

# Graduate School of Information Science and Technology, Osaka University

## Application Guide for Research Students for 2018

### 1. Admission Requirements

An applicant must fulfill one of the following requirements:

- (1) The applicant has graduated or is expected to graduate from a university by the end of the month before the month in which he/she wishes to enroll
- (2) The applicant is recognized by the Graduate School as a person having an academic background equivalent or superior to those who meet requirement (1) above.

### 2. Admission Date

The date of admission shall be April 1. Notwithstanding the foregoing, an applicant may be accepted for admission on the first day of each month provided that there are extenuating circumstances. An applicant who intends to enter the Graduate School on the first day of any month must contact the academic supervisor (or the Department Chair) of the department he/she intends to enter.

### 3. Academic Supervisor

Each research student will have his/her own academic supervisor.

### 4. School Period

The school period for a research student shall be three months or more but one year or less from the date on which he/she would enter the Graduate School. On the other hand, in any case, it cannot extend beyond March 31, 2019. The school period shall start on the 1<sup>st</sup> day and end on the last day of each month.

### 5. Application Procedure

All applicants must contact the academic supervisor (or the Department Chair) of the department they intend to enter for obtaining the approval of their research plans, etc., before submitting their application form.

All applications must be submitted to the Graduates Section by hand by the designated dates, using an envelope of 33cm × 24cm in size.

See the website below for e-mail addresses of Department Chairs and academic supervisors:

<http://www.ist.osaka-u.ac.jp/english/introduction/professors/>

### **【Documents that must be submitted or attached with the application form】**

Application for Admission as a Research Student	This form should be stamped by the academic supervisor (or the Department Chair) of the department you intend to enter.
Certificate of (expected) graduation	In addition to the certificate of graduation and academic transcript of a bachelor degree, master degree holders must submit a certificate of (expected) completion and academic transcript from his/her graduate school. They are not required for an applicant who has completed master course of this Graduate School.
Academic transcript	
Certificate of examination fee payment <b>or Receipt of Application Fee Payment.</b>	After bank transfer of the examination fees of ¥9,800, attach the certificate of examination fee payment on the designated form. (In case you are going to apply from abroad, please follow the directions “13. Others (Cautions) (5)” ) Do not remit the fee using an ATM. All bank charges in this connection shall be borne by the applicant. <b>You can also pay the examination fee by credit card, the convenience store, or an internet banking service of Pay-easy through Application Fee Payment System. For further details, please refer “How to pay the application fee by the Application Fee Payment System” on our graduate school web page.</b>

	(Top / Admission / Application Guides 2019) If you choose to pay through Application Fee Payment System, please send the Receipt of Application Fee Payment.
A copy of the Certificate of Residence (Juminhyo-no-Utsushi)	The document issued by the local government office which mentions your status of residence and period of stay. (Only for those who live in Japan) *Documents of family members are not required. Note: Not required for those who are permitted permanent residence by the Minister of Justice.
Dispatch slip	Use the designated form

## 6. Application Period

Application Deadline	Two months before the month an applicant intends to enter (or three months in the case of applicants living outside Japan).
Time	9:00 – 11:30 / 13:00 – 16:00
Submit to:	Graduates Section Graduate School of Information Science and Technology Osaka University 1-5 Yamadaoka, Suita, Osaka 565-0871, JAPAN

Note: Submission of an application form to the Graduates Section by postal mail is permissible by a recorded delivery (*kani-kakitome*), provided that the applicant has an acceptable reason for doing so.

## 7. Selection and Announcement of Results

Professors of this Graduate School will examine, select and decide successful applicants. A Notification of Acceptance will be sent to each successful applicant.

## 8. Admission Procedure

- (1) Details on the periods of admission procedures will be sent to each successful applicant. They will be notified of details regarding the payment of admission fees (¥84,600 - subject to change).
- (2) Make sure to bring the Notification of Acceptance for the admission procedure.
- (3) International students will receive a Letter of Acceptance.
- (4) Admission fees are not refunded regardless of reasons.
- (5) In the case of a change in admission fees, the revised admission fees will be applicable as of the date when they are effective.

