

# 2024 Academic Year Admission Guidebook

(For Graduate Schools, Diploma Course in Special Needs Education,  
and Yogo Teacher Training Special Course)

**Please complete the following procedures within the presemestered admission period.**

- A. Register with the Online Admission System**
- B. Pay the admission fee**
- C. Submit admission application via post**

Your intention for admission is confirmed only after all above procedures are completed.

Please be aware that admission procedures done outside the specified period shall not be accepted under any circumstances.

Also make sure to check your admission period, which differs by program.

**Please read this guidebook carefully and thoroughly before starting your online admission procedures.**

As your offer of admission contains important personal information, please refrain from posting picture or copy of letter of admission offer to SNS such as X (which was formerly known as “Twitter”), Facebook, Instagram, blogs, etc.



# List of Contacts

[Office Hours: Mon – Fri (except holidays) 8:30 – 17:15]

Types of inquires	Department in charge	Phone number
<b>Admission Procedures</b> <b>Operation of Online Admission System</b> (Please contact in charge divisions for inquires listed following.)	Student Affairs Department, Admissions Division	096-342-2146
<b>Admission fee exemption and/or payment postponement</b>	Student Affairs Department, Student Life Division, Economic Support	096-342-2151
<b>Tuition fee exemption</b>		096-342-2126
<b>Scholarships</b>		096-342-2129
<b>Student Insurance “Gakkensai”</b>	Student Affairs Department, Student Life Division, Life Support	096-342-2723
<b>Bank transfer of Admission fee</b>	Financial Affairs Department, Financial Affairs Division, Income Team	096-342-3176
<b>Tuition fee payments, deposit account transfer</b>		
<b>Entrance ceremony</b>	General Affairs Department, General Affairs Division, General Affairs	096-342-3117
<b>Graduate schools’ entrance ceremony and orientations</b> <b>Long-semester registration</b>	Education Affairs Office of each Graduate School	(Refer below *)
<b>Credited Auditors</b>	Student Affairs Department, Academic Services Division, Academic Support	Refer Email address on page 26

<b>Graduate School</b>	<b>Department in charge</b>	<b>Phone number</b>	<b>Address</b>
<b>Graduate School of Education Diploma Course in Special Needs Education Yogo Teacher Training Special Course</b>	Administrative Division of Humanity, Social Studies and Education, Education Administrative Team, Academic Affairs	096-342-2522	Kurokami 2-40-1, Chuo-ku, Kumamoto-shi, 860-8555
<b>Graduate School of Social and Cultural Sciences</b>	Administrative Division of Humanity, Social Studies and Education, Graduate School of Social and Cultural Sciences Academic Affairs	096-342-2325 096-342-2326	
<b>Graduate School of Medical Sciences</b>	Administrative Division of Medical, Pharmaceutical and Health Sciences, Medical Administrative Team, Academic Affairs	096-373-5029	Honjo 1-1-1, Chuo-ku Kumamoto-shi, 860-8556
<b>Graduate School of Health Sciences</b>	Administrative Division of Medical, Pharmaceutical and Health Sciences, Health Science Administrative Team, Academic Affairs	096-373-5571	Kuhonji 4-24-1, Chuo-ku Kumamoto-shi, 862-0976
<b>Graduate School of Pharmaceutical Sciences</b>	Administrative Division of Medical, Pharmaceutical and Health Sciences, Pharmaceutical Science Administrative Team, Academic Affairs	096-371-4635	Oehonmachi 5-1, Chuo-ku, Kumamotoshi, 862-0973
<b>Graduate School of Science and Technology</b>	Administrative Division of Science and Technology, Graduate School Academic /International Affairs	096-342-3013	Kurokami 2-39-1, Chuo-ku, Kumamoto-shi, 860-8555

Inquiries by phone: Japanese only.

Inquiries by email: Japanese or English.

Email address:  
nyushi{at}jimu.kumamoto-u.ac.jp  
(please change {at} to @ when  
sending an email)

# Index

## I. Admission Procedures

1. Admission period and advance preparation	1
2. A. Online Admission System registration	3
3-1. B. Admission fee payment	11
3-2. Admission fee exemption / payment postponement & Tuition fee exemption (year round)	12
4. C. Admission application submission via post	21
5. List of documents to submit to <Educational Affairs Office in your program>after admission	21
6. Important notes	22
7. Letter of acceptance	23

## II. Preparation

Information you can find in this section: Entrance ceremony, orientations, maps

1. Entrance ceremony and orientations for new students	24
2. Location map of Kumamoto University and Kumamoto Prefectural Theater	25

## III. University life

Information you can find in this section: Tuition fee, campus life

1. Long-semester registration system	2	6
2. Graduate student registration as credited auditor for undergraduate lectures		26
3. Tuition fee		
a. Tuition payments and bank account transfer		27
b. Tuition fee amount		27
4. Personal Accident Insurance for Students Pursuing Education and Research [“Gakkensai”], and Additional Liability Insurance		27
5. Others		
a. Handling of personal information		28
b. Commuting to university by car		30
c. Riding a bicycle on campus		30
FAQ		31

# I. Admission Procedures

Please complete following **A to C** within the presemestered admission period.

“B. Admission fee payment” must be completed prior to “C. Admission application submission via post”.

## A. Online Admission System registration

Login to the online admission system via University website.

## B. Admission fee payment

**Skip this step if you are applying for admission fee exemption / payment postponement\*.**

\*Refer to page 15 for how to apply.

## C. Admission application submission via post

Your intention for admission is confirmed only after all above procedures are completed by 17:00 of the last day of the admission period.

\* Please note that if your admission documents fail to reach Kumamoto University by presemestered deadline, your admission application is considered incomplete (online registered data becomes invalid).

Also, please be aware that admission procedures done outside the specified period shall not be accepted under any circumstances.

## 1. Admission period and advance preparation

[ For April 2024 admission]

Type of program and entrance examination	A. Online Admission System registration	C. Admission application submission via post
Yogo Teacher Training Special Course	Feb 6– Feb 14, 2024 (by 17:00 Japanese Time)	Feb 13 – Feb 14, 2024 (by 17:00 Japanese Time)
Graduate School of Education	Feb 28 – Mar 15, 2024 (by 17:00 Japanese Time)	Mar 13 – Mar 15, 2024 (by 17:00 Japanese Time)
Graduate School of Social and Culture Sciences • Master’s Program (Including instructional system) • Doctoral Program (instructional system only)		
Graduate School of Medical Sciences • Master’s Program • Doctoral Program		
Graduate School of Health Sciences • Master’s Program • Doctoral Program		
Graduate School of Pharmaceutical Sciences • Master’s Program		
Graduate School of Science and Technology • Master’s Program • Doctoral Program		
Diploma Course in Special Needs Education		
Graduate School of Education (3rd recruitment only)	Mar 18-Mar 27, 2024 (by 17:00 Japanese Time)	Mar 25 – Mar 27, 2024 (by 17:00 Japanese Time).
Graduate School of Social and Cultural Sciences • Master’s Program (only 3rd recruitment and international joint education program) • Doctoral Program (Excluding instructional system)		
Graduate School of Medical Sciences • Master’s Program (3rd recruitment only) • Doctoral Program (3rd recruitment only)		
Graduate School of Health Sciences • Master’s Program (3rd recruitment only) • Doctoral Program (3rd recruitment only)		
Graduate School of Pharmaceutical Sciences • Master’s Program (3rd recruitment only) • Doctoral Program (4 years) • Doctoral Program (3 years)		
Graduate School of Science and Technology • Master’s Program (3rd recruitment and those who fall in special selection of 3rd year undergraduate category) • Doctoral Program (3rd recruitment only)		

\* Recruitment after 2nd recruitment is subjected to be cancelled if student quota is reached.

If admission documents arrive ahead of admission procedure period, they will be accepted, however only be opened and checked during the admission procedure period.

[ For October 2024 admission]

Type of program and entrance examination	A. Online Admission System registration	C. Admission application submission via post
Graduate School of Medical Sciences (October admission)	Sep 2 – Sep 13, 2024 (by 17:00 Japanese Time)	Sep 9 – Sep 13, 2024 (by 17:00 Japanese Time)
Graduate School of Pharmaceutical Sciences (October admission)		
Graduate School of Science and Technology (October admission)		

[Please prepare the following before starting with the online admission application]

### 1. Letter of Admission Offer

The letter contains your examinee number and password which necessary for login.

### 2. PC or smartphone with Internet connection

\*You may use a PC (Internet) outside your home (such as school), however.

\* Do not use a PC with expired OS support or no antivirus software. Also, do not use a PC at places such as internet café.

### 3. Printer (applicable for A4-size paper, either monochrome or color)

You need to print out your registered admission information and address label. Regular printing paper is ok.

### 4. Email address

You may use an email address associated with your smartphone/cellphone or free email account. A confirmation email will be sent to you via this email address, Therefore, make sure to update the configuration to allow email messages from the University's domain (@jimu.kumamoto-u.ac.jp).

### 5. Face photograph image data for Student ID Card

Requirements:

\*Color photo taken within the last three months, aspect ratio 4:3 in size.

\*Image data must be between 100KB and 5MB in size, in JPEG or PNG file format. \*Photo must show upper half of your body, directly facing the camera, without a hat.

\*Taken in clothing that you normally wear. Business suits are fine, however student uniform is not allowed

\*No digital edits or changes

This photo will be used for your student ID card.

### 6. One (1) standard Kakugata No. 2 Envelop (240 x 332 mm; A4-size documents can fit without folding)

## 2. A. Online Admission System registration

After reading this guidebook thoroughly, use one of the following methods to access the “Online Admission System” to proceed with your registration.

