

Application Instructions

International Undergraduate Program
in
Bioresource and Bioenvironment

Autumn 2017

Kyushu University

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< Contact Information >

Admission Division of Student Affairs Department
Kyushu University
6-10-1, Hakozaki, Higashi-ku, Fukuoka, 812-8581
FAX: +81-92-642-2267
<< Office Hours >>
Mon. – Fri., 8:30 a.m. – 5:15 p.m. (Japan time)
E-mail: nyu-inquiry@jimu.kyushu-u.ac.jp
Website: www.kyushu-u.ac.jp

Application Information Summary


1. Eligibility (Page 4)

1.	Have a nationality other than Japanese.
2.	Have completed a 12- year school curriculum outside Japan by September 30, 2017.*

Note:

* Even if you fail to meet this requirement, you may still be eligible to apply, provided that you are aged 18 or over as of September 30, 2017, and meet any of the conditions set by the Japanese Minister of Education, Culture, Sports, Science and Technology, and others. For details, please refer to page 4.

2. Screening Process (Page 9)

Preliminary Screening	Evaluation of submitted documents
 If you successfully pass the Preliminary Screening	
Secondary Screening	Interview (Written exams may also be given.)

3. Admissions Timetable

Application Period	January 6 - January 27, 2017 (page 5)
Preliminary Screening Results Announcement	February 17, 2017 (page 9)
Secondary Screening	February 20 - March 12, 2017 (page 9)
Admission Decision Announcement	March 27, 2017 (page 10)
Enrollment Procedure Deadline	April 21, 2017 (page 10)
Start of the Semester	October 1, 2017

4. Application Documents (Pages 6-8)

1. Application Form
 2. Receipt of application fee payment (10,000 yen)
(For telegraphic transfer payment only)
 3. Identification document
 4. Official high school transcripts
 5. (Expected) Graduation certificate
 6. Score reports of ONE of the following:
 - (1) SAT Subject Tests
 - (2) GCE A/AS level (or IAL-A/AS Level)
 - (3) International Baccalaureate (taken in English)
 - (4) International Baccalaureate (taken in French or Spanish) and an English proficiency test*
 - (5) EJU and an English proficiency test*
 - (6) College Scholastic Ability Test of South Korea and an English proficiency test*
 - (7) General Scholastic Ability Test of Taiwan and an English proficiency test*
 - (8) (Only for those who reside in the People's Republic of China) An English proficiency test*
- * Choose one from TOEFL, TOEIC, IELTS, and Cambridge ESOL Examination.

5. Tuition and Enrollment Fee (Pages 10-11)

All students of the international undergraduate programs will be entitled to an exemption of half the tuition for the first year. From the second year on, a maximum of 30 students with a GPA of 2.5 or higher from the previous year will receive the half exemption.

Fees	Amount (Japanese yen)
One Time Enrollment Fee (payment period: March 30 - April 19, 2017)	282,000
Tuition Fee for Autumn 2017 (amount after exemption)	133,950
Tuition Fee for Spring 2018 (amount after exemption)	133,950
Total Payment for Autumn 2017 - Spring 2018	549,900

Bioresource and Bioenvironment

Application Instructions (Autumn 2017)

The following instructions are for those applying for admission to the International Undergraduate Program in Bioresource and Bioenvironment starting in October 2017. The International Undergraduate Program is a four-year bachelor program, in which all classes, with the exception of Japanese language classes, are taught in English.

1. October 2017 Intake

Only a limited number of students will be admitted to the program.

2. Admission Policy

We are determined at the Department of Bioresource and Bioenvironment, to provide our students with extensive scientific knowledge in bioresource, bioenvironment, biotechnology, and food science to enable them to acquire global expertise and technologies, and to develop well-balanced human personality.

The Department invites applicants who:

- Have a deep interest in scientific fields such as bioresource, bioenvironment, biotechnology, and food science and are highly motivated to pursue their careers in such fields.
- Progressively show interests in a broad range of fields, as the study of bioresource and bioenvironment encompasses natural as well as social sciences at both basic and application levels, and as such, requires interdisciplinary knowledge.
- Are highly motivated to improve their communication skills and acquire a global perspective. In this age of globalization, the students are expected to develop high-level foreign language proficiency, particularly in English, and to be prepared for leadership in a global society.

