

2024

Nihon University Graduate School International Students

Application Guidelines

These guidelines have been selected and translated into English from the original Japanese guidelines for those interested in joining the Graduate School of Science and Technology of Nihon University. In the event of any discrepancies between this version and the original, the original Japanese version shall take precedence.

The original Guidelines (Admission Guide) can be downloaded at <https://www.nihon-u.ac.jp/en/admissions/matriculated/>.

Also see the Entrance Exam Guidelines at <https://exam.nihon-u.ac.jp/guidance/net-nihon-u/eng/>.



Flow from application to admission

1 Check eligibility and application period

(Graduate school applicants should contact their desired major.) See "Application Eligibility" on [page 5](#).

2 Submit the required information via the online application

See "Online Application" on [pages 6 to 9](#).

3 Pay the application fee

See "Online Application" on [pages 6 to 9](#) and "Application Fee" on [page 14](#).

4 Print out the Application Confirmation Form and prepare all of the application documents

See "Online Application" on [pages 6 to 9](#) and "Application Documents" on [pages 10 to 13](#).

5 Send the application documents by mail

See "Online Application" on [pages 6 to 9](#) and "Application Procedures" on [page 14](#)

6 Obtain an Examination Admission Ticket

See "Examination Admission Ticket" on [page 15](#)

7 Take the examination

See "Precautions for Taking the Examination" on [page 15](#) and "Immigration Procedures / Residency Procedures" on [pages 18 to 20](#)

8 Announcement of examination results

See "Announcement of Examination Results" on [pages 15 and 16](#).

9 Enrollment procedures

See "Enrollment Procedures" on [pages 16 and 17](#).

10 Immigration procedures

See "Immigration Procedures / Residency Procedures" on [pages 18 to 20](#).

11 Enrollment

Privacy Policy - Regarding the handling of personal information related to entrance exams

Nihon University (including the Junior College) will use the personal information submitted by applicants, such as name and address, for a series of procedures including application acceptance, implementation, announcement of results, and admission, as well as for sending documents and notices necessary for starting student life at Nihon University. The information will also be used for statistical processing of enrollment data.

In some cases, Nihon University may outsource a part of these services to a third-party contractor. In such cases, Nihon University and the contractor will not use the applicant's personal information beyond the scope necessary to achieve the purposes of use described above.

*The TOEFL and TOEIC mentioned in this publication are registered trademarks of Educational Testing Service.

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Overview of International Student Selection and Entrance Examination

1. Examination type

The following types of entrance examinations are available for the international student selection at Nihon University. However, only the school-specific examination is available for the Graduate School of Science and Technology.

(1) School-specific examination

This is an examination that is independently conducted by our university's departments and graduate schools. It will be held at our university's campus.

(2) Selection through the Examination for Japanese University Admission for International Students (EJU)

2. Admission period, number of students to be admitted

(1) Admission period

Admissions for graduate schools recruiting through these guidelines is set for April 2024.

(2) Number of students to be admitted

Each Major of the Graduate School will admit a small number of students.

3. Points to note

(1) Application eligibility

Confirm that you meet the application eligibility specified on [page 5](#) before submitting your application documents. If you have any questions regarding the application eligibility, contact the Admissions Division of Nihon University (e-mail: int.adm@nihon-u.ac.jp). There may be a delay in responding, so make contact as early as possible.

(2) Concurrent applications

Applications to multiple graduate schools are possible if the selection dates are not the same. However, concurrent applications to multiple majors within the same graduate school are not allowed. When applying concurrently, submission of application documents and payment of the application fees are required for each graduate school and examination type.

(6) Attention to graduate school applicants

When applying to a graduate school, it is necessary to contact the major you wish to join in advance before submitting your application. After confirming your desired supervisor and research topic, submit the "[Pre-application Consultation Form](#)" issued to you by the Graduate School along with other application documents at the time of application (if you cannot submit the original "[Pre-application Consultation Form](#)" at the time of application, your application will not be accepted). You must complete this preliminary contact before applying online. For contact information, refer to [page 24](#).

(8) Regarding research students, auditing students, and non-degree students

Some graduate schools may recruit research students, auditing students, and credited auditors. Inquire with the graduate school of your interest regarding the availability and details of these exams (for contact information, refer to [page 24](#)).

Terms (3) to (5) and (7) are not relevant to the Graduate School of Science and Technology and therefore omitted.

4. Schedule / Subjects

Refer to [page 20](#).

5. Enrollment fees

Refer to [page 21](#)

Application Eligibility

Eligibility is for individuals with foreign nationality who meet any of the following criteria.

Graduate School

• Master's program

1. Individuals who have completed a 16-year school education curriculum in a foreign country or are expected to complete it by March 31, 2024.
2. Individuals who have completed a program with a minimum duration of three years at a foreign university or similar institution and have obtained or are expected to obtain a degree equivalent to a bachelor's degree by March 31, 2024.
3. Individuals who are recognized by this graduate school through an individual admission eligibility screening as having academic ability equal to or greater than that of a university graduate, and those who have reached or will reach the age of 22 by March 31, 2024.

• Doctoral program

1. Individuals who have obtained a degree equivalent to a master's degree or a professional degree at a foreign university, or those who are expected to obtain such a degree by March 31, 2024.
2. Individuals who are recognized by this graduate school through an individual admission eligibility screening as having academic ability equal to or greater than that of someone with a master's degree or a professional degree, and those who have reached or will reach the age of 24 by March 31, 2024.

About the graduate school admission eligibility screening

1. Graduate school applicants who do not meet the application eligibility 1 or 2 for the master program, and application eligibility 1 for the doctor program must undergo an admission eligibility screening before applying.
2. Applicants who need to undergo the admission eligibility screening should check the detailed procedures on the following website and submit the required documents by the specified deadline. If you cannot access the website, contact the Admissions Division of Nihon University for details.

Nihon University Admissions Division

Website: https://www.nihon-u.ac.jp/admission_info/application/international/screening/

TEL: +81-3-5275-8311 FAX: +81-3-5275-8324 e-mail: int.adm@nihon-u.ac.jp

3. Those who are recognized as qualified through the admission eligibility screening should complete the necessary procedures by the application deadline of the graduate school.

Application deadline for the admission eligibility screening

Graduate School	Deadline
Science and Technology (other than geography major)	Wednesday, September 27, 2023

Notes

- If you meet the application eligibility set by the graduate school you are applying to, it is acceptable to have graduated (including expected graduation) from universities or graduate schools located in Japan or to have completed international or foreign schools in Japan.
- Individuals with significant physical disabilities may find it difficult to take examinations and attend classes in some graduate schools, so consult with the graduate school you wish to apply to before applying.

Online Application

Regarding the online application

(1) Online application

This system allows you to apply by entering the required information into an online form, printing it out, and then mailing it.

(2) Start dates of use

"Create My Page" (refer to [page 7](#)) will be available from July 18, 2023 (Tuesday).

"Registration of application Information" (refer to [page 7](#)) will be available from July 19, 2023 (Wednesday).

You can proceed to the application screen from the "Online Application" banner on the Nihon University website (https://www.nihon-u.ac.jp/admission_info/). Additionally, applications can also be made through the dedicated site (<https://exam.nihon-u.ac.jp/guidance/net-nihon-u/>).

