

This guideline 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.

## Graduate School of Frontier Biosciences (FBS), Osaka University Application Guidelines for Research Students 2024 Admission

### 1. Qualifications for Application

Applicants must fulfill one of the following qualifications.

- 1) Those who have graduated or expect to graduate from a university by the last day of the month before the month in which he/she wishes to enroll.
- 2) Those who have been awarded or expect to be awarded the equivalent of a bachelor's degree by completing 3 or more years of courses at an overseas university or another overseas school by the last day of the month before the month in which he/she wishes to enroll.
- 3) Those who are recognized as possessing academic abilities equal or superior to those who meet qualifications 1 or 2 above.

### 2. Date of Enrollment and Period of Enrollment

- 1) Date of Enrollment: April 1 or October 1
- 2) The enrollment period shall be within one year, from the date of enrollment until the end of the academic year (March 31, 2025). However, this may not apply in cases of special circumstances.
  - \* For those on a study visa, research students cannot continue beyond a period of two years, including the duration spent as a research student at another university.

### 3. Application Procedures

Please prepare the following documents and submit them within the application period:

#### [Application Period]

- International students newly arriving from overseas:

April enrollment	From November 1 to November 30 of the year prior to the desired year of enrollment (excluding weekends and holidays).
October enrollment	From May 1 to May 31 of the year prior to the desired year of enrollment (excluding weekends and holidays).

- International students residing in Japan and Japanese nationals

April enrollment	From January 20 to February 20 of the desired year of enrollment (excluding weekends and holidays)
October enrollment	From July 20 to August 20 of the desired year of enrollment (excluding weekends and holidays)

#### [Submit to]

Educational Affairs Section, Graduate School of Frontier Biosciences (in-person or by post)

Reception hours: 9:30 AM to 12:00 PM, 1:00 PM to 4:00 PM.

## [Application Documents]

<p>1) Application Form (Form1-1,1-2,1-3)</p>	<ul style="list-style-type: none"> <li>• <u>Make sure to obtain the approval seal from a prospective supervisor.</u> If obtaining a direct approval seal is difficult due to residing at a distance, submission by the prospective supervisor is also acceptable.</li> <li>• <u>Research Students are only accepted at the Core Research Laboratories of the Graduate School of Frontier Biosciences.</u></li> <li>• International students are required to submit Forms 1-3 in addition to Forms 1-1 and 1-2.</li> </ul> <p><u>To (expected) graduates of overseas universities</u> Please check the “7. About the Admissions Assistance Desk” before contacting the prospective supervisor directly.</p>
<p>2) Academic Transcript</p>	<ul style="list-style-type: none"> <li>• A transcript from the last attended educational institution or its equivalent, issued by the head of the educational institution.</li> </ul>
<p>3) Certificate of (Expected) Graduation</p>	<ul style="list-style-type: none"> <li>• Certificate of (expected) graduation issued by the head (dean) of the last attended educational institution.</li> <li>• Applicants applying under “1. Qualifications for Application, (2)” should also provide a certificate of (expected) degree.</li> </ul>
<p>4) Statement of Financial Plan</p>	<ul style="list-style-type: none"> <li>• Please submit only for foreign students who have graduated or are expected to graduate from foreign universities or graduate schools.</li> <li>• In addition, please submit documentation proving your ability to pay for all expenses during your period of study in Japan; if you are not the source of income, then provide documentation of that person's ability to pay (certificate of bank balance, certificate of scholarship, etc.)</li> </ul>
<p>5) Residence Card (copy) *Passport (copy) for overseas residents</p>	<ul style="list-style-type: none"> <li>• Those who do not hold Japanese nationality are required to submit a copy of their residence card (both the front and back), which includes information on residence status, period of stay, and current address.</li> <li>• For those residing overseas, please submit a copy of your passport.</li> </ul>
<p>6) Pledge (Form 2)</p>	<ul style="list-style-type: none"> <li>• Please submit only for individuals currently employed and anticipated to remain in the same position after enrollment.</li> <li>• Individuals planning to enroll after resigning from their current position should submit a document stating their intention (format optional)</li> </ul>

## [How to Pay the Examination Fee]

- Examination fee: 9,800 yen
- Payment deadline: Last day of the application period
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\*The examination fee, once paid, is non-refundable except in the following cases:

- (a) Failure to submit application documents or if the application is not accepted.
- (b) Payment of the examination fee twice by mistake.

