

## Graduate School of Frontier Biosciences (FBS) Enrollment Procedure Guide for Research Students

◆ **Enrollment Procedure Period: February 3 (Mon) to March 5 (Wed) at 23:59 [Strict Deadline]**

Please complete the procedure as outlined in the attached document, "Enrollment Procedure System"

◆ **Please visit our office: The morning of April 1, 2025 (Tue)**

Please visit the FBS Educational Affairs Section office to submit the following documents between 9:00 AM and noon. The office is located on the 2F of the BioSystems Building.

Access: <https://www.fbs.osaka-u.ac.jp/en/general/access/>

Required documents	Remarks
Certificate of graduation	Submit this only if you took the entrance exam while expecting to graduate.
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**

- After completing the enrollment procedure, we may send materials to the email address registered in the system by the time of the enrollment. 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 since 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, Osaka University  
1-3 Yamadaoka, Suita, Osaka 565-0871, Japan  
E-mail: [seimei-daigakuin@office.osaka-u.ac.jp](mailto: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 deemed invalid if not finalized by the prescribed deadline.**

## 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.

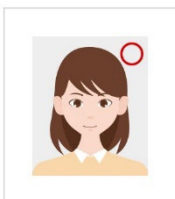
Taking a headshot and saving the file:

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 colored 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

Ex)acceptable photos    Ex)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

## HOW TO USE THE ENROLLMENT SYSTEM

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

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

## 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

Enter/select the required information below and click “Next” under “Those logging in for the first time.”

Enrollment year	2025
Affiliation category	Graduate School
Affiliation	Graduate School of Frontier Biosciences
Examinee's Number	(your number)
Date of birth	(your date of birth)
Category code	3250

\*The password you set after your initial login will be used for subsequent logins.


**Please complete the enrollment procedures below by following the instructions on your screen.**

#### Note:

**The enrollment system will time out in 30 minutes.** Please be sure you have all information to be registered on hand (addresses, phone numbers, email addresses, etc.) before logging in. **If you are unable to complete the procedures within the restricted time, any information inputted into the system will not be registered.**

## ENROLLMENT SYSTEM REGISTRATION (SUPPLEMENT)

### ●Registering student information (all students)

<p><b>Student information</b></p>	<ul style="list-style-type: none"> <li>·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.</li> <li>*<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></li> <li>·<u>If you are a foreign national, please register your name as it appears on your passport.</u></li> <li>·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.</li> <li>·Please register the address you are currently living at.</li> <li>·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 sure your mailbox isn't at capacity or if emails are being restricted from certain domains by your provider.</li> </ul>
<p><b>Family's contact information</b></p>	<ul style="list-style-type: none"> <li>·Enter your family's contact information (in most cases, this will be a parent, guardian, or spouse).</li> <li>If it is difficult to enter the above information, you may register other family members.</li> </ul>
<p><b>Emergency contact information</b></p>	<ul style="list-style-type: none"> <li>·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.</li> <li>*As this information will be used in the case of emergencies, please register a person who can be easily contacted.</li> <li>*<u>The emergency contact person for foreign nationals living in Japan should be someone living in Japan.</u></li> </ul>
<p><b>Consultations regarding concerns about studying due to disabilities, illness, etc.</b></p>	<ul style="list-style-type: none"> <li>·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.</li> </ul> <p>Health and Counseling Center Accessibility Support Office</p> <div style="display: flex; align-items: center; justify-content: center;"> <div style="margin-right: 20px;"> <p><b>Apply for a consultation:</b> <a href="https://acs.hacc.osaka-u.ac.jp/soudan/">https://acs.hacc.osaka-u.ac.jp/soudan/</a></p> </div>  </div> <ul style="list-style-type: none"> <li>*Consultation requests can also be made via the HACC website (link above), even if you do not select "Seek Consultation" through this system.</li> <li>*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).</li> </ul>

●Enrollment fee payment

Enrollment fee payment	<ul style="list-style-type: none"> <li>• <b><u>Please make the enrollment fee payment by the deadline.</u></b></li> <li>• <b><u>A processing fee</u></b> is required in addition to the enrollment fee.</li> <li>• Payments are to be made using a payment agency service (Paygent).</li> </ul> <p>*Please use the translation function on your browser to navigate Paygent.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b><u>If you fall under any of the following, the enrollment fee will be waived.</u></b></p> <p><b><u>(The enrollment fee will be displayed as “0,” and will be considered already settled.)</u></b></p> <ul style="list-style-type: none"> <li>• Those enrolling in a program that does not require payment.</li> <li>• Those continuing on to a Doctor Course from a Master Course (or continuing a Juris Doctor Course at the Osaka University Law School).</li> <li>• Japanese Government (Monbugakusho: MEXT) Scholarship Students who will continue to be Japanese Government Scholarship Students after advancing to a higher degree.</li> <li>• Credited Auditors or research students who have enrolled in several faculties/schools or graduate schools under the same status and who have completed enrollment procedures through one faculty/school or graduate school (<b><u>Those falling under this category should check the enrollment procedures of the faculty/school/graduate school.</u></b>)</li> </ul> </div>
------------------------	---

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 must be completed the day before enrollment.

