Hiroshima City University
Graduate School of International Studies

2027 Admission (April or October)

Application Guidelines

Doctoral Program

General Admissions

HCU designated forms
(Download the following application documents separately.)
[Sheet A] Entrance Application Form
[Sheet B] Curriculum Vitae
[Sheet C] Examination Ticket, Photograph Sheet,
Entrance Examination Fee Transfer Certificate Attachment Sheet
・Entrance Examination Fee Transfer Request Form

Hiroshima City University

Issued: November 2026

1. Admission Policy

Hiroshima City University (HCU) Graduate School aims to foster 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, the ability to identify, analyze, and solve problems, and a strong sense of ethics, enabling them to make broad contributions to society.

In order to nurture such comptent 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 Doctoral Program seeks following applicants:

- Persons who wish to pursue advanced professional research and tackle the challenges facing local and global communities.
- Persons who seek to enrich their expertise and possess the logic and persuasiveness to deepen their thinking and discussion.
- Persons who have advanced knowledge in their field of research, sufficient language skills for research activities, and the desire to further enhance their specialized knowledge and research abilities.
- Persons who wish to strive for self-improvement through specialized research at this graduate school.

2. Degrees Conferred

The Doctoral Program of Graduate School of International Studies confers “Doctor of Philosophy”.

3. Number of Applicants to Be Admitted

Department	Student intake capacity	Recruitment category	Number of students to be recruited
International Studies	7 persons	General Admissions	7 persons

4. Application qualifications

Applicants must meet any of the following qualifications (or, for items (1) to (5), be expected to meet them 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) Persons who have been conferred a master’s degree or Professional degree

(2) Persons who have been conferred a degree equivalent to a master’s degree, Professional degree abroad or who have been conferred such a degree

(3) Persons who have been conferred a degree equivalent to a master’s degree or Professional degree by completing a correspondence course offered by an overseas school in Japan

(4) Persons who have been conferred a degree equivalent to a master’s degree or Professional degree by completing the program of an overseas school in Japan that is designated by the Minister of Education, Culture, Sports, Science, and Technology as corresponding to an overseas graduate school

(5) Persons who have been conferred a degree equivalent to a master’s degree by completing a program at United Nations University

(6) Persons who have undertaken a course of study at a foreign educational institution, an educational institution as designated under item 4, or the United Nations University, and have passed the examinations stipulated in of the Standards for Establishment of Graduate Schools, or equivalent examinations, and have been deemed to possess an academic ability equivalent to or higher than that of a Master’s degree.

(7) Persons specified by Successive Ministers of Education, Culture, Sports, Science and Technology

(8) Persons who have reached the age of 24 by the last day of the month preceding the enrollment date and whose academic ability is recognized as equaling or exceeding that of a person with a Master's degree or Professional degree,

based on an individual review of their qualifications for admission by this university's Graduate School

5. Preliminary review of application qualifications

Persons who wish to apply based on **"4. Application qualifications (7) and (8)"** above will undergo a preliminary review to confirm their eligibility to apply.

Be sure to contact the Admissions Office and then submit the following documents. If sending them by mail, use **registered express mail**, and write **"Contains application for eligibility certification for the Graduate School of International Studies Doctoral Degree Program"** in red ink on the envelope surface. Refer to **"6. Application procedure" → "(4) Where to apply / contact information for application and examinations"** later for where to submit the documents. If bringing the documents in person, the reception period is from 9:00 a.m. to 5:00 p.m. Reception is not available on Saturdays, Sundays, and holidays.

The result of the review will be notified to the applicant by mail by the application period.