The link to “Online Admission System” can be found in this guidebook. Alternatively scan QR code in this page, or search by URL (<https://admission.kumamoto-u.ac.jp/>)

Information needed for registration	
1.	Important notes before starting the online registration (Please read this content before starting the online)
2.	Login
3.	Confirm and enter your personal information
4.	Enter emergency contact information
5.	Pay admission fee (or apply for an exemption/postponement)
6.	Upload a student ID photo
7.	Confirm the content of pledge
8.	Print required documents
9.	Confirm entered content

(Online Admission System)



Online admission registration is available until 16:59 of the admission period deadline. However, as admission documents must reach University by 17:00 the same day, make sure to complete both on time.

It takes approximately 40 minutes to complete the online admission registration. The system times out automatically if no activities are detected for 60 minutes. If you need to return to the previous page, do not use the browser’s return button as input content may disappear. Use the return button appear on the latest window screen. Input information prior to time-out is automatically saved.

## <<1. Important notes before starting the online registration >>

Read the content, check to confirm, then click “Next”.

If unable to check, please change your browser.

### Important notes before starting the online registration

Read the following notes carefully and agree with the content. After reading “Admission Guidebook” thoroughly, select the checkmark for “I confirmed ‘the important notes before starting the online registration.’” Then, click “Next”.

1. To complete the admission and registration, after registering through the Internet using this system, it is necessary to pay the admission fee and submit the required documents for admission by mail.
2. Use “express simplified registered mail” to send the documents during the admission and registration period (cannot bring in person). (Must arrive by 17:00 on the last day of the period.)  
If the submitted documents are incomplete or incorrect, we do not accept them. For any reason whatsoever, you are not permitted to register after the admission and registration period is over.
3. Please be warned that if the required documents for admission do not arrive during the admission and registration period (must arrive by 17:00 of the last day), the registration is deemed incomplete (registration data becomes invalid), and treated as declining an offer of admission.  
The University may contact the applicant by phone or other means to confirm the intention if the student does not provide a clear refusal to an offer of admission.
4. After completing the registration, you cannot make changes to the content, and the submitted documents will not be returned.
5. If deceitful or fabricated content is found in the submitted documents, your admission may be withdrawn.

Before starting the online registration, thoroughly read “Admission Guidebook” to prepare yourself.


confirm “the important notes before starting the online registration”.

### Confirm the environment of your PC or smartphone


Please confirm the environment of your PC or smartphone to use.

#### PC recommended environment

Browser version

Recommended check	For Windows environment	For Mac environment
	Google Chrome Microsoft Edge	Safari Google Chrome


PDF viewer and reader software

Recommended check	For Windows environment	For Mac environment
	Adobe Acrobat Reader DC * PDF Reader for Windows 8.1 or 10 does not conform to the recommended environment. * PDF Reader plug-in for browser does not conform to the recommended environment.	Adobe Acrobat Reader DC * Preview on Mac does not conform to the recommended environment. * PDF Reader plug-in for browser does not conform to the recommended environment.

#### Recommended environment for the mobile terminals

\* The following outlines the recommended environment; however, some functions may not work depending on your environment. If that is the case, please use a PC instead.

OS version

Recommended check	For Android environment	For iOS environment
	Android 10.X.X or later Android Chrome	iOS 14.X.X or later Safari





## <<2. Login >>

It is a two-step verification. First, enter your date of birth, application registration number, and temporary password given on your offer of admission (an 8-digit password consisting of half-width lower-case alphabets and numbers), then click “Login”. (If you make password-input errors for 10 times, you will be blocked. If this occurs, please contact the Admissions Division at 096-342-2146.)

When the next screen appears, enter an email address, and click “Send”. Immediately, you will receive a password sent to your email. Use that password to log in again. If you do not receive a password email, check whether you had entered email address incorrectly. Or check junk-mail configuration of your email account (allow emails from @jimukumamoto-u.ac.jp) then click “Send” again.

Even then, if you do not receive email showing password for next step, please contact nyushi[at]jimukumamoto-u.ac.jp (please change[at] to @)

Depending on type of browser, delimiter (- or /) for date may be different. Use two digits for both month and date such as “2002-08-01”.

A password for admission and registration will be sent

A password for admission and registration will be sent to the provided email address.

mail address **Required**

Please provide your usual email address you frequently check.  
Please configure to allow emails from: “@jimukumamoto-u.ac.jp” domain name.

An email has been sent

A password for admission and registration was sent.

A password for admission and registration was sent to: “a-tsugi@jimukumamoto-u.ac.jp”  
From the login screen, enter the password for admission and registration to start registration.

Return to the login screen

An email from [nyushi@jimukumamoto-u.ac.jp](mailto:nyushi@jimukumamoto-u.ac.jp) contains a half-width alphanumeric 10-digit password.

Log in

date of birth 2005/08/18

application registration

password

Return Login

Enter your “password for admission and registration” received in email.

Handling privacy of information

The University appropriately obtain, handle and manage private information of students and others in relation to regular operation of the University accordance with “the regulations for protection of privacy of information, National University Corporation Kumamoto University”, and “the regulations for management of privacy of information, National University Corporation Kumamoto University”.  
Confirm the section “Handling of personal information” of the guidebook, then select the checkmark for “I agree with the handling of private information”.

agree with the handling of private information.

Return next

### <<3. Confirm and enter your personal information>>

Please confirm your personal information and move to “Next”.

Confirm and enter your personal information(1/7)

name	<input type="text"/>
Furigana	<input type="text"/>
Romaji notation <b>Mandatory</b>	<input type="text"/> <small>* This will be displayed on the student ID. (Letters exceeding 18 characters are truncated.) * Those with a Japanese national should enter in order of the surname followed by the given name. Use capital letters of alphabet for the surname. The given name should start with a capital letter followed by lower-case letters. Example) KUMAMOTO Taro * Those with a foreign national should enter the name as it appears on the passport. * Leave a space between the surname and the given name.</small>
A landline phone number <b>Mandatory</b>	<input type="text"/> <small>*Include a hyphen (-) in the input. *Include area code in the input. *If you do not have a landline phone number, use a cellphone number.</small>
A cellphone number <b>Mandatory</b>	<input type="text"/> <small>*Include a hyphen (-) in the input. * If you do not have a cellphone number, enter "000-0000-0000".</small>
email address	<input type="text"/> <small>* If you want to change the email address, re-login with a temporary password and update.</small>
Postal code <b>Mandatory</b>	<input type="text"/> <a href="#">Obtain the address from a postal code</a> <small>*Include a hyphen (-) in the input. input [000-0000] in case of address overseas, then input your postal code together with address in appropriate columns</small>
Address <b>Mandatory</b>	<input type="text"/>
Apartment etc.	<input type="text"/>
Nationality <b>Mandatory</b>	<input type="text"/>
Registered permanent address <b>Mandatory</b>	<input type="text"/> <small>* Please enter according to your family register.</small>

KUMADAI Taro

As in the above example, your surname must be entirely input with capital letters, while given name begins with a capital letter followed by lower-case letters. **International students should input name order as same as appearing on your passport.**

Input 000-0000 for address outside Japan. Then input your postal code if any in the “address” cell

### <<4. Enter emergency contact information>>

Enter emergency contact information and move to “Next”.

Enter the emergency contact information(2/7)

name <b>Mandatory</b>	Yamada Taro
Relationship <b>Mandatory</b>	father
A landline phone number <b>Mandatory</b>	090-0000-0000 <small>*Include a hyphen (-) in the input. *Include area code in the input. *If you do not have a landline phone number, use a cellphone number. * In case of emergency when the University cannot get hold of you, this contact information is used. Please enter the contact information other than yourself.</small>
A cellphone number <b>Mandatory</b>	090-0000-0000 <small>*Include a hyphen (-) in the input. * If you do not have a cellphone number, enter "000-0000-0000".</small>
email address <b>Mandatory</b>	test@gmail.com
Postal code <b>Mandatory</b>	090-0000 <a href="#">Obtain the address from a postal code</a> <small>*Include a hyphen (-) in the input. input [000-0000] in case of address overseas, then input your postal code together with address in appropriate columns</small>
Address <b>Mandatory</b>	0000
Apartment etc.	0

<<5. Pay the admission fee>> (\* Make sure to read pages 13 and 14.)

\*Skip this step if you are an MEXT scholarship or a higher education student. Please select My Payment. If you are applying for admission fee exemption /payment postponement, select the other choice and refer to page 15 for next step.

To pay the admission fee, please select “My Payment” and move to Next. How to use My Payment can be found on pages 13 and 14.

If you are applying for an exemption or postponement, please click the arrow circled in red. Once you click this, the screen changes to the one below. From the pulldown menu, select an application number(1 to 6), then select Next. Please read information from page 15 carefully.

Number	Student type	Application type	Target
①	Graduate students	General category	Admission fee exemption/postponement (payment deadline extension) (those who have difficulty paying the admission fee due to financial reasons and who are recognized as having excellent academic performance)
②	Teacher-education students, Advanced-studies students	General category	Admission fee postponement (payment deadline extension) (those who have difficulty paying the admission fee due to financial reasons and who are recognized as having excellent academic performance)
③	Graduate students, Teacher-education students living in education areas covered by the Disaster Relief Act, Advanced-studies students	"Disaster" category (Academic Expense Supporter living in education areas covered by the Disaster Relief Act, suffering from such disasters and unable to pay admission fee)	Admission fee exemption/postponement (payment deadline extension) (students suffer from complete destruction, large scale destruction, half-destruction or inundation above floor level, and Academic Expense Supporter passed away or missing)
④	Graduate students, Teacher-education students, Advanced-studies students	Death of Academic Expense Supporter etc.	Admission fee exemption/postponement (payment deadline extension) (Academic Expense Supporter passed away/suffered from natural disaster within one year before enrollment)
⑤	Graduate students	Privately Financed International students	Admission fee exemption/payment postponement (payment deadline extension)
⑥	Graduate students	Privately Financed International students (supported by JICA, etc.)	Admission fee payment postponement (payment deadline extension)

- ① Apply for admission fee exemption/postponement (extension of payment deadline) for graduate students, under "General" category
- ② Apply for admission fee exemption/postponement (extension of payment deadline) for Teacher-education students and Advanced-studies students, under "General" category
- ③ Apply for admission fee exemption/postponement (extension of payment deadline) for graduate students, Teacher-education students and Advanced-studies students, under "Disaster" category
- ④ Apply for admission fee exemption/postponement (extension of payment deadline) for graduate students, Teacher-education students and Advanced-studies students, under "Academic Expense Supporter passed away" category
- ⑤ Apply for admission fee exemption/postponement (extension of payment deadline) for graduate students, under "Privately Financed International students" category
- ⑥ Apply for admission fee postponement (extension of payment deadline) for graduate students, under "Privately Financed International students with support from JICA, etc." category

The application number you selected will appear in “the admission and registration document confirmation slip”, therefore please check carefully. Two copies of the slip should be printed: one to sent to the University, and the other kept for yourself so that when you submit an exemption / postponement application, you can confirm the application number you selected. Make sure to submit documents associated with the application number.

