

Graduate Schools of Kyushu Institute
of Technology

Online Application Manual

- Special Admissions for International Students -

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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 6](#)

Step 2 Select Examination Category

Select your examination category (Special Admissions for International Students).

[To page 7](#)

Step 3 Select Desired Department and Area

Select your desired department and area of Graduate School, your desired adviser, etc.

[To page 8](#)

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 14](#)

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 17](#)

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.

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Step 7 Pay Entrance Examination Fee

Pay the entrance examination fee.

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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.

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

Recommended web browsers for PCs

Windows: Google Chrome or Microsoft Edge

Mac OS (version 10.6 or later): Safari or Google Chrome

Recommended web browsers for mobile phones

Android (version 10.x.x or later): Android Chrome

iOS (version 14.x.x or later): Safari

*Depending on your system environment, some functions may not work. In that case, use a PC.

In addition, please make sure to turn on / enable "Cookies" and "JavaScript" in your browser for proper operation because this website uses "Cookies" to temporarily store registration information.

Please refer to "Help" of your browser for detail settings of "Cookies" and "JavaScript" which differ depending on browsers.

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 26). 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.
3. Japanese Government (MEXT) Scholarship students.
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 26 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.

The screenshot shows the top navigation bar with five links: 利用案内 手続きを始める, 学生募集要項, インターネット 出願マニュアル, よくある質問 お問い合わせ, and English. Below this is a blue header for "Flow of Internet application". The main content area explains the application process and highlights "STEP4. Sending or bringing the application documents". It states that applicants must send or bring printed documents to the Kyushu Institute of Technology office. A note mentions that finishing online registration does not mean the completion of the application procedure. Below this, a "FINISH!" banner says "Application completed!". There is a checkbox for "Agree to the handling of personal information". At the bottom, there are two buttons: "Application procedure" (highlighted with a red box) and "Confirm application".

Fig. 2-1-1

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).

The screenshot shows the application portal for Kyushu Institute of Technology. At the top, there is a progress bar with six steps: 'Select Examination Category', 'Select District, Department, and Area', 'Input Your Profile', 'Confirm Your Profile', 'Checking the way of paying examination fee', and 'Complete the registration (the way of paying examination fee)'. The first step, 'Select Examination Category', is currently active. Below the progress bar, there is a 'Next' button. The main content area is titled 'Select Examination Category'. It features a dropdown menu with the selected option 'Master's Programs / Special Admissions for International Students / Graduate School of Engineering'. Below this, there is a section titled 'Input the password' with a text box and a 'Next' button. The text box contains the following information: 'Enter "Password for International Student Application" issued by Kyushu Institute of Technology. However, if you are an applicant for the entrance examination fee exemption who comes under any of the following, enter "Password for Entrance Examination Fee Exemption for International Students" issued by Kyushu Institute of Technology instead of "Password for International Student Application". 1. Japanese Government (Monbukagakusho:MEXT) Scholarships 2. Applicants for the entrance examination fee exemption who are the victims of the natural disasters designated for the exemption by Kyushu Institute of Technology'. Below this section, there are five more options in a list: 'Master's Programs / Special Admissions for International Students / Graduate School of Computer Science and Systems Engineering', 'Master's Programs / Special Admissions for International Students / Graduate School of Life Science and Systems Engineering', 'Doctoral Programs / Special Admissions for International Students / Graduate School of Engineering', 'Doctoral Programs / Special Admissions for International Students / Graduate School of Computer Science and Systems Engineering', and 'Doctoral Programs / Special Admissions for International Students / Graduate School of Life Science and Systems Engineering'. At the bottom, there is a '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 26.

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).

Fig. 2-3-1

(2) Next, select your desired advisers. After selecting, press the “Next” button (Fig. 2-3-2).

Fig. 2-3-2

* If you are applying to Graduate School of Computer Science and Systems Engineering, you can search and select a name of faculty as your “desired advisor” as follows.

1. Click “Search” (Fig. 2-3-3)

Fig. 2-3-3

2. “Teacher List” screen opens in a separate window (Fig. 2-3-4)

Fig. 2-3-4

3. Please select from the pull-down list of department or / and search by name of teacher (either capital or small letters) (Fig. 2-3-5)

Teacher List

Enter teacher's affiliation or name to research.

Assignment

Please select

Please select
Department of Creative Informatics (Artificial Intelligence)
Department of Creative Informatics (Computer Science and Networks)
Department of Creative Informatics (Intelligent and Control Systems)
Department of Creative Informatics (Physics and Information Technology)
Department of Creative Informatics (Bioscience and Bioinformatics)

Teacher Name

Please select

Search

Teacher List

Enter teacher's affiliation or name to research.

