#### Guidelines for Non-Japanese Applicants 2019-2020

#### HOSEI UNIVERSITY

### Graduate School of Computer and Information Sciences

#### 1. Courses

Master's Course Doctoral Course

#### 2. Number of Students to be accepted

Limited to small number (both for 1st and 2nd admission)

#### 3. Admission Schedule

	1st Admission September 2019 enrollment	2nd Admission April 2020 enrollment			
Courses	Master's and Doctoral Courses				
Courses	Master's and D	octoral Courses			
Eligibility Screening	March 18, 2019 (MON) –	September 2, 2019 (MON) –			
*Applicable only	March 22, 2019 (FRI)	September 6, 2019 (FRI)			
Annalization Danied	April 15, 2019 (MON) –	October 21, 2019 (MON) –			
Application Period	April 22, 2019 (MON)	October 28, 2019 (MON)			
Application Procedure Either 1 or 2	1. Bring all documents to Graduate Schools Section at Koganei campus Hours: Monday-Friday 9:30~11:30, 12:30~17:00 Saturday 9:30~12:00  2. Mail  Mail all documents by "Registered and Express Mail" or equivalent Indicate in red on the envelope, "Application documents for graduation school enclosed."  Posted in Japan: valid if postmarked by the due date Posted outside Japan: valid if delivered by the due date Hosei University, Graduate Schools Section 3-7-2 Kajino-cho, Koganei, Tokyo 184-8584, Japan				
Announcement of Result	May 27, 2019 (MON) 10:00 am	November 29, 2019 (FRI) 10:00am			
Enrollment fee etc. Transfer / Admission Procedure Period	May 27, 2019 (MON) — June 7, 2019 (FRI)	November 29, 2019 (FRI) — December 13, 2019 (FRI)			

<sup>\*</sup>Prior to application, be sure to gain agreement on your application with a supervisor from whom you wish to receive research guidance.

#### 4. Selection Procedures

Screening by submitted application documents

#### 5. Eligibility

[Master's Course]

Those who have non-Japanese nationality and meet any of the following criteria.

- ① Those who have been conferred Bachelor's degrees in foreign countries
- ② 1st admission (September enrollment): Those who are expected to be conferred Bachelor's degrees by the end of August, 2019 in foreign countries
- ③ 2nd admission (April enrollment): Those who are expected to be conferred Bachelor's degrees by the end of March, 2020 in foreign countries
- ④ Those who have received a bachelor's degree from Japanese university and are living overseas now.
- ⑤ Those who are designated by Minister of Education, Culture, Sports, Sciences and Technology.

<sup>\*</sup>Refer to "inquiry" section in "11. Additional References" for any inquiries upon application.

6 Those who are regarded as equivalent to university graduates by the eligibility screening, and have reached the age of 22.

#### [Doctoral Course]

Those who have non-Japanese nationality and meet any of the following criteria.

- ① Those who have been conferred Master's degrees in foreign countries
- 2 1st admission (September enrollment): Those who are expected to be conferred Master's degrees by the end of August, 2019 in foreign countries.
- ③ 2nd admission (April enrollment): Those who are expected to be conferred Master's degrees by the end of March, 2020 in foreign countries.
- ④ Those who have received a Master's degree from Japanese university and are living overseas now.
- ⑤ Those who are designated by Minister of Education, Culture, Sports, Sciences and Technology.
- ⑥ Those who are regarded as equivalent to Master's degree by the eligibility screening, and have reached the age of 24.

Note: Applicants for both courses must meet all requirements below.

- Submit 2 letters of recommendation, one of which is a reference from the academic supervisor of current or previous school.
- · Submit documents to certify their tuition payment while in school.
- Students from non-English speaking countries or who have not received school education in English need to arrange ETS to send their TOEFL-iBT score (over 72 out of 120 points). Scores of TOEFL-CBT and TOEFL-PBT are also acceptable. Or the official certificated score of TOEIC L&R over 680 shall be submitted.

#### 6. Eligibility Screening

If your eligibility status is ⑥, submit all application documents except application fee within eligibility screening period. Submit either by coming to our office or mail.