[Preliminary review documents]

a. Preliminary review application (HCU designated form)
b. Resume (HCU designated form)
c. Research and other achievements
   Write on A4-sized sheets. Japanese should be about 2,000 characters, and English should be in about 1,200 words.
d. Documents ⑥, ⑦, ⑨, ⑩ and ⑪ in **"6. Application procedure" → "(5) Application documents"** (for ⑥, ⑦: final academic background)
e. Certificates showing academic abilities, qualifications, or certifications obtained since attaining highest educational level (copies of applicable items)
f. Return envelope (please write your postal code, address, and name on a long size 3 envelope, and affix 110 yen worth of stamps)

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 November 13 (Fri), 2026
【October 2027 Admission】	Must arrive by 5:00 p.m. on May 7 (Fri), 2027

6. Application procedure

(1) Prior Consultation

Referring to **[List of Faculty Members]**, select your desired supervisor (from among the faculty members), as well as the faculty member's research field and subject. **Before applying, be sure to consult with the faculty member in advance through the Admissions Office**. 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 (Doctoral Program)" to the Admissions Office (nyushi@m.hiroshima-cu.ac.jp). The e-mail must include: **1) your name** and **2) the name of a desired supervisor**, and attach ② **Curriculum Vitae**, ⑩ **Abstract of Master's degree thesis** and ⑪ **Research proposal** data in **"(5) Application documents"**.

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

[Inquiry deadline]

【April 2027 Admission】	December 10 (Thu), 2026
【October 2027 Admission】	June 4 (Fri), 2027

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

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

【April 2027 Admission】	**December 15 (Tue) to 21 (Mon), 2026**
【October 2027 Admission】	**June 9 (Wed) to 15 (Tue), 2027**

Only application documents sent from within Japan, and only if all required documents are complete, will be accepted if sent by registered express mail postmarked **by the day before the application deadline,** even if they arrive after the deadline.

(3) Submission of Application Documents

After having preliminary consultation with your desired supervisor, place all application documents in a square #2 envelope (24.0cm×33.2cm) and **submit that to the Admissions Office within the application period**, either by mail or in person.

If submitting it by mail, be sure to use **registered express mail**, and write **"Application Documents (Doctoral Program)"** in red ink on the envelope surface.

If you bring the documents, the reception hours are from 9:00 a.m. to 5:00 p.m. Reception is not available on Saturdays and Sundays.

(4) 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

(5) Application documents

<table>
<tr><th colspan="3">Document Required for Application</th><th>How to Prepare</th></tr>
<tr><td>①</td><td>Entrance Application Form</td><td>[Sheet A]</td><td rowspan="2">Enter the required information on the HCU designated form. When making entries, carefully read the NOTES items shown in the margins.</td></tr>
<tr><td>②</td><td>Curriculum Vitae</td><td>[Sheet B]</td></tr>
<tr><td>③</td><td>Examination Ticket</td><td rowspan="2">[Sheet C]</td><td>Enter the required information on the HCU designated form.</td></tr>
<tr><td>⑤</td><td>Entrance Examination Fee Transfer Certificate Attachment Sheet</td><td>Use the HCU designated request form to transfer the entrance examination fee of 30,000 yen at your financial institution. After making the transfer, affix the "Entrance Examination Fee Transfer Certificate" (bearing the stamp of the financial institution) to the HCU designated "Entrance Examination Fee Transfer Certificate Attachment Sheet." Furthermore, if using the Japan Post Bank or the post office, please contact their counter. However, if you have completed the Master's Program of HCU Graduate School and are advancing to the Doctoral program at this Graduate School, entrance examination fees are not required.
* The payment method is different for applicants residing outside Japan. For details, please inquire by e-mail to the contact listed in "(4) Where to apply / contact information for application and examinations" before the application period begins.</td></tr>
<tr><td>⑥</td><td colspan="2">Acadmic Transcript (Original)</td><td>Must be issued by the president or dean of the graduate school you attended or graduated from.
Persons applying based on application qualification (6), (7), or (8) are requied to submit a transcript regarding their highest educational level.</td></tr>
</table>

