

Hokkaido University
Graduate School of Engineering
English Engineering Education (e³) Program

Application guidelines
[Special Selection]

MASTER'S PROGRAM

April 2023 enrollment

DOCTORAL PROGRAM

April 2023 enrollment

October 2023 enrollment with CSC program

**(applicants for Scholarship Program supported by
China Scholarship Council only)**

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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.

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

Goal of Education and Admission Policy at the Graduate School of Engineering

• 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.

- e3 Program Special Selection

The e3 Program Special Selection selects students from overseas 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 the Program

International graduate program in English (Master's and Doctoral degree) was first established at the 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 program has gradually expanded to cover the other fields of engineering, and was renamed English Engineering Education Program (hereafter referred to as the e³ program) from 2007. The e³ program comprises of 13 divisions, encompassing all fields of engineering.

The e³ program aims to educate international and Japanese students together in both Master's and Doctoral degrees in a multicultural and inter-disciplinary environment in English. The goal of the e³ 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 e³ program embraces the diversity of origins of the applicants and recruits students from all over the world.

2. Admission Categories

Admission screening to the program is conducted under the two categories, e³ Special Selection, and Double Degree Program Special Selection. Please carefully confirm eligibility, requirements, and deadlines for each category in the respective application guidelines. This guideline describes the matters related to e³ Special Selection.

- **e³ Special Selection**
- Double Degree Program Special Selection (please refer to the respective guidelines)

Application guidelines for each category are available online on our website:
<http://www.eng.hokudai.ac.jp/e3/>

3. Divisions under the e³ program

There are 13 divisions accepting applications under the e³ program.

The number of openings: several Master's and Doctoral program students for each division.

Divisions	
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
Field Engineering for the Environment	(Master's program only)

【About Cooperative Program for Resource Engineering】

The Cooperative Program for Resource Engineering is a collaborative education program between the graduate schools of engineering of Hokkaido University and Kyushu University.

- (1) School registration: Applicant will enroll in one of the two universities, where his/her supervisor belongs to.
- (2) Utilization of school facilities: Students can use the facilities of both universities.
- (3) Co-supervisor: Students can receive the research supervision from an advisor (co-supervisor) from the other university.
- (4) Online classes: Students can take internet-based courses provided from the other university, if applicable.
- (5) Degree: Student will be awarded one degree recognized from both universities.

Cautions for applicants to the Cooperative Program for Resources Engineering

- (1) Entrance examination will be done in the university where you apply to. Please check carefully the examination schedules, contents, and research topics of the university.
- (2) Home university: you will be enrolled in the university where you take the entrance examination. All the academic procedures required for campus life (enrollment fee, tuition, scholarships, course registration) should be done in your home university.
- (3) If you complete the admission procedure for one university in the cooperative program, you cannot apply for another university.

4. Qualifications for Applicants

4-1. Nationality

April 2023 Enrollment

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 e³ program office during the period of the Preliminary Screening of Qualifications. There is a possibility you are qualified to apply for admission if you apply for the screening. (Please refer to section 4-2 for the details about the Preliminary Screening of Qualifications.)

October 2023 enrollment with CSC program

Applicants shall fulfill both criteria.

1. Chinese nationals
2. Those who will obtain the Japanese residence status “student” by the time of enrollment

4-2. Educational Qualifications

Applicants shall fulfill one of the following criteria.

Master’s Program

April 2023 Enrollment

1. Individuals who have completed or expected to complete 16 years of school education in or outside Japan by March 31, 2023.
2. Individuals whose total education period is less than 16 years but have been awarded or expected to be awarded with a Bachelor's degree or the equivalent to a Bachelor's degree that requires at least three years of course work at a university or educational institution outside Japan by March 31, 2023.
3. Individuals who have graduated or are expected to graduate from a Japanese university by March 31, 2023.
4. Applicants who do not fall under the categories listed above, but who are recognized as possessing the equivalent or greater academic skill as that of a university graduate based on the individual assessment of qualifications and who will be 22 years of age as of March 31, 2023. Those applicants must apply for the Preliminary Screening of Qualifications.