*Check the operating environment and follow the guide regarding how to use the sites.



(3) Notes on using the online application

Merely entering information on the internet and paying the application fee does not complete the official application process. An application becomes official only when the university accepts the application documents. After paying the application fee, ensure that all application documents are in order, and then send them via Japan post "Kan-i Kakitome" (for those outside of Japan, use EMS (Express Mail Service) or registered airmail) to arrive by the application deadline.

Operating environment - Read carefully and confirm before using.

• Recommended PC environment

Browser version

Windows	Mac
Google Chrome Microsoft Edge	Mac OS10.6 or later Safari Google Chrome

PDF viewing software version

Windows	Mac
Adobe Acrobat Reader DC <ul style="list-style-type: none">• Windows 8.1 and Windows 10 "Reader" are not included in the recommended environment.• Browser-specific PDF Viewers are not included in the recommended environment.	Adobe Acrobat Reader DC <ul style="list-style-type: none">• The "Preview" feature in MacOS is not included in the recommended environment.• Browser-specific PDF Viewers are not included in the recommended environment.

• Recommended environment for mobile devices

* The following are the recommended environments, but some features may not work depending on the device. In such cases, use a PC.

OS version

Android	iOS
Android 10.X.X or later Android Chrome Make sure to launch the browser from the Chrome icon on your smartphone screen. Accessing from apps downloaded from Google Play or elsewhere (other than Chrome) may not function properly.	iOS 14.X.X and later Safari Make sure to launch the browser from the Safari icon on the smartphone screen. Accessing from apps downloaded from the App Store, etc., may not function properly.

Procedures for the online application for Nihon University (International student selection and entrance examination)

1 Access to the guide

[https:// exam.nihon-u.ac.jp/guidance/net-nihon-u/](https://exam.nihon-u.ac.jp/guidance/net-nihon-u/)

You can also access it from the "Entrance Examination Guide" banner on Nihon University website's page.



2. "Create My Page" (available from July 18, 2023)

"My Page" creation is required only for first-time applicants.

Registration of student information

Register the applicant's personal information by choosing "Registering / Editing and Confirming Personal Information" within "My Page".

Registration of ID photo

Register a facial photo by choosing "Registering and Confirming ID Photo" within "My Page". Select a photo (color, taken within the last 3 months, frontal view of the upper half of the body, no hat, no frame), and upload it.

* For subsequent applications, log in to "My Page" (<https://exam.nihon-u.ac.jp/nihon-u/mypage/login>) and register necessary information such as the desired graduate school and examination type from "Application Registration".

* In the case of changing the enrollment destination within the graduate schools of this university for the international student selection and entrance examination (refer to [page 16](#)), if you use different My Page IDs for the application before and after the change, you cannot proceed with the change procedure. Make sure that one applicant does not register multiple My Page IDs.



3. Registration of application information (starting from July 19, 2023)

From within "My Page" (<https://exam.nihon-u.ac.jp/nihon-u/mypage/login>), go to "Application Registration" and register necessary information such as the desired graduate school and examination type.

* Complete the application registration by 20:00 on the application deadline set for each graduate school's examination type.



4. Selecting a payment method

Select a payment method from below.

Accepted payment institutions

■ Convenience stores

Seven Eleven, Lawson, Family Mart, Mini Stop, Daily Yamazaki, Yamazaki Daily Store, Seicomart

■ ATM (Pay-easy available ATM)

Japan Post Bank, Mitsubishi UFJ Bank, Sumitomo Mitsui Banking Corporation, Mizuho Bank, Resona Bank, etc.

■ Credit card

VISA, MasterCard, JCB, AMERICAN EXPRESS, Diners Club

■ Online banking

Compatible with over 1,000 banks nationwide, including major megabanks. To use this service, you need an online banking contract.

5. Payment of the application fee

The payment method selection site will issue a reference number required for payment. Be sure to accurately note or print the number, and pay the application fee at the selected payment institution. For payment instructions, refer to "Payment methods for application fee" on [page 8](#).

6. Printing of Application Confirmation Form, etc.

From "Application Confirmation" within "My Page" (<https://exam.nihon-u.ac.jp/nihon-u/mypage/login>), select "Print Application Confirmation Form and the Address Label" on the "Application Confirmation" panel and print out "Application Confirmation Form", "Applicant's Fill-in Form", "Address Label", and "List of Application Documents".

* Print the "Application Confirmation Form", etc., on A4 size paper.

* Make copies of the printed documents for safekeeping.



7. Mailing of application documents

Affix an address label to a commercially available "Kaku-2" envelope (an envelope large enough to hold A4-sized papers without folding them) and enclose the following application documents before mailing.

- "Application Confirmation Form"
- "Applicant's Fill-in Form" (do not forget to fill in the necessary information)
- "List of Application Confirmation Documents"
- Other required documents for the Graduate School of Science and Technology

Verify that all application documents are complete and send them from the post office via "Kan-i Kakitome" If outside Japan, use EMS (Express Mail Service) or Registered Air Mail to ensure that the documents arrive by the application deadline.

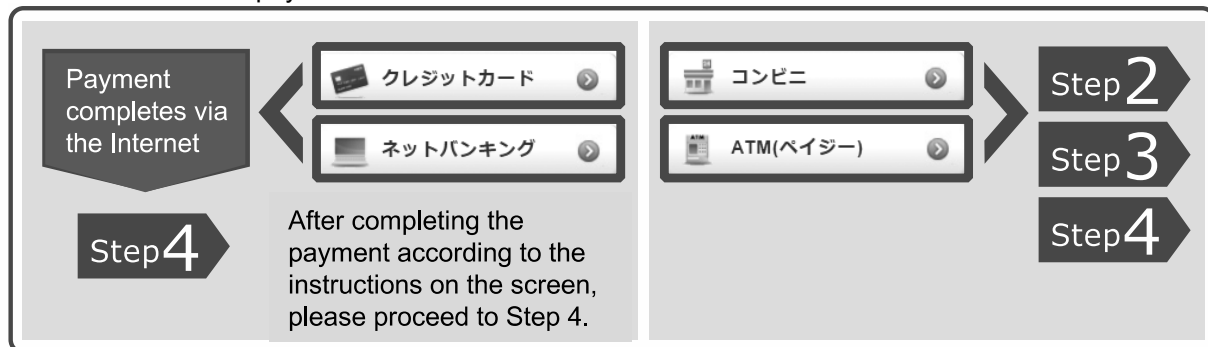
Application completed

- After paying the application fee (*before mailing), if you notice any mistakes in your application details, contact the Nihon University Admissions Center (TEL: +81-3-5280-9170) and follow their instructions. Do not attempt to get a refund at convenience store counters or anywhere else. **Also, do not use correction tape or fluid to correct the "Application Confirmation Form" and submit it with handwritten corrections.** (*No changes or corrections can be made after mailing.)

Payment methods for the application fee

Step 1 Select the payment method for the application fee.

From the registration completion screen or application confirmation screen, move to the payment service provider's dedicated site to select the payment method.



- Credit Card
VISA, MasterCard, JCB, AMERICAN EXPRESS, Diners Club
- Online banking
Available at major mega banks and over 1,000 banks nationwide. An online banking service contract is required to use this service.

