1. Research Students

The School of Science may accept those who wish to study on a specific research topic as Undergraduate Research Students or Graduate Research Students, provided that there are no educational obstructions, depending on the results of screening.

① The term of study for research students is no more than one year. However, the term may be extended upon request; the application for extension should be submitted during the application period as shown below.

② International Graduate Research Students may be allowed to take Graduate School courses related to their research topic upon request.

③ “Certificate of Research” shall be issued upon request.

④ Research Students are not eligible for JR (Japan Railway) student discount but are eligible for Student Insurance through the Japan Educational Exchanges and Services (JEES).

⑤ Tuition fees must be paid in advance every 3 months. Those who fail to pay the required fee by the deadline will be removed from the register.

2. Eligibility

(1) Undergraduate Research Students

① Those who have graduated from a university

② Those who have graduated from a two-year college or a school equivalent to it, where they have attended a program relevant to their research topic

③ Those who have been recognized by the Faculty of Science to have scholastic ability equivalent or superior to criteria 1 and 2

(2) Graduate Research Students

① Those who have earned a Master’s Degree

② Those who have graduated from a university, majoring in Medicine, Dentistry, or Veterinary medicine

③ Those who have been recognized by the Faculty of Science to have scholastic abilities equivalent or superior to criteria 1 and 2

④ International students who have graduated from a foreign university

3. How to apply

(1) Fill in the “Research Student Application Form”, available from the Academic Affairs Section. (You need to find a faculty member who agrees to be your supervisor before applying. The form needs to have the seals of approval from the prospective supervisor and the department chair.)

(2) Submit the following application items to the section in charge.

[Applicants residing overseas] The items can be submitted via the prospective supervisor.

① “Research Student Application Form”

② Application Fee: 9,800 JPY

[The fee payment should be made at the Cashier’s Window (9:00–12:00, 13:00–16:00) at the Accounting Section. Please submit the receipt along with other application items.]

(Students residing overseas may pay by credit card. For the details, please contact the office in charge. ->Ref. “Contact”)

③ Certificate of Enrollment, Certificate of (expected) Graduation (original hard copy), or a scanned copy of the Diploma of the last attended university/graduate school
Self-addressed envelope for result notification (24 cm × 33.2 cm, with 210 yen worth of postage)  
[N/A to applicants residing overseas]

5. [Applicants residing in Japan] Residence Record  
   [Applicants residing overseas] Photocopy of passport

6. Those who are currently employed are required to submit the following items:  
a) Statement by the applicant that the sought guidance is necessary for his own research  
b) Letter by the head of the workplace that the applicant is not dispatched by the company/organization for its business/project purposes and that the enrollment is approved by the company/organization

4. Application Period
   Enrollment in April (The first/spring semester)    March 2–March 9, 2020  
   Enrollment in October (The second/fall semester)    August 28–September 7, 2020

[Note]
In cases where there are legitimate reasons (e.g., visa application), the applicants may be permitted to apply earlier or for a term of study different from the above. Please contact the relevant academic affairs section for details.

4. Screening and Enrollment Procedures

(1) Screening will be conducted on the basis of comprehensive evaluation of application documents, and the applicant will be directly notified of the results along with information concerning the enrollment procedure by postal mail.  
   [Applicants residing overseas] Your prospective supervisor will notify you of the results.

(2) Items required for enrollment are as follows:
   ① Oath and Pledge (prescribed forms)  
   ② Admission (Entrance) Fee: 84,600 JPY  
   ③ Tuition Fee: 29,700 JPY/month; the payment must be made in advance every 3 months  
   ④ Photo data (in JPEG or other formats: high resolution picture is favorable as the photo is to be used for the Student ID card)  
   ⑤ Certificate of graduation (original hard copy) or a scanned copy of the diploma (for those who have submitted the Certificate of Expected Graduation at their application)  
   ⑥ Residence Record* and scanned copy of the Residence Card  
      (*N/A to those who have submitted the Residence Record with their application)  
   ⑦ Bank Withdrawal Application Form (prescribed form) [Please hand the form directly to the Accounting Section.]

<Contact>
(1) Undergraduate Research Students: the Undergraduate Academic Affairs Section  
   E-mail: sci-kyom@grp.tohoku.ac.jp  
   Phone: -81-22+795-6350

(2) Graduate Research Students: the Graduate Academic Affairs Section  
   E-mail: sci-in@grp.tohoku.ac.jp  
   Phone: -81-22+795-6351

Office Hours: 8:30–12:45, 13:45–17:15  
(Window is closed 12:45–13:45 for lunch, except in cases of emergency.)

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