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If you have any questions, please contact the Academic Affairs Section.

Application Guidelines for Research Students

– Kyushu University Graduate School of Design –

1. Overview of the Research Student Program

The Research Student Program at the Graduate School of Design, Kyushu University, is designed to support domestic and international researchers who aim to conduct studies in fields related to design science, in accordance with the school's founding philosophy. This program provides access to the university's research facilities and equipment, and offers direct supervision by faculty members.

Applicants are supported based on their initial research plan submitted at the time of application, to ensure the development and enrichment of their intended research.

Research students are admitted to the Graduate School for the purpose of conducting research based on their own research themes. In principle, they are not permitted to attend regular lectures offered in undergraduate or graduate programs.

Those who wish to obtain a degree must pass the entrance examination for the undergraduate or graduate program, enroll as a regular student, and complete the prescribed curriculum.

If your primary goal is to attend lectures, you must apply as a regular student or a credited auditor, and complete the necessary procedures such as course registration.

2. Eligibility Requirements

- (1) Have graduated from a university (excluding junior colleges) and been awarded a bachelor's degree, or be expected to receive such a degree before enrollment.
- (2) Be recognized by the Graduate School of Design as having academic ability equivalent to or higher than the above.

3. Enrollment Period and Research Duration

- Enrollment Dates: April 1 or October 1
- Research Duration: Six months or one year

Note: The research period may be extended if there are special circumstances.

4. Application Document Submission Deadlines

| | April Enrollment | October Enrollment |
|--|------------------|--------------------|
| - Japanese nationals - International students residing in Japan | January 10 | July 10 |
| - International students residing outside Japan | November 10 | May 10 |

Note: If the deadline falls on a weekend or public holiday, the deadline will be the last weekday before that date.

Note: The pre-application process (PSD application) and communication with your prospective supervisor require a certain amount of time.

We recommend starting preparations **at least two months** prior to the deadline, after reviewing the “5.Application Process” section.

5. Application Process

① Pre-Application (PSD Application)

Applicants who have obtained their degree from a university **outside Japan** must begin with this step.

Start by submitting a Pre-Application (PSD Application) via the following URL:

《Pre-Admission Support Desk》

<https://www.isc.kyushu-u.ac.jp/intlweb/admission/pre-admission>

The deadline for PSD applications is **six weeks prior** to the application document submission deadline.

Applications submitted after this date will not be accepted.

Once you receive permission from PSD to contact a supervisor directly, proceed to Step ②.

Note: Applicants who obtained their degree from a university outside Japan must not contact prospective supervisors before receiving PSD approval.

② Request Acceptance from a Supervisor

Applicants who obtained their degree from a **Japanese university** may begin from this step.

Contact the supervisor you wish to receive research guidance from and obtain informal consent for acceptance.

You must provide a thorough explanation of your past research activities and achievements, your future research plans and goals, and the reasons why you wish to be supervised by that faculty member.

You can find faculty contact information on the Kyushu University Researcher Information website:

《Kyushu University Researcher Information》

https://hyoka.ofc.kyushu-u.ac.jp/html/home_en.html

Once you receive informal consent from the supervisor, proceed to Step ③.

③ Request for Application Forms and Instructions

Please contact us by email at the address below.

We will send you information regarding the application forms, payment method for the examination fee, and how to submit the application documents.

Academic Affairs Section, School of Design

gkgkenkyusei@jimu.kyushu-u.ac.jp

Include the following information in your email:

- Applicant's full name
- Name of the supervisor who gave informal consent and the date of consent
- Desired enrollment date (April 1 or October 1)
- Name of the university last attended
- Type of degree obtained or expected
- (For applicants who have obtained their degree from a university **outside Japan** only)
PSD ID number
- (For international students residing in Japan only)
Current residence status (e.g., "Student," "Dependent," etc.)

④ Submission of Application Documents

Submit your application documents by the deadline using the method specified in Step ③.

