

## Nagoya University School of Law

### Procedures for Application and Admission as an Overseas Undergraduate Research Student

Those who wish to conduct research on a specific subject within law or political science may apply for admission to the school of Law as an undergraduate research student. In such case, they will pursue their studies under the supervision of an academic advisor. He is required that they submit a report concerning the details and expect time-frame of their research to their supervisors by March 15.

#### Qualifications for admission (one of the following)

1. Be a graduate of a university law faculty or other faculty relevant or equivalent to a law faculty; or
2. Be recognized as having the scholastic ability to attain the goals of one's research.

#### Period of Enrollment

The period of enrollment will be for one year, with possibility of extension for a period of up to one additional year. The period of enrollment for a research student entering during the academic year shall end on the last day of March.

#### Application Procedure

Applicants should get permission in advance from an academic supervisor and submit the following documents to the address given below.

##### 1) Required Documents

1. Application in the provided Form written in Japanese or English
2. Research Proposal in the provided Form written in Japanese or English
3. Curriculum vitae in the provided Form in Japanese or in English;
4. Degree, diploma or certificate of (prospective) graduation issued by the university attended and the degree (in Japanese or in English, or with a Japanese or English translation attached);
5. Transcript of academic records of undergraduate studies issued from the university attended. If original documents are not available, please supply certified copies of the original documents.
6. Confidential Reference Form provided: to be written by a faculty member in an academic field related to the applicant's 'major', or a supervisor in the employment body (in Japanese or in English, or with a Japanese or English translation attached); and,
7. Approval of Enrollment in the provided Form: If the applicant is currently employed, consent is required by the relevant company or agency.
8. Declaration of Financial Support in the provided Form and Proof of financial capacity to pay fees (Statement of bank account balance or scholarship; Students should enclose a bank balance or scholarship certificate verifying that they have JPY 1,000,000. The bank account may be held in the name of the applicant, or a close family member.
9. Language Proficiency Form & Supporting Documents (i.e., TOEFL, IELTS, TOEIC, CEFR, CET and/or Japanese Language Proficiency Test <JLPT>Level score sheets)
10. Health Certificate in the provided Form
11. Copy of the information page of the student's passport, where available
12. Two identical photographs (4 cm x 3 cm) signed on the reverse side (one of 4 cm x 3 cm photograph should be attached to the Application Form)

##### 2) Period for submission of applications

The end of December for April entry

The end of May for October entry

The applications from the resident in Japan may be accepted after the deadline.

### 3) Address for submission of applications

Students Affairs Section of the Administrative Office  
Graduate School of Law, Nagoya University  
B4-4 (700), Furo-cho, Chikusa-ku, Nagoya 464-8601, JAPAN

e-mail: law-kyomu@adm.nagoya-u.ac.jp

### 4) Examination Fee

9,800 yen

(application from Japan) Applicants should send it in a postal ordinary money order (the recipient designation column assumes it blanks).

(application from the foreign countries) Applicants will be noticed later.

### Selection method

Admission decisions will be made on the basis of submitted materials only.

### Admission decision

The Letter of Admission will be sent to applicants when the decisions are made.

And the documents concerning entrance procedures will be sent to the students abroad.

### Admission procedures

Applicants who receive approval for admission as postgraduate research students must submit the entrance fee (see below) and the tuition fee (see below), and any additional documents that may be required, by the deadline specified.

Entrance fee	Tuition fee
84,600 yen	29,700 yen per month, payable in 6-monthly installments

### Period of admission

Admissions commence in April 1 and October 1.

### Other matters

1. No application will be accepted unless all the documents mentioned above are fully and correctly submitted.
2. Documents and examination fees will NOT be returned under any circumstances after submission.

名古屋大学法学部  
研究生入学願

Application for Overseas Undergraduate-Research Student  
Nagoya University School of Law

年/Year \_\_\_\_\_ 月/Month \_\_\_\_\_ 日/Day \_\_\_\_\_

名古屋大学法学部長 殿

To the Dean of the School of Law

写真貼付欄

Photo  
40mm×30mm

1. 氏名/Name: \_\_\_\_\_

姓/ family name/ 名/given name(s)

\_\_\_\_\_

In Roman capital letters

2. 性別/Gender: 男/Male / 女/Female

3. 生年月日/ Date of birth: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_yr. (年) mo. (月) day (日)

4. 国籍/ Country of citizenship: \_\_\_\_\_

5. 現住所/ Present address: \_\_\_\_\_

郵便番号/ Postal Code \_\_\_\_\_

(※書類を郵送するため、英語表記のこと/ Write the address in English to mail the documents.)

