

**Application Guidelines for Research Student
Admission for 2023**

**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.~12:30 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 by the 15th of four months prior to the month in which they wish to be admitted. Details will be notified by the Admission Section.

(e.g.) For admission in April 2023: Application deadline is December 15, 2022.

(2) Application Materials

The application forms and other materials must be submitted.

Incomplete or improperly filled out applications cannot be accepted.

***Please ask the 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.**

In that email, please include the following information.

- (1) Your nationality
- (2) Your current country of residence
- (3) Your home university
- (4) Your expected period of enrollment as a research student
- (5) Name of Academic Advisor

Application Materials

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.

Materials	Details
Certificate of Acceptance for the Research Assignment by Academic Advisor	<ul style="list-style-type: none"> • Every applicant 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 submit it.
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 must 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 must 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 last 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 must be the original document (not a copy), and should be written in either Japanese or English. • Not required for those who have graduated from School / Graduate School of Engineering, Osaka University. .
The Receipt of Application Fee Payment	<ul style="list-style-type: none"> • Application Fee 9,800 JPY • Refer P.3~6 (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 the Passport (Only for international applicants)	<ul style="list-style-type: none"> • A photo page of the passport should be copied.
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

Please pay the Application fee through the Application Fee Payment System.

The amount and payment deadline are as follows, and the payment method is as described in the following.

[Application fee] 9,800 yen

* Applicants are responsible for any additional fees incurred when using the system.

[Payment deadline]

【For those living in Japan】 By two months prior to the admission month

【For those newly arriving in Japan】 By the 15th of four months prior to the admission month

Entrance examination fee payment

The payment process for the entrance examination fee is as follows.

For details on preparation and payment methods, please refer to the Application Fee Payment System "Introduction."

STEP1. Preparation

Prepare a computer and printer connected to internet.

STEP2. Access the Application Fee Payment System

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

【URL】 <http://e-apply.jp/n/osaka-u-payment>

STEP3. Input Applicant's Information

Make sure to confirm procedures and notes on the screen page, and enter required information.

- ① School, Division Type
- ② Applicant's Information (Name, address, etc.)
- ③ Application is completed.

Make sure to write down the receipt number (12 digits).

This number is required to confirm and print your application later.

- ④ Payment Methods
 - Convenience stores
 - ATMs of Post offices or Banks
 - Internet banking
 - Credit cards
- ⑤ the Receipt of Application Fee Payment

If you select "Convenience store" or " ATMs of Post offices or Banks " as the payment method, a number (the number of digits will vary from store to store; some stores may provide both a customer number and a confirmation number) will be displayed after making your selection. This number(s) is required for payment, so be sure to write it down. Please pay at a convenience store or a post office/bank ATM within the payment deadline.

A confirmation email will be sent to you after your application is completed. If you restrict email receptions, please change the setting to receive emails from the sender (@e-apply.jp). *Note that there may be a case the email goes to junk mail folder.

*No corrections and/or changes can be made after your application is completed.

Make sure that your application contents are all correct.

However, if you have not yet paid, you may make corrections by re-registering with the correct information.

***Please note that if you choose to pay via credit card, payment will be completed at the same time you register your personal information.**

***Overseas residents can only pay by credit card and applicable online banking services.
Payment cannot be made at convenience stores outside Japan.**

STEP4. Pay the examination fee

The deadline for the payment is four days after application (including the application date).

Note: If payment is not made before the deadline, your application will be automatically cancelled. Also, be aware that this payment period is shorter for those who applied just before the application deadline.

1. Paying with a credit card

You can select and pay during the online application.

【Credit cards available for the payment】

VISA, Master, JCB, AMERICAN EXPRESS, MUFG, DC, UFJ, NICOS

[The payment can be completed during the online application.](#)

2. Paying by internet banking

After your online application is registered, the page will shift to the site of the bank you chose. Make the payment as instructed on the screen.

*Required your bank account is registered for internet banking.

[The payment can be completed online.](#)

3. Paying at convenience stores

Write down the number displayed after your online application is registered, and pay at any one of the following convenience stores.

