

Guidelines for Email Submission of the Prospective Student Questionnaire for the MEXT Scholarship (Embassy Recommendation)

Note

- Please carefully read the official website and all relevant guidelines BEFORE submitting by e-mail.
<https://www.titech.ac.jp/english/international-student-exchange/prospective-students/scholarships/mext-embassy>
https://www.mext.go.jp/a_menu/koutou/ryugaku/boshu/1415352_00008.htm
- If you have any questions about the program or its application procedures, please ask the administrative team for science and engineering fields (International Student Support Group) using the contact form on the webpage. The Suzuki Labo does not contact the Admission Office on behalf of applicants.
- Tokyo Institute of Technology was merged with Tokyo Medical and Dental University to form Institute of Science Tokyo (Science Tokyo) on October 1, 2024.

[1] Email Submission Guideline

To complete your submission:

1. Complete the e-mail template provided in Section 1.1.
2. Prepare the required attachment files described in Section 2 and combine them into a single ZIP file.
3. Send both the completed template and the ZIP file as an e-mail submission.

Submission Information

- Submission E-mail Address:
info@bmai.iir.isct.ac.jp
- E-mail subject line::
Questionnaire MEXT Embassy Recommendation - [Applicant Name]

Important Notes

- Before completing the template, applicants should carefully review the instructions in Section 1.2 and the attachment requirements in Section 2.
- A complete submission consists of BOTH the completed e-mail template and the ZIP file containing the required supporting documents.
- Incomplete information, incorrect formats, or missing documents may require additional correspondence and could delay the review process. Many delays are caused by submissions that do not follow the instructions provided in this guide.

[1.1] Email Submission Template

Please copy and complete the template with your information. Applicants are strongly encouraged to review Section 1.2 before completing the template.

Fields marked with an asterisk (*) are required, while all other fields are optional.

===== Template =====

[Program of interest]

Admission Period:

Program of Interest *:

[Personal Information]

First (Given) Name *:

Last (Family) Name *:

Middle Name:

Gender *:

Nationality *:

Country of Residence *:

Primary E-mail Address *:

Secondary E-mail Address:

Skype, LINE, or WeChat ID:

[Education Record (Undergraduate)]

University (Undergraduate School) *:
Department / Major *:
(Expected) Date of Graduation *:
QS World University Ranking *:
THE World University Ranking *:
Domestic University Ranking (ranking source) *:
GPA *:

[Education Record (Graduate)]

University (Graduate School):
Department / Major:
(Expected) Date of Graduation:
QS World University Ranking:
THE World University Ranking:
Domestic University Ranking:
GPA *:

[Other Information]

Employment Record:
English Proficiency Test *:
Score of English Proficiency Test *:
GRE Score:
Score of Japanese Test:

======(end)=====

[1.2] Instructions for Completing Each Field

[Program of interest]

- **Admission Period ***
Enter the admission period for which you are applying (e.g., “2027”).
- **Program of Interest ***
You can only select “MEXT_Embassy”.

[Personal Information]

- **First (Given) Name ***
Enter your given name exactly as shown in your passport or official documents.
- **Last (Family) Name ***
Enter your family name exactly as shown in your passport or official documents.
- **Middle Name**
Enter if applicable.
- **Gender ***
Select “Female”, “Male”, or “Other”.
- **Nationality ***
Enter your nationality.
- **Country of Residence ***
Enter your current country of residence.
- **Primary E-mail Address ***
Use an email address that you check frequently. An institutional email address is preferred. Please do not use Gmail as your primary address whenever possible.
- **Secondary E-mail Address**
Alternative email address.
- **Skype, LINE, or WeChat ID**
May be used for communication if necessary.

[Education Record (Undergraduate)]

- **University (Undergraduate School) ***
Official university name.
- **Department / Major ***
Official department or major name.
- **(Expected) Date of Graduation ***
Format: Month YYYY. Example: March 2027.
- **QS World University Ranking ***
Provide the ranking based on the [QS World University Rankings](#) website.

- **THE World University Ranking ***
Provide the ranking based on [THE World University Rankings](#) website.
- **Domestic University Ranking (ranking source) ***
Provide domestic ranking and ranking source.
- **GPA ***
Format: score/full score. Example: 3.80/4.00 or 80.21/100.

[Education Record (Graduate)]

- **University (Graduate School)**
Complete if enrolled in or graduated from a graduate school.
- **Department / Major (Graduate School)**
Graduate major.
- **(Expected) Date of Graduation (Graduate School)**
Format: Month YYYY.
- **QS World University Ranking (Graduate School)**
Provide ranking ([QS World University Rankings](#)) if applicable.
- **THE World University Ranking (Graduate School)**
Provide ranking ([THE World University Rankings](#)) if applicable.
- **Domestic University Ranking (Graduate School)**
Provide ranking and source if applicable.
- **GPA (Graduate School)**
Format: score/full score.

[Other Information]

- **Employment Record**
Include period, position, organization and location. Example: 2020–Current, Data Analyst, XXX Corporation, Tokyo, Japan.
- **English Proficiency Test**
Applicants are expected to demonstrate English language proficiency. Enter the test type or exemption reason.

- **Score of English Proficiency Test**
Include score and test date. Example: TOEFL iBT=91 (12/10/2023), TOEIC L&R=820 (08/15/2025), Exemption(ii).
- **GRE Score**
Provide test date, scores and percentiles. Example: date=11/30/2020, V=167(91%), Q=144(86%), A=4.5(52%).
- **Score of Japanese Test**
Example: JLPT N2 (01/30/2026).

[2] Attachment File Requirements

Items marked with an asterisk (*) are required. All other documents are optional unless otherwise specified.

Prepare a **single ZIP file (not RAR)** containing all supporting documents.:

1. **Application Form for MEXT***
2. **Passing Certificate of the First Screening issued by the Japanese diplomatic mission***
3. CV*
4. University Official Transcript in PDF format*
5. List of publications (Mandatory for doctoral program)*
6. Motivation and your future research plan*
7. Electronic or scanned data of English proficiency test score*
8. Official GRE/Japanese Score Report
9. Other Supporting Materials

[File Naming Rules]

- 1_[YourName]_PassingCertificate.pdf
- 2_[YourName]_cv.pdf ...

ZIP filename example: MEXT_[YourName].zip