

**Hiroshima City University**  
**Graduate School of International Studies**

**October 2021 Admission**

**Application Guidelines**

**Master's Degree Program**

**For Institutions with International Academic Exchange Agreement  
Recommendation-Based Examination**

**Designated Application Forms**

(Please download the following forms from our website.)

Application Form

Curriculum Vitae

Letter of Recommendation



Hiroshima City University

April 2021

## 1. Admission Policy

Hiroshima City University (HCU) develops professionals having sensitivity and passion toward seeking the truth, respecting diverse cultures and values, and wishing for lasting world peace. HCU also aims to train students to become professionals who have the ability to contribute to both the local and global communities, with a wide-ranging knowledge and solid expertise, as well as a strong sense of ethics.

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

- Persons who can try to investigate, objectively analyze the background and causes of the various issues both in the local and global communities, and propose a solution using a professional approach.
- Persons who can think about their expertise logically and persuasively for deepening thoughts and debate
- Persons who have the basic knowledge regarding the research field and the adequate language skills required for research, as well as the desire to deepen their professional knowledge and research skills for their future work
- Persons who wish to improve their skills and potentials through learning at this Graduate School

## 2. Degrees Conferred

The Master's Degree Program of Graduate School of International Studies confers "Master of Arts," "Master of Arts (International Studies)", or "Master of Arts (Peace Studies)", according to the research field and topics of the master thesis.

## 3. Number of Applicants to Be Admitted

| Department  | Enrollment | Number of applicants to be admitted |
|---|------------|-------------------------------------|
| Graduate School of International Studies<br>(Master Course Department of International Studies) | 15 persons | 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 September 30, 2021.

- 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.

\* Classes for the Master Degree Program will be conducted in Japanese. Regarding Peace Studies, however, students are allowed to obtain a master degree by taking classes conducted in English and writing a master thesis in English, if they wish.

## 5. Application Procedures

### (1) Prior Consultation

Before applying, applicants need to seek consultation about their intended research themes from a faculty member they wish to work with. For details on faculty members and their research fields, please refer to the Hiroshima City University website. For seeking prior consultation, applicants are required to send an e-mail with the subject line "Prior Consultation for Partner University Recommendation-Based Entrance Exam (Master Course)" to the Admissions Office (nyushi@m.hiroshima-cu.ac.jp). The e-mail must include: (1) the name of the applicant, (2) the university in which he/she is enrolled or from which he/she graduated, and (3) the name of a faculty member he/she wishes to work with.

### (2) Application Period

**May 6 (Thu) to 20 (Thu), 2021 (Must arrive by 5:00 p.m. JST on final day)**

### (3) Application Methods

After consultation with a faculty member you wish to work with, please enclose all application documents in an envelope and submit it by mail to the Admissions Office by the deadline. Be sure to write in red "**Application Documents Enclosed for Partner University Recommendation-Based Entrance Exam**" on the envelope. After the deadline, the examination admission card will be sent to each applicant. If you do not receive the documents by the day immediately before the announcement of the results, please contact the Admissions Office.

\* You are recommended to use Express Mail Service (EMS) to send the application documents to us.

\* If you are an applicant who has graduated from a partner institution and are residing in Japan, please contact the Admissions Office concerning your application.

### (4) Exemption from Examination Fee

Applicants who undergo entrance exams under the International Academic Exchange Agreement Program shall be exempt from the entrance examination fee.

### (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. Conversely, 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". You can make your selection without regard to your entrance examination category.
- 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) Application Submission Address and Inquiries Regarding Applications and Examinations

Hiroshima City University Admissions Office

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

Phone: +81-82-830-1503 E-mail: nyushi@m.hiroshima-cu.ac.jp

## (7) Application Documentation

| Document to Submit |   | Instructions   |
|--------------------|---|--|
| 1                  | Application Form                                  | Please fill out the prescribed form.<br>Affix a photograph in the space provided. (4 cm [L] x 3 cm [W], taken within 3 months before applying, no background, clearly displaying a frontal, hatless view of the upper part of the body)  |
| 2                  | Curriculum Vitae                                  | Please fill out the prescribed form.   |
| 3                  | Letter of Recommendation                          | A University-designated form must be used. Sealed letters of recommendation must be submitted by two or more faculty members (including the head of the university department or faculty) in the partner institution attended  |
| 4                  | Academic Transcript                               | An original academic transcript issued by the president or dean of the partner institution attended.   |
| 5                  | Certificate of (Expected) Graduation              | Must be issued by the president or dean of the partner university attended.<br>If there is any other certificate of the degree conferred, photocopies of such certificates should be submitted.  |
| 6                  | Proof of Japanese or English Language Proficiency | Submit one of the following exam score certificates (copy is unacceptable). We accept only scores from these tests taken after April of 2019. Original documents will be enclosed and returned with the examination admission card.<br>(1) TOEIC® (IP test also accepted)<br>(2) TOEFL® (PBT or iBT)<br>(3) IELTS™ (Academic Module)<br>(4) Japanese Language Proficiency Test (JLPT)<br>(5) Examination for Japanese University Admission for International Students (be sure to take the "Japanese as a foreign language" subject) |
| 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 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.  |
| 8                  | Research Proposal                                 | Also, if you have any reference materials (such as a graduation thesis), submit them as well.<br>If a document is written in a language other than Japanese or English, be sure to attach its Japanese or English abstract of it (about 2 A4-size pages)..   |

