

Guidelines for Applying for Admission to the Graduate School of Science, Osaka University As a Research Student

December 2018

1. You should meet either of the following application requirements to be accepted as a research student at the Graduate School of Science of Osaka University (as a “Graduate School Research Student”), subject to screening.
Application requirements
 - (1) Individuals who hold a master’s degree or who are expected to complete a master’s degree program
 - (2) Individuals who are recognized by the Graduate School of Science as having academic capabilities equal to or exceeding those of an individual who holds a master’s degree
2. The enrollment date of Graduate School Research Students will be April 1 or October 1, 2019 unless there are extenuating circumstances.
3. Prior to applying for admission as a Graduate School Research Student, contact the academic staff member of the Graduate School of Science in your research field who will be your supervisor and obtain his/her approval of your application in advance. Note that application for admission requires submission of a form affixed with seals of the prospective supervisor and the Chair of the department you desire to enroll in.
4. The application fee, enrollment fee and tuition fees as of the date of the preparation of this document are as shown in the following table, which are subject to change without notice.

Application fee	9,800 yen	<p>Applicants should pay the application fee at a bank (except Japan Post Bank) using the prescribed payment form* in advance and submit the Certificate of Payment along with application documents to the Office of the Graduate School of Science. Bank charges, if any, should be paid by the applicant.</p> <p>The application fee, once paid, will not be refunded, except in the following cases:</p> <ul style="list-style-type: none"> - Application documents are not submitted or accepted - Application fee is paid twice by mistake
Enrollment fee	84,600 yen	<p>After announcement of application results, successful applicants should pay the enrollment fee at a bank (except Japan Post Bank) using the prescribed payment form and submit the Certificate of Payment to the Office of the Graduate School of Science as part of enrollment procedures. A Certificate of Enrollment will be sent to each successful applicant upon receipt of the Certificate of Payment of the Enrollment Fee. Bank charges, if any, should be paid by the applicant.</p> <p>The enrollment fee, once paid, will not be refunded, except in the following cases:</p> <ul style="list-style-type: none"> - Enrollment fee is paid twice by mistake - Enrollment procedures are not performed
Tuition fees	28,900 yen per month	<p>The amount of 28,900 yen multiplied by the number of months of expected enrollment should be paid for tuition fees. If the enrollment period is six months or longer, the tuition fees should be paid every six months (173,400 yen per six-month period). Tuition fees should be paid at a bank (except Japan Post Bank) using a payment form to be sent by Osaka University. Bank charges, if any, should be paid by the student.</p> <p>Tuition fees, once paid, will not be refunded, except in the following case:</p> <ul style="list-style-type: none"> - Tuition fees are paid twice by mistake

* You can get a payment form to pay the application fee at the Office of the Graduate School of Science. If you wish to have a payment form sent to you by mail, send a Nagagata 3 size (120 mm x 235 mm), self-addressed envelope with an 82-yen postal stamp affixed to it to the Office of the Graduate School of Science at the address shown in the “Contact information” of section 9. (10). The self-addressed envelope should be enclosed in an envelope with “Request for Application Fee Payment Form for the Graduate School of Science” written in red ink on the front side.

5. Application procedures

To apply for admission, submit the following documents to the Office of the Graduate School of Science.

If you choose to submit these documents by mail, send them by registered mail to the Office of the Graduate School of Science at the address shown in the “Contact information” of section 9. (10), using an envelope with “Research student application documents inside” written in red ink on the front side. The documents must be received by the Graduate Students Section within the prescribed application period.

(1) Application documents

Documents to be submitted	Instructions	Remarks
Application Form	Use the prescribed form, which should have the seals of the prospective supervisor and the Chair of the department you desire to enroll in, as a proof of their approval of your application	
Certification of (Expected) Completion	Submit a certificate of your last completed program	Submission not required if you have completed or are expected to complete a program at the Graduate School of Science of Osaka University
Transcript	Submit a transcript of your last completed program	Submission not required if you have completed or are expected to complete a program at the Graduate School of Science of Osaka University
Certificate of Payment of the Application Fee (9,800 yen)	Submit the Certificate of Payment of the Application Fee specified in section 4 above	

(3) Application period and location

- Enrollment in **April** Date: February 12 (Tue.) to February 14 (Thu.), 2019
- Enrollment in **October** Date: June 25 (Tue.) to June 27 (Thu.), 2019

Reception hours: 09:00 to 11:30, and 13:00 to 15:00

Location: Office of the Graduate School of Science
(Room A111, Building A, Graduate School of Science)

*If you are to enroll on a date other than April 1 or October 1, 2019, please consult the office of the Graduate School of Science.

