

# Application Guidelines (Manual for **External** Applicants)

Education Planning Division, Education & International Affairs Department  
Doctoral Education Consortium

## **[External Applicants]**

- **Please refer to this manual if your Nagoya University ID has not been issued at the time of your application.**

## THERS Make New Standards Program for the Next Generation Researchers

### Step-by-step guide to the application submission process

#### STEP 1

##### Registration of application information (pp. 3–7)

- Register for application on the Doctoral Education Consortium website.

#### STEP 2

##### Confirmation of application number (pp. 8–9)

- You will be notified of your application number in an automatic reply email after completing the registration of application information.
- **Submission of the “Application Eligibility Screening (Form A)” \* Applicable students only**

#### STEP 3

##### Application preparation (pp. 10–12)

- Check the Points to Note and prepare your application.

#### STEP 4

##### Application submission (pp. 13–16)

- Convert your application (Forms 1 and 2) to a PDF file and submit it **to NUSS**.
- Submit your application outline video **to NUSS**.
- Academic Advisor Evaluation (Form 3) **should be submitted by your academic advisor using the dedicated form.**

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### Step [1]

Complete the registration of application information on the Doctoral Education Consortium website.

[https://dec.nagoya-u.ac.jp/phd-mns/student\\_recruitment](https://dec.nagoya-u.ac.jp/phd-mns/student_recruitment)

### [Registration of application information]

- Registration of application information is an essential process to have an Application Number issued. Note that if you do not submit the application registration, you will not be able to submit an application.



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### Step [2]

Open the registration details page, enter your email address in the form and send it to us. The URL for registration will be sent automatically to the address you entered.

#### [Points to Note]

**If you do not receive an automatic reply email, your address may be incorrect or it may have been filtered into the junk mail folder.**

**\*Webmail such as Gmail, Yahoo, qq, etc. may not be received. Please set up your e-mail address to receive “@nagoya-u.ac.jp”.**

メールアドレスを記入してください。申請情報登録用URLが自動送信されます。

学内申請者：大学から付与される機構アドレス (@s.mail.nagoya-u.ac.jpで終わる)アドレスを使用してください。 **Sample**

学外申請者：必ず連絡がつくメールアドレスを入力してください。

mail、Yahoo、qq、等のWebメールは受信できない可能性があります。事前に「@adm.nagoya-u.ac.jp」の受信設定をしてください。

自動返信が届かない場合は、アドレスが間違っているか、迷惑メールフォルダに振り分けられている可能性があります。  
迷惑メールフォルダ内に紛れ込んでいないか確認の上、アドレスを変更して再度お試しください。

**必須**

sample@s.mail.nagoya-u.ac.jp

確認のため再度入力してください。

sample@s.mail.nagoya-u.ac.jp

Click "EN" on the page top right corner.

送信内容の確認へ >

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### Step [3]

Click on the URL in the email you received and complete all the required information. Alphabetic and numeric characters should be halfwidth characters.

### [Point to Note]

- Be sure to select the correct Year of Application and Year of Enrollment.
- If you are not a Nagoya University student, enter “None” in the Student ID and Nagoya University ID fields.
- Select “Other than Nagoya University\*” for enrollment category.

Sample

### 応募情報登録

募集対象、申請分野を確認の上、申請を行ってください。

2025年度募集対象

区分	年次
博士後期課程	2025年4月 入学・進学予定者
医学博士課程	2025年4月 入学・進学予定者

応募情報登録は、“一度のみ”としてください。（一度登録した情報は変更できませんので、十分に確認した上で送信してください。）  
メールアドレス欄には、本URL取得時に登録したアドレスを記入してください。

入学年次 必須 ☐ 2025年4月入学 / April 2025 enrollment

博士後期課程学年次にチェックをいれてください。

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### Step [4]

**Please double-check your email address** before clicking Confirm Application Details.

If you enter an incorrect email address, you will not receive an acceptance completion email and will be unable to confirm your application number.

