

Graduate Schools of Kyushu Institute
of Technology

Online Application Manual

- Special Admissions for International Students -

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Online Application Flow



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.

To page 20

Step 7 Pay Entrance Examination Fee

Pay the entrance examination fee.

To page 21

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 22

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.

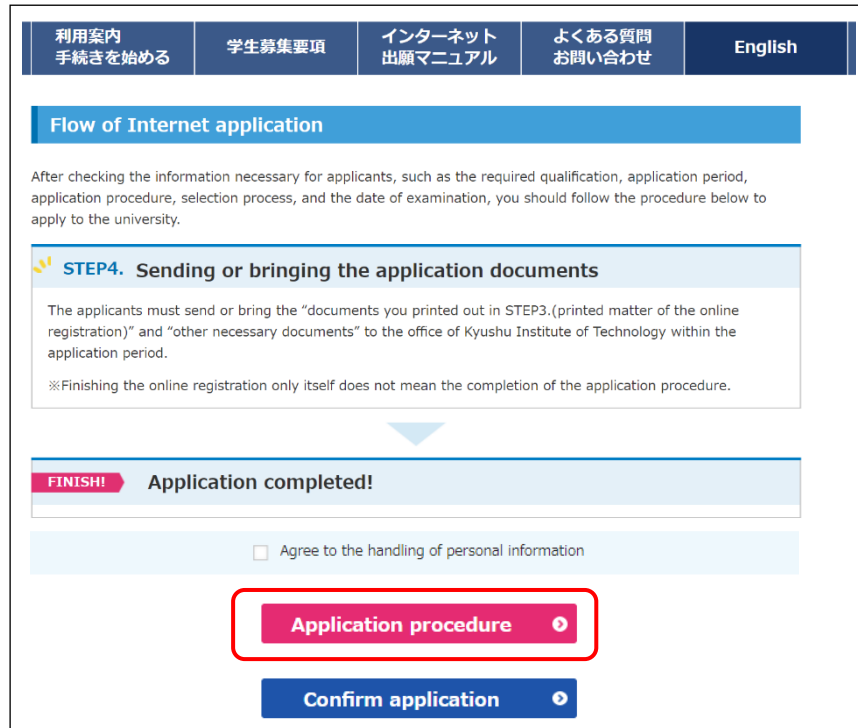
E: "Other necessary documents" described in the application guidelines.

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 displays 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", "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 the navigation bar, there is a section titled "Flow of Internet application" with a blue header. The text below this section reads: "After checking the information necessary for applicants, such as the required qualification, application period, application procedure, selection process, and the date of examination, you should follow the procedure below to apply to the university." Below this text, there is a section titled "STEP4. Sending or bringing the application documents" with a light blue header. The text below this section reads: "The applicants must send or bring the 'documents you printed out in STEP3.(printed matter of the online registration)' and 'other necessary documents' to the office of Kyushu Institute of Technology within the application period." Below this text, there is a note: "※Finishing the online registration only itself does not mean the completion of the application procedure." Below the note, there is a blue bar with a red "FINISH!" icon and the text "Application completed!". Below this bar, there is a checkbox labeled "Agree to the handling of personal information". Below the checkbox, 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 interface for Kyushu Institute of Technology. At the top, there is a navigation bar with the university logo and name in Japanese. Below the navigation bar, there is a progress indicator with five steps: 'Select Examination Category', 'Select Desired Department and Area', 'Input Your Profile', 'Confirm Your Profile', and 'Checking the way of paying examination fee'. The first step, 'Select Examination Category', is currently active and highlighted in blue. Below the progress indicator, there is a 'Next' button. The main content area is titled 'Select Examination Category' and contains a list of program options. The first option, 'Master's Programs / Special Admissions for International Students / Graduate School of Engineering', is selected and highlighted in orange. Below this option, there is a section titled 'Input the password' with a text input field. The text below the input field reads: '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"'. Below this text, there are two numbered conditions: '1. Japanese Government (Monbukagakusho:MEXT) Scholarships' and '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 the conditions, there is a 'Password (Required)' text input field. Below the input field, there are five more program options, each with a right-pointing arrow: '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 of the main content area, there is another '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).

