

Guidelines for Overseas Application Submission (Admission in October 2017)

Requirements for Applicants

- All applicants must have completed 16 years of formal education in a country other than Japan or expect to complete 16 years of formal education by September 2017.
- All applicants must already hold a bachelor's degree obtained from a university outside Japan, with a score of at least a 3.0 grade point average (GPA) on a 4.0 scale or at least 2.3 GPA on a 3.0 scale.
- Applicants who hold a bachelor's degree obtained from a university outside Japan, are at least 22 years old by September 2017 and have completed 15 years of formal education in a country other than Japan are also allowed to apply by individual screening.
- All applicants must be less than 30 years old at the end of September 2017.

Submission Procedures

- The applicant must submit his/her application package by either the online system or by post to the following address. The posted application package must reach the **Green Asia Education Center Office** no later than the closing date.
- Please ensure that the referees' reports will arrive at the Green Asia Education Center Office before the completion of the online submission.

Online Submission *via* website (**strongly recommended**):

After preparing all the necessary submission materials, please access the following URL:

http://www.tj.kyushu-u.ac.jp/leading/en/c_how/online_submission.php

Follow the instructions on this page, and submit the documents as described.

- If the applicant has some difficulties in using the online submission system, the application documents can be sent *via* email.
- Type "Application Documents from [your full name]" in the subject line when you send the application by email.
- The Green Asia Education Center Office will send you back a confirmation email within 2 business days after receiving the application documents. If the applicant did not receive such email form, please contact the office again.

Email Submission:

TO: greenasia@ga.kyushu-u.ac.jp

- If the applicant has some difficulties in submitting both *via* website and email, the application documents can be sent by mail. Please use registered mail only to enable delivery status tracking.
- The office will send back a confirmation email within a few days after receiving the package. If the applicant did not receive such email, please contact the office again *via* email.

Postal Submission:

TO: Green Asia Education Center Office

Bldg. E-313, Kyushu University Chikushi Campus, 6-1 Kasuga-Koen, Kasuga, Fukuoka, 816-8580, Japan

Tel: +81-92-583-7823, FAX: +81-92-583-8909

Necessary Documents and Closing Date

- All applicants to the Advanced Graduate Program in Global Strategy for Green Asia (Green Asia Program) are required to submit the following application documents no later than **November 18th, 2016**.
 1. Application form (6 pages)
 2. A copy of the applicant's qualifications (certificates or transcripts) from his/her academic achievements as an undergraduate
 3. A copy of a score sheet of a globally accredited English proficiency test (TOEIC, TOEFL, IELTS, etc.)
 4. Report forms by two academic referees
 5. Written recommendations from two academics
 6. A copy of the page of the applicant's passport bearing the passport number and his/her photo
 7. An invitation letter from a faculty member of Kyushu University – optional, but strongly recommended. See “How to Find a Research Supervisor”.

Documentation Language

In the case of documents submitted in a language other than English, the corresponding and certified copy in English must be provided.

Application Form Overview (1)**Note 1: Personal Details (Section A)**

- The applicant must input his/her full legal name as appears on his/her passport, which will be used for the offer letter and visa statement. This full legal name will also appear on the degree certificate, and cannot be changed at a later date.

Note 2: Contact Information (Section B)

- Input the primary address that the Green Asia Education Center Office should use to send the offer letter or other official documentation. It is crucial that the applicant informs us immediately if he/she changes his/her address.

Note 3: Guarantor (Section D)

- For the purposes of this application, a guarantor is defined as a person who knows the applicant intimately and can be contacted if any emergency should arise. Ideally this should be a close family member who currently resides in a country where the applicant now lives and is able to communicate in Japanese or English.

Note 4: English Language Ability (Section E)

- The applicant must submit a scanned image of the score sheet of a globally accredited English proficiency test such as TOEIC, TOEFL, and IELTS with his/her application form, and input the overall score and date of the test.
- He/she is also accepted to request Educational Testing Services (ETS) to send the original TOEFL score to the Green Asia Education Center Office, Kyushu University.
- An applicant from the following countries is exempt from the requirement to submit a copy of a score sheet of a globally accredited English proficiency test.
Antigua and Barbuda, Australia, The 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

Note 5: Details of Current and Previous Education (Section F)

- In the columns entitled ‘remarks’, please input the overall score, qualification, or type of award.
- If the applicant has not completed his/her degree course yet, please input the expected year and month of graduation.

