

2024-2025 School Year

Muroran Institute of Technology

Guidelines for Research Student Applicants

(International Students)



Muroran Institute of Technology

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Center for International Relations
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<https://muroran-it.ac.jp>

Regarding the Handling of Personal Information

The University(Muroran Institute of Technology) endeavors Protection of personal information under Japanese law and Rules of the University.

About personal information sent with application documents, we use it only for the new student selection and investigation for the student selection methods.

2024-2025 School Year
How to Apply for Research Student Admission

I. Eligibility for Application

Research students are divided into "undergraduate research students" and "graduate research students".

Applicants must read carefully the application requirements below and choose either undergraduate or graduate school at which they wish to do research when filling out the application form 1

【Undergraduate Research Students】

Applicants should be non-Japanese nationals who have a specific topic on which they would like to do research and satisfy either of the following criteria:

- (1) Applicants should complete at least 16 years of formal education or be a candidate for graduation outside Japan before research student admission.
- (2) Applicants should have been shown to have an equivalent or greater academic ability to that of a person with a university graduation by individually screened for admission eligibility by Graduate School of Muroran Institute of Technology.

Note: Those who want to make an application under the above (2) need to be screened in advance for the recognition, so they must offer to Center for International Relations via e-mail two months earlier than deadline for the application. In addition the following required documents should also be submitted together via e-mail.

Applicants have to note that the admission screening for research student and graduate school will be separately done. Thus, the admission approval as research students does not necessarily guarantee the eligibility for graduate school.

【Graduate Research Students】

Applicants should be non-Japanese nationals who have a specific topic on which they would like to do research and satisfy either of the following criteria:

- (1) Those who have graduated from graduate school.
- (2) Applicants should have been shown to have an equivalent or greater academic ability to that of a person with a graduate school graduation by individually screened for admission eligibility by Graduate School of Muroran Institute of Technology.

Note: Those who want to make an application under the above (2) need to be screened in advance for the recognition, so they must offer to Center for International Relations via e-mail two months earlier than deadline for the application. In addition the following required documents should also be submitted together via e-mail.

Applicants have to note that the admission screening for research student and graduate school will be separately done. Thus, the admission approval as research students does not necessarily guarantee the eligibility for graduate school.

II. How to Apply

1. Deadlines for application (This also applies to applications for research extensions.)

April 2024 Admission	November 24, 2023
July 2024 Admission	February 22, 2024
October 2024 Admission	May 24, 2024
January 2025 Admission	August 23, 2024
2. Required documents for submission:

Please download Form 1, Form 2, and Form 3 from:
<https://u.muroran-it.ac.jp/oia/en/inbound/admissions.html>

All documents must be written in Japanese or English.
If the original document is written in other language, a Japanese or English translation must be attached.

 - 1) Application of Enrollment for Research Student (Form 1, A4 size)
The period of research shall be the first day of the month and the last day of the month.
 - 2) Resume for Applicants (Form 2, A4 size, attach a recent photograph)
 - 3) Certificate of graduation (diploma) of last school attended (Prospective Graduation Certificate is acceptable for applicants who anticipate graduation)
 - 4) Transcript of grades (Original)
 - 5) Recommendation Letters by two supervisors of your university (Original) (Free-Formed)
(If you are currently employed at school or research institution, it is acceptable by one supervisor from university which you are graduated and one chief of your school or research institution. If you are a student from one of our sister schools, it is acceptable by one supervisor.)
 - 6) Acceptance Letter of Supervisor in MuroranIT (Form 3, A4 size)
Applicants should ask supervisor in MuroranIT to send back PDF file of signed document to applicants and ask he/she to submit the original document to Center for International Relations.
Applicants need to contact a potential supervisor in advance.
 - 7) Copy of passport (Face photo page)

- 8) Copy of residence card (Both sides, Only foreign residents who are living in Japan)
 - 9) Face photo data (JPG format)
 - 10) Application for certificate of eligibility (in Excel format)
3. Application fee: ¥5,000
See also Page8~9 “Overseas Remittance for Payment”.
 4. Document Submission & Contact Information
 - 1) Please add the number of the application documents to the beginning of the PDF file name of the application documents and arrange them in order.
 - 2) Please send PDF files of all required documents to the Center for International Relations by two weeks of the deadline for application. The title of e-mail should be “Application for research student _your name”.
 - 3) Required documents in above 2.(1~8) should be arrived to the address below by the deadline for application.
Address: Center for International Relations
Muroran Institute of Technology
27-1 Mizumoto-cho, Muroran, Hokkaido, Japan
Postal code: 050-8585
Tel: +81-143-46-5880
E-mail: kokusai@muroran-it.ac.jp

III. Screening of Applicants

The admission screening will be based on the submission. The screening result will be notified to applicants by e-mail.

IV. Entrance Procedures

After notification of acceptance, applicants are requested to carry out the following procedures. Applicants who fail to complete entrance procedures by the deadline listed below will be denied entrance.

