

October 2023 / April 2024

# Kanazawa University

## Admission Procedure Guidelines

<detailed version>

### Graduate School

- ◆ You are responsible for confirming the details of the admission procedures listed in these Admission Procedure Guidelines <detailed version>.



February 2, 2024

3rd version

\* Please be sure to check the latest version at the time of procedure.

## Table of contents

### [ I. Admission Procedures Section]

1	Admission Procedures	I -1
2	Admission Date	I -3
3	Where to Make Inquiries	I -4
4	Admission Fee Exemption	I -5
5	Admission Fee Deferral	I -6
6	Paying Tuition	I -6
7	Tuition Exemption	I -7

### [ II. Admission Preparation Section]

1	Entrance Ceremony, Course Registration Guidance, Orientations	II -1
2	Acknowledging University Credits You Have Earned before Admission	II -1
3	Scholarships	II -1
4	Student Dormitory	II -1
5	Periodic Medical Checkups	II -2
6	Infection Control Measures	II -2
7	Notice from Health Service Center	II -2
8	The Disabled Student's Support Office	II -3
9	LGBTQ+ Consultation	II -3
10	Mandatory Student Insurance Designated By Kanazawa University	II -3
11	Comprehensive Insurance for Student Life Coupled with PAS ("CIS-PAS") <Optional>	II -5
12	Student Mutual Benefit and Other Insurances<Optional>	II -5

### [ III. Campus Life Section]

1	Welfare Facilities	III -1
2	Voluntarily Refraining from Automobile or Motorcycle Commuting	III -1
3	Part-time Jobs	III -1
4	Housing Referral Services	III -1
5	Kanazawa University Credit Card	III -1

### [ IV. Other]

1	Admission, Tuition and Other Expenses	IV -1
2	Measures for Globalization in Kanazawa University	IV -1
3	Privacy Policy	IV -1
4	Recommendation for getting Individual Number Card (My Number Card)	IV -2

# [I. Admission Procedures Section]

## 1 Admission Procedures

Kanazawa University admission procedures are carried out through the admission procedure system on our website.

<https://www.kanazawa-u.ac.jp/admission/nyugakutetuzuki>



By the deadline for the admission procedure below, you must:

- ① register through the admission procedure system,
- ② pay the admission fee, and
- ③ submit the documents for the admission procedure (by mail or by hand).

### (1) Admission procedures period

**If you do not complete the procedures during the admission procedures period, you will be regarded as having canceled your admission.**

Admission Date	Graduate School	Admission procedure period (Japan time) ※Excluding Saturdays, Sundays and public holidays for the following Hand-in periods.
October 2023	Graduate School of Human and Socio-Environmental Studies Graduate School of Natural Science and Technology Graduate School of Medical Sciences Graduate School of Advanced Preventive Medical Sciences Graduate School of Frontier Science Initiative Graduate School of Law (Division of Law and Politics)	Mail: Must arrive between September 5 (Tue) – 15 (Fri), 2023 Hand-in: Between 9:00-16:00 on September 15 (Fri), 2023 ※ The admission procedure system will be available from August 31 (Thu), 2023
April 2024	Graduate School of Human and Socio-Environmental Studies Graduate School of Natural Science and Technology Graduate School of Medical Sciences Graduate School of Advanced Preventive Medical Sciences Graduate School of Frontier Science Initiative Graduate School of Law (Division of Law and Politics) Graduate School of Professional Development in Teacher Education	Mail: Must arrive between March 11 (Mon) – 18 (Mon), 2024 Hand-in: Between 9:00-17:00 on March 11 (Mon) – March 18 (Mon), 2024 ※ The admission procedure system will be available from March 4 (Mon), 2024

### (2) How to carry out admission procedures

① Access the admission procedures page of Kanazawa university website (admission information) and after completing the necessary items, upload a photo for your Student ID card.

② Pay the admission fee

Admission fee ¥282,000

**(Note) 1 Admission procedures are not completed by only paying the admission fee. You also must submit the admission procedure documents within the admission procedure period.**

#### **2 If you are in the cases listed below, you must not pay the admission fee.**

- Those who completed a Master's Level Section of Integrated Course or Master's Course at Kanazawa University in March 2022 and will proceed to our Doctoral Level Section or Doctoral Course
- Japanese Government-financed international students
- Those who will apply to Admission Fee Deferral or Admission Fee Exemption

**If you fall under the case above, please contact to “3 Where to Make Inquiries” on page I-4 to set up into the admission procedure system.**

[Payment methods]

Payment can only be made by convenience store payment (within Japan only), Bank ATM (Pay-Easy: within Japan only), internet banking with Japanese banks (Pay Pay Bank and Seven Bank cannot be used), or Credit card (VISA, MasterCard, JCB, AMERICAN EXPRESS, Diners Club). For details, please refer to the guidance page of the admission procedure system.

<https://www.kanazawa-u.ac.jp/admission/nyugakutetuzuki>

>How to use Admission Procedure System [PDF]

- (Note) 1 After admission procedures are completed, we will not refund the admission fee for any reasons.  
 2 For all payments including by credit cards, survice fee (1,250 yen to 6,500 yen) is required (Borne by the person making the payment) in addition to the entrance fee.

