

# Application Guideline for research student of graduate school of KNU

(For the international applicants receiving scholarship)

An applicant who wishes to be a research student in the graduate school shall submit an application in accordance with the following application guideline. The commencement month of the research student is on April.

1. Prior to the submission of the application, an applicant who intends to apply for a research student shall select the research field, identify a faculty member as her advisor during the study period and obtain concurrence from the identified faculty member.
2. An applicant shall complete and forward the attached *pro-forma* to the Academic Department of the KNU with application processing fee (JPY 30,000)
  - (1) Fill in and submit a pro-forma for application with the written consent from a KNU faculty member. (ANNEX1)
  - (2) Curriculum Vitae including education and working experience, any license and certificate, academic and social activity, and award and punishment. A photo shall be attached (ANNEX2).
  - (3) A certificate of the last academic history (Graduation certificate)
  - (4) A list of the academic studies (if applicable)
  - (5) An approval letter from the organization to which the applicant belongs (if applicable. Any format is acceptable)
3. Deadline of the application

The deadlines of the application for April commencement is 20<sup>th</sup> November for each year. However, if these dates fall on either Saturday, Sunday or a national holiday, the deadline is the previous day.
4. Successful applicants who are admitted to the graduate school shall pay by bank transfer as the first installment of the first six months tuition including Japanese language learning fee (JPY 240,000 / JPY40,000X 6months ) within two weeks after receiving the acceptance notification from the KNU so as to complete the admission process. The payment form will be sent to the applicant directly. The tuition shall be paid twice a year (the first half and the second half).
5. KNU shall issue and forward the certificate of admission to those applicants who have completed the admission process as mentioned above.

- 6 . The status of a research student will be renewed annually. If a research student wishes to continue for the next year, she has to submit the application form within the deadline specified above and complete the process for continuation.

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◆The delivery address of the application

Academic Office of KNU

〒350-0288 3-9-21 Chiyoda Sakado city Saitama

[Tel:+81-49-282-3601](tel:+81-49-282-3601)

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Email: [skyomu@eiyo.ac.jp](mailto:skyomu@eiyo.ac.jp)

◆For any questions and consultation in English

International Office of KNU

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