April 2020 and October 2019 Enrollment

Graduate School of Chemical Sciences and Engineering
Hokkaido University

Master’s Degree Program
(Master’s Course)

Application Guidelines
(Including International Student Admission Information)

May 2019
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Prescribed Forms for the Graduate School of Chemical Sciences and Engineering (Enclosed)

1. Admission application, resume, examination admission card, and examinee photo card
2. Return envelope for examination admission card (requires ¥372 in postage)
3. Contact information stickers used to mail the notification of exam results and other information
4. Examination fee payment information (with prescribed payment slip)
5. Field of study (research laboratory) preference indication form
6. English Score Reporting Form
7. Submission form for payment certificate
Overview of the Graduate School of Chemical Sciences and Engineering and the Division of Chemical Sciences and Engineering

Hokkaido University reorganized the Department of Chemistry in its Graduate School of Science along with three chemistry-related divisions in its Graduate School of Engineering (the divisions of Chemical Process Engineering, Biotechnology and Macromolecular Chemistry, and Materials Chemistry) to form the Graduate School of Chemical Sciences and Engineering and the Division of Chemical Sciences and Engineering in April 2010 (admission quotas in master’s course: 129; admission quotas in doctoral course: 38).

In the Graduate School of Chemical Sciences and Engineering, chemistry and biochemistry professors of science and engineering who are affiliated with the Faculty of Science, Faculty of Engineering, Research Institute for Electronic Science, Institute for Genetic Medicine, and the Institute for Catalysis work closely together on research and education activities. Researchers affiliated with the National Institute for Materials Science, National Institute of Advanced Industrial Science and Technology, RIKEN, and the National Cerebral and Cardiovascular Center participate as instructors in related fields. These diversely experienced instructors offer not only specialized lectures in the Molecular Chemistry and Engineering Course, Materials Chemistry and Engineering Course, and Biological Chemistry and Engineering Course, but also a rich diversity of classes, including lectures in English, such as those on basic specialized subjects of graduate school education in science and engineering fields. As a result, they are able to provide instruction and research guidance so that students will be able to view the field of chemistry from both the perspectives of science and engineering and contribute to society in related fields.

Educational Goals

By providing a systematic education that integrates research findings in the various fields of chemistry, such as molecular chemistry, materials chemistry, and biochemistry, the Graduate School of Chemical Sciences and Engineering strives to equip students with both basic and advanced specialized knowledge in the field of chemistry; to cultivate individuals with broad-based knowledge, a strong sense of discernment, and the ability to use their knowledge in practical applications to meet the needs created by trends toward internationalization, advanced developments in science and technology, and interdisciplinary approaches; and to nurture students who have the depth of knowledge and skills necessary for conducting basic and applied research and who will therefore be well equipped to conduct innovative research going forward.

Admission Policy

The Graduate School of Chemical Sciences and Engineering accepts talented applicants who want to learn about the specialized fields of science and engineering and earn their master’s or doctoral degrees in the field of integrated chemistry as well as applicants who want to earn their doctoral degrees while continuing their employment. The graduate school also actively accepts international students. Admission periods are in April and October.

The master’s course entrance examination consists of written and oral exams in specialized subjects. The examination is administered to measure the applicant’s level of knowledge in basic and specialized subjects in his/her field of specialization, but considerations are made to ensure that a wide variety of applicants is accepted.

The doctoral course entrance examination consists of an oral assessment to evaluate the applicant’s specialized knowledge and research skills.

Also, in order to demonstrate the required knowledge and skills of English language, applicants are required to provide the score report of English proficiency exam.

In both the master’s and doctoral courses, applicants with particularly remarkable academic transcripts or especially impressive research and development experience at their companies or institutions may be exempt from taking the written exam.
I. General Admission

1. Admission Quotas

<table>
<thead>
<tr>
<th>Division</th>
<th>No. of Admission Quota</th>
<th>Division Web Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemical Sciences and Engineering</td>
<td>129</td>
<td><a href="http://www.cse.hokudai.ac.jp">www.cse.hokudai.ac.jp</a></td>
</tr>
</tbody>
</table>

Note:
Please contact the research advisor of your first choice Research Lab for details about research field prior to your application.

2. Application Qualifications (for those who wish to be admitted in April 2020)

(1) Individuals who have graduated or expect to graduate from a Japanese university by March 2020

(2) Individuals who have been awarded or expect to be awarded a bachelor’s degree pursuant to Article 104, Clause 4, of the School Education Act (Act No. 26, 1947) by March 2020 (hereinafter referred to as “individuals with a bachelor’s degree from the National Institution for Academic Degrees and University Evaluation”)

(3) Individuals who have completed or expect to complete 16 years of school education in a foreign country by March 2020 (hereinafter referred to as “individuals from a foreign educational system”)

(4) Individuals who have completed or expect to complete 16 years of school education of a foreign country by taking a correspondence course in Japan offered by a school of that foreign country by March 2020 (hereinafter referred to as “individuals from a foreign educational system via correspondence course”)

(5) Individuals who have completed a coursework of a foreign university at an educational institution in Japan that is positioned within the school education system of that foreign country as an educational body with a university course or who expect to complete such coursework by March 2020 (The completion of the coursework needs to be considered equivalent to the completion of 16 years of school education in that foreign country. In addition, the educational institution is required to be designated by the Japanese Minister of Education, Culture, Sports, Science, and Technology.)

(Hereinafter referred to as “individuals who have completed coursework in a school designated as equivalent to a university”)

(6) Individuals who have received, or are expected to receive by March 31, 2020, a degree equivalent to a bachelor’s degree from a university or a school in a foreign country (as stipulated in Article 11, Item 5, either which has been evaluated by an authority certified by the government of the country concerned or an authority concerned in regard to the overall performance of its education and research activities, or which has been separately designated by the Minister of Education, Sports, Science and Technology as an educational establishment equivalent to the above) upon completion of a program or a course of study requiring 3 or more years (including completion of a correspondence course of a foreign institute taken in Japan, and completion of a course of study designated in the preceding item at a foreign educational establishment within the public education system of the country concerned).

