

Doctoral Program
Graduate School of System Informatics
Kobe University

Online Application Site Entry Guide



Graduate School of System Informatics, Kobe University

September 2025

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Things to do before the application period

(1) My Page Registration

- Please access the “Kobe University Graduate School Entrance Examination and Undergraduate Transfer Examination Online Application Website”:

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

Please refer to the “Online Application Procedure([click here](#))” and register your “My Page” first.

You can register your My Page before the application period begins.

(2) Application Registration & Examination Fee Payment Procedures

① Advance Preparation

- ✓ Please check the “Advance Preparation” page on the online application site in advance for information on computer specifications and other equipment required to submit an online application.
- ✓ Please check the “List of application documents” in the application guidelines and prepare the necessary documents.

Things to do during the application period

② Logging into the Online Application Website

- (1) Please log in by entering the email address and password you registered in advance when registering your My Page.

③ How to Apply

1. Click the red “Apply” button on the top page of your My Page.
2. On the Graduate / Undergraduate selection screen, select “Graduate School of Systems Informatics (Doctoral Program)”.
→Click “Next”
3. On the ① Entrance exam / important notes screen, select the type of admission or advancement you wish to apply for.

! Caution

Select **April(4月)** enrollment(入学)/advancement(進学) or

October(10月) enrollment(入学)/ advancement(進学). Please check carefully to ensure that you have entered the correct information.

→Click “Next”

4. On the ②Chosen school screen, select one course you wish to apply for. For courses, please refer to the “Divisions, Research Topics, and Faculty Members” page in the application guidelines.
5. If you are a Japanese Government (MEXT) Scholarship Student, please click “I am a Japanese Government (MEXT) Scholarship Student.”
6. Please confirm that the entrance examination fee (30,000 yen) is displayed in the lower right corner.

For MEXT (Japanese Government) Scholarship students, “0 yen” will be displayed.

→Click “Next”

7. On the ③Application Information screen, please refer to the “List of application documents” in the application guidelines and enter the required information as instructed below.

Be sure to also check the notes and instructions displayed on the Online Application site before entering any information.

! Caution

Even if certain fields are not marked as required on the Online Application site, some of them are mandatory for the Graduate School of System Informatics.

Please enter the necessary information according to the table below.

○Applicant Information

Item		Notes
Face Photo	Necessary	A front-facing, upper-body photo taken within the last three months, without a hat, and with a plain background (in JPEG, PNG, BMP, or HEIC format). Please note that this photo will also be used for your student ID card.
Name (Kana)	Necessary	
Name (Kanji)	Necessary	The information you register on your My Page will be automatically reflected. Foreigners can write their information in English.
Name	Required for	

(English)	foreign nationals	
Former surname, if any	Only applicable individuals	
Gender	Necessary	The information you register on your My Page will be automatically reflected.
Birthday	Necessary	The information you register on your My Page will be automatically reflected.
Student Number	Only students advancing to the Doctoral Program	

○Nationality

Item		Notes
International Student	Necessary	
Type of current visa	Only applicable individuals	If you are residing or staying in Japan under a residence status, please select your residence status.
Scholarship Information (For International Students Only)	Only applicable individuals	If you are an international student and have scholarship information, please enter it here.

○Current Address, etc. (Document delivery address)

! Caution

You will be able to check your examination ID and selection result notification online, so no documents will be sent to you. The address you enter in this field will be used to send documents related to the enrollment procedure, so please enter the [Shipping address information for enrollment procedure documents].

If you do not have an address in Japan, the enrollment procedure will be completed online. If you are a foreigner and do not have an address in Japan, please enter your current address.

Item		Notes
Postal Code	Necessary *	* Required for those living in Japan. Not required for those living outside Japan.
Prefecture	Necessary *	* Required for those living in Japan. Not required for those living outside Japan.
Street Address	Necessary	Please also enter the building name and room number.
City / State / Province	Necessary	
Telephone Number	Necessary *	* If you do not have a landline phone number, you do not need to enter this information.
Mobile Number	Necessary	If you do not have a mobile number, enter a landline number.

