

Institute for Catalysis, Hokkaido University  
2018 Research Students  
— Application Guidelines —

Providing that there are no obstacles barring admission, applicants that have passed the Institute for Catalysis Faculty Council's screening shall be admitted as research students to work on specific topics of research.

1. Eligibility Requirements

(1) Applicants must have completed an undergraduate program.

Or

(2) Applicants are recognized as having equal or greater academic achievements as persons in category (1) above.

2. Admission Period • Research Period

(1) Admission Periods: April or October 2018

(2) Research Period: 1 year (if there are special circumstances a term less than 1 year is possible)

\* Extension for continuing research can be approved after completing the proper procedure. If the continuing research is under the same research title, tuition is charged but screening and admission fees are not charged.

3. Application Period

Division	Period		
Foreign applicants (residing overseas)	April Admissions	Online Application	December 1 (Fri.) to December 8 (Fri.), 2017
		Mailing Application materials	December 1 (Fri.) to December 12 (Tue.), 2017
	October Admissions	Online Application	May 31 (Thu.) to June 7 (Thu.), 2018
		Mailing Application materials	June 4 (Mon.) to June 8 (Fri.), 2018
Foreign applicants (residing in Japan)	April Admissions	Online Application	January 24 (Wed.) to January 31 (Wed.), 2018
		Mailing Application materials	January 29 (Mon.) to February 2 (Fri.), 2018
	October Admissions	Online Application	August 8 (Wed.) to August 15 (Wed.), 2018
		Mailing Application materials	August 13 (Mon.) to August 17 (Fri.), 2018

\* If the applicant is unable to apply during the application periods stated above due to special circumstances, please contact the Northern Campus Area Joint Administration (see below).

\* Extension applications are due during the same period as the above application periods.

#### 4. Application Procedures

<Application process is as follows.>

- 1) The approval from the supervisor.
- 2) After applicants received the approval from the advisor, the address of web site and ID will be given.
- 3) Application on Web site (pay the exam fee)
- 4) Send the application documents to the Northern Campus Area Joint Administration (see below).

Application Forms	Remarks
1) Research student (and continuing student) application and Curriculum vitae.	Complete the online form, print out the admission application and resume generated by the site on an A4 or Letter-sized sheet of paper, and submit it. Notes: 1. Affix your photo to the Curriculum vitae. (1 photograph: 4cm by 3cm)
2) Copy of a diploma (or graduation certificate) from the highest school graduated.	Applicants that have not graduated from a university must submit documents detailing their research background.
3) Screening fee	See 5. <i>Expenditures</i> below
4) Residence Card or copy of passport *only applicants that are foreign nationals	<ul style="list-style-type: none"> <li>• Applicants residing in Japan must submit a Residence Card.</li> <li>• Applicants who do not live in Japan must submit a copy of their passport.</li> </ul>
5) Approval form for entrance (or continuing admission) as a research student.	Applicants currently employed at a company, etc. only, must get the approval of their immediate director. (Print out the letter of approval generated downloaded by the online application site on an A4-sized sheet of paper, have it filled out, and submit it).

Note: Application procedures are not considered complete until all documents have been received by Institute for Catalysis. Please be aware that registering to apply online does not constitute the completion of the application process.

## 5. Expenditures

Payment		Remarks
Screening fee (for application)	¥9,800	The examination fee should be paid in accordance with the instructions provided on the payment screen shown after your online application has been submitted. Payment methods are shown below. I. Credit card (Visa, MasterCard, JCB, American Express, etc.) II. Pay-easy (bank ATM, Japan Post bank ATM, and online banking), convenience store, Japan Net Bank, or e-Bank payment (Be sure to note the various codes issued after you select your payment method and take them with you when making your payment.) Note: Those who cannot pay by credit card and who live overseas at the time of application should ask a person living in Japan to pay on their behalf using method I or II.
Handling fee (for application)	¥500	III. ChinaPay On the online payment screen of any bank, enter such payment information as your bank account number, expiration date, and password to make your payment.
Admission fee (for entrance)	¥84,600	Successful applicants will be informed separately.
Tuition (after entrance)	¥356,400 (annual rate)	Tuition is due twice a year. The first period is due at the end of May, and the second period is due at the end of November.

\* Screening, admission and tuition fees are non-refundable under any circumstances.

\* Revised fee rates will be charged in the event of a fee rate revision.

## 6. Admission Results

Candidates accepted for April (or October) admissions will be notified via post. Foreign applicants (residing overseas) will be notified at the beginning of February (October admissions at the beginning of August), and foreign applicants (residing in Japan) will be notified in the middle of March (October admissions in the middle of September).

## 7. Privacy policy

Names, gender, birth dates, addresses, and other personal information provided to Hokkaido University on admission applications or other documents submitted during application procedures will be used solely for enrollee selection (application processing and the screening process), the announcement of exam results, enrollment procedures

(notification of necessary expenses at the time of enrollment, mailing of documents, and communication after enrollment), and student registration. All personal information shall be appropriately managed and will not be used for anything other than its intended purpose.

8. Please send your applications and inquiries to :  
Research Cooperation Section  
Northern Campus Area Joint Administration  
Hokkaido University  
Kita 21-Nishi 10, Kita-ku, Sapporo, 001-0021 Japan  
Tel : +81-11-706-9202

9. Please note:

- (1) In case of withdrawal midway in the research period, please apply to the Director of the Institute for Catalysis one month before the expected withdrawal date.  
(a Withdrawal Form will be provided)  
Regardless of withdraw during the semester, tuition for that period must be paid in full.
- (2) Please contact the office above for questions regarding this application.