

# Graduate Admission for International Research Students

*At USP, we celebrate the great diversity and globalization of our university, its faculty, and students and we are excited that you are considering USP for your education. We invite you to explore what it is like to learn at USP, living on our beautiful campus in Hikone, Shiga.*

**International Research Students are admitted to study a specific subject under the supervision of a professor. Note that an International Research Student does not qualify to receive any degree or qualification upon completion of the program. If you wish to apply for admission as a candidate for a Master's or Doctoral degree, please refer to our "Graduate Programs" page: <http://www.usp.ac.jp/english/gakubu/>**

## Number of Students to be Admitted

Open-ended

## Qualifications for Applicants

A person who has or will have completed 18 years of standard curricular studies and has or will have earned a master's degree

## Enrollment Date and Period of Application

- (1) The enrollment date is April 1. However, in special circumstances, enrollment after April 1 may be permitted. In this case, the enrollment date would become the first day of the month you have chosen.
- (2) For period of application, please refer to Chart 1.

**International students who have not obtained a student visa at the time of application should refer to Chart 2.**

## Necessary Application Documents:

### 1. Application for Admission as an International Research Student Form

Complete the required information on the designated form. You must contact a potential supervising professor, and obtain his or her approval to act as your supervisor before submitting the application.

### 2. Curriculum Vitae Form

Your academic background should start with your elementary school admission.

### 3. Academic Transcripts

Transcripts prepared and sealed by the institution you attended is required. However, transcripts issued by automatic certificate issuing machines do not need to be sealed. Attach a Japanese or English translation for transcripts which are other than English.

### 4. Transcript of academic record from your last educational institution

Must be an original copy.

### 5. Photographs (3cm×4cm)

Two identical photographs; One of the two photographs must be attached to the designated area on the application form.

### 6. Payment confirmation of Examination Fee (9,800 yen)

Examination fee must be paid at the counter of designated bank by using the Payment Handling Slip. Do not pay via ATM. After the bank transfer, make sure that the "Certificate of Bank Transfer Reception (Customer's Copy)" has been date-stamped.

### 7. A copy of Resident Card (applies only to applicants residing in Japan)

Must be issued by the city, town, ward, or village office, and must clearly state your status of residence in Japan.

### 8. Research Plan

Your research plan should be written on the designated form.

## 9. Proof of Language Proficiency

Submit a copy of your score report that proves your proficiency in Japanese or English.

Note1: MEXT Scholarship Students are exempted from paying the Examination Fee

Note2: We will not return any submitted documents.

Note3: Examination Fee is non-refundable.

Note4: Attach a Japanese or English translation if any document is not written in either of these languages.

### Selection Process

- (1) Selection is made on the basis of the submitted application documents and interviews by the Faculty Selection Committee.
- (2) Successful applicants will be notified of the results with a letter of acceptance.

### Entrance Procedures

- (1) Period of Procedure

Details will be provided to successful applicants with the letter of acceptance.

- (2) Academic Fees

The University of Shiga Prefecture is a prefecture-supported institution of higher education supported by legislative funds derived from Shiga Prefecture tax revenue. As a prefectural, tax-supported institution, the University gives preference in entrance fee pricing to residents of the Shiga Prefecture. The current fees are as follows (As of April, 2015). In the event that the payment amounts are amended during your research period, the new payment amounts will be in effect.

Entrance Fee	In-Shiga Prefecture Fee	84,600 yen
	Out-of-Shiga Prefecture Fee	126,900 yen
Tuition Fee	29,700 yen (for 1 month)	

- Tuition fee for each semester must be paid in a lump sum.
- Applicants who completed an undergraduate program at The University of Shiga Prefecture are exempted from paying Entrance Fee.
- An international students must also pay other fees required for classes.
- To apply with the In-Shiga Prefecture Fee, either the enrolled student, his/her spouse or his/her immediate blood relative has been residing in Shiga Prefecture for at least one year prior to the enrollment date.

- (3) A letter of acceptance will be sent to those who have completed entrance procedures.

### Period of Enrollment

- Normally the period of enrollment for an International Research Student is one year, but this period may be extended if an application for extension is approved by the Department.
- After enrollment, students are required to submit a record of attendance to the Admissions Office.
- Personal information obtained through the application process will only be used for the admission process.
- There are no dormitory facilities at The University of Shiga Prefecture. International Research Students are generally not eligible to purchase discount commuter passes or receive other student discounts.

### How to Apply

All application documents must be sent by registered mail such as EMS, DHL etc. All application must arrive by the last day of the application period.

Applications should be sent to the following address:

Admissions Office, The University of Shiga Prefecture  
2500, Hassaka-cho, Hikone, Shiga 522-8533, Japan

TEL:+81-0749-28-8217

FAX:+81-0749-28-8472

Mail: [nyushi@office.usp.ac.jp](mailto:nyushi@office.usp.ac.jp)

### Period of Application for 2017 International Research Student

Enrollment Date	Period of Application
April 1, 2017	February 13 - February 17, 2017
May 1, 2017	March 13 – March 18, 2017
June 1, 2017	April 17 – April 21, 2017
July 1, 2017	May 15 – May 19, 2017
August 1, 2017	June 12 – June 16, 2017
September 1, 2017	
October 1, 2017	August 17 – August 23, 2017
November 1, 2017	September 11 – September 15, 2017
December 1, 2017	October 16 – October 20, 2017
January 1, 2018	November 13 – November 17, 2017
February 1, 2018	December 11 – December 15, 2017
March 1, 2018	January 15 – January 19, 2018

All application must arrive by the last day of the application period.

If submitting in person, applications are accepted from 9:00 a.m. to 11:30 a.m., and 12:30 p.m. to 5:00 p.m. on weekdays only. (Office is closed between 11:30 a.m. to 12:30 p.m.)

Period of Application for 2017 International Research Student  
(For international student who has not obtained student visa)

Enrollment Date	Period of Application
April 1, 2017	December 12 – December 16, 2016
May 1, 2017	
June 1, 2017	January 16 – January 20, 2017
July 1, 2017	February 13 - February 17, 2017
August 1, 2017	March 13 – March 17, 2017
September 1, 2017	April 17 – April 21, 2017
October 1, 2017	May 15 – May 19, 2017
November 1, 2017	June 12 – June 16, 2017
December 1, 2017	
January 1, 2018	August 17 – August 23, 2017
February 1, 2018	September 11 – September 15, 2017
March 1, 2018	October 16 – October 20, 2017

All application must arrive by the last day of the application period.  
If submitting in person, applications are accepted from 9:00 a.m. to 11:30 a.m.,  
and 12:30 p.m. to 5:00 p.m. on weekdays only. (Office is closed between 11:30  
a.m. to 12:30 p.m.)