

2025 Admission

International Students Entrance Examination

Common Items of all Graduate Schools

- Note 1: Common items of all graduate schools are published in separate files. Please check them together.
- Note 2: The application guidelines are for the International Students Entrance Examination for Japanese-based programs.
- Note 3: All application forms designated by Kansai University are in Japanese.



KANSAI UNIVERSITY
Graduate School

CONTENTS

Before Applying	01
Privacy Policy	01
Entrance Examination Considerations	01
Management of Export subject to National Security Concerns	01
Special Economic Assistance for Applicants suffered from disasters in the applied area of Disaster Relief Act	01
Examination Schedule and Deadlines for 2025 Academic Year	02
Spring Enrollment	02
Fall Enrollment	02
Application Process	03
Application Process(STEP.1~10)	03
Pre-qualification Individual Screening	04
STEP.2 Pre-qualification Individual Screening	04
Online Application System	05
STEP.4 Creating an account for application	05
STEP.5 Online Application	07
How to Pay Application Fee	13
STEP.6 How to Pay Application Fee	13
Payment at a financial institution, or the university's payment counters	13
Payment at a convenience store	14
Payment at ATM of the financial institution (Pay-easy)	14
Payment by online banking services	14
Payment by credit card	14
For Applicants from Outside Japan	15
Printing of application forms and address labels / Submission of Application Documents	16
STEP.7 Printing of application forms and Address label	16
STEP.8 Attaching address label · Enclosing application documents	16
STEP.9 Submission of Application Documents	
Download the Admission Slip	17
STEP.10 Download and print the Admission Slip	17
Precautions Regarding the Examination	18
Precautions Regarding the Examination	18
Administering of the Examination	19
Examination Results Announcement and Enrollment Process	20
Examination Results Announcement	20
Enrollment Process	20
(For International Students) Visa Assistance	21
Support to Acquire Short-term Stay Visa for Overseas Resident Examinees	21
Acquiring Eligibility Certificate to obtain a Student Visa	22
School Fees and Other Fees / Scholarship	23
School Fees and Other Fees for 2025	23
Scholarship Information	23
How to request for the collection of Past Exam Questions	24
Access, examination site and contact information	

Before Applying

application procedure

Entrance Examination - Admission Procedures

Visa

Other

Before Applying

Privacy Policy

With regards to personal information received on application which is liable to specify the individual (hereafter “Personal Information”), Kansai University Graduate School (hereafter “the Graduate School”) will treat the information carefully in accordance with applicable laws and the Kansai University Graduate School Privacy Policy.

The Kansai University Graduate School Privacy Policy can be found on the top page of the Graduate School's website (<https://www.kansai-u.ac.jp>) under “Privacy Policy.”

1. Use of Personal Information

Personal Information from applicants is used only for the following purposes:

- (1) To administrate entrance examinations
- (2) To announce examination results
- (3) To complete procedures up to enrollment

2. Management of Personal Information

The Graduate School has assigned a personal information protection administrator to ensure that Personal Information from applicants for the three purposes listed above is managed carefully and deleted appropriately in accordance with applicable laws and ordinances after a fixed period of custody.

3. Sharing of Personal Information

The Graduate School will share some Personal Information with Kansai University Kyosaikai (an affiliated organization of Kansai University for mutual-aid program) to enhance student life on campus.

< Sharing of Personal Information and its purpose >

Administrative numbers, names, address, phone number, dates of birth, assigned graduate school, major, and course for verifying the payment of the enrollment and registration fees to the above affiliated organization.

4. Disclosure of Personal Information to Third Parties

The Graduate School will not share Personal Information with third parties without consent of the applicant, except when compelled by laws and ordinances.

5. Sharing of Personal Information with Contractors

The Graduate School may share some Personal Information with contractors in order to carry out the operations described in 1 above. In such cases it shall contract them to handle the Personal Information appropriately based on its Privacy Policy.

6. Statistical Data on Entrance Examinations

The Graduate School compiles statistical data about entrance examinations but does not identify applicants. This data will be used for individuals interested in the Graduate School, and utilized to analyze the Graduate School's future entrance examinations.

7. Disclosure, Correction, and Deletion of the Personal Information

When requested by an applicant to disclose, correct, or delete his or her Personal Information, the Graduate School will accommodate that request promptly in accordance with applicable laws, rules, and other guidelines after verifying the applicant. Data pertaining entrance examination score will not be disclosed.

8. Inquiries

Inquiries concerning applicants' Personal Information, including requests to disclose, correct, or delete it, will be directed to Graduate School Admissions Division of Kansai University Admissions Center.

Entrance Examination Considerations

The Graduate School will make special arrangements in the administration of entrance examinations and in the learning environment after enrollment for individuals with special needs such as physical disabilities, injuries, illnesses, or other circumstances.

Please contact the Graduate School Admissions Division by the starting date for online application at each month. Without offering or counselling about your conditions by the designated date, such arrangements cannot be provided. When you happen to meet with an accident, be injured or be taken ill after application offer your conditions as soon as possible.

Management of Export subject to National Security Concerns

On accepting the international students, the University complies management of export subject to security concerns under the Foreign Exchange and Foreign Trade Act. If your expecting study or research theme violates the management, you might not select it.

Special Economic Assistance for Applicants suffered from disasters in the applied area of Disaster Relief Act

Kansai University Graduate School takes a special measure of reduction and exemption of application fees for the applicants of the entrance examinations the applicable district of Disaster Relief Act. We will also conduct the economic assistances to the said enrollees according to the conditions. As for more information, see the Kansai University Graduate School Entrance Examination Information Website.

Examination Schedule and Deadlines for 2025 Academic Year

Spring Enrollment

Examination Month	July Examination	October Examination	December Examination	February Examination
Graduate Schools	Health and Well-being	All graduate schools	Foreign Language/ Education and Research	All graduate schools
Online Application Period Application Fee Payment Period Application Documents Submission Period	May.16(Thu) to May.30(Thu),2024	Aug.19(Mon) to Sep.2(Mon),2024	Oct.25(Fri) to Nov.8(Fri),2024	Dec.20(Fri),2024 to Jan.10(Fri),2025
Start Date for Examination Admission Slip Downloads	Jul.1(Mon),2024	Sep.30(Mon),2024	Dec.2(Mon),2024	Feb.17(Mon),2025
Dates of Entrance Examination	Jul.6(Sat),2024 [Alternate Date] Jul.20(Sat),2024	Informatics, Societal Safety Sciences, Health and Well-being Oct.5(Sat),2024 [Alternate Date] Oct.12(Sat),2024 Sociology [※1] Oct.5(Sat),2024 Oct.6(Sun),2024 [Alternate Date] Oct.12(Sat),2024 Oct.13(Sun),2024 Other Graduate Schools Oct.6(Sun),2024 [Alternate Date] Oct.13(Sun),2024	Dec.8(Sun),2024 [Alternate Date] Dec.15(Sun),2024	Sociology [※2] Feb.21(Fri),2025 Feb.22(Sat),2025 [Alternate Date] Feb.23(Sun),2025 Feb.24(Mon),2025 Feb.22(Sat),2025 [Alternate Date] Feb.23(Sun),2025
Date of Announcement of Results	Jul.12(Fri),2024 [Alternate Date] Jul.26(Fri),2024	Oct.11(Fri),2024 [Alternate Date] Oct.25(Fri),2024	Dec.13(Fri),2024 [Alternate Date] Dec.20(Fri),2024	Feb.28(Fri),2025
Enrollment Step I-(1)	Jul.12(Fri) to Jul.26(Fri),2024 [Alternate Date] Jul.26(Fri) to Aug.9(Fri),2024	Oct.11(Fri) to Oct.25(Fri),2024 [Alternate Date] Oct.25(Fri) to Nov.8(Fri),2024	Dec.13(Fri),2024 to Jan.6(Mon),2025 [Alternate Date] Dec.20(Fri),2024 to Jan.6(Mon),2025	Feb.28(Fri) to Mar.17(Mon),2025
Enrollment Step I-(2) and II	Feb.17(Mon) to Mar.17(Mon),2025			

- ※ The Graduate School of Economics and the Graduate School of Sociology do not hold on International Students Entrance Examination for Ph.D. Degree Program at October Examination.
- ※ The Graduate School of Health and Well-being does not hold on International Students Entrance Examination for Ph.D. Degree Program.
- ※ No graduate school has established separate enrollment capacity for different enrollment periods or different types of entrance examinations.
- ※ 1.Sociology Major and Social System Design Major will be held on October 6(Sun). Media, Journalism and Communication Studies Major will be held in 2 days, on October 5(Sat) and 6(Sun).
- ※ 2.Sociology Major and Social System Design Major will be held on February 22(Sat), 2025. Media, Journalism and Communication Studies Major will be held in 2 days, on February 21(Fri) and February 22(Sat), 2025.

