

Guidelines for Online Submission

Preparation for using the online submission system

Before using the online submission system, please carefully prepare the following documents.

- 1) Application Form
- 2) Academic Transcript
- 3) English Language Transcript
- 4) A Letter of Invitation from a Kyushu University faculty member. (optional)

- ✓ All the appropriate documents must be bundled into one file either MS Word or PDF. Therefore at least 3 documents are required provided you are not exempt from the English language requirement.
- ✓ The file size of each document must be smaller than 10MB. A zip file cannot be accepted. So you should avoid including high resolution images in any of the documents.
- ✓ In addition to these 4 documents, you must ensure that the referee report forms with letters of reference from 2 academic referees reach the Green Asia office before the closing date by email or post from the referee. It is your responsibility to communicate with your referees to ensure that this happens.

Step 1

Click the button “Create an account”

The screenshot shows two main sections: 'Create an account' and 'Login'. In the 'Create an account' section, there is a button labeled 'Create an account' with a yellow arrow pointing to it. Below it, the text reads 'If you don't have an account, set up a new account.' In the 'Login' section, there is a heading 'Login' and the text 'Sign in if you already have an account'. Below this are two input fields: 'Login ID (your email address):' and 'Password:'. A 'Login' button is positioned to the right of the password field. Below the password field is a link that says 'Forgot your password?'.

Step 2: Make an Account

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

The screenshot shows a form titled 'Step 1: Account Information'. At the top, it says 'Note: Fields marked with a * are required.' and 'Please enter the following information, then click "Submit".' The form has several rows of input fields: 'Family Name *', 'First Name *', 'Middle Name', 'Home Country *' (with a dropdown menu), 'Gender *' (with radio buttons for Male and Female), 'E-mail Address *', 'Confirm Email Address *', and 'Password *'. A red circle is drawn around the 'First Name', 'Middle Name', 'Home Country', and 'Gender' fields, with the text 'Input your information' written in red across it. At the bottom of the form, there is a 'Make an account' button with a yellow arrow pointing to it, and a 'Reset' button to its right.

Step 3: 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.

Step 1: Account Information

Note: Fields marked with a * are required.

Family Name *	<input type="text" value="sakamoto"/>
First Name *	<input type="text" value="ryouma"/>
Middle Name	<input type="text"/>
Home Country *	<input type="text" value="JPN"/>
Gender *	<input checked="" type="radio"/> Male <input type="radio"/> Female
E-mail Address *	<input type="text" value="sakamoto@sakamoto.jp"/>
Confirm Email Address *	<input type="text" value="sakamoto@sakamoto.jp"/>
Password *	<input type="password" value="*****"/> <input type="password" value="*****"/> For a check

Replace a file

Step2: Upload the application documents *Maximum file size is 10 MB.

Application Form *	980.pdf [363KiB] <input checked="" type="checkbox"/> 変更 <input type="checkbox"/> 削除する
A copy of passport *	1380.pdf [7.1MiB] <input type="checkbox"/> 変更 <input type="checkbox"/> 削除する
Academic transcript *	1800.pdf [7.1MiB] <input type="checkbox"/> 変更 <input type="checkbox"/> 削除する
English language transcript	2100.pdf [7.1MiB] <input type="checkbox"/> 変更 <input type="checkbox"/> 削除する
An acceptance letter	<input type="button" value="ファイルを選択"/> 選択されていません

Delete a file

Select a file

*変更→Change of a file *削除する→delete

Step 4: Submit your Files to the Green Asia Office

After the 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 Green Asia office, please enable the "Yes" checkbox after reading the text.

Yes

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

By clicking the below button, the upload files are sent to Green Asia 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](#).

Step 5: 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 Green Asia office 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 Green Asia office 1 week after the submission, please contact us at: greenasia@ga.kyushu-u.ac.jp.

Submision completed

Thank you for the submission of your application documents. The files which you uploaded has been submitted to the Green Asia office.