

Hiroshima City University

Graduate School of International Studies

2027 Admission (April or October)

Application Guidelines

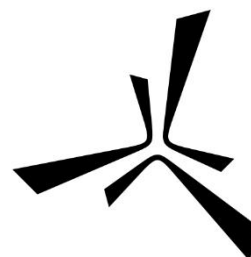
Master's Degree Program

**Admissions based on International Academic
Exchange Agreements**

Designated Application Forms

(Please download the following forms from HCU website.)

- Application Form
- Curriculum Vitae
- Letter of Recommendation



Hiroshima City University

Issued: September 2026

1. Admission Policy

Hiroshima City University (HCU) Graduate School aims to foster and nurture individuals who possess rich sensitivity and a passion for the pursuit of truth, who respect diverse cultures and values, and who aspire to peace. Furthermore, it seeks to cultivate professionals with cutting-edge and advanced expertise, profound knowledge, and the ability to identify, analyze, and solve problems, while being guided by a strong sense of ethics, thereby enabling them to make meaningful and broad contributions to society.

For the purpose of nurturing such competent professionals, HCU Graduate School seeks to admit:

- Persons who are well rounded and have a strong enthusiasm for learning.
- Persons who are intellectually curious, inquisitive, and eager to create and utilize new knowledge.
- Persons who wish to contribute positively to world peace and the development of local communities and the international community.

The Graduate School of International Studies Master's Degree Program seeks the following applicants:

- Those who seek to identify and solve issues facing local and global communities using professional approaches.
- Those who have basic knowledge in their field of research and the language skills necessary for research, and who are motivated to use their professional knowledge in their research or careers.
- Those who wish to strive for self-improvement through their studies at this graduate school.

2. Degrees Conferred

The Master's Degree Program of Graduate School of International Studies confers "Master of Arts".

3. Number of Applicants to Be Admitted

Department	Recruitment category	Number of students to be recruited
International Studies	Admissions based on International Academic Exchange Agreements	A Few

4. Application Qualifications

Applicants must meet all the following requirements and must have graduated from an overseas university that has concluded an International Academic Exchange Agreement with Hiroshima City University ("partner institution") and have obtained a bachelor's degree or be expected to graduate from a partner institution by March 31, 2027, for applications to the April 2027 entrance examination, or by September 30, 2027, for applications to the October 2027 entrance examination.

- 1) A person who can obtain recommendations from two or more faculty members (including the Dean of the department or faculty) in the partner institution attended.
- 2) A person who has the ability to write the Master thesis in Japanese or English.

5. Application Procedures

(1) Prior Consultation

Before applying, be sure to consult with the faculty member in advance through the Admissions Office.

Referring to "List of Faculty Members" on the HCU website, select your desired supervisor. Applications cannot be accepted if you did not carry out the prior consultation.

For seeking prior consultation, applicants are required to send an e-mail with the subject line "Prior Consultation for Admissions based on International Academic Exchange Agreements (Master's Degree Program)" to the Admissions Office (nyushi@m.hiroshima-cu.ac.jp). The e-mail must include: your name and the name of a faculty member you wish to supervise, and attach ② Curriculum Vitae and ⑧ Research plan data in "(7) Application Documents".

[List of Faculty Members] <https://www.hiroshima-cu.ac.jp/guide/gs-intl/content0066/>

[Inquiry deadline]

【April 2027 Admission】	October 16 (Fri), 2026
【October 2027 Admission】	April 23 (Fri), 2027

* If you would like to receive a prior consultation after the deadline, please contact HCU Admissions Office.

(2) Application period (Must arrive by 5:00 p.m. JST on final day)

【April 2027 Admission】	October 23 (Fri) to November 5 (Thu), 2026
【October 2027 Admission】	May 10 (Mon) to 20 (Thu), 2027

(3) Submission of Application Documents

After consultation with a faculty member you wish to supervise, please enclose all application documents in an envelope and **submit them by mail to the Admissions Office by the deadline**. Be sure to write in red **“Application Documents for Graduate School of International Studies”** on the envelope.

