

Tokyo University of Agriculture (Tokyo NODAI)
Special Exchange Student Application Guidelines
for Master's and Doctoral Program, April Admission for 2024
(Recommended students by the president of the global partner universities)

【Purpose】

The purpose of the Tokyo University of Agriculture (Tokyo NODAI) Special Exchange Student program is to develop talents who have Ph. D. from Tokyo NODAI and lead the overseas industry and higher educational institutions in the world. Applicants recommended by a partner university, who meet the following qualifications and have difficulties in studying due to financial reasons, are allowed to take this entrance examination. If applicants pass the entrance examination and decide to enroll, they will be able to receive an exemption of their tuition and a scholarship (the amount is JPY 495,000 per year).

【Selection】

1. Eligibility

Please be sure to check application eligibility for the general exam on each graduate school's "Tokyo University of Agriculture (Tokyo NODAI) Application Guidelines for April Admission 2024" on our website. (URL: <https://www.nodai.ac.jp/english/admissions/graduate/>).

In addition to eligibility for application to graduate school, there are also conditions for Special Exchange Students. Please take careful notice, as the applicant needs to meet all of these conditions.

- (1) Those whose nationality is not Japanese when they arrive in Japan. If they have another nationality (dual nationality) and their life base outside of Japan, and they will choose the other nationality by renouncing Japanese nationality by the time they arrive in Japan, their applications will be accepted.
- (2) Those who have not completed a bachelor's or master's course from universities in Japan.
- (3) Those who have completed a bachelor's or master's course from one of Tokyo NODAI global-partner universities.
- (4) Those who have the desire and ability to complete a master's and/or doctoral degree program (exemption of the tuition continues up to five years for those who start with a master's program and continue to study in a doctoral program, or continue up to three years for those who start with a doctoral program).
- (5) Those for whom the president of the home university recommends with responsibility and who have an outstanding academic record.
- (6) Those who meet the requirements of grade and language ability set by Tokyo NODAI.
- (7) Those who can study in Japan for a certain period.
- (8) Those who have a hope to get into our university as a first choice and have a strong will to enter our university.
If a candidate declines after approval of Tokyo NODAI, the global partner university will not be eligible to nominate for the following year.
- (9) Those who have contacted a prospective advising professor and received permission to be accepted by the application deadline.

2. Requirements of grade and language ability

(1) Grade

Applicants must have a minimum of 2.30 grade point average based on the formula below to calculate the GPA.

Grade					
4-level rating (pattern 1)		Excellent	Good	Average	Fall
4-level rating (pattern 2)		A	B	C	F
4-level rating (pattern 3)		100~80	79~70	69~60	59~
5-level rating (pattern 4)	100~90	89~80	79~70	69~60	59~
5-level rating (pattern 5)	S	A	B	C	F
5-level rating (pattern 6)	A	B	C	D	F
Grade Point	3	3	2	1	0

GPA Formula : ([No. of GP 3 Credits] x 3) + ([No. of GP 2 Credits] x 2) + ([No. of GP 1 Credits] x 1) + ([No. of GP 0 Credits] x 0) ÷ Total Number of Registered Credits

No. = Number GP = Grade Point

<Note> if you have taken courses that are not part of the credit system, replace the number of credits in the GPA formula with the number of courses taken.

If the academic grades cannot be calculated by the formula, please describe the reason why they cannot be calculated and the evidence for the academic grades are equal to 2.30 or above (ex, the top 30% of the grade rankings at the university or the faculty, etc.) in the “Letter of Recommendation”

(2) Language ability

The applicant needs to meet ONE of the following requirement in either Japanese or English (needs to submit a copy of the certificate)

- Equivalent to JLPT N2 or above
- Equivalent to CEFR B2 (TOEFLiBT72、IELTS5.5、TOEIC L&R785) level or above
- Graduated from a partner university where lectures are mainly conducted in English

3. Number of candidates

The number of candidates a partner university can recommend is one (1).

We allocate this scholarship to only graduate students after 2023.

4. Application Deadline

24:00, 30 September, 2023, Japan Time (must arrive by E-mail by this time)

After the CGI confirms the application documents, you need to send the original documents by post by 31 October.

*If the e-mail and original documents are not submitted by the deadline, the applicant will not be allowed to take the entrance examination.

5. Consultation with a supervisor in advance

(1) Applicants must consult with a prospective advising professor or an associate professor of a graduate school (hereinafter referred to as "supervisor") before applying and receive the consent of acceptance.

(2) To engage in advance consultation, applicants should complete the necessary sections of the following forms and submit them to supervisors. The forms can be found on:

(URL: <https://www.nodai.ac.jp/english/admissions/graduate/>).

- Resume (Form 3(6-(4)))
- Personal data sheet (Form 4(6-(5)))
- Study Plan (Form 6(6-(6)))

(3) When communicating with supervisors by e-mail, the subject line should always include the words **"(Tokyo NODAI Special Exchange Student (name & university))"**.