**\*These procedures will not affect enrollment.**

Download Documents and the MyHandai App (in Japanese only)	<ul style="list-style-type: none"> <li>• If you have not yet registered for the MyHandai App, please download it.</li> <li>• If there are documents to be downloaded, please download them.</li> </ul>
Insurance for Students Pursuing Education and Research ( <i>Gakkensai</i> )	<ul style="list-style-type: none"> <li>• Complete the procedures to purchase <b>Personal Accident Insurance for Students Pursuing Education and Research (<i>Gakkensai</i>)</b>. If it is difficult to complete the procedures to purchase insurance before the day before enrollment, select “I</li> </ul>

have not purchased insurance and will do so after enrollment” and be sure to purchase insurance as soon as you can.

**\*To obtain Personal Accident Insurance for Students Pursuing Education and Research (*Gakkensai*), it is necessary to register through Osaka University CO-OP’s “EC Site.”**

**\*It is possible to purchase insurance such as *Gakkensai* through other means.**

You can also register using the CO-OP App and navigating to the EC Site after purchasing insurance through the CO-OP website.

For reference:

New student support site (in Japanese only)

<https://osaka-univ.coop/welcome/grad-school/grad-school 808.html>



\*Please use the translation function on your browser to navigate the student support site and the CO-OP’s EC Site.

日本国籍を持つ学生／日本国内居住中の留学生は回答不要です。  
Students with Japanese citizenship and international students currently  
living in Japan need not fill out this form.

**INSTRUCTIONS**  
**OSAKA UNIVERSITY STUDENT HEALTH DATA FORM** 2025

To ensure you receive appropriate medical care and necessary medications after arriving in Japan, we require your health information.

Based on this information, Osaka University will help you find your doctor in Japan.

**Purpose**

- Your health data on this form are used by Health and Counseling Center to provide you with better service and care in terms of your health management and promotion.
- Should you have any health concerns during your stay in Japan, the data will help us to detect their causes earlier and more accurately, and to support you either by ourselves, or in cooperation with faculty members of your department and medical institutions outside the campus. In case you are currently seeing a doctor and/or on medication, the data are essential for us to help you continue necessary treatment and medication in Japan.
- The data are kept strictly confidential and only used by Health and Counseling Center for the purposes above, except in:
  1. emergency situations in which safety of yourself and/or others are in jeopardy
  2. situations where we consider it serves your support and/or treatment to share the information with other people involved (e.g., faculty members of your department, medical institutions outside campus), in which case, we will ask for your permission first.
- Your cooperation with this health data form is optional.



## Procedure

- Fill out all sections of this form.
- Please promptly submit a written document to Health Management Department (保健管理部門) at Health and Counseling Center upon arrival in Japan. (For locations, click the link or read the QR code below.)

<https://hacc.osaka-u.ac.jp/ja/contact/>



- Even if a medication is available in your home country, it may not be available in Japan, or it might only be prescribed at specialized medical institutions. Therefore, please take the time to research such information on your own as well.
- Should you have any inquiries, kindly direct them via email to [shinryou@hacc.osaka-u.ac](mailto:shinryou@hacc.osaka-u.ac)
- This form differs from the health check-up administered to all incoming international students; thus, a distinct health check-up, including an online questionnaire, must be taken post-admission to Osaka University.

## Vaccinations Recommendation

- In Japan, most people get vaccinations of measles, german measles, chicken pox, and mumps in their childhood. We strongly recommend that you get these vaccinations before you come to Japan. Also, we advise that you vaccinate against meningococcus, especially if you plan group living (dormitories, extracurricular activities, etc.) It will be costly to get these vaccinations in Japan.

## Special Notes on Mental Health:

If you have concerns about your mental health, please ensure that you consult a healthcare provider and seek necessary advice before coming to Japan. Additionally, if you are already receiving medication, please be aware that some medications available in your home country may not be accessible in Japan or may require visits to specialized medical institutions (e.g., methylphenidate). It is essential to thoroughly consider whether the treatment you are receiving in your home country can be continued in Japan. Please carefully investigate this matter before your arrival.

**Student Information**

Student ID:	Department	
Name:		
Date of Birth (dd/mm/yyyy):	Nationality:	Gender (Male/Female/Other):

**Health History (Describe if any)**

<p>Are you currently seeing a doctor?</p> <p><input type="checkbox"/> Yes → <b><i>Please bring us a letter of referral from your doctor.</i></b></p> <p><input type="checkbox"/> No → If you have any medical/psychological conditions that concerns you, please describe.</p>
<p>Are you currently on any medications?</p> <p><input type="checkbox"/> Yes → Please describe the name of medicines you are taking.</p> <p style="text-align: center;"><b><i><u>If they are prescribed medicines, please bring us a letter of referral from your doctor.</u></i></b></p> <p><input type="checkbox"/> No</p>
<p>Do you have any allergies (drug, food, insect, latex, etc.)?</p> <p><input type="checkbox"/> Yes → Please describe which substances you are allergic to.</p> <p><input type="checkbox"/> No</p>
<p>Special Needs (Reasonable Accommodation):</p> <p>If you have a disability (this includes a specific learning difficulty or medical condition) that may affect your studies at the university or which might require special arrangements or facilities, please describe it.</p> <p><b><i>Do you want medical/educational support by Health and Counseling Center?</i></b></p> <p><input type="checkbox"/> Yes → We shall arrange the requisite assistance for you.</p> <p><input type="checkbox"/> No → We might contact you should the necessity arises.</p>