* We recommend using a tracking service such as Express Mail Service (EMS) or DHL when mailing.

* If you are residing in Japan, please contact HCU Admissions Office concerning your application.

(4) Exemption from Examination Fee

The entrance examination fee is waived.

(5) Selection of either “Master’s Thesis” or “Research Report”

In this Graduate School, students can select either a "Master's Thesis" or a "Research Report", which is one requirement for graduation. In light of the diversification of needs regarding research and education carried out at graduate schools, this system aims to encourage not only highly academic research, but also the acquisition of Master's degrees aiming to improve their expert professional capabilities or acquire advanced education. This system is characterized by the following.

- A "Master's Thesis" aims to create a highly academic expert thesis.
- A "Research Report" is for carrying out research with a specific topic set regarding an expert professional field.
- **If you would like to advance from the Master's Degree Program to the Doctoral Degree Program in this Graduate School, we recommend that you have a "Master's Thesis".**
- Make your selection for a "Master's Thesis" or "Research Report" when submitting your application documents. Select either one in the subscribed location on the "Entrance Application Form".
- If you would like to change your selection after entering the Graduate School, changes may be permitted, but this requires permission from your supervisor.

* When selecting either a "Master's Thesis" or "Research Report", **consult with your desired supervisor before making your application.**

(6) Where to apply / Contact information for application and examinations

Admissions Office, Hiroshima City University

Address: 3-4-1 Ozuka-Higashi, Asa-Minami-ku, Hiroshima-shi 731-3194, Japan

E-mail: nyushi@m.hiroshima-cu.ac.jp

(7) Application documents

Document to Submit		Instructions
①	Application Form	Enter the required information on the HCU designated form. When making entries, carefully read the NOTES items shown in the margins. Photos must be taken within 3 months prior to application, 4 cm H x 3 cm W, showing upper body, uncovered dean, facing camera, and no background. Write your name and Date of Birth on the back before affixing it.

Document to Submit		Instructions
②	Curriculum Vitae	Enter the required information on the HCU designated form. When making entries, carefully read the NOTES items shown in the margins.
③	Letter of Recommendation	A University-designated form must be used. Letter of recommendation must be submitted by two or more faculty members (including the dean of the university department or faculty) in the partner institution attended. The letters must be written in Japanese or English. They must be issued within 6 months of the application deadline. If the official seal of the university is not available, the recommender's handwritten signature is required (electronic signatures are not accepted).
④	Academic Transcript [Original]	Must be issued by the president or dean of the partner university attended.
⑤	Certificate of (Expected) Graduation [Original]	Must be issued by the president or dean of the partner university attended. The certificate of graduation is not issued by the institution may, only if the date of graduation is stated on the Academic Transcript (④), submit the original degree certificate (copies are not accepted) in lieu thereof.
⑥	Proof of Japanese or English Language Proficiency [Native speakers of Japanese or English do not need to submit this document.]	Please submit the score report for one of the following tests (a–e). Only test results from examinations taken within two years prior to the final application deadline, and for which the official documents can be submitted by the final application deadline, will be accepted. Original documents will be returned after the examination process is completed. When submitting scores from an online test, only results from tests that included identity verification via camera and were conducted under the supervision of a proctor will be recognized. a. TOEIC® L&R (IP Test accepted) [For applicants who have taken the Public Test] Submit the original “Official Score Certificate” and one copy, or a printed copy of the TOEIC Digital Official Score Certificate. [For applicants who have taken the IP Test (paper-based / mark-sheet format)] Submit the original “Score Report” and one copy. [For applicants who have taken the IP Test (online format)] Submit a printed copy of “Score Report”. b. TOEFL iBT® Submit the original “Test Taker Score Report” and one copy, or download the “Test Taker Score Report” from your ETS account and submit a printed copy. c. IELTS™ (Academic Module) Submit the original “Test Report Form” and one copy. or download the eTRF from your account and submit a printed copy. d. Japanese-Language Proficiency Test (JLPT) Submit the original score report and one copy. e. Examination for Japanese University Admission for International Students (EJU) (Note: You must take the “Japanese” subject.) Submit a printed copy of “Score Confirmation Report” from your EJU on-line page.
⑦	Statement of Purpose	Use Japanese or English. Write in detail the specific reason(s) you decided to apply, referring to matters you surveyed or researched with particular interest in your undergraduate research

Document to Submit		Instructions
⑧	Research Plan	reports or graduation thesis. Also include a description of how you plan to research in the Master's Degree Program. Japanese should be in about 2,000 characters, or English should be in about 1,200 words. Write the applicant's name on the first page and print it on one side of A4 paper.

