



## Academic Year 2019 - Musashi University Graduate School - Research Student Application Requirements

### Purpose

The Musashi University Graduate School Research Student System is an arrangement under which persons seeking to conduct research in specific subject matter are accepted as research students with requisite guidance for the subject research provided by academic supervisors predicated on the research projects promoted by research students at their own initiative and activity, so as to enable the attainment of the research objectives

### Eligibility

Eligible to apply are persons who either hold a master's degree, or expect to complete a master's degree in March 2019, or persons corresponding to the above.

\* In addition to the aforementioned qualifications, foreign nationals must have one of the following qualifications. Provided, however, that the qualification must have been acquired within two years from the date of application. Notably, persons who have graduated from a high school or university in Japan or persons whose native language is English are exempted because they can be considered as having one of the following qualifications.

- (1) Passed Level N1 of the Japanese Language Proficiency Test (previously Test Level 1) (Administered by the Japan Educational Exchanges and Services or the Japan Foundation)
- (2) Passed the Examination for Japanese University Admission for International Students "Japanese" with a score of at least 270 points (Provided, however, that the sum of scores for "Reading comprehension" and "Listening comprehension / Listening and Reading comprehension" must total at least 240 points, and the score for "Descriptive writing" must be at least 30 points.) (Administered by the Japan Student Services Organization)
- (3) Passed the J.Test (A-D level) with a score of at least 700 points (Administered by the Japanese Language Examination Association)
- (4) Passed the International English Language Testing System (IELTS™) examination with a score of at least 5.5 (Administered by the International English Language Testing System (IELTS))
- (5) Passed the TOEFL iBT® examination with a score of at least 87 (Administered by the Educational Testing Service (ETS))

### Application documents

1. Research student application form (with photo), curriculum vitae (on the back of the application form), and research plan. In all cases the forms prescribed by the University must be used. Please use handwriting to fill in the application form. For the research plan you may use handwriting or a PC, etc., consistent with the form prescribed by the University.
2. Master's certificate of a graduate school or corresponding document (Not required by master course graduates of the University and prospective master course graduates of the University, as well as persons who seek to engage in research continuing from the previous academic year.)
  - \* Persons who have applied with a certificate of forthcoming completion of a masters course must submit a master's certificate by March 31.
3. Certificate of residence (issued within three months before the application date. In the case of foreign nationals, nationality and status of residence must be stated.)
  - \* Queries concerning the status of residence must be made by applicants themselves with the immigration bureau.
    - Website of the immigration bureau: <http://www.immi-moj.go.jp/>
    - Foreign Residents Information Center

5-5-30, Konan, Minato-ku, Tokyo 108-8255 Tel. 03(5796)7112

4. Copy of the "Notification of Results" and the "Certificate of Japanese Proficiency" of the Japanese Language Proficiency Test, or copy of the notification of results of the Examination for Japanese University Admission for International Students, or copy of a document certifying a J.Test (A-D level) score of 700 or higher (only the persons concerned)
5. Copy of the Test Report Form of the IELTS or the Official Score Report of the TOEFL iBT® (only the persons concerned)

#### Application procedure

1. Application period: March 1 (Fri), 4(Mon), and 5 (Tue), 2019
2. Business hours: Weekdays 9:00 - 16:00
3. Place and method: Please have your application form documentation checked at the registrar's office (University Building No. 8, 1st floor) and then pay the examination fee of ¥5,000 in cash at the certificate vending machine. (Graduates of Musashi University and continuing research students are exempt from payment of the examination fee.)

#### Notes on application

1. Please use block letters and Arabic numerals. Please write with a black pen or ballpoint pen.
2. Please use handwriting for the application form. For the research plan you may use handwriting or a PC, etc., consistent with the form prescribed by the University.
3. Please check your application documentation carefully. Application documentations will not be accepted if the information to be entered is incomplete, or if a seal impression is unclear, or if a seal impression or a document is missing. Moreover, if you are contacted by the University, please promptly follow instructions.
4. Please choose as your guarantor an adult person resident in Japan.
5. Except for special circumstances, the period that research students (undergraduate and graduate students) can stay in Japan as exchange students is two years at the longest, which includes any periods of time that the students conduct activities in other Japanese universities.

#### Screening system

Primary: Documentation examination; Secondary: Interview examination (only for applicants who have passed the primary examination)

#### Date of interview

Applicants to be interviewed will subsequently be informed by telephone of their interview date and should therefore state a daytime telephone number in the designated space for contact details provided on the research student application form.

1. Interview dates: Scheduled for March 11 (Mon) and 12 (Tue), 2019
2. Interview place: Registrar's office

#### School year

One year (April 1, 2019 - March 31, 2020)

#### Fee

1. Examination fee: ¥5,000 (Graduates of Musashi University and continuing research students are exempt from payment of the examination fee.)
2. Research guidance fee: ¥346,000

### Admission notice and registration procedures

1. The registrar's office will on March 27 (Wed), 2019 notify applicants by telephone of the result of the secondary examination. Please ensure that you can be reached by telephone at the telephone number stated on your research student application form. If you have missed the telephone call, please contact the registrar's office (03-5984-3728) on the next day.
2. Admitted applicants are requested to complete the following necessary procedures. Please note that the admission will be cancelled if procedures are not completed within the prescribed period.
  - (1) Period: March 27 (Wed), 2019 - March 29 (Fri) 2019, 12:00  
Place: Registrar's office: (Weekdays 9:00 - 16:40)
  - (2) Method of payment of the research guidance fee: Please pay by bank transfer within the prescribed period. Remittance forms are available at the registrar's office. \* Paid-in research guidance fees are non-refundable in any circumstances.
  - (3) Submission of applicant's photograph (for the identification card)  
4cm high × 3cm wide; no hat, taken within the last three months (1 print)

### Notes on registration

1. Orientation will be held in the first ten days of April, which should be attended (Notice will be given at registration).
2. Students must appear regularly at the University for research guidance. The manner of research proceedings should be determined based on careful consultations with the academic supervisor.  
\* Students may have to take classes in accordance with the instructions of the academic supervisor. Taking classes is a means for providing students with regular guidance. No credits can be acquired.
3. On the first day research students should collect their research student certificates at the registrar's office. Notably, research student certificates cannot be used for purchasing student commuter passes and for obtaining student discounts.
4. Since information such as suspension of classes and class room changes, etc., is published on the Academic Support Portal Site, operating a PC or mobile phone will be necessary.
5. Changes and renewals of the visa status of foreign nationals must be promptly filed with the registrar's office after the fact. Failure to make such filing incurs expulsion from the University.
6. Poor attendance can result in an expulsion order from the University.

### Handling of personal information

Personal information obtained in connection with this application will be used exclusively for examining the application filing and for university register administration purposes after acceptance, and will be treated appropriately with consideration of the protection of privacy.

### Contact

Musashi University, Academic Affairs Division (Attn: Research Student Officer)  
1-26-1, Toyotamakami, Nerima-ku, Tokyo, 176-8534 Tel: 03 (5984) 3728

\* Business hours: Weekdays 9:00 - 16:40