The screenshot shows a web interface for selecting a department and area. At the top, there is a navigation menu with steps: 'Select Examination Category', 'Select Desired 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)'. Below this is a 'Select Desired Department and Area' section with a blue header. Underneath, there is a sub-section 'Select Desired Department and Area' with a list of options. The first option, 'Department of Engineering / Area1 (Architecture)', is selected and highlighted in orange. Other options include 'Department of Engineering / Area2 (Civil Engineering)', 'Department of Engineering / Area3 (Control Engineering)', 'Department of Engineering / Area4 (Mechanical Engineering)', 'Department of Engineering / Area5/Area6 (Mechanical and Space Systems Engineering / Electrical and Space Systems Engineering)', 'Department of Engineering / Area7 (Electrical Engineering)', 'Department of Engineering / Area8 (Electronic Engineering)', and 'Department of Engineering / Area9 (Applied Chemistry)'. At the bottom, there is a footer with 'Exam Fee ¥30,000', 'Examination Category', and 'Master's Programs / Special Admissions for International Students / Graduate School of Engineering'.

Fig. 2-3-1

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

The screenshot shows a web interface for selecting a desired advisor. The form is titled 'Desired advisor' and has two main sections. The first section is for the '1st Desired Department and Area' and contains five dropdown menus for '1st choice', '2nd choice', '3rd choice', '4th choice', and '5th choice'. The '1st choice' is currently set to 'Mitsuhiko Tokuda'. Below these dropdowns, there is a note: '*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)'. The second section is for the '2nd Desired Department and Area' and also contains five dropdown menus for '1st choice' through '5th choice', all of which are currently set to 'Please select'. Below these dropdowns, there is a note: '*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)'. At the bottom, there is a footer with 'Exam Fee ¥30,000', 'Examination Category', and 'Master's Programs / Special Admissions for International Students / Graduate School of Engineering'.

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)

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 : <input type="text" value="Please select"/> Assignment : Displayed here <input type="button" value="Search"/> 2nd choice : <input type="text" value="Please select"/> Assignment : Displayed here <input type="button" value="Search"/> 3rd choice : <input type="text" value="Please select"/> Assignment : Displayed here <input type="button" value="Search"/> 4th choice : <input type="text" value="Please select"/> Assignment : Displayed here <input type="button" value="Search"/> 5th choice : <input type="text" value="Please select"/> Assignment : Displayed here <input type="button" value="Search"/> If assignment is not possible to any of the above : <input type="text" value="Please select"/> <i>*Only for applicants for Master's Program of Graduate School of Computer Science and Systems Engineering.</i>
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 : <input type="text" value="Please select"/> Assignment : Displayed here 2nd choice : <input type="text" value="Please select"/> Assignment : Displayed here 3rd choice : <input type="text" value="Please select"/> Assignment : Displayed here 4th choice : <input type="text" value="Please select"/> Assignment : Displayed here 5th choice : <input type="text" value="Please select"/> Assignment : Displayed here

Fig. 2-3-3

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

Teacher List

Enter teacher's affiliation or name to research.

Assignment

Teacher Name

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)

The top screenshot shows the 'Teacher List' search interface. It has a title bar 'Teacher List' and a subtitle 'Enter teacher's affiliation or name to research.'. Below this are two input fields: 'Assignment' with a dropdown menu set to 'Please select', and 'Teacher Name' with a dropdown menu also set to 'Please select'. A blue 'Search' button is to the right of the 'Teacher Name' field. The 'Teacher Name' dropdown is open, showing a list of departments: '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)', and 'Department of Creative Informatics (Bioscience and Bioinformatics)'. The bottom screenshot shows the same interface, but the 'Teacher Name' field now contains the letter 'a'. A 'Close' button is now visible below the search form.

