

ENGLISH TRANSLATION

APPLICATION GUIDE FOR FOREIGN STUDENTS
GRADUATE SCHOOL OF ENGINEERING
(MASTER'S PROGRAM)
MURORAN INSTITUTE OF TECHNOLOGY

DOMESTIC APPLICATION

OCTOBER 2023
APRIL 2024



Admissions Department
Muroran Institute of Technology
27-1 Mizumoto-cho, Muroran, Hokkaido, Japan 050-8585
E-mail: nyushi@mmm.muroran-it.ac.jp

<To Applicants>

- You must discuss your research theme thoroughly with the faculty member who you want to be your supervisor before submitting your application.
- Muroran Institute of Technology has established the “Muroran Institute of Technology Security Export Control Regulations” in accordance with the “Foreign Exchange and Foreign Trade Act”, and rigorously screens Foreign students. Foreign applicants who fall under any of the conditions set out in said regulations may be unable to enter their desired course or program.
- All dates and times stated in this guideline are based on Japan Standard Time.

Handling of Personal Information

Muroran Institute of Technology (Muroran IT) complies with the Act on the Protection of Personal Information and other applicable laws, and attempts to protect your personal information in accordance with Muroran IT’s Personal Information Management.

Personal information submitted to Muroran IT in the form of application documents will be used for selecting applicants for admission and as resources for reviewing the method of selecting applicants for admission. For admitted students, personal information will be used for registrar work (student registry, learning assistance, etc.) and student support (tuition exemption, scholarship, etc.).

V Foreign Student Entrance Examination (Domestic Applications)

1 Number of Admissions

Oct.2023 Admissions

Division Name	Course Name	Number of Admissions
Sustainable and Environmental Engineering	Chemical and Biological Systems	A few in each division
	Architecture and Building Engineering	
	Civil Engineering	
Production Systems Engineering	Robotics and Mechanical Engineering	
	Aerospace Engineering	
	Physics and Materials Science	
Information and Electronic Engineering	Computer Systemics	
	Electrical and Electronic Engineering	

Apr.2024 Admissions

Division Name	Course Name	Number of Admissions		
		1 st Call for Applications	2 nd Call for Applications	
Sustainable and Environmental Engineering	Chemical and Biological Engineering	A few in each division	To be announced	
	Architecture and Building Engineering			
	Civil Engineering			
Production Systems Engineering	Robotics and Mechanical Engineering			
	Aerospace Engineering			
	Physics and Materials Science			
Information and Electronic Engineering	Computer Systemics			
	Innovative Informatics (tentative name)			Group A
				Group B
		Group C		
		Group D		
		Group E		
		Group F		
		Group G		
		Group H		
		Group I		
Electrical and Electronic Engineering				

- 1: The second call for applications for April 2024 admissions depends on whether the positions have been filled or not. Information about the second call for applications, as well as the number of positions still available, will be posted on the official Muroran IT website in November 2023
- 2: The Innovative Informatics Course (tentative name) will be newly established in April 2024 in the Division of Information and Electronic Engineering.
Details will be announced on the official website as soon as they are finalized.
- 3: Group A: Chemical and Biological Engineering
Group B: Architectural design engineering
Group C: Structural building engineering
Group D: Civil Engineering
Group E: Robotics and Mechanical Engineering
Group F: Aerospace System Engineering
Group G: Physics and Materials Science
Group H: Systemics Informatics
Group I: Electrical and Electronic Engineering

2 Admission period

This screening process applies to applicants applying for admission in October 2023 and April 2024. Examinations are held in late August or late February.

3 Eligibility for Application

The applicant must have a nationality other than Japanese, and at least one of the following points must apply to the applicant.