3. Eligibility

Applicants must meet the following two requirements (1 AND 2.1, 2.2, OR 2.3):

1. Have a nationality other than Japanese.
2. Meet any of the following three conditions:
 - 2.1. Completed or expected to complete 12 years of schooling outside Japan by September 30, 2017^{(*)1} (or equivalent, as recognized by the Japanese Minister of Education, Culture, Sports, Science and Technology).^{(*)2}
 - 2.2. Aged 18 or over as of September 30, 2017 who have the International Baccalaureate Diploma/Certificate, the German Abitur, the French Baccalaureate, or General Certificate of Education Advanced Level^{(*)3} or who have completed a course at an international school that is recognized by the Japanese Minister of Education, Culture, Sports, Science and Technology, and offers its curriculum in Japan, or who are expected to meet any of these conditions by September 30, 2017.
 - 2.3. Aged 18 or over as of September 30, 2017, who are recognized, by the University's *ad hoc* pre-qualification screening, as having an academic level equivalent to or superior to those who have completed 12 years of schooling.^{(*)4}

- *1: You are eligible to apply if you completed your school education outside Japan in less than 12 years, due to grade skipping and/or early graduation, but the standard duration of schooling as legally stipulated in your country is 12 years or longer. Please direct any inquiries to the Admission Division of the Student Affairs Department at Kyushu University.
- *2: Those recognized as having completed or being expected to complete a course equivalent to 12 years of schooling by the Japanese Minister of Education, Culture, Sports, Science and Technology are the following:
- (1) Those aged 18 or over as of September 30, 2017 who have passed a qualification test to determine whether they have academic ability equivalent, or superior, to those who have completed a 12-year school education course in a foreign country or region.
 - (2) Those aged 18 or over as of September 30, 2017 who have received education in a country or region where its elementary and secondary education is completed in less than 12 years, and also have completed or are expected to complete a Japanese preparatory course recognized by the Japanese Minister of Education, Culture, Sports, Science and Technology by September 30, 2017.
 - (3) Those who have completed or are expected to complete a course that is recognized by the Japanese Minister of Education, Culture, Sports, Science and Technology at an educational institute outside Japan which is equivalent to a high school by September 30, 2017. (Only applies to those who have completed an 11 or more years of school education course in his/her residing country and meet the requirements set by the Japanese Minister of Education, Culture, Sports, Science and Technology.)
 - (4) Those aged 18 or over as of September 30, 2017 who have completed or are expected to complete a course at an international school or a foreign educational institute by September 30, 2017 that offers its curriculum in Japan, and that is recognized as an equivalent to a high school of the foreign country or region under their educational system by the Japanese Minister of Education, Culture, Sports, Science and Technology.
- *3: For details including the subjects and the grades, please contact Admission Division of the Student Affairs Department at Kyushu University..
- *4: For details, see page 13 "Ad Hoc Pre-qualification Screening."

4. Application Procedure

4.1. Application Period

You can only apply for one international undergraduate program for the admission 2017.

Application Period	January 6 - January 27, 2017, 5:00 p.m. (Japan time)
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Please visit the following page to access Kyushu University online application system to take the first step for application.

<http://www.kyushu-u.ac.jp/en/admission/faculty/foreign/foreign10/>

After completing the online application registration as well as the Application Form (downloaded from our website), send the Application Form along with other necessary documents. The application documents **must be received** by the Admission Division of the Student Affairs Department at Kyushu University by 5:00 p.m. on January 27, 2017. Please allow enough time for delivery. No application received outside the period will be considered under any circumstances.

4.2. Application Fee

Application Fee	10,000 yen
Payment Period	January 6 - January 27, 2017, 5:00 p.m. (Japan time)

The application fee must be paid after registering your application online by credit card, at a convenience store (only in Japan), through ATM (only in Japan), through internet banking (only in Japan) or a telegraphic transfer. All necessary fees to make the payment must be borne by the remitter. Applications will not be accepted until the proof of payment has been received. Please make sure to complete the payment before posting the application documents.

