

Graduate School of Frontier Biosciences (FBS) Enrollment Procedure Guide

◆ Enrollment Procedure Period:

- First-Year Entrants:

August 25 (Mon) to September 5, 2025 (Fri) at 23:59 (Japan Time) [Strict Deadline]

- Third-Year Transfer Entrants:

August 25 (Mon) to September 5, 2025 (Fri) at 23:59 (Japan Time) [Strict Deadline]

Please complete the procedure as outlined in the attached document, "ENROLLMENT PROCEDURES"

◆ Enrollment Guidance: October 3, 2025 (Fri)

Please refer to the attached "Enrollment Guidance". On the day, please submit the following documents.

Required documents	Remarks
Certificate of graduation	Submit this if you took the entrance exam while expecting to graduate. Those who applied via email.
A Letter of confirmation for admission	Submit this if you are aiming to enroll while remaining employed. Fill out the provided form.
Copy of a passport and a residence card	Submit the following if you are a foreign national. Passport=> Copy of the identification page (page with your photo) Residence card=> Copy of both sides

◆ Additional Notes

- The enrollment procedure period has been changed from the one stated in the Application Guideline.
- After completing the enrollment procedure, we will send materials to the email address registered in the system by the time of the Enrollment Guidance. **Please ensure it is valid, as changes cannot be made.**
- When carrying out tasks related to the enrollment procedure, we may entrust part of the process to external service providers. In such cases, we will conclude a contract with the provider to ensure that personal information is handled appropriately and will provide them with all or part of the personal information submitted during the application process.

To International Students

- If you held a residence status as a "student" when applying for the entrance examination but have returned to your home country and need to obtain a new student visa, please contact us immediately.
- For those residing overseas, please submit the attached "Student Health Data Form" to the Osaka University Health and Counseling Center (HaCC) promptly after arriving in Japan.
- The following page contains important information for international students. Please take a look.
<https://www.fbs.osaka-u.ac.jp/en/student/abroad/>

◆ Contact

Educational Affairs Section, Graduate School of Frontier Biosciences, The University of Osaka
1-3 Yamadaoka, Suita, Osaka 565-0871, Japan
E-mail: seimei-daigakuin@office.osaka-u.ac.jp

ENROLLMENT PROCEDURES

Enrollment procedures are to be conducted through the UOsaka Enrollment Procedure System. Please be careful of the deadlines as defined in both the (1) Procedures to be Completed during a Specified Period and (2) Enrollment Procedures That Must be Completed by the Day Before Enrollment.

Enrollment procedures will be invalid under the following case:


Procedures not finalized within the specified deadline.

HOW TO USE THE ENROLLMENT SYSTEM

You will be able to log in to the system during the period for enrollment.

- Please be careful of the deadlines as defined in both the (1) Procedures to be Completed during a Specified Period and (2) Enrollment Procedures That Must be Completed by the Day Before Enrollment while completing enrollment procedures.

Preparation	Information necessary to be entered into the system	Before logging in, please have the following information on hand: <ul style="list-style-type: none"> •Examination Voucher (the document showing the Examinee's number) •The Enrollment Procedure Guide (this document) •Addresses, phone numbers, and email addresses of yourself and your family/emergency contact information •Credit card information (only those wishing to pay the enrollment fee by credit card) •Data to be uploaded
(1) Procedures to be Completed during a Specified Period	Log in	<ul style="list-style-type: none"> •Log in •Set a password
	Information to be registered	<ul style="list-style-type: none"> •Personal information •Family contact information •Emergency contact information •Concerns about studying due to disabilities, illness, etc.
	Enrollment fee payment method	<ul style="list-style-type: none"> •Select payment method or submit an Advance Application for an enrollment fee exemption or deferred payment •Payment processing
	Photo registration	<ul style="list-style-type: none"> •Headshot upload •Trim the photo to the indicated specifications •Register your headshot
	Final procedures	<ul style="list-style-type: none"> •Finalize and confirm all above procedures
(2) Enrollment Procedures That Must be Completed by	Download	<ul style="list-style-type: none"> •MyHandai Application
	Enroll in Personal Accident Insurance for	Procedures for Purchasing Personal Accident Insurance for Students Pursuing Education and Research (Gakkensai):

the Day Before Enrollment	Students Pursuing Education and Research (<i>Gakkensai</i>)	<p>Please join the following plans as needed.</p> <p>Purchasing Liability Insurance Coupled with Gakkensai(Gakkenbai)</p> <p>Comprehensive Insurance for Students Lives Coupled with “Gakkensai” (Futaigakusou)</p> <p>Comprehensive Insurance for Student Lives Coupled with “Gakkensai” for International Students (Inbound Futai-Gakuso)</p> <p>University Co-op Student Comprehensive Mutual Insurance and Personal Liability Insurance for Students</p> 
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*Only to be done by those instructed to do so by the Educational Affairs Section of the department they are applying to

LOG IN TO THE ENROLLMENT SYSTEM

Log in to the system using the URL below.

