Enrollment in April 2020

Graduate School of Economics, Osaka University
Doctoral Program
Application Guidelines

August 2019

Graduate School of Economics, Osaka University

Address: 1-7 Machikaneyama-cho, Toyonaka, Osaka 560-0043
Phone: 81-6-6850-5204 (direct line to Educational Affairs Section)
URL: http://www.econ.osaka-u.ac.jp/

Access:
Hankyu Railway Takarazuka Line: 15-minute walk from Ishibashi Station.
Osaka Monorail: 10-minute walk from Shibahara Station.
Enrollment in April 2020

Graduate School of Economics, Osaka University
Application Guidelines for the Doctoral Program

Admissions Policy for the Graduate School of Economics

Based on Osaka University’s admission policy, the Graduate School of Economics uses a variety of methods to select candidates. We seek talented individuals with the fortitude and logical thought process needed to systematically grasp the most groundbreaking knowledge in fields of economics and business administration. These individuals should be able to put specialized knowledge into practice, possess the intellectual curiosity needed for their education, and innovatively and originally solve problems from start to finish. They should also have the ability to communicate, including in English.

Since the focus of doctoral programs is on training researchers with cutting-edge knowledge, the expertise acquired from a master's program, proficiency in analytical methods, logical thinking ability, and the ability to share research results with a broader audience in English are determined via an oral examination during the selection of candidates for doctoral programs. Furthermore, a master's thesis must be submitted along with the application for admission (alternatively, a research paper can also be submitted). The academic potential of applicants’ research theme toward the creation of a doctoral thesis, as well as their research capabilities, will be determined through an assessment of the submitted paper and research proposal.
1. **Department and Admission Quota**

<table>
<thead>
<tr>
<th>Department</th>
<th>Admission Quota</th>
</tr>
</thead>
<tbody>
<tr>
<td>Economics</td>
<td>20</td>
</tr>
<tr>
<td>Business and Management</td>
<td>5</td>
</tr>
</tbody>
</table>

2. **Application Qualifications**

Applicants who meet any of the following criteria are eligible to apply for the Doctoral Program.

1. Those who have earned, or expect to earn (by March 31, 2020) a master’s degree or an equivalent professional degree.
2. Those who have earned, or expect to earn (by March 31, 2020) a master’s degree or an equivalent professional degree in a country other than Japan.
3. Those who have earned, or expect to earn (by March 31, 2020) a master’s degree or an equivalent professional degree in Japan, by completing correspondence courses in Japan that are administered by a foreign educational institution.
4. Those who have earned, or expect to earn (by March 31, 2020) a master’s degree or an equivalent professional degree from a recognized institution in a foreign country. The foreign educational institution should be one designated as being equivalent to a foreign graduate school by the Ministry of Education, Culture, Sports, Science and Technology (MEXT).
5. Those who have earned, or expect to earn (by March 31, 2020) a degree equivalent to a master’s degree from the United Nations University.
6. Those who have completed a course at an educational institution specified in (4) or at the United Nations University; who have passed an examination and screening equivalent to that prescribed in article 16-(2) of the Standards for Establishment of Graduate Schools; and whose academic capabilities are deemed, or expect to be deemed.
7. Those who have been approved by the Ministry of MEXT (as described in the Ministry of Education Directive, Vol. 118, 1989).

The applicant must have completed 16 years of formal study in a foreign country, or completed correspondence courses in Japan that are administered by a foreign educational institution and have thereby completed 16 years of formal study in a foreign country. The applicant should then have conducted research for at least two years at a university or research institution in Japan or in a foreign country, and must be recognized, on the basis of this research, as possessing academic abilities equivalent or superior to those holding master’s degree by the Osaka University Graduate School of Economics.

8. Those who are at least 24 years of age as of March 31, 2020, and can be recognized, by passing the “Preliminary Eligibility Screening” conducted by the Osaka University Graduate School of Economics, as possessing academic abilities equivalent or superior to those holding a master’s degree or professional degree.

