

Hirosaki University
Graduate School of Humanities
and Social Sciences

Master's Course

Cultural Studies and Applied Social Sciences
Courses

(Special Admissions Screening for Students
Sponsored by the Indonesian Government)

Entrance Application & Examination
Guidelines

Spring 2018 Admission

I. Special Screening Program for Students Sponsored by the Indonesian Government

I-1. Courses and Majors for Prospective Students

Organization of the Graduate School of Humanities and Social Sciences and the number of openings for students in the Special Screening Program are shown in Table 1. (See also section ‘II-4. Outline of Courses.’)

Table 1

Major	Course	Degree	Number of students
Cultural Studies	Course for Aspiring Scholars	Master's (Humanities and Social Sciences)	1
	Course for the Training of Local and Regional Professionals		
	Course for the Training of Professionals Who Can Play an Active Part in International Society		
Applied Social Sciences	Course for Aspiring Scholars		1
	Course for the Training of Local and Regional Professionals		
	Course for the Training Professionals Who Can Play an Active Part in International Society		

I-2. Academic Requirements for Application

Those without Japanese citizenship who meet all of the following basic requirements and who meet the appropriate academic requirements may apply. Those with Japanese language proficiency sufficient for everyday conversation are preferred.

Basic Considerations for

- A. Individuals with foreign passports who would have difficulty coming to Japan to take the entrance examination
- B. Those who have the consent of a Graduate School faculty member who the applicant wishes to have as their research supervisor after admission (For a list of subjects as well as supervisors and their fields of expertise, see tables 5-1 and 5-2, sections II-4)
- C. Those, who after admission and in addition to the coursework in their master's program, intend to take Japanese language courses offered by Hirosaki University
- D. Those with a status of residence in Japan or those who expect to acquire a status of residence that is in accordance with Japanese immigration law and the Immigration Control and Refugee Recognition Act

Applicable Requirements

- (1) Those who have completed 16 years of formal education abroad or who expect to complete their formal education by March 2018
- (2) Those who will have completed 15 years of formal education by March 2018 and have an outstanding academic record as determined by the Graduate School
- (3) Those who have reached the age of twenty-two by March 31, 2018 and have achieved the equivalent of a university degree and have proven their academic ability through an individual entrance examination administered by the Graduate School

Qualifications of those who wish to apply on the basis of Applicable Requirements (2) or (3) will be reviewed prior to Application (See Section I-4: Formal Review of Qualifications for Application)

I-3. Preliminary Consultation

- Interested applicants are asked to contact the faculty member who they wish to have as their supervisor via e-mail prior to application. Potential supervisors are listed in tables 5-1 and 5-2. Applicants should, in addition to requesting and obtaining the faculty member’s letter of consent, seek advice and guidance regarding post-admission course content, requirements, research topics and other matters relevant to their study plans.
- If you have any questions, please contact the office below:

Academic Affairs Group, Hirosaki University, Faculty of Humanities and Social Sciences
e-mail: jm3940@hirosaki-u.ac.jp

I-4. Review of Qualifications for Students Applying under Applicable Requirements (2) or (3)

Those who wish to apply on the basis of Applicable Requirements (2) or (3) are asked to undergo in advance a formal review of their qualifications for application.

1. Documents to be Submitted:

Those who wish to apply on the basis of Applicable Requirement (2) are asked to submit the documents listed in Table 2.

Table 2

(1) Application for Recognition of Academic Requirements	Please fill out and submit the necessary information in International Student – Form A
(2) Academic Transcript	To be issued by and placed in a sealed envelope by the president or other administrative head of the university from which the applicant has graduated
(3) Graduation Certificate / Diploma	To be issued by the president or other administrative head of the university from which the applicant has graduated
(4) Letter of Recommendation	Issued by the president or other administrative head of the university from which the applicant has graduated

Those who wish to apply on the basis of Applicable Requirement (3) are asked to submit the documents listed in Table 3.