Tel: \_\_\_\_\_ E-mail: \_\_\_\_\_

6. 在学大学名/ Name of current university/institution: \_\_\_\_\_

7. 現在の専攻分野/ Major' at university: \_\_\_\_\_

下記により、貴学部研究生として入学したいので、ご許可くださるようお願い申し上げます。

/ I would like to get admission from your school to be enrolled as an undergraduate research student.

記

1. 研究事項/ Research topic

2. 希望する指導教官/ expected academic advisor

3. 期間/ period: 自/from 年/year 月/month 日/day  
至/until 年/year 月/month 日/day





<b>資格等 (名称・取得年月日) / license (name, date of acquisition)</b>			
	年/y	月/m	日/d
	年/y	月/m	日/d

**語学力 / Language Proficiency /**

1. Write down the language(s) you speak or write, and rate your language ability using a scale from 1 to 5 (5 = native, 4 = fluent, 3 = competent, 2 = adequate, 1 = poor).  
 読むことができる, 話すことができる言語名を書いて5段階評価(5=母国語, 4=極めて流暢, 3=流暢, 2=ある程度流暢, 1=乏しい)で語学力を評価してください。

(1) English: 英語	written _____,	spoken _____	
	書く能力	話す能力	
(2) Japanese: 日本語	written _____,	spoken _____	
	書く能力	話す能力	
(3) _____: other language 他の言語	written _____,	spoken _____	
	書く能力	話す能力	
(4) _____: other language 他の言語	written _____,	spoken _____	
	書く能力	話す能力	

2. If you have taken any foreign/second language examination (e.g., TOEFL, TOEIC, IELTS, Japanese Language Proficiency Examination), please state the name(s) of the examination(s), the score(s) that you obtained, and the date(s) you took the examination(s). 外国語能力試験(例: TOEFL, TOEIC, IELTS, 日本語能力試験)を受けた方は, その試験名, 結果, 受験した日を記入してください。

Examination: _____ 試験名	Score: _____ 点数	Date taken: _____ 受験した日
Examination: _____ 試験名	Score: _____ 点数	Date taken: _____ 受験した日
Examination: _____ 試験名	Score: _____ 点数	Date taken: _____ 受験した日

3. In what language(s) do you intend to conduct your research at Nagoya University?  
 名古屋大学では何語を使って研究を行なう予定ですか?

**職歴 (事業所及び職種・期間・年月日) / Job history (institution or company name, position, period of employment)**

	年/y	月/m	日/d	~	年/y	月/m	日/d
	年/y	月/m	日/d	~	年/y	月/m	日/d
	年/y	月/m	日/d	~	年/y	月/m	日/d~

**日本国内の連絡先 / Contact address in Japan**

氏名 / Name			
住所 / Current address			
本人との関係 / Relationship with the applicant			
年/year	月/month	日/day	
氏名 / Name	署名 / signature		

入学承認書

Approval of Enrollment

from the institution/company the applicant affiliated to or employed

年/year 月/month 日/day

名古屋大学法学部長 殿

To the Dean of the School of Law, Nagoya University

所属する機関の長/ Head of the institution/company

機関名/ Name of the institution/company:

地 位/ Position:

氏 名/ Name

印 又は/ stamp or

署名/Signature

下記の者が、貴学部研究生として入学することを承認します。

I admit the following person to be enrolled in your graduate school as a an undergraduate research student during the period described below.

記

1. 氏 名/ Name
2. 現 職 名/ Current position and institution or company's name
3. 在学期間/ Enrollment period

自/from 年/year 月/month 日/date  
至/until 年/year 月/month 日/date

## Confidential Reference Form/ 評価表・推薦状

To be signed by the applicant :

I hereby waive my right to read this reference form, which will be entered into at Nagoya University, If at any time I wish to withdraw this waiver, I may do so and authorise the university to return this reference to the author at that time.