(Important Notes)

Applicants who fall under application qualifications Nos. 6, 7, or 8 must go through the necessary procedures, as the “Preliminary Eligibility Screening” is required. (Refer to “* Preliminary Eligibility Screening” for details.)

* Preliminary Eligibility Screening

(1) Applicants undergo the “Preliminary Eligibility Screening”

Applicants under application qualifications Nos. 6, 7, or 8:
## List of Necessary Documents for Preliminary Eligibility Screening

<table>
<thead>
<tr>
<th>Application Qualification</th>
<th>Necessary Documents</th>
<th>Format</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>① Preliminary Eligibility Screening Form for Application Qualification</td>
<td>form provided</td>
<td></td>
<td>It should be signed by the head of the educational institution the applicant attended in the following format:</td>
</tr>
<tr>
<td>② Confirmation Document of Successful Examination (proof)</td>
<td></td>
<td></td>
<td>[Sample of Format]</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>I hereby confirm that student XXXX of YY University has passed (the name of examination) and attained a level of scholarship equal to or superior to that of a master’s graduate. I enclose the attached documents below regarding the examination.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>[Sample of Attached Documents]</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Criteria for passing the examination.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Documents showing the relationship between the requirements of a master’s degree at the university and the results of the examination.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Documents showing the relationship between the management of the program that awards doctoral degrees at the university to someone who possesses a master’s degree from another university (who has enrolled in their university) and those who pass the examination.</td>
</tr>
</tbody>
</table>

## Application Qualifications

<table>
<thead>
<tr>
<th>Application Qualifications</th>
<th>Necessary Documents</th>
<th>Format</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>① University Graduation Certificate (or Certificate of Completion)</td>
<td>[in Japanese or English]</td>
<td>Original ONLY</td>
<td></td>
</tr>
<tr>
<td>② Transcripts</td>
<td>[in Japanese or English]</td>
<td>Original ONLY</td>
<td></td>
</tr>
<tr>
<td>③ Research Proposal</td>
<td>form provided</td>
<td></td>
<td>All Applicants must write the research proposal themselves.</td>
</tr>
<tr>
<td>④ Master’s Thesis or Equivalent Academic Paper</td>
<td>Three copies</td>
<td>Written in Japanese or English.</td>
<td></td>
</tr>
</tbody>
</table>
Credentials of overseas universities are accepted in English or Japanese. However, this restriction is inapplicable if a translation verifying the public institution (excluding schools or educational corporations) is attached. Applicants may also be required to submit additional relevant documents if necessary.

Once application documents are received, we do not return them to the applicant unless the documents have been received after the deadline or incorrectly filled out.

(3) Application Period for the “Preliminary Eligibility Screening”

<table>
<thead>
<tr>
<th>Application Qualifications</th>
<th>(8)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preliminary Eligibility Screening Form for Admission Qualification</td>
<td>form provided</td>
</tr>
<tr>
<td>University Graduation Certificate (or Certificate of Completion)</td>
<td>【in Japanese or English】 Original ONLY</td>
</tr>
<tr>
<td>Transcripts</td>
<td>【in Japanese or English】 Original ONLY</td>
</tr>
<tr>
<td>School Regulations and Syllabus (or anything equivalent)</td>
<td>Free Format If in a foreign language, please provide a Japanese translation</td>
</tr>
<tr>
<td>Resume</td>
<td>Free Format Work history or Research experience in any format if you have.</td>
</tr>
<tr>
<td>Documents Showing Practical Business Experience or Experience Abroad</td>
<td>Free Format Only when applicable in any format.</td>
</tr>
<tr>
<td>Statement of Purpose</td>
<td>Less than three pages on A4 paper (297 mm x 210 mm).</td>
</tr>
<tr>
<td>Research Proposal</td>
<td>Form provided All Applicants must write the research proposal themselves.</td>
</tr>
<tr>
<td>Academic Papers Written in Japanese or English</td>
<td>Two copies</td>
</tr>
</tbody>
</table>

(Notes)

1. Credentials of overseas universities are accepted in English or Japanese. However, this restriction is inapplicable if a translation verifying the public institution (excluding schools or educational corporations) is attached. Applicants may also be required to submit additional relevant documents if necessary.

