

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 prior to 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 prior to 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 qualification ① or ② above

2. Date of Enrollment and Period of Enrollment

- 1) Date of Enrollment: April 1 or October 1
- 2) Period of Enrollment:
 - In principle, the period of enrollment is within one year.
 - Enrollment as a research student will end on the last day of the 2024 academic year (March 31, 2025) regardless of the period of enrollment.
 - You may be allowed to change your enrollment period under special circumstances.

* In principle, international students are not allowed to enroll as research students for more than 2 years including the enrollment period at another university in Japan because of the Student Visa.

3. Application Procedures

Applicants must submit the following application materials (one form each) during the application period.

*** Make sure to contact your prospective supervisor and obtain informal acceptance in advance.**

*** Only the "Core Laboratories" of the Graduate School of Frontier Biosciences can accept Research Students.**

For (Expected) Graduates of Overseas Universities

Osaka University Admissions Assistance Desk (hereinafter called "AAD") helps you make the first contact with your prospective supervisor to obtain informal acceptance. FBS highly recommends you apply to AAD **BEFORE** contacting your prospective supervisor directly.

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

- First, download the “Guideline” from the above link. Read it carefully before starting the online application.
- AAD process takes approximately 3 weeks. Therefore, please leave enough time to prepare your application to FBS. If the deadline for FBS admission application is close, please notify AAD office. However, they might not be able to accommodate your request.

STEP 2. Result notification from AAD

- AAD will notify you if your prospective supervisor approved the “direct contact” from you or not.
- Even if the “direct contact” is approved, it does not mean that you obtained informal acceptance from your prospective supervisor.

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

- You are NOT YET accepted to the FBS at this point. You must go through the admission process at the FBS.

STEP 4. Apply for the FBS entrance examination.

- After you have obtained informal acceptance from your prospective supervisor, go through the admission process at FBS following this guideline.

For any inquiries about AAD, contact AAD office at contact@ryumon.osaka-u.ac.jp

[Application Period]

<For those newly arriving in Japan>

For April admission: November 1 ~ November 30, 2023 (excluding weekends and holidays)

For October admission: May 1 ~ May 31, 2024 (excluding weekends and holidays)

<For those living in Japan>

For April admission: January 20 ~ February 20, 2024 (excluding weekends and holidays)

For October admission: July 20 ~ Aug 20, 2024 (excluding weekends and holidays)

[Submit to]

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

Time: 9:30 a.m. ~ 12:00 p.m. (noon), 1:00 p.m. ~ 4:00 p.m.

[Application Documents]

1) Application Form (Form1-1,1-2,1-3)	<ul style="list-style-type: none">• <u>Make sure to obtain the approval seal from your prospective supervisor.</u> If it is difficult to obtain the seal of approval in person because you live far away, you may submit the form from your prospective supervisor.• A photograph should be pasted on the Form1-1.• International students are required to submit Form 1-3 in addition to Form 1-1 and 1-2.• Attach the receipt of the application fee (9,800 JPY) on Form 1-2 after you make the payment.
2) Certified Academic Records (transcript) [Original document]	<ul style="list-style-type: none">• Certified Academic Records issued in the name of the head of the last school you attended.• The certificate must be the original document (not a copy) and should be written in either Japanese or English.
3) Certificate of (Expected) Graduation / Completion [Original document]	<ul style="list-style-type: none">• Certificate of (expected) graduation issued in the name of the head of the last school you graduated.• For those who apply under “1. <i>Qualifications for Application</i>, (2)”, please also submit a certificate of (expected) degree.• The certificate must be the original document (not a copy) and should be written in either Japanese or English.
4) Statement of Financial Plan	<ul style="list-style-type: none">• Only international students who have graduated or expect to graduate from an overseas university or graduate school are required to submit this form.• You must also submit documents proving your ability to pay for university during the period of study (certificate of bank balance, certificate of scholarship, etc.)
(5) Certificate of Residence (Copy of Passport for overseas resident)	<ul style="list-style-type: none">• Those who have a status of residence in Japan need to submit a certificate of residence (<i>jūminhyō</i>) issued by the local government or ward office. <u>It must include the residence status, period of stay and the current address.</u>• Those who are living abroad need to submit a copy of a passport (ID page) instead.
(6) 確約書 (Recognizance)	<ul style="list-style-type: none">• Submit this if you wish to enroll while remaining employed by a company, etc.• Those who plan to enroll after leaving employment, please submit a document indicating that in any format.

