

## Guideline for Admission Procedures for the Graduate School of Engineering

Please follow the instructions below:



### The date of admission procedures

Submission method	Period	Place
In-person ※Only if you are already living in Japan	<b>From Thursday, March 5<sup>th</sup> to Thursday, March 12<sup>th</sup> 2026</b> <b>9:00 am – 4:30 pm</b> * Except Saturday and Sunday.	Graduate School Section ( <i>Daigakuin-gakari</i> ), Administrative Office, Faculty of Engineering  General Education Building, on the 1 <sup>st</sup> 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 Kikitome Yubin</i> 」 (Express registered mail) and must be arrived <b>by Wednesday, March 11<sup>th</sup>, 2026, 4:30 pm.</b> 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 in Japan in late March	Please submit the required documents by email to the Graduate School Section (koh-daigakuin@jimu.kyutech.ac.jp) <b>first by Thursday, March 12<sup>th</sup>, 2026, 4:30 pm.</b> Then submit the original documents after arriving in Japan.	Graduate School Section, Administrative Office, Faculty of Engineering Kyushu Institute of Technology  koh-daigakuin@jimu.kyutech.ac.jp

- Failure to complete the admission procedures within the specified period, without any prior notice, will be considered a withdrawal from admission.



## 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 together with other admission documents, <b>ensuring that all required documents are complete</b> .
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 will be 'Graduate School of Engineering, Department of Engineering'.</u>
3	Personal Information Sheet 連絡票 【Enclosed documents】	All	Please fill out your current contact information. You can leave the student ID number blank for now.
4	Examination card 受験票 【Download from website】	All	If you do not have your examination card, please redownload it from the Application Confirmation website below: <a href="https://exam-entry.52school.com/kyutech-g/mypage?locale=en">https://exam-entry.52school.com/kyutech-g/mypage?locale=en</a>
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.	I . Please make a payment of enrollment fee at Japan Post Office counters using 'Enrollment fee transfer form (入学料振込用紙)'. After completing the payment, please put the receipt ' <b>The proof of payment</b> (for customer)' on a ' <b>Confirmation sheet of enrollment fee payment</b> (入学料入金確認書)' and submit it to us. ※Since 4 January, 2007, when you make a payment over 100,000 yen by cash, <b>you must show your ID card</b> at the counter because of the legal revision. So <b>please bring your ID card</b> such as driver's license, health insurance card or passport along with 'Enrollment fee transfer form'.

			<p>For those who are currently outside Japan:</p> <p>→Please pay the Enrollment fee by “Flywire” by Thursday, March 12th, 2026, 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:</p> <p>→ Check the guideline and apply for it by the deadline.</p> <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>
			<p><u><b>II . Students who meet any of the following conditions do not need to pay the enrollment fee:</b></u></p> <ul style="list-style-type: none"> <li>① Those who are expected to graduate from Master's program at Kyutech and will move up to Doctoral program</li> <li>② MEXT scholarship students</li> <li>③ Double-degree students</li> <li>④ China Scholarship Council (CSC) doctoral program students</li> </ul> <p><u><b>III .Please accept that enrollment fee will not be refunded after it has been paid.</b></u></p>
6	<p>The documents of applying for direct debit of Tuition fee 授業料引落のための手続書類 【Apply online via the website】</p>	<p>All ※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 in Japan.</p> <p>→ <b>Please register the bank account in Japan to be used for tuition payment via the URL below.</b> <b>Please follow the manual available both in Japanese and English on the website.</b> 口座振替の新規申込について <a href="https://www.kyutech.ac.jp/campuslife/closing-day.html">https://www.kyutech.ac.jp/campuslife/closing-day.html</a></p> <p>II . Those who will advance from a Kyutech undergraduate program to a Master's program, or from a Master's program to a Doctoral program.</p> <p>→ <b>Please submit your application (授業料引落継続願/ Request for Continuation of Tuition Fee Direct Debit) via the website below to continue using your current bank account for tuition payments:</b> <a href="https://forms.office.com/r/92mzNaJtWt">https://forms.office.com/r/92mzNaJtWt</a></p>

			<p><b>III.</b> If or when you find that your fees are not paid by direct debit by any reasons, please inform our Accounting Division (<a href="mailto:ac-suito@jimu.kyutech.ac.jp">ac-suito@jimu.kyutech.ac.jp</a>) immediately. You may re-register your account information.</p> <p><b>IV. Students who meet any of the following conditions do not need to pay the tuition fee:</b></p> <ul style="list-style-type: none"> <li>① MEXT scholarship students</li> <li>② Double-degree students</li> <li>③ China Scholarship Council (CSC) doctoral program students</li> </ul>
(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><a href="#">【Download from the website】</a></p>	Only for those who wish	<p>Please download and confirm “<b>Guidelines for Enrollment Fee Waiver and Deferment/ Tuition Fee Waiver</b>” from the website if you wish to apply.</p> <p>※ Please note that <u><a href="#">the application period and the section in charge are different from the admission procedures.</a></u></p>

