Applying for Admission of Research Students, April 2027

[Qualifications]

1. Applicants who hold a bachelor's degree or have equivalent or higher academic ability*.
   *Note: UEC may accept applicants who have completed less than 16 years of education as a research students if UEC admits the applicant has the "equivalent or higher academic ability" based on the education system of their home country. In this case, applicants are required to consult with the prospective supervisor and the International Student Office at least 10 days in advance. Please note that each applicant has to pass a screening of qualifications for admission of the graduate school, even if the application for research student is accepted. Therefore, the applicants should apply with full understanding of these requirements.

2. Applicants who have passed the *preliminary screening of UEC and obtained prior consent for acceptance from their prospective academic supervisor.
   *Note: In case where applicants have directly received acceptance from their prospective academic supervisors, there is no need to apply for the preliminary acceptance screening.

[How to apply]

Please submit the required documents by mail. (CANNOT be submitted at the counter.)

Send To:	International Student Office,
	The University of Electro-Communications
Address:	#117 East-2nd-building,
	1-5-1 Chofugaoka, Chofu-shi, 182-8585 Tokyo, Japan
Phone:	+81-42-443-5117

*Please write "Research Students Application Documents Enclosed" in red on the envelope.
*We will inform you about the payment of the Application Fee by email to the address stated in the application form, within 3 days from the application deadline.

[Application Periods]

International Applicants (living overseas): Friday, November 13, 2026 – Friday, December 4, 2026 (due NLT)
Domestic Applicants (living in Japan): Wednesday, January 6, 2027 – Friday, January 29, 2027 (due NLT)

[Research Topics/an Academic Supervisor]

Applicants are required to obtain their prospective supervisor's informal consent in order to apply for admission. If the supervisor is not determined, unfortunately you are not qualified to apply for admission.

If a supervisor agrees to accept you, please ask him/her to prepare "Academic Supervisor "Confirmation Form (Form 3)" and "Documents on Security Export Control", and to submit them to the International Student Office (ISO). By receiving them directly from the supervisor, ISO considers your application approved. *You may contact your prospective academic supervisor after completing the preliminary acceptance screening.

To find a supervisor of UEC, go to the website listed below or search by “Researcher Profile and Achievements” based on your research interests.

Laboratory Information Site “Lab Guide” *Japanese Text Only*
https://www.uec.ac.jp/arc/laboguide.html
Researcher Profile and Achievements *English/ Japanese Text*
https://researchers.uec.ac.jp/search/?lang=en

[Required Documents]

Since the screening will be conducted based on the application documents, please carefully fill out and submit all the forms required. In principle, applicants are required to prepare them by typing in either Japanese or English.

If there is any false information or falsification in the submitted documents, the acceptance or admission may be canceled even after notification of acceptance or admission.
*If there is suspicion of falsification or forgery, the university may conduct an investigation to confirm the authenticity.

#	Application Documents	How to submit	Form No.	International Applicants	Domestic Applicants
1	Application Form	Original	Form 1 (See the sample Form 1)	○	○
2	Research Proposals	Original	Form 2	○	○
3	Academic Supervisor Confirmation Form **(*Note1)**	Electronic file (Word or pdf)	Form 3	○	○
4	Documents on Security Export Controls - Pre-Check Sheet(事前確認票) -(Only if applicable) Check List(安全保障輸出管理チェックリスト) -A copy of email from Export Controls Manager (to show the documents have been approved) **(*Note2)**	Electronic file (Word or pdf or Excel)		○	○
5	Pledge	Original	Form 10	○	○
6	Certificate of Graduation or Diploma ※Submit the original copy in English or in Japanese ※ Prospective graduates should submit a Certificate of Expected Graduation or a Certificate of Student Status. They must submit their certificate of Graduation before the	Diploma (Copy) Certificate (Original)		○	○

	enrollment procedure. 【For applicants whose last degree is from a university or graduate school in mainland China】 ※If necessary, you may be asked to submit Online Verification Report of Higher Education Qualification Certificate (教育部学歴証書電子注冊備案表) issued by CHSI (中国高等教育学生信息網) as an additional document. ※For those who are expected to graduate, you may be asked, as necessary, to submit Online Verification Report of Student Record (教育部学籍在線検証報告) issued by CHSI (中国高等教育学生信息網) as an additional document.				
7	Academic Transcript ※Submit the original copy in English or in Japanese	Original		○	○
8	Certificate of Academic Degree ※Submit the original copy in English or in Japanese ※A future graduate student should submit a Certificate of Expected Academic Degree and a Certificate of Student Status. They must submit their certificate of Academic Degree before the enrollment procedure. **【For applicants whose last degree is from a university or graduate school in mainland China】** ※If necessary, you may be asked to submit Online Verification Report of Higher Education Degree Certificate (中国高等教育学位在線験証報告) issued by CHSI (中国高等教育学生信息网) as an additional document.	Original		○	○
9	Online CoE Application Form **(*Note3)**	Electronic file (Excel)		○	×
10	Financial Support Documents E.g., Bank balance certificate (Original); income certificate (Original); and bank passbook, etc. If you submit a bank passbook, a photocopy is acceptable. However, in addition to the pages showing deposits and withdrawals, pages showing the depositor's name, financial institution name, and account number, are required.	Original		○	○