Payment by Telegraphic Transfer

- All necessary expenses for the telegraphic transfer (commissions and shortages in transferred amount due to fluctuations in exchange rate, etc.) shall be borne by the remitter. Please make sure to pay the exact amount including all necessary fees.
- If you use a payment slip, write "Application Fee" in the space for Purpose of Remittance, as well as your name, nationality, and "AG" (i.e., the alphabetic code for the Bioresource and Bioenvironment Program) in the space for Message to Payee.

Bank	Sumitomo Mitsui Banking Corporation
Branch	Fukuoka Branch
Account Type	Savings Account
Account Number	7119240
Account Holder	Kyushu University
SWIFT Code	SMBC JP JT

Note: In case you do not send your application documents or your application is not accepted for any reason after you have paid your application fee, the full application fee will be refunded upon your request.

4.3. Application Documents

All application forms and documents should be completed in English. **If the documents are in a language other than English or Japanese, a Japanese or English translation must be attached. The translation must be certified by the Japanese Embassy or an educational institute such as your high school.**

If you submit the originals of your certificates or transcripts that cannot be reissued, we will return them to you after the screening upon your request. Please attach a note to your application specifying the documents to be returned.

Required Documents (Need to be sent by post)		
1	Application Form	Please download "Application Form" from our website and fill them out by typing or handwriting. Be sure to sign your name in your own handwriting. Send it along with other necessary documents by post. http://www.kyushu-u.ac.jp/en/admission/faculty/foreign/foreign10/
2	Receipt of Payment of the Application Fee (10,000 Yen)	<u>If you make the payment by telegraphic transfer:</u> Submit a copy of the receipt issued by the bank upon payment of the application fee. Please refer to "4.2. Application Fee" for more details.
3	Identification Document * Submit either (A) or (B).	(A) For those with a residence status in Japan, submit: * Copies of both sides of your Residence Card (在留カード) or a copy of Residence Certificate (住民票の写し) from a local government office. (B) For all others, please submit: * A copy of your passport, including the pages with your name, nationality and photograph. * If you do not have a passport, please submit an official document to certify your non-Japanese nationality.

