Guidelines to Osaka University's "AAD" Online Application System
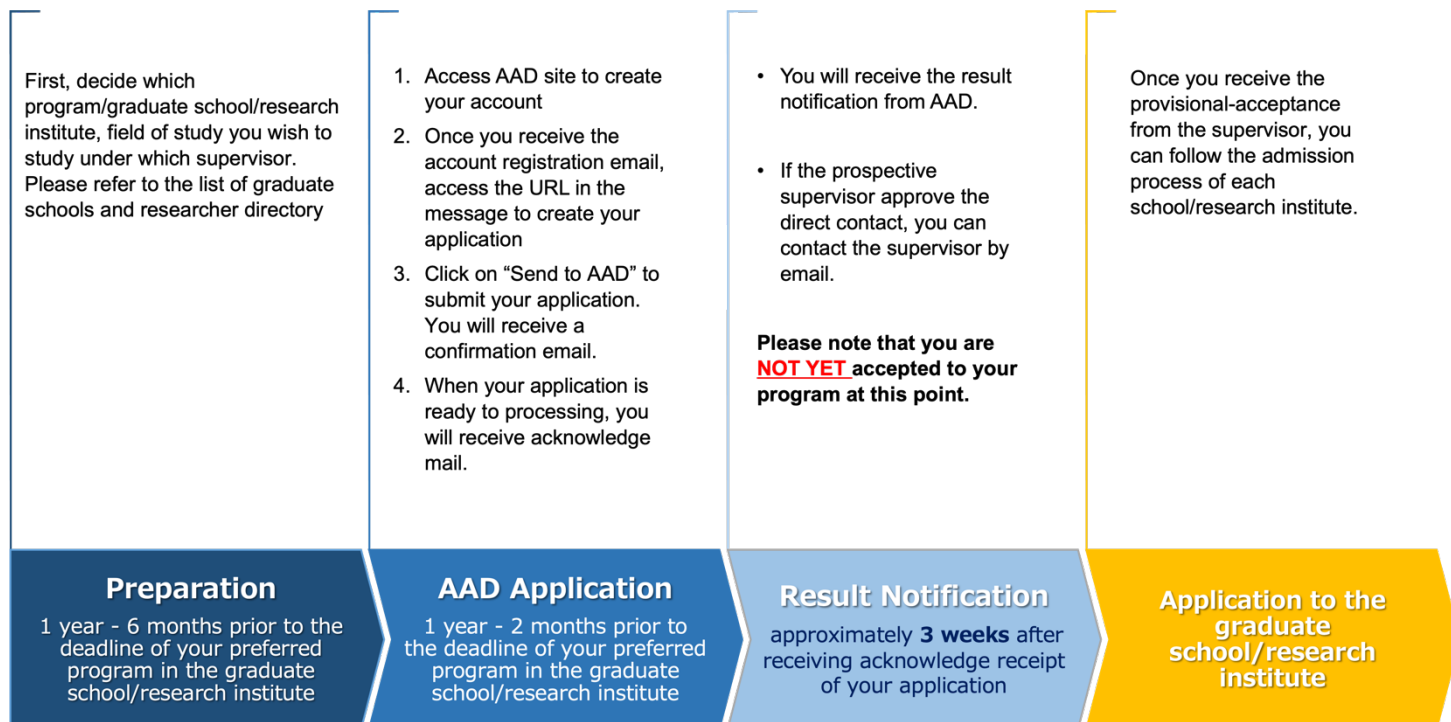
Admissions Assistance Desk (AAD) for prospective graduate students from overseas

【Eligibility Requirements for AAD Application】

You can use AAD system, if you:

- graduated or are expected to graduate from a university outside of Japan
- wish to enroll in Osaka University as a graduate student or a research student

【AAD Application Process】

First, decide which program/graduate school/research institute, field of study you wish to study under which supervisor. Please refer to the list of graduate schools and researcher directory

1. Access AAD site to create your account
2. Once you receive the account registration email, access the URL in the message to create your application
3. Click on "Send to AAD" to submit your application. You will receive a confirmation email.
4. When your application is ready to processing, you will receive acknowledge mail.

- You will receive the result notification from AAD.
- If the prospective supervisor approve the direct contact, you can contact the supervisor by email.

Please note that you are NOT YET accepted to your program at this point.

Once you receive the provisional-acceptance from the supervisor, you can follow the admission process of each school/research institute.

Preparation
1 year - 6 months prior to the deadline of your preferred program in the graduate school/research institute

AAD Application
1 year - 2 months prior to the deadline of your preferred program in the graduate school/research institute

Result Notification
approximately **3 weeks** after receiving acknowledge receipt of your application

Application to the graduate school/research institute

*For reference

Osaka University Researchers: https://rd.iai.osaka-u.ac.jp/

Osaka University Schools/Institutes: https://www.osaka-u.ac.jp/en/academics

Please apply online at following URL.

