

The official guideline is the Japanese version. As the English translation is provided only for reference, the Japanese takes precedence if there are discrepancies between Japanese and English versions.

Guidebook for Non-Degree Student Applications for the 2024 Academic Year

Graduate School of Agriculture, Forestry and Fisheries
Kagoshima University

The Non-Degree Student System allows students to choose the subjects offered by the Graduate School of Agriculture, Forestry and Fisheries, attend classes with regular students and obtain credits by achieving a certain grade or higher.

1 Qualifications for application

- (1) Individuals who have graduated from a university;
- (2) Individuals who have been awarded a bachelor's degree pursuant to the provisions of Article 104, Paragraph 4 of the School Education Act (Act No.26 of 1947);
- (3) Individuals who are recognized by the School as having academic ability equivalent to or higher than those mentioned in the two preceding paragraphs.

2 Period of study and application acceptance period

Application documents (documents marked with • in **3 Application Documents**) are issued and applications are accepted at the Student Affairs Division of the Faculty of Fisheries during the application acceptance period.
(Reception hours: 9:00am.-12:00pm., 1:00pm-4:00pm.)

Period of study		Application acceptance period
2024 school year	First semester from 1 Apr to 30 Sep 2024	For foreigners living outside of Japan: 27 (Mon)November - 1 (Fri) December 2023 Others: 13 (Tue) - 21(Wed) February 2024
	Second semester from 1 Oct 2024 to 31 Mar 2025	For foreigners living outside of Japan: 7 (Mon) May - 31 (Fri) May 2024 Others: 16 (Fri) - 21 (Wed) August 2024

Some subjects may be offered for two or more consecutive terms. Please confirm the details of the period of study at the time of receiving the application form.

*In order to obtain an 'international student' status, it is necessary to attend at least 10 hours (seven subjects) per week.

3 Application documents **【Documents written in languages other than Japanese or English must be accompanied by a Japanese or English translation】**

- (1) Non-Degree Student Application Form • * The seal of the supervisor must be stamped before submission.
 - (2) Resume • (Affix a photo (4cm×3cm).)
 - (3) Certificate of (prospective) completion * **original document**
 - (4) Academic transcript * **original document**
 - (5) Letter of acceptance • (Only individuals who have employment. Must be stamped by the head of the company employing the applicant.)
 - (6) Official Receipt (収納証明書)
- Foreign students must also submit the following.
- (7) A copy of residence card (Only for foreigners living in Japan)
 - (8) A copy of passport (Only for foreigners living outside Japan)
 - (9) Letter of Guarantee •

4 About tuition fees

Examination fee	9,800 yen	Payment completed at the convenience store or by credit card at the time of application.
Admission fee	28,200 yen	After the application deadline, it takes approximately one month to receive approval for admission. Payment should be completed at the post office after approval has been officially given. For details, refer to the written notification sent together with the payment slip. * Please note that admission will not be finalized unless payment is made within the designated payment period. * For remittances from abroad, payment must be made by credit card.
Tuition	14,800 yen per credit	A notice of payment will be mailed around mid-April or mid-October from the Accounting Division. Please follow the instructions on the payment notice. The deadline for payment is the end of April or October. (End of April for the first semester, end of October for the second semester) * If the tuition fee is revised, the revised amount will be applied. * For remittances from abroad, payment must be made by credit card.

5 Payment Method for Examination Fee

Payment should be made by either of the following methods (1) or (2) in the above application acceptance period

1) Payment at a convenience store (Please use this option only if you have access to a computer, smartphone, etc.)

- (1) Please refer to “How to pay the examination fee at Kagoshima University” and make the payment. Note that the payer is responsible for paying the administrative fee.
- (2) After payment, cut out the 『収納証明書』 (official receipt) portion of the 『入学検定料・選考料 取扱明細書』 (examination fee and the screening fee receipts) received at the cashier.

2) Payment by credit card (Please use this option only if you have access to a computer, smartphone, or other environment with a printer.)

- (1) Please refer to “How to pay the examination fee at Kagoshima University” and make the payment. Note that the payer is responsible for paying the administrative fee.
- (2) After payment, print out the 『入学検定料・選考料 取扱明細書』 (examination fee and the screening fee receipts), cut out the 『収納証明書』 (official receipt) portion.

【Remarks】 * Remarks No.4 and No.5 are for international applicants.

- (1) Application or enrollment will not be finalized if any of the following applies.

- Examination or admission fee has not been transferred.
- The 『収納証明書』 “official receipt” or 『振替払込受付証明書(お客様用)』 "certificate of acceptance of transfer payment" has not been submitted by the deadline.

- (2) Examination or admission fee that has already been paid will not be refunded for any reason, except when any of the following applies:

- If the applicant has transferred the examination or admission fee but has not filed an application or the admission procedure has not been completed (i.e., if the application or admission procedure period has ended before necessary documents have been submitted, or if the documents have not been accepted due to inadequate documentation.)
- The examination or admission fee has been transferred twice by mistake.

Please refer to our website (<https://www.kagoshima-u.ac.jp/exam/henkan.html>) for information on how to apply for a refund. (Deadline for claiming refund: Valid on the last day of the month following each application period, postmarked or received by e-mail.)

- (3) Applicants who wish to apply to more than one graduate school must pay the admission fee to only one graduate school (the examination fee is required for each graduate school).
- (4) An application may be rejected if it arouses proliferation concerns including those over weapons of mass destruction (WMD) and related items, e.g. a case where it is highly possible that the applicant will receive the technology that is controlled pursuant to United Nations Security Council resolutions, or that any WMD-related technologies will be transferred to an applicant who belongs to (an) organization(s) on the End User List - 9 - published by the Ministry of Economy, Trade and Industry of Japan.
- (5) As we have to make a judgement regarding remark (4), please consult us as early as possible if you intend on applying.

(Mailing address and contact information)

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TEL: +81 99-286-4153

* Personal information obtained through the application procedure will be used to provide academic services related to Non-Degree Students of Kagoshima University and will not be used for other purposes.