

2026

United Graduate School of  
Drug Discovery and Medical Information Sciences  
Gifu University

Doctorate Course  
(Three-year Post-M.S. Ph.D. Program)

**Application Guidelines**  
**(Advanced Global Program)**

Offered by:

Gifu University  
and  
Gifu Pharmaceutical University

United Graduate School of Drug Discovery and Medical Information Sciences  
Gifu University

1-1 Yanagido, Gifu-shi, Gifu Prefecture 501-1194  
Phone: +81-58-230-7602

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# **I. Application Guidelines for the United Graduate School of Drug Discovery and Medical Information Sciences, Gifu University**

## **1. Admission Policy**

### *Educational principles and objectives*

The United Graduate School of Drug Discovery and Medical Information Sciences pursues a coordinated and integrated approach to education and research across different academic disciplines such as pharmaceutical science, medical science, and engineering while treating the subjects of drug discovery and medical information as core themes and the advanced life sciences as its academic foundation. Through such initiatives, it seeks to foster the development of advanced specialists who will be capable of pursuing careers in state-of-the-art domains as they shape the next generation of progress in healthcare, medicine, and the life sciences through advanced specialization, vision, and flexible thinking.

### *Desirable characteristics*

Successful applicants will exhibit:

- A high level of desire to master advanced, specialized knowledge relating to drug discovery and to conduct research in the field
- A strong resolution to pioneer practical research domains that are necessary in order to develop individualized medicine
- An appetite for locating one's own research in the context of an international perspective and communicating one's research findings to the world
- A strong appetite for mastering the advanced, specialized knowledge and pursuing research necessary in order to provide safe and reliable medical care
- A resolution to actively put one's research findings to practical use in response to society's needs

### General policy on the selection of program applicants

Admissions decisions will be made in a comprehensive manner based on the applicant's letter of intent, academic record, master's thesis abstract, documentation of research achievements, and interview or oral examination in order to assess the applicant's enthusiasm to acquire expert knowledge and promote research as well as their determination to cultivate new and practical areas of research.

## **2. Diploma Policy**

Gifu University and Gifu Pharmaceutical University have come together to form the United Graduate School of Drug Discovery and Medical Information Sciences to pursue programs of education and research in the

areas of drug discovery and medical information. The programs, which offer doctoral degrees in pharmaceutical science, medical science, and engineering subject to rigorous credit certification and thesis defense requirements, are dedicated to fostering the development of advanced specialists with the following specialized skills:

- 1) Advanced specialized knowledge in fields related to drug discovery and medical information, and the ability to put that knowledge to use
- 2) The ability to identify research topics in the fields of drug discovery and medical information and to analyze, verify, and apply associated findings
- 3) The ability to present and debate research topics at scientific society meetings and other gatherings and to complete their exposition in international scientific papers
- 4) The ability to exercise leadership and cooperation through appropriate communication
- 5) The ability to conduct oneself and pursue research based on a proper sense of bioethics and research ethics

### **3. Advanced Global Program(AGP)overview**

The Advanced Global Program (AGP) is a program that accepts outstanding international students and provides education in English in order to foster more flexible human resources who can play an active role in the fields of drug discovery science and medical informatics. In accordance with Gifu University's Admission Regulations for International Students, this program does not charge an entrance examination fee, admission fee, or tuition for three years.

### **4. Number of Admission Offers**

2026

| Program                      | No. of Offers |
|------------------------------|---------------|
| Medicinal Sciences           | A few         |
| Medical Information Sciences | A few         |
| Total                        | A few         |

AGP applicants may apply concurrently with The Third Admission.

Note:

- 1) International applicants are those who do not have Japanese citizenship and will study at the program on a student visa.

### **5. Admission Period & Application Eligibility**

*Admission Period*

The Third Admission: April or October 2026

## *Application Eligibility*

- (1) International applicants
- (2) Applicants who have been conferred a Master's degree or who are expected to be conferred a Master's degree by March 31, 2026 (for April Admission) or September 30, 2026 (for October Admission).
- (3) Applicants should meet at least one of the following requirements to show English proficiency. However, for applicants whose native language is English or who have completed (or expect to complete) a master's degree program in which English is the primary language and who are unable to submit an English proficiency test score, the applicants can replace with the Permission for application (Form 10) from applicant's prospective supervisor by mentioning applicant's English proficiency.

①IELTS: 5.5 points or more

②TOEFL iBT: 72 points or more

③TOEIC Listening & Reading Test: 785 points or more

## **6. Prior Consultation for Disabled Applicants**

The Gifu University encourages all disabled applicants who may require additional support during their entry examination to contact us prior to application as soon as you can.

