

# Application Guide for Coordinator

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## 1. Timetable for 2025 Fall entry (Deadlines and schedules are expressed as Japan time.)

Event	Date	Process
Home university's nomination deadline	28 February 2025	
Students' online application deadline	13 March 2025	STEP 1*
Notification of admission	End of May 2025	STEP 2
Students' Pre-enrolment documents submission deadline	15 June 2025	STEP 2
Student's CESR registration period:	15 June 2025	Support Office website
Accommodation allocation notification	By the end of July to early August (TBD)	
Student's VISA application & Flight booking	Early September (TBD)	
Student's arriving itinerary and accommodation address submission deadline	Mid-September 2025 (TBD)	STEP 3
Recommended dates of arrival (dorm check-in)	14 to 24 September 2025 (TBD) 19 to 26 September 2025 (Maple only)	
Mandatory on-campus orientation	25 September 2025 (TBD)	

\*Students must be registered by the coordinator in advance to log on his/her application web page.

## 2. Notes for Nomination

### Number of Accepted International Students for the University-Wide Exchange Program

We start counting the exchange place from September in our university-wide incoming student exchange programs. We basically consider the total number of students sent from your institution in a year from September to August, regardless of full-year or half year study.

Notice: Please be careful not to lose the balance between the number of incoming and outgoing students over the past few years.

### Minimum Requirement

#### Residency Requirements

Students must be enrolled at their home university for at least one year and graduate students for at least six months at the time of application. Graduate students who are (or will be) continuing their education at their home university are also eligible to apply if they have been enrolled at their home university for at least one year. Students must also be continually enrolled and progressing as a full-time, degree-seeking student at their home university.

\*If students lose their enrolment of home university, this should be reported to host university immediately. Their exchange program and host university enrolment will be terminated with the date of the loss of home university enrolment.

#### Official Nomination

Prospective incoming students to the University of Osaka (UOsaka) must go through a selection process at the study-abroad/student mobility office and receive nomination from their home university. We do not accept students' self-nomination and independent application for any of UOsaka exchange programs. Please note that we do not accept second-time exchange participants in principle if they are applying in the same degree level.






## Academic Requirements

Exchange students with excellent academic performance are expected to be nominated. Generally, this means having a 3.0 GPA on the 4.0 scale; upper second-class in the UK's undergraduate honors grading system; a B in ECTS grading scale; or 80-85% in Chinese and Korean universities in the current degree program at their home university.

**At the same time with nominating students, we would like to ask a letter from coordinators that states the student obtains more than 3.0GPA on the 4.0 scale. Please upload from “data” on T-cens. One letter can cover all students at your university, so there is no need to write multiple letters for each student. A template is attached with the guide.**

Students are expected to keep a good academic standing throughout the exchange period. Students with underperformance, poor attendance or academic/general misconduct will be reported to their home university. UOsaka will keep record of these students, which may affect the quota of incoming students from the same home university in the future.



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Confirmation.docx 2024/12/25 10:21:08	ファイルの選択 ファイルが選択されていません	Upload 
No file uploaded	ファイルの選択 ファイルが選択されていません	Upload 
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## Language Requirements

Students must meet the Japanese or English proficiency requirements of the exchange program to which they apply. All students, including those in the iExPO program in which Japanese is the main language of instruction, must be able to read and understand simple English to apply for these programs.

## Citizenship

Students must be a citizen, legal resident, or visa holder in the country/region of their home university. Students with Japanese citizenship may be considered if they were mainly educated outside of Japan.

## Health

Exchange students must meet the minimum requirements of physical, mental, and social health to study abroad.

## Notice

### Regarding the return after the completion of study abroad

- ✓ All exchange students are obligated to promptly return to their home countries upon the completion of their study abroad program. Even if the duration of stay indicated on the residence card exceeds the study period at UOsaka, it is not permitted to continue staying in Japan after the completion of the study program at The UOsaka.

### Students with Japanese Nationality

- ✓ If your student has Japanese nationality, they have to enter Japan with their Japanese passport. If they renounced Japanese nationality, they have to double-check their renunciation of Japanese nationality. Please confirm official documents such as certificate of renunciation.

### Postgraduate student

- ✓ OUSSEP is a general study/liberal arts program tailored for bachelor's degree students and therefore, Master's degree or postgraduate level courses are not offered. Only If home university approves undergraduate level courses as appropriate to take, we could consider postgraduate students' application to OUSSEP.

