

**Graduate School of Information, Production and Systems,
Waseda University**
**Application Guide for Ting Hsin International Group,
Tinghyi (Cayman Islands) Holding Corporation Scholarship**

- ✧ In accordance with the agreement between Ting Hsin International Group, Tinghyi (Cayman Islands) Holding Corporation and Waseda University signed on 21st October 2009, this scholarship will be granted to candidates elected through the stipulated screening process.
- ✧ For further details about our research bases and faculty members, please refer to the "Admission Guide and Pamphlet of Graduate school of Information, Production and Systems, Waseda University."

1. Application Guideline

Major -Fied-	Information, Production and Systems -Information Architecture -Production Systems -System LSI
Program	Master's Program Two-year program for students who pursue a master degree
Number of Students to Be Admitted	Master's Program: Not specified
Application Period	【February examination】 January 7,2010(Thu) ~ January 25,2010(Mon)(Must arrive by final day)
Selection procedure	Documentary examination
Result Announcement	【February examination】 February 18,2010(Thu) We inform you the result of each examination on above date by EMS and e-mail.(We send you the notice of result that on that day.)
Time of Admission	September 21 (Tue), 2010

2. Eligibility

Applicants must meet the following requirements(1)~(7), and also one of qualifications a, b or c(1),(2),(3) from **【Qualification for application for Master's program】** .

(1) Desire to Enter the School

We seek candidates who are strongly eager to enroll in Graduate School of Information, Production and Systems, of Waseda University as their first choice.

(2) Nationality

Chinese Nationals (including Hong Kong, Taiwan and Macau)

(3) Academic Background

Students should be enrolled in one of our specified partner universities (Fudan University, Shanghai Jiao Tong University, Zhejiang University, Tongji University, National Taiwan University) and they should expect to graduate in June 2010. However, students who graduated from the aforementioned Taiwanese university after June 2008, and completed their military service by the time of enrollment, will still be considered as eligible applicants.

(4) Age

Applicant must be under the age of 30 at the time of enrolment into the Graduate School of Waseda University.

(5) Academic Transcript

Applicants enrolled in the aforementioned universities in (3) should attain a GPA of 3.4 or higher (out of a 4.0 scale), from the first semester of their freshman year to the second semester of their junior year.

(6) Language Proficiency

Applicants enrolling into a Graduate School should have a TOEFL score of 600 or higher (IBT 100 or higher, CBT 250 or higher) and a IELTS (Academic) score of 7.0 or higher, or have passed Level 1 of the Japanese Language Proficiency Test.

(7) Academic Ranking and Official Recommendation

Applicants enrolled in the aforementioned universities in (3) whose academic ranking in his or her university are among the top 20% and are officially recommended for this scholarship.

【Qualification for application for Master's program】

- a.(Degree) Applicants who have a bachelor's degree from an institution in Japan or another country, or who expect to receive one by September 20,2010.
 - b.(Completion) Applicants who have completed 16 years of regular education in a country other than Japan, or who expect to have completed such education by September 20,2010.
 - c.(1) . Applicants who are designated by the Ministry of Education, Culture, Sports, Science & Technology Japan.
 - (2) . Applicants who are in a university more than 3 years or have finished 15 years education in a country other than Japan, and are judged by this graduate school to have mastered prescribed credits with excellent grades.
 - (3) . Applicants who do not meet either category a,b or c(1)(2) above and will be 22 years of age or over at the time of admission, and are judged by an individual application qualification examination of this graduate school to have scholastic ability at least equal to that of a university graduate.
- Applicants who may fall into category (c) should contact the Admissions Office of Graduate School of Information, Production and Systems before application period starts. They should then submit their application (form 1) along with documentation of their scholastic ability (grade transcript, personal history, etc.).

3. Tuition Fees and Scholarship

- (1) For candidates awarded with this scholarship, the financial burden of the entrance, tuition, facilities and experiments fees will be borne by Ting Hsin International Group, Tinghyi (Cayman Islands) Holding Corporation and Waseda University during the period enrolled in Waseda University (maximum of 24 months).
- (2) This scholarship cannot be combined with any other scholarships offered by Waseda University, or government-sponsored scholarships, including tuition waivers.
- (3) An annual allowance of 1,500,000 Japanese yen is provided for daily expenses.
- (4) Upon entering Waseda University, the academic performance of the candidates will continue to be assessed for one year. If the candidate is unable to maintain satisfactory results, the scholarship will be discontinued in the second year.
- (5) All flight tickets and other travel expenses incurred when coming to Japan should be privately financed and will not be borne by Waseda University.
- (6) Waseda University will provide successful candidates with information regarding accommodation in Japan. Candidates should then make their own arrangements for accommodation.