The deadline and procedures for prior consultation are as follows:

- (1) Deadline for prior consultation

5:00 pm on December 1st (Mon), 2025

- (2) How to consult with the UGS-DDMIS:

- Submit an Application Form for Disabled Applicants for Special Arrangements Before Admission to the UGS-DDMIS along with a medical certificate or a copy of the applicant's physical disability certificate.
- The applicant or an immediate family member may be asked to participate in an interview.

- (3) How to request an application form:

To request for an Application Form for Disabled Applicants for Special Arrangements Before Admission by mail, send a self-addressed return envelope (N4 size, 20.5 cm long × 9.0 cm wide) with a standard-size envelope (14 to 23.5 cm long × 9 to 12 cm wide). Note "Request for Application Form for Disabled Applicants for Special Arrangements Before Admission" on the front of the envelope in red ink and send to:

Office, United Graduate School of Drug Discovery and Medical Information Sciences  
Gifu University  
1-1 Yanagido, Gifu-shi, Gifu Prefecture 501-1194  
Phone: +81-58-230-7602

(4) Applicants who become disabled after the deadline:

In the event of a disability occurring after the application deadline, for example due to an unforeseen accident, applicants are encouraged to consult with the UGS-DDMIS at any time.

## 7. Application Procedure

(1) How to apply

Applicants are required to complete the application registration on the "Application Site" and payment of the application fee. Please refer to the attached "Web Application Flow".

(2) Application fee

AGP applicants do not have to pay the application fee. The procedure is as follows.

1) Please send an e-mail to the UGS-DDMIS, stating that applicants are eligible for the exemption from the examination fee.

E-mail: renso@t.gifu-u.ac.jp

2) After confirmation by the UGS-DDMIS, a password will be sent to applicants.

3) Check the box on the "Application Site".

4) Enter the password sent to applicants in step 2).

(3) Required Documents<sup>1)</sup>

For all applicants:

| Type of document |                                               | Notes                                                                                                                                                                                                |
|------------------|-----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (i)              | Address sheet for submitting your application | After paying the application fee, you can print it out in A4 size, single-sided in color from the "Application Site". And attach the sheet to a commercially available Kaku2 envelope (24cm×33.2cm). |
| (ii)             | Application Form                              | After paying the application fee, you can print it out in A4 size, single-sided in color from the "Application Site".                                                                                |
| (iii)            | Curriculum vitae (Form 2)                     |                                                                                                                                                                                                      |
| (iv)             | Research proposal (Form 3)                    |                                                                                                                                                                                                      |

|        |                                                                    |                                                                                                                                                                                                            |
|--------|--------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (v)    | Summary of master's thesis (Form 4)                                |                                                                                                                                                                                                            |
| (vi)   | Declaration of applicable specific categories (Form 9)             | Carefully read "12. About the clarification of the scope of control for "deemed exports" under the Foreign Exchange and Foreign Trade Act ("FEFTA")".                                                      |
| (vii)  | Permission for application (Form 10)                               | This form must be prepared by prospective supervisor. Applicants who are unable to submit an English proficiency test score should indicate their English proficiency on this form.                        |
| (viii) | Certificate of Completion or Certificate of Prospective Completion | Applicants who have completed the Master's course must submit a certificate of completion, and those who are expected to complete the Master's course must submit a certificate of prospective completion. |
| (ix)   | Academic Transcript                                                | Applicants submit undergraduate and graduate.                                                                                                                                                              |

For selected applicants:

| Type of document |                                                           | Who must submit:                                                                                                                                                                                                                       |
|------------------|-----------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (i)              | Official Score Certificate of English Proficiency Test.   | Applicants submit transcripts that meet the criteria in "5. Admission Period & Application Eligibility."<br>Applicants who are unable to submit an English proficiency test score should indicate their English proficiency on Form10. |
| (ii)             | Copy of Published Academic Articles                       | Which were published in national level academic meeting or journal.                                                                                                                                                                    |
| (iii)            | Copy of alien registration certificate or short-stay visa | International applicants who are staying in Japan at the time of application <sup>2)</sup>                                                                                                                                             |

Notes:

<sup>1)</sup> Before application, consult your prospective mentor about application procedures.

<sup>2)</sup> Refers to international applicants who do not have Japanese citizenship and are staying in Japan under some form of status of residence.