## <<6. Upload a student ID photo>>

Please upload an ID photo, which you prepared in advance, for your student ID.

Upload a student ID photo(4/7)

Student ID photo **Required**

To upload an image, you must allow pop-up windows.

- photograph of enrollment **student only** (upper half body, front facing the camera).
- It must be taken within **three months**.
- It must be photographed in your **regular attire**. (Dressed in uniform is not accepted)
- The photograph must be taken with **no hat and no background**.
- It must be a **color photograph**.
- The file format must be either JPEG or PNG.
- Also, photo processing other than changing the image ratio is not allowed.
- Photo size is 4:3 aspect ratio
- It must be high resolution photograph. (100 KB to 5MB)

Select an image file

Return next

You can trim the photo you uploaded. Please adjust the size as shown in the sample. Once the registration is completed, the uploaded photo can not be changed.

\* If uploading doesn't work, try to upload a different photo.

- Photo becomes your student ID photo.
- photograph of enrolling student only (upper half body, front facing the camera).
- It must be taken within three months.
- It must be photographed in your regular attire. (Dressed in uniform is not accepted.)
- The photograph must be taken with no hat and no background.
- It must be a color photograph.
- The file format must be either JPEG or PNG.
- Also, photo processing other than changing the image ratio is not allowed.
- Photo size is 4:3 aspect ratio.
- It must be high resolution photograph. (100 KB to 5MB)

[An image of your student ID of Kumamoto University]

熊本大学学生証

学生番号 999-X9999 2015年度入学  
所属 経済学部 経済学科  
氏名 熊大 太郎  
生年月日 2011年3月12日

有効期限 2023年3月31日

This photograph will appear on the student ID to be used **during your study at the University**.

agree.

Close

Upload your photo, click “Confirm” to see how your photo will appear at your student ID card. Click Agree” to close the window, then choose “next”.

## << 7. Confirm the content of pledge>>

After confirming the content of the pledge, select the check box to “Agree with the pledge”, and move to “Next”.

Confirm the content of pledge(5/7)

誓約書  
Pledge

年 月 日  
year month day

熊本大学長 殿  
To the President of Kumamoto University

今般、熊本大学に入学を許可されましたが、入学の上は、学則、諸規則を固く守ることを誓います。

I pledge to observe Kumamoto University's regulations as a student regarding admission to Kumamoto University.

氏名 名 テスト 大学院

agree with the pledge.

Return next

Please check if your name is correct, and date is automatically input after you check “agree with the pledge”.

## <<8. Print required documents>>

Necessary documents displayed on below windows differs by student. Please print out all documents that have a “Print” icon on the right-corner. Print your required documents and check “I read and confirm required documents”, then click “Confirm”. At this step you cannot make further changes to your application. However, you can log in to check its content and print necessary documents any time within the presemestered application period.

Address label in monochrome is fine if you cannot print in colors.

All printed documents should be enclosed together with your other required documents to send by post mail.

Print required documents(6/7)

\* Print this page, and check to make sure that all items are included. Enclose this with the admission and registration documents in an envelope.

Submission documents etc.	Description	Print
Admission and registration document confirmation slip [print size: A4]	Print the admission and registration document confirmation slip, and check to make sure that all items are included. Enclose this in an envelop with other required documents for admission.	
Address label [print size: A4]	Please glue the printed sheet from the system on the front of the envelope. <small>*Please confirm that the printed content has no errors. * The envelop must be the standard Kakugata No. 2 (240 x 332mm; A4 size documents should fit without folding).</small>	
Guarantor form [print size: A4]	Fill the necessary items on the form printed from the system, and make sure to ask the guarantor to sign and stamp.* Please sign the name of the enrollee according to the family register.	
The payment date using My Payment My Payment	Please enter the date you paid with My Payment. (Made a payment on Month:      Date:      )	
Pledge concerning copyrights	Print from the system, and the student must hand-write to complete the document. <b>After admission to the University, please submit it to the Education Affairs Department of your program.</b>	
A copy of graduation/ completion certificate, and academic record	<b>If you were expecting to graduate from (or to complete) your program at the time of application for a program at the University, please submit it.</b> If you were expecting to graduate from Kumamoto University undergraduate or graduate program, you do not need to submit it. If you cannot submit a copy of certificate during the admission and registration period (due to the policy of the school you were attending), you must enclose a document stating the expected date of submission. (The document can be a free format. However, it must contain information about the graduate school, program, application registration number, and your name, and it states that "Due to the policy of [name of the school] that I have graduated from/completed a program, I am unable to submit a copy of certificate at this time. I plan to submit by [month, date, year] upon obtaining a copy.") As soon as you receive a copy of certificate, please submit it. <small>* We do not accept submission of various "expected" certificates. * To submit documents after the admission and registration period is over, you must submit to <b>Education Affairs Department in your program.</b></small>	
[For those who graduated from a technical college] A copy of degree certificate	<b>Those who were expecting to graduate from (or to complete a program at) a technical college at the time of application, please submit it.</b> If you cannot submit a copy of certificate during the admission and registration period (due to the policy of the school you were attending), you must enclose a document stating the expected date of submission. (The document can be a free format. However, it must contain information about the graduate school, program, application registration number, and your name, and it states that "Due to the policy of [name of the school] that I have graduated from/completed a program, I am unable to submit a copy of certificate at this time. I plan to submit by [month, date, year] upon obtaining a copy.") As soon as you receive a copy of certificate, please submit it. <small>* We do not accept submission of various "expected" certificates. * To submit documents after the admission and registration period is over, you must submit to <b>Education Affairs Department in your program.</b></small>	

\* There are other documents to submit at the time of registration and after admission. Please refer to the Guidebook to Program Admission and enclosed documents to confirm and submit them.

I read and confirmed required documents.

Please print 2 copies of this document list, one to enclose in your submission document, one to keep for your reference.

If you had selected My Payment, write the date of payment then print as above mentioned

**Admission fee waive/payment postponement**

The content of application is “①Apply for admission fee exemption/postponement (extension of payment deadline) for graduate students, under “General” category”. Please confirm.  
Please pay your admission fee amount within 14 days since announcement of your application result if you are not selected for exemption or payment postponement.  
Please pay your admission fee amount by September 30 2024 if you are approved “admission fee payment postponement (full amount/half amount extension)”. Postponement of admission fee permission does not exempt the admission fee.

If you selected “apply for an exemption or postponement of the admission fee”, instead of “The payment date using My Payment”, you will see a section for “Application for an exemption of admission and tuition fees”. Please verify the application type shown.

## <<9. Confirm entered content>>

Please confirm all information. If you need to make corrections, please go back to make changes. Check once again before clicking “Confirm”.

Confirm entered content(7/7)

Once confirmed, you will not be able to update the admission and registration information.

\* Once confirmed, changes to information requires you to go through a particular process after admission.

Personal information	
name	
Furigana	
Romaji notation	
A landline phone number	
A cellphone number	
email address	
Postal code	
Address	
Apartment etc.	
Nationality	
Registered permanent address	

Emergency contact information	
name	
Relationship	
A landline phone number	
A cellphone number	
email address	
Postal code	
Address	
Apartment etc.	

An admission fee payment	
An admission fee payment	An application for an exemption or postponement (③Apply for admission fee exemption/postponement (extension of payment deadline) for graduate students, under "General" category)

Student ID photo	
Student ID photo	

Pledge	
The date of agreement	

After completing this, a confirmation email will be sent. (Admission and registration will be completed after paying the admission fee and sending the required documents.)

[Return](#) [Confirm](#)

If you see the screen below, your registration is completed. A confirmation email will be sent from the address [nyushi@jim.kumamoto-u.ac.jp](mailto:nyushi@jim.kumamoto-u.ac.jp).

The Internet registration is completed

Registering admission and registration information is completed.
* The Internet registration completion email has been sent to [redacted] Please send admission fee payment and necessary documents (must be received by 17:00 on deadline date) (*1) If you are applying for an exemption or postponement of the admission fee, you do not need to pay the admission fee. (*2) No need to pay admission fee for government-sponsored international students, successful candidate of shingakusha selection.
Later, please send the required documents by mail.
For inquiries, please contact an appropriate department as listed in the Guidebook to Program Admission.

[Return to the top](#)

To complete the admission and registration, you must also pay the admission fee (refer to the following page) and mail the required documents.

If you are going to apply for admission fee exemption/payment postponement, do not pay.

Also Monbukagakusho(MEXT) Scholarship students, successful candidate of higher education selection do not need to pay admission fee for.

Please check page 15 for details. You cannot change your information on the system once online admission is completed. You can change it later after admission if necessary.



### 3-1. B. Admission fee payment

1) Admission fee is 282,000 yen for graduate schools, 58,400 yen for diploma Course and Special Course.

\* Please pay before sending out the required documents for admission.

\* Select an option on the Internet registration system; either to make a payment using My Payment or to apply for an exemption or postponement of the admission fee.