Step 2 Confirm your payment information

Obtain the payment information required for making payments at convenience stores and bank ATMs. The payment information is essential for making the payment, so be sure to take notes or print it out.

• Convenience store

After selecting the convenience store name, press the payment information acquisition button.



• ATM (Pay-easy)

Follow the on-screen instructions and press the payment information acquisition button.



Step 3. Pay the application fee using the payment method you selected.

Bring the payment information obtained in Step 2 and pay the application fee at a convenience store (cash register, installed terminal) or bank ATM. Be sure to receive your receipt.

Convenience store					ATM
Seven Eleven	Daily Yamazaki Yamazaki Daily Store	Seicomart	Lawson Mini Stop	Family Mart	Pay-easy ATM
<p>* When using an ATM, please pay with a cash card if the amount exceeds 100,000 yen. If you use a convenience store, you can pay up to 300,000 yen in cash.</p>					

Step 4 To complete the application, mail the application documents to the university.

Prepare the application documents and apply. See [pages 10-16](#) for details.

About service usage fees

- * A service usage fee is required in addition to the application fee. Check at the time of registration (at your own expense).
- * If you register multiple times, a service usage fee will be required for each registration.

Contact information regarding application fee payment

Nihon University Admissions Division TEL: +81-3-5275-8311

Application Documents

Document preparation instructions

- Fill out the application yourself using a black ballpoint pen (erasable pens are not allowed).
- Use block letters for text and Arabic numerals for numbers. Text should be written in printed characters or Roman alphabet (Block Letters).
- If you make a mistake, draw a double line through the incorrect part and write it correctly beside it. Do not use correction fluid or any similar product. Also, do not make any corrections on the Application Confirmation Form using correction fluid or by handwriting, etc., under any circumstances.

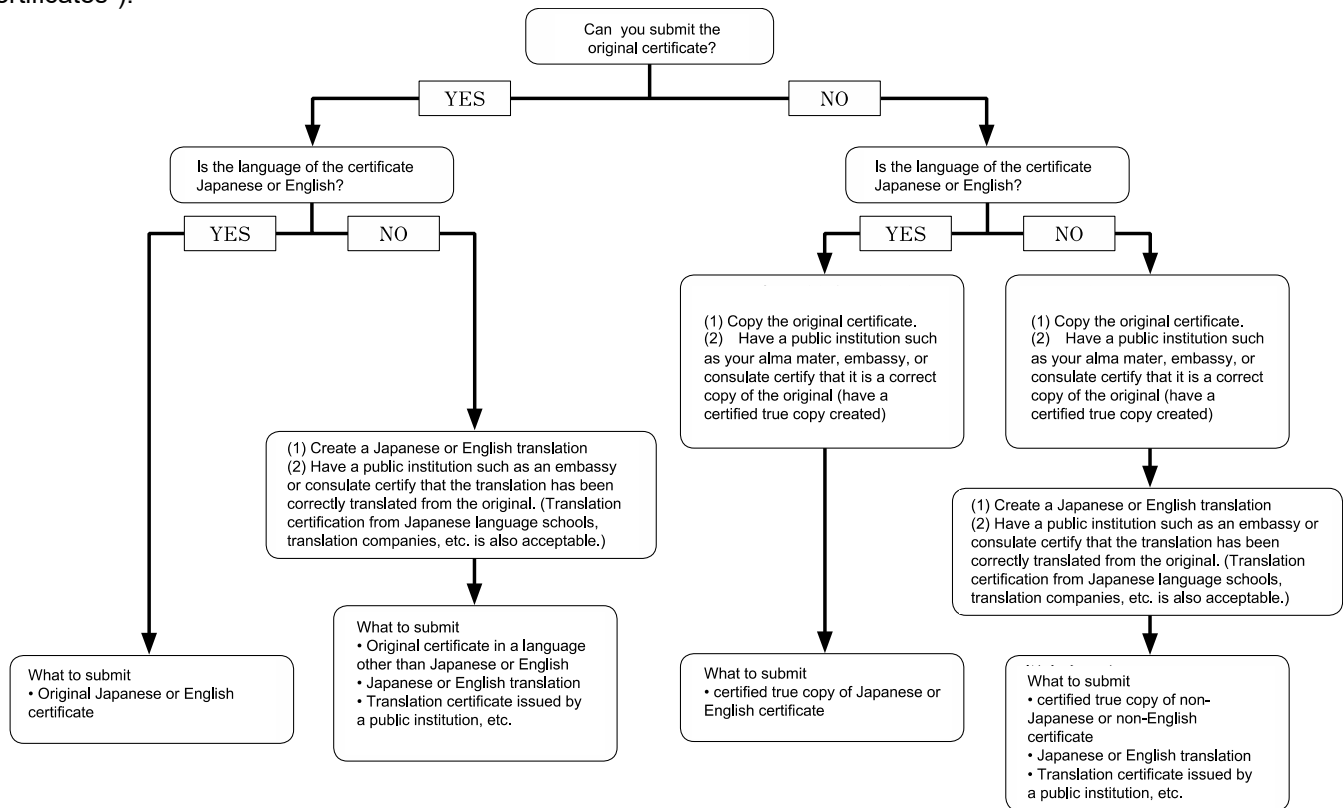
Application instructions

- You must submit one copy of each document at the time of application.
- Applications with incomplete documents will not be accepted as a general rule. If any fraud is found in the documents or the information provided, the qualification (application, acceptance, enrollment) will be revoked at the time of discovery. (Inquiries may be made to the issuing authority of certificates, etc.)
- Changes to the choice of program after submission of the application will not be allowed under any circumstances.
- Once submitted, documents will not be returned.
- Nihon University may contact you regarding the contents of your application documents, so make sure to copy all documents before sending them and keep the copies until the announcement of examination results. If contacted, follow the instructions promptly.

Notes on certificates

- Submit the **original** documents. If you cannot submit the original certificates, submit a certified true copy*.
 - * Certified true copy: A document that has been correctly duplicated from the original and certified by a public authority such as the issuing school (universities for graduate applicants; Japanese language schools and translation companies are not included), embassy, or consulate general.
- **(Note) When obtaining certification from the issuing school, ensure to submit documents that bear the official seal of the school. If the certificate spans multiple pages, this requirement applies to all pages.**
- Submit certificates and documents that are created in either Japanese or English. If you submit documents prepared in any other language, attach a translation in Japanese or English and submit a translation certification by a public authority such as an embassy or consulate general. Translation certifications by Japanese language schools or translation companies (limited to corporate entities) are also accepted; however, **make sure to submit documents that include the name of the person responsible for the translation and bear the official seal of the school/company, etc.**
- The name and date of birth on the certificates and the application documents filled out by the applicants themselves must match the information in the passport. If, for unavoidable reasons, the name and date of birth on the certificates differ from those on the passport, obtain and submit a certificate from a public authority such as an embassy certifying that they refer to the same person.
- * **Obtaining certification from embassies or other public institutions can take time, so proceed with ample time to spare.** Note that delays in these documents will not be accepted as a reason for extending the application deadline.

[Illustration for reference] Regarding the submission of graduation certificates and transcripts (herein referred to as "certificates").



• The following documents are required for all examinations.

