

**Hokkaido University**  
**Graduate School of Engineering**  
**English Engineering Education (e<sup>3</sup>) Program**

**Application guidelines**  
**[Double Degree Program**  
**Special Selection]**

**MASTER'S PROGRAM**  
**DOCTORAL PROGRAM**

**October 2022 enrollment**

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Notice:

Depending on future social conditions related to novel coronavirus infection, the examination may be conducted in a different manner from that described in these guidelines. Please check the following website for the latest information.

e<sup>3</sup> web page: <https://www.eng.hokudai.ac.jp/e3/admission-int/apply-admission>

# Goal of Education and Admission Policy

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- Goal of Education

The goal of Hokkaido University Graduate School of Engineering is to inherit academic achievements accumulated over human history and to advance science and technology beyond past achievements, and thereby, to nurture individuals with a solid education background and advanced technical skills over diverse engineering fields and with the ability to adapt to globalization, ongoing advancements in science and technology, the trend toward interdisciplinary research, and who can think, decide and respond to practical challenges.

- What we look for in a student

- Master's Program

- (1) Students who have a wide range of education and specialized knowledge of science and technology from a broad perspective, and who have the thinking and decision-making skills necessary to solve problems.
- (2) Students with communication ability to enable mutual understanding with people from all over the world who have various ideas.
- (3) Students who are motivated to continuously acquire and improve the above knowledge and abilities.
- (4) Students who are willing to think about and solve various problems that arise in society.  
Students are expected to have acquired before entering the Master's Program academic skills and ethics required to study and conduct research in their field of specialization.

- Doctoral Program

- (1) Students who have a wide range of education and a wealth of advanced specialized knowledge of science and technology from a broad perspective, and who have the excellent thinking and decision-making skills necessary to solve problems.
- (2) Students with high communication ability to enable mutual understanding with people from all over the world who have various ideas.
- (3) Students who are motivated to continuously acquire and improve the above knowledge and abilities.
- (4) Students who are willing and able to think about and solve various problems that arise in society and create new science and technology through problem solving.  
Students are expected to have acquired before entering the Doctoral Program high academic skills and ethical standards required to study and conduct research in their field of specialization.

- Basic Policy for Selection of Applicants

The Graduate School of Engineering selects individuals of any nationality who have graduated from a specialized field of science and engineering and intend to obtain a master's or doctoral degree in the field of engineering, as well as qualified individuals who intend to obtain a doctoral degree while working after completing their undergraduate or master's degree.

### • Double Degree Program Special Selection

The Double Degree Program Special Selection selects students who are currently enrolled at one of the university's overseas partner universities, and who wish to obtain a degree at the graduate school in English based on an oral examination of their specialized knowledge, research ability, and willingness to tackle research problems, and a comprehensive evaluation of their basic academic skills and foreign language ability based on their application documents.

## **1. About Double Degree Program**

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Double Degree Program is educational program established by official agreement between Graduate School of Engineering, Hokkaido University and partner universities and satisfied the requirements of each of the universities.

Academic degrees of the same level are separately conferred to the students who have completed the requirements of both universities. Such degrees will be conferred on qualified students by each of the universities. Individual program's plan is established by the agreement between Graduate School of Engineering, Hokkaido University and partner universities.

Candidates accepted to Double Degree Program enroll into the English Engineering Education program of Graduate School of Engineering, Hokkaido University and their study plan is based on the curriculum of the program.

## **2. About e<sup>3</sup> Program**

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International graduate program in English (Master's and Doctoral degree) was first established at Graduate School of Engineering, Hokkaido University in the year of 2000 as English Graduate Program in Social Environmental Engineering (EGPSEE) in order to attract qualified international students, who speak little or no Japanese. The e<sup>3</sup> program has gradually expended to cover the other fields of engineering and was renamed English Engineering Education Program (hereafter referred as e<sup>3</sup> program) from 2007. The e<sup>3</sup> program comprises of 13 divisions, encompassing all fields of Engineering.

