

Guidelines for Online Submission to the Intellectual Exchange and Innovation Program (IEI Program) with the MEXT scholarship

Preparation for using the online submission system

Before using the online submission system, please carefully prepare the digital data of the necessary documents. Applicants who apply for the MEXT scholarship categorized as D-a need to submit at least 5 types of documents (See also the application guidelines shown in our website).

Table A list of documents to be submitted via the IGSES Online Submission System

#1	Application form (Form D-1)	Requisite
#2	Research proposal	Requisite
#3	Abstract of your master thesis	Requisite
#4	<ul style="list-style-type: none"> ✓ Academic transcripts for both master and bachelor degrees that quantitatively indicate your academic performance evaluation (e.g., grade point average, GPA) ✓ Certificates indicating the completion of your undergraduate and graduate studies 	Requisite
#5	Your English test/exam certificate	Requisite, if you are not from countries listed in the 2016 guidelines
#6	Copy of your passport (photograph and information page)	Requisite
#7	An invitation letter from an IGSES faculty member	optional

- ✓ Each type of the above documents must be bundled into one file either MS Word, PDF or jpeg image. Therefore at least 5 files are required.
- ✓ The file size of each file must be smaller than 5MB.

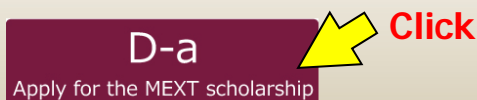
1: Click the button "D-a".

Online Submission to the Intellectual Exchange and Innovation Program(IEI Program) 2016

[First of all, please carefully read the guidelines for this Online Submission System.](#)

The admission process of the IEI Program is classified into two categories according to whether applicants want to apply for the scholarship supported by the Ministry of Education, Culture, Sports, Science and Technology (MEXT) (D-a) or not (D-b).


Please click the below button for making your account or uploading your application documents.



2: Click the button "Create an account"

Create an account **Login**

If you don't have an account, set up a new account. Sign in if you already have an account.

Create an account  **Click**

Login ID (your email address) :
[input field]

Password:
[input field] **Login**

[Forgot your password?](#)

3: Make an Account


The following form will appear, please input the required information in each field. Then click the "Make an account" button.

Step 1: Input your account information

Please enter the following information, then click "Make an account"

Note: Fields marked with a * are required.

Family Name *	[input field]
First Name *	[input field]
Middle Name	[input field]
Home Country *	Select Country [dropdown]
Gender *	<input type="radio"/> Male <input type="radio"/> Female
Age as of April 1, 2016 *	[input field] You should be under 35 years.
Undergraduate study *	Name of institution: [input field] Type of degree: Bachelor of engineering [dropdown]
Graduate study *	Name of institution: [input field] Type of degree: Master of engineering [dropdown]
Current status *	<input type="radio"/> Graduate student <input type="radio"/> Academic staff <input type="radio"/> Working in a company <input type="radio"/> Others Name of university/ Place of employment [input field]
E-mail Address *	[input field]
Confirm Email Address *	[input field]
Password *	Password must be at least 6 but no more than 13 characters in length. [input field] For a check [input field]

Make an account  **Click** **Reset**

4: Upload Files

By clicking the “make an account” button, the next form for uploading your files will appear.

If you are not ready to upload your files, you can logout, and login again by using the account ID which you previously made.

If you want to upload the application files, please select the file names for upload.

By clicking the “SAVE” button, the data will be saved on the Kyushu University server.

Here is a sample image shown for applicants in this process.

Step 2: Upload the application documents

Please upload your application data, and click “save” button.

All documents marked with an asterisk (*) are required for the completion of your online submission.

The file size of each file must be smaller than 5MB.

