

Akita University
Graduate School of International Resource Sciences
Faculty of International Resource Sciences
2019 Application Guidelines for Non-Degree Students

1. Eligibility for admission

The applicant shall meet one of the following criteria:

【Undergraduate Non-Degree Students】

- (1) Have graduated (or be expected to graduate) from senior high school or secondary school
- (2) Be recognized as having academic skills equivalent to or greater than those defined in (1) above.
- (3) Have completed 12 years of schooling in countries other than Japan, or be designated by the Minister of Education, Culture, Sports, Science and Technology as having the equivalent academic skills

- (4) Be designated by the Minister of Education, Culture, Sports, Science and Technology

【graduate Non-Degree Students(Master's Courses)】

- (1) Have graduated (or be expected to graduate) from college
- (2) Be recognized as having academic skills equivalent to or greater than those defined in (1) above
- (3) Have completed a Bachelor's degree under the provisions of Article 104 (4) of Japan's School Education Act
- (4) Have completed a 16-year school education in a foreign country
- (5) Have enrolled more than three years in college, or have completed 15 years of education in an overseas school, and are recognized by Graduate School of International Resource Sciences as having acquired designated credits with excellent records
- (6) Are recognized by the Graduate School of International Resource Sciences on the basis of individual application qualification screening that they have scholastic abilities equivalent to or higher than college graduates and will be 22 years old or older
- (7) Be designated by the Minister of Education, Culture, Sports, Science and Technology

【graduate Non-Degree Students(Doctoral Courses)】

- (1) Have received (or be expected to receive) a Master's degree
- (2) Be recognized as having academic skills equivalent to or greater than those defined in (1) above
- (3) Have received a degree from a foreign institution that is equivalent to a Japanese Master's degree
- (4) Be 24 years of age or older, and is considered to have an academic ability that is equivalent to or higher than a Master's degree after an individual Application Qualification evaluation conducted by the Graduate School of Akita University
- (5) Be designated by the Minister of Education, Culture, Sports, Science and Technology

2. Admission period

April or October 2019

3. Period of enrollment

Students will be enrolled for a period of up to one year. If there are specific reasons for doing so, permission may be granted to extend the enrollment period.

4. Course of study

(1) Undergraduate Non-Degree Students may take up to 10 credits of specialized subjects in the first semester and in the second semester respectively in the Faculty of International Resource Sciences.

Graduate Non-Degree Students may take up to 5 credits from subjects in either course you apply for admission in the first semester and in the second semester respectively in the Graduate School of International Resource Sciences.

(2) Permission to enroll in a specific class may be withheld due to the course capacity, format, or other considerations.

(3) Specialized subjects from the undergraduate second year on are taught in English.

5. Approval of credit

Students who pass a course based on the examination designated by the class instructor or on the evaluation of a thesis report will receive the appropriate credit for that course.

6. How to apply

(1) Application documents

Please submit the following documents to the International Resource Sciences Section, Academic Affairs Division. If the application will be sent by mail, write “Application for Non-Degree Student Enclosed” on the front of the envelope, and make sure that the package will be sent by registered mail and arrive by the deadline indicated in (2) below.

Documents to be submitted by all applicants

a) Admission Application for Non-Degree Students (use form provided)

- Applicants are to fill out the form by hand (do not use computer, etc.) and obtain the instructor’s approval stamp for each subject before submitting this form.
- Applicants of Graduate Research Students are to circle a course that you apply for admission.
- In case of applicants residing overseas, the “Address to Which Screening Results Will Be Sent” should match the name and address of the person who will submit an Application for Certificate of Eligibility to the Immigration Bureau.
- The “Guarantor” must be a Japanese citizen who agrees to bear full responsibility for all actions (including financial obligations) of the applicant and who will be residing in Japan during the applicant’s period of enrollment. If the only guarantor available is a foreign national living in Japan, then it must be a person who has resided in Japan for a minimum of 10 years. In this case, please submit a copy of the guarantor’s resident card (showing the person’s status of residence).

b) Certificate of graduation/completion (or document certifying expected) from last school attended

- Those who have not graduated or completion at time of application must submit their graduation or completion certificate after they enroll.

c) Certificate of health

d) Self-addressed envelope for notification of screening results

- Write the name and address on an envelope (Japanese Kaku #2 envelope).
- Applicants residing overseas should address the envelope to the address indicated on the application form as “Address to Which Screening Results Will Be Sent”.

e) Application fee **¥9,800**

- Using the designated “Money Transfer Form” provided by this university, transfer the fee at a financial institution. To obtain the form, please contact the International Resource Sciences Section of Academic Affairs Division (E-mail: sg-shigen@jimu.akita-u.ac.jp). Please do not make payments via ATM, online banking, etc., since it may be difficult to identify the applicant as the sender.
- Once the fee has been transferred, please submit the “Money Transfer Receipt” along with the application materials.
- Please be sure to write the applicant’s name in the designated section of the form.
- Application fees for foreign applicants not residing in Japan should be remitted by a proxy, such as the applicant’s guarantor who is living in Japan.
- The application fee must be remitted during the application period indicated in (2) below.

Documents to be submitted by foreign applicants in addition to a)–e)

f) Copy of residence card (both sides)

* For applicants residing abroad, after arriving in Japan, submit a copy of the Residence Card as soon as it is issued.

g) Copy of passport (page containing photo)

* For applicants residing abroad, submit a copy immediately after arriving in Japan.

Documents to be submitted by applicants currently employed in government agencies, companies, etc., in addition to a)–e)

h) Letter of consent from the applicant’s superior at their workplace

* All documents submitted must be written in either Japanese or English.

(2) Application Period

April Admissions

Non-Japanese living abroad: November 16–Nov. 22, 2018

Japanese and non-Japanese living in Japan: February 8–Feb. 15, 2019

October Admissions

Non-Japanese living abroad: June 17–June 21, 2019

Japanese and non-Japanese living in Japan: August 19–Aug. 23, 2019

* Academic Affairs Division hours: Mon.–Fri. 8:30–17:00 (closed weekends and holidays)

(3) Address for Submission of Application
International Resource Sciences Section
Academic Affairs Division
Akita University
1-1 Tegatagakuen-machi, Akita City 010-8502
Tel: +81-18-889-2236

5. Selection Results

Successful applicants will be sent an Enrollment Authorization and materials regarding the enrollment procedures.

6. Entrance Fee and Tuition (tentative)

(1) Entrance fee **¥28,200**

* The deadline for payment is the final day of the month prior to the month of expected enrollment. The specific deadline will be indicated on the payment form sent by the university.

* If the application procedures, including payment of the entrance fee, are not completed within the designated time period, admission will be rescinded.

(2) Tuition

¥14,800 per credit

* Tuition is per semester. The specific deadline for tuition payment will be indicated on the tuition payment form sent by the university.

(3) Application documents, application fees, entrance fees, and tuition cannot be returned once submitted/paid.

7. Other

(1) To find out whether a course is being offered or not, please contact the International Resource Sciences Section of the Academic Affairs Division.

(2) Non-degree students are not eligible for the Japan Railway (JR) student discount.

(3) For those individuals seeking to enter our school as non-degree students who have been recommended by their own government, the Japanese government, or a local public entity, and who will receive financial support from that government or entity, there may be cases where approval may be granted independently of these application guidelines.

(4) For further inquiries, please contact the International Resource Sciences Section of the Academic Affairs Division.

8. Contact

International Resource Sciences Section
Academic Affairs Division
Akita University
1-1 Tegatagakuen-machi, Akita City 010-8502
E-mail: sg-shigen@jimu.akita-u.ac.jp