

Graduate School of Science,
Kobe University
English-Based Master's Program

Online Application Procedure

The screenshots in this guide may differ slightly from the actual screens due to changes in specifications or other factors.

Graduate School of Science, Kobe University

STEP 1. Prepare

• Please prepare in advance the application documents listed in the application guidelines that are required for the online application process. These will be used during the application registration and application fee payment procedures.

…Documents marked [Web] in the list of application documents

* Please be sure to check the application guidelines for details regarding the required documents.

• Please check the [Advance Preparation] page on the online application website in advance to confirm the system requirements for online applications.

<https://e-apply.jp/ds/kobe-u/public/preparation>

STEP 2. Access the Online Application Website

Access to Kobe University Graduate School Online Application

<https://e-apply.jp/ds/kobe-u/> * Change language to “English” if necessary

STEP 3. Create an Account on My Page

• Click the [My Page Registration] button

Application Requirements Advance Preparation Payment Methods Contact Us Personal Information Handling Policy

My Page Registration Log In

神戸大学 大学院入試・学部編入学試験等
Web出願サイト
Kobe University Graduate School Online Application

Entrance exam schedule

- Enter the email address to be used for registration and review “How we handle personal information” press [I agree.], and then click the [Send a temporary registration email] button.

Temporarily register with your email address

Email Address	<input type="text"/>
Email Address (confirmation)	<input type="text"/>

[How we handle personal information](#)
 I agree.

[Send a temporary registration email](#) >

If your email only allows senders from specific domains, please add "@e-apply.jp".

[Back](#) <

[Click here if you have already completed My Page registration](#)

- When the following screen appears, a Japanese email titled “【神戸大学】マイページへ本登録のご案内” will be sent to the registered email address from no-reply@e-apply.jp. Please check the information for provisional registration.

戸入字 [My Page Registration](#) [Log in](#)

The temporary registration email has been sent

Your registration has still not been completed.
 An email asking you to proceed with your registration has been sent to the entered email address.

Please check the content of the email and complete the registration procedures before the expiration date.

[Go to login page](#)

[Click here if you have already completed My Page registration](#)

- Access the full registration URL provided in the body of the “【神戸大学】マイページへ本登録のご案内” email, enter the login information (email address and password) from the email into the login screen and login.

* Please enter an email address where we can reliably reach you until the enrollment process is complete.

Please do not use a school email address or other email address that will no longer be available by the time you enroll.

- Set a new password and click the [Next] button.

- Enter the information in [Applicant Information] and click the [Next] button.

Applicant Information ^

*If there is no distinction between family name and first name, enter full-width spaces in the applicable fields of "Name (Kana)" and "Name (Kanji)", and enter half-width hyphen in the applicable field of "Name (English)" .

Name (Kanji) Required	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid #ccc;">FAMILY NAME</td> <td style="width: 50%; border-bottom: 1px solid #ccc;">FIRST NAME</td> </tr> <tr> <td style="border-bottom: 1px solid #ccc;"><input style="width: 95%;" type="text"/></td> <td style="border-bottom: 1px solid #ccc;"><input style="width: 95%;" type="text"/></td> </tr> </table> <p style="font-size: x-small; margin-top: 5px;">If you cannot enter Name (Kanji), please enter the same as in Name (English).</p>	FAMILY NAME	FIRST NAME	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
FAMILY NAME	FIRST NAME				
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>				
Name (Kana)	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="border-bottom: 1px solid #ccc;">FAMILY NAME</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">MIDDLE NAME</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">FIRST NAME</td></tr> </table> <p style="font-size: x-small; margin-top: 5px;">Middle name is optional. If you cannot enter "Name (Kana)", please enter ロッコウ (FAMILY NAME) and タロウ (FIRST NAME) (Copy and paste.)</p>	FAMILY NAME	MIDDLE NAME	FIRST NAME	
FAMILY NAME					
MIDDLE NAME					
FIRST NAME					
Name (English)	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="border-bottom: 1px solid #ccc;">FAMILY NAME</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">MIDDLE NAME</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">FIRST NAME</td></tr> </table> <p style="font-size: x-small; margin-top: 5px;">FAMILY NAME ex) KOBE / MIDDLE NAME ex) Rokko / FIRST NAME ex) Taro</p>	FAMILY NAME	MIDDLE NAME	FIRST NAME	
FAMILY NAME					
MIDDLE NAME					
FIRST NAME					
Gender Required	<input type="radio"/> Male <input type="radio"/> Female				
Birthday Required	<input style="width: 20px;" type="text"/> / <input style="width: 20px;" type="text"/> / <input style="width: 20px;" type="text"/> <p style="font-size: x-small; margin-top: 5px;">Please enter in the Western calendar.</p>				