#### 7. Application Procedure

[Application Documents]

#### Magter's Course

IM	aster's Course
	Entrance Application Form (Designated Form)
	Photos taken within 3 months before application.
	Plan on Study (Designated Form)
	When filling in the form, consult with the supervisor of your desired field of study and
	describe your research project and outline of study plan in English not exceeding 1,000 words.
	Academic Transcript 1 original copy (Note. 1)
	Issued by undergraduate school or academic institution you have attended and should be
	printed either in Japanese or English
	Certificate of (Prospective) Graduation 1 original copy (Note. 1)
	*Only for those who graduated from Japanese University
	Issued by undergraduate school or academic institution you have attended and should be
	printed either in Japanese or English
	Certificate of (Prospective) Bachelor's Degree 1 original copy (Note. 1)
	Issued by undergraduate school or academic institution you have attended and should be
	printed either in Japanese or English
	Letters of Recommendation 2 copies
	Include one from an academic supervisor of your enrolled or graduating university
	Documents to certify your solvency of tuition payment
	Submit either one of the below; Certificate of Deposit Balance, Certificate of Money Transfer
	(written in Japanese or English) or Photocopy of Account Book
	Statement of Financial Support Method and Plan (Designated Form)

	TOEFL scores (if applicable) (Note. 2) or TOEIC L&R score sheet
	TOEFL: Official score report must be sent directly from ETS in USA, and TOEFL-iBT score
	should be over 72. Be aware of the application period to take a test with consideration of time
	of mail delivery.
	TOEIC: Accept over 680 official score certificate only.
	Documents of Examination Fee Payment
	Print out the last page of Examination Fee Payment by Credit Card shown as "Payment
	Completed"
	Letter of Certificate (Designated Form)
	Residence Certificate ( <i>Jyuminhyo</i> ) (issued by city of residence) 1 copy
	In case you are not able to obtain this as you are outside Japan or have temp stay visa, submit
	a photocopy of your passport page with your name, nationality and photo.

### **Doctoral Course**

	ctoral Course
	Entrance Application Form (Designated Form)
	Photos taken within 3 months before application.
	Plan on Study (Designated Form)
	When filling in the form, consult with the supervisor of your desired field of study and
	describe your research project and outline of study plan in English not exceeding 2,000 words.
	Academic Transcript 1 original copy (Note. 1)
	Issued by graduate school or academic institution you have attended and should be printed
	either in Japanese or English
	Certificate of (Prospective) Graduation 1 original copy (Note. 1)
	Issued by graduate school or academic institution you have attended and should be printed
	either in Japanese or English
	Certificate of (Prospective) Master's Degree 1 original copy (Note. 1)
	Issued by graduate school or academic institution you have attended and should be printed
	either in Japanese or English
	Summary of your Master's thesis (English)
	1 page, A4 sized sheet
	List of Research Accomplishments (Designated Form)
	Letters of Recommendation 2 copies
	Include one from an academic supervisor of your enrolled or graduating university
	Documents to certify your solvency of tuition payment
	Submit either one of the below; Certificate of Deposit Balance, Certificate of Money Transfer
	(written in Japanese or English) or Photocopy of Account Book
	Statement of Financial Support Method and Plan (Designated Form)
	MOEEL
	TOEFL scores (if applicable) (Note. 2) or TOEIC L&R score sheet
	TOEFL: Official score report must be sent directly from ETS in USA, and TOEFL-iBT score
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	·
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	Letter of Certificate (Designated Form)
	Residence Certificate ( <i>Jyuminhyo</i> ) (issued by city of residence) 1 copy
	In case you are not able to obtain this as you are outside Japan or have temp stay visa, submit
	a photocopy of your passport page with your name, nationality and photo.
<u></u>	a photocopy of your passport page with your name, nationality and photo.

#### Note.1: Those who completed schools outside Japan;

If you graduated (completed) school outside Japan, submit documents (Certificate of graduation, academic transcripts and/or certificate of degree) printed in English or Japanese. If you can obtain documents printed in other language, make sure to add English or Japanese translation along with translation certificate issued by public agency such as embassy.

#### Note.2: Steps to transfer TOEFL scores to us

- Register and select "HOSEI UNIVERSITY" as a recipient of your Official Score Report so that ETS send it directly to us by the application period.
- · Institution Code: 0407 Department Code: 78
- If it is impossible to submit the Official Score Report, please contact Graduate Schools Section. (hge@hosei.ac.jp)
- Additional documents might be requested.
- We black/blue ink ball-point pen and should be handwritten by an applicant. DO NOT use erasable pen.
- \* Be sure to gain agreement on your application with a supervisor from whom you wish to receive research guidance prior to application.
- \* All certification documents must be original copy. Photocopies are not acceptable.

#### [Examination fee] 20,000 JPY

Please make a payment by Credit Card:

Refer to page 9: "How to make a Payment of Examination Fee by Credit Card" and access the following web site to make payment.

#### http://e-shiharai.net/ecard/

Submit the screen print of "Payment Completed" on the procedure together with application documents.

