

Must read for all applicants.

# **Application Guide for Research Student at Tohoku University**

## **Graduate School of Medicine / School of Medicine**

Approved by the Dean on March 1, 2000

### 1. Enrollment of Research Students

Individuals who desire to conduct research concerning unique topics at our graduate school or undergraduate school may be permitted to enroll as a graduate research student or undergraduate research student if no obstacles are found during the screening process.

### 2. Types of Research Students

Graduate research students or Undergraduate research students.

### 3. Eligibility for Admission as a Graduate Research Student

The person who meets one of the following criteria may apply for admission as a graduate research student.

- (1) Those who have a master's degree
- (2) Those who have graduated from a program in medicine, dentistry, pharmacy, or veterinary medicine at a university
- (3) Those who have been recognized by our graduate school to have academic ability equivalent to or exceeding the two criteria mentioned above.

### 4. Eligibility for Admission as an Undergraduate Research Student

The person who meets one of the following criteria may apply for admission as an undergraduate research student.

- (1) Those who have graduated from a university
- (2) Those who have graduated from a junior college or an equivalent or higher school and have completed coursework related to the field of research.

### 5. Eligibilities for Admission for Foreign Applicants

With the exception of those who meet the criteria in item 3 or item 4, foreigners (including foreign applicants who are not residing in Japan) who desire to apply for admission as a graduate research student or undergraduate research student should contact the Academic Affairs Section of the Graduate School for details concerning eligibilities, etc.

### 6. Admission period

Admission period for research students is at the start of the semester (April or October).

However, for those who have special circumstances, admission may be permitted any time except in February and March.

Please note that the admission date for foreign research students residing overseas will commence on the date when the applicant comes to our school and complete the necessary procedures (excluding February or March).

7. Application documents submission and Examination fee payment

Those who apply for admission as a research student should submit application documents mentioned below to the Academic Affairs Section of the Graduate School of Medicine with the examination fees (¥9,800) by the first day of the month before admission month (e.g. If your enrollment is in October, the deadline will be on September 1.).

- \* Please note that if the application documents are incomplete, the application will not be accepted.
- \* Foreign applicants must receive permission for the export control before application.  
Application documents submitted before the export control permission has been granted, will not be accepted.
- \* The standard submission deadline for foreign residents is the 1st day of the fourth month before admission month considering the time required for the issuance of VISA, etc.  
(e.g. If your enrollment is in October, the deadline will be on June 1.)
- \* If the applicant is residing overseas or living in Japan and has a difficulty in examination fees payment at University on site, payment by credit card or bank transfer is also acceptable, so if necessary, please contact the Graduate Academic Affairs Section before application.

**<Application documents to be submitted>**

- (1) Application for admission [designated form1-1] and CV[designated form1-2 or 1-3]  
(Please fill in your life history up to the day of admission.)
- (2) Pledge [designated form2]
- (3) Certificate of (expected) graduation or certificate of (expected) completion (original)  
\*Foreign applicants also need to submit a certificate which proves that you have obtained a degree (original). Submission of this certificate is not required for those :
  - who have graduated from (completed) our graduate/undergraduate school
  - who have previously enrolled in our school  
\*If the certificates were issued in the previous name of the applicant (maiden name, birth name) a copy of the family register should be attached with the application.  
\*If the applicants' school cannot issue a certificate of expected graduation, you must submit a certificate of enrollment.
- (4) Letter of permission from the applicant's employer [designated form3] ※If applicable  
\*Those who apply for our school while having your jobs must obtain a letter of permission to enter our school from your supervisor at the company.  
\*At this time, you must obtain proof from both the work supervisor at your company and the research supervisor of our graduate school department that you will receive research supervision for your personal research.  
\*Not the personal seal but the official (company) seal is required to authenticate the letter.
- (5) Certificate of Resignation (If the applicant will enroll within three months of resignation)

8. Payment of Admission /Tuition Fees

Those who are approved to enroll as research students must prepay admission and tuition fees by a designated date (to be announced separately).

Please note that if the due date has passed and the payment is not made even after receiving a reminder, the student will be expelled from the register.

- Admission Fees ¥ 84,600
- Tuition Fees ¥ 29,600 (Per month, You must pay in three-month installments from the month of enrollment.)

9. Withdrawal during the School Term

Those who wish to withdraw during the school term because of being hired as medical staff etc., of the hospital affiliated with our University must submit the designated form. (Our University, in principle, does not allow dual enrollment of medical staff at University hospital and research students at the Graduate School of Medicine or the School of Medicine.)

\*Students will not be allowed to withdraw from the University without completing tuition fees payment , so please be careful not to neglect the payment procedure.

10. Extension of Enrollment Period

The period of enrollment for research students is one year. However, those who have paid tuition fees in full and wish to continue to be enrolled in school may apply for an extension of the enrollment period. In this case, the designated procedures must be followed at the end of the academic year.

11. Notification of Amendments

If there are any changes in name, address, guarantor, etc., the research student must promptly notify to the Academic Affairs Section of the Graduate School of Medicine.

12. Contact Information

Graduate Academic Affairs Section,  
Graduate School of Medicine  
(TEL +81-22-717-8010)  
Email:m-daigakuin@grp.tohoku.ac.jp