

(For students enrolling in October 2024)

Guideline for Admission Procedures for the Graduate School of Engineering

Please follow the instructions below:



① The date of admission procedures

Submission method	Period	Place
In-person (* Only if you are already living in Japan.)	From Thursday, September 5th to Tuesday, September 12th, 2024 9:00 am – 4:30 pm * Except Saturday and Sunday.	Graduate School Section (<i>Daigakuin-gakari</i>), Administrative Office, Faculty of Engineering General Education Building, on the 1 st floor, Tobata Campus (Tel : 093-884-3057)
By mail (* Only if you are already living in Japan.)	All the documents must be sent to the right address only via 「 <i>Sokutatsu Kakitome Yubin</i> (速達書留郵便)」 (Express registered mail) and must be arrived by Thursday, September 12th, 2024, 4:30 pm. Please write ' Enclosing Admission procedures documents ' with red ink on a face of the envelope.	Graduate School Section, Administrative Office, Faculty of Engineering Kyushu Institute of Technology 〒804-8550 1-1 Sensui-cho, Tobata-ku, Kitakyushu-shi, Fukuoka (Tel : 093-884-3057)
★For those who are currently outside Japan, and arriving Japan in late September	Please submit the required documents by email to the Graduate School Section (koh-daigakuin@jimu.kyutech.ac.jp) first by Thursday, September 12th, 2024, 4:30 pm. Then submit the original documents after arriving Japan.	Graduate School Section, Administrative Office, Faculty of Engineering Kyushu Institute of Technology koh-daigakuin@jimu.kyutech.ac.jp

* Please be aware that admission procedures done after predetermined deadline shall not be accepted under any and all circumstances.



Documents for Submission

	Documents	Object students	Notes
①	Checklist 入学手続書類確認票 【Enclosed documents】	All	After filling in the necessary information please submit this sheet along with other admission documents after reviewing that all the required documents are set.
②	Pledge and Acknowledgement 誓約書・同意書 【Enclosed documents】	All	Please write your Affiliation, name, signature and signed date. <u>Your affiliation is ‘Graduate School of Engineering, Department of Engineering’.</u>
③	Personal Information Sheet 連絡票 【Download from website】	All	Please fill out your current contact information. You can leave student ID number blank at the moment.
④	Examination card 受験票 【Download from website】	All	If you do not have your examination card, please re-download it from the Application Confirmation website below: https://exam-entry.52school.com/kyutech-g/mypage?locale=en
⑤	Confirmation sheet of Enrollment fee payment 入学料入金確認書 【Enclosed documents】	All ※Students who are applicable of II do not need to submit.	<p>I . Please make a payment of enrollment fee at Japan Post Office counters using ‘Enrollment fee transfer form (入学料払込用紙)’ which is enclosed in a clear bag. After completing the payment, please put the receipt ‘The proof of payment (for customer)’ on a ‘Confirmation sheet of enrollment fee payment (入学料入金確認書)’ and submit it to us.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>※Since 4 January, 2007, when you make a payment over 100,000 yen by cash, you must show your ID card at the counter because of the legal revision. So please bring your ID card such as driver’s license, health insurance card or passport along with ‘Enrollment fee transfer form’.</p> </div> <p>※If you apply for the enrollment fee waiver or deferment, DO NOT pay the fee until the results of the screening are announced.</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p>For those who are currently outside Japan: →Please pay the Enrollment fee by “Flywire” by Thursday, September 12th, 2024, 4:30 pm. (See the Guide for overseas remittance of Academic Fees.)</p> <p>For those who wish to apply for the Enrollment fee waiver or deferment, you must check the guideline, and apply for it by the deadline.</p> </div>

			<p><u>II. Students who meet any of the following conditions do not need to pay the enrollment fee:</u></p> <ul style="list-style-type: none"> ① Those who are expected to graduate from Master's program at Kyutech and will move up to Doctoral program ② MEXT scholarship students ③ Double-degree students ④ China Scholarship Council (CSC) doctoral program students <p>III. Please accept that enrollment fee will not be refunded after it has been paid.</p>
6	<p>The documents of applying for direct debit of Tuition fee</p> <p>授業料引落のための手続書類</p> <p>【Enclosed documents】</p>	<p>All</p> <p>※Students who are applicable of IV do not need to submit.</p>	<p>I. Tuition fee is paid by direct debit from your bank account, so please submit the following papers:</p> <p>■ When you use a bank account:</p> <p>‘Request form of account transfer (for assignor)’.</p> <p>■ When you use a post office account:</p> <p>A copy of ‘Application form for automatic payment (for customer)’ and a copy of passbook.</p> <p>※The forms are enclosed in a clear bag.</p> <p>※Please keep the original of ‘Application form for automatic payment (for customer)’ by yourself.</p> <p>II. Those who are expected to graduate from undergraduate school at Kyutech, and will move up to Master's program at graduate school or those who are expected to complete Master's program at Kyutech and will move up to Doctoral program, need to submit the form of ‘Application form for continuously using direct debit (授業料引落継続願)’ to continue using your current account to pay tuition fees.</p> <p>III. If or when you find that your fees are not paid by direct debit by any reasons, please inform our Accounting Division (ac-suito@jimu.kyutech.ac.jp) immediately. You may re-register your account information.</p>

For those who are currently outside Japan:

→ We will give you the documents after you arrive in Japan. So, please submit the documents after you arrive in Japan.

