



Guide to Pre-Admission Assistance for International Students

International students wishing to apply to some of Kyushu U's Graduate Schools must first request the pre-admission assistance from the Kyushu U Pre-admission Support Desk (PSD).

Why? It is a standard practice among Japan's research-intensive universities that prospective students, prior to their applying to such a university, must first find a "potential" supervisor who is willing to take them under his/her wing. Kyushu University is no exception.

But it can be a tricky business finding such a person unless you are already associated with a right group of people with right connections. The role of the **Kyushu U Pre-admission Support Desk (or PSD)** is to help you navigate through such a protracted process.

PSD is designed, among other things, to review your records and documents on behalf of your potential supervisor, thereby making it easier for the latter to consider your request to come in direct contact with you.

Who is eligible to use PSD's services?

In order to request PSD's services, you (1) have must have graduated or expect to graduate from a university outside Japan, and (2) wish to enroll as a degree-seeking student or a non-degree research student (3) at the graduate schools and/ or departments listed below.

- (i) **Human-Environment Studies**
- (ii) **Economics (ONLY those who wish to enroll as research students)**
- (iii) **Mathematics**
- (iv) **Department of Health Sciences at the Graduate School of Medical Sciences**
- (v) **Dental Science**
- (vi) **Pharmaceutical Sciences (EXCEPT those who have already found their supervisors on their own)**
- (vii) **Department of Library Science at the Graduate School of Integrated Frontier Science**

As a rule, the graduate schools listed below do NOT ask you to use PSD, but nonetheless SOME of their professors individually ask you to use PSD.

- (viii) **Graduate School of Science**
- (ix) **Graduate School of Systems Life Sciences**
- (x) **Graduate School of Engineering**

Don't confuse the pre-admission support with the formal admission procedure!

In reading the instructions from the next page on, we suggest that you try to keep these two things separate, namely (i) PSD's *pre-admission assistance* on the one hand and (ii) the *formal admission* administered by our graduate schools on the other. Remember: what you are about to do is to make a request to take advantage of PSD's *pre-admission assistance*. You may apply to the Grad School of your interest only after you found your potential supervisor with the assistance from PSD, and consult with him/ her when to apply.

I. Flow of Pre-Admission Assistance

What you have to do prior to requesting pre-admission assistance	<ol style="list-style-type: none">1. Visit the official website of the Graduate School of your interest to gather more information. The application instructions published by each School usually contain a list of researchers who could supervise you. Try to single out a Kyushu U researcher whom you would want as your supervisor (potential supervisor, hereafter) by going through the list. Schools & Centers KYUSHU UNIVERSITY (kyushu-u.ac.jp)2. You can find out more about your potential supervisors by using the following site. Academic Staff Educational and Research Activities Database
Request pre-admission assistance	<ol style="list-style-type: none">1. Go to the Pre-admission Support System portal and create your personal account. https://pss.kyushu-u.ac.jp/2. Once you receive the e-mail from PSD notifying that your account was successfully created, proceed to the URL indicated thereby and complete the request form. You will be asked to designate your potential supervisor.3. Upon completing the form, make your request by clicking on the “submit” button. You will then receive an email acknowledging that the request was made.4. You and PSD will continue to communicate until there is no factual gap in your request. Once all the information you have submitted checks out, you will receive an email confirming that your request is formally received, and is now ready to be forwarded to your potential supervisor.
Your request is considered	<ol style="list-style-type: none">1. Your potential supervisor considers your request, and decides whether he/she permits direct contact from you.2. He/she notifies PSD of his/ her decision.3. Please note that: After PSD officially received your request, it may take up to three to four weeks before you hear from us about your potential supervisor’s decision.
Start direct communication w/ your potential supervisor	<ol style="list-style-type: none">1. You will hear from PSD about your potential supervisor’s decision. If he/she permits you to get in contact with him/her directly, you may now begin doing so.2. At this point, your potential supervisor remains “potential” in full sense of the term. In order for you to apply to the graduate school of your interest, you will have to obtain his/ her preliminary consent to serve as your formal supervisor once you were admitted to that school.
Apply to the grad school of your choice	<ol style="list-style-type: none">1. After securing your potential supervisor’s preliminary consent, start the application process with the Grad School of your choice.2. Please note that it is your own responsibility to find out about the application procedures at the grad school you are interested in. Please make sure to consult with your potential supervisor about the application procedures, including the timing of application.

Kyushu U Pre-Admission Support System

<https://pss.kyushu-u.ac.jp/>

II. Documents required for pre-admission assistance

1. You, the person who intend to make a request for the pre-admission support (hereafter the “candidate”), must submit the following documents by uploading them to the Pre-admission support system as PDF files. Which documents to be submitted would depend on your academic background as specified below.
2. All documents must be submitted in Japanese or English. If any of the original documents was issued in a language other than these two, please attach a Japanese or English translation.