○University information

(Undergraduate program) (including expected graduation)

Item		Notes
Country of School (if outside Japan)	Only applicable persons	
University category	Necessary	Example: National
Name of University	Necessary	Example: Kobe University
Faculty	Necessary	Example: Faculty of Engineering
Department	Necessary	Example: Computer Science and Systems Engineering
Graduation / Completion (Expected) Date	Necessary	Example: 2024/03(year/month)
Graduation / Completion (Expected) Classification	Necessary	
Degree	Optional	Example: Bachelor (Engineering)

○Graduate School information

(Master's program) (including expected completion)

Item		Notes
Country of School (if outside Japan)	Only applicable individuals	
University category	Necessary	Example: National
Name of University	Necessary	Example: Graduate School of Kobe University
Graduate School	Necessary	Example: Graduate School of System Informatics
Program/Department	Necessary	Example: System Informatics
Graduation / Completion (Expected) Date	Necessary	Example: 2026/03(year/month)
Graduation / Completion (Expected) Classification	Necessary	Example: Graduation / Completion (Expected) Classification
Degree	Optional	Example: Master's degree (Systems Informatics)

○Current Employer Information

* If you do not currently have a job, no entry is required

Item		Notes
Company name	Necessary	
Department	Necessary	
Address	Necessary	
Telephone number	Necessary	
Number of years worked (current position)	Necessary	
Number of years worked (total)	Optional	

○Application Information

Item		Notes
Title of graduation thesis/ master's thesis	Necessary	Please state the title of your master's thesis (or an alternative thesis).
Prospective academic supervisor (First Choice)	Necessary	Please enter the name of your desired supervisor from the “Divisions, Research Topics, and Faculty Members” section of the application guidelines.

○Academic background

Those who have received education in Japan from primary through higher education	Please enter your post-high school information
<u>Those who have received education outside of Japan</u>	Please enter all information from primary school onwards

! Caution

Please be sure to include any experience attending language schools or as a research student.

If so, please enter it in the [Other 1·2·3] column.

Example: ① XX Japanese Language School, △△ Course
 ② Kobe University, Graduate School of System Informatics,
 Department of System Informatics (Research Student)

Enter your identity so that it is clear ↑

~Example of input for those who have received education outside of Japan~

Item		Notes
Elementary school	Necessary	
Country of School (if outside Japan)	Only applicable individuals	
Admission	Necessary	Enter the date of enrollment
Graduation	Necessary	Enter the date of graduation
Length of attendance	Necessary	Example: 6

Junior high school	Necessary	
Country of School (if outside Japan)	Only applicable individuals	
Admission	Necessary	Enter the date of enrollment
Graduation	Necessary	Enter the date of graduation
Length of attendance	Necessary	Example: 3
High school	Necessary	Please also fill in this field if you are a National Institute of Technology (KOSEN) graduate.
Country of School (if outside Japan)	Only applicable individuals	
Admission	Necessary	Enter the date of enrollment
Graduation	Necessary	Enter the date of graduation
Length of attendance	Necessary	Example: 3
University	Necessary	Please also include your faculty and department
Country of School (if outside Japan)	Only applicable individuals	
Admission	Necessary	Enter the date of enrollment
Graduation	Necessary	Enter the date of graduation
Length of attendance	—	
Degree (Expected)	Optional	Example: Bachelor (Engineering)
Graduate school	Necessary	Please also include your graduate school and major.
Country of School (if outside Japan)	Only applicable individuals	
Admission	Necessary	Enter the date of enrollment
Graduation	Necessary	Enter the date of graduation (expected)

Length of attendance	—	
Degree (Expected)	Optional	Example: Master's degree (Systems Informatics)

○Employment record

Please enter any work experience you have.

*Part-time or casual work information does not need to be entered.

! Caution

If you are entering (advancing to) the Doctoral Program while remaining employed (i.e., enrolling as a working adult student), please leave the “End Date” field for your current employment blank.

If you plan to resign from your current job before entering (advancing to) the Doctoral Program, please enter the expected end date of your employment.

○Qualifications, awards, or licenses

Please enter any applicable items.

○File upload

Please check the “List of application documents” in the application guidelines and upload the documents in the specified format, if applicable. If there are not enough file upload fields, please use the backup upload field.

【April and October enrollment】

Item		Notes
File Upload 1	Master's degree graduate	Please upload your master's thesis. (.pdf only)
File Upload 2	Master's degree graduate	Please upload your master's thesis summary. (.pdf only)
File Upload 3	Those who are expected to complete the Master's program or those who are eligible to apply	Please upload your research progress report. (.pdf only)
File Upload 4	All applicants	If you have any other references, please upload them. (.pdf only)

File Upload 5	<u>All applicants except those who have passed the eligibility screening</u>	Please upload your research proposal. (.pdf only)
File Upload 6	<u>Foreign applicants (Only those residing in Japan)</u>	Foreign applicants should upload a Residence Certificate (住民票) in PDF format which is issued by the local municipality (valid for 30 days from issue date.) (Please make a PDF of the scanned or photographed copy of the certificate of residence.).