Osaka University AAD Online Application System (Available languages: Japanese, English)

https://www.ryumon.osaka-u.ac.jp

【Contact Information】

For any inquiry, please contact:

Osaka University Admissions Assistance Desk

Email: contact[at]ryumon.osaka-u.ac.jp (replace [at] with @)

【Required documents】

Please submit all documents listed under "1. All Applicants" and documents either in 2.1. or 2.2. depending on where you graduated from. The official documents can be in either English or Japanese. If it is in another language, please attach a Japanese or English translation. Please upload all required documents in PDF format.

1. All Applicants:

Documents to submit	Notes
1. Statement of Purpose and Research Plan	You may use our template (Statement of Purpose and Research Plan). You can download it from the AAD website.
2. Academic transcript	An official transcript issued by your university. If QR code is available for online certification, please make sure that it is readable.
3. Certificate of language tests (optional)	Japanese and/or English language poficiency tests such as JLPT, TOEFL, TOEIC, or IELTS.

2.1. If you graduated/expect to graduate from universities in mainland China.

<If you already graduated: >

4. Graduation certificate	Issued by the university, with photograph included. If you graduated with a master's degree, you need to submit both bachelor's and master's degree certificates.
5. Degree certificate	
6. Ministry of Education Online Verification Report of Higher Education Qualification Certificate	Register on the Chinese Ministry of Education website (http://www.chsi.com.cn) and obtain an Online Verification Report of Higher Education Qualification Certificate (教育部学歴証書電子注冊備案表).
7. China Degree Electronic Certification Report	Register on the Degree network (http://www.chinadegrees.cn/cn/) and obtain an Online Verification China Degree Electronic Certification Report (中国学位電子認証報告).

<If you are expected to graduate:>

4. Expected Graduation Certificate or Certificate of Enrollment	Either in English or Japanese, issued by the university expected to graduate from.
5. Ministry of Education Online Verification Report of Student Record	Register on the Chinese Ministry of Education website (http://www.chsi.com.cn) and obtain an Online Verification Report of Student Record (教育部学籍在線験証報告).

2.2. Graduates of universities located outside of Japan

<If you have already graduated:>

4. Degree Certificate (If you received Graduation Certificate, please submit both)	Issued by the university. If you graduated with a master's degree, you need to submit both bachelor's and master's degree certificates.

<If you are expected to graduate:>

4. Expected Graduation Certificate or Certificate of Enrollment	Issued by your current university.

PLEASE NOTE:

※The certificate issuance fee must be borne by the applicant.

※The name, address, and other personal information submitted to AAD will be used for inquiry only.

※We might confirm your test scores with Japan Language Proficiency Test and other testing organizations.

【Frequently Asked Questions】

Q1. **What is the benefit of applying to AAD?**

You can save the trouble of making the first contact with your prospective supervisor to receive an approval. Your prospective supervisor will receive all necessary information from AAD making the process smooth.

Q2. **Is there a deadline for applying to AAD? How long does it take to receive an outcome after sending my application?**

Although there is no particular deadline, please apply at least 2 months prior to the application deadline. It takes about 3 weeks from the time you apply to get the results from AAD. After that, it takes time to communicate with your prospective supervisor. We recommend that you prepare your application approximately **one year to six months** prior to the program deadline.

Q3. **Is it possible to receive information about applications or admission process of each graduate school from AAD such as the application deadline, documents and academic programs?**

No, please check the website of each graduate school/research institute you are interested in. For inquiries regarding applications, please contact the Academic Affairs Section of each graduate school.

Q4. **How can I find my prospective supervisor?**

In the Osaka University Researchers or researchmap, you can search for faculty members by keywords, etc. Make sure that your research theme matches that of the faculty member you wish to apply to. Narrow down your search to the graduate school you wish to apply to base on the faculty member's affiliation, and access the graduate school's website to check the application guidelines.

Q5. **Is it possible to apply to multiple supervisors at once?**

No, you can select only one supervisor at once. If there are multiple supervisors you would like to apply for, we advise you to carefully consider who would best match your research topic.

Q6. **What are the different types of regular and non-regular students in graduate school?**

Regular student: Will be awarded the Master's or Doctoral Degree on completion of their program of study.

Research student (one type of non-regular student): The purpose is to undertake research under a supervisor. Cannot obtain a degree or course credits.

Q7. **Do I need to contact my prospective supervisor in advance before applying for AAD?**

No, please go through AAD process first. Once you receive an approval to contact your prospective supervisor, you can directly contact the supervisor.

Q8. **I have not received an original copy of my language proficiency certificate yet. May I submit a screenshot of the online notification?**

Yes, the online notification screenshot is acceptable for AAD process. However, please submit a screenshot with your name and ID number so that we can verify that it is your score.

Q9. **What do I need to do after I receive "direct contact allowed" email from AAD?**

Please contact your prospective supervisor by e-mail. Your prospective supervisor will instruct you about further process. Once you receive the conditional acceptance letter from your supervisor, please proceed with application for admission.