

2024 Academic Year
Graduate School of Engineering (Master's Program)
(Spring enrollment)

Application Guidelines for Special Entrance Examination for International Students

1st period of accepting applications: June 19-29, 2023

2nd period of accepting applications: January 15-19, 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 through 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. Program and Number of Students to Be Accepted

Applications will be accepted for master's programs in engineering.

Courses/Programs		Nos. of Students to be Accepted	
		1st Period	2nd Period
Engineering	Mechanical and Electrical Engineering Civil and Environmental Engineering Information and Communication Engineering Applied Chemistry Management Engineering	Several	Several

* After enrollment, each student will be assigned to the program of their choice indicated at the time of the application.

2. Application Requirements

Applicants must be non-Japanese nationals who meet one of the following requirements:

- 1) Has completed or is expected to complete by the end of March 2024, 16 years of education in a foreign country.
- 2) Has completed or is expected to complete by the end of March 2024, 16 years of education in a foreign country by taking, in Japan, correspondence courses provided by schools in the foreign country.
- 3) Has completed, or is expected to complete by the end of March 2024 a course of study provided by an educational institute in a foreign country that is both regarded as a university by the country and separately accredited as such by Japan's Minister of Education, Culture, Sports, Science and Technology. (Completion of the course of study means they have completed 16 years of school education in the foreign country).
- 4) Has been granted or will be granted by the end of March 2024 a degree equivalent to a bachelor's degree by completing a course that lasts three years or longer at a university or other school in a foreign country (including completing the course by taking a correspondence course in Japan provided by the school in the foreign country, or completing a course at a school regarded as an educational institution in the education system of the foreign country and accredited as in 3) as such). The university or other school in the foreign country described above should be limited to institutions

separately accredited by Japan's Ministry of Education, Culture, Sports, Science and Technology that have been approved by a person certified by the government or a relevant organization of the foreign country or their equivalent regarding its overall status of education and research activities, etc.

- 5) Has been recognized by the graduate school of the University (Kitami Institute of Technology) as having academic abilities equivalent or superior to university graduates at an individual screening of admission requirements, and who has reached the age of 22 or will reach the age of 22 by the end of March 2024.

NOTES

1) A person without Japanese citizenship who has graduated from a Japanese university or is expected to graduate by the end of March 2024 must take the Regular Entrance Examination and is not eligible for the Special Entrance Examination for International Students. (However, international students sponsored by the Japanese government are eligible for the Special Entrance Examination for International Students.)

2) Those who meet requirement 5) should contact the Entrance Examination Unit, Education Affairs Section of the University, as there are documents to be submitted within the following periods:

1st period applicants: May22-26, 2023 (must arrive by 5 p.m. on the last day)

2nd period applicants: November20-28, 2023 (must arrive by 5 p.m. on the last day)

3. Periods of Accepting Application Documents

1st period applicants: June19-29, 2023 (must arrive by 5 p.m. on the last day)

2nd period applicants: January15-19, 2024 (must arrive by 5 p.m. on the last day)

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

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

4. Application Procedures

Applicants are required to submit the following application documents as a complete set.
(When submitting by post, please be sure to use simplified registered express mail and write in red on the front of the envelope: **Application Form for the Master's Program (Special Entrance Examination for International Students)**).

1) Submission address

Entrance Examination Unit, Education Affairs Section
Kitami Institute of Technology
165 Koen-cho, Kitami-shi, Hokkaido 090-8507
Japan

2) Application documents, etc.

a. Application form, ID photo form, examination card:	-- Use the forms prescribed by the University. [1] -- Attach a photo of the applicant's upper body, wearing no hat, facing front, to the photo form. The photo must have been taken within the last three months.
b. Screening fee: ¥30,000	-- Use the form prescribed by the University to make a payment at a Japan Post Bank branch or post office (payment must not be made via an ATM). -- Attach the "certificate of receipt of transfer payment (for customers)" you receive when making the payment to the designated section on the application form. -- Keep, as a receipt, the "invoice for and receipt of transfer payment" you receive when making the payment

c. Academic transcript	<p>The academic transcript must be prepared and sealed by the president/the dean of the faculty at the university (or school) that the applicant graduated from or is expected to graduate from.</p> <p>* Those who have completed (or are expected to complete) the advanced course at a college of technology (Kosen) must submit an academic transcript both for the main course and the advanced course.</p> <p>* Those who have completed (or are expected to complete) the advanced course at a junior college must submit an academic transcript both for the regular and advanced courses. (Research students of Kitami Institute of Technology do not need to submit this document.)</p>
d. Certificate of graduation/expected graduation	<p>The certificate must be issued by the president/dean of the faculty at the university (or school) that the applicant graduated or is expected to graduate from. (Research students of Kitami Institute of Technology do not need to submit this document.)</p>
e. A copy of certificate of residence	<p>The certificate must be issued by the mayor of the municipality of the applicant's residence.</p>
f. Envelope to mail your examination card	<p>-- Use an envelope (12 cm x 23.5 cm) with the applicant's name, mailing address, and postal code, clearly written, and postage stamps worth ¥344 on it.</p> <p>-- If the return address is outside Japan, enclose an international reply coupon equivalent to 25-gram air postage.</p>
g. Address sticker	<p>Description your postal code, address and name.</p>
h. Online interview application form	<p>If you wish to have an online interview (oral examination), Download the documents from the</p>
i. Pledge form	<p>University website and fill them in.</p>

NOTE:

-- International students sponsored by the Japanese government do not need to submit b, c and d.