【April and October advancement】

Item		Notes
File Upload 1	All applicants	Please upload your research progress report. (.pdf only)
File Upload 2	Only applicable persons	If you have any other references, please upload them. (.pdf only)
File Upload 3	All applicants	Please upload your research proposal. (.pdf only)

○Privacy Policy **【Necessary】**

Check the "Personal Information Handling Policy," acknowledge it, and then select "I agree."

→Click "Next"

8. On the ④ Confirm Application Information screen, please check that the information you entered is correct.

Clicking "Your application form (for review)" will allow you to download the application form (PDF). **Please be sure to check the application form (PDF) format.**

After clicking "Your application form (for review)," you can click the "Register" button at the bottom of the page. If there are any errors in the information you entered at this point, click the "Back" button to correct the information you entered.

! Caution

- Please make sure that you have selected the correct division.
The selected division cannot be changed after application.
When reviewing the application form (PDF), you may notice blank fields for items such as “Research topic after enrollment,” “Examination subject,” “Emergency contact,” “Examination number,” “Desired research period,” and “English proficiency.” These fields are not required for the Doctoral Program in Systems Informatics application and can be left blank.
- The “Application Form (for review)” cannot be used as an application document.
- Due to the specifications of the Online application system, even in the case of advancement, the application is still categorized as an "Application for the entrance examination." Please make sure that the "Admission Category" and "Type of exam" fields are marked as [Advancement(進学)].

→Confirm that the content is correct, then click “Register”.

9. Application complete

Once the ⑤Application complete screen appears, your application registration is complete.

To proceed with payment of the examination fee, please click the “Pay” button. If you are applying for advancement, payment of the examination fee is not required.

! Caution

If any of the following apply to you, please **do not make your payment** and promptly contact the Academic Affairs Section, Faculty and Graduate School of System Informatics by email.

- Japanese Government (MEXT) Scholarship Student
- Applicants affected by a major disaster who wish to request an examination fee waiver

(For details, please refer to the Kobe University website (神戸大学受験生ナビ).)

④ Examination Fee Payment *Not necessary for advancing students

On the ⑥Payment screen, please refer to the “Online Application Procedure ([click here](#))” while paying the examination fee using your preferred payment method.

! Caution

Please ensure payment is completed during the application fee transfer period. If payment cannot be confirmed during the transfer period, your application will be automatically canceled. Please check the application guidelines for the transfer period.

⑤ Confirming Your Application Form

After payment is complete, you can download the “Application Form (not a sample)” from the top page of your My Page. Please download the application form.

Also, please confirm that the status in the upper right corner of the applied entrance exam category shows as [Application submitted (paid)]. For advancement, it will display as [Application submitted (no payment required)].

(3) Submission of Application Documents

Please review the [List of application documents] in the application guidelines and submit the documents marked with a checkmark (✓) under “Hard copy submission.”

1. Printing of Application Address Label

Please print the third page of the application form, “Address Label for Application,” [in color](#) within My Page.

2. Submission of Application Documents

Mailing Address or Submission Address for Application Documents

Academic Affairs Section,
Faculty and Graduate School of System Informatics,
Kobe University
1-1, Rokkodai-cho, Nada-ku, Kobe, Hyogo 657-8501
Tel: +81(0)78-803-6002

【By mail】

Application period: Please review the application guidelines

- After completing your application registration and paying the application fee on the online application site, print the “Application Address Label” on page 3 of the “Application Form” displayed on your My Page in color. Attach it to a **size 2 envelope** and enclose the “Hard copy submission” listed in the [List of application documents].
- Please send by **registered express mail**.

【If you bring your application to the counter】

Application period: Please review the application guidelines

Hours: 9:30 a.m. to 4:00 p.m. (JST)

(Except Saturdays, Sundays, holidays and from noon to 1:00 p.m. on weekdays)

- After completing your application registration and paying the application fee on the online application site, print the “Application Address Label” found on page 3 of the “Application Form” displayed on your My Page. Submit this along with the “Hard copy submission” listed below in the [List of application documents].

The application process is now complete.
Please complete all procedures during the application period.

(4) Contact Information

Academic Affairs Section,
Faculty and Graduate School of System Informatics,
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