

Graduate School of Information
Science and Technology,
Osaka University

Admission in April 2021

Application Guide for Doctor Course Applicants
(Special Selection in December for International Applicants)

This application guide applies to one of the following five entrance examinations for entrance to Doctor Course in April 2021 as indicated with a circle '○.'

	Entrance Examination
	Doctor course for 2021 (General Selection in August)
	Doctor course for 2021 (General Selection in February)
	Doctor course for 2021 (Special Selection in August for International Applicants)
○	Doctor course for 2021 (Special Selection in December for International Applicants)
	Doctor course for 2021 (Selection for Information Technology Special Course in English)

August 2020

【Cautions】

Before your application, consult the expected academic supervisor (or the department chair) of the department where you wish to study.

Whether or not a TOEIC (or a TOEFL) score certificate should be submitted should be confirmed to them.

For applicants for Pure and Applied Mathematics, a TOEIC score is not required to be submitted.

See the following webpage for the contact address.

<http://www.ist.osaka-u.ac.jp/english/member/index.html>

1. Admission Policy

Graduate School of Information Science and Technology

Education objectives, diploma policy, curriculum policy and admissions policy

[Education objectives]

The Graduate School of Information Science and Technology, Osaka University, holds the philosophy that “Information Science and Technology is an essential academic discipline which leads social innovation by creating new technologies and systems to implement advanced information society toward our enriched and fulfilled life.” With this in mind, we aim to develop engineers, researchers, educators, etc. who acquire a profound academic knowledge of information science and technology, play leadership roles in their major discipline, and open up new academic regions.

The master course strives to develop human resources who have the following capabilities, and, by making use of them, play an active role with high ethical standards within the information science and technology and related fields such as mathematics, life sciences, and so on.

- Broad knowledge, advanced expertise and skills relating to his/her major discipline.
- The design skills required to conduct research and development by envisioning a new system.
- The communication skills required to work with a global perspective.
- The management ability to carry out projects in collaboration with other people.

The doctor course is committed to developing human resources who are equipped with the following capabilities in addition to the above, and, by making use of them, play an active role with high ethical standards.

- The research abilities required to explore research themes set up on their own.
- Leadership skills to guide other engineers and researchers with a global perspective.

[Diploma Policy]

Based on diploma policies of Osaka University, the master course of Graduate School of Information Science and Technology confers a master’s degree to students who fulfill the following requirements through the systematic coursework providing an overview of the information science discipline and fostering the basic skills of information sciences.

- The students who earn a predetermined number of credits must acquire the knowledge needed to pursue a career requiring research capability and advanced expertise in the major discipline.
- The students’ master dissertations, written clearly and plainly based on the necessary research guidance received, should include research contents that contribute to the development of the major discipline, and should demonstrate the student’s abundant academic knowledge of his/her discipline.

The doctor course of Graduate School of Information Science and Technology confers a doctor’s degree to students who fulfill the following requirements through the systematic coursework enabling a deeper understanding of advanced expertise in their major discipline, and the acquisition of cutting-edge academic knowledge.

- The students have made important contributions relating to scientific principles and their application in the information science discipline by discovering an unknown phenomenon or object, establishing and rolling out a new theory, developing/inventing/applying a new technology/equipment/methodology/algorithm, producing a new academic concept, and so on.
- The student’s doctoral dissertation, written clearly and plainly based on the necessary research guidance received, demonstrates the student’s abundant overall knowledge of the discipline that makes up the academic content of the dissertation.
- The student has the academic skills required to conduct independent research, and the academic content of his/her dissertation makes a contribution to society.

[Curriculum Policy]

Based on curriculum policies of Osaka University, the master course of Graduate School of Information Science and Technology provides the systematic coursework overviewing the information science disciplines and

fostering students' basic skills. The course offers basic subjects for acquiring expertise in each major as well as interdepartmental subjects covering important peripheral disciplines. The course also offers subjects that foster students' practical skills, such as interdisciplinary subjects, special lectures covering leading-edge technological trends offered by external instructors invited from the industrial community, etc., internships to experience work at a company or research institution in Japan or abroad, and project-based seminars to allow students to acquire basic qualities as advanced engineers/researchers as well as the broad knowledge required to meet the diverse requirements of society. These advanced classes relating to information science technology foster cultural knowledge, design skills and an international perspective. In addition, the course also provides excellent research guidance as well.

