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Make sure to check the application guidelines before starting online application

Before starting online application, refer to the application guidelines for required qualifications to apply, application periods, and other information. After reading through the application guidelines, follow the online application procedure below. Please note that if you do not operate for 30 minutes on one screen, the session will be terminated due to time-out.

Step 1 Access Online Registration Website
Access the online registration website of Graduate Schools of Kyushu Institute of Technology (Graduate School of Engineering, Graduate School of Computer Science and Systems Engineering, and Graduate School of Life Science and Systems Engineering)
To page 7

Step 2 Select Examination Category
Select your examination category (Special Admissions for International Students).
To page 8

Step 3 Select Desired Department and Area
Select your desired department and area of Graduate School, your desired adviser, etc.
To page 9

Step 4 Enter Personal Information
Enter your personal information (your basic information, your contact, emergency contact, academic background, current affiliation, and professional experience).
To page 12
Step 5  Check Information Entered
Check the information you entered in Steps 2 to 4. If find an error, return and correct it.

To page 15

Step 6  Check Payment Method for Entrance Examination Fee
Check your payment method for the entrance examination fee. Four payment methods are available in the online application.

To page 18

Step 7  Pay Entrance Examination Fee
Pay the entrance examination fee.

To page 19

Step 8  Print and Submit Registered Application Documents
After paying the entrance examination fee, submit the application documents designated by the Institute, including those printed, by the application deadline set forth in the application guidelines.

To page 20
When registering online, use one of the recommended web browsers listed below.

Recommended web browsers for PCs
Windows: Google Chrome or Internet Explorer 11.X
   *If you are using Windows 8.1 or 10, be sure to open the browser from the desktop.
   *Using Internet Explorer compatibility mode is not recommended, because the layout of
   web pages may be skewed.
Mac OS (version 10.6 or later): Safari or Google Chrome

Recommended web browsers for mobile phones
Android (version 4.4.x or later): Android Chrome
iOS (version 9.x.x or later): Safari
   *Depending on your system environment, some functions may not work. In that case, use
   a PC.

Regarding the settings of browsers, our website uses Cookies, which temporarily store your registered information. Therefore, be sure to enable the browser to accept Cookies. There is no worry about the handling of your personal information because it will not be stored permanently.

To ease the registration process, we also use JavaScript. Enable the settings according to the following instructions and restart the browser.

For Safari
- Enable Cookies
   Click Safari on the menu bar, click "Preferences... (環境設定...)", click "Privacy (プライバシー)", and for "Block cookies (Cookie をブロック)", check the checkbox for "From third parties and advertisers (知らないサイトや広告のみ)"."

- Enable JavaScript
   Click “Safari” on the menu bar and then click “Preferences... (環境設定...)”. For “Cookies and website data (Cookie と Web サイトのデータ)”, uncheck the checkbox for Block all cookies (すべての Cookie をブロック).

For Internet Explorer 11
- Enable Cookies
  Select "Tools (ツール)" and then select "Internet Options (インターネットオプション)."
  On the "Privacy (プライバシー) tab, click "Advanced (詳細設定)."
For Windows 7 or 8.1
Check the checkboxes for "Override automatic cookie handling (自動 Cookie 処理を上書きする(O))" and "Always allow session cookies (常にセッション Cookie を許可する)."
For Windows 10
Check the checkbox for "Always allow session cookies (常にセッション Cookie を許可する)."

- Enable JavaScript
  Select "Tools (ツール)" and then select "Internet Options (インターネットオプション)."
  On the "Security (セキュリティ)" tab, click "Custom level (レベルのカスタマイズ)."
  Scroll to the "Scripting (スクリプト)" section and check "Enable (有効にする)" under "Active scripting (アクティブ スクリプト)."

- Enable TLS
  Select "Tools (ツール)" and then select "Internet Options (インターネットオプション)." On the "Advanced (詳細設定)" tab, scroll down to "Use TLS 1.0 (TLS 1.0 を使用する)," "Use TLS 1.1 (TLS 1.1 を使用する)," and "Use TLS 1.2 (TLS 1.2 を使用する)." Check all the three checkboxes.

For Google Chrome
- Enable Cookies
  Select the setting icon and then "Settings (設定)."
  Scroll down the page and click "Advanced (詳細設定を表示). In the "Privacy and security (プライバシー)" section, select "Site Settings (コンテンツの設定)."
  Select "Cookies "under Permissions. Enable "Allow sites to save and read cookie data (recommended) (サイトに Cookie データの保存と読み取りを許可する (推奨)."

