.
 - b) The personal information used for the admission screening such as your grades and other personal information will be utilized anonymously for research and study related to the admission screening of this graduate school.
- The personal information on the application documents will not be provided to any third party or used for any purposes other than above without obtaining prior consent from the actual applicant, with the exception of the case stipulated in the Article 9 of the Act on the Protection of Personal Information Held by Independent Administrative Agencies.

Contact information

IGSES Student Affairs Division, Interdisciplinary Graduate School of Engineering Sciences, Kyushu University
6-1 Kasuga-Koen, Kasuga 816-8580, Japan
Tel +81-92-583-7513 FAX +81-92-583-8988

APPLICATION FORM 2017

**Intellectual Exchange and Innovation Program
For self-financed students**
Interdisciplinary Graduate School of Engineering Sciences (IGSES)
Kyushu University

For office use only

Examinee number

This is the application form for enrollment into the October 2017 Intellectual Exchange and Innovation (IEI) Program. All fields must be completed; failure to complete fields may delay the processing of your application.

Please read the attached guidelines very carefully.

This form must be .typewritten. **Handwritten applications will not be accepted.**

Section A: Your personal details

Please enter your name exactly as it appears on your passport (See Note 1).

Family name:		Title: (Mr., Ms., Mrs., Miss, Dr.)		Paste a passport-size photograph of yourself taken within the past six months.
First name:		Gender		
Middle name(s):		Male <input type="checkbox"/>	Female <input type="checkbox"/>	

Date of birth month ____ day ____ year _____

Section B: Contact information

This is the address we will use to send your offer letter; please inform us immediately if you change your address.

Home address:		Correspondence address (if different):			
City:		City:			
Postal code:		Postal code:			
State or province:		State or province:			
Country:		Country:			
Telephone (home):	Country code:		Area code:		Number:
Telephone (mobile):	Country code:		Area code:		Number:
Email address:					
Skype ID (if available):					

Section C: Nationality and citizenship

Country of birth:

Please include all countries of which you are or have been a citizen. If you have renounced your citizenship to a particular country, please specify the date of renouncement. Please do not specify an end date unless you are no longer a citizen of that country. If you are a citizen of multiple countries, please indicate which passport you will use to enter Japan by placing an asterisk (*) next to this entry and listing it first. Please provide the passport number, nationality, and expiration date.

Nationality	From (dd/mm/yyyy)	To (dd/mm/yyyy)	Passport number and expiration date (dd/mm/yyyy)

COUNTRY OF RESIDENCE. Please provide residency information for the past three years. This includes the country in which you normally live, but not a country in which you are temporarily studying. Please do not specify an end date unless you no longer reside in that country.

Country	From (dd/mm/yyyy)	To (dd/mm/yyyy)

Section D: Guarantor

For the purposes of this application, a guarantor is defined as a person who knows you personally and can be contacted if any emergency should arise. Ideally, the guarantor should be a close family member who currently resides in the country in which you also currently live and who is able to communicate in Japanese or English.

Name:		Relationship to applicant:	
Contact address:			
Tel:		Email address:	(if available)

Section E: English language ability

If you are a citizen of one or more of the following countries in which English is an official language, you are exempt from the language requirements of this application. Mark the box if applicable.

- I am from a country listed below. → Go to Section F**
 Antigua and Barbuda, Australia, Bahamas, Barbados, Belize, Canada, Dominica, Grenada, Guyana, Republic of Ireland, Jamaica, New Zealand, St Kitts and Nevis, St Lucia, St Vincent and the Grenadines, Trinidad and Tobago, United Kingdom, United States of America.

Select the appropriate English language qualification which you hold. With this form, please submit a score sheet as evidence of proficiency in English (See Note 2).	<input type="checkbox"/> TOEIC® <input type="checkbox"/> TOEFL® iBT <input type="checkbox"/> IELTS™ <input type="checkbox"/> Other (please specify) : _____
---	--

Overall score:		Date of test:	
----------------	--	---------------	--

Section F: Details of current and previous education

Please list all schools, colleges, and universities you have attended. In the "Remarks" column, please indicate your overall score such as GPA, qualification, or type of degree. If you have not yet completed your master degree course, please state the expected month and year of graduation.