### Final year student

- ✓ Check if our academic calendar and formal grade release do not conflict with your student's graduation/grade report schedule.
- ✓ If your student is graduating from home university within 1-2 months after proposed exchange period, please check whether it is feasible for him/her to fully participate in an exchange program AND to complete the degree (graduation) procedures at home university in time.
- ✓ UOsaka grade release is after late-September (or Early-August (Maple)) for spring / summer semester, and late March (or Early-March (Maple)) for fall / winter term. Please be reminded that the grade release timing is NOT negotiable as it tends to involve many different academic schools and departments. If exchange credits and grades must be transferred to home university immediately after exchange period, UOsaka may not be a right exchange destination for your students.

### International student at home university

Double-check that your students are eligible and guaranteed to re-enter the country of home university after the exchange program with a valid visa.

## Admission Cycles

UOsaka currently receives exchange applications for university-wide programs twice a year, for April intake and September intake. **As the enrolment timing and duration will NOT be flexible after students receive an offer, please be sure to apply for the right admission cycle with the right period of exchange. (The Maple Program only in Sep. intake.)**

### 3. Program (iExPO, OUSSEP, FrontierLab, Maple)

Once your student applied for an exchange program, it is not possible to make changes to another program. Therefore, it is important to carefully consider the program they wish to apply for before submitting their application.

#### iExPO

iExPO students will be placed in a school/faculty/graduate school/research institute at UOsaka to take courses in a specific major or do graduate research under the guidance of a faculty member. Since the majority of degree courses are taught in Japanese, participants need to have a high level of general Japanese language proficiency. **If there are many applicants for this program, document screening will be conducted.**

For graduate students who wish to do full-time research work, they need to find his/her preferred academic supervisor from the website of “UOsaka academic schools and fields of study” below and list the name of the supervisor on the application form. When they couldn't find a supervisor, we may reject his/her application.

Students who wish to do full-time research work in science and technology fields are recommended to apply for FrontierLab.

#### FrontierLab

FrontierLab is a unique, long-term exchange program that functions as an academic internship in science and technology. Participants will become student members of a research group in one of UOsaka's internationally renowned science and technology fields and do full-time research work under the academic supervision of a faculty member. **It is strongly recommended that students receive informal acceptance from a prospective supervisor as this program is popular among exchange students. For the details, please read the following conditions carefully:**

- When we couldn't find a supervisor after all, despite our best efforts, we may decline student's application.
  - In case students did not receive informal acceptance, they may not be assigned to one of their prioritized laboratories due to the capacity/popularity of the labs. In particular, graduate students are recommended to get pre-approval from their preferred supervisor at UOsaka as far as possible since we cannot guarantee their allocation.
  - Students who wish to be assigned to a research laboratory in the following field, regardless of undergraduate or graduate status, are **required** to obtain consent from a faculty member at UOsaka whom they wish to work with: machine learning, AI, data science, clinical medicine, and robot-related fields or robotics.
- If students do not get pre-approval, they might not be accepted in the program since these fields have limited capacity in each laboratory.

- When students contact a professor by email, we recommend them include their name, home university, the program name (FrontierLab), period to stay, their science background, their research plan during exchange, their particular reasons to be assigned to the lab etc.

Please find researchers of UOsaka here: <https://rd.iai.osaka-u.ac.jp/#/>

Please find our latest research here: <https://resou.osaka-u.ac.jp/en>

**- If students do not get pre-approval from his/her preferred supervisor before their application, please list his/her preferred laboratories from 1st to 3rd choice on the application form. Please note that in this case, we cannot guarantee their acceptance.**

- We may need to ask students to reconsider their research topic in case we could not find an appropriate laboratory.

