Application for October 2020 Admission
Transfer to the Third-year of the Doctoral Program
Graduate School of Frontier Biosciences

Guidelines for Applicants

April 2020

Osaka University Graduate School of Frontier Biosciences
1-3 Yamadaoka, Suita, Osaka 565-0871, Japan
Phone: +81-6-6879-4639
E-mail: admission@fbs.osaka-u.ac.jp
Website: http://www.fbs.osaka-u.ac.jp/index-e.php

This Guideline for Applicants is a translation from the original and shall not be regarded as official documentation. The English text has been provided merely as a reference. Please note that any official rules are based solely on the Japanese text.
Examination and Selection Policy

Candidates will be selected based on submission of a master’s thesis or equivalent research paper, or an oral examination and evaluation of English skills in order to assess the candidate’s preferred field of research in Graduate School of Frontier Biosciences.

- The oral examination is to assess your knowledge of the field and your level of understanding. It does not require the same level of comprehensive knowledge as a general written test.
- English skills will be assessed using your TOEFL, TOEIC or IELTS score.

Please note that we cannot accept applications from candidates whose score does not meet the minimum thresholds given below.

<table>
<thead>
<tr>
<th>Examination</th>
<th>Score</th>
</tr>
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<tbody>
<tr>
<td>TOEFL iBT</td>
<td>57</td>
</tr>
<tr>
<td>TOEIC Listening &amp; Reading Test</td>
<td>550</td>
</tr>
<tr>
<td>IELTS (Academic Module)</td>
<td>6</td>
</tr>
</tbody>
</table>

Standard Duration of Course and Eligibility to Graduate

- Standard Duration

The standard duration of the course is three years. You may not be enrolled for a cumulative period of more than five years. However, the period of enrollment does not include periods when you are on a leave of absence (up to a maximum of three years).

- Completion Criteria

In order to be awarded a PhD, you must have been enrolled for at least three years (up to five years), have acquired ten credits in required classes and, having received the requisite research supervision, passed the final examination. A path to expedited graduation from the PhD course is open to those who have an outstanding research record. You may select the title of the degree in Japanese from “学術”, “生命機能学”, “理学” and “工学”, and “Doctor of Philosophy” in English.
1. Number To Be Admitted

<table>
<thead>
<tr>
<th>Field of research</th>
<th>Major areas</th>
<th>Number to be admitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frontier Biosciences</td>
<td>Nanobiology</td>
<td>A few students</td>
</tr>
<tr>
<td></td>
<td>Biomolecular Networks</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Integrated Biology</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Organismal Biosystems</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Neuroscience</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Biophysical Dynamics</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Biomedical Engineering</td>
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</tr>
</tbody>
</table>

2. Application Criteria

Those who fulfill one of the following criteria may submit an application.
(1) Those who have been awarded (or expect to be awarded by September 30, 2020) a master’s degree or professional qualification within Japan.
(2) Those who have been awarded (or expect to be awarded by September 30, 2020) a master’s degree or a degree equivalent to a professional qualification outside of Japan.
(3) Those who have taken a course of study from an international school via distance learning while in Japan and thereby were awarded (or expect to be awarded by September 30, 2020) a master's degree or a degree equivalent to a professional qualification.
(4) Those who have been awarded (or expect to be awarded by September 30, 2020) a master’s degree or a degree equivalent to a professional qualification from a foreign academic institution while in Japan. This foreign academic institution must be recognized by the education system of said foreign country as one that has a graduate program and has been approved by the Minister of Education, Culture, Sports, Science and Technology.
(5) Those who have completed a course of study at the United Nations University and have been awarded (or expect to be awarded by September 30, 2020) a qualification equivalent to a master's degree.
(6) Those who have academic skills equivalent to a master's degree (or expect to reach such a level by September 30, 2020) as a result of having completed a course of study at either a foreign school, a recognized academic institution (as outlined in (4) above), or the United Nations University. Such applicants must also have passed an examination and screening that meet the standards set out in Article 16.2 of the Graduate School Establishment Criteria.
(7) Those approved by the Minister of Education, Culture, Sports, Science and Technology (Ministry of Education Notice 118, September 1, 1989)
   ① Those who have engaged in research for at least two years at a university or research institute after graduating from a Japanese university and whose achievements in this field of study indicate that they have achieved an academic level commensurate with a master’s degree.
   ② Those who have completed sixteen years of school education overseas, or completed sixteen years of school education offered under a foreign education system after taking classes at an international school via distance education while in
Japan, before proceeding to engage in research for at least two years at a university or research institution, and whose achievements in their field of study indicate that they have achieved an academic level commensurate with a master’s degree.

(8) Those who, having been screened individually by this Graduate School, are assessed to have achieved an academic level commensurate with a master’s degree or a professional qualification and are at least twenty-four years old as of September 30, 2020.

