

**Application Procedures for
Digital Content Creation English Program
Master's Course with Major in Media Science
Graduate School of Bionics, Computer and Media Sciences
Tokyo University of Technology**

Academic Year 2010

No. of Students (Major in Media Science): 40

Schedule

Schedule	Application Period (Postmarked no later than the last date indicated)	Date of Examination	Announcement of Acceptance	Deadline for Completion of Admission Procedures
A	Wed, August 19 – Thu, September 3, 2009	Sun, September 13, 2009: Starting at 10:30	Fri, September 18, 2009	Fri, October 9, 2009
Foreign Applicants (Spring Term)	Mon, September 14 – Fri, October 9, 2009	Wed, November 25, 2009 (Starting time yet to be determined)	Fri, December 11, 2009	Fri, January 15, 2010
B	Thu, January 14 – Wed, February 3, 2010	Sun, February 14, 2010: Starting at 10:30	Fri, February 19, 2010	Fri, March 5, 2010

Requirements and Conditions of Application:

Each applicant must meet one of the requirements (1) through (9) and, in addition, the requirement (10) listed below.

- (1) Has graduated, or is expected to graduate by the end of March 2010, from a recognized four-year university.
- (2) Has been granted, or is expected to be granted by the end of March 2010, a bachelor's degree in accordance with Article 104 Paragraph 4 of School Education Law of Japan.
- (3) Has successfully completed, or is expected to successfully complete by the end of March 2010, 16 years of education under a formal education program in a country outside Japan by attending educational institutions in that country.
- (4) Has successfully completed, or is expected to successfully complete by the end of March 2010, 16 years of education under a formal education program provided by a country outside Japan by taking the respective correspondence course in Japan.
- (5) Has successfully completed in Japan, or is expected to successfully complete in Japan by the end of March 2010, a course equivalent to 16 years of formal education at a foreign educational institution which is recognized as one that

provides university courses under the school education system of the respective country (provided that persons completing such university course are considered to have completed a course equivalent to 16 years of formal education under the formal education system of the respective country) and which is designated by the Minister of Education, Culture, Sports, Science and Technology of Japan.

- (6) Has successfully completed, after the date designated by the Minister of Education, Culture, Sports, Science and Technology of Japan, or is expected to successfully complete by the end of March 2010, a special course at a vocational school designated by the Minister of Education, Culture, Sports, Science and Technology of Japan in accordance with Article 155 Paragraph 1 Item 5 of the Ministerial Ordinance regarding School Education Law of Japan (provided that such course requires 4 or more years of study and meets the standard established separately by the Minister of Education, Culture, Sports, Science and Technology of Japan).
- (7) Is a person designated by the Minister of Education, Culture, Sports, Science and Technology of Japan (Ministry of Education's Notice No. 5, 1953).
- (8) Is a person, or is expected to become a person by the end of March 2010, who has been enrolled in a university for 3 or more years or has successfully completed 15 years of education under the formal education system of a country outside Japan and who is recognized by this Graduate School as having completed a predetermined number of credits with outstanding results.¹
- (9) Is a person aged 22 or above who is recognized by this Graduate School, considering the results of an ad hoc entrance qualification test, as having an academic ability equivalent to or in excess of that of a university graduate (applicable to a graduate of a high school, a junior college, a technical college, a vocational college, a vocational school, or a school in the "miscellaneous" category and a person who has successfully completed a course at an educational institution of another category).²
- (10) Has English proficiency high enough to follow the courses conducted in English.

Notes 1 and 2: As for (8) and (9), this Graduate School will conduct an advance check of the eligibility. If your application is based on (8) or (9), please consult the Graduate School Office beforehand.

Selection Procedures

Applicants will be selected through document evaluation (evaluation of the academic results at the applicant's university, research plan, etc.) and an interview. Applicants will be individually notified of the date and time of the examination.

Application Procedures

1. Application Papers

- ① Application Form (Specified Format)

When filling out the "Desired Supervisor" column, be sure to contact him/her and obtain his/her consent before submitting the application papers.

- ② Certificate of [Prospect of] Graduation (in Japanese or English)
- ③ Academic Transcript from your university or educational institution (in Japanese or English)

This must be accompanied with a brief explanation of how to read it (e.g., on what scale the results are expressed and which levels are considered "pass").

- ④ Research Plan: no more than 1,000 characters (in Japanese or English)

If you have written a graduation thesis, attach its abstract (about one A4 page).

- ⑤ A photograph of the applicant (4 (vertical) x 3 (horizontal) cm, color, taken within 3 months before the application). Write your given name and family name on its back and affix it on the application form.
- ⑥ If you live in Japan: Certificate on Registered Matters in Alien Registration Card (including Resident Status and Period of Stay)
- ⑦ If you do not live in Japan: A copy of your passport (or an official paper certifying your nationality)
- ⑧ If your native language is not English, or you received your baccalaureate degree from an institution where English is not the official language of instruction, you must submit official scores from an accepted English proficiency exam.
A copy of papers certifying the level of your English proficiency (e.g., official report of your TOEIC®, TOEFL®, or IELTS® score)
- ⑨ Certificate of payment (bank transfer receipt) of the examination fee

2. Special Notes

- (1) Be sure to have all the above papers in order before submitting your application.
- (2) ② and ③ above must be an original of official papers (photocopies will not be accepted).
- (3) Put the papers using a clip (or clips); do not staple them.

3. Examination Fee: ¥33,000

Please remit the above-shown examination fee into the bank account designated below.

[Special Notes]

- (1) Put your name (name of the applicant) in “Remitter” or “Sender” on the bank transfer form.
- (2) When remitting the fee from outside Japan: Make sure that the net amount of ¥33,000 will be remitted into the designated account, since an extra amount such as a bank transfer fee may be incurred.
- (3) When remitting the fee from outside Japan: Allow for time required for bank transfer, so that the fee will be remitted surely into the designated account by the deadline.

Name of Bank	Name of Branch	Account No.	Account Holder's Name
三菱東京 UFJ 銀行	八王子支店	1026647	学校法人 片柳学園 Tokyo University of Technology
The Bank of Tokyo-Mitsubishi UFJ	Hachiouji		Katayanagi Institute Tokyo University of Technology

4. Tuitions and Other Expenses

Item	1 st Year		2 nd Year and Thereafter	
	Spring (at the time of admission procedures)	Fall	Spring	Fall
Admission Fee	¥250,000			
Tuition	¥547,500	¥547,500	¥557,500	¥557,500
Premium of Student Insurance on Accidents Associated with Research/Education	¥2,100			
Total	¥799,600	¥547,500	¥557,500	¥557,500

Note) Tokyo University of Technology offers a 30% discount on the tuition for privately financed overseas students. In addition, it offers scholarships to particularly outstanding students to be used toward partial payment of the tuitions.

5. Miscellaneous

The application papers will not be returned to the applicants.

6. Method of Submission

All the application papers must be either mailed by ordinary post or hand-delivered to Tokyo University of Technology.

Announcement of Selection Result

Each applicant will be individually notified of the result of the selection by ordinary mail.

The application papers must be sent or hand-delivered to the following office:

Graduate School Office, Tokyo University of Technology
 1404-1 Katakura-Machi, Hachioji-shi, Tokyo, 192-0982 Japan
 Phone: +81 42 637 2115
 E-mail: ms-english@mls.teu.ac.jp

Inquiries, if any, must be addressed also to the above address. Inquiries by telephone may be accepted only in Japanese.