## Laboratory List

Researchers Data base: <https://rd.iai.osaka-u.ac.jp/?m=home&l=en#/>

School of Science	Mathematics	<a href="http://www.math.sci.osaka-u.ac.jp/eng/staff.html">http://www.math.sci.osaka-u.ac.jp/eng/staff.html</a>
	Physics	<a href="http://www.phys.sci.osaka-u.ac.jp/en/research_groups/index.html">http://www.phys.sci.osaka-u.ac.jp/en/research_groups/index.html</a>
	Earth and Space Science	<a href="http://www.ess.sci.osaka-u.ac.jp/en/about/intro.html#organization">http://www.ess.sci.osaka-u.ac.jp/en/about/intro.html#organization</a>
	Chemistry	<a href="https://www.chem.sci.osaka-u.ac.jp/graduate/chem-e/lab/index.html">https://www.chem.sci.osaka-u.ac.jp/graduate/chem-e/lab/index.html</a>
	Macromolecular Science	<a href="https://www.chem.sci.osaka-u.ac.jp/graduate/mms/en/lab/index.html">https://www.chem.sci.osaka-u.ac.jp/graduate/mms/en/lab/index.html</a>
	Biological Sciences	<a href="https://www.bio.sci.osaka-u.ac.jp/en/laboratory/">https://www.bio.sci.osaka-u.ac.jp/en/laboratory/</a>
Faculty of Medicine	Medicine	<a href="https://www.med.osaka-u.ac.jp/eng/introduction/research">https://www.med.osaka-u.ac.jp/eng/introduction/research</a>
	Health Sciences	<a href="http://sahswww.med.osaka-u.ac.jp/en/departments/">http://sahswww.med.osaka-u.ac.jp/en/departments/</a>
School of Dentistry		<a href="https://global.dent.osaka-u.ac.jp/academics/graduate-school-of-dentistry/">https://global.dent.osaka-u.ac.jp/academics/graduate-school-of-dentistry/</a>
School of Pharmaceutical Sciences		<a href="https://www.phs.osaka-u.ac.jp/en/research/course.php">https://www.phs.osaka-u.ac.jp/en/research/course.php</a>
School of Engineering		<a href="https://www.eng.osaka-u.ac.jp/department/en/">https://www.eng.osaka-u.ac.jp/department/en/</a>
School of Engineering Science		<a href="https://www.es.osaka-u.ac.jp/en/faculty-research/academic-staff/index.html">https://www.es.osaka-u.ac.jp/en/faculty-research/academic-staff/index.html</a>
Graduate School of Information Science and Technology		<a href="https://www.ist.osaka-u.ac.jp/english/researcher/">https://www.ist.osaka-u.ac.jp/english/researcher/</a>
Graduate School of Frontier Biosciences		<a href="https://www.fbs.osaka-u.ac.jp/en/research_group/">https://www.fbs.osaka-u.ac.jp/en/research_group/</a>
Research Institute for Microbial Diseases		<a href="http://www.biken.osaka-u.ac.jp/en/laboratories/">http://www.biken.osaka-u.ac.jp/en/laboratories/</a>
The Institute of Scientific and Industrial Research		<a href="https://www.sanken.osaka-u.ac.jp/en/organization/">https://www.sanken.osaka-u.ac.jp/en/organization/</a>
Institute for Protein Research		<a href="http://www.protein.osaka-u.ac.jp/en/research-groups/">http://www.protein.osaka-u.ac.jp/en/research-groups/</a>
Joining and Welding Research Institute		<a href="http://www2.jwri.osaka-u.ac.jp/en/research/index.html">http://www2.jwri.osaka-u.ac.jp/en/research/index.html</a>
Institute of Laser Engineering		<a href="https://www.ile.osaka-u.ac.jp/eng/groups/list/index.html">https://www.ile.osaka-u.ac.jp/eng/groups/list/index.html</a>
Research Center for Nuclear Physics		<a href="http://www.rcnp.osaka-u.ac.jp/en/about/member.html">http://www.rcnp.osaka-u.ac.jp/en/about/member.html</a>
Cybermedia Center		<a href="https://www.cmc.osaka-u.ac.jp/?page_id=2306&amp;lang=en">https://www.cmc.osaka-u.ac.jp/?page_id=2306&amp;lang=en</a>
Immunology Frontier Research Center		<a href="http://www.ifrec.osaka-u.ac.jp/en/laboratory/">http://www.ifrec.osaka-u.ac.jp/en/laboratory/</a>

## OUSSEP

This program is designed for undergraduate students in their 3rd or 4th year from overseas partner universities across the globe. Participants are offered Japanese language classes and lecture courses taught in English called “International Exchange Subjects” which consist of liberal arts courses at undergraduate level. In case postgraduate students participate in OUSSEP designed for undergraduate students, we could consider accepting them only if both home university and student agree that she/he would enroll in mainly undergraduate-level courses.

Find International Exchange Subjects at: [https://ciee.osaka-u.ac.jp/en/short-term\\_programs/exchange\\_programs/syllabus/](https://ciee.osaka-u.ac.jp/en/short-term_programs/exchange_programs/syllabus/)

### Please note the following:

- Independent Study and Internship Course in OUSSEP are one of the International Exchange subjects. In order to register the courses, you are required to apply by submitting Form C “OUSSEP COURSES” and Form D “OUSSEP SCHOOL ASSIGNMENT REQUEST” in application stage “STEP1” at our online application system, “T-cens” (forms are available to download at the same system). There is no guarantee that students can register the courses according to the result of arrangement.

Also, those who would like to take independent study or internship courses are required to submit additional form (Form E for independent study and Form F for internship courses).

- In principle, withdrawal from the Independent Study and Internship Course after your exchange program started is unacceptable. Please instruct students to consider it carefully.