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)”

The screenshot shows the 'Teacher List' search interface with the 'Assignment' dropdown set to 'Department of Creative Informatics (Artificial Intelligence)' and the 'Teacher Name' field containing 'a'. A blue 'Search' button is to the right. Below the search form is a table with two columns: 'Teacher Name' and 'Assignment'. The table lists the following teachers and their assignments:

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)
MAYAMURA 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)

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 Toshiaki	Department of Creative Informatics (Artificial Intelligence)
TAKEMURA Noriko	Department of Creative Informatics (Artificial Intelligence)
TOKUNAGA Terumasa	Department of Creative Informatics (Artificial Intelligence)
NAKAMURA Tetsu	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 Assignment : Department of Creative Informatics (Artificial Intelligence) Search

2nd choice : Please select Assignment : Displayed here Search

3rd choice : Please select Assignment : Displayed here Search

4th choice : Please select Assignment : Displayed here Search

5th choice : Please select Assignment : Displayed here Search

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), '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 form area is titled 'Input Your Profile' and contains the following fields:

- Basic Information**
 - Name in KATAKANA (FULL WIDTH) or alphabet (HALF WIDTH):
 - First Name: タロウ
 - Middle Name: (blank)
 - Last(Family) Name: キョクコウダイ
 - Full Name in your Passport:
 - First Name: taro
 - Middle Name: (blank)
 - Last(Family) Name: kyukodai (HALF WIDTH) *Some characters are automatically converted to capital characters.
 - Sex: Male Female
 - Nationality: China (FULL WIDTH)

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 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)</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	Country Name	<p>*You can enter up to 5 professional careers</p>
	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 a web interface for '九州工業大学' (Kyushu Institute of Technology). At the top, there is a navigation bar with 'S M H' and 'Light' 'Dark' options. Below it is a progress bar with six steps: 'Select Examination Category', 'Select Desired Department and Area', 'Input Your Profile', 'Confirm Your Profile' (highlighted), '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 contains a red-bordered box with the text: 'Did you confirm this is correct? Click "Back" button to modify this entry. Please confirm your profile, and click "Next" button.' Below this is another red-bordered box with the text: '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 this text are two input fields: 'Receipt Number' and 'Security Code'. Below the input fields is a blue button labeled 'Application confirmation sheet (before payment)'. At the bottom of the main content area is a blue bar with the text 'Confirm Your Profile'. Below this bar is a red bar with 'Exam Fee ¥30,000' and '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).

