

2024 Academic Year  
Graduate School of Engineering (Doctoral Program)  
(Fall Enrollment)

Application Guidelines for:

Special Entrance Examination for International Students

Accepting applications: June 17-27, 2024

KITAMI INSTITUTE OF TECHNOLOGY

## **Admission Policy of the Graduate School of Engineering, Kitami Institute of Technology**

Kitami Institute of Technology (hereafter the University) is located in the Okhotsk region of eastern Hokkaido and is blessed with an abundance of nature. Under the slogan “development of technology in harmony with nature,” the University is devoted to promoting research that can contribute to development of the local community as well as global society. It is also committed to the development of human resources in the field of scientific technology, with the aim of its graduates playing an active role in a wide range of social sectors. To achieve such goals, the Graduate School of Engineering is looking for applicants with the following qualities and talents.

### **Master’s Program**

1. Willingness to contribute to sustainable development of society as a responsible professional engineer
2. Basic academic skills and cooperative attitude needed to identify the essence of engineering problems, tackle them together with others and tenaciously seek solutions
3. Determination to contribute to development of new scientific technology, without any stereotypical views

### **Doctoral Program**

1. Professional knowledge and broad perspective equivalent to master's course completion in the field of engineering
2. Interested in local and international issues, and a strong desire to realize sustainable welfare thought science and technology
3. Ability to communicate appropriately with a wide range of people in Japan and overseas, and work together to solve problems

To evaluate the above qualities and talents, the University employs the following screening measures.

### **Master’s Program**

- Entrance examination by recommendation

Official TOEIC scores and an academic transcript at the undergraduate level are used to determine whether an applicant has the necessary academic competence regarding his or her prospective performance at the graduate school. A recommendation letter and an

interview are used to evaluate an applicant's enthusiasm for research and intellectual ability to solve academic problems. An admission decision will be made after comprehensively evaluating their results.

- Entrance examination with academic achievement test

An oral examination to measure an applicant's academic level in his or her major, official TOEIC scores as a substitute for an English test and an academic transcript at the undergraduate level are used to judge whether an applicant has the necessary academic competence regarding his or her prospective performance at the graduate school. An interview is also conducted to determine an applicant's enthusiasm for research and his or her intellectual ability to solve academic problems. An admission decision will be made after comprehensive evaluation of their results.

### **Doctoral Program**

An interview (oral examination) is conducted to gauge the broad spectrum of an applicant's academic and research skills, which are related to his or her prospective performance at the graduate school. An admission decision is made after comprehensively assessing the oral examination result with application documents.

### **Handling of Personal Information Related to the Entrance Examination of Kitami Institute of Technology**

- 1) We strictly comply with the Act on Protection of Personal Information Held by Administrative Organs and other related laws and regulations, and take all possible steps to protect personal information based on Hokkaido National Higher Education and Research System's guidelines on management of personal information.
- 2) We use names, addresses and other personal information of applicants for selection and announcement of successful applicants, and to proceed with their enrollment. Such information is also used for investigation and research into the University's screening method and other related operations.
- 3) After their enrollment, the University uses personal information of successful applicants to proceed with administrative work (e.g., registration, academic consultation), student support services (e.g., management of health, applications for scholarships or to the student benevolent association), procedures related to payment of tuition and other related matters.

## 1. Course and Number of Students to Be Accepted

Course	No. of Students to be Accepted
Co-creative Engineering	Several

## 2. Application Requirements

Applicants must meet one of the following requirements.

- 1) Has received or is expected to receive by the end of September 2024 a master's or professional degree.
- 2) Has received or is expected to receive by the end of September 2024 a master's degree or a diploma equivalent to a professional degree in a foreign country.
- 3) Has received or is expected to receive by the end of September 2024 a master's degree or a diploma equivalent to a professional degree by taking, in Japan, a correspondence course provided by a school in a foreign country.
- 4) Has received or is expected to receive by the end of September 2024 a master's degree or a diploma equivalent to a professional degree from an educational institution in a foreign country both regarded as a graduate school by the country and separately accredited as such by Japan's Minister of Education, Culture, Sports, Science and Technology.
- 5) Has received or is expected to receive by the end of September 2024 a diploma equivalent to a master's degree by completing an academic program provided at United Nations University.
- 6) Is a person designated by Japan's Minister of Education, Culture, Sports, Science and Technology.
- 7) Has been recognized by the University as having academic abilities equivalent or superior to those of a person with a master's degree or diploma equivalent to a professional degree at an individual screening of admission requirements by the University, and who has reached or will reach age 24 by the end of September 2024.