Fall Enrollment

Examination Month	July Examination
Graduate Schools	Letters / Informatics / Science and Engineering / East Asian Cultures
Online Application Period / Application Fee Payment Period	May.15(Thu) to May.29(Thu), 2025
Application Documents Submission Period	
Start Date for Examination Admission Slip Downloads	Jun.30(Mon),2025
Dates of Entrance Examination	Informatics Jul.5(Sat),2025 [Alternate Date] Jul.19(Sat), 2025 Other Graduate Schools Jul.6(Sun),2025 [Alternate Date] Jul.20(Sun),2025
Date of Announcement of Results	Jul.11(Fri),2025 [Alternate Date] Jul.25(Fri),2025
Enrollment Step I-(1)	Jul.11(Fri) to Jul.25(Fri),2025 [Alternate Date] Jul.25(Fri) to Aug.8(Fri),2025
Enrollment Step I-(2) and II	Aug.21(Thu) to Sep.4(Thu),2025

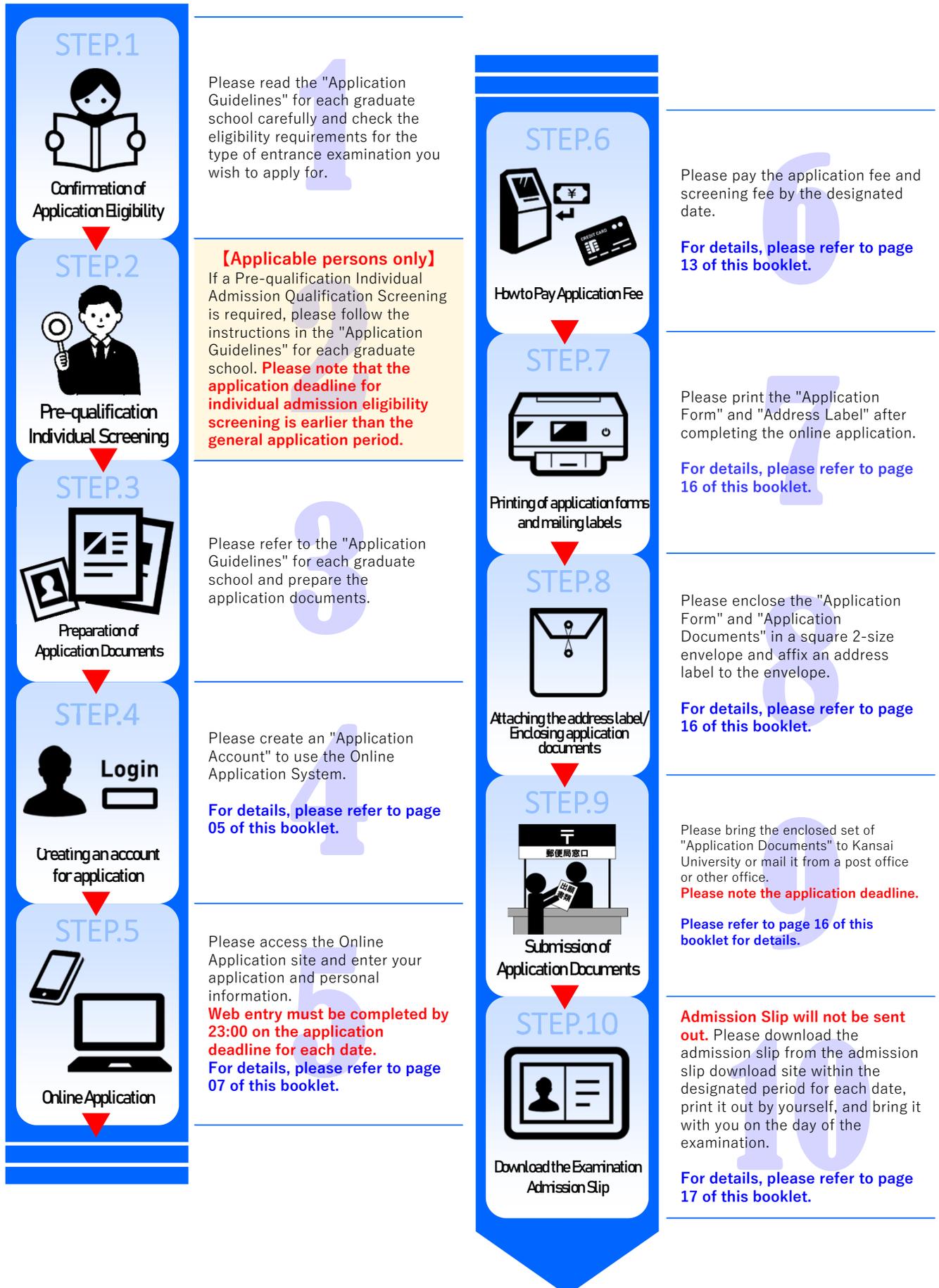
- ※ No graduate school has established separate enrollment capacity for different enrollment periods or different types of entrance examinations.

【Alternate Dates of Entrance Examination】

In case of a storm warning or public transportation stoppages due to typhoon approaching, examination will be conducted at the above alternate date. In such incidents, be sure to see the Kansai University Graduate School Entrance Examination Information Website (https://www.kansai-u.ac.jp/Gr_sch/) at 7:00 on the designated day of the examination.

Application Process

Application Process(STEP.1~10)



Pre-qualification Individual Screening

STEP.2 Pre-qualification Individual Screening

Check the Qualification

(Check your qualification according to the Application Guidelines (separate files) of the graduate school you wish to apply for.)

■ 'Qualified'



- Need to screen the qualification
- Unable to judge whether qualified or not by oneself



Contact to Graduate School Admissions Division

Phone: +81 6-6368-1407 / Inquiries : https://www.kansai-u.ac.jp/Gr_sch/qa/

Not required for screening

Need to screen Pre-qualification

Application of Pre-qualification Individual Screening for each Examination Month

(Application Deadline) documents must be received by deadline

□ Spring Enrollment

- July Examination: April 25 (Thu), 2024
For Graduate School of Health and Well-being
- October Examination: July 11 (Thu), 2024
For the Graduate School of Informatics and the Graduate School of Science and Engineering, the deadline is June 27(Thu), 2024
- December Examination: October 17 (Thu), 2024
For Graduate School of Foreign Language Education and Research
- February Examination: December 5 (Thu), 2024
For the Graduate School of Letters, the Graduate School of Informatics, and the Graduate School of Science and Engineering, the deadline is November 21 (Thu), 2024

□ Fall Enrollment

- July Examination: May 1 (Thu), 2024
For the Graduate School of Informatics, and the Graduate School of Science and Engineering, the deadline is April 17 (Thu), 2025

(Application Documents)

- Application Form for Pre-qualification Individual Screening
- All of the application documents (except Application Slip)
- ◆ Confirm '2 Application Documents' according to the Application Guidelines (separate files) of the graduate school you wish to apply for.
- ◆ Those who are waiting for the results of the Japanese language proficiency test, Please submit a copy of the "Admission Slip" of the Japanese test as application documents instead.

(Submission Address) by hand or mail

Please submit your application to the respective campus office listed at the end of this booklet.

Schedule Date of Notification of the Screening Results (by phone and sending notification)

□ Spring Enrollment

- July Examination : May 9 (Thu), 2024
- October Examination : July 25 (Thu), 2024
- December Examination : October 24 (Thu), 2024
- February Examination : December 12 (Thu), 2024

□ Fall Enrollment

- July Examination : May 14 (Wed), 2025



Judged 'Qualified'



Judged Not-qualified



Follow the steps on the next page to complete the application process.

Return the application documents

Re-screening of Qualification for Entrance Examination

In the following cases, application is admitted without screening (only in the case of applying to the same graduate school without change of applicant's academic career).

1. In case the applicant who has already been admitted as qualified and applies for entrance examination of another date within the same academic year.
2. In case the applicant who is a qualified Foreign research student and applies continuously to another entrance examination as an international student.

Online Application System

Applications for the Kansai University Graduate School Entrance Examination are accepted only through the Online Application System. If you are using Online Application System for the first time, you must register as a new member (free of charge) and create an "Application Account" in advance.

Registered accounts will be available until the end of March of the same year.

Points to note when using the Online Application System

- ※ **Online application must be finished by 23:00 of the deadline.**
- ※ As for the applicants of qualification screening, please apply after being 'Qualified'.
- ※ Information entered on the online application will be used for the process of examination, announcement of results, enrollment and so on.
- ※ When the online application isn't usable, contact Graduate School Admissions Division by the first day of online application for each examination schedule.
- ※ Layout and used terms may be altered.
- ※ If you have any other questions, please refer to the "Frequently Asked Questions" section in the title bar at the top of the Online Application site.

STEP.4 Creating an account for application

※ If you have already created an application account, this step is not required (⇒ Goto "STEP.5 Online Application" on page 05)

01 Access to the Online Application Site

Please access the following Online Application site with your computer, smartphone or tablet device.

Using PC would be highly recommended..

Online Application Site

<https://prod.shutsugan.ucaro.jp/kansai-u/top>



02 Select "新規会員登録," and agree to the terms of the "ODK利用規約" agreement.

- ① Click "新規会員登録 register" from the top page.



- ② Review the "ODK利用規約 ODK terms of use" and select "同意条項に同意する agree to the agreement", and click "次へ進む go to the next".



03 Register your e-mail address

- ① Enter the e-mail address you wish to register and click "送信する enter".
- ② The URL for this registration will be sent to the email address you entered from the ODK office.
- ③ Click the URL to access the registration page.