(7) Individuals who have completed a specialized course at a specialized training college on or after the date determined by the Japanese Minister of Education, Culture, Sports, Science, and Technology (The course must be designated by the minister, and the course term must be four years or more. It also must meet other standards established by the minister.) and individuals who expect to complete such a course by March 2020.
(8) Individuals designated by the Minister of Education, Culture, Sports, Science, and Technology (1953 Notice No. 5, Ministry of Education, Science and Culture)

(9) Individuals who, by March 2020, have attended a Japanese university for three years or more or individuals who, as of March 2020, meet one of the following:

- Those who have completed 15 years of school education in a foreign country
- Those who have completed 15 years of school education of a foreign country by taking a correspondence course in Japan offered by a school of that foreign country
- Those who have completed a coursework of a foreign university at an educational institution in Japan that is positioned within the school education system of that foreign country as an educational body with a university course (The completion of the coursework needs to be considered equivalent to the completion of 15 years of school education in that foreign country. In addition, the educational institution is required to be designated by the Japanese Minister of Education, Culture, Sports, Science, and Technology)

Furthermore, all individuals who apply to this qualification need to be deemed by this graduate school to have achieved excellent grades in the subjects prescribed by Hokkaido University (hereinafter referred to as “individuals who apply through the early admission system”).

(10) Applicants who are recognized by the graduate school as possessing the equivalent or greater academic skill as that of a Japanese university graduate based on an individualized admission qualification investigation and who will be 22 years of age as of March 31, 2020 (hereinafter referred to as “individuals who apply through an individualized admission qualification investigation”)

Notes:
1. See page 18 for application qualifications if you wish to be admitted in October 2019.
2. If you have any questions regarding the application qualifications contact the Administration Office of the Graduate School of Chemical Sciences and Engineering (hereafter referred to as “CSE office”).

3. Preliminary Review of Qualifications (Application Period, Etc.)
May 31(Fri.) through June 6 (Thu.), 2019

We will conduct a preliminary review of application qualifications before accepting applications from individuals applying based on the following qualifications:

(7) Individuals who have completed a specialized course at a specialized training college
(9) Individuals who apply through the early admission system
(10) Individuals who apply through an individualized admission qualification investigation

Individuals applying based on the application qualifications listed above should submit the documents indicated in section 5, “Application Documents,” with the exception of item No. 2 (submission form for the validated portion of the prescribed payment slip), during this period.

The applicant should not pay the examination fee when requesting a preliminary review of application qualifications. The examination fee is to be paid as per instructions in the notes below. (Documents can be submitted from 9:00 a.m. to 5:00 p.m., on weekdays only. If you send your documents by postal mail, they must be received by the deadline indicated.)

Notes:
The results of the preliminary review of application qualifications will be mailed out around late June 2019. Those who are deemed eligible to apply should pay the examination fee as per section 7, “Examination Fee,” during the period indicated in section 4, “Application Period.” After payment is made, please submit the validated portion (portion E) of the prescribed payment slip to the university.
If you do not pay the examination fee by the deadline indicated, your application will not be processed.

Applicants residing outside Japan who are allowed to submit their applications via the Internet should follow the on-screen instructions to arrange payment of the examination fee and the administrative fee.

Note that Japanese government (MEXT) scholarship students, China Scholarship Council (CSC) supported students, Hokkaido University President’s Fellowship recipients (as well as those who are expecting to receive one of these scholarships) and Hokkaido University Special Grant Program international students (as well as those who are expecting to receive one of these scholarships) may be exempt from paying the examination fee. If there is a possibility that you will be eligible for an exemption, please contact the CSE office in advance.

4. Application Period
**June 25 (Tue.) through July 2 (Tue.), 2019**

Individuals applying based on the application qualifications listed below should submit the documents listed in section 5, “Application Documents,” during this application period.

1. Individuals who have graduated or expect to graduate from a university by March 2020
2. Individuals with a bachelor’s degree from the National Institution for Academic Degrees and University Evaluation
3. Individuals from a foreign educational system
4. Individuals from a foreign educational system via correspondence course
5. Individuals who have completed coursework in a school designated as equivalent to a university
6. Individuals who have received a degree equivalent to a bachelor's degree from a foreign university/school
7. Individuals designated by the Minister of Education, Culture, Sports, Science, and Technology

If you send your documents by postal mail, it must be received by the deadline indicated.

(Documents can be submitted between 9:00 a.m. and 5:00 p.m. on weekdays only.)