### NOTE 1

A person designated by Japan's Minister of Education, Culture, Sports, Science and Technology in 6) must meet one of the two conditions below.

- a. Is a university graduate who spent more than two years on research at a university or research institute and is recognized based on results of the research by the Graduate School as having academic abilities equivalent or superior to those of a person with a master's degree.
- b. Has spent more than two years on research at a university or research institute after completing 16 years of school education in a foreign country or completing it by taking, in Japan, correspondence courses provided by schools in the foreign country, and is recognized based on results of the research by the Graduate School as having academic abilities equivalent or superior to those of a person with a master's degree.

#### NOTE 2

A person who has been recognized by the University as having academic abilities equivalent or superior to those of a person with a master's degree or diploma equivalent to a professional degree in 7) must meet one of the two conditions below.

- a. A person without a master's degree, such as a graduate from a two-year college, a technical college, a specialized training college, a vocational school, a Japan branch of a foreign university or an international school, who has working experience in society after graduating from one of the above with a track record of books, academic papers, academic lectures, academic reports, patents and others with value equivalent or superior to a master's thesis.
- b. A person with a track record of books, academic papers, academic lectures, academic reports, patents and others with values equivalent or superior to a master's thesis, who has working experiences after graduating from university, completing 16 years of school education in a foreign country or receiving a bachelor's degree from the National Institution for Academic Degrees and Quality Enhancement for Higher Education.

#### NOTE 3

A person who would like to apply under condition 6) or 7) must submit the required documents before actual application for a preliminary review of application requirements, as specified in "Preliminary Review of Application Requirements" in 14. on p. 12.

### 3. Application Procedures (Online Application)

#### Accepting applications: June 17-27, 2024 (must arrive by 5 p.m. on the last day)

\* Registration for the internet application system will be possible from June 14, 2024  
Access the internet application system (Post@net), enter the applicant information and after confirming that the input contents are correct, please pay the screening fee of ¥30,000 according to the instructions on the screen. For details, refer to “m. Screening fee” in 1) of 4. Application Documents, etc. Once the payment of the screening fee is completed, you will be able to print “a. Application form, Photo File Record” and “b. Address sheet” in 1) of 4. Application Documents, etc.

Print the application form and confirm that there are no mistakes in the contents, put all the application documents together in a commercially available envelope, apply the Address sheet to the envelope, and send it by simplified registered express mail or bring it in person to the University. Please note that applications cannot be accepted by registering in the internet application system only. When bringing an application in person to the University, the application must arrive between 8:30 a.m. and 5 p.m. (excluding Saturday and Sunday)

**\*Note: Our university’s internet application system cannot modify the registration information after registration. Please make sure to check that there are no mistakes in the registration information. Please check again that there are no mistakes in the registration information before paying the screening fee.**

### 4. Application Documents, etc.

1) Applicants are required to submit the following application documents as a complete set in an application envelope (commercially available envelope), apply the Address sheet printed from the internet application system, and submit it to the Entrance Examination Unit, Education Affairs Section, Kitami Institute of Technology.

Registration and printing from the internet application	a. Application form, Photo File Record, Upload photo	Enter the applicant information in the internet application system (Post@net) and upload the applicant’s photo (a front-facing, hatless, upper-body shot with no background, taken within 3 months before the application, and less than 3MB).
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system.		Afterwards, proceed with the payment of the screening fee, and print the application form and photo file record on one side each. Please print the photo file record in color.
	b. Address sheet	Apply the address sheet to the application envelope (commercially available envelope) and submit it to the Entrance Examination Unit, Education Affairs Section, Kitami Institute of Technology.
Documents to be prepared in writing	c. Graduate school academic transcript	The academic transcript must be prepared by the president of the university (school)/the dean of the graduate school of the applicant graduated from or is expected to graduate from.  (This document is not required for those who have completed, or are expected to complete, the master's course of our graduate school, Japanese government (MEXT) Scholarship students, and research students of our graduate school.)
	d. Undergraduate academic transcript	The academic transcript must be prepared by the president/the dean of the faculty at the university (school) that the applicant graduated from.  (This document is not required for those who have completed the University, Japanese government (MEXT) Scholarship students, and research students of our graduate school.)
	e. Certificate of graduation/ expected graduation	The certificate must be issued by the president of the university (school)/dean of the graduate school (master's program) that the applicant graduated from or is expected to graduate from. (This document is not required for those who have completed, or are expected to complete, our