- ③ Please print the documents required for the admission procedures, and after completing the necessary sections, mail or hand them in. **Admission procedures are not completed by simply registering on the Online Admission Procedure System and paying the admission fees. Students must mail ( by express and registered mail) or hand in the required documents so that they arrive within the admission procedure period.**

· If you will mail the documents ;

Mail the required documents shown on the “(3) Documents to be Submitted” of pages I-2 to 3 by “**express or registered mail.**” Make sure the documents will arrive by **17:00 (Japan time) on the final day of the admission procedure period.**

· If you will hand in the documents;

Please hand in the necessary documents listed on the (3) “Documents to be submitted” of pages I-2 to 3. Please refer to page I-4 for where to hand in the documents.

**(Note) After we receive the documents, we cannot accept any changes to the items mentioned or return the documents for any reason.**

### (3) Documents to be submitted

- ① Items required to be uploaded to the admission procedure system

Photo data for Student ID card	Please upload your face photo for your student ID card. Be sure to use your own one. Please use photo data that meets the following requirements: A photo which the successful applicant is identifiable, in color, is of the upper body, has not been edited, no hat, facing straight forward, no background, has been taken within the last three months, should be between 100KB to 5MB, and a jpg or png file.
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- ② Items from the admission procedure system that have to be printed out and submitted (please confirm there are no mistakes in the printed-out items).

Admission procedure confirmation form	After registering on the admission procedure system, print in color and A4 size from “Print Required Documents,” and then submit the form.
Mailing label	After registering on the admission procedure system, please print in color and A4 size from “Print Required Documents” and paste to the envelope for sending documents. (Pasting with glue and standard printer paper is permitted.) Please use a commercially available square No. 2 envelope (240mm×332mm) and send it by express or registered mail.

- ③ Mandatory Student Insurance Designated by Kanazawa University

Form for Enrollment in the Personal Accident Insurance for Students Pursuing Education and Research (the prescribed form attached) (Note) Enrollment compulsory for all students	Please pay at the nearest post office by the end of the month before the enrollment month. (for details, please refer to pages II3~5). Keep your “Transfer Payment Invoice and Receipt” in a safe place. (You do not have to submit .)
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- ④ Other required documents to be submitted

Documents to be submitted	Notes	Submission deadline	Where to submit
*Bank Account Transfer Request Form or Application Form for Automated Payment for Tuition (prescribed form attached)	Fill in the document after checking the pamphlet “Paying Tuition” attached to this Guideline. <b><u>After carrying out procedures at a designated financial institution, please submit the “to be submitted to your university” copy only.</u></b> If you are currently a Kanazawa University student, and your designated account registered by Kanazawa University has not changed since admission, you do not have to submit this document. If you intend to apply for exemption for tuition fees, be sure to apply for it.	During the admission procedures period	Student Affairs Office of the school you belong to

Documents to be submitted	Notes	Submission deadline	Where to submit
Health Certificate (Prescribed form) or the medical checkup certificate listed on the right	Please submit a health certificate in the prescribed form. If you are a Kanazawa University student and had an annual medical checkup by the university after April 2023, the health certificate available from the automatic certificate issuing machine is also acceptable. For those who are a student at another university or currently work for a company, if the medical checkup services you took (within one year) at your university or company include all the items designated by Kanazawa University, please fill out the bold section of the prescribed form and submit with the results of your medical checkup or a copy of it. ※Health certificate (prescribed form) available from URL <a href="https://www.kanazawa-u.ac.jp/admission/nyugakutetuzuki">https://www.kanazawa-u.ac.jp/admission/nyugakutetuzuki</a>	During the admission procedure period	Student Affairs Office of the school you belong to
*Copy of Residence Card (both sides) and Passport (international students only)	<b>*International students who did not submit at the time of application</b> You need to submit copies of your residence card (both sides) and the page of your passport that indicates your nationality, name, date of birth, and passport number. For those who already submitted them at the time of application or this procedure, when your passport information change, please promptly provide the updated version to the office in charge listed on “3 Where to Make Inquiries” on page I-4.		
*Letter of Permission (Prescribed form)	<b>*Those who intend to enter Kanazawa University while holding a job</b> You need to submit a letter of permission issued by your supervisor (or your appointer). If you have already submitted the a written permission to apply the entrance exam (or letter of recommendation, letter of acceptance) issued by your supervisor (or your appointer), you do not have to submit it again. If you are unable to submit it within the period of of admission procedure, contact the office in charge listed on “3 Where to Make Inquiries” on page I-4 and follow their instructions. ※Download the Letter of Permission (Prescribed form) from URL <a href="https://www.kanazawa-u.ac.jp/admission/nyugakutetuzuki">https://www.kanazawa-u.ac.jp/admission/nyugakutetuzuki</a>		
*Graduation Certificate or Course Completion Certificate	<b>*Those who applied under graduation or completion expectation at the time of application (Students at Kanazawa University do not have to submit.)</b> For those who were expected to complete the advanced course of junior college or national college of technology at the time of application, you also need to submit a Certificate of Degree issued by NIAD-QE (National Institution for Academic Degrees and Quality Enhancement of Higher Education).		

(Note) Submit the documents marked with \* if you fall under the conditions stated.

## 2 Admission Date

If you have completed the admission procedure, you will gain a student status on October 1, 2023 or April 1, 2024.

On and after the admission date, you may not decline our admission offer. If you want to leave the university afterward, you need to go through the withdrawal procedures after paying prescribed tuition and the entrance fee.

