



## INTERNATIONAL GRADUATE PROGRAM ON CIVIL AND ENVIRONMENTAL ENGINEERING

2024

As a part of the International Graduate Program at Saitama University, the Department of Civil and Environmental Engineering (DCEE) offers highly qualified students an opportunity to pursue graduate studies and conduct research in the field of Civil and Environmental Engineering leading to a Master of Engineering Degree or a Doctor of Engineering/Philosophy Degree. The program starts in either April or September each year and requires a standard two-year residency for the completion of a master's degree and three years for a doctoral degree. Class instructions, research supervision, and guidance are all conducted in English, as well as dissertations, reports, examinations, and presentations by students.

### 1. QUALIFICATIONS

An applicant must fulfill the following qualifications:

- have a master's degree with a superior academic record or equivalent research experience for applying to the doctoral degree program; a bachelor's degree with superior academic record or equivalent professional experience for applying to the master's degree program.
- have an indicative minimum score of English language proficiency test showing equivalent to B2 or above on the Common European Framework of Reference for Languages (CEFR), i.e., 80 or above for TOEFL iBT, 5.5 or above for IELTS, etc.
- be in good mental and physical health.

Additional qualifications are described below separately by the category of applicant:

#### (A) An Applicant who is Applying for Admission under Scholarship

DCEE is currently administering two scholarship programs: (i) Asian Development Bank-Japan Scholarship Program (ADB-JSP), and (ii) Joint Japan/World Bank Graduate Scholarship Program (JJ/WBGSP). Details of these scholarships and requirements are provided in the following sections.

**!! Note !! :** [For the applicants seeking to apply for the doctoral program with the MEXT scholarship, a separate call for the application may be announced on the program's website \(http://intl.civil.saitama-u.ac.jp/\) around December 2023. Interested individuals should check the website for any announcements around that time.](http://intl.civil.saitama-u.ac.jp/)

(A-1) An applicant for the master's degree program with the ADB-JSP Scholarship must:

- be a national of an ADB borrowing member country and Japanese ODA scholarship-eligible country which is listed on the ADB-JSP website page: <https://www.adb.org/work-with-us/careers/japan-scholarship-program>;
- not hold dual citizenship of any developed country;
- have acquired at least 2 years of full-time professional working experience acquired after a university degree at the time of application;
- not be above 35 years old at the time of application;
- agree to return and work in his/her home country for at least two (2) years after completion of studies under the Program in order to contribute to its development;
- not be an Executive Director, Alternative Directors, management, staff and consultants of ADB, or the close relatives of the aforementioned by blood or adoption with the term "close relative" defined as: spouse, mother, stepmother, father, stepfather, sister, stepsister, brother, stepbrother, son, daughter, aunt, uncle, niece, or nephew;
- not be a staff of ADB-JSP Designated institutions;
- not be living or working in a country other than his/her home country;
- not be already enrolled in graduate degree programs.

(A-2) An applicant for the master's degree program with the JJ/WBGSP Scholarship must:

- be a national of a World Bank (WB) member developing country listed on the WB scholarship website page: <https://www.worldbank.org/en/programs/scholarships/brief/countries-eligible-for-jjwbgsp-scholarship>
- not hold dual citizenship of any developed country;
- hold a bachelor's (or equivalent) degree earned at least 3 years prior to the application deadline date;
- have 3 years or more of recent development-related work experience after earning a bachelor's (or equivalent) degree;
- be employed in development-related work in a paid full-time position at the time of submitting the scholarship application. Have at least 3 years of paid development-related employment since earning a Bachelor's degree (or equivalent university degree) and acquired within

the past 6 years from the date of the Application Deadline.

- not be an Executive Director, his/her alternate, and/ or staff of any type of appointment of the WB Group or a close relative of the aforementioned by blood or adoption with the term “close relative” defined as: mother, father, sister, half-sister, brother, half-brother, son, daughter, aunt, uncle, niece, or nephew.
- individuals who have already been offered a previous JJ/WBGSP scholarship but declined it, or have received a previous JJ/WBGSP scholarship but did not graduate are not eligible to apply again.

**Note:** All eligibility criteria are to be strictly adhered to. No exceptions are made by the WB. Eligibility criteria WILL NOT change during an open call for applications. However, the information provided in this document is subject to change between the close of one application process and the opening of the next.

**(B) An Applicant who is Applying for Admission Only**

Those who will be self-supported or have secured scholarship/financial support from sources other than DCEE-administered scholarships must provide evidence that he/she is financially able to bear the expenses while pursuing their degree.

