

# 2024 APPLICATION PROCEDURES FOR ADMISSION TO THE INTERNATIONAL MASTER'S COURSE (ENTRANCE IN APRIL) OF SUSTAINABLE ARCHITECTURE AND URBAN SYSTEMS

DEPARTMENT OF URBAN DESIGN, PLANNING, AND DISASTER MANAGEMENT  
DEPARTMENT OF ARCHITECTURE,  
GRADUATE SCHOOL OF HUMAN-ENVIRONMENT STUDIES, KYUSHU UNIVERSITY

Those applying for the 2024 International Master's Course of Sustainable Architecture and Urban Systems, the Department of Urban Design, Planning, and Disaster Management, and the Department of Architecture, the Graduate School of Human-Environment Studies at Kyushu University should observe the following procedures. The course will commence, April 1, 2024.

## 1. Departments and Admission Capacities

Department	Course Name	Admission Capacity
Department of Urban Design, Planning, and Disaster Management	International Master's Course of Sustainable Architecture and Urban Systems	Restricted number of Students
Department of Architecture		

## 2. Qualifications for Application

Applicants must not be citizens of Japan, and are required to satisfy one of the following qualifications.

- (1) Those who have completed 16 years of formal education or who expect to complete 16 years of formal education by March, 2024.
- (2) Those who are evaluated by the Kyushu University Graduate School of Human-Environment Studies, through an Individual Screening of Requirements for Admission\*, to have an academic ability equal to or surpassing that of individuals who have graduated from a university.

\* Individual Evaluation of Requirements for Admission

Those who wish to apply in accordance with the above qualification (2) are required to undergo an individual evaluation of their academic ability, and therefore must first notify the Student Affairs Division of the Graduate School of Human-Environment Studies, Kyushu University (refer to the "10. For More Information"). The completed documents must be sent or brought to the same Student Affairs Division by Wednesday, November 1, 2023. Applicants will be notified of the results of this evaluation on Friday, November 17, 2023.

## 3. Application Period

Applications will be accepted from Friday, November 24, 2023, to Friday, December 1, 2023, from 9:00 a.m. until 5:00 p.m. at the Student Affairs Division of the Graduate School of Human-Environment Studies, Kyushu University.

The Student Affairs Division is closed on Saturdays, Sundays, and national holidays. All documents submitted by airmail MUST BE RECEIVED by no later than 5:00 p.m. on Friday, December 1, 2023. Student Affairs Division will send you an e-mail acknowledging the receipt of your applications by Friday, December 1, 2023. Please contact above office by e-mail if you do not receive acknowledgment e-mail on Friday, December 1, 2023.

## 4. Application Fee \*Payment of the examination fee can be made from November 1, 2023.

- (1) All applications must be accompanied by a 30,000 Yen application fee.
- (2) Please choose one of the payment methods below. Payment must be received by Friday, December 1, 2023. Applications will not be accepted until payment has been received.
- (3) Payment Methods

### (A) Payment by Telegraphic Transfer

- All necessary expenses for the telegraphic transfer (commissions, shortages in transferred amount due to fluctuations in exchange rate, etc.) shall be borne by the remitter.
- In the case of a bank transfer within Japan, please put "2HE" (as the code for Master's course) in front of the applicant's name in the bank transfer form.
- In the case of a bank transfer outside Japan, please write "Application Fee" in the space for "Purpose of

Remittance”, as well as the applicant’s name, nationality and “2HE ” (as the code for Master ’ s course) in the space for “Message to Payee” in the bank transfer form.

Bank	Sumitomo Mitsui Banking Corporation
Branch	Fukuoka Branch
Branch Address	ZIP code 812-0011 1-1-1, Hakataekimae, Hakata-ku, Fukuoka City, Fukuoka, JAPAN
Account Type	Saving Account
Account Number	7119240
Account Holder	Kyushu University
Account Holder’s Address	ZIP code 819-0395 744, Motooka, Nishi-ku, Fukuoka City, Fukuoka, JAPAN
SWIFT Code	SMBC JP JT

**(B) Payment by Credit Cards, and Union Pay**

- Payment can be made through Visa, Master Card, JCB and American Express, and Union Pay.
- Credit card payment can be made directly at <https://e-shiharai.net/english/>
- Please refer to “KYUSHU UNIVERSITY How to make the Payment for the Application Fee by Credit Card, and Union Pay.” for all details about paying with a credit card, and Union Pay.

**(C) Payment at Convenience Stores** (available only in Japan)

- Payment can be made at Seven Eleven, Circle K, Sunkus, Lawson and Family Mart.
- Please refer to “Credit Card Payments and Convenience Store Payments for Application Fee” for details of paying at convenience store, and <https://e-shiharai.net/> (available only in Japanese)

## 5. Documents to be submitted

**Download all application materials from:** <https://arch.kyushu-u.ac.jp/saus/how-to-apply/master/>

All applicants are required to send or bring the following documents to the Student Affairs Division of the Graduate School of Human-Environment Studies (refer to the “10. For More Information”) during the application period.

- (1) Application Form for Admission/Educational Background (use provided forms)  
Photographs for the Application Form should be 4cm x 3cm in size, include the upper body, wearing no hat/cap, and be taken within the last 3 months.
- (2) A certified copy in English or Japanese of bachelor’s degree (or expectation of graduation).
- (3) A certified copy of official transcript in English or Japanese from undergraduate department of previous university or professional school.
- (4) An original copy of one of the following English proficiency test certificates, on which the test date is after December 2, 2021, for those whose native language is not English.
  - TOEFL Test Taker Score Report
  - TOEIC Listening & Reading Test Official Score Certificate
  - IELTS (Academic Module) Test Report Form

\*The Score Report or Score Certificate must be submitted either as an original, a notarized copy (including digital certification), or by direct delivery from the implementing agency (enclose a printout of the screen showing direct delivery). (In the case of direct sending from the implementing agency, the application should be sent directly to the following address. In principle, the application must be received by the end of the application period, so please submit your application well in advance.)