4. Application Procedure

- (1) Application Fee: An application fee is required to apply for admission.
Please be sure to pay the application fee before you apply for admission. Applications cannot be accepted unless the application fee has been paid.

Remit the amount of ¥37,500, which includes the bank remittance charge of ¥2,500, from an overseas financial institution by the method specified below. If your local financial institution charges an additional handling fee, please pay it separately at that end. Be sure to enclose a copy of an Application for funds transfers with the application documents.

*** Be sure to enter “Application Fee” in the “Purpose of Remittance” field “A3: applicant’s name” in the field entitled “Message to Payee.”**

- Remittance method: Telegraphic Transfer
- Payment method: Advice and Pay
- Lifting charge: Payee’s Account
- Remittance: 37,500 yen

(If the local bank requires a separate handling fee, pay the fee to the bank in addition to the above remittance.)

- Purpose of remittance: Application Fee
- Remittance destination:

Bank name: The Mizuho Bank, Ltd.
Branch name: Takatanobaba Branch
Account number: Ordinary deposit number 2337017 (A/C 2337017)
Account holder: Waseda University
Bank address: 1-26-5 Takadanobaba, Shinjuku-ku, Tokyo, 169-0075 Japan
Swift code: MHBKJPJT

(2) Important Notes on Necessary Documents for Application

- The application documents should be written in Japanese or English by yourself.
The formats of specified forms can be downloaded from the following website.
<http://www.waseda.jp/ips/english/choshin.html>
- In preparing documents with word limits, please observe the limits strictly.

-You need to send all relevant documents (see table, below).

Mail to : Admissions Office

Graduate School of Information, Production and Systems, Waseda University
2-7 Hibikino, Wakamatsu-ku, Kitakyushu-shi, Fukuoka, 808-0135, Japan

-Application documents must be complete for you to qualify to take the entrance examination. If we contact you concerning your application, please follow our instructions immediately. Submission of false or inaccurate statements or documents will result that the applicant is disqualified from taking the examination.

-Application documents are non-returnable. If a third party holds intellectual property rights for a document to be submitted, take appropriate action in advance to prevent problems arising. Moreover, once a document has been submitted, it cannot be copied. However, an exception can be made for documents that cannot be reissued.

-Should there be a change in your address, telephone number or e-mail address, promptly send an email to kouhou-office@list.waseda.jp. Waseda University will not bear any responsibility if the School is unable to contact you because of the change. If applicants outside Japan change their residence to Japan and fail to inform the Admissions Office of the change, they may be disqualified from taking the examination.

-The recommendation application and each certificate may be verified by contacting the issuer or public institution.

-If you will need special consideration when taking the examination or entering school due to physical disability, please inquire with IPS before applying. Also, please consult IPS promptly about any possibility that a major illness or injury will interfere with the examination or entrance procedure, even if the problem happens to arise after you have submitted your application.

[Application documents for the Master's Program]

Prescribed Form		Documents to be Submitted
*		Application forms 【Form 1】
*		Research Plan 【Form 2】
*		Letter of recommendation 【Form 3(A)】
*		Overview of previous bachelor's thesis or master's thesis 【Form 4(A)】
*		Address tag
		Diploma or Certificate of expected Graduation(original)
		Original copy of all Academic Transcripts for undergraduate studies and above
		Two color photographs (one to be affixed to the application form 1, and one to be submitted with the other application documents)
		A copy of certificate of Japanese or English language ability
*		Statement of source of funds 【Form 6】
		Application for certificate of eligibility
		One color photograph for student visa application (H:4cm, W:3cm)
		Certificate of bank balance (original)
		Passport copy
		A copy of application for funds transfers
		An official document that confirms the applicant's academic ranking in his / her university

Application for admission 【Form 1】

Fill in the blanks without any omissions.

Affix a color photograph (H:4cm, W:3cm) in the designated space. This photograph should be the same as the one submitted with the other application documents. If you are currently enrolled in an institution, please fill in your academic career through expected completion. The e-mail address you enter should be one at which you can be reached without fail, other than a Hotmail, MSN or cellphone address. Note that you may be contacted by e-mail if there is any deficiency in your application documents. After you paid application fee, please check [remit from overseas] on Form 1 and submit a copy of application for funds transfers with other application documents.

Research Plan 【Form 2】

Write an outline of your study theme and research plan in 500 words or less, in English. Attachments are not permitted.

Letter of recommendation 【Form 3(A)】

Please submit a letter of recommendation from a thesis advisor or an equivalent faculty member.