<https://exam.osaka-u.ac.jp/osaka-u/enrollment/login>



○ Login screen

Enrollment Procedure Login

日本語

Log in

Enrollment year

Affiliation category

☐ School
☒ Graduate School
☐ Institute or Center

Affiliation

Examinee's Number

Date of birth

Year
 Month
 Day

Category code

Password

*If you are logging in for the first time, click the "First time login" button below without entering your password.

Log in

Those logging in for the first time

Enter all required information based on the material sent by the university except for the password, then click the "First time login" button.

First time login

Forgot or change password

Enter the information other than the password and click [Next].

Next

Enter the information following the manual provided by the university and click “First time login.” Do not enter a password.

Enrollment year	2025
Affiliation category	Graduate School
Affiliation	Graduate School of Frontier Biosciences
Examinee's number	Your examinee's number
Date of birth	Your date of birth
Category code	First-Year Enrollment: 3200 Third-Year Transfer Enrollment: 3201

*After the first login, use the password you initially set in addition to the above information, then click “Log in” to log in.

Please follow the instructions on the screen and complete the process.

Note:


The enrollment system will time out in 30 minutes. If you are unable to complete the procedures within the restricted time, any information inputted into the system will not be registered.

Please be sure you have all information to be registered on hand (addresses, phone numbers, email addresses, etc.) before logging in.

ENROLLMENT SYSTEM REGISTRATION (SUPPLEMENT)

●Registering student information (all students)

Student information	<ul style="list-style-type: none"> •If you are a Japanese national, when entering your full name in English, enter your family name, then given name, in that order. Add a space between the family and given names. *<u>When registering, your name will be automatically formatted to have all capital letters for your family name and the first letter of your given name capitalized (e.g., HANDAI Taro).</u> •<u>If you are a foreign national, please register your name as it appears on your passport.</u> •If your address has not yet been determined at the time of registering, register your current address and change it to your new address through the university's Student Administration Information System (KOAN) after enrollment. •Please register the address you are currently living at. •Please be diligent about checking your email. If you do not receive a Test Email from the university, please check your spam folders, be sure your email address has been correctly registered with the system, and/or check to be
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	<p>sure your mailbox isn't at capacity or if emails are being restricted from certain domains by your provider.</p>
Family's contact information	<p>•Enter your family's contact information (in most cases, this will be a parent, guardian, or spouse).</p> <p>If it is difficult to enter the above information, you may register other family members.</p>
Emergency contact information	<p>•Register an emergency contact different from the person(s) registered in Family's contact information. If you must register the same person, please provide contact information other than the one already registered.</p> <p>*As this information will be used in the case of emergencies, please register a person who can be easily contacted.</p> <p>*The emergency contact person for foreign nationals living in Japan should be someone living in Japan.</p>
Consultations regarding concerns about studying due to disabilities, illness, etc.	<p>•If you have concerns about studying due to disabilities, illness, etc., you can apply for a consultation by selecting "Seek Consultation" and applying for one using the URL below.</p> <p>Health and Counseling Center Accessibility Support Office</p> <p>Apply for a consultation: https://acs.hacc.osaka-u.ac.jp/soudan/</p> <p>*Consultation requests can also be made via the HACC website (link above), even if you do not select "Seek Consultation" through this system.</p> <p>*You may change the website's language to English, Korean, or Chinese by selecting 言語を選択 in the upper right hand corner, then selecting 英語 (English), 韓国語 (Korean), or 中国語 (Chinese).</p> 

●Enrollment fee payment

Enrollment fee payment	<ul style="list-style-type: none">•In addition to the Matriculation Fee, a service fee is required (as stated in the separate document, “Reference: Service Fee”).•The service fee varies depending on the payment method, so please be sure to check the final payment amount including the service fee before making your payment.•Payments are to be made using a payment agency service (Paygent).*Please use the translation function on your browser to navigate Paygent. <div><p><u>If you fall under any of the following, the enrollment fee will be waived.</u></p><p>(The enrollment fee will be displayed as “0,” and will be considered already settled.)</p><ul style="list-style-type: none">•Those enrolling in a program that does not require payment.•Those continuing on to a Doctor Course from a Master Course (or continuing a Juris Doctor Course at the Osaka University Law School, or other Doctor Courses at graduate schools at the university).•Japanese Government (Monbugakusho: MEXT) Scholarship Students who will continue to be Japanese Government Scholarship Students after advancing to a higher degree.<p>*If you make any mistakes when sending the enrollment fee payment, contact the faculty/school/graduate school you are planning to enter. Please understand that service fee cannot be refunded.</p><p><u>*After payments have been processed, switching to a different payment method is not possible.</u></p></div>
Advance application for an enrollment fee exemption or deferred payment	<p>Those wishing to apply for an enrollment fee exemption or deferred payment must apply in advance.–</p> <ul style="list-style-type: none">•After an advance application has been processed, follow the application guideline to complete the application procedures by the designated deadline (application guidelines can be found on the website for registering for the advance application). <u>Payment of the enrollment fee will be deferred until the announcement of the results of the enrollment fee exemption or deferred payment application (as indicated in the guidelines).</u>