※ **Applicants wishing to begin in April 2024 should replace “September 2023” with “March 2024”.**

- (1) The applicant has graduated (or will have graduated by September 2023) from a Japanese university.
- (2) The applicant has received (or will have received by September 2023) a Bachelor’s degree from NIAD-QE (National Institution for Academic Degrees and Quality Enhancement of Higher Education).
- (3) The applicant has completed (or will have completed by September 2023), 16 years of formal education in an overseas country.
- (4) The applicant has completed (or will have completed by September 2023), a correspondence course of study for 16 years from an applicable school overseas in subjects that are equivalent to those taken in a Japanese school.
- (5) The applicant has completed (or will have completed by September 2023), a course of study for 16 years at a university that has been ranked and has been designated by the Ministry of Education, Culture, Science and Technology - Japan.
- (6) The applicant has completed (or will have completed by September 2023), a special course in a vocational school (limited to schools with a course term of 4 years or more and which meet the standards established by the Ministry of Education, Culture, Sports, Science and Technology - Japan.)

- (7) The applicant will fulfill at least one of the conditions below by September 2023:
- Been enrolled in a university for three or more years.
 - Completed 15 years of formal education in an overseas country.
 - Completed 15 years of formal education through correspondence classes which were taken in Japan from an overseas school.
 - Has studied at a university that has been ranked and has been designated by the Ministry of Education, Culture, Science and Technology - Japan. (This is limited to applicants who have completed 15 years of formal education in an overseas country)
- (8) The applicant has been individually screened for admission eligibility by this institution's graduate school and has been deemed to have an equivalent or greater academic ability to that of a person with a university graduation. The applicant must also have reached the age of 22 by September 2023.

Note : It is necessary for applicants who are applying under eligibility rules (7) or (8) to be screened in advance in order to determine their eligibility, so they will need to complete the 「入学試験出願資格審査調書」 (Nyuugaku shiken shutsugan shikaku shinsa chousho) . Applicants must attach a document about their research activities, as well as a copy of their graduation certificate and academic transcripts. These documents must be sent to the Admissions Department by the following dates.

[Enrollment in October 2023]

Friday, June 23, 2023

[Enrollment in April 2024]

For the 1st Call for Applications: Friday, June 23, 2023

For the 2nd Call for Applications: Friday, November 10, 2023

4 Applicants with special needs

If you are physically challenged and need special assistance for entrance examinations and/or school attendance, please make a request to Admission Office for the extra care in advance. Please inform us as soon as possible so that we can prepare for and deal with your request.

In addition, the Admission Office provides consultations for entrance examinations and school attendance throughout the year.

5 Application Procedures

(1) Registration Period and Submission of Application Documents

[Enrollment in October 2023]

Monday, July 24, 2023 – Wednesday, August 2, 2023

[Enrollment in April 2024]

For the 1st Call for Applications:

Monday, July 24, 2023 – Wednesday, August 2, 2023

For the 2nd Call for Applications:

Monday, January 15, 2024 – Friday, January 19, 2024

(A) If you bring the application in person, the office is open from 10:30 a.m. to 4:00 p.m. (excluding Saturdays and Sundays)

(B) If you mail the application, it must reach the office by 4:00 p.m. on the last day of the registration period.

Note: Send the documents by registered mail (kakitome yuubin), and write the following on the outside of the envelope in red ink: “Domestic Application Materials for the Master’s Course for International Students”.

(2) Submission of application documents

Admissions Department, Muroran Institute of Technology
 27-1 Mizumoto-cho, Muroran, Hokkaido, Japan 050-8585
 TEL 0143(46)5162

(3) Examination Card

After receiving the application, an Examination Card will be sent to Applicants. If you have not received your Examination Card by the dates specified below, please contact the Admissions Department.

[Enrollment in October 2023]

Will arrive by Tuesday, August 15, 2023

[Enrollment in April 2024]