11	Documents showing a relationship of an applicant and financial supporter	Original or Photocopy		△ (if you have a financial supporter)	△ (if you have a financial supporter)
12	ID Photo （4cm×3cm）	Original		○ 1 photo (to be attached to the application form)	○ 1 photo (to be attached to the application form)
13	ID Photo **(*Note4)**	Electronic file (JPEG)		○	○
14	Certificate of Japanese and English language Ability (if you have)	Copy		△	△
15	Academic transcripts from previously attended Japanese schools. For Japanese language schools, please submit a transcript that includes your attendance rate (must be in a sealed envelope). ※If your attendance rate is less than 80%, please prepare and submit a separate statement explaining the reason.	Original		△ (if you have enrolled before)	△ (if you have enrolled before)
16	Passport (ID page) ※If international applicants have not hold a passport yet, submit a photocopy of the official identification.	Photocopy		○	○
17	Residence Card	Photocopy		×	○
18	Guarantor's official identification card or resident card ※In the case of a guarantor in your home country, a notarized document proving your relationship with the applicant, etc.	Original or Photocopy		○	○

*You can download the above forms from the main page of admission for research students.

URL; https://www.uec.ac.jp/eng/admission/research-student.html

Notes

1. Academic Supervisor Confirmation Form (Form 3) is a document that the academic supervisor submits directly to the International Student Office (ISO). If you have been accepted, please consult with your academic supervisor and ask them to prepare and submit Form 3.

2. Documents on Security Export Controls are also required to be submitted directly by your academic supervisor to ISO. Please ask him/her to complete the following procedures.
   (1) Submit the required documents to Export Controls Manager for a pre-check.
   (2) Once approved by the manager, submit them to ISO along with a copy of email that shows his approval.

***Forms:** Please ask your academic supervisor to download the forms.
(Applicants cannot access the URLs below)

-Pre-Check Sheet(事前確認票)
http://kenkyo.office.uec.ac.jp/gakunai/anpo/file/yousiki1_4.docx

-Check List（安全保障輸出管理チェックリスト）
http://kenkyo.office.uec.ac.jp/gakunai/anpo/file/yousiki3.xlsx （Excel）

3. International applicants who are currently living abroad ***need a "Certificate of Eligibility for Status of Residence (CoE)" to obtain a student visa***. CoE application will be proceed online by UEC. For details, please carefully read "A Guideline for Certificate of Eligibility for Status of Residence (CoE)" on our website.

4. An ID photo (electric file) is required when we apply for your CoE using the online system provided by the Immigration Services Agency of Japan.
Please be sure to prepare an ID photo that meets the following requirements. Domestic applicants also need to submit one with the same standard to be printed on their student ID card.

<Requirements>
- Jpeg or jpg file
- Clearly to see your face
- height 4cm × width 3cm
- without a background including shadows
- Photographed within 3 months (Important!)

*Click here to check "Photograph requirements" on the website of Immigration Services Agency of Japan.
https://www.isa.go.jp/en/applications/guide/photo_info.html

Where to submit the electronic files;

International Student Office
Email：iso@office.uec.ac.jp

[Application Fee]
- 9,800 yen *Non-refundable*
- The application fee is **only accepted by domestic bank transfer.**
-As for International Applicants, a proxy in Japan must make a payment by domestic bank transfer. Please ask someone other than your academic supervisor for proxy procedures as much as possible.
- We will send an email to inform you of a transfer destination and payment period. Please be sure to fill in the application form with an email address that can be certainly contacted.

(*The amount of money may be unavoidably revised.)

[Screening Results]

The screening results will be sent to you by e-mail around the dates listed below and an acceptance letter will be sent by mail later.

If the payment of application fee cannot be confirmed by the specified date, the application will be certainly rejected.

International Applicants: Late December 2026 (scheduled)
Domestic Applicants: Mid-February 2027 (scheduled)

Entrance fee: 84,600 yen *Non-refundable*
Tuition：178,200yen （for 6 months） *Non-refundable*

[Decline Admission]

If you would like to decline the acceptance, send the Acceptance Letter and a Decline Admissions Form (Form 6) to the International Student Office. Deadline will be on Friday, March 19, 2027, 4:00 p.m.

Please note that if you do not complete the admission procedures by the specified date, you will be deemed to have declined admission.

[Others]

1. If any of the following cases apply to you, your research may be canceled and you may be ordered to withdraw from the university after receiving approval by the academic supervisor.
   -Those who have not paid the admission and tuition fees in the month of enrollment and have not notified UEC of the reason for non-payment.
   -Those who have not paid the tuition fee at the beginning of each semester and have not notified UEC of the reason for non-payment.
   -Those who have been absent from the laboratory without permission for more than one month and cannot be contacted.

2. Applicants who hold a residence status other than 'Student' at the time of application (e.g., Highly Skilled Professional (i), etc.) must change their residence status to 'Student' before enrollment. However, those who hold residence statuses such as 'Spouse of a Japanese National' or 'Long-Term Resident' do not necessarily need to change to 'Student.' The primary activity of holders of a 'Student' visa is to study and conduct research in Japan. If you do not engage in the study or research activity approved by our university, your student visa may be revoked