

## **Application Guide for Research Students (Academic Year 2023)** **Graduate School of Engineering Science, Osaka University**

### **1. Application Requirements**

Applicants are required to meet one of the following requirements:

- (1) Applicants who have or expect to get a Master's degree prior to the date of enrollment.
- (2) Applicants who are recognized to have academic abilities equivalent to or superior to those who are listed in the above (1), by the Graduate School of Engineering Science, Osaka University.

### **2. Date of Enrollment**

April 1 or October 1, 2023

The above dates do not apply if special circumstances arise.

International students are allowed to decide the date of enrollment each time.

### **3. Period of Enrollment**

In principle, up to one year from the date of your enrollment. However, extension of the period may be permitted if it is deemed necessary for research by the Graduate School.

### **4. Application Procedure**

Applicants are required to submit the following application documents to the Graduate Students Section with the approval of your academic advisor※ on your research topic.

No application will be accepted if the documents are incomplete. Application documents are non-returnable.

※ Osaka University has established the "Osaka University Admissions Assistance Desk (hereinafter called "AAD") for those who have graduated (or expect to graduate) from an overseas university, and this will be a means to accurately and efficiently deliver their applications and other documents to the desired supervisor.

In order to welcome those who have graduated (or expect to graduate) from an overseas university in an efficient manner, all research students planning to come to the Graduate School of Engineering Science are required to apply through the AAD. Therefore, before contacting the professor with whom you wish to work, we ask you to apply to the AAD first and obtain permission to contact the professor.

For further details on the AAD :

(Japanese) <https://www.osaka-u.ac.jp/ja/international/inbound/dragongate>

(English) <https://www.osaka-u.ac.jp/en/international/inbound/dragongate>

Important note:

Please keep in mind that the AAD serves to notify you whether or not you will be permitted to contact the professor, and that receiving such a notification does not mean that you have been accepted.

In addition, note that it will take roughly three weeks after you have applied before you receive this notification. For newly-arriving international applicants are required, in principle, to complete the application procedure three months prior to the date of their desired enrollment as it can take considerable time to apply for visa. We suggest that you apply for AAD well in advance (at least three weeks before applying for admission).

#### **【Application documents】**

- (1) Application Form for Research Students (prescribed form)

A photograph must be pasted on the form. It should be taken in the last 3 months, in full-face view directly

facing the camera, including your upper body without a hat/cap.

(2) Certificate of Completion or Certificate of Expected Completion

-Issued from the last school you attended.

-Including both completion certificate and degree certificate.

\*We require an ORIGINAL copy of the certificate in English or Japanese; Any photocopied version will NOT be accepted. If you submit the certificate in another language other than Japanese and English, we require you to attach the translation in Japanese or English.

\*Not required for those Applicants who have graduated /will graduate from the Graduate School of Engineering Science, Osaka University.

\*Successful applicants who submitted the Certificate of Expected Completion at the time of their application are required to submit the Certificate of Completion for the Enrollment procedure.

(3) Certified academic record (transcript)

-Issued from the last school you attended.

\*We require an ORIGINAL copy of the certificate in English or Japanese; Any photocopied version will NOT be accepted. If you submit the certificate in another language other than Japanese and English, we require you to attach the translation in Japanese or English.

\*Not required for those Applicants who have graduated /will graduate from the Graduate School of Engineering Science, Osaka University.

(4) Research student personal information card (prescribed form)

**(5) Application Fee: 9,800 Yen**

Applicants should consult their academic advisor in advance and confirm with the Graduate Students Section regarding how the payment should be made.

The application fee is non-refundable, provided an applicant has already paid but he/she has not applied for the examination, or the application fee has been mistakenly paid more than once by the applicant. If this is the case, please contact the Graduate Students Section for a refund request.

(6) Consent from applicant's employer (prescribed form)

This form is necessary only to applicants who have a full-time job at the time of application and will keep their job positions even after enrollment. Applicants who have a full-time job at the time of application but will leave the job before enrollment are required to submit a letter (free format) indicating this clearly.

[For International students]

In addition to the above documents (1) - (6), the following is also required to be submitted.

(7) Residence Card(for those who have a status of residence only.)

\*The above applicants should present this or submit a copy of it (both sides should be copied).

\*For applicants coming to Japan for the first time (i.e., without valid documents above), please submit a copy of your passport (main ID page of your name and photo) and present (7) immediately after your arrival.