2. Once application documents are received, we do not return them to the applicant unless the documents have been received after the deadline or incorrectly filled out.

3. Application Period for the “Preliminary Eligibility Screening”

Tuesday, October 15, to Friday, October 18, 2019

(All applications for Preliminary Eligibility Screening must be received within this period.)
Please send an application form for “Preliminary Eligibility Screening” and other relevant documents by *registered mail*, and write the following on the envelope in red: “Graduate School of Economics Doctoral Program Preliminary Screening Documents Contained Within.”

We do not accept any documents in the following cases.
1. Personally delivered
2. Received after the deadline
3. Incorrectly filled out

(4) Mailing Address for “Preliminary Eligibility Screening”
Educational Affairs Section, Graduate School of Economics, Osaka University
1-7 Machikaneyama-cho, Toyonaka, Osaka 560-0043

(5) Result Notification
The result of the “Preliminary Eligibility Screening” will be mailed directly to the applicant by Friday, November 8, 2019.

Please contact Educational Affairs Section, Graduate School of Economics, Osaka University in case of non-delivery.

3. Application Documents
Applicants must send the following documents by *registered mail* to Educational Affairs Section, Graduate School of Economics, Osaka University. (Refer to “4. Application Period and Contact Address” for details).
<table>
<thead>
<tr>
<th>Necessary Documents</th>
<th>Format</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Application for Admission</td>
<td>form provided</td>
<td>All applicants must complete the forms themselves</td>
</tr>
</tbody>
</table>
| 2. Application Fee: 30,000 yen (as of February 2016) | form provided | 1. Please pay the fee at your nearest financial institution (excluding the Japan Post Bank) with the enclosed transfer request form and attach the bank’s handling stamp in the prescribed space. Please note that the financial institution may charge you a transfer fee.  

**Payment Period: Monday, November 18, to Friday, November 29, 2019**  

2. In the field of ※ on the transfer request form, please fill out the applicant’s address, full name, and telephone number accurately.  

3. Those who expect to complete a master's degree at Graduate School of Economics, Osaka University or a professional degree at Osaka University Law School by the end of March 2020 are not required to make a payment.  

4. Please contact Educational Affairs Section regarding the handling of examination fees for Government Scholarship Foreign Students.  

5. For overseas applicants who have difficulty paying at a financial institution, please consult Educational Affairs Section, Graduate School of Economics (TEL+81-6-6850-5204).  

6. Applicants affected by any of the disasters listed on our website are eligible for the exemption of application fee. Please visit the official website of Osaka University (https://www.osaka-u.ac.jp/ja/admissions/information) for more information. Also, please contact the Educational Affairs Section and follow the special instruction if you are eligible for the exemption of application fee.  