### **Maple: Available only in Sep. intake, Full academic year (11months)**

The Maple Program is designed to help, in principle, 3rd year or higher students improve their Japanese language skills as well as enhance their knowledge of Japanese culture and society, moving them further towards their own academic goals. Moreover, it aims to cultivate individuals who deeply understand Japan from various perspectives by giving students the skills to compare and to contrast Japanese language, culture, and society with their own, and then share that knowledge widely. **The Maple Program will conduct a screening of documents, which may result in an application being declined.**

CJLC Office Email: [kouryu@cjlc.osaka-u.ac.jp](mailto:kouryu@cjlc.osaka-u.ac.jp) Phone: +81 72 730 5075 / Office hours: Mon-Fri, 08:30-17:15

## Type of Program

Program	iExPO		FrontierLab		OUSSEP		Maple	
	UG	PG	UG	PG	UG	PG	UG	PG
Credit-based	✓	✓	✓	✓	✓	(✓)	✓	✓
Full-time class work only	✓	✓	-	-	✓	(✓)	✓	✓
Full-time class work with tutorial/independent study	-	-	-	-	✓	(✓)	✓	✓
Full-time research with supervision & guidance	-	✓	✓	✓	-	-	-	-

UG : Undergraduate/Bachelor's degree (Bologna First Cycle equivalent)

PG : Postgraduate/Master's or PhD (Bologna Second/Third Cycle equivalent)

(✓) : Not exclusively for undergraduates; postgraduate-level courses are not offered.

## Program Details

	iExPO	FrontierLab	OUSSEP	Maple
Applicable exchange agreements	Active university-wide agreement only			
Campuses	Toyonaka, Suita or Minoh	Toyonaka or Suita	Toyonaka, Suita, Minoh	Minoh
Study type	Course work	Research work	Course work	
Language of instruction	Japanese	English or Japanese	English	Japanese / (some)English
Japanese Class	Optional		Recommended	Mandatory
Workload	Full-time credit load			
Core courses	Courses for degree modules offered by the student's affiliated school	FrontierLab research module	International Exchange Subjects (Liberal arts and Japanese language courses) for undergraduates	Directed Research and Reading, Research Subjects in Japanese Studies, Independent Study, Japanese Language Subjects
Standard credits	14 credits/ each semester (including more than 10 credits acquired at the students' affiliated school)	14 credits/ each semester		30 credits/year
Start date	Late September (fall/winter term)/Beginning of April (spring/summer term)			Late September
Duration	Two terms (5 months) or Full academic year (11 months)			Full academic year (11 months)
For who?	Students who have proficient Japanese skill and wish to take courses in undergraduate or graduate schools.	Students who wish to do research in a scientific research group under the supervision of academic advisor.	Students who wish to study Liberal Arts subjects taught in English and learn Japanese (beginner and intermediate level).	Students who are studying Japanese language and culture at their home university/ institution and wish to pursue further study through coursework and project-based learning.
Academic and language requirements	<ul style="list-style-type: none"> <li>- Have a high proficiency in academic Japanese</li> <li>- Have completed at least one year tertiary study in a relevant academic discipline before exchange</li> </ul>	<ul style="list-style-type: none"> <li>- Have a sound basis of the field of study</li> <li>-Have a good command of English or Japanese</li> </ul>	<ul style="list-style-type: none"> <li>- Have a high proficiency in spoken and written English. Prior Japanese language knowledge is not required.</li> </ul>	<ul style="list-style-type: none"> <li>- Have Japanese language proficiency equivalent to or higher than N4 in Japanese Language Proficiency Test (JLPT)</li> </ul>
Requirements for Program Completion	<ol style="list-style-type: none"> <li>1. Successful completion of 14 or more credits (including more than 10 credits at the students' affiliated school) for one semester students</li> <li>2. Successful completion of 28 or more credits (including more than 20 credits at the students' affiliated school) for two semester students</li> </ol>	Successful award of FrontierLab research work credits and giving a research presentation in the 'Final Presentation'	Successful completion of 14 or more credits (which includes 10 or more credits from International Exchange subjects)	Successful completion of 30 or more UOsaka credits in an academic year



	iExPO	FrontierLab	OUSSEP	Maple
Program-specific activities		Final presentation		Study tours and cultural experience activities
Accommodation	In principle, FrontierLab, iExPO and OUSSEP students will be allocated to Global Village Tsukumodai. Maple Program students will be allocated to Global Village Minoh Semba. If university accommodation is not available, we will assist in finding a private accommodation.			