4	<p>Official High School Transcripts and Graduation Certificate</p> <p>* Submit any one of (A)-(D).</p>	<p>(A) If you have already graduated from high school, submit:</p> <ul style="list-style-type: none">* The original of the transcript with all your high school grades (three/four years); and* The original of your high school graduation certificate or your diploma. <p>(B) If you are still in high school, submit:</p> <ul style="list-style-type: none">* The original of the transcript with all your high school grades up to the latest semester; and* The original of an official document stating that you are expected to graduate by September 30, 2017.* Please note that once you are admitted, you will be asked to submit the originals of your complete transcript and your high school graduation certificate or your diploma. <p><u>Additional Notes for (A) and (B)</u></p> <p>(a) If your transcript does not include your rank or GPA, submit the transcript and other official documents from your school stating your academic standing.</p> <p>(b) If you have attended more than one high school, due to transferring or other reasons, submit the original of your transcript for each high school attended. However, if your current/last high school has certified your academic records from your previous school(s) and issues one transcript with all your high school grades (three/four years), just submit the transcript issued by the final school.</p> <p>(C) If you have the International Baccalaureate, the German Abitur, the French Baccalaureate, or GCE A-Level, submit:</p> <ul style="list-style-type: none">* The originals of your qualification diploma and your transcript. <p>(D) If you have passed the <i>ad hoc</i> pre-qualification screening by Kyushu University, submit:</p> <ul style="list-style-type: none">* A copy of the Certificate of Eligibility for Application to Kyushu University and the original of the transcript with all your high school grades..																
5	<p>Score Report of Standardized Test</p> <p>* Submit any one of (A)-(E).</p> <div><p>For Applicants who reside in the People's Republic of China:</p><p>You are exempt from submitting the score. Instead, you will be required to take written exams for the secondary screening.</p></div>	<p>(A) For those who have taken Examination for Japanese University Admission for International Students (EJU), submit:</p> <ul style="list-style-type: none">* An official score report of the following subjects. <table><tr><td>Mathematics</td><td>Course 2</td></tr><tr><td>Science</td><td>Select two subjects from Physics, Chemistry and Biology</td></tr></table> <ul style="list-style-type: none">* Both English and Japanese are acceptable as the language of examination.* For details of the Examination, visit the website of the Japan Student Services Organization at www.jasso.go.jp/index_e.html. <p>(B) For those who have taken SAT Subject Tests, submit:</p> <ul style="list-style-type: none">* An official score report of the following subjects. <table><tr><td>Mathematics</td><td>Level 1 or 2 (Either will do)</td></tr><tr><td>Science</td><td>Select two subjects from Biology (Either E or M will do), Physics, and Chemistry.</td></tr></table> <ul style="list-style-type: none">* The College Board Code for Kyushu University: 3135* For further information about SAT, visit the website of the College Board at sat.collegeboard.com/home. <p>(C) For those who have taken GCE A/AS Level, submit:</p> <ul style="list-style-type: none">* An official score report of two subjects – 1 subject from Group A and 1 subject from Group B. <table><tr><td>Group A</td><td>Mathematics, Physics</td></tr><tr><td>Group B</td><td>Chemistry, Biology</td></tr></table> <ul style="list-style-type: none">* The score report of IAL-A/AS Level is also allowed as same as the one of GCE-A/AS Level.* No additional document is required if you are submitting your complete GCE transcripts for “4.3. Application Documents - 4 (C).” <p>(D) For those who have taken College Scholastic Ability Test (CSAT) of South Korea or General Scholastic Ability Test of Taiwan, submit:</p> <ul style="list-style-type: none">* An official score report of Mathematics and Science (two from three subjects indicated below). <table><tr><td>Mathematics</td><td>Mathematics</td></tr><tr><td>Science</td><td>Select two subjects from Physics, Chemistry, and Biology</td></tr></table> <p>(E) For those who have or are expected to have the International Baccalaureate (IB) Diploma, submit:</p> <ul style="list-style-type: none">* An official score report of your IB final assessment. The grades of Group 4 (Sciences) and Group 5 (Mathematics) will be used for the screening.* No additional document is required if you are submitting your complete IB transcript and your IB diploma for “4.3. Application Documents - 4 (C).”* If you do not yet have your final IB grades, submit the original of the complete predicted grades report with an official seal of your school. Please note that once you are admitted, you will be asked to submit the originals of your IB diploma and final assessment scores. Your admission may be rescinded if you fail to submit your IB diploma or your final grades differ significantly from the predicted grades submitted with application.	Mathematics	Course 2	Science	Select two subjects from Physics, Chemistry and Biology	Mathematics	Level 1 or 2 (Either will do)	Science	Select two subjects from Biology (Either E or M will do), Physics, and Chemistry.	Group A	Mathematics, Physics	Group B	Chemistry, Biology	Mathematics	Mathematics	Science	Select two subjects from Physics, Chemistry, and Biology
Mathematics	Course 2																	
Science	Select two subjects from Physics, Chemistry and Biology																	
Mathematics	Level 1 or 2 (Either will do)																	
Science	Select two subjects from Biology (Either E or M will do), Physics, and Chemistry.																	
Group A	Mathematics, Physics																	
Group B	Chemistry, Biology																	
Mathematics	Mathematics																	
Science	Select two subjects from Physics, Chemistry, and Biology																	

