

# Application Guide for Research Students (October 2022/ April 2023 Admission)

Student Affairs Division, Administrative Office Graduate  
School of Engineering, Kyushu University

## 1. Admission Requirement

Applicants who want to apply for research student at Kyushu University must hold a Bachelor degree or equivalent to a Bachelor degree.

## 2. Application Deadlines

(1) Spring Semester (April entrance) – by Mid-February

(2) Fall Semester (October entrance) – by Mid-August

\* International students residing outside of Japan need to obtain student visas. Since it takes weeks to get the visa issued, we strongly recommend international applicants to apply 2 or 3 months before the deadline.

## 3. Where to submit

Student Affairs Division, School of Engineering Kyushu University (#203, 2<sup>nd</sup> floor in West 4 building)

\* Applicants should submit all the necessary documents through the chairperson of the department by the deadline.

## 4. Application Procedures

(1) How to apply

Please submit the following documents below.

※ It should be done after your supervisor (prospective supervisor) or chairperson of the department permitted your research theme.

(2) Application Documents

A) Application Form for Research Student (use the form designated by the Kyushu University)

B) Resume (use the form designated by the Kyushu University)

C) Recommendation Letter written by your supervisor at your latest educational institutions.

(Only Japanese or English one is acceptable.)

D) Graduation (or expected graduation) certificate

E) Academic Transcript (Only Japanese or English one is acceptable.)

F) Certificate for Japanese proficiency (Photocopy is available.)

(When you don't have it, please ask the Support Center for the additional form)

G) Photocopy of passport

H) Photocopy of the bank transfer receipt for payment of screening fee Screening

fee: 9,800 JPY

※ If you have a residence card issued by the Immigration Bureau in Japan, please send the scanned copy of both sides to the Support Center by e-mail.

### (3) Payment by Credit Card

A) Please refer to the colored appendix and <https://e-shiharai.net/english/> for details.

B) Payment at a Convenience Store (available only in Japan)

Please refer to the colored appendix and <http://e-shiharai.net/> for details.

C) Payment by Telegraphic Transfer (Payee's bank account)

三井住友銀行 福岡支店 普通預金

住所：〒819 - 0011 福岡市博多区博多駅前 1 丁目 1-1

口座番号：7119240

口座名義：九州大学

\*For international remittance, please see “Appendix Sheet” for the payee's bank account information.

Please note the following points when you make the payment:

A) All the bank charges must be paid by the applicant. Please do not deduct the bank charge from the amount you are required to pay (9,800 JPY). Please make sure you remit the exact fee in JAPANESE YEN.

B) When you make the remittance, please quote a department code and your name on the section of the remitter. The department codes for research student:

Graduate School of Engineering – 5TE

Graduate School of Information Science and Electrical Engineering- 5IE

C) We recommend you to use major banks to transfer the fee.

## 5. Entrance Procedures for successful applicants

The result notification will be sent to successful applicants via email. The entrance procedure will also be mailed to you later. After receiving the notification, you must complete the following procedures during the designated period (as soon as you arrive in Japan, or within 2-3 weeks after your arrival).

1. Entrance fee: 84,600 JPY
2. Tuition fee: Annual 356,400 JPY

Payment of tuition fee: Due date

Fall semester: by October 20<sup>th</sup>, 2022 (178,200JPY)

Spring semester: by April 20<sup>th</sup>, 2023 (178,200 JPY)

Appendix Sheet (Account Information)

Beneficiary:

Account Holder	Kyushu University
Address	744 Motooka, Nishi-ku, Fukuoka 819-0395
Nationality	JAPAN

Beneficiary's Bank:

Name	SUMITOMO MITSUI BANKING CORPORATION
Branch Name	FUKUOKA BRANCH
Address	1-1-1 Hakataekimae, Hakata-ku, Fukuoka 812-0011, JAPAN
A/C No.	7119240
Swift Code	SMBCJPJT

Account Number:

Application Fee	7119240
Enrollment Fee	7119238
Tuition Fee	7119226

# KYUSHU UNIVERSITY

How to make the Payment for the Application Fee by Credit Card, Union Pay, and Alipay.