PROCEDURES TO BE COMPLETED WITHIN A SPECIFIED PERIOD


Please finalize all procedures by the deadline under items marked “Finalize Procedures So Far” by clicking the **Finalize** button.

Note that any information regarding procedures that are finalized cannot be changed or revised.

ENROLLMENT PROCEDURES THAT MUST BE COMPLETED BY THE DAY BEFORE ENROLLMENT

In general, enrollment procedures that must be completed by the day before enrollment.

***These procedures will not affect applications for enrollment.**

Download Documents and the MyHandai App (in Japanese only)	<ul style="list-style-type: none">• If you have not yet registered for the MyHandai App on your smart phone, please download it.• If there are documents to be downloaded, please download them.
Insurance for Students Pursuing Education and Research (<i>Gakkensai</i>)	<ul style="list-style-type: none">• Please enroll in Personal Accident Insurance for Students Pursuing Education and Research (Gakkensai) and other insurance plans through the Osaka University Co-op (hereafter “Handai Co-op”) “EC Site” (QR code below). Select the insurance plan designated by your school, graduate school, or center.* Even if you do not join the Handai Co-op, you can still join Gakkensai, etc., through the “EC Site.”* If you join the Handai Co-op, the process will be smoother. You first complete the Co-op membership procedure through the ① “Co-op Membership Website” and then join Gakkensai, etc., through the ② “EC Site” found in the “University Co-op App (Official).”* If it is difficult to enroll in Gakkensai, etc., by the day before enrollment, please select “I will not complete the insurance enrollment procedure. I will complete it after enrollment if necessary” in the enrollment procedures system. In this case, be sure to complete the above enrollment procedures after enrollment. <p>For your reference:</p> <p>Osaka University CO-OP EC Site registration (in Japanese only)</p> <p>https://osaka-univ.coop/welcome/grad-school/grad-school.808.html</p>  <p>*Please use the translation function on your browser to navigate the student support site and the CO-OP’s EC Site.</p>

PREPARING YOUR HEADSHOT

Please prepare your headshot in advance before registering for the Enrollment System. The headshot will be used for student ID cards (including digital cards) and other information systems on campus, such as the Student Administration Information System and security system for entering and leaving buildings. Printing or mailing is not required.

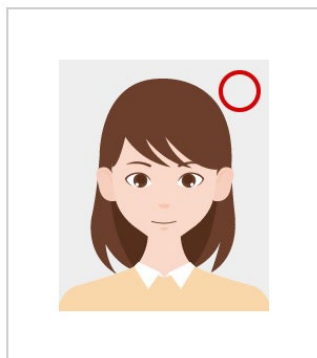
Taking a headshot and saving the file:

Refer to the examples below and take a headshot using a photo booth (one that allows downloading and retrieving of the photos), smartphone, tablet, or digital camera, etc. The photo should have a plain, white, blue, or gray background.

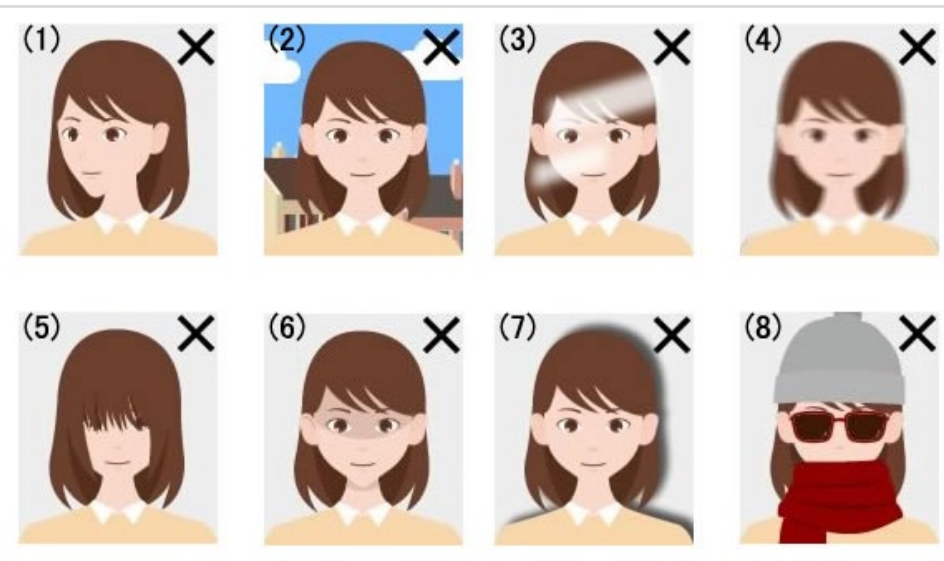
Requirements for the headshot:

