**October 2027 Guidelines for Applicants**
**Special Selection Prior to Arrival in Japan**
**Doctoral Program, Yokohama National University**
**Graduate School of Urban Innovation**

**Note: In the event of unforeseen circumstances that make it difficult to conduct the examination according to the prescribed schedule due to public transportation disruptions, natural disasters, man-made disasters, epidemics, infectious diseases, etc., the methods of conducting the examination may be changed after the announcement of the Guidelines for Applicants**
**For the latest information, please refer to the "Admissions" page on our Institute of Urban Innovation website. (https://www.urban.ynu.ac.jp/english/admission/index.html)**

## How to Apply

Please read carefully the information in this section and follow the instructions.

All applicants must send hard copies of the application forms and other documents by post after applying online.

In order to complete the application process, applicants need PCs connected to the internet, printers and their own email addresses.

Outline of Application Process

Step 1 – Register

1) Visit YNU Web Application System;
https://e-apply.jp/e/ynu/
2) Choose “Department of Urban Innovation”
3) Register your name, email that the registration process is completed.

Step 2 – Apply online

1) Complete and register the application form by logging in to the system using your email address and date of birth at the start of the process.
2) Choose how to pay your application fee.
3) Pay the application fee.
4) Print out all the forms through the YNU Web Application System after you have received an email that your payment was confirmed.

Step 3 – Apply by post

1) Send all the application forms printed out and other required materials by post.
2) All the required materials sent by post must arrive at YNU by December 3, 2026.

Note: Applicants are requested to complete both processes; online and postal application. Please read the instructions in this application guideline and the YNU Web Application System carefully.

## 1. Introduction

Yokohama National University's Graduate School of Urban Innovation offers applicants living outside Japan the opportunity to take the entrance examination for its doctoral program without coming to Japan. We are currently seeking students for matriculation in October of 2027.

If you wish to apply for enrollment, please read these guidelines carefully, make sure that you accurately understand the necessary information, and then correctly carry out the application procedures.

This graduate school is composed of four fields, and the number of applicants that can be accepted in each field is different. Therefore, applicants should find the field in which they want to major, consult with the academic advisor in charge of that field, and then proceed with the application. Moreover, classes in this graduate school are as a rule conducted in Japanese, but some of our faculty members are able to provide academic supervision in English, so please check with the academic advisor in charge of your preferred field about the level of Japanese proficiency required.

You may contact the faculty member in charge of academic affairs in the department/course to which you intend to apply. You may send your inquiries by e-mail in either Japanese or English.

### Contact Information

#### Office of Graduate School of Urban Innovation

Graduate School of Urban Innovation
Yokohama National University
79-5 Tokiwadai, Hodogaya-ku, Yokohama 240-8501
E-mail: ses.daigakuin-urb@ynu.ac.jp

#### Faculty member in charge of Academic Affairs

- Architectural Field: Takanori ISHIDA, Associate Professor (ishida-takanori-fx@ynu.ac.jp)
- Urban Culture Field: Fabien Carpentras, Associate Professor (carpentras-fabien-vf@ynu.ac.jp)
- Urban Infrastructure Field: Ryosuke Abe, Assistant Professor (abe-ryosuke-vw@ynu.ac.jp)
- Humanities and Social Sciences Field: Keiko HIRANO, Associate Professor (hirano-keiko-ng@ynu.ac.jp)

## 2. Overview of Doctoral Program

The Department of Urban Innovation has been set up for the Doctoral Program of the Graduate School of Urban Innovation. We are committed to developing professionals through our Doctoral Program who are capable of addressing urban and community issues

globally. Toward that end, we facilitate growth of individuals who can wield expertise in the realms of technology, society, culture and history, with practical abilities to conceive, design and build social hardware in terms of space, infrastructure and cultural foundations. At the same time, we aim to give rise to professionals competent at providing ongoing and pragmatic leadership and support in also giving rise to social software, in terms of academic, cultural, artistic and citizenship realms of cities and localities.

