

University of Miyazaki Graduate School Enrollment Procedures Guide for the 2027 Academic Year

Please be sure to read this.

Congratulations on your success. When proceeding with the enrollment procedures at University of Miyazaki (hereinafter referred to as UoM), please read this guide carefully to avoid any defects or errors. Enrollment procedures at our university are conducted through registration and so on in the “Web Enrollment Procedures System”.

Contents

I. Enrollment Procedures.....	1	II. Entrance Ceremony.....	5
1. Enrollment Procedures Period.....	1	III. Other.....	6
2. Enrollment Procedures Details	2	1. About Health Checkups.....	6
(1) Procedures required for enrollment.....	2	2. About Support for New Students With Disabilities and Other Special Needs	6
(2) Procedures necessary for student life after enrollment.....	2	IV. Frequently Asked Questions	6
3. Enrollment Fee	3	V. Contact.....	8
4. Tuition	3	VI. Addresses	8
5. Enrollment Fee Exemption/Deferment and Tuition Fee Exemption System.....	4		
6. Insurance System	4		
7. About the Web Enrollment Procedures System.....	4		
(1) Notice of Enrollment Procedures Period Start (E-mail)	4		
(2) How to Use.....	5		
(3) Confirmation of Procedure Status	5		
8. Declining Enrollment.....	5		

I. Enrollment Procedures

Enrollment procedures at our university are conducted through registration and so on in the “Web Enrollment Procedures System”.

Successful applicants (those wishing to enroll) should confirm the necessary details for enrollment procedures and complete them within the enrollment period.

(Note) 1. Please note that the enrollment procedures period varies by graduate school.

(Note) 2. If the enrollment procedures are not completed within the specified period, it will be treated as a withdrawal from enrollment. No enrollment procedures will be accepted under any circumstances after the specified period has elapsed.

(Note) 3. Including registration in the “Web Enrollment Procedures System” and enrollment fee payment, it takes some time to complete the enrollment procedures. Please check the necessary procedures in advance in this guide and give yourself plenty of time for the procedures.

1. Enrollment Procedures Period

(1) First Recruitment Period

Graduate School	Enrollment Procedures Period (from the date you receive the e-mail notifying you of the start of the enrollment procedures period)
Graduate School of Nursing Science Graduate School of Health Sciences, (Master's Program in Nursing Science) Graduate School of Agriculture Graduate School of Regional Innovation Graduate School of Medicine and Veterinary Medicine Interdisciplinary Graduate School of Agriculture and Engineering	By 5:00 p.m. on October 30, 2026 (Friday) Please pay the enrollment fee by the morning of October 29 (Thursday) at the latest for payment confirmation.

Graduate School of Education Graduate School of Health Sciences (Master's Program in Psychological Science and Doctoral Program in Nursing Science) Graduate School of Engineering	By 5:00 p.m. on March 27, 2027 (Saturday) Please pay the enrollment fee by the morning of March 26 (Friday) at the latest for payment confirmation.
---	---

(2) Second Recruitment Period and After

From the date you receive the e-mail notifying you of the start of the enrollment procedures period until 5:00 p.m. on March 27, 2027(Saturday)
For the Graduate School of Agriculture, enrollment procedures must be submitted by 5:00 p.m. on Friday, March 26

2. Enrollment Procedures Details

(1) Procedures required for enrollment

Details	Target Persons	Deadline
Register pledge	Everyone	Enrollment procedures deadline
Consent to Handling of Personal Information of Students and Guardians, etc., Related to Education and Student Support.		
Consent regarding the enforcement of the Act on the Prevention of Child Sexual (Note) 1 Abuse		
Registration of student ID photo (Note) 2		
Payment of enrollment fee (Note) 3		
Submission of academic transcripts (Note) 4 Submission of graduation certificate or completion certificate	Applicants who were expected to graduate or complete their program at the time of application. Note that UoM undergraduate degree candidates and UoM graduate school degree candidates are exempt from submission.	Must arrive by March 27 (Saturday) by mail

(Note) 1. For graduate schools where practical training involving contact with children, etc. is a requirement for completion (Graduate School of Education, Graduate School of Health Sciences, Master's Program in Psychological Science)
the submission of a written pledge stating that the individual has no criminal record of sexual offenses is required, in addition to the consent form.