7	Other fees Payment Confirmation Sheet 諸納金入金確認書 <a href="#">【Enclosed documents】</a>	All	<p>You can see the details and the method of payment of other expenses in a booklet of 'Other Fees'. Please read it carefully and complete a payment using '<b>Transfer form for other fees</b> (諸納金振込用紙)' at Post Office. After completing the payment, please put the receipt '<b>Proof of payment (for customer)</b>' on a '<b>Confirmation form of other fees</b>' and submit it to Kyutech.</p> <table border="1" data-bbox="719 624 1378 1500"> <thead> <tr> <th>Graduate school</th><th>Master's program</th><th>Doctoral program</th></tr> </thead> <tbody> <tr> <td>Student Insurance (in total)</td><td>27,940yen</td><td>40,040yen</td></tr> <tr> <td>Student Support Association fee</td><td>10,000yen</td><td>10,000yen</td></tr> <tr> <td><i>Meisenkai</i> fee (Supporter's association by Kyutech alumni and alumnae)</td><td>*28,000yen</td><td>*32,000yen</td></tr> <tr> <td>Other fees in Total</td><td>65,940yen</td><td>82,040yen</td></tr> </tbody> </table> <p>* If you joined <i>Meisenkai</i> during your undergraduate or master's program in Kyutech, your membership fee may differ. Please confirm page 14 of the Other fees booklet.</p>	Graduate school	Master's program	Doctoral program	Student Insurance (in total)	27,940yen	40,040yen	Student Support Association fee	10,000yen	10,000yen	<i>Meisenkai</i> fee (Supporter's association by Kyutech alumni and alumnae)	*28,000yen	*32,000yen	Other fees in Total	65,940yen	82,040yen
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8	Photo for student ID card 学生証発行用写真 <a href="#">【Download from the website】</a>	All	Please follow the instructions on how to upload a photo for student ID and upload your photo to the website.															

9	<p>Certificate of Health 健康診断書 【Download from the website】</p>	All	<p>Please follow the notification which can be downloaded from the website.</p> <p>※You are required to undergo a medical checkup at a local clinic. The Certificate of Health must be completed by the examining physician and include the clinic's official stamp.</p> <div data-bbox="746 449 1365 673" style="border: 1px solid #ccc; padding: 10px; background-color: #f0f8ff; width: fit-content; margin: 10px auto;"> <p>Those who are already enrolled in Kyutech as master students or research students etc., do not need to submit "Certificate of Health", but please submit "Questionnaire for Infection and Vaccination".</p> </div>
10	<p>Questionnaire for Infection and Vaccination 感染症・予防接種調査 【Answer in Forms via the website】</p>	All	<p>Please complete the questionnaire in Forms via the URL below:</p> <p><a href="https://forms.office.com/r/Y82WJzzTTH">https://forms.office.com/r/Y82WJzzTTH</a></p>
11	<p>Application for Long-Term Enrollment System 長期履修申請関係書類 【Download from the website】</p>	Only for those who wish	<p>If you need to use this system, please first contact your supervisor. After that, please submit the required documents to Graduate School Section. If you do not use the system, there is no need to submit those documents.</p>
12	<p>Survey for handicapped students' support 修学支援のための調査票 【Download from the website】</p>	Only for those who need support	<p>This survey is optional for the students who need support from Kyutech due to their handicap. If you do not need support, there is no need to submit this survey.</p> <p>※This document is written in only Japanese.</p>
13	<p>MEISENKAI Membership Application 明専会入会届 【Enclosed documents】</p>	Only for those who wish to join	<p>You can see the details and the method of payment of other expenses in a booklet of 'Other Fees'. Please confirm page 14 of the Other fees' booklet.</p> <p>※Unnecessary if you have already submitted before.</p>

	<p><b>Certificate of Graduation and Degree (Diploma) Certificate</b> 卒業（修了）証明書 学位授与証明書</p>	<p>Those who enroll other university</p>	<p>If you have not received your Bachelor's or Master's degree when you applied for entrance examination, and you submitted a Certificate of Expected Graduation, <u>we need to confirm your <b>ORIGINAL</b> final degree certificate by March 31st, 2026</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 Admission Withdrawal

If you do not complete the admission procedures **by 4:30 pm on Thursday, March 12<sup>th</sup>, 2026 without any prior notice**, we will consider you as **having withdrawn from admission**.

#### Admission Withdrawal after the admission procedures:

If you have complete the admission procedures but wish to withdraw your admission, **please submit your admission withdrawal request via email by 27 March, 2026**. Please ensure the request includes the following information.

1. Title; Admission Withdrawal Request
2. Body; e.g., Although I have passed the entrance examination (April 2026 admission) for the Master Program, Graduate School of Engineering, Kyushu Institute of Technology, I decline the Enrollment.
3. Submission date; e.g., XX March, 2026
4. Examinee Number; e.g., M001
5. Name of your school; e.g., \_\_course, \_\_University
6. Your name
7. The reason for Withdrawal; e.g., I have decided to attend \_\_\_\_ university.

\*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 " an Admission Withdrawal Request," you will be treated as an official student.

\*If requested, we will refund the other fees you already paid. However, enrollment fee is non-refundable under any circumstances.

