

THE GRADUATE SCHOOL OF  
NATURAL SCIENCE AND TECHNOLOGY,  
GIFU UNIVERSITY  
(Master Course)

# GUIDELINES FOR APPLICANTS

## FOR ADMISSION IN OCTOBER, 2024

The Graduate School of  
Natural Science and Technology, Gifu University

1-1 Yanagido, Gifu 501-1193, Japan

Phone: +81-58-293-3410

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The Graduate School of Natural Science and Technology will begin accepting online applications for the entrance examination from 2024. Before applying, applicants are required to create an account on the "My Page registration" of the Online Application Website. We kindly ask that you start this process early to ensure successful completion of your application.

Please note that important information regarding the entrance examination will be sent to the email address provided during registration. Therefore, it is crucial that this email address remains accessible and active, with no possibility of alteration or deletion.

Furthermore, input on the online application must be done by the applicant themselves.

**About Advanced Global Program (AGP)  
in the Graduate School of Natural Science and Technology, Gifu University**

**Admission Policy**

The Graduate School of Natural Science and Technology seeks to admit students who have strong interests in life science, environmental science and manufacturing and have qualities of being able to work successfully as highly specialized professionals in industry and public administration associated with those disciplines both in Japan and abroad. In science and technology and other areas that pursue solutions to problems, one must acquire flexibility to broaden the expertise in a particular field, creativity to generate new concepts and ideas and, on top of that, internationality that enables one to work successfully in connection with the world. To address these needs, we look forward to welcoming students who have the motivations described in (1) to (3) below and learn actively:

**Ideal type of students**

- (1) Motivated to acquire a broad range of knowledge in order to respond flexibly to trends in society as well as master deeper knowledge with a focus on cutting-edge technology;
- (2) Motivated to produce new concepts, frameworks and innovations in the face of various issues mainly in their area of specialty; and
- (3) Motivated to tackle local issues with a global perspective, in keeping with an increasingly internationalized world.

**Department-specific criteria**

**Department of Life Science and Chemistry**

This department is designed with the intention to contribute to improving quality of life through the comprehension of life science and chemistry. Accordingly, admission will be offered to prospective students who are interested in life science and chemistry and have qualities of being able to work successfully in the future as highly specialized professionals in industries such as pharmaceuticals, chemical production, cosmetics, food and the environment.

**Department of Agricultural and Environmental Science**

This department is designed with the intention to contribute to sustainable biological production and to preserving and repairing the ecological system encompassing human society. Accordingly, admission will be offered to prospective students who have strong interests, coupled with a high level of ethics as scientists, in biological production science and environmental science and have qualities of being able to work successfully as highly specialized professionals in biology-related industry, public administration, research institutes and other sectors associated with these disciplines both in Japan and abroad.

**Contents of Education**

**Department of Life Science and Chemistry**

**[Molecular Life Science Division]**

This division provides the fundamental and applied researches related to life science such as organic chemistry, natural products chemistry, biochemistry and microbiology. In order to contribute to the welfare and existence of human beings, we conduct advanced research for analyzing and utilizing molecular biotechnology and nurture high-level researchers and professional engineers who are able to play significant roles in the fields

of bioscience and biotechnology.

**[Life Science for Food Division]**

Through the science of food function to comprehensively understand nutrition and the functions of food, and science of food control to systematically learn quality control and the logistics/processing of food, we conduct education and research to let students acquire advanced knowledge and techniques which can be applied generally to food industries.

**Department of Agricultural and Environmental Science**

**[Plant Production Division]**

Our educational goal is to foster advanced professionals who can make a contribution in the field of plant production. In order to achieve this goal, we impart not only basic and specialized knowledge related to plant ecophysiology, plant protection, plant breeding and genetics, but also new skills for sustainable eco-friendly plant production through research-based education.

**[Animal Science Division]**

Animal Science is a field that draws from many disciplines, including animal development, genetics, physiology, nutrition, reproduction, and behavior. Animal Science curricula are designed to provide graduate students with high-level knowledge and skills for animal production, management, and conservation. Through the division, students of Animal Science are expected to develop their ability to work across disciplines.

