

## Academic Year 2023

# Nagoya University Graduate School of Education and Human Development Department of Psychology and Human Developmental Sciences (Doctoral Program)

## Student Admission Guidelines — Selection for Overseas Applicants (APRIL-Entry) —

Starting in AY 2022, the Graduate School of Education and Human Development will begin accepting online applications. Please prepare all items required for the online application, devices such as a computer connected to the internet and a printer, an email address, a portrait photo, and submit your application after confirming the payment method, documents to be submitted, etc.

Note that you will need to register for an account before applying, so ensure you have enough time to complete the application process. Important information about the examination and other related issues may be sent by the University to your registered e-mail address. Therefore, please use an e-mail address that you check on a regular basis and has little chance to be changed or deleted. For details of the internet application, please refer to page 7-10.

The Graduate School of Education and Human Development of Nagoya University accepts applicants for the Doctoral program in the Department of Psychology and Human Developmental Sciences. International applicants seeking admissions beginning in April 2023 should follow the application guidelines described below.

### 1. Eligibility for Application

Applicants must satisfy at least one of the conditions below, and must be able to dedicate themselves to studying:

- (1) Applicants who have earned a degree equivalent to a Master's degree or an advanced professional degree※ in a foreign country, or are expected to receive the said degree by the end of March, 2023.
- (2) Applicants who have completed course work at a foreign university through distance learning while living in Japan and earned a degree equivalent to a Master's degree or an advanced professional degree※, or are expected to receive the said degree by the end of March, 2023.
- (3) Applicants who have completed a course of study in Japan at an educational institution recognized as offering a graduate program of a foreign university accredited under the said foreign country's education system, and has been concurrently accredited by Japan's Minister of Education, Culture, Sports, Science and Technology, and have earned a degree equivalent to a Master's degree or an advanced professional degree※, or are expected to receive the said degree by the end of March, 2023.
- (4) Applicants who have completed a course of study at the United Nations University, and earned a degree equivalent to a Master's degree (Article 156, Item (iv), Ordinance for Enforcement of the School Education Act), or are expected to receive the said degree by the end of March, 2023.

※ Those with an advanced professional degree should inquire before applying to ascertain their qualifications, well ahead of the actual application period, which starts from May 18, 2022 to June 3, 2022. Address all inquiries to the [adm-foa@educa.nagoya-u.ac.jp](mailto:adm-foa@educa.nagoya-u.ac.jp) with supporting documents.

## 2. Requirements for applicants

Prospective applicants to the Psychological Sciences major must have majored in Psychology or related fields in the discipline of psychology, those to the Sport Behavioral Sciences major must have majored in an area of Sports Science that studies psychological factors behind sport performance, and have/will be attaining a Bachelor's degree in the respective fields, or have clear evidence of having knowledge of the respective disciplines.

## 3. Admissions quota

Psychological Sciences major, Human Development and Clinical Psychology major, and Sports Behavioral Sciences major, in Department of Psychology and Human Developmental Sciences: A limited number of applicants will be accepted depending on the applicant pool.

\*1 Decisions for acceptance to each major will be conducted separately.

\*2 Note that the majors of the Department of Educational Sciences do not offer special admissions for overseas applicants, and is excluded from this selection process.

## 4. Documents to be submitted and entrance examination fee

The application procedure will be completed by submitting the necessary application documents within the application period after completing registration and application fee payment with the online application system.

Registration and application fee payment with the online application system alone does not complete the application procedures. The application procedure is only complete when the application documents arrive at the Graduate School of Education and Human Development.

All documents must be completed in English. (2) Graduate School of Education and Human Development Application form[Form1] **is available for download from the Graduate School of Education and Human Development website.**

**(Admissions information page: <http://www.educa.nagoya-u.ac.jp/info/admission/>)**

### (1) Nagoya University Graduate school Application form and Photograph card

The application form and photograph card must be printed in color on a single-sided sheet of A4 sized paper from the online application system.

\*The applicant must prepare and upload a portrait photo (up to 2MB), that is front facing, includes the upper body, no hats or backgrounds, and has been taken within 3 months of the application.