### 3 Where to Make Inquiries

#### ① Admission Procedures

Graduate School/ Division	Where to make inquiries	
Graduate School of Human and Socio-Environmental Studies Graduate School of Professional Development in Teacher Education Graduate School of Law Graduate School of Professional Development in Teacher Education	Admission Section, Student Affairs Division, Human and Social Administration Department (Human and Social Science Hall 2) E-mail: n-nyusi@adm.kanazawa-u.ac.jp Tel 076-264-5600~5602	Kakumamachi, Kanazawa 920-1192
Graduate School of Natural Science and Technology	Admission Section, Student Affairs Division, Science and Engineering Administration Department (Natural Science and Technology Main Hall) E-mail: s-nyusi@adm.kanazawa-u.ac.jp Tel 076-234-6823, 6975	
Graduate School of Medical Sciences (Division of Medical Sciences, Division of Medicine)	Medical Sciences Student Affairs Section, Student Affairs Division, Medical, Pharmaceutical and Health Administration Department (School of Medicine Hall F) E-mail: t-daigakuin@adm.kanazawa-u.ac.jp Tel 076-265-2121, 2887	13-1 Takaramachi, Kanazawa 920-8640
Graduate School of Medical Sciences (Division of Pharmaceutical Sciences)	Pharmacy Student Affairs Section, Faculty of Pharmacy and Cancer Research Institute Support Division, Medical, Pharmaceutical and Health Administration Department (Natural Science and Technology Main Hall) E-mail: y-gakumu@adm.kanazawa-u.ac.jp Tel 076-234-6827, 6983	Kakumamachi, Kanazawa 920-1192
Graduate School of Medical Sciences (Division of Health Sciences)	Student Affairs Section, Faculty of Health Sciences Support Division, Medical, Pharmaceutical and Health Administration Department (School of Health Sciences Hall 1) E-mail: t-igaku2@adm.kanazawa-u.ac.jp Tel 076-265-2515	5-11-80 Kodatsuno, Kanazawa 920-0942
Graduate School of Advanced Preventive Medical Sciences	Medical Sciences Student Affairs Section, Student Affairs Division, Medical, Pharmaceutical and Health Administration Department (School of Medicine Hall F) E-mail: t-daigakuin@adm.kanazawa-u.ac.jp Tel 076-265-2868	13-1 Takaramachi, Kanazawa 920-8640
Graduate School of Frontier Science Initiative	Graduate School of Frontier Science Initiative Affairs Section, Student Affairs Division, Student Affairs Department (Administration Office Bldg.) E-mail: s-yugo@adm.kanazawa-u.ac.jp Tel 076-264-5971, 5970	Kakumamachi, Kanazawa 920-1192

**\*Only on weekdays between 9:00-17:00**

#### ② Other inquiries

item	Where to request documentation and make inquiries	
Admission Fee Exemption Admission Fee Deferral Tuition Exemption	Student Support Section, Student Support Division, Student Affairs Department E-mail: stsien@adm.kanazawa-u.ac.jp Tel: 076-264-5164	Kakumamachi, Kanazawa 920-1192
Scholarships	Student Support Section, Student Support Division, Student Affairs Department E-mail: stsien@adm.kanazawa-u.ac.jp Tel: 076-264-5170	
Periodic Medical Checkup	Health Service Center E-mail: hokekan@kenroku.kanazawa-u.ac.jp Tel: 076-264-5255, 5256	

item	Where to request documentation and make inquiries	
Tuition Fee Payment	Revenue and Expenditure Section, Financial Management Division, Finance Department E-mail: syunyu@adm.kanazawa-u.ac.jp Tel: 076-264-5066	Kakumamachi, Kanazawa 920-1192
Student Dormitory	Student Counselling Section, Student Support Division, Student Affairs Department E-mail: soudan@adm.kanazawa-u.ac.jp Tel: 076-264-5166,5167	
Support for Students with Disabilities	Disabled Students' Support Center E-mail: siensitsu@adm.kanazawa-u.ac.jp Tel: 076-264-5168	
LGBTQ+ Consultation	LGBTQ+ consultation desk E-mail: diversity-support@adm.kanazawa-u.ac.jp	
Personal Accident Insurance for Students Pursuing Education and Research (PAS) and Liability Insurance coupled with PAS	Health Service Center Office E-mail: soudan@adm.kanazawa-u.ac.jp Tel 076-264-5254	
Kanazawa University Credit Card	Foundation and Alumni Office E-mail: kikin@adm.kanazawa-u.ac.jp Tel: 076-264-5075	

**\*Only on weekdays between 9:00-17:00**

## **4 Admission Fee Exemption**

**(1) You are eligible for admission fee exemption if you fall under the case below.**

**A. Our university's unique Entrance Fee Exemption**

- ① Those who are suffering difficulties in paying admission fees by the payment deadline due to economic reasons, and have an outstanding academic record or,
- ② Those who are suffering difficulties in paying admission fees by the payment deadline due to the death of their tuition payer, or because their tuition payer or the student suffer wind and flood damages or other disasters within a year before their admission (from October 2022 to September 2023 or from April 2023 to March 2024).

If you fall under one of these conditions and apply for admission fee exemption, we might exempt within budget you from all or half of admission fee after screening process.

**B. Our university's unique Entrance Fee Exemption (sudden change in household budget)**

**※ Only for students enroll in the October 2023 period. Implementation is undecided in 2024**

- ① Your tuition payer get less income due to the spread of the COVID-19 infection and is receiving public support from the government or local governments or whose income after a sudden change in household income is less than half before the sudden change.
- ② After the reason for sudden change in your tuition payer's household budget level, whose income is within the standards of our university's normal tuition exemption.