- A color photo
- The photo taken in appropriate brightness that clearly shows the face
- A photo taken within the last 6 months
- A photo of only the student
- The outline of the head and face is within the photo
- The eyes, nose, and mouth are not hidden (transparent glasses are allowed)
- A front-facing photo from the shoulders and up with a plain background (no hats). However, head coverings are permitted for religious or medical reasons if the face is clearly visible.
- No smile or expression
- The mouth must be closed and eyes must be open
- A photo that has not been edited using a photo booth, app, or software
- A photo that is not rotated, flipped, or mirrored
- A clear photo that is not blurry or out of focus
- Glasses should not have any glare
- There should be no text printed on the photo
- The file size must be less than 2MB
- A photo must be at least 640x480
- Format the image as a *.jpg or *.jpeg

Examples of acceptable photos



Examples of unacceptable photos



Examples of unacceptable photos:

1. Not front-facing (facing sideways, etc.)
2. Not a plain background (the background is scenic or has a pattern)
3. The light is creating a glare (part of the face is covered due to glare on the face or glasses)

4. Blurry or out of focus
5. Bangs are too long and cover the eyes
6. There is a shadow on the face
7. There is a shadow in the background
8. A scarf or other item is covering the outline of the face

Reference:Service fee (per application)

- Convenience store /ATM(Pay-easy)/
Net banking

Payment method	Service fee
Convenience store	¥1,250
ATM(Pay-easy)	
Net banking	

- * Switching to a different payment method after payments have been processed is not possible.
- * If any mistakes are made when sending the enrollment fee payment, contact the faculty/school/graduate school you intend to enroll in. In such cases, please understand that the service fee cannot be refunded.

Reference:Service fee (per application)

●Credit card


Minimum transaction amount	Maximum transaction amount	Service fee
¥0	¥10,000	¥700
¥10,001	¥30,000	¥1,100
¥30,001	¥50,000	¥1,500
¥50,001	¥100,000	¥2,500
¥100,001	¥200,000	¥4,500
¥200,001	¥300,000	¥6,500
¥300,001	¥400,000	¥8,500
¥400,001	¥500,000	¥10,500
¥500,001	¥600,000	¥12,500

- * Switching to a different payment method after payments have been processed is not possible.
- * If any mistakes are made when sending the enrollment fee payment, contact the faculty/school/graduate school you intend to enroll in. In such cases, please understand that the service fee cannot be refunded.

Enrollment Guidance

FBS will hold the Enrollment Guidance as outlined below.

If you are unavoidably absent, please make sure to visit the Educational Affairs Section by October 10.

Date and Time:	Friday, October 3, 2025, 13:30–14:30 (approximately) *Please be seated at least 5 minutes before the start.
Language:	English
Venue:	Seminar Room, 2nd Floor, BioSystems Building https://www.fbs.osaka-u.ac.jp/en/general/access/ 
What to Bring:	• Required documents listed below. • We recommend bringing a PC with the pre-distributed materials downloaded.

Please submit the following documents on the day.

Required documents	Remarks
Certificate of graduation	Submit this if you took the entrance exam while expecting to graduate. Those who applied via email.
A Letter of Confirmation for Admission	Submit this if you are aiming to enroll while remaining employed. Fill out the provided form.
Copy of a passport and a residence card	Submit the following if you are a foreign national. Passport=> Copy of the identification page (page with your photo) Residence card=> Copy of both sides

[Contact to]

Educational Affairs Section, Graduate School of Frontier Biosciences

Email: seimei-daigakuin@office.osaka-u.ac.jp

Letter of Confirmation for Admission

(For Working Professionals Enrolling While Employed)

The University of Osaka confers the Doctoral Degree from the Graduate School of Frontier Biosciences as proof of the knowledge and abilities acquired through the completion of its educational program.

Therefore, prior to enrolling in the doctoral program of this graduate school, we kindly request your acknowledgment and consent to the following two points.

1. Just like standard students, sufficient research time is required.
2. The doctoral dissertation must be the result of research conducted in the laboratory of a faculty member belonging to the Graduate School of Frontier Biosciences.

I hereby confirm and acknowledge the above.

Enrollment year : _____

Examination number : _____

Name : _____ (signature)

Supervisor: _____ (signature)