

2024 Academic Year  
Graduate School of Engineering (Master's Program)  
(Fall Enrollment)

Application Guidelines for Special Entrance Examination for International Students

Accepting applications: June 17-27, 2024

KITAMI INSTITUTE OF TECHNOLOGY

## **Admission Policy of the Graduate School of Engineering, Kitami Institute of Technology**

Kitami Institute of Technology (hereafter the University) is located in the Okhotsk region of eastern Hokkaido and is blessed with an abundance of nature. Under the slogan “development of technology in harmony with nature,” the University is devoted to promoting research that can contribute to development of the local community as well as global society. It is also committed to the development of human resources in the field of scientific technology, with the aim of its graduates playing an active role in a wide range of social sectors. To achieve such goals, the Graduate School of Engineering is looking for applicants with the following qualities and talents.

### **Master’s Program**

1. Willingness to contribute to sustainable development of society as a responsible professional engineer
2. Basic academic skills and cooperative attitude needed to identify the essence of engineering problems, tackle them together with others and tenaciously seek solutions
3. Determination to contribute to development of new scientific technology, without any stereotypical views

### **Doctoral Program**

1. Professional knowledge and broad perspective equivalent to master's course completion in the field of engineering
2. Interested in local and international issues, and a strong desire to realize sustainable welfare through science and technology
3. Ability to communicate appropriately with a wide range of people in Japan and overseas, and work together to solve problems

To evaluate the above qualities and talents, the University employs the following screening measures.

### **Master’s Program**

- Entrance examination by recommendation

Official TOEIC scores and an academic transcript at the undergraduate level are used to determine whether an applicant has the necessary academic competence regarding his or her prospective performance at the graduate school. A recommendation letter and an interview are used to evaluate an applicant’s enthusiasm for research and intellectual ability

to solve academic problems. An admission decision will be made after comprehensively evaluating their results.

- Entrance examination with academic achievement test

An oral examination to measure an applicant's academic level in his or her major, official TOEIC scores as a substitute for an English test and an academic transcript at the undergraduate level are used to judge whether an applicant has the necessary academic competence regarding his or her prospective performance at the graduate school. An interview is also conducted to determine an applicant's enthusiasm for research and his or her intellectual ability to solve academic problems. An admission decision will be made after comprehensive evaluation of their results.

### **Doctoral Program**

An interview (oral examination) is conducted to gauge the broad spectrum of an applicant's academic and research skills, which are related to his or her prospective performance at the graduate school. An admission decision is made after comprehensively assessing the oral examination result with application documents.

### **Handling of Personal Information Related to the Entrance Examination of Kitami Institute of Technology**

- 1) We strictly comply with the Act on Protection of Personal Information Held by Administrative Organs and other related laws and regulations, and take all possible steps to protect personal information based on Hokkaido National Higher Education and Research System's guidelines on management of personal information.
- 2) We use names, addresses and other personal information of applicants for selection and announcement of successful applicants, and to proceed with their enrollment. Such information is also used for investigation and research into the University's screening method and other related operations.
- 3) After their enrollment, the University uses personal information of successful applicants to proceed with administrative work (e.g., registration, academic consultation), student support services (e.g., management of health, applications for scholarships or to the student benevolent association), procedures related to payment of tuition and other related matters.

## 1. Program and Number of Students to Be Accepted

Applications will be accepted for master's programs in engineering.

Courses/Programs		No. of Students to be Accepted
Engineering	Mechanical and Electrical Engineering Civil and Environmental Engineering Information and Communication Engineering Applied Chemistry Management Engineering	Several

\* After enrollment, each student will be assigned to the program of their choice indicated at the time of the application.

## 2. Application Requirements

Applicants must be non-Japanese nationals who meet one of the following requirements:

- 1) Has completed or is expected to complete by the end of September 2024, 16 years of education in a foreign country.
- 2) Has completed or is expected to complete by the end of September 2024, 16 years of education in a foreign country by taking, in Japan, correspondence courses provided by schools in the foreign country.
- 3) Has completed, or is expected to complete by the end of September 2024 a course of study provided by an educational institute in a foreign country that is both regarded as a university by the country and separately accredited as such by Japan's Minister of Education, Culture, Sports, Science and Technology. (Completion of the course of study means they have completed 16 years of school education in the foreign country).
- 4) Has been granted or will be granted by the end of September 2024 a degree equivalent to a bachelor's degree by completing a course that lasts three years or longer at a university or other school in a foreign country (including completing the course by taking a correspondence course in Japan provided by the school in the foreign country, or completing a course at a school regarded as an educational institution in the education system of the foreign country and accredited as in 3) as such). The university or other school in the foreign country described above should be limited to institutions separately accredited by Japan's Ministry of Education, Culture, Sports, Science and

Technology that have been approved by a person certified by the government or a relevant organization of the foreign country or their equivalent regarding its overall status of education and research activities, etc.

