

2025 APPLICATION PROCEDURES FOR ADMISSION TO THE INTERNATIONAL DOCTORAL 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 2025 International Doctoral 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, 2025.

1. Departments and Admission Capacities

| Department | Course Name | Admission Capacity |
|---|---|-------------------------------|
| Department of Urban Design, Planning, and Disaster Management | International Doctoral 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 hold a Master's degree, from an accredited institution in Japan, or will obtain a degree by the end of March, 2025.
- (2) Those who hold a Master's degree, from an accredited institution outside of Japan, or will obtain a degree by the end of March, 2025.
- (3) Those who completed the program for a Master's Degree through the United Nations University, or be a candidate to complete a Master's Degree through the United Nations University by the end of March, 2025, according to the program established at the United Nations University by Extraordinary Law #1 Clause 2, passed by the United Nations General Assembly on December 11, 1972, and in accordance to the agreement reached between the United Nations and Japan.
- (4) 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 with a Master's degree and who will be 24 years of age on or before April 1, 2025.

* Individual Evaluation of Requirements for Admission

Those who wish to apply in accordance with the above qualification (4) 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 "11. For More Information"). The completed documents must be sent or brought to the same Student Affairs Division by Friday, November 1, 2024. Applicants will be notified of the results of this evaluation on Friday, November 15, 2024.

3. Application Period

Applications will be accepted from Friday, November 22, 2024, to Friday, November 29, 2024, 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, November 29, 2024. Student Affairs Division will send you an e-mail acknowledging the receipt of your applications by Friday, November 29, 2024. Please contact above office by e-mail if you do not receive acknowledgment e-mail on Friday, November 29, 2024.

4. Application Fee *Payment of the examination fee can be made from November 1, 2024.

- (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, November 29, 2024. 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 “3HE ” (as the code for doctoral 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 “3HE ” (as the code for doctoral 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/doctor/>

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 “11. 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 Master’s degree (or expectation of graduation).
- (3) A certified copy of official transcript in English or Japanese from graduate 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 November 30, 2022, 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

- (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 master’s degree thesis
- Master’s degree thesis is NOT NECESSARY for those applying in accordance with Qualifications for Application (4).
- (7) Summary of Master’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 (4).
- (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 (4).

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 Monday, December 23, 2024. 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 East No.1 Building, at 10:00am on Monday, January 27, 2025.

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 27, 2025

. <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

8. Enrollment Procedures

All documents necessary for enrollment procedures will be sent to successful applicants around the beginning of February 2025.

Please complete enrollment procedures by the indicated dates.

(1) Registration period: From mid to late February 2025

(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/doctor/>

(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 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.

11. 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

(2) Homepage

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

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/>

KYUSHU UNIVERSITY

How to make the Payment for the Application Fee by Credit Card, Union Pay.

24 hours a day, 365 days a year, you can pay anytime! Easy, Convenient and Simple!

You can pay the Application Fee by using Credit Card, Union Pay.



Access

<https://e-shiharai.net/english/>



Online Transaction

- | | |
|--|--|
| 1. Top Page | Click "Examination Fee". |
| 2. Terms of Use and Personal Information Management | Please read the Terms of use and Personal Information Management. Click "Agree" button located in the lower part of this page if you agree with these terms. Click "Not agree" button located in lower part of this page if you do not agree with these terms. |
| 3. School Selection | Select "Kyushu University (Undergraduate Schools)" or "Kyushu University (Graduate Schools)." |
| 4. School Information | Read the information carefully and click "Next". |
| 5. Category Selection | Choose First to Fourth Selection and add to Basket. |
| 6. Basket Contents | Check the contents and if it is OK, click "Next". |
| 7. Basic Information | Input the applicant's basic information. Choose your credit card and click "Next". |

Paying at Credit Card

Input Credit Card Number (15 or 16-digits), Security Code and Expiration date.

All of your application information is displayed. Check and Click "Confirm".

Click "Print this page" button and print out "Result" page.

Paying at Union Pay

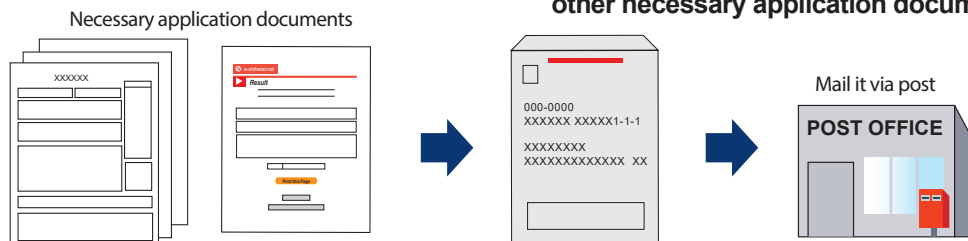
Follow the onscreen instructions to complete the card payment.

