



Application Guidelines for 2026-2027 Short-term Exchange Study at MuroranIT

These are the application guidelines on 2026-2027 Short-term Exchange Study at MuroranIT. Applicants should read through these guidelines before application.

NOTE 1: Applicants must be enrolled as degree students at home university during the period of exchange study at MuroranIT.

NOTE 2: Applicants must receive an acceptance permission from his or her intended supervisor at MuroranIT before application to the international department of your university.

1. STUDENT'S STATUS IN MuroranIT AND ELIGIBILITY

(1) Research Exchange Student

Under the guidance of Muroran Institute of Technology faculty members, students can engage in research that aligns with the theme of themselves and their own laboratory. However, you will not be able to take classes and therefore will not be able to earn credits.

Please note that you need to communicate with your supervisor in Japanese or English, so you must have language skills in either Japanese or English.

*Those who wish to apply for the 2026 Chinese government's "National Construction High-level University Public Research Student Program" scholarship candidates must confirm their eligibility in the application guidelines to be sent at a later date and submit the necessary documents by the deadline.

【Acceptance Period】

- As a general rule, the acceptance period is the first day of April or October.
- The acceptance period shall be at least 3 months and not more than 1 year.

【Eligibility】

- Students who are enrolled in a regular graduate program in a foreign country.
- Students must have sufficient English or Japanese language skills to conduct research.

【Research Theme and Supervisor】

- ① Access the researcher database at the URL below and select the faculty member you would like to receive guidance from Muroran Institute of Technology.
<http://rdsoran.muroran-it.ac.jp/search?m=home&l=en>
- ② NO2_ Fill in the "Special Research Student" application form, the name of the faculty member you wish to use, the applicant's current research, and your research plan at the university. If you have a dissertation, etc., you must submit it. In the absence of a suitable supervisor, the research theme may be changed or may not be accepted.

(2) Auditing Exchange Student

You can take undergraduate or graduate courses at Muroran Institute of Technology. You can also earn credit as a result of grading through exams, etc. Classes are conducted in Japanese, but classes are offered exclusively for international students who wish to speak English in the master's



To Applicant for Short-term Exchange Study

program of the Graduate School, and you can only listen in English if the faculty member in charge of the class allows you.

【Acceptance Period】

The acceptance period is the beginning of the semester (April 1 or October 1), and the acceptance period is 6 months or 1 year.

【Eligibility】

(1) Undergraduate students

Students must have language proficiency in the Japanese Proficiency Test Level 2 (N2) or higher conducted by the Japan Educational Exchanges and Services Association.

(2) Graduate students

- If you are taking classes that are mainly conducted in Japanese Students must have language proficiency in the Japanese Proficiency Test Level 2 (N2) or higher conducted by the Japan Educational Exchanges and Services Association.
- If you are taking classes that are mainly conducted in English. *Possess a language proficiency of CEFR B2 (IELTS 5.5, TOEFL IBT 72, TOEIC (L&R) 785) or higher. *Common European Framework of Reference for Language

【Courses】

In order to obtain a VISA for studying abroad, you must take at least 7 courses per semester. If you wish to take classes conducted in Japanese, please select a course from the university's syllabus, and if you wish to take a class conducted in English, please select a course from the Graduate School Course Guidelines.

However, courses and timetables may change in the new academic year, so be sure to check if your chosen course is available when the new academic year syllabus is available.

(1) Japanese classes

Please browse the syllabus from the URL below and create a "Special Auditing Student" Wish Form No3_.

https://muroran-it.ac.jp/campuslife/study_sup/rfc/#anchor_02

※If you do not obtain permission from the instructor in charge, you may not be able to take the course, and you may be asked to change the course.

(2) English classes

- ① Please view the Graduate School Course Guidelines from the following URL and check the classes offered exclusively for international students who wish to speak English.

*Classes offered exclusively for international students who wish to speak English are only classes where students in each course are "B".

