

**NU-AAS Application Checklist**  
**Research Student Program**  
**at Graduate School / School of Engineering**  
**at Graduate School / School of Humanities**  
**and at Graduate School / School of Informatics**

**If you need the Japanese version of application checklist, please [click here](#)**

Research students can pursue their research under the supervision of an academic advisor as well as prepare to enroll in a postgraduate program at Nagoya University. Admission for a Research Student Program is conducted by each School of Nagoya University. Please review the following application procedures and supporting documents required by the School in which you wish to enroll.

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**■ Graduate School / School of Engineering**

Applicants applying for the **April 2023** admission should submit the First Step by **Tuesday, September 20, 2022**. Successful candidates will receive a preliminary approval by email before **Friday, November 18, 2022**. Without the approval, you will not be able to proceed to the Second Step. The Second Step should be completed by **Wednesday, November 30, 2022**.

For applicants who apply for Graduate Department of Materials Physics, please refer to ★ Note below for more information before starting your application.

**Required Documents**

- In November 2021, in accordance with the clarification of the scope of control for “deemed exports” under the Foreign Exchange and Foreign Trade Act (“FEFTA”), some provision of sensitive technology to students by universities and research institutions has become subject to control under the FEFTA. Consistently with this change, when applying for student to study at the University, applicants will be required to submit a “Declaration of applicable specific categories” based on the

“Flowchart for determining applicable specific categories.” Some applicants will also be required to submit a “Letter of Confirmation” at the time of their admission. Please refer to the following website for the “deemed exports”.

[http://www.aip.nagoya-u.ac.jp/researcher/security/docs/mat6\\_English\\_gakusei\\_setumeibun.pdf](http://www.aip.nagoya-u.ac.jp/researcher/security/docs/mat6_English_gakusei_setumeibun.pdf)

- Each document should be written in English or Japanese. If it is written in other language, the translated document in English or in Japanese should be attached.

#### <FIRST STEP>

- E1. Statement of purpose (research proposal)  
Write using approximately 800 words in English or 1,500 characters in Japanese including a research title and references.
- E2. Official transcript(s) of academic records  
Graduate students should submit academic records for both undergraduate and graduate studies.
- E4. Letter of recommendation ([designated form](#))
- E5. Certificate of graduation and degree (or certificate of expected graduation)
- E6. Online verification report of higher education qualification certificate or online verification report of student record (for applicants from mainland China)  
(which can be obtained after register on the Chinese Ministry of Education website <<http://www.chsi.com.cn/xlcx/bgys.jsp>>)
- E7. Certificate of proficiency in the Japanese or English language (Certificate of the Japanese Language Proficiency Test, or certificate written by the applicant's Japanese language instructor)
- E12. Application form and Declaration of applicable specific categories ([designated form](#)) ([Instructions for filling out the application form](#))

#### <SECOND STEP>

- E8. Documents of Financial Proof  
(On uploading documents, please combine 1) and 2) or 1) to 4) documents in a file)
  - (a) Applicant with a scholarship
    - 1) Method of support to pay for expenses while in Japan ([designated form](#))
    - 2) Certificate of scholarship awarded to the applicant (for applicants who have scholarships)
  - (b) Self-supporting applicant
    - (b1) In case that the financial supporter is the applicant  
(Note: Applicants cannot become their own financial supporter if they do not have work experience and income.)
      - 1) Method of support to pay for expenses while in Japan ([designated form](#))
      - 2) Statement of bank account balance of the applicant (for self-supporting applicants)
      - 3) Certificate of employment and earning of the applicant

- (b2) In case that the financial supporter is the applicant's relative/family member
  - 1) Method of support to pay for expenses while in Japan (**designated form**)
  - 2) Statement of bank account balance of the applicant or financial supporter (for self-supporting applicants)
  - 3) Certificate of employment and earning of the financial supporter (for self-supporting applicants who have a financial supporter)
  - 4) Certificate of kinship between the applicant and the financial supporter (for self-supporting applicants who have a financial supporter)
- E9. Copy of the information page of your passport (if you have a passport)
- E10. Copy of both sides of Residence Card (for applicants who live in Japan)
- E11. Identification photograph  
Solid-color background, showing a close-up of your full head and upper shoulders. The digital data should be uploaded onto the NU-AAS online application site. Do not wear sunglasses/tinted glasses, or headwear, unless this is for religious or medical reasons.
- E15. Application form for Certificate of Eligibility (for non-Japanese applicants who live outside of Japan) (**designated form**)
- E16. Copy of the receipt of examination fee.

★Note: Additional information for applicants who apply for Graduate Department of Materials Physics:

1. Please also consider applying for the Global 30 International Graduate Program for Engineering Physics. More information about the program and admission can be found [here](#).
2. Make sure to contact your prospective academic supervisor in advance before applying for the program. Click [here](#) for information about laboratory/research group at Engineering Physics.

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## Graduate School / School of Humanities

First, applicants applying for the April 2023 admission should find out which department (field) within the School of Humanities your prospective supervisor is affiliated to, and check out which group, Group I or II, it belongs to, referring to the table shown below.

Applicants to the Group II departments/fields should contact their prospective supervisor directly before applying to the NU-AAS. Applicants to the Group I departments/fields do not need to contact their prospective supervisor beforehand.