**[Environmental Science and Ecology Division]**

The division provides programs and research to facilitate students in acquiring practical skills for assessing the environment in terms of ecosystems and techniques to maintain and manage farm irrigation facilities and farmland. This is achieved through lectures to understand the mutual influence between individual organisms and species, as well as methods to physically improve the soil and water environment, based on ecological science as the common ground for each plant and animal hierarchy and each ecosystem.

**Guidelines for Application to Advanced Global Program (AGP)  
in the Graduate School of Natural Science and Technology, Gifu University**

**1. Admission Capacity**

Department	Enrollment Quota	Division	AGP
Life Science and Chemistry	74	Chemistry and Medicinal Science	
		Molecular Life Science	A few
		Life Science for Food	A few
Agricultural and Environmental Science	42	Animal Science	A few
		Plant Production	A few
		Environmental Science and Ecology	A few
Civil and Environmental Engineering	29	Environmental Studies	
		Disaster Reduction Studies	
Materials Science and Processing	67	Materials Chemistry	
		Materials Processing	
Intelligence Science and Engineering	81	Intelligent Mechanical Engineering	
		Informatics	
		Applied Mathematics and Physics	
Energy Engineering	72	Energy Conversion	
		Electrical and Energy System Engineering	
International Joint Department of Food Science and Technology between Indian Institute of Technology Guwahati and Gifu University	10	Food Science and Technology	

**2. Application**

**(1) Qualifications for Application (Requirements)**

Those who do not hold Japanese citizenship and meet any one of the following requirements, or those who are expected to meet any one of them by the last day of September, 2024

- ① Individuals who have graduated from a university in Japan as a foreign student
- ② Individuals who have obtained a bachelor's degree under the provisions of Section 7, Article 104 of the School Education Act
- ③ Individuals who have completed 16 years of school education courses abroad
- ④ Individuals who have completed 16 years of school education course through correspondence courses provided by an institution in a foreign country
- ⑤ Individuals specified by the Minister of Education, Culture, Sports, Science and Technology (Refer to Ministerial Announcement No. 5 of the Ministry of Education, 1953)
- ⑥ Individuals who have been enrolled in the graduate school of Gifu University or the graduate school of any other university under Section 2 Article 102 of the School

Education Act, and who are deemed by the Graduate School of Natural Science and Technology to possess the academic skills necessary to receive an education at the graduate school

- ⑦ Individuals who are deemed by the individual admission qualification screening of the Graduate School of Natural Science and Technology to possess academic skills equal or superior to those who have graduated from the university, and will be at least 22 years old (for an individual preliminary admission qualification screening, they are required to submit related documents by May 7 (Tue.), 2024. (Refer to “6. Admission Qualification Screening”)
- ⑧ Individuals who have been awarded a degree equivalent to a bachelor's degree by completing a course of study at a foreign university with a duration of three years or more

**(2) Period**

May 20 (Mon) to May 31 (Fri), 2024

For application in person, the reception desk is open from 8:30 a.m. to 5 p.m.

For application by post, the application documents must be received by May 31 (Fri), 2024.

**(3) Documents, etc.**

Submit the following documents in a lump.

As a rule, received application documents will not be returned.

	Documents	Note
A	Online Application	Please print out the document generated from the online application website in color on one side of A4-size paper. Prepare a color photograph of your upper body, taken within the last three months, with no hat, facing forward, and upload it to the internet application site. When choosing the Academic Supervisor, refer to the “List of Faculty Members (Applied Biological Sciences)” (URL: <a href="https://gnst.gifu-u.ac.jp/international/agc/">https://gnst.gifu-u.ac.jp/international/agc/</a> )
B	Curriculum vitae (Form No. 1)	Print clearly on the Curriculum vitae form (Form No. 2). International students should fill from elementary education.
C	Academic record and written evaluation	It must be issued by the president of the university or the dean of the department of the university from which the applicant graduated.
D1	Graduation Certificate or Expected Graduation Certificate (for students other than those in the Faculty of Applied Biological Sciences, Gifu University)	Issued by the university (faculty) where they are enrolled (not a photocopy). Students in the Faculty of Applied Biological Sciences, Gifu University do not have to request the issuance of a certificate.