The e<sup>3</sup> program aims to educate together international and Japanese students in both Master's and Doctoral degrees in a multicultural and inter-disciplinary environment in English. The goal of the e<sup>3</sup> program is to foster globally competitive individuals, engineers, and researchers, who possess in-depth knowledge, are equipped with up-to-date technologies, have a global mindset, and are able to work, taking leadership in various fields.

To foster the individuals described above and achieve its goal, the e<sup>3</sup> program embraces the diversity of origins of the applicants and recruits students from all over the world.

### 3. Partner universities and available degree programs

As of January 2022, the following overseas partner universities have established double degree agreements with Graduate School of Engineering, Hokkaido University at the following degree levels:

University/ Faculty or School	Master's Program	Doctoral Program
AGH University of Science and Technology (Poland)	Yes	Yes
Asian Institute of Technology / School of Engineering and Technology (Thailand)	Yes	No
Chulalongkorn University / Faculty of Engineering (Thailand)	Yes	No
Sirindhorn International Institute of Technology (SIIT), Thammasat University (Thailand)	Yes	Yes
Xi'an Jiaotong University / School of Materials Science and Engineering (China)	No	Yes*
Seoul National University / College of Engineering (Korea)	Yes	Yes
National Tsing Hua University / The College of Engineering, The College of Science, The College of Nuclear Science (Taiwan)	No	Yes

\*Only at the Division of Material Science and Engineering

### 4. Divisions Accepting Applications

There are 13 divisions accepting applications, however acceptance of Master's and Doctoral program students in a specific research field under a Double Degree Program in each division depends on individual agreement between the Graduate School of Engineering and applicant's university.

Division	
Applied Physics	Engineering and Policy for Sustainable Environment
Materials Science and Engineering	Architectural and Structural Design
Mechanical and Space Engineering	Human Environmental System
Human Mechanical Systems and Design	Environmental Engineering
Energy and Environmental Systems	Sustainable Resources Engineering
Quantum Science and Engineering	Cooperative Program for Resources Engineering (Master's program only)
Field Engineering for the Environment	

## 5. Nomination as a Double Degree candidate

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Applicants to Double Degree Program shall be officially nominated by his or her home university which has a double degree agreement with the Graduate School of Engineering, Hokkaido University as double degree candidates.

For the details of the double degree nomination procedure, please inquiry to the office in charge at your home university. The below listed application qualifications, selection and screening procedures only refer to the part of selection process at the Graduate School of Engineering, Hokkaido University.

## 6. Qualifications for Applicants

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### 6-1. Nationality

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Applicants shall fulfill both criteria.

1. Non-Japanese nationals
2. Those who have or will obtain the Japanese residence status “student” by the time of enrollment\*

\*If you are a non-Japanese national, but do not fulfill the condition stated “2” above, please inquire to the e<sup>3</sup> program office during the period of Documents Check. There is a possibility you are qualified to apply for admission to the Graduate School of Engineering, Hokkaido University. (Please refer to section “7. Application and Screening Schedule” for the period of Documents Check).

### 6-2. Educational Qualifications

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#### **Master’s Program**

Individuals who are currently enrolled or accepted to the master’s program at the partner university which has a double degree agreement with Graduate School of Engineering, Hokkaido University.

#### **Doctoral Program**

Individuals who are currently enrolled or accepted to the doctoral program at the partner university which has a double degree agreement with Graduate School of Engineering, Hokkaido University.

## 6-3. English Requirement

The medium of instruction of the e<sup>3</sup> program is English, and applicants must possess comprehensive knowledge of the English language. Applicants are required to submit an official English test score above the minimum requirement or the Medium of Instruction certificate as a proof of English proficiency.

Minimum English Proficiency Requirements		
TOEFL iBT Test*	IELTS	TOEIC L&R
79	6.0	730

\*TOEFL university code: 8648

Updates due to COVID-19 situation:

If none of the English tests listed above are available due to the COVID-19 outbreak, please take one of the following tests. For October 2022 intake they will be considered valid.

