

2025

# **Research Student Application Guidelines**

**Niigata University School of Medicine**

**Faculty of Medicine**

This is the English translation of the Japanese Application Guide.  
The official version is the Japanese Application Guide.

## Application Guidelines

### 1. eligibility for admission

Persons who are not students of Niigata University, who wish to study a specific field of specialty, and who fall under any of the following categories will be accepted as research students at the Faculty of Medicine after selection.

- (1) Those who have graduated from a university.
- (2) Other students who are recognized by the department as having academic ability equivalent or superior to those specified in the preceding item.

### 2. Application Procedures

Applicants who wish to apply should bring the submitted documents to the School of Medicine, Student Affairs Division at the time of application.

### 3. Application period

As a general rule, applications must be submitted two weeks prior to the second Tuesday of every month except August.

Applicants who will be admitted on April 1, 2024 should submit their applications by February 7 (Fri.), 2024.

Applicants who need to obtain a certificate of eligibility should submit the application at least 4 months prior to the month in which they wish to enroll.

<b>Example</b>	<u>Submission Deadline</u>	<b>April 2025 Admission</b>	<b>: 2024/11/18</b>
		<b>October 2025 Admission</b>	<b>: 2025/5/20</b>

#### 4. Screening Method

Based on the submitted documents, the selection will be deliberated by the Faculty Council of the Graduate School.

#### 5. Documents to be submitted

Documents written in a foreign language must be accompanied by a Japanese translation. The translation can be translated by the applicant himself/herself (Handwritten translations are not acceptable).

- (1) Application Form for Admission as a Research Student
  - (a) Approval (seal) of the supervising professor must be obtained.
  - (b) The research period must be within one year (from admission to March of the following year).
- (2) Application form for admission as a research student  
(Prescribed form for international student)
- (3) Certificate of Graduation  
Transcript of Academic Record
  - (a) Original Japanese or English translation with the university's official seal must be submitted.
  - (b) Applicants who have completed a graduate course must also submit a certificate of completion and transcript of the graduate course.
  - (c) Person who have graduated from the Faculty of Medicine, or Graduate School of Medical and Dental Sciences do not need to submit these certificates.
- (4) Photograph(4.5 cm x 3.5 cm)
  - (a) Upper body without hat
  - (b) Write your major (name of school), name and date of birth on the back of the photo and affix it to (2).
- (5) Letter of approval from the head of your employer
  - (a) Applicants who are employed at the time of application must submit this form.
  - (b) The head of the facility or institution, such as the head of a hospital, should be the head of the facility or institution, and his/her official seal should be affixed to the application.

- (6) Copy of medical or dental license
  - (a) Only those who hold a medical or dental license should submit this document.
  - (b) Please make a photocopy in A4 size.
- (7) Copy of resident card
  - (a) Resident card holders are required to submit a copy of their resident card.
  - (b) Please make a photocopy of the front and back of the card in A4 size.
- (8) Copy of passport
  - (a) Passport holders are required to submit a copy of their passport.
  - (b) Please make a photocopy of the page showing your face photo, your name, and the page status of residence in A4 size.
- (9) A copy of family register or certificate of residence such as civil registration issued by a public institution in the applicant's country of origin
  - (a) Persons who cannot submit (7) and (8) should submit these documents.
  - (b) Please submit the original of the certificate.
- (10) Certificate of Scholarship
  - (a) Applicants who have been approved to receive a scholarship should submit this certificate.
- (11) Medical Certificate(prescribed form for international student)
- (12) Envelope for sending the Letter of Permission
  - (a) Only applicants residing in Japan at the time of application are required to submit this envelope with the mailing address.
  - (b) It is not necessary to affix a stamp.
- (13) Application fee (9,800 yen)

**\*Payment of the examination fee**

Fill in the necessary items on the "Request form for bank transfer" (to be handed out separately) and send it to the following address. Fill in the necessary items on the "Application Form for the Examination Fee (9,800 yen)" and bring it to the nearest financial institution (except Japan Post Bank) without detaching it, and transfer the prescribed examination fee at the counter. Please be sure to have the seal of the financial institution stamped in the bank account box.

The transfer fee is to be paid by the applicant.

