

**Tokyo University of Agriculture (Tokyo NODAI)
Special Exchange Student Application Guidelines
for Master's and Doctoral Program, April Admission 2021
(Recommended students by the president of the global partner universities)**

【Purpose】

The purpose of the Tokyo University of Agriculture (Tokyo NODAI) Special Exchange Student program is to develop talents who have Ph. D. from Tokyo NODAI and lead the overseas industry and higher educational institutions in Japan and other countries. Applicants recommended by a partner university, who meet the following qualifications and have difficulties in studying due to financial reasons, are allowed to take this entrance examination. If applicants pass the entrance examination and decide to enroll, they will be able to receive an exemption of their tuition and a scholarship (the amount is JPY 495,000 per year).

【Selection】

1. Eligibility

Please be sure to check application eligibility for the general exam on each graduate school's "Tokyo University of Agriculture (Tokyo NODAI) Application Guidelines for April Admission 2021" on our website. In addition to eligibility for application to the graduate school, there are also conditions for special exchange students. Please take careful notice, as the applicant needs to meet all of these conditions.

- 1) Those whose nationality is not Japanese when they arrive in Japan. In general, those whose nationality is Japanese when they apply for the Special Exchange Student, the applications are not accepted. However, if they have another nationality (dual nationality) and their life base outside of Japan, and they will choose the other nationality by renouncing Japanese nationality by the time they arrive in Japan, their applications will be accepted.
- 2) Those who have not graduated from a Japanese high school or university
- 3) Those who have graduated, or are expected to graduate from an undergraduate faculty of the global partner universities.
- 4) Those who are 22 years of age or older as of April 1, 2021, for Master's Program and 24 years of age or older for Doctoral Program.
- 5) Those who have the desire and ability to complete a master's and/or doctoral degree program (exemption of the tuition and scholarship payment continues five years at the most for those who start with a master's program and continue to study in a doctoral program, three years at the most for those who start with a doctoral program).
- 6) Those for whom the president of the home university takes responsibility and who have an outstanding academic record.
- 7) Those who meet the requirements of grade and language ability by Tokyo NODAI.
- 8) Those who can study in Japan for a certain period.
- 9) Those who have a will to continue studying in a doctoral program at Tokyo NODAI after completing a master's program.

2. Requirements of grade and language ability

1) Grade

Applicants must have a minimum of 2.30-grade point average based on the formula below to calculate the GPA.

Grade					
4-level rating (pattern 1)		Excellent	Good	Average	Fall
4-level rating (pattern 2)		A	B	C	F
4-level rating (pattern 3)		100~80	79~70	69~60	59~
5-level rating (pattern 4)	100~90	89~80	79~70	69~60	59~
5-level rating (pattern 5)	S	A	B	C	F
5-level rating (pattern 6)	A	B	C	D	F
Grade Point	3	3	2	1	0

GPA Formula : ([No. of GP3 Credits] x 3) + ([No. of GP2 Credits] x 2) + ([No. of GP1 Credits] x 1) + ([No. of GP0 Credits] x 0)

Total Number of Registered Credits

No. = Number GP = Grade Point

<Note> if you have taken courses that are not part of the credit system, replace the number of credits in the GPA formula with the number of courses taken.

If the academic grades cannot be calculated by the formula, please describe the reason why it cannot be calculated and the evidence for the academic grades are equal to 2.30 or above (ex, the top 30% of the grade rankings at the university or the faculty, etc.) in the “Letter of Recommendation”

2) Language ability

The applicant needs to meet ONE of the following requirement in either Japanese or English (needs to submit a copy of the certificate)

- (1) JLPT N2 or above/ JTEST600 or above
- (2) CEFR B2 (TOEFLiBT72、IELTS5.5、TOEIC L&R785) level or above
- (3) Graduated from a partner university where lectures are mainly conducted in English

3. Number of candidates

The number of candidates a partner university can recommend is one (1).

If a partner university recommends a student to the undergraduate school, no other students from the university are acceptable to be applicants to the graduate school.

4. Application Deadline

24:00, September 30, 2020, Japan Time (must arrive by E-mail by this time)

5. Consultation with a faculty supervisor in advance

- 1) Applicants must consult with a prospective advising professor or an associate professor of a graduate school (hereinafter referred to as "supervisor") before applying and receive the consent of acceptance.
- 2) To engage in advance consultation, applicants should complete the necessary sections of the following forms and submit them to supervisors. The forms can be found on:
(URL: <https://www.nodai.ac.jp/english/admissions/graduate/>).
 - Resume (designated form) (to be completed in Microsoft Word)
 - Personal data sheet (designated form) (to be completed in Microsoft Excel)

• Study Plan (designated form) (to be completed in Microsoft Word)

3) When communicating with supervisors by e-mail, the subject line should always include the words "Tokyo NODAI SPECIAL ES (name & university)".

6. Application Documents (complete documents (1) to (12) in English as one PDF file and submit them with (13) photo as jpeg format as files via an email.)

You have to submit the original documents to us after arrival in Japan. You may be canceled your admission if you cannot submit the original documents or you lose them.