Application documents	Notes
Application Confirmation Form	<ul style="list-style-type: none"> This is printed at the time of applying online. Submit the printed document as it is. <u>Do not correct the printed document with correction tape or fluid and then submit it after handwriting corrections. Absolutely refrain from doing so.</u>
Applicant's Fill-in Form	<ul style="list-style-type: none"> This is printed at the time of applying online. <u>If you have a name in Kanji (Chinese characters), be sure to fill in the Kanji name in the designated field.</u> If there is no Kanji notation, it is not necessary to fill it in. <u>Be sure to fill in the required information in the designated fields, such as educational background, history of learning Japanese/English, etc.</u> For educational background, fill in the official name of the school as it appears on certificates and other documents.
Graduation certificate (Expected or original)	<ul style="list-style-type: none"> Graduate applicants should submit <u>the original certificate issued by their university.</u> Miscellaneous Even if you have graduated from (including expected graduation) or completed an international-or foreign school in Japan, such as universities or graduate schools, make sure to submit certificates that clearly show that you meet the application eligibility (refer to page 5). If a certificate cannot be issued, submit a certified true copy of the diploma. If the issuing school has been closed or the name has changed, submit a document proving this. Certificates issued via the Internet or data output (with printed official seals or signatures) will not be accepted. There is no issue date requirement for the certificate. * For the purpose of verifying application eligibility, you may be asked to present your diploma.
Transcript of Records (Original)	<ul style="list-style-type: none"> Graduate applicants should submit the original certificates issued by their alma mater. Submit documents listing all grades obtained during your time at the university, with grades listed for each academic year. * If grades for all academic years are not listed due to course enrollment or other reasons, specify the reason on the transcript. If the reason is not specified on the transcript, submit a separate original document from the issuing school certifying these circumstances. <p>In cases where there is no equivalent to a transcript of records due to the education system</p>

	<p>in one's country</p> <ul style="list-style-type: none"> If your country's education system does not have an equivalent of a transcript of records, submit documents (reports) issued by the originating school that include grades/evaluations for each semester, with academic years noted. <p>In the case of skipping grades or early graduation</p> <ul style="list-style-type: none"> Those who have skipped grades or graduated early should submit documents issued by the originating school that certify this. <p>Miscellaneous</p> <ul style="list-style-type: none"> If the originating school has been closed or its name has changed, submit a document proving this. Certificates issued via the Internet or data output (with printed official seals or signatures) are not accepted. There is no issue date requirement for the certificate. <p>* For the purpose of verifying application eligibility, you may be asked to present a certificate of grade evaluation from unified examinations in the respective country.</p>
Copy of passport	<ul style="list-style-type: none"> Submit a copy of the page that includes your photo, name, nationality, date of birth, and expiration date, copied onto an A4 size sheet of paper. <p>* Check the remaining validity period of your passport.</p>
Address Label	<ul style="list-style-type: none"> This is the one you printed at the time of applying online. If you are applying from within Japan, attach this paper to a commercially available envelope of size "Kaku 2" (240 mm × 332 mm) or larger and mail your application documents. If you are applying from outside Japan, mail your application documents via EMS (Express Mail Service) or Registered Post by Air Mail. Enclose the "Address Label" with your application documents.
List of Application Documents	<ul style="list-style-type: none"> This is the one you printed at the time of applying online. Prepare the application documents according to the list and mark the checkboxes with "✓".

- The following documents are required only for those who wish to have their application documents returned.

Application Documents	Notes
Return Request Form for Application Documents (only for those who wish it)	<p>The Form can be downloaded from our university's website.</p> <ul style="list-style-type: none"> For documents such as graduation certificates that are issued only once (excluding those issued in multiple copies) and for which you wish the original to be returned, fill in the necessary information on the "Return Request Form for Application Documents" (including the "Address Sheet for Return of Original Documents"). Prepare your own envelope for the return, and be sure to affix stamps equivalent to the registered mail fee on the "Address Sheet for Return of Original Documents". Return to overseas addresses is not available. <p>* Note that the return process takes time, so if you need the documents returned urgently due to circumstances such as applying to other universities, contact the Nihon University Admissions Center (+81-3-5280-9170) in advance.</p>

Submit the following document together with other application documents. This document is required by applicants who wish to enroll in the graduate schools. Before you apply to the graduate school, you must notify the graduate school in which you wish to enroll in advance for confirmation. Unless you complete this process of confirmation, you will not be able to submit your application via the applicant portal.

[General (all graduate schools)]

Application documents	Notes
"Pre-Application Consultation Form" (original)	<p>Be sure to notify the graduate school in which you wish to enroll before submitting your application. When you contact the graduate school in which you wish to enroll and the information (such as the supervisor from whom you wish to get advice for your academic endeavors and details about your research) is confirmed, the graduate school will issue the "Pre-Application Consultation Form" and send it to the applicant. Submit this issued "Pre-Application Consultation Form" (original) together with other application documents. Note that it may take a while for the graduate school to issue the "Pre-Application Consultation Form" Therefore, make sure to contact the graduate school in which you wish to enroll, well in advance.</p> <p>Contact details of each graduate school Graduate School of Science and Technology: +81-3-3259-0578 cst.nyushi@nihon-u.ac.jp</p>

[Each graduate school]

Download the prescribed forms from the university's website.

Graduate School	Required documents	Notes
Graduate School of Science and Technology (excluding Geography major)	<p>[Master's Program]</p> <ul style="list-style-type: none">As reference material to check the level of Japanese, submit one of the following documents (1) to (3), if you have taken the exam:<ol style="list-style-type: none">A copy of the Examination for Japanese University Admission for International Students (EJU) score report or certificate (for Japanese language).A copy of the certificate of the results and scores of the Japanese Language Proficiency Test (JLPT).A copy of the results from other private certification exams (e.g., J.Test). <p>[Doctor Program]</p> <ul style="list-style-type: none">As reference material to check the level of Japanese, submit one of the following documents (1) to (3), if you have taken the exam:<ol style="list-style-type: none">A copy of the Examination for Japanese University Admission for International Students (EJU) score report or certificate (for Japanese language).A copy of the certificate of the results and scores of the Japanese-Language Proficiency Test (JLPT).A copy of the results from other private certification exams (e.g., J.Test).A summary of the master's thesis in Japanese or English.	<ul style="list-style-type: none">The score report of the Examination for Japanese University Admission for International Students (EJU) or similar documents are used as reference materials to confirm the level of Japanese, so submit them only if you have taken the exam.Applicants for the doctoral program must submit a summary of their master's thesis in Japanese (about 5,000 characters, handwritten is acceptable) or in English (about 2,000 words, must be typed).

Application Fee

List of application fees

School-specific exam

Graduate school		Application fee
Graduate school	Science and Technology	35,000 yen

Regarding the Return of the Application Fee

(1) The paid application fee will not be refunded for any reason except in the following cases:

- A. If the fee was paid but the application documents were not submitted.
- B. If the fee was paid and the application documents were submitted, but the application was not accepted.

(2) Method for requesting a refund:

For those eligible for a refund of the application fee, a "Refund Request Form for the Application Fee" form will be posted on "My Page" after the application deadline for the relevant examination. (*) Fill in the necessary information on the "Refund Request Form for the Application Fee" form and mail it to Nihon University Admissions Center by the submission deadline (must be received by the deadline) specified in the guidance document.

(*) The posting is scheduled approximately 2 weeks after the application deadline (although this may vary depending on circumstances).