For the 1st Call for Applications: Will arrive by Tuesday, August 15, 2023

For the 2nd Call for Applications: Will arrive by Tuesday, February 6, 2024

(4) Documents to be Submitted

Documents to be Submitted	Remarks
(A) Application Form (Form A)	Read each document carefully before filling it in.
(B) Examination Card · Photograph Card (Form B)	The photograph of applicant with upper body facing front should be taken within 3 months of the date of application (size 4 cm × 3 cm). Paste it in the designated space.
(C) Form to Attach Payment Certificate (Form B) [Screening fee: 30,000 JPY]	In case of credit card Please enclose a printout of the payment completion e-mail with your application documents. In case of remittance The fee should be paid by telegraphic transfer, and a copy of the application for remittance should be enclosed in the application documents to be submitted. The details can be confirmed in “(5) How to Pay for the Screening Fee”. [For Japanese Government Scholarship students] The Screening fee is unnecessary. Instead of the transfer payment certificate, a certificate of government-sponsored foreign student (free format) should be submitted (prepared by the school you are enrolled in).
(D) Return Address Card (Form C)	This card will be used to send an acceptance letter and other documents for the admission procedure, so be sure to write the same name and address in all of the columns.
(E) Academic Transcripts	This should be drawn up by the president of the school last attended, and should be submitted in a sealed envelope. Applicants who graduated, or who are to graduate, from Muroran IT do not need to submit this document.

<p>(F) Certificate of Graduation or Certificate of Projected Graduation (Original or Certified Copy)</p>	<p>The certificate of graduation should be drawn up by the president of the university last attended. (A certificate with the same contents as the original issued by a public agency is also acceptable). Applicants who graduated, or who are to graduate, from Muroran IT do not need to submit this document.</p> <p>Applicants who are applying under “3 Eligibility for Application (2)” must submit a graduation certificate, and applicants who are planning to graduate in September 2023, must submit a “Projected Graduation Certificate”. (The same applies to applicants for admission in April 2024 who plan to graduate in March 2024.)</p> <p>In addition, applicants who have not submitted an application for graduation must fill in the document “Intention to Apply for Graduation Certificate,” and submit it with the other application documents.</p>
<p>(G) Letters of Recommendation (Free format)</p>	<p>A letter from the supervisor the applicant seeks at Muroran Institute of Technology and another letter from either his/her superior at work or the president of the university last attended.</p>
<p>(H) Statement of Purpose (Form E)</p>	<p>The applicant’s reasons for applying for the Master’s course should be outlined in about 400 characters (if writing in Japanese) or 100 words (if writing in English).</p>
<p>(I) TOEIC Official score Certificate or TOEIC IP Score Report</p>	<p>(Only for those applicants who choose English as a Common Course and wish to use their score from a TOEIC Test taken in advance.)</p> <p>The score must have been obtained after April 2022. Please submit the original "Official Score Certificate", (or the original "Score Report (Personal Score Report)" for the TOEIC IP test). The submitted original will be returned when the examination card is sent.</p> <p>*Submission of scores after application will not be accepted. Even if you apply to use the TOEIC score that you received before the examination, you can still take the IP test on the day of the examination. In this case, the higher score will be used.</p>
<p>(J) A Certificate of residence or a copy of a residence card</p>	<p>Submit a copy of a certificate showing your status of residence and period of stay. Applicants who are living in countries other than Japan at the time of the application must submit a copy of their passport.</p>

Notes:

- I. For items (A), (B), (C), (D) and (H), use the forms provided by Muroran IT.
- II. The application documents must be written in Japanese. Among them, those prepared by foreign schools or institutions must have Japanese or English translations attached.
- III. According to the guidelines for implementing the Japanese Government MEXT Scholarship (Ministry of Education ruling on March 31, 1954), foreign students with a Japanese Government scholarship, as well as foreign students sponsored by the Japanese Government may submit the negotiation documents for their scholarship and sponsorship in place of items (F) and (G).

- IV. Incomplete application documents will not be accepted.
- V. The academic advisor you desire may not be available due to reasons such as retirement, so please confirm their availability on our official website.
- VI. Before going through the application process, the applicant should consult with his or her desired academic advisor.

(5) How to Pay for the Screening Fee

- a. When you pay by credit card, please access the link below and fill in the necessary information.

<https://credit.j-payment.co.jp/link/creditcard?aid=123829&iid=13&l>



- b. When you pay by the payment transfer form

Take the screening fee of 30,000 JPY to the Japan Post Bank at a post office, a regular bank or other financial institution, and use the payment transfer form provided. Then paste the receipt on the “Receipt of Screening Card” in the space provided, and submit the card with the other application documents.