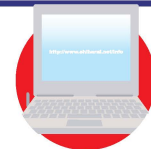
24 hours a day, 365 days a year, you can pay anytime! Easy, Convenient and Simple!

You can pay the Application Fee by using Credit Card, Union Pay, and Alipay.



Access

<https://e-shiharai.net/english/>



Online Transaction

<b>1. Top Page</b>	Click "Examination Fee".
<b>2. Terms of Use and Personal Information Management</b>	Please read the Terms of use and Personal Information Management. Click "Agree" button located in the lower part of this page if you agree with these terms. Click "Not agree" button located in lower part of this page if you do not agree with these terms.
<b>3. School Selection</b>	Select "Kyushu University (Undergraduate Schools)" or "Kyushu University (Graduate Schools)."
<b>4. School Information</b>	Read the information carefully and click "Next".
<b>5. Category Selection</b>	Choose First to Fourth Selection and add to Basket.
<b>6. Basket Contents</b>	Check the contents and if it is OK, click "Next".
<b>7. Basic Information</b>	Input the applicant's basic information. Choose your credit card and click "Next".

## Paying at Credit Card

Input Credit Card Number (15 or 16-digits), Security Code and Expiration date.

All of your application information is displayed. Check and Click "Confirm".

Click "Print this page" button and print out "Result" page.

## Paying at Union Pay, Alipay

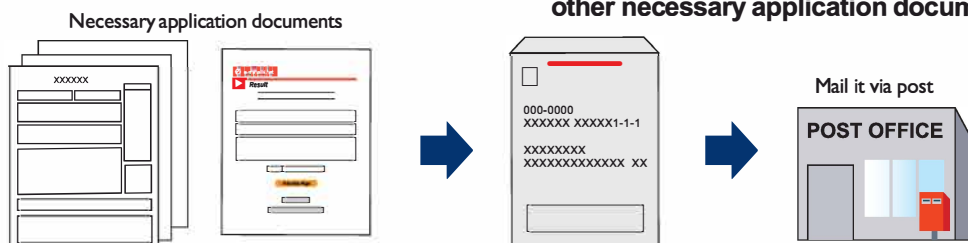
Follow the onscreen instructions to complete the card payment.

Please click the "Application Results" button in the upper part of this site (e-shiharai.net).

Please write down the "Receipt Number" given when you complete your application, and enter your "Payment Method", "Receipt Number" and "Birth Date". Please make sure your printer is ready.

Please print out the "Payment Inquiry - Inquiry result" page.

Enclose the printed "Result" page in an application envelope with other necessary application documents.



## [NOTICE/FAQ]

- You can make a payment anytime, during the payment period mentioned in the application instructions.  
Please refer to the application instructions and complete payment in time.
- Please complete payment by 11:00 pm Japan time, on the last date of the payment period.
- Please note that refund is not possible once you have made a payment of Application fee.

- A fee is added to Examination fee. For further info, please visit our website.
- It is possible to use a card which carries a name different from that of the applicant. However, please make sure that the information on the basic information page is that of the applicant him/herself.
- If you did not print out "Result" page, you can check it later on Application Result page. Please enter "Receipt Number" and "Birth Date" to redisplay.
- Please directly contact the credit card company if your card is not accepted.

For questions or problems not mentioned here, please contact:

**E-Service Support Center Tel : +81-3-3267-6663 (24 hours everyday)**

Application

## 1 Webで事前申込み

画面の指示に従って必要事項を入力し、お支払いに必要な番号を取得。



<https://e-shiharai.net/>



- ※番号取得後に入力ミスに気づいた場合はその番号では支払いを行わず、もう一度入力し直して、新たな番号を取得してお支払いください。支払い期限内に代金を支払わなかった入力情報は、自動的にキャンセルされます。
- ※クレジットカード・Alipay国際決済・銀聯ネットは決済完了後の修正・取消はできません。申込みを確定する前に、内容をよくご確認ください。
- ※確定画面に表示される番号をメモしてください。➡