Doctoral Program

April 2023 Enrollment

1. Individuals who have been awarded a Master's degree or the equivalent to Master's degree based on the completion of a course at a university or educational institution outside Japan, or expected to be awarded by March 31, 2023.
2. Individuals who have completed or are expected to complete a Master's degree from a Japanese university by March 31, 2023.
3. Applicants who do not fall under the categories listed above, but are recognized as possessing the equivalent or greater academic skill to that of a person who has a Master's degree based on the individual assessment of qualifications and who will be 24 years of age as of March 31, 2023. Those applicants have to apply for the Preliminary Screening of Qualifications.

If you have other than listed above educational qualifications, please inquire to the e³ program office.

October 2023 enrollment with CSC program

1. Individuals who have been awarded a Master's degree or the equivalent to Master's degree based on the completion of a course at a university or educational institution in China eligible for CSC scholarship, or expected to be awarded by September 30, 2023.*
*Individuals who are already enrolled in a Japanese university are not eligible.

Preliminary Screening of Qualifications

Applicants whose educational qualifications fall under 4(M)/3(D) in the section 4-2, "Master's program" or "Doctoral Program" should apply for the Preliminary Screening of Qualifications. We will conduct the screening before accepting the hard copies of application forms, thus please submit the documents indicated in the section 15 along with the "Application for the preliminary screening of qualifications" to the e³ program office by e-mail. Please make sure that the application for the preliminary screening of qualifications has the name of your expected supervisor.

Acceptance Period of the Preliminary Screening of Qualifications	Aug 25-Sep 1, 2022
Results announcement	By Sep 30, 2022

4-3. English Requirement

The medium of instruction of the e³ 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 a Medium of Instruction certificate as proof of English proficiency.

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

*TOEFL institutional code: 8648

Updates due to COVID-19 situation:

If none of the English tests listed above are available due to the COVID -19 outbreak, one of the following tests can be accepted. For April 2023 enrollment/October 2023 enrollment with CSC program 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

*Please see P.17 for details.

Medium of Instruction (MI) certificate

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

- Examples:

- Master's course 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 an English score 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 e³ program office well in advance of the Matching Check deadline.

5. Application and Screening Schedule

e³ Special Selection will be conducted on the schedule below.

For further details, please refer to each section.

Schedule	Dates
Matching Check	Sep 5 - 16, 2022
Notification of Matching Check	By Sep30, 2022
Submission of Hard Copy Application and Examination Fee Payment	Oct 3 – 18, 2022
Admission Screening Document screening and interview. *Whether or not you need to take an interview depends on the division, so please inquire your prospective supervisor.	Nov 9 – 18, 2022
Announcement of the Results	Dec 5, 2022

6. Matching Check

All the applicants are required to take a Matching Check.

Matching Check

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

Please submit the necessary documents on the e³ online system during the matching check so that the e³ office can forward your documents to your prospective supervisor. You will receive the matching result from the e³ office by e-mail.

Required documents

All applicants are required to submit the documents listed in section “15. List of the Documents” for a matching check before submitting original application documents.

Submission Method

The documents shall be submitted through e³ online system (<https://eprogram.eng.hokudai.ac.jp/>). If there is any problem uploading, please consult the e³ program office (eprogram@eng.hokudai.ac.jp).

Notification of Matching Check

Notification of matching check will be announced by e-mail. Only applicants who passed the matching 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 e³ program office by the deadline, please inquire about it.

7. Application Submission

List of the Documents

Please refer to the section “15. List of the Documents”

All the forms can be downloaded from the e³ 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 e³ program office before the application deadline. When you ship the document, 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 e³ program. The notification will usually be sent within 3 working days of the documents’ delivery to the e³ program office.
4. Application documents shall be written in English or an official English translation shall be attached if it is written in a 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 clips instead.

Postal Address: English Engineering Education (e³) 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

8. Payment of the Examination Fee

- Amount of Examination fee: 30,500 JPY (500 JPY is for transaction fee)
- Payment method:

Applicants are required to pay by credit card through the examination fee website (<http://e-apply.jp/e/hokudai-eng>) during the application period.

If you are currently residing in Japan, you have an option to pay through a convenience store.

- Payment period: **Oct 3-18, 2022**

-Payment of the examination fee must be completed during the period of hard copy submission/examination fee payment. Before the payment period starts, applicants will receive instruction for payment and its password from the e³ program office.

