

## FAQs: AAD APPLICATION PROCEDURES FOR PRE-APPROVAL FROM PROSPECTIVE SUPERVISOR

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## 【BEFORE STARTING AAD APPLICATION】

### Q1. What are the benefits of applying to AAD?

Graduate schools including research institutes (hereinafter referred as “graduate schools”) at the University of Osaka usually require prospective graduate students to obtain consent or approval (hereafter called “approval”) from their prospective supervisor prior to applying for graduate programs.

For international students with diverse educational backgrounds, this process can be challenging as they may be unsure about what documents to submit or how to approach the professors.

To facilitate this process, AAD provides support for international students, ensuring that your application includes the necessary information for the faculty member to determine whether they will be able to supervise you.

We strongly recommend utilizing the AAD during the initial stage of contacting professors, as it serves as the official assistance provided by the University of Osaka to international students.

### Q2. I want to apply for a program that does not require approval from the prospective supervisor before application. Should I still apply to AAD first?

No. In this case, it is not necessary to submit an application to AAD. However, if you are not sure whether you need an approval from the supervisor, please check [the admissions guide](#) or the webpages of respective graduate schools or laboratories.

### Q3. Is there a deadline for applying to AAD?

No. There are no specific deadlines for AAD※. It is, however, strongly recommended that you submit your AAD application at least two months before the graduate school's application deadline. In most cases, it takes about three weeks to receive the result from AAD. After that, you may need more time to discuss your research plan further with your prospective supervisor before applying to your prospective graduate school. Therefore, it is recommended that you prepare your application approximately one year to six months prior to the graduate school application deadline.

(※ Important Notice: some graduate schools have specified deadlines for AAD applications. Please read the graduate school's application guidelines thoroughly before applying to AAD.)

Q4. Is it possible to receive information about the University of Osaka's graduate schools from AAD such as the application deadline, admissions process, necessary documents, or academic programs?

No. Please check the website of each graduate program for academic programs, faculties' information, and admissions process. If you have any questions regarding entrance exam applications, please contact [the Academic Affairs Section of each graduate school](#).

Q5. How can I find a professor who may supervise me?

Depending on your research interests, there are several ways to search for supervisors. [The University of Osaka Researchers Database](#) provides information on all faculty members. To gain insights into a professor's area of expertise and publications, you can visit [researchmap.jp](#). Once you find a professor whose research aligns with your interests, determine the graduate school or research institute they are affiliated with at the University of Osaka. Once identified, you can visit the respective graduate school's website for information about application and admission requirements.

Q6. Is it possible to inquire with AAD about which supervisor is currently accepting new students?

No. AAD does not provide such information. Such confirmation can only be obtained after the application has been submitted to AAD.

Q7. Can AAD assist me in finding a prospective supervisor if I am unable to do so independently?

No. AAD does not provide assistance in this regard. It is your responsibility to identify a prospective supervisor based on your own research interests and understanding of the faculty

member's expertise. Please note that one of the common reasons for application rejection is a mismatch between your research topic and the prospective supervisor's.

**Q8. Is it possible to apply to multiple supervisors simultaneously?**

No. You can only select one supervisor at a time. If there are multiple supervisors you are interested in, we recommend carefully considering who aligns best with your research topic.

**Q9. Please explain what “regular” and “non-regular students” are in graduate school?**

Regular student refers to a student enrolled in a degree program who will receive a graduate degree upon successful completion of the program. Non-regular students include research students who primarily engage in research activities under the guidance of a supervisor, without pursuing a degree or earning course credits.

**Q10. Do I need to contact my prospective supervisor prior to applying to AAD?**

No. It is recommended that you go through the AAD process first. Once you receive a reply from AAD instructing you to contact your prospective supervisor, you may then directly contact them.

**【 PREPARING AAD APPLICATION 】**

**Q11. If I do not have all the required documents, can I still submit my application to AAD?**

No. You must have all the required documents in order to proceed with your AAD application. In addition, you cannot submit additional supplementary documents after your submission unless specifically requested by AAD.

**Q12. Is it necessary to include a letter of recommendation when applying to AAD?**

No. AAD does not require letters of recommendation as part of the application process.

**Q13. Can my referee(s) send the letter of recommendation directly to AAD?**

Yes. Please ask your referee(s) to email the letter to AAD at the address below. Your referees should include your name and AAD-ID when submitting the letters. The AAD-ID will be assigned to you once your application is submitted to the system.

The email address of the University of Osaka AAD: [aad@office.osaka-u.ac.jp](mailto:aad@office.osaka-u.ac.jp)

**Q14. Should I include information about Japanese language school, exchange programs, or enrollment at a Japanese university in the education section of my application?**

Yes. Please include this experience in the “Educational Background” section. For exchange programs or a research student program, please provide certificates of completion, enrollment certificates or academic transcripts. If you do not have these certificates, you may submit alternative documents that can verify your enrollment, such as a copy of your student ID card.

**Q15. Is it necessary to provide a certificate of language proficiency when applying to AAD?**

No. Language proficiency certificate is not required for the AAD application. However, if you have one, it is recommended to include scores from Japanese or English language tests to showcase your communication abilities to your prospective supervisors. Furthermore, some graduate programs may require language proficiency certificates. Please check the admission guidelines of your preferred program in advance.

**Q16. I have not yet received the original copy of my language proficiency certificate. May I submit a screenshot of the online result?**

Yes. AAD accepts screenshots of online results. Please make sure that your name, ID number, score, and test name are clearly visible in the screenshot. Also, please let us know when you expect to submit the original certificate.

**Q17. In the “Scholarships” section, should I include all the scholarships I have received so far?**

No. In the “Scholarships” section in the AAD application, you should only list scholarships that you have or will receive specifically for the purpose of studying at the University of Osaka.

#### **【AFTER RECEIVING RESULT NOTICE】**

**Q18. What should I do when I receive a reply from AAD stating that the faculty member allows a direct contact?**

Once you receive confirmation from AAD that the faculty member permits direct contact, you should proceed to communicate with your prospective supervisor. Please contact the professor using the email address provided in the reply to initiate further discussions and seek guidance. Your prospective supervisor will guide you through the rest of the process. Once your prospective supervisor approves your study/research under their supervision for the graduate school program, you can proceed with the admission process.

**Q19. If I receive a reply from AAD stating that my application is not accepted by the faculty member, would it be possible to apply for a different faculty member?**

In principle, it is not possible to apply for a different faculty member if your application is rejected. However, there may be exceptional cases where AAD grants permission to re-apply if the rejection is due to reasons attributed to the faculty member, such as impending retirement or inability to accept additional students due to laboratory capacity constraints.

**Q20. Does AAD provide me with information about the reasons for not being allowed to contact the faculty member directly?**

No. AAD does not disclose such information under any circumstances.