**Those who selected to apply for an exemption or postponement, do not pay the admission fee. Once it is paid, it is not refundable.**

2) Payment method

- My Payment (Please refer to page 13-14): You are able to pay at any convenience stores in Japan 24 hours a day including weekends. The payment must be made in cash, and handling and transaction fees must be paid by the payer. Please bring the barcode generated in the Internet registration process to a nearest **convenience store (Seven Eleven, Family Mart, Ministop, Seicomart or LAWSON)** and pay on time so not to cause any delay for your required documents for admission to arrive by the due date.
  - \* You must write the date you paid on the slip to send it with other documents, thus, make sure to pay before mailing the required documents for admission.

Student Classification	Breakdown		Amount	Total payable
Graduate School	Admission fee		¥282,000	
	Handling fee		¥132	
	System charge	Seven Eleven	¥440	¥282,572
		Family Mart Ministop Seicomart LAWSON	¥550	¥282,682
Diploma Course in Special Needs Education Yogo Teacher Training Special Course	Admission fee		¥58,400	
	Handling fee		¥132	
	System charge	Seven Eleven	¥440	¥58,972
		Family Mart Ministop Seicomart LAWSON	¥550	¥59,082

3) For successful applicants of the higher education screening test

If you are a successful applicant of the higher education screening test, graduate from Kumamoto University's Master Course, attending Doctoral Courses, you do not have to pay the admission fee. Therefore, do not transmit your admission fee. Also, the window for admission fee payment will not be shown when doing online admission procedures. And there's no need to apply for admission fee exemption, either.

For those who wish to apply for tuition fee exemption, please see page 18 and visit Kumamoto University's homepage for details.

University homepage > About Kumamoto University > Publication of Educational Information > 8.Information regarding payments by Students > 5.[Tuition fee exemption]

## 3-2. Admission fee exemption/payment postponement & Tuition fee exemption (year round)

### 1) Notes for applying for fee exemption

- ① If you have already paid the admission fee during the admission period, you can not apply for the admission fee exemption.
- ② Please check for eligibility in the application guidebook for admission fee exemption/postponement posted on the university's website.

\* Kumamoto University Website > About Kumamoto University  
> Publication of Educational Information > 8. Information regarding Payments by Students >  
4. [ Admission Fee Exemption and Deferment ]

### 2) Applying for exemption or payment postponement

If you meet any of the following conditions, you can apply for admission fee exemption. Do not pay admission fee and proceed to online registration system, choose your category number and follow the system's guide thereafter. (refer to page 7 for details)

- ① Normal Application (for graduate students)
- ② Normal Application (for diploma course, special course students) (only payment postponement)
- ③ Disaster damage (if your home/living space is totally damaged/ damaged in large scale, half-damaged or inundation above floor level by natural disasters in Japan)
- ④ Death of Academic Expense Supporter
- ⑤ Privately financed international students
- ⑥ Privately financed international students (with financial support from JICA, etc.) (only payment postponement)

### 3) How to apply

Check your application category number, finish steps 1 and 2 of the application within presemestered time period.

If you wish to apply for tuition fee exemption (year round), please see page 18. Tuition fee exemption and admission fee exemption application can be done at one time.

Have you checked your answer? Please choose one and proceed to the next step

Option 1: pay admission fee by My Payment → see page 13

Option 2: Apply for admission fee exemption/postponement → see page 15

※If you wish to apply for tuition fee exemption only, please see page 18.



<< **Paying the admission fee (how to use My Payment)** >>

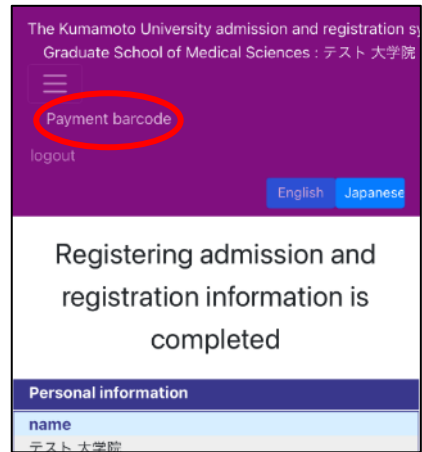
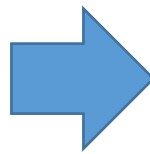
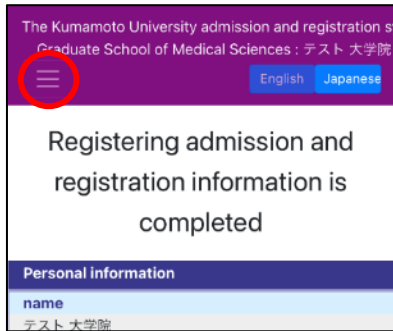
After completing the Internet registration, please re-login to the system using a smartphone. \* My Payment can not be used from a PC.

Once a My Payment barcode is shown on your smartphone, you can pay at a participating convenience store 24 hours a day.

Make sure to pay before sending the required documents for admission by mail.

- 1). Scan the QR code to access the Internet registration system.
- 2). Please read important notes before starting the online registration and proceed to login.  
Login password is the same with the one you received by email.
- 3). Once you log on, it changes to the confirmation screen to verify registered information. Click the area circled in red, then choose “payment barcode”.

(Online Admission System)



- 4). There you can access “My Payment” as shown on the left (below). Click “OK” to display your payment barcode.

**\* The barcode is valid only on the day the code is generated. If you do not pay by 23:59 on that day, you need to re-login to generate a new barcode.**

Show your barcode at a convenience store for making payment.

(A screenshot is fine)



If the barcode cannot be read properly, or cannot be displayed, try to use another smartphone. If you still cannot use it, please send an email to the address below.  
  
nyushi@jimu.kumamoto-u.ac.jp



5). Please note that you will not receive a receipt for payment when you do your payment at a convenience store. However, you can check your payment status on the admission registration system later. Click “Pay barcode”, choose “Content of payment” to check your status. If payment content appears, then your payment was successfully completed.

A receipt of payment will be available for download on the admission registration system about 4 to 10 days afterward. (Click “issue electronic receipt”)



If you wish to remit your admission fee directly because you are unable to use My Payment, please contact your academic office by email.

Once finished with payment, please check page 21.

## **Exemption and postponement of the admission fee**

### **1) Admission fee exemption**

We will select successful applicants among those who qualify and apply for admission fee exemption. Exemption may be either full amount or half amount respectively.

\*For Diploma Course in Special Needs Education students (hereafter diploma course students) and Yogo Teacher Training Special Course students (hereafter special course students), only those of either category “Death of Academic Expense Supporter etc.” or “Damages from natural disasters” are qualified for admission fee exemption.

[Admission fee exemption eligibility]

1. Financial reasons (excluding diploma course and special course students)

This applies to students who have difficulty making an admission fee payment due to financial reasons (excluding repayment of loans and debts), while obtaining an outstanding academic performance.

2. Death of the Academic Expense Supporter etc.

This applies to students whose Academic Expense Supporter passed away, or the Academic Expense Supporter or student himself, or both have suffered damages by wind, water and so on which caused difficulty in making an admission fee payment within a year prior to admission.

\* For privately financed International students, the students themselves (or spouse) are considered as Academic Expense Supporter.

3. Damages from natural disasters

This applies to students whose Academic Expense Supporter must live in areas applicable for the Disaster Relief Act in Japan, have a certificate of damage issued by an authorized public agency with a level of damage meeting either “totally damaged”, “damaged in large scale”, or “half-damaged or inundation above floor level”, or the Academic Expense Supporter dies or is missing because of natural disaster in Japan. (application must be within 1 year of the occurrence of the natural disaster)

### **2) Admission fee postponement**

We will select successful applicants from among those who qualify and apply for admission fee payment postponement.

Postponement is to extend the payment deadline, and is not an exemption. You are still required to make a full admission fee payment within a later deadline.

\* Applicable to diploma course and special course students.

[Qualifications for an admission fee postponement]

1. Financial reasons

This applies to student who has difficulty making an admission fee payment by the due date for financial reasons (excluding repayment of loans and debts).

2. Death of the Academic Expense Supporter etc. (same as admission fee exemption)

3. Damages from natural disasters (same as admission fee exemption)

### **3) How to apply**

\* Kumamoto University Website > About Kumamoto University > Publication of Educational Information > 8. Information regarding Payments by Students > 4. [Admission Fee Exemption and Deferment]

Please visit the University homepage to download “Application Guidebook for Admission fee Exemption/ Postponement and Tuition fee Exemption” after you chose one suitable number for application category and finish your online admission registration.

※ You will also find information on applying for tuition fee exemption on this page.

For those who chose application category 5 (Privately financed international students), please download the Application guidebook for privately financed international students.

Application Step 1: access the application system and complete your system entry within the period outlined below.

Time period for submission of admission documents (see page 1)	Step 1 Application period
Feb 13, 2024 - Feb 14, 2024	Feb 15, 2024 - Feb 19, 2024
Mar 13, 2024 - Mar 15, 2024	Mar 13, 2024 - Mar 21, 2024
Mar 25, 2024 - Mar 27, 2024	Mar 25, 2024 - Mar 27, 2024

Application Step 2: Print out your application forms and send them to Kumamoto University along with other necessary documents for exemption. You should use a Letter Pack Light (trackable mailing method), and the envelop should clearly mention your examination ID number and your enrolling faculty/graduate school. Please write down “document for admission fee exemption” in mailing content.

Time period for submission of admission documents (see page 1)	Step 2 Application period
Feb 13, 2024 – Feb 14, 2024	Feb 16, 2024 – Feb 22, 2024 「postmark valid」
Mar 13, 2024 – Mar 15, 2024	Mar 14, 2024 – Mar 22, 2024 「postmark valid」
Mar 25, 2024 – Mar 27, 2024	Mar 26, 2024 – Mar 30, 2024 「postmark valid」

For “Damages from natural disasters”, please enclose a certificate of damage issued by an authorized public agency and a picture of the damage. In the case of death or missing Academic Expense Supporter, please enclose a document of proof. In the case of “half-damaged or inundation above floor level”, a certificate of household income is required for financial judgement.