Sample

博士後期課程（医学博士課程）で行われる研究テーマを記入してください。

指導教員名 **必須**

認定期間の指導教員名をフルネームで記入してください。決まっていない場合は「未定」と記入。

卓越大学院プログラム、博士リーディングプログラム（該当者のみ） **任意**

▼選択してください(Please select)

現在、卓越大学院プログラム・リーディングプログラムに所属している学生はお選びください。

ジョイント・ディグリー・プログラム(JDP)である。 **任意**

☐ はい/YES  
☐ いいえ/NO

該当者は選択してください。

※名古屋大学以外の方 **任意**

名古屋大学以外を選択した方は、現在の所属を正式名称でご記入ください。

メールアドレスの入力に誤りがあると受付完了の通知が届きませんので、必ずご自身のメールアドレスを確認してから送信ください。  
 自動返信メールが届かない場合は、メールアドレスが間違っているか、メールが迷惑メールフォルダに振り分けられている可能性があります。

<個人情報取得および利用について>

当申請フォームで取得した個人情報は、東海国立大学機構メイク・ニュー・スタンダード次世代研究事業の申請、審査、結果報告、問合せ等の運営を円滑に行う目的のため必要な範囲内で取扱います。これらの目的以外で利用することはありません。

**送信内容の確認へ** >

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### Step [5]

Confirm the entered details again. If there are no mistakes, click Send.

Before sending,  
**please double-check your email address again.**

**You can only register once and can not change the registered information including the field and the research theme. Make sure that the input information such as the field, and year of your application are all correct.**

**Deadline: 2pm, April 30, 2025**

学籍番号 (申請時点) (Student_Number_(Currently))	123456789	Sample
名大ID(NagoyaUniv_ID)	ab1234567	
在籍区分 (申請時点) (Enrollment_Category_(Currently))	在学/Enrolled	
奨学金等受給状況 (入学・進学時点) (Scholarship_Status_(At_the_time_of_enrollment))	受給しない/Not receiving	
所得制限への該当_ (入学・進学時点) (Applicable_to_the_income_limit_(At_the_time_of_enrollment))	該当しない/Not applicable	
研究テーマタイトル (Research_Project_Name)	●●●について	
指導教員名 (Your_academic_advisor's_name)	名大 花子	
卓越大学院プログラム、博士リーディングプログラム (該当者のみ) (Students_enrolled_in_the_WISE_Program_or_the_Program_for_Leading_Graduate_Schools_(Only_applicable_individuals))		
※名古屋大学以外の方 (※For_applicants_from_other_universities)		

前画面に戻る

送信する

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### Step [6]

You will be notified of your application number in an automatic reply email after completing the registration of application information.

**Your application number is important because it is used from the submission of your application form to the pass/fail decision. Keep it until the screening process is completed.**


\*Your application number is required for the Academic Advisor Evaluation (Form 3), so **please share it with your academic advisor.**

Please note that you cannot reply to this email with inquiries and so on.

### [Point to Note]

- **Be sure to check the automated email response after completing your application registration. If you cannot see the automated reply, it may be in your email junk folder, or you may not have registered successfully.**
- **If you have not received the email response, be sure to confirm using the Inquiry Form.**

<https://dec.nagoya-u.ac.jp/inquiry/top>

 **Sample**

【 申請番号 】	英字1+数字9 Application number
【 募集 (Recruitment) 】	(2501)2025年度 第01回
【 入学年次 】	(1)2025年4月入学 / April 2025 enrollment
【 申請分野 】	(M)未来社会革新加速分野 (Accelerating Social Inr
【 お名前 (Name) 】	名古屋 太郎
【 フリガナ (Furigana) 】	ナゴヤ タロウ
【 Email 】	
【 Email (確認/Confirmation) 】	
【 電話番号 (Phone) 】	000000000000
【 所属研究科 (入学・進学予定) (Graduate_School_(Planning_to_e	
【 所属専攻 (入学・進学予定) (Major_(At_the_time_of_enrollment	
【 学籍番号 (申請時点) (Student_Number_(Currently)) 】	1234567
【 名大ID (NagoyaUniv ID) 】	ab1234567



※Students who are not eligible to apply under "4. Eligibility for Application".

## **Submission of the “Application Eligibility Screening (Form A)”**

Students who are not eligible to apply under "4. Eligibility for Application" in the Application Guidelines, whether new or additional recruitments, but who wish to apply for this program under special circumstances, must follow the procedure below to be checked for their eligibility separately.