If you fall under both ① and ② above conditions and apply for Admission Fee Exemption, we might exempt within budget you from all or half or a part of Admission fee payment for the first semester after screening process.

**(2) Application procedures for Admission Fee Exemption**

① How to get application documents

If you apply for admission fee exemption, make sure to obtain application forms before admission procedures and prepare for paperwork. You can download the form from Kanazawa University website. The guidelines will be posted on the website in mid-August for students enroll in October and in early February for students enroll in April.

**[https://www.kanazawa-u.ac.jp/students/economic/exemption\\_grace](https://www.kanazawa-u.ac.jp/students/economic/exemption_grace)**

② Documents to be submitted

- (a) Application Form (Form1-1, 1-2)
- (b) Other necessary certificates (Check detail information by admission fee exemption-related application documents)
- (c) An ¥84-stamped return envelope (size: JIS N3, 120mm×235mm) bearing the student's name and address (which can guarantee fail-safe mail delivery)

- ③ When to submit application documents: During the admission procedures period of each Graduate School (See pageI-1) [Strict observance]
- ④ Where to submit application documents: See “3 Where to Make Inquiries ① Admission Procedures” on page I-4

**(3) Notes**

- ① You can apply for either A or B, which is the university's own admission fee exemption. You cannot apply for both.
- ② The application documents for admission fee exemption and tuition fee exemption are the same. When applying for both admission fee exemption and tuition fee exemption, one set of documents should be submitted.  
Please apply during the admission procedure period.
- ③ If you apply for admission fee exemption, we will postpone your admission fee payment until we give you a notice of our screening result. If you pay admission fee prior to the notice, we will regard you as withdrawing from your application for admission fee exemption.
- ④ If our screening process has led to half of the exemption or denial of the exemption, and you fail to pay admission fee within 14 days from receiving notification to that effect, then you will get expelled from the university.
- ⑤ If you are exempted from half price or disapproved, you can apply for a postponement of admission fee.
- ⑥ Entrance exam scores may be taken into account in the screening process.
- ⑦ If you want to withdraw from school before the selection result is announced, you need to pay the entrance fee and then withdraw from school.

## **5 Admission Fee Deferral**

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**(1) You are eligible for admission fee deferral if you fall under the case below.**

- ① Those who are suffering difficulties in paying admission fees by the payment deadline due to economic reasons, and have an outstanding academic record or,
- ② Those who are suffering difficulties in paying admission fees by the payment deadline due to the death of their tuition payer, or because their tuition payer or the student suffer wind and flood damages or other disasters within a year before their admission (from October 2022 to September 2023 or from April 2023 to March 2024)

If you fall under one of these conditions and apply for admission fee deferral, we might postpone your admission fee payment after screening process.

**(2) Application procedures for Admission Fee Deferral**

Procedures are same as application procedures for admission fee exemption (See pageI-5, 4(2)). However, there is no deferral for sudden change in household budget, so you can apply only by A; Our university's unique Entrance Fee Exemption.

**(3) Notes**

- ① If you apply for admission fee deferral, we will postpone your admission fee payment until we give you a notice of our screening result.
- ② If our screening process has led to denial of your admission fee deferral, and you fail to pay admission fee within 14 days from receiving notification to that effect, you will get expelled from the university.
- ③ Even if we accept postponement of your admission fee, you must pay admission fee by the last day of the semester of enrollment. If you fail to pay admission fee, you will get expelled from the university.
- ④ Entrance exam scores may be taken into account in the screening process.
- ⑤ If you want to withdraw from school before the selection result is announced, you need to pay the entrance fee and then withdraw from school.

## **6 Paying Tuition**

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### **1 How to Pay Tuition**

**(1) Tuition fee**

First semester (1st and 2nd quarter)	¥267,900
Second semester (3 <sup>rd</sup> and 4 <sup>th</sup> quarter)	¥267,900

(Note) The above amount is the expected amount. If the amount is revised during admission or while you are enrolled, the new tuition fee amount will apply.



## (2) How to pay tuition

- ① Payment is made via the “**Bank Account Transfer System,**” which automatically deducts money from your bank account. Make sure to open a bank account in your, or your tuition payer’s name at the financial institution specified by Kanazawa University (if you already have an account at the specified financial institution, it is possible to use that account), and conduct bank transfer procedures.
- ② For details on bank transfer procedures and the tuition bank transfer dates, please refer to the pamphlet “Tuition Fee Payment.”
- ③ Students currently enrolled at Kanazawa University already using the Tuition Bank Account Transfer System, deductions will continue automatically. Therefore, unless you will change your registered account, you are not required to carry out procedures.

## (3) Other

We will inform you of the tuition bank transfer dates and tuition amount in early April and early October every year via the university website.

<https://www.kanazawa-u.ac.jp/university/jyuhoukukai/gyoumu/payment/>

# 7 Tuition Exemption

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## (1) You are eligible for tuition exemption if:

### A. Our university's unique Tuition Exemption

- ① You are suffering a difficulty to pay tuition due to an economic reason, and are regarded to achieve excellent academic performance; or
- ② You are suffering a significant difficulty in paying tuition because your tuition payer dies within a year before your admission (from April 2022 to March 2023) or because your tuition payer or you suffer wind and flood damages or other disasters.

If you fall under one of these conditions and apply for tuition exemption, we might exempt within budget you from all or half of tuition payment for the first semester after screening process.