Next

< Back

Item Name		Remarks
Name (Kanji)	Required	If you are a foreign national, <u>please enter your name in English</u> . For instructions on how to enter your name, please refer to the section titled "Regarding the Name on the Application Form" on our website.
Name (Kana)		
Name (English)	Required	Enter the same as "Name (Kanji)".
Gender	Required	
Birthday	Required	

- When the confirmation screen appears, verify that the entered information is correct and click the [Register] button.

Confirm entry

Email Address

Email Address	[Redacted]
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Password

New Password
New Password (confirmation)

Personal Information

Applicant Information ▲

Name (Kanji)	[Redacted]
Name (Kana)	[Redacted]
Name (English)	[Redacted]
Gender	[Redacted]
Birthday	[Redacted]

[Register](#)

- When the “Your registration has been completed.” screen appears, your My Page registration is complete.

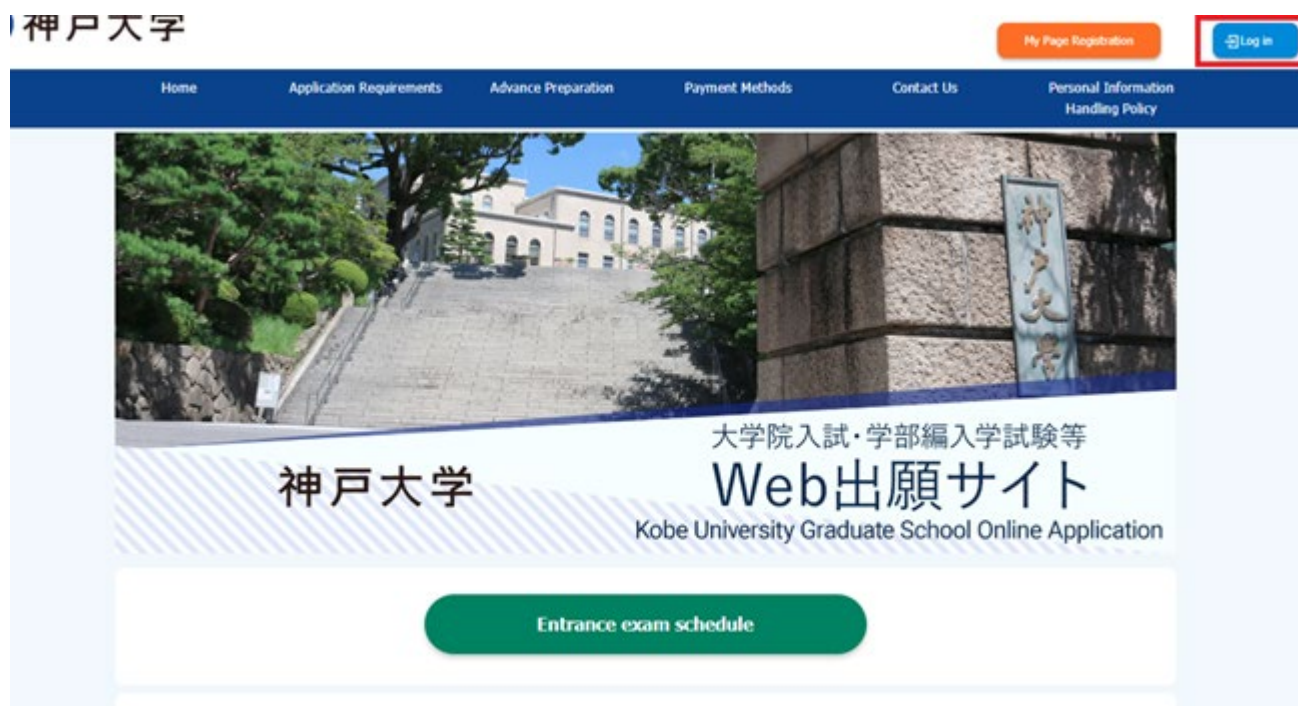
Your registration has been completed.