Table 3

(1) Application for Recognition of Academic Requirements	Please fill out and submit the necessary information in International Students – Form A
(2) Academic Transcript from the last school attended	To be issued and placed in a sealed envelope by the president or other administrative head of the university
(3) Graduation Certificate / Diploma	To be issued by the president or other administrative head of the <u>last school</u> from which the applicant has graduated
(4) Details of Graduation Requirements	Document detailing the requirements and the content of coursework necessary for graduation (period of attendance, number of units, course descriptions, etc.) of the school the applicant is <u>currently</u> attending
(5) Employment Details	Certificate to be issued by an immediate supervisor at the applicant’s place of employment regarding period of employment and job description (optional form)

2. Application Period

These application materials must arrive on or after October 25 (Wed.) but no later than October 31, 2017 (Tue.)

3. Send Application Materials To:

Admissions Department, Student Affairs Division, Hirosaki University
1 Bunkyo-cho, Hirosaki-shi, Aomori, 036-8564 Japan

4. Notification of Results

Applicants will be notified of the results of their application by e-mail until November 8, 2017 (Wed.)

I-5. Application Procedures

1. Application Period

Application materials must arrive on or after November 15 (Wed.) but no later than 5:00 PM November 21, 2017 (Tue.)

2. Application Method

Applicants are asked to prepare the following application documents and make sure to send them by registered mail, such as Express Mail Service (EMS), where a tracking number is provided. Please write the following in red on the front of the envelope: "Enclosed: Application Documents for Special Screening Program, Master's Course, Graduate School of Humanities and Social Sciences." Before mailing the application documents, please pay the entrance examination fee by bank transfer.

Submit application documents to:

Admissions Department, Student Affairs Division, Hirosaki University
1 Bunkyo-cho, Hirosaki-shi, Aomori, 036-8564 Japan
Tel: 0172-39-3973, FAX: 0172-39-3125

3. Application Precautions

- Incomplete application documents will not be accepted.
- The content of documents cannot be changed after application. However, in the event of a change of name, address or telephone number, please contact the Academic Affairs Group, Hirosaki University Graduate School of Humanities and Social Sciences.
- Paid examination fees will not be refunded for any reason, except in the following cases:
 - (1) The examination fee was paid, but the application documents were not submitted
 - (2) The examination fee was paid, but the application documents were not accepted
 - (3) The examination fee was paid twice in error
- If false information is provided in the application documents, admission may be revoked even if the applicant has been accepted into the program.

4. Examination Fee Payment Methods

Please remit the examination fee of 30,000 yen from an overseas financial institution following the procedure listed below. Applicants are encouraged to do this as soon as possible since transfers take time. Please make sure that the transfer arrives into the specified account by the following date.

Deadline: November 21, 2017 (Tue.)

Transfer details

Type: Wire transfer
Payment Method: Advise and pay
Paying Bank Charges: To be borne by the Sender
Transfer Amount: 30,000 yen
Purpose of Transfer: Examination fee

Recipient account information

Bank Name: Aomori Bank
Branch Name: Hirosaki Branch
Account Type: Ordinary
Bank Address: 19 Oyakata-machi, Hirosaki-shi, Aomori, 036-8191 Japan
Swift Code: AOMBJPJT
Account Number: 201-1228599
Account Holder's Name: KEI SATO, PRESIDENT OF HIROSAKI UNIVERSITY,
NATIONAL UNIVERSITY CORPORATION
Account Holder's Address: 1 Bunkyo-cho, Hirosaki-shi, Aomori, 036-8560 Japan
Account Holder's Telephone Number: +81-(0)172-36-2111

- * The sender of the transfer is asked to be the name of the applicant in the transfer details.
- * If the money is to be transferred from outside of Japan, an additional “transfer fee” and “Japanese bank transaction fee” will be needed to cover the transfer. This transfer fee and the Japanese bank transaction fee are to be paid by the sender.
- * For the Japanese bank transaction fee, please make sure to notify the bank teller that it will be “paid by sender”. If this is not specified, Aomori Bank will deduct the transaction fee from the transfer amount, making the payment to Hirosaki University insufficient. In such cases, the entrance examination fees will not be considered paid, so please be aware of this.
- * After making the transfer, please submit the Entrance Examination Fee Remittance Confirmation Form (International Students - Form 3) along with the other application documents.