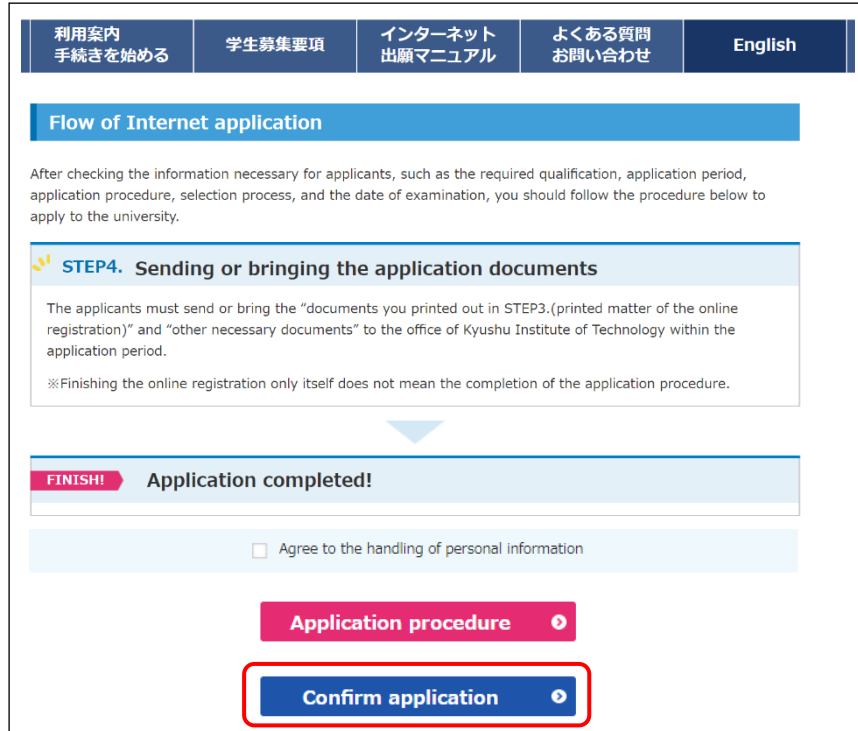


Fig. 2-5-2

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

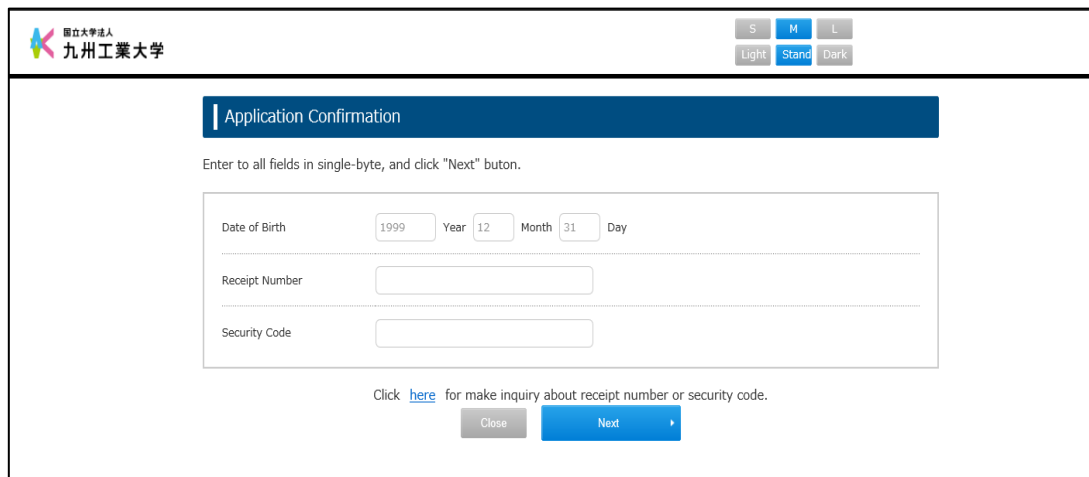


Fig. 2-5-3

(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.

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	Application reopening Application confirmation sheet (before payment) Cancel the application

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.



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).

The screenshot shows the Kyushu Institute of Design website with a progress bar at the top: Select Examination Category > Select Desired Department and Area > Input Your Profile > Confirm Your Profile > Checking the way of paying examination fee > Complete the registration (the way of paying examination fee). A message states "Your registration is now completed". Below this, a red-bordered box contains the text: "Online Entry has not completed until confirm your payment. Please see below to continue. You must write down and keep your receipt number and security code because you need it when you check your application information or inquiry." There are two input fields for "Receipt Number" and "Security Code". Below the box, instructions state: "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." Step 1 is "1. Pay the Examination Fee". It says "Please select the payment method on the site of the following URL and pay the screening fee according to" and a red box highlights the URL: <https://sandbox.paynet.co.jp/?type=Mid=1230201800000000000000317&mid=368838&v=c96147467490403120710ff014809e4c2b7119e4e9a3f0ca9c3aebc00864472785532c30>. Step 2 is "2. Submit Required Documents" with a link for more information.

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).

The screenshot shows the Kyushu Institute of Design website with the heading "九州工業大学大学院" (Kyushu Institute of Design Graduate School). The main heading is "お支払い方法を選んでください" (Choose a payment method). Below this, it says "今すぐお支払い完了" (Complete payment now) and "店舗・ATMでお支払い" (Pay at a store or ATM). There are four payment options: "クレジットカード Credit card", "コンビニ Convenience Store", "ネットバンキング Internet Banking", and "ATM(ペイジー) ATM (Pay-easy)". On the right, there is a section titled "お支払い内容" (Payment details) with the following information: 店舗名 (Store name): 九州工業大学大学院; 取引ID (Transaction ID): T230202000000000000000083; お客様氏名 (Customer name): ●●●●●●●●; ご注文内容 (Order content): 入学検定料; 金額 (Amount): 30,990 円; 画面有効期限 (Screen validity period): 2019/05/24 17:00:00.

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).

The screenshot displays a navigation menu at the top with options: 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 the menu is a section titled 'Flow of Internet application' with a sub-section 'STEP4. Sending or bringing the application documents'. The text in this section explains that applicants must bring printed documents to the office of Kyushu Institute of Technology. A 'FINISH!' banner indicates 'Application completed!'. Below this 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 rectangular box.

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' form. At the top left is the logo of Kyushu Institute of Technology. The form title is 'Application Confirmation'. Below the title, it says 'Enter to all fields in single-byte, and click "Next" button.' The form contains three input fields: 'Date of Birth' (with dropdowns for Year: 1999, Month: 12, Day: 31), 'Receipt Number', and 'Security Code'. Below the fields is a link: 'Click [here](#) for make inquiry about receipt number or security code.' At the bottom are 'Close' and 'Next' buttons.