### B. Our university's unique Entrance Fee Exemption (sudden change in household budget)

- ① Your tuition payer get less income due to the spread of the COVID-19 infection and is receiving public support from the government or local governments or whose income after a sudden change in household income is less than half before the sudden change.
  - ② After the reason for sudden change in your tuition payer’s household budget level, whose income is within the standards of our university's normal tuition exemption.
- If you fall under both ① and ② above conditions and apply for Tuition Exemption, we might exempt within budget you from all or half of tuition payment for the first semester after screening process.

## (2) Application procedures for Tuition Exemption

### ① How to get application documents

If you apply for tuition exemption, make sure to obtain application guidelines and forms and prepare for paperwork. The guidelines will be posted on the website in mid-August for students enroll in October and in early February for students enroll in April.

Download the forms from Kanazawa University website

[https://www.kanazawa-u.ac.jp/students/economic/tuition\\_waiver](https://www.kanazawa-u.ac.jp/students/economic/tuition_waiver)

### ② Documents to be submitted

(a) Application Form (Form1-1, 1-2)

(b) Other necessary certificates (Check detail information by tuition exemption-related application documents)

### ③ When to submit application documents: During the admission procedures period of each Graduate School (See pageI-1) [Strict observance]

### ④ Where to submit application documents: Student Support Section, Student Support Division, Student Affairs Department (Kakuma Campus, Administration Office 2F)

\*If you also apply for admission fee exemption or deferral and will study in Kakuma Campus, or will study in Takara-machi, Tsuruma Campus, please submit to the section in “3 Where to Make Inquiries

① Admission Procedures” on page I-4.

### (3) Notes

- ① You can apply for either A or B, which is the university's own admission fee exemption. You cannot apply for both.
- ② The application documents for admission fee exemption and tuition fee exemption are the same. When applying for both admission fee exemption and tuition fee exemption, one set of documents is to be submitted.

Please apply during the admission procedure period.

- ③ Even when applying for tuition exemption, "Deposit account transfer request form" (in the case of a designated bank) or "Application for automatic payment" (in the case of Japan Post Bank) must be submitted.

Please be sure to complete the account transfer procedure as we will confirm that at the time of the tuition fee exemption examination.

If you are currently a student at our university and are already using the tuition deposit account transfer system, it will continue automatically. Therefore, unless you will change your registered account, you are not required to carry out procedures.

- ④ Tuition exemption applicants can postpone tuition payment until the selection result is notified. During that time, tuition fees will not be charged.
- ⑤ Entrance exam scores may be taken into account in the screening process.

## [II. Admission Preparation Section]

### 1 Entrance Ceremony, Course Registration Guidance, Orientations

#### (1) Entrance Ceremony

Details are below. New students should gather at the venue at least 20 minutes before the opening time with dressed appropriately for the ceremony.

\*The ceremony is subject to change. For the latest information and detailed information, please be sure to check our website. <https://www.kanazawa-u.ac.jp/>.

【April 2024】

Date and time: Thu, April 4, 2024 starts at 10:00 am – 12:00 pm

Venue: Honda machi 6-27, Kanazawa shi, Ishikawa ken, THE KANAZAWA THEATRE

\*Only new students are allowed to enter there.

#### \*Live Distribution

The ceremony will be broadcasted on our university Web site, and the recorded video will be distributed later.

We will also provide Live distribution venue on the day.

Date and Time: Thu, April 4, 2024 starts at 10:00 am – 12:00 pm

Live distribution venue: KANAZAWA TOKYU HOTEL, the Ballroom (5<sup>th</sup> floor)

(Korinbo 2-1-1, Kanazawa shi, Ishikawa ken)

#### (2) Course guidance / orientation \* No suit required

The person in charge of your graduate school will contact you at a later date.

#### (3) Issuing Student ID

Receive your student ID (ID card) at the section in charge after the beginning of the month of admission (For more information on the section in charge at your division, see “3 Where to Make Inquiries” on page I-4)

Your student registration certificate and student discount certificate are also available from the automatic certificate issuing machine by using your ID card.

Section in charge at your graduate school will give you instructions on your orientation schedule or other information on your course.

### 2 Acknowledging University Credits You Have Earned before Admission

If you have already earned some credits at graduate school of Kanazawa University or any other university before entering Kanazawa University, we might acknowledge these credits as you have earned them by taking lectures at Kanazawa University after admission. We will accept such credits if we find it beneficial for educational purposes.

If you wish to have your credits acknowledged by us in this manner, ask detail information at the section in charge at your division in advance.

Make arrangements for the following documents in advance because you need to attach them to application form.

#### (1) Official transcript

#### (2) Syllabus (lecture outline) or course guide that describes class topics

#### (3) Other useful documents (we might request you to submit textbooks, notebooks, etc.)

### 3 Scholarships

Information of scholarship for privately financed international students is also available from the following.

<https://www.kanazawa-u.ac.jp/students/economic/scholarship>

### 4 Student Dormitory

At Kanazawa University, to promote international exchange and foster global talent, there are student dormitories “SAKIGAKE” and “Hokumei,” a sharehouse type student dormitory where international and Japanese students live together in one unit.

<https://www.kanazawa-u.ac.jp/students/livelihood/residence>

## **5 Periodic Medical Checkups**

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In order to make university life healthier and more meaningful, Kanazawa University Health Service Center carry out periodic medical checkup for all new students.

For details, please check the information page for periodic medical checkup on the center website (<https://hsc.w3.kanazawa-u.ac.jp/>). Be sure to check the flow of periodic medical checkup and precautions at the venue before visiting the clinic.