5. Application Documents

<table>
<thead>
<tr>
<th>No.</th>
<th>Documents to Be Submitted</th>
<th>Application Qualifications</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>(1) (2) (3) (4) (5) (6) (7) (8) (9) (10)</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Admission application, resume, examination admission card, and examinee photo card</td>
<td>○ ○ ○ ○</td>
<td>Prescribed forms</td>
</tr>
<tr>
<td>2</td>
<td>Submission form for the validated portion of the prescribed payment slip</td>
<td>○ ○ ○ ○</td>
<td>Prescribed form See section 7, “Examination Fee,” and complete the payment of the examination fee.</td>
</tr>
<tr>
<td>3</td>
<td>Transcript from the applicant’s (undergraduate) university or other school</td>
<td>○ ○ ○ ○</td>
<td>(a) This is not required of graduates (or prospective graduates) or currently enrolled students of School of Science or School of Engineering, of Hokkaido University. (b) Those who have graduated (or expect to graduate) from a college of technology should submit transcripts of general and advanced courses.</td>
</tr>
<tr>
<td>No</td>
<td>Documents to Be Submitted</td>
<td>Application Qualifications</td>
<td>Notes</td>
</tr>
<tr>
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<td>-----------------------------------------------------------------</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>(1) (2) (3) (4) (5) (6) (7)</td>
<td></td>
</tr>
</tbody>
</table>
| 4  | Certificate of graduation (or expected graduation) or completion (or expected completion) | ○ ○ ○ ○                      | (a) This is not required of graduates (or prospective graduates) or currently enrolled students of School of Science or School of Engineering, of Hokkaido University.  
(b) Those who have graduated (or expect to graduate) from a college of technology should submit a certificate of diploma conferment issued by the National Institution for Academic Degree and University Evaluation or a certificate of expected application for diploma conferment issued by the president of the college of technology. |
| 5  | Certificate of enrollment                                      | ||○ | This is not required of applicants currently enrolled in School of Science or School of Engineering, of Hokkaido University. |
| 6  | English score reporting form and the score sheet of an English-language proficiency examination (TOEFL test or TOEIC test) | ○ ○ ○ ○ ○ ○ ○ ○ ○ ○       | Pursuant to section 8, “Submission of English Scores,” applicants must submit the English score reporting form (prescribed form) and the score sheet of an English-language proficiency examination (TOEFL test or TOEIC test) taken in or after April 2017. |
| 7  | Envelope in which the examination admission card is to be mailed | ○ ○ ○ ○ ○ ○ | Prescribed envelope  
(a) Write your name, address, and postal code on the envelope provided and affix ¥372 worth of postage stamps to it.  
(b) If your address changes after you submit your application, be sure to inform the CSE office. |
| 8  | Contact information stickers used to mail the notification of examination results and other information | ○ ○ ○ ○ ○ ○ | Prescribed form  
(a) Write your name, address, and postal code on the stickers.  
(b) If your address changes after you submit your application, be sure to inform the CSE office. |
| 9  | Field of study (research laboratory) preference indication form | ○ ○ ○ ○ ○ ○ | Prescribed form  
Select and indicate the order of your field (lab) preferences (top five) from the “List of Instructors and Their Fields of Research.” |
| 10 | Letter of recommendation from your academic advisor at the last school attended, etc. | | Unspecified format  
This is required of individuals applying based on application qualification (9). |
<p>| 11 | Envelope in which preliminary review results are to be mailed to the applicant | △ ○ ○ ○                      | A Japanese standard-sized, self-addressed envelope bearing ¥82 in postage is required. |
| 12 | A copy of your Residence card or your foreign resident registration card | △ △ △ △ △                   | This is required only for international student applicants. Those who live outside of Japan should submit a copy of their passport. |
| 13 | Certificate of completion or withdrawal from a graduate school, and a graduate school transcript | △ △ △ △ △                  | This is required only for international student applicants who have been enrolled in a graduate school program at some point in the past. |</p>
<table>
<thead>
<tr>
<th>No</th>
<th>Documents to Be Submitted</th>
<th>Application Qualifications</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>(1) (2) (3) (4) (5) (6) (7) (8) (9) (10)</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Letter of approval for taking the entrance examination</td>
<td>△ △ △ △</td>
<td>Unspecified format</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>This is required only for currently employed public officials who are expecting to remain employed while attending. The letter must be issued by someone who has authority over human resource matters at their place of employment.</td>
</tr>
<tr>
<td>15</td>
<td>A document verifying that the applicant possesses the equivalent or greater academic skill as that of a university graduate</td>
<td>○</td>
<td>Unspecified format</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Example: Documents explaining the applicant’s international activities, practical experience, history of learning languages, etc.; research papers; patent reports; documents indicating the acquisition of various certificates; and recommendation letters from relevant professors</td>
</tr>
</tbody>
</table>

Note: ○ indicates that the document is required; △ indicates that the document only needs to be submitted by specified individuals.
6. Where to Apply
Administration Office, Graduate School of Chemical Sciences and Engineering, Hokkaido University (CSE Office)
Kita 13, Nishi 8, Kita-ku, Sapporo, 060-8628 Japan
Tel: (+81)-11-706-7246
Note:
If your application is submitted by postal mail, be sure to use registered mail and write “Graduate School Admission Application” in red on the front of the envelope.

7. Examination Fee
¥30,000
(a) Japanese government (MEXT) scholarship students, China Scholarship Council (CSC) supported students, Hokkaido University President’s Fellowship recipients (as well as those who are expecting to receive one of these scholarships) and Hokkaido University Special Grant Program international students (as well as those who are expecting to receive one of these scholarships) may be exempt from paying the examination fee. If there is a possibility that you will be eligible for an exemption, please contact the CSE office in advance.
(b) Applicants should pay the examination fee at a bank or other financial institution (including Japan Post Bank) in Japan using the enclosed prescribed payment slip and attach the validated portion (portion E) of the payment slip to the submission form. Applicants residing outside Japan and admitted to apply via Internet should follow the on-screen instructions to arrange for the payment of the examination fee and the administrative fee (¥500).
(c) In principle, entrance examination fees are not refundable. Only the following cases are refundable:
• If an individual paid the examination fee but did not apply for admission (did not submit an application or submitted an application that was not accepted)
• If the examination fee was accidentally paid twice
• If an individual, who is not required to pay the examination fee has made payment.

8. Submission of English Scores
Submit your English score reporting form (prescribed form) at the time of application. Also, submit your English score sheets as follows.

Either of the English-language proficiency examination score sheets listed in (a) or (b) below, from examinations taken in or after April 2017.
(a) TOEFL test official score sheet
Submit the Examinee Score Report sent to the examinee by the U.S. Educational Testing Service (ETS). A printout of test results posted online shall be considered invalid.
On the Score Report Preferences screen shown during the process of applying to take the TOEFL iBT test, be sure to select “Web-accessible Score Report and a printed copy mailed to you” to ensure that a Examinee Score Report is mailed to you.
(b) TOEIC test score sheet
Submit the Official Score Certificate. A printout of test results posted online shall be considered invalid.
Please note that scores from examinations such as the TOEFL -ITP test score sheet, TOEFL IP test and TOEIC Bridge test shall be considered invalid.