#### (4) The Period of Register the Application forms and Document Acceptance

| Register the Application forms Period               | Remarks                                                                 |
|-----------------------------------------------------|-------------------------------------------------------------------------|
| Dec. 16th (Tue) to Dec. 24th (Wed), 2025(1:00 p.m.) | Please complete the application registration on the "Application Site". |

| Document Acceptance Period                                                                                                               | Remarks                                                                  |
|------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|
| Dec. 19th (Fri) to Dec. 24th (Wed), 2025<br>Hand-delivered applications must be received between 9:00 am and 5:00 pm during this period. | Mailed applications must be received on or before Dec. 24th (Wed), 2025. |

#### Notes:

- \*Once submitted, any change in the application forms is not permitted. Submitted application materials are not returned.
- \*Whether you bring or send application materials by mail, please attach “Address sheet for submitting your application” to the envelope.
- \*If application materials are sent via post, they must be sent by *kan'i kakitome* (simplified registered mail).

#### (5) Address and Contact Information:

Office, United Graduate School of Drug Discovery and Medical Information Sciences  
Gifu University  
1-1 Yanagido, Gifu-shi, Gifu Prefecture 501-1194  
Phone: +81-58-230-7602  
E-mail: renso@t.gifu-u.ac.jp

## 8. Examinations

Admission decision is based on the result of interview and documentary examination, Research (hope) plan, Academic Transcript, Summary of master's thesis and English proficiency test score.  
Perfect score is 100 points. Applicants who gets less than 60 points are disqualified.



## 9. Date and Venue for Examination

| Date: January 22rd (Thu), 2026 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                              |
|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| 13:00～                         | Examination                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Venue                                                                                                        |
| Interview                      | <p>The interview will be about 30 minutes long and include:</p> <ul style="list-style-type: none"><li>• Applicant's presentation (20 min)<br/>Give a paper or electronic presentation on ① your past research, result ② your research plan in our graduate school. Use PowerPoint (Windows only) software to prepare the electronic presentation and provide the file on a USB drive or bring your own computer.</li><li>• Oral examination (approx. 10 min)<br/>Faculty members will ask questions about your presentation, research proposals, summary of master's thesis, and other issues related to your research area.</li></ul> | 8th floor, Gifu Pharmaceutical University (located on the campus of the School of Medicine, Gifu University) |

Note1: The Entrance Examination Ticket (print it out in A4 size, single-sided in color from the “Application Site”.) must be presented at the examination site.

In the case of interview through a Web conference system, we will conduct an interview between Jan. 19th (Mon) and 22rd (Thu), 2026.

## 10. Announcement of Admission Decisions

February 3th (Tue), 2026     10:00 AM

Admission results will be put on our website (<https://www.gifu-u.ac.jp/>), too. Successful applicants will be able to download an acceptance letter from “Application Site”.

\*Admission result on our website will be shown for one week from February 4th, 2025. This is just one of our information providing service. Please make sure to confirm an acceptance letter separately from website.

## 11. Registration

To confirm your acceptance of an offer of admission, the following steps must be taken:

- (1) The admission procedure will be conducted via the “Application Site”. Details will be announced at a later date.
- (2) Admission fee and tuitions
  - Applicants who pass the AGP are not required to pay the admission fee and tuitions.
  - Applicants who have not passed the AGP but will be admitted after passing The Third Admission will be required to pay the admission fee and tuitions.
    - a) Admission fee: 282,000 yen *TBC*
    - b) Tuition: 267,900 yen/semester (535,800 yen/year) *TBC*

Notes:

- If the tuition is changed during the course of study, the new tuition will be applied from the effective date.

## 12. About the clarification of the scope of control for “deemed exports” under the Foreign Exchange and Foreign Trade Act (“FEFTA”)

In November 2021, in accordance with the clarification of the scope of control for “deemed exports” under the Foreign Exchange and Foreign Trade Act (“FEFTA”), some provision of sensitive technology to students by universities and research institutions has become subject to control under the FEFTA. Consistently with this change, when applying to study at the University, students will be required to submit a “Declaration of applicable specific categories” based on the “Flowchart for determining applicable specific categories.” some students will also be required to submit a “Letter of confirmation” at the time of their recruitment or admission.

## 13. Notes to All Applicants

### (1) Handling of personal information

Your name, birthdate, address, phone number, and any other personal information provided on application forms will be entered in our admission information processing system. Gifu University has a responsibility to manage and store registered information and submitted application forms. After application and admission procedures, no provided information will be disclosed to any third party or person other than our admissions staff, which requires access to the information for administrative purposes. Provided information will be used only when:

- i) the data is necessary in order to process the admission of accepted applicants;
- ii) issuing student ID cards, completing course registrations, managing academic records, and performing other administrative procedures as are necessary during the student's course of study;
- iii) conducting surveys or statistical analysis related to admission (in this case, only certain personnel are responsible for using the data for statistical and analytical purposes, and data will be disclosed without personal identification);
- iv) the prior consent of the individual in question is obtained; or
- v) such use is required by law.

(2)About disclosure of admission decisions

We do not disclose the score of interview examination.