For inquiries regarding periodic medical checkup, please include your name, student ID number, affiliation, grade, etc. to the extent possible, and send an e-mail to the following address.

[Health Management Center] hokekan@kenroku.kanazawa-u.ac.jp

### **(1) Schedule / Venue**

#### ① Schedule:

The schedule varies depending on the graduate school / major. Check the Health Care Center website.

<https://hsc.w3.kanazawa-u.ac.jp/annual-medical-checkup/>

#### ② Venue : Health Service Center

### **(2) How to undergo medical checkup on the venue**

Receive “Checkup file case” at the reception in the Health Service Center → Take medical checkup → Submit “Checkup file case” to the designated counter

### **(3) Health survey (Web response)**

Personal information obtained from this checkup will be in accordance with “\* Handling of health checkup data”. We keep personal secrets. Before the health checkup, it is necessary to do the health survey items on the website. Please check the Center website for the answer method. To use it, you need to obtain a Kanazawa University network ID.

#### \* Handling of health checkup data

Kanazawa University Health Administration Center conducts regular health checkup and follow-up measures (re-examination, guidance, hospital introduction) to maintain and improve the health of students and to detect preventable diseases at an early stage. The results of health checkup (including interviews, medical certificates, and health surveys) not only help to understand the health condition of individuals and provide necessary support, but also grasp the health condition and living conditions of students and take necessary measures. The examinees are considered to have agreed that the health checkup data is used in a form that does not identify an individual to perform statistical analysis in order to improve the health of students and present the result at an academic conference. If you have any questions, please contact the Health Care Center.

## **6 Infection Control Measures**

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Kanazawa University requests you to enroll after taking vaccinations defined in Preventive Vaccinations as long as there are no special reasons such as illness which prevents you from receiving the vaccination. In addition, in order to maintain your health, Kanazawa University strongly encourages you to take as much vaccination as possible for various diseases.

## **7 Notice from Health Service Center**

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### **(1) Health Insurance Card**

Please bring your health insurance card when you visit a hospital; it is required in order to receive medical insurance coverage for health care.

### **(2) First-aid kit**

Please prepare a first-aid kit containing medicines such as cold medicine, thermometer, plaster, and so on. In addition, if you are taking medication for the treatment of disease, please include that medication.

### **(3) Outpatients for any disease**

If you will enroll from a remote location to our university and you are a hospital outpatient for any disease, we recommend you to ask the family physician to write a letter of introduction (to provide your medical information) addressed to a hospital near our university and visit the hospital. If you do not know which hospital to visit, please ask the physician to write a letter of introduction addressed to Health Service Center.

## 8 Disabled Student Support Center

At Kanazawa University, we have a Disabled Student Support Center. Including those considering enrollment before entry exams, if you have a disability and in the case that support is expected to be necessary for study, we will conduct an in-depth consultation regarding the content of support.

If the above applies to you, please contact the Disabled Student Support Center immediately after your admission has been confirmed (you have passed).

[Where to make inquiries] Disabled Student Support Center (Student Support Division, Student Affairs Department) E-mail:siensitsu@adm.kanazawa-u.ac.jp

## 9 LGBTQ+ Consultation

Our university has established LGBTQ+ consultation desk.

Please contact us if you are worried about gender identity, sexual orientation, or sexual expression and so on. Pre-entrance counseling and consultation from those around LGBTQ+ students are also available. Please check out “LGBTQ+ Support Guide (<https://ipdi.w3.kanazawa-u.ac.jp/global/#lgbtq>)”, describing our initiatives and responses.

## 10 Mandatory Student Insurance Designated By Kanazawa University

At Kanazawa University, in case of any accidents during your student life, **we make it compulsory for students to join the Personal Accident Insurance for Students Pursuing Education and Research (Gakkensai) and Liability Insurance coupled with PAS.** They are compensation schemes managed by the Japan Educational Exchanges and Services, and students from all Junior Colleges and Universities in Japan are eligible for both insurance policies.

### (1) Insurance Premiums and Insurance period

Please pay the following insurance premiums in a lump sum payment at the counter of the post office.

Please note that in the case you withdraw from admission after paying the insurance premiums, we will return the insurance premium to you (insurance premium minus postage fees).

Graduate School	Period of insurance	Insurance premium	Breakdown		Course of Liability Insurance Coupled with PAS	
			PAS	Liability Insurance Coupled with PAS		
Graduate School of Human and Socio-Environmental Studies Graduate School of Law Division of Law and Politics	Master's Level Section of Integrated Course (Short-term Enrollment-type System)	1 year	¥1,340	¥1,000	¥340	A
Graduate School of Human and Socio-Environmental Studies	Master's Level Section of Integrated Course	2 years	¥2,430	¥1,750	¥680	A
Graduate School of Natural Science and Technology Graduate School of Medical Sciences (Division of Pharmaceutical Sciences) Graduate School of Frontier Science Initiative	Doctoral Level Section of Integrated Course	3 years	¥3,620	¥2,600	¥1,020	A
Graduate School of Medical Sciences (Except Division of Pharmaceutical Sciences)	Master's Course Master's Level Section of Integrated Course	2 years	¥2,790	¥1,790	¥1,000	C
	Doctoral Level Section of Integrated Course	3 years	¥4,150	¥2,650	¥1,500	C
	Doctoral Course	4 years	¥5,370	¥3,370	¥2,000	C
Graduate School of Advanced Preventive Medical Sciences		4 years	¥5,370	¥3,370	¥2,000	C

Graduate School		Period of insurance	Insurance premium	Breakdown		Course of Liability Insurance Coupled with PAS
				PAS	Liability Insurance Coupled with PAS	
Graduate School of Law Division of Law and Politics	Master's Course	2 years	¥2,430	¥1,750	¥680	A
Graduate School of Professional Development in Teacher Education		2 years	¥2,430	¥1,750	¥680	A

\* International students are required to check the recommended insurance at the orientation of international students.

