

**Application Guidelines for Research Student
Admission for 2020**

**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 or specialist college 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

(1) Period and Place of Application

Please note that admission in February/March is not available.

【For those living in Japan】

Applicants are required to submit the application materials at least two months prior to the month in which they wish to be admitted.

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

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

【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 about three and a half months prior to the month in which they wish to be admitted. Details will be notified by the Admission Section.

(2) Application Materials

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) to send an application form and a “Certificate of Acceptance for the Research Assignment by Academic Advisor” form after getting an approval from an academic advisor.**

Materials	Details
Application Form	<ul style="list-style-type: none">• A photograph (H30mm, 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, specifying applicants' degree and graduation year and month. The certificate should be the original document (not a copy), and should be written in either Japanese or English.

Materials	Details
	<ul style="list-style-type: none"> • 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 a language other than English or Japanese, an English or Japanese translation by an available notary organization must be attached.
Certified Academic Records (transcript) [Original document]	<ul style="list-style-type: none"> • Certified Academic Records of the last school applicants 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.
The Receipt of Application Fee Payment	<ul style="list-style-type: none"> • Application Fee 9,800 JPY • Refer P.2~4 (3. How to Pay the Application Fee) for payment procedures. • If you are unable to pay through the Payment System due to a compelling reason, please contact the Admission Section well in advance.
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 PNG format to email and send to the Admission Section.
A Copy of Residence Card (Only for international applicants who already reside in Japan) ※Both sides	<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. How to Pay the Application Fee

(1) Before Using the Payment System

① Check Your Device

<Browser minimum requirements>

Internet Explorer 11

Microsoft Edge

Google Chrome

<Smartphone and Tablets minimum requirements>

Android ver.9 (Pie) Chrome

iOS ver.12 or more Safari

Pop-ups should be enabled in your browser.

It may not work properly if you use a browser other than the recommended web browser.

Internet applications on this site use cookies and JavaScript.

Set Cookies and JavaScript to "Enable" in the settings of your browser.

Please use Chrome for Android smartphone or tablet browser, and Safari for iOS browser.

② Check Availability to Open PDF

The Receipt of Application Fee Payment System is a PDF file. To view documents in PDF, Adobe Reader from Adobe Systems is required (free of charge). If Adobe Reader is not installed on your computer, please install the latest version.

If you are using a smartphone or tablet, we recommend using Google Docs (There is no need to download the app when browsing).

③ Check Printing Environment

The Receipt of Application Fee Payment System has to be printed out to submit. If you don't have your own printer, please use one in your school, acquaintance's house, convenience stores, etc. Please print the receipt.

④ Prepare an Email Address

The registered email address will be used as the Login ID of the Application Fee Payment System. Please register a reachable email address and do not change or delete it until the entrance examination ends. Important notices will be sent to the address.

Please ensure that you can receive emails from "@ml.sak2-app.jp", "@mle.sak2-app.jp."

⑤ Confirm Payment Method

Payment through these methods are available: credit card, China Pay, convenience store, bank transfer through Pay-easy. Please confirm the payment methods such as available financial institutions and payment procedure beforehand because each method has its own restriction and instructions. If you chose Pay-easy, please confirm following website for acceptable bank.

<https://www.veritrans.co.jp/payment/bank/list.html>

⑥ Prepare Documents

Please make sure to prepare the required documents well in advance because some documents may take time to be issued.

(2) Register for the Application Fee Payment System

Please access the following URL to visit the website of the Application Fee Payment System.

<https://www.sak2-app.jp/app/osaka-u-afp>

① Input Information about Application

Please select a school and an admission type by following the instructions.

② Input Basic Information

Please input the applicant's basic information by following the instructions.

③ User Registration

Please register an ID (email address) and a password.

④ Confirm Application Contents

Please confirm the input information. Please click “Alter” button to alter the contents.

<Note>

The information input at “① Input Information about Application” and “② Input Basic Information” will not be alterable after you complete the next step: “Application Fee Payment.” Please make sure there is no mistake in the input information before proceeding to “Application Fee Payment.”

(3) Application Fee Payment

① Application Fee 9,800 Japanese yen

※System operation fee (660 JPY) will be charged separately.

② Choose Payment Method

Please confirm the amount of payment and choose the method of payment by following the instructions. If you choose to pay by the convenience store or by the internet banking service of Pay-easy, an email message which gives required numbers to make payment will be sent to the registered email address. The available banks and notes are as follows:

Payment Method/Available Banks and Stores	Payment Period	Notes
Credit Card • VISA • Master • China Pay	【For those living in Japan】 By two months prior to the admission month	The credit card holder’s name does not need to match the applicant’s name.
Convenience Store • LAWSON • Family Mart • Daily Yamazaki • Yamazaki Daily Store • MINISTOP • Seicomart		Only for applicants who live in Japan.
Bank Banks which offer the Pay-easy service (※)	【For those newly arriving in Japan】 By about three and a half months prior to the admission month	Only for applicants who reside in Japan. The credit card holder’s name does not need to match the applicant’s name.

※Please refer to the following website to confirm the available banks.

<https://www.veritrans.co.jp/payment/bank/list.html>

< Notes >

Please complete your payment and submit the application documents to Osaka University by the deadline. Please consider the time it takes for the application documents to reach Osaka University and make payment early.

○To Change the Payment Method

The payment method can be changed before completion of the payment.

[Login to the Application Fee Payment System] ⇒ [Application Record]⇒ [Application Contents] ⇒ [Change the Payment Method] ⇒ follow the instructions on the page.

After you cancel the payment by bank (Pay-easy,) please DO NOT use the invalid numbers.

○Refund of Application Fee

Application fees are not refundable except in the following cases.

- In case the applicant did not submit the application documents or the application documents were not accepted.
- In case the applicant made a duplicate payment by mistake.

※ Please contact the Admission Section if you meet at least one of the above conditions.

③ Make Payment

Please make payment by selecting the listed methods.

The Receipt of Application Fee Payment will not be available until the payment is completed.

- Credit card : Input the card numbers on this Payment System.
- China Pay : Access the website of China Pay via this Payment System.
- Convenience store : Pay at the designated convenience stores.
- Pay-easy : Pay at the designated bank or by Internet banking service of Pay-easy.

(4) Print the Receipt of Application Fee Payment

After the payment is completed, the Receipt of Application Fee Payment (PDF) will be downloadable. Please print it in A4 size and submit with other application materials.

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 2020 academic year (March 31, 2021). (Admission in February/March is not available.) 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

Applicants must complete the enrollment procedures by four 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.

Admission Fee: 84,600 JPY (the bank transfer fee must be paid by the applicant)

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.
- 6) Once application documents have been received, they will not be returned.

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/>