Document Required for Application		How to Prepare
⑦	Degree Certificate or Expected completion certification **(Original)**	Must be issued by the president or dean of the graduate school you attended or graduated from. If the completion certificate includes degree information, it may be submitted in place of the degree certificate.
		[For those who graduated from higher education institutions in China, submit the following two items:] **• Degree Certificate** 学位证明书 **(this is not the Diploma** 学位证书**).** • A printed copy of the **CHSI** verification page (China Higher Education Student Information Network: https://www.chsi.com.cn/xlcx/), i.e., the **China Higher Education Degree Verification (**中国高等教育学位在线验证报告**)**.
⑧	Certificate of Japanese or English proficiency **[Submission not required for persons who are native speakers of Japanese or English, or if previous degree was obtained in Japanese or English.]**	Please submit the score report for **one** of the following tests (A–F). Only test results from examinations taken within two years prior to the final day of the application period, and for which the official documents can be submitted by the final application deadline, will be accepted. Original documents will be returned with Examination Ticket 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. EIKEN Test in Practical English Proficiency** Submit **a printed copy** of the digital certificate, or original certificate of passing and **one copy**. **B. TOEIC® Listening & Reading Test (including IP Test)** [For applicants who have taken the Public Test] Submit the **original** "Official Score Certificate" and **one copy**, or download the "Official Score Certificate (Digital)" and submit **a printed copy**. [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". **C. 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**. **D. IELTS™ (Academic Module)** Submit the **original** "Test Report Form" and **one copy**. or download the eTRF from your account and submit **a printed copy**. **E. Japanese-Language Proficiency Test (JLPT)** Submit the **original** score report and **one copy**. **F. 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
⑨	Master's degree thesis, etc.	If you do not have a master thesis, please submit a suitable alternative paper or material related to your intended research field.
⑩	Abstract of Master's degree thesis	Prepare an abstract of the thesis mentioned above, item ⑨. Use Japanese or English. Japanese should be in about 1,200 characters, and English should be about 700 words. Write the applicant's name on the first page. Print it on one side of A4 paper.
⑪	Research Proposal	Use Japanese or English. Japanese should be in about 2,000 characters, and English should be in about 1,200 words. Write the applicant's name on the first page. Print it on one side of A4 paper.
⑫	Return envelope	Write your postal code, address, and name on a standard-size envelope (rectangular #3, 23.5 cm x 12 cm) for shipping the Examination ticket, and apply an **110 yen stamp**. Applicants residing outside of Japan do not need to submit this. If you live outside of Japan, you do not need to submit this.

Note 1: Download forms for ① to ⑤ from the university's website.

Note 2: If you cannot submit an original transcript due to special circumstances, please consult the Admissions Office before the application period begins.

Note 3: **If a document in ⑥and⑦ is written in a language other than Japanese or English, be sure to attach its Japanese or English translation.**

Note 4: 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 5: Persons who have been granted application eligibility through the preliminary review are not required to resubmit documents that have already been submitted.

Note 6: 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 7: It is the responsibility of each applicant to carefully consider and submit the application documents.

(6) 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. However, we can return your Master's degree thesis, etc., after examination if you wish. Please state so when you apply.**
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.

(7) Sending examination ticket

An Examination ticket will be sent after the application deadline. For applicants residing outside Japan, the examination admission card will be sent by email. If you do not receive it by 10 days before the examination date, please inquire with our Admissions Office.

(8) 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, 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

(9) Waiver for the entrance examination fee

If it is deemed to be extremely difficult for a person of Hiroshima City to pay the entrance examination fee, that person may be subject to a waiver for the entrance examination fee.

Consult with the Admissions Office in advance and apply before the deadline.

Note: "Person of Hiroshima City" refers to persons who correspond to either of the following cases.

1) Person who has resided continuously in Hiroshima City for at least one year as of the first day of the enrollment month.
2) Person whose spouse or relative in the first degree of kinship has continually had an address (Resident registration) within Hiroshima City for at least one year as of the first day of the enrollment month.

[Application deadline] (JST)

【April 2027 Admission】	Must arrive by 5:00 p.m. on November 27(Fri), 2026
【October 2027 Admission】	Must arrive by 5:00 p.m. on May 20 (Thu), 2027

7. Special Measures for Applicants Affected by Disasters Applicable to the Disaster Relief Act

Applicants affected by disaster can apply to have their entrance examination fees refunded after submitting their admission application (entrance examination fees must be transferred when making their application). Also, successful applicants can apply to have their admission fees partially waived.

The application procedure requires an HCU designated application form and documents that verify the claim. For details, inquire with the Admissions Office or check the university's website.