6. Application Documents (complete documents in Japanese or in English)

- (1) Checklist (Form 1)
- (2) Application Form (Form 2-1)
- (3) Application Form (Form 2-2)
- (4) Resume (Form 3)
- (5) Personal data sheet (Form 4)
- (6) Study Plan (Form 6)
- (7) Letter of Recommendation (to be completed by the president of the home university)
- (8) Letter of Consent indicating the acceptance by supervisor (to be completed by supervisor)
- (9) Certificate of university graduation or expected graduation (original, English version)

- (10) Certified university academic transcript (original, English version)
- (11) Certificate of Language Proficiency
- (12) Copy of applicant's passport (page with your biographical data and your nationality). If the passport is not ready by the date of the application, the copy can be submitted later.
- (13) Headshots (in jpeg format), with one to be pasted on (2) Tokyo NODAI Graduate School Application Form (Form 2-2).
 - *Be sure to get approval from your supervisor for items (4), (5), and (6) before submitting.
 - *If you can prepare only a provisional certificate for (9), the university you have graduated from or are going to graduate from needs to issue a letter to prove that is equivalent to the original.

7. Selection Method

Tokyo NODAI conducts stringent documentary screening and an oral examination (interview) via Zoom to determine which applicants are qualified to be Special Exchange Student candidates (refer to attachments 1 and 2).

The interview will be conducted between November 1st and 10th.

8. Exam Fee

Due to the purpose of this Special Exchange Students, the exam fee is waived.

Conditions as Special Exchange Students

- (1) Exempt from payment of tuition and other such fees to be paid to the university (entrance fee, tuition fee, experiment & practice charges, facility maintenance and improvement charges, student activity charges, various membership fees).
- (2) Will receive Tokyo University of Agriculture Foreign Exchange Student Scholarship (45,000 yen per month for 11 months except for March/year).
- (3) Given priority to reside in student dormitories on the Setagaya campus (four students per room). The dormitory fee will be exempt for the two years while registered as a graduate student of a master's program or three years while registers as a graduate student of a doctoral program. Students with families must secure their housing and bear all expenses.
- (4) There are no student dormitories in Atsugi and Hokkaido-Okhotsk campus, so students must secure their housing. In this case, 25,000 yen for rent will be paid every month.
- (5) Airfare to Japan, travel expenses within Japan, and living expenses are to be borne by the students.
- (6) Performance evaluation will be conducted each year. If the student's grades and conduct are deemed inappropriate, the student will lose his or her status as a Special Exchange Student.

Cautions

- (1) The cost of living as a Special Exchange Student in Japan is approximately 50,000 yen per month.
- (2) Special Exchange Students are expected to actively participate in university and local events and be a bridge of cross-cultural understanding between their home country and Japan.
- (3) Special Exchange Students are expected to learn the Japanese language enthusiastically and deepen their understanding of Japanese culture.

9. Contact Details and Where to send documents

The Center for Global Initiatives of Tokyo University of Agriculture; tuacip (a) nodai.ac.jp
(Please change (a) to @ when you send email)

When you send application documents by email, please titles as follows;

【Special Exchange Student】 Submit Applications (your name, the name of university)

Mailing Address: Center for Global Initiatives, Tokyo University of Agriculture
1-1-1 Sakuragaoka, Setagaya-ku, Tokyo, Japan 156-08502

Flowchart of Selection Procedure for Special Exchange Students

Subject	Timing
1. Start the recruitment process	May
2. Consult with supervisors regarding the study plan	May-August
3. Ask supervisors to complete “Letter of Consent”	May-August
4. Submit the application documents by email	Must arrive by September 30 (JST)
5. Tokyo NODAI will contact applicants to schedule the entrance exam (interview) and conduct the connection test.	October
6. Send the original documents by post	By October 31 (must arrive)
7. Entrance Exam (Interview) via Zoom or other video conferencing systems.	between November 1 and 10
8. Announcement of the application result	Early December
9. Accepted applicants submit their original admission documents and contact the Center for Global Initiatives (CGI) to apply for your student visa.	After the application results are announced. January
10. Enrollment Procedure	March
11. Admission (entrance ceremony)	April 2, 2024

Regarding the Entrance Exam (Interview)

1. The procedure

The supervisor and other professors from the applicant's desired laboratory will interview you for the entrance exam via Zoom or other video conference systems. The topics will be on your major and study plan.

2. The place for the interview

The applicant needs to prepare an appropriate room for the interview. The room could be in the facilities of the global partner universities. Internet café, other commercial facilities are not acceptable. In general, the applicant's home, friends' or relatives' houses are not acceptable either.

3. Device for the interview

The applicant needs to prepare a device for Zoom or other internet chat services, such as a PC or a tablet device with a camera. A smartphone is usually not acceptable. Please ensure the Internet connection of the room. In case of emergencies, please prepare substitute devices including a smartphone.

4. Connection Confirmation Test

The applicant should contact the Center for Global Initiatives and set a connecting test day before the interview day.

5. Interview Instructions

- 1) The applicant needs to be ready to confirm the Internet connection 10 minutes before the start of the interview.
- 2) Before starting the interview, the applicant needs to show that no one else is in the same room and that there is nothing on the desk other than the authorized items.
- 3) After the interview has started, no one else is allowed to enter the room.
- 4) To complete the interview, stable video connections must be ensured for at least 5 minutes after the interview started. Besides, stable voice connections must be ensured throughout the interview.
- 5) The professors will judge whether the connection is appropriate for the interview. If they judge it is not good, they can decide to stop the interview anytime with their consultation.
- 6) The interview will be recorded.