APPLICATION GUIDELINES FOR RESEARCH STUDENT ADMISSION FOR 2025

Institute of Social and Economic Research (ISER)
Osaka University

1. Qualifications for Applicant

Applicants must fulfill one of the following qualifications.

a) The applicant has graduated, or expected to graduate from a university by the end of the month prior to the month in which he/she wishes to enroll.

b) The applicant is recognized as possessing academic abilities equal or superior to those who meet qualification above a). They must also have creative research abilities.

2. Application Procedures

Applicants must submit the following application materials to the general affair section, ISER by postal mail at least 15th, 4 months prior to the desired month of enrollment (e.g.: Deadline for submission for October admission, 2025 is June 13th, 2025), upon receiving approval from your academic advisor.

- Application Form (Form #1)
- C.V. (Form #2)
- Graduation (Expected) certificate from the last school that you attended
- Certified academic record (transcript) from the last school that you attended
- Receipt of Application Fee payment ¥9,800

Please refer to "3. How to Pay the Application Fee by the Application Fee Payment System" below.

If you are unable to pay through the Payment System, please contact the General Affairs Section, ISER.

3. How to Pay the Application Fee by the Application Fee Payment System

Entrance examination fee payment
The payment process for the entrance examination fee is as follows.
For details on preparation and payment methods, please refer to the Application Fee Payment System "Introduction."

STEP1. Preparation
Prepare a computer and printer connected to internet.

STEP2. Access the Application Fee Payment System
Please access the following URL to visit the website of the Application Fee Payment System.
【URL】 http://e-apply.jp/n/osaka-u-payment

STEP3. Input Applicant's Information
Make sure to confirm procedures and notes on the screen page, and enter required information.

① School, Division Type
② Applicant's Information (Name, address, etc.)
③ Application is completed.
   Make sure to write down the receipt number (12 digits).
   This number is required to confirm and print your application later.
④ Payment Methods

・Convenience stores ・ATMs of Post offices or Banks ・Internet banking ・Credit cards

⑤　the Receipt of Application Fee Payment

If you select "Convenience store" or " ATMs of Post offices or Banks " as the payment method, a number (the number of digits will vary from store to store; <u>some stores may provide both a customer number **and** a confirmation number</u>) will be displayed after making your selection. This number(s) is required for payment, so be sure to write it down. Please pay at a convenience store or a post office/bank ATM within the payment deadline.

A confirmation email will be sent to you after your application is completed. If you restrict email receptions, please change the setting to receive emails from the sender (@e-apply.jp). *Note that there may be a case the email goes to junk mail folder.

*No corrections and/or changes can be made after your application is completed.

Make sure that your application contents are all correct.

However, if you have not yet paid, you may make corrections by re-registering with the correct information.

*Please note that if you choose to pay via credit card, payment will be completed at the same time you register your personal information.

*Overseas residents can only pay by credit card and applicable online banking services. Payment cannot be made at convenience stores outside Japan.

STEP4. Pay the examination fee

The deadline for the payment is four days after application (including the application date).

Note: If payment is not made before the deadline, your application will be automatically cancelled. Also, be aware that this payment period is shorter for those who applied just before the application deadline.

１．Paying with a credit card

You can select and pay during the online application.

【Credit cards available for the payment】

VISA, Master, JCB, AMERICAN EXPRESS, MUFG, DC, UFJ, NICOS

The payment can be completed during the online application.

２．Paying by internet banking

After your online application is registered, the page will shift to the site of the bank you chose. Make the payment as instructed on the screen.

*Required your bank account is registered for internet banking.

The payment can be completed online.

３．Paying at convenience stores

Write down the number displayed after your online application is registered, and pay at any one of the following convenience stores.