The doctor course of Graduate School of Information Science and Technology provides the systematic coursework enabling students to acquire more advanced expertise in their major discipline and cutting-edge academic knowledge. The course offers the basic subjects covering cutting-edge science and technology, as well as internships to experience work at a company or research institution in Japan or abroad, to foster students' ability to create new academic value. The course also trains human resources who can utilize this academic value to develop new social value. In addition to offering advanced classes relating to information science technology to foster comprehensive understanding, synthetic imagination and transcultural communicability, the course also provides excellent research guidance.

Credits are granted to students who have achieved grades of the requisite level by submitting reports and taking examinations. Students who have attained excellent grades may be able to end the course earlier than usual, subject to deliberation by the faculty council.

[Admission Policy]

Based on admission policies of Osaka University, the master course at Graduate School of Information Science and Technology accepts students, whether from Japan or abroad, who are motivated to establish and deepen information science technology, enabling the realization of a more advanced information society. For this purpose, the course accepts those who have studied information science technology in the science and technology department and who are interested in the application and roll-out of information science technology to biology or medicine. To seek candidates from a broader array of fields, the course also accepts students who have studied disciplines other than information science technology. The course is willing to accept excellent students from overseas as well, not just within Japan. To this end, the course conducts diverse types of screening using examinations and interviews.

The doctor course of Graduate School of Information Science and Technology accepts students, whether from Japan or abroad, who are motivated to create innovation in the information science discipline to realize a more advanced information society. For this purpose, the course accepts those who have learned information science technology in graduate school of science and technology (master course), who are interested in the application and roll-out of information science technology to biology or medicine, as well as students who have completed these graduate school programs and strongly wish to contribute to the information science discipline while working in various fields of society.

To seek candidates from a broader array of fields, the course accepts students who are registered in graduate schools other than information science, as well as working adults who are motivated to study and conduct research into information science. The course is willing to accept excellent students from overseas as well, not just within Japan. To this end, the course conducts diverse types of screening through examinations and interviews.

2. Enrollment Limits

Department	Number
Pure and Applied Mathematics	A few students
Information and Physical Sciences	
Computer Science	
Information Systems Engineering	
Information Networking	
Multimedia Engineering	
Bioinformatic Engineering	

3. Admission Requirements

Eligible applicants are those international students who fulfill any one of the following requirements.

- (1) An applicant who holds a master's or professional degree or who is expected to hold either by March 31, 2021.
For the purpose of this Article, a professional degree shall refer to one as stipulated in Paragraph 2, Article 5 of the degree rules (Educational Ministerial Ordinance No.9, 1953) established by Paragraph 1, Article 104 of School Education Law).
- (2) An applicant who holds a degree equivalent to a master's or a professional degree awarded by a university in a foreign country or who is expected to be awarded either by a university in a foreign country by March 31, 2021.
- (3) An applicant who has completed correspondence courses in Japan which are administered by foreign schools and thus awarded either a master's degree or professional degree or who is thus to be awarded either one of them by foreign schools by March 31, 2021.
- (4) An applicant who is either expected to hold either by March 31, 2021 or, a holder of a degree equivalent to a master's or professional degrees after completing an educational institution of a foreign country, which is designated by the foreign country as having courses of a graduate school and which is separately designated by the Minister of Education, Culture, Sports, Science and Technology of the Japanese Government.
- (5) An applicant who is either expected to hold by March 31, 2021 or, a holder of a degree equivalent to a master's degree after completing the United Nations University education.
- (6) An applicant who has completed the course of a foreign school, an educational institution specified in No.4 or the United Nations University, and has satisfied requirements equivalent to an examination and screening as specified in section 2 of Article 16 of the Graduate School Establishment Standard and is recognized as having academic skills at least equivalent to a master's degree.
- (7) An applicant designated by the Minister of Education, Culture, Sports, Science and Technology of the Japanese Government (as per Notification No. 118 of the Ministry of Education dated September 1, 1988)
 - An applicant with 2 years or more of research and study in a university, a research institute or other equivalent institution after obtaining a bachelor's degree or completing 16 years of formal school education in foreign countries and designated by the Graduate School as having academic skills at least equivalent to a master's degree holder after examining the results of the study and research.
- (8) An applicant who has graduated from a junior college, a specialized vocational higher college (*koto senmon gakkō*), a school of the miscellaneous category (*kakushu gakkō*) or other educational institutions who will be 24 years-old by March 31, 2021 and who is recognized as having academic skills at least equivalent to a master's or a professional degree holder after the pre-application screening process implemented by the Graduate School.