04 Set password and nickname (Completion of application account creation)

- ① After setting and entering your own password (including confirmation) and nickname, click "入力内容確認へ confirmation".
 - ※ In the "確認等 confirmation" field of the password, enter the same string of characters as you entered in the "パスワード password" field.
- ② Check the information you have entered, and if all the information is correct, click "この内容で登録を完了する" with this information.
- ③ When the message "本登録完了" is displayed, "出願用アカウントの作成" is complete.
 - ※ Registered accounts will be available until the end of March of the your application year.



STEP.5 Online Application

01 Access the Online Application site and log in

- ① Please access the Online Application site.
See page 3 for access instructions.
- ② Enter the e-mail address and password for your application account to log in.



02 Select the date you wish to apply

- ① Please check the title bar “出願の流れ (このサイトの使い方)” application process (how to use the website)” at the top of the screen.
- ② The current online admissions schedule is displayed in the Application Information. Please click on “出願する apply” for the date you wish to apply.



03 Check 'Terms of Use' and 'Handling of Personal Information'

Read '利用規約 terms of use' and '個人情報取り扱いについて regarding personal information' and select '同意条項に同意する agree' and click '次へ進む go to the next'.

※ This screen will appear only when you apply for the first time; it will not appear for the second applications.



04 Enter Application Information



- ① Please select the information you wish to apply for (graduate school, course, entrance exam, etc.). If you wish to apply for both the International Student Entrance Examination and the Foreign Research Student Selection Examination, please select “博士課程前期課程・外国人研究生の併願 concurrent application for Master’s degree and Foreign Research Student” in the “課程 program” section. Please note that the application documents required for both programs are different.
- ② Click “入学検定料・選考料計算 Admission Fee and selection fee” to see the application and screening fees you selected.
- ③ If the information you entered is correct, click “次へ進む go to the next”.

志望情報入力

出願する入試の種類を選択のうえ、志望情報を入力して「次へ進む」ボタンを押してください。
出願しない入試制度はメニューを開かず、右端に「+」が表示されるようにしてください。

6月募集

大学院 **必須**

総合情報学研究科

担任者確認 **必須**

出願に際しては事前に希望する課題研究科目の担当教員に連絡する必要があります。
連絡がまだの場合は、Webエントリーを中断し、教員へ連絡してください。

連絡先

課程

博士課程前期課程

入試種別

学内進学試験

専攻 **必須**

社会情報学専攻

課題研究科目 **必須**

情報通信技術（ICT）と新しい教育

長期履修学生制度 **必須**

2年コース

「入学検定料・選考料計算」を押すと入学検定料・選考料がご確認いただけます。

入学検定料・選考料計算

計算結果

入学検定料・選考料 **35,000円**

次へ進む

05 Enter your application information (Academic Advisor)



Select and confirm the academic advisor, etc. you wish to apply for, and click “次へ進む go to the next”.

志望情報（担任者）入力 (1/2)

担任者情報

担任者情報を入力し、「次へ進む」ボタンを押してください。

担任者（第1志望） **必須**

池見 陽

担任者の確認（第1志望） **必須**

※大学院入試グループへ相談がまだの場合はWebエントリーを中断し、
大学院入試グループ(06-6368-1407)まで相談してください。

はい いいえ

担任者（第2志望） **必須**

岡田 弘司

担任者の確認（第2志望） **必須**

※大学院入試グループへ相談がまだの場合はWebエントリーを中断し、
大学院入試グループ(06-6368-1407)まで相談してください。

06 Enter Personal Information



【Applicant Information】

Please enter your name, gender, date of birth, and nationality.

Your name must be the same one based on the residence certificate, passport, and residence card.

Enter your name and address using JIS level-1 or level-2 letters set. If not using the set, enter with alternative Kanji (Katakana and others).

The name of international students is basically registered with Katakana. You can also use kanji if you want. In this case using Kanji will be also JIS level-1 or level-2.

Your name of student ID and others will be registered with letters which you have entered.

Ex. 高 → 高、吉 → 吉、崎 → 崎、濱 → 濱、橋 → 橋、瀨 → 瀨、静 → 静、柳 → 柳、徳 → 徳、昇 → 昇、角 → 角、桑 → 桑、Ⅲ (Roman Letters) → III (Please input 3 alphabets 'I') etc...

【Contact Information】

Please enter the contact information. Please make sure to enter the correct address for sending various documents (such as "Notification of Acceptance/Rejection Results" and "Enrollment Procedures Information Document").

If you live in Japan

- The “郵便番号 post code,” “都道府県 prefecture,” “市区群 city/district,” and “町村番地 town/street number” fields are required ones, so please enter all fields.

If you live outside of Japan

- Please check in the “海外在住 living overseas” checkbox.
- Please enter the “出身国住所 address in home country” in Alphabet. If the number of characters to exceeds the limit (100 characters), please use the following abbreviations.

Please make sure to enter your “Zip code”.

Examples of abbreviations for English addresses

Apartment → Apt. Avenue → Ave. Boulevard → Blvd.
 Building → Bldg. Center(s) → Ctr. Circle(s) → Cir.
 Court → Ct. District → Dist. Drive → Dr. East → E.
 Expressway → Expy. Extension → Ext. Fort → Ft.
 Freeway → Fwy. Highway → Hwy. Island → Is.
 Junction → Jct. Lane → Ln. Mount(ain) → Mt.
 Parkway → Pky. Place → Pl. Province → Prov.
 Road → Rd. Room → R. Square(s) → Sq. Street → St.
 Suite → Ste. Terrace → Ter. University → Univ.
 Village → Vil. etc...

In the “電話番号 phone number” field, be sure to enter a phone number that can be directly connected to the applicant.

【 Choosing to apply for Residence Status on behalf of the applicant】

Regarding an international student living abroad, after passing the entrance examination, please select “希望する request” or “希望しない do not request”. If you wish to apply for a "Residence Status as a student" to study in Japan on behalf of the applicant.

※ For details on the procedures, please refer to "Acquiring Eligibility Certificate to obtain a Student Visa" on page 22 of this booklet.

在留資格認定証明書の代行申請

在留資格認定証明書の代行申請
 ※日本国籍以外の方で、海外在住の方は必ず選択してください。
 入学試験・選考に合格した場合、代行申請を希望しますか。

希望する

※本大学院入学定章で、在留資格「留学」の査証（ビザ）取得に必要な「在留資格認定証明書」交付の代行申請を希望する場合は、本学で代行申請を行います。
 ただし、「在留資格認定証明書」交付の審査は入国管理局が行うため、本学が交付を保証するものではありません。

【 Information on Language Schools】

If you are an international student, please select the language school you are currently enrolled in from the pull-down menu. If the name of the Japanese language school you are currently enrolled in is not listed, please enter the name of the school in the “その他の日本語学校 other Japanese language school”.

※ If you are currently enrolled in a Japanese language school, please be sure to enter the name of the language school, the date of admission, and the date of graduation or completion (expected) in the “Educational Background” column of the “Statement of Reason for Applying” in the designated form in the application guidelines for each graduate school.
 If you are not currently enrolled in a Japanese language school, please select “現在通っていない not currently enrolled”.

在籍日本語学校情報

日本語学校名
 ※留学生の方は選択してください。
 該当する日本語学校がない場合、下記の「その他の日本語学校」欄に日本語学校名を入力してください。
 ※例：現在日本語学校に通っていない場合は「現在通っていない」を選択してください。

ECC国際外語専門学校

その他の日本語学校
 上記の「日本語学校名」に該当がない場合、こちらに日本語学校名を入力してください。

※全角50文字以内

【 University/Graduate School Information】

Please enter the name of the university or graduate school, the name of the faculty or graduate school, the name of the department, course, or major, and the date of graduation or completion (expected).

※ When registering information on universities and graduate schools, please translate the graduation certificate into Japanese if it is written in English, replace the Chinese characters with Japanese Kanji if it is written in Chinese, and make a meaningful translation if it is not in Japanese Kanji.

ex) School of Foreign Languages → 外国語学部
 旅游与历史文化学院 → 旅游与历史文化学部

If you are a graduate or undergraduate student of Kansai University, please make sure to enter your student ID number in the "Undergraduate/Graduate Student ID Number" field.

※ Please enter your student ID number for the Bekka program in the "Undergraduate Student ID Number" field.

大学情報

大学名 **必須**
 大学名を入力すると選択院が出てくるので、該当する大学を選択してください。
 または[大学を検索]ボタンからも検索することができます。
 海外の大学等、該当する大学がない場合、下記の「その他の大学」欄に大学名を入力してください。

関西大学 大学を検索

大学を選択すると以下に大学コードが表示されます。
 大学コード： 3238

その他の大学
 海外の大学等、上記「大学名」にて該当する大学がない場合、こちらに大学名を入力してください。

※全角20文字以内

学部名 **必須**
 海外の大学の学部名が漢字の場合は日本語漢字に置き換え、日本の漢字にないものは意識してください。
 例) 旅游与历史文化学院 → 旅游与历史文化学院

学名

※全角25文字以内

学号・課程名
 学号・課程名がある場合、必ず入力してください。
 ※例：関西大学を選択した場合は、必須入力になります。
 海外の大学の学号名が漢字の場合は日本語漢字に置き換え、日本の漢字にないものは意識してください。
 例) 電気工學及制御工學部 → 電気工學及制御工學部

総合人文学号

※全角25文字以内

卒業年月 **必須**
 2020 年 03 月 卒業

例) 2024年03月卒業見込

学部学籍番号
 文 16 - 0001

※本学卒業(見込)生および本学留学生(特許)生のみ入力してください。
 例) 慶00-0000、特許000-0000など
 ※本学外国人研究生は入力不要です。

【 Bank Transfer Selection】

If you pay the application fee by bank transfer, please check the box marked “銀行振込で支払う pay by bank transfer”.