Important Notes
(a) Even if you do not submit an English examination score sheet, your graduate school examination fee will not be refunded.
(b) If you submit more than one score sheet, the best score submitted shall be used. Individuals who have already submitted scores at the time of application may submit new scores on during the period on July 25 (Thu.) to July 29 (Mon.), 2019.
(c) English score sheet will be returned after the exam date.

9. Selection Method
Admission decisions will be made comprehensively based on the examination results (written and oral), the score of TOEFL test/TOEIC test, academic transcript, etc.
10. Examination Schedule, Etc.
August 8 (Thu.) and August 9 (Fri.), 2019
Note:
The oral examination schedule, examination venue, and other details will be provided when the examination admission card is sent out.

<table>
<thead>
<tr>
<th>Examination Date</th>
<th>Time</th>
<th>Examination Subject</th>
<th>Examination Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug. 8 (Thu.)</td>
<td>9:30 a.m. to 12:00 noon</td>
<td>Written examination</td>
<td>Comprehensive basic subjects and specialized basic subjects</td>
</tr>
<tr>
<td></td>
<td>1:30 to 4:00 p.m.</td>
<td>Written examination</td>
<td>Specialized subjects</td>
</tr>
<tr>
<td>Aug. 9 (Fri.)</td>
<td>From 9:00 a.m. or from 1:00 p.m.</td>
<td>Oral examination</td>
<td>To be specified when the examination admission card is sent out</td>
</tr>
</tbody>
</table>

Notes:
(1) The content of an applicant’s academic transcripts may exempt them from taking the written examination. Those who are exempt shall be notified in mid-July.
(2) For details regarding examination topics, see section 11, “Examination Subjects.”

11. Examination Subjects

<table>
<thead>
<tr>
<th>Schedule</th>
<th>Examination Subject</th>
<th>Subject Category</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Cluster A (Science)</td>
</tr>
<tr>
<td>Aug. 8 (Thu.)</td>
<td>Comprehensive Basic Subjects</td>
<td>Select 4 questions from among the 7 questions in 7 subjects.</td>
</tr>
<tr>
<td></td>
<td>Specialized Basic Subjects</td>
<td>- Chemical bonding theory</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Basic physical chemistry</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Basic organic chemistry</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Basic inorganic chemistry</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Basic analytical chemistry</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Basic biochemistry</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Basic molecular biology</td>
</tr>
<tr>
<td>Aug. 8 (Thu.)</td>
<td>Specialized Subjects</td>
<td>Select 4 questions from among the 8 questions in 6 subjects</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Physical chemistry(2 questions)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Organic chemistry(2 questions)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Inorganic chemistry(1 question)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Analytical chemistry(1 question)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Biochemistry(1 question)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Molecular biology(1 question)</td>
</tr>
</tbody>
</table>

Notes: (1) The comprehensive basic subject section will ask general questions to assess the candidate’s basic knowledge of chemistry. The same questions will be asked of those in both clusters A and B.
(2) Applicants must select their preferred subject category (cluster A or B) at the time of application, and must take the tests of the selected subject category. Applicants may not change their subject category after submitting their application.

12. Announcement of the result
The examination admission numbers of those who passed the examination will be posted in the entrance hall of the School of Engineering, the first-floor hall of the School of Science Bldg. 2, and the first-floor hall of the School of Engineering’s Materials Engineering and Chemistry Bldg. at 10:00 a.m. (tentatively) on August 29 (Thu.), 2019. In addition, all examinees will be notified of their results individually.
(Information about whether an applicant has passed or failed the examination will not be provided over the phone.)

13. Enrollment Procedures and Expenses
Details regarding enrollment procedures are provided in the notifications mailed to those who have been accepted.
Enrollment fee: ¥282,000
First semester tuition for academic year 2020: ¥267,900 (total annual amount: ¥535,800)
Notes:
1. If any revision is made while the student is enrolled, the new amount will be applied from the time of the revision.
2. If the enrollment fee is not paid during the admission procedure period, the applicant will be treated as having no intent to enroll.
3. If tuition is not paid for one semester, the student will be expelled, and his/her record of enrollment will be deleted. If you are having problems paying tuition due to financial hardship, you may be eligible for a tuition exemption or deferral.

14. Important Notes
(1) Be sure to bring your examination admission card with you on the day of the entrance examination and place it on your desk.
(2) Incomplete applications may not be accepted. Be sure that there are no errors in your application.
(3) If the name on your certificate of graduation or other documents is different from your current name, for example, your surname has changed, attach a certificate of family registry or other official document that verifies the change.
(4) If any falsified information is found in the application documents, the applicant’s admission may be revoked.
(5) Our graduate school generally does not allow dual enrollment.

15. Long-Term Study Program
Our graduate school has a long-term study system. Those wishing to take advantage of this system should carefully read and follow the application instructions in the section entitled “Information on the Long-Term Study Program” on page 21.
16. Others

(1) Examination admission cards will be sent out in mid-July 2019 to those whose applications have been accepted.

(2) Applicants who are physically disabled and who may need special accommodations to take examinations and attend classes should notify the CSE office of their condition by July 2 (Tue.), 2019.

(3) If you wish to receive a copy of the application guidelines by mail, send a self-addressed stamped envelope with your request. (The envelope should be large enough to fit an A4-sized booklet and be stamped with ¥250 worth of postage stamps or ¥530 if you prefer express delivery.) Address the outer envelope to CSE office and write “Request for Master’s Degree Program Application Guidelines” in red on the front. Also enclose a note indicating the telephone number where you can be reached.

