Application Guidance Notes for Hokkaido Summer Institute (HSI) 2023

NOTE: Before applying, please read the application guidelines carefully.
For current student applicants:
> https://hokkaidosummerinstitute.oia.hokudai.ac.jp/en/applications/current_students/

For non-student applicants:
> https://hokkaidosummerinstitute.oia.hokudai.ac.jp/en/applications/non_students/

1. Preparation
To apply online, the following items are required.
1) Your e-mail address to be registered
The e-mail address you use to register your account will automatically be used for any e-mail communications between you and the HSI Managing Section, therefore please ensure that it is an e-mail address that you check regularly and will not be deactivated.
2) Your application information
Download a data entry form [EXCEL file] of your category* on the application guidelines webpage and fill out the form.
☞Application Guidelines> 3. Application Documents> 1) Application Form

> *Categories: Overseas current students/ Current students in Japan
>   Overseas Non-students/ Non-students in Japan

Your application information in the form should be transcribed on the application webpage.
3) Your facial photo [JPEG file]
4) Scanned copy of your application documents (certificates and passport/ID card) [PDF file]

2. Account registration
To apply for the Hokkaido Summer Institute program you will need to register an account at
https://hokkaidosummerinstitute.oia.hokudai.ac.jp/applications/admission.html. *This webpage opens at 12:00 on the first day and closes at 17:00 on the last day of the application period. [JST]
1) Before entering your e-mail address in the form, read "9. Handling of Personal Information" in the application guidelines and tick "Yes" to indicate that you agree with our policies.
2) Enter your e-mail address and click "New Registration."
3) An e-mail regarding how to complete the account registration process will be sent to your e-mail address.
4) Access the URL in the e-mail to set up your account.

Account Setup
アカウント設定

Please set a password (6 – 8 alphanumeric characters) for your login account, and select your student category.
ログイン時に使用するパスワード（英数字6〜8字）を入力し、カテゴリーを選択してください。
Before you move on, confirm which student category you belong to at the Application guidelines.
次へ進む前にご自身がどのカテゴリーに当てはまるか出願ページよりご確認ください。

←Set your password.

Password	password	☐ show password
Retype password	password	☐ show password
Category	- Please select -

- Please select -
Current Students from overseas institutions （海外学生）
Current Students from institutions in Japan （国内学生）
Non-Students from overseas （海外在住の社会人・非学生）
Non-Students from within Japan （国内在住の社会人・非学生）

←Choose your category.

Questionnaire
アンケート

Please take a few moments to fill out this questionnaire.
以下のアンケートにご協力願います。

←Answer the questionnaire.

How did you learn about the Hokkaido Summer Institute?
HSIはどこで知りましたか？

○ Hokkaido University website
北海道大学HP

→Click "Confirm" at the bottom of the webpage, and then your account registration is completed.

Confirmation of Account Registration
アカウント登録確認画面

Thank you for creating your account.
アカウントを作成いただきありがとうございます。
A confirmation e-mail has been sent to the address provided.
確認メールを登録されたメールアドレス宛に送信しました。

If you continue to work on your Application, please click "Application and File Upload."
出願を続ける場合は"Application and File Upload"ボタンをクリックしてください。

[Application and File Upload]

If you plan to apply at a later date, please click the URL in the e-mail or log in to the Applications website.
後日出願手続きを行う場合は、送信したメールアドレス内のURLをクリックするか出願申し込みページからログインしてください。

→Click "Application and File Upload" to proceed to application.

If you apply later, you can do so by logging in on the "Application for Admission" webpage.
https://hokkaidosummerinstitute.oia.hokudai.ac.jp/applications/admission.html

Application for Admission
出願手続き

New Account Registration
アカウントの新規登録

To apply, create an account.
Enter your e-mail address in the box below and click "New Registration." An e-mail with information on how to complete the account registration process will be sent to the address provided.
出願するには、アカウント登録が必須となります。メールアドレスを入力し、新規登録ボタンをクリックしてください。
入力されたメールアドレスにアカウント新規作成に必要な情報を送信します。

*Hokkaido University (HU) students do not have to submit applications.
*北大生はこのページから出願する必要はありません。
For more information, check the Information for HU students page.
詳細は北大生向け情報ページをご確認ください。

Please refer to our Handling of Personal Information page to read about how your submitted information will be handled by the university.
個人情報の取り扱いについてを参照の上、北海道大学に提供された個人情報をどのように使用するかご承知おきください。

I have read and agree with the policies above.
個人情報の取り扱いについてを確認し、個人情報を提供することを許可する。
□ Yes 許可します
You cannot proceed unless you agree.
同意いただけない場合は出願できません。

E-mail [example@mail.com]

[New Registration]

Login
ログイン

If you already have an account, enter your registered e-mail address and password and click "Login."
既にアカウント登録されている方は、メールアドレスとパスワードを入力の上、ログインしてください。

To confirm your application information, enter your registered e-mail address and password and click "Login."
出願情報を確認したい場合も以下よりログインしてください。

E-mail [summer4]
Password [••••••••] □ show password

[Login]

→Log in by your registered e-mail address and pw.