If you pay by any method other than bank transfer, do not check the box . After completing the application registration, the button “決済方法を選択する select the payment method” will appear. Please select the payment method. For detailed information on payment methods, please refer to "10. Select the payment method of the application fee and screening fee" on page 12 and “How to pay Application Fee" on page 13 of this booklet.

銀行振込選択

銀行振込を利用される方はこちらで選択してください。
 (注) 銀行振込以外の納入方法を希望される場合は、出願登録完了後に表示される「決済方法選択」画面にて選択してください。

銀行振込
 銀行振込で支払う

次へ進む

一時保存

※入力情報は一時的です。

12ページに戻る

07 Confirm Application Contents



Please confirm the application information you entered by clicking "+" for each item to view detailed information. (application information, applicant information (homeroom teacher), and personal information).

If there are any errors or changes in the information, click “変更 correct” to correct the information.

If there are no errors or changes, click “次へ進む go to the next”.

08 Confirm required documents



- ① The following five items will be displayed as confirmation regarding the required documents. Please check the documents you have prepared. When prepared, check the box marked “上記の必要書類について確認 confirm the documents above” and click “次へ進む go to the next”.

【 Confirmation of Required Documents 】

- Confirmation of Application Documents**
Please refer to the application guidelines for the required documents and forms.
- Transcripts and certificates of graduation/completion (expected) from your university (graduate school)**
 - The original certificate must be submitted. (Kansai University defines an original as a paper certificate* issued by the applicant's home university (graduate school), etc.)
* **Printouts of PDF or other file formats do not fall under this category.**
Submitted documents cannot be returned. If you are unable to submit the original certificate because it cannot be reissued or for other reasons, please submit a “notarized certificate” (issued by a notary public, not by a Japanese notary public) certified by an embassy or other public institution.
 - Transcripts, certificate of graduation/completion (expected) must show enrollment/graduation/completion (expected) days.
- About “Educational Background” on the statement of reasons for application (only for non-Japanese applicants whose status of residence is “College Student”)**
Please fill in the information about the Japanese language school you are enrolled in or the university or graduate school where you are enrolled as a research student. Be sure to enter the date of admission/graduation and completion (expected).
- Copy of Residence Card (only for applicants who are non-Japanese citizens and submit a copy of their residence card)**
Please be sure to submit a photocopy of both sides (both front and back) of your residence card, even if the back is not marked.
- 【 Only for applicants for selection as a Foreign Research Student 】 Selection of Foreign Research Students Statement of Intent**
The statement of purpose for Foreign Research Students Selection must be handwritten by the applicant.

- ② “登録してもよいですか？ Do you register?” will appear, please click “OK”.

09 Complete Application Registration



Once the application registration is completed, the screen on the right will appear.

※ After completing the Online Application registration, you will receive three notifications via the e-mail you registered when you created your application account.

- 1: Webエントリー完了のお知らせ (Notification of Online Application Registration Completion)
- 2: 入学検定料・選考料入金案内のお知らせ (Notification of Payment Information for Application and Screening Fees)
- 3: 書類送付案内のお知らせ (Notification of documents to be sent)

Click “決済方法を選択する select how to pay” and pay the application fee and screening fee.

※ If you selected “個人情報を入力 enter personal information” in “06 Entering Personal Information [銀行振込選択] select bank transfer” on page 10 of this booklet, the “決済方法を選択する select how to pay” button will not appear, and the “STEP.7 Print Application Form and Address Label” screen on page 16 will appear. Click “宛名ラベルを印刷する” print the Application Form and Address Label, and pay the Application Fee and Screening Fee at a financial institution using the bank transfer request form at the bottom of the [Application Form].

- If you find any errors in your registration information after completion of online application but before payment of the Application Fee and Selection Fee, please change your registration information on this screen. However, if you have selected bank transfer, you cannot change your registration information on this screen. Therefore, please start the Online Application process from the beginning. If you register again, please discard the application form, address label, and various procedure numbers (application number, payment slip number, etc.) that you obtained earlier. Please note that payment of the application fee and screening fee and submission of application documents using the previously obtained application form, address label, and various procedure numbers will not mean that the application has been completed.
- **If any error is found in the registration information after the payment of the application fee and screening fee or submission of the application documents for any payment method, please contact the Graduate School Admissions Group (see the end of this booklet).**

10 Select the payment method of the application fee and screening fee (for those who wish to pay by other than bank transfer)

Please select either “クレジットカードで支払う pay by credit card” or “コンビニ、金融機関ATM【Pay-easy】、ネットバンキングのいずれかで支払う pay at convenience store, by Pay-easy (ATM) or online banking” as the payment method for the application fee and screening fee, and click “決済サイトに進む go to the payment website” to pay the application fee and screening fee.

※ For detailed payment instructions, please refer to “How to Pay Application Fee” on page 13 of this booklet.

※ When paying the application fee at a convenience store or ATM [Pay-easy] at a financial institution, you will need to provide your [number].

The number will be displayed when you select the payment method, so please be sure to print it out or take a note so that you do not forget it.

How to Pay Application Fee

STEP 6 How to Pay Application Fee

Please pay 35000 yen for the application fee (or 14000 yen for the foreign research student) by the specified deadline.

- ※ Please complete by the deadline indicated on the "09 Complete Application Registration" screen on page 12 of this booklet, or by the [Payment Deadline] notified by e-mail upon completion of Online Application.
- ※ If the application fee and the screening fee do not be paid by the deadline, the registered information will be invalid.
- ※ In addition to the application and screening fees, a handling fee will be charged. See the Online Application Website for details.

As for the applicant of the Pre-qualification Individual Screening, please pay the fee after he/she passes the screening. Once paid, the fee will not be refunded. Please note applicants of Pre-qualification Individual Screening cannot pay it until their qualification for applying is admitted. Once paid, Application Fee will never be refunded.

If the applicant meets any of the following ①~④, the application fee and the screening fee maybe refunded. Please contact the Graduate School Admissions Division within 7 days from the deadline.(in the case of ④, please refer to "Precautions Regarding the Examination" on the page 16).

- ① in case of payment of more than the specified amount (including double payment) .
- ② in case of not submitting the application documents by the deadline in spite of paying the application/screening fee.
- ③ in the case the University does not admit the application because of the incomplete application documents or ineligibility in spite of payment of the application/screening fee and submission of application documents.
- ④ In case you affected the infectious disease (such as influenza) and could not take the examination under Japanese School Health and Security Act. (You should submit the medical certificate.)

- ※ When the applicant receives the refund of the application/screening fee at your overseas account, Fees and other costs associated with the refund are the responsibility of the applicant.

Please pay the application/screening fee with any of ①~⑤ methods.

For detailed information, please see "How to pay the application fee" displayed on the online application page.

Payment at a financial institution or university's payment counters

In Cash

When paying the fee, use the application form (for the applicant), the bank transfer form (for the financial institutions), and the receipt (for the applicant) you printed after completing the online application.

* The bank transfer form is only used when paying at a financial institution or university's payment counters. (It cannot be used at convenience stores.)

Notes for payment at a financial institution or at the university's payment counter of the University

【 In Case of Paying at a Financial Institution】

- ① Please pay the application/screening fee by 13:00 of the each examination deadline at banks dealing with telegraphic transfer.
※The bank transfer form is not available at ATMs or Japan Post Bank..
- ② When paying the fee, use the application form (applicant copy), the bank transfer form (financial institution copy), and the receipt (applicant copy) printed after completing the online application.
- ③ Present the bank transfer form (financial institution copy) and your receipt (applicant copy) to the bank clerk without separating them, and be sure to have the bank clerk telegraph in the outlined part of the bank transfer form.
- ④ After verifying that the receipt (applicant copy) bears a seal from the financial institution indicating that payment was received, store it carefully with your records. (There is no need to include the receipt when you submit the application documents.)

【 In Case of Paying at the University's Payment Counters】

- ① When selecting your payment method in the online application, choose " Bank transfer", and transfer the fee during the designated deadline.
- ② When paying the fee, use the application form printed on completing the online application (applicant copy), the bank transfer form (financial institution copy), and your receipt (applicant copy).
- ③ After confirming that the receipt (applicant copy) bears a seal indicating that payment was received, keep it carefully. (There is no need to include the receipt in submitting the application documents.)
- ④ Payment hours are as follows:
Excluding Saturdays, Sundays, public holidays, and other designated days by the university.
 - Cashier Section Branch Office (1st floor, Shin-Kansaidaigaku-Kaikan South Bldg., Senriyama Campus): 9:00 am to 3:00 pm
 - Takatsuki Office: 9:00 am to 4:00 pm
 - Muse Office: 9:00 am to 4:00 pm
 - Sakai Campus Office: 9:00 am to 4:00 pm

Payment at a convenience store

In Cash

7-Eleven	LAWSON and MIN-STOP (Loppi)	FamilyMart	Seicomart (Club-Station)	Daily Yamazaki
 【Transfer Form Number (13 Digits)】	 【Customer Number (11 Digits) and Confirmation Number (5 Digits)】	 【Customer Number (11 Digits) and Confirmation Number (5 Digits)】	 【Online Payment Number (11 Digits)】	 【Online Payment Number (11 Digits)】
Tell the clerk "I would like to pay the application fee through online services".	Select "各種サービスメニュー".	Use "Multi-copy Machine".	Please tell the cashier that you would like to make an internet payment.	Please tell the cashier that you would like to make an online payment.
Offer the printed transfer form or the number of transfer form.	Select "各種代金・インターネット受付・スマートビットのお支払い".	Select "代金支払い".	Enter "Online Payment Number".	Enter "Online Payment Number".
Pay in cash.	Select "各種代金お支払い".	Select "番号入力".	Pay in cash.	Pay in cash.
※ You cannot use the copy machine.	Select "マルチペイメントサービス".	Enter "Customer Number" and "Confirmation Number".		
	Enter "Customer Number" and "Confirmation Number".	Select "同意して進む".		
	Bring the application slip from the terminal unit to the counter and pay the required amount of money.	Bring the application slip from the terminal unit to the counter and pay the required amount of money.		