* If you are paying by credit card or at a convenience store, please refer to Page 12 [How to pay the application fee by the Application Fee Payment System] for details.
<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td><strong>Transcripts</strong></td>
<td>Master’s degree transcripts Original Copy. Not applicable for those who have already submitted transcripts for Preliminary Eligibility Screening.</td>
</tr>
<tr>
<td></td>
<td><strong>in Japanese or English</strong></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td><strong>Master’s Degree Certificate of (Expected) Completion</strong></td>
<td>Those who have graduated from a foreign university must submit a degree certificate issued by their foreign university. Original Copy. Not applicable for those who have already submitted transcripts for Preliminary Eligibility Screening.</td>
</tr>
<tr>
<td></td>
<td><strong>in Japanese or English</strong></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td><strong>Research Proposal</strong></td>
<td>All applicants must completely fill out the forms themselves.</td>
</tr>
<tr>
<td></td>
<td><strong>form provided</strong></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td><strong>Master’s Thesis or Equivalent Academic Paper</strong></td>
<td>Three copies Must be written in Japanese or English.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Original Copy of an Official Score Certificate of Either TOEFL, TOEIC or IELTS</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>How to Send</td>
</tr>
<tr>
<td></td>
<td></td>
<td>■<strong>TOEFL</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Please request Education Testing Service to send an official Score of TOEFL directly to Educational Affairs Section, Graduate School of Economics, Osaka University. Applicants who failed to submit the score by the deadline are not entitled to take entrance exams.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The code number registered with the Education Testing Service is 0521, and the institution is listed as “Osaka Univ-Faculty of Economics.”</td>
</tr>
<tr>
<td></td>
<td></td>
<td>■<strong>TOEIC</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Original copy of an official score should be received within the specified date.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>■<strong>IELTS</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Please request Eiken Foundation of Japan to send an official Test Report Form directly to Educational Affairs Section, Graduate School of Economics, Osaka University. Applicants who failed to submit the score by the deadline are not entitled to take entrance exams.</td>
</tr>
<tr>
<td>7</td>
<td></td>
<td>Original Copy of an Official Score Certificate of Either (1), (2) or (3).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(1) Institutional Score Report of TOEFL (Test of English as a Foreign Language) IBT or PBT * TOEFL-ITP is NOT acceptable.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(2) Official Score of TOEIC (TOEIC® Listening &amp; Reading Test) Test of English for International Communication) * Official Score of TOEIC® Speaking &amp; Writing Test, TOEIC® Speaking Test, TOEIC Bridge® Test Listening &amp; Reading Test, and TOEIC-IP are NOT acceptable.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(3) Test Report Form of IELTS (Academic Module) * IELTS (General Training Module) is NOT acceptable.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Note 1) Applicants who have graduated or expect to graduate from a university in which English was the primary language are exempted from submitting those scores above. However, you need to apply for the exemption from the English language examination in the application form.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Note 2) TOEFL, TOEIC or IELTS scores are considered valid if taken within the two years preceding the date in which the entrance examination is taken. As it takes time to receive the official score, please give yourself plenty of time to apply for it.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Note 3) Single test date scores are considered valid and we do not accept MyBest™ scores.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>* Please contact directly Education Testing Service (TOEFL) or Eiken Foundation of Japan (IELTS) if you have any inquiries about the arrival of the score.</td>
</tr>
</tbody>
</table>
|   |   | *Please note that we do not respond to inquiries about the arrival of the score. We will contact applicants only
<table>
<thead>
<tr>
<th></th>
<th>Item</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>Admission Ticket and Photo Label</td>
<td>form provided</td>
</tr>
<tr>
<td>9</td>
<td>Two Recent ID Photographs (4 cm width × 5 cm height)</td>
<td>Must be taken within the past three months and attached on the prescribed examination admission ticket and photo label.</td>
</tr>
<tr>
<td>10</td>
<td>Two Self-Addressed Stamped Envelopes</td>
<td>form provided</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Please clearly write the applicant’s address, full name, and postal number by using a black ballpoint pen and attach a 244-yen postage stamp for one envelope (12 cm × 23.5 cm) and an 865-yen postage stamp for the other (24 cm × 33.2 cm). (*The mailing fee may be changed depending on the cost of postage. In case of any change, we will notify applicants on the official website of the Graduate School of Economics, Osaka University.)</td>
</tr>
<tr>
<td>11</td>
<td>Two Mailing Labels</td>
<td>form provided</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Please clearly write the applicant’s address, full name, and postal number by using a black ballpoint pen. Do not attach it to any envelop as it will be used for specific purposes.</td>
</tr>
<tr>
<td>12</td>
<td>Recommendation Letter</td>
<td>Only for those applying for admission based on the recommendation of their country’s embassy in Japan (This requirement is waived for Japanese Government Scholarship Students).</td>
</tr>
</tbody>
</table>
| 12 | Copy of a Certificate of Residence issued by a local government office which clearly specifies your status of residence and the duration of your stay (those who have not yet registered may submit a copy of their passport). | 1. Not required for the family members of the applicant.  
2. Not applicable for special permanent resident approved by the Ministry of Justice.  
3. Please submit an original copy of your certificate of residence issued by local government office. |
Credentials of overseas universities are accepted in English or Japanese. However, this restriction is inapplicable if a translation verifying the public institution (excluding schools or educational corporations) is attached. Applicants may also be required to submit additional relevant documents if necessary.