## **II. Overview of the United Graduate School of Drug Discovery and Medical Information Sciences (UGS-DDMIS)**

### **1. Educational and Research Mission**

The fundamental goal of UGS-DDMIS is to foster advanced professionals of next generation who are capable of playing leadership roles in the most advanced fields in medicine, medical science, and life science through their highly specialized skills, foresight, and flexible thinking. To this end, UGS-DDMIS is committed to promoting the quality of its graduate programs through interdisciplinary education and research activities in the biological and life sciences, with a specific focus on drug discovery and medical information.

### **2. Doctorate Programs and Research Areas**

#### *(1) Medicinal Sciences Program*

##### **1) Program Overview**

Today, rapidly emerging new infectious diseases, lifestyle-related diseases, and preventive medicine are areas of the highest priority on the national agenda. To address these issues, we need systematic education and research in the area of drug discovery, which brings together a prodigious amount of structural and functional information related to genes and proteins through advanced technologies in genome science and structural biology. In our drive to endow students with a solid foundation in human genome informatics and structural biology in addition to conventional chemical technologies, we offer education and research opportunities ranging from the fundamentals of biology- and genetics-based drug discovery processes to the diagnosis of modern diseases in a manner that is derived from functional analysis at the cellular and individual levels.

The ultimate goal of the program is to train technical experts and researchers in the field of drug discovery so that they can contribute to the pharmaceutical and biotechnology industries as well as the academic and research sectors.

##### **2) Research Areas**

###### **i) Biological Molecular Sciences**

Establishment of a new drug discovery research platform built upon human genome information is an urgent need as scientists pursue pharmacological approaches to deal with rapidly emerging diseases and lifestyle diseases. To this end, integration of leading-edge information and technologies in genome science, structural biology, and other life science areas is essential for education and research in drug discovery science. This area of the program focuses on understanding biological phenomena arising from the interactions between

biomacromolecules and organic small molecule compounds by combining chemical and biological methods with chemical genetics approaches while providing educational and research opportunities that form a basis for processes conceived to discover new functional molecules.

## ii) System Biological Technologies

To address rapidly emerging new diseases, acceleration of pharmaceutical research and development of early diagnostic tools are high priorities. In order to accomplish these things, it is necessary to reduce dependency on in-life experiments by developing high-throughput biofunctional assay technologies, genetic diagnostics, and disease biomarkers based on *in vitro* systems using enzymological and cellular approaches. This area of the program emphasizes education and research in prevention, therapy, and diagnosis of modern diseases by addressing the interactions and regulatory mechanisms at the molecular, cellular and individual levels in the context of the concept of life as a network system.

## (2) Medical Information Sciences Program

### 1) Program Overview

There is a pressing need to develop human resources to address issues such as adverse drug reactions and drug-related accidents as well as to realize individualized medicine, a mode of care that is in high demand. We are providing education and research opportunities in analysis and processing of a vast amount of individually detailed patient information, i.e., technologies that are essential in establishing an interdisciplinary, cross-sectoral and innovative research area to meet the demanding needs of individualized and preventive medicine. Also part of our educational and research focus are the analysis and evaluation of the biological responses to pharmacological agents and pharmacological regulation of diseases.

By providing such educational and research opportunities, we aim to train advanced healthcare professionals who are highly skilled in the research methods that will be required to realize tailored medicine, health science, and leading-edge medical technology as well as to train technical and research experts in quality assurance procedures in the food and cosmetics industries as well as the academic and governmental sectors.

### 2) Research Areas

#### i) Biomedical Informatics

In an effort to realize individualized and preventive medicine based upon an interdisciplinary, cross-sector, and innovative research platform, this area of the program provides education and research opportunities in the fundamental technologies and methodologies required for customized medicine through the accumulation, analysis, and

assessment of the latest medical information on lifestyle-related diseases and emerging and reemerging infectious diseases. Development of preventive and therapeutic interventional strategies through analysis of desired and unwanted effects of pharmacological agents from the standpoint of genetic polymorphism is another area of educational and research focus in this program.

## ii) Biofunctional Control

This area of the program aims to understand the body's physiological response to, and disease-control mechanisms of, new drug candidates for such conditions as immune, allergic, and infectious diseases, and to provide a foundation for education and research that emphasizes approaches ranging from structural biology to drug discovery and from pharmacodynamics and metabolic pathway analysis to the development of biofunctional control.