Overview of previous bachelor's thesis or master's thesis 【Form 4(A)】

You should describe master's thesis, etc. If you have not been assigned a master's thesis, or have not begun work on it, please describe either the studies and research which you have done thus far or your research plan. If you have presented any papers orally, please attach them for reference.

Address tag

Fill in the same address as on your application for admission (the address where you can receive the documents from IPS such

as the application card, the notice of the examination result, documents for the admission procedure, etc without fail) and your name.

For an address outside Japan, be sure to write in English. If downloading, print out on plain paper, fill in and submit.

Diploma or Certificate of expected Graduation(original)

Applicants to the master's program should submit a diploma. The diploma will be returned after confirmation. Copies, including notarized copies, are not acceptable.

Certificate of expected Graduation must be written in Japanese or English and sealed by your university

Also, applicants who have submitted certificate of expected graduation should submit a certificate of graduation immediately after graduation.

Applicants who submit an application according to item "(c)" in Qualifications for Application should submit their final academic background.

Original copy of all Academic Transcripts for undergraduate studies and above(4.0 scale GPA should be written.)

Applicants to the master's program should submit undergraduate academic transcripts. Copies, including notarized copies are not acceptable. The Academic Transcripts must be written in Japanese or English and sealed by your university.

Applicants who submit an application according to item "(c)" in Qualifications for Application should submit their grade transcripts.

Two color photographs (one to be affixed to the application form 1, and one to be submitted with the other application documents)

Affix one copy of a color photograph (H:4cm, W:3cm) taken within 3months, without frames, upper body, no hat, front face, no background, to the first page of the application for admission. After writing your name on the back of the other copy, submit it with the other application documents. Note that two photographs from the same negative will be needed for the admission procedure.

Please be aware that the photo you submit, besides being used for identification on examination day, will be used after admission on your student ID card and will be kept on file for purposes of identification in connection with internal processing and web services.

A copy of certificate of Japanese or English language ability

Level 1 of the Japanese Language Proficiency Test or

a TOEFL score of 600 or higher(IBT 100 or higher, CBT 250 or higher), and a IELTS(Academic) score of 7.0 or higher.

Statement of source of funds [Form 6](only for non-Japanese applicants)

State who will bear your expenses and how they will be borne.

Application for certificate of eligibility

Fill in the blanks on the attached sheet.

One color photograph for student visa application (H:4cm, W:3cm)

Affix this to the application for a Certificate of Eligibility to reside in Japan.

Certificate of bank balance (original)

Certificate of the bank balance of the bearer of expenses. Please submit the original of the certificate of bank balance of the person who will bear your living expenses, as entered on the application for certificate of eligibility , Part3, Item 31 (means of bearing living expenses). The certificate is necessary to guarantee the payment of expenses including your tuition and living expenses in Japan.

Even if you are under application for CSC program when you apply for IPS, you should submit the original of the certificate of the bank balance of the bearer of expenses in case you can not get this scholarship.

Passport copy

If you have no passport yet or are in the process of obtaining one, enter "under application" on the application for certificate of eligibility , Item 10 (1) (passport number).

A copy of application for funds transfers

Please submit a copy of an application form which you fill out at a bank for transfer application fee.

An official document that confirms the applicant's academic ranking in his / her university

The applicants is required to submit an official document that proves his or her academic ranking(among the top 20%) in his or her university.

5. Screening Process

Graduate school of Information, Production and Systems comprehensively evaluates all the application documents submitted and shall interview the recommended students via telephone.

6. Admission Procedure

All completed documents must be submitted to the IPS Admissions Office by postal mail by the last day of submission period. Those who will be unable to complete the procedure during the designated period due to unavoidable reasons are advised to consult the IPS Admissions Office.

*The period for admission procedures will be announced on that day of the result announcement of examination.

7. Contact Address

Admissions Office

Graduate School of Information, Production and Systems, Waseda University

2-7 Hibikino, Wakamatsu-ku, Kitakyushu-shi, Fukuoka 808-0135, Japan

TEL: +81-93-692-5017 FAX: +81-93-692-5021

E-mail: kouhou-office@list.waseda.jp

URL: <http://www.waseda.jp/ips/>

Office Hours: 9:00 – 17:00 (local time) *Closed on Saturdays, Sundays and holidays

Privacy Policy

We use personal information of applicants (address, name, date of birth, etc.) collected at the time of application to accurately and efficiently manage the whole admission process. We may also refer to the information to make contact with those concerned, offer services or send information during and after their period of enrollment. We take necessary and appropriate measures to prevent leakage and misuse of the personal information. When we delegate part or all of the process to an agent, we oblige them to appropriately manage the information by contract, etc.