

GUIDELINES FOR RESEARCH STUDENTS

Graduate School of International Relations
International University of Japan

RESEARCH STUDENT OF GSIR

A research student of the Graduate School of International Relations (GSIR) is one who conducts research work on a specific theme in the GSIR under the supervision of a full-time faculty member of IUJ. A research student can not obtain a degree or receive any credit. A research student must submit a report on research achievements by the time his/her period of enrollment is over. The duration of enrollment is limited to one year but is renewable. A certificate will be available upon request. A research student can use University facilities including the library and dormitories in the same manner as full-time degree students.

ELIGIBILITY

To become a research student, you must satisfy one of the following requirements prior to enrollment.

- A. Having graduated from a university under Japanese educational system.
 - B. Holding a First Degree* from an educational institution** outside of the Japanese educational system which is recognized as equivalent scholastically to that of A above, according to either criterion listed below:
 - (1) First Degree from an educational institution in a country where at least 16 years of formal schooling is required for completion of that degree program.
 - (2) First Degree from an educational institution in a country where less than 16 years of formal schooling is required for completion of the First Degree program plus one or more years of subsequent research experience*** at an academic institution, and minimum age of 22.
- * "First Degree" means a degree which is equivalent in content to a bachelor's degree as issued by Japanese or American institutions upon completion of an undergraduate degree program as a regular student.
- ** "An educational institution" means a university, college, or institute chartered by the appropriate government agency or accredited by a relevant organization as a higher educational institution which offers an undergraduate program leading to First Degree.
- *** Applicants who fall under category B(2) above must submit an official letter (in English) which attests to the academic research experience, signed by an official of the academic institution where they have been engaged in research.

While there is no restriction as to the applicant's content of undergraduate education, nationality, age, or sex, the applicant's facility in written and spoken English is a vital point to be evaluated.

TIME OF ENROLLMENT AND APPLICATION DEADLINE

Starting date of enrollment is at the beginning of each term. IUJ has adopted a three-term system (10 weeks + 1 examination week per term). Approximate period for each term and application deadlines are as follows:

	Period of each term	Application deadline*
Fall term	October 1 - December 15	June 1
Winter term	January 10 - March 25	October 1
Spring term	April 10 - June 25	December 1

- * Those non-Japanese applicants, who intend to be enrolled for more than one term, must, prior to enrollment, make arrangements to obtain their "college student visa" by themselves. In principle, it takes at least one month to obtain the visa as long as all documents are in order. This may vary according to the country in which the applicant lives. Therefore, they are advised to submit application documents earlier than the above mentioned deadline.

APPLICATION DOCUMENTS TO BE SUBMITTED

An individual who would like to be a research student must submit the following documents by the appropriate deadline.

1. Application Form
2. Letter of Guarantee
3. TOEFL/IELTS Score

The official score of TOEFL (Test of English as a Foreign Language) or IELTS (International English Language Testing System) taken within two years of the date of application and sent directly to IUJ from testing authority is required. For the score of IELTS, the Academic Modules of the test must be chosen. Only those who have received their English-medium formal education for more than 6 years including undergraduate program in one of the following countries are exempted from the TOEFL requirement: Australia, Canada, Ireland, New Zealand, the UK, and the USA. Priority will be given in the admission process to the applicants whose TOEFL/IELTS scores are respectively 550/6.0 or above.

4. College Certificates

- a. Official transcript (certificate of academic records) listing all courses/subjects taken and corresponding grades, and

- b. An official statement attesting to the award of degree.

The official college certificates must be requested from every educational institution where an applicant has completed the undergraduate and graduate program. They must be written in English or accompanied with a certified English translation.

Notes:

- (1) An applicant who is in the process of completing his/her undergraduate or graduate program must submit

- a. Official transcript (certificate of academic records) covering the courses/subjects completed by the time of application, and

- b. An official letter certifying the specific date and title of the expected degree upon completion of the program. (Proof that the degree has been awarded must be submitted to IUJ prior to matriculation.)

- (2) A photocopy of the Diploma (an educational certificate conferring degree) in the applicant's possession is not acceptable.

5. Recommendation letter from a faculty member of IUJ

6. Three photos (4 x 3 cm)

One is to be attached on the first page of the application.

7. Letter certifying to academic research experience (if applicable)

Applicants who fall under eligibility B(2) mentioned above must also submit a letter attesting to the fact that they have engaged in research at an academic institution for at least one year after award of their First Degree. The letter must be signed by an official of the academic institution where the applicant has been engaged in research and must include the following information concerning each research project: (1) title or theme, (2) summary, and (3) duration of research (beginning and completion dates and overall length of time).

Application materials and supporting documents become the property of IUJ and will not be returned under any circumstances.

ADMISSION PROCEDURES

The faculty meeting will consider and decide whether to admit or reject an applicant based on the documents submitted. Individual notification of screening results for both successful and unsuccessful applicants will be sent. 'Notification of Successful Result' does not constitute any guarantee of your admission. An official LETTER OF ADMISSION will be issued to you upon payment of the admission fee. It is the applicant's responsibility to make sure that all required procedures for obtaining visa are done in time.

STUDENT EXPENSES

1. Admission fee 120,000 yen (one payment only)
An official LETTER OF ADMISSION will only be issued after the admission fee has been paid.
2. Research supervision fee 300,000 yen per term
3. Cost of living
 - Single student dormitory (room charge including LAN) 39,000 yen/month
 - (utility charge) 5,000 yen/month (Variable)
 - Meals in the cafeteria (three times a day) 40,000 yen/month (Variable)
 - Room rent and the basic telephone rate are included in the dormitory room charge.

Cost of living expenses will vary according to individual needs.

IUJ does not offer any scholarships for research students.

CONTACT ADDRESS

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PROTECTION OF PERSONAL INFORMATION

All personal information that IUJ obtains from applicants will be used solely for the purpose of admission screening and the student registration process in subsequent admission procedures. All application information and supporting documents provided by applicants will remain confidential and will not be released to third parties without prior permission of the applicants.