

**Application Guidelines for Research Student
Admission for 2017**

**School of Engineering
Graduate School of Engineering
Osaka University**

1. Qualifications for Application

(1) School of Engineering Research Student

Applicants must fulfill one of the following qualifications.

- ① The applicant has graduated, or expected to graduate from a university by the end of the month prior to the month in which he/she wishes to enroll.
- ② The applicant is recognized as possessing academic abilities equal or superior to those who meet qualification ① above.

(2) Graduate School of Engineering Research Student

Applicants must fulfill one of the following qualifications.

- ① The applicant has earned a master's degree, or expects to earn one by end of the month prior to the month in which he/she wishes to enroll.
- ② The applicant is recognized as possessing academic abilities equal or superior to those who meet qualification ① above.

2. Application Procedures

The application forms and other materials must be submitted.

Incomplete or improperly filled out applications cannot be accepted.

***Please ask Admission Section (iso-staff@eng.osaka-u.ac.jp) if applicants need an application form and a “Certificate of Acceptance for the Research Assignment by Academic Advisor” form.**

Materials	Details
Application Form	<ul style="list-style-type: none">• A photograph (H36mm, W24mm) should be affixed to the first page. It should be taken within the last 3 months and should show the upper part of the body, no hat, in a frontal pose.• The form is available in either Japanese or English.
Certificate of Acceptance for the Research Assignment by Academic Advisor	<ul style="list-style-type: none">• Every applicants must get an approval from your academic advisor before application. Please ask the academic advisor to fill out “Certificate of Acceptance for the Research Assignment by Academic Advisor” and to put his/her seal on it.• “Certificate of Acceptance for the Research Assignment by Academic Advisor” without the seal will not be accepted.
Certificate of (Expected) Graduation/Completion [Original document]	<ul style="list-style-type: none">• A certificate or certified true copy of the last school applicants attended. The certificate should be the original document (not a copy), and should be written in either Japanese or English.• Applicants whose last schools issue a graduation (completion) certificates and degree certificates in separate sheets should submit both in the original forms.• Not required for those who have graduated from the Osaka University School of Engineering/ Graduate School of Engineering.※ If applicants cannot submit the original Japanese or English certificate issued by the last school, applicants may submit an authentic copy of the original certified by the said school, an Embassy/Consulate or a notary public's office in its place. For documents in language other than English or Japanese, an English or Japanese translation by an available notary organization must be attached.

Materials	Details
Certified Academic Records (transcript) [Original document]	<ul style="list-style-type: none"> • Certified Academic Records of the last school attended. The transcript should be the original document (not a copy), and should be written in either Japanese or English. • Not required for those who have graduated from the Osaka University School of Engineering/Graduate School of Engineering.
Application Fee ※Directions on how to pay will be given after you submit all necessary application materials.	<ul style="list-style-type: none"> • 9,800 JPY • Transfer Application Fee to the bank account by 3 pm on the final day of the application period. • Those who don't reside in Japan may pay the fee by credit card. • In principle, the Application Fee is not refundable.
Photo Data (For Student ID Card)	<ul style="list-style-type: none"> • A photograph (H30mm ,W24mm) should be taken within the last 3 months and should show the upperpart of the body, not hat, in a frontal pose. Attach a piece of digital data in JPEG or PDF format to email and send to kou-kyomu-nr@office.osaka-u.ac.jp • If applicants cannot send it by e-mail, please submit a standard photo directly to the office.
A Copy of Residence Card (Only for international applicants who already reside in Japan)	<ul style="list-style-type: none"> • Required only for those who have a status of residence in Japan. • It must specify the applicant's residence status, period of stay and the current address.

3. Period and Place of Application

(※ Accepted at any time for those newly arriving in Japan)

Admission Period	Period of Application
April-September	January 30 (Mon.) ~ February 2 (Thu.), 2017
October-January	July 25 (Tue.) ~ July 28 (Fri.), 2017

<Time> From 9:30 a.m. to 3:00p.m. (excluding 11:30a.m.~1:30p.m.)