<https://muroran-it.ac.jp/uploads/sites/5/2024/04/%E4%BB%A4%E5%92%8C6%E5%B9%B4%E5%BA%A6%E5%A4%A7%E5%AD%A6%E9%99%A2%E5%B1%A5%E4%BF%AE%E8%A6%81%E9%A0%85.pdf>

*Note: The Graduate School Course Guidelines are written in Japanese, but there is English notation on the following page.

Division of Production Systems Engineering

Course of Robotics and Mechanical Engineering P50～P51

Course of Aerospace System Engineering P52～P53



To Applicant for Short-term Exchange Study

Course of Physics and Materials P54~P55

Division of Information and Electronic Engineering

Course of System Informatics P56~P57

Course of Electrical and Electrical Engineering P58~P59

Minor Subjects P60~P61

- ② Once you have decided on the class you want to take, please browse the syllabus and create a No3_ "Special Auditing Student" Request Form.

*If you do not obtain permission from the instructor in charge of the class, you may not be able to take the course, and you may be asked to change the course.

*After accessing the link below, click on the course name (Japanese) you want to take, and click on the "Class Overview" tab to check the course content.

Department of Production Systems Engineering

Common subjects for all majors: https://u.muroran-it.ac.jp/kyomu/syllabustop2024/4159_.html

Course subjects: https://u.muroran-it.ac.jp/kyomu/syllabustop2024/415906_.html

Department of Information and Electronic Engineering

Common subjects for majors: https://u.muroran-it.ac.jp/kyomu/syllabustop2024/4160_.html

Course subjects: https://u.muroran-it.ac.jp/kyomu/syllabustop2024/416005_.html

Minor Courses: https://u.muroran-it.ac.jp/kyomu/syllabustop2024/M7_.html

【Reference】

(Credits at MuroranIT)

1 credit at MuroranIT is equivalent to 1 UCTS (UMAP Credit Transfer Scheme) by University Mobility in Asian and the Pacific (UMAP).

Table: World credit system and UCTS conversion table

Country/Region	UCTS	Asia	USA	Europe (ECTS)*	UK (CATS)**
Credit Conversion	1 UCTS	1 credit	1 credit	1.5 ECTS	3 credits
Student Workload	38-48 hrs.	38-48 hrs.	45 hrs.	37.5-45 hrs.	Converted from ECTS
Teaching Hours	13-16 hrs.	13-16 hrs.	15 hrs.	-----	-----

2. TUITION AND FEES

Based upon mutual agreement, incoming exchange students to MuroranIT will be exempted from application, entrance, and tuition fees.



To Applicant for Short-term Exchange Study

3. COST OF TRAVEL AND OTHER EXPENSES

Exchange students shall be responsible for the cost of travel, room and board, books and other incidentals.

4. INSURANCE

Exchange students must purchase insurances listed below not only to cover medical costs at medical institutions for their own diseases or injuries but also to respond to liabilities for any damages or injuries to others incurred by themselves during their stay in Japan.

- 1) "Kokumin Kenko Hoken" (National Health Insurance)
 - Exchange students must sign up for this insurance at Muroran City Office under the guidance of Center for International Relations as soon as their arrivals to MuroranIT.
 - Exchange students must pay for the insurance fee (about 1,700 JPY per month) in accordance with a payment method designated by Muroran City Office.
 - With this insurance, the medical burden for exchange students will be reduced to only 30 % of the total cost.
- 2) "Gakukensai" (Personal Accident Insurance for Student Pursuing Education and Research)
 - Exchange students must buy this insurance (about 1000 JPY per year) under the guidance of Center for International Relations after their arrivals to MuroranIT.
 - Physical injuries resulted from any accidents during educational and research activities will be covered.
- 3) Comprehensive Insurance for Students Lives Coupled with PAS for International Students
 - Exchange students must buy an insurance including the following coverages: (1) Personal Liability Insurance Payments, (2) Death, Residual Disability Insurance Payments
 - Exchange students should purchase this insurance (about 1,860 JPY per year) under the guidance of Center for International Relations as soon as their arrivals to MuroranIT.

5. ACCOMMODATION

MuroranIT gives priority to exchange students to reside in Foreign Students' Dormitory.