Assignment

Please select

Teacher Name

a

Search

Close

Fig. 2-3-5

4. You will see a list of the search result.(Fig.2-3-6 shows an example of a search result after selecting a department related to “Artificial Intelligence” and any teachers named with “a(A)”

Teacher List

Enter teacher's affiliation or name to research.

Assignment

Department of Creative Informatics (Artificial Intelligence)

Teacher Name

a

Search

Teacher Name	Assignment
OKABE Takahiro	Department of Creative Informatics (Artificial Intelligence)
OSHITA Masaki	Department of Creative Informatics (Artificial Intelligence)
SAITOH Takeshi	Department of Creative Informatics (Artificial Intelligence)
SAKAMOTO Hiroshi	Department of Creative Informatics (Artificial Intelligence)
SATO Yoshihisa	Department of Creative Informatics (Artificial Intelligence)
SHIMADA Kazutaka	Department of Creative Informatics (Artificial Intelligence)
HIRATA Kouichi	Department of Creative Informatics (Artificial Intelligence)
MIYANO Eiji	Department of Creative Informatics (Artificial Intelligence)
OHKITA Tsuyoshi	Department of Creative Informatics (Artificial Intelligence)
KUNICHIKA Hidenobu	Department of Creative Informatics (Artificial Intelligence)
SAITOH Toshiki	Department of Creative Informatics (Artificial Intelligence)
TAKEMURA Noriko	Department of Creative Informatics (Artificial Intelligence)
TOKUNAGA Terumasa	Department of Creative Informatics (Artificial Intelligence)
KAWABATA Tetsu	Department of Creative Informatics (Artificial Intelligence)

Fig. 2-3-6

5. You can click your desired advisor from search result on the Teacher List.(Fig. 2-3-7)

Teacher List

Enter teacher's affiliation or name to research.

Assignment: Department of Creative Informatics (Artificial Intelligence)
Search

Teacher Name: a

Teacher Name	Assignment
OKABE Takahiro	Department of Creative Informatics (Artificial Intelligence)
OSHITA Masaki	Department of Creative Informatics (Artificial Intelligence)
SAITOH Takeshi	Department of Creative Informatics (Artificial Intelligence)
SAKAMOTO Hiroshi	Department of Creative Informatics (Artificial Intelligence)
SATO Yoshihisa	Department of Creative Informatics (Artificial Intelligence)
SHIMADA Kazutaka	Department of Creative Informatics (Artificial Intelligence)
HIRATA Kouichi	Department of Creative Informatics (Artificial Intelligence)
MIYANO Eiji	Department of Creative Informatics (Artificial Intelligence)
OHKITA Tsuyoshi	Department of Creative Informatics (Artificial Intelligence)
KUNICHIKA Hidenobu	Department of Creative Informatics (Artificial Intelligence)
SAITOH Toshiaki	Department of Creative Informatics (Artificial Intelligence)
TAKEMURA Noriko	Department of Creative Informatics (Artificial Intelligence)
TOKUNAGA Terumasa	Department of Creative Informatics (Artificial Intelligence)

Fig. 2-3-7

6. A selected teacher (your desired advisor) will be shown on your web application form. (Fig.2-3-8)

Desired advisor

1st Desired
Department and Area

*In the Graduate School of Life Science and Systems Engineering, if the capacity of your desired laboratory (desired advisor) is filled, you may be assigned to a laboratory other than the desired one (desired advisor).

1st choice : OKABE Takahiro Search

Assignment : Department of Creative Informatics (Artificial Intelligence)

2nd choice : Please select Search

Assignment : Displayed here

3rd choice : Please select Search

Assignment : Displayed here

4th choice : Please select Search

Assignment : Displayed here

5th choice : Please select Search

Assignment : Displayed here

If assignment is not possible to any of the above : Please select

*Only for applicants for Master's Program of Graduate School of Computer Science and Systems Engineering.

2nd Desired
Department and Area

*In the Graduate School of Life Science and Systems Engineering, if the capacity of your desired laboratory (desired advisor) is filled, you may be assigned to a laboratory other than the desired one (desired advisor).

1st choice : Please select Assignment : Displayed here

2nd choice : Please select Assignment : Displayed here

3rd choice : Please select Assignment : Displayed here

4th choice : Please select Assignment : Displayed here

5th choice : Please select Assignment : Displayed here

Back
Next

Fig. 2-3-8

(Step 3 Select Desired Department/Area)

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 department", or "Leave assignment to the assignee", or "Decline admission".
- If you wish to apply for the Graduate School of Computer Science and Systems Engineering, you need to mark "I've had interviews with my desired supervisor." Make sure you had the interviews in advance and mark the box.
- Selectable numbers of desired advisers are shown in the table below.