[Go to My Page](#)

STEP 4. Register your application details

① Register your application details

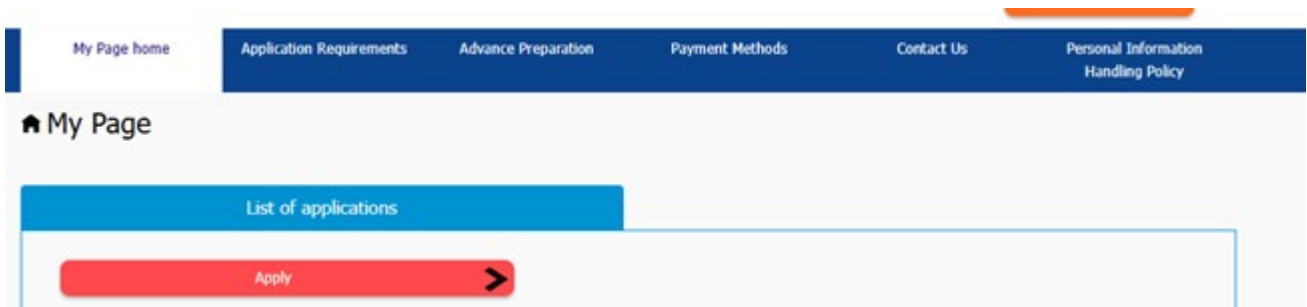
- Access to Kobe University Graduate School Online Application >> Click the [login] button <https://e-apply.jp/ds/kobe-u/> * Change language to “English” if necessary.



- Enter the e-mail address and password registered in advance in “Step1. Create an Account on My Page” and click the [Login] button.

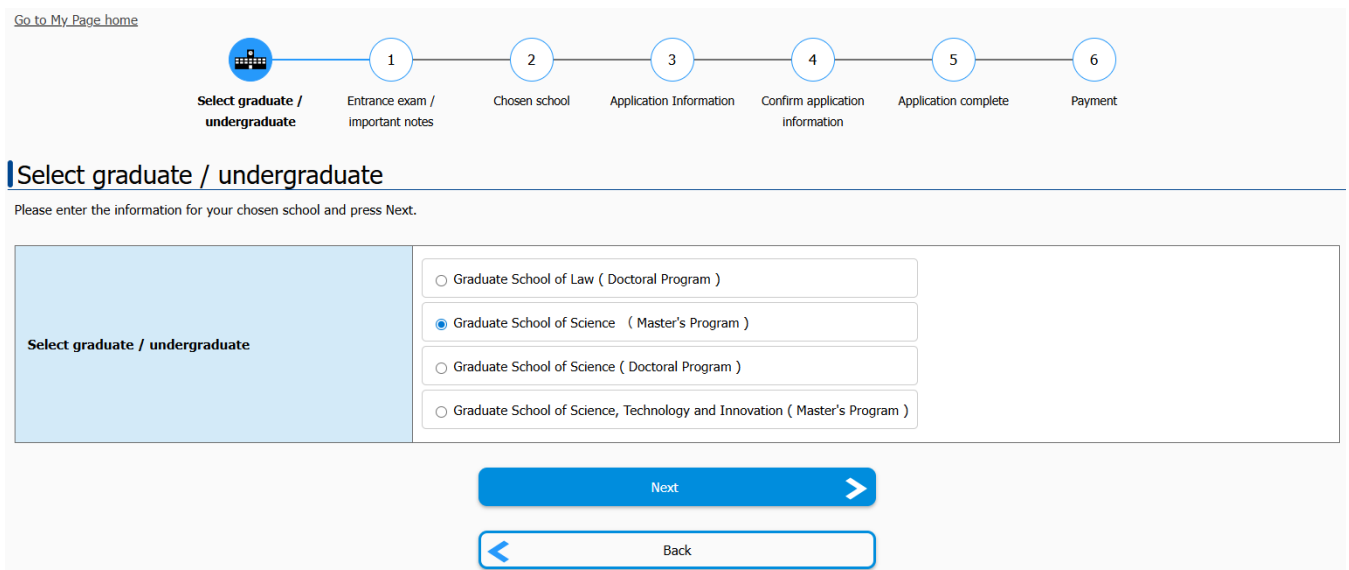
The screenshot shows the login page of the Kobe University Graduate School Online Application website. At the top, there is a language selector with 'Japanese' and 'English' options. A 'My Page Registration' button is highlighted in orange. Below the language selector is a 'Log in' section with two input fields: 'Email Address' and 'Password'. A blue 'Log in' button is positioned below the input fields. A link for 'Forgot password?' is located below the 'Log in' button. At the bottom of the page, there is a button that says 'Click here if you have not completed My Page registration' and a 'Back' button with a left arrow.