Minimum English Proficiency Requirements (special case due to COVID-19 situation)	
TOEFL iBT Special Home Edition Test	Revised TOEFL Paper-Delivered Test
79	60

### Medium of Instruction (MI) certificate

MI certificate is an official letter or a certificate stating that English is the language of instruction at the university or a specific degree program. If English being the language of instruction is clearly specified in the transcript or diploma, there is no need to submit MI certificate separately.

### Examples

- Master's applicants who graduated or are expected to graduate from a full-time Bachelor's degree program for which the medium of instruction is English
- Doctoral applicants who graduated or are expected to graduate from a full-time Master's degree program for which the medium of instruction is English

### Exemptions

Applicants who fulfill one of the following conditions can be exempted from submitting English scores and MI certificate.

- Applicants whose native language is English
- Applicants who graduated or are expected to graduate from universities in a country where the first official language is English

If you have any concerns whether you qualify as a native speaker of English, please directly inquire to the e<sup>3</sup> program office well in advance of the Documents Check deadline.

## 7. Application and Screening Schedule

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- Double Degree Program special selection will be conducted on the schedule below.
- For further details, please refer to each section.
- For the schedule and details of the nomination as double degree candidate from your home university please contact the office in charge at your home university.
- Application is considered complete only when the examination fee is paid and originals of the application documents, including the **Double Degree Program nomination Letter from currently enrolled university** have arrived at the e<sup>3</sup> office during the specified application period.

### October 2022 Enrollment

Schedule	Dates
<b>Documents Check</b>	Mar 1-14 2022
<b>Notification of Documents Check</b>	By Mar 28, 2022
<b>Submission of Hard Copy Application Documents</b>	Mar 31- Apr 13, 2022
<b>Admission Screening</b> Document screening and interview. *Whether or not you need to take an interview during this period depends on the division, so please inquire your prospective supervisor.	May 11-20 2022
<b>Announcement of the Results</b>	June 6, 2022



## 8. Documents Check

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All the applicants are required to take Documents Check.

### Required documents

All applicants are required to submit the documents listed in section “16. List of the Documents” for Document Check before submitting original application documents.

### Submission method

Documents Check shall be submitted through the e<sup>3</sup> online system (<https://eprogram.eng.hokudai.ac.jp/>). If there is any problem uploading, please consult to the e<sup>3</sup> program office ([eprogram@eng.hokudai.ac.jp](mailto:eprogram@eng.hokudai.ac.jp)).

### Notification of Documents Check

Notification of Documents Check will be announced by e-mail. Only applicants who passed Documents Check are required to pay the examination fee and post the original documents. The examination fee is paid through the website (<http://e-apply.jp/e/hokudai-eng/>) during the application period. In the case that you did not receive an e-mail from the e<sup>3</sup> program office by the deadline, please inquire about it.

### Matching Service

Graduate students conduct research under the guidance of a supervisor. All applicants are required to find a faculty member whose research topic matches their research interests and get acceptance from a prospective supervisor before submitting application materials.

If you do not have acceptance yet, it is strongly recommended that you use the Matching Service. Please submit the necessary documents on the e<sup>3</sup> online system during the matching period so that the e<sup>3</sup> office can forward your documents to your prospective supervisor. You will receive the matching result from the e<sup>3</sup> office by e-mail. Please check the details from our website (<https://eprogram.eng.hokudai.ac.jp/>) .

<b>Documents Check</b>	<b>Mar 1-14 2022</b>
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## 9. Application Submission

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### List of the Documents

Please refer to the section “16. List of the Documents”

All the forms can be downloaded from the e<sup>3</sup> program’s web page.

