

Application Guidelines for October 2022 and April 2023 Admissions to Graduate Schools of Yokohama National University as Doctoral Students under the Global Doctoral Program for Academic Career Support (Second Round Application)

Yokohama National University (YNU) is recruiting those who want to enter its graduate schools as doctoral students in October 2022 or April 2023 under the Global Doctoral Program for Academic Career Support (GDACS), which is a doctoral program for faculty members of universities in emerging nations. The long-term objective of this program is to contribute to the improvement of the quality of education and research at partner and other institutions and to the promotion of joint research with YNU by providing opportunities for their faculty members and researchers to study abroad and earn a doctoral degree.

1. Graduate Schools and Programs Recruiting Students and Quota for Admission

Graduate School	Program	Quota for Admission
Graduate School of International Social Sciences *	Doctoral programs	Limited
Graduate School of Engineering Science		
Graduate School of Environment and Information Sciences		
Graduate School of Urban Innovation		

* For the International Ph.D. Program in Economics of the Department of Economics, only those who have applied to the program (Application period: October 12 – October 31, 2021) can apply for GDACS. The Doctoral Program in Japanese Management of the Department of Business Administration and the Doctoral Program in Transnational Law and Policy of the Department of International Business Law do not admit students under GDACS as they currently recruit students through different admission procedures.

2. Application Eligibility

To be eligible, applicants must be, in principle, a faculty member or a researcher of universities or research institutions in emerging nations and meet all the following requirements:

- (1) Having completed a master's program and earned a master's degree.
- (2) Having demonstrated excellent academic achievement with a grade point average of 2.30 (out of 3.00) or above in a master's program and being expected to maintain the equivalent level during their enrollment at YNU.
- (3) Being proficient in Japanese or English language and meet one of the following conditions:
 - [1] Having passed N2 or N1 of the Japanese Language Proficiency Test (JLPT) or have obtained an English language proficiency test score that is equivalent to CEFR level B2 or higher.
 - [2] Having been awarded a master's degree from an institution where the medium of instruction was in Japanese or English.
 - [3] Judged by YNU, possessing a level of proficiency in either Japanese or English equivalent to that stated in [1].
- (4) Intending to earn a doctoral degree within 36 months of their admission to YNU as a doctoral student.

- (5) Having asked the academic advisor of their choice about research details, acceptance conditions and the like, and having obtained permission to apply and the Conditional Acceptance Form before submitting their application.
- (6) Being guaranteed to return to their current institution after earning a doctoral degree at YNU, and being highly motivated to promote education and research collaboration between YNU and their institution.

3. Application Procedures

(1) Before Applying

Applicants must first check whether their grade point average is 2.30 (out of 3.00) or above in a master's program (by filling out "(4) Academic Performance Entry Sheet (Template format by Excel)") as well as whether they satisfy other conditions of eligibility.

If applicants can confirm that they satisfy all the conditions, they must prepare the necessary documents and contact the prospective academic advisor of their choice, consult with him/her about their research details, acceptance conditions and the like, and obtain the Conditional Acceptance Form (template format) before the stated application deadline. The List of Faculty Members on YNU's website is useful to find a prospective academic advisor.

<https://www.ynu.ac.jp/english/admissions/professors/>

(2) How to Apply

Applicants must submit the copies of Conditional Acceptance Form and the following application documents (1) – (9) by uploading them on the following website during the application period. Applications will not be accepted if the Conditional Acceptance Form or any other documents are missing or if they are submitted after the application period. Applicants are asked to email the International Students Section (kokusai.shien@ynu.ac.jp) if they do not hear from the Office for a week after their submission of application documents.

<https://global.ynu.ac.jp/en/admissions/gdacs/>

Although applicants are not required to submit the original documents (or the certified true copies issued by public institutions such as the university they graduated from) at the time of application, they must submit them during the designated submission period if they successfully pass the screening.

