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

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

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

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

<table>
<thead>
<tr>
<th>Note</th>
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<tbody>
<tr>
<td>Application Form</td>
</tr>
<tr>
<td>Academic Certificate (Proof of degree completion)</td>
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<tr>
<td>Consent Form</td>
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<tr>
<td>Copy of your passport</td>
</tr>
<tr>
<td>Copy of your resident card</td>
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<tr>
<td>Return envelope</td>
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</tbody>
</table>

- Not required for graduates and graduating students of the School of/ Graduate School of Dentistry at Osaka University.
- Please use the format provided in Application Form. - Only required for applicants who will be affiliated with institution(s) other than Osaka University.
- Foreigners only. - Not required for applicants with permanent residency of Japan, issued by the Minister of Justice.
- Foreigners only. - Not required for applicants with permanent residency of Japan, issued by the Minister of Justice.
- If you currently reside outside Japan, submit it as early as you obtain it after arriving in Japan.
- If you would like to have the result sent to your home, enclose an envelope type (K2) and size (240x332mm) that fits A4 papers; with your return address and name, and a postage stamp (120-yen) attached. - If you would like the application result sent to your Lab; write down the Lab name, and your name on the envelope. No need to attach a stamp.
III. Application Process Fee
1. Please make a payment of 9,800 JPY through ‘Application Fee Payment System’: https://osaka-u-afp.comappjapan.com/
   Online payment instruction is provided on page 4-7.
2. System processing fee of 600 JPY will also be charged. The fee is expected to change, and any changes will be announced promptly for year of 2020 entrance.
3. Please print out the Payment Receipt from the link, and submit it with all the other documents.

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

(2) If currently residing in a country other than Japan
   As a rule, submission must be completed by the end of the month that is 4 months advance to the beginning of the fellowship. (e.g., Submission deadline is the end of June for the entrance in October). With an exception of if the entering month is in April 2020, the submission deadline is on December 27th. If the last day of the month is a holiday or a weekend, please submit the application earlier during weekdays.

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

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

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

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

   Mitsubishi UFJ BANK (MUFG),
   Ibaraki Branch, account number No. 1297495
   Name: オオサカダイガクシガクブ (Osaka University, Dentistry)

   Please specify and add process code ‘00066’ before your name in your transfer.
2. Please bring in the receipt of entrance fee before the fellowship begins.
3. Each fellow must pay any handling fees, as might occur.
4. Once transferred, no refunds can be made for any reasons.

VIII. Tuition Fees
1. Monthly 28,900 JPY (as of 2019)
2. Please complete the payment of April to September, in May.
   Please complete the payment of October to March, in November.
3. The university will send you an invoice ticket. Please complete the payment accordingly, by the specified date.
4. Each fellow must pay any handling fees, as might occur.
5. Once the money is transferred, it will not be returned for any reasons.
6. If any change to tuition is made, it will take immediate effect.

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

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

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

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

Phone: (06)-6879-2862
E-mail: si-soumu-kyomu [at] office.osaka-u.ac.jp
Office hours: Mon-Fri 9:00 AM- 12:00PM, 1:00PM- 5:00PM
(No weekends, closed December 29th to January 3rd)
How to pay the application fee by the Application Fee Payment System

Before Using the System

① Check Your Device
Please make payment through the Internet by using a computer. The system may not be compatible with smartphones, tablets or cell phones. Please prepare a computer which meets the following conditions. In case you don’t have your own computer, please use one in your school, acquaintance’s house, etc.

▼ Browser Minimum Requirements
Please make sure to use the latest version of your internet browser.
[Windows] Internet Explorer11, Google Chrome, Mozilla Firefox, Microsoft Edge
[Mac] Safari, Google Chrome, Mozilla Firefox

▼ Browser Specifications
JavaScript must be enabled.
Cookie must be enabled.

▼ Other requirements
In order to ensure compatibility for viewing PDFs, please use Adobe Reader version 11.0 or above.
※ Recommended screen resolution is 1024 pixels and above.

② Prepare a Printer
The Receipt of Application Fee Payment System has to be printed out to submit.
If you don’t have your own printer, please use one in your school, acquaintance’s house, convenience stores, etc.