Seven Eleven	1. Please tell the cashier, "make an Internet payment." 2. Please say "payment slip number (13 digits)" and pay in cash, with NANACO o r using a credit card. * 3. Make sure that you receive "a receipt" and "a ticket (one)". 4. You may keep "the receipt", and it is not necessary to submit it to us.
Lawson, Mini Stop (Loppi)	1. Click "those who have a specified number" 2. Enter the "customer number (11 digits)" and click "next" 3. Click "multi-payment service" (payment) 4. Enter the "confirmation number (6 digits)", then click "next" 5. Check the displayed information and click "checked" 6. Take the receipt printed out of the terminal and make a cash payment at the cas hier within 30 minutes. * 7. Make sure that you receive "specification of payment (receipt)". 8. You may keep "specification of payment", and it is not necessary to submit it to us.
FamilyMart (multi-functional copy machine)	1. Click "payment/charge" 2. Click "multi-payment service" (payment) 3. Enter the "customer number (11 digits)" and click "next" 4. Enter the "confirmation number (6 digits)", then click "next" 5. Check the displayed information and click "checked" 6. Take the receipt printed out of the terminal and make a cash payment at the cas hier within 30 minutes. * 7. Make sure that you receive "specification of payment (receipt)".

	8. You may keep "specification of payment", and it is not necessary to submit it to us.
Daily Yamazaki	1. Please tell the cashier, "make an Internet payment." 2. Please say "online settlement number (11 digits)" to make a cash payment. * 3. Make sure that you receive "a receipt". 4. You may keep "the receipt", and it is not necessary to submit it to us.
SeicoMart	1. Please tell the cashier, "make an Internet payment." 2. Please say "online settlement number (11 digits)" to make a cash payment. * 3. Make sure that you receive "specification of payment (receipt)". 4. You may keep "specification of payment", and it is not necessary to submit it to us.

４．Paying at ATMs with Pay-easy option

Write down the number displayed after your online application is registered, and pay at any one of the ATMs with Pay-easy option as instructed on the screen.

*Banks with Pay-easy option can be checked on the [Selection of Payment Method] page.

Paying at ATMs of post offices/banks	1. Click "Pay tax/charge" 2. Enter the "receiving company number (58021)," then click "checked". 3. Enter the "customer number (11 digits)", then click "checked". 4. Enter the "confirmation number (6 digits)", then click "checked". 5. Check the displayed information and click "checked". 6. Make a payment in cash or with a cash card. * 7. Make sure that you receive "specification of payment". 8. You may keep "specification of payment", and it is not necessary to submit it to us.

*When using Japan Post Bank / Bank ATM, if the amount exceeds 100,000 yen in cash, please pay with a cash card. If you use a convenience store, you can pay up to 300,000 yen in cash.

Enter necessary information as instructed on the screen of the terminal or ATM, check the information displayed, and make the payment.

STEP5. Print out the Receipt of Application Fee Payment

After the payment is completed, print the documents downloadable on A4 size paper, and send the Receipt of Application Fee Payment with other documents within the application period.

* Please refer to the application guidelines for the mailing address, deadline, and required documents.

* After your application is accepted, your screening fee and application documents will not be returned except for special circumstances.

* Osaka University refuses to answer any questions whether the application documents have reached us or not. Please confirm the delivery status by yourself by checking the website of the mail service company, etc.

<Payment completed>   **Caution regarding application and payment**

To complete your application, you must mail in the required application documents described in the student recruitment guidelines along with the proof of payment for the examination fee. The application is not completed simply by registering.

Payments can be made at any time of day. Business hours may vary depending on where you make your payment (convenience store, ATM, etc.). Please mail the required documents within the time specified in the application guidelines. Also be sure to give yourself plenty of time to prepare and send in your application.

●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.

<Inquiries about This Web Site and Its Operation>

Learning and Education Application Service Support Center

(Operating company: Disco Inc.)

E-Mail: cvs-web@disc.co.jp

* We cannot answer questions regarding entrance exams and universities.