6	<p>Test scores of English Proficiency Test (Score reports whose test dates are prior to January 2015 are not valid.)</p> <p>* Submit any one of (A)-(D), if the submission of English test score is mandatory. <u>On-line score reports are not acceptable. It sometimes takes as long as two months for a score report to reach us after your order, so please make sure to give it enough time. Every year some applications are not accepted due to the delayed arrival of their scores.</u></p>	<p>Mandatory only for those listed below:</p> <ol style="list-style-type: none"> (1) Those submitting the scores of EJU, CSAT of South Korea, or General Scholastic Ability Test of Taiwan. (2) Those submitting the scores of International Baccalaureate taken in French or Spanish. (3) Those who reside in PRC and are exempted from submitting the scores of standardized test (See "4.3. Application Documents - 5"). <p>For all others, submission of English proficiency test score is optional.</p> <p>(A) TOEFL (Test of English as a Foreign Language)</p> <p>* Submit your "Official/Test Taker (Examinee) Score Report". (Either <u>iBT</u> or <u>PBT</u>) <u>Test Taker Score Report</u> has to be the report sent to you from ETS by post, NOT the report you can download off their website.</p> <p>In case of Test Taker (Examinee) Score Report, we will return it after reviewing.</p> <p>The institution code for Kyushu University: 0411</p> <p>* For detailed information on TOEFL, visit the test's official website at www.toefl.org/.</p> <p>(B) TOEIC (Test of English for International Communication)</p> <p>* Submit your official TOEIC score certificate.</p> <p>* For detailed information on TOEIC, visit the test's official website at toeic.or.jp/toeic_en/.</p> <p>(C) IELTS (International English Language Testing System)</p> <p>* Submit your official IELTS (Academic Module) test report.</p> <p>* For detailed information on IELTS, visit the test's official website at www.ielts.org/.</p> <p>(D) Cambridge ESOL Examinations</p> <p>* Submit your official Cambridge ESOL Examination (FCE, CAE or CPE) certificate or your official statement of results.</p> <p>* For detailed information on Cambridge ESOL Examinations, visit the test's official website at cambridgeesol.org/.</p>
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4.4. Send Application Form and Documents via Registered Mail

Send all the necessary application documents listed above to the address below, via registered airmail such as DHL, FedEx, OCS, or EMS to reach us by January 27, 2017. In case you order your test score to be directly sent to Kyushu University from the testing institute your score needs to reach us by the deadline of the application period. If it reaches us before the application period opens, we will keep it here and add it to your application documents.

- If any of the application documents are insufficient, the application will not be accepted.
- Once we accept your application, you can no longer change the program applied for under any circumstances.
- Once submitted, the application documents will not be returned.

Mailing Address:

Admission Division of Student Affairs Department, Kyushu University
6-10-1, Hakozaki, Higashi-ku, Fukuoka, 812-8581, Japan

5. Screening Process

The University's evaluation process consists of two screenings – preliminary and secondary.

5.1. Preliminary Screening

The preliminary screening is done based on a comprehensive evaluation of the submitted documents.

The application ID numbers of the preliminary screening qualifiers will be posted on at <http://www.kyushu-u.ac.jp/en/admission/faculty/foreign/foreign10/>.

You can check your application ID number by logging in Kyushu University on-line application system after your application has been accepted.

Announcement Date	February 17, 2017, 11:00 a.m. (Japan time)
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5.2. Secondary Screening

The applicants who have successfully passed the preliminary screening will proceed to the secondary screening, which consists of a comprehensive evaluation of submitted documents and an interview. Apart from the interview, candidates may be asked to take a written test on basic knowledge essential for undertaking an education relevant to the program.

In principle, interviews are to be held in countries where applicants reside during the period shown below. In cases where we cannot conduct on-site interviews, we will arrange telephone, remote conference system, or other communication devices to interview qualified candidates.

Country	Interview Location	Interview Period
Japan	Fukuoka	February 27 or March 1, 2017 (Estimated)
China	Beijing	March 6, 2017 (Estimated)
Vietnam	Hanoi	T. B. A.
Other than above	In countries where applicants reside	February 20 to March 12, 2017

Details of the secondary screening will be provided after the preliminary screening.

6. Applicants with Disabilities

The University provides consultation for applicants with disabilities who may require special arrangements during the secondary screening or in classes after enrollment. Please contact the Admission Division prior to the application process as soon as possible as it sometimes takes extra time to decide on the arrangements depending on the situation. (Consultation Deadline: December 14, 2016)

Admission Division: nyu-inquiry@jimu.kyushu-u.ac.jp

7. Admission Decision Announcement

The application ID numbers of successful applicants will be posted on the date below at <http://www.kyushu-u.ac.jp/en/admission/faculty/foreign/foreign10/>. The result notification will also be mailed on the same day to all successful applicants.

Announcement Date	March 27, 2017, 11:00 a.m. (Japan Standard Time)
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8. Enrollment Procedure

Information regarding enrollment will be sent to all successful applicants.