(<http://www.eng.hokudai.ac.jp/e3/admission-int/apply-admission>)

### Submission Notes

1. All the required documents shall be delivered to the e<sup>3</sup> program office before the application deadline. When you ship the documents, make sure to use a courier service that provides tracking options such as DHL, FedEx, EMS. It is applicant’s own responsibility to estimate the required delivery time. Application will not be accepted if the hard copies are delivered past the deadline.
2. After you have completed the submission of your application, you cannot change the contents of the application.
3. Once your documents are delivered and processed, you will receive a notification e-mail from the e<sup>3</sup> program. The notification will usually be sent within 3 working days of the documents’ delivery to the e<sup>3</sup> program office.
4. Application documents shall be written in English or an official English translation shall be attached if it is written in language other than English.
5. Submitted documents are not returnable to the applicants for any reason. If any of the documents cannot be re-issued (such as graduation certificates, transcripts etc.), please submit a certified copy.
6. If any false description is found in application documents, entrance approval may be cancelled.
7. Please do not staple the documents. If necessary, please use removable clips instead.

### Postal Address:

English Engineering Education (e<sup>3</sup>) Program Office  
c/o International Affairs Office (A1-58)  
Graduate School of Engineering, Hokkaido University  
Kita 13 Nishi 8, Kita-ku, Sapporo, Hokkaido 060-8628, Japan  
Tel: +81 11 706 8089 Fax: +81 11 706 8094

## 10. Admission Screening

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### Documents Screening

In the process of document screening, various components of the application are considered and evaluated, such as the quality of the applicant's prior academic degree, grades, record of accomplishment and publications, research proposal, recommendation letters relevant work experience, and so on.

### Interview

An Interview is required as a part of application review process. An Interview will be conducted on online in principle.

Interviews are scheduled individually. In some cases, an online interview during the period other than mentioned in the section 7 may be conducted. Applicants will be notified about the schedule of the interview through their potential supervisors.

<GPA>

In most cases, e<sup>3</sup> applicants should have a high academic performance (e.g. 80%, or 3.0 on a 4.0-point GPA Scale) to qualify for the Double Degree Program Special Selection.

## 11. Examination Results and Admission Certificate

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The examination results are notified to the applicants by e-mail.

### Admission Certificate

Admission certificate is sent in a PDF file by e-mail to those who are accepted.

## 12. Examination Fee, Enrollment Fee and Tuition

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Required Fees are defined as per agreement with partner university. Double degree candidates are normally exempt from paying examination and enrollment fees at Hokkaido University. Tuition fees at Hokkaido University are exempt for the period of simultaneous enrolment at Hokkaido University and the Partner university, and after graduating from a partner university, for up to 6 months of enrollment at Hokkaido University.

Please make sure to confirm the details of the agreement at your home university.

### Estimated Amount of Fees at Graduate School of Engineering, Hokkaido University:

Examination fee	30,500 JPY (500 JPY is for transaction fee)
Enrollment fee	282,000 JPY (At the time of enrollment)
Tuition for a semester	267,900 JPY (Annual fee: 535,800 JPY)

Above fees are subject to change. If any revision is made at the time of admission or while the student is enrolled, the new amount will be applied as of the time of the revision.

## 13. Visa Application Assistance

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### **Applicants needed Certificate of Eligibility (CoE)**

Once the applicants receive the admission certificate, the e<sup>3</sup> program office will apply for a CoE on behalf of the applicants. After the CoE is issued, the e<sup>3</sup> program office will send it to each applicant's home address. After receiving the CoE, applicants have to proceed to apply for a student Visa at a Japanese Embassy or Consulate.