I-6. Application Documents

Table 4: List of Application Documents

* English versions of the application documents (forms 1–7, A) can be downloaded from the Graduate School of Humanities and Social Sciences website.

URL: <http://human.cc.hirosaki-u.ac.jp/jinbun/en/graduate/entrance.html>

* Documents indicated by ☉ must be submitted, while documents indicated by ○ are only to be submitted by those applicants for whom these are required.

	Description	
(1) Special Selection of International Students Admission Application Form	International Student – Form 1: Please fill in the necessary information and submit this form with a photograph of yourself attached. The photograph (4 cm × 3 cm) must be one of you taken within 3 months before application, and must show you (including your upper body) facing forward without wearing a hat and with a plain background. The photograph should be affixed in the specified space on the application form.	☉
(2) Curriculum Vitae (Resume)	International Student – Form 2: Please fill in the necessary items information.	☉

(3) Academic Transcripts	(a) To be issued by and placed in a sealed envelope by the president or other administrative head of the university from which you graduated (b) These are not necessary for those applying under Applicable Requirements (2) or (3)	○
(4) Examination Fee and Entrance Examination Fee Remittance Confirmation Forms	International Student – Form 3: Please remit the entrance examination fee of 30,000 yen to the specified transfer account. Please also fill out the necessary items on the Entrance Examination Fee Remittance Confirmation Form and send this form with other application documents.	◎
(5) (Expected) Graduation Certificates	(a) To be issued by the president or other administrative head of the university you expect to graduate from (b) Those applying under Applicable Requirements (2) or (3) must submit their Entrance Examination Results (photocopy)	○
(6) Research History or Performance Report for Specialized Training and English Language Proficiency Report	International Student – Form 4: Write up a summary of those research subjects studied while enrolled in university or after graduation. Record also any participation in specialized or technical training programs. Submit this form with your other documents. (Note 1) Please affix separate offprints or photocopies of books, academic papers, etc. (Note 2) Please list the results of your English language proficiency test (TOEIC, TOEFL or IELTS) and submit photocopies of the official score notifications. If the applicant's mother tongue or national language is English, there is no need to submit a copy of an official score card for an English language proficiency test (TOEIC, TOEFL or IELTS).	◎
(7) Research Plan	International Student – Form 5: Please fill out the necessary information and submit. (No more than 2,000 Japanese characters or 500 English words.)	◎
(8) Letter of Recommendation	Applicants who have graduated from university or expect to graduate as well as those working in a government office or company must receive a letter of recommendation issued by an immediate supervisor or person in an equivalent position (format is optional)	◎
(9) Letter of Acceptance from a Graduate School Faculty Member	Applicants are asked to contact their Requested Supervisor (faculty member) in the Graduate School of Humanities and Social Sciences. In addition to obtaining the faculty member's consent, the applicant should seek guidance regarding their research plans and other matters related to graduate study at Hirosaki University. The Requested Supervisor (accepting faculty member) must fill out the necessary information in International Student – Form 6 and sign this form. This must be submitted by the Requested Supervisor together with documents showing any correspondence (copies of correspondence including letters, e-mails, etc.) between the Requested Supervisor (accepting faculty member) and the applicant.	◎
(10) Copy of your passport, or a certificate of citizenship, etc.	Please submit either a copy of your passport, or other proof of citizenship.	◎
(11) Address Labels	International Student – Form 7: Address labels will be used when sending your Notification of Examination Pass, admission procedure documents and other correspondence. Applicants are therefore asked to accurately fill out their postal code, address and name throughout this entire form and submit it together with the other application documents. In the event of a change of address or other details after applications are sent in, please promptly inform the Academic Affairs Group.	◎

* Please follow the following steps for **International Student - Form 6** of the application documents.

- Please choose a desired supervisor from among the faculty members of the Graduate School of Humanities and Social Sciences shown in Table 5-1 and 5-2. In addition to making direct contact with the faculty member who they wish to serve as their supervisor, applicants are asked to contact the Academic Affairs Group of the Faculty of Humanities and Social Sciences by e-mail (jm3940@hirosaki-u.ac.jp) and inform them of the faculty member they have contacted.
- Applicants are asked to maintain close contact with their Requested Supervisor to seek guidance and advice regarding their research plans and to ensure they obtain and retain the supervisor's consent prior to the submission of application materials.
- **International Students - Form 6** is to be submitted by the Requested Supervisor. Applicants are urged to confirm that submission has taken place.