## Language Requirement

FrontierLab	OUSSEP
<p>Apart from a native user of English, <u>submit any one of them.</u></p> <p>a) TOEFL iBT 80 / IELTS 6.0 or higher  b) Cambridge English with CEFR B2 level or higher  c) Official assessment report (on both receptive and productive skills) of home university's language centre  d) Official certificate/letter which proves English is the medium of instruction at the student's school/faculty/graduate school</p> <p style="text-align: center;"><b>or</b></p> <p>a) Japanese: JLPT N2</p> <p><b>*Student should have an ability of delivering of oral presentation in English.</b></p>	<p>Apart from a native user of English, <u>submit any one of them.</u></p> <p>a) TOEFL iBT 80 / IELTS 6.0 or higher  b) Cambridge English with CEFR B2 level or higher  c) Official assessment report (on both receptive and productive skills) of home university's language centre  d) Official certificate/letter which proves English is the medium of instruction at the student's school/faculty/graduate school</p>

\*Test scores older than two years are acceptable if student has a copy of score report

iExPO - Special Auditor (Credit based)		
School/Graduate School	Undergraduate	Graduate
Letters/ Humanities	JLPT N1*	
Economics		
Science		
Foreign Studies/ Humanities	JLPT N2	JLPT N1
Law / Law and Politics	JLPT N2	
Human Sciences		
Pharmaceutical Sciences (excluding Master's students)		
Engineering		
Engineering Science		
Faculty of Medicine Graduate School of Medicine (for PhD candidates Only)		
School of Allied Health Science Graduate School of Medicine, Division of Health Science		
Dentistry (for PhD candidates Only)		
OSIPP	JLPT N2	
Information Science and Technology		
Frontier Biosciences		

*\*The JLPT (Japanese-Language Proficiency Test) is used to certify the Japanese language proficiency of those whose native language is not Japanese.*

## Maple

JLPT N4 or higher

If the applicant cannot submit a JLPT passing certificate for reasons such as being a student from a country that does not administer the JLPT, a Japanese Language Proficiency Verification in the form designated by the Center for Japanese Language and Culture (CJLC) will be accepted. On this form, the Japanese language teacher in home university in charge of the most recent Japanese language course the applicant has attended should mention the reason why he or she was unable to obtain a JLPT passing certificate.

Please contact the CJLC to request the designated form. **We will not send the form directly to the student.**

## UOsaka Academic Schools and fields of study

\*Enrollment restrictions may apply to some medicine/dentistry-related schools.

<i>Undergraduate School</i>	<i>Graduate School</i>
<b>School of Letters</b> <a href="https://www.let.osaka-u.ac.jp/en">https://www.let.osaka-u.ac.jp/en</a>	<b>Graduate School of Humanities</b> <a href="https://www.hmt.osaka-u.ac.jp/en/">https://www.hmt.osaka-u.ac.jp/en/</a>
<b>School of Human Sciences</b> <a href="https://www.hus.osaka-u.ac.jp/en/">https://www.hus.osaka-u.ac.jp/en/</a>	<b>Graduate School of Human Sciences</b> <a href="https://www.hus.osaka-u.ac.jp/en/">https://www.hus.osaka-u.ac.jp/en/</a>
<b>School of Foreign Studies</b> <a href="https://www.sfs.osaka-u.ac.jp/en/">https://www.sfs.osaka-u.ac.jp/en/</a>	<b>Graduate School of Humanities</b> <a href="https://www.hmt.osaka-u.ac.jp/en/">https://www.hmt.osaka-u.ac.jp/en/</a>
<b>School of Law</b> <a href="http://www.law.osaka-u.ac.jp/en/">http://www.law.osaka-u.ac.jp/en/</a>	<b>Graduate School of Law and Politics</b> <a href="http://www.law.osaka-u.ac.jp/en/">http://www.law.osaka-u.ac.jp/en/</a>
<b>School of Economics</b> <a href="https://www.econ.osaka-u.ac.jp/en/">https://www.econ.osaka-u.ac.jp/en/</a>	<b>Graduate School of Economic</b> <a href="https://www.econ.osaka-u.ac.jp/en/">https://www.econ.osaka-u.ac.jp/en/</a>
<b>School of Science</b> <a href="https://www.sci.osaka-u.ac.jp/en/">https://www.sci.osaka-u.ac.jp/en/</a>	<b>Graduate School of Science</b> <a href="https://www.sci.osaka-u.ac.jp/en/">https://www.sci.osaka-u.ac.jp/en/</a>
<b>Faculty of Medicine*</b> <a href="https://www.med.osaka-u.ac.jp/eng/">https://www.med.osaka-u.ac.jp/eng/</a>	<b>Graduate School of Medicine*</b> <a href="https://www.med.osaka-u.ac.jp/eng/">https://www.med.osaka-u.ac.jp/eng/</a>
<b>School of Allied Health Science</b> <a href="https://sahswww.med.osaka-u.ac.jp/en/">https://sahswww.med.osaka-u.ac.jp/en/</a>	<b>Graduate School of Medicine, Division of Health Sciences</b> <a href="https://sahswww.med.osaka-u.ac.jp/en/">https://sahswww.med.osaka-u.ac.jp/en/</a>
<b>School of Dentistry*</b> <a href="https://global.dent.osaka-u.ac.jp/">https://global.dent.osaka-u.ac.jp/</a>	<b>Graduate School of Dentistry</b> <a href="https://global.dent.osaka-u.ac.jp/">https://global.dent.osaka-u.ac.jp/</a>
<b>School of Pharmaceutical Sciences</b> <a href="https://www.phs.osaka-u.ac.jp/en/">https://www.phs.osaka-u.ac.jp/en/</a>	<b>Graduate School of Pharmaceutical Sciences</b> <a href="https://www.phs.osaka-u.ac.jp/en/">https://www.phs.osaka-u.ac.jp/en/</a>
<b>School of Engineering</b> <a href="https://www.eng.osaka-u.ac.jp/en/">https://www.eng.osaka-u.ac.jp/en/</a>	<b>Graduate School of Engineering</b> <a href="https://www.eng.osaka-u.ac.jp/en/">https://www.eng.osaka-u.ac.jp/en/</a>
<b>School of Engineering Science</b> <a href="https://www.es.osaka-u.ac.jp/en/">https://www.es.osaka-u.ac.jp/en/</a>	<b>Graduate School of Engineering Science</b> <a href="https://www.es.osaka-u.ac.jp/en/">https://www.es.osaka-u.ac.jp/en/</a>