<Place> Admission Section, Student Affairs Division,
Graduate School of Engineering (U1M Bldg. 1st Floor)

* If application cannot be made within the above-mentioned period, due to unavoidable reason, please consult the Students Affairs Division through the academic supervisor.

* **【For those newly arriving in Japan】**

As an exceptional case, application will be accepted at any time for those newly arriving in Japan, since it takes a lot of time to go through the procedures to obtain a visa. Applicants are required to submit the application materials at least three months prior to the month in which they wish to be admitted.

4. Selection and Announcement of the Results

Screening will be conducted by reviewing the application materials and documents submitted.

A notification will be e-mailed or posted to successful applicants to the address specified in their application form. A certificate of admission will be issued to applicants who need to obtain a visa.

5. Period of Enrollment

In principle, the period of enrollment is from three months to one year. However, regardless of the period, enrollment as a research student will end on the last day of the 2017 academic year (March 31, 2018).

(Excluding February and March.) An extension of the period of registration may be granted if deemed necessary in terms of research. The period of enrollment must start on the first day of a month, and end on the last day of a month.

6. Enrollment Procedures

Applicants must complete enrollment procedures within the following period. Please visit the Student Affairs Division, or send the required materials by registered mail.

Details will be notified with notice of acceptance.

(1) Period of Enrollment Procedures

Admission Period	Period of Enrollment Procedures
April-September	March 6(Mon.) ~ March 7(Tue.), 2017 【Mail should be postmarked on or before March 6 (Mon.)】
October-January	September 4 (Mon.) ~ September 5 (Tue.), 2017 【Mail should be postmarked on or before September 4 (Mon.)】

<Time>

From 9:30 a.m. to 4:00p.m. (excluding 11:30a.m. ~ 1:30p.m.)

<Place>

Admission Section, Student Affairs Division,
Graduate School of Engineering (U1M Bldg. 1st Floor)

【Note】 ※Those who are newly arriving in Japan under a Student visa must complete the enrollment procedures by two days before the admitted date.

(2) Admission Fee and Tuition

You need to pay the full amount of admission fee during the period of enrollment procedures.

- ② Admission Fee: 84,600 JPY (the bank transfer fee must be paid by the applicant)
- ③ Tuition: 173,400 JPY/academic term

【Note】 ※If enrollment period will be less than six months, the amount of Tuition will be 28,900 JPY multiplied by the number of months of enrollment.

※The amount of the admission fee and tuition are subject to change.

7. Policy on Handling Personal Information

Names, addresses, and other personal information obtained through the application procedure will be used in the entrance examination process, in the announcement of the list of successful applicants, and in the admission procedures.

For those admitted into Osaka University, personal information will also be used in academic-related matters (such as keeping academic and registration records), in student support matters (such as health care management, scholarship applications, career support, etc.), and in school fee management.

Information obtained through the entrance examination will be used in statistical analysis of examination results, and in research on admission methods.

8. Notes for Applicants

- 1) If you wish to decline admission, please inform the Student Affairs Division as soon as possible.
- 2) Those who wish to withdraw from the university must submit a Request for Withdrawal to the Student Affairs Division through their academic advisor at least one month prior to the date on which they wish to withdraw.
- 3) Applications may be rejected or admission may be revoked even after matriculation, if any information or material in the application is found to be fraudulent.
- 4) Research students are not eligible for Travel Expense Student Discounts or Commuter Ticket Student Discounts. However, a student commuter pass is only available from the Kintetsu Bus Service Co., Ltd.

5) For any questions concerning the application procedures, please contact the Student Affairs Division.

All inquiries to:

Admission Section

Student Affairs Division

Graduate School of Engineering

Osaka University

2-1 Yamadaoka, Suita, Osaka 565-0871, JAPAN

TEL :+81-6-6879-7228 (Direct)

E-mail: iso-staff@eng.osaka-u.ac.jp

<http://www.eng.osaka-u.ac.jp/>