Please click the "Application Results" button in the upper part of this site (e-shiharai.net).

Please write down the "Receipt Number" given when you complete your application, and enter your "Payment Method", "Receipt Number" and "Birth Date". Please make sure your printer is ready.

Please print out the "Payment Inquiry - Inquiry result" page.

Enclose the printed "Result" page in an application envelope with other necessary application documents.



[NOTICE/FAQ]

- You can make a payment anytime, during the payment period mentioned in the application instructions. Please refer to the application instructions and complete payment in time.
- Please complete payment by 11:00 pm Japan time, on the last date of the payment period.
- Please note that refund is not possible once you have made a payment of Application fee.

- A fee is added to Examination fee. For further info, please visit our website.
- It is possible to use a card which carries a name different from that of the applicant. However, please make sure that the information on the basic information page is that of the applicant him/herself.
- If you did not print out "Result" page, you can check it later on Application Result page. Please enter "Receipt Number" and "Birth Date" to redisplay.
- Please directly contact the credit card company if your card is not accepted.

For questions or problems not mentioned here, please contact:

E-Service Support Center Tel : +81-3-5952-9052 (24 hours everyday)

**2025 APPLICATION FORM FOR ADMISSION TO THE INTERNATIONAL DOCTORAL COURSE
OF SUSTAINABLE ARCHITECTURE AND URBAN SYSTEMS**
 DEPARTMENT OF URBAN DESIGN, PLANNING AND DISASTER MANAGEMENT
 AND DEPARTMENT OF ARCHITECTURE
 GRADUATE SCHOOL OF HUMAN-ENVIRONMENT STUDIES, KYUSHU UNIVERSITY

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| Examinee No. *1 | |
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|------------------------------------|--|--|--|
| Name | | | |
| Sex (Check) | <input type="checkbox"/> Male <input type="checkbox"/> Female | | <div style="border: 1px solid black; padding: 5px; width: 100%;"> Attach photograph (4cm x 3cm) of upper body, facing the camera with no hat/cap, taken within the past 3 months. </div> |
| Current Student Number*2 | | | |
| Date of Birth | Year: _____ Month: _____ Day: _____ (Age: _____) | | |
| Nationality | | | |
| Most Recent Educational Background | University: _____ Department: _____ Course: _____ Subject: _____ <hr/> Year: _____ Month: _____ Day: _____ Completion (Expected) | | |
| Title of Master's Thesis | | | |
| Current Address | Postal Code () | | Tel: () |
| E-Mail | | | |
| Department Of Choice (Check) | <input type="checkbox"/> Department of Urban Design, Planning and Disaster Management <input type="checkbox"/> Department of Architecture | | |
| | Preferred Supervisor*3: _____ | | |

Notes: *1 Do NOT fill in the Examinee No. space.
 *2 This item only applies to students currently enrolled at Kyushu University.
 *3 Refer to the homepage (<http://arch.kyushu-u.ac.jp/saus/research/staff/>).

EDUCATIONAL BACKGROUND

| Examinee No. | | Name | |
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| Educational History (in chronological order beginning with elementary school) | | | |
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*Notes: (1) Do NOT fill in the Examinee No. space.
 (2) Please attach a separate sheet in cases where the given space is insufficient.

2025 Screening for the International Doctoral Course of Sustainable Architecture and Urban Systems
DEPARTMENT OF URBAN DESIGN, PLANNING AND DISASTER MANAGEMENT
AND DEPARTMENT OF ARCHITECTURE
GRADUATE SCHOOL OF HUMAN-ENVIRONMENT STUDIES, KYUSHU UNIVERSITY
SUMMARY OF MASTER'S THESIS

Please write in no more than 2,000 English words.

| | | | |
|-----------------|--|------|--|
| Examinee No. *1 | | Name | |
|-----------------|--|------|--|

Notes: If more space is needed you may use next page as necessary.

*1 For Office Use Only

2025 Screening for the International Doctoral Course of Sustainable Architecture and Urban Systems
DEPARTMENT OF URBAN DESIGN, PLANNING AND DISASTER MANAGEMENT
AND DEPARTMENT OF ARCHITECTURE
GRADUATE SCHOOL OF HUMAN-ENVIRONMENT STUDIES, KYUSHU UNIVERSITY
RESEARCH PROPOSAL

Please write in no more than 2000 English words.