-Admission procedure is considered complete only when application materials arrive at the e³ program office and the examination payment is finished by the deadline.

-The examination fee is non-refundable.

-Those applying for the Doctoral program straight after graduating from a Master's degree program from any Graduate School at Hokkaido University are exempted from paying the examination fee.

- Recipients and prospective recipients of such scholarships as Japanese Government MEXT scholarships and Hokkaido University President's Fellowship are exempted from payment of the examination fee.

9. Admission Screening

Document 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 for overseas and domestic applicants as part of the application review process. An interview will be conducted online in principle.

Interviews are scheduled individually. In some cases, an online interview during the period other than mentioned in section 5 may be conducted. Applicants will be notified about the schedule of the interview through their potential supervisors.

*Interviews for internal applicants who have been already enrolled in Hokkaido University can be conducted on campus.

<GPA>

In most cases, e³ applicants should have a high academic performance (e.g. 80%, or 3.0 on a 4.0-point GPA Scale) to qualify for the Special Selection.

10. Examination Results and Admission Certificate

Examination results are notified to the applicants by e-mail.

Admission Certificate

The admission certificate is sent as a PDF file by e-mail to those who are accepted.

Acceptance certificate for CSC Program candidates

After receiving the admission certificate candidates selected for October 2023 Enrollment with CSC Program shall subsequently apply for CSC Program selection following the guidelines prepared by Hokkaido University. Only those who pass the selection as a CSC Program candidate from Hokkaido University will receive the acceptance certificate indicating that they may be exempted from paying tuition and other fees required for submission to the China Scholarship Council.

11. Enrollment Fee and Tuition

Amount of Fees

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

-Fees listed above 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 at the time of the revision.

-If the enrollment fee is not paid during the enrollment procedure period, the applicant will not be able to enroll.

-Information regarding the enrollment procedure and payment methods will be notified together with the application of exemption for entrance and tuition fee. If you are having problems paying tuition due to financial hardship, you may be eligible for a tuition exemption

(or deferment).

-If tuition is not paid for one semester, the student will be expelled from Hokkaido University.

-Those applying for the Doctoral program straight after graduating from a Master's degree program from any Graduate School at Hokkaido University are exempted from paying the enrollment fee.

-Awardees of such scholarships as, Japanese Government MEXT scholarship, CSC scholarship* and Hokkaido University President's Fellowship are exempted from paying the enrollment fee and tuition for the period of scholarship.

*Those who applied for October 2023 Enrollment with CSC program but were not awarded the scholarship as the result of selection at Hokkaido University or CSC are not exempt from paying the enrollment fee and tuition.

Enrollment Fee and Tuition Exemption /Deferment of Enrollment Fee

Self-supported students can apply for exemption of the enrollment fee and tuition as well as deferment of enrollment fee. Application documents will be sent to candidates by e-mail.

Study Support System for Doctoral Students

In order to improve the educational and research environment of Doctoral course students, the Graduate School of Engineering provides support for tuition through the combination of tuition exemption and employment as Research Assistant (RA). In a case that your tuition is not fully exempted, your supervisor is eligible to apply for support to hire you as a Research Assistant to cover the rest of your tuition.

12. Visa Application Assistance

Applicants needed Certificate of Eligibility (CoE)

Once the applicants receive the admission certificate, the e³ program office will apply for a CoE on behalf of the applicants. After the CoE is issued, the e³ program office will send it to each applicant's home address. After receiving the CoE, applicants must proceed to apply for a student Visa at a Japanese Embassy or Consulate.

The MEXT Scholarship Recipients

In addition to admission certificate, acceptance letter will be issued by the Graduate School of Engineering after the scholarship is confirmed, and the e³ program will send it to you by email so that you can apply for visa without CoE as a MEXT scholarship recipient.

13. Protection of Personal Information

(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”.

14. Contact Information

English Engineering Education (e³) 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

Tel: +81 11 706 8089

Fax: +81 11 706 8094

15. List of the Documents

Please read the details for each item, and upload on e³ online submission system.