**(C) An Applicant who is Residing in Japan at the Time of Application**

They should enroll under the regular master’s/doctoral program of the Graduate School of Science and Engineering, of which the admission procedures are different from the International Graduate Program on Civil and Environmental Engineering. However, international students admitted through this process will be entitled to the benefits described above as the constituencies of the International Graduate Program on Civil and Environmental Engineering. Such candidates, who seek admission under the regular program, are advised to contact the Graduate School directly for further details. Please note that the deadlines for the regular program are different from those listed in this document. Details can be obtained from here: <http://www.saitama-u.ac.jp/rikogaku/en/admission/news.html>.

**2. SELECTION CRITERIA AND PROCEDURE**

Evaluation of applications will be based on the candidate’s scholastic ability and research potential assessed from previous academic records, recommendation letters, and essays on specific topics. The list of candidates for ADB-JSP nominated by the DCEE is sent to ADB for their final approval. For JJ/WBGSP, an application to this program is for obtaining unconditional acceptance from the university that is required for a separate direct application to WB by an applicant. During the selection process, short-listed candidates may be contacted for an internet-based interview and/or other means. It is not possible to respond to any requests regarding the status of the application until the selection is finalized.

**3. SCHEDULE FOR APPLICATIONS AND ADMISSION**

The schedule for the application and admission process is as follows:

**(A-1) Master’s applicants who are seeking admission with the ADB-JSP scholarship**

June 30, 2023	deadline for receiving applications
July/August 2023	notification of results to shortlisted candidates
December 2023	notification of results to successful candidates
April 7, 2024 (tentative)	Graduate program begins

**(A-2) Master’s applicants who are seeking admission with JJ/WBGSP scholarship**

Details are to be announced here around December 2023: <https://intl.civil.saitama-u.ac.jp/important-dates>

The graduate program begins on September 28, 2024 (tentative).

**(B) Applicants who are only seeking admission, and are self-funded or have already obtained other scholarships/financial assistance**

November 1, 2023	deadline for receiving applications for the April (2024) intake
December 20, 2023	notification of results to applicants for the April (2024) intake
April 10, 2024 (tentative)	Graduate program begins
April 15, 2024	deadline for receiving applications for the October (2024) intake
June 20, 2024	notification of results to applicants for the October (2024) intake
September 28, 2024 (tentative)	Graduate program begins

**4. REQUIRED DOCUMENTS**

- Completed application form (Form A)  
Applicants must fill in and submit the application form electronically using the available functions on the top right of Page #2 of the application form (<https://intl.civil.saitama-u.ac.jp/application-forms> → Part II: Application Forms → Form A | 1 of 2).
- Copies of the official academic transcripts stating the grades obtained in the previous undergraduate and graduate programs (signed and sealed by the university).
- Copy of the certificate of graduation (undergraduate and/or graduate programs) (signed and sealed by the university)
- Two sealed letters of recommendation (Form B)

Applicants should send the link of recommendation letter forms available at <https://is.gd/CT6NI5> (Form B | 1 of 2) and <https://is.gd/SSSeU5> (Form B | 2 of 2) to the two recommenders instead. The recommenders, in turn, are required to electronically fill-in the form and send the filled-in form directly to the Foreign Student Office (FSO) at [fso@sun.civil.saitama-u.ac.jp](mailto:fso@sun.civil.saitama-u.ac.jp).

Please note that the recommenders must send the recommendation letters from their official or work email account and that recommenders may be contacted by the FSO, as necessary.

- e) Essays on the selected topics (Form C), the applicant must adhere to the word requirements of the essays mentioned in the forms.
- f) A concise resume (Form D)
- g) Certificate of English proficiency  
Department institutional code for TOEFL: 7314

#### **Additional required documents for ADB-JSP applicant**

- h) Certificate of Employment and Compensation/Income

##### **The certificate must:**

- i. be issued by the company—with its letterhead and contact details (stamped logo is not acceptable);
- ii. be signed by an authorized signatory (with printed name) with detail of position or official designation;
- iii. have complete details such as start and end date of employment, position, and monthly/annual income in USD; and
- iv. not be computer-generated income

Note: If the current employment is less than 2-years, a copy of a certificate from the previous employment/s must be submitted to verify if the applicant meets the minimum 2-years full-time work requirement.

**If unemployed:** Submit a certificate of unemployment and no income, and must:

- i. be government-issued with its letterhead and contact details (stamped logo is not acceptable); and
- ii. be signed by an authorized signatory with detail of position or official designation.