**Osaka School of International Public Policy**  
<http://www.osipp.osaka-u.ac.jp/en/>

**Graduate School of Information Science and Technology**  
<https://www.ist.osaka-u.ac.jp/english/>

**Graduate School of Frontier Biosciences**  
<https://www.fbs.osaka-u.ac.jp/en/>

## 4. Application

Please use the UOsaka's online application system, "T-cens". **Email attachment or postal application will not be accepted** and there is no need for your university to send the original documents by post after completing online submission. Student and/or coordinators will need to have access to the following system and hardware.

Windows PC or Mac computer with secured internet access

The online application system is designed to operate with desktop/laptop computers and not guaranteed to work on tablet computers, smartphone or any other mobile devices.

PDF converter software

To submit documents to the online application system, only PDF format is acceptable, except for the ID photograph and a photo of the passport page with your photo.

Please use PDF conversion software or scan your documents to upload them in PDF format.

E-mail

As we are unable to check undelivered emails on the system, it is extremely important for students to register an active and reliable email account. University, personal, web-based or client-based email can be used. Please note that the following emails may be rejected by our university's email system.

'@naver.com' '@daum.net' and '@qq.com' domains

### Use of student's personal information

The applicant's personal data such as name and address obtained through our application website will be used only for the purpose of admission. The submitted personal information and documents will be kept strictly confidential.

## Application Process

### Online nomination

Please use online portal, “T-cens” to nominate students. A login ID (with initial password), web site URL and other important information will be emailed to the registered coordinators of our partner universities in August for April intake and in January for September intake. The email includes the password for your students to start their online application.

New partners will be requested to complete initial user authentication to receive a coordinator’s ID and password.

When you log on the web page with your ID and password to nominate students, the following details of the students will be required. A single nomination account will be created for an institution.



### Required student details

The following information will be required when you nominate students.

Student’s name <b>*Please specify their passport name and refrain from using any special characters, accents, or diacritical marks such as umlauts</b>
Student’s E-mail (Valid and Active)
Passport country/citizenship
Current degree pursued at home university
Date of admission to the current degree program at home university (yyyy-mm)
<b>Estimated date of graduation from home university AFTER intended exchange period at Osaka (yyyy-mm)</b>
Proposed UOsaka exchange program
Student status (UG or PG, credit-based)
Intended exchange period
Priority Ranking

Please complete your nomination with ‘**register**’ button at the bottom of the page.

### Student’s authentication password

When your registration is submitted online, students will receive an automatic message with a web link. However, the email does NOT contain the preliminary authentication password. Nominated students will have to access the website with the student password you give them. **The student password is AJ5gAGrL**

When the authentication is successful, student will receive an automatic confirmation email with a unique ID, password, and web link for application. Then student can log on their own application web page and start with their application by filling in the online form and uploading PDF documents. **In case your student did not receive an automatic e-mail, please change his or her e-mail address to new one on your T-cens website.**

## Check your students' application progress

Student's application has three stages from STEP 1 (admission application), STEP 2 (offer acceptance and accommodation application) to STEP 3 (arriving itinerary and emergency contact). When it proceeds to next step, an email alert will be sent to you at the registered coordinator's email.

You can check your student's application status and documents from the coordinator's web page at any times. Please log on the coordinator's page with your user ID and password and go to 'list of nominees'.