### 3. Academic Advisors, Research Fields, and Language Requirements

Please visit the following websites.

https://www.urban.ynu.ac.jp/english/department/index.html

### 4. Application Requirements

Applicants must be individuals who reside outside of Japan at the time of application, and who have earned an academic degree equivalent to a master's degree or a professional degree outside of Japan or who expect to do so by September 30, 2027.

*An applicant who expects to earn an academic degree equivalent to a master's degree or a professional degree outside of Japan by September 30, 2027 and passes the entrance examination but then is unable to obtain the degree by September 30, 2027 will be denied admission.

### 5. Number of Openings for New Incoming Students in October 2027

Department of Urban Innovation: A few

### 6. Application Procedures

(1) After selecting the faculty member that you would like to have as your academic advisor after you enroll in this graduate school, contact that teacher directly by e-mail or some other means and obtain permission to apply. To see which faculty members are available to serve as academic advisors and their research fields, visit the appropriate website, which you can access via the link in Section 3 above. To find your preferred advisor's contact information, please search the list of faculty members on the following website.

https://www.urban.ynu.ac.jp/english/department/index.html

*If your preferred advisor's contact information is unavailable, please request it from the appropriate faculty member in charge of academic affairs in the field to which you intend to apply mentioned on the list in Section 1.

When consulting with your prospective academic advisor, please submit, as directed, your resume, a list of your past achievements, your intended research plan, your foreign language test results (TOEIC, TOEFL, Japanese Language Proficiency Test, etc.), and any other necessary information.

(2) The online application form must be completed during the period between November 24(Tuesday), 2026 and December 3 (Thursday), 2026. Required materials including printed application form must be sent by post.

YNU Web Application System URL: https://e-apply.jp/e/ynu/

(3) Please mail the documents mentioned below, by international express mail or some other service that allows mail to be tracked, so that they arrive from November 24 (Tuesday), 2026 and December 3 (Thursday), 2026. Moreover, if the undermentioned certificate and transcript of grades are in a language other than English or Japanese, please attach an English or Japanese translation to them.

Address: Office of Academic Affairs
Graduate School of Urban Innovation
Yokohama National University
79-5 Tokiwadai, Hodogaya-ku, Yokohama, 240-8501 JAPAN

Note: Application materials will not be accepted if they are incomplete or if they reach the Office of Academic Affairs (Graduate School of Urban Innovation) after the application deadline. Please be sure to apply early in full consideration of possible due to postal conditions.

(4) Required Materials

a. Application for Admission: Type your name, address, phone, educational history, etc. and print out it. Attach offprints and a summary of your achievements and an abstract of your master's thesis.

b. Intended Research Plan: Type your intended research plan in 1,000 characters or less in Japanese, in 400 words or less in English and print out it.

c. Photograph: One taken in the 3 months prior to application, height 4.5 cm x width 3.5 cm. Please affix it to the Application for Admission. Photographs cannot be modified.

d. Certificate of completion, or certificate of expected completion, from last graduate school attended

e. Transcript of grades

f. Documents that objectively indicate your linguistic abilities (Only if requested)

A TOEIC, TOEFL or IELTS score certificate or score sheet (This must be submitted by applicants whose native language is not English and who have been asked to submit it by their academic advisor, and must have been issued within the 24 months prior to application.)

Japanese Language Proficiency Test score certificate (This must be submitted by applicants whose native language is not Japanese and who have been asked to submit it by their academic advisor.)

g. Letter of recommendation: This must be from someone who is at least the equivalent of the applicant's academic advisor or graduate school dean at the university, etc., which the applicant attends or attended.

h. A copy of a personal ID containing a photograph of the applicant
For example, a passport (the page with your name, nationality and photograph), a driver's license, etc.

i. Entrance examination fee: 30,000 yen [International students on Japanese government scholarship (MEXT) are not required to pay this fee, but must include a Certificate of Japanese Government (Monbukagakusho) scholarship student with application documents.]
According to payment guide of the YNU Web Application system, please pay by credit card (VISA, MasterCard, JCB, American Express, MUFG, DC, UFJ, NICOS) or China UnionPay by December 3(Thursday), 2026.
Attach a printout of the email confirmation of payment to the prescribed form and enclose it with the submitted documents. If the entrance examination fee is not paid, or if the printout and prescribed form are not enclosed, the application will not be accepted.