<https://eprogram.eng.hokudai.ac.jp/apply/>

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

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

* External = Overseas and Domestic Applicants who are not currently enrolled in School or Graduate School of Engineering, Hokkaido University

* Internal = Internal Applicants who are currently enrolled in School or Graduate School of Engineering, Hokkaido University as Bachelor's course Students, Research Students, or Master's Course Students

** ○ = mandatory, × = unnecessary, △ = applicable case only

No.	Required Documents	External	Internal
1	e3 Application Form Please note that original handwriting signature is required on the last page when submitting the original. No electronic signature is allowed. e3 Application Form is automatically generated on e3 online system. Please download and print it out for submission.	○	○
2	Education History Education History is automatically generated on e3 online submission system. Please download and print it out for submission.	○	○
3	Three Photos, approximately 3.5x4.5 cm	○	×
4	Research Proposal Format: Please use e3-designated format. Candidates nominated for MEXT scholarship can use MEXT format.	○	○
5	Abstract(s) of Bachelor's/Master's Thesis(es) Format: Any format is acceptable (one to two pages long). Please include the title, author, 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. *Abstract of Bachelor's thesis is not required if you are currently enrolled in e3 Master's course.	○	△
6	Abstract(s) of 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.	△	△

No.	Required Documents	External	Internal
7	<p>Academic Transcripts</p> <p>Official academic transcripts for every graduated /expected to graduate university program (originals, certified copies, or verification report from CHESICC) shall be prepared.</p> <p>* Transcripts are not required from the applicants who are currently enrolled as research students of the Graduate School of Engineering.</p> <p>* Doctoral course applicants currently enrolled in Master's course in the Graduate School of Engineering shall submit Master's course transcript only.</p> <p><Applicants who graduated/ are expected to graduate from a university in any country/region other than China ></p> <p>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.</p> <p>-Bachelor's degree holders: please submit transcripts from the undergraduate school(s).</p> <p>-Master's degree holders: please submit transcripts from both undergraduate and graduate schools even if you are still in school.</p> <p>Please make sure the date of issue is specified.</p> <p><Applicants who graduated/ are expected to graduate from Chinese University></p> <p>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)</p> <p>Please request CHESICC to send the transcript directly to the e3 program office (eprogram@eng.hokudai.ac.jp) via e-mail by the deadline of Hard Copy Application.</p> <p>As a part of Matching Check, upload a screenshot (PDF) of the email that you send to CHESICC to make the above request.</p> <p>For Matching Check, please upload your official academic transcripts or certified transcripts issued by school on e3 online submission system.</p>	○	△
8	<p>Graduation/Expected Graduation Certificates</p> <p>Applicants are required to submit the originals, certified copies, or verification diploma from CDGDC for each graduated program. High school certificates are not required.</p> <p><Applicants who graduated/ are expected to graduate from a university in any country/region other than China ></p> <p>Applicants who are expected to graduate:</p> <p>- Please prepare the most recent expected graduation certificate.</p> <p>It must show the expected month and year of your graduation.</p> <p>- 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.</p>	○	×

No.	Required Documents	External	Internal
	<p>- Once you are conferred a diploma, please submit a copy if it is written in English or bi-lingual (English and other languages).</p> <p>- 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.</p> <p><Applicants who graduated/ are expected to graduate from Chinese University></p> <p>●Applicants who already graduated</p> <p>Necessary documents: Online verification diploma from CDGDC</p> <p>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).</p> <p>After verification, please request CDGDC to send an email to the e3 program office (eprogram@eng.hokudai.ac.jp) by the deadline of matching check. You can also download in PDF format and upload it on e3 online submission system. When posting the original documents to e3 program, please attach the photocopy.</p> <p>●Applicants who are expected to graduate</p> <p>Necessary documents: Online verification report of student record from CHESICC</p> <p>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.</p> <p>After verification, please request CHESICC to send an email to the e3 program office (eprogram@eng.hokudai.ac.jp) by the deadline of matching check. You can also download in PDF format and upload it on e3 online submission system. When posting the original documents to e3 program, please attach the photocopy.</p> <p>*Those who submitted online verification report from CHESICC are required to submit the online verification diploma (CDGDC) by the time of enrollment at e3 program.</p>		
9	<p>Two Recommendation Letters</p> <p>Format: You may either download the e3 designated letter format or use free format.</p> <p>The first letter shall be provided by your supervisor in the most recently graduated /expected to graduate program.</p> <p>The second letter can be provided by others familiar with your academic or professional work.</p> <p>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.</p>	○	×