Once application documents are received, we do not return them to the applicant unless the documents have been received after the deadline or incorrectly filled out.

Applicants cannot replace the submitted documents with an updated version.

4. Application Period and Contact Address

(1) Application Period:

Monday, November 25, to 5:00 p.m. Friday, November 29, 2019

* The official scores of TOEFL, TOEIC, or IELTS should be received by the Graduate School of Economics, Osaka University by Friday, November 29, 2019. Those who failed to submit those scores above (original copy) are NOT eligible to apply for the Doctoral Program.

* Please contact directly Education Testing Service (TOEFL) or Eiken Foundation of Japan (IELTS) if you have any inquiries about the arrival of the score.

* Please note that we do not respond to inquiries about the arrival of the score. We will contact applicants only if the submitted score is incomplete.

Please send an application form and other relevant documents by registered mail, and write the following in red on the envelope: “Application for Admission to the Graduate School of Economics Doctoral Program.”

We do not accept any documents in the following cases.

1. Personally delivered
2. Received after the deadline
3. Incorrectly filled out

(2) Mailing Address for Application:
Educational Affairs Section, Graduate School of Economics, Osaka University
1-7 Machikaneyama-cho, Toyonaka, Osaka 560-0043

5. Selection Process
(1) The selection will be made based on a combination of thesis screening, interview, transcripts, and research proposals.

(2) Date and Time of Examination:

<table>
<thead>
<tr>
<th>Date</th>
<th>Subject</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, February 6, 2020</td>
<td>Interview</td>
<td>13:00-</td>
</tr>
</tbody>
</table>

(3) Examination Venue: Graduate School of Economics, Osaka University

6. Announcement of Successful Applicants
Successful applicants will be listed on the school bulletin board at 3 p.m. on Friday, February 14, 2020. We will send a written notification of the results along with information regarding enrollment procedures. Please note that we will not respond to any telephonic inquiries.

7. Matriculation Fee and Tuition
(1) Matriculation fee: 282,000 Japanese Yen (as of August 2019).
   Please note that the following applicants are exempted from the matriculation fee: those who expect to complete master's degree programs at Osaka University or a professional degree program at Osaka University Law School in March 2020, and wish to continue studying at the doctoral level or those who will enroll as a Government Scholarship student.

(2) Tuition: 267,900 Japanese Yen, which covers the first semester of the annual fee of 535,800 Japanese Yen (as of August 2019).
* The amount of matriculation fee and tuition are subject to change.
* Please pay the tuition fee in two installments in May and November.
* The amount of matriculation fees and tuition are subject to change. Amendments to fees will be applied from the date of amendment.
* For those who will enroll as a Government Scholarship Student, both enrollment and tuition fees are not required.

Note: In the case of transfer payments for enrollment or tuition fees exceeding 100,000 yen, please submit the applicant's confirmation documents (driver's license, health insurance, or passport) along with the designated transfer papers to your financial institution.

8. Requesting Application Documents and Brochures
When mailing a request for application documents, brochure, and past exam papers, please enclose a self-addressed and stamped* envelope (24cm×33cm) and send a request to Educational Affairs Section, Graduate School of Economics, Osaka University.