		school's master's course, Japanese government (MEXT) Scholarship students, or our graduate school's research students.)
f. Letter of Approval for entrance examination		--Use the form prescribed by the University. <span style="border: 1px solid black; padding: 0 2px;">4</span> --The letter must be prepared by the head of the entity applicants work for or others in an equivalent position Only those who work for government offices or private companies are required to submit this form.
g. Summary of master's thesis		--Use the form prescribed by the University. <span style="border: 1px solid black; padding: 0 2px;">10</span> --Describe the research theme and outline in about 800 to 1,000 characters in Japanese (or in 300 to 500 words in English), including charts and tables. --Download the form from the university's website (See Note 1). --Those who are expected to be awarded a master's degree or a professional degree by September 2024 are asked to describe the outline of the progress of their research, instead of the master's thesis abstract (the number of characters/words is the same as for the master's thesis abstract).
h. Research Accomplishments		--Use the form prescribed by the University. <span style="border: 1px solid black; padding: 0 2px;">11</span> --If you have research achievements, describe the research achievements related to your master's thesis separately from other research achievements. --Download the form from the University's website (See Note 1). --In filling out the form, enter the title of the academic papers, research reports, patents and



		other relevant documents, as well as the author's name, name of the journal, the academic society where research results were presented, volume, issue, page numbers (beginning and end), the date of publication or presentation. In case of academic papers, attach reprints or copies.
	i. Research Plan	--Use the form prescribed by the University. <span style="border: 1px solid black; padding: 0 2px;">12</span> --Describe your plan for your research topic in 800 to 1,000 characters in Japanese (or in 300 to 500 words in English). --Download the form from the University's website (See Note 1).
	j. A copy of Residence Card	Submit copies of both sides of applicant's residence card. (or copy of applicant's passport.)
	k. Online interview application form	If you wish to have an online interview (oral examination), download the documents from the University website and fill them in.
	l. Pledge form	
	m. Screening fee: ¥30,000	Follow the instructions of the internet application system and make a payment by payment methods such as a convenience store, credit card, or Pay-Easy. Applicants are responsible for the payment fee.  The screening fee is not required for those who are expected to complete our master's course in September 2024 and continue to be enrolled in the doctoral program as well as government-sponsored international students.

NOTE 1

University website address (where various forms are available)

<https://www.kitami-it.ac.jp/info/graduate/nyushi-daigakuin/>

## NOTE 2

Those who fall under application criteria 6 or 7 are not required to submit research achievement reports, as they have already submitted them.

### 2) NOTE

1. Incomplete application documents will not be accepted. Be careful not to make any omissions or errors in the documents.
2. Once the application documents have been received, requests for changes to the contents of the documents or returning the documents to the applicants will not be accepted.
3. Those who are exempt from paying the screening fee should contact the Entrance Examination Unit, Education Affairs Section Kitami Institute of Technology (nyusi02@desk.kitami-it.ac.jp), by email immediately after registering on the internet application system.
4. The screening fee is non-refundable, except in the following cases:
  - a. The screening fee has been paid but an application has not been made (i.e., application documents are not submitted or the application is not accepted)
  - b. The screening fee has been paid twice by mistake.

In the above cases, an amount equivalent to the screening fee will be refunded if the applicant applies for a refund within the period specified by the University. (The transfer fee for the refund will be borne by the applicant.)

For inquiries regarding the return of Screening fees, contact:

Entrance Examination Unit, Education Affairs Section

Kitami Institute of Technology

E-mail: nyusi02@desk.kitami-it.ac.jp

### 3) Issuance of the Examination Card.

After the application period ends, applicants whose application documents have been accepted will be able to print the Examination Card. Please download and print it from the internet application system. If you cannot print the Examination Card even after July 11, 2024, please contact the Entrance

Examination Unit, Education Affairs Section (nyusi02@desk.kitami-it.ac.jp).

## **5. Prior Consultation with Applicants with Physical Disabilities**

Applicants with physical disabilities who need assistance when taking the entrance examination or learning at the University are asked to consult with the Entrance Examination Unit, Education Affairs Section at the University prior to application procedures.

