

Application Guide for Double Degree Program  
Graduate School of Computer and Information Sciences  
Hosei University

1. Selection of Double Degree Program Students

After you apply for the double degree program, candidates of double degree program students are selected by your home university and The Pilot Software Engineering Schools Association. Then, the candidates are approved by CIS (Graduate School of Computer and Information Sciences, Hosei University).

2. Application Periods

The application forms must be submitted to The Pilot Software Engineering Schools Association by Oct. 20, 2020. In parallel with the above submission, be sure to send the application files (in PDF) to the Hosei email address shown below.

The submission will be carried out by The Pilot Software Engineering Schools Association and your home university, therefore, please follow the instructions of The Pilot Software Engineering Schools Association and your home university.

※email address:

The Pilot Software Engineering Schools Association: [rib@bjtu.edu.cn](mailto:rib@bjtu.edu.cn)

Hosei University Graduate Schools Section (Koganei Campus): [hge@hosei.ac.jp](mailto:hge@hosei.ac.jp)

3. Documents to be submitted

(1)	Application Form (DD Program Form-1 designated by CIS) with your photo of 45mm x 40mm that was taken within recent 3 months. Please fill in the “フリガナ” field with the <i>KATAKANA</i> name you prefer to use while studying at Hosei University. If you don't have any idea of KATAKANA name, please leave it blank there. Then we will suggest your KATAKANA name later.
(2)	Research Plan (DD Program Form-2 designated by CIS). When writing research plan, you should mark research area(s) that you want to engage in and explain the past, present and future research that you have engaged in or want. <b>(Note: This document is important for deciding your research supervisor at CIS. Be sure to write in detail and fill at least the 80% of the form.)</b>

(3)	Recommendation Letter (DD Program Form-3 designated by CIS) that is written by the dean or the head of your graduate school or your research supervisor with his/her signature.
(4)	Official undergraduate transcript in English issued from the university that you graduated from. (For students who haven't taken CET test, please submit other certificate such as TOEIC, TOEFL etc. instead of CET)
(5)	Official graduation certificate in English issued from the university that you graduated from.

#### 4. Notes when writing application forms

- (1) You can type in necessary information using Microsoft WORD files and print them out for submission. Or you can complete application forms by handwriting using PDF outputs. However, in both cases, **your signature should be written by hand. "Application Form 1" needs to be written in English.**
- (2) When writing your research plan, please write **in English** your plan at Hosei University and also at your home university.
- (3) Recommendation Letter should be written **in English with a proposer's hand-written signature.**
- (4) In case that 3-(4) or/and (5) are not available at the time of application, submit Chinese version instead. English version should be submitted later, however, please inform by email when you can submit. The second deadline (target) may be November 15, 2020.
- (5) If you cannot submit the original document of your undergraduate transcript and/or graduation certificate, please submit a copy of those along with "Certification" issued by the Pilot Software Engineering Schools Association, as verification.

#### 5. Notification of acceptance

It will be announced by the end of November, 2020 from your home university or The Pilot Software Engineering Schools Association.

#### 6. Entrance procedures

- (1) To secure your enrollment at Hosei University, you have to pay the administration fee of 100,000 JPY, due date is December 31, 2020
  - (a) Payment method: Bank transfer, Credit card, or Alipay  
Go to the following website (WU GlobalPay for Students) for making a payment  
<https://student.globalpay.wu.com/geo-buyer/hoseijp>

\*See the attached “WU GlobalPay\_Payment instruction” for details.

(b) Administration fee refund policy

The administration fee will NOT be refunded for any reasons.

(2) Tuition Fee of 300,000 JPY is to be paid by May 15, 2021.

Please note educational materials, medical insurance, accommodation fees, living expenses, airfare, and other travel expenses are not included in the tuition fee.

(a) Payment method: Same as the administration fee (WU GlobalPay for Students)

(b) Tuition fee refunds

The tuition fee will be refunded for those who are forced to withdraw from the double degree program caused by inevitable reasons such as visa rejection. In such a case, you must notify Hosei University of your withdrawal and request for refund, by August 31, 2021 with the formal procedures defined by Hosei University.

(3) Following documents are to be submitted by May 31, 2021 (arrive in Hosei, Japan).

The admission guidelines will be sent to you after you receive the notification of acceptance from Hosei University. However, please prepare for the following documents that will be necessary for your visa application (b).

(a) Two photos of 3cm x 3cm that must have been taken within the last 3 months

(b) Documents related to Application For Certificate Of Eligibility

Once you complete the entrance procedure and the tuition fee payment, Hosei University will apply for the Certificate of Eligibility to Regional Immigration Bureau on your behalf. The necessary documents you need to submit to Hosei University are as follows.

① Application For Certificate Of Eligibility

**Application forms (Excel file) will be sent to you from Hosei University by email on April. Please definitely use the forms provided by Hosei.**

<Just FYI> Home page address of Regional Immigration Bureau:

<http://www.immi-moj.go.jp/chinese/index.html>

② A photo of 4cm in height and 3cm in width taken within the last 3 months

③ A copy of your passport (The page that photo, personal information and passport number are identified)

- (c) A copy of the receipt of your payment for the tuition fee (The last page of WU GlobalPay for Students).

7. Contact information

If you have further questions, please contact to:

Graduate Schools Section

Hosei University

3-7-2 Kajino-cho, Koganei-shi, Tokyo Japan, 184-8584

Phone: +81-42-387-6036 FAX: +81-42-387-6048 / E-mail: [hge@hosei.ac.jp](mailto:hge@hosei.ac.jp)