Notes: 1. Please download the forms for documents ①, ② and ③ from HCU website.

2. If a document in ④, ⑤ and ⑥ is written in a language other than Japanese or English, be sure to attach a Japanese or English translation of it.

3. Inadequately completed application documents may not be accepted.

4. A certificate with the applicant's maiden name may be used. In such a case, please attach a document stating the date of the name change, the new name and the maiden name filled in by the applicant. (The format is optional.)

5. It is the responsibility of each applicant to carefully consider and submit the application documents.

(8) Other Important Points for Application

1) Applications will not be accepted if any of the required documents are missing or if the application arrives after the designated application period.

2) No change can be made to application documents that have been submitted. If, however, your name, address, telephone number, and/or e-mail address changes, promptly contact the Admissions Office.

3) Submitted application documents shall not be returned.

4) Once granted, admission may be cancelled if it is determined that contents stated in the submitted documents differ from actual facts.

(9) Notice of an examination number

A notice of the examination number will be sent to the e-mail address provided on the application form after the application deadline. If you do not receive it by 10 days before the results announcement date, please inquire with our Admissions Office.

The Examination Number Notification will be required for the announcement of successful applicants and enrollment procedures. Please print it on A4-size paper and keep it for your records.

6. Persons requesting considerations in study

Persons who would like considerations in study, such as persons with disabilities or other circumstances, please refer to the details available on HCU website.

If you wish to consult with us prior to submitting your application, please contact the Admissions Office.

[HCU website] <https://www.hiroshima-cu.ac.jp/guide/category0001/c00080213/>

(Top > Admissions Information > Graduate school > Prior consultation if you wish to take the exam)

[Contact information] Admissions Office, Hiroshima City University

E-mail: nyushi@m.hiroshima-cu.ac.jp

7. Handling of Personal Information

Hiroshima City University has established the "Regulations Concerning the Protection of Personal Information at Hiroshima City University (Public University Corporation)" and is committed to the protection and appropriate management of personal information.

1) Personal information obtained at the time of application (name, date of birth, address, etc.) is used to conduct entrance examination (application processing and the administration of the selection process), announce successful applicants and carry out enrollment procedures.

In addition, personal information obtained at the time of application and examination scores used for student selection

are utilized to review future student selection methods, improve university education, and manage university operations (including various surveys, analyses, and project planning).

- 2) Personal information regarding admitted students and the test scores used in the admissions selection process will be compiled into academic records (student registration records and official grade transcripts) and used to carry out operations related to academic affairs (management of student registration and grades, academic guidance, etc.), student support (health management, career support, applications for tuition waivers and scholarships, etc.), and tuition collection.
- 3) In carrying out the various operations described in (1) and (2) above, all or part of such operations may be performed by a party commissioned by the University to perform the relevant operations (hereinafter referred to as the “Contractor”). In such cases, after entering into a contract with the Contractor to ensure the appropriate handling of personal information, we will provide all or part of the personal information collected at the time of application and the examination scores used for student selection, to the extent necessary for the Contractor to perform the commissioned operations.
- 4) If the Alumni Association or the Supporters’ Association—both affiliated organizations of the University—request the provision of personal information for the purpose of facilitating the confirmation of admitted students, the University may provide the names and other relevant information of applicants, provided that the purpose of use is clearly defined.

8. Admission Criteria

Submitted documents are reviewed and evaluated.