Payment at ATM of the financial institution (Pay-easy)

In Cash In Bank Card

You can pay the application fee through ATM coping with "Pay-easy" and Japan Post Bank 
Select "税金・料金支払い" or "Pay-easy".
Enter the number of receipt institution of "58021".
Enter "Customer Number" and "Confirmation Number".
Select payment method (in cash or in bank card), and pay the required amount of money.

Payment via online banking

Account Debit

You can use the online banking services of various financial institutions as well as online banking service specialties.
Select "ネットバンキングでの納入に進む" on the Online Application Screen.
Select and login "Online Banking Services" among the list of financial institutions.
Review the information and pay the required amount of money.

Payment by credit card

You can use any credit card bearing the following logo marks to pay the fee.

※ The name on the card used to pay the fee does not need to match the name of the applicant. However, the applicant's information must be entered on the "Personal Information Entry" screen.
Select "クレジットカードでの納入に進む" on the online application screen.
According to the instructions, please enter your card information.

In Case of Paying at Convenience Stores, by 【 Pay-easy】 at ATMs, via online banking and by credit card

- Please pay the application/screening fee by the payment deadline indicated on the screen of "09 Complete Application registration screen, page 12 or by the deadline indicated by email when completing the online application.
- When paying the application/screening fee at a convenient store, you will not use the application form (applicant copy), the bank transfer form (financial institution copy), or the receipt (applicant copy). Please keep the receipt and other documents that you receive after paying the fee (There is no need to include the receipt when you submit the application documents).
- The convenience stores and the online bank services which are available to pay the application fee may be changed. Please check our website for any changes.
- ATMs at convenience stores are not available to pay the application/screening fee.
- If your credit card is not available, please contact your credit card company by yourself.

For Applicants from Outside Japan

When the applicant completes the online application, you can select 'pay by credit card' on the page 12 "Select the payment method of the application fee and screening fee".

If you have a credit card, please pay by credit card whenever possible. It doesn't have to be the same credit card holder as same as the applicant.

If you don't have a credit card, send the application/screening fee by bank transfer following the procedures below. Make sure to pay ¥2,500 as bank charges in Japan in addition to the application/screening fee.

Type of Transfer	Telegraphic Transfer
Method of Transfer	Advise and Credit
Charges of Transfer	Local charges borne by remitter & overseas charges by beneficiary. Please be sure to choose 'SHA' on the application form.
Currency	JPY
Amount of Transfer	<p>¥37,500 (Application Fee ¥35,000+¥2,500 for Japanese bank handling fee) ※ The applicants must bear all the charges incurred by the bank in the applicant's country. ※ Please note that the balance will not be refunded even if the bank charges in Japan do not exceed ¥2,500.</p>

Name of Bank	SUMITOMO MITSUI BANKING CORPORATION
Name of Branch	Tenroku Branch
Address of Bank	6-4-20, Tenjimbashi Kita-ku Osaka-shi, OSAKA 530-0041 JAPAN
SWIFT ADDRESS	SMBCJPJT
Account Type	Ordinary Account
Account Number	6811906
Account Holder	Kansai University
Holder's Address	3-3-35, Yamate-cho Suita-shi, OSAKA 564-8680 JAPAN

【Caution on Transferring】

- Please complete the payment as soon as possible since it takes days to deposit into the bank account.
- The name of the remitter should be same as the name of the applicant.
- In case of an overseas transfer, you should send an E-mail to the Graduate School Admissions Division (grd-adm@ml.kandai.jp) with an attachment of the transfer certificate and enclose a copy of the Transfer Certificate with the seal or the stamp of the bank or the international transfer application form.

Printing of application forms and address labels / Submission of Application Documents

STEP.7 Print application forms and address labels

- ① After paying the Application/Selection Fee, please click “宛名ラベルを印刷する print address labels” on the “Application Registration Completion” screen of the Online Application System (screen on the right), and print the [Application Form] and [Address Label].
 - ※ If you choose to pay by bank transfer, you will be able to print after “09 Completion of Application Registration” on page 12 of this booklet.
 - ※ If you choose to pay at convenience store, financial institution ATM [Pay-easy], online banking, or credit card, you will be able to print the application documents after payment of the application/screening fee.
- ② Please print and keep a copy of your application number and payment information. If you are unable to print them, please be sure to make a note of the required information and check it with the e-mail notification you will receive after completing the application registration process.
 - ※ **Please be sure to keep the application number you received, as you will need it when you download and print the admission slip on the page 17 of this booklet.**



STEP.8 Attach address label • Enclose application documents / STEP.9 Submit Application Documents

- Put the application documents in a commercially available envelope (square 2 size), attach the address label to it, and submit it by the designated period.
- ※ Please print "Address Label" by yourself referring to "STEP.7 Printing of application forms and address label".
- [If you want to bring it on your own]
- Please submit your application documents to the respective campus office (see the end of this booklet) between 10:00 and 16:00 during the application period. Please note that Sundays, national and University holidays are not available.
- ※ If you bring it on your own, please submit it with an address label attached to the envelope.
- [If you mail it]
- Please send the application documents by simplified registered express mail within the application period (postmarked by the deadline).
- ※ If the application documents do not fit into the square 2 envelope, please use the “ゆうパック Yu-Pack(parcel)” or courier service, which can track the package. If you use ゆうパック Yu-Pack(parcel) or a courier service, please enclose an address label along with the application documents.

For applicants from outside Japan

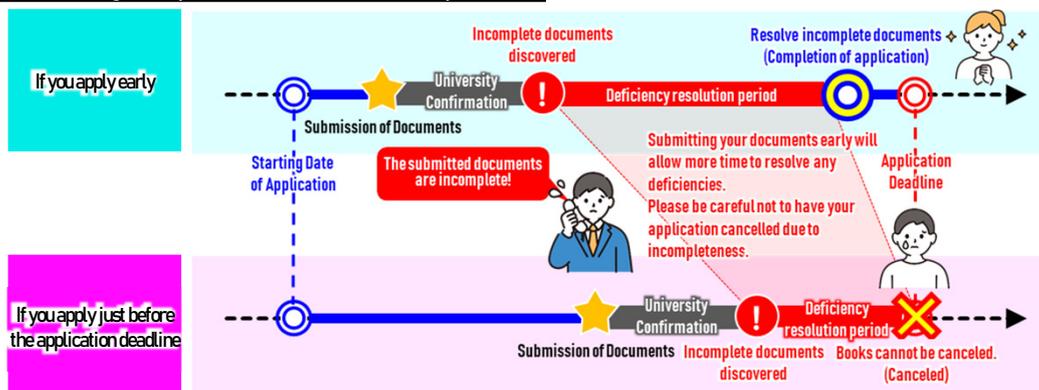
Please send your application documents by international courier service (DHL) **(must arrive by the deadline : Japan Time)**. After sending, please email the tracking number to the appropriate campus division (see the end of this booklet). Please enclose the address label with application documents.

Notes on Application Documents

Application deadlines must be strictly observed. Applications that are not complete by the deadline will not be accepted. Please obtain official documents such as certificates by the application start day.

- Please send your application documents as soon as possible after the start of the application process. Please note that if there are any deficiencies in the application documents after they arrive at Kansai University, it is necessary all deficiencies must be resolved by the application deadline.

Ex. Image of response when documents are incomplete



- If there are any questions regarding the application documents, the University will contact you via phone or e-mail you registered on the Online Application, so please be sure to check it from time to time.
 - ※ If the applicant fails to resolve incomplete documents by the application deadline due to reasons such as "phone disconnection" or "failure to check e-mail," the application may be cancelled.

Download the Admission Slip

STEP 10 Download and print the Admission Slip

The admission slip would not be sent. From 10 AM of the start date for application to the examination day, please download the admission slip from the URL below, print in A4 size and bring it with you on the examination day.

URL for Admission Slip Download

<https://www.kansai-univ-jp.com/jyukenhyo/>



- ※ Application through PC will be recommended.
- ※ To download the admission slip you will need the **reference number** assigned when you completed the online application, as well as **your birth date**. Your reference number is written in the email that was sent to the email address registered when you completed the online application.

