

**Academic Year 2022**  
**Graduate School of Engineering (Master's Program)**

**Foreign Students Special Entrance Examination**  
**Requirements and Guidelines**

**Frist Call**

**Application Submission Period**

**From June 14, 2021 (Monday) To June 24, 2021 (Thursday)**

**Second Call**

**Application Submission Period**

**From January 17, 2022, (Monday) To January 21, 2022 (Friday)**



**Kitami Institute of Technology**

## **Kitami Institute of Technology, Graduate School of Engineering, Admissions Policy**

Located in the “Okhotsk region,” which is blessed with a rich natural environment, Kitami Institute of Technology (KIT), with its motto “Developing Technology that Harmonizes with Nature,” aims at the promotion of research that can contribute to the development of regional community and international society, and the nurturing of human resources that can play an active role in society in the field of science and technology through its education and research. In order to achieve these goals, KIT Graduate School of Engineering is seeking people who have the following qualities and abilities.

### **Master's Program:**

1. People eager to contribute to society as professional engineers
2. People willing to tackle a problem diligently, to deeply examine and to try to search for solutions tenaciously
3. People with a strong desire for the promotion of research and the acquisition of advanced science and technology and who strive to achieve those.

### **Doctoral Program:**

1. People eager to contribute to society as highly qualified professional engineers.
2. People determined to tackle the challenge to pioneer new interdisciplinary areas and new disciplines.
3. People willing to cooperate in research and development at companies and able to challenge the setup of a joint venture.
4. People with a rich sense of humanity, an international perspective, and with a strong interest in international exchange and international contributions.

In determining the qualities and abilities listed above, the following evaluation will be made:

### **Master's Program:**

Academic assessment based on oral or written examination regarding the respective specialization (only for entrance examination), English proficiency evaluation based on TOEIC scores, academic background evaluation based on past academic records to determine whether or not the applicant can pursue the described specialization after enrollment, evaluation based on letters of recommendations, interview-based comprehensive evaluation regarding applicant's motivation and problem-solving skills with regard to the desired specialization.

### **Doctoral Program:**

Evaluation through an interview (oral examination) on whether or not the applicant has a broad academic and research abilities related to learning after enrollment, and comprehensive evaluation in conjunction with submitted application documents.

**Handling of personal information pertaining to the Kitami Institute of Technology entrance examination**

(1) Complying with the laws and regulations such as the “Act on the Protection of Personal Information Held by Independent Administrative Agencies, etc.”, Kitami Institute of Technology has taken all possible measures to protect personal information based on the “National University Corporation Kitami Institute of Technology Personal Information Management Regulations”.

(2) Personal information provided at the time of application, such as name, address etc. will be used for student selection, examination result announcement, admission procedures, surveys and research on methods for selecting students for admission as well as to perform the duties associated with these.

(3) Personal information provided at the time of application only of successful candidates will be used after admission for any matters related to academic affairs (school register, study guidance etc.), student support (health care, scholarship applications, supporters' association), tuition fees etc. and to perform the duties associated with these.

## 1 Major and Programs of Study

Successful candidates will be enrolled in the following Major and Programs.

Major/Program Name		Students to be Enrolled	
		First Call	Second Call
Engineering Major	<ul style="list-style-type: none"> <li>• Mechanical and Electrical Engineering Program</li> <li>• Civil and Environmental Engineering Program</li> <li>• Information and Communication Engineering Program</li> <li>• Applied Chemistry Program</li> </ul>	Few Students	Few Students

After the enrollment, applicants will be assigned to the respective Programs that they requested during application.

## 2 Requirements of Application

Candidate should be non-Japanese nationality, and are required to satisfy under any of the following criteria.

- (1) Candidate completed a 16-year education (including schooling and undergraduate studies) or are expected to complete it by March 2022 in a foreign country.
- (2) Candidate completed a 16-year education (including schooling and undergraduate studies) in the foreign educational institutes operating in Japan by taking courses online or is expected to complete it by March 2022.
- (3) Candidate completed a 16-year education (including schooling and undergraduate studies) in a foreign educational institute operating in Japan approved by the Minister of Education, Culture, Sports, Science and Technology or are expected to complete it by March 2022.
- (4) Candidate completed a bachelor's degree by three years or more (the Minister of Education, Culture, Sports, Science and Technology approved cases only) from a non-Japanese institute operating online or on-ground inside or outside Japan or those who expected to complete it by March 2022.
- (5) Candidate have reached the age of 22 and are recognized as having academic ability equal to or higher than those who have graduated from Kitami Institute of Technology based on a special entrance examination qualification review or expected to be confirmed by March 2022.