## 9. Tuition Fee

- (1) Tuition fees must be paid within the designated period. (¥173,400- as half of the annual tuition fees - this figure is subject to change.)
- (2) The tuition for a student whose tuition period is less than six months is ¥28,900/month (subject to change) multiplied by the number of months the student plans to stay in the Graduate School.
- (3) Payment methods, etc., of tuition fees will be notified to each applicant after admission.
- (4) Once paid, the tuition fees will not be refunded whatever the reason might be.
- (5) In the case of a change in tuition fees during school terms, the revised tuition fees will be applicable as of the date when they are effective.

## 10. Leaving School without Completion

A student intending to leave school without completing the course due to extenuating circumstances such as employment should submit a form of withdrawal at least one month in advance of the leaving. A student whose tuition payments are in arrears will not be approved for leaving school till tuition is fully paid.

## 11. Extension of School Periods

A student who intends to continue their study and research on the same theme, as a research student, on or after April 1, 2019 is required to complete the designated procedure to extend the school period. A student who intends to continue study and research but fails to undertake the designated procedure for extension of his/her school period should leave school as of March 31, 2019 due to the expiry of the school period.

## 12. Handling of Personal Information

The names, addresses and other personal information obtained from applicants are used for entrance examination purposes such as the 'selection of students (handling of applications and selection examinations)' and 'admission procedures' only.

For successful applicants, personal information is also used for 'student control purposes (school register control and course taking instructions),' 'student support,' and 'tuition fee collection'.

## 13. Others (Cautions)

- (1) A research student is not allowed to apply for student fares and student commuter pass for transportation and other discount services applicable to students(except for Kintetsu bus).
- (2) Application documents which are incomplete, or contain errors and omissions will not be accepted.
- (3) An applicant who has submitted false information in the application documents may be subject to the cancellation of his/her admission to the Graduate School.
- (4) Examination fees are not refunded except in the following cases:
  - (a) an applicant is found not to be qualified for the examination after his/her submission of application documents,
  - (b) application documents arrive after the specified period and hence are rejected,
  - (c) application documents are incomplete, or contain errors and omissions and hence are rejected,
  - (d) examination fees are paid but the applicant does not take the examination,
  - (e) examination fees are paid twice erroneously, or
  - (f) other cases in which the University elects to award a refund.

In the case of (a) to (f) above, an applicant should make a claim for a refund of the examination fees to the University. For the detailed procedures, contact to the Accounting Section.

Inquiries to:	Accounting Section Graduate School of Information Science and Technology Osaka University  E-mail: <a href="mailto:jyouhou-kaikei@office.osaka-u.ac.jp">jyouhou-kaikei@office.osaka-u.ac.jp</a> Tel: 06-6879-4506
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### (5) Transfer of examination fee in case of application from overseas

Make a payment of 9,800 yen (Japanese yen) of examination fee by transfer in accordance with the following guideline as well as submit a copy of Foreign Remittance Request. If a separate commission is required at the local bank from which you will transfer the fee, you are required to pay the commission at the counter in addition to the examination fee above.

In case you are going to transfer by Foreign Remittance, please contact the Graduates Section by e-mail beforehand.

If you are unable to transfer the fee due to a compelling reason, we may accept the credit card payment. Please contact the Graduates Section by e-mail in advance.

Remittance type: Telegraphic transfer

Bank commission: To be borne by Applicant

Amount of money to be transferred: 9,800 yen

Purpose of transfer: Examination fee

(\* Entry item for application form)

Receiving bank: **MUFG Bank, Ltd.** (Swift code: BOTKJPJT)

Branch name: IBARAKI BRANCH

Account number: 1300216

Payee name: OSAKA DAIGAKU JOUHOUKAGAKUKENKYUKA

Currency: JPY

December 2017

«Please direct your inquiries to:»  
Graduates Section  
Graduate School of Information Science and Technology  
Osaka University  
1-5 Yamadaoka, Suita, Osaka 565-0871, JAPAN  
e-mail: [office@ist.osaka-u.ac.jp](mailto:office@ist.osaka-u.ac.jp)  
Website of Graduate School of Information Science and Technology:  
<http://www.ist.osaka-u.ac.jp/>