Entrance Examination Day

On the Day of the Examination

Please enter the designated examination venue at least 20 minutes before the start of the examination. Latecomers will not be allowed to take the exam if they arrive more than 30 minutes after the start of the first examination. However, if there is a possibility of being late due to reasons beyond your control, such as delays in public transportation caused by accidents (excluding buses and taxis), measures such as postponing the start time of the exam may be taken. Therefore, be sure to contact the Entrance Examination Headquarters by the assembly time and follow their instructions.

Examination Venues

【Graduate school of Law, Letters, Economics, Business and Commerce, Sociology, Science and Engineering, Foreign Language Education and Research, Psychology, East Asian Cultures, and Governance】

Kansai University Senriyama Campus, Building 1 or Shobunkan (planned)

Entrance Examination Headquarters: 06-6368-1407

【Graduate School of Informatics】

Kansai University Takatsuki Campus, Building B (Library and Classroom Building)

Entrance Examination Headquarters: 072-690-3213

【Graduate School of Societal Safety Sciences】

Kansai University Takatsuki Muse Campus

Entrance Examination Headquarters: 072-684-4000

【Graduate School of Health and Well-being】

Kansai University Sakai Campus

Entrance Examination Headquarters: 072-229-5022

Precautions Regarding the Examination

Precautions Regarding the Examination

1. Be at the designated examination site no later than 20 minutes before the first examination start time.
2. Be sure to bring your admission slip with you. If you fail to do so, you will not be allowed to take the examination.
3. You will not be allowed to take the examination if you arrive 30 minutes or later after the first examination start time. In addition, if there is a possibility of being late due to reasons not attributable to the applicant, such as delays in public transportation due to an accident resulting in personal injury (excluding buses and taxis), Entrance Examination Office will take measures such as postponing the start time of the examination, so please be sure to contact the Entrance Examination Office to receive instructions by the meeting time.
4. You will not be allowed to leave your seat once the examination begins.
5. You may not place any items other than the following on your desk:
 - Admission Slip (Place your admission slip in front of the examination number sticker on the desk.)
 - Writing implements, eraser, pencil sharpener (Use of electrical sharpeners, large sharpeners, or knives is not permitted.)
 - Watch (Watches may be used just for timing purposes only. Use of watches of which the second hand makes a sound, or large watches is not permitted.)
 - Tissues (Remove tissues from their bag or box.)
 - ✕ If you wish to use eye drops, a desk pad, a cushion, a lap blanket, or a handkerchief, you must obtain permission from the test proctor in advance.
6. Use of the following items is not permitted: rulers, protractors, compasses, calculating devices (calculators, etc.), watch and wearable device of watch or glass type with calculation and dictionary functions, stop watches, kitchen timers, and mobile phones or smartphones. You may not loan writing implements to, or borrow them from, other students taking the examination. If your watch has an alarm function, that function must be turned off.
7. Be sure to power off your mobile phone, smartphone, portable music player, and any other electronic devices and stow them in your bag.
8. Use of earplugs is not permitted as they may prevent you from hearing instructions from the test proctor.
9. You must follow all instructions relayed by the test proctor at the examination site.
10. Unacceptable behavior
The following actions constitute unacceptable behavior. If you engage in any such behavior, you will be instructed to stop taking the examination immediately. Your scores for all sections of the examination will be invalidated, and you will be ineligible to take any other entrance examination offered during the current academic year.
 - ① Attempting to gain advantage on the examination by illegitimate means.
 - ② Attempting to give advantage on the examination to another student.
 - ③ Placing an item that is not permitted on your desk during the examination.
 - ④ Turning on a communications device such as a mobile phone during the examination.
 - ⑤ Engaging in behavior that disrupts other students taking the examination at the examination site.
 - ⑥ Failing to comply with instructions given by the test proctor at the examination site.
 - ⑦ Impersonating an applicant and taking the examination on that person's behalf, or having someone else do so on your behalf.
 - ⑧ Engaging in other behavior that has the effect of compromising the fairness of the examination.
11. Kansai University does not allow any students or faculty and staff members to commute by automobile or motorcycle, and there are no parking facilities available. Use public transportation when you come to take the examination.
12. Cautions about Infectious Diseases suspended Attendance under Japanese School Health and Security Act
If you affect or don't recover the infectious diseases (such as influenza) suspended attendance under Japanese School Health and Security Act, you can't take the entrance examination, because you may infect them to other examinees or supervisors. In such case your entrance examination fee will be refunded. The following procedures are required.

How to apply for refund of application and screening fees

- ① Call at your examination campus up to the following date.
 - Date and Hour: i) Up to the previous day of examination: 9:00 ~ 17:00
ii) At the day of examination: 8:00 ~ to the assembling hour of the first examination
 - Contact Information: (下記以外の研究科 other than graduate schools below) 06-6368-1407
(Graduate School of Informatics) 072-690-3213
(Graduate School of Societal Safety Sciences) 072-684-4000
(Graduate School of Health and Well-being) 072-229-5022

* If you don't contact us by the above date and absent the examination, you will be regarded as the usual absent examinee and the fee will not be refunded.
- ② You must submit the following documents within about 2 weeks.
 - Application Form for Refund of Application/Selection Fee (This Application Form will be sent from the University after your telephone contact).
 - Medical Certificate (The following contents are necessary.)
 - 【Name of Disease】 the name of infectious disease suspended attendance under School Health and Security Act.
 - 【Periods of Treatment】 the entrance examination day should be included.

Please be careful some surveys around the examination sites. They have nothing to do with Kansai University.

Please be careful of scams such as those in which you are asked to fill out personal information or pay money on the spot under the pretext of informing you the examination results, or those in which you are asked to transfer the enrollment fee (registration fee) or tuition fee under the pretense of being a university.

To transfer enrollment fee(registration fee) or tuition fee, it is necessary to use the specific payment slip enclosed with the examination results. So Kansai University never ask you to transfer money by calling or emailing.

Administering of the Entrance Examination

Kansai University strives to provide a fair test-taking environment. However, please note that we are compelled to take following measures:

1. In case of emergencies such as natural disasters (a heavy snowstorm, major earthquake, tsunami, typhoon, or flood and etc.), fire, power outage, or infectious disease outbreak (measles, influenza, etc.), we may postpone the examination start time, or delay the date of announcement for examination results. If the examination start time is postponed, the examination end time may also change, or the break may be adjusted in accordance with our bylaws to ensure students have sufficient time to complete the examination. Please check the Graduate School Entrance Examination Information web site. Kansai University will not be responsible for any expenses incurred by students taking the examination, or for any other personal losses or damage in the event of an emergencies.

2. The university cannot take any special measures to address sounds or noises that occurred in the course of everyday life.

Daily Life Noise Examples

- Wind noise, rain noise, thunder
- Noise from aircraft, automobiles, motorcycles, and trains
- Sirens from passing emergency vehicles
- Noise from construction work
- Announcements made by personnel collecting garbage, street vendors, and event organizers
- Animal sounds
- Normal sounds from the operation of the examination site's facilities and equipment, for example air-conditioning and lighting
- Sounds from other students taking the examination (coughing, sneezing, sighing, sniffing, sounds from writing implements, etc.)

3. In the event that a mobile phone, smartphone, watch, or other device starts making sounds or vibrating during the examination, the offending bag or source of the noise will be removed without the consent of its owner (assuming that it can be identified) and stored in the Entrance Examination Office.
4. The university does not take into account differences in examination site's furnishings (desks, chairs, air-conditioning, lighting, audio equipment, etc.).
5. The university will not respond to requests or complaints concerning noise resulting from instructions or explanations given by the test proctor, or from his or her movements around the room in the course of administering the examination.
6. In the event that you engage in behavior that disrupts other students taking the examination, the test proctor may deem that behavior unacceptable, or may instruct you to take the examination in a separate room.

In addition the following information will be provided on the Kansai University Graduate School Entrance Examination Information Website (https://www.kansai-u.ac.jp/Gr_sch/):

- Urgent information concerning administering the entrance examination
- Changes to the application guidelines
- Changes to the list of advisors (list of full-time faculty members) or other related information
- Information about the Graduate School Briefing Session and other events
- Other general information about entrance examinations

Examination Results Announcement and Enrollment Process

Examination Results Announcement

The examination results will be sent by express mail on the date results are announced. This is the only official notification you will receive. You will receive your notification two or more days after this date.

Note 1: The University is not liable for any incidents that occur while your notification is in transit (loss or leakage of personal information, etc.).

Note 2: The University does not display the examination results on any campus.

Note 3: The University does not accept phone or E-mail inquiries concerning the results.

Note 4: If you fail to take any of the written or oral examination, you will not be notified of your results.

Note 5: In addition to the announcement of the examination results by mail, the successful examination numbers will be posted on the Kansai University, Graduate School Entrance Examination Information Website for a limited period of time for the convenience of examinees.

【Posting Period】 It will start from 11:00 am (JST) for about one week from the Examination Results Announcement Day of each Examination Month.

Enrollment Process

Applicants who passed the entrance examination will receive a number of documents in the mail, including a notification of acceptance and a payment slip for enrollment. Follow the enclosed instructions and proceed the enrollment process. You will not be able to enroll if you fail to complete the process by the designated deadline.

1. Enrollment Step I-(1) (Payment of Admission Fee 〈Enrollment and Registration Fees〉)

The fees should be paid through the designated bank transfer form by 1:00 pm (JST) by the day of the deadline.

Once paid, the enrollment and registration fees are not refundable.