(Note) 2. Prepare a photo taken within the last three months: full-face, color, plain background, no hat, with space above the head, showing the tips of the shoulders, in JPEG format. Please crop it during registration. If wearing glasses, those with tinted lenses or lenses with reflections or shadows are not acceptable.

(Note) 3. Applicants requesting an exemption or deferral of the enrollment fee should not pay the fee and must complete the necessary application through the "Web Enrollment Procedures System". Please see Section 5, "Enrollment Fee Exemption/Deferment and Tuition Fee Exemption System" for details
For privately financed international students, the "Payment of Enrollment Fee" and "Registration of tuition payment method" screen will not appear in the "Web Enrollment Procedures System". Please do not pay the enrollment fee at this time and wait for further instructions from the university.

There are various points to note depending on the payment method. For details, please refer to **3.Enrollment Fee ②**.

(Note) 4. ⑥ and ⑦ require submission of documents by mail. Affix the address label printed from the "Web Enrollment Procedures System" to the front of a standard rectangular No. 2 envelope (240 mm × 332 mm).

Enclose the required documents, then mail the envelope via general registered mail/express mail at a post office counter.

(2) Procedures necessary for student life after enrollment

Details	Target Persons	Deadline
Registration of tuition payment method (Note) 1	Everyone	March 31 (Wednesday)
Registration of student information (Note) 2		(After determining your address after enrollment) Until new student orientation
Enrollment procedures for the Personal Accident Insurance for Students (Gakkensai) and Liability Insurance for Students (Gakkenbai)		March 27 (Saturday)

(Note) 1. Students wishing to apply for tuition exemption should also register.

(Note) 2. Please enter your address after enrollment.

Please confirm that the name displayed matches the name shown in your passport.

If there is any discrepancy or if your name has changed, please contact the Student Record Officer (refer to Section V. Contact Information on the final page).

3. Enrollment Fee

Enrollment fee: 282,000 yen

Using the "Web Enrollment Procedures System", select your payment method from credit card, convenience store, or Pay-easy (Reference: <https://www.pay-easy.jp/howto/>), and follow the instructions to make your payment.

Payment fees based on the payment method are required separately.

(Note) Points to note regarding convenience stores and Pay-easy

- Due to the time required for system updates at our university, please make your payment at 7-Eleven by the day before the enrollment procedures deadline, and at other convenience stores and Pay-easy by 2:00 p.m. on the enrollment procedures deadline day.
- After payment, please log in to the "Web Enrollment Procedures System" after a short period and ensure that the status on the procedure confirmation screen shows "Paid".

If there is a revision to the enrollment fee, you will be required to pay the revised enrollment fee.

The paid enrollment fee will not be refunded for any reason, except in the following cases.

- i. If you paid the enrollment fee but did not complete the enrollment procedures
- ii. If you accidentally paid the enrollment fee twice

*In principle, fees associated with refunds will be borne by the payer.

If you complete the master's course at this university's graduate school and continue to the doctoral program or the doctoral course, you do not need to pay the enrollment fee.

4. Tuition

Tuition will be paid by bank transfer (direct debit) after enrollment. Please complete the bank transfer procedures (registration for the UoM Web Bank Transfer Service) via the "Web Enrollment Procedures System". Students continuing from an undergraduate course or master's course at this university to a graduate school master's or doctoral program at this university who wish to continue using their existing bank account should register as "Account Transfer".

For tuition and direct debit dates for each semester, please refer to the information on the university website below.

<Publication Location>

UoM Top Page → Menu → Student Activities → Tuition, etc. → I. About Tuition, etc.

<https://www.miyazaki-u.ac.jp/manabi-jim/campus-life-info/school-and-admissionfee/post-24.html>

If there is a revision to the tuition, you will be required to pay the revised tuition.

If tuition is revised during your enrollment period, the new tuition will apply from the date of revision.

5. Enrollment Fee Exemption/Deferment and Tuition Fee Exemption System

If you face significant difficulty paying the enrollment fee or tuition (for the first semester of the 2027 academic year), an enrollment fee exemption, payment deferment, and tuition exemption are available. Applicants should carefully review the "Exemption Application Manual" at the URL below and be sure to apply via the "Web Enrollment Procedures System" during the enrollment procedures period. Please note that the application deadline is the last day for the enrollment procedures.