### (2) Graduate School of Education and Human Development Application form [Form 1]

Download the "Application form" from the Graduate School of Education and Human Development website.

### (3) Certificate of Master's degree (or prospective)\*

Applicants must submit an official transcript of all graduate coursework, and a certificate of Master's Degree (or certificate of prospective degree), issued by the university conferring the degree. The certificate must include the school's official seal or signature, and if not in either the English or Japanese languages, an official or certified translation thereof is required.

\* Graduates of Chinese universities must submit the graduation certificate (of the graduate school attended). In addition, they must obtain a certificate of degree certificate (PDF) on the website of "China Academic Degrees and Graduate Education Development Center (CDGDC)", a non-profit organization directly controlled by the Chinese government, and submit it on A4 paper. Confirm the details of the procedure on the CDGDC

(4) Thesis

Applicants are required to submit 3 copies of their Master's thesis or an equivalent research thesis, particularly dealing with psychology, clinical psychology or physical education. . An extended summary of the thesis written in English is also required.

(5) Major publications

If applicable, applicants can submit up to 3 samples of any major publication (journal articles, book chapters, research reports, and other published material). Three copies of each publication and a brief English summary of each are required.

(6) Other supporting documents

Applicants are free to submit up to 3 supporting documents (3 copies for each) demonstrating other achievements (e.g. conference presentation certificate, award certificate for academic achievement, certificate for participation in academic competition, etc.).

(7) Research proposal

9 copies of a research proposal to be conducted as part of the fulfilment for the Doctoral degree, clearly outlining the following are required:

- 1) Purpose of research (including brief literature review, detailed aims of study, hypotheses, originality of study)
- 2) Methodology
- 3) Expected results and their implications

Research proposals should be typed on A4/Letter size paper and double-spaced. Applicants should note that the requirement for doctoral candidacy is a minimum of two refereed journal articles which are to be incorporated into the dissertation. Proposals should reflect this requirement by elaborating on research which shall be developed in a series of studies which would lead to multiple journal manuscripts.

(8) Letter of recommendation (Original Copy)

A letter of recommendation should be written by the Dean or the faculty advisor of the university attended, or in case of applicants with work experience, by the direct supervisor of the workplace who can accurately assess their professional capacity.

(9) Academic transcript (Issued by the last graduate school attended)\*

The certificate should be from the degree granting institution (Master's or equivalent), and must include the school's official seal or signature.

(10) Certificate of English language proficiency

An applicant who has graduated from a university where the primary language of instruction is not English is required to submit one of the English test scores listed below or other evidence showing that the applicant has English proficiency. An official score report for one of the following is required, sent under the specified reporting methods (only scores from exams taken within 2 years of the application deadline will be considered valid). However, an applicant who is a native speaker of English or who has received his/her education through a

university program in which English was the primary language of instruction is exempted from this requirement.

1. TOEFL [iBT, PBT]: Official Score Report (Original) (\*1) and Test Taker Score Report (Copy) (\*2)
2. TOEIC [both L&R and S&W]: Official Score Certificate (Original) (\*3)
3. IELTS [Academic Module only]: Test Report Form (Original) (\*4)

\*1 Applicants must arrange for score reports to be sent directly by ETS to arrive at Nagoya University by the application deadline. For details, refer to the TOEFL website. As a matter of principle, score reports that have been received and submitted by the applicants themselves will not be considered valid. The school code for our graduate school is "C595".

\*2 Submit together with the application forms.

\*3 Includes both the TOEIC L&R (Listening & Reading Test) and the TOEIC S&W (Speaking and Writing Tests) scores. Submit together with the application forms.

\*4 Applicants must arrange for the Test Report Form to be sent directly by the IELTS administration office to arrive at the Nagoya University Graduate School of Education and Human Development by the application deadline. For details, refer to the IELTS website. As a matter of principle, certificates that have been received and submitted by the applicants themselves will be considered invalid.

#### (13) Application fee (JPY 30,000)

Applicants must complete the payment when applying online.

