

**October 2024 Intake**  
**Hokkaido University Graduate School of Health Sciences**  
**Research Student Application Guidelines**  
**(For Overseas Students)**

We are open to all applications from those who wish to study specialized topics in health sciences at our graduate school. Applicants who are deemed qualified to pursue their research may be admitted as research students only when it would not affect the operations of education programs and research activities of the graduate school.

**1. Application Requirements**

Bachelor's degree holders or applicants with academic competence equivalent or superior to that of a bachelor's degree holder.

**2. How to Apply**

**[Use “Kakitome” (insured registered mail) via Japan Post or its equivalent from overseas when sending by post]**

Submit the following documents 1) – 7) to:

Academic Affairs  
Administrative Division  
Graduate School of Health Sciences  
Hokkaido University  
Kita 12 Nishi 5, Kita-ku,  
Sapporo 060-0812  
JAPAN

(This postal address can also be found at the end of these guidelines)

1) Research student admissions application form and CV

Go to our online application site.

HOKKAIDO UNIVERSITY Graduate School of Health Sciences Online Application

<https://e-apply.jp/e/hokudai-hs/>

Complete the online form and print out your admissions application form in A4. **Attach your ID photo to the form.**

2) Research plan

Download the format from our online application site; up to two pages in A4

3) Letter of approval to study (only applicable to those who are and will be in full time employment while studying at the Graduate School)

Download the format for the letter from our online application site.

The letter must be issued by the head of your affiliated department at your workplace if you want to stay on the job after your registration at our Graduate School.

4) Graduation/completion certificate or expected graduation/completion certificate (from the institute where you gained/will gain your most recent degree)

Note:

- Not required if you have graduated (or expect to graduate) from the Department of Health Sciences, School of Medicine, Hokkaido University; have completed (or expect to complete) a graduate degree program at the Graduate School of Health Sciences, Hokkaido University; or have graduated from the College of Medical Technology, Hokkaido University.

- The applicants who have graduated or will graduate from a university in China\* must submit the following documents in addition to your graduation/completion certificate or expected graduation/completion certificate.

\*Does not include Taiwan, Hong Kong and Macau

#### Graduates

i) Online Verification Report of Higher Education Qualification Certificate

(教育部学历证书电子注册备案表)

ii) Graduation certificate (毕业证书) and Diploma (学位证书) †

†We will return your original certificates.

#### Expected graduates

i) Online Verification Report of Student Record (教育部学籍在线验证报告)

Obtain the above i) from the below website:

“中国高等教育学历证书查询” <http://www.chsi.com.cn/xlcx/bgys.jsp>.

Make sure that there are 15 days or more left before the expiration date of the online verification at the time of the report submission.

5) Transcript (from the institute where you gained your most recent degree)

Not required if you have graduated (or expect to graduate) from the Department of Health Sciences, School of Medicine, Hokkaido University; have completed (or expect to complete) a graduate degree program at the Graduate School of Health Sciences, Hokkaido University; or have graduated from the College of Medical Technology, Hokkaido University.

6) Proof of finance to meet your educational expenses

e.g. a balance statement showing that you have at least 500,000 yen (or equivalent in your currency) in your bank account or that of the person who pays your educational costs

7) Proof of your identity

A photocopy of your Residence Card (Zairyu Card), passport(s) or a certificate of citizenship from the country(ies) you are from/you have settled in.

8) Admissions review fee

i) Follow the on-screen instructions to make payment after completing the application on our online application site. Select one of the payment methods below.

A. Credit card (Visa, MasterCard, JCB, American Express, etc.)

B. "Pay-easy" (using a bank ATM, Japan Post Bank ATM or their online banking services), convenience store or internet banking (PayPay Bank and Rakuten Bank).

Make a note of the confirmation number issued after you select a payment service from the above (the number varies with the services) and take it with you to your choice of payment service intermediary.

C. Payments via the China UnionPay network "China UnionPay"

Type in your bank account number, expiration date, password and other information required on the UnionPay payment page to complete payment.

Note: If you are not able to pay by credit card and you live outside Japan when making payment, you can alternatively ask a person in Japan to make payment on your behalf by method A or B.

ii) A handling fee of 500 yen will apply when you pay the admissions review fee.

iii) Money orders and cash not accepted.

iv) Print out your customer's receipt or a payment received email and keep it as your proof of payment.

Important:

Please be advised that the application process will be complete upon receipt of all required documents by the Graduate School. If you have gone through the online application process but missed submitting hard copy documents, your application will fail.

### **3. Application Period**

#### Online application period

Friday, May 17<sup>th</sup> through Friday, May 24<sup>th</sup> 2024

10:00 a.m. to 4:59 p.m.

#### Documents submission period (postal/in-person)

Friday, May 17<sup>th</sup> through Tuesday, May 28<sup>th</sup> 2024

8:30 a.m. to 5:00 p.m.

**Cannot be accepted outside the periods specified.**

Note:

Send your documents through email and by post.

1. First, scan all documents into one PDF file and email it to

**Academic Affairs, Graduate School of Health Sciences** [kyomu@hs.hokudai.ac.jp](mailto:kyomu@hs.hokudai.ac.jp)

2. Then, send out the documents by post to the address provided at the end of these Application Guidelines.

### **4. Offer of Admission to Successful Applicants**

Official letters of admission will be mailed out on Friday, June 21<sup>st</sup>, 2024 to those who are offered a place.

### **5. Student Registration Procedures**

#### Student registration period

Wednesday, September 18<sup>th</sup> through Wednesday, September 25<sup>th</sup>, 2024

8:30 a.m. to 5:00 p.m.

- Accepted students please pay your confirmation fee (nyugaku-ryo) during the above period.

- **You must contact Academic Affairs at the address provided at the end of these Application Guidelines a.s.a.p. if you cannot be in Japan for the procedures.**

- Tuition fees should be paid in May and November.
- Payment instructions will be given with the official letters of admission.

Note:

Admissions review fee, confirmation fee and tuition fees are non-refundable.

## **6. Fees (MEXT scholarship students are exempt from the below fees)**

Admissions review fee: 9,800 yen

Confirmation fee: 84,600 yen (amount to be finalized)

Tuition fees: 29,700 yen per month (amount to be finalized)

Note:

Tuition fees must be paid by semester (in May and November).

## **7. Privacy Policy**

Your personal data such as name, gender, date of birth and postal address on your admissions application form will be used for admissions (admissions and selection procedures), exam results release, student registration procedures (notice of due payment to be made upon student registration, sending hardcopy documents and general information after registration) and the management of student records. Hokkaido University securely handles and safeguards the collected personal data and will not use them for purposes other than those above specified.

## **8. Other**

- 1) Research students can be registered at Hokkaido University for one year from October 1<sup>st</sup> 2024 to September 30<sup>th</sup> 2025 (may be reduced to less than a year under special circumstances; students seeking withdrawal should contact us a month in advance)
- 2) Inquiries regarding this application should be directed to the below contact.

### **Submissions and inquiries:**

Academic Affairs  
Administrative Division  
Graduate School of Health Sciences  
Hokkaido University  
Kita 12 Nishi 5, Kita-ku,  
Sapporo 060-0812  
JAPAN

Phone: 011 706 2135

Fax: 011 706 4916