*For privately financed international students, the university will provide information on how to apply for an enrollment fee exemption at a later date. If you wish to apply, please follow the prescribed procedures to make your application.

*Applicants for enrollment fee exemption, payment deferment, or tuition exemption will have payment deferred until notification of results. Therefore, please do not pay the enrollment fee or tuition (for the first semester of the 2027 academic year).

<Web Enrollment Procedures System Exemption Application Manual URL>

<https://www.miyazaki-u.ac.jp/manabi-jim/news/attention/2025/04/r820264.html>

In addition to applying through the "Web Enrollment Procedures System", it is also necessary to submit separate application documents. Please prepare your application according to the guidance on the university's website.

<Publication Location>

UoM Top Page → Menu → Student Activities → Tuition, etc. → I. About Tuition, etc. →

II. About Enrollment Fee and Tuition Fee Exemption

<https://www.miyazaki-u.ac.jp/manabi-jim/campus-life-info/school-and-admissionfee/post-22.html>

6. Insurance System

In order for students to have a safe university life, it is necessary to prepare for any accidents that may occur.

From the first year to the final year, you will be involved in various learning activities such as experiments and practical training both on and off campus, as well as internships outside the university.

To participate in these activities, you are asked to enroll in insurance that covers both damage compensation for you yourself and liability for damages to others.

If you do not enroll in some form of insurance, you may not be allowed to participate in various activities.

Our university provides information on a nationwide unified compensation system called Personal Accident Insurance for Students (Gakkensai) and Liability Insurance for Students (Gakkenbai), which offer relatively low-cost insurance premiums, in preparation for injuries (excluding illnesses) to students themselves or claims for damages to third parties.

*Insurance enrollment requirements vary depending on the faculty, graduate school, or program. Please be sure to enroll in the appropriate insurance plan in accordance with the instructions provided.

<https://www.miyazaki-u.ac.jp/manabi-jim/campus-life-info/campus-life/student-insurance/r.html>

*Those who wish to enroll should complete the procedures through the "Web Enrollment Procedures System". Also, after payment, please log in to the "Web Enrollment Procedures System" after a short period and ensure that the status on the procedure confirmation screen is displayed as "Paid"

<Reference> UoM Top Page →

Menu → Student Life / Employment → Student Life Information → Other Student Life Information → Insurance for Students

<https://www.miyazaki-u.ac.jp/manabi-jim/campus-life-info/campus-life/student-insurance>

7. About the "Web Enrollment Procedures System"

Please access the URL below and follow the on-screen instructions to complete each procedure.

<Web Enrollment Procedures System URL> <https://nyugaku.of.miyazaki-u.ac.jp/student/login>

(1) Notice of Enrollment Procedures Period Start (E-mail)

We will notify you by e-mail when the enrollment procedures period begins.

When you receive a notification about the start of the enrollment procedures period at the e-mail address used for the Web application, please log in from the above URL and start the procedures.

E-mails from the Web Enrollment Procedures System will be sent from "n-system@miyazaki-u.ac.jp". Please check your settings in advance to ensure you can receive them.

(2) How to Use

For detailed operating instructions, please refer to the separate "Web Enrollment Procedures System Manual for Successful Applicants". Please note that the "Web Enrollment Procedures System Manual for Successful Applicants" covers all enrollment categories and therefore includes sections not applicable to graduate school applicants (such as those intended for undergraduate student enrollment). Please check the procedures you need to complete in Section 2 "2 Enrollment **Procedures Details**," of this guide and refer to the corresponding pages.

(3) Confirmation of Procedure Status

Please make sure to check the progress status in the "Confirmation of Procedure Status" menu. If the procedure status under your examination number is "Completed" or "Major Procedures Completed," then the necessary enrollment procedures have been completed within the enrollment procedure period.

However, if it is "Major Procedures Completed", there are still procedures that need to be completed, so please check the individual procedure status and complete them by the specified deadline.

Also, during the enrollment procedures period, notifications regarding enrollment procedures may be sent to the e-mail address used for the Web application, so please check the status of incoming e-mails.