			<p><u>IV. Students who meet any of the following conditions do not need to pay the tuition fee:</u></p> <p>① MEXT scholarship students</p> <p>② Double-degree students</p> <p>③ China Scholarship Council (CSC) doctoral program students</p>															
(5) (6)	<p>Enrollment Fee Waiver and Deferment/ Tuition Fee Waiver</p> <p>入学料免除／徴収猶予・授業料免除</p> <p>【Download from website】</p>	<p>Only for those who wish</p>	<p>Please download and confirm “Guidelines for Enrollment Fee Waiver and Deferment/ Tuition Fee Waiver” from the website if you wish to apply.</p> <p>※Please note that <u>the application period and the section in charge are different from the admission procedures.</u></p>															
7	<p>Other fees</p> <p>Payment Confirmation Sheet</p> <p>諸納金入金確認書</p> <p>【Enclosed documents】</p>	<p>All</p>	<p>You can see the details and the way of payment of other expenses in a booklet of ‘Other fees’.</p> <p>Please read it carefully and complete a payment using “Transfer form for other fees (諸納金振込用紙)’ at Post Office. After completing the payment, please put the receipt ‘Proof of payment (for customer)’ on a ‘Confirmation form of other fees’ and submit it to Kyutech.</p> <table><tr><th>Graduate school</th><th>Master’s program</th><th>Doctoral program</th></tr><tr><td>Student Insurance (in total)</td><td>27,090yen</td><td>38,830yen</td></tr><tr><td>Student Support Association fee</td><td>10,000yen</td><td>10,000yen</td></tr><tr><td>Meisenkai fee (Supporter’s association by Kyutech alumini and alumnae)</td><td>*28,000yen</td><td>*32,000yen</td></tr><tr><td>Other fee in Total</td><td>65,090yen</td><td>80,830yen</td></tr></table> <p>※ For students who are moving up from undergraduate to Master’s program or from Master’s program to Doctoral program in Kyutech, <i>Meisenkai</i> fee rate may be different. Please confirm page 14 of the Other fees booklet.</p>	Graduate school	Master’s program	Doctoral program	Student Insurance (in total)	27,090yen	38,830yen	Student Support Association fee	10,000yen	10,000yen	Meisenkai fee (Supporter’s association by Kyutech alumini and alumnae)	*28,000yen	*32,000yen	Other fee in Total	65,090yen	80,830yen
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⑧	Photo for student ID card 学生証発行用写真 【Download from website】	All	Please follow the instructions on how to upload a photo for student ID card and upload your photo to website.
⑨	Certificate of Health 健康診断書 【Download from website】	All	Please follow the announcement which can be downloaded from the website.
	Questionnaire for Infection and Vaccination 感染症・予防接種調査票 【Download from website】	All	Please follow the announcement which can be downloaded from the website.
⑩	Application for Long-Term Enrollment Program 長期履修申請関係書類 【Download from website】	Only for those who wish	If you need to use this system, first, please contact with your supervisor. After that, please submit the required documents to Graduate School Section. If you do not use the system, no need to submit those documents.
⑪	Survey for handicapped students' support 修学支援のための調査票 【Download from website】	Only for those who wish	This survey is optional for the students who need the support from Kyutech due to their handicap. If you do not need the support, no need to submit this survey. ※This document is written in only Japanese.
⑫	MEISENKAI Membership Application 明専会入会届 【Enclosed documents】	Only for those who enroll from other university and wish to join	You can see the details and the way of payment of other expenses in a booklet of 'Other fees'. Please confirm page 14 of the Other fees booklet. ※ Unnecessary if you have already submitted before.

<p>③ Other</p>	<p>Certificate of Graduation and Degree (Diploma) Certificate 卒業（修了）証明書 学位授与証明書</p>	<p>Those who enroll from other university</p>	<p>If you have not received your Bachelor or Master degree when you applied for entrance examination, and you submitted a Certificate of Expected Graduation, <u>we need to confirm your ORIGINAL final degree certificate by September 30th</u>. Please make sure you bring the original document with you when you come to Admission Procedure. The certificates must be original. Copies are not acceptable.</p> <p>▶ Certificate of Graduation (Original) ▶ Degree (Diploma) Certificate (Original)</p>
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③ Consideration

If you do not complete admission procedures **by 4:30pm, Thursday, September 12th, 2024** without any prior notice, we will treat you as a **'Refuser'**.

Enrollment Declining after admission procedures:

If you have to decline the enrollment after you had completed the Admission procedures, please submit the Enrollment Declining request made by yourself via email by 30 September, 2024. The request should include the following contents.