* How much postage stamp you need to enclose;
  ① For application documents or brochure 250-yen postage stamp
  ② For application documents and brochure 390-yen postage stamp

* Please be sure to write what you would like to request on the top of the envelope in red.
Concerning Requests:
Educational Affairs Section, Graduate School of Economics, Osaka University
1-7 Machikaneyama-cho, Toyonaka, Osaka 560-0043

9. Policy on Handling of Personal Information
(1) Names, addresses, and other personal information obtained through the application procedure will be used in the Entrance Examination Process, in the Announcement of the List of Successful Applicants, in the Admission Procedures, and in the distribution of program leaflets. For those admitted into Osaka University, personal information will also be used in academic-related matters (such as health care management, school fee remissions, scholarship applications, career support etc.), and in school fee management.
(2) Information obtained through the entrance examination will be used in statistical analysis of examination results, and in research on admission methods.
(3) In some cases, external contractors are consigned to conduct portions of the process mentioned above. In this instance, all or part of the individual’s personal information will be presented to an appropriate contractor, though only after the contractor signs an agreement assuring the appropriate handling of personal information.

10. Important Notes
(1) Any requests regarding submissions and inquiries about application documents should be addressed to Educational Affairs Section, Graduate School of Economics, Osaka University.
(2) Send your written application by registered mail, and please write the following in red on the envelope: “Graduate School of Economics Doctoral Program Application Contained Within.” We do not accept applications delivered personally or received after the application deadline. Applicants may be required to submit other relevant documents as necessary.
(3) Incomplete documents will not be accepted.
(4) After the application procedure has been completed, no changes can be made to the information provided on the application documents, nor will the examination fee be refunded.
(5) Applications may be rejected or admission may be revoked even after matriculation, if any information or material in the application is found to be fraudulent.
(6) If you have any disabilities and need assistance when taking exams, please contact Educational Affairs Section, Graduate School of Economics by Friday, October 25, 2019, prior to sending your application.
(7) Application fees are non-refundable, excepting the following cases:
   ① The application paid an application fee but was unqualified for application.
   ② If the application documents were received after the application deadline.
   ③ If the application documents were incomplete.
   
   In the following cases, please contact Educational Affairs Section.
   ① The applicant paid an application fee but did not apply.
   ⑤ The applicant paid their application fee twice by mistakes.

Contact Address: Educational Affairs Section,
Graduate School of Economics,
Osaka University
1-7 Machikaneyama-cho, Toyonaka, Osaka 560-0043
Phone: 81-6-6850-5204
Office Hours: 9:00 – 17:00
Closed on Saturdays, Sundays, national holidays, summer holidays (August 13-15),
year-end/new-year holiday (December 29 - January 3)

(8) These procedures are written in both Japanese and English. If any difference in wording or nuisance occur between the two languages, the Japanese version will take precedence.
How to pay the application fee by the Application Fee Payment System

You can make a payment by credit card, China card, the convenience store, or the internet banking service of Pay-easy after you register for the Application Fee Payment System. Please follow the necessary procedures carefully as each payment method has its own regulations or restrictions.

(1) Before Using the System

① Check Your Device
Please make payment through the Internet by using a computer. The system may not be compatible with smartphones, tablets or cell phones. Please prepare a computer which meets the following conditions. In case you don’t have your own computer, please use one in your school, acquaintance’s house, etc.

▼ Browser Minimum Requirements
Please make sure to use the latest version of your internet browser.
[Windows] Internet Explorer11, Google Chrome, Mozilla Firefox, Microsoft Edge
[Mac] Safari, Google Chrome, Mozilla Firefox

▼ Browser Specifications
JavaScript must be enabled.
Cookie must be enabled.

▼ Other requirements
In order to ensure compatibility for viewing PDFs, please use Adobe Acrobat Reader DC or above.
※ Recommended screen resolution is 1024 pixels and above.

② Prepare a Printer
The Receipt of Application Fee Payment System has to be printed out to submit. If you don’t have your own printer, please use one in your school, acquaintance’s house, convenience stores, etc.