D2	Copy of a Diploma or Certificate of Degree (for those who apply for admission according to qualification for application ②)	Applicants expected to earn a degree are required to submit a certificate of expected completion of a major subject issued by the junior college or the vocational high school where they are enrolled, and a certificate issued by the president of the junior college or the principal of the vocational high school stating that the conferment of a bachelor's degree will be applied for.
E	Letter of Recommendation (Form No. 2)	The letter must be written by the advisor of the school from which applicants have graduated or by a teacher who knows the applicant well.
F	Summary of Research Experience (Form No. 3)	The summary should be written in about 600 words in English on appropriate size paper. Use Form No. 4 as a cover.
G	Summary of Research Proposal (Form No. 4)	Summarize research objectives/research planning in about 600 words in English on appropriate size paper. Use Form No. 5 as a cover.
H	Statement of Intent (Form No. 5)	Summarize your motivation and purposes of application in about 600 words in English on appropriate size paper. Use Form No. 6 as a cover.
I	Declaration of Applicable Specific Categories (Form No. 6)	In November 2021, in accordance with the clarification of the scope of control for "deemed exports" under the Foreign Exchange and Foreign Trade Act ("FEFTA"), some provision of sensitive technology to students by universities and research institutions has become subject to control under the FEFTA. Consistently with this change, when applying to study at the University, students will be required to submit a "Declaration of applicable specific categories" based on the "Flowchart for determining applicable specific categories."
J	Certification of English Proficiency:	Applicants must submit a certification of English proficiency, such as TOEFL, TOEIC or official English proficiency exam conducted by their own country. Applicant who are native speakers of English or who do not have the certificate must submit a letter of certification of their English proficiency issued by their intended advisor.
K	Return Envelope (for applicants who live in Japan)	Affix a 404-yen postage stamp to a No. 3 rectangular envelope and write the applicant's postal code and mailing address on it for applicants who live in Japan. For international students, Examination Number will be announced by email.

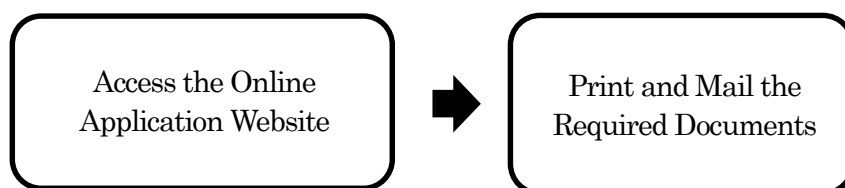
(Note)

\*All documents must be written in English.

\* If the documents above are written in a language other than English, applicants must submit Japanese or English translation of the documents.

#### **(4) Online Application Procedure**

The application procedure involves entering the necessary information online and submitting the required documents via mail. Please refer to pages 8 to 11 of the guidelines for details.



① **Period of Online Application Registration**

From Monday May 13, 2024 to Friday May 31, 2024

② **Period of Application Submission**

From Monday May 20, 2024 to Friday May 31, 2024

#### **(5) Where to Submit the Application Documents**

Submit the application documents to the Student Affairs Section of the Graduate School of Natural Science and Technology, Gifu University.

When sending them by post, use “simple registered mail (kan’I kakitome)” for applicants who live in Japan, and EMS for international students.

#### **(6) Choice of Academic Supervisor**

When choosing a preferred academic supervisor, refer to the “List of Faculty Members (Applied Biological Sciences)” (URL: <http://gnst.gifu-u.ac.jp/international/agc/>).

Note that applicants need to contact the preferred academic supervisor in advance to confirm the contents of education, etc.

### **3. Admission Screening**

#### **(1) Contents**

The oral examination will be basically conducted via the Internet, and the applicant will be examined comprehensively based on the English Proficiency, a letter of recommendation, and a Statement of Intent.

#### **(2) Date**

June 24 (Mon) to June 28 (Fri), 2024

### **4. Examination Results Notification**

At noon, July 16 (Tue), 2024, the examination numbers of participants who pass the examination will be posted on the Gifu University website.

Successful applicants can generate their acceptance letters from the Online Application Website. We do not send acceptance letters by mail.

Note that participants who pass other than those in the Faculty of Applied Biological Sciences, Gifu University will send a notification by email on the day.