School or institution attended	Enrollment date (Month / Year)	Graduation date (Month / Year)	Remarks

Total number of years in full time education	Years:
--	--------

Section G: Work experience

Please provide details of your past employment history (if any).

Name of organization	Period of work		Position	Responsibilities
	From mm/yyyy	To mm/yyyy		
	From mm/yyyy	To mm/yyyy		
	From mm/yyyy	To mm/yyyy		
	From mm/yyyy	To mm/yyyy		

Section H: Home institutions and degrees

In the rows for "Overall Score," please indicate your overall score (e.g. GPA) and type of degree (e.g. Bachelor of Engineering, Master of Science).

Undergraduate education

Type of degree:		Date awarded:	mm/yyyy
Overall score:			
Academic advisor or supervisor:	Name:		
	Title:	Position:	
	Email address:		
Institution name:		Country:	
Name of department or faculty:			

Graduate education

Type of degree:		Date awarded:	mm/yyyy
Overall score:			
Academic advisor or supervisor:	Name:		
	Title:	Position:	
	Email address:		
Institution name:		Country:	
Name of department or faculty:			

Section I: Academic reference information

Please nominate ONE ACADEMIC reference.

In addition, include his/her corresponding report with the application documents you submit; this report must be formatted according to the 'Referee Report' available on the IGSES website.

Reference	Title:		Name:		
	Name of institution, faculty, and department:				
	Contact address	Telephone:			
		Email address:			
		Postal address:			

Section J: Potential supervisors

Please list the IGSES professor who you would like to have supervise your doctoral study. You are required to contact him/her beforehand, and obtain an invitation letter.

Name:

Department :

Section L: List of publications

List publications as per the following sub-sections: peer-reviewed journal articles, journals without peer reviews, international conferences, domestic conferences, and others.

List authors according to original order as they appeared on the scientific paper, complete title of the journal and article, first and last page of the article, and year of publication.

Do not list papers currently being written or papers submitted but not yet accepted.

Peer- reviewed journal articles

- 1)
- 2)

Journal articles without peer reviews

- 1)
- 2)

Proceedings from international conferences

- 1)
- 2)

Proceedings from domestic conferences

- 1)
- 2)

Section M: Check list

Please carefully verify that you have fulfilled the following requirements prior to submission.

- ✓ The documents from #1 to #7 must be submitted via registered mail prior to the deadline.
- ✓ Referee report from one academic (#8) must be individually enclosed in sealed envelope, the opening of which bear his/her handwritten signature, and the letter must be sent to the IGSES Student Affairs Division by registered mail. Alternately, scanned image of the referee report (#8) MUST be sent by the academic reference from his/her official business email address prior to the deadline.

- 1. Completion of this application form (Form D-1, seven pages)
- 2. Research proposal
- 3. Abstract of your master thesis
- 4. Copy of your academic transcripts for both master and bachelor degrees
- 5. Copy of your English test/exam certificate
- 6. Copy of your passport (photograph and information page)
- 7. An invitation letter from an IGSES faculty member
- 8. Referee report by one academic reference (Form D-8)
- 9. Proof of payment of admission fee(30,000JPY)

<p>Referee Report Form Intellectual Exchange and Innovation Program (IEI Program) Kyushu University</p>	<p>For office use only</p> <p>Examinee number</p>
--	--

TO: The applicant; Applicant information

Please complete this section. You should ensure that your referee as named on your application form is given a copy of this form to submit with his/her letter of reference.

Family name :		Home country :	
First name :		E-mail address :	
Middle name(s) :			

TO: The referee;

Please provide a letter of reference of the above candidate's application.
 The reference must be submitted on official headed paper and sealed with this form in an envelope.

