

# Application Guidelines for Re-admission to Graduate School of Marine Science and Technology, Tokyo University of Marine Science and Technology, April AY2024

## 1. Application eligibility

- (1) Former students at Graduate School of Marine Science and Technology who withdrew with permission of the president during March 31 to September 29 in any year in general after March 31, 2021.
- (2) Former students at Graduate School of Marine Science and Technology who were dismissed during April 1 to September 30 in any year in general due to non-payment of tuition after March 31, 2021.

Note: Former students who were expelled as a result of disciplinary action, those who were deemed to have no prospect of completing their studies even if re-admitted, and those who had withdrawn or were dismissed while they were suspended are not eligible to apply for re-admission.

## 2. Application period

January 11 (Tue.) to January 31 (Wed.), 2024

Note1: Application documents will be distributed as data by Graduate School Section of Academic Affairs Division. They will not be handed out in papers from the university.

Note2: As the general rule, application documents should be sent by the simplified Registered Post. The documents must reach us no later than the due date.

Upon sending the application documents, please inform your tracking number to Graduate School Section of Academic Affairs Division by email.

## 3. Where to Apply

Graduate School Section, Academic Affairs Division, Student Affairs Department,  
4-5-7 Konan, Minato-ku, Tokyo 108-8477

Tel : 03-5463-0395 e-mail : [k-dai@o.kaiyodai.ac.jp](mailto:k-dai@o.kaiyodai.ac.jp)

## 4. Application procedures

Pay the application fee via bank transfer to the specified bank account and submit the application documents during the application period.

### [Application fee]

30,000 yen; Refer to the documents for payee details, distributed by Graduate School Section, Academic Affairs Division.

### [Application documents]

- (1) A Re-admission Application Form  
(As prescribed by TUMSAT. Affix a photo (4 cm {height} x 3 cm {width}), taken within three months preceding the date of application, with your name written on the back)
- (2) The reason for applying for re-admission and your plan of study after re-admission (about 1,000 characters in Japanese or 500 words in English)
- (3) If you have withdrawn for health reasons in the past, a medical certificate written by your doctor certifying your fitness for re-enrollment is needed.
- (4) If you have withdrawn for reasons other than health, a document that proves or explains that the cause of the withdrawal has been resolved is needed.
- (5) If you have been dismissed due to non-payment of tuition, a document explaining that you have regained the capacity to pay tuition is needed.
- (6) A Proof of application fee payment (issued by the financial institution where you transferred the fee [e.g., ATM statement]; the proof should be affixed to the prescribed sheet.)
- (7) An address slip (prescribed by TUMSAT; write the contact details for contacting you when you succeed to pass.)

**[Points to note]**

- If the submitted documents have any deficiencies, they will not be accepted. Any change or additions cannot be made to documents that have been once accepted.
- Acceptance of re-admission may be withdrawn if a false statement(s) was entered in the Re-admission Application Form or any other application documents, e.g.) necessary information was not entered; or required document(s) was not submitted.
- Once submitted, application documents will not be returned to you no matter what reason there may be.
- Submit the original documents for all certificates including your doctor's medical certificate. (Photocopies will not be accepted.)
- Application fees will be refunded after deducting the refund fee if: (i) you did not apply despite having paid the application fee or your application was not accepted; or (ii) the application fee was paid more than once by mistake.
- If any revisions are made to the amount of admission fee and/or tuition upon or after re-admission, the revised admission fee/tuition will be applied as of the effective date of revision.
- The personal information included in the submitted application documents will not be used for any purposes other than to select successful applicants or other relating procedures.

**5. Selection method**

Re-admission will be granted in comprehensive consideration of the applicant's grades at Graduate School of Marine Science and Technology before re-admission, application documents, and results of an interview.

**6. Announcement of application results**

February 16, 2024, Friday, 10:00 a.m.

The application results will be posted on campus. Successful applicants will also receive a notification of acceptance. No notification will be sent to unsuccessful applicants.

We do not respond to telephone and other inquiries regarding application results.

Note: The date of announcing and notifying application results may be moved forward depending on the selection schedule.

Venues of posting: Graduate School bulletin board in front of the University Hall at Shinagawa Campus

Bulletin board in front of Building Number 1 at Etchujima Campus

**7. Admission procedure**

Successful applicants will receive a notification of acceptance and admission documents.

The admission fee and tuition are as follows.

Admission fee: 282,000 yen

Tuition: 267,900 yen per semester (535,800 yen per year)

Note: Admission will be cancelled if the admission fee has not been paid by the designated deadline.

**8. Affiliation of re-admitted students, minimum/maximum period of study, etc.**

(1) Re-admitted students will be affiliated with their Course of affiliation and Graduate School affiliated before re-admission. However, if the curriculum at their previous Course/Graduate School is no longer exist, they are only eligible for application if there is a Course/Graduate School that has succeeded to the curriculum.

(2) The minimum period of study after re-admission will be the number of years set forth in Article 9 of the Graduate School Rules, including the completed period of study prior to withdrawal or, in the case of a dismissal, the completed period of study prior to dismissal excluding the semester in which the student was dismissed. (In cases that the student was granted Long-term Study System prior to re-admission, the minimum period of study will be as specified separately under paragraph 2 of Article 9.2 of the Graduate School Rules.)

- (3) The maximum period of study after re-admission will be the number of years set forth in Article 10 of the Graduate School Rules, including the period of enrollment prior to withdrawal or the period of enrollment prior to dismissal excluding the semester in which the student was dismissed. (In cases that the student was granted Long-term Study System prior to re-admission, the maximum period of study will be as specified separately under the proviso of Article 10 of the Graduate School Rules.)
- (4) The maximum period of leave of absence after re-admission will be the number of years set forth in Article 49 of the Graduate School Rules applied mutatis mutandis pursuant to the provision of Article 38 of the Graduate School Rules, including the period of leave of absence prior to withdrawal or dismissal.
- (5) When re-admitted, all the students' grades granted prior to re-admission will be transferred as they were, whether credits were earned or not for them.
- (6) If a re-admitted student withdraws again or is dismissed, their re-admission will not be accepted thereafter.

## **9. Inquiries**

### **[General inquiries concerning application]**

Graduate School Section, Academic Affairs Division, Student Affairs Department

Tel : 03-5463-0395 e-mail : [k-dai@o.kaiyodai.ac.jp](mailto:k-dai@o.kaiyodai.ac.jp)

### **[Inquiries concerning payments]**

Fund Management Section, Finance Division, Financial Affairs Department

Tel : 03-5463-0369 e-mail : [z-kanri@o.kaiyodai.ac.jp](mailto:z-kanri@o.kaiyodai.ac.jp)