

Hiroshima City University

Graduate School of International Studies

2027 Admission (April or October)

Application Guidelines

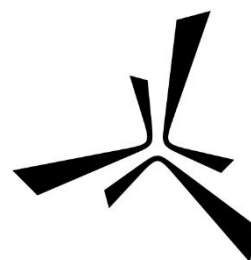
Master's Degree Program

Admissions for International Students

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 for International Students	A few

4. Application Qualifications

Applicants must meet requirements (1) and (2).

(1) Persons who correspond to all of the following items.

- a. Persons who do not have Japanese nationality and who are not residing in Japan as of the final day of the application period.
- b. Persons who are expected to be able to acquire the "Study Abroad" status of residence established in the "Immigration Control and Refugee Recognition Act" after entering the Graduate School

(2) Persons who fall under any one of the following categories (including those expected to meet any of the criteria 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).

- a. Persons who have completed a 16-year school education program in a foreign country (outside Japan) (*)
- b. A Person who has been conferred a degree equivalent to a bachelor's degree through attending an overseas university or other overseas school (limited to those whose education and research activities have been evaluated by persons who have been certified by the relevant country's government or a related institution, or have been separately designated by the Minister of MEXT (Minister of Education, Culture, Sports, Science and Technology) as being equivalent to such) and graduated from a program that requires 3 or more years to complete (Including persons who have completed a 16-years program of an overseas school by taking its correspondence course in Japan or who are expected to complete such a program before being enrolled at the graduate school and who have completed the program of an overseas school in Japan that is recognized as being equivalent to an overseas university by the Minister of MEXT)

- c. Persons who have reached the age of 22 by the last day of the month preceding the enrollment date falls, and whose academic ability is recognized as equaling or exceeding that of a college graduate, based on an individual review of their qualifications for admission by HCU Graduate School
- (*) The “Self-Taught Higher Education Examinations” of the People’s Republic of China is not included in the 16-year school education program in a foreign country. Please be sure to read **“5. Preliminary review of application qualifications”** and undergo the required preliminary review if you are applying under qualification (2)-c.

5. Preliminary review of application qualifications

Persons who wish to apply based on **“4. Application Qualification (2)-c”** will undergo a preliminary review to confirm their eligibility to apply.

Applicants must first contact to the Admissions Office and then submit the following documents to the address shown in “6. Application procedure” “(5) Where to apply / Contact information for application and examinations”, **ensuring that the documents arrive by the submission deadline.**

The result of the screening will be notified to the applicant before the application period.

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

[Preliminary review documents]

- Preliminary review application (HCU designated form)
- Curriculum Vitae (HCU designated form)
- Research and other achievements
Using Japanese or English, write on A4-size sheets. A Japanese description should be in about 2,000 characters, and an English description should be about 1,200 words.
- Documents ⑤ to ⑧ in **“6. Application procedure”** → **“(6) Application documents”**
- Certificates showing academic abilities, qualifications, or certifications obtained after attaining the highest educational level (copies of applicable items)

Note 1: Forms designated by HCU will be issued upon request.

Note 2: If a submission document is prepared in a language other than Japanese or English, be sure to attach its Japanese or English translation.

[Submission deadline (JST)]

【April 2027 Admission】	Must arrive by 5:00 p.m. on October 9 (Fri), 2026
【October 2027 Admission】	Must arrive by 5:00 p.m. on April 16 (Fri), 2027

6. Application procedure

(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 International Students” to the Admissions Office (nyushi@m.hiroshima-cu.ac.jp). The e-mail must include: **1) your name** and **2) the name of a faculty member you wish to supervise**, and attach **② Curriculum Vitae** and **⑧ Research plan** data in **“(6) 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 prior consultation with your desired supervisor, place all of the application documents in an envelope and **mail to the Admissions office, ensuring that the documents arrive within the application period.** 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.

(4) **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 "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.**

(5) **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

(6) **Application documents**

Document Required for Application		How to Prepare
①	Application Form	Enter the required information on the HCU designated form. When making entries, carefully read the NOTES items shown in the margins. A photo must be taken within 3 months prior to application, 4cm H x 3cm W, showing upper body, uncovered head, facing camera, and no background. Write your name and Date of Birth on the back before affixing it.
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	Enter the required information on the HCU designated form. Submit a letter prepared by the dean or one of your supervisors of the university you attended or graduated from. This 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). Use Japanese or English.