If you have any questions regarding the application process, contact the office below.

Administration Office, Graduate School of Chemical Sciences and Engineering, Hokkaido University (CSE Office)
Kita 13, Nishi 8, Kita-ku, Sapporo, 060-8628 Japan
Tel: (+81)-11-706-7246
II. International Student Admission

1. Admission Quotas

<table>
<thead>
<tr>
<th>Division</th>
<th>No. of Admission Quota</th>
<th>Division Web Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemical Sciences and Engineering</td>
<td>Several</td>
<td><a href="http://www.cse.hokudai.ac.jp">www.cse.hokudai.ac.jp</a></td>
</tr>
</tbody>
</table>

2. Application Qualifications (for those who wish to be admitted in April 2020)

Individuals who are recognized as possessing the skills and capabilities required based on a recommendation from a specialized professor (hereinafter referred to as “the prospective supervisor”) in our graduate school whom the applicant would like to have as his/her research advisor after enrollment and individuals who fulfill one of the following application qualifications:

(1) Individuals who have completed or expect to complete 16 years of school education in a foreign country by March 2020.

(2) Individuals who have completed or expect to complete 16 years of school education of a foreign country by taking a correspondence course in Japan offered by a school of that foreign country by March 2020.

(3) Individuals who have completed a coursework of a foreign university at an educational institution in Japan that is positioned within the school education system of that foreign country as an educational body with a university course or who expect to complete such coursework by March 2020 (The completion of the coursework needs to be considered equivalent to the completion of 16 years of school education in that foreign country. In addition, the educational institution is required to be designated by the Japanese Minister of Education, Culture, Sports, Science, and Technology.)

(4) Individuals who have received, or are expected to receive by March 31, 2020, a degree equivalent to a bachelor’s degree from a university or a school in a foreign country (as stipulated in Article 11, Item 5, either which has been evaluated by an authority certified by the government of the country concerned or an authority concerned in regard to the overall performance of its education and research activities, or which has been separately designated by the Minister of Education, Sports, Science and Technology as an educational establishment equivalent to the above) upon completion of a program or a course of study requiring 3 or more years (including completion of a correspondence course of a foreign institute taken in Japan, and completion of a course of study designated in the preceding item at a foreign educational establishment within the public education system of the country concerned).

(5) Individuals who, by March 2020, have attended a university for three years or more or individuals who, as of March 2020, meet one of the following:

- Those who have completed 15 years of school education in a foreign country
- Those who have completed 15 years of school education of a foreign country by taking a correspondence course in Japan offered by a school of that foreign country
- Those who have completed a coursework of a foreign country at an educational institution in Japan that is positioned within the school education system of that foreign country as an educational body with a university course (The completion of the coursework needs to be considered equivalent to the completion of 15 years of school education in that foreign country. In addition, the educational institution is required to be designated by the Japanese Minister of Education, Culture, Sports, Science, and Technology.)

Furthermore, all individuals who apply to this qualification need to be deemed by this graduate school to have achieved excellent grades in the subjects prescribed by Hokkaido University.
(6) Applicants who are recognized by the graduate school as possessing the equivalent or greater academic skill as that of a university graduate based on an individualized admission qualification investigation and who will be 22 years of age as of March 31, 2020

Notes:
1. Applicants must contact their prospective supervisor in advance.
2. See page 18 for application qualifications if you wish to be admitted in October 2019.
3. If you have any questions regarding the application qualifications, contact the Administration Office of the Graduate School of Chemical Sciences and Engineering (hereafter referred to as “CSE office”).

3. Preliminary Review of Qualifications (Application Period, Etc.)
May 31 (Fri.) through June 6 (Thu.), 2019

We will conduct a preliminary review of application qualifications before accepting applications from individuals applying based on the following qualifications: (5), (6). The applicants should submit the documents indicated in section 5, “Application Documents,” with the exception of item No. 2 (submission form for the validated portion of the prescribed payment slip), during this period.

The applicant should not pay the examination fee when requesting a preliminary review of application qualifications. The examination fee is to be paid as per instructions in the notes below.

(Documents can be submitted from 9:00 a.m. to 5:00 p.m. on weekdays only. If you send your documents by postal mail, they must be received by the deadline indicated.)

Notes:
The results of the preliminary review of application qualifications will be mailed out around late June 2019. Those who are deemed eligible to apply should pay the examination fee as per section 7, “Examination Fee,” during the period indicated in section 4, “Application Period.” After payment is made, please submit the validated portion (portion E) of the prescribed payment slip to the university. If you do not pay the examination fee by the deadline indicated, your application will not be processed.

Applicants residing outside Japan who are allowed to submit their applications via the Internet should follow the on-screen instruction to arrange payment of the examination fee and the administrative fee (¥500).

Note that Japanese government (MEXT) scholarship students, China Scholarship Council (CSC) supported students, Hokkaido University President’s Fellowship recipients (as well as those who are expecting to receive one of these scholarships) and Hokkaido University Special Grant Program international students (as well as those who are expecting to receive one of these scholarships) may be exempt from paying the examination fee. If there is a possibility that you will be eligible for an exemption, please contact the CSE office in advance.

4. Application Period
June 25 (Tue.) through July 2 (Tue.), 2019

If you send your application by mail, it must be received during this application period.