8. Declining Enrollment

If someone who has completed the enrollment procedures at this university wishes to decline enrollment for personal reasons, they must submit a request to decline enrollment (using the designated form available from the student affairs office of the respective graduate school on the last page) to the graduate school to which they successfully applied by March 31 (Wednesday) and obtain permission from the university.

(NOTE) Please note that the enrollment fee will not be refunded for any reason after the enrollment procedures are completed. (See Section 3)

(NOTE) Please note that submitted documents cannot be returned for any reason after the enrollment procedures are completed.

II. Entrance Ceremony

Date and Time: April 5, 2027 (Monday) at 10:00 a.m.

Location: Phoenix Seagaia Resort, Seagaia Convention Center, 4F Summit Hall

Address: Hamayama Yamazaki-cho, Miyazaki City

(Transportation and access: <https://www.seagaia.co.jp/access/>)

(Note) 1. Reception for new students will be held on the second floor of the venue from 9:00 a.m., so please make sure to complete registration and entry by 9:50 a.m.

2. If you are unable to attend the entrance ceremony, please be sure to contact the student affairs office of your graduate school listed on the last page in advance.

3. Details of the entrance ceremony will be announced on the university's website (<https://www.miyazaki-u.ac.jp>) around late February, so please be sure to check.

<Contact for inquiries regarding the entrance ceremony> UoM General Affairs Department, General Affairs and Public Relations Division, General Affairs Section TEL: 0985-58-2854

◎ Information on direct buses to the entrance ceremony venue (Fee required, advance reservation system)

On the day, direct buses to the entrance ceremony venue will be operated by the UoM Co-op.

Departure Location:

- UoM Kibana Campus
- Kiyotake General Branch Office, Miyazaki City

For details, please check the UoM Co-op 2027 Entrance Examinee and New Student Support Site below.

Reservations are expected to start around mid-January

<https://coop.kyushu-bauc.or.jp/miya-coop/newlife/index.html>

<Contact for direct bus inquiries> UoM Co-op TEL: 0985-58-0612

III. Other

1. About Health Checkups

To monitor students' daily health condition and detect illnesses early, health checkups will be conducted after enrollment. Please check the schedule (scheduled for posting around December) on the Health Care and Safety Center website (<https://www.miyazaki-u.ac.jp/anzen/>) and be sure to attend. Please note that the checkup card and urine sampling container required for the health checkup will be distributed during the new student orientation.

<Contact> UoM Health Care and Safety Center T E L: 0985-58-3423

2. About Support for New Students With Disabilities and Other Special Needs

Students with disabilities or other conditions who require considerations in their studies may apply for support. If you are planning to apply or considering applying, please contact us below. Depending on the content, it may take time to respond, so please contact us as soon as possible.

(1) Contact Information

UoM Disabled Student Services Office

T E L: 0985-58-7668

F A X: 0985-58-7670

E-mail: s-support@miyazaki-u.ac.jp

M a i l: 1-1 Gakuenkibanadai Nishi, Miyazaki 889-2192 Japan

U R L: <https://www.miyazaki-u.ac.jp/accessibility/>

(2) Consultation Method

The main items required for consultation are shown below from A to F.

As a result of the consultation, a doctor's medical certificate or similar documentation may be required when applying for support.

Additionally, the university may conduct interviews with the individual or with relevant parties who can speak on their behalf.

A. Name, faculty, department (program, course, major)

B. Type and degree of disability

C. Matters for which consideration is requested in study

D. Consideration provided at the student's school of origin

E. Daily life situation

F. Address and contact phone number

	Consultation Examples
① Visual impairment	Even with the use of magnifying glasses or similar devices, visual recognition of ordinary characters, figures, etc., is impossible or difficult.
② Hearing impairment	Even with the use of hearing aids or similar devices, it is impossible or difficult to understand normal speech.
③ Physical disability	1. Due to physical disability, basic daily activities such as writing are impossible or difficult. 2. Due to physical disability, constant medical observation and guidance are required.
④ Frailty	1. Chronic respiratory diseases, kidney diseases, neurological diseases, malignant neoplasms, and other diseases requiring medical treatment or lifestyle restrictions. 2. Due to physical frailty, restrictions on daily activities are required.
⑤ Developmental disability	Individuals requiring considerations due to autism, Asperger's syndrome, pervasive developmental disorders, learning disabilities, attention deficit
⑥ Other	Individuals other than ① to ⑤ who require special consideration

IV. Frequently Asked Questions

Q. I don't know where files output from the "Web Enrollment Procedures System" are saved on my smartphone.

A. Please refer to the following device-specific guide.

For iPhone and iPad users: [Apple's guide] <https://support.apple.com/ja-jp/102570>

For Android users: File saving locations may vary depending on the Android device model. Please try searching according to the following examples based on your device model. Please search online for "[Your device model name] file storage location". In the settings menu, open a file management app (e.g., File Manager, My Files, etc.) and check the "Recent" or "Downloads" section.