*Note:*

(1) Even if you do not have Japanese nationality and have graduated from a Japanese university (including those who are expected to graduate by March 2022) are subject to general entrance examination, not subject to the special entrance examination. However, foreign students sponsored by Japanese government are subject to the special entrance examination of foreign students.

(2) If you wish to apply under the application qualifications (5) mentioned above, and contact the Entrance Examination Section as there are documents to be submitted during the following submission period.

[First Call] May 17, 2021 (Monday) to May 21, 2021 (Friday) (Must be arrived by 17:00)

[Second Call] November 22, 2021 (Monday) to November 30, 2021 (Tuesday) (Must be arrived by 17:00)

## 3 Application Document Receiving Periods

[First Call] From June 14, 2021 (Monday) to June 24, 2021 (Thursday) (Must be arrived by 17:00)

[Second Call] From January 17, 2022 (Monday) to January 21, 2022 (Friday) (Must be arrived by 17:00)

## 4 Application Procedure

Submit the following application by post or directly bring that to the contact-desk in Admission Division of KIT. Submitting by post, write “Graduate School Master’s Program (Special Entrance Examination for International Students) Application Documents” in red ink on the envelope and send by “Simple Registered Express Mail”.

### (1) Application Submission Address

Admission Division, Kitami Institute of Technology  
165 Koen-cho, Kitami, Hokkaido, 090-8507, JAPAN

### (2) Required Application Forms , Fees, and Others

①Application Form, Photo Form, and Entrance Form	Prescribed Forms <input type="checkbox"/> Attach photographs which have been taken within the last 3 months, full-front upper body and hatless (4×3cm.)
②Examination fee: 30,000 Yen	Pay the examination fee at a Japan Post Bank using the prescribed form. <b>Payments from ATM are not accepted.</b> Attach the “Payment Transfer Acceptance Certificate (Customer Receipt)” to the specified area on the Application Form. Keep the “transfer payment invoice and receipt” in a safe place as a proof of payment.
③Transcripts	Submit the official transcripts issued by the president or dean of the relevant institutes. Those who have completed the advanced course from a technical school must submit the official transcripts of both main and advanced courses. Those who have completed (or expected to complete) junior college must submit the official transcripts of the undergraduate and advanced courses. The research students of Kitami Institute of Technology do not need to submit.
④Graduation (or expected to Graduate) Certificate	Official certificate issued by the president or dean of the relevant institute
⑤Copy of the Resident Card	Issued by Government Agencies or the Mayor of the relevant City
⑥Reply Envelope	Write address including postal code and name on a long No. 3 envelope (12 cm x 23.5 cm) and attach 374 Yen postal stamp. For international reply envelope, enclose international reply coupon equivalent to the 25g airmail fee.

#### Note:

The government-sponsored foreign students do not need to submit applications ②, ③, and ④. However, you are required to submit the applications in case that the extension of sponsored periods from April 2022 onward is not decided, even if you are currently a government-sponsored foreign-student.

## 5 Prior Consultation with Applicants with Physical Disabilities

Applicant with physical disabilities requiring special measures for the examination and study, please consult with the Admission Division in advance.

### (1) Consultation Period

[First Call] Until May 21, 2021 (Friday)

[Second Call] Until November 30, 2021 (Tuesday)

\* Consultation will not be provided after the respective deadline

### (2) Contacts

Admission Division, Kitami Institute of Technology

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

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

## 6 Selection Method

Applicants will be selected for admissions based on academic ability test, interview results, and transcripts. Note that government-sponsored foreign students will be exempted from the academic ability test and interview, and will be selected based on the documents submitted at the time of scholarship application to the Japan Ministry of Education, Culture, Sports, Science and Technology.

### (1) Date and Details of Academic Ability Test and Interview

Academic Ability Test		Interview
Oral Examination	<p>First Call August 24, 2021 (Tuesday) 10:00~ Second Call February 9, 2022 (Wednesday) Time will be informed to each applicant individually.</p> <p>Each applicant will give a five-minute presentation using PowerPoint slides on the contents of her/his graduation research (or research that they are interested in if they have not conducted graduation research), and then face an oral examination on the content of the presentation.</p> <p>* Save the PowerPoint presentation file in a USB memory and bring it with you.</p>	<p>First Call August 24, 2021 (Tuesday) 10:00~ Second Call February 9, 2022 (Wednesday) Time will be informed to each applicant individually.</p> <p>Each applicant will be interviewed individually.</p>

※Oral Examination precedes the Interview.