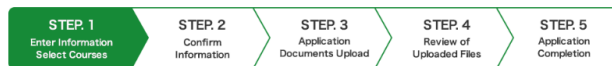After completing your application, you can confirm your application information by logging in here.

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3. Online Application

STEP1 Enter information/ Select Courses

Transcribe your application information of your data entry form in each field on the application webpage [STEP1.]
Complete your information input within an hour. To secure more time or suspend your input, click "Save Temporarily" at the bottom of the webpage.

←Enter(Transcribe) your application details in each field.

●Course selection

You can select courses from dropdown list of
-Advanced Research Course
-Global Liberal Arts Course
-HSI extension/professional program

You can select courses from the dropdown list of;
-Academic Fields
-Course title (A-Z)
-Course number

Click "add" to apply multiple courses.

← Course Search

Note:
Some courses are not open to Non-student applicants.
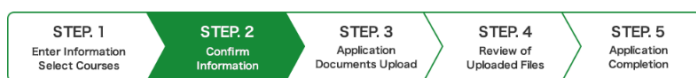Check the Eligibility on the course page.

→**Complete this section and click "Confirm" at the bottom of the webpage to proceed to the next step.**
To secure more time or suspend your input, click "Save Temporarily."

STEP2 Confirm Information

Confirm the information you have entered.

→**After you have confirmed your application information, click "Next" at the bottom of the webpage to proceed to the next step.**
To go back to STEP 1 webpage and modify your input, click "Prev."
To secure more time or suspend your input, click "Save Temporarily." You can modify it until the point you submit for application.
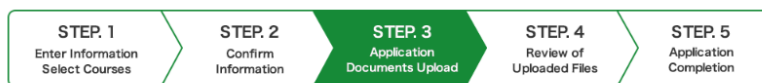
STEP3 Application Documents Upload

Upload the application documents prescribed in the application guidelines. If you do not have your passport at the time of application, it can be submitted at a later date.

Photo: JPEG File [under 4MB]
Certificates (all applicants: Mandatory) and passport(overseas applicants only)/ID card PDF File [under 4MB for each]

Pre-application for Admission (Non-Students in Japan)

| STEP. 1 Enter Information Select Courses | STEP. 2 Confirm Information | STEP. 3 Application Documents Upload | STEP. 4 Review of Uploaded Files | STEP. 5 Application Completion |

Application Documents Upload
出願書類のアップロード

Please upload the application documents No. 2-4 mentioned in the application guidelines.
*Please note: Screenshots from a webpage are not acceptable.
募集要項３．出願書類の２）-４）に記載されている書類をアップロードください。
*注：ウェブページのスクリーンショットの提出は認められません。

| **Photo** front-facing, upper body, no hat; 354 x 295 pixels | ファイルを選択 選択されていません (jpg, under 4MB) |
| **Copy of employment certificate or employee ID card** | ファイルを選択 選択されていません (pdf, under 4MB)
 If you are not currently employed or have no employment history, please mention it below. |

[Save Temporarily]

[Prev] [Confirm]

→Choose the file you wish to upload.

→After you have uploaded all documents, click "Confirm" at the bottom of the webpage to proceed to the next step.
To secure more time or suspend your input, click "Save Temporarily."

> **Note:**
> **Please check that you have uploaded the documents specified in the application guidelines.**
> **If you have not, your application will not be proceeded.**
>
> **Please ensure that;**
> -Your application documents **are written in English.**
>
> **(For current students)**
> -Your official certificate of student status shows **1) the date of enrollment and 2) the duration of study or the expected graduation date at home institution**.
> -Your official academic transcript shows **1) subjects, 2) grades, and 3) grading criteria for at least one academic year prior to the application**.
>
> -You have uploaded **the official English proficiency test certificate** if you are not a native English speaker. In addition, you have uploaded the Japanese proficiency certificate if you are not a native Japanese speaker and applying for HSI extension/professional programs in Japanese or Japanese grammar courses.

STEP4 Review of Uploaded Files

Confirm the files you have uploaded.

→**If the uploaded files are correct, click "Submit" to complete the application procedure.**
Please note that you cannot change your application information on the application webpage once submitted. Confirm your application details carefully before clicking "Submit".

STEP5 Application Completion

Once your application has been completed, you will receive a confirmation e-mail.
Please check your e-mail regularly as the HSI Managing Section (hokkaido_summer@oia.hokudai.ac.jp) may contact you if there are any concerns regarding your application. Please note that your application may not be accepted if you do not respond to our inquiry.
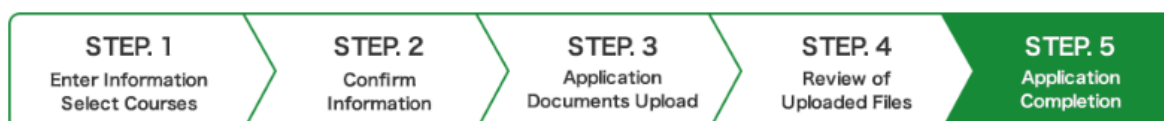

> **Note:**
> If you need to contact the HSI Managing Section about your application, please do so via your registered e-mail address at any stage of the application.

Note: for Non-students
Program fee payment is required to complete the application. Click the "Application Fee Payment" to pay the program fee in the payment system.