1) Consultation periods

**Accepting applications: Until May 24, 2024**

**\* Note that consultations cannot be provided to applicants who miss the deadlines.**

2) Contact

Entrance Examination Unit, Education Affairs Section

Kitami Institute of Technology

165 Koen-cho, Kitami-shi, Hokkaido 090-8507

Japan

E-mail: nyusi02@desk.kitami-it.ac.jp

## **6. Screening Method**

The screening of applicants is conducted comprehensively by considering the result of the interview and application documents, etc. Regarding Japanese government (MEXT) Scholarship students, their application documents submitted in the past to the Ministry of Education, Culture, Sports, Science and Technology will be examined, thus exempting them from the interview.

1) Schedules and details of the interview

**Accepting applications: August 21, 2024**

**The time will be notified when downloading the Examination Card.**

2) Contents of the interview (oral examination)

The interview will take up subjects related to applicants' desired field of research and education, master's thesis, research achievement record, research plan, and other

aspects.

3) Examination venue

Kitami Institute of Technology

165 Koen-cho, Kitami-shi, Hokkaido, Japan

4) Online interview

Applicants unable to come to the University for the interview (oral examination) because they live outside Japan may take an online interview (oral examination) with interviewees at the University if they wish.

If you wish to have an online interview (oral examination), carefully read the "Online Interview Manual (for admission applicants)" and submit the attached online interview application form" and pledge form during the application period (refer to "3. Application Procedures on p. 3).

## **7. Announcement of Examination Results**

**Accepting applications: August 28, 2024, 10 a.m.(tentative schedule)**

Exam results will be announced on the internet application system.

## **8. Enrollment Procedures for Successful Applicants**

Successful applicants must complete the following enrollment procedures:

1) Enrollment procedures period

Successful applicants will be notified separately.

2) Payment for enrollment (2024 academic year data as reference)

Entrance fee: ¥282,000

Tuition (for the first semester): ¥267,900 (Annual: ¥535,800)

a. Entrance and tuition fees are subject to change.

b. Japanese government (MEXT) scholarship students do not need to pay entrance and tuition fees.

c. If the tuition fee is revised during the period of the student's studies at the University, the new tuition fee will be applied from the time of the revision.

d. Those who have completed the master's course of our graduate school in September 2024 and continue to proceed to this course are not required to pay the admission fee.

e. There are payment exemption and postponement systems for entrance and tuition fees. Details will be provided in the documents related to the enrollment procedures.

### **9. Longer-Duration Learning System**

If an enrolled student requests completion of the program of study at the University in a planned manner for a certain period of time longer than the standard learning period for such reasons as having a job, a study program based on the plan may be allowed.

For details of the longer-duration learning system, contact the Academic Management Unit, Education Affairs Section at Kitami Institute of Technology.

E-mail: [kyoumu05@desk.kitami-it.ac.jp](mailto:kyoumu05@desk.kitami-it.ac.jp)

### **10. Enrollment Date**

October 1, 2024

### **11. Disclosure of Test Results to Each Applicant**

The results of the 2024 academic year entrance examinations for each applicant will be disclosed as follows only upon the request of the applicant.

#### 1) Contents of disclosure

Test results of the applicant

#### 2) Application method

The applicant himself/herself must fill out the necessary information on the application form prescribed by the University, and bring or send it by post to the Entrance Examination Unit, Education Affairs Section of the University along with the examination card and a self-addressed return envelope (12 cm x 23.5 cm), with the applicant's name, mailing address and postal code clearly written on it, and postage stamps worth ¥404 attached on it for simplified registered express mail).

\* If there is an increase in the postal rate, the postage required for the request will be changed; check the university website.

#### 3) Method of disclosure

A document stating the disclosed contents will be mailed to the applicant.

#### 4) Period of accepting request

May 12-30, 2025 (excluding Saturdays and Sundays)

Applications postmarked May 30, 2025 or earlier will be accepted.

5) Schedule for disclosure

Late June 2025 or later (tentative schedule)

## **12. Considerations when taking the Exam**

- 1) Be sure to bring the Examination Card to the venue on the day of the academic achievement test and interview.
- 2) Before applying, please consult with your academic advisor to see if the research guidance you desire is possible.