It would be helpful if you could include information on the following:

1. Length of time and capacity in which you have known the applicant
2. Applicant's qualifications, level of performance and results (or expected results)
3. Your assessment of applicant's potential/suitability to undertake research
4. Candidate's motivation and intellectual capacity
5. What you consider to be his/her main strengths and weaknesses
6. If the candidate's first language is not English, whether you consider his/her ability to read, write, speak and comprehend English adequate for the graduate study

Referee's name:		Title (Dr/Prof/Mr/ Mrs/Miss/Ms)	
Name and address of institution/ organization:			
Referee's signature		Date:	

Please circle an appropriate one among 5 level evaluations, which refers to the ability of the candidate relative to other students in your institution in the same year.

Academic performance	Top 5%	Top 10%	Top 25%	Top 50%	Bottom 50%
Intellectual ability	Top 5%	Top 10%	Top 25%	Top 50%	Bottom 50%
Capacity for original thinking	Top 5%	Top 10%	Top 25%	Top 50%	Bottom 50%
Motivation for graduate study	Top 5%	Top 10%	Top 25%	Top 50%	Bottom 50%

KYUSHU UNIVERSITY

How to make the Payment for the Application Fee by Credit Card, Union Pay, and Alipay.

24 hours a day, 365 days a year, you can pay anytime! Easy, Convenient and Simple!

You can pay the Application Fee by using Credit Card, Union Pay, and Alipay.



Access

<https://e-shiharai.net/english/>



Online Transaction

1. Top Page	Click "Examination Fee".
2. Terms of Use and Personal Information Management	Please read the Terms of use and Personal Information Management. Click "Agree" button located in the lower part of this page if you agree with these terms. Click "Not agree" button located in lower part of this page if you do not agree with these terms.
3. School Selection	Select "Kyushu University (Undergraduate Schools)" or "Kyushu University (Graduate Schools)."
4. School Information	Read the information carefully and click "Next".
5. Category Selection	Choose First to Fourth Selection and add to Basket.
6. Basket Contents	Check the contents and if it is OK, click "Next".
7. Basic Information	Input the applicant's basic information. Choose your credit card and click "Next".

Paying at Credit Card

Input Credit Card Number (15 or 16-digits), Security Code and Expiration date.

All of your application information is displayed. Check and Click "Confirm".

Click "Print this page" button and print out "Result" page.

Paying at Union Pay, Alipay

Follow the onscreen instructions to complete the card payment.

Please click the "Application Results" button in the upper part of this site (e-shiharai.net).

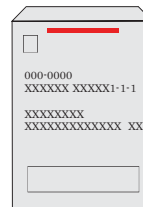
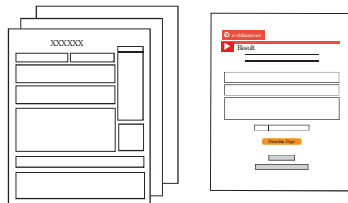
Please write down the "Receipt Number" given when you complete your application, and enter your "Payment Method", "Receipt Number" and "Birth Date". Please make sure your printer is ready.

Please print out the "Payment Inquiry - Inquiry result" page.

Application

Enclose the printed "Result" page in an application envelope with other necessary application documents.

Necessary application documents



Mail it via post

POST OFFICE

[NOTICE/FAQ]

- You can make a payment anytime, during the payment period mentioned in the application instructions.
Please refer to the application instructions and complete payment in time.
- Please complete payment by 11:00 pm Japan time, on the last date of the payment period.
- Please note that refund is not possible once you have made a payment of Application fee.
- A fee is added to Examination fee. For further info, please visit our website.
- It is possible to use a card which carries a name different from that of the applicant. However, please make sure that the information on the basic information page is that of the applicant him/herself.
- If you did not print out "Result" page, you can check it later on Application Result page. Please enter "Receipt Number" and "Birth Date" to redisplay.
- Please directly contact the credit card company if your card is not accepted.

For questions or problems not mentioned here, please contact:

E-Service Support Center Tel: +81-3-3267-6663 (24 hours everyday)