4. Application Method

- (1) An applicant must select one department.
- (2) Before submitting their application, all applicants should contact the expected academic supervisor (or the Department Chair) of the department they wish to enter with regard to the course of research they wish to follow after admission. Whether or not a TOEIC (or a TOEFL) score certificate should be submitted should be confirmed to them. (For applicants for Pure and Applied Mathematics, a TOEIC (or a TOEFL) score is not required to be submitted.)

See the following webpage of the Graduate School of Information Science and Technology for the contact address of instructors.

<http://www.ist.osaka-u.ac.jp/english/member/index.html>

5. Pre-application Screening

In the case of applicants falling in category (7) - (8) of the Admission Requirements shown above, a pre-application screening is necessary. An applicant may submit an application for admission after passing the pre-application screening.

All applications must be sent via **postal recorded delivery (*kani-kakitome*)**, using an envelope of 33cm×24cm in size, so that it reaches the university by the designated date.

Indicate 'Doctor Course Special Selection in December for International Applicants' in red ink on the outside of the envelope.

Acceptance Period	September 28, 2020 (Mon.) – October 9, 2020 (Fri.)
Application documents	No.1 to 3 shown in the list of application documents
Submit to:	Graduates Section Graduate School of Information Science and Technology Osaka University 1-5 Yamadaoka, Suita, Osaka 565-0871, JAPAN

Submission of an application form to the Graduates Section by hand is permissible within the following period, provided that the applicant has an acceptable reason for doing so. Use an envelope of 33cm×24cm in size.

October 7, 2020 (Wed.) – October 9, 2020 (Fri.)	9:00–11:30 / 13:00–16:00
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The result of the pre-application screening will be sent to each applicant by postal mail on October 21, 2020 (Wed.). In case it does not reach you, please contact the Graduates Section to make it to the application acceptance period.

6. Application Procedure

All applicants must contact the expected academic supervisor (or the Department Chair) of the department they wish to enter for obtaining their confirmation seal before submitting their application form. If it is difficult to obtain it (such as the application from overseas), applicants should consult with the expected academic supervisor in advance.

All application documents must be sent via **postal recorded delivery (*kani-kakitome*)**, using an envelope of 33cm×24cm in size. All application forms must reach the Graduates Section by the designated date.

Indicate 'Doctor Course Special Selection in December for International Applicants' in red ink on the outside of the envelope.

Acceptance Period	October 26, 2020 (Mon.) – November 6, 2020 (Fri.)	
Application documents	Application Requirements (1)-(6)	No.4 – 14 shown in the list of application documents
	Applicants passed the pre-application screening (Application Requirements (7)-(8))	No.4 , 5 and No.9 – 14

Submit to:	Graduates Section Graduate School of Information Science and Technology Osaka University 1-5 Yamadaoka, Suita, Osaka 565-0871, JAPAN
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Submission of an application form to the Graduates Section by hand is permissible within the following period, provided that the applicant has an acceptable reason for doing so. Use an envelope of 33cm×24cm in size.

November 4, 2020 (Wed.) – November 6, 2020 (Fri.)	9:00–11:30 / 13:00–16:00
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The examination admission card will be sent to each applicant by postal mail on November 13, 2020 (Fri.). In case it does not reach you by November 24, 2020 (Tue.), please contact the Graduates Section.

7. Examination Fees

¥ 30,000.

Place of payment: All banks (Don't use an ATM for sending the payment.)

You can't pay the examination fee at the Japan Post Bank.

Method of payment: Use a money transfer slip designated by the Graduate School.

All bank charges incurred in this connection shall be borne by the applicant.