- Click the [Apply] button



【Note】 You can proceed with the application process on the following screen only during the application period.
 You will not be able to access it outside of the application period.

- During the application period, “Graduate School of Science, Master’s Program” will appear on the “Select graduate /undergraduate” screen. So, select it and click the [Next] button.



- From here on, please select and enter the information as indicated below.
Please be sure to fill in or select the “Required” fields.

1. Admission exam selection/Notes

Item Name		Remarks
Examination classification	Required	Select [Graduate School of Science – English-Based Master’ s Program]

2. Department to which you applied

Item Name		Remarks
Preferred Department/ Research Field	Required	You may select up to two preferred fields of education and research * If you are only selecting your first choice, you do not need to select a second choice. * Please select your first and second choices <u>from the same major</u> . You cannot select majors from different departments.
Declaration of Japanese Government (MEXT) Scholarship Student		<u>Available only to Japanese Government (MEXT) Scholarship Student and those affected by major disasters</u> * You will be required to submit a separate certificate. If this applies to you, please contact the Academic Affairs Section, the Graduate School of Science, Kobe University

3. Application Information

(1) Applicant Information

Item Name		Remarks
Face Photo	Required	Please upload the face photo data (jpeg, jpg, png, bmp, heic format). Please prepare clear photo data (no larger than 2 MB) of your upper body, without wearing a hat and facing forward, that was taken within 3 months prior to submission.
Name (Kana)		
Name (Kanji)	Required	If you are a foreign national, <u>please enter your name in English</u> . For instructions on how to enter your name, please refer to the section titled “Regarding the Name on the Application Form” on our website.
Name (English)	Required	Enter the same as “Name (Kanji)”.
Former surname, if any		Please enter this information only if applicable.
Gender	Required	
Birthday	Required	
Email Address	Required	
Student Number		If you are a current student or alumnus of Kobe University and <u>have a student ID number</u> , please be sure to enter it.

(2) Nationality

Item Name		Remarks
International Student	Required	
Type of current visa		<u>If you are residing or staying in Japan based on a residence status</u> , please select your residence status.
Scholarship Information (For International Students Only)		<u>If you are an international student with scholarship information</u> , please enter the scholarship information.

(3) Current Address, etc.

This information will be used as the contact information for entrance exams, notification of acceptance, and the mailing address for enrollment procedure documents.

* If you change your address before the enrollment procedures, please contact the Academic Affairs Section, the Graduate School of Science, Kobe University.

Item Name		Remarks
Postal Code (if you reside in Japan)		For those residing in Japan, this field is required. If you are outside Japan, it is not necessary to fill in this field.
Prefecture (if you reside in Japan)		For those residing in Japan, this field is required. If you are outside Japan, it is not necessary to fill in this field.
Street address	Required	
City / State / Province	Required	
Country		
Telephone Number		If you do not have a Japanese telephone number, leave it blank.
Mobile Number	Required	If you do not have a Japanese mobile phone number, please enter "000" "0000" "0000".

(4) Emergency Contact Information (in Japan)

Enter the information for someone other than yourself.

* If you are residing outside of Japan at the time of application and do not have an emergency contact within Japan, you do not need to fill in this information.

Item Name		Remarks
Name (Kana)		
Name (Kanji or English)		
Mobile Number		
Email-Address		
Relationship		Please enter a relationship with the applicant.

(5) University information (Undergraduate program) (Including Expected Graduation)

Please enter the name of the university you graduated from.

Item Name		Remarks
Country of School (if outside Japan)		
University category	Required	
Name of University	Required	
Faculty	Required	
Department	Required	
Graduation / Completion (Expected) Date	Required	
Graduation / Completion (Expected) Classification	Required	
Degree		<u>If you have already earned a degree</u> , please enter it here. Ex) Bachelor of Science

(6) Application Information

Item Name		Remarks
Prospective academic supervisor (First Choice)	Required	Please review Guidelines for Application and enter the name of faculty member you wish to have as your academic supervisor. <i>* Before applying, please be sure to contact your preferred academic supervisor.</i>
Prospective academic supervisor (Second Choice)		<i>* The process for entering your second-choice academic supervisor varies by department. Be sure to check the <Important Notes by Department> section in the Guidelines for Application.</i>
<i>Applicants to the Department of Chemistry should also select the following items.</i> <i>* Applicants for other departments will not see the following items.</i>		
Examination Subject 1 (Elective)	Required	Select one of the following four subjects for examination of chemistry (specialized questions) 【“Physical Chemistry”, “Inorganic Chemistry”, “Organic Chemistry”, “Biochemistry”】

(7) Academic background

For individuals who have received education in **Japan from primary through higher education**

→The Primary Education (Elementary School) and Secondary Education (Junior High School) sections may be omitted.