### 3. Degrees Offered

The following degrees are offered by the UGS-DDMIS:

| Program                      | Degree Offered                                 |                                                |
|------------------------------|------------------------------------------------|------------------------------------------------|
| Medicinal Sciences           | Doctor of Philosophy in Engineering            | Doctor of Philosophy in Pharmaceutical Science |
| Medical Information Sciences | Doctor of Philosophy in Pharmaceutical Science | Doctor of Philosophy in Medical Science        |

### 4. Degree Requirements, Course Registration and Register Extending System

#### (1) Degree Requirements

To complete the program, a minimum of 13 course credits, satisfactory completion and defense of a dissertation, and satisfactory completion of an academic competency review are required.

Courses:      Basic Courses      A minimum of four credits of core courses and a minimum of two credits of elective courses are required.

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Major Courses      A minimum of two credits of core courses within the student's major area, a minimum of two credits of dissertation research, and a minimum of two credits of elective courses are required.

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To facilitate interdisciplinary education, students are encouraged to select elective courses from areas other than their majors.

Field Practice: The objective of field practice is to experience state-of-the-art research methodologies and technologies through direct interactions with senior researchers in an outside setting such as a research organization or corporate lab that is involved in the field of drug discovery. The course is offered as a Required Basic Subjects (one credit).

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## (2) Course Registration

- ① Students must consult with the instructor of the course prior to registration.
- ② Students must complete basic course requirements by the end of their second year. All students must choose a dissertation research subject in their first year and undertake dissertation research (drafting a research proposal, finding reference articles, conducting research, and analyzing and reviewing the results) under the supervision of their mentors.
- ③ We have some classes in the weekend because there are some students who have a job.
- ④ If appropriate and approved, students may take courses at other graduate schools or undertake research at other graduate schools, hospitals, and other advanced facilities.
- ⑤ UGS-DDMIS gives a English Course which aims to raise the level up of students English skills. This course is given freely, but you can not get credit because it is not our regular course. And then, we recommend the students to take the TOEIC test in order to check your achievement and improve your skills moreover. We subsidize the expense of examination fee.

## (3) Register Extending System

- ① This system is for the employed or otherwise eligible students. They may have their study period extended for a maximum of six years with the permission of the president of University, if they plan to stay in the program for longer than the required period of time (three years)

②Even if approved for extension, students only need to pay three academic years' worth of tuition. The cost will be divided by the number of years for which the student has been approved to stay in the program, with the resulting amount to be paid annually.

## **5. Courses & Credits**

Please refer to our website. < <https://www.souyaku.gifu-u.ac.jp/english/overview/006kamoku/> >



## 6. Faculty List

Please refer to our website. < [https://www.souyaku.gifu-u.ac.jp/english/outline/organization\\_member/](https://www.souyaku.gifu-u.ac.jp/english/outline/organization_member/) >

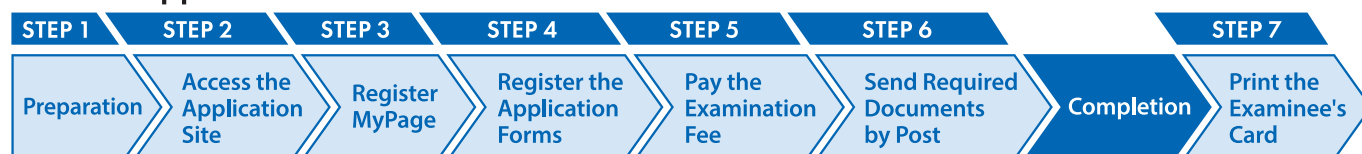
| Name              | Academic Position   | Belonging                    | Research Area                                                         |
|-------------------|---------------------|------------------------------|-----------------------------------------------------------------------|
| Masato Ikeda      | Professor           | Medicinal Sciences           | Bio-functional Supramolecular Materials                               |
| Hiroshi Ueda      | Dean Professor      | Medicinal Sciences           | Cell Biology                                                          |
| Yukihiro Esaka    | Professor           | Medicinal Sciences           | Precision Separation and Analytical Chemistry                         |
| Kentaro Ohashi    | Professor           | Medicinal Sciences           | Neuroscience, Cell Biology                                            |
| Mamoru Koketsu    | Professor           | Medicinal Sciences           | Organic Chemistry, Medicinal Chemistry, Natural Product Chemistry     |
| Hiroshi Takemori  | Professor           | Medicinal Sciences           | Pathology control studies                                             |
| Takashi Yokogawa  | Professor           | Medicinal Sciences           | Molecular Biology, Biochemistry,                                      |
| Satoshi Endo      | Associate Professor | Medicinal Sciences           | Biochemistry, Enzymology, Structural biology                          |
| Yoshiaki Kitamura | Associate Professor | Medicinal Sciences           | Organic and Medicinal Chemistry                                       |
| Hiroko Koyama     | Associate Professor | Medicinal Sciences           | Organic Chemistry                                                     |
| Ryo Honda         | Associate Professor | Medicinal Sciences           | Structural Biology, Protein Science, Molecular-targeting therapeutics |
| Zenichiro Kato    | Professor           | Medical Information Sciences | Structural Medicine                                                   |
| Kaori Tanaka      | Professor           | Medical Information Sciences | Anaerobic Bacteriology and Clinical Microbiology                      |
| Hiroyuki Tanaka   | Associate Professor | Medical Information Sciences | Pharmacology, Immunopharmacology and Allergology                      |