The screenshot shows the MAPLE OUSSEP web interface. At the top, there are tabs for 'MAPLE' and 'OUSSEP', and a 'Collapse' button. Below the tabs, there are two main sections: 'Student search' and 'Nominate student'. The 'Student search' section contains input fields for 'Student application ID', 'Surname', 'First Name', 'Mail Address', and 'Term', along with 'SEARCH' and 'CLEAR' buttons. Below these are 'Registration status' dropdowns for 'Step' and 'Status'. The 'Nominate student' section has a 'REGISTER' button. Below it, the 'Update nominee' section has an 'UPDATE' button and a note: 'x Update information to selected applicants.' At the bottom, there is a table with columns: ALL, Student application ID, Term, Name / Mail, University, Contract End, Result, Dormitory, Scholarship, and STATUS. The 'STATUS' column for the first row is circled in red, showing 'Application' and 'Pre-enrollment' options.

ALL	Student application ID	Term	Name / Mail	University	Contract End	Result	Dormitory	Scholarship	STATUS
<input type="checkbox"/>	160002	Spring	Taro Wani Hakase Handai exchange@ciee.osaka-u.ac.jp	University05	2016/03/30	Pass	SEIMEI/Male	Passed(OU)	Application Pre-enrollment

## ID/password lost?

If you lost your user ID and/or password, please access the log in screen and click on the web link in red.

The screenshot shows the 'Partner university's log in' screen. It has a 'Login' section with input fields for 'Login ID:' and 'Password:', and a 'LOGIN' button. A blue arrow points from the 'Forgot your id or/and password?' link below the login fields to the 'LOGIN' button.

## Students' Application materials

We appreciate your assistance with your students' timely submission of these documents.

### Application Stage (STEP 1)

F: FrontierLab, I: iExPO, O: OUSSEP, M: Maple

Document(s)	Program(s)	Form	Instructions
Statement of purpose	All	PDF	Student must log on their personal page and download the forms in MSWord from 'File Upload' tab Fill out and save as PDF before uploading them.
Career goal			
School affiliation request	O, I		
Intended list of courses	O, I		
Research application	F		

Document(s)	Program(s)	Form	Instructions
Independent study / Internship Course application	O-optional		
Student Information and Learning Record Form	M		
GPA Score Rule Questionnaire			
Latest academic transcripts	All	PDF	A copy of latest official academic transcripts in English, or a version with English/Japanese translation. The documents should include enrollment year, program, course titles with grade and number of credit hours, issue date and course grading details. If these details are not shown on the transcripts, please provide the information in a separate certification issued by the academic registry of home university.
Academic reference letter	All	PDF	One page of A4 paper in English or Japanese from a faculty member of his/her home university in the student's major. The letters from student's teaching assistants or coordinator will not be accepted. There is no specific format or guideline, but referee's signature or university's letterhead should be included and the content should include traits and abilities, achievements and personal view on applicant.  ※ For the FrontierLab program, the letter should be written by someone familiar with the student's scientific academic performance.  ※ For the Maple Program, use the designated form which can be downloaded from T-cens.
Official language test report	O, I, F	PDF	All the applicants must submit an official language test report required by the program by the application deadline (except for a native user of English). TOEIC (Listening & Reading) and TOEFL ITP/PBT are not accepted as writing and speaking assessment is not included. Test scores older than two years are acceptable if student has a copy of score report. We do NOT accept a coordinator's or academic supervisor's letter as an alternative for the official language test report. However, we accept an official assessment report (on both receptive and productive skills) of home university's language education center or an official certificate that proves English is the medium of instruction at home university.
Official language test report of Japanese proficiency	M	PDF	Applicants are required to submit a JLPT passing certificate for level N4 or higher. However, if the applicant cannot submit a JLPT passing certificate for reasons such as being a student from a country that does not administer the JLPT, a Japanese Language Proficiency Verification in the form designated by the CJLC will be accepted. On this form, the Japanese language teacher in home university should mention the reason why the applicant was unable to obtain a JLPT passing certificate.  ※ Those needing the form should contact the CJLC through their university's exchange coordinator.
Photocopy of passport	All	JPEG	A photocopy of passport, which student will travel on. If student's passport application is still being processed, please substitute with the old passport or other type of official ID written in English, and upload the copy of new passport later in STEP2.

Document(s)	Program(s)	Form	Instructions
Certificate of enrollment	M	PDF	It should be written in English or in Japanese, using a designated form of applicant's home university.

## Notification of Admission

Notification of admission will be notified to students on students' application web page or email.

UOsaka makes a decision based on student's application and documents submitted online. Inaccurate or incomplete application and lack of correspondence may result in rejection. Students should read the guide carefully and make sure to upload all required information and documents by the deadline.

When students receive admission notification, they should decide whether they accept the offer and proceed with the offer acceptance process. Students will have to read the conditions of participation and sign, submit financial plan form and documentation by the deadline. Application for CESR, a Japanese immigration certification, must be made from separate web page of The University of Osaka Support Office. Application submitted prior to receiving notification of admission will be rejected.