* Those who have graduated from a six-year course in medicine, dentistry, pharmacy or veterinary science fall under category (8).

3. Qualifying Review

How to apply:
1. Submit your application by post, writing “Application for Qualifying Review Enclosed” on the envelope. Please be sure to send your application by registered post to arrive within the application period.

Application period: June 1 (Mon.), 2020 to June 5 (Fri.), 2020
Announcement of result: June 12 (Fri.), 2020
* Results will be notified by express registered post. We cannot accept inquiries by telephone.

2. Documents required for an application for qualifying review

<table>
<thead>
<tr>
<th>Application materials</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application for qualifying review</td>
<td></td>
</tr>
<tr>
<td>Curriculum vitae for qualifying review</td>
<td>Please fill out all details on the forms provided.</td>
</tr>
<tr>
<td>Record of research achievements</td>
<td></td>
</tr>
<tr>
<td>Statement of purpose</td>
<td></td>
</tr>
<tr>
<td>Academic transcript</td>
<td>• Official academic transcript issued by your academic institution in a sealed envelope (English or Japanese). If your transcript is printed on security paper, there is no need to enclose it in a sealed envelope.</td>
</tr>
<tr>
<td></td>
<td>• If you have graduated, or expect to graduate from multiple universities/graduate schools, please provide an academic transcript from each.</td>
</tr>
<tr>
<td></td>
<td>• If you transferred into university from another academic institution, please also provide an academic transcript from that academic</td>
</tr>
</tbody>
</table>
institution. (This applies even if you transferred without graduating from your previous academic institution.)

| Envelope for notification of results | A standard envelope marked with your name, address, and zip code, with 694-yen worth of stamps affixed for express registered postal delivery |

4. Application Procedures

Application from Japan:
Application period: June 22 (Mon.), 2020 to June 26 (Fri.), 2020. The form must arrive by 5:00 p.m. on the last day.

How to apply: Please use a envelope of size 2 (228×312 mm) and write on the front of the envelope, “Application form for matriculation examination enclosed,” and use “Simple Registered Mail” to ensure that it arrives within the application period. However, even if it arrives after the deadline, if it is sent by “Express Registered Mail” with a Japanese postmark before the postmark deadline of June 24 (Wed.) 2020, we will still accept it. Also, if you wish to submit the documents directly, please prepare the necessary documents and hand them in during the application period from 9:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m. to the Student Affairs Section.

Application from Overseas:
Please use a delivery service with tracking such as EMS or DHL and ensure that it arrives by 5:00 p.m. on June 26 (Fri.).

Submit to:
Student Affairs Section
Graduate School of Frontier Biosciences, Osaka University
1-3 Yamadaoka, Suita, Osaka 565-0871, Japan
(2) Application Materials
* Documents marked with * are unnecessary for applicants whose who passed a qualifying review.

<table>
<thead>
<tr>
<th>Application materials</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application form</td>
<td>Fill out the form with your name and other details.</td>
</tr>
<tr>
<td>Proof of entrance examination fee payment</td>
<td>Pay the fee following the instructions under 6. Application Fee Payment System. You will be provided with proof of payment (pdf). Please print this on A4 paper and submit it. Note that if you are enrolling as a MEXT scholarship recipient, or if you are due to complete a master’s course at Osaka University in September 2020, you do not need to pay the entrance examination fee.</td>
</tr>
<tr>
<td>* Record of research achievements</td>
<td>Fill out the form with your name and other details.</td>
</tr>
<tr>
<td>* Statement of purpose</td>
<td>Fill out the form with your name and purpose for applying.</td>
</tr>
</tbody>
</table>
| * Transcript(s)                            | • Official academic transcript issued by your academic institution in a sealed envelope (English or Japanese). If your transcript is printed on security paper, there is no need to enclose it in a sealed envelope.  
  • If you have graduated, or expect to graduate from multiple universities/graduate schools, please provide an academic transcript from each.  
  • If you transferred into university from another academic institution, please also provide an academic transcript from that academic institution. (This applies even if you transferred without graduating from your previous academic institution.)  
  • Those who have graduated from a technical junior college should provide academic records for both the main curriculum (honka) and specialized curriculum (senkōka). |
| Certificate of completion (or expected completion) | • Issued and sealed in the name of the head of the education institution. If printed on security paper, a seal is not necessary.  
  • If you have graduated from or completed a course at a foreign university, and your degree title is not on the certificate, you must submit a separate certificate detailing your degree title.  
  • If you have been recognized as having applied under (7) or (8) under 2. Application Criteria, submit your diploma from the last academic institution you graduated from. |
| **Master’s thesis (or equivalent) and abstract** | One copy of a master’s thesis, to be presented in the oral examination, and an abstract of it (one page of A4). **If you have no master's thesis but have an equivalent thesis, submit that with an abstract.** Also, if the thesis is written in a language other than Japanese or English, submit an English language summary (about 5 pages of A4). If your thesis is incomplete, submit a summary of your work so far (within one page on A4) with an abstract. If you have no master’s thesis, submit a research proposal outlining what you would like to research at the Graduate School of Frontier Biosciences (within one page on A4). |
| **Certificate of English ability** | One certificate of English ability (a TOEIC Listening & Reading Test Official Score Certificate, a TOEFL Test Taker Score Report, or an IELTS Test Report Form). After checking the original and the copy, we will return the original to you by mail together with your examination admission card. However, if you only submit an original, we will not return it to you. Publicly released scores of any test conducted between June 1, 2018, and May 31, 2020 are acceptable. Please consider this when taking tests. |
| **Copy of residence card** | If you are not a Japanese citizen, you must submit a copy of your residence card (front and back) showing your right to reside, your length of stay, and your current address in Japan. If you do not yet have residence in Japan, submit a copy of your passport. |
| **Contact details seal** | Fill out the form with your name and other details. |
| **Examination admission card** | Complete the form provided, not forgetting your name. Attach a front-facing photo (width 3 cm x height 4 cm) of your head and shoulders, wearing no hat, taken within three months of the application date. |
| **Envelope** | Write your name, address, and postal code on an N3 envelope (12 cm x 23 cm), together with 384-yen worth of stamps (express delivery). |
| **MEXT Scholarship recipient certificate** | Submit this if you are a MEXT scholarship recipient. You are exempt from the examination fee. |
| **Employed applicant research proposal** | Submit this if you are applying to enroll while remaining employed by a company etc. |