- Administrative fee will be charged.
- In case you are not able to make a payment by Credit Card, you must contact us prior to
   the application period. <a href="mailto:hge@hosei.ac.jp">hge@hosei.ac.jp</a>

#### [Refund of Examination Fee]

As a general rule, application documents and examination fees are not returned or refunded. However, a full examination fee will be refunded if you fall into one of the following categories. Bank charge will be deducted from the amount. The fee will be refunded to the applicant's bank account by overseas remittance.

- 1. Applicants paid the application fee, but did not file an application. (That is, application documents were not sent.)
- 2. Application was incomplete by missing documents.
- 3. You failed to meet the required qualifications.

#### 8. Announcement of result

[Date]

1st Admission: May 27, 2019 (MON) 2nd Admission: November 29, 2019 (FRI)

[Place]

Website at Graduate School of Computer and Information Sciences:

http://cis.k.hosei.ac.jp/en/ (English)

Information of Pass or Fail:

http://www.gouhi.com/hosei/gs/ (Japanese)

#### Please note;

- (1) Announcement will not be given by phone.
- (2) Result will be shown on the web from 10:00 AM (Standard Japanese time).

#### 9. Admission Procedure

Upon announcement of result, the passed students will be notified to prepare the followings; [Requirements]

① Tuition & other academic fees payment

2 Photo (taken within 3 months · 3cm×3cm)
 2 copies
 3 Certificate of Graduation (Prospective Students only)
 4 Academic transcript (Prospective Students only)
 1 \*\*

6 Residence certificate (only from outside Japan)
1\*

\* Submit documents 3, 4 & 5 after graduation.

(5) Certificate of Degree (Prospective Students only)

\* Non-resident applicant should submit 6 promptly after the admission.

Mocuments for enrollment will be mailed in the beginning of June, 2019 (for successful applicants of 1st admission) / in the Late November, 2019 (for successful applicants of 2nd admission).

1;

#### 10. Tuition

Settle your payment semiannually, which is to pay in the end of April for the Spring semester and in the end of September for the Fall semester except for "Admission Fee." Your initial semiannual payment, however, must include other academic fees and should be made at the time of your enrollment.

#### [Tuition]

(Cu	rrency: JPY)	Master's Course	Doctoral Course	
Admission Fee For Hosei Graduate		None	None	
	Others	200,000*	200,000*	
Tuition (annual)		770,000	600,000	
Facility Fee (annual)		100,000	100,000	
Laboratory Fee (annual)		100,000	100,000	
Amount to be paid at enrollment		685,000	600,000	
Amount to be paid at 2nd semester		485,000	400,000	

#### Note:

- (1) Admission Fee is not refundable in any circumstances.
- (2) The above amount is for academic year 2018 and may be subject to change.
- (3) Definition of "Hosei Graduate": For Master's Course, it refers to applicants who took bachelor's degree at Hosei University. For Doctoral Course, it refers to applicants who took either bachelor's degree or master's degree at Hosei University (or both). "Others" refer to applicants who obtained degree from other institutions. In addition, Facility Fee and Laboratory Fee are necessary to be paid after 2<sup>nd</sup> year also.
- (4) For information on tuition exemptions for privately funded international students, refer to "Chapter 4 Scholarships/Tuition Reduction" of the International Students Handbook in the link below:

 $\frac{\text{http://www.global.hosei.ac.jp/wp-content/uploads/2018/08/111c5becb0c3d457f8c71e0ee198}{\text{be}48.pdf}$ 

#### \*Payment refund after your enrollment

If you decide to withdraw your enrollment after completion of admission procedure, that is to say after the full payment of your academic fees, notify us of this by August 31 (SAT), 2019 for successful applicants of 1st admission, or by March 31 (TUE), 2020 for successful applicants of 2nd admission. You will have a full refund except the admission fee. For more details, refer to "Documents for Enrollment" which will be sent to the successful applicants.

#### 11. Additional References

[Coming into Japan]

Applicants should take full responsibility for their immigration formalities.

#### [Housing]

You need to implement your own accommodation arrangements after receiving "Admission Acceptance" from Hosei University. You can reach some agencies by yourself after / prior to your arrival and contract at your own responsibility. Be aware that Hosei University has no involvement in these agreements.

"Koganei Campus Housing Information" will be sent to the successful applicants for your reference.

#### [Health Management and Health Insurance]

On-campus clinic is available for students and health counseling is offered upon request. For the students who wish insurance, "National Health Insurance" is available for purchase. And also private insurance which can be received assistance from Hosei University and respond to international student injury and illness is introduced.

