



Application Guidelines for Research Fellowship
School of Dentistry & Graduate School of Dentistry
Osaka University

**I. Eligibility to apply for
Postdoctoral Research Fellowship**

1. Individuals who earned or expect to earn a degree in medicine, dentistry, veterinary sciences, or pharmaceutical sciences, by the beginning of fellowship at Osaka University.
2. Individuals who have earned a master's degree.
3. Individuals who are granted the eligibility to apply by the Graduate School faculty association, considering that he or she has adequate academic literacy equivalent to either 1., or 2. Criterion.

Postgraduate Research Fellowship

1. Individuals who earned or expect to earn a bachelor's degree (consisted of typical 4-year curriculum), by the beginning of fellowship at Osaka University.
2. Individuals who are granted the eligibility to apply by the Graduate School faculty association, considering that he or she has adequate academic literacy equivalent to 1. Criterion

II. Application Procedure

After acquiring an approval by the head professor of department of your research choice, please submit the following documents.

	Note
Application Form	
Academic Certificate (Proof of degree completion)	Not required for graduates and graduating students of the School of/ Graduate School of Dentistry at Osaka University.
Consent Form	Please use the format provided in Application Form. - Only required for applicants who will be affiliated with institution(s) other than Osaka University.
Copy of your passport	Foreigners only. - Not required for applicants with permanent residency of Japan, issued by the Minister of Justice.
Copy of your resident card	Foreigners only. - Not required for applicants with permanent residency of Japan, issued by the Minister of Justice. - If you currently reside outside Japan, submit it as early as you obtain it after arriving in Japan.
Return envelope	- If you would like to have the result sent to your home, enclose an envelope type (K2) and size (240×332mm) that fits A4 papers; with your return address and name, and a postage stamp (120-yen) attached. - If you would like the application result sent to your Lab; write down the Lab name, and your name on the envelope. No need to attach a stamp.

III. Application Process Fee

1. Please make a payment of 9,800 JPY through ‘Application Fee Payment System’: <http://e-apply.jp/n/osaka-u-payment>
Online payment instruction is provided on page 4-9.
2. System processing fee will be charged separately..
3. Please print out the Payment Receipt from the link, and submit it with all the other documents.

IV. Deadlines

- (1) If residing in Japan

As a rule, submission must be completed by the end of the month that is 3 months advance to the beginning of the fellowship. (e.g., Submission deadline is the end of January for the entrance in April). If the last day of the month is a holiday, please submit it earlier during the weekdays.

- (2) If currently residing in a country other than Japan

As a rule, submission must be completed by the end of the month that is 4 months advance to the beginning of the fellowship. (e.g., Submission deadline is the end of June for the entrance in October). With an exception of if the entering month is in April 2024, the submission deadline is on December 28th. If the last day of the month is a holiday or a weekend, please submit the application earlier during weekdays.

V. Submit to:

Send by a registered post or hand deliver (office hours: 9:00 AM- 12:00PM, 1:00PM- 5:00PM) to:

The Student Affairs Section
Graduate School of Dentistry, Osaka University
Postal code: 565-0871
1-8 Yamadaoka, Suita, Osaka

VI. Announcement of the result

After a thorough selection screening at Faculty Association meetings, we will announce successful candidates. Application result will be sent to each applicant via mail or/and email.

VII. Entrance Fee

1. Once you receive the letter of acceptance, please pay entrance fee of 84,600 JPY (subject to change) using an invoice ticket sent by the Student Affairs Section, or wire-transfer to the following bank account.

Mitsui-Sumitomo BANK (SMBC),
Toyonaka Branch, account number No. 7 4 8 5 1 4 4
Name: オオサカダイガク シガクブ (Osaka University, Dentistry)

Please specify and add process code ‘00066’ before your name in your transfer.

2. Please bring in the receipt of entrance fee before the fellowship begins.
3. Each fellow must pay any handling fees, as might occur.
4. Once transferred, no refunds can be made for any reasons.

VIII. Tuition Fees

1. Monthly 28,900 JPY (as of 2023)
2. Please complete the payment of April to September, in May.
Please complete the payment of October to March, in November.
3. The university will send you an invoice ticket. Please complete the payment accordingly,

by the specified date.

4. Each fellow must pay any handling fees, as might occur.
5. Once the money is transferred, it will not be returned for any reasons.
6. If any change to tuition is made, it will take immediate effect.