4. Application Documents

Applicants are required to submit the application documents (1) – (9) below, together with the Conditional Acceptance Form issued by their prospective academic advisor.

Notes:

- [1] Template formats of application documents can be downloaded from <https://global.ynu.ac.jp/en/admissions/gdacs/>
- [2] Documents must be in Japanese or in English. If the certificate is written in a language other than Japanese or English, attach an English or Japanese translation as well as the original.
- [3] Where possible, the documents must be prepared by using a word processing software.
- [4] Although the documents need not be originals at the time of application, the successful applicants must submit the originals, or the certified true copies issued by public institutions such as the university they graduated from (of those marked by * below) during the designated submission period. When possible, the documents must be printed double-sided in A4 size paper.
- [5] If preferred, originals or certified true copies of academic transcripts, certificate of graduation and letter of recommendation can be submitted directly from the applicants' university to the International Students Section. In this case, please consult with the International Admissions Office in advance.

[6] The documents submitted will not be returned under any circumstances. Applicants must submit certified true copies if they have only one original and cannot get it reissued.

[7] If the documents are not submitted by the designated deadlines or are found to be invalid or containing false information, their admission may be withdrawn at any time.

- **Conditional Acceptance Form (Template format by PDF or JPEG *):** Applicants are required to submit a scanned copy of it issued by their prospective academic advisor. For the issuance of the Conditional Acceptance Form, applicants are required to have an interview conducted by their prospective academic advisor and other faculty member(s), either directly or by using such services as Zoom and Microsoft Teams.

(1) Application Form (Template format by Excel *) and Copy of passport (by PDF or JPEG)

(Please compress the application form and a copy of passport in a Zip File.) Applicants are required to paste the photograph (by JPEG): 4.5 x 3.5 cm size, taken within the past six months, upper body, full-faced, no hats on the application form. And applicants are also required to submit a scanned copy of the passport page with their name, nationality, date of birth and photo.

(2) Field of Study and Research Plan [Research Proposal] (Template format by Word)

(3) Academic transcripts for all academic year of university attended (by PDF or JPEG *):

Applicants are required to submit a scanned copy of academic transcripts of both the undergraduate and the graduate (master's) program.

The academic transcripts should show the grade scale applied and the grades earned by the applicant in all the subjects studied for each year of study at the course attended. A degree certificate or a certificate simply showing the ranking of the applicant at the time of graduation will not substitute for academic transcripts.

(4) Academic Performance Entry Sheet (Template format by Excel): Applicants are required to read the notes on the sheet carefully, and fill in the relevant information from (3) Academic transcripts for all academic year of university attended”.

(5) Certificate of graduation or completion or degree certificate of the university attended (by PDF or JPEG *): Applicants are required to submit certificates of graduation/completion from both the undergraduate and the graduate (master's) program.

(6) Document that certifies that the applicant is ranked top10% or 30% in the department of the graduate school attended (If any, PDF or JPEG *): If any, applicants are required to submit a document that certifies their rank or position (such as “ranked top 10%” or “ranked X out of Y”) in the department (master's program).

(7) Official Letter of Recommendation from a high-ranking person of the institution that applicant belongs to (such as Dean or Director, PDF or JPEG *): Applicants are required to submit the official letter of recommendation certifying that the applicant is a faculty member or a researcher of an institution and that he/she is guaranteed to return to the same institution after earning the doctorate degree at YNU.

(8) Abstract of thesis (if any, PDF): Applicants are required to submit an abstract if they have written a thesis. Also, they are required to attach a list of published books, papers, reports and conference presentations that demonstrate their achievement and ability.

- (9) Documents that demonstrate the linguistic ability of the applicant which meet one of the conditions of “2-(3) Application Eligibility” (PDF or JPEG *):** Applicants who meet the condition [1] are required to submit a grade certificate from an English and/or Japanese language ability test such as TOEFL iBT (including Home Edition), TOEIC (Both Listening & Reading and Speaking & Writing), IELTS Academic Module, and JLPT. The test must have been taken within two years preceding the application deadline. Applicants who meet the condition [2] are required to submit a formal letter (free format) from the last university attended which certifies that the medium of instruction was in Japanese or English. Applicants who meet the condition [3] are required to consult the International Students Section in advance.