If you are unsure of the specific steps or require additional support, please contact the support center for your device model.

Q. I haven't received the e-mail announcing the start of the enrollment procedures period.

A. It is sent to the e-mail address you provided during your online application. Please check your spam or junk mail folder to see if it has been delivered there.

Q. I want to confirm that the enrollment procedures have been completed without any problems.

A. Please check in the "Confirmation of Procedure Status" menu of the "Web Enrollment Procedures System".

(Reference: Section 7 (3)Confirmation of Procedure Status)

V.Contact

Responsible Division/Section (Phone Number/E-mail)		Reception Hours: Weekdays 9:00 a.m. to 5:00 p.m.
Enrollment Fee and Tuition Exemption Section	Student Support Division Economic Support Section	0985-58-7976
Scholarships	Same as above	0985-58-7140
Personal Accident Insurance for Students and Liability Insurance for Students	Same as above	0985-58-7882
Related to student dormitories	Student Support Division Student Support Section	0985-58-7142
Related to enrollment fee and tuition payment	Finance Division Cashier Section	0985-58-7122
Related to student information	Educational Support Division Educational Planning Section	E-mail: gakukyo@miyazaki-u.ac.jp
Other than the above	Organization for Learning and Student Development General Affairs Section	0985-58-7427 E-mail: gakusomu@miyazaki-u.ac.jp

Student Affairs Offices for Each Graduate School

Graduate School	Student Affairs Office	Telephone Number
Graduate School of Education	Academic Affairs and Student Support Section, Faculty of Education	0985-58-2890
Graduate School of Health Sciences Graduate School of Medicine and Veterinary Medicine	Department of Medical Education and Career Development Student Support Section, Faculty of Medicine	0985-85-9190
Graduate School of Engineering	Academic Affairs and Student Support Section, Faculty of Engineering	0985-58-7979
Graduate School of Agriculture	Academic Affairs and Student Support Section, Faculty of Agriculture	0985-58-7152
Interdisciplinary Graduate School of Agriculture and Engineering	Academic Affairs and Student Support Section, Faculty of Engineering	0985-58-7870
Graduate School of Regional Innovation	Academic Affairs and Student Support Section, Faculty of Regional Innovation	0985-58-7847

VI.Addresses

[Kibana Campus] 1-1 Gakuenkibanadai Nishi, Miyazaki City 889-2192

Faculty of Education, Faculty of Engineering, Faculty of Agriculture, Faculty of Regional Innovation

Graduate School of Education, Graduate School of Engineering, Graduate School of Agriculture, Interdisciplinary Graduate School of Agriculture and Engineering, Graduate School of Regional Innovation

Student Support Division, Finance Division Cashier Section, Educational Planning Section, Organization for Learning and Student Development General Affairs Section

[Kiyotake Campus] 5200 Kihara, Kiyotake-cho, Miyazaki City 889-1692

Faculty of Medicine, Graduate School of Health Sciences,
Graduate School of Medicine and Veterinary Medicine

[Nishikihonmachi Hinata Campus] 4-5 Nishikihonmachi, Miyazaki City 880-0818

The main campuses of the university are the Kibana Campus and Kiyotake Campus, but depending on the curriculum, some courses are scheduled to be held at the Nishikihonmachi Hinata Campus. Depending on the class schedule, there may be a need to move from the main campus. For details, please refer to the university's website and other announcements.

(Note) Regarding the Handling of Personal Information

- 1) Personal information will be handled in accordance with the Act on the Protection of Personal Information and the Regulations on the Protection of Personal Information at the UoM.
- 2) Personal information submitted during the enrollment procedures will be handled in accordance with "Handling of Personal Information of Students and Guardians, etc., Related to Education and Student Support".