* In principle, the account for the refund must be a domestic account in Japan.

* Any fees associated with the refund of the application fee will be borne by the applicant.

(3) Submission and Contact Information:

Nihon University Admissions Center, Refund Section, 1-7-3 Kanda Surugadai, Chiyoda-ku, Tokyo 101-0062

TEL: +81-3-5280-9170 FAX: +81-3-3259-7530

Application Procedures

1. Application procedures

- Put all application documents into an envelope. Merely inputting information on the website does not constitute a formal application. A formal application is considered as such only after the payment of the application fee and the receipt of the application documents by the university.
- Use an envelope of size "Kaku 2" (240 mm × 332 mm) or larger, so that A4 papers can fit inside without being folded.
- If applying from within Japan, send the documents by "**Kan-i Kakitome**". If applying from outside Japan, send the documents via **EMS (Express Mail Service)** or **Registered Post by Air Mail**.

2. Where to send application documents

- For applications from within Japan:
Address: Japan Post Co., Ltd., Kanda Post Office, PO Box 101-8792, Nihon University Admissions Center
* Attach the Address Label printed at the time of online application to the envelope before mailing.
* Note that **the item cannot be received via delivery services** due to the use of a post office box, so be sure to send it by "Kan-i Kakitome".
- For applications from outside Japan:
Nihon University
Admissions Center
1-7-3, Kanda-Surugadai, Chiyoda-ku
Tokyo 101-0062, Japan
* When mailing by EMS or Registered Air Mail, write "Documents for international student selection and entrance examination" in the content description section of the label.

3. Application acceptance start date and application deadline

Applications will be accepted from Wednesday, July 19, 2023. Refer to the page of the desired graduate school or the Schedule / Subjects section on [page 20](#) for the application deadline.

Note

All applications must be submitted by mail only. There will be no in-person acceptance at the office.

Examination Admission Ticket

1. Obtaining an Examination Admission Ticket

- After processing the application documents, we will upload the "Examination Admission Ticket". Check from "Print Examination Admission Ticket" under "Confirmation of Application Details" in "My Page" of the online application (<https://exam.nihon-u.ac.jp/nihon-u/mypage/login>) using a computer or mobile device (such as a smartphone).
- You can obtain the "Examination Admission Ticket" about two weeks after the application deadline for each exam.
- If you apply for multiple exams, we upload the "Examination Admission Ticket" for each one separately.
- If you cannot confirm or obtain the "Examination Admission Ticket", contact the Nihon University Admissions Center (TEL: +81-3-5280-9170).



2. Bringing the Examination Admission Ticket

- Be sure to bring the examination voucher (the "Examination Admission Ticket" printed on A4 size paper) with you on the day of the examination. If forgotten, immediately report to the examination site staff (accident staff, etc.).
- On the day of the selection, it is not permitted to present or use the "Examination Admission Ticket" from the screen of a mobile device (such as a smartphone) instead of the "Examination Admission Ticket" printed on A4 size paper.

3. Storing the Examination Admission Ticket

Carefully store the "Examination Admission Ticket", either by printing it out or saving it, as it will be necessary for checking your admission status during the enrollment process.

4. Contents of the Examination Admission Ticket

If the information on the "Examination Admission Ticket" differs from what was entered during the online application process, immediately contact the Nihon University Admissions Center (TEL: +81-3-5280-9170). However, note that you cannot change your choice of program or major.

Precautions for Taking the Examination

Regarding the examination venue and assembly time, refer to the information provided on the "Examination Admission Ticket". Make sure to enter the designated examination venue by the specified time and take your seat.

Notes

- Those who are absent from the selection process will be considered as having withdrawn and will be deemed unsuccessful.

Announcement of Examination Results

We will provide the Internet-based examination results notification from the day of the announcement of results until March 31, 2024. Check the examination results through the "Examination Results Notification" section on "My Page" (<https://exam.nihon-u.ac.jp/nihon-u/mypage/login>) of the online application. Note that we do not accept any enrollment procedures after the end of the enrollment procedure period due to operational errors or misreading. We will not send admission notifications or procedure documents by mail to the successful candidates. Refer to [pages 16 and 17](#) for the method of enrollment procedures.

* If the passing criteria are not met, there may be instances where the number of successful candidates is less than the number of students being recruited.



Notes

- We do not accept inquiries about the results of the selection process, regardless of the reason.
- Applicants who submitted a certificate of expected graduation at the time of application and fail to graduate from their last school by March 31, 2024, will have their admission revoked even after completing the enrollment procedures.
- If there is any false declaration in the application documents, the admission will be revoked even after the enrollment procedures have been completed.

Enrollment Procedures

1. Enrollment procedures

Successful candidates should register their pledge and enter admission procedure information via the “[Enrollment Procedures](#)” section on their “[My Page](#)” (<https://exam.nihon-u.ac.jp/nihon-u/mypage/login>) on the online application site. They must pay the specified entrance fees (refer to the “List of Fees for Enrolling Students in 2024 (Graduate School)” on [page 21](#)) by the instructed deadline to complete the admission process.

Choose your payment method for the entrance fee from bank transfer (pay at the counter), credit card, ATM (Pay-easy), online banking, or convenience store (up to 300,000 yen). Note that a separate service fee will be charged upon payment (service fees vary by payment method and amount). Once the payment method is finalized, you cannot change the method or amount, so double-check for any errors (also verify the transaction limits with your bank or credit card company beforehand).

The deadlines for enrollment procedures (the deadline for enrollment procedures, the final deadline for the second phase of enrollment procedures) vary on the category and type of the examination. You can select the graduate school for which you wish to complete enrollment procedures from “[Enrollment Procedures](#)” within “[My Page](#)” (<https://exam.nihon-u.ac.jp/nihon-u/mypage/login>) and check the “[Payment Date / Payment Deadline](#)” displayed in admission procedure menu 4 “[Payment of Fees](#)”. Be aware that if you exceed the payment deadline, even on the deadline for enrollment procedures or the final deadline for the second phase of enrollment procedures, you will not be able to complete the procedures. Additionally, if you choose bank transfer (payment at the counter) and transfer on the day of the deadline for enrollment procedures or the final deadline for the second phase of enrollment procedures, it is necessary to ensure the transfer is treated as same-day processing.

Documents required to be submitted to the graduate school after completing the enrollment procedures can be obtained from the admission procedure menu and the home page of the graduate school, and must be submitted in the manner specified by the graduate school.

Enrollment procedures must be completed by the specified deadline as a rule. However, those who are applying to other universities or graduate schools of this university may pay the application fee (equivalent to the admission fee) and request a postponement of the enrollment procedures.

* For detailed information on how to proceed with admission, please refer to the “[Online Enrollment Procedure Instructions](#)” (displayed after passing).

Notes

- If you do not have a residence status in Japan, or if your residence status is “temporary visitor”, it will take about two months to complete the procedures for entry and residence. Therefore, complete the enrollment procedures promptly.

2. Regarding the postponement of enrollment procedures - Two-step process

(1) Enrollment application procedures (first round)

Those who wish to postpone the admission procedure period should complete the first round of the two-step process during the admission procedure period via “[Enrollment Procedures](#)” on “[My Page](#)” (<https://exam.nihon-u.ac.jp/nihon-u/mypage/login>) on the online application site. Pay the application deposit (equivalent to the admission fee) by the payment deadline. Note that the application deposit (equivalent to the admission fee) will not be refunded.

