

GRADUATE SCHOOL OF HUMANITIES AND STUDIES ON PUBLIC AFFAIRS (GSHSPA)  
ADMISSION GUIDELINES 2024 FOR RESEARCH STUDENTS

Those who wish to conduct specific research at GSHSPA, please apply in accordance with the procedures as outlined below.

**1. Qualification**

The applicant must have (been expected to) completed master's degree.

**2. Admission**

April or October

**3. Research Period**

One year

\*Research students are initially registered for one year. However, students are able to apply for another year extension.

**4. Application Period**

Admission	Applicants residing out of Japan	Applicants residing in Japan
April, 2024	Oct. 10 - Oct. 13, 2023	Feb. 26 - Feb. 28, 2024
October, 2024	Apr. 9 - Apr. 12, 2024	Aug. 21 - Aug. 23, 2024

\*Those residing in Japan at the time of application but need to obtain visa at the time of admission, apply according to the period for those residing out of Japan.

All the documents need to be submitted to the GSHSPA's office during the application period by bring or mail.

Our office opens from 9:00 to 11:30 and from 13:30 to 16:30 on weekdays.

The documents from abroad need to be sent by EMS.

The documents are not returned in any circumstances.

Before applying, please check the application period beforehand as it may change under special circumstances.

**5. Before Applying**

The applicant needs to contact an academic advisor in the research field that the applicant wishes to enter and needs to obtain the advisor's consent of acceptance.

- 1) Send the summary of the applicant's introduction, research plan and curriculum vitae by e-mail to "gah2352@office.chiba-u.jp" and be sure to note the academic advisor's name.

\*We forward the mail to the academic advisor. The advisor will send an email directly to the applicant and instruct about an interview.

\*The academic advisor must belong to the master's course at GSHSPA. If the applicant goes on to the doctoral course, the advisor must belong to the doctoral course too.

2) Take an interview by the academic advisor and obtain the advisor's informal consent of acceptance.

## 6. Documents to be Submitted

A	Application form
B	Curriculum vitae
C	Research plan
D	Certificate of a consent of acceptance written by an academic advisor
E	Certificate of guarantee written by an academic advisor
F	Master's degree certificate or prospective master's degree certificate
G	Transcript of grades
H	Photocopy of residence card (two sided)
I	Certificate of residence which indicates visa status and authorized period of stay
J	Photocopy of passport page with name, date of birth and page with Japan visa
K	A photo showing the upper body of the applicant, 40mm(h)×30mm(w)
L	A receipt of the transfer request form for examination fee

\*"A, B, C, D" and "E" are provided on the GSHSPA's website.

\*If "F and G" are not written in Japanese or English, please attach a Japanese or English translation.

\*"I" must be obtained at the city, ward, town or village office in which the applicant resides. Photocopy is not accepted. Please note that the Social Security and Tax Number called "My Number" must not be put on the certificate of residence.

\*Applicants residing out of Japan submit "H and I" after coming to Japan.

\*"K" is needed to apply for Certificate of Eligibility for Japanese Residency.

\*"L" is attached to an application form (A). We have the transfer request form at our office.

## 7. Fee for Research Student

### **Examination fee: 9,800 yen**

\*The applicant residing out of Japan asks someone such as an acquaintance in Japan to pay examination fee and to send its certificate of payment to our office.

### **Admission fee: 84,600 yen**

### **Tuition: 173,400 yen (for 6 months)**

\*Since the details about admission fee and tuition fee will be informed, please be prepared for those payments. Research students have no exemption from the admission fee and tuition fee. If those fees revised, the new fees will apply from the date of revision. Those fees paid already will not be returned.

## 8. Announcement of Acceptance

The consequence is informed to all the applicants by e-mail and the document of admission is sent to the successful candidates.

The successful candidates who completed the admission procedure during the prescribed period are admitted as research students.

If the student decline admission, please inform us immediately.

Those residing out of Japan need to obtain a Certificate of Eligibility for Japanese Residency (abbreviated as COE) from the Immigration Bureau of Japan. Chiba University helps the student to apply for COE. We ask the student to send us related materials for COE later.

## 9. Others

The applicant who is expected to obtain a master's degree at the time of submission, must submit the master's degree certificate after obtaining a degree.

The status of research student may be cancelled if the student is disqualified as a Chiba University student.

Certificate of Research Record is to be issued upon request by submitting a research report after completion of research period.

If the research student can no longer continue the research due to going on to doctoral course, employment, etc., "Request for Withdrawal" must be submitted after consulting the advisor.

This information can be changed under some situations regarding COVID-19.

Based on "the Foreign Exchange and Foreign Trade Act", Chiba University established "the Security Export Control Regulations of National University Corporation Chiba University" and is conducting rigid

examinations before accepting students. Desired research activities may be restricted when they are applicable to the regulations.

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