



INTERNATIONAL GRADUATE PROGRAM ON
CIVIL AND ENVIRONMENTAL ENGINEERING

Notes on application procedure during COVID-19 pandemic

April 21, 2020

To facilitate the application process to the International Graduate Program on Civil and Environmental Engineering at Saitama University in the wake of disruption of services worldwide as a result of COVID-19 pandemic, please follow the following guidelines when submitting the application. This document serves as a supplement to the information provided under Part I and Part II documents available at <http://intl.civil.saitama-u.ac.jp/application-forms>. Please note that only the following points are covered.

1. Applicants must fill-in and submit the application forms electronically using the available functions on Page #2 of the application form (<https://is.gd/rWwRUY>).
2. Applicants should not use the form for recommendation letters (Forms B) available in the application form (<https://is.gd/rWwRUY>) and leave it as it is when filling the other components of the form. Applicants should send the recommendation letter forms available at <https://is.gd/CT6N15> (Form B | 1 of 2) and <https://is.gd/5SSeU5> (Form B | 2 of 2) electronically to the two recommenders instead. The recommenders, in turn, are required to electronically fill-in the form and send the recommendation directly to the Foreign Student Office (FSO) at fso@sun.civil.saitama-u.ac.jp. Please note that the recommenders are required to send the recommendation letters from their official or work email account.
3. For the supporting documents listed on the first page of the application form (<https://is.gd/rWwRUY>), applicants are required to provide scanned copies of the listed items and send to FSO together with the application form. All scanned files must have a minimum resolution of 300 dip (dots per inch). It is important to note that applicants are required to submit the original or the certified copies of the listed item as early as possible.

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