(2) Completion of enrollment procedures (second round)

If you have completed the first round of the admission application procedures, carry out the second round of the two-step process via “[Enrollment Procedures](#)” on “[My Page](#)” (<https://exam.nihon-u.ac.jp/nihon-u/mypage/login>) on the online application site by the final deadline for the two-step enrollment procedures listed on [page 20](#). Pay the remaining fees, excluding the application deposit, by the payment deadline to complete the enrollment procedures.

3. Procedures for changing the enrolled graduate school for international student selection and entrance examination

In the following cases, it is possible to change the enrolled graduate school within Nihon University. Complete the change procedures according to the respective methods. Note that in any case, admission to the previous graduate school will

be forfeited. Change procedures cannot be performed if different “My Page” IDs for online applications are used before and after the change. Ensure not to register multiple “My Page” IDs for one applicant.

(1) If, after completing the first round of the two-step procedure for international student selection and entrance examination, you pass the selection for another graduate school at this university and wish to change your enrollment

Within the admission procedure period of the new graduate school, conduct the change of enrollment procedures through “[Enrollment Procedures](#)” on “[My Page](#)” (<https://exam.nihon-u.ac.jp/nihon-u/mypage/login>) and pay the difference in fees, excluding the amount already paid during the first round of the two-step application procedure, to complete the change.

(2) If, after completing the enrollment procedures (after paying the full amount of the entrance fees) for international student selection and entrance examination, you pass the selection for another graduate school at this university and wish to change your enrollment

Within the admission procedure period of the new graduate school, conduct the change of enrollment procedures through “[Enrollment Procedures](#)” on “[My Page](#)” (<https://exam.nihon-u.ac.jp/nihon-u/mypage/login>). If there is a difference that requires additional payment, pay the necessary amount. If there is a refund due to the difference, enter the bank account details, download the “[Refund Request Form for Entrance Fee](#)”, and mail it to the Nihon University Admissions Center by the specified submission deadline (must arrive by the deadline). The difference will be refunded later.

(*) As a principle, the refund account should be a domestic account in Japan. Any fees associated with the refund will be the responsibility of the applicant.

4. Procedures for the refund of already paid fees

If you decide to decline admission to the university after completing the enrollment procedures (after paying the full amount of the entrance fees), complete the withdrawal procedures by March 29, 2024 (Friday) at 17:00 through “[Enrollment Procedures](#)” on “[My Page](#)” (<https://exam.nihon-u.ac.jp/nihon-u/mypage/login>) on the online application site.

Additionally, enter your bank account details and download the “[Refund Request Form for Entrance Fee](#)” to mail to the Nihon University Admissions Center by the specified submission deadline. The entrance fees paid, excluding the admission fee (including various membership fees, etc.), will be refunded later.^(*1) However, the admission fee is non-refundable.

If you need to decline admission to the university after March 29, 2024 (Friday) at 17:00 due to unavoidable circumstances, inform the admissions office of the respective graduate school by phone.^(*2) They will guide you through the procedures for withdrawing from the university and refunding the entrance fees paid, excluding the admission fee.

Note that from April 1, 2024 (Monday), as you will be registered as a student, the university will not refund any entrance fees paid, including the admission fee, regardless of the circumstances (insurance refunds are subject to the terms and conditions of the policy).

(*1) In principle, the refund will be made to a domestic bank account in Japan. Any fees associated with the refund process will be the responsibility of the applicant.

(*2) By phone, notify the admissions office of the graduate school of your intention to withdraw from the university. Confirm the necessary details, the mailing address for the withdrawal request, and the applicant's intention to withdraw by March 30, 2024 (Saturday) at 17:00.

Notes

- When withdrawing from enrollment, we may directly confirm the individual's intention.
- Once the withdrawal registration is complete or after the university has accepted the notification of withdrawal, cancellation of the withdrawal is not permitted under any circumstances.
- If necessary documents, such as the “[Refund Request Form for Entrance Fee](#)”, are not submitted, we cannot refund the entrance fees excluding the admission fee, so ensure to submit them. Be aware that it takes approximately one and a half to two months (as an estimate) from the acceptance of the “[Refund Request Form for Entrance Fee](#)” by the university until the refund is transferred to the designated account.

Immigration Procedures / Residency Procedures

For those who have not obtained a residence status in Japan or are under the “temporary visitor” status (such as individuals directly entering Nihon University from outside Japan)

Procedures at the time of examination

- For nationals from countries exempt from the “temporary visitor” visa (such as South Korea), there are no specific entry procedures required at the time of examination.
- For nationals from countries that require a “temporary visitor” visa (such as China) for examination purposes, obtain the visa on your own and come to Japan.

Notes

- For procedures related to obtaining a “temporary visitor” visa, check with the nearest Japanese embassy or consulate general in your place of residence.
- If a letter of guarantee or other documents are necessary, prepare them on your own. Nihon University does not issue these documents.
- If you cannot take the examination because you could not obtain a visa, the examination fee will not be refunded.

Post-acceptance procedures

The residence status for university students will primarily be “student”. Successful candidates should complete the enrollment procedures to receive the “Admission Permit”, finalize their residence status procedures, and arrive in Japan by the end of March. Start these procedures promptly as it usually takes about two months to complete all of the entry procedures.

Various procedures from acceptance to arrival in Japan (may vary depending on nationality)

(1) Enrollment procedures

Pay the minimum required amount at the time of admission to receive the “Admission Permit”. Declare to the accepted graduate school that you do not have a Japanese residence status and receive instructions on the necessary documents and submission deadlines for the Certificate of Eligibility (COE) application.

(2) Certificate of Eligibility (COE) application

Submit the required documents to your graduate school by the deadline. Since COE applications from outside Japan are not accepted, the graduate school will typically apply on your behalf at the Immigration Services Bureau.

(3) Visa application

After the graduate school receives the COE from the Immigration Services Bureau, they will send it to you. You should then submit the COE and other necessary documents to the Japanese embassy or consulate in your home country and apply for a visa. For required documents for the visa application, inquire at the Japanese embassy or consulate in your country.

(4) Arrival in Japan

After obtaining your visa, you should arrive in Japan by the end of March at the latest.

Documents required for the Certificate of Eligibility application (for the “student” residence status as of May 2023)

(1) Certificate of Eligibility (COE) Application Form. For the applicant to fill out (pages 1, 2, and 3 for “Student”) and for the institution to complete (pages 1 and 2 for “Student”).

(2) One photograph of the applicant (4 cm tall x 3 cm wide, with the applicant’s name written on the back, to be attached to the application form).

(Notes)

1 Additional documents may be required.

2 These documents are subject to change by the Immigration Services Agency. Contact the Immigration Services Bureau for the most up-to-date information.

Notes

- Prepare your passport in advance.
- If you have a history of entering Japan and your previous residence status was “trainee”, there may be cases where the “student” residence status is not granted based on those conditions. Make sure to consult with the Immigration Services Bureau before applying.
- The “Admission Permit”, required for residence procedures, is issued after the completion of the minimum required payment during the enrollment procedures set by the graduate school. The “Acceptance Letter” cannot be used for applying for, changing, or renewing a residence status.
- Even if you pass the selection or entrance examination, there may be cases where your residence is not granted due to past residence status or other factors.
- The above are general examples. If you have any uncertainties regarding the procedures, contact the graduate school where you have been accepted.
- For the most current information on each procedure, contact the Immigration Services Bureau or other relevant institutions.