Document Required for Application		How to Prepare					
④	Entrance Examination Fee	The entrance examination fee is 30,000 yen. Please inquire for payment methods by e-mail to the contact listed in “(5) Where to apply / Contact information for application and examinations” by the deadline below. [Inquiry deadline for payment methods] (JST) <table><tr><td>【April 2027 Admission】</td><td>October 29 (Thu), 2026</td></tr><tr><td>【October 2027 Admission】</td><td>May 13 (Thu), 2027</td></tr></table> * There are no documents to submit regarding the entrance examination fee.		【April 2027 Admission】	October 29 (Thu), 2026	【October 2027 Admission】	May 13 (Thu), 2027
【April 2027 Admission】	October 29 (Thu), 2026						
【October 2027 Admission】	May 13 (Thu), 2027						
⑤	Academic Transcript (Original)	Submit an academic transcript prepared by the president or dean of the university you attended or graduated from.					
⑥	Certificate of (Expected) Graduation (Original)	Submit a diploma prepared by the president or dean of the university you attended or graduated from. Applicants who have graduated a university or equivalent institution outside Japan (excluding China) and for whom a certificate of graduation is not issued by the institution may, only if the date of graduation is stated on the Academic Transcript (⑤), submit the original degree certificate (copies are not accepted) in lieu thereof. [For those who graduated from higher education institutions in China, submit the following two items:] • Certificate of Graduation 毕业证明书 (this is not the Graduation Diploma 毕业证书). • A printed copy of the CHSI verification page (China Higher Education Student Information Network: https://www.chsi.com.cn/xlcx/), i.e., the 教育部学历证书电子注册备案表.					
⑦	Proof of Japanese or English Language Proficiency [Submission not required for persons who are native speakers of English.]	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) Submit the original “Official Score Certificate” and one copy, or a printed copy of the TOEIC Digital Official Score Certificate. 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.					

Document Required for Application		How to Prepare
⑧	Research plan	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 reports or graduation thesis. Also include a description of how you plan to research in the Master's Degree Program. Use Japanese or English. 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. Also, if you have any reference materials (such as a graduation thesis), submit them as well. If a document is written in a language other than Japanese or English, be sure to attach its Japanese or English abstract (about 2 A4-size pages).

Note 1: Download forms for ① to ③ from HCU website.

Note 2: **If a document for ⑤ to ⑦ is written in a language other than Japanese or English, be sure to attach a Japanese or English translation of it.**

Note 3: If a document is not prepared as instructed in "How to Prepare" column (for example, information is omitted, translation is not attached, etc.), the application may not be accepted.

Note 4: Persons who are subject to a preliminary review and have already submitted the documents do not have to resubmit the documents.

Note 5: 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.)

Note 6: It is the responsibility of each applicant to carefully consider and submit the application documents.

(7) Precautions when applying

- 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) After the application documents have been accepted, changes to application items will not be permitted. If, however, your name, address, telephone number, and/or e-mail address changes, promptly contact the Admissions Office.
- 3) **Once accepted, application documents and entrance examination fees will not be returned.**
- 4) If an application document entry is found to be incorrect, even after the applicant's admission has been approved, said admission may be revoked.

(8) Notice of 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 examination date, please inquire with our Admissions Office.

(9) Return of examination fee

The examination fee will not be refunded except in the following cases. However, any service fees that arise in connection with the return will be paid by the applicant.

- 1) When a person paid the examination fee but did not apply
- 2) When a person mistakenly paid the examination fee twice or mistakenly paid more than the prescribed amount
- 3) When a person submitted the application documents, but the application was not accepted

How to request a refund:

If case 1) or 2) above applies, contact the Admissions Office. An "Examination Fee Refund Request" will be sent to you by e-mail. After entering the required information, mail it to the Admissions Office address.

In case 3) above, an "Examination Fee Refund Request" will be enclosed with the application documents when they are returned to you. After entering the required information, mail it to the Admissions Office address.

[Application deadline] (JST)

【April 2027 Admission】	Must arrive by 5:00 p.m. on February 26 (Fri), 2027
【October 2027 Admission】	Must arrive by 5:00 p.m. on August 31 (Tue), 2027

7. Persons requesting considerations in examination or study

Persons who would like considerations in examination or study, such as persons with disabilities, should check the HCU website and consult with the Admissions Office **by one week prior to the application deadline below**. After the consultation, download the application form from the HCU website, fill out the application form, attach the required documents, and submit them via mail by the deadline below. Please consult as early as possible.

[Required documents] a. Application form for Special Consideration in entrance examination or study (for Graduate School)

b. Medical Certificate (issued by a doctor)

[Where to apply] Admissions Office, Hiroshima City University,
3-4-1 Ozuka-Higashi, Asaminami-ku, Hiroshima-shi 731-3194 Japan

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

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

[Application deadline] (JST)

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

* If a Medical Certificate is written in a language other than Japanese or English, be sure to attach a Japanese or English translation of it.