  - Direct delivery of TOEFL Score Report –  
Please send to DI Code: C988 Kyushu University-Graduate School of Human-Environment Studies
  - Other Score Report or Certificate than direct delivery of TOEFL Score Report –  
Student Affairs Division (Graduate School of Human-Environment Studies)  
744 Motooka, Nishi-ku, Fukuoka-City, Fukuoka 819-0395 JAPAN  
Tel: 81-92-802-6362 e-mail: [jbkkyomu1ed@jimu.kyushu-u.ac.jp](mailto:jbkkyomu1ed@jimu.kyushu-u.ac.jp)
- (5) A photocopy of the receipt or result page of the Application Fee for all payment methods described under (A), (B) and (C) in “4. Application Fee”. Refer to the relevant section for details.
- (6) A copy of the applicant’s bachelor’s degree thesis
  - Bachelor’s degree thesis is NOT NECESSARY for those applying in accordance with Qualifications for Application (2).
- (7) Summary of Bachelor’s Thesis (use provided form)
  - The summary must be written in English on the provided form, and not exceed 2,000 English words.

- This document is NOT NECESSARY for those applying in accordance with Qualifications for Application (2).
- (8) Research Proposal (use provided form)
  - Research proposal must be written in English on the provided form, and not exceed 2,000 English words.
- (9) Recommendation (use provided 2 forms)
  - Recommendations Form 1 must be written in English or Japanese by the Dean or head of the department or institution/employing body to which the applicant belongs/belonged.
  - Recommendations Form 2 must be written in English or Japanese by a supervising professor, a member of teaching staff or a supervisor in the employing body who has personal knowledge of the applicant.
- (10) Summary of Research Accomplishments (use provided form)
  - These documents are ONLY NECESSARY for those applying in accordance with Qualifications of Application (2).

## 6. Method of Assessing Applicants

All Applicants will be evaluated based on the submitted documents including recommendations. Applicants may be requested to take an oral examination if admission committee finds it necessary. All applicants will be informed whether it is necessary to take an oral exam by e-mail by Friday, December 22, 2023. The specific format of the oral exam will be notified individually.

## 7. Announcement of the Results

The results will be posted on the Common Notice Board, in front of Common Lecture Building (Humanities, Human-Environment Studies, Law and Economics), at 10:00am on Monday, January 29, 2024.

In addition to above official announcement, results will be posted on the Graduate of School Human-Environment Studies website from 11:00am Japan standard time on Monday, January 29, 2024. <https://www.hues.kyushu-u.ac.jp/> Only successful applicants will receive the admission notice by regular mail. Please note that telephone inquiries regarding examination results will be declined.

East No.1 Building location: 80 of the following map  
[https://www.kyushu-u.ac.jp/f/43710/ITO\\_1\\_jp.pdf](https://www.kyushu-u.ac.jp/f/43710/ITO_1_jp.pdf)

## 8. Enrollment Procedures

All documents necessary for enrollment procedures will be sent to successful applicants around the beginning of February 2024.

Please complete enrollment procedures by the indicated dates.

- (1) Registration period: From mid to late February, 2024
- (2) Fees to be paid at time of enrollment: **Enrollment fee:** 282,000 yen  
**Tuition fee:** 267,900 yen/semester (535,800 yen for an academic year)

**Note:** The above fees are subject to change. Such changes may occur without notice and will take effect immediately. The tuition fees are to be paid after completing the enrollment procedures.

## 9. Miscellaneous

- (1) Applicants can download application materials from the following homepage.  
**Download location:** <https://arch.kyushu-u.ac.jp/saus/how-to-apply/master/>
- (2) In the case of submitting application documents by mail, applicants MUST send a scanned data (jpeg format) of the Application Form for Admission/Educational Background by e-mail to [jbkkyomu1ed@jimu.kyushu-u.ac.jp](mailto:jbkkyomu1ed@jimu.kyushu-u.ac.jp) first. Afterward, the original documents MUST be sent by express mail to the Student Affairs Division, Graduate School of Human-Environment Studies.
- (3) Please remember that changes to application documents cannot be made once they have been submitted.

## 10. For More Information

- (1) Contact Address  
 Student Affairs Division, Graduate School of Human-Environment Studies, Kyushu University  
 744, Motoooka, Nishi-ku, Fukuoka, 819-0395  
[jbkkyomu1ed@jimu.kyushu-u.ac.jp](mailto:jbkkyomu1ed@jimu.kyushu-u.ac.jp)

(2) Homepage

International Affairs Department (<https://www.isc.kyushu-u.ac.jp/intlweb/en>)

**Regarding the Use of Personal Information**

- (a) Personal information provided for your application will be used exclusively for the University's screening process and the following purposes:
- The names, addresses and other information of successful applicants will be used for enrollment procedures.
  - Test scores and other documents will be used to award scholarships.
- (b) Academic records and other personal information used in the screening process will be retained by the University and used for statistical purposes, but the individual names will not be given.
- (c) Personal information provided for your application will not be used for any other purposes or provided to a third party without your permission, except in cases stipulated in Article 18 and Article 27 of the Act on the Protection of Personal Information.
- (d) Please read the following page to know the privacy policy of Kyushu University.  
<https://www.kyushu-u.ac.jp/en/website/privacypolicy/>