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Graduate School of Applied Informatics, University of Hyogo
Master in Applied Informatics / Master in Information Technology Dual-Degree Program with Carnegie Mellon University Application Guide for the 2015-16 Academic Year

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1	Admissions Capacity & Application Eligibility

Admissions Capacity   Department of Applied Informatics, Graduate School of Applied Informatics:
40 students (including preferred applicants, August applicants and January applicants)
Out of all 40 students, several will be admitted to the Dual-Degree Program

Application Eligibility

(1) General selection

Applicants must meet any of the following requirements.

① Individuals who have graduated from universities or those who will graduate from one by March 31, 2015

② Individuals who were awarded Bachelor's degrees from the National Institution for Academic Degrees and University Evaluation (NIAD-UE) under Article 104, Paragraph 4 of the School Education Act of Japan, or those who will be awarded such degrees by March 31, 2015

③ Individuals who have completed sixteen years of schooling outside of Japan, or those who will complete said schooling by March 31, 2015

④ Individuals who have completed sixteen years of schooling in foreign countries through correspondence courses provided by schools in the relevant countries while living in Japan, or those who will complete said schooling by March 31, 2015

⑤ Individuals who have completed the university program of a foreign educational institute located in Japan (limited to programs whose graduates are recognized as having completed sixteen years of schooling in relevant foreign countries) authorized by the school education system of relevant foreign countries as those having university programs, and designated separately by the Minister of Education, Culture, Sports, Science and Technology, or those who will complete the said program by March 31, 2015

⑥ Individuals who have completed specialized programs from specialized training colleges (limited to programs which satisfy the criteria established by the Minister of Education, Culture, Sports, Science and Technology, such as an enrollment period of four years, which is required for completion of the relevant programs), and designated separately by the Minister of Education, Culture, Sports, Science and Technology, after the date determined by the Minister of Education, Culture, Sports, Science and Technology, or those who will complete the said program by March 31, 2015

⑦ Individuals who are designated by the Minister of Education, Culture and Sports, Science and Technology, as meeting the stipulation in the Ministry of Education Bulletin No.5, 1953 or those who will meet the stipulation by March 31, 2015

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(2) Special selection for working adults

Individuals who belong to companies, governments, medical institutes, etc., who meet any of the conditions shown above (1) ①-⑦ and have at least three years of professional or industrial experience at the time of enrollment

(3) Special selection for foreign students

Individuals who are from foreign countries and meet any of the conditions shown above (1) ①-⑦.

The educational background shown below is also required for applicants for the Dual-Degree Program.
1. Successful completion of an introductory-level undergraduate computer science or information technology courses *
2. Demonstrated analytical ability, including the successful completion of undergraduate probability or statistics courses*
3. English proficiency for non-native speakers
*Items 1 & 2 can be compensated for with the appropriate professional or industrial experience.

(Note)   Should you have any questions concerning application eligibility or wish to be admitted under conditions ⑥ or ⑦ of (1) above, please contact the GSAI Office, University of Hyogo as soon as possible (deadline: Nov. 21 [Fri.]) .

2　　　Application Process

Application Process   Complete the both application processes below.
1. Access to the online application system to complete the application forms and submit the necessary documents.
2. Submit the necessary documents in hard copy.

Application Period   Dec. 1 (Mon.),2014 －Jan .6 (Tue .),2015
Completed application material must be received at University of Hyogo by Jan. 6 (Tue.) at the latest.
The GSAI accepts submission in person between 10:00-16:00 (closed 12:00-13:00). The office is not open on Saturdays, Sundays and national holidays.
* The online application system is accessible before Dec. 1 for you to prepare your applications. Be sure to submit your application by 16:00, Jan .6 (Tue .)
* All the dates and times described above are based on the Japan Standard Time (JST).

Required Documents (In case the applicant's name on the certificates and the Application Form differ, attach documents to prove name change.)

Ⅰ. Documents to be submitted via the online application system
　　　(https://applygrad-ini.cs.cmu.edu/apply/index.php?domain=83)

Documents	Applicants			Descriptions
	General	Working	Foreign	
Application Form (English)	All	All	All	Follow the instructions on the online application system.
Resume (English)	All	All	All	The applicant's academic career and research contents must be typed in English. If the applicant has professional or industrial experience, include technical skills and work responsibilities.
Letters of Recommendation (English)	All	All	All	Submit three letters of recommendation. At least two of these should be from faculty or recent employers.

Documents	Applicants			Descriptions
	General	Working	Foreign	
Statement of Purpose (English)	All	All	All	This statement must be typed and explain the following points in about 1,000 words. ・Objective in pursuing a master's degree in this program (briefly) ・Background in engineering, computer science or other fields particularly relevant to the objectives ・Any industrial or commercial work experience, research experience, and/or publications ・Any additional information the applicant feels would be beneficial to the screening process
Official TOEFL Scores	Relevant applicants (*)	Relevant applicants (*)	Relevant applicants (*)	Send the TOEFL Official Score Report to the Information Networking Institute, Carnegie Mellon University (Institute Code #8569, Department Code #99). The examination date on the Score Record should be within two years prior to the date of submission.
Official GRE General Test Scores	All	All	All	Send the Official GRE Scores to the Information Networking Institute, Carnegie Mellon University (Institute Code #2074, Department Code #0404). The examination date on the Score Record should be within five years prior to the date of submission.