Applicants applying for the April 2023 admission should submit the First Step by **12pm (Japan Standard Time), Friday, September 9, 2022**. Successful candidates will receive

a preliminary approval by email in mid-April. Without the approval, you will not be able to proceed to the Second Step. The Second Step should be completed by **12pm, Thursday, November 10, 2022.**

## Required Documents

### <FIRST STEP>

- E1. Research Proposal ([designated form](#))  
Write using approximately 800 words in English or 2,000 characters in Japanese including a research title and references.
- E2. Official Transcript(s) of Academic Records

### <SECOND STEP>

- E3. CV (Curriculum Vitae, [designated form](#))
- E4. Letter of Recommendation
- E5. Certificate of Graduation (or Certificate of Expected Graduation ([example form](#)))
- E6. Credentials Report of Diploma by China Academic Degrees and Graduate Education Development Center (CDGDC) (For those who obtained a degree from a Chinese institution)
- E7. Language Proficiency Supporting Documents
- E8. Documents of Financial Proof (or Statement of Bank Account Balance) ([designated form](#))
- E9. Copy of the information page of your passport (If you have a passport)
- E10. Copy of Resident Record, *Juminhyo-no utsushi*, (For those who live in Japan)
- E11. Identification Photograph  
Solid-color background, showing a close-up of your full head and upper shoulders. The digital data should be uploaded onto the NU-AAS online application site. Do not wear sunglasses/tinted glasses, or headwear, unless this is for religious or medical reasons.
- E12. Admission Request Form ([designated form](#))
- E16. Copy of the receipt of examination fee

\* If you are currently employed by a company and will remain employed during your enrollment in the Research Student Program, please also submit E13 and E14.

- E13. Pledge by the applicant stating that s/he is applying to the university in order to receive the education for a personal purpose ([designated form](#)).
- E14. Pledge from a managerial representative of the company stating that the applicant is not dispatched to the university for the business purposes of the company, and his/her written consent for the applicant to enroll as a research student while employed at the company ([designated form](#)).

*(Table shown in next page)*

Table: Departments and Groups in Graduate School of Humanities

Group	Field/Department Name	Field Name in Japanese
I	Linguistics	言語学
I	Japanese Linguistics	日本語学
I	Teaching Japanese as a Foreign Language	日本語教育学
I	Applied Japanese Linguistics	応用日本語学
II	English Linguistics	英語学
I	English Literature	英米文学
I	English Language Education	英語教育学
II	Japanese Literature	日本文学
I	Chinese Linguistics and Literature	中国語中国文学
I	German Linguistics and Literature	ドイツ語ドイツ文学
I	German Cultural Studies	ドイツ語圏文化学
I	French Language and Literature	フランス語フランス文学
II	Classics (Western)	西洋古典学
II	Philosophy	哲学
I	Chinese Philosophy	中国哲学
I	Indian Philosophy	インド哲学
II	Cinema Studies	映像学
II	Japanese Culture Studies	日本文化学
I	Socio-cultural Change Studies	文化動態学
I	Gender Studies	ジェンダー学
I	Media, Culture, and Society	メディア文化社会論
II	Japanese History	日本史学
I	Asian History	東洋史学
II	Occidental History	西洋史学
I	History of Art	美学美術史学
II	Archaeology	考古学
I	Cultural Anthropology	文化人類学
II	Geography	地理学
II	Psychology	心理学
II	Sociology	社会学

## ■ Graduate School / School of Informatics

Applicants applying for the April 2023 admission should submit the First Step by **Thursday, September 22, 2022**. Successful candidates will receive a preliminary approval by email before **Friday, October 21, 2022**. Without the approval, you will not be able to proceed to the Second Step. The Second Step should be completed by **Friday, October 28, 2022**.

### Required Documents

Each document should be written in English or Japanese. If it is written in other language, the translated document in English or in Japanese should be attached.

#### <FIRST STEP>

- E1. Statement of Purpose (Research Proposal and Questionnaire) ([designated form](#))
- For part 1 Research Proposal, write using approximately 800 words in English or 2,000 characters in Japanese including a research title and references.E2. Official Academic Transcript(s) from most recent attended university.
- E5. Certificate of Graduation and Degree (or Certificate of Expected Graduation ([example form](#)))
- E7. Language Proficiency Supporting Documents (Japanese and English)  
Japanese refers to Japanese Language Proficiency Test N1 or N2 and English refers to TOEIC, TOEFL iBT or IELTS.

#### <SECOND STEP>

- E3. CV (Curriculum Vitae, [designated form](#))
- E4. Letter of Recommendation ([designated form for Research Student](#) or [designated form for Graduate School Research Student](#))
- E8. Documents of Financial Proof (or Statement of Bank Account Balance)
- E9. Copy of the information page of your passport (If you have a passport)
- E10. Copy of both sides of Residence Card (For those who live in Japan)
- E11. Identification Photograph  
Solid-color background, showing a close-up of your full head and upper shoulders. The digital data should be uploaded onto the NU-AAS online application site. Do not wear sunglasses/tinted glasses, or headwear, unless this is for religious or medical reasons.
- E12. Application Form ([designated form for Research Student](#) or [designated form for Graduate School Research Student](#))