【April 2027 Admission】	Disasters to which the Disaster Relief Act was applied on or after April 2024
【October 2027 Admission】	Disasters to which the Disaster Relief Act was applied on or after April 2025

8. 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. 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】	November 27(Fri), 2026
【October 2027 Admission】	May 20 (Thu), 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 you provide on the application will be used by us to consider examination and study consideration. It will not be used by us to determine who is accepted.

9. 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.

10. Selection Procedures

(1) Examination Schedule (JST)

Admission	Examination Date	Time			Entrance Examination Venue
		Group	Meeting Time	Starting Time	
April 2027 Admission	February 6, 2027 (Sat)	Morning	9：30	10：00～	Hiroshima City University (3-4-1 Ozuka-Higashi, Asaminami-ku, Hiroshima)
		Afternoon	13：00	13：30～	
October 2027 Admission	July 24,2027(Sat)	Morning	9：30	10：00～	
		Afternoon	13：00	13：30～	

Note1: You cannot choose examination time group. Your examination time group will be noticed when the Examination ticket is sent.

Note2: For applicants who have difficulty coming to HCU due to residing outside Japan or other reasons, an oral examination may be conducted via a online meeting system over the Internet.
In such cases, please consult the Admissions Center before the application period begins.

(2) Examination and Evaluation Methods

Exam subject	Content and evaluation standard of academic ability review
Oral examination (about 60 minutes)	[Content] Focusing on the Master's thesis, research plans, and the intended research field, this test consists of (1) research presentation (about 20 minutes) and (2) question-and-answer session about the research presentation on the Master's thesis, research plans, and the research field (about 40 minutes). The interview is conducted in Japanese; however, it may also be performed in English depending on the research field. [Evaluation] This examination evaluates applicants' motivation for research, research ability, and related qualities on a three-level scale, based on the Admissions Policy.

(3) Admission Criteria

Admission decisions are made based on a comprehensive evaluation of the submitted documents and the results of the oral examination

(4) Notes to applicants

1) The examinees must enter the waiting room by the meeting time assigned to the group.
2) 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.
3) During the examination, the only item allowed on your desk is the University-issued examination ticket.
4) Be sure to bring the university's Examination ticket on the day of the examination. Persons who do not have it must promptly receive a provisional examination ticket at admissions office.
5) Clocks permitted for use during the examination time are limited to those with only a clock function. The use of mobile phones, wearable devices, etc. is prohibited.
6) If it becomes necessary to contact examinees due to an emergency, information will be posted on the HCU website.

11. Important Notes Regarding Misconduct

1) The following actions constitute examination misconduct.

Any applicant found committing misconduct will be required to stop the examination immediately, leave the examination room, and will be disqualified from the examination. Depending on the nature of the misconduct, the University may take further action, including reporting the matter to the police.

a. Intentionally providing false information in application documents (submitting a photograph of another person or providing another person's personal information), or falsifying or altering an examination ticket or the other.
b. Engaging in cheating, such as placing or consulting notes, photocopies, or other unauthorized materials on a desk, referring to textbooks, reference books, dictionaries, or similar publications, or obtaining answers from another person.
c. Using electronic devices during the examination, including mobile phones, smartphones, wearable devices (such as smartwatches and smart glasses), tablet computers, electronic dictionaries, IC recorders, earphones, music players, or similar devices.

Note 1: Electronic devices with communication functions, including mobile phones, smartphones, wearable devices (such as smartwatches and smart glasses), and tablet computers, must be stored inside a bag during the examination. Such devices will be regarded as being in use, and therefore constitute misconduct, even when powered off, if they are not

stored in a bag (including when kept in clothing pockets).

Note 2: Earphones will be regarded as being in use if worn during the examination and therefore constitute misconduct. Applicants wishing to use hearing aids or other assistive devices because of illness, injury, disability, or other circumstances must apply in advance for special examination accommodations.

2) In addition to the actions listed in Section (1), the following actions may also be regarded as examination misconduct. Applicants who fail to comply with instructions and are determined to have committed misconduct will be subject to the same measures described in Section (1).

a. During the examination, carrying on one's person or holding, rather than storing in a bag, prohibited items such as rulers (including pencils or other instruments with ruler functions), compasses, calculators, abacuses, graph paper, electronic devices (including electronic dictionaries, IC recorders, earphones, and music players), textbooks, reference books, dictionaries, or similar materials.

