

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

November 2024

1. You should meet either of the following application requirements to be accepted as a research student at the Graduate School of Science of the University of Osaka (as a “Graduate School Research Student”), subject to screening.
 - (1) Individuals who hold a master’s degree or expect to earn one by end of the month prior to the month in which they wish to enroll.
 - (2) Individuals who are recognized by the Graduate School of Science as having academic capabilities equal to or exceeding those who hold a master’s degree.
2. The enrollment date of Graduate School Research Students is in principle April 1 or October 1, 2025 unless there are extenuating circumstances.
3. Prior to applying for admission as a Graduate School Research Student, contact the prospective supervisor of the Graduate School of Science and obtain his/her approval of your application in advance. Note that when applying, you must submit the application form 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>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>Please pay the enrollment fee according to the instructions for the Enrollment System provided at the time of the announcement for successful applicants. Upon confirmation of the payment, we will issue a Letter of Enrollment Authorization.</p> <p>Enrollment fee, once paid, will not be refunded, except in the following cases:</p> <ul style="list-style-type: none"> - Enrollment procedures are not performed - Enrollment fee is paid twice by mistake
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).</p> <p>Tuition fees should be paid at a bank (except Japan Post Bank) using a payment form sent by the University of Osaka. 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

*The application fee invoice will be sent by e-mail. Please inform us which invoice you would like to prefer that domestic remittance or overseas remittance.

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. (11), using an envelope with “Research student application documents inside” written in red ink on the front side.

(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 the University of Osaka
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 the University of Osaka
Certificate of Payment of the Application Fee (9,800 yen)	Submit the Certificate of Payment of the Application Fee specified in section 4 above	

(2) Application period and location

- Enrollment in **April**: February 13 (Thu.) to February 17 (Mon.), 2025
- Enrollment in **October**: August 19 (Tue.) to August 21(Thu.), 2025

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

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

Application must be postmarked on or before February 14 (Enrollment in **April**), or August 20 (Enrollment in **October**).

*If you are to enroll on a date other than April 1 or October 1, 2025, please consult the office of the Graduate School of Science.

*The applicant who is coming to Japan newly must apply 4 months before the month in which you wish to be enrolled, regardless of the application period above because of the VISA procedures. In that case, the schedule for the announcement of successful applicants and enrollment procedures will be announced individually.

6. Announcement of application results

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

- Enrollment in **April**: February 28 (Fri.), 2025
- Enrollment in **October**: September 3(Wed.), 2025 Assumptions (Any changes will be announced separately.)

7. Enrollment procedures

You will be required to register through the Enrollment System. When registering, you need to prepare the documents listed in “(1) Documents Related to Admission Procedures”. For details, please refer to the enrollment procedure guide sent along with the notification of acceptance.

(1) Documents necessary for enrollment procedures (Submission through the Enrollment System)

Documents to be prepared	Instructions	Remarks
Photograph (data)	Photo taken within the last 6 months, which will be used on your student ID card. Please check the Enrollment System.	

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. The letter of Employer's Declaration of Consent will be sent to the relevant person by e-mail, so please contact the office of the Graduate School of Science.
Enrollment Fee 84,600 yen	Payment using the Enrollment System.	

(2) Enrollment procedure period and location

- Enrollment in **April**: February 28 (Fri.) to March 7 (Fri.)
- Enrollment in **October**: September 3 (Wed.) to 10 (Wed.) 2025
- Reception hours: 09:30 to 15:00
- Location: Submission through the Enrollment System
- You will not be able to register after the deadline for enrollment procedures.
- * If you fail to complete the enrollment procedures within the period, you are deemed to have decided not to enroll.

(3) Note

If your enrollment date is not April 1 or October 1, 2025, complete the enrollment procedures by the date designated by the Office of 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.

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 the University of Osaka.
- (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) to the University of Osaka after your enrollment as soon as possible.
- (5) If you wish to withdraw from the University of Osaka 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, the period of enrollment is until March 31, 2026. If you wish to extend the period of enrollment for the purpose of your research, you should submit a “Request for Extension of Enrollment Period (Graduate School Research Student)” form by February 2 (Mon.), 2026 for approval by the Dean of the Graduate School of Science.
- (7) If you wish to withdraw from the University of Osaka 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 the University of Osaka 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 it is impossible for you to complete the procedures above within a specified period, please contact us.
- (11) 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, the University of Osaka
Address: 1-1 Machikaneyama-cho, Toyonaka, Osaka 560-0043
Tel: +81-6-6850-5289
Fax: +81-6-6850-6777
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