

## ENROLLMENT PROCEDURES

Enrollment procedures are to be conducted through the UOsaka Enrollment Procedure System. Please be careful of the deadlines as defined in both the (1) Procedures to be Completed during a Specified Period and (2) Enrollment Procedures That Must be Completed by the Day Before Enrollment.

**Enrollment procedures will be considered invalid under the following two cases:**

- 1. Procedures not finalized within the prescribed deadline.**
- 2. Documents did not arrive by the prescribed deadline for those required to mail documents by post.**

## HOW TO USE THE ENROLLMENT SYSTEM

You will be able to log in to the system during the period for enrollment.

1. Please be careful of the deadlines as defined in both the (1) Procedures to be Completed during a Specified Period and (2) Enrollment Procedures That Must be Completed by the Day Before Enrollment while completing enrollment procedures.

Preparation	Information necessary to be entered into the system	<p>Before logging in, please have the following information on hand:</p> <ul style="list-style-type: none"> <li>•Examination Voucher (the document showing the Examinee's Seat Number)</li> <li>•The Enrollment Procedure Guide (this document)</li> <li>•Addresses, phone numbers, and email addresses of yourself and your family/emergency contact information</li> <li>•Credit card information (only those wishing to pay the enrollment fee by credit card)</li> <li>•Data to be uploaded</li> </ul>
	Preparations for the application for enrollment fee exemption / deferred payment (for undergraduate/g raduate students wishing to apply only)	<p>Those wishing to apply for an enrollment fee exemption or deferred payment <b>must</b> read the <b><u>(Supplemental) Points to note prior to applying for an enrollment fee exemption or deferred payment before</u></b> applying.</p> <div style="border: 2px solid yellow; padding: 5px; margin-top: 10px;"> <p><b><u>Procedures for applying for an enrollment fee exemption or deferred payment may become invalid if an Advance Application is not completed through the Enrollment System.</u></b></p> </div>
(1) Procedures to be Completed during a Specified Period	Log in	<ul style="list-style-type: none"> <li>•Log in</li> <li>•Set a password</li> </ul>
	Information to be registered	<ul style="list-style-type: none"> <li>•Personal information</li> <li>•Family contact information</li> <li>•Emergency contact information</li> <li>•Concerns about studying due to disabilities, illness, etc.</li> </ul>

	Enrollment fee payment method	<ul style="list-style-type: none"> <li>•Select payment method or submit an Advance Application for an enrollment fee exemption or deferred payment</li> <li>•Payment processing</li> </ul>
	Photo registration	<ul style="list-style-type: none"> <li>•Headshot upload</li> <li>•Trim the photo to the indicated specifications</li> <li>•Register your headshot</li> </ul>
	Upload required documents	<ul style="list-style-type: none"> <li>•Upload and register all specified documents</li> </ul>
	Final procedures	<ul style="list-style-type: none"> <li>•Finalize and confirm all above procedures</li> </ul>
(2) Enrollment Procedures That Must be Completed by the Day Before Enrollment	Download	<ul style="list-style-type: none"> <li>•MyHandai Application</li> <li>•All documents</li> </ul>
	Enroll in Personal Accident Insurance for Students Pursuing Education and Research ( <i>Gakkensai</i> )	<ul style="list-style-type: none"> <li>•Enroll in Personal Accident Insurance for Students Pursuing Education and Research (<i>Gakkensai</i>) and/or other insurance schemes</li> </ul>

## LOG IN TO THE ENROLLMENT SYSTEM

Log in to the system using the URL below.

<https://exam.osaka-u.ac.jp/osaka-u/enrollment/login>



### ○ Login screen

**Enter/select the required information below and click “Next” under “Those logging in for the first time.”**

Enrollment year	2025
Affiliation category	Graduate School
Affiliation	Graduate School of Medicine (Health Science)
Examinee's Seat Number	(your number)
Date of birth	(your date of birth)
Category code	Please check the documents “2025 年度大阪大学大学院医学系研究科保健学専攻 博士前期課程/博士後期課程入学手続きについて (通知)” enclosed with the acceptance letter.

\*The password you set after your initial login will be used for subsequent logins.

Please complete the enrollment procedures below by following the instructions on your screen.


Note:

The enrollment system will time out in 30 minutes. Please be sure you have all information to be registered on hand (addresses, phone numbers, email addresses, etc.) before logging in. If you are unable to complete the procedures within the restricted time, any information inputted into the system will not be registered.