(*) Applicants whose native language/mother tongue is English or who have attended and graduated from a four-year undergraduate degree program at an accredited U.S. university may have this requirement waived.

II. Documents to be submitted in hard copy

Documents	Applicants			Descriptions
	General	Working	Foreign	
Application Form (Japanese or English)	All	All	All	Use the provided form and affix a photograph 4cm long and 3cm wide, taken within three months prior to the date of submission on the form. It must have been taken from the front and show the head (no headwear), shoulders and upper chest.
Certificate of graduation or expected graduation (English)	All	All	All	Graduation (or expected graduation) certificate or documents to certify that the applicant has graduated (or will graduate) from a Japanese university or its equivalent
Certificate of degree or Certificate of a receipt for an application form for a Bachelor's degree (English)	Relevant applicants	Relevant applicants	Relevant applicants	Applicants who were awarded Bachelor's degrees from the NIAD-UE under Article 104, Paragraph 4 of the School Education Act of Japan, or those who will be awarded such degrees by March 31, 2015 must submit this document.

Documents	Applicants			Descriptions
	General	Working	Foreign	
Transcripts from universities or Transcripts concerning awarding of degrees from the NIAD-UE (English)	All	All	All	Official transcripts in a sealed envelope should be issued by the university the applicant attended or is attending. Transfer students must also submit transcripts from their previous universities. Applicants meeting condition ② of application eligibility (individuals who were awarded Bachelor's degrees from the NIAD-UE under Article 104, Paragraph 4 of the School Education Act of Japan, or those who will be awarded such degrees; applicable to general applicants, working adults and foreign students) must submit all transcripts concerning awarding of degrees. The expected graduates and degree awardees must submit transcripts issued within three months prior to the date of submission.
Official TOEFL Scores	Relevant applicants (*)	Relevant applicants (*)	Relevant applicants (*)	Submit a photocopy of the Examinee Score Record to the GSAI, University of Hyogo. The examination date on the Score Record should be within two years prior to the date of submission.
Official GRE General Test Scores	All	All	All	Submit a photocopy to the GSAI, University of Hyogo. The examination date on the Score Record should be within five years prior to the date of submission.
Application Fee (non refundable)	All	All	All	The application fee for both universities must be paid to the GSAI Office, University of Hyogo, as instructed below. 〔For University of Hyogo〕 ¥30,000 Pay by money order for the amount of ¥30,000 issued by the Japan Post Bank in and after August, 2014. Keep the money order as it was issued, and do not write anything on it. 〔For Carnegie Mellon University (CMU)〕 US$65 You can pay your application fees via credit card online, or by money order, cashier's check or personal check issued by a U.S. bank and made payable to CMU.
Certificate of Residence	Foreigners	Foreigners	All	The certificate must include residence status and period of stay in Japan. Photocopies are not accepted. In case the applicant resides outside of Japan or has not completed the residence registration, submit photocopies of all pages of the passport.

(*) Applicants whose native language/mother tongue is English or who have attended and graduated from a four-year undergraduate degree program at an accredited U.S. university may have this requirement waived.

Submission of Required Documents

The application documents and application fee to University of Hyogo must be placed in an envelope on which the words **"Application documents for Dual-Degree Program enclosed: Master's course, Graduate School of Applied Informatics"** are written in red and must be submitted in person or be sent via express and simplified registered mail.

Mailing address

Graduate School of Applied Informatics, Public University Corporation of the University of Hyogo
5th Fl., Computational Science Center Bldg., 7-1-28 Minatojima-Minami-Machi, Chuo-ku, Kobe, Hyogo 650-0047
TEL   +81-78-303-1901

If you pay the application fee to Carnegie Mellon University by money order, cashier's check or personal check, send it to the following address.
Information Networking Institute
Admissions Committee
Carnegie Mellon University
4616 Henry Street, Pittsburgh, PA 15213-3890 USA

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3   Evaluation of Applications

Selection Procedures

Applications will be evaluated by both CMU and University of Hyogo.
(If necessary, applicants might be interview by University of Hyogo.)
Successful applicants whose English language skills still need improvement for the CMU courses will be reviewed their TOEFL scores and academic achievement after admission into University of Hyogo. Please note: applicants who fail to pass these reviews will not be allowed to attend the CMU classes at University of Hyogo, or to move to the U.S. to study at CMU.

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4   Announcement of Accepted Applicants

Date and Time   Feb. 2 (Mon), 2015   10:00 a.m.