## **13. Requests and Inquiries**

If you have any questions about the entrance examination, etc., contact as follows.

**Contact:**

**Entrance Examination Unit, Education Affairs Section**

**Kitami Institute of Technology**

**165 Koen-cho, Kitami-shi, Hokkaido 090-8507**

**Japan**

**TEL +81 (0)157-26-9167**

**E-mail: nyusi02@desk.kitami-it.ac.jp**

## **14. Preliminary Review of Application Requirements**

- 1) Those wishing to apply under the criteria of “2. Application Requirements 6 or 7” are asked to submit the following documents for the preliminary review of application requirements.
  - a. Certificate of graduation from the university (school) the applicant graduated from, or bachelor’s degree (graduates of the University are not required to submit these certificates)
  - b. Eligibility declaration form for applying to the graduate school (use forms prescribed by the University’s graduate school)  
(Form 6 for entrance examination for international students)

c. Research accomplishments (use forms prescribed by the University's graduate school; download the forms from the University website)

(Form 11 for entrance examination for international students)

NOTE 1 University URL, where application forms are available:

<https://www.kitami-it.ac.jp/info/graduate/nyushi-daigakuin/>

d. Reprint of academic papers, etc.

e. A self-addressed return envelope (12 cm x 23.5 cm), with your name, mailing address and postal code clearly written on it and a ¥344 stamp attached.

\* If there is an increase in the postal rate, the postage required for the request will be changed; check the university website.

2) Period of submission and other information on documents for preliminary screening for application requirements

**Period of submission: May 20-24, 2024. The application must arrive by 5 p.m.**

\* When bringing an application in person to the University, the application must arrive between 9 a.m. and 5 p.m. (excluding Saturday and Sunday)

\* When sending by post, it must arrive by 5 p.m. on the last day of the application period.

**Submission address:**

**Entrance Examination Unit, Education Affairs Section**

**Kitami Institute of Technology**

**165 Koen-cho, Kitami-shi, Hokkaido 090-8507**

**Japan**

Notification of the screening results will be provided to applicants according to the following schedule:

(Approved candidates are asked to complete application procedures within the specified application period.)

**Accepting applications: Until June 7, 2024**

## **About Education through Exceptional Measures on Educational Methods as Stipulated in Article 14 of the Standards for Establishment of Graduate Schools (Ordinance of the Ministry of Education No. 28 of 1974)**

In recent years, graduate schools have been expected to nurture advanced technical experts, such as researchers and engineers who are already employed and who will be able to play a leading role in their field of activity. However, if education at graduate schools is conducted only in a conventional way, such researchers and engineers have to leave their jobs to study. This tends to limit their opportunities to receive education at graduate schools.

But as Article 14 of the Standards for Establishment of Graduate Schools stipulates, "In the curriculum at graduate schools, if special educational needs are recognized, graduate schools are entitled to carry out education in appropriate ways, such as conducting classes or giving research guidance at night, or at other specific times or periods." This enables graduate schools to take exceptional measures for the education of researchers and engineers who are already employed.

The University's graduate school thus provides researchers and engineers who are employed and who wish to take courses at our graduate school with education through exceptional measures on educational methods, as stipulated in Article 14 of the Standards for Establishment of Graduate Schools.

### **Payment Exemption System for Entrance and Tuition Fees, etc.**

#### **1 Payment Exemption System for Entrance and Tuition Fees**

The University has its own system that exempts the payment of full or half of the entrance and tuition fees.

Even when the full amount has not been exempted, the school offers a scholarship program that covers the amount equivalent to the entrance and tuition fees borne by students.

Contact the Unit in charge for more details, as there are certain standards for using these systems.



## **2 Other systems**

- a. Kitami Institute of Technology scholarship program for graduate school students  
Maximum monthly allowance: ¥30,000  
Recipient eligibility: Students other than those who have enrolled in the school with entrance examinations for working adults and who do not receive a monthly allowance of ¥30,000 or more in grant-type scholarship
- b. Private educational loan for Kitami Institute of Technology students  
This enables students to borrow money at a lower interest rate than usual.

### **Contact information:**

**Student Guidance Unit, Student Affairs Section**

**Kitami Institute of Technology**

**Tel: +81 (0)157-26-9183**

**E-mail: [gakusei09@desk.kitami-it.ac.jp](mailto:gakusei09@desk.kitami-it.ac.jp)**