Selectable Numbers of Desired Advisers

Admission Graduate School		First	Second	Third	Fourth
Master's Program	Engineering	1	1	—	—
	Computer Science and Systems Engineering	1	1	—	—
	Life Science and Systems Engineering	Up to 5	Up to 5	Up to 5 in total in the first-choice and second-choice departments	Up to 5 in total in the first-choice and second-choice departments

(Step 3 Select Desired Department/Area)

Admission Graduate School		First	Second	Third	Fourth
Doctoral Program	Engineering	1	1	—	—
	Computer Science and Systems Engineering	1	1	—	—
	Life Science and Systems Engineering	1	1	1	1

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.

The screenshot shows a multi-step registration process. At the top, a progress bar contains six steps: 'Select Examination Category', 'Select Desired Department and Area', 'Input Your Profile' (the current step, highlighted in dark grey), 'Confirm Your Profile', 'Checking the way of paying examination fee', and 'Complete the registration (the way of paying examination fee)'. Below the progress bar are 'Back' and 'Next' buttons. The main content area is titled 'Input Your Profile' and includes a note: 'Please enter required information on the form below. **Required** is required.' The form is divided into a 'Basic Information' section. It contains two sets of input fields for names. The first set is for 'Name in KATAKANA (FULL WIDTH) or alphabet (HALF WIDTH)', with fields for First Name (containing 'タロウ'), Middle Name, and Last(Family) Name (containing 'キョウダシ'). A note below states: 'If you do not have a middle name, you can leave this field blank.' The second set is for 'Full Name in your Passport', with fields for First Name (containing 'taro'), Middle Name, and Last(Family) Name (containing 'kyukodai'). A note below states: 'If you do not have a middle name, you can leave this field blank.' There is a red asterisk and text: '*Some characters are automatically converted to capital characters.' Below the name fields are 'Sex' (with radio buttons for Male and Female) and 'Nationality' (with a dropdown menu showing 'China'). Red 'Required' labels are placed next to the 'Name in KATAKANA', 'Full Name in your Passport', 'Sex', and 'Nationality' labels.

Fig. 2-4-1

List of Personal Information Entry Items

Basic Information	Name in KATAKANA or alphabet	<p>*Only the currently enrolled students of Kyushu Institute of Technology (except non-regular students) are required to enter the Student Number.</p> <p>*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.</p>
	Full Name in your Passport	
	Sex	
	Nationality	
	Date of Birth	
	Student Number	
Your Contact	Address Type	<p>*If you enter an address outside Japan, select "Outside Japan" in Address Type.</p>
	Postcode	
	Prefecture	
	City	
	Address Line1	
	Address Line2	
	Phone Number	
	Mail	
Emergency Contact	Full Name	<p>*If you enter an address outside Japan, select "Outside Japan" in Address Type.</p>
	Relationship with applicant	
	Address Type	
	Postcode	
	Prefecture	
	City	
	Address Line1	
	Address Line2	
	Phone Number	
Final Academic Background	Type (National/Public/Private)	
	Country Name	
	Location	
	School Name	
	School Type	
	Faculty, department, major, etc.	
	Year of Entrance	
	Year of Graduation	
	Years Required to Graduate	
	Qualifications to Apply	

Academic Background	Type (National/Public/Private)	<p>* If you are international students, enter all of your school careers from elementary school. (Enter from high school if you are not international students)</p> <p>*If you are a research student, add “research student” at the end of school name. Ex.: Kyushu Institute of Technology (research student)</p> <p>*In the case of an elementary school or junior high school, enter “-(hyphen)” before your faculty, department or major.</p> <p>*You can enter up to 9 school careers.</p>
	Country Name	
	Location	
	School Name	
	School Type	
	Faculty, department, major, etc.	
	Year of Entrance	
	Year of Graduation	
	Years Required to Graduate	
Current Affiliation	Country Name	<p>*Enter information on your final academic career.</p>
	Location	
	Name of School/Company	
	Department	
	Phone Number	
	Subject and summary of your graduation study (for those studying at universities) / experience and job description related to your desired major (for those working)	
	Period of affiliation (From)	
	Period of affiliation (To)	
	Professional Experience	
Location		
Company Name		
Department		
Type of Work		
Period of Employment (From)		
Period of Employment (To)		

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).