Note 6: Preferred Research Laboratories (Section J)

- If the applicant can not obtain an invitation letter from a faculty member of Kyushu University which indicates their willingness to supervise the applicant in the Green Asia Program, please select three laboratories and their respective numbers from the list that is provided on the website “How to Find a Research Supervisor”.
http://www.tj.kyushu-u.ac.jp/leading/en/c_how/find_sv.php
- The list indicates the laboratories of professors who are open to accept an international student for the matching service.

Undergraduate Qualifications (Certificates or Transcripts) (2)

- If an applicant has not completed his/her undergraduate course but is expected to complete it by August 2017 or earlier, he/she should submit the transcript that includes the scores/grades for all of the credits that he/she has earned so far.

Globally Accredited English Proficiency Test (3)

- All applicants need to take a globally accredited English proficiency test such as TOEIC, TOEFL, and IELTS, except an applicant from the following countries:
Antigua and Barbuda, Australia, The 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
- A certification of academic education in English from a university is not acceptable as an alternative of such English test.

Academic Referee Report Forms (4)

- Referee reports from two referees are required for the application.
- Please use the referee report form in the application package.
- One referee should be the supervisor of the applicant’s graduation thesis or most recent research activity.

- Kindly ask the referees to send us their reports enclosed in sealed envelopes whose openings bear their signatures (and to indicate your name clearly), or email a scanned image of the report to the Green Asia Education Center Office (email: greenasia@ga.kyushu-u.ac.jp) from the referee's official business email address. The Green Asia Education Center Office may write to the referees for further information.

Written Recommendations (5)

- Written recommendations from two academics, bearing a letterhead used by a recommender officially or normally and his/her signature, are required for the application.
- The recommenders should be same as the academic referees for the above report.

The Invitation Letter (7)

- Applicants can acquire information regarding how to find his/her research supervisor from the website "How to Find a Research Supervisor".

http://www.tj.kyushu-u.ac.jp/leading/en/c_how/find_sv.php

- The Green Asia Program requests that all applicants submit an invitation letter from a Green Asia faculty member who is willing to supervise them, provided that they pass all of the screening procedures. The applicants must receive the invitation letter *via* the following procedure. Therefore, the submission of an invitation letter along with other application documents is optional, but strongly recommended.

(1) Direct contact with a Green Asia faculty member (strongly recommended):

- Because the following four departments are core organizations of the Green Asia Program, all of the professors and associate professors who belong to those departments can become a research supervisor for this program. An applicant can check their specialties and contact them to ask for an invitation letter.

Interdisciplinary Graduate School of Engineering and Science (IGSES) (at Chikushi Campus)

- ◇ Department of Applied Science for Electronics and Materials (ASEM)
- ◇ Department of Molecular and Materials Sciences (MMS)
- ◇ Department of Energy and Environmental Engineering (EEE)

<http://www.tj.kyushu-u.ac.jp/en/index.php> (the website of IGSES)

Graduate School of Engineering (at Ito Campus)

- ◇ Department of Earth Resources Engineering

<http://www.mine.kyushu-u.ac.jp/english/index.html>

- Professors and associate professors who belong to the following two departments can also accept a student of the Green Asia Program.

Interdisciplinary Graduate School of Engineering and Science (IGSES) (at Chikushi Campus)

- Department of Advanced Energy Engineering Sciences (AEES)
- Department of Earth System Science Technology (ESST)

<http://www.tj.kyushu-u.ac.jp/en/index.php> (the website of IGSES)

(2) Consultation service for matching an applicant and a supervisor

- If an applicant cannot find his/her research supervisor, the Green Asia Program can provide a consultation service for matching such an applicant and a potential research supervisor.
- When the applicant wants to use this service, he/she must give the names of the professor(s) who he/she wants to ask to become his/her supervisor on the application form. The applicant can select up to three candidates.
- Unfortunately, professors who are willing to accept a student of the Green Asia Program *via* this matching service are limited. Therefore, please carefully check the list that is provided from the website “How to Find a Research Supervisor”.

http://www.tj.kyushu-u.ac.jp/leading/en/c_how/find_sv.php

Contact Information

Green Asia Education Center Office, Kyushu University

Chikushi Campus bldg E-313, 6-1 Kasuga-koen, Kasuga, Fukuoka, 816-8580, Japan

TEL: +81-92-583-7823/7825, FAX:+81-92-583-8909, e-mail: greenasia@ga.kyushu-u.ac.jp

The Green Asia Program: <http://www.tj.kyushu-u.ac.jp/leading/en/index.html>