Graduate School Application Process

1. Application Process

By carrying out all of the steps below during the application period, your application will be complete:

① **Registration of your application on the Graduate School Online Application page**

② **Payment of the examination fee (except in cases where an examination fee is not required)**

③ **Postage of the required documents**

Please **refer to the application guidelines for the entrance exam for which you intend to apply and this document** when registering your application on the Graduate School Online Application page.

2. Things to prepare before applying

2-1 A computer with Internet connection

You will need PDF reader software (we recommend Adobe Acrobat Reader) in order to display and print the Application for Admission Form and Exam Admission Card (PDF file) used when applying online.

It is possible to use a tablet or smartphone; however, the layout for entering your application information and so on is configured for a computer, and so **we recommend applying online from a computer**.

2-2 Printer and printing environment

Each individual candidate will need to print out the "Application for Admission Form" and "Exam Admission Card" listed above. Please print in colour on a white A4-sized sheet of paper.

2-3 Email address

The email address which you register will be used not only for all communications during the online application registration process, but also for Hitotsubashi University to send any urgent information about the entrance examination. Please register an email address

which you check on a daily basis (you may use an address for a free email service such as Gmail or Yahoo!, or for a smartphone).

If your account is set up to receive only emails from specified domains, please set it up in advance to receive emails from "@ad.hit-u.ac.jp".

2-4 Facial photo data and application document data

Since you will need to upload the following data during the application registration process on the Graduate School Online Application page, **please get it ready in advance**.

① Facial photo data for uploading to the Graduate School Online Application page (please refer to "3-2 Registering your facial photo data")

② Application document data for uploading to the Graduate School Online Application page (please refer to "3-3 Uploading your application documents")

3. Registering your application on the Graduate School Online Application page

Graduate School Online Application page
https://reg31.smp.ne.jp/regist/is?SMPFORM=nitj-lesbpf-6eb53e20eb925ee7dec0f2c79c02fe25

3-1 Entering your application information

■ Since the content to be entered and application documents to be uploaded differ according to the entrance examination classification, please be sure to **refer to the application guidelines** as you carry out the procedures.

■ **Please fill in all the fields applicable to you, the candidate, even if they are not marked as " * "(Required field).**

■ **No corrections or changes can be made after completion of registration**, so please check thoroughly for any mistakes or omissions before completing your registration.

■ If there is no division between lower and upper secondary schools in the school system in which you studied, please write the same name of school and period in both the "Lower secondary education/ junior high school" and "Upper secondary education/ senior high school" fields.

■ For "Academic history" fields, if you fill in "Academic history 4 University/ graduate school", additional fields will be displayed, up to a maximum of seven.

■ For the "Research or work experience" field, if you fill in field no. 1, additional fields will be displayed (up to five).

■ For the "Qualification" and "Language proficiency qualification" fields, if you fill in field no. 1, additional fields will be displayed in each case (up to three).

■ For the "Matters requiring special mention field", since the content to be entered differs according to the entrance examination classification (and is not required in some cases), please **refer to the application guidelines** and enter information regarding the matters listed there.

3-2 Registering your facial photo data

In addition to being used for the entrance examination, your facial photo data will be registered after you enter the University, and **will be used as the photo on your student ID card**.

Please prepare and upload facial photo image data in line with the specifications below.

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1. Image file format: JPG
2. Acceptable size: 5MB or less
3. Aspect ratio: 4 : 3
4. A colour photograph, taken within the last six months, in which you are facing the camera directly and bareheaded, without any background colour

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* **There are no specifications regarding the file name**.

* Each candidate should check for themselves how to change the file format (the file format of photos taken with the iPhone (HEIC files) must be converted) and size of the image file and trim it to fit the 4 : 3 aspect ratio.

[Ineligible photos]
✕ Photos in which your face is to one side of the image, or in which you are looking sideways or your face is tilted to one side
✕ Photos in which there is a chair or other object or a shadow in the background
✕ Photos in which your facial appearance is markedly different from normal
✕ Photos which are blurred due to poor focus or shaking

✕ Photos in which you cannot be identified because you are wearing a hat, sunglasses, etc.

✕ Photos in which you cannot be identified due to reflections on your glasses, shadows on your face, etc.

✕ Photos containing noise (image distortion), dotting (a web of dots), jaggies (jagged lines in a step-like pattern), etc.

✕ Photos which have been digitally processed, e.g. to modify shapes or apply masking (remove lines), etc.

3-3 Uploading your application documents

The type of application documents to be uploaded is different for each entrance examination (uploads are unnecessary in some cases).

Please **refer to the application guidelines** and, if you are required to upload application documents, please upload the data according to the instruction (maximum five items).

If you are not required to upload any application documents, please continue without uploading anything.

4. Individual Candidate Page

> Login for your Individual Candidate Page:
> https://area31.smp.ne.jp/area/p/nitj9pflho4lfpinc2/IG0VI4/login.html

After you complete the registration of your application on the Graduate School Online Application page, an email telling you your **reference number**, which you will need when you log in to your Individual Candidate Page, will be sent to your registered email address. Please enter this reference number and your registered password in order to log in to the Individual Candidate Page given above.

* **The reference number is different from the Examinee number.**

* If you forget your password, please re-register it from the "Password re-registration" link on the Login for your Individual Candidate Page above.

On the Individual Candidate Page, you can check your registered application contents, print your Application for Admission Form, and print your Exam Admission Card (where applicable).

4-1 Checking your registered application contents

You can check your registered application contents (you cannot make corrections or changes).

4-2 Printing your Application for Admission Form

You can print your Application for Admission Form.

4-3 Printing your Exam Admission Card

Refer to "7. Exam Admission Card"

5. Examination fee

(except in cases where an examination fee is not required)

Fees for graduate school entrance examinations (Hitotsubashi University website) https://www.hit-u.ac.jp/faculties/graduate/examfee.html

If you are applying from outside Japan, you can pay the examination fee by credit card (there is a transaction fee in addition to the examination fee).

Please check the application guidelines or the "Fees for graduate school entrance examinations" page listed above for details.

Please note that if an examination fee is not required, you should not pay this fee, but should submit supporting documents as necessary.

6. Postage of the required documents

Please post any documents required, in accordance with the application guidelines.

7. Exam Admission Card

When your application has been received, you will become able to print your Exam Admission Card from your Individual Candidate Page. (**You will not be able to print it as soon as you have completed the registration of your application**).

Please print the Exam Admission Card (English version) on A4-sized paper, and cut out

the Exam Admission Card printed in the middle.

Please be sure to bring your Exam Admission Card when you come to take the examination.

Please check the application guidelines to confirm when you will become able to print your Exam Admission Card.