I-7. Method of Selecting Students for Admission

Selection of students for admission will be made after a comprehensive review of the submitted application documents.

II. Announcement of Examination Results and Related Procedures

II-1. Expected Announcement of Examination Results

December 8, 2017 (Fri), 10:00 AM

- Successful applicants will be sent a Notification of Examination Pass by regular mail.
- Successful applicants will be listed by Examinee Number on the Website of the Graduate School of Humanities and Social Sciences.
URL : <http://human.cc.hirosaki-u.ac.jp/jinbun/en/graduate/entrance.html>
- We will not respond to any inquiries regarding examination results by phone or other means.

II-2. Admission Procedures

A summary of the admission procedure is given below. Details will be sent separately to successful applicants.

Successful applicants are asked to mail (by EMS) or submit in person all necessary admission documents in addition to paying the admission fee by bank transfer within the stipulated time period.

1. Period and Place of Admission

- Please visit the Graduate School in person to carry out admission procedures. (This can also be done by post, although all documents must be received no later than March 2, 2018)
Admission Procedure Dates: March 1 (Thu) / March 2 (Fri), 2018
Address: Admissions Department, Student Affairs Division, Hirosaki University
1 Bunkyo-cho, Hirosaki-shi, Aomori
036-8564, Japan
Tel: 0172-39-3973
- If admission procedures are not completed before or during the above-mentioned period, the student's application for admission will be treated as having been withdrawn.

2. Costs (pending) Required for Admission

- Admission fee: 282,000 yen
- Tuition fees: 267,900 yen per semester (535,800 yen per academic year)
Note 1: The admission fee cannot be refunded for any reason.
Note 2: Tuition fees for the second semester can be paid together with tuition fees for the first semester.
Note 3: If revisions are made to the admission fee and tuition fees prior to admission, the revised fees shall apply.
Note 4: If applicants who have completed the admission procedures withdraw their commitment to enroll by Friday March 30, 2018, tuition fees that have been paid will be refunded upon request.

II-3. Protection of Personal Information

Addresses, names, dates of birth and other personal information will only be used for the selection of students for admission, announcements of examination results, admission procedures and related matters, and for the management of student ID numbers and for academic evaluations following admission. Personal information will be managed appropriately and will not be used for any purpose other than its intended use.

II-4. Outline of Courses

The primary objective of the graduate program of the Hirosaki University Faculty of Humanities and Social Sciences is to train academic scholars and other professionals by fostering a deeper understanding of the humanities and social sciences.

The graduate program consists of two programs: Cultural Studies and Applied Social Sciences.

1. Cultural Studies

The aim of the Cultural Studies program is to educate specialists who can make effective uses of the knowledge gained from their study of history and culture to play an active role in present and future local, regional, and trans-national societies.

1-1. Course for Aspiring Scholars

The aim of this Course is to educate scholars who will seek jobs as college researchers. This Course will, through coursework in Western and Eastern history, archeology, Asian cultures, European and Anglo-American cultures, linguistics and philology, and intercultural communication, train researchers and professionals who will have gained both broad and specialized knowledge in these academic fields.

1-2. Course for the Training of Local and Regional Professionals

The aim of this Course is to educate highly trained professionals and future leaders who can deal with various problems that arise in local and regional societies. It provides students with sufficient knowledge of the histories, cultures and social structures of local communities and teaches them approaches that can be employed to solve the problems facing these communities.

1-3. Course for the Training Professionals Who Can Play an Active Part in International Society

The aim of this Course is to educate highly trained professionals who can identify and solve problems occurring in international communities and develop a global perspective through the study of the histories, cultures, and social structures of societies throughout the world.

