

**Application Guidelines for TUT Recommended Candidates of
Japanese Government (MEXT) Scholarship 2024
(University Recommendation, Special Program)**

**“Program on Training University Teachers and Leaders for Architecture and Civil
Engineering through Multi-Institutional Collaboration”**

Toyohashi University of Technology (TUT) will be accepting applications for the Japanese Government (MEXT) Scholarship 2024 (University Recommendation [Special Program / Program on Training University Teachers and Leaders for Architecture and Civil Engineering through Multi-Institutional Collaboration]) as below.

Applicants who wish to participate in this Program must separately apply for and be granted admission to the University (International Master's/Doctoral degree Program). Normally, the application guidelines for the international degree programs will be posted on the University website in January. Please refer to the following website:

<https://www.tut.ac.jp/english/international/>

*Applicant cannot apply to any other MEXT scholarships, including “MEXT Scholarship: University Recommendation (General Program).”

1. OBJECTIVES OF THIS PROGRAM

Around the Southeast Asia countries, population growth and economic development are creating various challenges, and it is important to develop practical expertise and solutions to them. This program will respond to the needs of the countries by utilizing our international cooperation and special expertise in architecture and civil engineering, which have been developed over the years.

The development of human resources with professional skills and knowledge is urgently needed to meet these issues. To address the urgent need around the countries, this program aims at developing professional experts with leadership skills, who will play a pivotal role in the advancement of sustainable architectural and urban systems in their home countries, by supporting to obtain a Master's or Doctoral degree in Engineering.

Types of applicants:

1. Applicants who are working as university teachers or ministry/municipal administrators in their home countries
2. Applicants who are confirmed to work as university teachers or ministry/municipal administrators in their home country, or those who hope to do so in the future.

2. QUALIFICATIONS AND CONDITIONS (Applicants must satisfy all the following eligibility criteria.)

(1) Applicants:

① Applicants must be international students of graduate school level who are newly coming to Japan or who is already in Japan

* “International students with outstanding academic achievements” must have earned a Grade Point Average (GPA) of 2.30 (out of 3.00) or above in their degreed (for those who are employed) or currently enrolled courses, and be able to maintain that GPA while receiving the scholarship. Furthermore,

applicants must meet any one of the language requirements stated in (6) Language Proficiency.

* From the viewpoint of attracting the best international students, it is possible to nominate international students presently residing in Japan for priority placement (hereinafter referred to "domestic recommenders"). However, the number of domestic recommenders should not exceed 40% of total candidates.

[Definition of "domestic recommenders"]

1. Those who are staying in Japan with a medium- to long-term resident status at the time of application. Those who have their base of residence in Japan, not including tourists and short-term visitors who are staying in Japan for the purpose of taking entrance examinations, etc. It is irrelevant whether the applicant is residing in Japan from the time of after application to the start of scholarship payments.

2. Applicants residing outside Japan at the time of application, but will come to Japan as a privately financed international students before the start of receiving scholarship payments.

* If you are or will be in Japan as a privately financed international student, you must complete your program at the school you are enrolled or plan to enroll in before receiving scholarship payments.

* Travel expenses will not be paid for domestic recommenders, regardless of the reasons stated in 1. and 2.. If applicants return to their country of nationality after applying under condition 1., however, there are no exceptions if students return to Japan before scholarship payments begin.

②Applicants must participate into the “Program on Training University Teachers and Leaders for Architecture and Civil Engineering through Multi-Institutional Collaboration”. (Applicants must complete the required courses (including those prescribed by the program) in the master’s or Doctoral programs of TUT.)

(2) Nationality: Applicants must have nationality of a country that has diplomatic relations with Japan. Applicants with Japanese nationality at the time of application are not eligible. However, persons with dual nationality who hold Japanese nationality and whose place of residence at the time of application is outside of Japan are eligible to apply if they choose the nationality of the other country and renounce their Japanese nationality before the date of their arrival in Japan (when the student's academic status at the host university is confirmed).

***Priority will be given to applicants who have nationality of countries designated as priority countries by Japanese Government.**

<List of priority areas>

https://www.tut.ac.jp/english/international/docs/mext_2023_daigaku_juten_en.pdf

***Further priority will be given to applicants from Southeast Asia countries, to achieve the objectives of this program.**

(3) Age: Applicants, in principle, must have been born on or after April 2, 1989. Exceptions are limited to cases in which MEXT deems that the applicant could not apply within the eligible age limit due to circumstances in the applicant’s country (e.g., military service obligation, loss of educational opportunities due to conditions of war) Personal circumstances (financial situation, family circumstances, state of health, circumstances related to applicant’s university or place of employment, etc.) will not be considered for exceptions.

