

Application Procedure for Double Master’s Degree Program Academic Year 2024 (September Enrollment)

The graduate school of Engineering at Nagaoka University of Technology offers the Double Degree Program to the students from the partner university based on the Agreement for the Double Degree Program with its partner university. Students admitted under this agreement receive the privilege of enrolling in both universities and earning double Master’s degrees, one from each university, under the supervision of faculty members from both universities. The following describes the application procedure for this program in Academic Year 2024 (April Enrollment).

Please submit the following documents to Division of Institutional Strategies by **April 12, 2024**. (Please be aware that the original documents must arrive at Division of Institutional Strategies by April 12, 2024. If we do not receive the documents by the deadline, we will not accept your application.)

1. Application Documents

(1) Applicants must submit the following documents;

| Documents | | Notes |
|-----------|---|--|
| 1 | Application Form for Admission (Form A) | Double-sided Printing |
| 2 | Field of Study and Study Program (Form B) | Double-sided Printing |
| 3 | Certificate of Enrollment (Form C) | This form should be completed and signed by the authorized person in applicant’s home university. Institution’s authorized stamp is required. |
| 4 | Recommendation Letter | Recommendation letter should be written by the head of department or above in the applicant’s home university. The letter should be addressed to the President of Nagaoka University of Technology. |
| 5 | Official academic records in graduate programs | Only an official academic record with the institution’s authorized stamp or signature will be accepted. The academic record must be placed in a SEALED envelope with its flap signed by the Registrar or his/her representative of the institution. If the applicant is taking some courses in a current semester at the time of application, please ask the registrar or his/her representative of the institution to issue the document stating the registered course title with the expected number of credits to be earned upon completion. |
| 6 | Bachelor’s thesis or papers equivalent to Bachelor’s thesis | A brief summary of Bachelor’s thesis should be submitted. Any pertinent academic publications or proceedings should also be submitted. If the paper is not yet published, please attach a copy of notification of peer review that the applicant received from the editor of publication. Photocopies are allowed |

(2) Additional Notes

- 1) All of these documents should be filled out in English or in Japanese, using a computer or a black ballpoint pen (block letters). If any certificates are written in another language, please attach a translation in English.
- 2) For (1) 1 – 3 in the above, use the provided forms. Other documents should be prepared using only A4 sized paper (210 mm×297 mm). **All of the documents mentioned in this section must be the original unless otherwise stated.**
- 3) The application will not be accepted unless all of the above application documents are fully and correctly completed or if any of the documents are insufficient or are received after the deadline.
- 4) The application documents will not be returned to the applicant in any circumstances.

(3) Deadline and Mailing address

Deadline (The documents must arrive by): April 12, 2024

Mailing address for application: Office of International and KOSEN Cooperation Strategies,
Division of Institutional Strategies, Nagaoka University of Technology,
1603-1 Kamitomioka, Nagaoka, Niigata 940-2188 Japan

Note: The application form and required documents should be submitted by postal or international courier services.

2. Selection Procedure

The selection procedure consists of an evaluation of the application documents and an interview (including ones through an electronic media). Applicants will be informed later of the method, the date and the place of the interview.

3. Announcement of Acceptance

Nagaoka University of Technology will send a Notice of Success to successful candidates on June 13, 2024.

4. Security Export Control

Nagaoka University of Technology has established “National University Corporation Nagaoka University of Technology Security Export Control Regulation” in accordance with “Foreign Exchange and Foreign Trade Act”, and conducts strict examinations for acceptance of international students, etc. Applicants from overseas who fall under any of the conditions set out in said regulations may be unable to enter their desired course or program.

5. Additional Notes

- (1) Successful candidates will be informed of the details of admission procedures later. The successful candidates are required to submit the following documents for the application of Certificate of Eligibility to obtain the college student visa at the Embassy of Japan in the applicant’s country.
 - 1) 20 Questions (provided form)
 - 2) Copy of passport
 - 3) Photo (JPG format)
 - 4) Scholarship Certificate (if any)
* If the certificate is written in another language, please attach a translation in English or Japanese with the translator’s name.
- (2) It is recommended that you learn the Japanese customs, lifestyle, climate, and university system before coming to Japan.
- (3) For further information, contact to:
Office of International and KOSEN Cooperation Strategies,
Division of Institutional Strategies, Nagaoka University of Technology,
1603-1 Kamitomioka,
Nagaoka, Niigata 940-2188 Japan
Fax: +81-258-47-9283, E-mail: koryu@jcom.nagaokaut.ac.jp