



**ADMISSION OF FOREIGN STUDENTS TO
THE FOREFRONT STUDIES PROGRAM ON
CIVIL AND ENVIRONMENTAL ENGINEERING
TOWARDS CO-DEVELOPMENT OF ASIA AND JAPAN 2020
(Master of Engineering degree, Master of Environmental Studies degree)**

The Graduate School of Engineering and the Graduate School of Environmental Studies at Nagoya University are accepting applications from foreign students who wish to pursue a master's degree in the field of Civil and Environmental Engineering, with the financial aid of the Japanese Government (*Monbu-Kagaku-sho*; Ministry of Education, Culture, Sports, Science and Technology) Scholarship Program. The "Forefront studies program on civil and environmental engineering towards co-development of Asia and Japan" was started in 2018, replacing "Civil Engineering Special Program" implemented from 1987 to 2006, "Forefront Studies Program for Civil Engineering" implemented from 2007 to 2012, "Forefront Studies Program for Civil and Environmental Engineering" implemented in 2013, and "Forefront Studies Program on Civil and Environmental Engineering for Sustainable Co-Development" implemented from 2015 to 2017. This scholarship program provides a course specially designed for foreign students, in which course works and research supervision are carried out in English. The selection will be made basically by the submitted documents and internet interviews, and any applicants do not have to visit Japan for an entrance examination. Three students will be accepted for this program and those who will pass the selection process will be allowed to enter the master's program in October 2020 with a scholarship granted by the Japanese Government. For more information on the professors in this program and their research fields, please refer to the faculty page in the official website of our department: (<http://www.civil.nagoya-u.ac.jp/index.html>).

Applicants should carefully read the important program information explained in this document.

1. QUALIFICATIONS

Applicants not residing in Japan, who satisfy the following conditions:

- (1) Nationality
Applicants must be nationals of countries where the Japanese Government Scholarship is offered.
- (2) Age
Applicants must be under 35 years of age as of April 1, 2020 (born on or after April 2, 1985).
- (3) Academic background
To be eligible for admission, applicants must have completed (or will complete by September 2020), of 16 years of formal education in one's home country or other countries.
- (4) Health
Applicants must submit a health certificate in the prescribed format signed by a physician attesting that the applicant has no physical or mental conditions hindering the applicant's study in Japan.
- (5) Arrival in Japan
Applicants must be able to arrive in Japan between September 14 and 25, 2020.
- (6) English requirement

The applicant who has graduated from a university where the primary language of instruction is not English must satisfy one of the following requirements. However, an applicant who is a native speaker of English or who has received their education in a university program in which English was the primary language of instruction is exempted from this requirement.

- i. TOEFL: minimum score of 80 iBT; 60 Paper-delivered Test
- ii. IELTS: minimum band score of 6
- iii. Other evidence showing that the applicant has English proficiency at least equivalent to requirements i or ii above.

*Notes:

- i) *Those who apply to other university's programs with Japanese Government Scholarship should note the following conditions: If an applicant is accepted by two or more universities at the preliminary selection stage (see Section 5 of this document), he/she must choose only one university and withdraw his/her application to the other universities by himself/herself. Failure to do so will cause the removal of his/her name from the short list of all the universities for the final selection by the Government.*
- ii) *Military men/women and military civilian employees registered on the active list cannot apply.*
- iii) *Applicants who cannot arrive in Japan by the appointed date must decline the adoption.*
- iv) *Applicants who have completed their undergraduate program in Japan under the Japanese government scholarship should inquire in advance about the qualifications for application.*

2. APPLICATION PROCEDURES

2.1 Procedures and notes

- (1) The applicant refers to the tables containing the names of research laboratories/research groups, research areas, research projects and faculty members on the website (<http://www.civil.nagoya-u.ac.jp/introduction/teacher-e.html>) and decides the preferred research laboratories/research groups and supervisors to apply for. Note that it is possible to specify up to the second choice in the application form. He/she must make a pre-application inquiry regarding research projects to potential supervisors. He/she should make sure to contact at least one supervisor as your first choice.
- (2) The applicant prepares the documents shown in 2.2. Note that all certificates should also be written in either English or Japanese. Certificates written in languages other than English or Japanese are only acceptable if official English or Japanese translations are attached.
- (3) The applicant sends the electronic data of all the required documents by e-mail to the International Programs office (fso@civil.nagoya-u.ac.jp) by January 15, 2020.
- (4) After the office confirms that the submitted electronic data of the documents are complete, the applicant submits the original documents to the following address by January 30, 2020. All the submitted documents will not be returned. He/she should also submit them by either DHL, EMS or any other methods which let us locate the mail by a tracking number.

Foreign Student Office
Department of Civil and Environmental Engineering,
Graduate School of Engineering Nagoya University
Room105, Engineering Building No.8
Furo-cho, Chikusa-ku, Nagoya 464-8603, JAPAN

- (5) If necessary, the office may ask the applicant to submit additional documents

2.2 Documents to be submitted

- (1) Application for Admission on the prescribed form.
- (2) Application for Japanese Government (Monbu-Kagaku-sho) Scholarship on the prescribed form.
- (3) Field of Study and Study Program on the prescribed form.
- (4) Medical certificate on the prescribed form (to be issued by the medical institution).
- (5) Certified academic records of undergraduate course attended (to be issued by the university authority).

The certificate of university academic record are only acceptable if they are issued by the university authority and the original (fresh) official university seal is attached.

- (6) Certificate of the completion of university or college work (Bachelor or equivalent) issued by the appropriate authority of the university or college.
 - i) The certificate of completion (or expected completion) of university or college work are only acceptable if they are issued by the university authority and the original (fresh) official university seal is attached.
 - ii) If the applicant is currently studying in a bachelor's course and expected to obtain a Bachelor's degree by September 2020, a letter of certification of degree completion issued by the university with the university's official seal must be submitted.
- (7) Information to calculate the Grade Point Average (GPA).