(A) Use the 5-page form provided by Muroran IT, and fill in the necessary information.

(B) Make sure the appropriate amount is written on the form and give it to the teller along with 30,000 JPY and the service charge. (You can't use an ATM to make this payment, so be sure to go to the teller at the counter.)

(C) When you receive the receipt of payment, make sure the date is stamped on the paper.

(D) Paste the receipt in the space provided on the “Receipt for Screening Fee” card, and submit it with the other application documents.

(E) The applicant is responsible for paying the service charge.

Payment Period for the Screening Fee

[Enrollment in October 2023]

Tuesday, July 18, 2023 – Tuesday, August 1, 2023

[Enrollment in April 2024]

For the 1st Call for Applications:

Tuesday, July 18, 2023 – Tuesday, August 1, 2023

For the 2nd Call for Applications:

Thursday, January 4, 2024 – Thursday, January 18, 2024

Allow yourself plenty of time to complete the registration procedures in order to finish on time.

(6) Points to keep in mind regarding the application procedures

(A) Excluding the following two reasons, the screening fee will not be refunded.

1. The screening fee was paid, but no application documents were submitted nor received by the institute.
2. The screening fee was paid in duplicate.

In either of these cases, please request the return of the screening fee as soon as possible. For details, check the official Muroran IT website:

https://mutoran-it.ac.jp/entrance/gsee/guidelines_gs/ (in Japanese only)

Deadline for requesting a refund of the screening fee:

[Enrollment in October 2023]

Thursday, August 31, 2023

[Enrollment in April 2024]

For the 1st Call for Applications: Thursday, August 31, 2023

For the 2nd Call for Applications: Thursday, February 29, 2024

For questions regarding the return of the screening fee, please contact:

Admissions Department

Muroran Institute of Technology

27-1 Mizumoto-cho, Muroran, Hokkaido, Japan 050-8585

- (B) The application will not be accepted if the screening fee has not been paid, or if the receipt has not been attached in the space provided on the "Receipt for Screening Fee" card.
- (C) No changes may be made in the division which the applicant majors after the application has been accepted.
- (D) Notify the Admission Office by phone or fax as soon as possible if there are any changes to the your contact information.

6 Screening Procedure

(1) Screening of the Applicant

Evaluation will be based on a written examination, an oral examination, and transcripts from the applicant's last school attended. All examinations are held in Japanese or English. You can choose the language when you apply.

(2) Scoring

Achievement Test		Oral Examination / Transcripts from the applicant's last school attended	Total
Japanese / English	Specialized Subjects		
200	600	200	1,000

<TOEIC Score Conversion Method>

If Applicants select "English" as the Examination language, their TOEIC score will be converted into an English score.

A TOEIC Score of 590 or more: The English Score = 200 points

A TOEIC score between 220 and 590: The English Score = $0.5 \times$ The TOEIC Score - 95 points
(eg. a TOEIC score of 470 points will be converted into an English score of 140 points)

A TOEIC Score below 220: The English Score = 15 points

About the TOEIC Score: <https://www.iibc-global.org/index.html>

7 Examination subject and schedules

Division of Sustainable and Environmental Engineering

Day 1: For the 1st Call for Applications: Tuesday, August 29, 2023

For the 2nd Call for Applications: Tuesday, February 27, 2024

Examination type		Subjects of Examination		Time		
Achievement Test	Japanese	Common in each course [Applicants who select Examination Language "Japanese"]	Written test for Japanese language ability	10 : 00 ~ 11 : 20		
	English	Common in each course [Applicants who select Examination Language "English"]	TOEIC IP Test	9 : 00 ~ 11 : 40		
	Specialized Subjects	Chemical and Biological Systems Course	Basis for chemical and biological systems (Each basic subject of Physical Chemistry, Inorganic and Analytical chemistry, Organic Chemistry, Biochemistry, Biotechnology, and Process Engineering) (required)	13 : 00 ~ 15 : 00		
				Architecture and Building Engineering Course	Structural Mechanics, Architectural Planning (choose one subject)	13 : 00 ~ 16 : 00
				Civil Engineering Course	Structural Mechanics, Hydraulics (both subjects required)	13 : 00 ~ 15 : 00