- i) Certification/Proof of Family Income or No Income

Spouse (if the applicant is married) or father and mother (if the applicant is single)

**If employed:** The certificate of income must be:

- i. be issued by the company with its letterhead and contact details (stamp logo is not acceptable)
- ii. be signed by authorized signatory (with printed name) with detail of position or official designation
- iii. not be computer-generated income

**If unemployed:** The certificate/proof of no income must

- i. be government-issued with its letterhead and contact details (stamped logo is not acceptable)
- ii. be signed by an authorized signatory with detail of position or official designation

**If deceased:** Submit death certificate (issued by a government civil registration office)

**If retired:** Submit retirement certificate (issued by a government civil registration office)

- j) Duly accomplished ADB-JSP Information Sheet (must be typewritten/computerized; no handwritten)

ADB-JSP Information Sheet can be downloaded from the following links:

MS Word format: <https://www.adb.org/sites/default/files/page/41935/jsp-information-sheet.doc>

PDF format: <https://www.adb.org/sites/default/files/page/41935/insheet.pdf>

The forms are also available on the ADB-JSP website page.

<https://www.adb.org/site/careers/japan-scholarship-program/frequently-asked-questions>

#### **Additional required document for applicants seeking admission only**

- k) Evidence such as copy of bank account activity statement/ salary payment statement that he/she is financially able to bear the expenses while pursuing their degree (note that additional required documents listed for ADB-JSP applicant above are not required)

#### **NOTES:**

- 1) If the original document is issued in a local language, submit both the original document (in the local language) and a notarized copy of the English translation.
- 2) Submission of application forms can be done either through email (by clicking 'Email to FSO' link available at the top-right corner of the application form on Page #2: <https://intl.civil.saitama-u.ac.jp/application-forms> → Part II: Application Forms → Form A | 1 of 2) or through a regular postal mail. For the later, simply print the filled-in forms and send by post. Handwritten forms cannot be accepted.  
The application form uses JavaScript. There may be situations where the web-browser and/or the PDF handling software may block access of JavaScript. If such is the case, and the 'Email to FSO' link mentioned above does not work, send the filled-in form as an email attachment to [fso@sun.civil.saitama-u.ac.jp](mailto:fso@sun.civil.saitama-u.ac.jp).
- 3) If the submission in 2) is electronically, after the submission of application forms, provide the scanned copies of academic degrees,

transcript, and supporting document through email as attachment to [fso@sun.civil.saitama-u.ac.jp](mailto:fso@sun.civil.saitama-u.ac.jp). It is to be noted that the physical copies of these academic records and supporting documents must be sent through the regular post and must reach us by the deadline mentioned under Section 3 of this document.

## 5. TUITION FEES AND LIVING EXPENSES

The tuition and admission fees for the 2023-2024 session, which are the same for the master's and doctoral programs, and the estimated living expenses are:

- Tuition Fee: 535,800 yen per year
- Admission Fee: 282,000 yen upon admission
- Cost of Living: about 110,000 to 140,000 yen per month

Note: There is no application fee for those applying for admission with a scholarship. For private students, on the other hand, an application fee applies, provided that they pass screening for admission.

## 6. SCHOLARSHIP AND FINANCIAL ASSISTANCE

The program admits about 15 to 20 students to the master's course and 7 to 10 to the doctoral course. Scholarships offered by ADB-JSP and JJ/WBGSP are available to students who have demonstrated academic excellence. Each year scholarships are granted to about seven new doctoral students and to about fifteen new master's students.

All scholarships cover tuition and academic fees, a monthly allowance ranging from 147,000 to 148,000 yen and round-trip economic airfare from the awardee's home country. Master's degree scholarships are granted for up to two years based on the satisfactory performance of the student. Scholarships are not extendable beyond three and two years, respectively for master's and doctoral degrees. The master's degree scholarships require the awardees to return to their home countries upon completion of the study to contribute to their country's development.

## 7. UNIVERSITY SECURITY EXPORT CONTROL MEASURES

Saitama University has established the 'Saitama University Security Export Control Regulations' in accordance with Japan's 'Foreign Exchange and Foreign Trade Act', details of which can be found here: <https://www.meti.go.jp/policy/anpo/englishpage.html>.

Please be aware that international applicants are rigorously screened based on these regulations and those who fall under any of the conditions set out in the regulations may not receive permission to enroll at the university or may have their research activities restricted even at later stage if violation of regulations comes in light upon enrollment.

