

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 ☐ show password
 Retype 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?
Hokkaido Summer Instituteを知りましたか?

☐ Hokkaido University website
北海道大学ウェブサイト

→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

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
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.

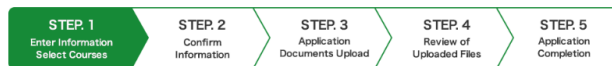
3. Online Application

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.

Pre-application for Admission (Non-Students in Japan)
出願情報入力



- *Please enter all fields in English or Japanese unless otherwise noted. Please note that applications filled in other languages will not be accepted.
- *Complete your information input within an hour. To secure more time or suspend input, click "Save Temporarily" at the bottom of the page.
- *You are required to upload your photo(jpg) and application documents(PDF) in the Step. 03.
- *For information about how we handle your personal information, please review "8. Handling of Personal Information" in the application guidelines.
- *特に指定のない限り、すべての項目を英語または日本語で入力してください。他の言語で入力されている申請は受理しませんので、ご注意ください。
- *情報は1時間以内に入力ください。記入内容を考慮する時間が必要な場合は、"Save Temporarily"ボタンをクリックしてください。
- *Step 3にて本人写真 (jpg) 、出願書類 (PDF) の提出が必要となります。
- *提供のあった個人情報について、どのように取り扱うかは募集要項"8. 個人情報の取り扱いについて"をご覧ください。

1. Personal Details

Gender ☐ Male ☐ Female ☐ X ☐ No Answer

Name

- Name in alphabet, as it appears on your passport

Family name

Given name

Middle name

HSI Application Form [For Overseas current students]

Personal details

Gender ☐ Male ☐ Female ☐ X ☐ No Answer

Name (Name in alphabet, as it appears on your passport)

Family / Given / Middle

Home in U.S. state (students outside U.S. to register with U.S. passport (If your ID no. is 2010000-0000000))

Country / Given / Middle

Only for Japanese: Family / Middle

Country / Given / Middle

Date of birth

Month / Day / Year

Nationality

Address

Address

Post code

Telephone number (including country code, no hyphens)

Email address

Overseas contact information in Japan

Which country or city will you stay just before traveling to Japan? (Add address)

Which is your application site? (Add address)

Emergency contact

Name

Address

Post code

Telephone

E-mail address

Alumni

Have you received a degree from Hokkaido University?

Yes / No

How many years / months did you study at Hokkaido University?

From / To

Phone number (U.S. number number)

Country

Phone number (Hokkaido University has no 10 digit 10 numbers)

Phone number

YAMA

Click here to save your information temporarily

Save Temporarily

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

●Course selection

2. Courses you wish to take

*Each course has a designated level. Before you submit your application, please check in the table below which level's courses you can take:

	Undergraduate students	Master's students	Ph.D. students
Undergraduate level	✓	✓	✓
Master's level		✓	✓
Graduate level		✓	✓
Ph.D. level			✓

You can select courses from dropdown list of

- Advanced Research Course
- Global Liberal Arts Course
- HSI extension/professional program

If you would like to check Courses page, please click [here](#).

Course 1

Course

On-campus Course

Course search (sort by academic fields / course A-Z / course ID)

- Course ID -

Course Name

(G001) Logic (Seminar) : Introduction to Logic 2022 (1) / (2)

Period

29/Aug/2022 - 02/Sep/2022

Please explain your motivation for applying this course.

add

You can select courses from the dropdown list of;

- Academic Fields
- Course title (A-Z)
- Course number

- Select academic fields -

- Integrated Humanity and Social Sciences
- Humanities
- Social Sciences
- Mathematics and Material Science fields
- Engineering fields
- Life Science and Biology fields
- Environmental Science fields
- Complex Science
- Academic Communication Literacy
- Career Management

- Course A-Z -

- Course ID -

- Course ID -

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.

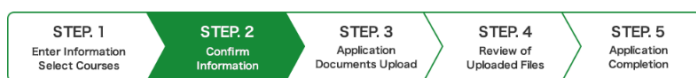
→Complete this section and click "Confirm" at the bottom of the webpage to proceed to the next step.
To secure more time or suspend your input, click "Save Temporarily."

STEP2 Confirm Information

Confirm the information you have entered.

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

出願情報入力確認



Is all the information correct?