私は、名古屋大学に提出されるこの評価表・推薦状を読む権利を次に署名することにより、放棄します。また、権利放棄を変更する場合は、名古屋大学がこれを評価・推薦者へ返却することに異議はありません。

Applicant's signature (署名) \_\_\_\_\_ Date (日付) \_\_\_\_\_

To be completed by the referee :

Name of applicant(出願者氏名) \_\_\_\_\_

1. How long have you known the applicant? In what capacity? (出願者をどう関係でどれ位の期間知っていますか。)

2. Please rate the applicant in comparison with students at the same level in the following areas using a 4 – 1 scale.

(次の各項目について、同学年の学生と比較した出願者の評価を 4,3,2,及び 1 で書いてください。)

4 = outstanding (優)    3 = good (良)    2 = average (平均)    1 = below average (平均以下)

Academic ability (学力) \_\_\_\_\_ Motivation & diligence (熱意・勤勉さ) \_\_\_\_\_ Maturity (精神的成熟度) \_\_\_\_\_

3. Please give your candid opinion regarding the applicant's academic performance, character and adaptability.

(出願者の学力、人物、適応性等について、忌憚のない意見を書いてください。)

Signature (署名) \_\_\_\_\_ Date(日付) \_\_\_\_\_

Name<Please Print>(氏名) : \_\_\_\_\_

Title or position (役職名) : \_\_\_\_\_

Address (住所) : \_\_\_\_\_

Tel/ \_\_\_\_\_ fax/ \_\_\_\_\_ e-mail \_\_\_\_\_

NB. After completing this form, put it in an envelope, seal and sign your name over the seal.

(この用紙に記入し、封筒に入れ封印、その上に署名をしてください。)



## 資金計画書/ Forms for Financial Resources

### 1. 経費負担申告書/ Statement of Financial Resources

氏名/ Applicant' s name \_\_\_\_\_

国籍/ Nationality \_\_\_\_\_

名古屋大学での留学期間における諸経費の負担方法について該当するものにチェックして、下記の質問に従って記入して下さい。  
We would like to know how you finance yourself through the study period at Nagoya University.  
Please make a check in the appropriate box fill in the following questions.

注/ Note:

経費支弁者が経費負担をする場合は、経費支弁者による「2. 経費支弁書」の記入が必要です。

Please be filled out the form of the 'Declaration of Financial Support' by the sponsor, in case you are planning to be financed by the sponsor.

#### 経費負担方法/ Method of Support

自己負担/ Self:

注/ Note:

銀行通帳のコピーを提出して下さい。 / Please submit the copy of your bank statement.

日本国外在住の支弁者からの送金/ Remittance from your sponsor outside Japan:

氏名/ Name: \_\_\_\_\_

住所/ Address: \_\_\_\_\_

電話・電子メール/ Phone & Email: \_\_\_\_\_

職業/ Occupation: \_\_\_\_\_

志願者との関係/ Relationship with the applicant: \_\_\_\_\_

日本国内在住による支弁/ Sponsor in Japan:

氏名/ Name: \_\_\_\_\_

住所/ Address: \_\_\_\_\_

電話・電子メール/ Phone & Email: \_\_\_\_\_

職業/ Occupation: \_\_\_\_\_

志願者との関係/ Relationship with the applicant: \_\_\_\_\_

奨学金/ Scholarship:

外国政府から/ From a foreign government

日本政府から/ From the Japanese government

地方自治体から/ From a local government

公益団体から/ From a public service corporation

その他団体から/ Others ( \_\_\_\_\_ )

注/ Note:

奨学金証明書を提出して下さい。 / Please submit a certificate of your scholarship.

その他の方法/ Others:

( \_\_\_\_\_ )

## 2. 経費支弁書/ Declaration of Financial Support

氏名/ Applicant' s name \_\_\_\_\_

国籍/ Nationality \_\_\_\_\_

私は、このたび上記の者が、日本国に入国、在留した場合の支弁者になりましたので、下記のとおり経費支弁の引受け経緯を説明するとともに、経費支弁について証明します。

I declare myself to be the financial sponsor of the above person at the entry and during his/her present stay in Japan. Please find below an explanation of my reasons for undertaking this role as well as verification of financial details.

1 経費支弁の引受け経緯 (申請者の経費支弁を引受けた経緯及び申請者との関係について具体的に記載してください。) / Reasons for becoming financial sponsor. (Please explain the circumstance in concrete details for undertaking the role of financial sponsor and the relationship between you and the applicant.)

### 2 経費支弁内容/ The particulars of the financial payment

私 \_\_\_\_\_ は、上記の者の日本国滞在について、下記のとおり経費支弁することを証明します。また、上記の者が在留期間更新許可申請を行う際には、送金証明書又は本人名義の預金通帳(送金事実、経費支弁事実が記載されたもの)の写し等、生活費等の支弁事実を明らかにする書類を提出します。

I, \_\_\_\_\_, testify the following financial commitments of the above person during his/her stay in Japan.

In addition, in the case that the above person applies for permission to extend the period of stay, I will submit a copy of the certification of remittance or the bankbook for the account under my name (with the records of remittance and financial payment in it) as proof of payment of living expenses or other.

