

Application Guidance Notes for Hokkaido Summer Institute (HSI) 2021

NOTE: Before applying, please read the application guidelines carefully.

For current student applicants:

https://hokkaidosummerinstitute.oia.hokudai.ac.jp/applications/current_students/

For non-student applicants: https://hokkaidosummerinstitute.oia.hokudai.ac.jp/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]

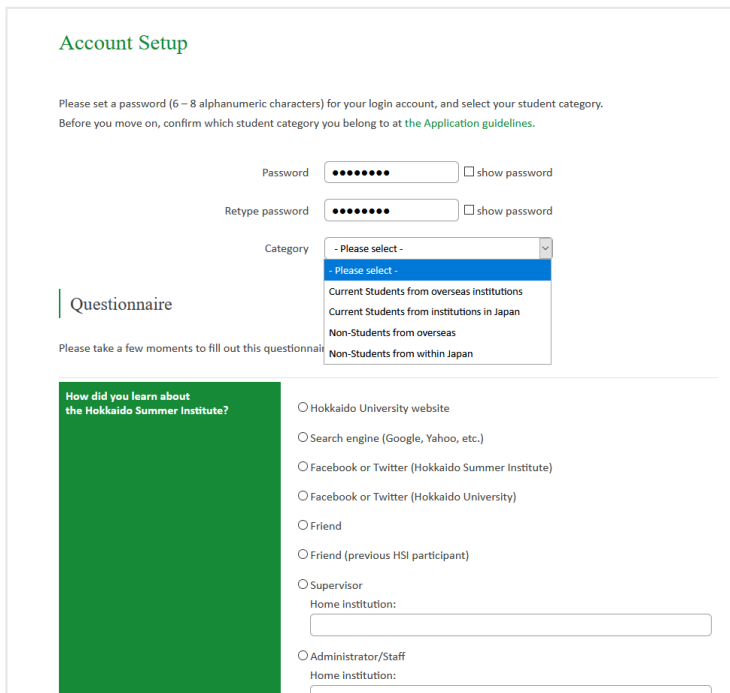
4) Scanned copy of your application documents (certificates and passport/ID card) [PDF file]

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 [pre-application for non-students] 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.



←Set your password.

←Choose your category.

←Answer the questionnaire.

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

Confirmation of Account Registration

Thank you for creating your account.
A confirmation e-mail has been sent to the address provided.

If you continue to work on your Application, please click "Application and File Upload."

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](#).

→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

New Account Registration

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.

*Hokkaido University (HU) students do not have to submit applications.

For more information, check the [Information for HU students page](#).

Please refer to our [Handling of Personal Information page](#) to read about how your submitted information will be handled by the university.

I have read and agree with the policies above.

Yes

You cannot proceed unless you agree.

E-mail

New Registration

Login

If you already have an account, enter your registered e-mail address and password and click "Login."

To confirm your application information, enter your registered e-mail address and password and click "Login."

E-mail

Password show password

Login

If you have forgotten your password, [click here](#).

→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.

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

*Please enter all fields in English unless otherwise noted.
 *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 "9. Handling of Personal Information" in the application guidelines.

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:
- Name in Chinese characters (kanji), as it appears on your passport (If your name has Chinese characters.)
 - Family name:
 - Given name:
 - Middle name:
- [Only for Japanese] Full-width kana
 - Family name:

HSI Application Form [For Overseas current students]

Please enter all fields in English unless otherwise noted.

Personal details

Gender: Male Female X No Answer

Name: _____
(Family / Given / Middle)

Name in Chinese characters (kanji), as it appears on your passport
(If your name has Chinese characters.)

(Family / Given / Middle)

Only for Japanese[Full-width katakana]

(Family / Given / Middle)

Date of Birth: _____ Nationality: _____
DD MM YYYY

Address: _____
 Town/City: _____ Post code: _____
 Country/state: _____

Telephone number (including country code, no hyphens): _____

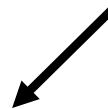
Email address: _____

Situation before travelling to Japan
(Which country or city will you stay just before travelling to Japan/Hokkaido?)
 *Only for applicants who plan to come to Japan and take face-to-face courses.

Emergency contact
 Full name: _____
 Relationship: _____
 Address: _____
 Town/City: _____ Post code: _____
 Country/state: _____
 Telephone number: _____
 E-mail address: _____

Alumni
 Have you previously studied at Hokkaido University? Yes No
 If you checked YES, please enter your student number. Number: _____
 If you studied at Hokkaido University but do not know the number, please check here.

HSI
 Do you want HSI to make visa arrangement? Yes No 海外学生のみ



←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			✓

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

Course 1

Course search (sort by course category / course A-Z / course number)
 Humanities

Course Name
 (U013) International Archaeological Field School in Rebun Island (for Undergraduate st

Period
 01/Aug/2021 - 22/Aug/2021

Course format
 On-campus or Online

Which course format would you select?
 On-Campus Online

Please explain your motivation for applying this course.
 Reasons

add

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

Select the desired course delivery mode in case the course format is "On-campus or Online".

Click "add" to apply multiple courses.
 ← Course Search

Note:
Some courses are not open to Non-student applicants. Check the available course list for Non-student applicants on the application guidelines webpage.

→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]

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

Application Documents Upload

Please upload the application documents No. 2-7 mentioned in the application guidelines.
***Please note: Screenshots from a webpage are not acceptable.**

Photo
front-facing, upper body, no hat; 354 x 295 pixels
 No file selected.
(jpg, under 4MB)

Official certificate of student status
and (if you will graduate from your current home institution before the HSI program starts)
Official certificate of acceptance
(It should be issued by the home institution at the time of enrollment in HSI.)
 No file selected.
(pdf, under 4MB)

Official academic transcript
(Showing subjects, grades, and grading criteria for at least one academic year prior to the application.)
 No file selected.
(pdf, under 4MB)

Official English proficiency test certificate
(It can be substituted by the Official Certificate of English proficiency written by your home-institution academic supervisor if relevant scores are unavailable.)
 No file selected.
(pdf, under 4MB)

Photocopy of your passport
 No file selected.
(pdf, under 4MB)

If you cannot submit, please specify the reason for non-submission and the estimated date of submission.

→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.

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 <small>front-facing, upper body, no hat; 354 x 295 pixels</small>	
Official certificate of student status <small>(Showing the date of enrollment and the duration of study at your current home institution. Student ID card is not acceptable.)</small> or Official certificate of acceptance <small>(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.)</small>	82214004_2.pdf Click on the file name to open the file.
Official academic transcript <small>(Showing subjects, grades, and grading criteria for at least one academic year prior to the application.)</small>	82214004_3.pdf Click on the file name to open the file.
Official English proficiency test certificate <small>(It can be substituted by a documented certificate of English proficiency written by your home-institution academic supervisor if relevant scores are unavailable.)</small>	82214004_4.pdf Click on the file name to open the file.
Photocopy of your passport	82214004_6.pdf Click on the file name to open the file.

Save Temporarily

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.

Application for Admission (Overseas Current Students)



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.