*Note: Certificates of English ability in ① to ③ below are not accepted. If you are applying from an educational institution where English is the main language, in some circumstances you may be exempt from submitting a certificate of English ability. Please consult the Student Affairs Section at the Graduate School of Frontier Biosciences before applying.*
① TOEIC: TOEIC-IP, TOEIC Speaking & Writing Test, TOEIC Speaking Test, TOEIC Bridge Test
② TOEFL: ITP Test
③ IELTS: General Training Module
In the case of TOEFL do not submit your Official Score Report, but your Test Taker Score Report or Examinee Score Report. However, if applying with the results of a TOEFL taken in a country or region where a Test Taker Score Report or Examinee Score Report is not issued, please consult the Student Affairs Section at the Graduate School of Frontier Biosciences six weeks before applying. The School does not accept “MyBest scores”.

(3) Important information about application
① Be sure to contact your prospective supervisor before applying. Staff may become unable to continue supervision partway through your studies due to retirement or transferring.
② If you wish to enroll while still employed, discuss your research plan with your prospective supervisor. Also, when enrolling, submit a separate “permission to enroll” form filled out by the head of the company or organization where you are employed.
③ If the name on any of your certificates is different from your current name for reasons such as marriage, attach official documentation of your change of name.
④ Fill in all materials using a black ballpoint pen. Please do not use pencil or erasable ink.
⑤ If any application material is not fully completed, we may refuse your application.
⑥ After accepting your application, we will not allow you to replace any documents or change anything written on them. Furthermore, we will not return any documents or refund the entrance examination fee.
⑦ If you have a disability or the like and would like to request extenuating circumstances for examinations or study, please contact the Student Affairs Section at the Graduate School of Frontier Biosciences by June 22 (Mon.), 2020.

5. Application Fee Payment System

How to pay the application fee by the Application Fee 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
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,

Register for the Application Fee Payment System

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

[URL] 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.
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.”

Application Fee Payment

① Application Fee 30,000 Japanese yen
※ System operation fee will be charged separately.
https://www.veritrans.co.jp/payment/bank/list.html

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:

<table>
<thead>
<tr>
<th>Payment Method/Available Banks and Stores</th>
<th>Payment Period</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit Card</td>
<td></td>
<td></td>
</tr>
<tr>
<td>・VISA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>・Master</td>
<td></td>
<td></td>
</tr>
<tr>
<td>・China Pay</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Convenience Store</td>
<td>15 June, 2020, 0:00～26 June, 2020, 15:00</td>
<td></td>
</tr>
<tr>
<td>・LAWSON</td>
<td></td>
<td></td>
</tr>
<tr>
<td>・FamilyMart</td>
<td></td>
<td></td>
</tr>
<tr>
<td>・Daily Yamazaki</td>
<td></td>
<td></td>
</tr>
<tr>
<td>・Yamazaki Daily Store</td>
<td></td>
<td></td>
</tr>
<tr>
<td>・MINISTOP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>・Seicomart</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bank</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Banks which offer the Pay-easy service（※）</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

※ 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 send the application documents to Osaka University by postal mail 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.