9. Important Notes Regarding Misconduct

Impersonation, any conduct that compromises fairness among applicants, or the submission of false information in application documents will be considered misconduct and may result in the invalidation of examination results. Admission may also be revoked after enrollment. In such cases, application documents, examination fees, and admission fees will not be refunded.

10. Notification of Acceptance (JST)

【April 2027 Admission】	December 15 (Tue), 2026 noon
【October 2027 Admission】	June 23 (Wed), 2027, noon

- 1) A notification of acceptance will be delivered to the successful applicants.
- 2) Applicants may check their admission status via the results inquiry system (<https://www.gouhi.com/hiroshima-cu/>); however, as this information is for reference only, please verify the official result through the formal notification of acceptance sent to successful applicants.
- 3) Inquiries regarding results by e-mail or other means will absolutely not be accepted.



11. Enrollment Procedures

(1) Enrollment procedure period (Must arrive by 5:00 p.m. JST on final day.)

【April 2027 Admission】	December 16 (Wed), 2026 to January 6 (Wed), 2027
【October 2027 Admission】	June 24 (Thu) to July 8 (Thu), 2027

(2) Enrollment Procedures

- 1) Documents necessary for enrollment procedures, together with the notification of acceptance, will be sent directly to successful applicants.
- 2) Please enclose all documents to be submitted in an envelope and **send it by mail by the deadline mentioned above.**
 - * We recommend using a tracking service such as Express Mail Service (EMS) or DHL when mailing.
- 3) After completing the enrollment procedures, an admission letter will be sent to all accepted applicants.

(3) Enrollment procedure documents

- 1) Notification of an Examination number
- 2) Pledge (HCU designated form)
- 3) Photo for ID card
- 4) Proof of Admission Fee Payment
- 5) Certificate graduation or Certificate of completion
- 6) Copy of your passport or residence card
- 7) Statement of Financial Support for Tuition and Related Expenses (HCU designated form)
- 8) Certificate of Attendance (if previously enrolled in a Japanese language educational institution, etc.)

(4) Points to Note about Enrollment Procedures

- 1) If you do not complete the procedures within the specified period, it will be assumed that you have declined admission.
- 2) If you do not submit all of the required documents, said documents will not be accepted. Carefully check when submitting documents.
- 3) **Once accepted, enrollment procedure documents and enrollment fees will not be returned.**
- 4) **If you are applying based on an upcoming expected graduation (or completion), you must submit your diploma promptly after graduating (or completion). If you are unable to graduate (or completion) by the day before enrollment, your enrollment will be cancelled.**

12. Fees

(1) Admission Fee

Amount	Due Date
423,000 yen	By enrollment procedure

(2) Payment due after enrollment

Payment	Amount	Due Date
Support Association fee *	20,000 yen	By the end of the month of enrollment
Tuition fee (535,800 yen /year)	267,900 yen	Payments will be made in two installments: by the end of April and the end of October.
	267,900 yen	
Premium for Personal Accident Insurance for Students Pursuing Education and Research, and Students Liability Insurance (Insurance period: 2 years)	2,430 yen	By the end of the month of enrollment

Amounts are current as of April 2026. If revisions are made, the new tuition rate will apply at the time of revision.

* Support Association provides student welfare support, including subsidies for career support seminars and travel expenses for job-hunting activities, grants for club activities, rental of sports equipment, and the production and presentation of commemorative gifts. Details will be provided after enrollment.

(3) Scholarships

International students who have obtained residence status are eligible to apply for scholarships sponsored by local governments and organizations that provide support for international students.

(4) Reduction and Exemption of Admission Fee

Applicants to whom any of the following items apply may be exempt from paying admission fees. Please consult the Admissions Office.

Those who find it difficult to pay the admission fee because

- 1) The person scheduled to bear the cost of the student's study dies, no more than one year before his/her admission to the graduate program; or
- 2) The student or the person scheduled to bear the cost of study is a victim of a natural disaster, including but not limited to storm and flood damage, no more than one year before admission to the graduate program.

(5) Reduction and Exemption of Tuition

The university has a system for reducing and exempting tuition for international students. Please consult us after enrollment.