

Graduate School of Information
Science and Technology,
Osaka University

Admission in April 2025

Application Guide for Doctor Course Applicants
(Information Technology Special Course in English, December)

This application guide applies to one of the following five entrance examinations for entrance to Doctor Course in April 2025 as indicated with a circle ‘○.’

	Entrance Examination
	Doctor course for 2025 (General Selection in Summer)
	Doctor course for 2025 (General Selection in Winter)
	Doctor course for 2025 (Special Selection in Summer for International Applicants)
	Doctor course for 2025 (Special Selection in December for International Applicants)
○	Doctor course for 2025 (Selection for Information Technology Special Course in English)

August 2024

【Cautions】

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.

See the webpage of the Graduate School of Information Science and Technology to find the contact address of instructors.

【Features of this course】

The Information Technology Special Course in English (ITSCE) is an education and research program conducted in English.

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
Information and Physical Sciences	A few students
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, 2025.
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, 2025.
- (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, 2025.
- (4) An applicant who is either expected to hold either by March 31, 2025 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, 2025 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 1 September, 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 gakko*), a school of the miscellaneous category (*kakushu gakko*) or other educational institutions who will be 24 years-old by March 31, 2025 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. 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 arrive at the graduate school's office within the acceptance period. Postal/Parcel service with tracking (i.e., EMS, FedEx, DHL, etc.) is recommended to ensure the proper delivery of applications.

Indicate 'Information Technology Special Course in English' in red ink on the outside of the envelope.

Acceptance Period	September 24, 2024 (Tue.) – October 4, 2024 (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.

October 2, 2024 (Wed.) – October 4, 2024 (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 e-mail/postal mail on October 17, 2024 (Thu.).

5. 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 must arrive at the graduate school office within the acceptance period. Postal/Parcel service with tracking (i.e., EMS, FedEx, DHL, etc.) is recommended to ensure the proper delivery of applications.

Indicate 'Information Technology Special Course in English' in red ink on the outside of the envelope.

Acceptance Period	October 21, 2024 (Mon.) – November 1, 2024 (Fri.)	
Application documents	Application Requirements (1)-(6)	No.4 – 15 shown in the list of application documents
	Applicants passed the pre-application screening (Application Requirements (7)-(8))	No.4 – 6 and No.10 – 15
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.

October 30, 2024 (Wed.) – November 1, 2024 (Fri.)	9:00 – 11:30 / 13:00 – 16:00
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6. Examination Fees

¥ 30,000

(1) When paying via the Application Fee Payment System

You can 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 / Prospective Students / Admission / Application Guides for 2025). If you choose to pay through Application Fee Payment System, please send the Receipt of Application Fee Payment.

(2) When paying with the money transfer slip designated by the Graduate School

Place of payment: All banks in Japan (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.

Attach a bank receipt with a stamp (certificate of examination fee payment) to the Graduates Section.

(3) When paying by foreign remittance 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. Please inform the Graduates Section in advance when transferring the examination fee from overseas,

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: SUMITOMO MITSUI BANKING CORPORATION

Swift code: SMBCJPJT (if a 11 digit is required: SMBCJPJT XXX)

Branch name: TOYONAKABRANCH

Account number: 154-7484657

Payee name: OSAKAUNIVERSITY

Currency: JPY

(1) Those who apply for doctor course immediately after completing master course of any graduate schools of Osaka University at the end of March 2025 are exempt from examination fee payment.

(2) Those who have been officially recognized by the Japanese Government as Japanese Government Scholarship students are exempt from examination fee payment.

(3) Special measures for examination fee exemption will be implemented for those who have been affected by large scale disasters in Japan.

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 / Prospective Students / Admission / Information for Admission). Only Japanese website.

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.

7. Selection Methods

- (1) The selection includes an interview test (offline or online) and academic records of the graduate (undergraduate) school, which will be reviewed in a comprehensive manner. The interview test (online or offline) will be coordinated on the specific date during the examination period.
- (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) TOEIC, TOEFL or IELTS scores will be considered for selection. TOEIC, TOEFL or IELTS scores are to be submitted at the time of application or on the day of the entrance examination. The certificate must be original. Copies will not be accepted. 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, TOEFL nor IELTS 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	November 25, 2024 (Mon.) - December 7, 2024(Sat.)	9:00-17:00

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

8. 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 in the Graduate School of Information Science and Technology at Suita Campus. At the same time, a notification will be sent to each applicant via e-mail/ postal mail. Telephone or e-mail inquiries are NOT accepted.

Announcement of Examination Results	December 20, 2024 (Fri.) at 2:00 p.m.
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9. 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 2024 and are subject to change. The fees will be confirmed before the admission procedure starts.
- (2) Those who apply for doctor course immediately after completing master course of any graduate schools of Osaka University at the end of March 2025 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.
- (5)

10. Tuition Waiver System for Excellent Privately Funded International Students

Osaka University offers tuition waiver system (Tuition Waiver System for Honor International Students) for privately-funded international students who are recognized as excellent in the graduate school entrance examinations in order to further strengthen research capabilities and promote the acceptance of international students.

This entrance examination is subject to the Tuition Waiver System for Honor International Students. International students who pass this entrance examination and are recognized as extremely outstanding will be candidates for

this tuition waiver system. Details will be provided to the eligible applicants.