The screenshot shows the 'Confirm Your Profile' screen of the application system. At the top, there is a progress bar with six steps: 'Select Examination Category', 'Select Desired Department and Area', 'Input Your Profile', 'Confirm Your Profile' (the current step), 'Checking the way of paying examination fee', and 'Complete the registration (the way of paying examination fee)'. Below the progress bar are 'Back' and 'Next' buttons. A red-bordered box contains a confirmation message: 'Did you confirm this is correct? Click "Back" button to modify this entry. Please confirm your profile, and click "Next" button.' Below this, a larger red-bordered box contains instructions: 'Application data was temporarily saved. You can interrupt your application procedure on this screen. If your parent or teacher needs to check, use "Print Application Confirmation Sheet (before payment of examination fee)." You can restart the procedure from the "Confirm Application" screen displayed at the top of the guidance screen. (Restart from this screen). You must write down and keep your receipt number and security code because you need it when you check your application information or inquiry.' Below the instructions are two input fields: 'Receipt Number' and 'Security Code'. A blue button labeled 'Application confirmation sheet (before payment)' is positioned below these fields. At the bottom of the screen, there is a blue bar with the text 'Confirm Your Profile'. Below this bar, there is a red box showing 'Exam Fee ¥30,000' and a red box showing 'Examination Category Master's Programs / Special Admissions for International Students / Graduate School of Engineering'.

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.

[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).

The screenshot shows the 'Flow of Internet application' page. At the top, there is a navigation bar with links: '利用案内 手続きを始める', '学生募集要項', 'インターネット 出願マニュアル', 'よくある質問 お問い合わせ', and 'English'. Below this, a blue header reads 'Flow of Internet application'. The main text explains the application process. A section titled 'STEP4. Sending or bringing the application documents' provides instructions on submitting documents. At the bottom, a 'FINISH!' banner states 'Application completed!'. Below this is a checkbox for 'Agree to the handling of personal information'. Two buttons are visible: 'Application procedure' and 'Confirm application', with the latter being highlighted by a red rectangular box.

Fig. 2-5-2

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

The screenshot shows the 'Application Confirmation' page of the Kyushu Institute of Technology website. The header includes the university's logo and name in Japanese, and navigation links for 'S', 'M', 'L' and 'Light', 'Stand', 'Dark' themes. The main content area has a blue header 'Application Confirmation' and a prompt to 'Enter to all fields in single-byte, and click "Next" button.' Below this are three input fields: 'Date of Birth' (with sub-fields for Year, Month, and Day), 'Receipt Number', and 'Security Code'. At the bottom, there is a link to 'Click here for make inquiry about receipt number or security code.' and two buttons: 'Close' and 'Next'.

Fig. 2-5-3

(Step 5 Check Information Entered)

(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.

国立大学法人 九州工業大学

S M L
Light Stand Dark

Application List

Name in KATAKANA : キュウコウダイ タロウ
Date of Birth : 1995/12/31
Receipt Number :
Security Code :

Receipt Number	Registered at	Examination Category	Payment Status	Checking something
00229	2019/03/28 20:29	Master's Programs / Special Admissions for International Students / Graduate School of Engineering	Waiting Payment Deadline	<div>Application reopening</div> <div>Application confirmation sheet (before payment)</div> <div>Cancel the application</div>

Add New Entry Log out

Fig. 2-5-4

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.

The screenshot shows a web interface for confirming payment methods. At the top, there is a navigation bar with the university logo and a progress indicator showing six steps: 1. Select Examination Category, 2. Select Desired Department and Area, 3. Input Your Profile, 4. Confirm Your Profile, 5. Checking the way of paying examination fee (current step), and 6. Complete the registration (the way of paying examination fee). Below the progress bar is a 'Confirm Payment Method' section. It lists three payment options: Settlement by credit card (with logos for VISA, Mastercard, JCB, and American Express), Convenience Store Payment (listing Lawson, FamilyMart, and Seicomart), ATM (Pay-easy) (listing various Japanese banks), and Internet Banking. Each option includes a brief description and any applicable limits or conditions.

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 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).

The screenshot shows a web interface with a top navigation bar containing links: 利用案内 手続きを始める, 学生募集要項, インターネット 出願マニュアル, よくある質問 お問い合わせ, and English. Below this is a section titled 'Flow of Internet application' with a sub-header 'STEP4. Sending or bringing the application documents'. The text explains that applicants must send or bring printed documents to the Kyushu Institute of Technology office. A note states that finishing online registration does not mean the completion of the application procedure. Below this, a 'FINISH!' banner reads 'Application completed!'. There is a checkbox for 'Agree to the handling of personal information'. At the bottom, there are two buttons: 'Application procedure' and 'Confirm application', with the latter being highlighted by a red rectangle.