#### Caution

- Until the selection results of the exemption or postponement of the admission fee are announced, your payment will be postponed.
- Applications for exemption or postponement of the admission fee and tuition fee exemption are accepted at the same time during the same period. If you are applying for both, common forms and certificates are used for both admission and tuition fee exemption applications.
- During the period of accepting applications, if you are unable to apply due to a special circumstance (hospitalized, or in an accident), please contact the University by email (gag-jumen@jimu.kumamoto-u.ac.jp) to notify in advance without fail.
- If you pay the admission or tuition fees prior to the announcement of selection results, the paid fees will not be returned. Therefore, do not pay until the results are announced.
- If you have already applied for exemption of admission or tuition fees in the registration system by selecting the applicable number (1 – 6), then decided to withdraw from enrolling, please contact Admission Division and complete the withdrawal procedure by following deadline: by 17:00 of March 29, 2024 for April admission students, and by 17:00 of September 30, 2024 for October admission students. You must also contact Economic Support Office, Student Life Division by email (gag-jumen@jimu.kumamoto-u.ac.jp).

#### 4) Due date for the postponed admission fee

Those who selected the associated number in their application for an exemption of admission and tuition fees and apply for an admission fee postponement during the period of application for an admission fee exemption, April-admission students are granted the extension until September 30, 2024, and October-admission students are granted the extension until January 31, 2025.

#### 5) Cancellation your application of exemption or postponement of the admission fee

If you want to cancel your application for an admission fee exemption or postponement, please contact Economic Support Office, Student Life Division by email (gag-jumen@jimu.kumamoto-u.ac.jp) by March 28, 2024 at 17:00.

## 6) Announcement of the results of exemption and postponement of the admission fee

Students can check the results by accessing <https://upotal.kumamoto-u.ac.jp/> using a PC or smartphone connected to the campus Wi-Fi. There will be no notification to your guarantor individually.

Check the results at “Academic Affairs Information System (SOSEKI)” → “Student Info” → “Student information card” → “Status of payment” → “Admission fee exemption”/ “Admission fee postponement”.

The results for the first semester will be announced around the end of June. The selection results will be posted on the campus bulletin board at the University.

## 7) In the case that you are not granted for admission fee exemption/postponement

1. Those who applied for only admission fee exemption

If the results indicated “half exemption” or “not granted” you must pay within 14 days of the announcement.

2. Those who applied for an admission fee postponement, or both postponement and exemption.

- If the results indicated payment postponement for full or half the amount, April-admission students must pay by September 30, 2024 and October-admission students by January 31, 2025.
- If the results indicated “not granted”, you must pay within 14 days of the announcement.

3. Payment amount varies by student status and granted amount. Please check table below for details. The number in brackets is the amount you have to pay in each respective category.

	Type granted	The exempted amount of tuition fee (one semester amount)	The exempted admission fee
Japanese graduate students and privately-financed international students	Full exemption	¥267,900( ¥0 )	¥282,000( ¥0 )
	Half exemption	¥133,950 ( ¥133,950)	¥141,000 ( ¥141,000)
	Not admitted	¥0 ( ¥267,900 )	¥0 ( ¥282,000 )
diploma course and special course students	Full exemption	¥136,950 ( ¥0)	¥58,400 ( ¥0)
	Half exemption	¥68,475 ( ¥68,475 )	¥29,200 ( ¥29,200 )
	Not admitted	¥0 ( ¥136,950 )	¥0 ( ¥58,400 )

\* After the announcement of selection results, if you failed to pay the admission fee by the due date, **your name will be removed** from the University in accordance with the University regulations.

〈Applicants enrolling in October 2024〉 ※Admission fee exemption and tuition fee exemption are to be applied at the same time

If you meet the requirements and wish to apply for admission fee and/or tuition fee exemptions, please visit Kumamoto university homepage for details.

Application period: From about mid to late September 2024 (planned)

How to apply: Step 1(register your information on the admission fee and the tuition fee exemption application system), Step 2 (mailing application documents)

Link for details: [https://ewww.kumamoto-u.ac.jp/en/about/publication-educational-information/08\\_4\\_admission\\_fee\\_exemption\\_and\\_deferment/](https://ewww.kumamoto-u.ac.jp/en/about/publication-educational-information/08_4_admission_fee_exemption_and_deferment/)

[Inquiries about Admission fee exemption]

Economic Support Office, Student Life Division, Student Affairs Department,  
Kumamoto University (Kurokami North Campus)

Phone: 096-342-2151 (Weekdays 8:30 – 17:15 (closed on weekends and holidays))

Fax: 096-345-5583

Email: gag-jumen@jimu.kumamoto-u.ac.jp

## How to apply for a tuition fee exemption

If you wish to apply for both admission fee and tuition fee exemptions, first please download the guidebook for application from the University homepage and read it carefully. We have separate guidebooks for privately financed international students, so please take care to download the one appropriate for you.

For students who enrolled to higher education by selection of students for higher education in Kumamoto University, you can apply only for the tuition fee exemption. When registering on the tuition fee exemption application system, please choose the “Non Applicable” category for the admission fee exemption category selection.

\* Kumamoto University Website > University life > admission fee, tuition fee, scholarship > Admission fee exemption and postponement

### Tuition fee exemption (year round)

#### 1) Tuition fee exemption

Among those who qualify for tuition fee exemption, individuals are selected on the basis of their application, and they may be granted a full or half tuition fee exemption.

\*For Diploma Course in Special Needs Education students (hereafter diploma course students) and Yogo Teacher Training Special Course students (hereafter special course students), only those of either category “Death of the Academic Expense Supporter etc.”, or “Damages from natural disasters” or “household was suddenly affected by the COVID-19 infection” are qualified for a tuition fee exemption.

[Tuition fee exemption eligibility]

1. Financial reasons (excluding diploma course and special course students)

This applies to students who have difficulty making tuition fee payments due to financial reasons (excluding repayment of loans and debts), while obtaining an outstanding academic performance .

2. Death of the Academic Expense Supporter etc.

This applies to students whose Academic Expense Supporter passed away, or the Academic Expense Supporter or student himself, or both have suffered damages by wind, water and so on which caused difficulty in making an tuition fee payment within a year prior to admission.

\* For privately financed International students, the students themselves (or spouse) are considered as Academic Expense Supporter.

3. Damages from natural disasters

This applies to students whose Academic Expense Supporter must live in areas applicable for the Disaster Relief Act in Japan, have a certificate of damage issued by an authorized public agency with a level of damage meeting either “totally damaged”, “damaged in large scale”, or “half-damaged or inundation above floor level”, or the Academic Expense Supporter dies or is missing because of natural disaster in Japan. (application must be within 1 year of the occurrence of the natural disaster)

4. Household was suddenly affected by COVID-19

This applied to students who are a beneficiary of the Public Support for households with severe income decline due to COVID-19, or students whose household income declined to less than half normal amount due to COVID-19, and who are deemed to have difficulty paying tuition.

#### 2) Application for a tuition fee exemption (year round) (“year round” means to apply for the first and second semesters together)

\* Kumamoto University Website > About Kumamoto University > Publication of Educational Information > 8. Information regarding Payments by Students

> 4. [Tuition Fee Exemption]

Application Step 1: access the application system and complete your system entry within below.

Time period for submission of admission documents (see page 1)	Step 1: Application period
Feb 13, 2024 – Feb 14, 2024	Feb 15, 2024 – Feb 19, 2024
Mar 13, 2024 – Mar 15, 2024	Mar 13, 2024 – Mar 21, 2024
Mar 25, 2024 – Mar 27, 2024	Mar 25, 2024 – Mar 27, 2024



Application Step 2: Print out your application forms and send to Kumamoto University along with other necessary documents for exemption. You should use Letter Pack Light (trackable mailing method), and the envelop should clearly mention your examination ID number and your enrolling faculty/graduate school. Please write down “document for admission fee exemption” in the mailing content.

Time period for submission of admission documents (refer to page 1)	Step 2: Application period
Feb 13, 2024 – Feb 14, 2024	Feb 16, 2024 – Feb 22, 2024 「postmark valid」
Mar 13, 2024 – Mar 15, 2024	Mar 14, 2024 – Mar 22, 2024 「postmark valid」
Mar 25, 2024 – Mar 27, 2024	Mar 26, 2024 – Mar 30, 2024 「postmark valid」

If you apply for admission fee exemption/payment postponement and tuition fee exemption (year round) together, you do not need to apply for tuition fee exemption again for the fall semester (application period: around early August). (One academic year will appear as spring semester/fall semester altogether)

However, if the content of your application changes, you need to apply for “Application for change” during the application period for the fall semester’s tuition fee exemption. Also, this does not apply for students applying for tuition fee exemptions by semester.

※Details for fall semester tuition fee exemption application will be announced on the University homepage.

For “Damages from natural disasters”, please enclose a certificate of damage issued by an authorized public agency and a picture of the damage. In the case of death or missing Academic Expense Supporter, please enclose a document of proof. In the case of “half-damaged or inundation above floor level”, a certificate of household income is required for financial judgement.

### Caution

- Until the selection results of a tuition fee exemption are announced, your payment will be postponed.
- Applications for exemption or postponement of the admission fee and tuition fee exemption are accepted at the same time during the same period. If you are applying for both, common forms and certificates are used for both admission and tuition fee exemption applications.
- During the period of accepting applications, if you are unable to apply due to a special circumstance (hospitalized, or in an accident), please contact the University by email ([gag-jumen@jimu.kumamoto-u.ac.jp](mailto:gag-jumen@jimu.kumamoto-u.ac.jp)) to notify in advance without fail.
- If you pay the admission or tuition fees prior to the announcement of selection results, the paid fees will not be returned. Therefore, do not pay until the results are announced.