(4) Academic Background: Applicants must satisfy one of the qualification requirements to enter a master's degree program or a doctoral degree program at a Japanese graduate school. (Applicants who are expected to satisfy the requirements with certainty by the time of enrollment are also eligible.)

(5) Fields of Study: Applicants should apply for the field of study they majored in at university or a related field. The field of study must be a subject that applicants will be able to study and research in graduate programs at TUT.

(6) Language Ability:

Applicants must have either Japanese or English language ability and must also satisfy one of the following conditions.

<JAPANESE>

[1] Those who have passed level N2 of the Japanese Language Proficiency Test (JLPT) at the time of entering a regular course.

[2] A person who has been educated where Japanese was used as the primary language and has completed a curriculum that meets the entrance qualifications for a graduate school master's or doctoral course in Japan.

[3] The host university will confirm that applicants have a Japanese proficiency equal to or greater than the equivalent level required as stated above in [1].

<ENGLISH>

[1] A person who has attained a grade equal to or more than the B2 equivalent of the European Common Language Reference Frame (CEFR) in English (Only TOEIC L&R/S&W (except TOEIC IP), TOEFL iBT and IELTS (except IELTS General Training Module) are acceptable) at the time of enrollment in a regular course.

[2] A person who has been educated following a curriculum that meets the entrance requirements for a graduate school master's or doctoral course in Japan, with English as the main language.

[3] The host university can confirm that applicants have English proficiency equal to or greater than the equivalent level stated above in [1].

***Scores of qualifications and examination are only valid for November 2021 or later.**

(7) Health: Applicants must be free from any physical or mental conditions that would impede their studies in Japan. Judged by TUT.

(8) Arrival in Japan: Applicants must be able to leave for and arrive in Japan on the date set by TUT, which is normally October 1st. (It must be within two weeks of the beginning of the Fall semester on October 1.) If you are unable to travel to Japan by the last day of the designated period, you must decline the offer of MEXT scholarship, unless MEXT determines that there are unavoidable circumstances. If a student travels to Japan outside of the above specified period for his/her own reasons, he/she will not be reimbursed for travel expenses.

(9) Visa/Status of residence: Applicants must obtain a "Student" visa at the Japanese diplomatic mission in the applicant's country of nationality and enter Japan with the residence status of "Student." Please also note that if a grantee arrives in Japan without newly obtaining a "Student" visa, scholarship payments will be cancelled. Moreover, as the Japanese government requires pre-arrival tuberculosis

screening for some countries, applicants obtaining a visa shall follow guidance at the overseas establishment of Japan located in the applicant's country of nationality.

* Visa requirements and status of residence for domestic recommenders

For those whose current status of residence is not "Student," applicants must change their status of residence to "Student" at the local Immigration Services Agency in Japan by time of registration as students at the accepting university. Even in cases of having other statuses of residence ("Permanent Resident," "Long Term Resident", etc.), applicants must change their status to "Student" and begin their courses of study as Japanese Government (MEXT) Scholarship students. It is important to note that applications for "Permanent Resident" or "Long Term Resident" status after status of Japanese Government (MEXT) Scholarship student ends, may not be granted as a matter of course. Also, if studies as Japanese Government (MEXT) Scholarship students begin without changing status of residence to "Student," scholarships will be canceled.

For those whose current status of residence is "Student," they must complete the renewal procedures before the expiration of their periods of stay. Additionally, in the event of changes in school enrollment, notification must be submitted pursuant to the provisions of Article 19-16 of the Immigration-Control and Refugee-Recognition Act.

(10) Non –eligibility: those who fall under any one of the following categories are ineligible. He/she must withdraw from the scholarship if non-eligibility is identified after the start of the scholarship period.

[1] Those who are military personnel or military civilian employees;

[2] Those who cannot arrive in Japan by the time designated by MEXT or TUT.

[3] Those who are previous grantees of the Japanese Government (MEXT) Scholarship programs (including those who withdraw from the scholarship program after acquisition of student status). However, this does not apply to those who meet any one of the following conditions. In addition, since the Monbukagakusho Honors Scholarship for Privately-Financed International Students does not apply to the Japanese Government (MEXT) Scholarship programs, the previous grantees can apply.