## (2) Overview of Gakkensai

Within or outside of Japan, insurance payouts are made for ①sudden, incidental, and exogenous accidents during their education/research activities ②bodily injuries or accidents caused by accidents while commuting or while in transit between school facilities.

Coverage	Death benefits	Physical disability benefits	Medical benefits	Additional hospitalization Benefits (up to 180 days)
During regular curricular activities or school events	¥20 million	¥1,200,000 - ¥30 million	For 1 or more days of actual medical treatment; ¥3,000 - ¥300,000	¥4,000 per day
While staying in school facilities for reasons other than the above and extracurricular activities During the commute to school During transit between school facilities	¥10 million	¥600,000 - ¥15 million	For 4 or more days of actual medical treatment; ¥6,000 - ¥300,000	
During extracurricular activities inside and outside school facilities (Activities outside the school facilities must be reported to the university)	¥10 million	¥600,000 - ¥15 million	For 14 or more days of actual medical treatment; ¥30,000 - ¥300,000	¥4,000 per day

## (3) Overview of Liability Insurance Covered with PAS

Students (the insured) will be covered up to the limit of payment against damages for which, during the period of this insurance, they may be held legally liable to pay in Japan or abroad for injuring a third party or damaging any property belonging to a third party, during their curricular activities, school events, extracurricular activities, or commuting to and from them. **At Kanazawa University, we require all students to enroll in both Gakkensai and Liability Insurance Covered with PAS.**

### Course and limits of coverage

Course	Course A	Course C
Coverage	Regular curricular activities, school events, extracurricular activities and commuting to and from them	Regular curricular activities in the medical-related department and studies, school events, extracurricular activities and commuting to and from them (Includes medical-related practice)
Limit of coverage	100 million yen per accident combining both bodily injury and property damage (No deductible)*	

\* Limit of coverage for one insured person per year

## (4) Application Procedures and Insurance Period

### ① Application Procedure

Please pay insurance premiums at the post office using the specified form. (The policyholder bears payment fee.)

② Application Procedure Period and Insurance Period

- i If the insurance premium is paid by the end of the month before the enrollment month, the insurance will be valid from the enrollment date.
- ii If you pay the insurance premium after the month of enrollment, the insurance will be effective from the day after the premium payment.

(5) Others

- ① Use the payment invoice and receipt issued by the post office in place of a receipt for insurance premium. The university will not issue any receipt for insurance premiums. An insurance policy will not be issued, so keep your transfer payment invoice and receipt in a safe place.
- ② For more information regarding the insurance contract, check the “Personal Accident Insurance for Students Pursuing Education and Research (PAS) Guide” distributed at the time of your admission. (Also check the website of Japan Educational Exchanges and Services (<http://www.jees.or.jp/>), which operates this insurance program.)

## **11 Comprehensive Insurance for Student Life Coupled with PAS (“CIS-PAS”) <Optional>**

University students are involved with diversified activities, such as on-campus projects as well as off-campus activities. In this context, Kanazawa University strongly recommends “Comprehensive Insurance for Student Life Coupled with PAS” (CIS-PAS) as a compensation program capable of covering any aspect of your student life.

CIS-PAS provides 24-hour comprehensive insurance coverage to your student life (\*1), as it covers actual expenses on treating off/on-campus injury/disease uninsurable with PAS (including health insurance patient’s pay and novel influenza) and also takes care of your liability (during your part-time job or club activities) when you cause an accident. CIS-PAS is a user-friendly insurance program because the nationwide organization’s discount is applicable.

If you think PAS does not provide sufficient insurance coverage, you may join CIS-PAS voluntarily. If you wish to join CIS-PAS, go through necessary procedures after confirming the insurance coverage, as shown in the enclosed brochure. In this insurance program, you will choose your insurance coverage type from several options. **Only students who have joined PAS are eligible for this insurance.**

Refer to the enclosed brochure for contact information on CIS-PAS.

(\*1) Death or physical disability during your regular curricular activities or school events, in extracurricular activities (club activities) permitted by your school, or in school facilities (except for dormitory) are not covered with this insurance program, but with Personal Accident Insurance for Students Pursuing Education and Research (PAS).

## **12 Student Mutual Benefit and Other Insurances <Optional>**

Student Mutual Benefit is an indemnity program in which the University Co-operatives Mutual Federation serves as the original insurer while Kanazawa University Co-op acts as a counter agent. It has the “Life Mutual Insurance” program, which covers hospitalization and surgery on disease or injury as well as hospital visits due to injury. Also, as an additional recommended insurance, there is “Personal Liability Insurance for Students” which covers damages in everyday life such as when riding a bicycle, and there is also “Fire Mutual Aid” which covers tenant liability for damage or compensation against lender and indemnity of household goods due to fire, or water leakage, etc. This also includes instances where the household belongings of the person living below are damaged by water leakage. For more details, please refer to the materials at the Kanazawa University Co-op.