6. Announcement of application results

Results will be sent to all applicants on the date below by email or fax.

- Enrollment in **April**: March 6 (Wed.), 2019,
- Enrollment in **October**: July 10 (Wed.), 2019,

7. Enrollment procedures

Successful applicants should complete the enrollment procedures by submitting the following documents to the Office of the Graduate School of Science. If you choose to submit these documents by mail, send them by registered mail to the address shown in the “Contact information” of section 9. (10). The documents must be received by the Graduate Students Section within the prescribed enrollment procedure period. If documents sent by registered mail arrive after this period, they will be returned to the sender.

(1) Documents necessary for enrollment procedures

Documents to be submitted	Instructions	Remarks
Student Data Form	Submit the prescribed form	
Photograph	Submit a 3 cm high x 2.4 cm wide passport-style photo taken within the last 6 months, which will be used on your student ID card.	Submission not required if you choose not to have a student ID card produced
Employer's Declaration of Consent	If you are employed at the time of applying for admission to the Graduate School of Science, submit the prescribed form to show the consent of the supervisor at your workplace regarding your enrollment and your declaration that you will conduct research of your own accord.	Submission not required if you are not employed
Certificate of Payment of	Submit a Certificate of Payment of the Enrollment	

the Enrollment Fee (84,600 yen)	Fee specified in section 4 above	
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(2) Enrollment procedure period and location

- Enrollment in **April** Date: March 14 (Thu.) and 15 (Fri.), 2019
- Enrollment in **October** Date: July 25(Thu), and 26(Fri.), 2019

Reception hours: 09:00 to 11:30, and 13:00 to 15:00
 Location: Office of the Graduate School of Science
 (Room A111, Building A, Graduate School of Science)

* If you fail to complete the enrollment procedures within these period, you are deemed to have decided not to enroll.

(3) Note

If your enrollment date is not April 1 or October 1, 2019, complete the enrollment procedures by the date designated by the Graduate Students Section of the Graduate School of Science.

8. Payment of tuition fees

The tuition fees for the April–September period and for the October–March period should be paid by the end of May and end of November respectively, pursuant to section 4 above.

9. Other instructions

- (1) If you submitted a Certification of Expected Completion when applying for admission, you should submit a Certification of Graduation upon completion of the relevant program.
- (2) After enrollment, you must have a health check regularly provided to students by Osaka University in April.
- (3) You should take out Personal Accident Insurance for Students Pursuing Education and Research (Gakkensai).
- (4) If you are an unsponsored international student, you should submit a document that verifies your status of residence and period of stay (e.g., a copy of your residence card or passport) to Osaka University after your enrollment as soon as possible.
- (5) If you wish to withdraw from Osaka University before the end of the period of enrollment, you should submit a “Request for Voluntary Withdrawal (Graduate School Research Student)” form at least 30 days prior to the desired date of voluntary withdrawal for approval by the Dean of the Graduate School of Science.
- (6) In principle, an enrollment period is one year, provided, however, that you submit a “Request for Extension of Enrollment Period (Graduate School Research Student)” form by February 7 (Fri.), 2020 for approval by the Dean of the Graduate School of Science, if you wish to extend the period of enrollment for the purpose of your research.
- (7) If you wish to withdraw from Osaka University at or before the end of the enrollment period, you should submit a “Research Report (Graduate School Research Student)” form before your withdrawal. This also applies if you request an extension of your enrollment period.
- (8) If you become employed during your period of enrollment, you should submit an “Employer’s Declaration of Consent” form to the Office of the Graduate School of Science.
- (9) Personal information you submitted to Osaka University to apply for admission, such as your name and address, will be used by the university for the processing of admission procedures (e.g., screening applicants /handling applications, announcing application results, and dealing with enrollment procedures.) Personal information of successful applicants will be also used for handling educational matters such as maintaining student registers, providing research guidance, and collecting tuition fees.
- (10) If you have any questions, please inquire at the Office of the Graduate School of Science.

Contact information:

Office of the Graduate School of Science, Osaka University
 Address: 1-1 Machikaneyama-cho, Toyonaka, Osaka 560-0043
 Tel:06-6850-5289
 Fax: 06-6850-6777
 Email: ri-daigakuin@office.osaka-u.ac.jp
 Official website: <http://www.sci.osaka-u.ac.jp/>