- those who have at least three years of educational or work experience following the end of the payment of the previous scholarship and the start of this scholarship;
- the past grantees of Japanese Studies Students program who have graduated or are going to graduate from universities in their home countries, Japan-Korea Joint Government Scholarship Program for the Students in Science and Engineering Departments and Young Leaders' Program;
- those who have obtained or are expected to obtain a degree as undergraduate students of the Japanese Government (MEXT) Scholarship programs (university recommendation/special selection).

[4] Those who apply to more than one university for programs commencing in 2024 through the Japanese Government (MEXT) scholarship system.

(NOTE) Duplicate nominations by multiple universities for the Japanese Government (Monbukagakusho) Scholarships for Research Students (University Recommendation) for fiscal year 2024 for the same person, as well as concurrent nominations for the Japanese Government (Monbukagakusho) and Japan Student Services Organization (JASSO) support programs for international students (International Student Exchange Support Program) are not permitted. If a duplicate application or dual scholarship is found, all recommendations for that candidate will not be accepted.

[5] Those who are planning to receive a scholarship from an organization other than MEXT (including a government organization of their home country) after the MEXT scholarship period begins (after

the student become a registered student at TUT).

- [6] Those who are expected to graduate at the time of application and cannot satisfy the qualifications and the conditions related to their academic background by the deadline given.
- [7] Holders of dual nationality at the time of application who cannot verify that they will give up Japanese nationality by the time of the arrival in Japan.
- [8] Those who plan to do research activities outside Japan (fieldwork, internship, etc.) or take a leave of absence for an extended period from the time of application.
- [9] Those who have no intention of obtaining a degree.

(11) Others: MEXT Scholarship will be granted those who are willing to contribute to mutual understanding between Japan and their home country by participating in activities at schools and communities during their study in Japan while contributing to the internationalization of Japan. They shall also make efforts to promote relations between the home country and Japan by maintaining close relations with the university attended after graduation, cooperating with the conducting of surveys and questionnaires, and cooperating with relevant projects and events conducted by Japanese diplomatic missions after they return to their home countries.

3. NUMBER OF THE APPLICANTS TO BE RECOMMENDED TO MEXT

- Regular students enrolled in master's course: 1 applicant.
- Regular students enrolled in doctoral course: 4 applicants.

4. PERIOD OF SCHOLARSHIP

The scholarship will be payable for the period necessary for the grantee to complete their regular program (standard period of study).

5. SCHOLARSHIP BENEFITS

(1) Allowance: The amounts listed below shall be paid depending on the course enrolled in. The amount of payment is subject to change each fiscal year depending on the Japanese Government budget. However, if a grantee takes a leave of absence from the university or is absent for a long period of time, the scholarship will not be paid for that period.

- [1] **Regular students enrolled in master's course:** 144,000 JPY per month
- [2] **Regular students enrolled in doctoral courses:** 145,000 JPY per month

(2) Travel Expenses

[1] Travel expenses to come to Japan: MEXT will stipulate the travel schedule and route and provide an airline ticket. However, MEXT will not provide an airline ticket for cases of domestic recommenders. In principle, MEXT stipulates the travel schedule and route, and provides an economy-class airline ticket for the flight from the international airport closest to the grantee's residence (in principle, the country of nationality) to the international airport used on the normal route to the accepting university (e.g., Chubu Centrair International Airport, Nagoya). The grantee shall bear at his/her own expense all costs related to domestic travel from the grantee's residence to the nearest international airport, airport taxes, airport usage fees, special taxes necessary for travel, travel expenses within Japan (including airline transit costs), travel insurance expenses, carry-on luggage or unaccompanied baggage expenses, etc. The grantee shall also bear at his/her own expense travel and lodging costs incurred in a third country if the grantee must travel to a third country before coming to Japan for visa purposes because there are no Japanese diplomatic missions in his/her country, or if there are no direct flights from the grantee's country of residence to Japan. MEXT will provide an

economy-class airline ticket from the grantee's country of residence to the said third country, and from the third country to the international airport used on the normal route to the grantee's university (e.g., Chubu Centrair International Airport, Nagoya). In principle, the address given in the space for "Residence before arrival in Japan" on the application form shall be recognized as the "residence," and the airplane ticket will be arranged for a flight from the international airport nearest to that address. Except for cases when the grantee must travel to a third country to obtain a visa, MEXT will not provide an airline ticket for cases of travel to Japan from a country other than the grantee's country of residence due to the grantee's personal circumstances.