## ENROLLMENT SYSTEM REGISTRATION (SUPPLEMENT)

### ●Registering student information (all students)

<p>Student information</p>	<ul style="list-style-type: none"> <li>•If you are a Japanese national, when entering your full name in English, enter your family name, then given name, in that order. Add a space between the family and given names.</li> <li>*<u>When registering, your name will be automatically formatted to have all capital letters for your family name and the first letter of your given name capitalized (e.g., HANDAI Taro).</u></li> <li>•<u>If you are a foreign national, please register your name as it appears on your passport.</u></li> <li>•If your address has not yet been determined at the time of registering, register your current address and change it to your new address through the university's Student Administration Information System (KOAN) after enrollment.</li> <li>•Please register the address you are currently living at.</li> <li>•Please be diligent about checking your email. If you do not receive a Test Email from the university, please check your spam folders, be sure your email address has been correctly registered with the system, and/or check to be sure your mailbox isn't at capacity or if emails are being restricted from certain domains by your provider.</li> </ul>
<p>Family's contact information</p>	<ul style="list-style-type: none"> <li>•Enter your family's contact information (in most cases, this will be a parent, guardian, or spouse).</li> <li>If it is difficult to enter the above information, you may register other family members.</li> </ul>
<p>Emergency contact information</p>	<ul style="list-style-type: none"> <li>•Register an emergency contact different from the person(s) registered in Family's contact information. If you must register the same person, please provide contact information other than the one already registered.</li> <li>*As this information will be used in the case of emergencies, please register a person who can be easily contacted.</li> <li>*The emergency contact person for foreign nationals living in Japan should be someone living in Japan.</li> </ul>

<p>Consultations regarding concerns about studying due to disabilities, illness, etc.</p>	<ul style="list-style-type: none"> <li>•If you have concerns about studying due to disabilities, illness, etc., you can apply for a consultation by selecting “Seek Consultation” and applying for one using the URL below.</li> </ul> <p>Health and Counseling Center Accessibility Support Office</p>  <p><b>Apply for a consultation:</b> <a href="https://acs.hacc.osaka-u.ac.jp/soudan/">https://acs.hacc.osaka-u.ac.jp/soudan/</a></p> <ul style="list-style-type: none"> <li>*Consultation requests can also be made via the HACC website (link above), even if you do not select “Seek Consultation” through this system.</li> <li>*You may change the website’s language to English, Korean, or Chinese by selecting 言語を選択 in the upper right hand corner, then selecting 英語 (English), 韓国語 (Korean), or 中国語 (Chinese).</li> </ul>
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●Enrollment fee payment

<p>Enrollment fee payment</p>	<ul style="list-style-type: none"> <li>•<b><u>Please make the enrollment fee payment by the deadline.</u></b></li> <li>•<b><u>A processing fee</u></b> is required in addition to the enrollment fee.</li> <li>•Payments are to be made using a payment agency service (Paygent).</li> <li>*Please use the translation function on your browser to navigate Paygent.</li> </ul> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b><u>If you fall under any of the following, the enrollment fee will be waived.</u></b> <b><u>(The enrollment fee will be displayed as “0,” and will be considered already settled.)</u></b></p> <ul style="list-style-type: none"> <li>•Those of a status not required to pay, such as a special auditor or special research student, or those enrolling in a program that does not require payment.</li> <li>•Those continuing on to a Doctor Course from a Master Course (or continuing a Juris Doctor Course at the Osaka University Law School, or other Doctor Courses at graduate schools at the university).</li> <li>•Japanese Government (Monbugakusho: MEXT) Scholarship Students who will continue to be Japanese Government Scholarship Students after advancing to a higher degree.</li> <li>•Credited Auditors or research students who have enrolled in several faculties/schools or graduate schools under the same status and who have completed enrollment procedures through one faculty/school or graduate school (<b><u>Those falling under this category should check the enrollment procedures of the faculty/school/graduate school.</u></b>)</li> </ul> </div>
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Advance application for an enrollment fee exemption or deferred payment	<ul style="list-style-type: none"> <li>• <b>Undergraduate/graduate students wishing to apply for an enrollment fee exemption or deferred payment <u>must read the (Supplemental) Points to note prior to applying for an enrollment fee exemption or deferred payment before</u> applying.</b></li> <li>• <b>After completing the Advance Application, <u>the payment of the enrollment fee will be deferred until the results of the enrollment fee exemption or deferred payment are announced after being screened.</u></b></li> </ul>
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## PROCEDURES TO BE COMPLETED WITHIN A SPECIFIED PERIOD

Please finalize all procedures by the deadline under items marked “Finalize Procedures So Far” by clicking the Finalize button.

Note that any information regarding procedures that are finalized cannot be changed or revised.

If you must submit anything by mail, please download the mail labels after clicking the “Finalize” button by clicking the Mail label button.