A. Required of all candidates

Documents to submit	Details
① Statement of Purpose	Use the official form that can be downloaded from PSD’s webpage. Pre-admission Support Desk (PSD)
② Academic Transcript	Has to be a copy of the official document issued by the university. If it contains a code for online verification, please make sure it is legible.
③ Language Certificate	If you have taken language tests such as JLPT, TOEFL, IELTS, and/ or TOEIC, please submit your official scores.

B-1. Required of candidates who have graduated from universities outside mainland China

Required of candidates who have already graduated

④ Degree certificate or diploma	Has to be a copy of the official document issued by the university ※For those who have completed a master’s program, the degree diploma/ certificate for both bachelor’s and a master's are required.
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Required of candidates who expect to graduate

④ Certificate of enrollment or of expected graduation	Has to be a copy of the official document issued by the university
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B-2. Required of candidates who have or will have graduated from universities in mainland China

Required of candidates who have already graduated

④ Certificate of graduation	Has to be a copy of the official document issued by the university with your photo. (N.B) For those who have completed a master's program, the certificates for both bachelor's and a master's are required.
⑤ Certificate of Degree	
⑥ Online Verification Report of Higher Education Degree Certificate	Visit the China Higher-education Student Information Online Verification System at: www.chsi.com.cn and follow the directions given there to download your Online Verification Report of Higher Education Degree Certificate.

Required of candidates who expect to graduate

④ Certificate of enrollment or of expected graduation	Has to be a copy of the official document issued by the university
⑤ Online Verification Report of Student Record	Visit the China Higher-education Student Information Online Verification System at www.chsi.com.cn and follow the directions posted there to download your Online Verification Report of Student Record.

【Caveats】

1. Candidates themselves are responsible for paying the fees for issuance of documents.
2. Personal information submitted to PSD will not be disclosed to the third party, except when the need arises to inquire about the test results submitted by candidates.

III. Inquiries

All inquiries about the pre-admission support should be addressed to:

Kyushu U Pre-admission Support Desk (PSD)
Email: pre-admission@jimu.kyushu-u.ac.jp

IV. FAQs on Pre-Admission Assistance

Q1. Is there a deadline for the pre-admission assistance?

No. However, it takes approximately three weeks from the time of application till you receive the result of your pre-admission result. Besides, you will need to allow yourself a reasonable amount of time to communicate with your potential supervisor. Once PSD gives a green light to your pre-admission request, get in touch with your potential supervisor, and discuss the exact timing of your application with him/ her.

Q2. May I ask PSD, not the Graduate Schools/ Departments I am applying to, for information on application deadlines, application forms, the program I am applying for, etc.?

No. Please direct such inquiries to your applying school. The websites of all our graduate schools have contact information, through which you should be able to get in touch with an admission officer. Here is the list of the departmental websites.

[Schools & Centers | KYUSHU UNIVERSITY \(kyushu-u.ac.jp\)](#)

Q3: How do I set about looking for the faculty member whom I would like to work with as my supervisor?

You may use the keyword search function etc., to come up with a possible list of potential supervisors from "[Academic Staff Educational and Research Activities Database](#)" and/or "[researchmap](#)." Please make sure that your research theme matches the research interests of the faculty member you would like to work with.

Q4. Is it possible to designate more than one faculty member when I apply for the pre-admission assistance?

No. Only one faculty member can be selected per application. If there are more than one faculty member you wish to designate, please select the one whose research interest best fits your own research theme.

Q5. What if I were NOT given a permission to contact my potential supervisor directly?

In that case, you may select a second faculty member your potential supervisor and re-apply for the pre-admission assistance.

Q6. What are the differences between degree students and non-degree (research) students at the graduate level.

【Degree Students】 Upon completion, degree students will be awarded graduate degrees (Masters and/or Doctorate).

【Non-degree students (in the case of Research Students)】 Research students are enrolled in the University to conduct research under the supervision of a faculty member, not to earn a degree or credits.

Q7. Do I need to make prior contact with the faculty member I would like as my supervisor before applying for the pre-admission assistance?

No. You must apply for the pre-admission assistance first (except the Graduate Schools of Science and Systems Life Sciences). Only after PSD gave you a permission to get in contact with your potential supervisor, you are allowed to contact him/ her directly.

Q8. May I submit a screenshot of my online notification if I am unable to prepare my language certificate immediately?

Yes. We would accept a screenshot of your online notification. However, please make sure that your name and ID number are included so that we can verify that it is your score.

Q9. What am I supposed to do after PSD informs me that I am permitted to get in touch with my potential supervisor?

Please contact your potential supervisor directly via e-mail. PSD will provide you with his/her e-mail address. Your potential supervisor might ask for additional information, and if he/ she did, please comply with his/her requests. You will be permitted to officially apply to the graduate school of your interest once your potential supervisor gave you his/ her consent to do so.

Q10. If I were allowed to contact my potential supervisor directly, does it mean that I have secured his/ her permission to apply to the graduate school I am interested in?

Not necessarily. It all depends on how well your subsequent communications (including an interview if applicable) go with your potential supervisor.