Paste and submit a bank receipt with a stamp (**certificate of examination fee payment**) to the Graduates Section.

(Note) Transfer of examination fee in case of application from overseas

Make a payment of 30,000 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.

Remittance type: Telegraphic transfer

Bank commission: To be borne by Applicant

Amount of money to be transferred: 30,000 yen

Purpose of transfer: Examination fee

(* Entry item for application form)

Receiving bank: MUFG Bank, Ltd.

Swift code: BOTKJPJT (if a 11 digit is required : BOTKJPJTXXX)

Branch name: IBARAKI BRANCH

Account number: 219-1300216

Payee name: OSAKA DAIGAKU JOUHOUKAGAKUKENKYUKA

Currency: JPY

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 (Top / Admission / Application Guides 2021).

- (1) Those who apply for doctor course of this Graduate School immediately after completing master course at the end of March 2021 are exempt from examination fee payment.
- (2) Japanese Government Scholarship Students should make an inquiry to the Graduates Section about examination fees.
- (3) Special measures for examination fee exemption will be implemented for those who have been affected by large scale disasters.

For further details, please refer "Regarding the exemption of examination fees for entrance examination in Graduate School of Information Science and Technology" on our graduate school web page

(Top/Admission/News & Topics).

The applicants who apply for the examination fee exemption should not pay the examination fee, and are required to submit the necessary documents such as the exemption application form instead.

8. Selection Methods

- (1) The selection includes an interview test, submission of master's degree papers and academic records of the graduate (undergraduate) school, which will be reviewed in a comprehensive manner.
- (2) A written examination may be required if deemed necessary by the department. The details of the written examination will be supplied to each applicant separately when an examination admission card is sent.
- (3) A TOEIC (or a TOEFL) score will be considered for selection.

The certificate must be original. Copies will not be accepted. However, you may re-submit scores on the day of the entrance examination even if you have already provided scores when you submitted your application. Applicants who have neither TOEIC (nor TOEFL) score certificates should contact the expected academic supervisor (or the Department Chair) of the department they wish to enter. An examination may be carried in the interview test.

Subjects, etc.	Date	Time
Written Examination: (when deemed as necessary) Interview Test	Will be conducted by the middle of December	9:00-17:00

Note: Details of the date and time as well as the examination room will be supplied to each applicant when an examination admission card is sent.

9. Announcement of Examination Results

For all departments, the successful examinees' numbers will be displayed on the bulletin board on the first floor of A building the Graduate School of Information Science and Technology in Suita Campus at 2:00 p.m. on December 18, 2020 (Fri.) . At the same time, a notification will be sent to each applicant via postal mail. Telephone or e-mail inquiries are NOT accepted.

10. Necessary Fees for Enrollment

Admission fees: ¥282,000.

Tuition fees: ¥535,800 (annual tuition).

Tuition fees are withdrawn from the account in two equal installments. (¥267,900 each)

- (1) The above fees are valid as of April 2020 and are subject to change. The fees for 2021 academic year will be confirmed before the admission procedure starts.
- (2) Those who apply for doctor course of this Graduate School immediately after completing master course at the end of March 2021 are exempt from admission fee payment.
- (3) If they are admitted as a Japanese Government Scholarship Student on the time of their entrance to the Graduate School, they are exempt from admission fee and tuition fee payments.
- (4) 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.

11. Handling of Personal Information

- (1) 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 might be used for providing information about educational

programs which can be registered after entering Osaka University.

For those admitted to Osaka University, personal information is also used for ‘student control purposes (school register control and course taking instructions),’ ‘student support (health management),’ and ‘tuition fee collection.’

- (2) Entrance examination results and other data are used for tabulation and analysis of the examination results and research and study on appropriate applicant selection methods.
- (3) We may entrust an outsourcing contractor with the handling of any personal information to conduct the above business. In this case, we make a contract with the outsourced companies to handle the personal information in an appropriate way and provide the whole or a part of the information to them.