## 7. Method of Applicant Selection

The submitted documents will be reviewed, and a scholastic ability test (written test or oral test (including interview over the Internet)) will be carried out. Applicants will be directly notified at a later date of the test time, the method for carrying out the test, and other information.

## 8. Announcement of Acceptance

On February 17 (Wednesday), 2027, the results from the selection process will be announced on the Graduate School of Urban Innovation website, and notifications will also be mailed to the successful examinees.

## 9. Necessary Tuition and Fees at the Time of Enrollment

[International students on Japanese government [MEXT] scholarship will not be assessed the fee]

(1) Enrollment fee: 282,000 yen (currently)

(2) Tuition: Annual amount: 535,800 yen (currently)

[Note 1] Please note that enrollment fee and tuition fee are subject to revision. If tuition is revised while you are attending the university, the new tuition fee will apply to you.

[Note 2] Information about the payment method will be sent together with documents on the enrollment procedures if your application is accepted.

## 10. Financial Aid

A post-enrollment financial aid program has been established and tuition waivers, scholarships and other such forms of assistance. For further details, check the scholarship and tuition waiver section of the Student Affairs and International Strategy Department, Student Support Division website.

https://www.gakuseisupport.ynu.ac.jp/

## 11. Procedures for Coming to Japan Following Notification of Acceptance

The following procedures are necessary before coming to Japan.

(1) Obtaining a Passport

A passport is something issued by the government of one's country. Without a passport a person cannot leave or enter a country. If you are obtaining a passport for the first time, you may need a certificate of enrollment or test-taking, and it may take some time to receive the passport. Please check the situation before applying for a passport. In case you need a certificate, please ask for one when applying for admission.

(2) Obtaining a Visa

The residence status of foreign students at this university is "student". When you first enter the country for the purpose of study at this university, it is absolutely necessary that you do so with a "student" visa. You can obtain a "student" visa by submitting, to your local Japanese consulate or legation, a Certificate of Eligibility for Residence in Japan, issued by Japan's Immigration Bureau. This certificate can be applied for only by 1) a parent or sibling living in Japan, 2) a scholarship provider, or 3) an academic advisor.

Changing from another visa status (except for "family stay") to "student" requires an extremely complicated procedure, and the change may not be allowed, so please obtain a "student" visa before entering the country. Students who have a different type of visa will not be regarded as foreign students and will thus be unable to apply for foreign student scholarships or obtain services intended for foreign students.

(3) Securing a Residence

Through an agent or another foreign student from your country who is living in Japan, please arrange for a residence where you can live once you come to Japan. In this connection, please visit the following websites.

https://www.ynu.ac.jp/english/student/#housing/

## 12. Points to Heed

(1) The documents submitted in the application procedures cannot be changed after the

procedures are completed.

(2) Your application documents will not be accepted if required information has been omitted from them or if they contain other deficiencies.

(3) The examination fee will not be refunded once the application procedure is completed, except for the following circumstances:

- Where the payment was made, but the application was not made (either by non-submission of the application materials or by non-acceptance of the materials).
- Where double payment of the fee was made.

*The applicant is responsible for returning the money to the account of a financial institution outside of Japan.

If you want to get a refund of the fee, contact Office of Academic Affairs by email (ses.daigakuin-urb@ynu.ac.jp).

(4) When there was false mentioning on an application form, and/or if your photograph has been altered or manipulated, misconducts during the exam was recognized, even after entering a school, the entrance is canceled. In addition, depending on the nature of the misconducts, we may submit a damage report to the police.