- 5) Has been recognized by the graduate school of the University (Kitami Institute of Technology) as having academic abilities equivalent or superior to university graduates at an individual screening of admission requirements, and who has reached the age of 22 or will reach the age of 22 by the end of September 2024.

#### NOTES

- 1) A person without Japanese citizenship who has graduated from a Japanese university or is expected to graduate by the end of September 2024 must take the Regular Entrance Examination and is not eligible for the Special Entrance Examination for International Students. (However, Japanese government (MEXT) Scholarship students are eligible for the Special Entrance Examination for International Students.)
- 2) Those who meet requirement 5) should contact the Entrance Examination Unit, Education Affairs Section of the University, as there are documents to be submitted within the following periods:

**Accepting applications: May 20-24, 2024 (must arrive by 5 p.m. on the last day)**

#### **3. Application Procedures (Online Application)**

**Accepting applications: June 17-27, 2024 (must arrive by 5 p.m. on the last day)**

\* Registration for the internet application system will be possible from June 14, 2024

Access the internet application system (Post@net), enter the applicant information and after confirming that the input contents are correct, please pay the screening fee of ¥30,000 according to the instructions on the screen. For details, refer to “i. Screening fee” in 1) 4. Application Documents, etc. Once the payment of the screening fee is completed, you will be able to print “a. Application form, Photo File Record” and “b. Address sheet” in 1) of 4. Application Documents, etc.

Print the application form and confirm that there are no mistakes in the contents, put all the application documents together in a commercially available envelope, apply the Address sheet to the envelope, and send it by simplified registered express mail or bring it in person to the University. Please note that applications cannot be accepted by registering in the

internet application system only. When bringing an application in person to the University, the application must arrive between 8:30 a.m. and 5 p.m. (excluding Saturday and Sunday)

**\*Note: Our university's internet application system cannot modify the registration information after registration. Please make sure to check that there are no mistakes in the registration information. Please check again that there are no mistakes in the registration information before paying the screening fee.**

**4. Application Documents, etc.**

1) Applicants are required to submit the following application documents as a complete set in an application envelope (commercially available envelope), apply the Address sheet printed from the internet application system, and submit it to the Entrance Examination Unit, Education Affairs Section, Kitami Institute of Technology.

Registration and printing from the internet application system.	a. Application form, Photo File Record, Upload photo	Enter the applicant information in the internet application system (Post@net) and upload the applicant's photo (a front-facing, hatless, upper-body shot with no background, taken within 3 months before the application, and less than 3MB). Afterwards, proceed with the payment of the screening fee, and print the application form and photo file record on one side each. Please print the photo file record in color.
	b. Address sheet	Apply the address sheet to the application envelope (commercially available envelope) and submit it to the Entrance Examination Unit, Education Affairs Section, Kitami Institute of Technology.
Documents to be prepared in writing	c. Academic transcript	The academic transcript must be prepared by the president/the dean of the faculty at the university (or school) that the applicant graduated from or is expected to graduate from.  * Those who have completed (or are expected to complete) the advanced course at a college of technology (Kosen) must submit an academic transcript both for the main course and the advanced course.

		<p>* Those who have completed (or are expected to complete) the advanced course at a junior college must submit an academic transcript both for the regular and advanced courses.</p> <p>(Research students of Kitami Institute of Technology do not need to submit this document.)</p>
	d. Certificate of graduation/expected graduation	<p>The certificate must be issued by the president/dean of the faculty at the university (or school) that the applicant graduated or is expected to graduate from. (Research students of Kitami Institute of Technology do not need to submit this document.)</p>
	e. Score certificate for the TOEIC Listening & Reading test	<p>If the applicant is not a native English speaker, submit a score certificate for the TOEIC Listening &amp; Reading test (TOEIC L&amp;R Institutional Program is also acceptable). This can be the Official Score Certificate, Score Report, or printed Digital Official Score Certificate. The submitted certification will be returned later.</p> <p>If the applicant cannot submit the mentioned TOEIC test scores, they may submit any of the following alternative documents:</p> <ul style="list-style-type: none"> <li>• TOEFL-iBT (TOEFL-iBT Home Edition is also acceptable) Official Score Report,</li> <li>• IELTS (Academic &amp; General) Test Report Form,</li> <li>• An official letter from the institution verifying that English was the language of instruction in the Bachelor's degree program.</li> </ul>
	f. A copy of Residence Card	<p>Submit copies of both sides of applicant's residence card.</p> <p>(or copy of applicant's passport.)</p>