The examination fee should be paid using the Examination Fee Payment System. Please note that Osaka University does not accept cash payments at its office.

Please follow the instructions below. Please note that any additional fees incurred when using the system will be the responsibility of the applicant.

#### **STEP1. Preparation**

Prepare a computer and printer connected to the internet.

#### **STEP2. Access the Examination Fee Payment System**

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

(URL) <http://e-apply.jp/n/osaka-u-payment>

#### **STEP3. Register Applicant's Information**

Make sure to confirm procedures and notes on the above site and enter the required information:

- ① School, Division Type
- ② Applicant's Information (Name, address, etc.)
- ③ Application is completed.

Make sure to write down the receipt number (12 digits).

This number is required to confirm and print your application later.

- ④ Payment Methods
  - Convenience stores
  - ATMs of Post offices or Banks
  - Online banking
  - Credit cards
- ⑤ The Receipt of the Examination fee Payment
  - Residents living overseas can only make payments using credit cards and available online banking. Payments at convenience stores outside of Japan are not accepted.
  - Please note that if you choose to pay via credit card, payment will be completed at the same time you register your personal information.
  - A confirmation email will be sent to you after your application is completed. If you restrict email receptions, please change the setting to receive emails from the sender (@e-apply.jp). Please note that there may be a case where the email goes to a junk mail folder.
  - No corrections and/or changes can be made after your application is completed. Make sure that your application contents are all correct. However, if you have not yet paid, you may make corrections by re-registering with the correct information.
  - If you select "Convenience store" or " ATMs of Post offices or Banks " as the payment method, a number (the number of digits will vary from store to store; some stores may provide both a customer number and a confirmation number) will be displayed after making your selection. This(ese) number(s) is(are) required for payment, so be sure to write them down. Please pay at a convenience store or a post office/bank ATM within the payment deadline.

#### **STEP4. Pay the examination fee**

The deadline for the payment is four days after the application (including the application date).

Note: If payment is not made before the deadline, your application will be automatically canceled.

Also, be aware that this payment period is shorter for those who applied just before the application deadline.

1. Paying with a credit card [The payment can be completed during the online application.](#)

You can select and pay during the online application.

**【Credit cards available for payment】**

VISA, Master, JCB, AMERICAN EXPRESS, MUFG, DC, UFJ, NICOS

2. Paying by internet banking [The payment can be completed online.](#)  
After your online application is registered, the page will shift to the site of the bank you chose. Make the payment as instructed on the screen.

\*Required your bank account is registered for internet banking.

3. Paying at convenience stores

Write down the number displayed after your online application is registered and pay at any one of the following convenience stores:

<b>Seven Eleven</b>	<ol style="list-style-type: none"> <li>1. Please tell the cashier, "make an Internet payment."</li> <li>2. Please say "payment slip number (13 digits)" and pay in cash, with NANACO or using a credit card. *</li> <li>3. Make sure that you receive "a receipt" and "a ticket (one)".</li> <li>4. You may keep "the receipt", and it is not necessary to submit it to us.</li> </ol>
<b>Lawson, Mini Stop (Loppi)</b>	<ol style="list-style-type: none"> <li>1. Click "those who have a specified number"</li> <li>2. Enter the "customer number (11 digits)" and click "next"</li> <li>3. Click "multi-payment service" (payment)</li> <li>4. Enter the "confirmation number (6 digits)", then click "next"</li> <li>5. Check the displayed information and click "checked"</li> <li>6. Take the receipt printed out of the terminal and make a cash payment at the cashier within 30 minutes. *</li> <li>7. Make sure that you receive "specification of payment (receipt)".</li> <li>8. You may keep "specification of payment", and it is not necessary to submit it to us.</li> </ol>
<b>FamilyMart (multi-functional copy machine)</b>	<ol style="list-style-type: none"> <li>1. Click "payment/charge"</li> <li>2. Click "multi-payment service" (payment)</li> <li>3. Enter the "customer number (11 digits)" and click "next"</li> <li>4. Enter the "confirmation number (6 digits)", then click "next"</li> <li>5. Check the displayed information and click "checked"</li> <li>6. Take the receipt printed out of the terminal and make a cash payment at the cashier within 30 minutes. *</li> <li>7. Make sure that you receive "specification of payment (receipt)".</li> <li>8. You may keep "specification of payment", and it is not necessary to submit it to us.</li> </ol>
<b>Daily Yamazaki</b>	<ol style="list-style-type: none"> <li>1. Please tell the cashier, "make an Internet payment."</li> <li>2. Please say "online settlement number (11 digits)" to make a cash payment. *</li> <li>3. Make sure that you receive "a receipt".</li> <li>4. You may keep "the receipt", and it is not necessary to submit it to us.</li> </ol>
<b>SeicoMart</b>	<ol style="list-style-type: none"> <li>1. Please tell the cashier, "make an Internet payment."</li> <li>2. Please say "online settlement number (11 digits)" to make a cash payment. *</li> <li>3. Make sure that you receive "specification of payment (receipt)".</li> <li>4. You may keep "specification of payment", and it is not necessary to submit it to us.</li> </ol>

