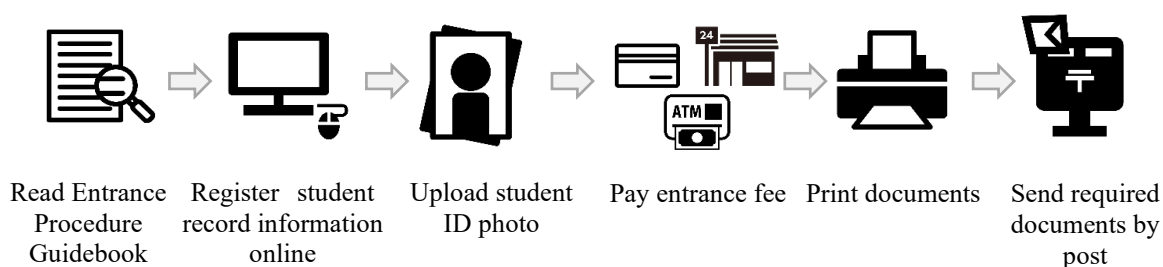


Information on Entrance Procedures For Incoming Graduate School Students Accepted to Chiba University for the October 2025 Academic Year

Congratulations on your acceptance to Chiba University.

To complete the University entrance procedures, register your student record information online using the Entrance Procedure System, pay the entrance fee, and send the required documents by post.

◆Entrance procedures flow.



◆Documents needed for entrance are usually submitted by post.

If circumstances make it difficult to submit the documents by post, contact the office in charge of your graduate school in advance and follow their instructions.



Entrance procedures period

The Entrance procedure System can be used from 3:00 p.m. on the first day until 3:00 p.m. on the last day of the entrance procedure period.

October 2025 Enrollment

Graduate school	Program	Option	Entrance procedures period
Graduate School of Science and Engineering	Master's Program	General Selection October 2025 Admission	Sep5 (Fri) to 12 (Fri), 2025
		Japanese Government/MEXT Scholarship International Students Special Selection October 2025 Admission 1st Selection	Sep5 (Fri) to 12 (Fri), 2025
		Japanese Government/MEXT Scholarship International Students Special Selection October 2025 Admission 2nd Selection	Sep5 (Fri) to 12 (Fri), 2025
		Double Degree Program Special Selection October 2025 Admission 1st Selection	Sep5 (Fri) to 12 (Fri), 2025
		Double Degree Program Special Selection October 2025 Admission 2nd Selection	Sep5 (Fri) to 12 (Fri), 2025
		General(Department of Quantum Life Science)	Sep5 (Fri) to 12 (Fri), 2025
		Admission Selection Privately Financed International Students (Science fields)	Sep5 (Fri) to 12 (Fri), 2025
	Doctoral Program	General 1st Selection October 2025	Sep5 (Fri) to 12 (Fri), 2025
		General 2nd Selection October 2025	Sep5 (Fri) to 12 (Fri), 2025
Graduate School of Informatics	Doctoral Program	General 2nd Selection (October 2025 Admission)	Sep5 (Fri) to 12 (Fri), 2025

Read the information carefully and make sure nothing has been omitted. **It will be considered as a decline in enrollment if you do not complete the entrance procedures before the end of the specified period.**

I Reading the Entrance Procedure Guidebook

To get started with entrance procedures, read the Entrance Procedure Guidebook available from the entrance procedures page of Chiba University's website. This Guidebook is a more in-depth version of the information provided here.

◆ **Entrance procedures page of Chiba University website**

https://www.chiba-u.ac.jp/students/entrance/entrance_procedures.html



II Entrance procedures flow and period

1. Register your student record information using the Entrance Procedure System

Period of system availability: From 3:00 p.m. on the first day of the entrance procedure period to 3:00 p.m. on the last day of the period

You will be able to log in to the Entrance System once the entrance procedure period has started.

Use the candidate's number, date of birth, and *security code to be notified by the university provided to you by the University to log in to the system, and then follow the instructions shown to enter your information.

*The security code is printed on your acceptance letter.

Note that you will not be able to log in to the system before the start date and time specified for each selection process, such as the graduate school that you were accepted into.

You also won't be able to enter any information after the Entrance procedure System's registration period has ended. Be sure to register early with plenty of time to spare.