6. Application Documents

《Important Notes》

- All application documents must be prepared in Japanese or English.
- If certificates or other documents cannot be issued in Japanese or English, a translation must be attached.
- Unless there are special circumstances, documents must be issued within three months prior to submission.
- Incomplete or improperly filled documents will not be accepted. If any false information is found, admission may be revoked even after acceptance.
- Documents marked as "designated forms" and instructions for payment of the screening fee and submission procedures will be individually sent to applicants who have received informal consent from a supervisor.

《List of Required Documents》

● = Submit original by mail and digital copy via web

○ = Submit digital copy via web only

— = Not required

(●) = Submit only if applicable

| Document | Japanese Applicants | International Students | | Notes |
|---|---------------------|------------------------|-----------------|---|
| | | Residing in Japan | Residing Abroad | |
| 1 Application Form | ○ | ○ | ○ | designated format |
| 2 Proof of Payment of Screening Fee (¥9,800) | ○ | ○ | ○ | |
| 3 Curriculum Vitae | ○ | ○ | ○ | |
| 4 Research Plan | ○ | ○ | ○ | |
| 5 Certificate of Graduation (or Expected Graduation) | ● | ● | ● | |
| 6 Academic Transcript | ● | ● | ● | |
| 7 Letter of Recommendation | ● | ● | ● | Not required for graduates of the School of Design, Kyushu University |
| 8 Documents Proving Research Achievements | ○ | ○ | ○ | |
| 9 Study Abroad Plan | — | ○ | ○ | |
| 10 Proof of Language Proficiency | — | ● | ● | |
| 11 Pre-survey on Language Skills of Research Student Applicants | — | ○ | ○ | designated format |
| 12 Financial Support Documentation | — | ● | ● | |
| 13 Contact Card | — | ○ | ○ | designated format |
| 14 Residence Certificate | — | ● | — | |
| 15 Copy of Passport | — | ○ | ○ | |
| 16 Letter of Consent from Employer | (●) | (●) | (●) | Required only if continuing employment while enrolled as a Research Student |

《Document Preparation Guidelines》

(1) Application Form (Designated Format)

Fill out the designated form provided by the university.

Please consult thoroughly with your supervisor before entering your research title, as it cannot be changed after submission.

If the research title is written in English, include a Japanese translation alongside it.

(2) Proof of Payment of Screening Fee

The screening fee is ¥9,800.

Details regarding payment methods and how to obtain proof of payment will be provided separately in the document titled Instructions for Payment of Screening Fee.

Note: Once the screening fee has been paid, it cannot be refunded under any circumstances.

(3) Curriculum Vitae

There is no designated format.

Be sure to attach a photo (upper body, front-facing, no hat, plain background).

Include all periods of self-study, military service, etc.

(4) Research Plan

Describe the research you intend to conduct as a Research Student, and the methods you plan to use.

Prepare approximately 5,000 characters in Japanese or 2,000 words in English.

Include the following details:

- Overview of the research theme
- Motivation for the research
- Methodology
- Timeline
- Status of previous research activities

Note: For international students, please describe your motivation for studying in Japan and your Japanese language learning status in the “Study Abroad Plan” (Document No. 9), not in the Research Plan.

(5) Certificate of Graduation (or Expected Graduation)

Original Required

(6) Academic Transcript

Original Required

Note: If you have not yet graduated at the time of application, submit these documents promptly after graduation.

(7) Letter of Recommendation

Original Required

There is no designated format, but the recommender's signature or seal is required.

The letter should be written by someone who is well-acquainted with your research activities, character, and academic performance (e.g., a supervisor from your previous university).

(8) Documents Proving Research Achievements

Submit materials that demonstrate your past research accomplishments.

Examples include:

- Thesis or equivalent creative works
- Records of presentations at academic conferences or publications in academic journals
- Certificates of achievements issued by research institutions

Note: If you wish to have your submitted thesis or works returned, please consult in advance. Items submitted without prior consultation cannot be returned.

(9) Study Abroad Plan

Prepare approximately 1,500 characters in Japanese or 800 words in English, using the following points as a reference:

- Self-introduction
- Purpose of studying in Japan
- Reasons for choosing the Graduate School of Design
- Career plans and future outlook after completing the Research Student period
- Understanding of Japanese language learning and life in Japan

(10) Proof of Language Proficiency **Original Required**

If you have taken the Japanese Language Proficiency Test (JLPT), submit the Certificate of Results and Scores.