### **5. Entrance Fees and Tuition**

For international students (“College Student” visa holder) who are admitted into the AGP, full exemption of the Entrance Fees and Tuition is offered by Gifu University for a period of 2 years.

### **6. Admission qualification screening**

The applicants who are deemed to fall under ⑥ or ⑦ of “2. Application (1) Qualifications for Application (Requirements)” must undergo an individual admission qualification screening as follows.

After the submission of the necessary documents, the procedure for screening will be informed to the applicants.

(1) Application deadline for the admission qualification screening

May 7 (Tue), 2024

(2) Submission

Bring or send the following documents to the Student Affairs Section of the Graduate School of Natural Science and Technology, Gifu University.

(3) Necessary Documents

- i Application form for preliminary admission qualification screening
- ii Curriculum vitae for preliminary admission qualification screening
- iii Application Documents (Refer to “2. Application (3) Documents, etc.”)

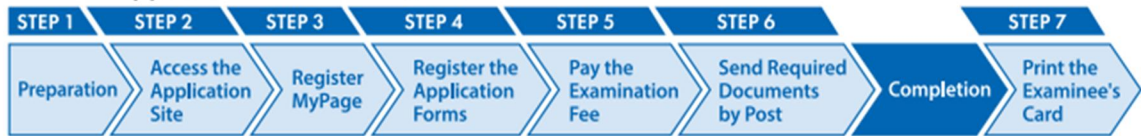
### **7. Enrollment Procedures**

The enrollment procedure will be conducted online through the web enrollment system. Details of the enrollment process will be published on the Gifu University website (<https://www.gifu-u.ac.jp>) around late August 2024. Please proceed promptly with the procedure following the instructions provided on the website.



# Web Application Flow

The web application flow is as follows.



STEP
Preparation

1

Prepare a computer and printer connected to internet (smartphone and tablet are not recommended).

Prepare \*required documents well in advance before application since it may take time to obtain them.

\*Required Documents : ID photo data, certificates etc.  
For details, please check [the application guidelines](#) for the graduate schools you wish to enter.

STEP
Access the Application Site

2

From the application site ▶ <https://e-apply.jp/ds/gifu-gs/>

STEP
MyPage Registration

3

Follow the instructions on the screen to enter the required information and register for MyPage.  
If you have already registered MyPage, please proceed to STEP4.

① If you register MyPage for the first time, please login from [My Page Registration](#).

② Register your email address and click [Submit a temporary registration e-mail](#).

③ Click [Go To Login](#).

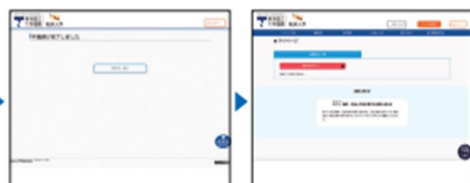
④ The initial password and URL for main registration will be sent to the e-mail address.  
\*Please check your e-mail settings as well to ensure that you are able to receive e-mails from @e-apply.jp.

⑤ On the login screen, enter the registered e-mail address and the initial password you received in ④, and click [Login](#).

⑥ Change from the initial password to new password.

⑦ Enter the required personal information and click [Next](#).

⑧ Confirm the personal information you entered and click [To register in this content](#).



- ⑨ Registration is completed. Click **To My Page**.
- ⑩ When the above is displayed, MyPage registration is complete.

⑪ During the application period, click **Carry out the application procedure** to continue the application procedure. Outside of specified periods, you cannot proceed any further, so click **Log-out** to logout.

## STEP

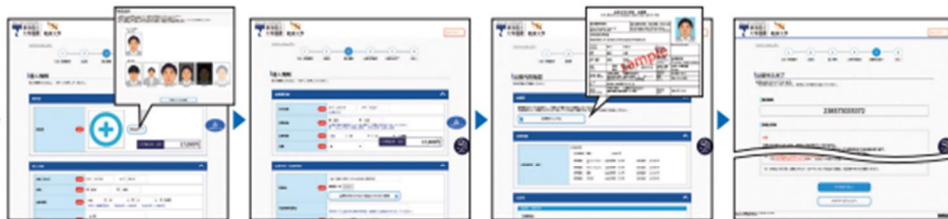
# 4

## Register the Application Forms

Make sure to confirm the procedures and notes on the screen page, and enter required information.