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|------------------|--|------|--|
| Examinee No. *1 | | Name | |
| Research Topic : | | | |

Recommendation Form 1

This form should be completed by the Dean or head of the department of the university or institution/employing body to which the applicant belongs/belonged.

To The Dean of Graduate School of Human-Environment Studies, Kyushu University

Applicant Name _____

Applicant Nationality _____

1. Information about the recommending person

Name _____

Title/Position _____

Name of University/Institution/Company and Department/Section

Address _____

Country _____

Tel _____

Fax _____

E-mail _____

2. Relationship to the Applicant

(1) Key reasons for recommending the applicant:

Applicant's name _____

(2) Please evaluate the applicant against the following criteria:

| | Excellent | Good | Average | Below Average |
|-----------------------|-----------|------|---------|---------------|
| Research ability | | | | |
| Social skills | | | | |
| Professionalism | | | | |
| Motivation/management | | | | |
| Technical knowledge | | | | |
| Communication skills | | | | |
| Leadership ability | | | | |
| Personal maturity | | | | |

(3) Other remarks recommending the applicant

Signature _____

Date _____

Recommendation Form 2

This form must be completed by a supervising professor, a member of teaching staff or a supervisor in the employing body who has personal knowledge of the applicant.

To The Dean of Graduate School of Human-Environment Studies, Kyushu University

Applicant Name _____

Applicant Nationality _____

1. Information about the recommending person

Name _____

Title/Position _____

Name of University/Institution/Company and Department/Section

Address _____

Country _____

Tel _____

Fax _____

E-mail _____

2. Relationship to the Applicant

(1) How do you know the applicant? You were/are... (Please pick one.)

a) Supervisor of the applicant for his/her undergraduate course ()

b) Supervisor of the applicant for his/her applicant's master course ()

c) Others (_____)

Applicant's name _____

(2) How many years have you known the applicant?

_____ Year(s)

(3) What type of research project(s) have you and the applicant worked on?

(4) Please describe an episode(s) that demonstrates the applicant's personality and/or competence:

(5) Please describe the applicant's strong and weak points.

a) Strong points (i.e. research ability, professionalism, leadership, sociability etc.)

Applicant's name _____

b) Weak points (i.e. research ability, professionalism, leadership, sociability etc.)

(6) Please evaluate the applicant against the following criteria:

| | Excellent | Good | Average | Below Average |
|-----------------------|-----------|------|---------|---------------|
| Research ability | | | | |
| Social skills | | | | |
| Professionalism | | | | |
| Motivation/management | | | | |
| Technical knowledge | | | | |
| Communication skills | | | | |
| Leadership ability | | | | |
| Personal maturity | | | | |

(7) Other remarks recommending the applicant

Signature _____

Date _____

SUMMARY OF RESEARCH ACCOMPLISHMENTS

Kyushu University Graduate School of Human-Environment Studies

| | | | | | |
|--|---|---|--------------------------|---|--|
| Name | | | Male | Examinee No. ※ | |
| Date of Birth | Year: _____ Month: _____ Day: _____ (_____ Years Old) | | Female | | |
| Desired Department | Department: | | Course: | | |
| Current Occupation | Title | | Location of Organization | | |
| Titles of applicant's published academic papers, books, research presentation at academic societies, panel discussions, international conferences, patents, and inventions. | | Title, volume number, issue number, year of academic journals of the academic papers (for articles in print or currently being submitted, please include a note to that effect). Titles and dates (month, day, and year) of all the presentations at academic societies, panel discussions, and international conferences. | | Author(s) (list all authors, including the applicant's name, in the order listed on each document) | |
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*Notes: (1) Do NOT fill in the Examinee No. space.
 (2) For all published academic work, please include the actual work or a copy.
 For all public presentations of research, please include a summary or abstract.

| Titles of applicant’s published academic papers, books, research presentation at academic societies, panel discussions, international conferences, patents, and inventions. | Title, volume number, issue number, year of academic journals of the academic papers (for articles in print or currently being submitted, please include a note to that effect). Titles and dates (month, day, and year) of all the presentations at academic societies, panel discussions, and international conferences. | Author(s) (list all authors, including the applicant’s name, in the order listed on each document) |
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*Notes: (1) For all published academic work, please include the actual work or a copy.
 For all public presentations of research, please include a summary or abstract.
 (2) In the event you run out of space on this form, you may add sheets provided they are in the same format.