(5) Additional documents may be requested to verify the information provided in your application documents.

(6) After the enrollment procedures, the enrollment fee will not be refunded for any reason.

(7) To obtain “student” residence status, you must be able to demonstrate that you possess the economic resources to support your daily life as a foreign student in Japan.

## 13. National Security-Related Export Controls

Yokohama National University has instituted its own rules for national security-related export controls based on the Foreign Exchange and Foreign Trade Act and rigorously screens the admission of international students to control the transfer of goods obtained in Japan to other countries, provision of technology, and exchange of personnel. Any international students subject to export control regulations may have restrictions placed on their chosen research activities, or may be ineligible to receive education at the University. Prospective students should therefore consult their proposed academic advisor before submitting their application, or take other precautionary measures when applying to study at the University. All students are required to sign a pledge to comply with the "Foreign Exchange and Foreign Trade Law" at the time of admission.

## 14. Privacy Policy

Personal information will be handled under the Act on the Protection of Personal Information and the Policies on the Protection of Personal Information held by YNU.

(1) In addition to the use related to the selection of students for admission to YNU, personal information provided in the applicant's entrance examination results and application materials may also be used for the following purposes.

① To contact successful applicants (to send materials related to welfare benefits such as scholarships and insurance, and to send materials related to events after admission, and Cooperative Association materials), and for enrollment procedures.

② To organize classes after admission, and to process various student welfare-related programs such as admission fee exemptions (excluding international students) and tuition fee waivers upon application by the eligible applicant.

③ To handle academic affairs after enrollment (student registration management, guidance on studies, etc.).

④ To engage in relations, various surveys, and research at YNU (including investigations and analyses for improving admission methods and university education).

⑤ There may be cases where the personal information of admitted students is provided to the university-related organizations, such as YNU alumni association (Koyukai) and class reunions, to the extent necessary for membership procedures.

When presenting the results of surveys and research, the information will be processed in such a way that individuals cannot be identified.

Personal information will not be used or provided for any other purposes.

(2) When using the information in the various works described in (1) above, some of the works may be performed by a contractor entrusted by YNU (hereinafter referred to as a "contractor"). All or part of the personal information obtained will be provided to the contractor to the extent necessary to perform the work entrusted to the contractor.

**15. Use of ChatGPT and Other Generative AI Tools**

We are urging our students to take note of the precautions concerning the use of generative AI tools including ChatGPT. Regarding the documents necessary for our entrance examination, please prepare and submit them based on the following reminder. In addition, international students must abide by their national and regional policies, laws, and regulations as required.

**【Reminder】**

●Information entered into generative AIs could be used for AI learning or leaked to unintended parties. Furthermore, the source of the information obtained from generative AIs is not clear and may contain fabricated data, biased views, or ethically problematic expressions.

●Regarding an application form and other necessary documents, please prepare them in accordance with our Admission Policy and submit them at your own responsibility, ensuring that no wrongdoing is being committed and that no discrepancies in academic skills are suspected after admission.

https://www.urban.ynu.ac.jp/admission/imgs/admission_policy.pdf

**16. Global Doctoral Program for Academic Career Support (GDACS)**

The Global Doctoral Program for Academic Career Support (GDACS) is a doctoral program for faculty members of universities in emerging nations. The long-term objective of this program is to contribute to the improvement of the quality of education and research at partner and other institutions and to the promotion of joint research with YNU by providing opportunities for their faculty members and researchers to study abroad and earn a doctoral degree.

Applicants do not need to pay an application fee. Successful applicants are exempt from admission and tuition fees.

Applicants should submit the following documents after confirming their eligibility.

1. Letter of recommendation from the applicant‘s current institution (Form 1)
2. Letter of recommendation from the academic advisor at YNU(Form 2)

For more details, please refer to the YNU website below. Application forms can also be downloaded from the website.

https://global.ynu.ac.jp/en/admissions/gdacs/