

Application Guidelines for Admission to Graduate Schools of Yokohama National University as Doctoral Students under the CSC-YNU Joint Scholarship Program (Admission in October 2024 and in April 2025)

Yokohama National University (YNU) is recruiting students who want to enter its graduate schools as doctoral students in October 2024 or April 2025 under the CSC-YNU Joint Scholarship Program which is based on the Chinese Government Graduate Student Overseas Study Program.

Based on the Memorandum of Understanding between the China Scholarship Council (CSC) and YNU signed in July 2019, this recruitment is conducted collaboratively by YNU and CSC, and the short-listed applicants who pass the screening conducted by YNU will be recommended to the CSC.

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	5
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 17 - November 6, 2023) can apply for the Chinese Government Graduate Student Overseas Study Program. 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 the Chinese Government Graduate Student Overseas Study Program as they currently recruit students through different admission procedures.

2. Application Eligibility

To be eligible, applicants must have Chinese citizenship and be eligible to apply for the Chinese Government Graduate Student Overseas Study Program set by the China Scholarship Council (CSC) as well as meet all the following requirements:

- (1) Having completed a master's program and earned a master's degree or being expected to have completed a master's program and earned a master's degree at any of the universities that have entered into an academic exchange agreement with YNU (including department-level agreements) or those designated as the "Project 211" institutions before their admission to YNU, or having completed a master's program and earned a master's degree or being expected to have completed a master's program and earned a master's degree at YNU, or having been admitted to YNU as a doctoral student after April 2023 and being enrolled as a first-year doctoral student at YNU.
- (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 or expect to be awarded by the time of enrollment 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 48 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.

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 qualifications and conditions.

If they can confirm that they satisfy all the necessary qualifications and conditions, applicants 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://global.ynu.ac.jp/en/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 YNU 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/csc/#section-2>

Although applicants are not required to submit the original documents (or the certified true copies issued by public institutions such as the applicant's university) at the time of application, the successful applicants who have passed the screening conducted by the CSC must submit them during the designated submission period.

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/csc/#section-2>

[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, if the short-listed applicants successfully pass the screening conducted by the CSC, they must submit the originals, or the certified true copies issued by public institutions such as their university (of those marked by * below). 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 (or prospective 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 Students Section 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 scanned copies of following documents according to their academic background:

- [1] Applicants who have completed a master's program and earned a master's degree: academic transcripts of both the undergraduate and the graduate (master's) program;
- [2] Applicants who are pursuing a master's degree: an academic transcript of the undergraduate program and an academic transcript of the master's degree program at the graduate school that covers from the year of enrollment to the term for which grades have been determined at the application for the scholarship.

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. Those who are pursuing a master's degree must also submit a transcript when they graduate from that program by the time selection results are finalized

(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 scanned copies of following documents according to their academic background:

- [1] Applicants who have completed a master's program and earned a master's degree: certificates of graduation from both the undergraduate and the graduate (master's) program;
- [2] Applicants who are pursuing a master's degree: a certificate of graduation from the undergraduate

program and a certificate of prospective graduation from the master's degree program at the graduate school.

Those who are pursuing a master's degree must also submit a certificate of graduation/completion when they graduate from that program by the time selection results are finalized.

- (6) Document that certifies that the applicant is ranked top 10% or 30% in the department of the graduate school attended (If any, by 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.
- (7) Official Recommendation letter from a high-ranking person (such as Dean or Director) at the current or last graduate school attended (by PDF or JPEG *)**
- (8) Abstract of thesis (if any, by 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” (by 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, 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 before submitting the application documents.

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 applicants will be evaluated holistically, based on the relationship between the applicants' university and YNU, their academic performance, the level of their university, and the recommendation from the graduate school which they wish to enroll in.

6. Application Period

Monday, 15 January 2024– Tuesday, 30 January 2024 (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 Thursday, February 29, 2024. If they pass the screening, the “Letter of Conditional Acceptance” will be issued to them as a short-listed applicant, and they will be recommended to the CSC by YNU. (Note: The short-listed applicants are required to apply by themselves for the screening conducted by CSC.)

8. Decision on Successful Applicants

The short-listed applicant will be considered as a successful applicant if he/she has passed the screening conducted by the CSC, and has sent a copy of the certificate of approval issued by the CSC (both in Chinese and English) to the e-mail address stated in Section 13. After receiving a notice from the CSC, the short-listed applicants must promptly submit the certificate to YNU. If they made an application as a prospective master's degree holder, they must also promptly email a copy of and post the original of a certificate of completion and the academic transcripts of master's degree. Even if the short-listed applicants are not selected by the CSC, they still need to promptly notify YNU of the fact.

9. Application Fee, Admission Fee, and Tuition Fee

Applicants do not need to pay an application fee. Successful applicants are exempt from admission and tuition fees. Note that if their academic performance is significantly poor after their admission (exceeding the standard period of study etc.), they will not be exempt from their tuition fee. The short-listed applicants who did not get selected by the CSC as a scholarship recipient and still wish to study at Yokohama National University as a self-financed international student, they will need to pass the entrance examination conducted by the graduate schools. If they want to take the entrance examination, they are required to inform YNU when notifying their failure to be selected by the CSC.

10. Admission Procedures

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

11. Application Instructions

- (1) This recruitment is conducted based on the Chinese Government Graduate Student Overseas Study Program (Doctoral students) conducted by the CSC.
- (2) The application documents will not be returned for any reason once they are accepted.
- (3) Applicants are not allowed to change their graduate school after applying.
- (4) If the short-listed applicants successfully pass the screening conducted by the CSC, they must submit the original application documents or certified true copies of them together with the certificate of approval issued by the CSC. If they fail to do so, or if the submitted documents contain false information, they will not be admitted.
- (5) 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.
- (6) If the application documents are found to contain any false information, the admission may be canceled at any time.
- (7) The successful applicants can move into a room for single persons in the university dormitory (Ooka International Residence: 43,000yen / month) that YNU provides. 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.

12. 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/en/about/national-security-export-control/>

13. Privacy Policy

YNU is committed to protecting the individual privacy of applicants and students by restricting the use of all collected information as specified by Policies on the Protection of Personal Information Held by Yokohama National University based on Act on the Protection of Personal Information Held by Independent Administrative Agencies. In accordance with these policies, the information on this application may be used by YNU officials only for appropriate administrative and research purposes.

- Use of ChatGPT and Other Generative AI Tools -

We are urging our students to take note of the precautions concerning the use of generative AI tools including ChatGPT. Regarding the documents necessary for our entrance examination, please prepare and submit them based on the following reminder. In addition, international students must abide by their national and regional policies, laws, and regulations as required.

Reminder

Information entered into generative AIs could be used for AI learning or leaked to unintended parties. Furthermore, the source of the information obtained from generative AIs is not clear and may contain fabricated data, biased views, or ethically problematic expressions.

Regarding an application form and other necessary documents, please prepare them in accordance with our Admission Policy and submit them at your own responsibility, ensuring that no wrongdoing is being committed and that no discrepancies in academic skills are suspected after admission.

14. Where to Send Application Documents and 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.