1. Deadline for completion of entrance procedures:
[In case of overseas application]

April 2024 Admission	January 26, 2024
July 2024 Admission	May 10, 2024
October 2024 Admission	July 19, 2024
January 2025 Admission	November 1, 2024

[In case of domestic application]

April 2024 Admission	February 22, 2024
July 2024 Admission	May 24, 2024
October 2024 Admission	August 23, 2024
January 2025 Admission	November 22, 2024

2. Documents to be submitted:

Contract (supplied by the university) should be submitted to Center for International Relations.

V. Letter of Permission to Enter

Applicants who complete the entrance procedures within the specified time will be issued a letter of permission to enter the university.

VI. Duration of Research

The period of research must not be less than six months or more than one year. However, those wishing to continue their research may be granted an extension. Applicants should apply to Center for International Relations at least 2 months before the end of the period of research.

VII. Payment of Tuition

1. Cost: ¥10,000/month

2. Period of Payment:

April 2024 Admission (April-September)	April 1-April 30
July 2024 Admission (July-September)	July 1-July 31
October 2024 Admission (October-March)	October 1-October 31
January 2025 Admission (January-March)	January 1-January 31

VIII. Terms and Conditions for Fees' Payment

Once you made a payment for application, entrance and tuition fees, we will not refund any amount except for the following cases.

In the case that application fee was paid, but no application documents were submitted nor received, or in the case that application fee was paid in duplicate, the amount equivalent to application fee will be refunded upon request from the person transferring the funds. In either of these cases, request for the return of the screening fee as soon as possible.

The amount of entrance and tuition fees is estimated amount. Therefore if the amount of fees changed at that time of the entrance or during the period of research, it will apply from that point of the renewal.

After the admission procedure, tuition fees will be charged if the admission procedure deadline expires. If you wish to decline a course, please do

so within the admission procedure deadline.

If you wish to withdraw from a course after the due date, please do so before the due date.

Requests after enrollment will be treated as expulsion, so you will have to pay the tuition fee.

IX. Other

1. The research student may receive permission to receive classroom instruction from the president of the university if the research professor deems it necessary.
2. The research student must submit a report on completion of his research to Center for International Relations.

Overseas Remittance for Payment

1. Please remit the amount of fee listed below so that we can receive by the deadline for Payment from a bank offering “Telegraphic Transfer” service.
2. **In case of overseas remittance, it may cost a large bank transfer charge. We recommend that applicants ask someone in Japan (in MuroranIT is better) to pay the fees instead of you.**
3. Payer’s name of remittance should be applicant’s name. **Please be sure to consult Center for International Relations in advance if the remittance cannot be made in the name of applicant.**
4. After the remittance, please submit the copy of receipt of the remittance via e-mail.

【Payment Name / Amount】

Application Fee	¥5,000
Entrance Fee	¥10,000
Tuition Fee/month	¥10,000

【Deadline for Payment】

Application Fee	April 2024 Admission	November 24, 2023
	July 2024 Admission	February 22, 2024
	October 2024 Admission	May 24, 2024
	January 2025 Admission	August 23, 2024
Entrance Fee	April 2024 Admission	January 26, 2024
	July 2024 Admission	May 10, 2024
	October 2024 Admission	July 19, 2024
	January 2025 Admission	November 1, 2024

*For Tuition Fee, see also VII. Payment of Tuition > 2. Period of Payment

【The Remittance Method】

Instruction for Telegraphic Transfer(SWIFT)	
Currency	Japanese Yen
Payment Instruction	OUR *Payer pays all transfer charges
Payer	Applicant’s Name
Amount	See also 【Payment Name / Amount】 ¥5000 (Application Fee) or ¥10,000 (Entrance Fee)
Message to the Beneficiary	Applicant’s Name
Beneficiary’s Bank	
SWIFT Code	NORPJPJP
Bank Name	NORTH PACIFIC BANK, LTD
Branch Name	NAKAJIMACHO BRANCH
Beneficiary’s Name	NATIONAL UNIVERSITY CORPORATION

	MURORAN INSTITUTE OF TECHNOLOGY
Beneficiary's Address/ Country/ Tel No.	27-1 Mizumoto-cho, Muroran, Hokkaido /Japan /+81-143-46-5889
Account Number	*Choose specific account number depends on the payment.
Application fee	A/C No. 3968548
Entrance Fee	A/C No. 3968556
Tuition Fee	A/C No. 3968530

Credit Card Payment of Application Fees

If you wish to pay by credit card, please click the link below and fill in the necessary information.

Credit Card Payment Link (Japanese)

<https://credit.j-payment.co.jp/link/creditcard?aid=123829&iid=1>

Credit card payment link (English)

<https://credit.j-payment.co.jp/link/creditcard?aid=123829&iid=12&lang=en>

After the credit card payment is completed, an email with the title "Email Title: Completion of Credit Card Payment" will be sent to the email address specified by the applicant.

Please note that this e-mail is sent from the mail server of the credit card payment agency using the e-mail address for this university notification, so depending on the e-mail service (Gmail, etc.) used by the applicant, a warning notice may be sent due to a discrepancy in the e-mail sender.