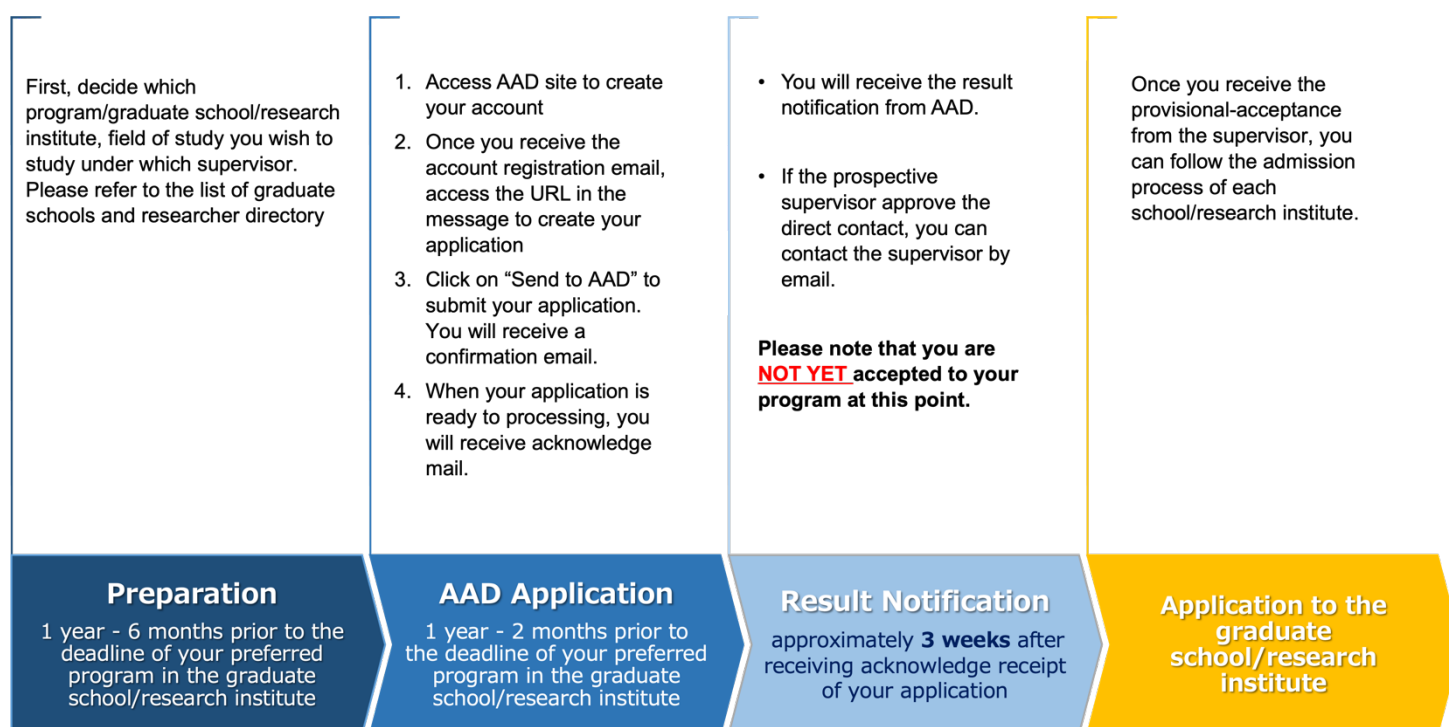# AAD Application Procedures for Pre-Approval from Supervisor

Admissions Assistance Desk (AAD) for prospective graduate students from overseas

Please read the following and complete the online application process to obtain approval from your prospective supervisor before applying for the program.

【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	**AAD Application**	**Result Notification**	**Application to the graduate school/research institute**
1 year - 6 months prior to the deadline of your preferred program in the graduate school/research institute	1 year - 2 months prior to the deadline of your preferred program in the graduate school/research institute	approximately **3 weeks** after receiving acknowledge receipt of your application	

*For reference

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

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

Please apply online at following URL.

> **The University of Osaka AAD Online Application System (Available languages: Japanese, English)**
>
> # https://www.ryumon.osaka-u.ac.jp

【Contact Information】

For any inquiry, please contact:

The University of Osaka 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	Use a format designated by the graduate school/research institute you wish to apply. If not designated, 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 proficiency 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. 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 (教育部学历证书电子注册备案表).
7. Online Verification Report of Higher Education Degree Certificate	Register on the Chinese Ministry of Education website (https://www.chsi.com.cn/xwcx/index.jsp) and obtain an Online Verification Report of Higher Education Degree Certificate (中国高等教育学位在线验证报告).

<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. 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 (教育部学籍在线验证报告).

2.2. Graduates of universities located outside of mainland China

<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.

※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.

Notes:

-You must complete the application process yourself. Applications submitted by anyone other than the applicant will be rejected.

-Applications to AAD take approximately three weeks to process. Even if a prospective supervisor agrees to be contacted, this does not guarantee acceptance. Your acceptance is determined after further communication with the supervisor. Please apply to AAD well in advance.

-The online AAD application is not intended for an entrance examination for graduate school/research institute.

-For questions regarding the acceptance of research students, study programs, and entrance examinations for graduate schools, please contact the respective graduate school/research institute. The application periods can be found on their websites.