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

**2. If a document in 3, 4 and 5 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.

## (8) Other Important Points for Application

1) Inadequately completed application will not be accepted. Before submitting your documents, be sure to double check them.

- 2) No change can be made to application documents that have been submitted.
- 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) Handling of Personal Information**

Applicants' personal information contained in submitted application documents, such as name, date of birth and gender, will be used only for the purposes of selection for admission, announcement of results, enrollment procedures and research and surveys (for improving exams and research and analysis on application trends).

All personal information submitted will be managed properly by the university, and personal information of successful applicants will be used only for the purposes of academic affairs (school registration, guidance, etc.), and student support services (healthcare, scholarship, exemption from tuition fee, etc.). If personal information is handled by an outside company due to consignment of business activities, the university shall implement appropriate security measures in order to protect all personal information.

## **6. Admission Criteria**

Research plans and other submitted documents are reviewed and evaluated comprehensively.

## **7. Notification of Acceptance**

**10:00 a.m. (Japan Standard Time), June 30(Wed), 2021**

A notification of acceptance will be delivered to the successful applicants.

The application numbers of successful applicants will be posted on our website (<http://www.hiroshima-cu.ac.jp/>). Since this is reference information, please check for the official notification of acceptance letter, which is sent to successful applicants.

Inquiries made by telephone, mail, or e-mail will not be answered.

## **8. Enrollment Procedures**

### **(1) Enrollment Period**

**July 7 (Wed) to 16 (Fri), 2021 to 5:00 p.m. (Japan Standard time)**

### **(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. Be sure to write in red **"Enrollment Procedure Documents Enclosed"** on the envelope.
  - \* The use of Express Mail Service (EMS) is recommended.
- 3) After completing the enrollment procedures, an admission letter will be sent to all accepted applicants.

### **(3) Documents to Submit**

- 1) Written Pledge (University-designated form)
- 2) Guarantee of Support (University-designated form)
- 3) Photograph x 1 (4 cm [L] x 3 cm [W], taken within 3 months before applying, no background, clearly displaying a frontal, hatless view of the upper part of the body) Please write the name of the Graduate School and your name on the back of the photograph.

- 4) Documents necessary for resident permit application procedures (on behalf of applicants who have passed the Partner University Recommendation-Based Entrance Examination and completed their enrollment procedures, we will apply for authorization of residency certificates from the Japanese government.)

**(4) Points to Note about Enrollment Procedures**

- 1) Those who have not completed all the necessary enrollment procedures will be regarded as having declined the offer of admission.
- 2) Please check the accuracy of all materials before submission. Inadequately completed documents will not be accepted.
- 3) Submitted enrollment procedure documents will not be returned, and paid enrollment fees will not be refunded.
- 4) Applicants who applied pending graduation are required to submit a Certificate of Graduation as soon as possible.

**9. Fees Payable upon Admission**

**(1) Fees to Be Paid Prior to Admission**

| Fee Type      | Amount   |
|---------------|----------|
| Admission Fee | ¥423,000 |

**(2) Fees to Be Paid by the End of September**

| Fee Type            | Amount  |
|---------------------|---------|
| Student Affairs Fee | ¥20,000 |

Note: The student affairs fee includes fees for Personal Accident Insurance for Students Pursuing Education and Research, and Personal Liability Insurance for Students.

**(3) Fees to Be Paid after Enrollment**

| Fee Type                | Amount   | Due Date              |
|-------------------------|----------|-----------------------|
| Tuition (¥535,800/year) | ¥267,900 | By the end of April   |
|                         | ¥267,900 | By the end of October |

Notes: Amounts shown are current as of April 2021. If revisions are made, the new tuition rate will apply at the time of revision.

**(4) 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.

**(5) 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.

**(6) Reduction and Exemption of Tuition**

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