1) Checklist (Form 1)

2) Tokyo NODAI Graduate School Application Form (to be completed by applicant)

3) Letter of Recommendation (to be completed by the president of the home university)

4) Letter of Consent indicating the acceptance by supervisor (to be completed by supervisor)

5) Application Form (Form 1/2)

6) Application Form (Form 2/2)

7) Resume (Form3; to be completed by applicant)

8) Personal data sheet (Form4; to be completed by applicant)

9) Study Plan (Form6; to be completed by applicant)

10) Certificate of university graduation or expected graduation (original, English version)

11) Certified university academic transcript (original, English version)

12) Copy of applicant's passport (page with your biographical data and your nationality). If the passport is not ready by the date of the application, the copy can be submitted later.

13) Headshots (in jpeg format), with one to be pasted on (2) Tokyo NODAI Graduate School Application Form.

*A confirmation seal from the prospective supervisor is a must for (5) (6) (7).

*If you can prepare only a provisional certificate for (10), the global partner university needs to issue a letter to prove that it is equivalent to the original.

7. Selection Method

Tokyo NODAI conducts stringent documentary screening and an oral examination (interview) via Skype to determine which applicants are qualified to be Special Exchange Student candidates (refer to attachment 1 and 2).

The interview will be conducted between November 11th and 27th.

8. Exam Fee

Due to the purpose of this entrance examination, the exam fee will not be charged.

Conditions as Special Exchange Students

1) Exempt from payment of tuition and other such fees to be paid to the university (entrance fee, tuition fee, experiment & practice charges, facility maintenance and improvement charges, student activity charges, various membership fees).

2) Will receive Tokyo University of Agriculture Foreign Exchange Student Scholarship (45,000 yen per month for 11 months/ year).

3) Given priority to reside in student dormitories on the Setagaya campus (available for available for one person only; four students per room). The dormitory fee will be exempt for the two years while registered as a graduate student of a master's program. Students with families must secure their own housing and bear all expenses.

4) There are no student dormitories in Atsugi and Hokkaido-Okhotsk campus, so students must

secure their own housing. In this case, 36,000 yen for rent will be paid every month.

- 5) Airfare to Japan, travel expenses within Japan, and living expenses are to be borne by the students.
- 6) Performance evaluation will be conducted each year. If the student's grades and conduct are deemed inappropriate, the student will lose his or her status as the Special Exchange Student.

Cautions

- 1) The cost of living as a Special Exchange Student in Japan is approximately 50,000 yen per month.
- 2) Special Exchange Students are expected to actively participate in university and local events and be a bridge of cross-cultural understanding between their home country and Japan.
- 3) Special Exchange Students are expected to learn the Japanese language enthusiastically and deepen the understanding of Japanese culture.

9. Contact Details and Where to send documents

If you have any questions or send the application documents, please email to the Center for Global Initiatives of Tokyo University of Agriculture; tuacip@nodai.ac.jp

When you send application documents by email, please titles as follows;

【Special Exchange Student】 Submit Applications (your name)

Flowchart of Selection Procedure for Special Exchange Students

Subject	Timing
1. Starting to accept applications	End of June
2. Consult with supervisors regarding the study plan	July
3. Ask supervisors to complete "Letter of Consent"	August
4. Submit the application documents by email	Must arrive by September 30
5. Tokyo NODAI screens applications and will contact them if needed.	Early to Mid. October
6. Tokyo NODAI contacts applicants for scheduling the entrance exam (interview)	End of October
7. Entrance exam (interview) via Skype or other video chat services.	November 11 to 27
8. Announcement of the application result	December
9. Accepted applicants contact Center for Global Initiatives (CGI) about applying for your student visa.	After the announcement of the application result
10. Enrollment Procedure	March
11. Admission (entrance ceremony)	April 2021

Regarding the Entrance Exam (Interview)

1. The procedure

The supervisor and other professors from the applicant's desired laboratory will have an interview as the entrance exam via Skype or other internet chatting services. The topics will be on your major and study plan.

2. The place for the interview

The applicant needs to prepare an appropriate room for the interview. The room could be in the facilities of the global partner universities or partner companies of them or Tokyo NODAI. Internet café, other commercial facilities are not acceptable. In generous, the applicant's home, friends' or relatives' houses are not acceptable either.

3. The device for the interview

The applicant needs to prepare a device for Skype or other internet chatting services, such as a PC or a tablet device with a camera. A smartphone is usually not acceptable. Please ensure the network environment of the room. In case of emergencies, please prepare substitute devices including a smartphone.

4. Connection Confirmation

The applicant should contact the Center for Global Initiatives and set a connecting test day before the interview day.

5. Instructions

- 1) The applicant needs to be ready 10 minutes before starting the interview to confirm the network connection.
- 2) Before starting the interview, the applicant needs to show that nobody else is in the same room and nothing else is on the desk other than the authorized things, with a web-camera.
- 3) After starting the interview, nobody else may enter the room.
- 4) To complete the interview, stable video connections must be ensured for at least 5 minutes after it started. Besides, stable voice connections must be ensured throughout the interview.
- 5) The professors will judge whether the connection is appropriate for the interview. If they judge it is not, they can decide to stop the interview anytime with their consultation.
- 6) The interview will be recorded.