--However, an applicant who is currently being sponsored by the Japanese government but is not certain about obtaining the sponsorship after April 2024, must submit b, c and d.

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

1st period applicants: Until May 26, 2023

2nd period applicants: Until November 28, 2023

*** 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

TEL +81 (0)157-26-9167

6. Screening Method

The screening of applicants is conducted comprehensively by considering the results of the academic achievement test, interview and academic transcript. Regarding students sponsored by the Japanese government, 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 academic achievement test and interview.

1) Schedules and details of the academic achievement test and interview

Academic achievement test		Interview
Oral examination	<p>1st-Period Applicants: August 22, 2023 2nd-Period Applicants: February 10, 2024 The time will be notified when sending the examination card.</p> <p>Each applicant makes a PowerPoint presentation for five minutes or less on the contents of their graduate research (or research of interest if no graduate research is conducted), followed by an oral examination on the presentation.</p> <p>*Applicants are required to put a PowerPoint presentation file on a USB flash drive and bring it with them.</p>	<p>1st period applicants: August 22, 2023</p> <p>2nd period applicants: February 10, 2024 The time will be notified when sending the examination card.</p> <p>* Each applicant will be interviewed separately.</p>

* The oral examination and interview will be conducted together.

2) Points allotted to the academic achievement test and interview

Courses/Programs		Academic achievement test		Interview	Total
		English proficiency	Oral examination		
Engineering	Mechanical and Electrical Engineering		300 points	300 points	600 points
	Civil and Environmental Engineering				
	Information and Communication Engineering				
	Applied Chemistry				
	Management Engineering				

3) Examination venue

Kitami Institute of Technology (165 Koen-cho, Kitami-shi, Hokkaido)

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. Periods of Accepting Application Documents on p. 2)

7. Announcement of Exam Results

1st period applicants: August 30, 2023, 10 a.m. (tentative schedule)

2nd period applicants: February 16, 2024, 10 a.m. (tentative schedule)

The ID numbers of the successful applicants will be announced on the University website (<https://www.kitami-it.ac.jp/>). Successful applicants will also be notified in person.

8. Enrollment Procedures for Successful Applicants

NOTE: Students sponsored by the Japanese government do not need to pay entrance and tuition fees.

1st period applicants:

The Documents for Entrance Procedures will be sent to successful applicants in late February 2024.

2nd period applicants:

The Documents for Entrance Procedures will be sent to successful applicants along with the notification of acceptance.

Bring or send by post the necessary documents to the Examination Unit, Education Affairs Section of the University during the enrollment procedures period.

1) Enrollment procedures period: To be announced when the Documents for Entrance Procedures are sent.

2) Payment for enrollment (2023 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. 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.
- c. 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.

TEL +81(0)157-26-9173

10. 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 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).

3) Method of disclosure

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

4) Period of accepting request

May13-31, 2024 (excluding Saturdays and Sundays)

Applications postmarked May 31, 2024 or earlier will be accepted.

5) Schedule for disclosure

Late June 2024 or later (tentative schedule)

11. Precautions

- 1) Incomplete application documents will not be accepted. Be careful not to make any omissions or errors in the documents.
- 2) Be sure to bring the examination card to the venue on the day of the academic achievement test and the interview.
- 3) 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.

- 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, the 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.)

- 5) Details of interview venue, etc.

Applicants will be notified of the interview venue, etc., when the examination card is sent.

- 6) Before applying, please consult with your academic advisor to see if the research guidance you desire is possible.

12. Request for Application Guidelines and Inquiries

When requesting the application guidelines by post, write in red on the front of the envelope: **Request for Application Guidelines for the Master's Program (Special Entrance Examination for International Students)**.

Send the envelope, enclosing a self-addressed return envelope (33.2 cm x 24.0 cm), with your name, mailing address and postal code clearly written on it and a ¥210 stamp (¥470 stamp for express mail) attached to it, to the Entrance Examination Unit, Education Affairs Section.

Requests by phone or postcard will not be accepted.

If you have any questions about the entrance examination, etc., contact the Entrance Examination Unit, Education Affairs Section by phone or post.

For requests and inquiries, contact:

Entrance Examination Unit, Education Affairs Section

Kitami Institute of Technology

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

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TEL +81(0)157- 26-9167