

Application Guide for Double Degree Program
Graduate School of Computer and Information Sciences
Hosei University

1. Selection of Double Degree Program Students

After you apply for the double degree program, candidates of double degree program students are selected by your home university and The Pilot Software Engineering Schools Association. Then, the candidates are approved by CIS (Graduate School of Computer and Information Sciences, Hosei University).

2. Application Periods

The application forms must be submitted to The Pilot Software Engineering Schools Association by Nov. 9, 2018. The submission will be carried out by The Pilot Software Engineering Schools Association and your home university, therefore, please follow the instructions of The Pilot Software Engineering Schools Association and your home university.

3. Documents to be submitted

(1)	Application Form (DD Program Form 1 designated by CIS) with your photo of 45mm x 40mm that was taken within recent 3 months. Please fill in the blank of “フリガナ” with the <i>KATAKANA</i> name you prefer to use while studying at Hosei University.
(2)	Research Plan (DD Program Form 2 designated by CIS). When writing research plan, you should mark research area(s) that you want to engage in and explain the past, present and future research that you have engaged in or want. (Note: This document is important for deciding your research supervisor at CIS. Be sure to write in detail and fill at least the 80% of the form.)
(3)	Recommendation Letter (DD Program Form 3 designated by CIS) that is written by the dean or the head of your graduate school or your research supervisor with his/her signature.
(4)	Official undergraduate transcript in English issued from the university that you graduated from. (For students who haven't taken CET test, please submit other certificate such as TOEIC, TOEFL etc.)
(5)	Official graduation certificate in English issued from the university that you graduated from.

4. Notes when writing application forms

- (1) You can type in necessary information using Microsoft WORD files and print them out for submission. Or you can complete application forms by handwriting using PDF outputs. However, in both cases, **your signature should be written by hand. “Application Form 1” needs to be written in English.**
- (2) When writing your research plan, please write **in English** your plan at Hosei University and also at your home university.
- (3) Recommendation Letter should be written **in English with a proposer’s hand-written signature.**
- (4) In case 3–(4) or (5) are not available at the time of application, submit Chinese version instead. English version should be submitted by November 15, 2018. If you submit a copy of your undergraduate transcript and/or graduation certificate, please submit it along with “Certification” issued by the Pilot Software Engineering Schools Association, as verification.

5. Notification of acceptance

It will be announced at the beginning of December, 2018 from your home university or The Pilot Software Engineering Schools Association.

6. Entrance procedures

- (1) To secure your enrollment at Hosei University, you have to pay the administration fee of 100,000 JPY, by December 31, 2018
 - (a) Payment method: Bank transfer, Credit card, or Alipay
Go to the following website (WU GlobalPay for Students) for making a payment
<https://student.globalpay.wu.com/geo-buyer/hosei.jp>
*See the attached “WU GlobalPay_Payment instruction” for details.
 - (b) Administration fee refund policy
The administration fee will NOT be refunded for any reasons.
- (2) Tuition Fee of 300,000 JPY is to be paid by May 15, 2019.
Educational materials, medical insurance, accommodation fees, living expenses, airfare, and other travel expenses are not included in the tuition fee.
 - (a) Payment method: Same as the administration fee
 - (b) Tuition fee refunds
The tuition fee will be refunded for those who are forced to withdraw from the

double degree program caused by inevitable reasons such as visa rejection. In such a case, you must notify Hosei University of your withdrawal and request for refund, by August 31, 2019 with the formal procedures defined by Hosei University.

(3) Following documents are to be submitted by June 15, 2019.

The admission guidelines will be sent to you after you receive the notification of acceptance from Hosei University. However, please prepare for the following documents that will be necessary for your visa application.

- (a) Two photos of 3cm x 3cm that must have been taken within the last 3 months
- (b) Documents related to Application For Certificate Of Eligibility

Once you complete the entrance procedure and the tuition fee payment, Hosei University will apply for the Certificate of Eligibility to Regional Immigration Bureau on your behalf. The necessary documents you need to submit to Hosei University are as follows.

- ① Application For Certificate Of Eligibility

Application forms will be sent to you from Hosei University on April.

(For your reference)

Home page address of Regional Immigration Bureau:

<http://www.immi-moj.go.jp/>

- ② A photo of 4cm in height and 3cm in width taken within the last 3 months
 - ③ A copy of your passport (The page that photo, personal information and passport number are identified)
- (c) A copy of the receipt of your payment for the tuition fee.

7. Contact information

If you have any questions, please contact:

Graduate Schools Section

Hosei University

3-7-2 Kajino-cho, Koganei-shi, Tokyo Japan, 184-8585

Phone: +81-42-387-6036 FAX: +81-42-387-6048 / E-mail: hge@hosei.ac.jp