IX. Leaving the fellowship before the anticipated end time

Please submit *request to withdraw* one month before the withdrawal date. If you are not up to date with your tuition payment, withdrawal request will be rejected. If you submitted the request to withdraw before the first Thursday of April, or the first Thursday of October, tuition payment will not be obligatory after the month of official withdrawal.

X. Extension of the fellowship

If you wish to extend the fellowship period and stay the subsequent academic semester, please follow the procedure specified by the Student Affairs Section. If no such action is taken, the fellowship ends on the initially agreed date.

Please send the application by a registered post or hand deliver to, and send any inquiries to:

The Student Affairs Section
Graduate School of Dentistry, Osaka University
Postal code: 565-0871
1-8 Yamadaoka, Suita, Osaka

Phone: (06)-6879-2862

E-mail: [si-soumu-kyomu \[at\] office.osaka-u.ac.jp](mailto:si-soumu-kyomu@office.osaka-u.ac.jp)

Office hours: Mon-Fri 9:00 AM- 12:00PM, 1:00PM- 5:00PM

(No weekends, closed December 29th to January 3rd)

Entrance examination fee payment

The payment process for the entrance examination fee is as follows.

For details on preparation and payment methods, please refer to the Application Fee Payment System "Introduction."

STEP1. Preparation

Prepare a computer and printer connected to internet.

STEP2. Access the Application Fee Payment System

Please access the following URL to visit the website of the Application Fee Payment System.

【URL】 <http://e-apply.jp/n/osaka-u-payment>

STEP3. Input Applicant's Information

Make sure to confirm procedures and notes on the screen page, and enter required information.

- ① School, Division Type
- ② Applicant's Information (Name, address, etc.)
- ③ Application is completed.

Make sure to write down the receipt number (12 digits).

This number is required to confirm and print your application later.

- ④ Payment Methods
 - Convenience stores
 - ATMs of Post offices or Banks
 - Internet banking
 - Credit cards
- ⑤ the Receipt of Application Fee Payment

If you select "Convenience store" or " ATMs of Post offices or Banks " as the payment method, a number (the number of digits will vary from store to store; some stores may provide both a customer number and a confirmation number) will be displayed after making your selection. This number(s) is required for payment, so be sure to write it down. Please pay at a convenience store or a post office/bank ATM within the payment deadline.

A confirmation email will be sent to you after your application is completed. If you restrict email receptions, please change the setting to receive emails from the sender (@e-apply.jp).

*Note that there may be a case the email goes to junk mail folder.

*No corrections and/or changes can be made after your application is completed.

Make sure that your application contents are all correct.

However, if you have not yet paid, you may make corrections by re-registering with the correct information.

*Please note that if you choose to pay via credit card, payment will be completed at the same time you register your personal information.

*Overseas residents can only pay by credit card and applicable online banking services. Payment cannot be made at convenience stores outside Japan.

STEP4. Pay the examination fee

The deadline for the payment is four days after application (including the application date).

Note: If payment is not made before the deadline, your application will be automatically cancelled. Also, be aware that this payment period is shorter for those who applied just before the application deadline.

1. Paying with a credit card

You can select and pay during the online application.

【Credit cards available for the payment】

VISA, Master, JCB, AMERICAN EXPRESS, MUFG, DC, UFJ, NICOS

The payment can be completed during the online application.

2. Paying by internet banking

After your online application is registered, the page will shift to the site of the bank you chose. Make the payment as instructed on the screen.

*Required your bank account is registered for internet banking.

The payment can be completed online.

3. Paying at convenience stores

Write down the number displayed after your online application is registered, and pay at any one of the following convenience stores.