## 8. FACULTY MEMBERS AND RESEARCH FIELDS

Faculty members who are affiliated with DCEE are listed below. Their field of research are related to civil and environmental engineering including geotechnology for disaster prevention, earthquake, and design of transportation infrastructure, strengthening and rehabilitation of civil infrastructures, environmental engineering, and ecological engineering. Detailed information on areas of research can be obtained from the program's website: <http://intl.civil.saitama-u.ac.jp/research>.

### Professors

FUJINO, Takeshi, Ph. D.	Environmental studies, Environmental engineering
KAWAMOTO, Ken, Ph. D.	Geoenvironmental engineering, Solid waste management in developing countries
MAKI, Takeshi, D. Eng.	Concrete Engineering
MATSUMOTO, Yasunao, Ph. D.	Structural dynamics, Human response to vibration and noise
OKUI, Yoshiaki, D. Eng.	Applied mechanics, Bridge engineering, Micromechanics and fracture mechanics
OSADA, Masahiko, D. Eng.	Rock mechanics, Applied geology
SAITOH, Masato, D. Eng.	Earthquake engineering, Seismic design of structures
TANAKA, Norio, D. Eng.	River engineering, River environmental engineering
UCHIMURA, Taro, Ph. D.	Geotechnical engineering, Geohazards prevention engineering

### Associate Professors

ASAMOTO, Shingo, D. Eng.	Concrete engineering
DANG, Ji, D. Eng.	Structural mechanics and dynamics
FUKAHORI, Kiyotaka, Ph. D.	Landscape engineering
KOJIMA, Aya, Ph. D.	Transportation planning
MOGI, Hidenori, D. Eng.	Earthquake engineering, Earthquake ground motion
OGUCHI, Chiaki, D. Sci.	Geosphere material sciences, Rock weathering and geomorphology
TANIYAMA, Hisashi, D.Eng.	Earthquake engineering and seismology
YAGISAWA, Junji, Ph. D.	River engineering

### **Assistant Professors**

GOIT, Chandra S, Ph.D.	Earthquake engineering
IGARASHI, Yoshiya, Ph.D	Environmental and Hydraulic Engineering
LUAN, Yao, Ph. D.	Concrete engineering
NAKAMURA, Kengo, D.Eng.	Environmental Risk, Geotechnical and Geospatial Research
SENAVIRATHNA M.D.H. Jayasanka, D.Eng.	Abiotic stress responses of plants and cyanobacteria
SUGAMA, Atsushi, M. Eng.	Transportation & Planning
TOGASHI, Yota, Ph.D.	Rock mechanics and tunnel engineering
ZAFAR, Usama, Ph.D.	Earthquake engineering, Seismic analysis of structures

### **9. CORRESPONDENCE**

All correspondence and inquiries should be addressed to:

Foreign Student Office (FSO)  
Department of Civil and Environmental Engineering  
Saitama University  
255 Shimo-Okubo, Sakura-ku, Saitama-shi  
Saitama, Japan 338-8570  
Phone / Fax: +81-48-858-3555  
Web: <http://intl.civil.saitama-u.ac.jp>  
Facebook: <https://www.facebook.com/SUnivFSO>

## Applicant's Income Information

Applicant's name: \_\_\_\_\_

Applicant's Annual Gross Income: \_\_\_\_\_ ( : currency unit) .....(1)

Details if any: \_\_\_\_\_

Exchange Rate: 1 USD = \_\_\_\_\_ ( : currency unit) .....(2)

Applicant's Annual Gross Income in USD: \_\_\_\_\_ (USD) .....(1) ÷ (2)

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**If the applicant is single,**

Applicant's father's name: \_\_\_\_\_

His Annual Gross Income: \_\_\_\_\_ ( : currency unit) .....(3)

Details if any: \_\_\_\_\_

Applicant's mother's name: \_\_\_\_\_

Her Annual Gross Income: \_\_\_\_\_ ( : currency unit) .....(4)

Details if any: \_\_\_\_\_

Their Total Gross Income in USD: \_\_\_\_\_ (USD) ..... {(3)+(4)} ÷ (2)

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**If the applicant is married,**

Applicant's spouse's name: \_\_\_\_\_

His/her Annual Gross Income: \_\_\_\_\_ ( : currency unit) .....(5)

Details if any: \_\_\_\_\_

His/her Gross Income in USD: \_\_\_\_\_ (USD) .....(5) ÷ (2)