Fig. 2-8-1

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

The screenshot shows the 'Application Confirmation' screen. At the top, it says 'Enter to all fields in single-byte, and click "Next" button.' Below this are three input fields: 'Date of Birth' (with dropdowns for Year: 1999, Month: 12, Day: 31), 'Receipt Number', and 'Security Code'. At the bottom, there is a link 'Click here for make inquiry about receipt number or security code.' and two buttons: 'Close' and 'Next'.

Fig. 2-8-2

(Step 8 Print and Submit Registered Application Documents)

- (3) Click the "Required Documents for application" button in the check column on the application status screen (Fig. 2-8-3).

Application List

Name in KATAKANA : キュウコウダイ タロウ
 Date of Birth : 1995/12/31
 Receipt Number :
 Security Code :

Receipt Number	Registered at	Examination Category	Payment Status	Checking something
00229	2019/03/28 20:38	Master's Programs / Special Admissions for International Students / Graduate School of Engineering	Accepted : Credit Card Payment day	Required Documents for application Application confirmation sheet (for submission) Examination Card Checking mail

[Add New Entry](#) [Log out](#)

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.

Required Documents

Next, follow the instructions below and complete your application procedure so that the application documents can be submitted (mailed or brought in) by the application deadline specified in the application guidelines.

1. Submit Required Documents [click here](#) for more information.

Please submit documents below.

No	Required Documents	Note	
1	志願内容確認書 (提出用) Application confirmation sheet (for submission)	出願内容に間違いがないか確認してください。 Check that the application contents are correct.	Print Document
2	写真票 Photo card	以下の条件を満たす写真を用意し、裏面に志願専攻及び氏名を記入し、写真票に貼り付けてください。 ・上半身・無帽・正面向きで、3ヶ月以内に撮影したもの。 ・縦4.5cm×横3.5cmの寸法。 ・画像が鮮明であること。 Prepare your photograph that meets the conditions below, write your name and desired department on its back, and paste it to the photo card. The photograph must be: i. the applicant's upper body, frontal view without a hat, and taken within three months; ii. 4.5 (height) x 3.5 (width) cm; and iii. clear image.	Print Document
3	卒業 (見込) 証明書 Certificate of (Expected) Graduation	出身大学が発行したものを提出してください。(英語又は日本語に訳したものを提出してください。) A certificate issued by the institution the applicant attended and an English or Japanese translation of said certificate.	

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).

The screenshot shows the online registration website interface. At the top, there is a navigation bar with five tabs: "利用案内 手続きを始める" (Start the procedure), "学生募集要項" (Recruitment requirements), "インターネット 出願マニュアル" (Internet application manual), "よくある質問 お問い合わせ" (FAQ/Contact), and "English". Below the navigation bar, there is a section titled "Flow of Internet application". This section contains a paragraph explaining the application process and a "STEP4. Sending or bringing the application documents" section. The "Confirm application" button is highlighted with a red box.

Fig. 3-1-1

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

The screenshot shows the "Application Confirmation" screen. At the top, there is a header with the Kyushu Institute of Technology logo and name, and a language selector (Light, Stand, Dark). Below the header, there is a section titled "Application Confirmation" with a sub-header "Enter to all fields in single-byte, and click 'Next' button." The main content area contains three input fields: "Date of Birth" (with a dropdown for Year set to 1999, and fields for Month set to 12 and Day set to 31), "Receipt Number", and "Security Code". Below the input fields, there is a link "Click [here](#) for make inquiry about receipt number or security code." and two buttons: "Close" and "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.

国立大学法人 九州工業大学

S M L
Light Stand Dark

Application List

Name in KATAKANA : キュウコウダイ タロウ
Date of Birth : 1995/12/31
Receipt Number :
Security Code :

Receipt Number	Registered at	Examination Category	Payment Status	Checking something
00229	2019/03/28 20:38	Master's Programs / Special Admissions for International Students / Graduate School of Engineering	Accepted : Credit Card Payment day	Required Documents for application Application confirmation sheet (for submission) Examination Card Checking mail

[Add New Entry](#) [Log out](#)

Fig. 3-1-3

Important Notice

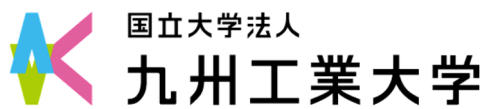
- You can download the examination card only after the date and time set forth by the application guidelines. Make sure to download your examination card within the specified period.
- Note that the Institute will not send you any examination card. Make sure to bring your examination card printed on 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 -