	g. Online interview application form	If you wish to have an online interview (oral examination), download the documents from the University website and fill them in.
	h. Pledge form	
	i. Screening fee: ¥30,000	Follow the instructions of the internet application system and make a payment by payment methods such as a convenience store, credit card, or Pay-Easy. Applicants are responsible for the payment fee. If you are a Japanese government (MEXT) scholarship student or wish to make a payment by foreign remittance, please contact the Entrance Examination Unit, Education Affairs Section, Kitami Institute of Technology, by email.

--Note Japanese government(MEXT) Scholarship students do not need to submit c and d.

NOTE:

1. Changes to the desired KIT program after application will not be allowed for any reason.
2. Incomplete application documents will not be accepted. Be careful not to make any omissions or errors in the documents.
3. Once the application documents have been received, requests for changes to the contents of the documents or returning the documents to the applicants will not be accepted.
4. The screening fee is non-refundable, except in the following cases:
  - a. The screening fee has been paid but an application has not been made (i.e., application documents are not submitted or the application is not accepted)
  - b. The screening fee has been paid twice by mistake.

In the above cases, an amount equivalent to the screening fee will be refunded if the applicant applies for a refund within the period specified by the University. (The transfer fee for the refund will be borne by the applicant.)

For inquiries regarding the return of Screening fees, contact:

Entrance Examination Unit, Education Affairs Section

Kitami Institute of Technology

E-mail: [nyusi02@desk.kitami-it.ac.jp](mailto:nyusi02@desk.kitami-it.ac.jp)

5. If you live outside of Japan and find it difficult to ensure that the necessary documents, etc., arrive by the procedure period after application registration, please consult with the entrance examination unit, education affairs section ([nyusi02@desk.kitami-it.ac.jp](mailto:nyusi02@desk.kitami-it.ac.jp)) until May 24, 2024.



## 2) Issuance of the Examination Card.

After the application period ends, applicants whose application documents have been accepted will be able to print the Examination Card. Please download and print it from the internet application system. If you cannot print the Examination Card even after July 11, 2024, please contact the Entrance Examination Unit, Education Affairs Section (nyusi02@desk.kitami-it.ac.jp).

## 5. Prior Consultation with Applicants with Physical Disabilities

Applicants with physical disabilities who need assistance when taking the entrance examination or learning at the University are asked to consult with the Entrance Examination Unit, Education Affairs Section at the University prior to application procedures.

### 1) Consultation periods

**Accepting applications: Until May 24, 2024**

**\* Note that consultations cannot be provided to applicants who miss the deadlines.**

### 2) Contact

Entrance Examination Unit, Education Affairs Section  
Kitami Institute of Technology  
165 Koen-cho, Kitami-shi, Hokkaido 090-8507  
Japan  
E-mail: nyusi02@desk.kitami-it.ac.jp

## 6. Screening Method

The screening of applicants is conducted comprehensively by considering the results of the academic achievement test, interview and academic transcript. Regarding Japanese government (MEXT) Scholarship students, their application documents submitted in the past to the Ministry of Education, Culture, Sports, Science and Technology will be examined, thus exempting them from the academic achievement test and interview.

1) Schedules and details of the academic achievement test and interview

Academic achievement test		Interview
Oral examination	<p>1st-Period Applicants: August 20, 2024</p> <p>The time will be notified when downloading the Examination Card.</p> <p>Each applicant makes a PowerPoint presentation for five minutes or less on the contents of their graduate research (or research of interest if no graduate research is conducted), followed by an oral examination on the presentation.</p> <p>*Applicants are required to put a PowerPoint presentation file on a USB flash drive and bring it with them.</p>	<p>1st period applicants: August 20, 2024</p> <p>The time will be notified when downloading the Examination Card.</p> <p>* Each applicant will be interviewed separately.</p>

\* The oral examination and interview will be conducted together.