**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](mailto:koh-kyoumu@jimu.kyutech.ac.jp)



#### 5 Information of Entrance Ceremony Spring 2026

**Date: Thursday, April 7th, 2026 1:00 pm ~ (Doors open at 12:15pm)**

**Venue: Tobata Campus, Kyushu Institute of Technology, Memorial Hall (No.51)  
(1-1 Sensui-cho, Tobata-ku, Kitakyushu, Fukuoka 804-8550, JAPAN)**

※ Please wear formal attire and be seated 15 minutes before the ceremony starts.

For the details, please check the information on our website:

<https://www.kyutech.ac.jp/whats-new/event/entry-10986.html>



#### 6 Information of Orientation Session for new students

**Date: Friday, April 3<sup>rd</sup>, 2026**

**\*The detailed information will be announced later.**

**Venue: Tobata Campus, Kyushu Institute of Technology**

**(1-1 Sensui-cho, Tobata-ku, Kitakyushu, Fukuoka 804-8550, JAPAN)**

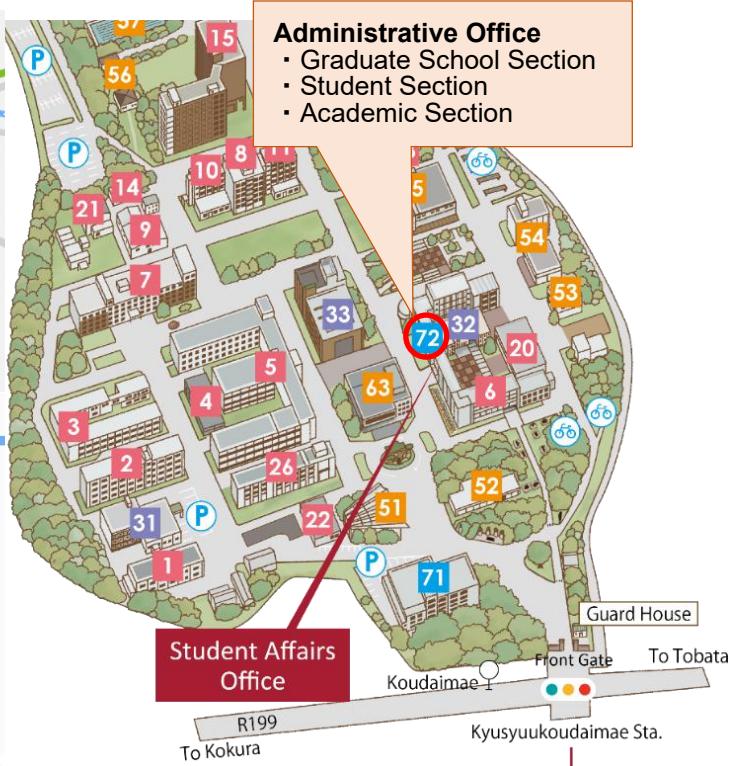
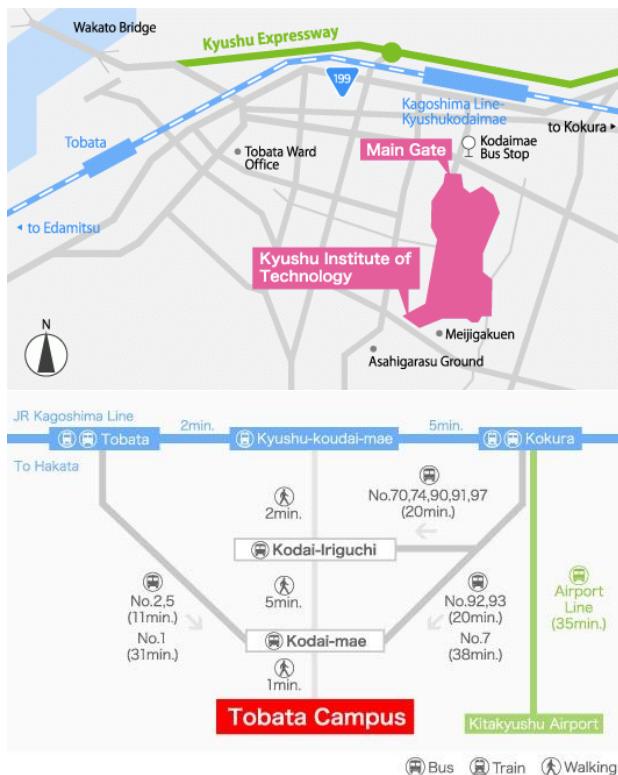
※ We will inform you any details and updates via email. Please also check the updated information on our website: <https://www.tobata.kyutech.ac.jp/>

Some information is available only in Japanese, so if you have any concerns, please do not hesitate to contact us by email to the Graduate School Section.

※ We will let you know how to receive your student ID card when you visit us for Admission procedures.

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

## Place of the admission procedures



Graduate School Section,  
 Administrative Office, Faculty of Engineering  
 Kyushu Institute of Technology  
 Tel: 093-884-3057  
 Email: [koh-dai@kyutech.ac.jp](mailto:koh-dai@kyutech.ac.jp)