- ① Login to MyPage and click **Carry out the application procedure**, then go to the registration screen.
- ② Select your graduate school.
- ③ Select the entrance exam to take and read the important notes.
- ④ Choose which major to apply for.



- ⑤ Upload ID photo data and click **To choose photo** to select a photo.
- ⑥ Enter the required personal information.
- ⑦ Confirm application form. You can check the application form by clicking **Application Form (sample)**.
- ⑧ Application registration is completed. Click **Continue to pay** to proceed the examination fee payment screen.



Payment is due within 4 days including the date of application. However, if the Web application deadline falls earlier than that, the payment deadline will be the Web application deadline.



- ⑨ How to pay the examination fee
- Convenience stores\*
  - ATMs with Pay-easy\*
  - Internet banking\*
  - Credit card
- \*Only available in Japan



- ⑩ PDF documents are required for application (image).
- ⑪ Printing will be available after payment of the examination fee. These are required to submit as well as required documents.

If you choose to pay the examination fee at a convenience store or a bank ATM that supports Pay-easy, please make sure to write down the necessary payment number displayed after selecting the payment method, and pay the fee at a convenience store or bank ATM within the notified payment deadline.

**At 7-ELEVEN**

Payment slip number (13 digits)	● ● ● ● ● ● ● ● ● ● ● ● ● ● ●
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**At Daily YAMAZAKI, Seicomart**

Online settlement number (11 digits)	● ● ● ● ● ● ● ● ● ● ●
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**At LAWSON, MINISTOP, FamilyMart, ATMs with Pay-easy**

Customer number (11 digits)	● ● ● ● ● ● ● ● ● ● ●
Confirmation number (6 digits)	● ● ● ● ● ●
receiving institute number (5 digits)	5 8 0 2 1 At ATMs with Pay-easy

A confirmation e-mail will be sent to you after you have completed the registration of your application. If you have set restrictions on receiving e-mails, please allow the sender (@e-apply.jp).  
\*Please note that the confirmation email may be sent to your junk folder.



**After the examination fee has been paid, you will not be able to correct your application contents. Please check your application contents before paying the examination fee. If there are any errors, please register again from Step 3.**

\*Please note that if you select credit card in "⑨How to pay the examination fee", the payment will be completed at the same time as registration.

# STEP

# 5



## Pay the Examination Fee

Payment is due within 4 days including the date of application. However, if the Web application deadline falls earlier than that, the payment deadline will be the Web application deadline.

### 1 Paying with a credit card

You can select and make a pay during the Web application.

[Credit cards available for the payment]

VISA, Master, JCB, AMERICAN EXPRESS, MUFG, DC, UFJ, NICOS



The payment can be completed during the Web application.

### 2 Paying by internet banking

(Only in Japan)

After your Web application is registered, the page will shift to the site of the bank you chose. Make the payment as instructed on this screen.

\*Internet banking registration of your bank account is required.

The payment can be completed online.

### 3 Paying at convenience stores (Only in Japan)

Write down the number displayed after your Web application is registered, and pay at any one of the following convenience stores.

● Pay at the cashier

● Pay using the terminal



Loppi



Multi-functional copy machine



### 4 Paying at ATMs with Pay-easy option

(Only in Japan)