#### [Scholarships • Incentive (Prospects of academic year 2019)]

- ① Hosei University 100th Year Anniversary Scholarship For 160 students, benefit is 200,000 JPY annually.
- ② Research Grant for Doctoral Course For 20 students, benefit is 450,000 JPY annually
- ③ Other scholarships and grants are provided for foreign students by public organizations and private foundations, however, the number of beneficiaries is quite limited. After admission, you can obtain the information from bulletin board.

#### (Note)

- These scholarships are eligible for entry and will be decided by application from students themselves after admission, therefore, it is not obtained at the same time as admission.

#### [Necessary Credits for Completion and Terms of School Attendance]

① Master's Course

Candidates for Master's degree need to obtain more than 30 course credits, get through their Master's thesis screenings, and pass final examinations. The study is usually completed in 2 years and has to be finished within 4 years. However, in exceptional cases, the study may be completed at least in 1 year for excellent achievements.

② Doctoral Course

Candidates for Doctoral degree need to complete their courses, get through their dissertation screenings, and pass final examinations. The study is usually completed in 3 years and has to be finished within 6 years. However, in exceptional cases, the study may be completed at least in 1 year for students who have taken more than 2 years to complete the master's course or at least in 2 years for students who have completed the master's course in 1 year.

#### [Conferral of Degrees]

Upon successful completion of their courses, Students major in Computer and Information Sciences will be conferred the following degrees;

Master's Course: Master of Science (Computer and Information Sciences)
Doctoral Course: Doctor of Science (Computer and Information Sciences)

#### [Inquiry]

If you need further information, contact us by email <a href="mailto:specific-needless">hge@hosei.ac.jp</a> with following information:

Name, nationality, supervisor from whom you wish to receive research guidance, course of applying (Master or Doctor), your university (with your major), brief overview of your research at university and brief plan of your research at Hosei graduate school, address, phone and email address.

You can make a payment with your Credit Card









# Access

### https://e-shiharai.net/ecard/





1. Top Page Click "Examination Fee". Terms of Use and Please read the Terms of use and Personal Information Management. **Personal Information** 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. Management 3. School Selection Select the name of the Educational Institution. 4. School Information Read the information carefully and click "Next". 5. Category Selection Choose First to Fourth Selection and add to Basket. Check the contents and if it is OK, click "Next". 6. Basket Contents 7. Basic Information Input the applicant's basic information. Choose your credit card and click "Next". 8. Credit Card Information Input Credit Card Number (15 or 16-digits), Security Code and Expiration date. 9. Payment Result All of your application information is displayed. Check and Click "Confirm".

Application

Web Application - Credit Card Transaction

# Enclose the printed "Result" page in an application envelope with other necessary application documents. Necessary application documents Send it by express-registered-mail 000-0000 XXXXXX XXXXX1-1-1 POST OFFICE XXXXXXXX XXXXXXXXXXXXXXXX

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

#### [NOTICE/FAQ]

During payment periods and application periods mentioned in the application documents, you can make a payment anytime Please confirm from application documents and complete payment in time for the application period.

10. Credit Card Payment Completed

- On the last date of the payment period, please finish card settlement procedure by 3:00pm Japan time.
- A fee is added to Examination fee. For further info, please visit our
- ●Please note that refund is not possible once you have made a payment of Entrance examination fee.
- 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 the applicant's information.
- 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: +81-3-3267-6663 (24 hours everyday)

# ENTRANCE APPLICATION FORM (FOREIGN STUDENTS) GRADUATE SCHOOL OF COMPUTER AND INFORMATION SCIENCES HOSEI UNIVERSITY

### 法政大学大学院情報科学研究科外国人留学生入学願書

EXAM No.	
受験番号	

REGULAR COURSE 課 程	修士課程 ·	ростов's 博士課程	PERIO 入	op of ADMISSION 学時期	s	бертемвек 9 月	• 4	뛹
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EDUCATIONAL BACKGROUND								年間
**FROM ELEMENTARY								年間
SCHOOL								年間
学 歴 ※小学校から								年間
								年間
								年間

JAPANESE	NAME 学	OF IN	STITUTION		PLACE(C 所在地		Y) PI			ΓENDANCE 期間	YEARS 年 数
LANGUAGE SCHOOLS											年 <sub>ケ</sub> 月
日本語学校歴											年 <sub>ケ</sub> 月
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TUITION ※ If not Parent 学費負担者	PRESENT ADDRESS 現住所 PHONE										
保護者と異なる場合のみ記入	OCCUPATION 職 業				NAME 勤	OF COI 務	MPANY 先				
GUARANTOR	NAME 氏 名							AGE 年齢		RELATION 続 柄	
(IN JAPAN) 保 証 人	PRESENT ADDRESS 現 住 所					PH	ONE				
(日本在住者)	OCCUPATION 職 業				NAME 勤	OF CON 務	IPANY 先				
PROSPECTIVE 法 政 大 学	SUPERVISOR I 入 学 時 の										

# 研究計画書

## PLAN OF STUDY

受験番号	
EXAM No.	