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).

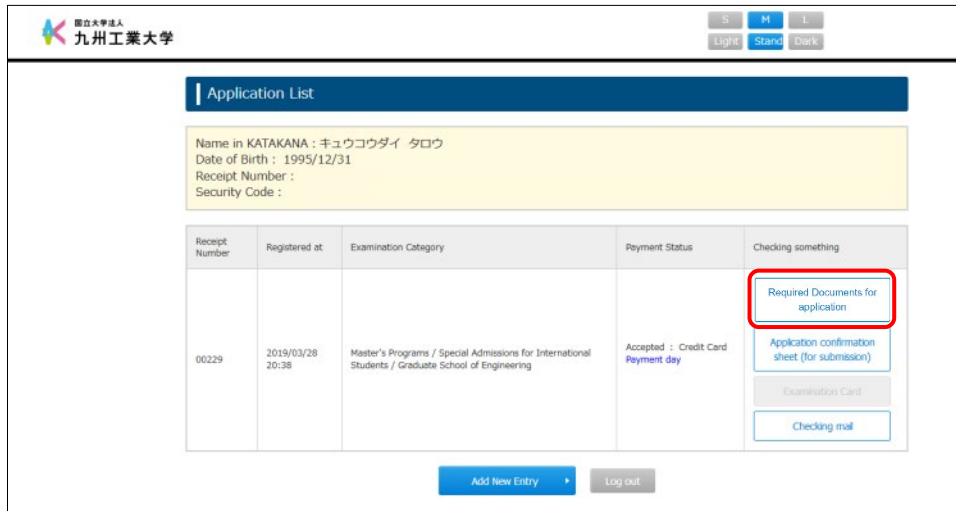


Fig. 2-8-3

- (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).

The screenshot shows a navigation menu at the top with options: 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 the menu is a section titled 'Flow of Internet application' with a sub-section 'STEP4. Sending or bringing the application documents'. The text in STEP4 explains that applicants must send or bring printed documents to the office. A 'FINISH!' banner indicates 'Application completed!' and includes 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 rectangular 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' form. At the top left is the Kyushu Institute of Technology logo and name. At the top right are language selection buttons (E, M, L) and theme selection buttons (Light, Stand, Dark). The form title is 'Application Confirmation'. Below the title is the instruction: 'Enter to all fields in single-byte, and click "Next" button.' The form contains three input fields: 'Date of Birth' (with dropdowns for Year: 1999, Month: 12, Day: 31), 'Receipt Number', and 'Security Code'. Below the fields is a link: 'Click [here](#) for make inquiry about receipt number or security code.' At the bottom are 'Close' and 'Next' buttons.

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.

The screenshot shows the 'Application List' page for Kyushu Institute of Design. At the top, there is a header with the university logo and name, and a theme selector (S, M, L) and a language selector (Light, Stand, Dark). Below the header, there is a section for the application details: Name in KATAKANA: キュウコウダイ タロウ, Date of Birth: 1995/12/31, Receipt Number, and Security Code. The main content is a table with the following columns: Receipt Number, Registered at, Examination Category, Payment Status, and Checking something. The table contains one row with the following data: Receipt Number: 00229, Registered at: 2019/03/28 20:38, Examination Category: Master's Programs / Special Admissions for International Students / Graduate School of Engineering, Payment Status: Accepted : Credit Card, Payment day. The 'Checking something' column contains four buttons: Required Documents for application, Application confirmation sheet (for submission), Examination Card (highlighted with a red box), and Checking mail. At the bottom of the page, there are buttons for 'Add New Entry' and 'Log out'.

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

Fig. 3-1-3

Important Notice

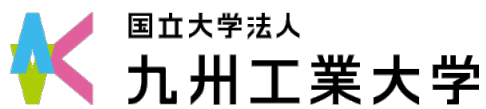
- You can download the examination card only after the date and time set forth by the application guidelines. Make sure to download your examination card within the specified period.
- Note that the Institute will not send you any examination card. Make sure to bring your examination card printed on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