If you already possess a valid Japanese residence status other than “temporary visitor”

During university enrollment, the residence status will primarily be “student”. Successful candidates should complete the enrollment procedures, receive their “Admission Permit”, and then promptly apply for a change of residence status or an extension of their residence period at the nearest Immigration Services Bureau. If your current residence status expires before enrollment, ensure to complete these procedures and applications before the residence period ends.

When changing from another residence status (excluding “temporary visitor”) to “student” Documents required for the application for change of residence status permission (as of May 2023)

- (1) Application for Permission for a Change of Status of Residence (pages 1, 2, and 3 for “student” to be filled out by the applicant, and pages 1 and 2 for “student” to be completed by the affiliated institution)
 - (2) One photograph of the applicant (4 cm x 3 cm, with the applicant's name written on the back, to be attached to the application)
 - (3) A copy of the Admission Permit
 - (4) Passport and residence card (presentation only)
 - (5) Fee (4,000 yen, to be paid in revenue stamps upon approval)
- (Note)
1. Additional documents may be required.
 2. These documents are subject to change by the Immigration Services Agency. Contact the nearest Immigration Services Bureau for the most up-to-date information.

If you already possess the “student” residence status and are applying for an extension of your residence period

Documents required for the residence period renewal application (as of May 2023)

- (1) Application for Extension of Period of Stay (pages 1, 2, and 3 for “Student” to be filled out by the applicant, and pages 1 and 2 for “Student” to be completed by the affiliated institution)
 - (2) One photograph of the applicant (4 cm x 3 cm, with the applicant's name written on the back, to be attached to the application)
 - (3) A copy of the Admission Permit
 - (4) Academic transcript (from the educational institution in Japan where the applicant was enrolled before entering the current graduate school)
 - (5) Passport and residence card (presentation only)
 - (6) Fee (4,000 yen, to be paid in revenue stamps upon approval)
- (Note)
1. You can apply for the renewal starting three months before the expiration of your current residence period.
 2. Additional documents may be required.
 3. The Immigration Services Agency may change these documents. For the most up-to-date information, contact the nearest Immigration Services Bureau.
 4. If you were enrolled in a university, Japanese language institution, or specialized training college in Japan before entering the current graduate school, you might be required to submit a certificate of attendance from the educational institution where you were enrolled during the renewal procedure.

Notes

- Prepare your passport in advance.
- If the application for a change of residence status or renewal of the residence period is not completed by the expiration date, staying in Japan thereafter is not permitted. Note that obtaining a new residence status in Japan may take about two months.
- If you are currently in Japan under the “trainee” residence status, changing to the “student” status may be extremely difficult due to the nature of the “trainee” status. Even if accepted to Nihon University, there may be cases where you cannot continue to stay in Japan. Be sure to consult the nearest Immigration Services Bureau before applying.
- The “Admission Permit”, necessary for the procedures, is issued after the minimum required amount for enrollment procedures has been paid at the graduate school. The “Acceptance Letter” cannot be used to apply for, change, or renew residence status.
- Even if you pass the selection or entrance examination, there may be cases where residence is not granted based on past residence conditions or other reasons.
- If you have remaining residence period under the “student” status after enrollment but your affiliated institution (school, etc.) changes, you must submit a “Notification of the Accepting Organization” to the Immigration Services Bureau within 14 days after the change.
- The above are general guidelines. If you have any uncertainties about the procedures, contact the nearest Immigration Services Bureau or the graduate school where you have been accepted.
- For the most current information on each procedure, contact the Immigration Services Bureau.

Schedule / Subjects

Selection details, application requirements, notes, etc. are listed on the pages for each graduate school ([pages 23 and 24](#)). Be sure to check before applying.

Graduate School

Graduate School	Program	Major	Exam format	Application deadline (must arrive by mail)	Selection date	Results announcement date	Admission procedure deadline	Two-stage final admission procedure deadline	Selection method
Science and Technology	Master's program	Civil Engineering / Transportation Systems Engineering / Architecture / Oceanic Architecture and Engineering / Town Planning and Design / Mechanical Engineering / Precision Machinery Engineering / Aerospace Engineering / Electrical Engineering / Electronic Engineering / Computer Science / Materials and Applied Chemistry / Physics / Mathematics / Quantum Science and Technology	School-specific exam	October 27th (Fri), 2023	December 17th (Sun), 2023	December 20th (Wed), 2023	January 11th (Th), 2024	March 25th (Mon), 2024	(1) Written exam (specialized subjects) 120 minutes *Some majors allow the use of calculators. See page 23 for details. (2) Oral examination (interview and quiz)
	Doctoral program								Oral exam (interview and quiz)

List of Fees for Enrolling Graduate School Students in 2024

Item		Admission fee	Tuition fee	Facility and equipment fee	Laboratory and training fee	First-year student tuition	Minimum amount due at the time of enrollment procedures
Science and Technology (Excluding Geography major)	Master's program Mathematics major	200,000	②750,000	②300,000	②40,000	1,290,000	745,000
	Master's program other majors				②80,000	1,330,000	765,000
	Doctoral program Mathematics major		②630,000		②40,000	1,170,000	685,000
	Doctoral program other majors				②80,000	1,210,000	705,000

(Notes)

1. The amounts shown in the table are in Japanese yen. The admission fee is paid only in the first year. The number inside the circle indicates the number of installment payments.
3. An annual fee of 10,000 yen is required for the Alumni Association (associate member) of Nihon University. A further annual fee of 10,000 yen is required for the Alumni Association (official member) of Nihon University in the fiscal year of completing Graduate School.
4. Students may be required to pay annual fees ranging from 10,000 yen to 40,000 yen for the Supporters' Association or other support organizations depending on the Graduate School (fiscal 2023). See the guidance page of the online application site for details.
5. In an effort to establish a base for education, researches, and medical treatment activities, the university may request your cooperation in a fund-raising campaign program after you enroll, although this is not mandatory.

Note 2 is not relevant to the Graduate School of Science and Technology and therefore omitted

Scholarships for International Students Tuition Fee Reduction / Exemption for Privately Financed International Students

About the scholarship system for international students

Nihon University has established its own scholarship system for outstanding international students. Additionally, the university also recruits scholarship students from private organizations. The recruitment and selection for these scholarships are conducted after enrollment. For detailed information on how to apply, contact the student affairs or academic support section of each graduate school.

List of Nihon University's unique scholarships (benefiting only international students).

Type	Details	Benefits (2023)	Amount (number of recipients in 2022)
Nihon University 100th Anniversary Scholarship for International Students	This scholarship is awarded to international students with excellent academic performance and character who are enrolled in graduate school, undergraduate, or junior college departments. (Does not apply to government-funded international students and foreign government-sponsored students)	Graduate school: equivalent to half of one year's tuition fee	Graduate school: 12 people
College of Science and Technology Scholarship (Type 2)	Students of the Graduate School of Science and Technology (excluding those majoring in Geography). This scholarship is provided to international students who have excellent academic and personal characteristics and who have difficulty paying their tuition fees.	500,000 yen	Graduate school: 5 people

*Note that the content, amount of aid, and number of recipients are subject to change.