### 3)Announcement of the results of exemption of the tuition fee

Students can check the results by accessing <https://uportal.kumamoto-u.ac.jp/> using a PC or smartphone connected to the campus Wi-Fi. There will be no notification sent to your guarantor individually.

Check the results at “Academic Affairs Information System (SOSEKI)” → “Student Info” → “Student information card” → “Status of payment” → “Tuition exemption”.

The results for the first semester will be announced around the end of June. The selection results will be posted on the campus bulletin board at the University. If you must pay after the announcement, your payment will be withdrawn using “automated bank transfer of tuition payments” in the middle of July.

The results for the second semester will announced around the end of November. The selection results will be posted on the campus bulletin board at the University. If you must pay after the announcement, your payment will be withdrawn using “automated bank transfer of tuition payments” in the middle of December.

#### 4) In the case that you are not granted for a tuition fee exemption

[ Paying the tuition fee]

- Students who are granted “half exemption” or are not eligible for tuition fee exemption will have to pay the tuition fee amount by using “automated bank transfer of tuition payments” in mid-July for the spring semester and mid-December for the fall semester.
- Please check table below for details of tuition fee amounts. The number in brackets is the amount you have to pay in each respective category. Please note that this table does not apply for students registered as long-semester auditors.

	Type granted	The exempted amount of tuition fee (one semester amount)	The exempted admission fee
Japanese graduate students and privately financed international students	Full exemption	¥267,900 ( ¥0 )	¥282,000 ( ¥0 )
	Half exemption	¥133,950 (¥133,950 )	¥141,000 (¥141,000 )
	Not admitted	¥0 (¥267,900 )	¥0 (¥282,000 )
diploma course and special course students	Full exemption	¥136,950( ¥0 )	¥58,400 ( ¥0 )
	Half exemption	¥68,475 (¥68,475 )	¥29,200 (¥29,200 )
	Not admitted	¥0 (¥136,950 )	¥0 (¥58,400 )

\* After the announcement of selection results, if you failed to pay the tuition fee by the due date, **your name will be removed** from the University in accordance with the University regulations.

〈Applicants enrolling in October 2024〉 ※Admission fee exemption and tuition fee exemption are to be applied at the same time

If you meet the requirements and wish to apply for admission fee and/or tuition fee exemptions, please visit Kumamoto University homepage for details.

Application period: From about mid to late September 2024 (planned)

How to apply: Step 1(register your information on the admission fee and the tuition fee exemption application system), Step 2 (mailing application documents)

Link for details:

[https://ewww.kumamoto-u.ac.jp/en/about/publication-educational-information/08\\_4\\_admission\\_fee\\_exemption\\_and\\_deferment/](https://ewww.kumamoto-u.ac.jp/en/about/publication-educational-information/08_4_admission_fee_exemption_and_deferment/)

[ Inquiries about Tuition fee exemption]

Economic Support Office, Student Life Division, Student Affairs Department,  
Kumamoto University (Kurokami North Campus)

Phone: 096-342-2126 (Weekdays 8:30 – 17:15 (closed on weekends and holidays))

Fax: 096-345-5583

Email: gag-jumen@jimu.kumamoto-u.ac.jp



## 4.C. Admission application submission via post

### 1) Submission method

Use a standard **Kakugata No. 2** envelope (240 x 332mm; A4 size documents should fit without folding) and glue the address label on the front of the envelope (the recipient-address side). The address label should be printed after completing the Internet registration. Use the admission and registration document confirmation slip you printed from the system to add check marks for the documents you enclosed in the envelope to make sure no documents are missing. After checking all the documents, send by “**express simplified registered mail**”(kani kakitome sokutatsu).

### 2) Printed documents from the Internet registration system.

Submission documents etc.	Description
<b>Admission and registration document confirmation slip [print size: A4]</b>	Use the printed slip to check submission documents, then enclose it.
<b>Address label [print size: A4]</b>	Glue the printed sheet on the envelop to send. * Confirm if printed content has no errors. * Prepare a <b>standard Kakugata No2. envelop (240 x 332mm; A4 size documents should fit without folding).</b>
<b>Guarantor form [print size: A4]</b>	Fill the necessary items on the printed form, and <b>make sure to ask your guarantor to sign stamp it.</b> ※Please write your name as same as in registered authorized documents

## 5. List of documents to submit to <Educational Affairs Office in your program>after admission

Submission documents etc.	Description
<b>A request form for tuition fee bank transfer</b>	You must submit this during the orientation after admission. Please fill everything <u>excluding</u> your student number, and after receiving your student ID, <u>copy the number and submit.</u>
<b>Graduation (completion) certificate Academic record</b>	Please submit only at the time of application, <u>if you were expecting to graduate from (complete) your program, and could not submit</u> the documents during the admission and registration period.
<b>Pledge concerning copyrights</b>	Hand-write to complete the document printed from the registration system and ask your supervisor to verify and sign. Please submit the final document.

\* Other documents may be requested by each graduate school.

**[International students] In addition to applicable documents described above, international students must submit the following to the Education Affairs Office of your program. Instructions on how to submit the application will be provided after admission.**

Submission documents etc.	Description
<b>A photocopy of your residence card (both sides)</b>	To qualify as an international student, your status of residence card must be “Student”.
<b>A copy of your passport</b>	1) A page showing your ID photo, name, and passport number. 2) A page showing your visa status

## 6. Important notes

- i) Required documents for admission must be sent by “express simplified registered mail” and must arrive by 17:00 of the last day of the admission and registration period. Please be warned that for any reason whatsoever, you are not permitted to register after the admission and registration period is over.
- ii) If you do not complete the prescribed procedure during the admission and registration period, you will be considered as declining an offer of admission. The University may contact you by phone or other means if clarify if needed. If you are declining an offer of admission, please follow “3. Admission” to indicate your intention.
- iii) If the submitted documents are incomplete or incorrect, we cannot accept them.
- iv) Submission documents are not returnable. Also any change of registration information is not allowed.
- v) If deceitful or fabricated content is found in the submitted documents, your admission may be withdrawn.

## 7. Letter of acceptance

Only those who paid the admission fee by the due date, or whose application for an exemption or postponement was accepted, and also completed the submission of required documents for admission are officially admitted to the University.

**If you do not wish to admission in Kumamoto University**, please kindly use the Internet registration system to decline offer of admission, or sign “A letter of declining an offer of admission” and send it to Admissions Division by fax or e-mail, Student Affairs Department by the last day of the registration period. (Please refer to page 4 for login to the system.)

The diagram illustrates the process of declining an offer of admission through the university's registration system. It consists of three main steps:

- Step 1: Email Address Confirmation**  
A form titled "A password for admission and registration will be sent" asks for an email address. A red circle highlights the "Decline admission" button at the bottom right.
- Step 2: Confirmation Form**  
A form titled "Confirm to decline an offer of admission" contains fields for name, student ID (J5001), and department (Master's C). A red circle highlights the "Decline" button at the bottom right.
- Step 3: Completion**  
A message box titled "Declining an offer is completed" with a "Return to the login screen" button.

Blue arrows indicate the flow from Step 1 to Step 2, and from Step 2 to Step 3.

**If you decide to decline offer of admission after completing the registration for admission**, please immediately call Admissions Division, Student Affairs Department, also send “A letter of declining offer of admission” by fax or e-mail. Declination deadline is by **17:00 of March 31, 2024** for April-admission students, and by **17:00 of September 29, 2024** for October-admission students. However, your paid admission fee will not be returned.

**If you have completed the prescribed procedure for admission then decide do decline thereafter without any notice or without carrying out necessary procedure for declining, by the due date**, you are obligated to pay the tuition fee as of April 1, **2024** for April admission, and October 1, **2024** for October admission.

**In the case that you become not eligible graduate from (complete) your previous program after completing the registration**, immediately call Admissions Division, Student Affairs Department.

**[Phone and Fax number, and e-mail address for declining an offer of admission]**

Admissions Division, Student Affairs Department, Kumamoto University

Fax: 096-345-1954 Phone: 096-342-2146

Hours: Weekdays 8:30 – 17:15 (closed on weekends and holidays)

(A sample letter of declining an offer of admission)

Month/Date/Year: \_\_\_\_\_

To The President of Kumamoto University

Application registration number \_\_\_\_\_

Name \_\_\_\_\_ (Signature)

A letter of declining an offer of admission to \_\_\_\_\_

Due to the following reasons, I decline an offer of admission to the Graduate School at Kumamoto University.

(Reasons)

- \* After filling underlined sections and “(Reasons)”, send by fax or e-mail.
- \* In the underlined part following “A letter of declining an offer of admission to”, write the program name you were admitted to, such as Graduate School of XXX, Doctoral Program.
- \* Another format of letter can also be accepted.

## II. Preparation

※Be note that this information is as of October 2023. Please check University website and homepages of your graduate school for updates.