③ Prepare an Email Address
The registered email address will be used as the Login ID of the Application Fee Payment System. Please register a reachable email address and do not change or delete it until your entrance examination ends because important notices about the entrance examination from university will be sent to the address.
Also, please ensure that you can receive emails from “@comappjapan.com.”

④ Confirm Payment Method
Payment through these methods are available: credit card, China Pay, convenience store and Pay-easy.
Please confirm the payment procedure (available financial institutions, amount limit, etc.) beforehand because each method has its own restriction and instructions.

⑤ Prepare Documents
Please make sure to prepare the required documents well in advance because some documents may take time to be issued.
Register for the Application Fee Payment System

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

【URL】https://osaka-u-afp.comappjapan.com/

① User Registration
Please register an ID (email address) and a password.
After registering the ID, instructions for setting up password will be sent to the registered email address.

② Input Basic Information
Please input the applicant’s basic information by following the instructions.

③ Input Information about Application
Please select a school and an admission type by following the instructions.

④ Confirm Application Contents
Please confirm the input information. Please click “Alter” button to alter the contents.

*: The information input at “② Input Basic Information” and “③ Input Information about Application” will not be alterable after you complete the next step: “Application Fee Payment.” Please make sure there is no mistake in the input information before proceeding to “Application Fee Payment.”

Application Fee Payment

① Application Fee  9,800 Japanese yen
* System operation fee (600 Japanese yen) will be charged separately.

② Choose Payment Method
Please confirm the amount of payment and choose the method of payment by following the instructions.
If you choose to pay by the convenience store or by the internet banking service of Pay-easy, an email massage which gives required numbers to make payment will be sent to the registered email address.
The available banks and notes are as follows:
<table>
<thead>
<tr>
<th>Payment Method/Available Banks and Stores</th>
<th>Payment Period</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit Card</td>
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<tr>
<td>・VISA</td>
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<tr>
<td>・Master</td>
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<tr>
<td>・China Pay</td>
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<tr>
<td>Convenience Store</td>
<td>As needed</td>
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<tr>
<td>・LAWSON</td>
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<tr>
<td>・FamilyMart</td>
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<td>・Daily Yamazaki</td>
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<td>・Yamazaki Daily Store</td>
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<tr>
<td>・MINISTOP</td>
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<td>・Seicomart</td>
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<tr>
<td>Bank</td>
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<tr>
<td>Banks which offer the Pay-easy service</td>
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<td>(Note2:)</td>
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</table>

**Note2:** Please refer to the following website to confirm the available banks.

https://www.veritrans.co.jp/payment/bank/list.html

○To Change the Payment Method

The payment method can be changed before completion of the payment.

[Login to the Application Fee Payment System] ⇒ [Top Page] ⇒ [Application Record] ⇒ [Restart] ⇒ [Change the Payment Method] ⇒ follow the instructions on the page.

After you cancel the payment by bank (Pay-easy,) please DO NOT use the invalid numbers.

○Refund of Application Fee

Application fees are not refundable except in the following cases.

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

*①To Request a Refund of Application Fee

Applicants who meet at least one of the above conditions will receive an email which gives the instructions to request a refund. The email will be sent to the registered email address. Please follow the instructions and complete a request for a refund.

③Make Payment

Please make payment by selecting the listed methods.

・Credit card : Input the card numbers on this Payment System.
・China Pay : Access the website of China Pay via this Payment System.
・Convenience store : Pay at the designated convenience stores.
Pay-easy: Pay at the designated bank or by Internet banking service of Pay-easy.
The Receipt of Application Fee Payment will not be available until the payment is completed.

**Print the Receipt of Application Fee Payment**

After the payment is completed, the Receipt of Application Fee Payment (PDF) will be downloadable. Please download and print it in A4 size.

**Send the Application Documents**

① Please check the required application documents.
② Please send the Receipt of Application Fee Payment with other documents by postal mail.

**Inquiry about the Application Fee Payment System**

Student Affairs Section  
Osaka University Graduate School of Dentistry  
1-8 Yamadaoka, Suita, Osaka 565-0871, JAPAN  
E-mail: si-soumu-kyomu*office.osaka-u.ac.jp  
When using this email address, please replace * with @.