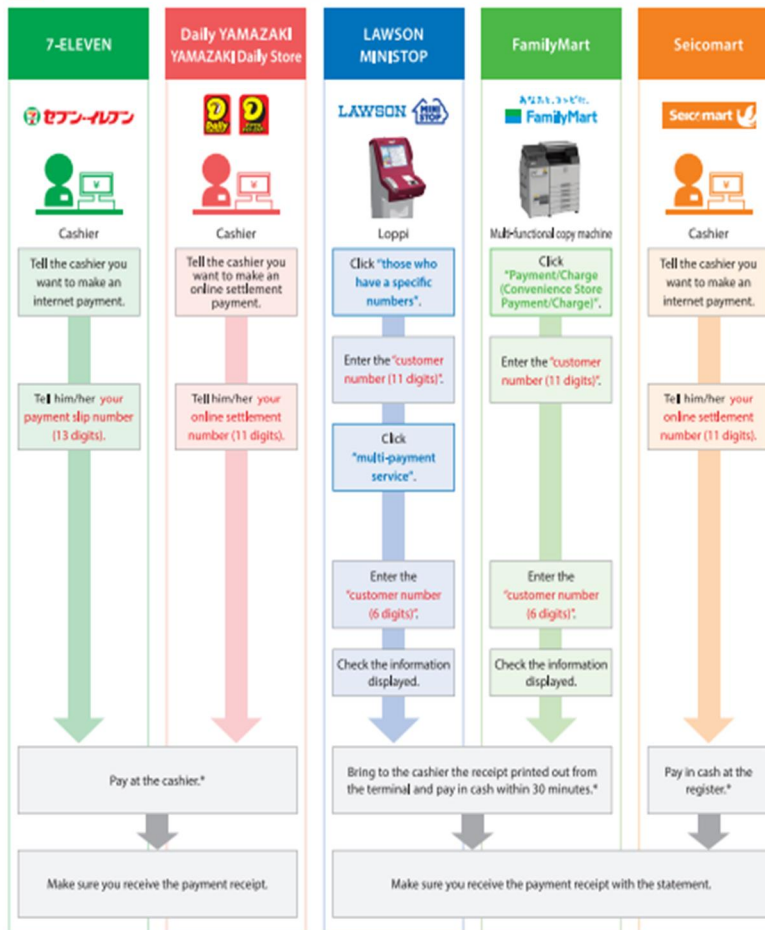
Write down the number displayed after your Web application is registered, and pay at any one of the ATMs with Pay-easy option as instructed on the screen.



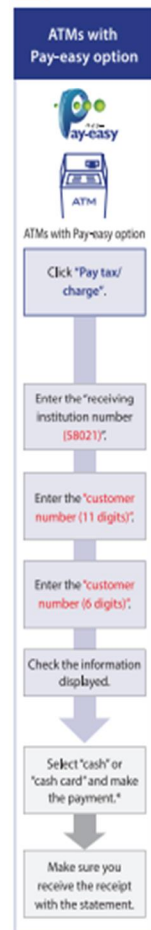
\*Banks with Pay-easy option can be checked on the [Selection of Payment Method] page.

Enter necessary information as instructed on the screen of the terminal or ATM, check the information displayed, and make the payment.

## 3 Convenience Stores



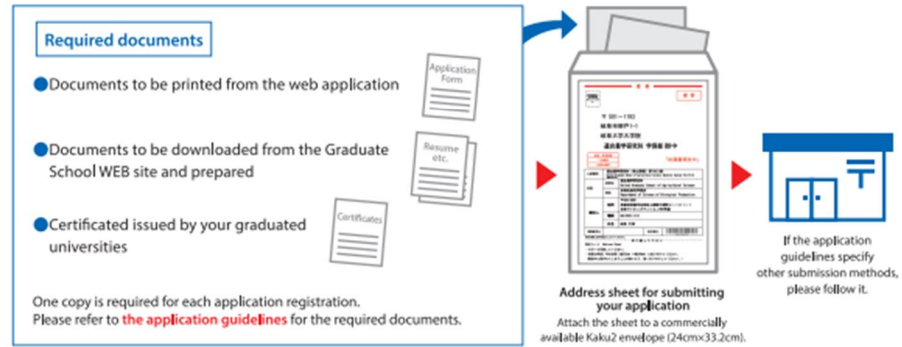
## 4 ATMs



\*If you choose Yucho (Japan Post) Bank or ATM, please pay in cash card if the payment exceeds more than 100,000 yen. You can pay in cash up to 300,000 yen at convenience stores.

**STEP****6****Send Required Documents by Post**

Print the documents downloadable in color after the completing and paid your application and send them from post office by simple registered express mail (簡易書留速達郵便) along with other required documents within the application period. If you are from outside Japan, send them by tracked post (EMS etc.) within the application period.



The mailing address of your application will be automatically printed on the Address Sheet. When sending from overseas, do not use this sheet.

\*The examination fee and necessary documents that have been received will not be returned in any way except for those specified in **the application guidelines**.

**<Application Completion>****Note for Application**

Your application will be completed only after you complete the web application, pay the examination fee, and send by post the required documents by the deadline. Even if you have completed the web application, if the required documents do not arrive at Gifu University by the deadline, your application becomes invalid.