For individuals who have received education **outside of Japan**

→Enter all of your education, beginning with Primary Education (Elementary School).

* In addition, if you have the relevant academic background, please fill in the applicable fields starting from “University.”

Item Name		Remarks
School Name	Required	
Country of School (if outside Japan)		Select <u>only</u> if outside Japan.
Admission	Required	Year/Month
Graduation	Required	Year/Month
Length of attendance	Required	Please enter the number of years of study (standard duration) rather than the actual number of years attended. Ex) A typical Japanese high school is “3 years” .
Degree (Expected)		Enter only if applicable.

(8) Employment record * Applicable individuals only

If you have any employment record, please enter it in the “Employment record” section.

* Information about part-time jobs or temporary work is not required.

Item Name		Remarks
Name of employer		
Position		
Period of employment		Year/Month
Job description		Please enter within 100 characters.

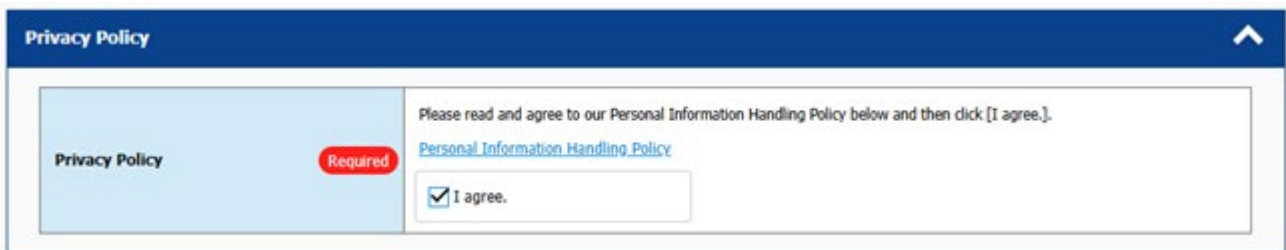
(9) Please upload file(s) (if necessary)

There are no documents to upload, so unless otherwise instructed, there is no need to upload anything.

You do not need to enter anything in the “Miscellaneous” .

(10) Privacy Policy

Read and agree to our Personal Information Handling Policy and then click [I agree.].



The screenshot shows a web form titled "Privacy Policy" in a blue header. The main content area is divided into two sections. The left section has a light blue background and contains the text "Privacy Policy" and a red "Required" label. The right section has a white background and contains the text "Please read and agree to our Personal Information Handling Policy below and then click [I agree.].", a blue hyperlink "Personal Information Handling Policy", and a checkbox labeled "I agree." which is currently checked.

② Confirm application contents

- Please Review the “Confirm Application Contents” screen to ensure that the application content you have entered is correct.
- Click the “Your application form (for review)” button to check that the information you entered is correct.
 - * Your application form (for review)” cannot be used as an application document.

Confirm application contents
Please confirm your application contents.

Application form ^

Display a sample of your application form and confirm that the contents are complete.

Your application form (for review)

Chosen school ^

- After reviewing the “Your application form (for review)” , you will be able to proceed by clicking the “Register” button.

Please upload file(s) (if necessary)

Academic Transcript	
Certificate of Graduation/Completion (Expected)	
File Upload 1	
File Upload 2	
File Upload 3	

Privacy Policy

Privacy Policy I agree.

Register

< Back

③ Application complete

- Your application registration will be completed on the “Application Complete” screen.
 - * The “Reception No.” is not your exam number.
- Please click the “Pay” button to proceed to “STEP5. Pay the Entrance Examination Fee” .
 - * If you are on the home page, please click the “Pay” button on your My Page to proceed.
 - * If you fall under any of the following categories and wish to file a claim for exemption from the examination fee, please do not make the payment and contact the Academic Affairs and Student Affairs Office of the Graduate School of Science at Kobe University promptly via email.
 - Japanese Government (MEXT) Scholarship Student
 - Applicants seeking an examination fee exemption due to a major natural disaster

Go to My Page home

1 2 3 4 5

Select graduate / undergraduate Entrance exam / important notes Chosen school Application Information Confirm application information **Application complete**

Application complete

Thank you for your application.