You can save the information by clicking "Save Temporarily" at the bottom of the page and modify it until the point you submit for application.

Please click "Next" if you move on to the Step 03 (Application documents upload.)

入力内容は全て正しいでしょうか？

入力した情報は"Save Temporarily"ボタンをクリックすることで保存することが出来ます。入力内容に誤りがある場合は、願書を提出する前に修正ください。

次に進む場合は"Next"ボタンをクリックして、Step 3（出願書類のアップロード）に進んでください。

1. Personal Details

Gender	Male
Name	<ul style="list-style-type: none"> Name in alphabet, as it appears on your passport HSI Test Name in Chinese characters (kanji), as it appears on your passport [Only for Japanese] Full-width kana エイチエスアイ テスト
Date of Birth	01/Jan/1890
Nationality	Japan

→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.

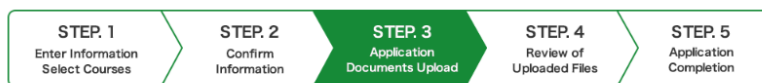
STEP3 Application Documents Upload

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)



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。**

→Choose the file you wish to upload.

Photo front-facing, upper body, no hat; 354 x 295 pixels	<input type="button" value="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	<input type="button" value="ファイルを選択"/> 選択されていません (pdf, under 4MB)
	<small>If you are not currently employed or have no employment history, please mention it below.</small> <input type="text"/>
<input type="button" value="Save Temporarily"/>	
<input type="button" value="Prev"/>	<input type="button" value="Confirm"/>

→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.

Application for Admission (Overseas Current Students)

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

Review of Uploaded Files

If the uploaded files are correct, please click "Submit" to complete the application procedure.
Once submitted, you cannot change your application information here.

Photo front-facing, upper body, no hat; 354 x 295 pixels	
Official certificate of student status (Showing the date of enrollment and the duration of study at your current home institution. Student ID card is not acceptable.) or Official certificate of acceptance (It should be issued by the home institution at the time of enrollment in HSI if you will graduate from your current home institution before the HSI program starts.)	82214004_2.pdf Click on the file name to open the file.
Official academic transcript (Showing subjects, grades, and grading criteria for at least one academic year prior to the application.)	82214004_3.pdf Click on the file name to open the file.
Official English proficiency test certificate or certificate of MI (Non-native English speaking applicants must submit score certificate listed below or Medium of Instruction certificate (MI) issued by the home university. TOEIC Listening & Reading, TOEIC IP, TOEFL iBT, TOEFL ITP, IELTS, The EIKEN Test in Practical English Proficiency, Duolingo.)	82224001_4.pdf Click on the file name to open the file. <div>ファイルを選択 選択されていません (pdf, under 4MB)</div>
Photocopy of your passport (Copy of student ID card with photo for applicants who plan to take courses fully online.)	<div>ファイルを選択 選択されていません (pdf, under 4MB)</div>

Prev

Submit

→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.

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 Completion

Thank you for your application to the Hokkaido Summer Institute program.

A Confirmation e-mail has been sent to your registered e-mail address.

As Hokkaido Summer Institute Managing Section may contact you by e-mail if there are any concerns regarding your application, please check your e-mail regularly. Please note that your application may not be accepted if you do not respond to our inquiry by the designated deadline.

Applicants will be notified of screening result via e-mail.

For the steps and schedules after the online application, please refer to "7. Steps after Submitting the Online Application" in the [application guidelines](#).

Your submitted documents can be viewed by logging in to the [Applications website](#) again.

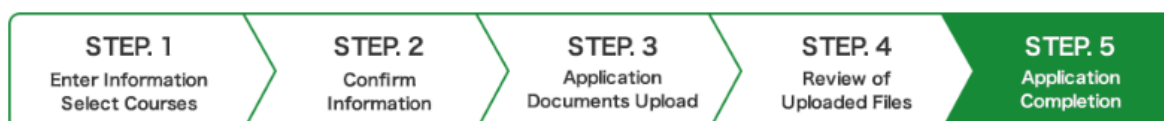
Note:

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.

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



出願情報を登録いたしました。

受講料をお支払い頂くことで出願完了となります。

"Application Fee Payment"ボタンから受講料のお支払い手続きを行ってください。

Application Fee Payment