(1) 学費/ Tuition fee \_\_\_\_\_ 円(yen) 毎月(per month)・半年ごと(per half a year)・毎年(per year)

(2) 生活費/ Living expenses \_\_\_\_\_ 円(yen) 毎月(per month)

(3) 支弁方法(送金・振込み等、支弁方法を具体的に書いてください。) / Methods of payment (Please indicate specifically the procedures of remittance, transfer and other methods of payment.)

\_\_\_\_\_年(year) \_\_\_\_\_月(month) \_\_\_\_\_日(day)

### 経費支弁者/ Financial sponsor

住所/ Address: \_\_\_\_\_

電話・電子メール/ Phone & Email: \_\_\_\_\_

氏名/ Name: \_\_\_\_\_ 署名(Signature)

志願者との関係/ Relationship with the applicant: \_\_\_\_\_

# 健康診断書

## CERTIFICATE OF HEALTH (to be completed by the examining physician)

日本語又は英語により明瞭に記載すること。  
Please fill out (PRINT/TYPE) in Japanese or English.

氏名 Name: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
Family name, First name Middle name  
男 Male 生年月日 Date of Birth: \_\_\_\_\_  
女 Female

### 1. 身体検査 Physical Examination

(1) 身長 \_\_\_\_\_ cm 体重 \_\_\_\_\_ kg  
Height Weight

(2) 血圧 \_\_\_\_\_ mm/Hg ~ \_\_\_\_\_ mm/Hg 血液型 Blood Type  
Blood pressure  

A B O	RH	+	+
		-	-

整 Regular  
不整 Irregular

(3) 視力 Eyesight: (R) \_\_\_\_\_ (L) \_\_\_\_\_  
裸眼 Without glasses 矯正 With glasses or contact lenses  
色覚異常の有無 正常 Normal  
Color blindness 異常 Impaired

(4) 聴力 正常 Normal 低下 Impaired  
Hearing: 異常 Impaired  
言語 正常 Normal  
Speech: 異常 Impaired

2. 申請者の胸部について、聴診とX線検査の結果を記入してください。X線検査の日付も記入すること（6ヶ月以上前の検査は無効。）  
Please describe the results of physical and X-ray examinations of the applicant's chest X-rays (X-rays taken more than six months prior to the certification are NOT valid).



肺 正常 Normal  
Lungs: 異常 Impaired

心臓 正常 Normal  
Cardiomegaly: 異常 Impaired

← Date \_\_\_\_\_  
Film No. \_\_\_\_\_

異常がある場合  
↓  
心電図 Electrocardiograph: 正常 Normal  
異常 Impaired

Describe the condition of applicant's lungs.

3. 現在治療中の病気 Yes (Disease \_\_\_\_\_)  
Disease currently being treated No

4. 既往症  
Past history : Please indicate with + or - and fill in the date of recovery  
(If the applicant has not contracted any of the disease, please check "None".) (いづれも該当しない場合は、なしにチェックすること。)

Tuberculosis..... ( . . . ) Malaria..... ( . . . ) Other communicable disease..... ( . . . )  
Epilepsy..... ( . . . ) Kidney disease..... ( . . . ) Heart disease..... ( . . . )  
Diabetes..... ( . . . ) Drug allergy..... ( . . . ) Psychosis..... ( . . . )  
Functional disorder in extremities..... ( . . . )

None.....

5. 検査 Laboratory tests  
検尿 Urinalysis: glucose ( ), protein ( ), occult blood ( )

赤沈 ESR: \_\_\_\_\_ mm/Hr, WBC count: \_\_\_\_\_ /cmm 貧血   
anemia

Hemoglobin: \_\_\_\_\_ gm/dl, GPT: \_\_\_\_\_

6. 診断医の印象を述べて下さい。(問題がない場合も、その旨ご記入ください。)  
Please give your impression of the applicant's health. (If you do not have a particular opinion, please write as such.)

7. 志願者の既往歴、診察・検査の結果から判断して、現在の健康の状況は十分に留学に耐えうるものと思われますか？  
In view of the applicant's history and the above findings, is it your observation that his/her health status is adequate to pursue studies in Japan?

Yes  No

日付 \_\_\_\_\_ 署名 \_\_\_\_\_  
Date: Signature:

医師氏名  
Physician's Name in Print : \_\_\_\_\_

検査施設名  
Office/Institution: \_\_\_\_\_  
所在地  
Address: \_\_\_\_\_