Register their application information and submit the "Application for Application Eligibility Screening (Form A)" via submission form below during the application information registration period.

- Submit to : <https://dec.nagoya-u.ac.jp/inquiry/13300-2>
- Name the file to be submitted as follows.  
“form A (application number)” Ex: form A (K22000000)

**Submission deadline: Wednesday, April 30 at 14:00, 2025**

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### Step [7]

Documents related to the application can be obtained from the Overview section of the Doctoral Education Consortium website. Use a computer to prepare your application. (No handwriting)  
Download the English version of the application form, click “EN” on the page top right corner.



**募集・申請概要** **Sample**

募集要項・申請マニュアル（PDF形式）

- ・募集要項（新規募集用）
- ・募集要項（追加募集用）
- ・申請手続きについて
- ・動画作成要領
- ・指導教員等推薦書（様式3）の提出について
- ・学内者向け申請マニュアル
- ・学外者向け申請マニュアル

申請書（Word形式）

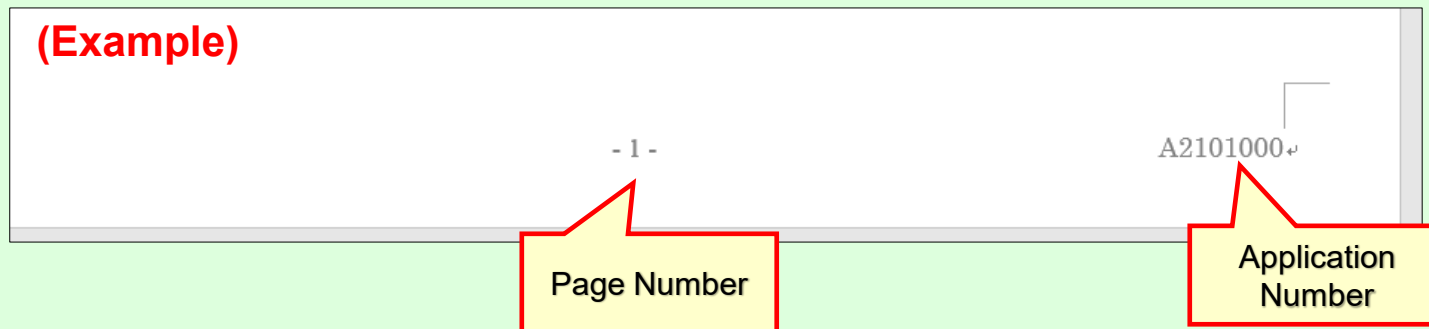
- ・申請書類（様式1～2）2024年度新規募集用
- ・申請書類（様式1～2）2025年度新規募集用
- ・申請書類（様式1～2）追加募集用
- ・指導教員等推薦書（様式3）

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### Step [8] [Preparing Your Application]

- Be sure to prepare your application so that it fits the number of pages specified in each form.
- Use 10.5 point or larger font size.
- The forms of application documents, text size and font cannot be changed.
- The titles and descriptions of each item in the application forms cannot be edited or deleted.
- Add **page numbers in the center of the footer.**
- Add your **Application Number in the lower right of the footer.**

**(Example)**

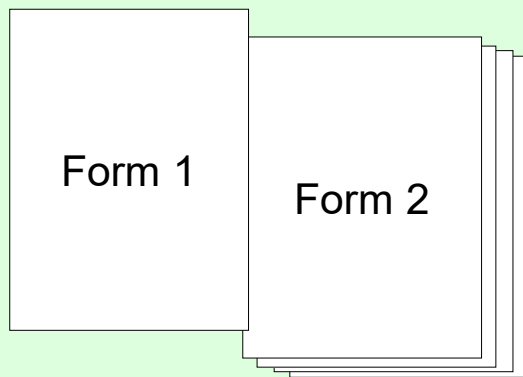


The diagram shows a white rectangular footer area. In the center, the text "- 1 -" is displayed. In the lower right corner, the text "A2101000" is displayed with a small cursor arrow pointing to its end. Below the footer area, there are two yellow callout boxes with red borders. The first callout box, labeled "Page Number", points to the "- 1 -" text. The second callout box, labeled "Application Number", points to the "A2101000" text.