2) Points allotted to the academic achievement test and interview

Courses/Programs		Academic achievement test		Interview	Total
		English proficiency	Oral examination		
Engineering	Mechanical and Electrical Engineering		300 points	300 points	600 points
	Civil and Environmental Engineering				
	Information and Communication Engineering				
	Applied Chemistry				
	Management Engineering				

\*The oral examination will be conducted in Japanese or English, and communication skills, etc., will be evaluated. Applicants whose native language is not English, will be assessed according to their TOEIC scores, etc.

### 3) Examination venue

Kitami Institute of Technology (165 Koen-cho, Kitami-shi, Hokkaido)

### 4) Online interview

Applicants unable to come to the University for the interview (oral examination) because they live outside Japan may take an online interview (oral examination) with interviewees at the University if they wish.

If you wish to have an online interview (oral examination), carefully read the "Online Interview Manual (for admission applicants)" and submit the attached online interview application form" and pledge form during the application period (refer to "3. Application Procedures on p. 2)

## 7. Announcement of Exam Results

**Accepting applications: August 28, 2024, 10 a.m. (tentative schedule)**

Exam results will be announced on the internet application system.

## 8. Enrollment Date

October 1, 2024

## 9. Enrollment Procedures for Successful Applicants

Successful applicants must complete the following enrollment procedures:

### 1) Enrollment procedures period

Successful applicants will be notified separately.

### 2) Payment for enrollment (2024 academic year data as reference)

Entrance fee: ¥282,000

Tuition (for the first semester): ¥267,900 (Annual: ¥535,800)

a. Entrance and tuition fees are subject to change.

b. Japanese government (MEXT) scholarship students do not need to pay entrance and tuition fees.

c. If the tuition fee is revised during the period of the student's studies at the University, the

new tuition fee will be applied from the time of the revision.

d. There are payment exemption and postponement systems for entrance and tuition fees. Details will be provided in the documents related to the enrollment procedures.

## **10. Longer-Duration Learning System**

If an enrolled student requests completion of the program of study at the University in a planned manner for a certain period of time longer than the standard learning period for such reasons as having a job, a study program based on the plan may be allowed.

For details of the longer-duration learning system, contact the Academic Management Unit, Education Affairs Section at Kitami Institute of Technology.

E-mail: [kyoumu05@desk.kitami-it.ac.jp](mailto:kyoumu05@desk.kitami-it.ac.jp)

## **11. Disclosure of Test Results to Each Applicant**

The results of the 2024 academic year entrance examinations for each applicant will be disclosed as follows only upon the request of the applicant.

### 1) Contents of disclosure

Test results of the applicant

### 2) Application method

The applicant himself/herself must fill out the necessary information on the application form prescribed by the University, and bring or send it by post to the Entrance Examination Unit, Education Affairs Section of the University along with the examination card and a self-addressed return envelope (12 cm x 23.5 cm), with the applicant's name, mailing address and postal code clearly written on it, and postage stamps worth ¥404 attached on it for simplified registered express mail).

\* If there is an increase in the postal rate, the postage required for the request will be changed; check the university website.

### 3) Method of disclosure

A document stating the disclosed contents will be mailed to the applicant.

### 4) Period of accepting request

May 12-30, 2025 (excluding Saturdays and Sundays)

Applications postmarked May 30, 2025 or earlier will be accepted.

### 5) Schedule for disclosure

Late June 2025 or later (tentative schedule)

## **12. Considerations when taking the Exam**

- 1) Be sure to bring the examination card to the venue on the day of the academic achievement test and the interview.
- 2) Before applying, please consult with your academic advisor to see if the research guidance you desire is possible.

## **13. Requests and Inquiries**

If you have any questions about the entrance examination, etc., contact as follows.

### **Contact:**

**Entrance Examination Unit, Education Affairs Section**

**Kitami Institute of Technology**

**165 Koen-cho, Kitami-shi, Hokkaido 090-8507**

**Japan**

**TEL +81(0)157- 26-9167**

**E-mail: [nyusi02@desk.kitami-it.ac.jp](mailto:nyusi02@desk.kitami-it.ac.jp)**

**\*Note: After registering with the internet application system, it is necessary to submit application documents either in person or by mail. Please note that applications that are not submitted during the acceptance period will not be accepted.**