Day 2: For the 1st Call for Applications: Wednesday, August 30, 2023

For the 2nd Call for Applications: Wednesday, February 28, 2024

Examination type		Subjects of Examination		Time
Achievement Test	Specialized Subjects	Chemical and Biological Systems Course	(Specialized subject exams will be administered only on the first day.)	/
		Architecture and Building Engineering Course	(Specialized subject exams will be administered only on the first day.)	
		Civil Engineering Course	Soil Mechanics (required)	9 : 00 ~ 10 : 00
Oral Examination		Common in each course		13 : 30~

Note: Check the website (<http://www.muroran-it.ac.jp/rikagaku/ac/Guide/Graduate/GradExamination-j.html>) for information on the content of the specialized subject for the Chemical and Biological Systems Course in the Division of Sustainable and Environmental Engineering.

Division of Production Systems Engineering

Day 1: For the 1st Call for Applications: Tuesday, August 29, 2023

For the 2nd Call for Applications: Tuesday, February 27, 2024

Examination type		Subjects of Examination		Time
Achievement Test	Japanese	Common in each course [Applicants who select Examination Language “Japanese”]	Written test for Japanese language ability	10 : 00 ~ 11 : 20
	English	Common in each course [Applicants who select Examination Language “English”]	TOEIC IP Test	9 : 00 ~ 11 : 40
	Specialized Subjects	Robotics and Mechanical Engineering Course	Mathematics (Linear Algebra, Calculus, Differential Equation) (required)	13 : 00 ~ 15 : 00
		Aerospace Engineering Course	(Specialized subject exams will be administered only on Day 2.)	/
		Physics and Materials Science Course	(Specialized subject exams will be administered only on the Day 2.)	/

Day 2: For the 1st Call for Applications: Wednesday, August 30, 2023

For the 2nd Call for Applications: Wednesday, February 28, 2024

Examination type		Subjects of Examination		Time
Achievement Test	Specialized Subjects	Robotics and Mechanical Engineering Course	Thermodynamics, Fluid Mechanics, Strength of Materials, Dynamics of Machinery, Control Engineering (all required)	9 : 00 ~ 11 : 30
		Aerospace Engineering Course	Mathematics, Physics (both required)	9 : 00 ~ 11 : 00
		Physics and Materials Science Course	Essay concerning this specialty, Physics (both required)	9 : 00 ~ 11 : 00
Oral Examination		Common in each course	/	13 : 30 ~

Division of Information and Electronic Engineering

Day 1: For the 1st Call for Applications: Tuesday, August 29, 2023

For the 2nd Call for Applications: Tuesday, February 27, 2024

Examination type		Subjects of Examination		Time	
Achievement Test	Japanese	Common in each course [Applicants who select Examination Language “Japanese”]		Written test for Japanese language ability 10 : 00 ~ 11 : 20	
	English	Common in each course [Applicants who select Examination Language “English”]		TOEIC IP Test 9 : 00 ~ 11 : 40	
	Specialized Subjects	Computer Systemics Course		Fundamentals of Information Engineering, Computer Systems (both required)	13 : 00 ~ 15 : 00
		Innovative Informatics Course (tentative name)	Group A	Basis for chemical and biological systems (Each basic subject of Physical Chemistry, Inorganic and Analytical Chemistry, Organic Chemistry, Biochemistry, Biotechnology, and Process Engineering) (required)	13 : 00 ~ 15 : 00
			Group B	Structural Mechanics, Architectural Planning (Choose one subject)	13 : 00 ~ 16 : 00
			Group C		
			Group D	Structural Mechanics, Hydraulics (both subjects required)	13 : 00 ~ 15 : 00
			Group E	Mathematics (Linear Algebra, Calculus, Differential Equation) (required)	13 : 00 ~ 15 : 00
			Group F	(Specialized subject exams will be administered only on Day 2.)	
			Group G	(Specialized subject exams will be administered only on Day 2.)	
			Group H	Fundamentals of Information Engineering, Computer Systems (both required)	13 : 00 ~ 15 : 00
Group I			Industrial Mathematics (required)	13 : 00 ~ 14 : 30	
Course of Electrical and Electronic Engineering		Industrial Mathematics (required)	13 : 00 ~ 14 : 30		

Note: Applicants applying to the Innovative Informatics Course (tentative name) in the Division of Information and Electronic Engineering must select one of the specialized courses from Groups A to H. Different groups cannot be selected for Day 1 and Day 2.

