

## HOW TO USE THE ENROLLMENT SYSTEM

You will be able to log in to the system during the period for enrollment.

1. Please be careful of the deadlines as defined in both the **(1) Procedures to be Completed during a Specified Period** and **(2) Enrollment Procedures That Must be Completed by the Day Before Enrollment** while completing enrollment procedures.

Preparation	Information necessary to be entered into the system	<p>Before logging in, please have the following information on hand:</p> <ul style="list-style-type: none"> <li>• Examination Voucher (the document showing the Examinee's Seat Number)</li> <li>• The Enrollment Procedure Guide (this document)</li> <li>• Addresses, phone numbers, and email addresses of yourself and your family/emergency contact information</li> <li>• Credit card information (only those wishing to pay the enrollment fee by credit card)</li> </ul>
	Preparations for the application for enrollment fee exemption / deferred payment (for undergraduate/graduate students wishing to apply only)	<p>Those wishing to apply for an enrollment fee exemption or deferred payment <b>must</b> read the <b>(Supplemental) Points to note prior to applying for an enrollment fee exemption or deferred payment before</b> applying.</p> <div style="border: 2px solid purple; padding: 5px; margin-top: 10px;"> <p><b><u>Procedures for applying for an enrollment fee exemption or deferred payment may become invalid if an Advance Application is not completed through the Enrollment System.</u></b></p> </div>
(1) Procedures to be Completed during a Specified Period	Log in	<ul style="list-style-type: none"> <li>• Log in</li> <li>• Set a password</li> </ul>
	Information to be registered	<ul style="list-style-type: none"> <li>• Personal information</li> <li>• Family contact information</li> <li>• Emergency contact information</li> <li>• Concerns about studying due to disabilities, illness, etc.</li> </ul>
	Enrollment fee payment method	<ul style="list-style-type: none"> <li>• Select payment method or submit an Advance Application for an enrollment fee exemption or deferred payment</li> <li>• Payment processing</li> </ul>
	Photo registration	<ul style="list-style-type: none"> <li>• Headshot upload</li> <li>• Trim the photo to the indicated specifications</li> <li>• Register your headshot</li> </ul>
	Final procedures	<ul style="list-style-type: none"> <li>• Finalize and confirm all above procedures</li> </ul>
(2) Enrollment Procedures That Must be Completed by the Day Before Enrollment	Download	<ul style="list-style-type: none"> <li>• MyHandai Application</li> </ul>
	Enroll in Personal Accident Insurance for Students Pursuing Education and Research ( <i>Gakkensai</i> )	<ul style="list-style-type: none"> <li>• Enroll in Personal Accident Insurance for Students Pursuing Education and Research (<i>Gakkensai</i>) and/or other insurance schemes</li> </ul>

## LOG IN TO THE ENROLLMENT SYSTEM

Log in to the system using the URL below.

<https://exam.osaka-u.ac.jp/osaka-u/enrollment/login>



○ Login screen

**Enter/select the required information below and click “Next” under “Those logging in for the first time.”**

Enrollment year	2026
Affiliation category	Graduate School
Affiliation	Graduate School of Medicine (Medical Science)
Examinee's Seat Number	(your number)
Date of birth	(your date of birth)
Category code	2501

Enrollment Procedure Login

日本語

Log in

Enrollment year

2026

Affiliation category

☐ School ☒ Graduate School ☐ Institute or Center

Affiliation

Graduate School of Medicine (Medical Science)

Examinee Number

Date of birth

Year

Month

Date

Category code

2501

Password

Log in

Not required only for the first time.

Those logging in for the first time

Follow the documents from the university to enter the information other than the password and click [Next].

Next

Forgot or change password

Enter the information other than the password and click [Next].

Next

For first-time users, please click “Next”.

\*The password you set after your initial login will be used for subsequent logins.

**Please complete the enrollment procedures below by following the instructions on your screen.**

**Note:**

**The enrollment system will time out in 30 minutes. Please be sure you have all information to be registered on hand (addresses, phone numbers, email addresses, etc.) before logging in. If you are unable to complete the procedures within the restricted time, any information inputted into the system will not be registered.**