4. Paying at ATMs with a Pay-easy option

Write down the number displayed after your online application is registered and pay at any one of the ATMs with Pay-easy option as instructed on the screen.

\*Banks with Pay-easy option can be checked on the [Selection of Payment Method] page.

**Paying at ATMs  
of post  
offices/banks**

1. Click "Pay tax/charge"
2. Enter the "receiving company number (58021)," then click "checked".
3. Enter the "customer number (11 digits)", then click "checked".
4. Enter the "confirmation number (6 digits)", then click "checked".
5. Check the displayed information and click "checked".
6. Make a payment in cash or with a cash card. \*
7. Make sure that you receive "specification of payment".
8. You may keep the "specification of payment", and it is not necessary to submit it.

\*When using Japan Post Bank / Bank ATM, if the amount exceeds 100,000 yen in cash, please pay with a cash card. If you use a convenience store, you can pay up to 300,000 yen in cash. Enter all necessary information as instructed on the screen of the terminal or ATM. Please verify all information before finalizing the payment.

**STEP5. Print out the Receipt of the Application Fee Payment**

After the payment is completed, print the documents on A4 size paper and send the Receipt of the Application Fee Payment with your other documents within the application period.

\* Please refer to the application guidelines for the mailing address, deadline, and required documents.

\* After your application is accepted, your screening fee and application documents will not be returned except for special circumstances.

\* Osaka University refuses to answer any questions about whether the application documents have reached us or not. Please confirm the delivery status by yourself by checking the website of the mail service company, etc.

**Payment completed**

Caution regarding application and payment

- To complete your application, you must send the required application documents along with the "Proof of Entrance Examination Fee Payment" to FBS by post by the due date. Application is not completed only by registering your information on the system.
- Payments can be made at any time of day. Business hours may vary depending on where you make your payment (convenience store, ATM, etc.).
- Be sure to give yourself plenty of time to prepare and send in your application.

**Exemption of Application Fee for the Victims of Natural Disasters**

In order to reduce the financial burden and provide educational opportunities to prospective students affected by natural disasters, Osaka University will take the following special measure, namely exemption of the entrance examination fees payment.

\*Note: Non-regular students such as credited auditors are not eligible for this exemption.

Please visit the 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 FBS Educational Affairs Section and follow the instructions.

**<Inquiries regarding the payment system>**

Learning and Education Application Service Support Center (Operating company: Disco Inc.)  
email: [cvs-web@disc.co.jp](mailto:cvs-web@disc.co.jp)

\* They cannot answer questions regarding entrance exams and/or universities.

#### 4. **Selection Procedures**

Applicants will be selected based on document screening during the Faculty Meeting of the Graduate School of Frontier Biosciences, as well as through academic assessments conducted via pre-interviews, etc.

#### 5. **Announcement of successful applicants**

Successful applicants will receive a notification of acceptance along with the Enrollment Procedure Guide via email to the address provided in the Application Form, and a notification will also be sent by mail to the provided address. If there are any changes to your email address or postal address after submitting the application, please inform us promptly.

- International students newly arriving from overseas:

April enrollment	Late December to early January of the year prior to the desired year of enrollment.
October enrollment	Late June to mid-July of the desired year of enrollment.

- International students residing in Japan and Japanese nationals

April enrollment	Mid-March
October enrollment	Mid-September

#### 6. **Enrollment Procedures**

We will inform you of the necessary documents and other details required for enrollment procedures when we send the notification of acceptance.