◆ **The Entrance procedure System**

<https://www.exam.chiba-u.jp/chiba-u/enrollment/login>



◆ **Website describing how to use Entrance procedure System**

<https://www.exam.chiba-u.jp/guidance/enroll-chiba-u/>



Support line for questions about using the Enrollment System
Toll-free phone number (available only in Japan) 0120-752-257 (9:00-20:00)

Entering your name in kanji characters

Due to the specifications of the Entrance Procedure System, some characters cannot be entered. Please follow the steps below if you are unable to enter your name in kanji characters when entering your student record information.

- (1) Enter an alternative character in order to proceed with the procedure.
- (2) Print out a Notification of Correction of Student Name (Kanji), which is available on the University website entrance procedures page. Enter the necessary information, and submit it along with your other entrance procedure documents.

* An alternative character will be used for any kanji character that the University system is unable to display.

2. Upload student ID photo

The photo will be used as your student ID photo after enrollment while you are enrolled in the school.

3. Pay the entrance fee

Select a payment method from 'Payment procedures' in the Entrance Procedure System and pay the entrance fee. Service usage fees are to be paid by the sender. Also, the payment method cannot be changed after the payment is completed.

▼ **Service usage fee** *Payment of the entrance fee is outsourced to Paygent Co., Ltd.

Payment by credit card 6,500 yen

Payment at a convenience store, bank ATM (with Pay-easy), or via online banking 1,250yen

If you want to request an exemption or deferral of the entrance fee, select 'Entrance fee exemption' or 'Entrance fee deferral' from 'Payment procedures,' and click 'Apply' to continue the procedure.

Note that the entrance fee will not be refunded under any circumstances after the payment procedure has been completed.

Those who have entered the required information in the enrollment procedure system, uploaded their photos, and completed the payment of the admission fee (including exemption application and deferral application) will be treated as prospective students.

If you wish to decline enrollment after paying the entrance fee, please do so by the designated date and time.

4. Submit entrance procedure documents

Entrance procedure document submission deadline: Documents must arrive by post no later than 4:00 p.m. on last day of entrance procedures period (Mandatory)

- (1) Print out the entrance procedure documents

After completing Steps 1 to 3 forementioned, use the Entrance procedure System to print your admission documents. **Also visit your graduate school's website to see if your school has any special requirements about documents you need to submit, and print out any necessary documents.**

- (2) Submit the entrance procedure documents

The documents printed as described in Step 1 should be placed in a single envelope and **sent by post for arrival no later than 4:00 p.m. on the last day of the entrance procedure period.** If circumstances make it difficult to submit the documents by post, contact the office in charge of your graduate school in advance and follow their instructions.

Ensure that there are no omissions, as any problems or omissions in your documents might prevent you from completing the entrance procedures and entering.

If your entrance procedure documents are incomplete, the University may contact you using the contact information registered in the Entrance Procedure System. In such case, please respond right away. (Weekdays between 8:30 a.m. and 5:00 p.m.)

III Payments

1. *Gakkensai* insurance premium

The University requires all students to be covered by an insurance policy provided by Japan Educational Exchanges and Services (JEES). The policy is known as *Gakkensai* in Japanese—Personal Accident Insurance for Students Pursuing Education and Research (with special provisions for commuting accidents and infectious disease). This accident insurance policy provides compensation in the event of physical injury from a sudden and unexpected external accident. *Gakkensai* coverage is a common requirement of universities in Japan.

◆ **Pay the premium online using the e-apply service.**

It will be available one week after the successful applicants are announced.

<https://e-apply.jp/ds/chiba-u-oln/public/login>



- (1) To log in, use the last two digits of your enrollment year (AD) followed by your exam number, along with your date of birth.
- (2) Amount of insurance premiums will be displayed after you log in.
- (3) A policyholder card will not be issued. Print and save the PDF receipt using the link provided in the payment completion email or from your My Page screen.

2. *Inbound Futai Gakuso* insurance premium

All international students are also required to be covered by an insurance policy that provides compensation in addition to the *Gakkensai* compensation. The policy is known as Comprehensive Insurance for Students Lives Coupled with *Gakkensai*, (shortened to *Inbound Futai Gakuso* in Japanese). This comprehensive policy provides year-round, 24-hour-a-day coverage for incidents that arise during the student's time at the University. It includes personal liability coverage for damages incurred by the student during an internship or part-time job, and compensation for rescuer expenses associated with a hospital stay. Type B also covers medical expenses incurred for outpatient treatment of an illness or injury, starting from the first day of treatment. The personal liability coverage includes a settlement negotiation service to ensure worry-free claims resolution for international students with limited Japanese language ability.