## 14. Protection of Personal Information

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- (1) All personal information collected by Hokkaido University will be completely protected in compliance with the Act on the Protection of Personal Information Held by Independent Administrative Agencies, etc., and other related acts and pursuant to the Hokkaido University Regulations on Personal Information Management.
- (2) Names, addresses, and other personal information provided to the university through application procedures will be used solely for (a) enrollee selection (application processing and the screening process), (b) the announcement of exam results, (c) admission procedures, (d) surveys and research on enrollee selection methods, and (e) related processes.
- (3) Some of these processes may be outsourced by the university to a contracted service provider (hereinafter referred to as “contractor”). All or some of the personal information provided by applicants may be provided to the contractor only as needed to perform the tasks for which it has been contracted.
- (4) Personal information obtained through application procedures will be used only for those who are admitted for (a) school administration purposes (student registration, academic counseling, etc.), (b) student support services (health management, scholarship applications, etc.), and (c) tuition and other administrative purposes. (Personal information of applicants for Cooperative Program for Resources Engineering will be used in Kyushu University for the purpose of (a) and (b).)
- (5) Of the personal information described in item (4) above, only names and addresses will be used to facilitate communication with students from the Hokkaido University Frontier Foundation and organizations related to Hokkaido University, such as (a) the Hokkaido University Athletic Union, and (b) Hokkaido University Faculty of Engineering “Hokkokai”.

## 15. Contact Information

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English Engineering Education (e<sup>3</sup>) Program Office  
c/o International Affairs Office (A1-58)  
Graduate School of Engineering, Hokkaido University  
Kita 13 Nishi 8, Kita-ku, Sapporo, Hokkaido 060-8628, Japan  
E-mail: [eprogram@eng.hokudai.ac.jp](mailto:eprogram@eng.hokudai.ac.jp)  
Tel: +81 11 706 8089 Fax: +81 11 706 8094

## 16. List of the Documents

Documents marked \*are required only when it is applicable, and unmarked documents are required for all applicants. Please read the details for each item, and upload e<sup>3</sup> online submission system.: <https://eprogram.eng.hokudai.ac.jp/apply/>.

If designated format is required, you may either download from website or online submission system.

e<sup>3</sup> Website: <https://www.eng.hokudai.ac.jp/e3/admission-int/apply-admission>

1	<p><b>e<sup>3</sup> Double Degree Application Form</b></p> <p>Please note that original handwriting signature is required on the last page when submitting the original. No electronic signature is allowed. e<sup>3</sup> Application Form is automatically generated on e<sup>3</sup> online submission system. Please download and print it out for submission.</p>
2	<p><b>Double Degree Program Nomination Letter from Currently Enrolled University</b> <b>Format:</b> All applicants shall use the designated format.</p>
3	<p><b>Education History</b></p> <p>Please make sure to include currently enrolled program (expected to enroll program) at the partner university which has a double degree agreement with the Graduate School of Engineering, Hokkaido University. Education History is automatically generated on e<sup>3</sup> online submission system. Please download and print it out for submission.</p>
4	<p><b>Three Photos, approximately 3.5x4.5 cm</b></p>
5	<p><b>Research Proposal</b> <b>Format:</b> Please use e<sup>3</sup>-designated proposal format.</p>
6	<p><b>Abstract(s) of Bachelor's/Master's Thesis(es)</b></p> <p><b>Format:</b> Any format is acceptable (one to two pages long). Please include the title, the author, the name of the supervisor, submission date (or expected to be submitted), and specify the type of work (Bachelor's thesis, graduation project etc) Doctoral applicants are required to submit both Bachelor and Master's thesis abstracts. If a formal thesis was not a part of your degree program, please prepare a summary of the research project etc. you conducted at your home university.</p>

7\*

### **Abstract(s) of the Publication(s)**

If you published papers including conference as a first author, please attach an abstract. Do not attach the full paper. If your paper was published in a language other than English, please prepare an English abstract. Please make sure that the abstract is accompanied with full reference information including name(s) of the author(s), title, and publication information.

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### **Academic Transcripts**

Official academic transcripts for every graduated /expected to graduate university program (originals or certified copies, or verification report from CHESICC) shall be prepared.

\* Transcripts are not required from the applicants who are currently enrolled as research students of the Graduate School of Engineering.

### **<Applicants who graduated/ are expected to graduate from a university in any country/region other than China >**

If the transcript is issued in a language other than English, please submit the copy of transcript in your native language and the original English translation certified by an issuing institution or public notary.