- Enable JavaScript
  Select the setting icon and then "Settings (設定)."
  Scroll down the page and click "Advanced (詳細設定を表示). In the "Privacy and security (プライバシー)" section, select "Site Settings (コンテンツの設定)." Select "JavaScript "under Permissions. Enable "Allowed (recommended) (許可 (推奨)"
Notes before starting online application.

Did you check the application guidelines? Read the guidelines first.

Did you understand the flow of online application? See Page 1 for the flow.

Now, start the online application.

In addition to the internet access, you need to prepare the following for the online application.

A: Password

Applicants who have any of the following status must acquire a password to start online application. Once you have decided to apply, send the requesting e-mail to the office of the graduate school which you are applying for (See “Contact Details” on page 24).

Phone is not available to request the password.

1. Applicants for Special Admissions for International Students.
2. Students who are expected to complete the Master’s program at the Graduate Schools of the Kyushu Institute of Technology and advance to the Doctoral program.
4. Applicants for the entrance examination fee exemption who are the victims of the natural disasters designated for the exemption by Kyushu Institute of Technology.

*In the requesting e-mail, be sure to include the following information in the body of the e-mail.
- The name of applicant
- The examination category (Admissions for General Applicants / Special Admissions for Adult Students / Special Admissions for International Students, etc.)
- The desired department and area
- The desired Advisor
- Which of 1 to 4 above you come under

*Please send the e-mail with the title "Request for the online Application Registration Password".

*Please be advised that you make the request well ahead of time. The password will be e-mailed to you only between 8:30 and 17:00 on weekdays.

(Example of the body text of password requesting e-mail)
Name of applicant: Kyukoudai Taro(Mr.)
Examination category: Master’s Program / Special Admissions for International Students / Graduate School of Engineering
Desired department and area: The 1st selection Graduate School of Engineering / October Admissions / Department of Engineering / Area3
Desired Advisor: Kougaku Ichiro
Password claim qualification: Applicants for Special Admissions for International Students
B: Payment method for the entrance examination fee
   You may pay the fee at a convenience store, or by bank ATM (Pay-easy), credit card, or Internet banking.

C: E-mail address
   You may use an e-mail address of smartphones, cell-phones, or free e-mail account services.

D: Printer which supports 8 1/2 x 11’ (A4) size paper
   You need to print out some application documents after the online application. The documents may be printed either in black & white or full color, on any copier paper such as plain paper.

E: “Other necessary documents” described in the application guidelines.
   Please be advised to start the preparation well ahead of time. It may take time to prepare or collect some of the documents.

If you are not able to prepare all the above for the online application at your home or school, contact the office given on Page 24 in advance.
**Step 1**

Access Online Registration Website

Enter the URL below in the search box to access the online registration website (Fig. 2-1-1). Clicking the “Application Procedure” button at the bottom of the screen will start application.

**Online Registration Website**

http://www.guide.52school.com/guidance/net-kyutech-g/eng/

*The application registration possible from 9:00 a.m.*
Step 2 Select Examination Category

Select the examination category you will apply for. After selecting, click the "Next" button (Fig. 2-2-1).

Important Notice

- Do not select a wrong program (between Master’s Program and Doctoral Program).
- If you apply for special admissions for international students, make sure to enter the special password*1.
- If you come under the condition below, make sure to enter the special password*1. (You will be exempt from the entrance examination fee.)
  1. Students who are expected to complete a Master’s program at the Graduate Schools of the Kyushu Institute of Technology and advance to a Doctoral program.
  2. Japanese Government (Monbukagakusho:MEXT) Scholarships
  3. Applicants for the entrance examination fee exemption who are victims of the disasters designated by the Institute.

*1 If you do not know the password, contact the office given on Page 24.
Step 3: Select Desired Department and Area

(1) Select your desired departments and areas. The order you click will reflect the order of your preference (Fig. 2-3-1).

(2) Next, select your desired advisers. After selecting, press the "Next" button (Fig. 2-3-2).
### Important Notice

- If you are an applicant for the Master’s Program in Graduate School of Computer Science and Systems Engineering, “If assignment is not possible to any of the above”, select “Apply for a second-choice area”, or “Leave assignment to the assignee”, or “Decline admission”.
- Selectable numbers of desired advisers are shown in the table below.