12. Cautions

- (1) An applicant requiring special assistance for taking an entrance examination or studying after admission should inform the Graduates Section to this effect by October 9, 2020 (Fri.).
- (2) Application documents which are incomplete, or contain errors and omissions will not be accepted.
- (3) After they are submitted, application documents may not be corrected in any manner.
- (4) The admission procedure is accepted from March 11, 2021 (Thu.) to March 12, 2021 (Fri.). Successful applicants will be notified of the details at a later date.
- (5) An applicant who does not fulfill entrance requirements by March 31, 2021 (Article 23, Osaka University Graduate School Regulations) is subject to the cancellation of his/her admission to the Graduate School.

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.

- (6) Examination fees are not refunded except in the following cases:
 - (1) an applicant is found not to be qualified for the examination after his/her submission of application documents,
 - (2) application documents arrive after the close of the acceptance period and hence are rejected,
 - (3) application documents are incomplete, or contain errors and omissions and hence are rejected,
 - (4) examination fees are paid but the applicant doesn't submit his/her application documents within the acceptance period,
 - (5) examination fees are paid twice erroneously, or
 - (6) other cases in which the University elects to award a refund.

In the case of (1) to (6) above, an applicant should make a claim for a refund of the examination fees to the University. For the detailed procedures, contact to the Graduates Section.

- (7) The entrance examination implemented this time is for international students with an appropriate student visa. An applicant is, in principle, ineligible to submit an application form if he/she does not hold an appropriate student visa. Therefore, an applicant applying for the Graduate School of Osaka University who currently lives outside Japan or who is currently staying in Japan with a visa other than a ‘student visa’ must obtain or change to a ‘student visa,’ before undergoing the admission procedure.

(8) International Students Categories

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|---|---|
| ● Japanese Government Scholarship Students: | International students awarded a scholarship by the Japanese Government (Japanese Government (<i>Monbukagakusho</i>) Scholarship Student) |
| ● Students dispatched from foreign countries: | Foreign government-sponsored students |
| ● Unsupported international students: | Other international students |

- (9) Information and measures in case of unexpected contingency will be announced on the Graduate School's homepage.

- (10) This application guide is for “Special Selection in December for International Applicants”. For Doctor Course, there are also other entrance examinations as follows, “General Selection in August”, “General Selection in February”, “Special Selection in August for International Applicants”, “Selection for Information Technology Special Course in English”.
- (11) Due to the spread of the COVID-19, the information described in the application guides may be changed. Please check the graduate school website regularly for the latest information.

13 Others

About Advanced Course of Cross-Boundary Innovation (CBI) Program

Osaka University offers several programs called “Program for Leading Graduate Schools”. Along with conventional graduate school education and research, these programs provide coursework to facilitate collaboration with a diversity of individuals in society. Through the program, students are able to obtain a broad perspective and foster the creativity necessary to become social citizens and active leaders serving the global society.

One of the programs, “Cross-Boundary Innovation (CBI) Program” is recruiting doctoral course students who are to start Advanced Course as follows.

The Cross-Boundary Innovation (CBI) Program is a place where excellent doctoral students selected from the graduate schools of Osaka University come together and grow as leaders who will promote “Integration of Society and Knowledge”, as a new form of collaboration between society and academics.

Program Name		The Graduate Schools, majors, that are the target of the program	HP URL, etc.
Cross-Boundary Innovation Program	Advanced Course	Graduate School of Letters (Division of Studies on Cultural Forms, Cultural Expressions), Graduate School of Human Sciences, Graduate School of Law and Politics, Graduate school of Economics, Graduate School of Science, Graduate School of Medicine (Division of Medicine, Health Sciences), Graduate School of Dentistry, Graduate School of Pharmaceutical Sciences, Graduate School of Engineering, Graduate School of Engineering Science, Graduate School of Language and Culture, Osaka School of International Public Policy, Graduate School of Information Science and Technology, Graduate School of Frontier Biosciences	http://www.cbi.osaka-u.ac.jp/en/ This program consists of one and half year’s Basic Course and three years’ Advanced Course (two years in the cases of four years’ PhD programs). Students can start taking Advanced Course without taking Basic Course.

August 2020

《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

Website of Graduate School of Information Science and Technology: <http://www.ist.osaka-u.ac.jp/english/>

List of Application Documents

● Documents required for pre-application screening

No	Documents	Description
1	Application Qualification Assessment Form (Resume)	Use the designated form.
2	Application Qualification Assessment Report (Research Result)	Use the designated form.
3	Academic transcript	Must be issued by the last university, etc., the applicant graduated from, or its equivalent.