## ENROLLMENT PROCEDURES THAT MUST BE COMPLETED BY THE DAY BEFORE ENROLLMENT

In general, enrollment procedures that must be completed by the day before enrollment must be completed the day before enrollment.

**\*These procedures will not affect applications for enrollment.**

Download Documents and the MyHandai App (in Japanese only)	<ul style="list-style-type: none"> <li>• If you have not yet registered for the MyHandai App, please download it.</li> <li>• If there are documents to be downloaded, please download them.</li> </ul>
Insurance for Students Pursuing Education and Research ( <i>Gakkensai</i> )	<ul style="list-style-type: none"> <li>• Confirm the type of insurance required of the faculty/school/graduate school/center, etc., you plan on entering and complete the procedures to purchase that insurance. If it is difficult to complete the procedures to purchase insurance before the day before enrollment, select “I have not purchased insurance and will do so after enrollment” and be sure to purchase insurance as soon as you can.</li> <li>• <b>*To obtain Personal Accident Insurance for Students Pursuing Education and Research (<i>Gakkensai</i>), it is necessary to register through <u>Osaka University CO-OP’s “EC Site.”</u></b></li> <li>• <b>*It is possible to purchase insurance such as <i>Gakkensai</i> through other means.</b></li> </ul> <p>You can also register using the CO-OP App and navigating to the EC Site after purchasing insurance through the CO-OP website.</p>

For reference:

New student support site (in Japanese only)

[https://osaka-univ.coop/welcome/grad-school/grad-school\\_808.html](https://osaka-univ.coop/welcome/grad-school/grad-school_808.html)



\*Please use the translation function on your browser to navigate the student support site and the CO-OP's EC Site.

## PREPARING YOUR HEADSHOT

Please prepare your headshot in advance before registering for the Enrollment System. The headshot will be used for student ID cards (including digital cards) and other information systems on campus, such as the Student Administration Information System and security system for entering and leaving buildings. Printing or mailing is not required.

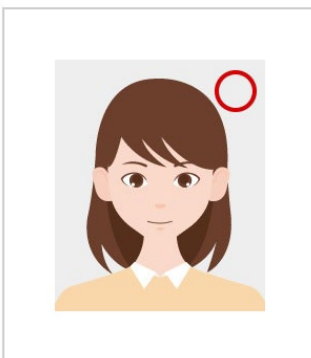
Taking a headshot and saving the file:

Refer to the examples below and take a headshot using a photo booth (one that allows downloading and retrieving of the photos), smartphone, tablet, or digital camera, etc. The photo should have a plain, white, blue, or gray background.

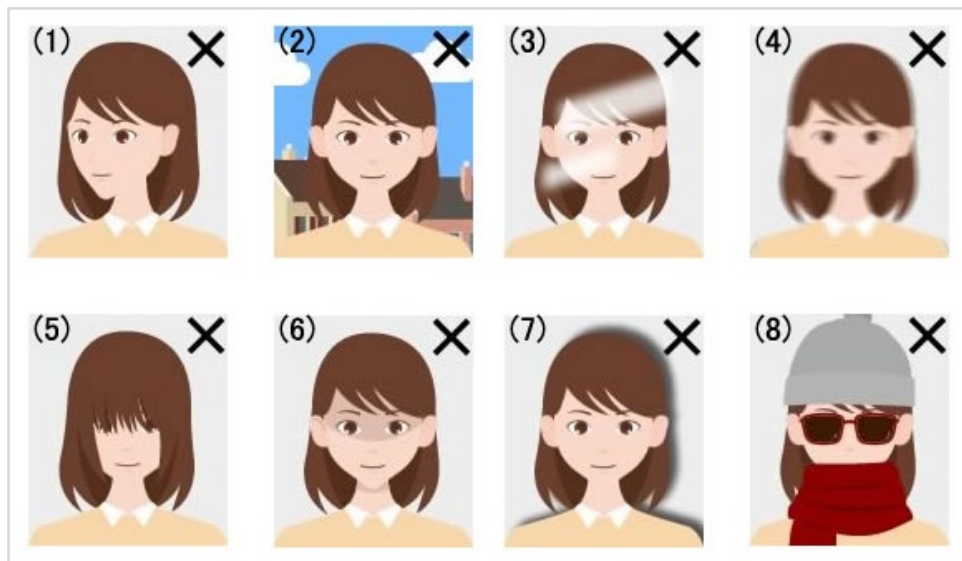
Requirements for the headshot:

- A colored photo
- The photo taken in appropriate brightness that clearly shows the face
- A photo taken within the last 6 months
- A photo of only the student
- The outline of the head and face is within the photo
- The eyes, nose, and mouth are not hidden (transparent glasses are allowed)
- A front-facing photo from the shoulders and up with a plain background (no hats). However, head coverings are permitted for religious or medical reasons if the face is clearly visible.
- No smile or expression
- The mouth must be closed and eyes must be open
- A photo that has not been edited using a photo booth, app, or software
- A photo that is not rotated, flipped, or mirrored
- A clear photo that is not blurry or out of focus
- Glasses should not have any glare
- There should be no text printed on the photo
- The file size must be less than 2MB
- A photo must be at least 640x480
- Format the image as a \*.jpg or \*.jpeg

Examples of acceptable photos



Examples of unacceptable photos



Examples of unacceptable photos:

1. Not front-facing (facing sideways, etc.)
2. Not a plain background (the background is scenic or has a pattern)
3. The light is creating a glare (part of the face is covered due to glare on the face or glasses)



4. Blurry or out of focus
5. Bangs are too long and cover the eyes
6. There is a shadow on the face
7. There is a shadow in the background
8. A scarf or other item is covering the outline of the face

## (Supplemental) Points to note prior to applying for an enrollment fee exemption or deferred payment

The university has two systems: the New Higher Education Support System and Enrollment/Tuition Fee Exemption Program. Please check the particulars of each program below to confirm **whether you are able to apply to the program or not before submitting an application.**

### ✓ Apply for enrollment fee exemption or deferred payment

#### Attention:

This is an Advance Application. The application for enrollment fee exemption or deferred payment can be completed by applying in advance (Advance Application) on this system as well as completing the prescribed procedures within the specified period.

If the Advance Application is not completed, the application for enrollment fee exemption or deferred payment will become invalid. (However, this excludes cases in which a person eligible for enrollment fee exemption under the New Higher Education Support Program\* has paid the enrollment fee by mistake.)

\*This program is primarily for Japanese students. For details regarding eligibility, click on "Regarding Eligibility Requirements for the New Higher Education Support Program" (in Japanese only). Please note that graduate students and international students are not eligible for this program.

#### - About the New Higher Education Support Program

The New Higher Education Support Program is a combination of a grant-type scholarship with an enrollment fee and tuition fee exemption.

Recipients of the JASSO grant-type scholarship will receive enrollment fee and tuition fee exemption according to the Support Category (i.e., Category 1).

Since the eligibility requirements for the grant-type scholarship and the enrollment fee and tuition fee exemption under the New Higher Education Support Program are the same, those who do not meet the eligibility requirements for the grant-type scholarship will not be able to apply for the enrollment fee and tuition fee exemption. Please confirm the eligibility requirements from the URL below before applying.

Graduate students and international students are not eligible for this program.

Regarding Eligibility for the New Higher Education Support Program (in Japanese only)

[https://www.jasso.go.jp/purpose/shogakukin/detail/1193868\\_1548.html](https://www.jasso.go.jp/purpose/shogakukin/detail/1193868_1548.html)

#### - About the exemption program at the university

Applicants who do not meet the eligibility requirements for the New Higher Education Support Program above are eligible for this program.

Students who meet the eligibility requirements for the New Higher Education Support Program are not eligible for the exemption program at the university even if they do not meet the academic and family financial criteria.

### | Apply for enrollment fee exemption or deferred payment

Refer to the information below and check the item below that applies to you.

1. Those who applied for the JASSO grant-type scholarship prior to enrolling at the university who were selected as candidates (yoyakusaiyokouhosya).
  - New Higher Education Support Program: Undergraduate students (**excluding International students who hold a "Student" residence status**) are eligible.  
**This does not refer to a JASSO loan-type scholarship.**
2. Those who intend to apply for the JASSO grant-type scholarship in April  
New Higher Education Support Program: Undergraduate students (**excluding International students who hold a "Student" residence status**) are eligible.  
**This does not refer to a JASSO loan-type scholarship.**
3. Those who intend to apply for enrollment fee exemption or deferred payment under the exemption program at the university
  - Exemption program at the university: Graduate students, international students, and undergraduate students who do not meet the eligibility requirements for 1. and 2. above.

The above items in the **red box** mainly apply to the following persons:

**① and ② = Japanese undergraduate students (including special permanent residents and permanent residents)**

**③ = Graduate students/privately-funded international students**



\*There are cases where Japanese undergraduate students (including special permanent residents and permanent residents) who are not eligible to apply for the New Higher Education Support System may apply for ③ above. Please check your eligibility using the QR code.

\*If only applying for deferred payment of the enrollment fee, the eligibility category will fall under ③.