※ Graduates of Kansai University and a Kansai University graduate school can skip this step as they are not required to pay Admission Fee 〈 enrollment and registration fees〉

2. Enrollment Step I-(2) (Payment of Tuition and other Fees) Enrollment Step II (Online Registration and Submission of Documents)

【Spring Enrollment】

Enrollment documents will be sent by mail in early February 2025 (for February applicants, together with notification of the results). Pay tuition and other fees and submit the required documents in accordance with the instructions on the Enrollment Step (II) that you receive.

These charges and fees should be paid through the designated bank transfer form by 1:00 pm (JST) by the day of the deadline.

Please contact the Graduate School Admissions Division in the following cases:

- If your enrollment documents fail to arrive by February 12(Wed), 2025(Except February Examination)
- If your address changes after you passed the entrance examination

Applicants for February Examination should complete both the Enrollment Step I and II at the same period.

【Fall Enrollment】

Enrollment documents will be sent by mail in early August 2025. Pay tuition and other fees and submit the required documents in accordance with the instructions on the Enrollment Step (II) that you receive.

These charges and fees should be paid through the designated bank transfer form by 1:00 pm (JST) by the day of the deadline.

Please contact the Graduate School Admissions Division in the following cases:

- If your enrollment documents fail to arrive by August 21(Thu), 2025
- If your address changes after you passed the entrance examination

Applicants for August Examination should complete both the Enrollment Step I and II at the same period.

If your address changed after you passed the entrance examination, Kansai University is not liable for not reaching or delay of the required documents without any contact. If the enrollment steps according to the documents concerning enrollment steps are not completed by the due date, you are not allowed to enroll.

3. Method of Payment

Use the designated bank transfer form and wire funds from your local bank, or other financial institutions.

Do NOT transfer funds from an automated teller machine (ATM). Additionally, funds cannot be transferred from Japan Post Bank or convenience stores.

Refunds of tuition and other fees upon withdrawal

Enrollees who request to withdrawal by Spring Enrollment: March 31(Mon), 2025, Fall Enrollment: September 20(Sat), 2025, for a legitimate reason, can request to refund their paid tuition.(For specific steps, see the Enrollment Process Guide (II).)

【For International Students】 Visa Assistance

Support to Acquire Short-term Stay Visa for Overseas Resident Examinees

In order to go to Japan to take the examination, please apply for a visa by yourself firstly.

For examinees who are unable to apply for a Short-term Stay Visa by themselves, Kansai University will support them to apply for a "Short-term Stay Visa (Business Visa)" if the examinees required.

Please refer to P.22 for the application of the "Certificate of Eligibility" issued to "School Enrollees" and check "Acquiring Eligibility Certificate to obtain a Student Visa".

01

Contact Kansai University Graduate School Admissions Group



Please contact the Graduate School Admissions Division (see the end of this booklet) by the Online Application Start Date.

Prior to the procedure, please make sure to check with the Japanese embassy or consulate general in your area whether you can obtain a "short-term business" visa with the documents issued by the University (see 03 below), and contact them immediately if you need any other documents.

02

Prepare application documents and send documents to Kansai University



誓約書・滞在予定表etc...

When applying for a "Temporary Business Visa", you are required to prepare the necessary documents.

【 Documents to be prepared 】

- Pledge (form prescribed by the University)
- Schedule of stay (form prescribed by the University)
- Certificate of bank balance of the person responsible for paying school expenses
- Certificate of employment and proof of income of the person responsible for paying tuition
- If the person paying school expenses is someone other than the applicant, an official certificate that proves the relationship with the applicant.

※Details will be provided when you contact us.

03

The University will send the necessary documents for visa application procedures



招へい理由書・滞在予定表...etc.

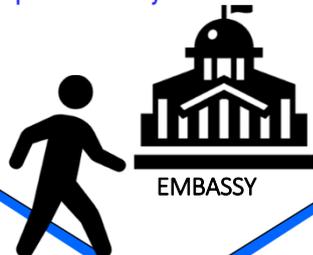
Applicants who have been contacted by the Web Entry Start Date for each schedule and who have completed payment of the Application Fee and Screening Fee and submission of the application documents, as well as those who have separately submitted the documents required to obtain the "Short-term Business, etc." visa in 02 above, will receive the documents issued by the University.

【 Documents issued by the University 】

- invitation letter
- itinerary of one's stay
- Certificate of incumbency from the Director of Kansai University Admission Center

04

Visa application procedures at the Japanese Embassy or Consulate-General



Please complete the procedures by yourself at the "Embassy or Consulate-General of Japan" in your area.



- The University does not guarantee that you will be granted a "short-term business visa".
- The maximum length of stay is 3 days, including the day of the entrance examination and one day before and after the examination.

Acquiring Eligibility Certificate to obtain a Student Visa

The Graduate School provides the representative application of Eligibility Certificate for the expected international students who require the student visa.

✖ **The Japan Immigration Bureau will inspect the issue of the Certificate. The Graduate School doesn't guarantee whether it can be issued.**

The inspection will be taken usually for 6 weeks after confirming that the necessary documents, payment of the School Fees (Admission Fee and Tuition) and other fees are submitted.

If you need the representative application, the following procedures are necessary.

How to apply for a substitute application

- ① While accessing to the Online Application Site (Application Process), please select '希望する to wish' at the column asking if you are going to apply for a '在留資格認定証明書の代行申請 substitute'.
- ② After passing the entrance examination, pay the School Fees (Admission Fee and Tuition) and Other Fees within the designated period which will be announced hereafter Enrollment Step **I** and **II**. After completing the payment, please send the Money Transfer Certificate to the Division of International Affairs.
- ③ After passing the entrance examination, prepare the required application documents for 'Certificate of Eligibility for Resident Status' to the Division of International Affairs.
- ④ Division of International Affairs will send you the 'Certificate of Eligibility for Resident Status' issued by the Immigration Office. After receiving it, please apply the Student Visa to Japanese diplomatic office (embassy or consulate-general) at your home land by yourself.

About above-mentioned ② and ③, the following matters will be notified according to the application days.

● Spring (April) 2025 Enrollment

【Examinees of July Examination, August Examination, October Examination, December Examination】

The information of application for Certificate of Eligibility will be sent by E-mail within one week after the date of Announcement of Results.

If it doesn't reach you by the time, please contact us by using the following contact information.

【Examinees of February Examination】

The information of application for Certificate of Eligibility will be sent by E-mail within 2 weeks after the deadline of Application Period.

If it doesn't reach you by the time, please contact us by using the following contact information.

● Fall (September) 2025 Enrollment

【Examinees of July Examination, August Examination】

The information of application for Certificate of Eligibility will be sent by E-mail within 2 weeks after the deadline of Application Period.

If it doesn't reach you by the time, please contact us by using the following contact information.

— Contact Information —

Division of International Affairs of Kansai University

Tel: +81-6-6368-0178

E-mail: kuis@ml.kandai.jp

School Fees and Other Fees/Scholarship

School Fees and Other Fees for 2025

For tuition and fees for the 2025 academic year, please refer to the following website

Tuition and Fees for the 2025 Academic Year

https://www.kansai-u.ac.jp/Gr_sch/tuition/



Scholarship Information

Kansai University offers a variety of scholarships to support graduate students in their studies and research activities. There are a number of scholarships for students with excellent grades in entrance examinations and the university's own scholarship system, which does not require repayment. Please refer to the following website for details.

Scholarships

<https://www.kansai-u.ac.jp/scholarship/>



For more information about the scholarship program, please contact the following offices. All contact points are open from 9:00 a.m. to 5:00 p.m. except Saturdays, Sundays, holidays, and closed periods.

- Scholarships & Financial Aid Division 【Graduate Schools located in Senriyama Campus】
3-3-35, Yamate-cho Suita-shi, OSAKA 564-8680 JAPAN TEL : +81-6-6368-1121
- Takatsuki Office 【Graduate School of Informatics】
2-1-1 Ryozenji-cho, Takatsuki-shi, Osaka 569-1095 JAPAN TEL : +81-72-690-2161
- Muse Office 【Graduate School of Societal Safety Sciences】
7-1 Hakubai-cho, Takatsuki-shi, Osaka 569-1098 JAPAN TEL : +81-72-684-4000
- Sakai Campus Office 【Graduate School of Health and Well-being】
1-11-1 Kaorigaoka-cho, Sakai-ku, Sakai-shi, Osaka 590-8515 JAPAN TEL : +81-72-229-5022
- International Education Office 【Scholarships for Privately Financed International Students】
3-3-35, Yamate-cho Suita-shi, OSAKA 564-8680 JAPAN TEL : +81-6-6368-1121

Scholarships for international students (International Education Office Web site)

<https://www.kansai-u.ac.jp/Kokusai/english/from/support.php>



International Education Office
Web site

How to request for the collection of Past Exam Questions

For shipments within Japan

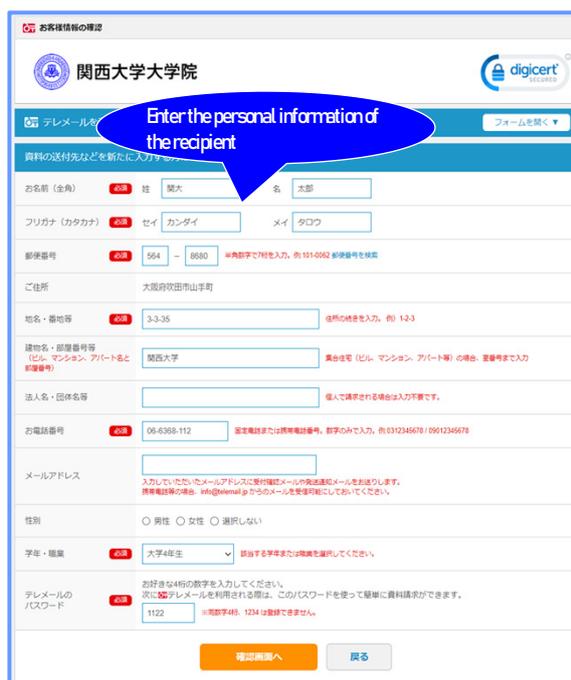
If your mailing address is in Japan, please request past exam papers from the following website FromPage's "Telemail (document request system)".