● Documents that must be attached and submitted with the application form

4	Application for admission Examination Admission Card and Photo Identification Card	Use the designated form. Submit it after receiving a confirmation stamp/seal from the expected academic supervisor in charge (or the Department Chair). Attach a picture taken within three months prior to the date of application. 1) Use either Japanese or English when completing the form. 2) Don't use acronyms for proper nouns but spell them out fully. 3) Please fill in the name as stated in the Certificate of Residence (Juminhyo) or on your passport in principle. 4) Please do not use an erasable ballpoint pen when filling in the application form.
5	Research Plan	Use the designated form.
6	Academic transcript	Must be issued by the last university, etc., the applicant graduated from. Students from the Graduate School of Information Science and Technology of Osaka University are exempt.
7	Certificate of (Expected) graduation / (Expected) Completion certificate	Must be issued by the last university, etc., the applicant graduated from. The completion certificate must mention the degree the applicant earned. Applicants who are expected to graduate from this Graduate School are not required to submit.
8	Document or certificate pertaining to the qualifying examination for (6) of the Admission Requirements	Only for the applicants falling in category (6) of the Admission Requirements. Must be issued by the last university, etc. and be included the following information. 【Sample】 I hereby confirm, on behalf of [name of your university], that our student Mr/Ms. [name of your student] has passed our examination [name of your examination] and has an equivalent or greater academic ability, required to be granted a master's degree. For your information, I enclose the following documentation on the examination. [Example of the attached documentation] • The qualifying standards of the examination • Documentation that shows the correlation between success in the examination and the requirements for a master's degree • Documentation that shows the correlation between the handling of persons who have passed the examination and the handling of persons who have transferred to your university with a master's degree from another university in the program for a doctoral degree
9	TOEIC / TOEFL Score Certificate	Applicants for Pure and Applied Mathematics are exempt from this requirement. Applicants for Information and Physical Sciences, Computer Science, Information Systems Engineering, Information Networking, Multimedia Engineering and Bioinformatic Engineering: Submit a TOEIC or a TOEFL score if it is available either together with the application documents or on the day of the examination. The certificate must be original. Copies will not be accepted. However, you may re-submit scores on the day of the entrance examination even if you have already provided scores when you submitted your application. The applicants who do not submit the TOEIC or the TOEFL score at the time of application or who re-submit the score must submit the TOEIC or the TOEFL score sheet at the examination room on the day of entrance examination under the instruction of examiners. As mentioned at 8-(3), if the examination is carried in the interview test, applicants are not required to submit a TOEIC or a TOEFL score..
10	A copy of the Certificate of Residence (Juminhyo-no-Utsushi) or Copies of residence card	(Required only if the applicant lives in Japan) The document issued by the local government office which mentions your status of residence and period of stay. *Not required that of family members or Copies of your residence card (both sides)

11	Certificate of <i>Monbukagakusho</i> Scholarship Student	For Japanese Government Scholarship Students only except for applicants currently studying at Osaka University.
12	Certificate of examination fee payment or Receipt of Application Fee Payment	After bank transfer of the examination fees of ¥30,000, attach the examination fee payment certificate on the designated form. (Don't remit the fee using an ATM.) In case of transfer from overseas, you are required to submit a copy of Foreign Remittance Request instead. - Those who apply for doctor course of this Graduate School immediately after completing master course are exempt from examination fee payment. - If you choose to pay through Application Fee Payment System, please send the Receipt of Application Fee Payment. - The applicants who apply for the examination fee exemption should not pay the examination fee, and are required to submit the necessary documents such as the exemption application form instead.
13	An envelope (for sending the examination admission card)	The envelope must be sized 33cm×24cm. Make sure to indicate the name and address of the applicant on the front, and affix a ¥140 stamp. Applicants who live abroad don't have to affix a stamp.
14	Dispatch slip	Use the designated form.

Note: Certificates, documents and references written in a language other than Japanese or English must be accompanied by a Japanese or an English translation.