4. Date of Entrance

1st of Every Month

5. Period of enrollment

Your period of enrollment, as a research student, will end on the last day of Osaka University's academic year of 2025 (March 31, 2026). The period can be extended when the application is accepted.

6. Result announcement

The results will be notified by email.

7. Entry procedure

Those who have been admitted to enroll in ISER will receive a "Notice of Acceptance".

8. Enrollment and Tuition Fees

For the academic year of 2025

Enrollment: ¥84.600 (JPY)

Tuition: ¥ 28,900 (JPY)/month (e.g.: ¥173,400 for 6 months)

Notes:

• The amount of the tuition fee are subject to change.

• The payment deadline for enrollment fee will be informed when you receive "Notice of Acceptance".

• The tuition fee should be paid by the dead line on the payment slip, which will be sent after the enrollment.

9. Miscellaneous

(1) If you decline admission, please contact the General Affairs Section immediately.

(2) If there is a false statement in the application documents, the admission may be cancelled.

(3) Research students are not eligible for Travel Expense Student Discounts or Commuter Ticket Student Discounts, except commuting pass of Kintetsu Bus.

(4) Submitted application documents will not be returned.

(5) Entrance fee and tuition fee are not refundable.

(6) If you wish to leave ISER in the middle of your enrollment period, please submit an "Application for withdrawal as a Research Student" to ISER at least 30 days before the date you would like to leave.

(7) If you would like to extend your enrollment period as a research student, please submit an "Application for extension of enrollment period as a Research Student" and a research plan by early February.

(8) For any questions concerning the application procedures, please contact the General Affairs Section.

年　　月　　日
（year）（month）（day）

大阪大学社会経済研究所長　　殿
To Director of Institute of Social and Economic Research, Osaka University

Name: _____

Date of Birth: _____

入　　学　　願　　書
Application for Enrollment

貴研究所研究生として入学したいのでご許可くださるようお願いいたします。
Hereby, I apply for the admission to ISER as a research student.

研究題目 Research Title	
研究内容及び 研究計画 Research Content and Research Plan	

指導教員氏名 Name of Supervisor		指導教員承認印 Seal of Supervisor	印 Seal

研究期間 Research Period	年　　月　　日　　〜　　年　　月　　日 （year）（month）（day）　　（year）（month）（day）
研究期間終了後の大学院正規課程進学希望の有無 Plan for Graduate School after Research Period	有（　　　大学大学院　　　研究科　　　専攻　　　課程） • I will go to the graduate school below. Name of University: Department:　　　　　　Course :　　　　　Degree: 無（理由　　　　　　　　　　　　　　　　　　　） • I will not go to a graduate school. (Reason:　　　　　　）

履 歴 書　C.V.

写真
Photo

ふりがな	性別　gender
Full Name in Alphabet:	
生年月日 Date of Birth:　　　/　　　/　　　(year/month/day)　　　年齢　Age:	

ふりがな	本籍地　Nationality
旧氏名　　　　　　　改姓年月日　　　年　　月　　日	
ふりがな	電話　Phone Number
現住所 〒　Zip Code:　　Current Address:	

学　　　　歴　Educational Background

学校名・学部科名 Name of School/department	修 学 期 間 Enrollment Period:（year）（month）（day）	修学年数 Required Years	卒業・修了・中退・在学中 Graduation/Completion/Withdrawal/In School
	From　　/　　/　　To　　　/　　/		
	From　　/　　/　　To　　　/　　/		
	From　　/　　/　　To　　　/　　/		
	From　　/　　/　　To　　　/　　/		

職　　　　歴　Career Background

年 year	月 month	日 day	職歴事項（職種も記入すること。）Work History/Occupation

上記のとおり相違ありません。 I hereby certify the above statements are true and correct.

年　　月　　日　　　　Date:　　　　　　　　（year）（month）（day）

本人署名捺印 Name:　　　　　　　　　　　　　　㊞ Signature