## ENROLLMENT SYSTEM REGISTRATION (SUPPLEMENT)

### ●Registering student information (all students)

<b>Student information</b>	<ul style="list-style-type: none"> <li>• If you are a Japanese national, when entering your full name in English, enter your family name, then given name, in that order. Add a space between the family and given names.</li> <li>*When registering, your name will be automatically formatted to have all capital letters for your family name and the first letter of your given name capitalized (e.g., HANDAI Taro).</li> <li>• If you are a foreign national, please <u>register your name as it appears on your passport</u>.</li> <li>• If your address has not yet been determined at the time of registering, register your current address and change it to your new address through the university's Student Administration Information System (KOAN) after enrollment.</li> <li>• Please register the address you are currently living at.</li> <li>• Please be diligent about checking your email. If you do not receive a Test Email from the university, please check your spam folders, be sure your email address has been correctly registered with the system, and/or check to be sure your mailbox isn't at capacity or if emails are being restricted from certain domains by your provider.</li> </ul>
<b>Family's contact information</b>	<ul style="list-style-type: none"> <li>• Enter your family's contact information (in most cases, this will be a parent, guardian, or spouse).</li> </ul> <p>If it is difficult to enter the above information, you may register other family members.</p>
<b>Emergency contact information</b>	<ul style="list-style-type: none"> <li>• Register an emergency contact different from the person(s) registered in Family's contact information. If you must register the same person, please provide contact information other than the one already registered.</li> <li>*As this information will be used in the case of emergencies, please register a person who can be easily contacted.</li> <li>*The emergency contact person for foreign nationals living in Japan should be someone living in Japan.</li> </ul>
<b>Consultations regarding concerns about studying due to disabilities, illness, etc.</b>	<ul style="list-style-type: none"> <li>• If you have concerns about studying due to disabilities, illness, etc., you can apply for a consultation by selecting "Seek Consultation" and applying for one using the URL below.</li> </ul> <p>Health and Counseling Center Accessibility Support Office</p> <p><b>Apply for a consultation:</b> <a href="https://acs.hacc.osaka-u.ac.jp/soudan/">https://acs.hacc.osaka-u.ac.jp/soudan/</a></p> <p>*Consultation requests can also be made via the HACC website (link above), even if you do not select "Seek Consultation" through this system.</p> <p>*You may change the website's language to English, Korean, or Chinese by selecting 言語を選択 in the upper right hand corner, then selecting 英語 (English), 韓国語 (Korean), or 中国語 (Chinese).</p> 

## ●Enrollment fee payment

<b>Enrollment fee payment</b>	<p><b>Entrance fee :282, 000 JPY</b></p> <ul style="list-style-type: none"> <li>• <b>Please make the enrollment fee payment by the deadline.</b></li> <li>• <b>A processing fee</b> is required in addition to the enrollment fee.</li> <li>• Payments are to be made using a payment agency service (Paygent).</li> <li>*Please use the translation function on your browser to navigate Paygent.</li> </ul> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b><u>If you fall under any of the following, the enrollment fee will be waived.</u></b></p> <p><b>(The enrollment fee will be displayed as “0,” and will be considered already settled.)</b></p> <ul style="list-style-type: none"> <li>• Those continuing on to a Doctor Course from a Master Course.</li> <li>• Japanese Government (Monbugakusho: MEXT) Scholarship Students who will continue to be Japanese Government Scholarship Students after advancing to a higher degree.</li> </ul> </div>
<b>Advance application for an enrollment fee exemption or deferred payment</b>	<ul style="list-style-type: none"> <li>• <b>Undergraduate/graduate students wishing to apply for an enrollment fee exemption or deferred payment must read the <u>(Supplemental) Points to note prior to applying for an enrollment fee exemption or deferred payment before</u> applying.</b></li> <li>• <b>After completing the Advance Application, <u>the payment of the enrollment fee will be deferred until the results of the enrollment fee exemption or deferred payment are announced after being screened.</u></b></li> </ul>

## PROCEDURES TO BE COMPLETED WITHIN A SPECIFIED PERIOD

Please finalize all procedures by the deadline under items marked “Finalize Procedures So Far” by clicking the **Finalize** button.

**Note that any information regarding procedures that are finalized cannot be changed or revised.**

## ENROLLMENT PROCEDURES THAT MUST BE COMPLETED BY THE DAY BEFORE ENROLLMENT

In general, please make sure to complete all necessary procedures by the day before your enrollment date.

**\*These procedures will not affect applications for enrollment.**

<b>Download Documents and the MyHandai App (in Japanese only)</b>	<ul style="list-style-type: none"> <li>• If you have not yet registered for the MyHandai App, please download it.</li> </ul>
<b>Insurance for Students Pursuing Education and Research (<i>Gakkensai</i>)</b>	<ul style="list-style-type: none"> <li>• Confirm the type of insurance required of the faculty/school/graduate school/center, etc., you plan on entering and complete the procedures to purchase that insurance. If it is difficult to complete the procedures to purchase insurance before the day before enrollment, select “I have not purchased insurance and will do so after enrollment” and be sure to purchase insurance as soon as you can.</li> <li>• <b><u>To obtain Personal Accident Insurance for Students Pursuing Education and Research (<i>Gakkensai</i>), it is necessary to register through Osaka University CO-OP’s “EC Site.”</u></b></li> <li>• <b><u>It is possible to purchase insurance such as <i>Gakkensai</i> through other means.</u></b></li> </ul> <p>You can also register using the CO-OP App and navigating to the EC Site after purchasing insurance through the CO-OP website.</p> <p>For reference:</p> <p>New student support site (in Japanese only)</p> <p><a href="https://osaka-univ.coop/welcome/grad-school/grad-school_808.html">https://osaka-univ.coop/welcome/grad-school/grad-school_808.html</a></p> <p>*Please use the translation function on your browser to navigate the student support site and the CO-OP’s EC Site.</p>