- (a) The applicant's name must be written in the "Client's Name" column.
- (b) The examination fee must be paid by bank transfer within the designated period.  
(\*Transfers cannot be made on Saturdays, Sundays and national holidays.)
- (c) ATMs (Automated Teller Machine) transfers are not accepted.

- (d) Please submit the receipt (copy) to the School of Medicine, Student Affairs Division.
- (e) In principle, the examination fee already paid is non-refundable.

\*Foreign residents can pay by the “Flywire” payment system.

Please let us know if you wish to use this system and we will send you instructions by e-mail.

\*If you are residing abroad at the time of application and wish to apply for a certificate of eligibility to study in Japan, please consult with your academic advisor and contact the School of Medicine, Student Affairs Division.

## Enrollment procedures

Applicants who are accepted must pay the admission fee and submit the following documents to the Admissions and Clinical Practice Section within the designated period.

If the admission procedure is not completed within the designated period, the applicant will be considered to have declined admission and will not be admitted.

- (1) Written Oath  
(prescribed form)
- (2) Student Record  
(prescribed form)
- (3) Application for Medical Treatment Practice  
(prescribed form)
  - (a) The faculty advisor will certify if it is necessary to engage in medical treatment work, so please consult with your faculty advisor when submitting this form.
  - (b) Please submit this form if you need to engage in medical work for research at the University Medical and Dental Hospital.
  - (c) Even if you are not required to engage in medical services at the time of application, if such a need arises during your research period, please follow the procedures at that time.
  - (d) If there are any changes in the information after submitting the Application for Engagement in Clinical Services, please submit a new Application for Engagement in Clinical Services.
  - (e) Those who do not have a medical license but wish to engage in medical services such as consultations at the University Hospital should submit an Application for Engagement in Medical Services.
- (4) Copies of medical license and insurance medical registration card
  - (a) Persons who submit (3) must submit
  - (b) Persons who submit the Application for Medical Service should submit documents equivalent to the medical license.
  - (c) Please make a photocopy in A4 size.
- (5) Photo for identification
  - (a) Applicants who wish to have an identification card issued should submit this document.

(b) Please write your name on the back of the 4 cm x 3 cm, hatless, upper body photo.

(6) Entrance fee

(84,600 yen)

**\*Payment method of the admission fee**

Fill in the necessary items on the payment slip and bring it to the nearest financial institution (including Japan Post Bank) without detaching it, and pay the prescribed entrance fee at the counter.

- (a) The applicant's name must be written in the "Client's Name" column.
- (b) The entrance fee must be paid by bank transfer within the prescribed period.  
(\*Transfers cannot be made on Saturdays, Sundays, and holidays.)
- (c) Transfers cannot be made using ATMs (Automated Teller Machines).
- (d) If you make a transfer from a bank other than the designated financial institution, the transfer fee will be borne by the applicant.
- (e) In principle, the entrance fee already paid will not be refunded.
- (f) After transferring the fee, please submit the "Certificate of Acceptance of Transfer Payment (for customers)" to the School of Medicine, Student Affairs Division .

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Please let us know if you wish to use this system and we will send you instructions by e-mail.

## Tuition Fees

### 1. Tuition fee (monthly) 29,700 yen

- (1) Tuition fees depend on the period of study, but in principle, payment slips for 6 months will be sent by mail.
- (2) If the tuition fee is revised during your enrollment, the new tuition fee will be applied from the time of the revision.

### 2. Method of payment of tuition fees

Please pay the tuition fee with the payment slip sent by the University, paying attention to the following points.

- (a) You cannot use ATMs (Automated Teller Machines) to transfer tuition fees.
- (b) If you transfer the tuition fee from a bank other than the designated financial institution, the transfer fee will be borne by the payer.
- (c) Tuition fees already paid will not be refunded.
- (d) Students who are late in paying tuition fees and who do not pay after repeated reminders will be expelled from the class.
- (e) Even if a student is expelled for non-payment of tuition fees, the unpaid tuition fees will not be waived.
- (f) When a student withdraws from the university, he/she must pay the unpaid tuition during the period of enrollment. If the student does not follow the procedures for withdrawal, tuition will be charged according to the period of enrollment.
- (g) If you change your mailing address, please notify the Academic Affairs Division as soon as possible.

Please inquire about the **extension and withdrawal procedures** for research students when necessary. We will provide you with the documents to submit.