Announcement Methods   The results will be displayed at the Kobe Port-Island Campus, University of Hyogo (5th Fl. Computational Science Center Bldg.). In addition, letters will be mailed on Feb. 6. In case you do not receive a letter, please notify the GSAI. The GSAI will not respond to any inquiries made by phone.

5　Admission Procedures and Payment of Admission and Tuition Fees

Period　〔University of Hyogo〕　Feb. 9 (Mon.) － Feb. 16 (Mon.), 2015

Procedures　〔University of Hyogo〕
　　　　　Accepted applicants will receive documents necessary for admission in early February, 2015. Please prepare the required documents and complete the procedure during the period shown above.
　　　　　〔CMU〕
　　　　　CMU will announce the details later.

Admission Fees, etc.
　〔University of Hyogo〕　　　　　　　　　　　　　　　　　(as of April 1, 2014)

Fee payable		Payable by:			Total
		At admission (Feb. 10-17)	At enrollment (by Apr. 30)	By Oct. 31	
Admission	A(*)	¥282,000	－	－	¥282,000
	B(*)	¥423,000	－	－	¥423,000
Tuition		－	¥267,900	¥267,900	¥535,800

(*)Note 1) Category A applies to individuals who will have had a registered address in Hyogo Prefecture for more than one year on the day of enrollment, or spouses or relatives within the first degree of such individuals; students entering continually from the departments of University of Hyogo; and applicants who passed special selection for foreign students. Category B applies to other applicants.

　　　 2) The amount may be revised according to the amendment(s) of concerning ordinance of University of Hyogo. If tuition fees are subject to revision while students are enrolled, the new amount will apply from the date of revision.

　〔CMU〕
　Please pay US$100 (subject to change) for registration to the Information Networking Institute, CMU.
　For tuition, CMU will announce the details later. (Tuition for 2014 Academic Year: US$20,500 per semester)

6　Other Information

Important Reminder
(1)　Students with physically disability or other special needs should notify the GSAI in writing at the time of application.
(2)　Please make every effort to submit accurate documents at the time of application. The application fee will not be returned under any circumstances.
(3)　All the dates and times described in this guide are based on the Japan Standard Time (JST).

Privacy Policy
(1)　Personal information provided by applicants will be used for evaluation purposes only. For successful applicants, this information will also become part of their student record.
(2)　Personal information used for screening will also be used for summary and analysis of the examination results and for research and surveys on screening methods.

Special Measures of Education for Working Adults

(For Japanese residents who belong to companies, governments medical institutes, etc. in Japan)

In accordance with the Article 14, the Standards for the Establishment of Graduate Schools, University of Hyogo will make special arrangements if you have difficulty in attending regular daytime classes. Please ask for details.

[Article 14, the Standards for the Establishment of Graduate Schools]

Appropriate education to facilitate teaching and/or research guidance may be implemented in the evening or other times/periods if deemed especially necessary for educational purposes within any postgraduate course.

Contact Information

Graduate School of Applied Informatics, Public University Corporation of the University of Hyogo

5th Fl., Computational Science Center Bldg., 7-1-28 Minatojima-Minami-Machi, Chuo-ku Kobe, Hyogo 650-0047
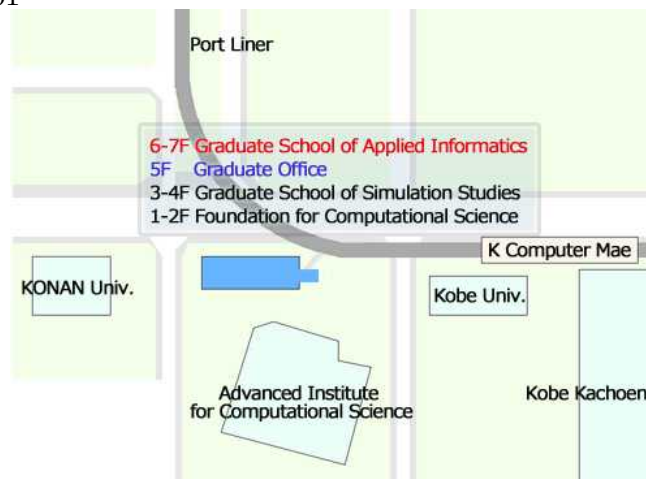
TEL +81-78-303-1901 FAX +81-78-303-2700 e-mail gsai@ai.u-hyogo.ac.jp

http://www.ai.u-hyogo.ac.jp/

Access to the GSAI Office

University of Hyogo, Kobe Campus for Information Science

5th Fl., Computational Science Center Bldg.,

7-1-28 Minatojima-Minami-Machi, Chuo-ku, Kobe, Hyogo 650-0047

TEL +81-78-303-1901

* Take a Portliner train bound for Kobe Airport at Sannonmiya Sta.(about 14 min.)

* Get off at K Computer Mae Sta. and about 3 min. walk