### **Transcripts for graduate program(s)**

-Bachelor's degree holders: please submit transcripts from the undergraduate school(s).  
-Master's degree holders: please submit transcripts from both undergraduate and graduate schools even if you are still in school.

### **Transcripts for currently enrolled program**

If applicant has already been enrolled in current degree program for a semester or longer the most recent transcript shall be prepared.

Please make sure the date of issue is specified.

### **<Applicants who graduated/ are expected to graduate from Chinese University>**

Please go to the website 全国高等学校学生信息咨询与就业指导中心(CHESICC)  
<https://www.chsi.com.cn/en/>  
and apply for verification report of transcript in English. (It costs 150 RMB)

Please request CHESICC to send the transcript directly to e<sup>3</sup> program office via e-mail by the deadline of Hard Copy Application.

e<sup>3</sup> program office e-mail: [program@eng.hokudai.ac.jp](mailto:program@eng.hokudai.ac.jp)

As a part of Document Check, upload a screenshot (PDF) of the e-mail that you send to CHESICC to make the above request. If applicant has already been enrolled in current degree program for a semester or longer the most recent transcript shall be also included. Please make sure the date of issue is specified.

For Documents Check, please upload your official academic transcripts or certified transcripts issued by school on e<sup>3</sup> online submission system.

### **Graduation/Expected Graduation Certificates**

Applicants are required to submit the originals, certified copies, or verification diploma from CDGDC for each graduated program. High school certificates are not required.

#### **<Applicants who graduated/ are expected to graduate from a university in any country/region other than China >**

Applicants who are expected to graduate:

- Please prepare the most recent expected graduation certificate. It must show the expected month and year of your graduation.
- If your university does not issue an expected graduation certificate, please obtain a certificate of enrollment which shows the month and year of the enrollment and graduation.
- Once you are conferred a diploma, please submit a copy if it is written in English or bi-lingual (English and other languages).
- If the diploma is written in a language other than English, please submit the copy of diploma in your native language and the original English translation certified by an issuing institution or public notary.

#### **<Applicants who graduated/ are expected to graduate from Chinese University>**

##### **●Applicants who already graduated**

##### **Necessary documents: Online verification diploma from CDGDC**

Please go to the website 中国教育部学位与研究生教育发展中心(CDGDC)

<http://www.cdgdc.edu.cn/>

and apply for online verification diploma in Chinese (English report is unavailable).

After verification, please request CDGDC to send email to e<sup>3</sup> program office **by the deadline of Documents Check**. You can also download in PDF, and upload it on e<sup>3</sup> online submission system. When posting the original documents to e<sup>3</sup> program, please attach the photocopy.

e<sup>3</sup> program office e-mail: [eprogram@eng.hokudai.ac.jp](mailto:eprogram@eng.hokudai.ac.jp)

##### **●Applicants who are expected to graduate**

##### **Necessary documents: Online verification report of student record from CHESICC**

Please go to the website 全国高等学校学生信息咨询与就业指导中心 (CHESICC)

<https://www.chsi.com.cn/en/>

and apply for online verification report of student record (学籍在线验证报告) in English.

After verification, please request CHESICC to send email to e<sup>3</sup> program office **by the deadline of Documents Check**. You can also download in PDF, and upload it on e<sup>3</sup> online submission system. When posting the original documents to e<sup>3</sup> program, please attach the photocopy.

e<sup>3</sup> program office e-mail: [eprogram@eng.hokudai.ac.jp](mailto:eprogram@eng.hokudai.ac.jp)

\*Those who submitted online verification report from CHESICC are required to submit the online verification diploma (CDGDC) by the time of enrollment at e<sup>3</sup> program.

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**Two Recommendation Letters**

**Format:** You may either download the e<sup>3</sup> designated letter format or use free format. The first letter shall be provided by the supervisor at your current program. The second letter can be provided by others familiar with your academic or professional work.

Please note that an original handwriting signature is required. No electronic signature is allowed. Please do not attach a letter from a potential supervisor at Hokkaido University.