(Foreign Students' Dormitory)

Location: within a walking distance

Room: one room accommodates 1-3 people

Furniture: bed, closet, desk, heater

Shared facilities: shower-room, toilet, kitchen

Approximate expense: 20,000-30,000 JPY per month

(Including room rent and utilities)

Note: 1) Neither cafeteria nor meal service is available.

2) Room assignments rely on the University.

3) If the above dormitory is not available, it may be assigned to a higher rent dormitory.

6. Required Application Documents

(1) No1_Applicant Information Form (EXCEL format)

(2) No2_Application for Research Exchange Student (if applicable to this) (PDF format)

(3) No3_Application for Auditing Exchange Student (if applicable to this) PDF format)



To Applicant for Short-term Exchange Study

- (4) No4_Letter of Recommendation from Home university (PDF format)
- (5) No5_Application for Certificate of Eligibility (EXCEL format)
- (6) No7_Request for commission of research guidance (Graduate students ONLY) (WORD and PDF format)
- (7) No8_Recommendation_by_affiliated_Graduate_School (Graduate students ONLY) (WORD and PDF format)
- (8) Latest Academic Transcript and Grading System from Home University (PDF format)
- (9) Research Exchange Student: As a proof of language proficiency, a statement of reason (PDF file), written by the prospective supervisor of MuroranIT, indicating that the applicant has sufficient language ability to conduct research.
Auditing Exchange Student: Document certifying language proficiency of English or Japanese as follows:
English—CEFR B2 (IELTS 5.5, TOEFL IBT 72, TOEIC (L & R) 785) or higher
Japanese Language Proficiency Test Level 2 (N2) conducted by Japan Educational Exchanges and Services
- (11) A Copy of Passport (PDF format)
- (12) Photograph data (JPG format)
- (13) Certificate of enrollment (PDF format)
- * All documents must be written in Japanese or English.

7. Acceptance permission from a MuroranIT faculty member

- (1) Search for the faculty member, research field, and their e-mail address from the "Database of researchers" at the following URL.
<http://rdsoran.muroran-it.ac.jp/search?m=home&l=en>
- (2) Request the faculty member to accept the application by email, and if acceptable, obtain the signature of the faculty member and return the PDF file to the required document No. 2 (for special research students) or No. 3 (for special auditing students). The subject line of the request email should be "Exchange Students Applicant_####_%%university" (####=your name, %=name of your university).
- (3) Attach the following documents as an electronic file as a document for acceptance consideration.
 - 1. Required Application Form No1_Short-term Study Abroad Applicant Report
 - 2. Required Application Form No2 (for Research Exchange Student) or No3 (for Auditing Exchange Student)
 - 3. Summary of bachelor's or Master's thesis (Graduate students ONLY)
 - 4. A publication list if you have (Graduate students ONLY)

*If you do not know the name of the faculty member who specializes in the research field of the applicant, or if it is difficult to obtain permission from the faculty member of the university who wishes to provide guidance, please consult with the faculty member who is the contact person for academic exchange between your university and the university.



To Applicant for Short-term Exchange Study

8. Document Submission & Submission Deadline

[How to submit]

Please upload all required documents through your university from the Box submission URL below. If you are unable to upload the electronic file to the Box submission URL below, please attach it to the email and submit it.

(URL for Box submission)

URL for special research students

<https://muroran-it-ac.app.box.com/f/1dff67d545df45b7bc6345a6315f7b9c>

URL for special auditing students

<https://muroran-it-ac.app.box.com/f/bc0bbce7cf1f4a2fad39d0bf99c1d372>

[Submission Deadline]

All files of documents must arrive no later than April admission:
December 16 (Tue), 2025, October admission: May 26 (Tue), 2026

5. Contact information

Mr. UOTSU Taketoshi

Center for International Relations,
Muroran Institute of Technology, 27-1,
Mizumoto-cho, Muroran,
050-8585, JAPAN

TEL: (+81) 143-46-5880

Fax: +81-143-46-5889

E-mail: kokusai@muroran-it.ac.jp