\*In addition to the application fee, a service charge (about 500 JPY) will be required.

\* The application fee payment must be completed within four days from the day of registration. If a payment is not made within the period, the application registration will be automatically cancelled. (Please re-register if your registration is cancelled)

\* If the online application deadline comes earlier than the payment deadline, the payment must be completed by the online application deadline.

\*Please note that if you select "Exempt from the application fee" by mistake and submit your application documents without paying the application fee, the documents will not be accepted.

\*Japanese Government (MEXT) scholarship students may submit a "Certificate of Japanese Government Scholarship Student\*" in lieu of the entrance examination fee for their application fee waiver. Please check "Exemptions from the application fee" when applying online.

\*If you are enrolled as a MEXT scholarship students at Nagoya university, it is not necessary to submit a "a "Certificate of Japanese Government Scholarship Student".

#### (14) Documentation of nationality and residence status

Applicants must submit a copy of their passport or a certificate issued by an Embassy or Consulate in Japan. The certificate should be prepared in English. Attach an official or certified translation if issued in any other language.

Applicants residing in Japan must also submit a copy of their Resident Registration Card.

### 5. Application period

Online application

June 10, 2022 – July 13, 2022 3:00PM (JST)

Application by postal mail

June 24, 2022 – July 15, 2022 4:00PM (JST)

Application documents must be submitted to the following address by postal mail only. Documents should be sent by registered express mail (e.g., Federal Express, DHL, UPS), and must arrive by the application deadline.

**<Application Documents Submission>**

Admissions Office

Graduate School of Education and Human Development, Nagoya University

Furo-cho B4-4 (700), Chikusa-ku, Nagoya, Aichi 464-8601 JAPAN

[Notes]

- \*1 Be advised that applications which arrive after the deadline will not be accepted. Applications will be accepted only if all required documents for application are received by the deadline. **Incomplete applications cannot be considered for the selection process.** No substitution of any of the documents will be allowed after submission.
- \*2 For non-English documents, the document-issuing institution or authority must provide a corresponding English translation of the original language. If such service is not available, the documents must be translated and verified by an outside translation organization and certified to be the same as the document in the original language. Be sure to submit both the original documents and the certified translations.
- \*3 Application documents submitted will not be returned for any reason; upon request however, certain materials that are unable to be reissued, or are of considerable financial or sentimental value may be returned. In such cases, applicants will be responsible for return postage of any material they wish to have returned.
- \*4 If any of the documents have been falsified or if any necessary details or documents have been omitted, admission will be revoked even in the event that the candidate has already been granted admission.
- \*5 Entrance examination fees are not refundable under any circumstances.

## 6. Selection Methods

The admission consists of two parts: document-screening and interview. There will be no written examination for this screening, but instead a thorough and comprehensive review of the application documents will be conducted, including the relevance of the research proposal to the major, academic achievement, coursework, degree attained, test scores, and thesis/research report. Document-screening results will be sent after September 2, 2022.

Those applicants who are successful in passing the document screening will be invited to the next stage, which consists of an interview. The interview will include a presentation of the applicant's Master's thesis or academic papers equivalent to the thesis, and an oral examination. The examination will take place **online via Zoom, Teams, Skype, or other video conferencing system**. The interview will focus on applicants' academic skills required for the completion of the PhD program, including research skills, research plans, Master's theses (or past sample of research), and their English language communication skills.

Date and time of interview

Date	Time	Achievement Test Subject
September 21-22, 2022	9:00~17:00 JST (each day)	Oral exam

Interviews are conducted only at this date and time. Applicants must make themselves available throughout the exam time period, regardless of whether they are on-campus or off-campus (for video-conferencing). Applicants will

be notified in advance of the approximate time of their interview, but should be available during the entire period and one hour following to allow for time adjustments. Alternate dates will not be scheduled.

[Notes]

- \*1 Applicants should have their application documents on hand during the interview, as questions regarding details of these documents may be asked.
- \*2 Those who are more than 15 minutes late to their interview will not be allowed to take the oral exam.
- \* Unforeseen technical problems using video conferencing may result in a schedule delay, so applicants should be prepared to respond any time throughout the entire exam schedule, and at least an hour beyond. In case of a major delay, we will notify applicants of this fact, and if necessary, make adjustments.