**Documents to Prove English Proficiency**

Applicants are required to submit an official English test score above the e<sup>3</sup> minimum requirement or the Medium of Instruction certificate as a proof of English proficiency.

●Required Documents

Please submit one of the following documents.

- TOEFL iBT Test (TOEFL iBT Special Home Edition):79
- Revised TOEFL PDT: 60
- IELTS (academic): 6.0
- TOEIC Listening & Reading: 730
- Medium of Instruction certificate (please read “Medium of Instruction certificate” and “Exemption” under Notes on Submission)

Accepted Tests	Not Accepted Tests
TOEIC Listening & Reading test	TOEIC IP, TOEIC Speaking & Writing Tests, TOEIC Speaking Test, TOEIC Bridge Test
TOEFL iBT, (TOEFL iBT Special Home Edition) Revised TOEFL PDT	TOEFL ITP. TOEFL ITP Plus for China
IELTS (Academic)	IELTS (General Training)

11

●Notes on Submission

**TOEFL iBT and TOEFL iBT Special Home Edition and Revised TOEFL PDT**

Institutional Score Report must be sent directly to the e<sup>3</sup> program office from ETS. You are required to order it by the deadline of Documents Check, using an institution code. Please note that e<sup>3</sup> program does not use MyBest score, we will use Test Date score only.

**Institutional code:** 8648

**IELTS (Academic)**

Test Report Form must be sent directly to the e<sup>3</sup> program office from IELTS center. You are required to order it by the deadline of Documents Check.

**TOEIC Listening & Reading**

Please submit original Official Score Certificate in **unopened envelop from ETS**. You are required to request the original Official Score Certificate to ETS even in a case that you can get the Official Score Certificate online. Please keep in mind that once the envelop is opened, it is no longer considered as a valid certificate.

**Period of Validity of the tests**

The test must be taken within the last two years from the deadline for submitting a hard copy of the application documents.

Please note that if you can't provide the official English test score by the deadline of Documents Check, your application will not be reviewed.



	<p><b>Medium of Instruction certificate (MI)</b>  Applicants who completed full time degree programs in English can submit MI certificate as a proof of English proficiency.  MI certificate is an official letter or a certificate stating that English is the language of instruction at the university or a specific degree program. Please submit the original of certificate. If English being the language of instruction is clearly specified in the transcript or diploma, there is no need to submit MI certificate separately.</p> <p>Examples:  -Master's course applicants who graduated or are expected to graduate from a <b>full-time Bachelor's degree program</b> for which the medium of instruction is English.  -Doctoral applicants who graduated or are expected to graduate from a <b>full-time Master's degree program</b> for which the medium of instruction is English.</p> <p><b>Exemptions</b>  Applicants who fulfill one of the following conditions can be exempted from submitting English scores and MI certificate.  -Applicants whose native language is English  -Applicants who graduated or expected to graduate from universities in a country where the first official language is English</p> <p>If you have any concerns whether you qualify as a native speaker of English, please directly inquire to the e<sup>3</sup> program office well in advance of the deadline.</p>
12	<p><b>Photocopy of Passport</b>  Please provide a photocopy of the page showing your photo, nationality and name.</p>
13*	<p><b>Declaration of Finance and original Bank Deposit statement</b>  These documents are only required from self-supported applicants. Applicants with a full support scholarship are not required to submit these documents.  <b>Format:</b>  Declaration of finance: please use the e<sup>3</sup> designated format.  Bank deposit statement: please get original bank deposit statement.</p>
14*	<p><b>Copy of Scholarship Approval Letter and Scholarship Information Form</b>  This document is required only from applicants who were granted a scholarship or are in the process of application for a scholarship.  - If you are granted a scholarship, please submit a letter from the organization confirming the scholarship nomination and scholarship form describing the details of the scholarship.  - If you are still in the process of application/selection, please first submit the scholarship information form only.</p>
15*	<p><b>Copy of Residence Card (Both sides)</b>  Applicants currently residing in Japan are required to submit a copy of their residence card.</p>