"Document request system"

https://telemail.jp/_pcsite/?des=018690&gsn=0186900




Please check the boxes for the graduate school you wish to have sent to you



Enter the personal information of the recipient

For shipments outside Japan (overseas)

If your mailing address is outside of Japan, the Graduate School Admissions Group will ship directly to your address using an international courier service (DHL), etc. Please use the inquiry form below to provide us with your shipping address and other information. Please note that due to shipping conditions, it may take some time for the package to arrive at the destination.

Graduate School Admissions Group Inquiry Form

https://www.kansai-u.ac.jp/Gr_sch/qa/

Be sure to provide us with the following information

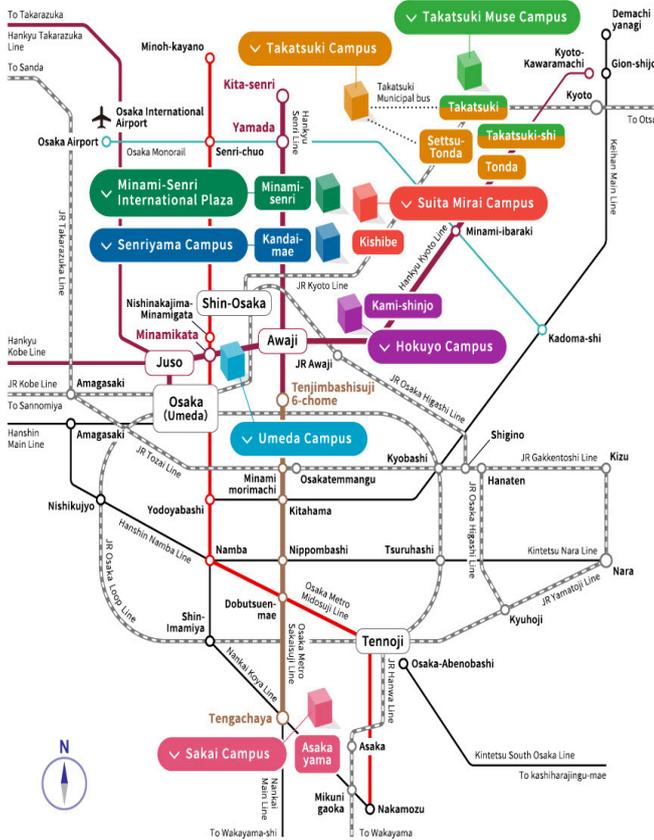
- ① That you wish to receive a shipment of "the collection of Past Exam Questions".
- ② Name of desired graduate school
- ③ Full Name
- ④ postal code
- ⑤ Address
 - ※ Please inform us of the exact name of the apartment, room number, etc.
- ⑥ Contact Phone Number





KANSAI UNIVERSITY Graduate School

Access, examination site and
contact information



※ On the day of the entrance examination, please go to your examination site according to instruction of the information board in the campus. There is no parking area in Senriyama Campus and commuting with car or motorcycle is fully prohibited. For taking examination, please use public transportation.

Senriyama Campus

- Graduate School of Law
- Graduate School of Letters
- Graduate School of Economics
- Graduate School of Business and Commerce
- Graduate School of Sociology
- Graduate School of Science and Engineering
- Graduate School of Foreign Language Education and Research
- Graduate School of Psychology
- Graduate School of East Asian Cultures
- Graduate School of Governance



Kansai University Graduate School Admissions Division

3-3-35, Yamate-cho Suita-shi, OSAKA 564-8680 JAPAN

Tel. : +81-6-6368-1121 / Inquiries : https://www.kansai-u.ac.jp/Gs_sch/qa/



Access from Osaka-umeda

Take the Hankyu Railway bound from Osaka-umeda station bound for Kita-Senri and get off at Kendai-mae station (about 20 mins). Or, take the train from Osaka-umeda bound for Kyoto-Kawaramachi and get off at Aweji station. At Aweji station, transfer to the line bound for Kita-senri and get off at Kendai-mae station (about 15 mins). In either case, it is a 5-minute walk from the station.

Access from Kyoto-Kawaramachi

Take the Hankyu Railway bound for Osaka-umeda and get off at Aweji station. At Aweji station, transfer to the line bound for Kita-senri and get off at Kendai-mae station (about 15 mins), then walk about 5 mins.

Access by Osaka Metro

Take the Osaka Metro Sakaisui Line (through services with the Hankyu Senri Line) bound for Kita-Senri, pass Aweji station and get off at Kendai-mae station.

Access from Shin-Osaka station by JR Shinkansen

Take the JR Shinkansen from Shin-Osaka station bound for Nakamizu on the Subway Midosuji Line and get off at Nishinakajima-Mnamigata station. Transfer at the Hankyu Railway Mnamikata station to the train bound for Kita-senri. Pass Aweji station and get off at Kendai-mae station (about 30 mins), then walk about 5 mins.

Access from Osaka International Airport (Itami Airport)

From Osaka Airport station, take the Osaka Monorail bound for Kadoma-shi and get off at Yamada station. Transfer at the Hankyu Railway Yamada station and get off at Kendai-mae station (about 30 mins), then walk about 5 mins.

Takatsuki Campus

Graduate School of Informatics

- Takatsuki City Bus Stop
- Bus Stop "Nishi-no-kuchi" (Kendai Seimon Mae)
- ※ Do NOT get off at the bus stop here.
- Examination Sites
- Bus Stop "Kansa-Daigaku"
- ※ Please get off at the bus stop here.



Kansai University Takatsuki Office

2-1-1 Fyozerjii-cho, Takatsuki-shi, Osaka 569-1095 JAPAN

Tel. : +81-72-690-2161 / E-mail : k-soujyo@ml.kandai.jp

JR

Take the JR Kyoto Line from Osaka or Kyoto station and get off at Takatsuki station (about 15 mins. by the Special Rapid Service) or Settsu-Tonda station (about 20 mins). From there, take the Takatsuki City Bus. If going to the JR Takatsuki station, use the central wicket north exit. If going to the JR Settsu-Tonda station, pass through the wicket and exit from the north side.

Hankyu Railway

Take the Hankyu Kyoto Line from Osaka-umeda or Kyoto-Kawaramachi station to Tonda or Takatsuki-shi station (about 20-25 mins). Walk to the JR Settsu-Tonda station (about 5 mins in walk) or the JR Takatsuki station (about 10 mins in walk). Take the Takatsuki City Bus from either JR station.

Takatsuki City Bus

From JR Takatsuki station, take the bus bound for Kansai Daigaku. From JR Settsu-Tonda station, take the bus bound for Kansai Daigaku, Hagitani or Hagitani Sogo Ken. Get off at the Kansai Daigaku stop in the Takatsuki Campus (about 20 mins). Do NOT get off at "Nishi-no-kuchi (Kendai Seimon Mae)." Visitors are not allowed in by automobile or motorcycle.

Takatsuki Muse Campus

Graduate School of Societal Safety Sciences

Kansai University Muse Office

7-1 Hakuhai-cho, Takatsuki-shi, Osaka 569-1098 JAPAN

Tel. : +81-72-684-4000

E-mail : safety_science@ml.kandai.jp

JR

Take the JR Tokaido Main Line from Osaka station bound for Kyoto and get off at Takatsuki station (about 15 mins at the Limited express). Walk about 7 mins.

Hankyu Railway

Take the train from Osaka-umeda station bound for Kyoto-Kawaramachi and get off at Takatsuki-shi station (about 20 mins at the Limited express). Walk about 10 mins.

JR Shinkansen

Take the JR Tokaido Main Line from Shin-Osaka station bound for Kyoto and get off at Takatsuki station (about 15 mins at the Limited express). Walk about 7 mins.

From Osaka International Airport (Itami Airport)

From Osaka Airport station, take the Osaka Monorail bound for Kadoma-shi and get off at Mnami-ibaraki station. Transfer to the Hankyu Railway Mnamiibaraki station and take the train bound for Kyoto-Kawaramachi. Get off at Takatsuki-shi station (about 40-45 mins) and walk about 10 mins.



Sakai Campus

Graduate School of Health and Well-being

Kansai University Sakai Campus Office

1-11-1 Kaorigaoka-cho, Sakai-ku, Sakai-shi,

Osaka 590-8515 JAPAN

Tel. : +81-72-229-5022

E-mail : sakai1@ml.kandai.jp



Nankai Electric Railway

Get off at Asakayama Station on the Nankai Electric Railway Koya Line, and then walk about one minute.