Reception No.

Procedures

Please check your application details again on the My Page top screen.

Go to My Page home

STEP 5. Pay the Entrance Examination Fee

• Please pay the examination fee using your preferred payment method.

* Please complete the payment by the due date.

[note] If you do not complete the payment, the “Application Form” will not appear on your My Page, and your application process will not be completed.

For details on payment methods, please check the “Payment Methods” page on the Online Application Site.

<https://e-apply.jp/ds/kobe-u/public/payment>

Go to My Page home

Payment selection

Please make your payment by the following payment due date using your preferred payment method.
Please note that your application will be automatically canceled if you do not pay within the payment deadline.

Payment details

Payment due date: [Redacted]

Payment using a credit card

Total amount paid	Admission exam fee 30,000 yen	Payment fee 1,465 yen	Total amount 31,465 yen
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Click the next button to proceed with payment procedures.

• (Credit card payments only) Payment completion will redirect you to the “Payment Complete” screen.

Go to My Page home

Payment complete

Your payment has been completed.
Please keep the reception number below in a safe place.

Reception No.

[Redacted]

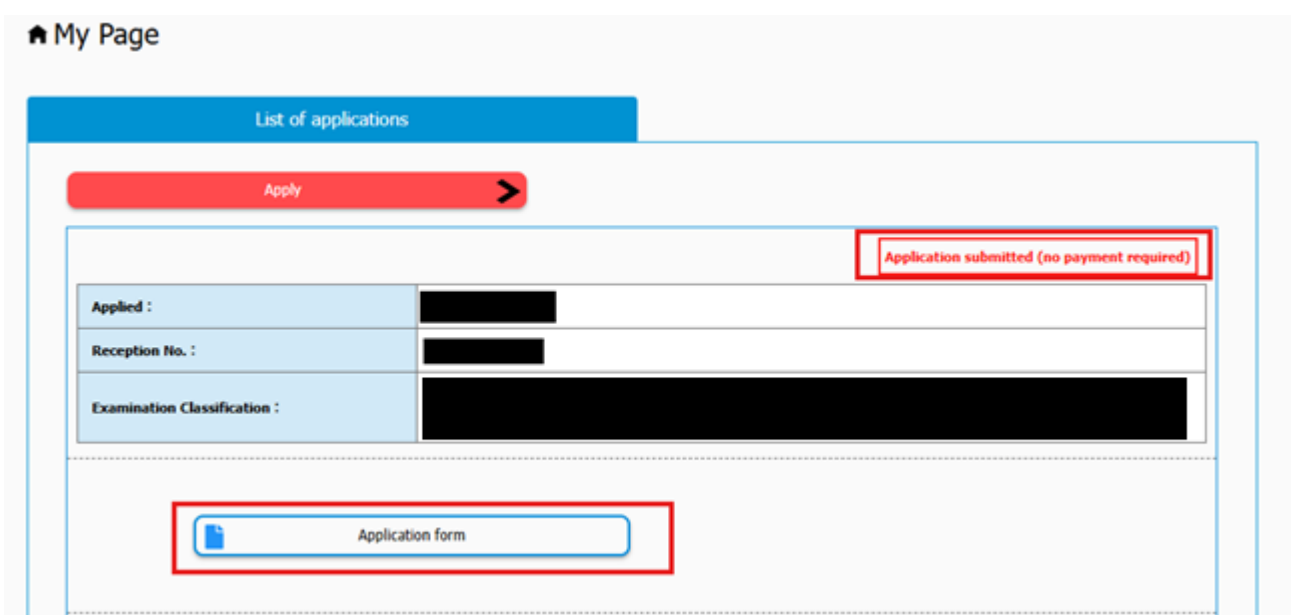
Go to My Page home

STEP 6. Print and Mail the Required Documents

① Download the “Application Form”

- After you complete the payment, the status of your application will change to “Application Submitted (no payment required)” in the upper-right corner of My Page.

You will also be able to download the “Application Form.”



② Submission of Application Documents

Please follow the instructions provided in the email regarding the application process.