(Documents can be submitted between 9:00 a.m. and 5:00 p.m. on weekdays only.)
### 5. Application Documents

<table>
<thead>
<tr>
<th>No.</th>
<th>Documents to Be Submitted</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Admission application, resume, examination admission card, and examinee photo card</td>
<td>Prescribed forms</td>
</tr>
<tr>
<td>2</td>
<td>Submission form for the validated portion of the prescribed payment slip</td>
<td>Prescribed form&lt;br&gt;Complete the payment in accordance with the “Notes” in section 3, “Preliminary Review of Application Qualifications (Application Period, Etc.),” and submit this form within the period shown in section 4, “Application Period.”</td>
</tr>
<tr>
<td>3</td>
<td>A recommendation letter from your prospective supervisor</td>
<td>Unspecified format</td>
</tr>
<tr>
<td>4</td>
<td>A transcript from the applicant’s (undergraduate) university</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>A certificate of graduation (or expected graduation)</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>English score reporting form and the score sheet of an English-language proficiency examination (TOEFL test or TOEIC test)</td>
<td>Pursuant to section 8, “Submission of English Scores,” applicants must submit the English score reporting form (prescribed form) and the score sheet of an English-language proficiency examination (TOEFL test or TOEIC test) taken in or after April 2017.</td>
</tr>
<tr>
<td>7</td>
<td>A recommendation letter from your academic advisor at the last university attended</td>
<td>This is not required for those who are currently enrolled, such as research students, who wish to study under the guidance of the same academic advisor after enrolling in the master’s degree program.</td>
</tr>
<tr>
<td>8</td>
<td>Envelope in which the examination admission card is to be mailed</td>
<td>Prescribed envelope (not required for those who live outside of Japan)&lt;br&gt;(a) Write your name, address, and postal code on the envelope provided and affix ¥372 worth of postage stamps to it.&lt;br&gt;(b) If your address changes after you submit your application, be sure to inform the CSE office.</td>
</tr>
<tr>
<td>9</td>
<td>Contact information stickers used to mail the notification of examination results and other information</td>
<td>Prescribed form (not required for those who live outside of Japan)&lt;br&gt;(a) Write your name, address, and postal code on the stickers.&lt;br&gt;(b) If your address changes after you submit your application, be sure to inform the CSE office.</td>
</tr>
<tr>
<td>10</td>
<td>Envelope in which preliminary review results are to be mailed to the applicant</td>
<td>(Not required for those who live outside of Japan)&lt;br&gt;A Japanese standard-sized, self-addressed envelope bearing ¥82 in postage is required.</td>
</tr>
<tr>
<td>11</td>
<td>Certificate of completion or withdrawal from a graduate school, and a graduate school transcript</td>
<td>This is required only if you had enrolled in a graduate school program in the past.</td>
</tr>
<tr>
<td>12</td>
<td>A copy of your Residence card or your foreign resident registration card</td>
<td>Those who live outside of Japan should submit a copy of their passport.</td>
</tr>
<tr>
<td>13</td>
<td>Other required documents from the accepting professor</td>
<td></td>
</tr>
</tbody>
</table>

### 6. Where to Apply
Administration Office, Graduate School of Chemical Sciences and Engineering, Hokkaido University (CSE Office)<br>Kita 13, Nishi 8, Kita-ku, Sapporo, 060-8628 Japan<br>Tel: 011-706-7246

Note:<br>**If your application is submitted by postal mail, be sure to use registered mail and write “Graduate School Admission Application” in red** on the front of the envelope.
7. Examination Fee

¥30,000

(a) Japanese government (MEXT) scholarship students, China Scholarship Council (CSC) supported students, Hokkaido University President’s Fellowship recipients (as well as those who are expecting to receive one of these scholarships) and Hokkaido University Special Grant Program international students (as well as those who are expecting to receive one of these scholarships) may be exempt from paying the examination fee. If there is a possibility that you will be eligible for an exemption, please contact the CSE office in advance.

(b) Applicants should pay the examination fee at a bank or other financial institution (including Japan Post Bank) in Japan using the enclosed prescribed payment slip and attach the validated portion (portion E) of the payment slip to the submission form. Applicants residing outside Japan and admitted to apply via Internet should follow the on-screen instruction to arrange for the payment of the examination fee and the administrative fee (¥500).

(c) In principle, entrance examination fees are not refundable. Only the following cases are refundable:

- If an individual paid the examination fee but did not apply for admission (did not submit an application or submitted an application that was not accepted)
- If the examination fee was accidentally paid twice
- If an individual, who is not required to pay the examination fee has made payment.

Note:

For more detailed information on the methods of paying the examination fee, contact your accepting professor.

8. Submission of English Scores

Submit your English score reporting form (prescribed form) at the time of application. Also, submit your English score sheets as follows.

Either of the English-language proficiency examination score sheets listed in (a) or (b) below, from examinations taken in or after April 2017.

(a) TOEFL test official score sheet

Submit the Examinee Score Report sent to the examinee by the U.S. Educational Testing Service (ETS). A printout of test results posted online shall be considered invalid.

On the Score Report Preferences screen shown during the process of applying to take the TOEFL iBT test, be sure to select “Web-accessible Score Report and a printed copy mailed to you” to ensure that a Examinee Score Report is mailed to you.

(b) TOEIC test score sheet

Submit the Official Score Certificate. A printout of test results posted online shall be considered invalid.

Please note that scores from examinations such as the TOEFL -ITP test score sheet, TOEFL IP test and TOEIC Bridge test shall be considered invalid.

Important Notes

(a) Even if you do not submit an English examination score sheet, your graduate school examination fee will not be refunded.

(b) If you submit more than one score sheet, the best score submitted shall be used. Individuals who
have already submitted scores at the time of application may submit new scores on during the period on July 25 (Thu.) to July 29 (Mon.), 2019.
(c) English score sheet will be returned after the exam date.

9. Selection Method
Admission decisions will be made based on a comprehensive review of the applicant’s knowledge of the subject matter, foreign-language skills, etc.
If you apply for a special program approved by the Graduate School of Chemical Sciences and Engineering, you may be exempt from taking the entrance examination, and thus may only be subject to the document review.

10. Examination Schedule, Etc.
August 8 (Thu.) and August 9 (Fri.), 2019
Note:
The oral examination schedule, examination venue, and other details will be provided when the examination admission card is sent out.