### 1. Entrance ceremony and orientation for new students

[ Only for those starting in April, 2024]

Date	Event	Time	Graduate Schools	Location
Thu Apr 4	Entrance ceremony and orientation Directors・Vice Presidents (Education Affairs Office and Student Affairs Office)	10:00 ～ 11:30	For all new students	Kumamoto Prefectural Theater (Please refer to the next page for access information) * Please arrive at the venue by 9:40
	Graduate school specific entrance ceremony and orientation	13:30 ～	Graduate School of Social and Cultural Sciences (Excluding Instructional Systems)	Kurokami North N1(Faculty of Letters, Faculty of Law Main Building) A2 Lecture Room
		13:30～	Graduate School of Education	Lecture Room 2-B, Faculty of Education Building
		14:00 ～	Yogo Teacher Training Special Course	Department of Education East Classroom 201 East Lecture Room
		14:00 ～	Graduate School of Science and Technology	Faculty of Engineering 100 <sup>th</sup> Anniversary Hall
		12:30 ～	Graduate School of Medical Sciences	Honjo North 2 (Medical Education & Library Building) Lecture Room 2
		15:00 ～	Graduate School of Health Sciences	Honjo South 1 (School of Health Sciences Building) A211 Lecture Room
—	Graduate School of Pharmaceutical Sciences	No orientation		
Not decided yet	Graduate school specific entrance ceremony and orientation	To be announced later	Graduate School of Social and Cultural Sciences (Instructional Systems)	To be announced later
Not decided yet	Graduate school specific entrance ceremony and orientation	To be announced later	Diploma Course in Special Needs Education	Comprehensive Training Room for Special Needs, School of Education Building

[ Only for those starting in October, 2024]

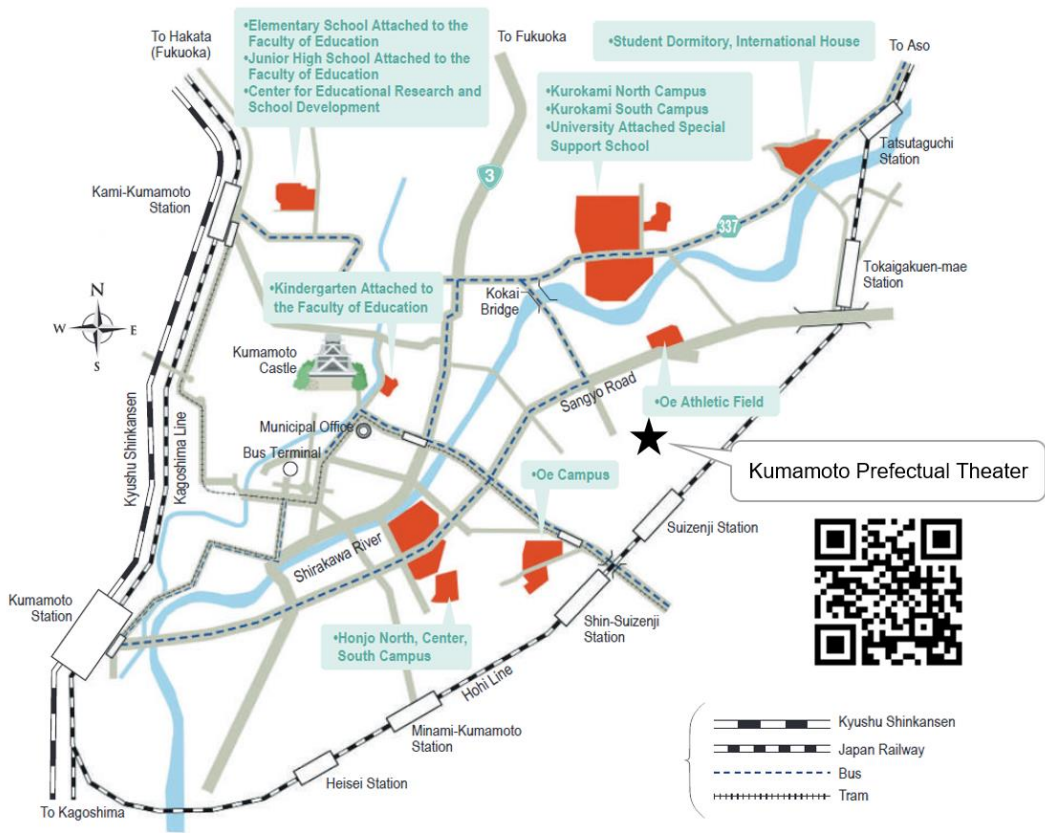
Date	Event	Time	Graduate Schools	Location
Tue Oct 1	Entrance ceremony and orientation Directors・Vice Presidents (Education Affairs Office and Student Affairs Office)	10:00 ～ 11:30	For all new students	Faculty of Engineering 100 <sup>th</sup> Anniversary Hall * Please arrive at the ceremony by 9:40
	Graduate school specific entrance ceremony and orientation	14:00 ～	Graduate School of Science and Technology	Be announced on the website of graduate school of Science and Technology
		12:30 ～	Graduate School of Medical Sciences	Honjo North 2 (Medical Education & Library Building) Lecture Room 2
		—	Graduate School of Pharmaceutical Sciences	No orientation

[Notes]

- 1) Please arrive at the entrance ceremony venue by 9:40.
- 2) Due to the shortage of seats, accompanying family members or friends cannot enter inside the ceremony hall.
- 3) If you cannot attend the orientation due to an unavoidable circumstance, please submit a letter of

absence (no specific format) to the Education Affairs Office of your program.

## 2. Location map of Kumamoto University and Kumamoto Prefectural Theater



**Kumamoto Prefectural Theater (Transportation access page) <http://www.kengeki.or.jp/access/>**

[Reference] Access to Kumamoto Prefectural Theatre (Oe 2-7-1, Chuo-ku, Kumamoto-shi)

- It is approximately 2.2km away from Kurokami campus, 2km away from Honjo campus, and 1.5km away from Oe campus.
- From Kumamoto station
  - [ JR ]
  - Hōhinhonsen Line...Approximately 15 min walk from “Suizenji” station
  - [Kumamoto Toshi Bus]
  - “Chūō Kanjōsen (Daigaku Byōin Hōmen) [O3-0] [O4-0] [O3-1] [O4-1]”
  - ... Get off at “Kenritsu Gekijō Mae” stop
  - “Daiichi Kanjōsen (Daigaku Byōin Hōmen) [O1-0] [O2-0]”
  - ... Approximately 5 min walk from “Ōetoroku” stop
  - [Sanko Bus]
  - “Oyamadanchi Yuki [F2-1]”, “Menkyo Center Yuki[G1-5]”...Approximately 5 min walk from “Ōetoroku” stop
- From Kumamoto Sakuramachi bus semesterial
  - [Kumamoto Toshi Bus]
  - From “15-ban Noriba”, take “Kenritsu Gekijō Yuki [G3-1]”, “Suizenji Kitaguchi Yuki [G3-2]”, “Suizenji Torii Yuki [ F3-1]” or “Ezubashi Yuki [F3-2]”
  - ... Get off at “Kenritsu Gekijō Mae” stop.
  - From “15-ban Noriba”, take “Nagaminesyo Yuki [G1-4]”, “Menkyo Center Yuki [G1-5]”, “Torack Semesterinal Yuki [G1-2]” ...Get off at “Oetoroku” stop.
  - [Sanko Bus] From “15-ban Noriba”, take “Oyamadanchi Yuki [F2-1]”, “Toshima Yuki [G2-3]”... Approximately 5 min walk from “Oetoroku” stop

### III. University life

#### 1. Long-semester registration system (Education Affairs Office in each graduate school)

Since the 2008 academic year, the University's graduate schools introduced a long-semester registration system. This allows students with certain circumstances such as work to study beyond the standard length of program completion (two years for master's and Graduate School of Education, three years or four years for doctorate) by granting their desire to complete a program in a long-semester plan.

Once your long-semester registration is permitted, the total tuition fee to be paid within the standard length of program completion is divided by the length of the long-semester plan, and you are required to pay for this amount each year.

The requirements and number of years are described in the following.

##### a. Requirements

- i) You have an occupation and are currently employed. (Including self-employment.)
- ii) You are looking after children or anyone who needs care.
- iii) Other cases approved by the Dean.

b. The length of long-semester registration: In principle, we count using units of one year, and the length of long-semester registration is up to twice the length of standard completion.

c. Application period: During the period for submitting your admission documents via post mail.

##### d. Application documents

Application documents are distributed by the Education Affairs Office of each graduate school, therefore, please inquire early.

##### e. Tuition calculation example

$$\text{[Yearly tuition for long-time registration]} = \frac{\text{[Standard yearly tuition]} \times \text{[Standard program length]}}{\text{[Number of years for long-semester registration]}}$$

#### 2. Graduate students registration as credited auditor for undergraduate lectures

E-mail [gak-senmon@jimu.kumamoto-u.ac.jp](mailto:gak-senmon@jimu.kumamoto-u.ac.jp) (Education Affairs Support Office, Academic Services Division)

As with undergraduate students (official students), graduate course students can earn a credit by achieving a certain grade by completing the graded work. Students in graduate school who wish to enroll in an undergraduate course can use this system to obtain a credit. However, such obtained credits are not subject to be counted toward credits for graduate school programs.

To enroll as a course student, you are required to pay for the examination fee (9,800 yen), however, no admission and tuition fees are required. If you wish to enroll, please see the details in Application Requirements for Course Students (for Kumamoto University graduate student (including those accepted)) available on the University website. (Website) <https://www.kumamoto-u.ac.jp/nyuushi/sonota/shakaijin/seikikateigai>

### 3. Tuition fee

a. Tuition payments and bank account transfer: Phone 096-342-3176 (Income Office, Financial Affairs Division)

1) In principle, the University tuition payments are made using a bank transfer from your bank account or other financial institution account. Therefore, please read “Tuition payments using bank transfer” enclosed with the acceptance letter and fill “A request form for tuition fee bank transfer” (three copies). Also make sure to stamp your request form with your personal inkan that had been registered and authorized by your bank.

2) Two copies of “A request form for tuition fee bank transfer” marked as “for financial institution” and “for Kumamoto University”, must be submitted to the Education Affairs Office in your graduate school by April 5, 2024 **upon filling the student number shown on the student ID (you will receive your student ID after admission, such as at entrance ceremony).**

3) Tuition payments while registered in the University are due on the last day of April for the first semester, and the last day of October for the second semester. **However, the first bank transfer after your admission will be on May 27, 2024 due to the processing time.** (Please verify the date of payment withdrawal from your account on the bulletin board at each graduate school or the University website.)

4) You do not need to pay the tuition at the time of admission and registration.

b. The amount of tuition payments: Phone 096-342-3176 (Income Office, Financial Affairs Division)

In the academic year 2023, the first semester payment is 267,900 yen, and the second semester payment is 267,900 yen. For the academic year 2024, the amounts are expected to be the same. However, if tuition fee amendment takes place at the time of admission or during your admission at the University, new tuition fee payments will be applied.