Two different policy types are available, Type A and Type B. Type B provides compensation for out-of-

pocket expenses paid directly to the healthcare provider if the policyholder is enrolled in Japan's National Health Insurance scheme and is in Japan for a stay of at least 3 months.

◆ **Complete the online signup procedure and then pay the premium at a convenience store in Japan.**

<https://tokiomarine.my.salesforce-sites.com/futaigakuso?id=001680Y>



Note that the premium needs to be paid in person in Japan no more than two weeks after completing the online signup procedure.

The policyholder card can only be sent to an address in Japan. If you still don't know what your address in Japan will be when signing up for the policy online, complete the signup procedure as soon as you have found out your address.

3. Tuition

The entrance procedures do not include paying tuition fees. After enrollment, please pay the tuition fees by direct debit. For details, please refer to "Tuition Direct Debit".

4. Other payments

Your graduate school may have its own additional fees.

IV Decline of enrollment

If you wish to decline enrollment after completing the entrance procedures please notify your graduate school as soon as possible after making the decision. The notice should not be later than the deadline below.

[October enrollment]

Notify your school no later than 5:00 p.m. on September 30 (Tue).

[Points to note when declining of enrollment]

- ✓ Students who have been admitted to the University but decide to withdraw from University enrollment after selecting (applying for) enrollment fee exemption or deferral in the Enrollment System will be considered to have withdrawn their application for enrollment fee exemption or deferral and must pay the enrollment fee right away.
- ✓ Requests for enrollment withdrawal can't be canceled once accepted by the University.

V Schooling assistance for students with disabilities or medical conditions

Feel free to contact the University if you have a disability or medical condition that is giving you concerns about your upcoming time at the University. While enrolled at the University, students can apply for counseling or support at any time. If you would like to start receiving support as soon as your time at the University starts, apply promptly after receiving your acceptance.

◆ **Chiba University website**

<https://www.chiba-u.ac.jp/students/support/shogaisoudan.html>

[Contact information for consultation and support]

Contact your graduate school's Student Affairs Unit, or the Student Counseling Office (Tel.: 043-290-2168).



Handling of personal information

The names, addresses and other personal information submitted by applicants to Chiba University are used by the University for the procedures leading to admission, for sending documents and notices needed when students start their time at Chiba University, and for statistical processing of entrance exam data.

Note that some of these tasks may be outsourced by the University to outside contractors.

When a task is outsourced, neither Chiba University nor the outsourced contractor will ever use the personal information of applicants beyond the scope needed to achieve the usage objectives above.

[Changes in submitted information]

Be sure to promptly notify your graduate school's Student Affairs Unit if any of the information you registered in the Enrollment System or submitted in a document changes after enrollment.

[Objectives]

Personal information submitted to Chiba University as information registered in the Enrollment System or in submitted documents will be used for the objectives below.

- (1) For enrollment procedures
- (2) For student record procedures (such as issuing student ID cards, managing student records, and procedures for leaves of absence, reinstatement, withdrawal and the like)
- (3) For class administration (such as course consultation, course registration/notification, class/training/exam management, grade processing/notification, determining graduation eligibility and awarding diplomas)
- (4) For creating and issuing diplomas and certificates
- (5) For creating surveys and statistical materials
- (6) For educational staff license applications
- (7) For tuition payment procedures
- (8) For general student guidance/advice, welfare benefits and extracurricular activities
- (9) To provide health checkups and other student health management
- (10) For library use
- (11) For job seeker assistance
- (12) For information services in areas such as international exchanges and study abroad programs
- (13) For recording and storing student records and grade information after graduation
- (14) For alumni associations and other University-affiliated groups
- (15) For communications from University offices
- (16) For tuition exemption procedures

[Personal information management]

All personal information registered in the Enrollment System is rigorously managed by the personal information administrators. Unauthorized access by outsiders and data leaks are prevented by taking the necessary control measures through organizations, personnel and technology.

[Providing personal information to third parties]

Personal information obtained by the University is generally not provided to a third party without the consent of the individual concerned.