|                    |                     |                              |                                                                      |
|--------------------|---------------------|------------------------------|----------------------------------------------------------------------|
| Tomoyoshi Terada   | Professor           | Medical Information Sciences | Physiology, Allergology                                              |
| Eiichi Hinoi       | Professor           | Medical Information Sciences | Pharmacology, Medicinal Chemistry                                    |
| Daisuke Fukuoka    | Professor           | Medical Information Sciences | Medical Image Processing                                             |
| Mayumi Yamamoto    | Professor           | Medical Information Sciences | Endocrinology and Metabolism, Health Science, and Medical Management |
| Takashi Ichinomiya | Associate Professor | Medical Information Sciences | Medical Information, Network Theory, Bioinformatics                  |
| Chiemi Saigo       | Associate Professor | Medical Information Sciences | Human Pathology                                                      |
| Shigeo Takashima   | Associate Professor | Medical Information Sciences | Developmental Genetics                                               |
| Ryo Horita         | Associate Professor | Medical Information Sciences | Health Science, Psychology                                           |

| Name             | Academic Position  | Belonging             |
|------------------|--------------------|-----------------------|
| Takashi Kato     | Visiting Professor | NCGG                  |
| Kimura Yasuyuki  | Visiting Professor | NCGG                  |
| Michinori Funato | Visiting Professor | Nagara Medical Center |

# Web Application Flow

The web application flow is as follows.



## STEP

# 1



## Preparation

Prepare a computer and printer connected to internet (smartphone and tablet are not recommended).  
Prepare \*required documents well in advance before application since it may take time to obtain them.

\*Required Documents : ID photo data, certificates etc.  
For details, please check **the application guidelines** for the graduate schools you wish to enter.



## STEP

# 2



## Access the Application Site

From the application site ▶ <https://e-apply.jp/ds/gifu-gs/>



## STEP

# 3



## MyPage Registration

Follow the instructions on the screen to enter the required information and register for MyPage.  
If you have already registered MyPage, please proceed to STEP4.



① If you register MyPage for the first time, please login from **My Page Registration**.



② Register your email address and click **Submit a temporary registration e-mail**.

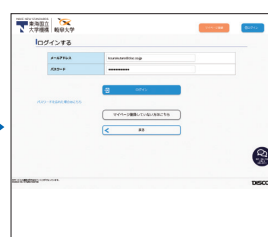


③ Click **Go To Login**.



④ The initial password and URL for main registration will be sent to the e-mail address.

\*Please check your e-mail settings as well to ensure that you are able to receive e-mails from @e-apply.jp.



⑤ On the login screen, enter the registered e-mail address and the initial password you received in ④, and click **Login**.



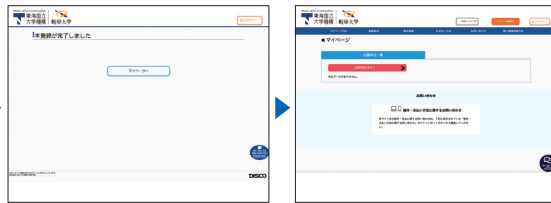
⑥ Change from the initial password to new password.



⑦ Enter the required personal information and click **Next**.



⑧ Confirm the personal information you entered and click **To register in this content**.



- ⑨ Registration is completed. Click [To My Page](#).
- ⑩ When the above is displayed, MyPage registration is complete.

- ⑪ During the application period, click [Carry out the application procedure](#) to continue the application procedure. Outside of specified periods, you cannot proceed any further, so click [Log-out](#) to logout.

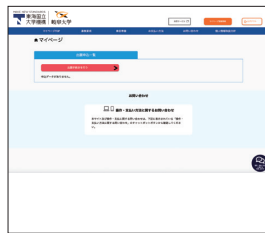
## STEP

# 4

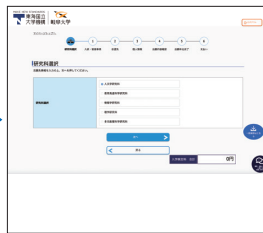


## Register the Application Forms

Make sure to confirm the procedures and notes on the screen page, and enter required information.



- ① Login to MyPage and click [Carry out the application procedure](#), then go to the registration screen.



- ② Select your graduate school.



- ③ Select the entrance exam to take and read the important notes.