Table 5-1: List of research fields and supervisors (Cultural Studies Program)

Research field	Faculty Member (Supervisor)	Course
European History	Takeshi NAKAMURA take_nk@hirosaki-u.ac.jp	Course for Aspiring Scholars Course for the Training of Professionals Who Can Play an Active Part in International Society
Eurasian History	Manabu KAMEYA kameya.m@hirosaki-u.ac.jp	Course for Aspiring Scholars Course for the Training of Professionals Who Can Play an Active Part in International Society
Late Antiquity, Early Christian Art, Roman Material Culture, Catacombs, Roman Religion	Tomo MIYASAKA tomo@hirosaki-u.ac.jp	Course for Aspiring Scholars Course for the Training of Professionals Who Can Play an Active Part in International Society
Archaeology	Nobuhiko KAMIJO kamijo@hirosaki-u.ac.jp	Course for Aspiring Scholars Course for the Training of Local and Regional Professionals
Italian Renaissance Art	Kaoru ADACHI kaorucci@hirosaki-u.ac.jp	Course for Aspiring Scholars Course for the Training of Local and Regional Professionals
Scientific Study on Cultural Properties, Conservation science for cultural properties	Taro KATAOKA taro@hirosaki-u.ac.jp	Course for Aspiring Scholars Course for the Training of Local and Regional Professionals

Museology, Environmental Archaeology	Manabu UETSUKI uetsuki@hirosaki-u.ac.jp	Course for Aspiring Scholars Course for the Training of Local and Regional Professionals
British Literature, British Culture, Narratology, English	Susumu ONODERA susumu@hirosaki-u.ac.jp	Course for Aspiring Scholars Course for the Training of Professionals Who Can Play an Active Part in International Society
American Literature	Tomohiro HORI horitomo@hirosaki-u.ac.jp	Course for Aspiring Scholars Course for the Training of Professionals Who Can Play an Active Part in International Society
General Linguistics, Language Typology, Historical/Comparative Linguistics	Hideki YAMAMOTO hideyama@hirosaki-u.ac.jp	Course for Aspiring Scholars Course for the Training of Professionals Who Can Play an Active Part in International Society
Semantics, English Language	Kouko OKUNO huhokuno@hirosaki-u.ac.jp	Course for Aspiring Scholars Course for the Training of Professionals Who Can Play an Active Part in International Society

2. Applied Social Sciences

The Applied Social Sciences program aims to educate specialists who can study the complex and developing social systems from multi-layered perspectives, through the inter-disciplinary study of economics, business management, law, politics, and related fields in the social sciences.

2-1. Course for Aspiring Scholars

The aim of this Course is to educate highly trained scholars who plan to seek jobs as researchers in universities and other institutions. Through the study of the applied social sciences, including regional policies, economics, corporate management, accounting, and the information sciences, this Course provides students with the academic expertise necessary to teach and do research in colleges and universities.

2-2. Course for the Training of Local and Regional Professionals

The aim of this Course is to educate highly trained professionals who can cope with the various problems that arise in local and regional societies. Through the study of such applied social sciences as regional policy studies, economics, corporate management, accounting, and the information sciences, this Course provides students with the academic expertise and knowledge necessary to participate actively in the development of local regions.

2-3. Course for the Training Professionals Who Can Play an Active Part in the International Society

The aim of this Course is to educate highly trained professionals who can cope with the various problems occurring in global society. Through the study of the economies of Japan and other countries, with a focus on the problems facing Japanese and foreign corporations, this Course provides students with the academic expertise necessary to play an active role in the development of regional and global economies.

Table 5-2: List of research fields and supervisors (Applied Social Sciences program)

Research field	Faculty member (Supervisor)	Course
International Trade, Empirical Economics	Hiroyuki KUWAHATA kuwahata@hirosaki-u.ac.jp	Course for Aspiring Scholars Course for the Training of Professionals Who Can Play an Active Part in International Society

II-5. Other Matters

Applicants with physical disabilities are asked to contact the Academic Affairs Group at the following e-mail address prior to application to make arrangements that will enable them to successfully pursue their studies at Hirosaki University.

If any other questions or uncertainties arise during application, please contact the office below.

Academic Affairs Group, Hirosaki University, Faculty of Humanities and Social Sciences
e-mail: jm3940@hirosaki-u.ac.jp