No.	Required Documents	External	Internal								
10	<p>Documents to Prove English Proficiency</p> <p>Applicants are required to submit an official English test score above the e3 minimum requirement or a Medium of Instruction certificate as proof of English proficiency.</p> <p>* Doctoral course applicants currently enrolled in the Master's course under the e3 program don't need to submit an MI certificate.</p> <p>●Required Documents</p> <p>Please submit one of the following documents.</p> <ul style="list-style-type: none"> - 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) <table border="1" data-bbox="279 925 1153 1417"> <thead> <tr> <th>Accepted Tests</th> <th>Not Accepted Tests</th> </tr> </thead> <tbody> <tr> <td>TOEFL iBT TOEFL iBT Special Home Edition Revised TOEFL PDT</td> <td>TOEFL ITP TOEFL ITP Plus for China</td> </tr> <tr> <td>IELTS (Academic)</td> <td>IELTS (General Training)</td> </tr> <tr> <td>TOEIC Listening & Reading test</td> <td>TOEIC Institutional Test Sessions TOEIC IP TOEIC Speaking & Writing Tests TOEIC Speaking Test TOEIC Bridge Test</td> </tr> </tbody> </table> <p>●Notes on Submission</p> <p>TOEFL iBT, TOEFL iBT Special Home Edition and Revised TOEFL PDT</p> <p>Institutional Score Report must be sent directly to the e3 program office from ETS. You are required to order it by the deadline of Matching Check, using an institution code. Please note that e3 program does not use MyBest scores, we will use Test Date scores only.</p> <p>Institutional code: 8648</p> <p>IELTS (Academic)</p> <p>Test Report Form must be sent directly to the e3 program office from IELTS center. You are required to order it by the deadline of Matching Check.</p>	Accepted Tests	Not Accepted Tests	TOEFL iBT TOEFL iBT Special Home Edition Revised TOEFL PDT	TOEFL ITP TOEFL ITP Plus for China	IELTS (Academic)	IELTS (General Training)	TOEIC Listening & Reading test	TOEIC Institutional Test Sessions TOEIC IP TOEIC Speaking & Writing Tests TOEIC Speaking Test TOEIC Bridge Test	○	△
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No.	Required Documents	External	Internal
	<p>TOEIC Listening & Reading Please submit original Official Score Certificate in unopened envelop from ETS.</p> <p>You are required to request the original Official Score Certificate to ETS even if you can get it online. Please keep in mind that once the envelop is opened, it is no longer considered as a valid certificate.</p> <p>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.</p> <p>Please note that if you can't provide the official English test score by the deadline of Matching Check, your application will not be reviewed.</p> <p>Medium of Instruction certificate (MI) Applicants who completed full time degree programs in English can submit an MI certificate as proof of English proficiency.</p> <p>An 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 an MI certificate separately.</p> <p>Examples: -Master's course applicants who graduated or are expected to graduate from a full-time Bachelor's degree program for which the medium of instruction is English.</p> <p>-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.</p> <p>Exemptions Applicants who fulfill one of the following conditions can be exempted from submitting English scores and an 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 e3 program office well in advance of the deadline.</p>		
11	<p>Photocopy of Passport Please provide a photocopy of the page showing your photo, nationality, and name.</p>	○	○
12	<p>Declaration of Finance and original Bank Deposit statement These documents are only required from self-supported applicants. Applicants with a full support scholarship are not required to submit these documents.</p> <p>Format: Declaration of finance: please use e3 designated format. Bank deposit statement: please get original bank deposit statement.</p>	△	×

No.	Required Documents	External	Internal
13	<p>Copy of Scholarship Approval Letter and Scholarship Information Form</p> <p>This document is required only from applicants who were granted a scholarship or are in the process of application for a scholarship. The form is not required from CSC, MEXT and JICA-funded scholarships applicants.</p> <p>- 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.</p> <p>- If you are still in the process of application/selection, please first submit the scholarship information form only.</p>	△	×
14	<p>Copy of Residence Card (Both sides)</p> <p>Applicants currently residing in Japan are required to submit a copy of their residence card.</p>	△	×