[How to Pay the Application Fee]

Application fee: 9,800 yen

Payment deadline: Last day of the application period

* **Do not pay until you have received approval from your prospective supervisor.**

* 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.

Entrance examination fee payment procedure

Please pay the examination fee by using the Examination Fee Payment System. The payment method is as described in the following. Applicants are responsible for any additional fees incurred when using the system.

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. Input Applicant's Information

Make sure to confirm procedures and notes on the above website and enter the required information.

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

The application is completed.

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

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

- ③ Payment Methods
 - Convenience stores
 - ATMs of Post offices or Banks
 - Online banking
 - Credit cards

- ④ The Receipt of the Examination fee Payment

* 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.

* 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).

* Note that there may be a case the email goes to 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.

* Please note that if you choose to pay via credit card, payment will be completed at the same time you register your personal information.

* **Overseas residents can only pay by credit card and/or applicable online banking services. Payment cannot be made at convenience stores outside Japan.**

STEP4. Pay the examination fee

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

Note:

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

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

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	<ol style="list-style-type: none">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 "specification of payment", and it is not necessary to submit it.
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* 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 Application Fee Payment

After the payment is completed, print the documents on A4 size paper and send the Receipt of 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 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 mail in the required application documents described in the student recruitment guidelines along with the proof of payment for the examination fee. The application is not completed simply by registering.
- Payments can be made at any time of day. Business hours may vary depending on where you make your payment (convenience store, ATM, etc.). Please mail the required documents within the time specified in the application guidelines. Also 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 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 official website of Osaka University for more details.

URL: <https://www.osaka-u.ac.jp/ja/admissions/information>

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.

<Inquiries regarding this payment system>

Learning and Education Application Service Support Center (Operating company: Disco Inc.)

email: cvs-web@disc.co.jp

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

4. Selection Procedures

Successful applicants will be selected based on a pre-screening interview, etc. with the applicant's prospective supervisor, as well as a screening of the application documents at the faculty meeting of our graduate school.

5. Announcement of successful applicants

A notification will be e-mailed or mailed to successful applicants to the address specified in their application form. If there is a change in email address or postal address after application, notify the Educational Affairs Section, Graduate School of Frontier Biosciences promptly.

<For those newly arriving in Japan>

For April admission: Late December 2023~ early January 2024

For October admission: Late June 2024 ~ middle of July 2024

<For those living in Japan>

For April admission: Middle of March 2024

For October admission: Middle of September 2024

6. Enrollment Procedures

Enrollment procedures will be announced with the notice of acceptance.

<Fees to be paid (The following fees are non-refundable and subject to change.) >

- **Admission fee: 84,600JPY**

* To be completed by bank transfer

* **An admission fee must be paid soon after the result announcement. Please make sure to prepare the amount of the fee in advance.**

- **Tuition Fee: 28,900JPY/month (173,400JPY/semester)**

* 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 enrollment period will be less than six months, the amount of Tuition will be 28,900 JPY multiplied by the number of months of enrollment.

* You are required to pay via bank transfer. Please transfer your tuition fees at a bank using a request form for tuition payment sent by the university after enrollment.

* Tuition fees are subject to change. Amendments to fees will be applied from the date of the amendment

7. Withdrawing from the University

Those who wish to shorten your period in the University must submit the form of *Application for Reduction of Period of Stay* to Educational Affairs Section one month before they wish to withdraw.

* If your tuition is unpaid, the term cannot be shortened.

8. Extension of Period of Enrollment

Those who wish to extend their studies beyond the period of enrollment must submit the form of *Application for Extension of Period of Stay and Recognizance* (only those who enroll while remaining employed) to Educational Affairs Section at least one month prior to the end of their enrollment.

If you do not go through the procedure, your period of enrollment will end automatically after the original period.

9. 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.

10. Other

- When you unavoidably must withdraw your enrollment, please contact FBS Educational Affairs Section as soon as possible.
- Research students are not eligible for either the Student Discount Travel Certificate or the Student Discount Commuter Pass. However, a student commuter pass is only available at the Kintetsu Bus Service Co., Ltd.
- **Only the “Core Laboratories” of the Graduate School of Frontier Biosciences can accept the Research Students.**

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

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