## (2) Marks Distribution of Oral Examination and Interview

Major/Program		Academic Ability Test		Interview	Total
		English	Oral Examination		
Engineering Major	Mechanical and Electrical Engineering Program	/	300 Scores	300 Scores	600 Scores
	Civil and Environmental Engineering Program				
	Information and Communication Engineering Program				
	Applied Chemistry Program				

## (3) Venue

Kitami Institute of Technology (165 Koen-cho, Kitami, Hokkaido, 090-8507, JAPAN)

## 7 Test Results

[First Call] September 1, 2021 (Wednesday) 17:00 (Expected)

[Second Call] February 16, 2022 (Wednesday) 17:00 (Expected)

The examinee numbers of the successful applicants will be announced on the website (<https://www.kitami-it.ac.jp/>). At the same time, the successful applicants will be notified by mail.

## 8 Admission Procedure

*Note:* Government-sponsored foreign-students will be excused to pay admission and tuition fees.

[First Call] Documents related to admission procedures will be sent to successful applicants in late February, 2022.

[Second Call] Documents related to admission procedures will be sent to successful applicants along with the acceptance notice.

Submit all required documents to the Admission Division during the stipulated period to secure the admission.

(1) Admission procedure period will be enclosed with the documents related to admission procedures.

(2) Fees for Enrollment (As of 2021)

Admission Fees: 282,000 Yen

Tuition Fees: (First Semester) 267,900 Yen (Annual) 535,800 Yen

① Admission and tuition fees may be revised.

② If the tuition fees are revised while being enrolled, the revised tuition fees will be applied from the date of revision.

③ You can request exemption and/or deferment for admission and tuition fees after enrolling. The details will be announced in a statement for admission procedure.

## 9 Prolonging Study Period

A student may choose to prolong her/his study period than the usual one due to special circumstances (such as job-related circumstances). In this case, the student needs to submit a prolonged study plan for prior approval. For more information, contact the Student Affairs Division.

Inquiries about prolonged study period  
Student Affairs Division

## 10 Disclosure of respective test results

The entrance examination results of 2022 can be disclosed to an applicant upon her/his formal request

(1) Contents to be disclosed

Entrance Examination Scores

(2) Application procedure

The applicant needs to fill the prescribed form and submit it along with the entrance examination admit card and an envelope, "long envelope No. 3." Write applicant's postal code, address, and name on the envelope. Attach 404 Yen postal stamp for simple registered mail on the envelope.

(3) Disclosure method

The necessary documents will be mailed to the applicant using the submitted envelope

(4) Application Submission Period

From May 16, 2022 (Monday) to June 3, 2022 (Friday)  
(Excluding Saturdays and Sundays)

In the case of applying by post, application no later than postmarked on June 3, 2022 (Friday) will be accepted

(5) Disclosure Date

Late June 2022 or later

## 11 Precautions

(1) Incomplete application will not be accepted. Make sure that all specified items are supplied correctly

(2) Bring the admit card to take the entrance examination

(3) Accepted application documents are not permitted to change or return

(4) The paid examination fee cannot be refunded, except for the following cases:

① In case of entrance examination fee was paid but the other were not applied (applications were as not submitted or not accepted).②If the examination fee was paid twice by mistake  
In the cases of above ① or ②, the amount equivalent to the examination fee will be refunded under the procedure of requesting a refund by the university. However, the applicant bears the transfer fee required for the refund.

(5) The location of interview will be notified along with the admit card.

## 12 Requests and Inquiries Regarding Application Guidelines

When requesting the application requirements by mail, write "Request for application requirements for the Master's program (special entrance examination for foreign students)" in red ink on an envelope and send it to the following address. In addition, supply a returning envelope (type: Square No. 2, 33.2 cm x 24.0 cm). Write receiver's name, address, and postal code on the returning envelope. Attach 210 Yen (for express delivery, 500 Yen) postal stamp to the returning envelope.

Requesting application guidelines documents by phone or postcard is not allowed.

For general enquiries about entrance examination, inquiry contact following desk by e-mail.

**Enquiry Desk**  
**Admission Division**  
**Kitami Institute of Technology**  
**165 Koen-cho, Kitami, Hokkaido, 090-8507, JAPAN**  
**E-mail:nyusi02@desk.kitami-it.ac.jp**



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