To calculate the applicant's GPA fairly, we need the information of grading system including evaluation scales (e.g., A=80-100, B=60-79, C=50-59). If there is no evaluation scales and only raw score is available, we need the information of full marks (e.g., raw score 60, full marks 100). We also need the information of the lowest raw score / evaluation scale to get a course credit. On the academic records, the period of semester (e.g., First semester Year2010-2011, Second semester Year 2012-2013) should be written.

- (8) Documents that prove nationality (Photocopy of his/her passport, certificate of his/her national registration, certificate of citizenship)

The certificate must be issued by the city authority. Any photocopies of the citizenship identification card or equivalent are NOT acceptable. The original (fresh), official seal should appear on the certificate of the national registration or citizenship and should be duly signed by the issuing authority. Certificates written in languages other than English or Japanese are only acceptable if official English or Japanese translations are attached. In regard to the photocopy of applicant's passport, a page with a photograph of his/her face must be submitted. If you cannot submit any certificates except the copy of your passport, please be advised that you contact to Foreign Student Office of this program (fso@civil.nagoya-u.ac.jp).

- (9) Two letters of reference addressed to the president of Nagoya University, on the prescribed form.

One must be from the university president or dean, and the other from his/her academic advisors, his/her present employer, or others.

- (10) Three photographs
 - i) The photos are taken within the last 6 months and the photo size is 4.5 x 3.5 cm.
 - ii) The applicant's name and nationality should be written in block letters at the back (One should be attached to the application for admission form and the other one to the application for

scholarship form).

- (11) Certificate of English proficiency.

Submit scores that certify your fulfillment of the English proficiency requirement. Applicants should keep in mind that English proficiency certificates will not be accepted after the deadline. In all cases, only the results of tests taken after January 2018 will be considered valid for the application.

- (12) A copy of the applicant's bachelor's thesis and/or brief description of the research being carried out in the bachelor's program.

- (13) Technical papers published in journals, if any.

- (14) Certificate/s of academic awards, if any.

3. SELECTION

Selection by both of the Nagoya University and the Japanese Government will be made with the submitted documents and internet interviews. Some additional interviews through E-mails and video-call (e.g. Skype) may also be included in the selection process. This interview letter is transmitted to the E-mail addresses at which the applicants specify in the application form. Around February, the applicants thus need to check their E-mail boxes and to respond to the E-mail interview quickly.

NOTICE: The successful applicant selected by the screening committee cannot refuse this program for any reasons.

4. SCHOLARSHIP BENEFITS

- (1) Monthly Allowance

147,000 yen per month will be provided (subject to change depending on the annual budget of each year).

- (2) Travel Expenses

- i) To Japan

The grantee will be supplied, according to his/her itinerary designated by Monbu-Kagaku-sho with a tourist class air ticket from the nearest international airport to his/her home address to the assigned international airport in Japan.

- ii) From Japan

The grantee who is going back to his/her home country within the fixed period after the expiration of his/her scholarship will be supplied, according to his/her application, with a tourist class air ticket from the assigned international airport in Japan to the nearest international airport to his/her home address.

- (3) School Fees

The grantee will be exempted from paying the university matriculation and tuition fees.

5. NOTIFICATION OF SELECTION RESULTS

- (1) Each applicant shall be notified of the results of the preliminary selection by the Nagoya University by the end of February 2020.

- (2) Notification of results of the final selection by the Japanese Government will be made by the end of June 2020. (provisional)

6. SCHOLARSHIP WITHDRAWAL

The scholarship shall be revoked if the grantee is found to have been guilty of any of the following:

- (1) False statements made on his/her application dossier.
- (2) Violation of any article in his/her pledge to the Monbu-Kagaku-daijin (The Minister of Education, Culture, Sports, Science and Technology).
- (3) Disciplinary action by the university or gross academic under-achievement (e.g., failure to achieve a satisfactory level in his/her major subject).

The scholarship will generally be suspended if a grantee is absent from the university for a long period of time.

7. INSTRUCTIONS FOR COMPLETING THE APPLICATION FORMS

Note that applicants must submit two application forms – one for admission to Nagoya University and the other for the Japanese Government (Monbu-Kagaku-sho). The applicants are instructed NOT TO RE-TYPE NOR CHANGE THE FORMAT OF THE APPLICATION FORMS. The following instructions are for the Japanese Government (Monbu-Kagaku-sho) Scholarship application form.

- (1) Item 6, Date of birth / Age
You should write your age as of April 1, 2020.
- (2) Item 7, Current address phone number, E-mail address
Telephone numbers must be written. If you don't have a telephone, university or office telephone numbers should be written.
- (3) Item 12, Field of specialization studied in the past
Do not state the academic course works that you have majored in. Instead, describe the field of study or research field that you have specialized in the past as concretely as possible.
- (4) Item 14, Titles or subjects of books and papers (including graduation thesis) authored by applicant
For each of all the listed publications, a summary must be attached.
- (5) Item 18, Employment record
If there has been a period after your University graduation when you were neither in graduate school nor employed, please explain the reason for such. Also explain what you did during this 'idle' period.
- (6) Item 23, Person to be notified in applicant's home country in case of emergency
It is strongly recommended to write somebody who has a telephone and can contact you or your family.
- (7) Signature
Do not forget to affix your signature in the space provided at the end of the form.
- (8) Field of Study and Study Program
These items are very important for selection. You should therefore separately discuss both in detail.
 1. Field of study:
State the field of research you want to major in Japan and your understanding of this field.
 2. Study program in Japan in detail:
This item does not concern course work but your detailed plan on how to conduct the research that you mentioned above.