## **7. Announcement of results**

The results of the exam will be displayed on a notice board at the entrance of the graduate school around 5:00 PM, September 28, 2022, and in addition, only the accepted applicants will be notified via postal mail sent to the registered address when applying at a later date. The results will also be made available for viewing online at the website of our graduate school (<http://www.educa.nagoya-u.ac.jp/info/admission/>) for the convenience of distant applicants. However, only the information posted at the entrance of the graduate school and the mailed notifications are considered official announcements of the results.

## **8. Enrollment procedures**

Notifications regarding enrollment procedures will be sent to successful applicants after decisions have been made. If there should be any changes regarding the address after you complete the application procedures, please inform the admissions office.

## **9. Student payments (subject to change)**

Enrollment Fee (one-time fee upon entrance): JPY 282,000

Tuition Fee (annual fee): JPY 535,800

- \*1 Amounts are tentative, as the fee schedule may change by the time of enrollment.
- \*2 The enrollment fee must be paid during initial registration.
- \*3 Successful applicants will be notified about how the fee payments will be made.

# Web Application Flow

The web application flow is as follows.



## STEP

# 1



## Preparation

Prepare a computer and printer connected to internet (smartphone and tablet are not recommended).

Prepare \*required documents well in advance before application since it may take time to obtain them.

\*Required documents: ID photo data, certificates etc.  
For details, please check [the application guidelines](#) for the graduate schools you wish to enter.



(Photo data)

## STEP

# 2



## Access the Application Site

From the application site ▶ <https://e-apply.jp/ds/nagoya-gs/>

OR

University website ▶ <https://www.nagoya-u.ac.jp/>



## STEP

# 3



## MyPage Registration

Follow the instructions on the screen to enter the required information and register for MyPage. If you have already registered MyPage, please proceed to STEP4.



① If you register MyPage for the first time, please login from **My Page registration**.



② Register your email address and click **Submit a temporary registration e-mail**.



③ Click **Go to Login**.



④ The initial password and URL for main registration will be sent to the e-mail address.

\* Please check your e-mail settings as well to ensure that you are able to receive e-mails from @e-apply.jp domain.



⑤ On the login screen, enter the registered e-mail address and the "initial password" you received in ④, and click **Login**.



⑥ Change from the initial password to new password.



⑦ Enter the required personal information and click **Next**.



⑧ Confirm the personal information you entered and click **To register in this content**.



⑨ Registration is completed. Click **To My Page**.



⑩ When the above is displayed, MyPage registration is complete.

⑪ During the application period, click **Carry out the application procedure** to continue the application procedure. Outside of specified periods, you cannot proceed any further, so click **Log out** to logout.

## STEP

# 4



## Register the Application forms

Make sure to confirm to procedures and notes on the screen page, and enter required information.



① Login to MyPage and click **Carry out the application procedure**, then go to the registration screen.



② Select your graduate school.



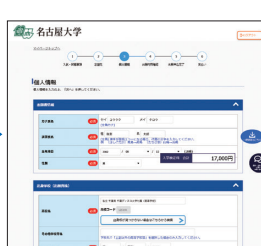
③ Select the entrance exam to take and read the important notes.



④ Choose which major to apply for.



⑤ Upload ID photo data and click **To choose photo** to select a photo.



⑥ Enter the required personal information.



⑦ Confirm application form. You can check the application form by clicking **Application Form (sample)**.



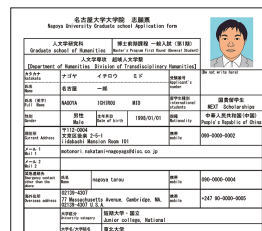
⑧ Application registration is completed. Click **Continue to pay** to proceed the examination fee payment screen.



Payment is due within 4 days including the date of application. However, if the Web application deadline falls earlier than that, the payment deadline will be the Web application deadline.