1. Title; Enrollment declining
2. Body; e.g., Although I have passed the entrance examination (October 2024 admission) for the Master Program, Graduate School of Engineering, Kyushu Institute of Technology, I decline the Enrollment.
3. Submission date; e.g., 5 September, 2024
4. Examinee Number; e.g., M001
5. Name of your school; e.g., __course, __University
6. Your name
7. The reason for the declining

*If you have applied for an enrollment fee waiver and completed the admission procedures but wish to decline admission, you must pay the enrollment fee immediately and submit a certificate which proves that you completed the payment in person or by mail.

*If you do not submit " a Enrollment Declining request," you will be treated as an official student.

*If you request it, we will refund the other fees you already paid. However, enrollment fees which you already paid cannot be refunded for any reason.

Submission to:

Graduate School Section, Administrative Office, Kyushu Institute of Technology.

E-mail: koh-daigakuin@jimu.kyutech.ac.jp



④ Issuance of various certificates

When you want to get any certificate such as 'Certificate of admission' or 'Certificate of commuting', please apply at Academic Section after you receive your student ID card at Orientation Session.

Academic Section, Administrative office (*Kyoumu-gakari*)

E-mail: koh-kyoumu@jimu.kyutech.ac.jp



⑤ Information of Entrance Ceremony

Entrance Ceremony

Date : Tuesday, October 1st, 2024 11:00~ 11:30

Place: Nakamura Centenary Memorial Hall, (Map No. 63)

Tobata Campus, Kyushu Institute of Technology

(1-1 Sensui-cho, Tobata-ku Kitakyushu-shi)

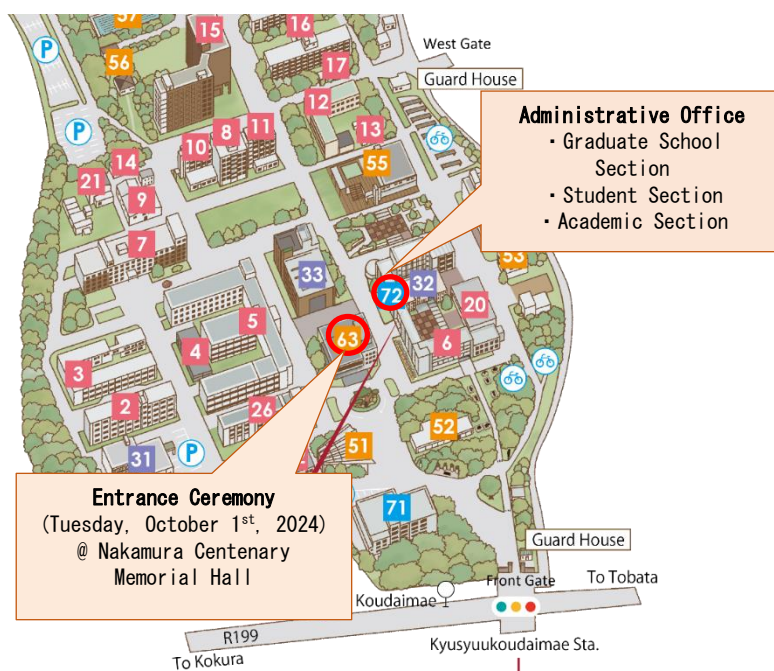
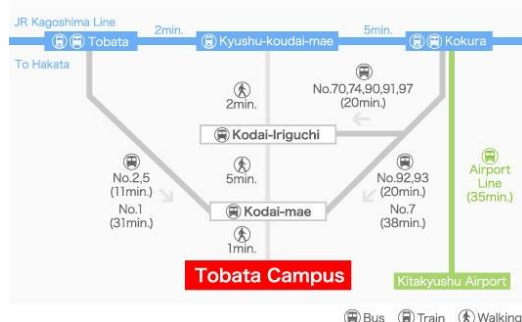
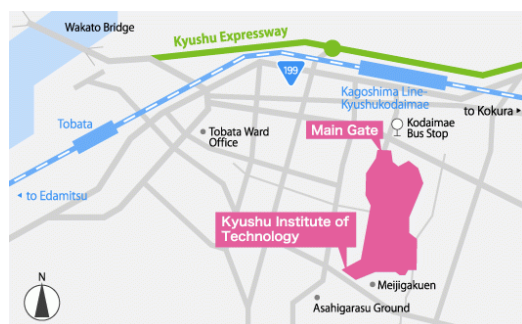
- ※ Please wear formal clothes, and have a seat 15 minutes before the ceremony starts.
- ※ In case of any schedule changes, we will contact you via email.
- ※ Please inform us whether or not you will attend the ceremony via e-mail to us (koh-daigakuin@jimu.kyutech.ac.jp) **by Thursday 5th September.**

Course Registration and Student ID card

- ※ We will announce the registration schedule for the fall semester courses along with the guideline for the course registration in late September.
- ※ Your student ID card will be distributed in early October.
- ※ If you have any questions, please feel free to contact us.

	Contact email address
Graduate School of Engineering	Graduate School Section, Administrative Office (<i>Daigakuin-gakari</i>) E-mail koh-daigakuin@jimu.kyutech.ac.jp

Location



**Graduate School Section,
Administrative Office, Faculty of Engineering
Kyushu Institute of Technology**

Tel: 093-884-3057

Email: koh-daigakuin@jimu.kyutech.ac.jp