Fee type	Total amount	Payment due
Graduate Schools	Admission fee: 282,000 yen	At the time of admission and registration
	Tuition fee: 535,800 yen	April (first semester payment 267,900 yen) October (second semester payment 267,900 yen)
Diploma Course in Special Needs Education, Yogo Teacher Training Special Course	Admission fee: 58,400 yen	At the time of admission and registration
	Tuition fee: 273,900 yen	April (first semester payment 136,950 yen) October (second semester payment 136,950 yen)

### 4. Personal Accident Insurance for Students Pursuing Education and Research [“Gakkensai”], and Additional Liability Insurance

Please visit this page for details.

<https://www.kumamoto-u.ac.jp/daigakuseikatsu/fukurikousei/hoken>

## 5. Others

### a. Handling of personal information

The University appropriately obtains, handles and manages private information of students and others in accordance with "the regulations for the protection of privacy of information, National University Corporation Kumamoto University", and "the regulations for the management of privacy of information, National University Corporation Kumamoto University".

[ Obtaining private information]

The University obtains private information for the purpose of maintaining the regular operation of the University.

In addition, if private information is directly obtained from students such as in writing, the students are provided the purpose of the use of such information excluding the following cases.

- 1) It is required urgently to protect human lives, bodies or properties.
- 2) By disclosing the purpose of the use of information, it may harm the rights and interests of the students or third-parties in semesters of their lives, bodies, properties and others.
- 3) By disclosing the purpose of the use of information, it may cause interference to conduct proper operations or administrative tasks by municipal or local independent administrative agencies such as national institutions or incorporated administrative agencies.
- 4) The purpose of the use was deemed clear from the circumstance of acquiring information.

For example, the University obtains private information in the following purposes.

Purpose of use	Type of private information
Tasks involved in the admission selection process	<ul style="list-style-type: none"> <li>• Students' name, gender, date of birth, a photo of face, test results from university entrance examinations, results of academic tests, results of external English certification exams, desired faculty of study, course, major, graduated high school, entrance test result, comments and academic record from high school, survey report, academic record, recommendation letter from high school principle, health record, graduated university, work history, resume, personal record, address, phone number, email address, emergency contact, family situation, permits/certificates, result of examination for Japanese university admission for international students, TOEFL result, nationality/birth place and country, visa status, travel history to Japan etc.</li> <li>• Name, address, phone number etc. of guardians</li> <li>• Name and phone number etc. of guarantors</li> </ul>
Management of student record (including issuance of student ID, degree, and a variety of certificates) and guidance.	<ul style="list-style-type: none"> <li>• Students' name, student number, gender, date of birth, a photo of face, application registration number, cellphone number, email address, home address, registered permanent address (country or area), faculty of study, course, program, graduate school, major, graduated school names, admission type, transfer information, enrolled subjects, academic record etc.</li> <li>• Name, address, relationship, phone number, email address etc. of guarantors</li> <li>• Name, address, relationship, phone number etc. of guardians</li> <li>• Name, address, relationship, phone number etc. of emergency contacts other than above mentioned.</li> </ul>
Tasks involving tuition receivable management	Students' name, address, phone number of students, and those of guardians etc., bank information for payments, tuition fee balance etc.



Tasks involving exemptions and loans for tuition fees	Students' name, gender, faculty of study etc., student number, address, phone number, income, family situation, contact information/names of family etc., academic record, exemption/loan situation etc.
Tasks involving student accommodation	Students' name, gender, faculty of study etc., student number, address, phone number, income situation, and contact information/names of family etc.
Tasks involving student health management	Students' name, gender, faculty of study etc. student number, address, phone number, height, weight, eye sight, electro-cardiogram, medical questionnaires etc.
Tasks involving support for extracurricular activities	Students' name, gender, faculty of study etc., student number email address, circle member info, scores in tournaments etc.
Tasks involving student insurance admission	Students' name, student number, insurance type and period, payer name/address/phone number etc.
Tasks involving support for job placement	Students' name, gender, faculty of study etc., student number, address, phone number, graduated school names, email address, information after graduating etc.
Tasks at libraries	Students' name, faculty of study etc., student number, address, phone number, email address, library usage history, reading history etc.
Generation of statistical information	Above mentioned variety of private information etc.

[Posts on the bulletin board at the University]

The University may post private information of students on the bulletin board (including electric bulletin board) to notify and inform as necessary.

Purpose of Use	Private information to be posted on the bulletin board
For the purpose of notify and inform students etc.	Faculty of study etc., student number, information related to education affairs, information related to student life, information related to financial and other support for living, other information to notify and inform students etc.

[Using personal information other than for Utilization Purposes or providing personal information to a third party]

Kumamoto University shall not use student personal information other than for Utilization Purposes, and shall not provide such information to a third party, except for cases based on laws and regulations and cases set forth in the following.

- (1) cases in which there is a need to protect a human life, body or property, and when it is difficult to obtain a principal's consent
- (2) cases in which there is a special need to enhance public hygiene or promote fostering healthy children, and when it is difficult to obtain a principal's consent
- (3) cases in which there is a need to cooperate in regard to a central government organization or a local government, or a person entrusted by them performing affairs prescribed by laws and regulations, and when there is a possibility that obtaining a principal's consent would interfere with the performance of the said affairs
- (4) cases in which there is a need to use such personal information for academic research purposes (exclude cases where such usage (including usage a part of such personal information) may cause damage to the principal)

- (5) cases in which there is a need to provide such personal information to an academic research institution for academic research purposes (exclude cases where such usage of above mentioned academic research institution may cause damage to the principal)

[Ensure privacy of information]

The University has necessary strategies to prevent leaks, losses, and / or damages to private information, and to manage proper handling of private information. When the handling of private information is outsourced, they must enter into a legal contract for obligation of confidentiality in writing. As necessary, the University inspects the management structure such as individuals in charge and confirms handling of private information at the outsourced agencies.

## b. Commuting to university by car

To maintain safe and quiet environment for education and research at Kumamoto University, we enforce restrictions on entries of vehicles accordance with “entry requirements of each campus district”, etc.

Therefore, commuting by car is permitted only when it satisfies the vehicle entry restrictions (commuting distance, etc.) defined in the University standards and upon approval of an applicable department head. If you wish to obtain a permit for your car to enter the campus, apply during a certain period (information will be posted on the bulletin board) to receive permission. (You can only apply if you satisfy the conditions defined by the University and your department, or the department head approves of your application.)

Other than those permitted must use public transportation, walk or bicycle to commute to the campus.

Never park your car in the parking lots of shops near the University.

## c. Riding a bicycle on the University campus

For students who commute to campus on bicycle, please ensure safety and ride slowly. Practice good manners such as parking your bicycle at the specified locations. (Parking at other than the specified location not only obstructs pedestrians, but also blocks entries for emergency vehicles and disturb barrier-free routes.)

Due to the by-law revision in Kumamoto prefecture, all bicycle riders were mandated to enroll in a bicycle insurance such as a bicycle casualty insurance effective from October 1, 2021. Please check if you have already enrolled in a bicycle casualty insurance with the chart below.

(<https://www.kumamoto-u.ac.jp/daigakuseikatsu/fukurikousei/news/jme201/65gj77>)

## FAQ (Frequently Asked Questions)

Q No.	Question	Answer
1	I didn't receive a registration password in an email.	<p>If you do not receive an email within 5 – 10 minutes, check the following.</p> <ol style="list-style-type: none"> <li>1. Is the email address you registered correct? Please check the email address you registered.</li> <li>2. Does your email account have a filter to reject emails? Please configure to allow emails from “@jimu.kumamoto-u.ac.jp” domain name.</li> </ol>
2	If I notice errors in address or contact information after completing the registration, what should I do?	You can change it after you are admitted. Please notify Education Affairs Office of your department.
3	If I make a mistake in the document, what should I do?	Cross out a mistake by double lines, then impress a correction stamp, then write correct information in a margin.
4	Is it okay if I mail the registration documents before the admission and registration period begins?	We do accept the registration documents arrived prior to the registration period, however, we open and confirm the content only during the admission and registration period.
5	Who are “admitted students in selection process”?	Those are students who passed the entrance examination and admitted to the doctoral program. Undergraduate students progressing to a graduate program are not such students.
6	I want to confirm whether or not if my admission and registration were successfully completed. How can I do this?	<p>(Internet registration) When your registration is completed in the system, you will receive an email about registration completion to the email address you registered.</p> <p>(Mailing documents) If you used express simplified registered mail, you can confirm the arrival of the documents on the Internet or cellphone using “track &amp; trace service” from “Japan Post home page”. If there are errors in the received documents, the University will notify you.</p> <p>(All procedures) After all admission procedures have been completed, logging into the admission system will show “The required documents have been confirmed by Kumamoto University and the admission procedures have been successfully completed”.</p>
7	When and where should I submit the consent form related to Alumni Association?	Either enclose with the required documents for admission or submit to the Education Affairs Office in your program after admission.
8	When and where should I submit a request form for tuition fee bank transfer?	Submission instructions will be given at the time of guidance after admission. Please fill in all fields except the student number and stamp the bankbook registration seal ahead. After receiving your student ID card, please fill in your student number and submit.
9	I don't believe the mailed documents would arrive during the admission and registration period. What can I do?	You must ensure it arrives on time. If you have a special circumstance such as living overseas and a mail takes long time, or mails are delayed due to a disaster, please consult in advance.
10	Do I have to use express simplified registered mail to send required documents for admission?	Only “express simplified registered mail” arrives at the venue for admission and registration directly. If you are sending required documents for admission, please use express simplified registered mail.
11	How do I get my receipt for admission fee payment?	Electronic receipts are available for download in My payment <payment content> about 4 to 10 days after payment (see page 14).