#1 Application form (Handwritten form is not accepted.)※	<input type="button" value="ファイルを選択"/> 選択されていません
#2 Research proposal ※	<input type="button" value="ファイルを選択"/> 選択されていません
#3 Abstract of your master thesis ※	<input type="button" value="ファイルを選択"/> 選択されていません
#4 Academic transcript/ Certificate of completion or expected completion ※	<input type="button" value="ファイルを選択"/> 選択されていません
#5 English test/exam certificate if you are not from countries listed in the section 4 of 2016 guidelines	<input type="button" value="ファイルを選択"/> 選択されていません
#6 A copy of your passport ※	<input type="button" value="ファイルを選択"/> 選択されていません
#7 An invitation letter from an IGSES faculty member (optional)	<input type="button" value="ファイルを選択"/> 選択されていません

Click to confirm the files for the upload

After clicking the “SAVE” button, the information which you typed and uploaded will appear.

If the data displayed is correct, click the “CONFIRM” button shown below the table.

If not, please click the link “<<BACK”.

5: Submit your Files to the Student Affairs Division of IGSES

After all the required files have been saved on the server, the following message will appear.

If you are happy with the files you have just uploaded, please click the button “Submit the application documents”, after enabling the ‘Yes’ check mark.

The files are saved on our server.


Note: The submission has not been completed.

In order to submit the files to IGSES office, please enable the "Yes" checkbox after reading the text.

I confirmed that the uploaded files are the correct data of my application documents.

Yes

By clicking the below button, the upload files are sent to IGSES office as the application submission, and you can not modify the account information, withdraw or replace the files anymore.
If you want to modify the account data, withdraw or replace the files, please login again from [here](#).



[Logout >>](#)

If some of the requisite documents (#1, #2, #3, #4, and #6) have not been uploaded, the following message will be shown.

IEI Program with the MEXT scholarship (D-a)

The files are saved on our server.

Note: The submission has not been completed.

Some of the required documents have not been uploaded.

To complete the submission, please go back and upload the residual documents. [<<Back](#)

[Logout >>](#)

You can return to the upload page by clicking the link “<<BACK” and upload the residual files. Alternatively, you can log out of this online system, and log in the system to upload files later. Here is a sample image shown for applicants in this process.

Step 2: Upload the application documents

Please upload your application data, and click "save" button.

All documents marked with an asterisk (*) are required for the completion of your online submission.

The file size of each file must be smaller than 5MB.

#1 Application form (Handwritten form is not accepted.)※	20151015-13:28:07-1.jpg <input type="checkbox"/> replace the file <input type="checkbox"/> delete
#2 Research proposal※	20151015-13:30:15-120.jpg <input type="checkbox"/> replace the file <input type="checkbox"/> delete
#3 Abstract of your master thesis ※	<input type="button" value="ファイルを選択"/> 選択されていません ← Select a new file
#4 Academic transcript/ Certificate of completion or expected completion ※	<input type="button" value="ファイルを選択"/> 選択されていません
#5 English test/exam certificate if you are not from countries listed in the section 4 of 2016 guidelines	<input type="button" value="ファイルを選択"/> 選択されていません
#6 A copy of your passport※	<input type="button" value="ファイルを選択"/> 選択されていません
#7 An invitation letter from an IGSES faculty member (optional)	<input type="button" value="ファイルを選択"/> 選択されていません

↘ By clicking this button, files will be temporarily saved in our server.

After clicking "Save" button, a list of files which you uploaded with your account information will be shown for confirmation.

Then, please click "Confirm" button for uploading files to the server. If you need to add or replace files, please click "Back".

6: Confirmation Message of the Submission Procedure

If the submission process has been successfully completed, the following message will appear, and an automatic confirmation email will be sent to your login email address. After this process, you will no longer be able to login using your email account.

In addition to the automatic confirmation email, the Student Affairs Division of IGSES will send another email to you after checking all the submitted materials for the final confirmation. If you didn't receive the confirmation email from the Student Affairs Division 1 week after the submission, please contact us at: igsesadmission@tj.kyushu-u.ac.jp

Now online submission has been completed.

This system will send a confirmation email to your login email. If you do not receive the confirmation email, please check any spam folders.

If you have any troubles, please contact us at igsesadmission@tj.kyushu-u.ac.jp.