[2] Travel expenses to return home country: Based on their Application, MEXT will provide an airline ticket to grantees graduating from their university and returning to the home country by the end of the final month of the period of scholarship (Section 4 above) designated by MEXT. MEXT, in principle, shall provide an economy-class airline ticket from Narita International Airport or the international airport used for the normal route to and from the grantee's university (e.g., Chubu Centrair International Airport, Nagoya) to the international airport (in principle, in the country of nationality) nearest to the returning grantee's residence. The grantee shall bear at his/her own expense all costs related to travel from the grantee's residence in Japan to the nearest international airport, airport taxes, airport usage fees, special taxes necessary for travel, travel expenses within the country of nationality (including airline transit costs), travel insurance expenses, carry-on luggage, or unaccompanied baggage expenses, etc. The returning travel expenses will not be provided by MEXT in case a grantee returns to the home country before the end of scholarship due to personal circumstances, or reasons stated in "6 SUSPENSION OF PAYMENT OF SCHOLARSHIP".

If a grantee continues to stay in Japan after the scholarship period has ended, for instance, going to school, gaining employment in Japan, he/she will not be paid for the travel expenses.

(3) Education fees: Fees for the entrance examination, matriculation, and tuition will be borne by TUT.

6. SUSPENSION OF PAYMENT OF SCHOLARSHIP

Payment of the scholarship will be stopped in the following cases. Should any of the following apply, the grantee may also be ordered to return a part of, or all, the scholarship paid up to that time. Payment of the scholarship may also be stopped during the period up to the decision on the disposition of the matter.

[1] A grantee is determined to have made a false or fraudulent statement on his/her application.

[2] A grantee violates any article of his/her pledge to MEXT.

[3] A grantee violates any Japanese laws and is sentenced and imprisoned for a period or for a period exceeding 1 year.

[4] A grantee has been expelled, suspended, given a warning or similar disciplinary action in accordance with the University's academic regulations, or the grantee has been removed from the university.

[5] It is determined that it will be impossible for a grantee to complete the course within the standard period of study because of poor academic performance or suspension or absence from the university, etc.

[6] A grantee came to Japan without newly acquiring "Student" residence status or changed his/her residence status to one other than "Student". For a grantee who is already in Japan, when the study as a MEXT scholarship student with a status of residence other than "Student" is started or when the "Student" status of residence is changed to another status of residence.

[7] A grantee has received another scholarship (excluding those specified for research expenditures).

[8] A grantee proceeds to a more advanced level of education without receiving approval for an

extension of the period of the scholarship.

[9] A grantee leaves the university or transfers to another graduate school/university.

[10] When the academic performance grade point average attained at each point in each year is less than 2.30.

7. APPLICATION PROCEDURE

Applicants must first check whether they satisfy other qualifications and conditions, including their grade point average.

If they can confirm that they satisfy all the necessary qualifications and conditions, applicants must look for a prospective supervisor and contact them to get an acceptance. **Applicants must get the copy of the “Letter of the acceptance (Designated form of the university)”**. The List of Faculty Members on TUT’s website is useful for finding a prospective supervisor.

List of Faculty Members: <https://www.tut.ac.jp/english/schools/faculty/>

After obtaining the supervisor’s acceptance, please send the necessary documents to the Student Affairs Division by the application deadline **by email**.

Application documents sent to:
International Student Section
Student Affairs Division
Toyohashi University of Technology

E-mail: ryugaku@office (Please add “. tut.ac.jp” to the end of the address.)

8. APPLICATION DOCUMENTS

Please download the prescribed form from our website.

- (1) The copy of the Letter of the acceptance** (Template format)
- (2) Application form for Japanese Government (MEXT) Scholarship** (Template format)
(Paste the photo.)
- (3) Field of Study and Research Plan** (Template format)
- (4) Official Academic Transcripts from both undergraduate and graduate schools** (Originals or Certified copies of the original documents from your university)
- (5) Certificate of Graduation or Provisional Certificate from both undergraduate and graduate schools** (Originals or Certified copies of the original documents from your university)
- (6) Publication list for MEXT Scholarship Application** (Template format)
- (7) Abstract of Thesis (if completed) or a description of your thesis research in progress**
- (8) Proof of high performance or good achievement record**

*Such as Certificate of Distinction, rank of academic record among the whole class, Grade Point Average (GPA) etc.

(9) Recommendation Letter

*Issued by the Dean of the department or higher at the university. Contact details of the writer must be clearly shown on the letter.

*The name of the addressee in the letter must be "the President of Toyohashi University of Technology".

We CANNOT accept a letter with "To Whom May It Concern".