**【Application Period and Place】**

[Period] **For enrollment in April 2023: February 1 (Wed) to February 10 (Fri),2023**

**For enrollment in October 2023: August 1 (Tue) to August 10 (Thu), 2023**

\*Applications for international students are accepted any time. However, newly-arriving international students are required, in principle, to complete the application procedure 3 months prior to the date of their desired enrollment as it can take time to apply for visa. We recommend that you should try to contact the academic supervisor who you want to study with more than 3 months before your desired date of enrollment.

[Time] 9:00 a.m. to 11:30 a.m. / 1:30 p.m. to 5:00 p.m.

[Place] Graduate Students Section, Graduate School of Engineering Science (2<sup>nd</sup> floor of Bldg. A)

\*Note: Those who will be sending their documents via postal mail, make sure that they arrive by the deadline of each period. If unavoidable circumstances occur and the deadline cannot be met, please consult us beforehand.

## 5. Selection and Notification of Results

We will select the successful applicants at the committee of the Graduate School of Engineering Science. The result will be notified to each applicant through the academic advisor. Letter of acceptance and the guideline and forms for enrollment procedures, such as a prescribed payment form for enrollment fee, will be sent to successful applicants by the academic advisor. We will not answer any of your inquiries about the results by telephone, etc.

## 6. Enrollment Procedures

Successful applicants are required to complete enrollment procedures according to the information found in the materials sent to you as described in 5. Selection and Notification of Results and the deadline set below.

Please pay the enrollment fee 84,600 Yen upon receiving the Notification of Results, by the last day of the enrollment procedure.

- [Period] For Admission in April 2023: March 9 (Thu) and March 10 (Fri), 2023  
For Admission in October 2023: September 11 (Mon) and September 12 (Tue), 2023  
[Time] 9:00 a.m. to 11:30 a.m. / 1:30 p.m. to 5:00 p.m.  
[Place] Graduate Students Section, Graduate School of Engineering Science (2nd floor of Bldg. A)

\*Note: Those who will be sending their documents via postal mail, make sure that they arrive by the deadline of each period. If unavoidable circumstances occur and the deadline cannot be met, please consult us beforehand.

Upon confirmation of submitted documents as well as of payment of the entrance fee, a Letter of Acceptance will be sent to indicate that your admission procedures are complete.

## 7. Tuition Fee

For the first semester (April to September), payment of **173,400 Yen** is required to be made by the end of May. For the second semester (October to March), payment of **173,400 Yen** is required to be made by the end of November.

You are required to pay the tuition fee, according to the payment notice that we will send you around the middle of May and around the middle of November respectively.

## 8. Withdrawal Process

Those who wish to withdraw from the university are required to submit the “Application for Withdrawal” (prescribed form) one month prior to the month you wish to withdraw. If the tuition fee remains unpaid, withdrawal will not be permitted.

## 9. Extension of Period of Enrollment

The period of enrollment as a research student is up to one year in principle. However, extension of the period may be permitted if it is deemed necessary for research by the Graduate School. Required documents

for application should be submitted by the deadline as specified separately. Period of enrollment will terminate, if you do not complete the proper procedure by the specified deadline as originally scheduled.

## 10. Handling Personal Information

Names, addresses and other personal information provided at the time of your application will be used only for the entrance examinations, the announcement of successful applicants, and the enrollment procedures. The personal information of those admitted will also be used for educational affairs (student registry management, school guidance, etc.). Osaka University may outsource some of the aforementioned affairs to outside contractors. In such cases, Osaka University shall enter into an agreement with the outside contractors in advance, in order to ensure that personal information is handled in a proper manner.

## 11. Others

- (1) Application may be rejected or admission may be revoked, even after matriculation, if any information or material in the application is found to be false.
- (2) Enrollment Fee or Tuition Fee are NOT refundable (even in the case of withdrawing from the university).
- (3) The Application Fee, Enrollment Fee and Tuition Fee are subject to change. Changes become effective on the date of revision.
- (4) Research students **are not** eligible for either the Student Discount Travel Certificate or the Student Discount Commuter Pass.
- (5) For any questions on application procedures, please contact the Graduate Students Section.
- (6) English scores are required for those who are scheduled to go on to the doctoral course. Especially for those who will be enrolling in the Engineering Science 21<sup>st</sup> Century English Program, submitting your English score is a requirement. Please read over the Application Guide found on the Graduate School of Engineering Science site carefully.

### All inquiries to:

Graduate Students Section  
Graduate School of Engineering Science, Osaka University  
1-3, Machikaneyama, Toyonaka, Osaka 560-8531, JAPAN  
Email : ki-daigakuin@office.osaka-u.ac.jp