Please make sure to check the deadline in **the application guidelines**.

Web application is possible 24/7, but please prepare and submit the documents well before the deadline.

**STEP****7****Print the Examinee's Registration Card**

When the application is accepted and the examinee's registration card is able to be printed, you will be notified it through the e-mail address you have registered. If you do not receive the e-mail, please login to the Web application site by the day before the examination, print the card out on an A4 paper, single-sided in color, and bring this with you on the day of the examination.



## Curriculum Vitae (履歴書)

## 1. Educational Background (学歴)

	Name & location of school (学校名及び所在地)	Years (年) Mon (月)	Year and month of entrance and completion (入学及び卒業年月)	Major subject (専攻科目)	Diploma or degree awarded (学位・資格)
Elementary Education (初等教育) Elementary School (小学校)	Name (学校名) Location (所在地)	Years (年) Mon (月)	From (入学) To (卒業)		
Secondary Education (中等教育) Lower and Upper Secondary School (中学及び高校)	Name (学校名) Location (所在地)	Years (年) Mon (月)	From (入学) To (卒業)		
Higher Education (高等教育) Undergraduate Level (大学)	Name (学校名) Location (所在地)	Years (年) Mon (月)	From (入学) To (卒業)		
Total years of schooling (以上を通算した全学校教育修学年数)		Years (年)		Months (月)	

\*If the blank spaces above are not sufficient for the information required, attach an additional sheet.

〔(注) 上欄に書ききれない場合には、適当に別紙に記入して添付すること〕

## 2. Employment experience. Begin with the most recent employment, if applicable. (職歴)

Name and address of organization (勤務先及び所在地)	Period of employment (勤務期間)	Position (役職名)	Type of work (職務内容)

LETTER OF RECOMMENDATION

(推薦書)

To: The Dean of the Graduate School of Natural Science and Technology, Gifu University

(岐阜大学大学院自然科学技術研究科長 殿)

Applicant's

Full Name \_\_\_\_\_

(被推薦者)

Date of Birth \_\_\_\_\_

(生年月日)

Nationality \_\_\_\_\_

(国籍)

1. Please evaluate the level of the applicant's English language proficiency and check (✓) where appropriate.

(被推薦者の英語能力を評価の上、該当欄にレ印を記入してください)

	Excellent	Good	Fair
Reading			
Writing			
Speaking			

2. Please describe the reasons you recommend the applicant. Use additional sheets if necessary.

(推薦の理由を書いてください。必要な場合は別紙に追加してください)

Recommender Information (推薦者)

Full name \_\_\_\_\_

(推薦者氏名)

College/University \_\_\_\_\_

Name of Organization \_\_\_\_\_ Title \_\_\_\_\_

(勤務先名、大学名)

(役職)

Present address \_\_\_\_\_

(現住所)

Signature \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

(署名)

(日付) Month (月) / Day (日) / Year (年)

(Form No.3)

### Summary of Research Experience

(研究経験の要約)

Describe, in detail, your specialized field of study (past experience) in about 600 words in English.

(専門分野 (過去の研究経験) について 600 語程度の英文で記述しなさい)

Applicant's

Full Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Nationality \_\_\_\_\_

(Form No.4)

Summary of Research Proposal

(研究計画書)

Summarize research objectives/research planning in about 600 words in English.

(研究目的及び研究計画の要約を 600 語程度の英文で記載しなさい)

Applicant's

Full Name

Date of Birth

Nationality

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



(Form No.5)

Statement of Intent

(志望理由書)

Summarize Motivations and Purpose of Application in about 600 words in English.

(志望の動機と目的を 600 語程度の英文で記載しなさい)

Applicant's

Full Name

Date of Birth

Nationality

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Declaration of applicable specific categories

If you are applying to Gifu University as a faculty member or student, we ask you to declare whether you are subject to “deemed exports” controls under the Foreign Exchange and Foreign Trade Act (“FEFTA”).

Please refer to the attached flowchart for your position, check the appropriate boxes, and submit it together with your application form and documents.

Department \_\_\_\_\_

Name \_\_\_\_\_

Category 1 applies  Category 2 applies  Category 3 applies  No categories apply

If you fall into one of the Categories 1 to 3, please provide a reason below and submit the relevant evidence.