#### Selectable Numbers of Desired Advisers

<table>
<thead>
<tr>
<th>Master’s Program</th>
<th>Admission</th>
<th>First</th>
<th>Second</th>
<th>Third</th>
<th>Fourth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate School</td>
<td>Engineering</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer Science and Systems</td>
<td>Up to 5 in the first-choice department</td>
<td>Up to 5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Engineering</td>
<td>Up to 2 in the second-choice department</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Life Science and Systems</td>
<td>Up to 5</td>
<td>Up to 5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Engineering</td>
<td>Up to 5 in total in the first-choice and second-choice departments</td>
<td>Up to 5 in total in the first-choice and second-choice departments</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Doctoral Program</td>
<td>First</td>
<td>Second</td>
<td>Third</td>
<td>Fourth</td>
<td></td>
</tr>
<tr>
<td>------------------------------------------</td>
<td>-------</td>
<td>--------</td>
<td>-------</td>
<td>--------</td>
<td></td>
</tr>
<tr>
<td>Engineering</td>
<td>1</td>
<td>1</td>
<td>—</td>
<td>—</td>
<td></td>
</tr>
<tr>
<td>Computer Science and Systems Engineering</td>
<td>1</td>
<td>1</td>
<td>—</td>
<td>—</td>
<td></td>
</tr>
<tr>
<td>Life Science and Systems Engineering</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

(Step 3 Select Desired Department/Area)
Step 4  Enter Personal Information

Fully enter your personal information. After entering, click the “Next” button (Fig. 2-4-1). An error will occur if there is an entry defect, such as a missing entry in a required item.

Fig. 2-4-1
# List of Personal Information Entry Items

<table>
<thead>
<tr>
<th>Basic Information</th>
<th>Your Contact</th>
<th>Final Academic Background</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name in KATAKANA or alphabet</td>
<td>Address Type</td>
<td>Type (National/Public/Private)</td>
</tr>
<tr>
<td>Full Name in your Passport</td>
<td>Postcode</td>
<td>Country Name</td>
</tr>
<tr>
<td>Sex</td>
<td>Prefecture</td>
<td>Location</td>
</tr>
<tr>
<td>Nationality</td>
<td>City</td>
<td>School Name</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>Address Line1</td>
<td>School Type</td>
</tr>
<tr>
<td>Student Number</td>
<td>Address Line2</td>
<td>Faculty, department, major, etc.</td>
</tr>
<tr>
<td></td>
<td>Phone Number</td>
<td>Year of Entrance</td>
</tr>
<tr>
<td></td>
<td>Mail</td>
<td>Year of Graduation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Years Required to Graduate</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Qualifications to Apply</td>
</tr>
</tbody>
</table>

*Only the currently enrolled students of Kyushu Institute of Technology (except non-regular students) are required to enter the Student Number.

*If your name has no distinction between first and last name, enter your full name in the Last Name field and a hyphen (“-”) in the First Name field.*

*If you enter an address outside Japan, select “Outside Japan” in Address Type.*
<table>
<thead>
<tr>
<th>Academic Background</th>
<th>Current Affiliation</th>
<th>Professional Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type (National/Public/Private)</td>
<td>Country Name</td>
<td>Country Name</td>
</tr>
<tr>
<td>Country Name</td>
<td>Location</td>
<td>Location</td>
</tr>
<tr>
<td>Location</td>
<td>Name of School/Company</td>
<td>Company Name</td>
</tr>
<tr>
<td>School Name</td>
<td>Department</td>
<td>Department</td>
</tr>
<tr>
<td>School Type</td>
<td>Phone Number</td>
<td>Type of Work</td>
</tr>
<tr>
<td>Faculty, department, major, etc.</td>
<td>Subject and summary of your graduation study / experience and job description related to your desired major</td>
<td>Period of Employment (From)</td>
</tr>
<tr>
<td>Year of Entrance</td>
<td>Period of affiliation (From)</td>
<td>Period of Employment (To)</td>
</tr>
<tr>
<td>Year of Graduation</td>
<td>Period of affiliation (To)</td>
<td></td>
</tr>
<tr>
<td>Years Required to Graduate</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* If you are an applicant for special admissions for international students, enter all of your school careers from elementary school. (Enter from high school if you are an applicant for other admissions)
* If you are a research student, add "research student" at the end of school name. Ex.: Kyushu Institute of Technology (research student)
* In the case of an elementary school or junior high school, enter "-(hyphen)" before your faculty, department or major.
* You can enter up to 9 school careers.

* Enter information on your final academic career.