5. Screening Procedures

Applicants will be screened by the submitted documents. However, applicants are required to have an online interview conducted by their prospective academic advisor and other faculty member(s), either directly or by using such services as Zoom and Microsoft Teams, prior to the issuance of the Conditional Acceptance Form.

The successful applicants will be decided holistically, by the relationship between YNU and the institution they currently belong to, their academic performance in a master’s program, the level of the university they graduated from, and recommendation from the graduate school which they wish to enroll in.

6. Application Period

Monday, 9 May 2022 – Sunday, 15 May 2022 (Japanese Standard Time)

Applications will not be accepted after the deadline.

7. Notice of Screening Results

Applicants will be notified of their results by email on Friday, 17 June 2022. If they pass the screening, the “Certificate of Admission” and “Certificate of Exemption” will be issued to them after receiving the original application documents.

8. Application Fee, Admission Fee, Tuition Fee, and Scholarships

Applicants do not need to pay an application fee. Successful applicants are exempt from admission and tuition fees. (Note that the exemption of tuition fees may be cancelled if their academic performance is significantly poor after their admission (exceeding the standard period of study etc.)) Successful applicants will be awarded a monthly scholarship of 100,000 yen (estimated) up to the standard period of study. (Scholarship will be paid only for the months that YNU can confirm their residence in Japan.)

9. Admission Procedures

The successful applicants will be promptly notified of the admission procedures (including the procedures for obtaining a Japanese visa).

10. Application Instructions

- (1) The application documents will not be returned for any reason once they are accepted.
- (2) Applicants are not allowed to change their graduate school after applying.
- (3) If applicants successfully pass the screening, they must submit the original application documents or certified true copies of them during the designated submission period. If they fail to do so, or if the submitted documents contain false information, they will not be admitted.
- (4) Application documents such as certificate of graduation and transcripts submitted by applicants may be examined by a certification organization specified by YNU at the applicant's expense when YNU deems it necessary to have a third party authenticate them.
- (5) If the application documents are found to contain any false information, the admission may be canceled at any time.
- (6) The successful applicants can move into a room for single persons in the university dormitory (International Student House: 15,090 yen / month). If they wish to live with their family, first come to Japan by themselves; then bring their family to Japan after finding appropriate housing by themselves. In this case, they need to bear all the costs necessary to bring their family to Japan and live with them. They should be aware that it is rather difficult and costly to find family housing.

11. National Security-Related Export Controls

YNU has instituted its own rules for national security-related export controls based on the Foreign Exchange and Foreign Trade Act and rigorously screens the admission of international students to control the transfer of goods obtained in Japan to other countries, provision of technology, and exchange of personnel. Any international students subject to export control regulations may have restrictions placed on their chosen research activities, or may be ineligible to receive education at the University. Prospective students should therefore consult their prospective academic advisor before submitting their application, or take other precautionary measures when applying to study at the University.

Also, international students who enroll in the Graduate School of Engineering Science, the Graduate School of Environment and Information Sciences, and the Graduate School of Urban Innovation are requested to sign a pledge to comply with the Foreign Exchange and Foreign Trade Act at the time of admission. For more details, visit the following website of the YNU's Research Initiatives and Promotion Organization.

https://www.ripo.ynu.ac.jp/index/adscreening_jp/

12. Where to Make Inquiries

International Students Section
Global Promotion Division
Student Affairs and International Strategy Department
Yokohama National University
79-8 Tokiwadai, Hodogaya-ku, Yokohama 240-8501
E-mail: kokusai.shien@ynu.ac.jp

Notes:

- All inquiries need to be made by applicants themselves by email in Japanese or English.
- Original or certified true copies need not be submitted at the time of application.