The enrollment fee must be paid during the payment period. Submit the receipt of the payment to make your enrollment official by the enrollment procedure deadline shown below. In case you do not complete the enrollment procedure by the deadline, you will be regarded as withdrawing from admission.

Enrollment Fee	282,000 Yen
Payment Period	March 30 – April 19, 2017, 11:00 p.m. (Japan Standard Time)
Enrollment Procedure Deadline	April 21, 2017

Notes:

- The enrollment fee will not be refunded under any circumstances.
- The amount of the enrollment fee is subject to change. Details will be provided with the admission announcement.
- We have an enrollment fee payment deferment system. If you have difficulties paying it during the above period, please contact us.

9. Financial Aid and Other Benefits

Note: The terms of the scholarship and other aids are subject to change without prior notice.

9.1. Exemption of Half the Tuition

All students of the international undergraduate programs will be entitled to an exemption of half the tuition for the first year. From the second year on, a maximum of 30 students with a GPA of 2.5 or higher from the previous year will receive the half exemption.

Unit (Japanese Yen)		
	Original Amount	After Exemption
Tuition (per semester)	267,900	133,950
Tuition (4 years total)	2,143,200	1,071,600

9.2. Kyushu University International Undergraduate Scholarship

Up to 2 successful applicants in our international undergraduate programs (excluding MEXT Scholarship recipients) may receive this scholarship each year. The recipients will be evaluated at the end of each year and only the top 2 students with a GPA of 3.0 or higher from the year will receive this scholarship for the next year.

- (a) Eligibility: All applicants are eligible to apply for the scholarship.
- (b) Amount of monthly allowance: 60,000 yen per month
- (c) How to apply: You can apply by filling out the section for scholarship application in the application form.

9.3. Japanese Government (MONBUKAGAKUSHO: MEXT) Scholarship

A few successful applicants in the International Undergraduate Programs who meet the eligibility criteria set by the MEXT may apply for this scholarship.

http://www.mext.go.jp/component/a_menu/education/detail/_icsFiles/afieldfile/2015/04/23/1357038_02.pdf

(Ref. For the admission 2016)

- (a) Eligibility: A few successful applicants with outstanding screening results are eligible to apply.
- (b) Duration, amount of monthly allowance and other benefits:
 - Four years with 117,000 yen per month
 - Exemption of the enrollment fee and the tuition fee (for four years)
 - Airline tickets are provided for you to come to Japan for enrollment and to go back to your country after graduation.
- (c) Screening: Kyushu University will select a few out of all successful applicants and recommend them to the MEXT after contacting them individually.

Note: This information above is for the admission 2016. The details can be changed for the admission 2017.

9.4. Dormitory

All successful applicants will be guaranteed a room in a university dormitory at least for the first year and a half. The students themselves will be responsible for the rent (around 20,000 yen a month).

10. Tuition Fees

Payment of tuition fee should be made by bank transfer from your bank account after admission to Kyushu University. The payments of tuition for Autumn and Spring Semesters are to be made in late October and late April, respectively. Payments have to be made by the deadline set by the University.

【Payment for the First Year】

Unit (Japanese Yen)

Fees	Amount
One time Enrollment Fee (payment period: March 30 – April 19, 2017, 11 p.m. Japan Standard Time)	282,000
Tuition Fee for Autumn 2017 (after exemption)	133,950
Tuition Fee for Spring 2018 (after exemption)	133,950
Total Payment for 2017–2018	549,900

Notes:

- ①The tuition fee listed above is subject to change without prior notice. New fees will be applied if changed.
- ②The above fees do not include health insurance, alumni association fee, books, etc.
- ③From the second year on, a maximum of 30 students with a GPA of 2.5 or higher from the previous year will receive the half exemption.