Day 2: For the 1st Call for Applications: Wednesday, August 30, 2023

For the 2nd Call for Applications: Wednesday, February 28, 2024

Examination type		Subjects of Examination		Time	
Achievement Test	Specialized Subjects	Computer Systemics Course	Essay (Themes related to Information Science and Engineering) (required)	9 : 00 ~ 11 : 00	
		Innovative Informatics Course (tentative name)	Group A	(Specialized subject exams will be administered only on the first day.)	/
			Group B	(Specialized subject exams will be administered only on the first day.)	
			Group C	(Specialized subject exams will be administered only on the first day.)	
			Group D	Soil Mechanics (required)	9 : 00 ~ 10 : 00
			Group E	Thermodynamics, Fluid Mechanics, Strength of Materials, Dynamics of Machinery, Control Engineering (required)	9 : 00 ~ 11 : 30
			Group F	Mathematics, Physics (both required)	9 : 00 ~ 11 : 00
			Group G	Essay concerning this specialty, Physics (both required)	9 : 00 ~ 11 : 00
			Group H	Essay (Themes related to Information Science and Engineering) (required)	9 : 00 ~ 11 : 00
			Group I	Electromagnetics, Electric Circuit, Electronic Circuit (2 subjects required)	9 : 00 ~ 11 : 00
	Course of Electrical and Electronic Engineering	Electromagnetics, Electric Circuit, Electronic Circuit (2 subjects required)	9 : 00 ~ 11 : 00		
Oral Examination	Common in each course		13 : 30 ~		

Note: Applicants applying to the Innovative Informatics Course (tentative name) in the Division of Information and Electronic Engineering must select one of the specialized courses from Groups A to H. Different groups cannot be selected for Day 1 and Day 2.

8 How to follow recent changes or updates

Muroran IT updates information related to the Entrance Examinations on its official website as needed. Please access the site regularly until the examination date: <https://www.muroran-it.ac.jp>

We will inform you of the details through the website if the scheduled examinations are canceled due to unforeseen circumstances.

9 Location of the Examinations

Muroran Institute of Technology: 27-1 Mizumoto-cho, Muroran, Hokkaido, Japan

Note : Information about the test rooms will be posted the day before the admission test on the message board on the first floor of Building N, as well as on the message board for each faculty. The same information will also be posted on the official Muroran IT website.

10 Announcement of the Screening Results:

[Enrollment in October 2023]

10:00 a.m. on Friday, September 15, 2023

[Enrollment in April 2024]

For the 1st Call for Applications: 10:00 a.m. on Friday, September 15, 2023

For the 2nd Call for Applications: 10:00 a.m. on Thursday, March 21, 2024

The examination numbers of successful applicants will be posted on the first floor of Building N, as well as on the official Muroran IT website. In addition, a notice will be sent to all successful applicants by mail. Unsuccessful applicants will not be notified.

Notes:

- I. The date and time of announcement of the screening results is provisional and subject to change. Such change will be announced on the Muroran IT website.
- II. Muroran IT will not answer any inquiry about screening results by phone or e-mail.
- III. An acceptance letter will be sent on the day of announcement of the screening results; it is not meant to arrive on the day of announcement of the screening results.