③ Prepare an Email Address
The registered email address will be used as the Login ID of the Application Fee Payment System. Please register a reachable email address and do not change or delete it until your entrance examination ends because important notices about the entrance examination from university will be sent to the address. Also, please ensure that you can receive emails from “@comappjapan.com.”

(2) Register for the Application Fee Payment System
Please access the following URL to visit the website of the Application Fee Payment System.

【URL】https://osaka-u-afp.comappjapan.com/

① User Registration
Please register an ID (email address) and a password.
After registering the ID, instructions for setting up password will be sent to the registered email address.

② Input Basic Information
Please input the applicant’s basic information by following the instructions.

③ Input Information about Application
Please select a school and an admission type by following the instructions.

④ Confirm Application Contents
Please confirm the input information. Please click “Alter” button to alter the contents.

<Note>
The information input at “② Input Basic Information” and “③ Input Information about Application” will not be alterable after you complete the next step: “Application Fee Payment.” Please make sure there is no mistake in the input information before proceeding to “Application Fee Payment.”

(3) Application Fee Payment

① Application Fee: 30,000 Japanese yen
※ System operation fee (600 Japanese yen) will be charged separately.

② Choose Payment Method
Please confirm the amount of payment and choose the method of payment by following the instructions. If you choose to pay by the convenience store or by the internet banking service of Pay-easy, an email massage which gives required numbers to make payment will be sent to the registered email address.

The available banks and notes are as follows:

<table>
<thead>
<tr>
<th>Payment Method/Available Banks and Stores</th>
<th>Payment Period</th>
<th>Notes</th>
</tr>
</thead>
</table>
| Credit Card
  - VISA
  - Master
  - China Pay | Mon, Nov. 18, 2019, 10:00～Fri, Nov. 29, 2019, 17:00 | The credit card holder’s name does not need to match the applicant’s name. |
| Convenience Store
  - LAWSON
  - Family Mart
  - Daily Yamazaki
  - Yamazaki Daily Store
  - MINISTOP
  - Seicomart | | Only for applicants who live in Japan. |
Banks which offer the Pay-easy service（※）

The credit card holder’s name does not need to match the applicant’s name.
Only for applicants who live in Japan.

※Please refer to the following website to confirm the available banks.
https://www.veritrans.co.jp/payment/bank/list.html

< Notes >
The deadline of the payment is 5:00 p.m. Friday, November 29, 2019. Please complete your payment and send the application documents to Osaka University by postal mail by the deadline. Please consider the time it takes for the application documents to reach Osaka University and make payment early.

※To Change the Payment Method
The payment method can be changed before completion of the payment.
[Login to the Application Fee Payment System] ⇒ [Top Page] ⇒ [Application Record] ⇒ [Restart] ⇒ [Change the Payment Method] ⇒ follow the instructions on the page.
After you cancel the payment by bank (Pay-easy,) please DO NOT use the invalid numbers.

※Refund of Application Fee
Application fees are not refundable except in the following cases. Furthermore, system operation fee (600 Japanese yen) will be deducted when the fee is refunded.

(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.

*To Request a Refund of Application Fee
Applicants who meet at least one of the above conditions will receive an email which gives the instructions to request a refund. The email will be sent to the registered email address. Please follow the instructions and complete a request for a refund in 7 days.

③Make Payment
Please make payment by selecting the listed methods.

• Credit card : Input the card numbers on this Payment System.
• China Pay : Access the website of China Pay via this Payment System.
• Convenience store : Pay at the designated convenience stores.
• Pay-easy : Pay at the designated bank or by Internet banking service of Pay-easy.
The Receipt of Application Fee Payment will not be available until the payment is completed.

(4) Print the Receipt of Application Fee Payment
After the payment is completed, the Receipt of Application Fee Payment (PDF) will be downloadable. Please download and print it in A4 size.