Reason for applicability

(e.g., employed by \_\_\_ institution, receiving funding/scholarship from \_\_\_, or planning to do so)  
( \_\_\_\_\_ )

Evidence

(e.g., proof of employment by a foreign organization (letter of employment/contract), letter of funding from a foreign organization (individual), notice of scholarship award or application form)  
( \_\_\_\_\_ )

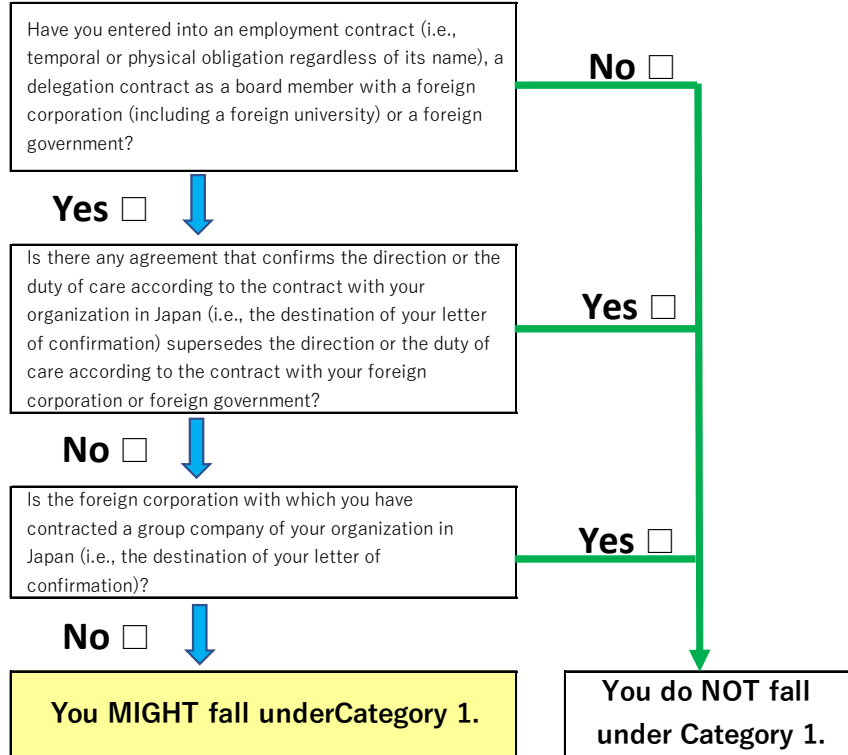
\*Please contact us if you are unsure whether any of the above categories apply.

Academic Research & Industry-Academia-Government collaboration Export Control Division

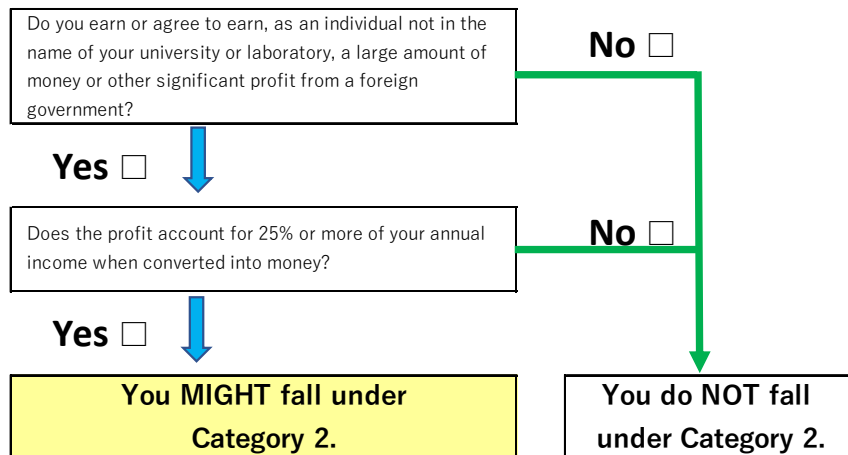
E-mail : [export-control@t.thers.ac.jp](mailto:export-control@t.thers.ac.jp)

## Flowchart for Determining Applicable Categories

## Category①



## Category②



## Category③