⑨ How to pay the examination fee

- Convenience stores\*
- ATMs with Pay easy\*
- Internet banking\*
- Credit card
- \* Only available in Japan



⑩ PDF documents are required for application (image).

⑪ Printing will be available after payment of the examination fee. These are required to submit as well as required documents.

If you choose to pay the examination fee at a convenience store or a bank ATM that supports Pay-easy, please make sure to write down the necessary payment number displayed after selecting the payment method, and pay the fee at a convenience store or bank ATM within the notified payment deadline.

### At Seven Eleven

Payment slip number (13 digits)

### At Daily Yamazaki, SeicoMart

Online settlement number (11 digits)

### At Lawson, Mini Stop, FamilyMart, ATMs with Pay-easy

Customer number (11 digits)

Confirmation number (6 digits)

receiving institute number (5 digits) **5 8 0 2 1** At ATMs with Pay-easy

A confirmation e-mail will be sent to you after you have completed the registration of your application. If you have set restrictions on receiving e-mails, please allow the sender (@e-apply.jp).  
\*Please note that the confirmation email may be sent to your junk folder.



After the examination fee has been paid, you will not be able to correct your application contents. Please check your application contents before paying the examination fee. If there are any errors, please register again from Step 3.

\*Please note that if you select credit card in "⑨How to pay the examination fee", the payment will be completed at the same time as registration.



# STEP

# 5



## Pay the examination fee

### 1 Paying with a credit card

You can select and pay during the Web application.

[Credit cards available for the payment]

VISA, Master, JCB, AMERICAN EXPRESS, MUFG, DC, UFJ, NICOS



The payment can be completed during the Web application.

### 2 Paying by internet banking

(Only in Japan)

After your Web application is registered, the page will shift to the site of the bank you chose. Make the payment as instructed on the screen.

\*Required your bank account is registered for internet banking.

The payment can be completed online.

### 3 Paying at convenience stores (Only in Japan)

Write down the number displayed after your Web application is registered, and pay at any one of the following convenience stores.

● Pay at the cashier

● Pay using the terminal



Loppi



Fami Port



### 4 Paying at ATMs with Pay-easy option

(Only in Japan)