## **[III. Campus Life Section]**

### **1 Welfare Facilities**

As welfare facilities for students and faculty members, each of campus has restaurants, cafes, bookstores, stores, and hairdressers. You can use your IC card-type student ID's Co-op e-money at restaurants, cafes, bookstores, and stores run by Kanazawa University Co-op. For more information, refer to Kanazawa University Co-op website. (A financial contribution that will be refunded at graduation or completion is required.)

<https://www.kindai-coop.jp/inter/index.html>

### **2 Voluntarily Refraining from Automobile or Motorcycle Commuting**

Recently many students are commuting to school by car or by motorcycle, and we are troubled by the many traffic accidents caused by Kanazawa University students. Once you cause a traffic accident, it will not only cause significant hindrance for your academic studies, but it will also pose serious and long-term social and economic burdens for students with bright futures and their families.

Kanazawa University is located in the east of Kanazawa City and is easily accessible using public transportation. In light of this, we are asking our students to voluntarily refrain from commuting by car or motorcycle to the university, and we are working to make all students refrain from doing so. We ask students and their parents to understand our intention, and we strongly request the refraining of commuting by car or motorcycle to prevent traffic accidents and maintain a positive educational and research environment on campus. Also, we will not permit students to commute by car except in special circumstances. In the case of special circumstances such as physical disabilities, or when commuting by bus is very difficult for geographical reasons, please make a request to the person in charge of your graduate school.

In addition, due to the enforcement of the revised Road Traffic Law from April 1, 2023, bicycle users are obliged to make efforts to wear helmets. It is strongly recommended to wear a helmet when riding a bicycle.

The Ishikawa Bicycle Ordinance from April 1, 2024 makes it required for bicycle users to get insurance. Get the insurance promptly, if you have not yet.

### **3 Part-time Jobs**

Kanazawa University Co-op provides part-time job information service if you need to work part-time to finance your school expenses.

### **4 Housing Referral Services**

Kanazawa University Co-op provides referral services on apartments or other housing. For more information, see the Kanazawa University Co-op materials enclosed herein or call the Housing Referral Section, Kanazawa University Co-op. (076-234-0852)

### **5 Kanazawa University Credit Card**

Kanazawa University Credit Card (KUCC) is a credit card born out of a collaboration between Kanazawa University and Hokuriku Card Co., Ltd. With its enhanced function and security features, KUCC is a reliable partner that gives strong support to the lives of students who have never owned a credit card (KUCC is only available to students).

[Where to enquire regarding the Kanazawa University Credit Card] Please refer to “3 Where to make inquiries” on page I-4.



## [IV. Others]

### 1 Admission, Tuition and Other Expenses

Category	Amount	Timing for remittance or payment	Payment method
Admission Fee	¥282,000	During admission procedure period	Refer to page I-1
Tuition (Expected)	Academic year 2023 for first semester (1 <sup>st</sup> , 2 <sup>nd</sup> quarter) (April to September) ¥267,900	Late May 2023 (Bank transfer)	Refer to pages I-7
	Academic year 2022 for second semester (3 <sup>rd</sup> and 4 <sup>th</sup> quarter) for (October to March) ¥267,900	November 27, 2023 (Mon) (Bank transfer)	
Mandatory Student Insurance Designated by Kanazawa University	Refer to 10 (1) Insurance premium and insurance period on pages II-3 to 4	Admission procedure period to The end of the month before the entrance month (Pay at post office)	Refer to pages II3~5

(Note) If the university amends tuition at the time of your admission or during your enrollment at the university, the new tuition amount will be applicable from the time of amendment.

### 2 Measures for Globalization in Kanazawa University

Amid the advancing social globalization, it is an urgent task to develop human resources capable of playing an active role in a variety of places. While strategic development of such high-level human resources is expected worldwide today, it is expected to strengthen the system for development of global leaders at universities in Japan. Also, it is a matter of course that for graduate students English is an important skill in conducting research and also training overseas turns to be a precious experience.

With such background, Kanazawa University is advancing various measures, such as the Top Global University Project (SGU) with the theme, “Developing Human Resources to Lead the Global Society and Establishing the Kanazawa University Brand by Thorough Internationalization”.

### 3 Privacy Policy

Kanazawa University is making efforts to appropriately manage and protect personal data owned by the university following the Act on the Protection of Personal Information Held by Incorporated Administrative Agencies, the university’s Management Policy, and other rules and regulations.

Any personal information that the university has acquired through new student selection process or personal information that is listed on documents that you have submitted for your admission procedure is used for the following tasks:

- (1) Tasks related to new student selection or admission procedures
- (2) Tasks related to post-admission registrar management or school instruction and those related to health management, such as medical checkup
- (3) Tasks related to on-campus services, such as the university’s portal site, on-campus LAN, library and book lending services after admission
- (4) Tasks related to student support services, such as admission fee exemption, tuition exemption or scholarship recipient selection tasks
- (5) Tasks related to payment of admission fee or tuition, and those necessary for financial institution’s receipt and disbursement services on commission
- (6) New student selection-related survey research tasks without personal identifiers
- (7) Tasks related to public relations targeting students and their families and those related to the university foundation (donations)
- (8) Tasks related to engaging in outcomes assessment on alumni or providing support to alumni association activities, as well as information services and information provision services through Kanazawa University
- (9) Other statistical processing tasks without personal identifiers

#### **4 Recommendation for Getting Individual Number Card (My Number Card)**

Since Kanazawa University is promoting to develop an identification smartphone app assuming getting Individual Card (My Number Card), those who have not gotten it are recommended to get one at the time of admission of Kanazawa University.