## 2 お支払い

### クレジットカード・Alipay・銀聯でお支払い

※お支払いされるカードの名義人は、受験生本人でなくても構いません。但し、「基本情報入力」画面では、必ず受験生本人の情報を入力してください。

基本情報入力画面で、支払に利用するカードを選択

画面の指示に従い、支払手続を行ってください。

お支払い完了です。  
下記の手順に従って、申込内容照会結果を印刷してください。

### コンビニエンスストアでお支払い

- 入学検定料はATMでは振り込みできません。必ずレジでお支払いください。
- 店頭端末機の画面デザイン等は、予告なく変更される場合があります。

【払込票番号（13ケタ）】

●レジにて「インターネット支払い」と店員に伝え、印刷した【払込票】を渡すか、【払込票番号】を伝えてお支払いください。

マルチコピー機は使用しません

お支払い後、必ず「入学検定料・選考料取扱明細書」(チケット)を受け取ってください。

【お客様番号（11ケタ）】  
【確認番号（4ケタ）】

Loppiへ

各種サービスメニュー  
各種代金・インターネット受付  
(紫のボタン)  
各種代金お支払い  
マルチペイメントサービス

【お客様番号】【確認番号】  
を入力

店頭端末機より出力される「申込券」(受付票)を持って、30分以内にレジでお支払いください。

お支払い後、必ず「入学検定料・選考料 取扱明細書」を受け取ってください。

【お客様番号（11ケタ）】  
【確認番号（4ケタ）】

Famiポート

代金支払い  
各種代金お支払い

番号入力画面に進む

【お客様番号】【確認番号】  
を入力

## 3 出願

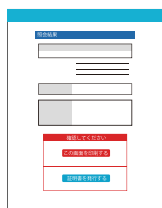
### 【クレジットカード・Alipay・銀聯でお支払いの場合】

支払完了後、E-支払いサイトの「申込内容照会」にアクセスし、受付完了時に通知された【受付番号】と【生年月日】を入力し、照会結果を印刷して出願書類に同封してください。

#### <注意>

スマートフォンでお申込みされた方は、プリンタのある環境でご利用ください。

※クレジットカードでお支払いされた場合、「取扱金融機関出納印」は不要です。

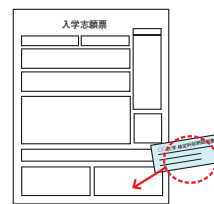


### 【コンビニエンスストアでお支払いの場合】

「入学検定料・選考料 取扱明細書」の「収納証明書」部分を切り取り、入学志願票の所定欄に貼る。



※「収納証明書」を糊付けする際には、糊本体の注意書きに「感熱・感圧紙などを変色させる場合があります」と記載されている糊はご使用にならないください。「収納証明書」が黒く変色する恐れがあります。



※コンビニでお支払いされた場合、「取扱金融機関出納印」は不要です。

### ⚠ 注意事項

- 出願期間を要項等でご確認のうえ、締切に間に合うよう十分に余裕をもってお支払いください。
- 支払最終日の「Webサイトでの申込み」は23:00まで、店頭端末機の操作は23:30までです。クレジットカードの場合、Webサイトでの申込みと同時に支払いが完了します。23:00までにお手続きしてください。
- 「入学検定料払込」についてのお問い合わせは、コンビニ店頭ではお答えできません。詳しくはWebサイトをご確認ください。
- 一度お支払いされた入学検定料は返金できません。
- 入学検定料の他に事務手数料が別途かかります。詳しくはWebサイトをご確認ください。
- カード審査が通らなかった場合は、クレジットカード会社へ直接お問い合わせください。
- Alipay、銀聯でお支払いの方は、パソコンからお申込みください。（携帯電話からはお支払いできません）
- 取扱いコンビニ、支払方法は変更になる場合があります。変更された場合は、Webサイトにてご案内いたします。