##### **[The necessary expenses for enrollment (the following amounts are subject to revision)]**

- Enrollment fee: 84,600JPY
  - \* After the announcement of acceptance, there may be cases where payment is required promptly, so please prepare in advance.
  - \* The enrollment fee once paid is non-refundable under any circumstances.
- Tuition Fee: 28,900JPY/month
  - \* Payments will be made on a semester basis (see example below):
    - First Semester (April to September): Payment of 173,400JPY in May
    - Second Semester (October to March): Payment of 173,400JPY in November
  - \* Tuition is paid in two equal installments.
    - For the first semester (April ~ September): 173,400JPY (pay in May)
    - For the second semester (October ~ March): 173,400JPY (pay in November)
  - \* If the approved enrollment period is less than six months, the amount of tuition will be 28,900JPY multiplied by the number of months of enrollment.
  - \* The tuition fee once paid is non-refundable under any circumstances.
  - \* Amendments to fees will be applied from the date of the amendment.

## 7. About the Admissions Assistance Desk

To (expected) graduates of overseas universities

Before directly contacting a prospective supervisor, it is mandatory to apply to the Admissions Assistance Desk (hereinafter referred to as "AAD"). AAD serves as the intermediary between prospective international students from overseas and their prospective supervisors during the initial stage of the application process.

Only those who have applied to AAD and received approval are permitted to directly contact their prospective supervisor to seek informal acceptance. **Please note that applications submitted without applying to AAD will NOT be accepted.**

**STEP 1. Apply to AAD online (<https://www.osaka-u.ac.jp/en/international/inbound/dragongate> )**

- Download the "Guidelines to AAD Online Application (English)" and "Frequently Asked Questions" from the provided link. Carefully review the documents before initiating the application process.
- The AAD process typically takes approximately three weeks, so please allocate sufficient time to prepare your application to FBS accordingly.

**STEP 2. Result notification from AAD**

- AAD will inform you whether your prospective supervisor approves the "direct contact" or not.
- Proceed to STEP 3 only when the "direct contact" has been approved.

**STEP 3. Contact your prospective supervisor via email to obtain informal acceptance.**

- Proceed to STEP 4 only after receiving informal acceptance.

**STEP 4. Apply for admission to the FBS**

- Following this guideline, proceed with the preparations for your application to FBS.
- Fill in the specified section of the Application Form with the date you applied to AAD.

\*For any inquiries about AAD, contact the AAD office ([contact@ryumon.osaka-u.ac.jp](mailto:contact@ryumon.osaka-u.ac.jp) )

## 8. Shortening of the enrollment period

If you wish to shorten your enrollment period due to employment or other reasons, please submit a request form one month prior to the desired end date of your enrollment.

- \* Please note that if tuition fees are outstanding at the time of application, the request for shortening of the enrollment period will not be approved.

## 9. Extension of Period of Enrollment

If you wish to extend your enrollment period, please submit the request form and Pledge (for employed individuals only) to the FBS Educational Affairs Section by one month prior to the desired extension date. If you do not proceed with the necessary procedures, your enrollment period will automatically end upon expiration.

## 10. Personal information protection policy

Names, addresses, and other personal information provided through the application procedure will be used in the screening, announcement of the successful applicants, and enrollment procedures. 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 tuition fee management.

## 11. Other

- Any other conditions not mentioned in this Application Guideline shall be governed by the university regulations and rules.
- If you wish to withdraw from enrollment, please promptly inform the FBS Educational Affairs Section.
- Research students are not eligible for either the Student Discount Travel Certificate or the Student Discount Commuter Pass. However, a student commuter pass is available only at the Kintetsu Bus Service Co., Ltd.
- Research Students are only accepted at the Core Research Laboratories of the Graduate School of Frontier Biosciences.

Omitted in April 2024

**Contact:**

Educational Affairs Section

Graduate School of Frontier Biosciences (FBS)

Osaka University

1-3 Yamadaoka, Suita, Osaka 565-0871, JAPAN

TEL: +81-6-6879-4639 (Direct)

Email: [seimei-daigakuin@office.osaka-u.ac.jp](mailto:seimei-daigakuin@office.osaka-u.ac.jp)

Webpage: <https://www.fbs.osaka-u.ac.jp/en>