

2027-2028 School Year

Muroran Institute of Technology

Guidelines for Research Student Applicants

(International Students)



Muroran Institute of Technology

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Muroran, Hokkaido, Japan 050-8585
Center for International Relations
t-kokuko@muroran-it.ac.jp
<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.

Personal information submitted with application documents will be used only for admissions purposes and for analysis to improve the University's admissions procedures.

2027-2028 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 nationals of a country other than Japan, wish to conduct research on a specific topic at Muroran Institute of Technology, and meet one of the following requirements:

- (1) Have completed 16 years of formal education outside Japan, or expect to complete it by the intended date of enrollment; or
- (2) Have been determined, through an individual eligibility screening conducted by the Graduate School of Muroran Institute of Technology, to possess academic ability equivalent to or greater than that of a university graduate. See the note below.

【Graduate Research Students】

Applicants should be nationals of a country other than Japan, wish to conduct research on a specific topic at Muroran Institute of Technology, and meet one of the following

- (1) Have completed a graduate degree program; or
- (2) Have been determined, through an individual eligibility screening conducted by the Graduate School of Muroran Institute of Technology, to possess academic ability equivalent to or greater than that of a graduate degree program graduate. See the note below.

Note:

Applicants seeking to apply under criterion (2) for either undergraduate or graduate research student status must contact the Center for International Relations by email no later than two months before the start of the application period. At that time, applicants must also submit by email all application documents listed in Section II, Item 2.

Please note that eligibility screening for research student applications and for graduate school applications is conducted separately. An applicant deemed eligible to apply as a research student will not necessarily be deemed eligible to apply to the Graduate School.

II. How to Apply

1. Application period

Admission time	Start	End
April 2027 Admission	November 13, 2026	November 19, 2026
July 2027 Admission	February 12, 2027	February 18, 2027
October 2027 Admission	May 14, 2027	May 20, 2027
January 2028 Admission	August 13, 2027	August 20, 2027

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.

No.	Required Document	File Format	No. of Copies
1	Application Form for Admission as a Research Student (Form 1, A4 size). The research period must begin on the first day of the month and end on the last day of the month.	EXCEL	1
2	Resume (Form 2, A4 size; attach a recent photograph)	EXCEL	1
3	Certificate of graduation or completion from the last institution attended. (original) Applicants who expect to graduate may submit a certificate of expected graduation.	PDF	1
4	Transcript of grades (Original)	PDF	1
5	Proof of English or Japanese Language Proficiency Submit an IELTS, TOEFL, TOEIC, or Japanese-Language Proficiency Test certificate or score report obtained within the two years preceding the application deadline. If none of these documents is available, submit other proof of language proficiency together with a statement of explanation prepared by the prospective supervisor at Muroran Institute of Technology.	PDF	1
6	Letters of Recommendation from Two Supervisors at the Applicant's University (originals; no prescribed format) Applicants currently employed at an educational or research institution may submit one letter from a supervisor at the university from which they graduated and one letter from the head of their current institution. Applicants from one of Muroran Institute of Technology's partner universities may submit one letter from a supervisor.	PDF	2

7	Letter of Acceptance from a Prospective Supervisor at Muroran Institute of Technology (Form 3, A4 size) The prospective supervisor must send a PDF copy of the signed document to the applicant and submit the original to the Center for International Relations. Applicants must contact a prospective supervisor before applying.	PDF	1
8	Copy of passport (photo page)	PDF	1
9	Copy of Residence Card (both sides; applicants currently residing in Japan only)	PDF	1
10	Digital ID photograph (3 cm × 4 cm)	JPG	-
11	Application for a Certificate of Eligibility	EXCEL	-

3. Application fee: ¥5,000

See also Page 7~8 “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) During the application period, upload electronic copies of all application documents via the URL below:

<https://mutoran-it-ac.app.box.com/f/8cc2a329bdf64d4d84582823a15f3f6f>

After uploading the files, send the required original documents by mail to the address below. If you are unable to upload the files, attach them to an email and send them to us.

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: t-kokuko@mutoran-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, please complete the following procedures. Failure to complete the enrollment procedures by the deadline notified at the time of acceptance notification will result in denial of enrollment.

1. Documents to be submitted:
Contract (supplied by the university) should be submitted to Center for International Relations.
2. Entrance Fee: ¥10,000
See also Page7~8 “Overseas Remittance for Payment”.

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 two years. However, those wishing to continue their research may be granted an extension. Applicants should apply to Center for International Relations at least 3 months before the end of the period of research.

VII. Payment of Tuition

1. Cost: 10,000/month
2. Period of Payment:
April 2027 Admission (April-September) April 1-April 30
July 2027 Admission (July-September) July 1-July31
October 2027 Admission (October-March) October 1-October 31
January 2028 Admission (January-March) January 1-January 31

VIII. Refunds of Fees Already Paid

Once paid, the screening fee, admission fee, and tuition will not be refunded, except in the following cases:

- (1)The screening fee was paid, but the applicant did not complete an application to Muroran Institute of Technology because the application documents were not submitted or the application was not accepted; or
- (2)The screening fee was mistakenly paid twice.

In either case, an amount equivalent to the screening fee will be refunded upon request by the person who made the payment. Refund requests must be made promptly.

The fees stated above are provisional. If the fees are revised at the time of admission or during the research period, the revised fees will apply from the date the revision takes effect.

IX. Other

1. If the academic supervisor considers it necessary, a research student may, with the permission of the university president, attend lectures, laboratory classes, or other classes. No credits will be awarded.
2. Upon completion of the research period, research students must submit a Research Completion Report to the Center for International Relations.
3. Applicants who have completed the enrollment procedures but wish to decline admission must notify the Center for International Relations before the enrollment-procedure period ends. After this deadline, the cancellation will be treated as a withdrawal from the university, and the applicant will be required to pay tuition.

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. **In addition, we accept only credit card payment for the application fee. Please use the URL below to make your payment.**
***If you have difficulty paying by credit card, please contact us.**
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.

Credit card payment link (Only Application Fee)
<https://credit.j-payment.co.jp/link/creditcard?aid=123829&iid=12&mailauthckey=af17143c4a6944fd830f050fce5bcb6>

【Payment Name / Amount】

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

【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】 ¥5,000 (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

*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 the payment confirmation email will be sent through the credit card payment company's mail server but will show the university's email address as the sender. As a result, your email provider may display a warning that the sender could not be verified.