* You can enter up to 5 professional careers.
Step 5  Check Information Entered

Check the information you entered in Steps 2 to 4 and click “Next” if all is correct. To correct the information, click the “Return” button (Fig. 2-5-1).

Important Notice

- You can download “Application Confirmation Sheet (before payment of examination fee)”. This sheet is used to check the information you entered in Steps 2 to 4. Download the sheet only when necessary. **“Application Confirmation Sheet (before payment of examination fee)” is not an application document. Submit to the Institute “Application Confirmation Sheet (for submission)” that can be downloaded after the examination fee is paid.**
- The information entered here is automatically saved temporarily. You can restart the registration from here even if you have closed the browser. Make sure to write down the receipt number and security code displayed on this screen (Fig. 2-5-1) before closing the browser, since they are required to restart the registration. The information will also be sent to the e-mail address registered in Step 4. Refer to the next page for how to restart the registration.
(Step 5 Check Information Entered)

[Restart Application Registration]

(1) Go to the online registration website and click the "Confirm application" button at the bottom of the guidance screen (Fig. 2-5-2).

Fig. 2-5-2

(2) Enter your date of birth, receipt number, and security code, and click "Next" (Fig. 2-5-3).

Fig. 2-5-3
(3) Click the "Application reopening" button in the check column on the application status screen. (Fig. 2-5-4). Restart from Step 5 Check Information Entered.
Step 6  Check Payment Method for Entrance Examination Fee

Check the payment methods for the entrance examination fee and click “Register” (Fig. 2-6-1). Start payment on the next screen.

![Fig. 2-6-1]

**Important Notice**

- If you click “Register” here, you can no longer change the information entered in Steps 2 to 4.
Step 7  Pay Entrance Examination Fee

(1) Access the site of the URL displayed in "1. Pay the Examination Fee "(Fig. 2-7-1).

(2) Choose a payment method for the entrance examination fee. After choosing, follow the instructions on the screen to complete the payment (Fig. 2-7-2).
Step 8  Print and Submit Registered Application Documents

(1) After completing the payment of examination fee (Step 7), go to the online registration website and click the “Confirm application” button at the bottom of the guidance screen (Fig. 2-8-1).

![Fig. 2-8-1]

(2) Enter your date of birth, receipt number, and security code, and click “Next” (Fig. 2-8-2).

![Fig. 2-8-2]
(Step 8 Print and Submit Registered Application Documents)

(3) Click the "Display of Registration Completion Screen" button in the check column on the application status screen (Fig. 2-8-3).

Fig. 2-8-3

(4) Submit the listed application documents by the application deadline set forth in the application guidelines. Download and print the documents with the "Print Page" button.

Fig. 2-8-4
Follow the below steps to download your examination card.

(1) Go to the online registration website and click the “Confirm application” button at the bottom of the guidance screen (Fig. 3-1-1).

(2) Enter your date of birth, receipt number, and security code, and click “Next” (Fig. 3-1-2).
(3. Download Examination Card)

(3) Click the "Examination Card" button in the check column on the application status screen (Fig. 3-1-3). Print the downloaded examination card and bring it on the day of the examination.

![Application List](image)

**Fig. 3-1-3**

**Important Notice**

- You can download the examination card only after the date and time set forth by the application guidelines. Make sure to download your examination card within the specified period.
- Note that the Institute will not send you any examination card. Make sure to bring your examination card printed on A4 size paper on the day of the examination.
- Keep the printed copy of your examination card carefully after the examination. (It is needed to check your examinee seat number in the announcement of examination results.)
If you have any questions about online application, contact the following.

**Contact Information**

| Graduate School of Engineering | Graduate School of Engineering, Graduate School Section  
| +81-(0)93-884-3057  
| koh-daigakuin@jimu.kyutech.ac.jp |
| Graduate School of Computer Science and Systems Engineering | Graduate School of Computer Science and Systems Engineering, Graduate School Section  
| +81-(0)948-29-7520  
| jho-daigakuin@jimu.kyutech.ac.jp |
| Graduate School of Life Science and Systems Engineering | Graduate School of Life Science and Systems Engineering, Graduate School Section  
| +81-(0)93-695-6006  
| sei-nyushi@jimu.kyutech.ac.jp |

If you have any questions about online application, make sure to contact the administrative office of the graduate school you apply for. Your questions will only be answered by the graduate school you apply for.
Graduate School of Kyushu Institute of Technology
Online Application Manual
- Special Admissions for International Students -
(October 2020 Admission, April 2021 Admission)