*Applicants now working must also get a letter from their company supervisor.

(10) Photograph (4.5×3.5cm, taken within the past six months, upper body, full faced, no hats.) It must be pasted onto the application form by digital photograph.

(11) Certificate of language proficiency

*Score of language proficiency test of TOEFL iBT, TOEIC L&R/S&W (except TOEIC IP), IELTS, or Japanese Language Proficiency Test should be presented.

****Scores of qualifications and examination are only valid for November 2021 or later.**

*Certificate to prove that you have completed your entire education (the last course of study) with English or Japanese as your primary language.

(12) CV (Any format but it must include all your academic and employment history.)

(13) Photocopy of passport (Pages of the name, nationality, and picture of applicant only)

(14) Declaration sheet for MEXT Scholarship Application (Template format)

(15) Check list of documents for Japanese Government Scholarship (Template format)

(16) Academic Performance Entry Sheet (Template format)

Notes:

[1] Documents must be in Japanese or in English. If the certificate is written in a language other than Japanese or English, please attach Japanese translation as well as the original.

[2] The documents must be prepared using word processing software and printed doubled-sided on A4 size paper.

[3] Certificates and other official documents must be issued from the university or officials.

When submitting the copies, certified copies of the original documents from the university, embassy or other official institutions will be accepted. If not, the documents cannot be accepted.

[4] **The documents submitted will not be returned under any circumstances.** Applicants must submit certified true copies of the original documents from the university, embassy, or other official institutions if they have only one original and cannot get it reissued.

[5] When sending application documents by email, please send them in a ZIP file or other format that is small. In addition, please be sure to set a password.

[6] Applications will not be considered if any of the documents are incomplete, incorrect, or lacking supporting evidence, nor will they be considered if they arrive after the deadline.

9. SELECTION METHOD

The selection of recommended candidates will be made through document screening and interviews conducted by the academic advisors, etc.

The successful candidates will be decided taking into consideration all aspects of the application, including the relationship between the applicant's university and TUT, their academic performance, the level of their universities and recommendation letters.

10. APPLICATION DEADLINE

Application documents must reach us **no later than December 27, 2023 (Japan Time) by email.**

11. ANNOUNCEMENT OF THE RESULTS

(1) Selection of TUT Recommended Candidates

Applicants will be notified of the screening results by e-mail by the end of March 2024 (tentative).

***No objections and inquiries regarding the selection results will be accepted.**

(2) Selection of Scholarship Grantees

Candidates will be notified of the MEXT decision by e-mail by the end of June 2024 (tentative).

***No objections and inquiries regarding the selection results will be accepted.**

12. NOTE

- After your arrival in Japan, it will take about a month to a month and a half to receive your scholarship, so please prepare at least 300,000 yen to cover your immediate living expenses.
- The Ministry of Education, Culture, Sports, Science and Technology (MEXT) will conduct a selection process for those recommended by the university, and will determine the scholarship recipients and the period of the scholarship in June 2024 (tentative). Therefore, there is no guarantee that you will be selected even if you are recommended by the university.
- If you are selected as a scholarship recipient, information about the recipient (name, gender, date of birth, nationality, host university/graduate school/faculty, major field of study, period of enrollment, post-graduate career path, and contact information) will be shared with the relevant government agencies for the purpose of using the information for international students' programs implemented by the Japanese government. In addition, information may be published in public relations materials by the Japanese Government to promote the acceptance of the international students.
- If you are selected as a scholarship recipient, you will be asked to accept this handling in a pledge that stipulates the items to be observed as a MEXT scholarship student. MEXT will accept applicants who agree to the policies as MEXT scholarship students.
- If an applicant is judged not to meet the conditions for landing in Japan, he/she may be rejected.

13. SECURITY EXPORT CONTROL

In accordance with the Foreign Exchange and Foreign Trade Law, TUT has established the "Toyohashi University of Technology Security Export Control Regulations" and conducts strict screening when accepting international students.

Please note that you may not be able to receive your desired education or conduct research if you fall under any of the restrictions.

14. FOR INQUIRIES, PLEASE CONTACT:

Student Affairs Division,

Toyohashi University of Technology

1-1 Hibarigaoka, Tempaku, Toyohashi, Aichi, 441-8580 JAPAN

E-mail: ryugaku@office (Please add “. tut.ac.jp” to the end of the address.)

*In the event of any discrepancy between the English version and the Japanese version of the terms of these Application Guidelines, the Japanese version shall prevail.