○ Exemption of Application Fee for the Victims of Natural Disasters
Applicants affected by any of the following disasters are eligible for the exemption of application fee.
・Great East Japan Earthquake
・Kumamoto Earthquake
・Heavy Rain Event of July 2018
・Earthquake in Northern Osaka 2018
・Hokkaido Eastern Iburi Earthquake 2018
Please visit the official website of Osaka University (https://www.osaka-u.ac.jp/ja/admissions/information) for more details.
In this case, the Application Fee Payment System cannot be used. Please contact the office listed in this guideline and follow the instruction.

○ 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.
※ To Request a Refund of Application Fee
Applicants who meet at least one of the above conditions will receive an email which gives the instructions to request a refund. The email will be sent to the registered email address. Please follow the instructions and complete a request for a refund.

③ Make Payment
Please make payment by selecting the listed methods.
・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.
The Receipt of Application Fee Payment will not be available until the payment is completed.
Print the Receipt of Application Fee Payment

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

Send the Application Documents

① Check the required application documents.
② Send the Receipt of Application Fee Payment with other documents by postal mail.

6. Selection process

Successful applicants will be selected based on the oral examination described below and their application materials.

1. Oral examination date: August 3 (Mon.), 2020, from 10:00 onwards
2. Oral examination method:
   In the oral examination, you will give a presentation on your Master’s thesis or equivalent thesis/research results, using PowerPoint or the like. This will be followed by a Q&A session and an interview.
   The exam consists of 7 minutes for the presentation and 13 minutes for the Q&A per examinee.
   If you have no written thesis or research results, we will ask you to explain, as specifically as possible, the research you hope to carry out in FBS, including not only its purpose, importance, methodology and principles, potential application, and value to society, but also experiments which you would like to attempt in the near future (methodology, value, applications, etc.).
   If are not able to attend the examination on the day because you live outside Japan, you can take the exam online via Skype etc. For details, e-mail seimei-daigakuin@office.osaka-u.ac.jp.

1. Exam Venue: Bio Science System Building 2F, Graduate School of Frontier Biosciences, Osaka University

We will send you your examination admission card by mail by July 17, 2020. If you have not received your card by that date, please contact the Student Affairs Section at the Graduate School of Frontier Biosciences, Osaka University. The card contains important information about the examination and a simple campus map, so please read it carefully.

7. Announcement of successful applicants

The examinee numbers of successful applicants will be published on the School’s website (http://www.fbs.osaka-u.ac.jp) on August 7 (Fri.) at 10:00. Successful applicants will also be sent a notification by mail. We will not accept inquiries about examination results by phone.

8. Enrollment procedure

Successful applicants will be sent a notification by mail, together with a guide to enrollment procedures. Please follow this guide and do the following (a more detailed explanation will be given in the guide). If you do not complete enrollment
within the period specified below, you will be assumed to have withdrawn your enrollment.

(1) Enrollment period: August 30 (Mon.) to September 4 (Fri.), 2020
(2) Fees to be paid (correct as of March 1, 2020)
   - Enrollment fee: ¥282,000
   - Tuition fee: ¥267,900 per semester (¥535,800 per year)

The above fees are tentative, and you may be charged a revised fee while enrolled.

An enrollment fee is not required for those who expect to complete the Master’s Course at Osaka University in September 2020, and will continue studying at the Doctoral level.

(3) Enrollment date: October 1, 2020
(4) Start of classes: October 1, 2020 (An orientation session is planned.)

9. Disclosure of Entrance Examination Results

The following individual results will be disclosed upon request from applicants.
- Individual’s overall grade (oral examination)

Applicants may request an Individual Results Form by post, by sending the following documents by simplified registered mail to the following address:

1-3 Yamadaoka, Suita, Osaka 565-0871
Osaka University Graduate School of Frontier Biosciences

Request period: September 1 (Tues.) to 18 (Fri.), 2020

10. Personal Information Protection Policy

(1) Names, addresses, and other personal information obtained through the application procedure will be used in the Entrance Examination Process, Announcement of the Successful Applicants and Admission Procedures. Also, successful applicants’ information is used for registration of classes available after enrollment. For those admitted to 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.

(2) Personal data such as test scores, etc. are used for compiling and analyzing data about examination results and for researching and studying methods for screening applicants.

(3) When carrying out (1) and (2) above, part of the procedure may be entrusted to third parties. In such cases, after concluding a contract with the third party to ensure that personal information is handled properly, we will provide the party with all or part of the personal information that was submitted to us.

11. Other

(1) If anyone gives false information regarding their background, qualifications, etc. on their application, their approval for enrollment may be revoked.
(2) In the event of unforeseen situations, the entrance examination might be postponed. Please check the homepage.