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 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. Security Export Control

Osaka University conducts security export control in accordance with the "Foreign Exchange and Foreign Trade Law". In particular, international students and some Japanese students are required to undergo screening prior to acceptance, and depending on the results of such screening, they may not be able to receive the education or conduct the research they desire, or may be required to change their desired education or research content.

13. Cautions

- (1) Some applicants may not be required to submit a TOEIC/TOEFL/IELTS score certificate.
For example, a native English speaker or a student who has graduated from or who is expected to graduate from an institution where all instruction is in English.
Such an applicant should consult with his/her intended academic supervisor, prior to submission of the application form, to verify that it can be waived from application requirement.
- (2) An applicant requiring special assistance for taking an entrance examination or studying after admission should inform the Graduates Section to this effect by October 4, 2024 (Fri.).
- (3) Application documents which are incomplete, or contain errors and omissions will not be accepted.
- (4) After they are submitted, application documents may not be corrected in any manner.
- (5) The admission procedure is accepted from February 27, 2025 (Thu.) to February 28, 2025 (Fri.). Successful applicants will be notified of the details at a later date.
- (6) An applicant who does not fulfill entrance requirements by March 31, 2025 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.
- (7) 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 close of the acceptance 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 doesn't submit his/her application documents within the acceptance period,
 - (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 Graduates Section.
- (8) This entrance examination 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 this entrance examination 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,' prior to enrollment.

(9) International Student Categories

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

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

(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.

August 2024

《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: jyouhou-daigakuin@office.osaka-u.ac.jp

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

List of Application Documents

(Note.1) Please do not use erasable writing instruments (e.g. pencils, erasable ballpoint pen, etc.) when filling in all documents.

(Note.2) Certificates, documents and references written in a language other than Japanese or English must be accompanied by a Japanese or an English translation.

• 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	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 singly 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 in the English alphabet as stated in the Certificate of Residence (Juminhyo) or on your passport in principle.
5	Examination Admission Card and Photo Identification Card	Attach a picture taken singly within three months prior to the date of application and fill in the required details.
6	Research Plan	Use the designated form.
7	Academic transcript	Issued by the last university, etc., from which the applicant is expected to graduate. Students from the Graduate School of Information Science and Technology of Osaka University are exempt.
8	Certificate of (Expected) graduation /(Expected) Completion certificate	Issued by the last university, etc., from which the applicant is expected to graduate. The completion certificate must mention the degree the applicant earned. *Applicants falling in category (6) of the Admission Requirements are exempt from this requirement. Students from the Graduate School of Information Science and Technology of Osaka University are exempt.
9	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

10	TOEIC / TOEFL / IELTS Score Certificate	<p>Submit an Official Score Certificate of TOEIC, a Test Taker Score Report (or Examinee Score Report) of TOEFL or Test Report Form of IELTS if it is available either together with the application documents or on the day of the examination. 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.</p> <p>Test Report Form of IELTS must be original. Copies will not be accepted.</p> <p>Regarding "Official Score Certificate" for TOEIC, an original "Official Score Certificate" or a printout of "Digital Official Score Certificate" are acceptable. An original "Official Score Certificate" must be original. Copies will not be accepted.</p> <p>Regarding "Test Taker Score Report" (or "Examinee Score Report") for TOEFL, a score report that will be delivered to the test taker by postal mail or a score report that can be downloaded from the test taker's ETS account are acceptable. A score report that will be delivered to the test taker by postal mail must be original. Copies will not be accepted.</p> <p>As mentioned at 7-(3), applicants who have neither TOEIC, TOEFL nor IELTS score certificates should contact the expected academic supervisor (or the Department Chair) of the department they wish to enter.</p> <p>A person who has falsified the score may have his/her enrollment cancelled even after admission to the Graduate School, or the degree cancelled even after obtaining the degree in the relevant course.</p>
11	A copy of the Certificate of Residence (Juminhyo-no-Utsushi) or Copies of residence card	<p>Required only if the applicant who already lives in Japan.</p> <p>The document issued by the local government office which mentions your status of residence and period of stay.</p> <p>*Not required that of family members or Copies of your residence card (both sides)</p>
12	Certificate of <i>Monbukagakusho</i> Scholarship Student	For Japanese Government Scholarship Students only except for applicants currently studying at Osaka University.
13	Certificate of examination fee payment	<p>If you choose to pay through Application Fee Payment System, please submit the Receipt of Application Fee Payment.</p> <p>If you pay with the money transfer slip designated by the Graduate School, attach a bank receipt with a stamp (certificate of examination fee payment) on the designated form.</p> <p>In case of transfer from overseas, you are required to submit a copy of Foreign Remittance Request instead.</p> <ul style="list-style-type: none"> - Those who apply for doctor course immediately after completing master course of any graduate schools of Osaka University at the end of March 2025 are exempt from examination fee payment. - Those who have been officially recognized by the Japanese Government as Japanese Government Scholarship students are exempt from examination fee payment. - Special measures for examination fee exemption will be implemented for those who have been affected by large scale disasters in Japan. 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.
14	An envelope (for sending the examination admission card)	<p>The envelope must be sized 33cm×24cm. Make sure to indicate the name and address of the applicant on the front, and affix a ¥180 stamp.</p> <p>Applicants who live abroad don't have to submit an envelope.</p>
15	Dispatch slip	Use the designated form.