<table>
<thead>
<tr>
<th>Examination Date</th>
<th>Time</th>
<th>Examination Subject</th>
<th>Examination Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug. 8 (Thu.) or Aug. 9 (Fri.)</td>
<td>9:00 a.m. or 1:00 p.m.</td>
<td>Oral Examination</td>
<td>To be specified when the examination admission card is sent out</td>
</tr>
</tbody>
</table>

11. Announcements of the Result
The examination admission numbers of those who passed the examination will be posted in the entrance hall of the School of Engineering, the first-floor hall of the School of Science Bldg. 2, and the first-floor hall of the School of Engineering’s Materials Engineering and Chemistry Bldg. at 10:00 a.m. (tentatively) on August 29 (Thu.), 2019. In addition, all examinees will be notified of their results individually.
(Information about whether an applicant has passed or failed the examination will not be provided over the phone.)

12. Enrollment Procedures and Expenses
Details regarding enrollment procedures are provided in the notifications mailed to those who have been accepted.
Enrollment fee: ¥282,000
First semester tuition for academic year 2020: ¥267,900 (total annual amount: ¥535,800)
Notes:
1. If any revision is made while the student is enrolled, the new amount will be applied from the time of the revision.
2. If the enrollment fee is not paid during the admission procedure period, the applicant will be treated as having no intent to enroll.
3. If tuition is not paid for one semester, the student will be expelled, and his/her record of enrollment will be deleted. If you are having problems paying tuition due to financial hardship, you may be eligible for a tuition exemption or deferral.
13. **Important Notes**

(1) Be sure to bring your examination admission card with you on the day of the entrance examination and place it on your desk.

(2) Incomplete applications may not be accepted. Be sure that there are no errors in your application.

(3) If any falsified information is found in the application documents, the applicant’s admission may be revoked.

(4) Our graduate school generally does not allow dual enrollment.

14. **Long-Term Study Program**

Our graduate school has a long-term study system. Those wishing to take advantage of this system should carefully read and follow the application instructions in the section entitled “Information on the Long-Term Study Program” on page 21.

15. **Others**

(1) Examination admission cards will be sent out in **mid-July 2019** to those whose applications have been accepted.

(2) Applicants who are physically disabled and who may need special accommodations to take examinations and attend classes should notify the CSE office of their condition by July 2 (Tue.), 2019.

If you have any questions regarding the application process, contact the office below.

Administration Office, Graduate School of Chemical Sciences and Engineering, Hokkaido University (CSE Office)
Kita 13, Nishi 8, Kita-ku, Sapporo, 060-8628 Japan
Tel: +81-11-706-7246
Application Qualifications (for October Enrollment)

*For any questions, please contact Administration Office at Graduate School of Chemical Science and Engineering

I. General Admission

(1) Individuals who have graduated or expect to graduate from a Japanese university by September 2019.

(2) Individuals who have been awarded or expect to be awarded a bachelor’s degree pursuant to Article 104, Clause 4, of the School Education Act (Act No. 26, 1947) by September 2019 (hereinafter referred to as “individuals with a bachelor’s degree from the National Institution for Academic Degrees and University Evaluation”)

(3) Individuals who have completed or expect to complete 16 years of school education in a foreign country by September 2019 (hereinafter referred to as “individuals from a foreign educational system”)

(4) Individuals who have completed or expect to complete 16 years of school education of a foreign country by taking a correspondence course in Japan offered by a school of that foreign country by September 2019 (hereinafter referred to as “individuals from a foreign educational system via correspondence course”)

(5) Individuals who have completed a coursework of a foreign university at an educational institution in Japan that is positioned within the school education system of that foreign country as an educational body with a university course or who expect to complete such coursework by September 2019 (The completion of the coursework needs to be considered equivalent to the completion of 16 years of school education in that foreign country. In addition, the educational institution is required to be designated by the Japanese Minister of Education, Culture, Sports, Science, and Technology.)

(Hereinafter referred to as “individuals who have completed coursework in a school designated as equivalent to a university”)

(6) Individuals who have received, or are expected to receive by September 30, 2019, a degree equivalent to a bachelor’s degree from a university or a school in a foreign country (as stipulated in Article 11, Item 5, either which has been evaluated by an authority certified by the government of the country concerned or an authority concerned in regard to the overall performance of its education and research activities, or which has been separately designated by the Minister of Education, Sports, Science and Technology as an educational establishment equivalent to the above) upon completion of a program or a course of study requiring 3 or more years (including completion of a correspondence course of a foreign institute taken in Japan, and completion of a course of study designated in the preceding item at a foreign educational establishment within the public education system of the country concerned).

(7) Individuals who have completed a specialized course at a specialized training college on or after the date determined by the Japanese Minister of Education, Culture, Sports, Science, and Technology (The course must be designated by the minister, and the course term must be four years or more. It also must meet other standards established by the minister.) and individuals who expect to complete such a course by September 2019.

(8) Individuals designated by the Minister of Education, Culture, Sports, Science, and Technology (1953 Notice No. 5, Ministry of Education, Science and Culture)

(9) Individuals who, by September 2019, have attended a Japanese university for three years or more or individuals who, as of September 2019, meet one of the following:
   • Those who have completed 15 years of school education in a foreign country
II. International Student Admission

(1) Individuals who have completed or expect to complete 16 years of school education in a foreign country by September 2019.

(2) Individuals who have completed or expect to complete 16 years of school education of a foreign country by taking a correspondence course in Japan offered by a school of that foreign country by September 2019.

(3) Individuals who have completed a coursework of a foreign university at an educational institution in Japan that is positioned within the school education system of that foreign country as an educational body with a university course (The completion of the coursework needs to be considered equivalent to the completion of 16 years of school education in that foreign country. In addition, the educational institution is required to be designated by the Japanese Minister of Education, Culture, Sports, Science, and Technology.)