Note: Electronic devices with communication functions, including mobile phones, smartphones, wearable devices (such as smartwatches and smart glasses), and tablet computers, will be regarded as being in use, and therefore constitute misconduct, unless they are stored in a bag, even when powered off.

b. Disrupting the administration of the examination by allowing a mobile phone, watch, or other device to emit sounds or vibrations (including calls, alarms, or notifications) for an extended period during the examination.

c. Making false statements concerning the examination in an attempt to obtain an advantage for oneself or another applicant.

d. Engaging in behavior that disturbs or inconveniences other applicants at the examination venue.

e. Failing to follow the instructions of examination proctors or other authorized personnel.

f. Engaging in any other conduct that may undermine the fairness of the examination.

12. Announcement of successful applicants(JST)

【April 2027 Admission】	February 16, 2027 (Tue), noon
【October 2027 Admission】	August 4, 2027 (Wed), 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.

13. Enrollment procedure

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

【April 2027 Admission】	**March 1 (Mon) to 15 (Mon), 2027**
【October 2027 Admission】	**September 2 (Thu) to 9 (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) Submit documents **registered express mail** and then **send it so that it arrives within the enrollment procedure period**.

3) Documents can be submitted in person only on **the last day of Enrollment procedure period**.The reception location is the Admissions Office. The reception hours are from 9:00 a.m. to 5:00 p.m.

4) 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 Notice
2) Pledge (HCU designated form)
3) Degree Certificate

For International Students Only

4) Copy of your passport
5) Statement of Financial Support for Tuition and Related Expenses (HCU designated form)
6) 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 expected degree completion, you must submit your degree certificate promptly after obtaining the required degree. If you are unable to meet the required admission qualifications by the day before enrollment, your enrollment will be revoked.**

14. Fees

(1) Payments due by enrollment procedure

Payment		Amount
Admission fee	Person of Hiroshima City	282,000 yen
	Person other than the above	423,000 yen

Note: "Person of Hiroshima City" refers to persons who correspond to either of the following cases.

1) Person who has continually had an address within Hiroshima City for at least one year as of the first day of the month in which the date of enrollment falls
2) Person whose spouse or relative in the first degree of kinship has continually had an address (Resident registration) within Hiroshima City for at least one year as of the first day of the month in which the date of enrollment fall

(2) Payments due after entrance

Payment	Amount	Due Date
Tuition fee (535,800 yen /year)	267,900 yen	By end of October
	267,900 yen	By end of April
Premium for Personal Accident Insurance for Students Pursuing Education and Research, and Students Liability Insurance (The insurance term is three years)	3,620 yen	End of the month of enrollment

Note: These fees are effective as of April 2026. Any revisions will be subject to the revised fee at the time the revision is made.

15. Exemption and Reduction of Admission and Tuition Fees

(1) Admission Fee for Students Enrolled in Hiroshima City University Master's Program

The admission fee required for enrollment procedures shall be waived for applicants who are currently enrolled in a master's program at Hiroshima City University.

(2) Admission Fee for Graduates of Hiroshima City University's Master's Program

The admission fee required for enrollment procedures shall be exempted for applicants who have completed a master's program at Hiroshima City University.

(3) Partial waiver for admission fee and tuition fee

1) Partial waiver for admission fee

If it is deemed to be extremely difficult for a person corresponding to either of the following to pay the admission fee, that person may be subject to a partial waiver for the admission fee. Please consult with us before the enrollment procedure.

a. The party mainly bearing the education expenses died within one year before enrollment.
b. The enrolling party or the party mainly bearing the education expenses was involved in a disaster such as a wind or flood disaster within one year before enrollment.
c. The enrolling party is a person of Hiroshima City and belongs to a household receiving public assistance pursuant to the Public Assistance Act.

2) Partial waiver or postponement for tuition fee

If it is deemed to be difficult for the person to pay the tuition fee due to economic reasons and the person is deemed academically outstanding, that person may be subject to a partial waiver or postponement for the tuition fee. Detailed information will be offered at the orientation meeting after enrollment.