11 Points to Keep in Mind When Applying

- (1) Muroran Institute of Technology is a national institute.
- (2) The Master's course is a two-year course. A degree will be awarded to those who have earned the required credits, submitted a research thesis and passed the oral defense of the thesis. Students can proceed to a three-year Doctoral Course after finishing a Master's Course.
- (3) For October 2023 Admissions, the academic year begins in October, and ends in September of the next year, the first semester runs from October to March, and the second from April to September. For April 2024 admissions, the academic year begins in April, and ends in March of the next year, the first semester runs from April to September, and the second from October to March.
- (4) All classes are held in Japanese, so a proficient knowledge of Japanese is necessary.
- (5) Applicants are advised to consult with a faculty member to ensure that there is an appropriate faculty advisor to assist the applicant with his or her particular subject of research.
- (6) Dormitory for Foreign Students: Upon selection by the Institute, a limited number of students are permitted to live in the dormitory for one year only, if space is available.

VI Foreign Student Examination (Overseas Applicants)

Guidelines concerning the call for foreign student applicants can be found on the official Muroran IT website, at the URL below:

https://muroran-it.ac.jp/entrance/isee/guidelines_is/

VII Enrollment Procedures

Once the applicant has been informed of his acceptance, the following documents must be brought in within the specified period to complete the enrollment process.

However, if the applicant is unable to bring the documents in person, they may be submitted all at once by registered mail (within the prescribed enrollment period).

Application Type	Remarks		
	October 2023 Admission	April 2024 Admission 1 st Call for Applications	April 2024 Admission 2 st Call for Applications
Enrollment Period	Tuesday, September 19, 2023 to Monday September 25, 2023	Thursday, March 7, 2024 to Friday, March 15, 2024	Friday, March 22, 2024 to Wednesday, March 27, 2024
	Office hours: 10:30 a.m. to 4:00 p.m. (excluding Saturday and Sunday) Documents sent by mail must reach the office by 4:00 p.m. on the last day of the enrollment period.		
Place to Enroll	Office of Admissions Strategic and Action Plan, Muroran Institute of Technology 27-1 Mizumoto-cho, Muroran, Hokkaido, Japan 050-8585		
Required Documents for Enrollment	a. Examination admission card		
	b. Documents requested by the Admission Division		
Payments	Entrance Fee 282,000 JPY 【Expected amount】		

Tuition Fee (Reference)	1 st Term 267,900 JPY, 2 nd Term 267,900 JPY 【Expected amount】 (Yearly total 535,800 JPY 【Expected amount】 to be paid in two installments in May and November.)
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* Points to keep in mind concerning enrollment procedures

I. Students who wish to decline their enrollment should contact the Admission Office by telephone, stating their intention to decline.

Note : Students who do not complete the enrollment procedures during the enrollment period will be considered as having declined enrollment.

II. Students who have completed the enrollment procedures, but would like to decline enrollment, must do so by the following dates: October 2023 students must do so by 5:00 p.m. on Friday, September 29, 2023, and April 2024 students must do so by 5:00p.m. on Friday, March 29, 2024.

III. Students who have completed the enrollment procedures, but who decline enrollment after the period stated in article II will be treated as a withdrawing student.

IV. Under no circumstances will the entrance fee be returned.

V. Detailed information about the necessary documents, as well as the amount and payment method of the entrance fee and tuition fees, will be included in the enrollment information to be sent after the announcement of the successful candidates (early in February 2024).

VI. The entrance fee and tuition listed above are the projected amounts. If these fees are revised at the time of admission or while a student is in attendance, the student will be charged the revised fees and/or tuition.

VII. Students with a Japanese Government Scholarship will not be required to pay the entrance

fee or tuition.

VIII. It is possible to waive or postpone the entrance fee and tuition. It is necessary to apply for this before making any payments. For details, check the official Muroran IT website :

https://muroran-it.ac.jp/entrance/ef_tf/f_exemption/ (in Japanese only)

For more information, contact the Student Support Section of the Academic Affairs Department

TEL 0143(46)5129,5130

IX. If an applicant applies for an entrance fee waiver or postponement, and then declines admission after the admission process is completed, the application for the program shall not be approved, and the entrance fee must be paid.

VIII Miscellaneous

- 1 Be sure to bring your Examination card at the time of the entrance examination and enrollment procedures.
- 2 Our graduate school does not allow dual enrollment.