- ④ Choose which major to apply for.



- ⑤ Upload ID photo data and click [To choose photo](#) to select a photo.



- ⑥ Enter the required personal information.



- ⑦ Confirm application form. You can check the application form by clicking [Application Form \(sample\)](#).

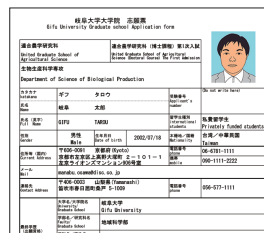


- ⑧ Application registration is completed. Click [Continue to pay](#) to proceed the examination fee payment screen.



Payment is due within 4 days including the date of application. However, if the Web application deadline falls earlier than that, the payment deadline will be the Web application deadline.

- ⑨ How to pay the examination fee
- Convenience stores\*
  - ATMs with Pay-easy\*
  - Internet banking\*
  - Credit card
- \*Only available in Japan



- ⑩ PDF documents are required for application (image).

- ⑪ Printing will be available after payment of the examination fee. These are required to submit as well as required documents.

If you choose to pay the examination fee at a convenience store or a bank ATM that supports Pay-easy, please make sure to write down the necessary payment number displayed after selecting the payment method, and pay the fee at a convenience store or bank ATM within the notified payment deadline.

### At 7-ELEVEN

Payment slip number (13 digits)

### At Daily YAMAZAKI, Seicomart

Online settlement number (11 digits)

### At LAWSON, MINISTOP, FamilyMart, ATMs with Pay-easy

Customer number (11 digits)

Confirmation number (6 digits)

receiving institute number (5 digits)

5 8 0 2 1 At ATMs with Pay-easy

A confirmation e-mail will be sent to you after you have completed the registration of your application. If you have set restrictions on receiving e-mails, please allow the sender (@e-apply.jp).

\*Please note that the confirmation email may be sent to your junk folder.



**After the examination fee has been paid, you will not be able to correct your application contents. Please check your application contents before paying the examination fee. If there are any errors, please register again from Step 3.**

\*Please note that if you select credit card in "⑨How to pay the examination fee", the payment will be completed at the same time as registration.



## Pay the Examination Fee

Payment is due within 4 days including the date of application. However, if the Web application deadline falls earlier than that, the payment deadline will be the Web application deadline.

### 1 Paying with a credit card

You can select and make a pay during the Web application.

**[Credit cards available for the payment]**

VISA, Master, JCB, AMERICAN EXPRESS, MUFG, DC, UFJ, NICOS



The payment can be completed during the Web application.

### 2 Paying by internet banking (Only in Japan)

After your Web application is registered, the page will shift to the site of the bank you chose. Make the payment as instructed on this screen.

\*Internet banking registration of your bank account is required.

The payment can be completed online.

### 3 Paying at convenience stores (Only in Japan)

Write down the number displayed after your Web application is registered, and pay at any one of the following convenience stores.