* If you need to request considerations in examination urgently due to an unforeseen accident, please notify the Admissions Office as soon as possible. Depending on the timing and nature of your request, we may not be able to give you the request.

* The information provided in the application form will be used by HCU to consider any necessary arrangements for examinations and studies. This information will not affect the admission decision.

8. 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 those who have completed the enrollment procedures, provided that the purpose of use is clearly defined.

9. Selection Procedures

(1) Examination Schedule (JST)

Admission	Scheduled date	Time	Entrance Examination Venue
April 2027	December 4 (Fri), 2026	Starting at 10:00 a.m.	Hiroshima City University (3-4-1 Ozuka-Higashi, Asaminami-ku, Hiroshima)
October 2027	June 11 (Fri), 2027		

* For applicants who have difficulty coming to the HCU to take the exam, an oral examination may be conducted via a video-conference system over the Internet. In that case, we will coordinate the examination date with the applicants within the period specified below.

【April 2027 Admission】	November 30 (Mon) to December 4 (Fri), 2026
【October 2027 Admission】	June 7 (Mon) to 11 (Fri), 2027

(2) Examination and Evaluation Methods

Exam subject	Content and evaluation standard of academic ability review
Oral examination (About 30 minutes)	[Content] Focusing on submitted research plans, other documents, and the content of the first-choice research field (subject). [Evaluation] We evaluate on 3 levels applicant's motivation to research, research ability, etc., and the like pursuant to the Admission Policy.

* The interview is performed in Japanese; however, it may also be performed in English depending on the research field.

(3) Admission Criteria

Oral examination results and submitted documents are reviewed and evaluated comprehensively.

(4) Notes to applicants

- The examinee should enter the specified examinee waiting room by 30 minutes before the start of the test.
- If the examinee is not in the examinee waiting room at the starting time of the oral examination, that examinee will be deemed as having been absent.
- On the day of the examination, applicants must bring both their HCU Examination Number Notification (printed in color on A4-size paper) and a valid form of photo identification, such as a student ID card or passport, showing the applicant's name and date of birth. Applicants who forget to bring their Examination Number Notification must promptly obtain a replacement examination admission ticket at Admissions Office.
Applicants may be required to present their identification for identity verification purposes, including in cases where misconduct is suspected or when an examination admission ticket has been forgotten.
Please note that HCU Examination Number Notification will be required during the enrollment procedures. Therefore, applicants should keep it in a safe place even after the examination has ended.
- Notification of any other information necessary for the examinee will be given when the examination number notification is sent. Also, if it becomes necessary to contact examinees due to an emergency, information will be posted on the HCU website or sent to the e-mail address provided on the application form.

10. Important Notes Regarding Misconduct

- (1) Impersonation, cheating (including posting or viewing exam-related content via web browsers or social media from the designated reporting time until the end of the examination), assisting other applicants, engaging in conduct that compromises fairness among applicants, and recording, filming, or otherwise preserving examination content will be considered misconduct and may result in the invalidation of examination results. In such cases, application documents, examination fees and admission fees will not be refunded.
- (2) In an online exam, frequent shifting of gaze during the exam may prompt an investigation for cheating or other misconduct.

11. 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.



12. Enrollment Procedure

(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 procedure method

- 1) Documents necessary for enrollment procedure will be delivered directly to the applicant along with the notification of acceptance.
- 2) If submitting by mail, be sure to use **registered express mail** and then **send it so that it arrives within the enrollment procedure period.**
* We recommend using a tracking service such as Express Mail Service (EMS) or DHL when mailing.
- 3) After the enrollment procedure period has ended, those who have completed the enrollment procedures will be sent a Letter of Admission.

(3) Enrollment procedure documents

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

(4) Important notes regarding enrollment procedure

- 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.

13. Fees

(1) Admission Fee

Amount	Due Date
423,000 yen	By enrollment procedure

(2) Payments due after the 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

Students with the "Study Abroad" status of residence can apply for scholarships from local public entities and foreign student support organizations.

(4) Partial waiver for admission fee

Within one year before enrollment, if the party mainly bearing the education expenses (hereinafter, "education expenses bearer") dies or the party to be enrolled or the education expenses bearer is involved in a disaster such as a wind or flood disaster, and it becomes extremely difficult to pay the admission fee, please consult with admissions office as the admission fee may be subject to a partial waiver.

(5) Partial waiver for tuition fee

There is a partial waiver system for tuition fees for foreign students. Please consult us after enrollment.