11. Disclosure of Grades in the Admission Screenings 2017

- (1) We will disclose grades given in the admission screenings 2017 upon request from the applicant him/herself. Overall grades given to you in the preliminary and secondary screenings will be disclosed respectively.
- (2) Documents required to make a disclosure request:
 - a. Grades Disclosure Request Form (available for download during the request period stated below)
<http://www.kyushu-u.ac.jp/en/admission/faculty/foreign/foreign10/>
 - b. Photocopy of your valid ID
- (3) The applicant may make the disclosure request in person at the counter of the Admission Division at Kyushu University. We will accept your request during the period from October 2 to 31, 2017, except on Saturdays, Sundays, and public holidays. (Office hour: 9 a.m. to 5 p.m.)
- (4) Regarding those who live away from, or have some other reasons for not being able to come to Kyushu University, we will accept the request via post as well. Please send all the documents stated above as well as a self-addressed envelope with postal stamps (512 yen stamp if you reside in Japan, and 11 international postal reply coupons for overseas residents) to the address below via registered mail during the request period stated above.

Mailing address:
Admission Division, Student Affairs Department, Kyushu University
6-10-1, Hakozaki, Higashi-ku, Fukuoka, 812-8581, Japan

12. Other Important Information

12.1. Additional Remarks about Application

- (a) Once your application is accepted, the application fee will not be refunded.
- (b) E-mail/telephone inquiries regarding screening results will not be answered.
- (c) If there is any wrongdoing or misconduct related to your examination or application documents, your admission will be withdrawn.

12.2. Personal Information

12.2.1. Use of Personal Information

- (a) Personal information provided for your application will be used exclusively for the University's screening process and the following purposes:
 - The names, addresses and other information of successful applicants will be used for enrollment procedures.
 - Test scores and other documents will be used to award scholarships.
- (b) Academic records and other personal information used in the screening process will be retained by the University and used for statistical purposes, but the individual names will not be given.
- (c) Personal information provided for your application will not be used for any other purposes or provided to a third party without your permission, except in cases stipulated in Article 9 of the Law Concerning Preservation of Information Held by Incorporated Administrative Agencies, etc.

12.2.2. Outsourcing

Data processing of the information submitted for your application will be outsourced.

12.3. Visa Application Process

For you to obtain any necessary documents to apply for a student visa, you will be required to submit a bank statement with balance more than enough for you to stay in Japan for 12 months, that is 960,000 yen (80,000 yen x 12). If you are selected as a recipient of a scholarship, you will be required to submit a statement with at least the amount which the scholarship monthly stipend is deducted from 80,000 x 12.

Ex. Scholarship monthly stipend 60,000: (80,000 - 60,000) x 12 = 240,000 yen

13. *Ad Hoc* Pre-qualification Screening

(Applicable only to those who qualify for 2.3 in “3. Eligibility”)

(1) Eligibility for Application

1. Those who have graduated, or are expected to graduate, from a foreign educational institute at high school level that offers its curriculum in Japan may apply for *ad hoc* pre-qualification screening.
2. Also eligible for the pre-qualification screening are those who are objectively verified to have an academic career or a work experience equivalent or superior to that of a high school graduate.

(2) Application Deadline

Applications for the University's *ad hoc* pre-qualification screening must be submitted by the due date as shown in the table below.

Due Date	November 11, 2016
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(3) Required Documents

【For those who meet “Eligibility for Application 1” stated above】

- (a) Application Form for the *Ad Hoc* Pre-qualification Screening.
- (b) Proof that your school provides a curriculum equivalent to that offered in a 12-year education system.
- (c) Detailed information about the education program and curriculum provided by your school.
- (d) Graduation certificate, diploma from your school, or an official document stating that you are expected to graduate by September 30, 2017.

【For those who meet “Eligibility for Application 2” stated above】

- (a) Application Form for the *Ad Hoc* Pre-qualification Screening.
- (b) Document(s) authorized by a relevant authority to show that you have an educational background or work experience equivalent to or superior to that of a high school graduate.

Please contact the Admission Division of Student Affairs Department, Kyushu University (nyu-inquiry@jimu.kyushu-u.ac.jp) to request the Application Form for the *Ad Hoc* Pre-qualification Screening and to consult about what documents are required for your application as requirements may vary depending on your background.

Send all application documents via registered airmail, such as DHL, FedEx, OCS or EMS to the address below. Please make sure that all necessary documents will reach the university by the due date shown above.

Mailing Address:

Admission Division of Student Affairs Department, Kyushu University
6-10-1, Hakozaki, Higashi-ku, Fukuoka, 812-8581, Japan