Seven Eleven	<ol style="list-style-type: none">1. Please tell the cashier, "make an Internet payment."2. Say "payment slip number (13 digits)" and pay in cash, with NANA CO or using a credit card.3. Make sure that you receive "a receipt" and "a ticket (one)."
Lawson, Mini Stop (Loppi)	<ol style="list-style-type: none">1. Click "those who have a specified number"2. Enter the "customer number* (11 digits) and click "next"3. Click "multi-payment service" (payment)4. Enter the "confirmation number* (6 digits), then click "next"5. Check the displayed information and click "checked"6. Take the receipt printed out of the terminal and make a cash payment at the cashier within 30 minutes.7. Make sure that you receive "specification of payment (receipt)."8. You may keep "specification of payment," and it is not necessary to submit it to us.
FamilyMart (Fami Port)	<ol style="list-style-type: none">1. Click "payment"2. Click "multi-payment service" (payment)3. Enter the "customer number* (11 digits) and click "next"4. Enter the "confirmation number* (6 digits), then click "next"5. Check the displayed information and click "checked"6. Take the receipt printed out of the terminal and make a cash payment at the cashier within 30 minutes.7. Make sure that you receive "specification of payment (receipt)."8. You may keep "specification of payment," and it is not necessary to submit it to us.
Daily Yamazaki	<ol style="list-style-type: none">1. Please tell the store staff, "make an Internet payment."2. Please say "online settlement number (11 digits)" to make a cash payment.3. Make sure that you receive "a receipt."4. You may keep "the receipt," and it is not necessary to submit it to us.

SeicoMart (Club Station)	<ol style="list-style-type: none"> 1. Click "Internet payment/payments" 2. Enter the "Online settlement number* (11 digits)," click "next page" 3. Verify "online settlement number," then click "next page" 4. Check the displayed information and click "print" 5. Take the receipt printed out of the terminal and make a cash payment at the cashier within 30 minutes 6. Make sure that you receive "specification of payment" 7. You may keep "specification of payment," and it is not necessary to submit it to us.
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4. Paying at ATMs with Pay-easy option

Write down the number displayed after your online application is registered, and pay at any one of the ATMs with Pay-easy option as instructed on the screen.

*Banks with Pay-easy option can be checked on the [Selection of Payment Method] page.

Paying at ATMs of post offices/banks	<ol style="list-style-type: none"> 1. Click "Pay tax/charge" 2. Enter the "receiving company number (58021)," then click "checked." 3. Enter the "customer number," then click "checked." 4. Enter the "confirmation number," then click "checked." 5. Check the displayed information and click "checked." 6. Make a payment in cash or with a cash card. * 7. Make sure that you receive "specification of payment."
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*When using Japan Post Bank / Bank ATM, if the amount exceeds 100,000 yen in cash, please pay with a cash card. If you use a convenience store, you can pay up to 300,000 yen in cash.

Enter necessary information as instructed on the screen of the terminal or ATM, check the information displayed, and make the payment.

STEP5. Print out the Receipt of Application Fee Payment

After the payment is completed, print the documents downloadable on A4 size paper, and send the Receipt of Application Fee Payment with other documents within the application period.

* Please refer to the application guidelines for the mailing address, deadline, and required

documents.

* After your application is accepted, your screening fee and application documents will not be returned except for special circumstances.

* Osaka University refuses to answer any questions whether the application documents have reached us or not. Please confirm the delivery status by yourself by checking the website of the mail service company, etc.

<Payment completed> Caution regarding application and payment

To complete your application, you must mail in the required application documents described in the student recruitment guidelines along with the proof of payment for the examination fee. The application is not completed simply by registering.

Payments can be made at any time of day. Business hours may vary depending on where you make your payment (convenience store, ATM, etc.). Please mail the required documents within the time specified in the application guidelines. Also be sure to give yourself plenty of time to prepare and send in your application.

●Exemption of Application Fee for the Victims of Natural Disasters

In order to reduce financial burden and provide educational opportunities to prospective students affected by natural disasters, Osaka University will take the following special measure, namely exemption of the entrance examination fees payment.

*Note: Non-regular students such as credited auditors are not eligible for this exemption.

Please visit the official website of Osaka University for more details.

【URL】 <https://www.osaka-u.ac.jp/ja/admissions/information>

In this case, the Application Fee Payment System cannot be used. Please contact the office listed in this guideline and follow the instruction.

●Refund of Application Fee

Application fees are not refundable except in the following cases.

- (a) In case the applicant did not submit the application documents or the application documents were not accepted.
- (b) In case the applicant made a duplicate payment by mistake.

<Inquiries about This Web Site and Its Operation>

Learning and Education Application Service Support Center

(Operating company : Disco Inc.)

E-Mail: cvs-web@disc.co.jp

* We cannot answer questions regarding entrance exams and universities.

<Please contact us if you have any questions.>

If you have any questions regarding the entrance examination,
please contact the inquiry address mentioned in the application guidelines.