Regarding the tuition fee exemption system for privately financed international students:

Nihon University implements a tuition fee exemption system for privately financed international students who demonstrate excellent academic performance but face financial difficulties in paying their tuition fees.

Under this system, those who are recognized as eligible for the tuition fee exemption will receive a reduction equivalent to 20% of the tuition fees. Students wishing to apply for this exemption must do so after enrollment at the student affairs or academic support section of their graduate school. For more details, contact the student affairs or academic support section of the respective graduate school.

Notes

- (1) Be aware that the system may be reviewed and is subject to change.
- (2) Only privately financed international students who have the "student" residence status and meet various conditions set by the university and the respective graduate school can apply for this tuition fee exemption system.
- (3) Even if eligible, students may not be granted an exemption due to poor academic performance or other reasons, as the exemption is determined after a designated review process based on the university's regulations.
- (4) The exemption applies only to tuition fees. Other costs (such as admission fees, facility and equipment fees, laboratory and training fees, etc.) are not eligible for exemption.

Additional Details regarding the Graduate School

The Graduate School of Science and Technology

(Notes)

- If you are applying to the Graduate School of Science and Technology, contact the major you wish to apply to before sending your application documents to confirm the desired conditions, research content, etc., in advance.

1. Recruitment majors

Master's Program and Doctoral Programs

Civil Engineering / Transportation Systems Engineering / Architecture / Oceanic Architecture and Engineering / Town Planning and Design / Mechanical Engineering / Precision Machinery Engineering / Aerospace Engineering / Electrical Engineering / Electronic Engineering / Computer Science / Materials and Applied Chemistry / Physics / Mathematics / Quantum Science and Technology

*Applicants to the Geography major, refer to <https://www.nihon-u.ac.jp/en/admissions/matriculated/>.

2. Examination type, application fee, and schedule

Master's program / Doctoral program

Examination type	School-specific exam
Application fee	35,000 yen
Application deadline	October 27, 2023 (Friday)
Selection date	December 17, 2023 (Sunday)
Date of the announcement of examination results	December 20, 2023 (Wednesday)
Admission procedure deadline	January 11, 2024 (Thursday)

3. Selection details

Master's program

Examination site	Surugadai Campus, College of Science and Technology, Nihon University
Selection method	(1) Written exams (specialized subjects) 120 minutes (2) Oral exams (interview and quiz)

*For the written exams (specialized subjects) for the majors of Civil Engineering, Mechanical Engineering, Precision Machinery Engineering, Aerospace Engineering, Electronic Engineering, and Materials and Applied Chemistry, the use of calculators is allowed. However, devices with programming or communication functions (including mobile phones and smart watches) are prohibited.

Doctoral program

Examination site	Surugadai Campus, College of Science and Technology, Nihon University
Selection method	Oral examination (interview and quiz)

Campus designations / Access information and Location maps

• Campus designations (Graduate School of Science and Technology)

Civil Engineering / Architecture / Town Planning and Design / Mechanical Engineering / Electrical Engineering / Materials and Applied Chemistry / Physics / Mathematics	Surugadai Campus, College of Science and Technology, Nihon University
Transportation Systems Engineering / Oceanic Architecture and Engineering / Precision Machinery Engineering / Aerospace Engineering / Electronic Engineering / Computer Science	Funabashi Campus, College of Science and Technology, Nihon University

Graduate School of Science and Technology (Surugadai Campus)

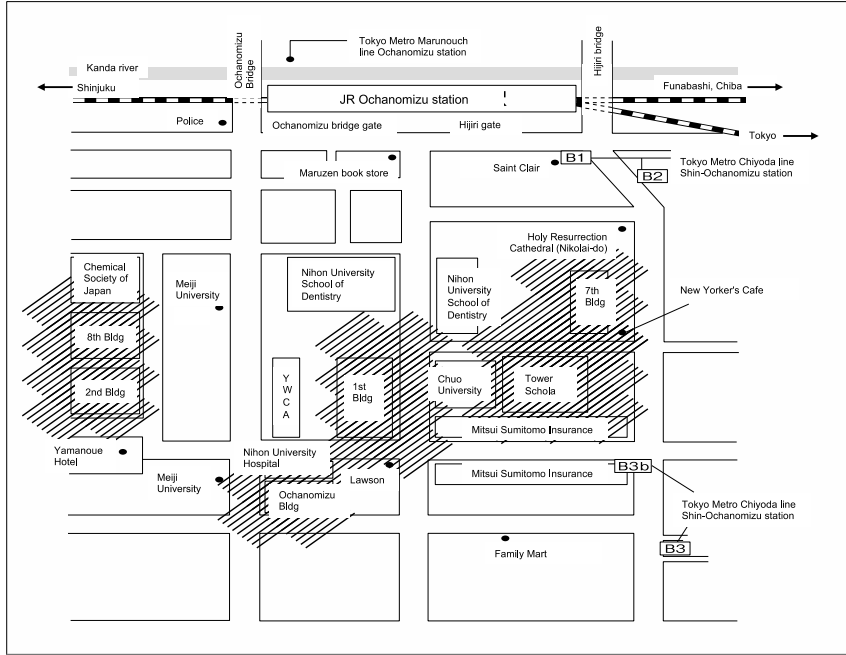
1-8-14 Kanda Surugadai, Chiyoda-ku, Tokyo 101-8308

+81-3-3259-0578 (Admissions Office)

<https://www.cst.nihon-u.ac.jp/>

- JR Chuo/Sobu Line, Tokyo Metro Marunouchi Line: 3-5 minute walk from Ochanomizu Station
- Tokyo Metro Chiyoda Line: 3 minute walk from Shin-Ochanomizu Station

The selection and examination will be held at the Surugadai campus.

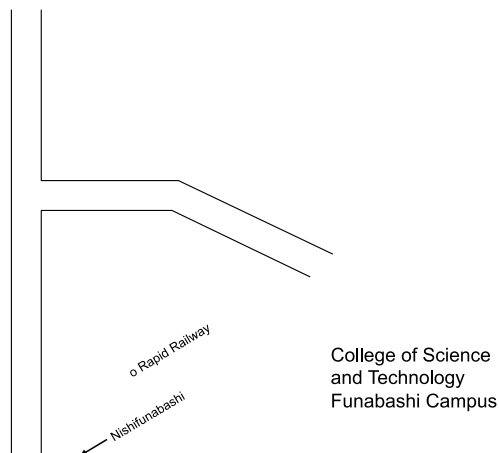


Graduate School of Science and Technology (Funabashi Campus)

7-24-1 Narashinodai, Funabashi City, Chiba 274-8501

+81-47-469-6249 (Information Center)

- Toyo Rapid Line (Tokyo Metro Tozai Line) 1 minute walk from the West Gate of Funabashi Nihondai-mae Station



Notes

Information related to the selection and entrance exams for international students (frequently asked questions, educational consultation meetings, availability of past exam questions, results of the previous year's entrance exams, graduate school admission eligibility screening, etc.) is regularly updated on the Nihon University website.

Nihon University Website (Information on International Student Selection)



Inquiries

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