## Application Stage (STEP 2)

Offer Acceptance Form	PDF (form)	All
ID photograph	JPEG	All
Accommodation request	Form	OUSSEP, iExPO, FrontierLab ※Applicants to the Maple Program may only request university accommodation on Step1 Form6.
Questionnaire for Independent Study (MIS) Course Registration	Online Questionnaire	Maple
Request Form for Independent Study (MIS) Course Registration	PDF	Maple ※ <u>Only students who wish to participate should submit this form.</u> ※The form can be downloaded on T-cens.

## 5. Appendices

### Accommodation

Students can request university accommodation from the web page/T-cens. In principle, our exchange students will be assigned to Global Village dormitory. If university accommodation is not available, we will provide the information for finding a private accommodation.

ACCOMMODATION		Global Village Tsukumodai (Shared) (FrontierLab, iExPO, OUSSEP)	Global Village Minoh Semba (Private) (Maple Only)
When to apply		STEP2, after students receive notification of acceptance	STEP 1, Form 6 accommodation section of the online application
Room type		9 or 7 or 5 person unit	Private room
Access to campuses	To Toyonaka	approx. 30 min by monorail	approx. 20 min by campus bus
	To Suita	approx. 50 min by walk	approx. 20 min by campus bus
	To Minoh	approx. 50min by monorail and walk	On campus
Accommodation type		Co-ed/mixed	Co-ed/mixed
Fees (monthly)	Room	37,400 - 40,500 JPY / month (Utility fees included)	40,000 JPY / month
	Electricity, Gas, Water, Internet	Internet fee: 1,320 JPY / month (mandatory) Common area charge: 12,500 JPY / month (mandatory)	Internet fee: 1,100 JPY / month (mandatory) Utility fees must be paid individually.
	Bedding	8,910 JPY (mandatory)	5,390 JPY (mandatory)

URL to Global Village Tsukumodai / Minoh Semba: <https://globalvillage.icho.osaka-u.ac.jp/index-en.html>

### Funding

Students are responsible for all costs to study and live in Osaka while their UOsaka tuition is waived in the framework of agreement. The costs include accommodation, utilities, commuting expenses, food, insurances and medical fees, books, stationaries, and all other personal expenses. To cover daily living expenses and be prepared for unforeseen costs, students should secure at least 80,000 yen for a month stay.

### Scholarship for Maple Program

UOsaka may offer a certain number of scholarship positions (JASSO) to our incoming exchange students. The number of awards greatly varies by year and admission cycle depending on the available fund. There are no scholarships for which exchange students can apply after they arrive in Japan. As the number of scholarship award is limited or even none, students should make an appropriate financial plan without scholarship.

※Since AY2025-26, JASSO is only available for Maple Program; students applying to OUSSEP, FrontierLab, and iExPO are not eligible to apply for JASSO scholarships.



	<b>JASSO SCHOLARSHIP</b>
AMOUNT OF AWARD	80,000 JPY per month of award
AWARD PERIOD	Eleven months
CITIZENSHIP AND VISA	Non-Japanese citizenship with a student ('Ryugaku') visa
ELIGIBILITY REQUIREMENTS	1) Must have the JASSO GPA 2.30 or higher for past one year and be expected to maintain the same standards during exchange. 2) If the student has an outgoing exchange scholarship which they are awarded by home university or other institutions, the award amount should not exceed 80,000JPY per month.
APPLICATION METHOD	<b>Please choose 'Yes' on STEP 1, Form 6 "JASSO Scholarship application" section of the online application.</b> If you choose to cover all costs with private funds ("YES" to "Financial planning" section), the button to apply for the scholarship will not appear. <b>There is no separate scholarship application form.</b>
SELECTION	The decision will be made by the submitted documents and the balance of universities and countries.
RESULTS NOTIFICATION	Notification will be shown on the student's exchange application web page as soon as the decision is made.
HOW TO RECEIVE	Direct bank deposit to a Japanese bank account, which the student will set up after arrival.
FIRST DEPOSIT	Approx. one month after enrolling in UOsaka

## Contact

iExPO, OUSSEP, FrontierLab & general inquiry

Student Exchange Program – Inbound Team International Student Affairs Division (SUITA)

Email: [exchange<at>ciece.osaka-u.ac.jp](mailto:exchange@ciece.osaka-u.ac.jp) Phone: +81 6 6879 4026 ext. 9538 / Office hours: Mon-Fri, 08:30-17:15

Maple Program

CJLC – Center for Japanese Language and Culture (MINOH)

Email: [kouryu<at>cjlc.osaka-u.ac.jp](mailto:kouryu@cjlc.osaka-u.ac.jp) Phone: +81 72 730 5075 / Office hours: Mon-Fri, 08:30-17:15