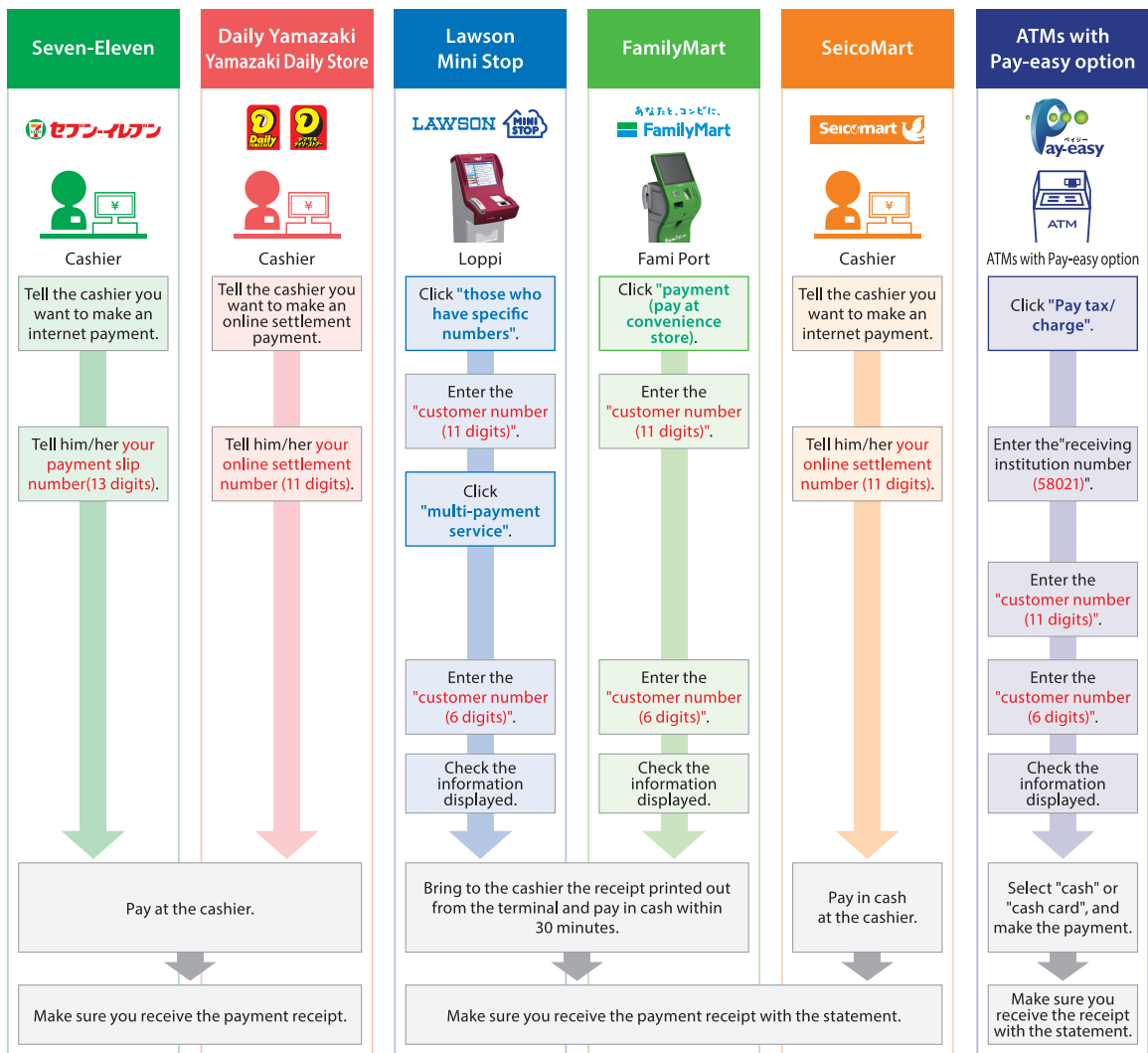
Write down the number displayed after your Web application is registered, and pay at any one of the ATMs with Pay-easy option as instructed on the screen.



\*Banks with Pay-easy option can be checked on the [Selection of Payment Method] page.

Enter necessary information as instructed on the screen of the terminal or ATM, check the information displayed, and make the payment.

### 3 Convenience stores



## STEP

# 6

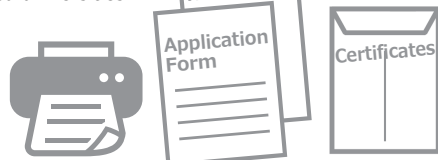


## Send Required Documents by Post

Print the documents downloadable in color after the completing and paid your application and send them from post office by registered express mail (書留速達郵便) along with other required documents. If you are from outside Japan, send them by tracked post (EMS etc.) within the application period.

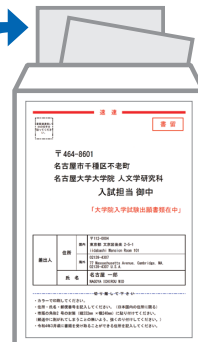
### Required documents

- Documents to be printed from the web application
- Documents to be downloaded from the Graduate School WEB site other documents designated in the application guidelines
- Certificated issued by your graduated universities



One copy is required for each application registration. Please refer to **the application guidelines** for the required documents.

The mailing address of your application will be automatically printed on the Address Sheet. When sending from overseas, do not use this sheet.



Address sheet for submitting your application

Attach the sheet to a commercially available Kaku 2 envelope (24cm x 33.2cm).



If the application guideline specify other submission methods, please follow it.

\*The examination fee and necessary documents that have been received will not be returned in any way except for those specified it in **the application guidelines**.

## < Application Completion >

### Note for Application

Your application will be completed only after you complete the web application, pay the examination fee, and send by post the required documents by the deadline. Please make sure to check the deadline in **the application guidelines**.