(4) Individuals who have received, or are expected to receive by September 30, 2019, a degree equivalent to a bachelor’s degree from a university or a school in a foreign country (as stipulated in Article 11, Item 5, either which has been evaluated by an authority certified by the government of the country concerned or an authority concerned in regard to the overall performance of its education and research activities, or which has been separately designated by the Minister of Education, Sports, Science and Technology as an educational establishment equivalent to the above) upon completion of a program or a course of study requiring 3 or more years (including completion of a correspondence course of a foreign institute taken in Japan, and completion of a course of study designated in the preceding item at a foreign educational establishment within the public education system of the country concerned).

(5) Individuals who, by September 2019, have attended a university for three years or more or individuals who, as of September 2019, meet one of the following:

• Those who have completed 15 years of school education in a foreign country
• Those who have completed 15 years of school education of a foreign country by taking a correspondence course in Japan offered by a school of that foreign country
• Those who have completed a coursework of a foreign country at an educational institution in Japan that is positioned within the school education system of that foreign country as an educational body with a university course (The completion of the coursework needs to be
considered equivalent to the completion of 15 years of school education in that foreign country. In addition, the educational institution is required to be designated by the Japanese Minister of Education, Culture, Sports, Science, and Technology.) Furthermore, all individuals who apply to this qualification need to be deemed by this graduate school to have achieved excellent grades in the subjects prescribed by Hokkaido University.

(6) Applicants who are recognized by the graduate school as possessing the equivalent or greater academic skill as that of a university graduate based on an individualized admission qualification investigation and who will be 22 years of age as of September 30, 2019.
Information on the Long-Term Study Program

1. Overview
   This system is available to students who would not be able to complete the program within the standard course term (two years) due to full-time employment or other circumstances (including responsibilities related to the care of elderly or disabled family members or the raising of children) and therefore want a longer period of time to conduct their studies systematically. Students must file an application and may be approved for a systematically planned course of study (hereinafter referred to as “long-term study”) after an individual review.

2. Eligibility
   Individuals who are applying for the long-term study program must meet one of the terms listed below, be unable to make a commitment to full-time studies as a consequence of the circumstances described, and would therefore like to extend in advance the number of years over which they will conduct their studies (research).
   (1) Individuals who are engaged in full-time employment, such as those currently employed by government agencies or companies (excluding those who will continue to receive salaries while being relieved of their work duties), and self-employed individuals
   (2) Individuals who are engaged in temporary or part-time employment that is deemed by this graduate school to adversely affect their studies
   (3) Individuals who have responsibilities, such as raising children or caring for other family members, that are deemed by this graduate school to adversely affect their studies to the same degree as the responsibilities listed in item (2) above

3. Enrollment Period
   The allowable length of period under the long-term study program is up to four years for the master’s degree program. Study periods for long-term study applicants are approved in one-year increments.
   The maximum length of enrollment (including the period for time off, etc.) for a student who has been approved for long-term study is up to an additional two years beyond the approved long-term study period in the master’s degree program, the same maximum length of time as students under the standard term of study.
   The period of time off that this graduate school will allow is the same for students under either the standard term of study or long-term study program, i.e., two years for master’s students.

4. Application Procedures
   (1) Application Deadline
      In general, those wishing to apply for the long-term study program should apply at the time they submit their admission applications.
   (2) Submission of Documents
      Submit the following documents to CSE Office
      (a) An application for long-term study (form 1)
      (b) A long-term study plan (form 2)
      (c) Documents verifying your reasons for needing long-term study approval
(3) Review and Notification of Results
Applications for the long-term study program will be reviewed by the graduate school, and applicants will be notified of the results of that review.
(Notification of results: late August [tentatively])

5. Contraction or Extension of the Long-Term Study Period
If deemed necessary by the graduate school, approval may be granted for a contraction or extension of the long-term study period once, and only once, during the student’s period of enrollment. However, the long-term study period can only be contracted from four years to three years (one year beyond the standard two-year course term).

6. Tuition
The tuition of students who have been approved for the long-term study program shall be calculated in annual amounts by dividing the total tuition for the standard term of study (annual tuition × 2 years) by the number of years for which the long-term study has been approved. In cases where the tuition amount is revised or a change to the long-term study period is approved, tuition will be recalculated at that time. However, any tuition already paid will not be adjusted retroactively.
※Be sure not to pay the tuition for your current term of study until you are notified of whether your application for the long-term study program or a change thereof has been approved.

7. Other
To request an application form or clarify any issues, contact CSE Office
Handling of Personal Information

(1) All personal information collected by Hokkaido University will be completely protected in compliance with the Act on the Protection of Personal Information Held by Independent Administrative Agencies, etc., and other related acts and pursuant to the Hokkaido University Personal Information Management Regulations.

(2) Names, addresses, and other personal information provided to the university through application procedures will be used solely for (a) enrollee selection, (b) the announcement of exam results, (c) admission procedures, (d) surveys and research on enrollee selection methods, and (e) related processes.

(3) Some of these processes may be outsourced by the university to a contracted service provider (hereinafter referred to as “contractor”). All or some of the personal information provided by applicants may be provided to the contractor only as needed to perform the tasks for which it has been contracted.

(4) Personal information obtained through application procedures will be used only for those who are admitted for (a) school administration purposes (student registration, academic counseling, etc.), (b) student support services (health management, scholarship applications, etc.), and (c) tuition and other administrative purposes.

(5) Of the personal information described in item (4) above, only names and addresses will be used to facilitate communication with students from the Hokkaido University Frontier Foundation and organizations related to Hokkaido University, such as (a) the Hokkaido University Athletic Union, and (b) the Hokkaido University School of Engineering and School of Science Alumni Association.

Graduate School of Chemical Sciences and Engineering, Hokkaido University