Note: The “Certificate Japanese-Language Proficiency” is not accepted.

If your supervisor has approved research guidance in English, you may submit proof of English proficiency (e.g., IELTS, TOEFL, TOEIC scores) instead of JLPT results.

If you do not have any of the above documents, please ask your supervisor or a Japanese language school instructor to complete the designated form titled “Certificate of Language Proficiency” (Designated Format).

(11) Preliminary Language Proficiency Survey (Designated Format)

Fill out the designated form provided by the university.

(12) Financial Support Documentation

Required documents vary depending on the relationship between the applicant and the financial supporter (the person who will cover tuition and living expenses).

[If a relative is providing financial support :]

- ① Bank balance certificate in the supporter’s name

Note: The bank must be capable of transferring funds to Japan using an acceptable currency, and the account balance must be sufficient to cover tuition fees and living expenses for the entire duration of the program.

- ② Certificate of employment indicating duration and annual income)

For self-employed individuals, submit a certificate related to tax payment

- ③ Document proving relationship with the applicant (e.g., family register, residence certificate, notarized certificate of kinship)

Note: If both the applicant and the supporter are Chinese nationals, the relationship must be proven by a notarized certificate.

【 If the applicant is self-supporting :】

- ① Bank balance certificate in the applicant's name

Note: The bank must be capable of transferring funds to Japan using an acceptable currency, and the account balance must be sufficient to cover tuition fees and living expenses for the entire duration of the program.

- ② Certificate of employment indicating duration and annual income

For self-employed individuals, submit a certificate related to tax payment

【 If financial support is provided through a scholarship:】

- ① Certificate of scholarship award

(must include amount, duration, and name of the awarding organization)

(13) Contact Information Card (Designated Format)

Fill out the designated form provided by the university.

(14) Residence Certificate

Original Required

This document must be submitted only by international students who currently reside in Japan.

Request issuance from your local city or ward office and submit the original.

(15) Copy of Passport

Submit a copy of the page(s) showing your photo, name, date of birth, passport number, issuing authority, and date of issue.

(16) Letter of Consent from Employer

Original Required

This document must be submitted only by individuals who are employed by a company or organization and intend to enroll as Research Students while continuing their work.

There is no designated format, but the letter must include the signature or seal of the head of your workplace.

It should clearly state that your employer consents to your application to become a Research Student at the Graduate School of Design.

7. Contact Information

For general inquiries regarding applications for Research Students:

Academic Affairs Section, School of Design, Kyushu University
gkgkenkyusei@jimu.kyushu-u.ac.jp

For inquiries regarding the Pre-Application (PSD Application) for applicants who have graduated from universities outside Japan:

Pre-Admission Support Desk
pre-admission@jimu.kyushu-u.ac.jp

Procedures After Application Submission

I . Notification of Screening Results

| | April Enrollment | October Enrollment |
|--|------------------|--------------------|
| - Japanese nationals - International students residing in Japan | Mid-February | Early August |
| - International students residing outside Japan | Late December | Late June |

2. Admission and Tuition Fees

- Admission Fee: ¥84,600 (subject to change)

Details regarding payment methods and deadlines will be provided at the time of notification of screening results.

- Tuition Fee: ¥178,200 per semester (subject to change)

This amount covers one semester (six months). The annual tuition fee is ¥356,400 (subject to change).

Payment instructions will be provided upon enrollment. Please make the payment between the 1st and 20th of the month in which you enroll.

Note: If the admission or tuition fees are revised at the time of enrollment or during your period of study, the revised amounts will apply.

Note: Once payment has been made, fees cannot be refunded under any circumstances.

3. Support for International Students Entering Japan

After completing the enrollment procedures, the relevant office will contact you regarding support for the following:

- Issuance of a Certificate of Eligibility (CoE) for visa application
- Administrative procedures
- Assistance in finding housing