● Pay at the cashier

● Pay using the terminal



Loppi



Multi-functional  
copy machine

あなたも、コンビニに。  
FamilyMart



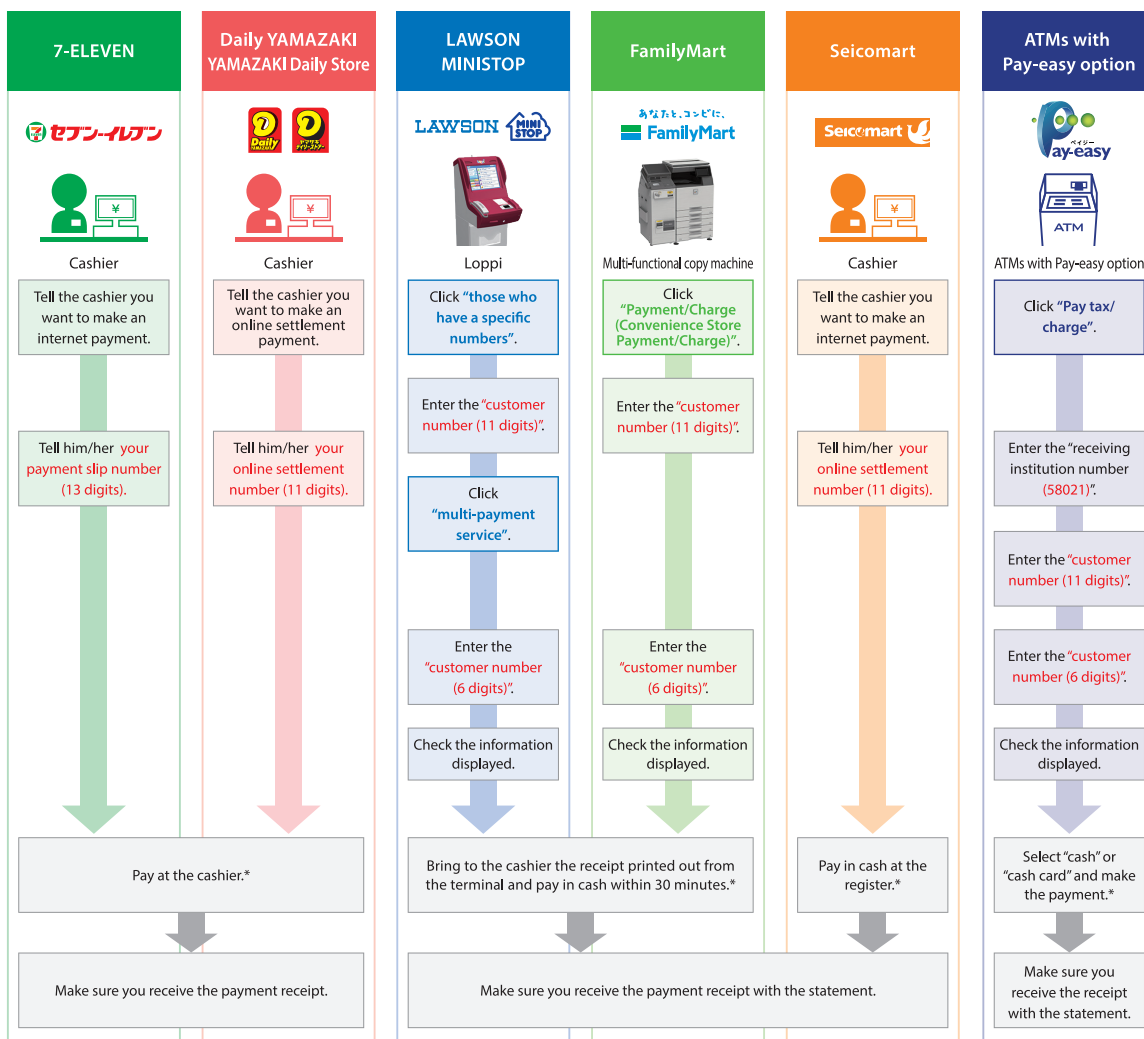
### 4 Paying at ATMs with Pay-easy option (Only in Japan)

Write down the number displayed after your Web application is registered, and pay at any one of the ATMs with Pay-easy option as instructed on the screen.

\*Banks with Pay-easy option can be checked on the [Selection of Payment Method] page.

Enter necessary information as instructed on the screen of the terminal or ATM, check the information displayed, and make the payment.

## 3 Convenience Stores



\*If you choose Yucho (Japan Post) Bank or ATM, please pay in cash card if the payment exceeds more than 100,000 yen. You can pay in cash up to 300,000 yen at convenience stores.

# STEP

# 6



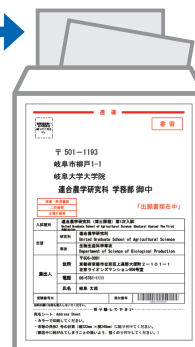
## Send Required Documents by Post

Print the documents downloadable in color after the completing and paid your application and send them from post office by simple registered express mail (簡易書留速達郵便) along with other required documents within the application period. If you are from outside Japan, send them by tracked post (EMS etc.) within the application period.

### Required documents

- Documents to be printed from the web application
- Documents to be downloaded from the Graduate School WEB site and prepared
- Certificated issued by your graduated universities

One copy is required for each application registration.  
Please refer to **the application guidelines** for the required documents.



### Address sheet for submitting your application

Attach the sheet to a commercially available Kaku2 envelope (24cm×33.2cm).



If the application guidelines specify other submission methods, please follow it.

**The mailing address of your application will be automatically printed on the Address Sheet.**  
**When sending from overseas, do not use this sheet.**

\*The examination fee and necessary documents that have been received will not be returned in any way except for those specified in **the application guidelines**.

## <Application Completion>

### Note for Application

Your application will be completed only after you complete the web application, pay the examination fee, and send by post the required documents by the deadline. Even if you have completed the web application, if the required documents do not arrive at Gifu University by the deadline, your application becomes invalid.

Please make sure to check the deadline in **the application guidelines**.

Web application is possible 24/7, but please prepare and submit the documents well before the deadline.

# STEP

# 7



## Print the Examinee's Registration Card

When the application is accepted and the examinee's registration card is able to be printed, you will be notified it through the e-mail address you have registered. If you do not receive the e-mail, please login to the Web application site by the day before the examination, print the card out on an A4 paper, single-sided in color, and bring this with you on the day of the examination.