## Step [9]

### [How to Submit Your Application]

- When submitting your application, convert Forms 1 and 2 into a **PDF file** and name it **form 1 (application number)**.



- **Please confirm your Application Number by the notification email you received from the pre-application.  
(1 alphabetic character + 9 numeric digits)**

## Step [10]

### [Submitting Your Application]

After completing your application document, please submit it to the NUSS (Nagoya University Storage Service). **\*The submission URL will be notified via email from May 7.**

(Time of receiving application forms is determined by the time it is uploaded to the server. Please avoid submitting your application at the last minute.)

### [Point to Note]

- **In case of multiple uploads, the latest one will be accepted. After the deadline, it cannot be replaced. Please prepare and submit your application carefully.**

## Step [11]

### [Submitting a video]

- Upload your video to **NUSS (Nagoya University Storage Service)**.  
**\*The submission URL will be notified via email**
- Name the file mov(application number). Format is MP4.
- For details, check “Creating a video overview of the application”.

### [Points to Note]

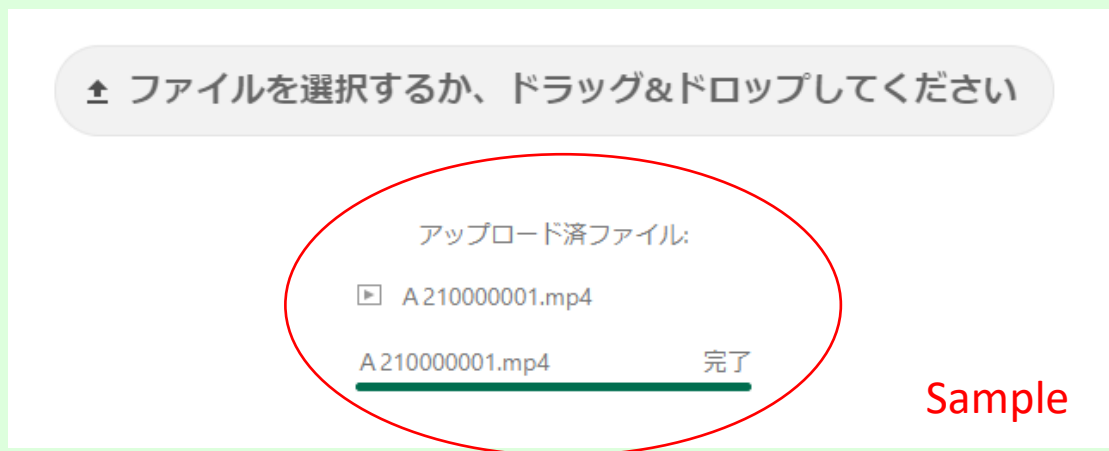
- In case of multiple uploads, the latest one will be accepted. After the deadline, it cannot be replaced. Please prepare and submit your application carefully.
- This video will be used for the first screening and second screening (those eligible only).

## Step [12] [How to submit materials to NUSS]

- Enter the submission URL (NUSS) and upload the files by selecting them or dragging and dropping them **into the text frame**.



- When uploading is complete, you will see the following message.  
When you close the browser, this message disappears, but there is no problem with the submission status.



## Step [13]

The person who prepared the evaluation (academic adviser, etc.) should submit it directly as a **PDF** using the form below.

- Submission form: <https://dec.nagoya-u.ac.jp/inquiry/14798-2>
- Name the file to be submitted as follows.  
“form3(application number)” Ex: form3(K22000000)
- Submission deadline: **14:00, May 16 (Friday), 2025**

\*Each application number is made up of one alphabetic character followed by eight numeric digits, and is assigned to a student at the time of pre-registration.

\* Fill in the required details and upload Form 3.

If you enter an incorrect email address, you will not receive an acceptance completion email. Be sure to check your email address before sending.



## Contact Us

If you have any questions, contact us using the inquiry form below.

### ○ Contact Information

Education Planning Division, Education & International Affairs  
Department (Doctoral Education Consortium Office)

### ○ Inquiry Form

<https://dec.nagoya-u.ac.jp/inquiry/top>



See the Doctoral Education Consortium website for the latest information.

[https://dec.nagoya-u.ac.jp/phd-mns/student\\_recruitment](https://dec.nagoya-u.ac.jp/phd-mns/student_recruitment)