Seven Eleven	<ol style="list-style-type: none"> 1. Please tell the cashier, "make an Internet payment." 2. Say "payment slip number (13 digits)" and pay in cash, with NANACO or using a credit card. 3. Make sure that you receive "a receipt" and "a ticket (one)."
Lawson, Mini Stop (Loppi)	<ol style="list-style-type: none"> 1. Click "those who have a specified number" 2. Enter the "customer number*" (11 digits) and click "next" 3. Click "multi-payment service" (payment) 4. Enter the "confirmation number*" (6 digits), then click "next" 5. Check the displayed information and click "checked" 6. Take the receipt printed out of the terminal and make a cash payment at the cashier within 30 minutes. 7. Make sure that you receive "specification of payment (receipt)." 8. You may keep "specification of payment," and it is not necessary to submit it to us.
FamilyMart (multi-functional copy machine)	<ol style="list-style-type: none"> 1. Click "payment" 2. Click "multi-payment service" (payment) 3. Enter the "customer number*" (11 digits) and click "next" 4. Enter the "confirmation number*" (6 digits), then click "next" 5. Check the displayed information and click "checked" 6. Take the receipt printed out of the terminal and make a cash payment at the cashier within 30 minutes. 7. Make sure that you receive "specification of payment (receipt)." 8. You may keep "specification of payment," and it is not necessary to submit it to us.
Daily Yamazaki	<ol style="list-style-type: none"> 1. Please tell the store staff, "make an Internet payment." 2. Please say "online settlement number (11 digits)" to make a cash payment. 3. Make sure that you receive "a receipt." 4. You may keep "the receipt," and it is not necessary to submit it to us.

SeicoMart (Club Station)	<ol style="list-style-type: none"> 1. Click "Internet payment/payments" 2. Enter the "Online settlement number* (11 digits)," click "next page" 3. Verify "online settlement number," then click "next page" 4. Check the displayed information and click "print" 5. Take the receipt printed out of the terminal and make a cash payment at the cashier within 30 minutes 6. Make sure that you receive "specification of payment" 7. You may keep "specification of payment," and it is not necessary to submit it to us.
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4. Paying at ATMs with Pay-easy option

Write down the number displayed after your online application is registered, and pay at any one of the ATMs with Pay-easy option as instructed on the screen.

*Banks with Pay-easy option can be checked on the [Selection of Payment Method] page.

Paying at ATMs of post offices/banks	<ol style="list-style-type: none"> 1. Click "Pay tax/charge" 2. Enter the "receiving company number (58021)," then click "checked." 3. Enter the "customer number," then click "checked." 4. Enter the "confirmation number," then click "checked." 5. Check the displayed information and click "checked." 6. Make a payment in cash or with a cash card. * 7. Make sure that you receive "specification of payment." 8. You may keep "specification of payment", and it is not necessary to submit it to us.
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*When using Japan Post Bank / Bank ATM, if the amount exceeds 100,000 yen in cash, please pay with a cash card. If you use a convenience store, you can pay up to 300,000 yen in cash.

Enter necessary information as instructed on the screen of the terminal or ATM, check the information displayed, and make the payment.

STEP5. Print out the Receipt of Application Fee Payment

After the payment is completed, print the documents downloadable on A4 size paper, and send the Receipt of Application Fee Payment with other documents within the application period.

* Please refer to the application guidelines for the mailing address, deadline, and required documents.

* After your application is accepted, your screening fee and application documents will not be returned except for special circumstances.

* Osaka University refuses to answer any questions whether the application documents have reached us or not. Please confirm the delivery status by yourself by checking the website of the mail service company, etc.

<Payment completed> Caution regarding application and payment

To complete your application, you must mail in the required application documents described in the student recruitment guidelines along with the proof of payment for the examination fee. The application is not completed simply by registering.

Payments can be made at any time of day. Business hours may vary depending on where you make your payment (convenience store, ATM, etc.). Please mail the required documents within the time specified in the application guidelines. Also be sure to give yourself plenty of time to prepare and send in your application.

●Refund of Application Fee

Application fees are not refundable except in the following cases.

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

<Inquiries about This Web Site and Its Operation>

Learning and Education Application Service Support Center

(Operating company : Disco Inc.)

E-Mail: cvs-web@disc.co.jp

*We cannot answer questions regarding entrance exams and universities.

*Inquiries by phone are only available in Japanese.

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 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 2022 academic year (March 31, 2023). (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 e-mail.

Details will be notified with notice of acceptance.

(1) Period of Enrollment Procedures

Applicants must complete the enrollment procedures by five days before the admitted date.

* For applicants residing outside Japan who pay the admission fee by overseas remittance, please complete the enrollment procedures by ten days before the admitted date (excluding Saturdays, Sundays, and holidays), as it takes time to confirm the payment.

(2) Admission Fee and Tuition

Admission Fee : 84,600 JPY

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

* The bank transfer fee must be paid by the applicant

Tuition Fee : 173,400 JPY

* Details will be sent by postal mail after enrollment.

【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 Admission Section as soon as possible.
- 2) Those who wish to withdraw from the university must submit a Request for Withdrawal to the Student Support Affairs Section 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 Admission Section.
- 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

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