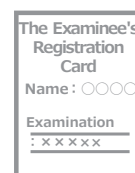
## STEP

# 7



## Print the Examinee's Registration Card

When the application is accepted and the examinee's registration card is able to be printed, you will be notified it through the e-mail address you have registered. If you do not receive the e-mail, please login to the Web application site by the day before the examination, print the card out on an A4 paper, single-sided in color, and bring this with you on the day of the examination.



## 10. Applications from persons with special needs

Persons with disabilities who require special accommodations for their examination must submit the 3 items described below to the Admissions Office, Graduate School of Education and Human Development, Nagoya University by June 3, 2022. Documents must be written in English or Japanese.

- (a) Exam Accommodations Request Form (Describe the status of the disability, the specific accommodations desired, and the reason said accommodations are requested) (Any format, A4 or letter size)
- (b) Medical Certificate issued by a medical doctor describing the nature of the disability, disability certificate, etc. (photocopies allowed)
- (c) Supplementary statements from third parties who are familiar with the status of the disability of the applicant (Observations or opinions from specialists or relevant personnel from the applicant's school, etc.)

Other relevant documents may be submitted as well if necessary. In addition, persons wishing to receive consultations regarding the exam or studies after enrollment should make an inquiry prior to the application deadline.

## 11. Other

- (1) All personal information submitted to Nagoya University is appropriately managed in compliance with the "Act on the Protection of Personal Information Held by Independent Administrative Agencies" and the "Management of Nagoya University Students' Personal Information" regulations.
- (2) Personal information related to the applicant, such as name, address, date of birth, etc., will be used for the purpose of admissions, announcement of results, and enrollment procedures. Personal information related to the applicant and entrance examination results will be used to improve future selection procedures.
- (3) Furthermore, the personal details of applicants admitted to Nagoya University will also be used for: i) academic affairs (student registration, academic advising, etc.); ii) student welfare services (health care, career services, tuition exemption, scholarship applications, etc.); and iii) collection of academic fees.
- (4) All times and dates indicated in the Admission Requirements refer to Japan Standard Time (UTC+09).
- (5) Regarding the clarification of the scope of control for "deemed exports" under the Foreign Exchange and Foreign Trade Act ("FEFTA")

In November 2021, in accordance with the clarification of the scope of control for "deemed exports" under the Foreign Exchange and Foreign Trade Act ("FEFTA"), some provision of sensitive technology to faculty members and students by universities and research institutions has become subject to control under the FEFTA. Consistently with this change, when applying to study at the University, students will be required to submit a "Declaration of applicable specific categories" based on the "Flowchart for determining applicable specific categories". In addition, submitting a "Letter of confirmation" may be required at the time of acceptance.

As a general rule, this is not required if the research involves only the humanities and social sciences.

As an exception, if you are involved in a fusion area with a science field, please follow the flowchart below.

"Declaration of applicable specific categories" & "Flowchart for determining applicable specific categories"

[https://mado.adm.nagoya-u.ac.jp/form1\\_export-control\\_en](https://mado.adm.nagoya-u.ac.jp/form1_export-control_en)

You may submit the form at your own discretion. If you have any questions, please contact below.

Academic Research & Industry-Academia-Government collaboration, Export Control Division

E-mail : [anzen@aip.nagoya-u.ac.jp](mailto:anzen@aip.nagoya-u.ac.jp) TEL : 052-747-6702

If you cannot submit the "Declaration of applicable specific categories" in time for the application deadline, please submit it as soon as it is ready. All other documents required for application must be submitted on the application deadline.

## 12. Contact

Admissions Office, Graduate School of Education and Human Development, Nagoya University

Furo-cho B4-4 (700), Chikusa-ku, Nagoya, Aichi 464-8601 JAPAN

E-mail: [adm-foa@educa.nagoya-u.ac.jp](mailto:adm-foa@educa.nagoya-u.ac.jp)

NOTE: The above email address will not be in operation from Oct.1st, 2022.

The entrance examination schedule and its administration may change depending on the current state of the pandemic. If any changes are made, notifications of such changes will be given on the website, etc.

○**Graduate School of Education and Human Development website(Admissions information page)**

URL <http://www.educa.nagoya-u.ac.jp/info/admission/>