法政大学大学院 情報科学研究科

	Graduate School of Computer and Information Sciences, Hosei University						
氏 Full	名 Name		修士課程・博士課程 Master's·Doctor's				
研究さ	研究テーマ:Research Title						

研究テー 研究計画:Research Proposal

計画:Research Proposal	

研究計画:Research Proposal	

# 研究業績一覧表 LIST OF RESEARCH ACCOMPLISHMENTS

受験番号	
EXAM No.	

#### 法政大学大学院 情報科学研究科

Graduate School of Computer and Information Sciences, Hosei University

氏名			専攻名				
Full Name			Department				
	研究業績に	こついて、下記に該当	する番号と業績				
Choose the appropriate number when you fill in the below.							
1. 学位論文: Master's thesis							
2. 学術論文: Other main academic papers and reports							
	3. 著	善 : Published a	academic books	or textbooks			
	4. 等	学会発表:Lectures or	reports at the	international conferences			
	5. 妻	長彰 : Honors giv	en by academic	societies			
		その他 : Others					
研究業績			研究	· 注業績内容			
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究業績番号	研究業績内容					
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Hosei University 外国人IV(FormIV)

# 経費支弁方法計画書

Statement of Financial Support Method and Plan

法政大学総長殿	
To The President of Hosei University	
志願者国籍	
Applicant's nationality	
志願者氏名	
Applicant's name	
生年月日 Date of Birth year 年 month 月	day 日
Master Doctor 修士課程・博士後期課程 <u>情報科学研究科 Graduate Sc</u>	hool of Computer and Information Sciences
情報科学専攻 Major in Compute	er and Information Sciences
法政大学に留学する間の経費支弁方法について、該当する経済	費支弁者の□にすべてチェック(☑)をし、
金額を明記してください。Please check the following boxes □(Check al	l that apply) and fill in the blanks with the amount.
経費支弁者 Financial Sponsor	金額 Amount
□ 本人 Self-supporting	¥/年
	Amount/ annually
□ 親族 Relatives	
・経費支弁者氏名 Name of Sponsor	
・志願者との関係 Relationship to the applicant	¥/年
(父 Father・母 Mother・配偶者 Spouse・その他 Other)	Amount/ annually
・住所 Address	
• TEL Phone	
□ 政府または財団 Name of scholarship institution/organization	
・奨学金名称 Scholarship name	¥/年
	Amount/ annually
□ その他 Others	
・詳細 Please explain in detail	¥/年
	Amount/ annually
合計 Total Amount	¥/年
	Amount/ annually
上記に記載した内容のとおり経費支弁することを誓約します。	
I hereby certify that the abov	e is true and correct and that I will
support the above-mentioned applicant during his/her stay i	n Japan.
志願者署名(自著) Signature	
日付 Date vear 年 month 月 day 日	

# 身元保証書 LETTER OF CERTIFICATE

法政大学総長 殿

To: President of Hosei University

YEAR MONTH DAY 年 月 日

志 願 者 氏 名					
Name of Applicant					
生年月日				国 籍	
Date of Birth	YEAR 年	MONTH 月	DAY H	Nationality	
現住所					
Present Address				Phone	

私は、上記の者に対し、法政大学在学中、諸規則を守らせ、その身元及び留学経費一切を保証いたします。

I shall be responsible as a guarantor for the above-named applicant's observance of the regulations of Hosei University, and I guarantee his or her conduct and the payment of all his or her educational expenses while he or she is a student at Hosei University.

保証人氏名					性別	MALE 男•	FEMALE
Guarantor's Full Name					Sex	りょう りょう りょう りょう りょう かいま りょう かいしょう かいしょう かいしょう かいしょう かいま	女
生年月日					年 齢		
Date of Birth		YEAR 年	MONTH 月	DAY H	Age		YEARS OLD
現住所							
Present Address	Phone						
職業・勤務先名							
Occupation · Name							
勤務先住所							
Location							
志願者との関係							
Relation to the Applicant							

※ It is preferable that a guarantor resides in Japan, however, a parent or person who has same authority as a parent in your country is acceptable in case there is not such a guarantor. 保証人は日本国内に在住している者が望ましいが、いない場合は本国の両親など。