January 2021

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, 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.

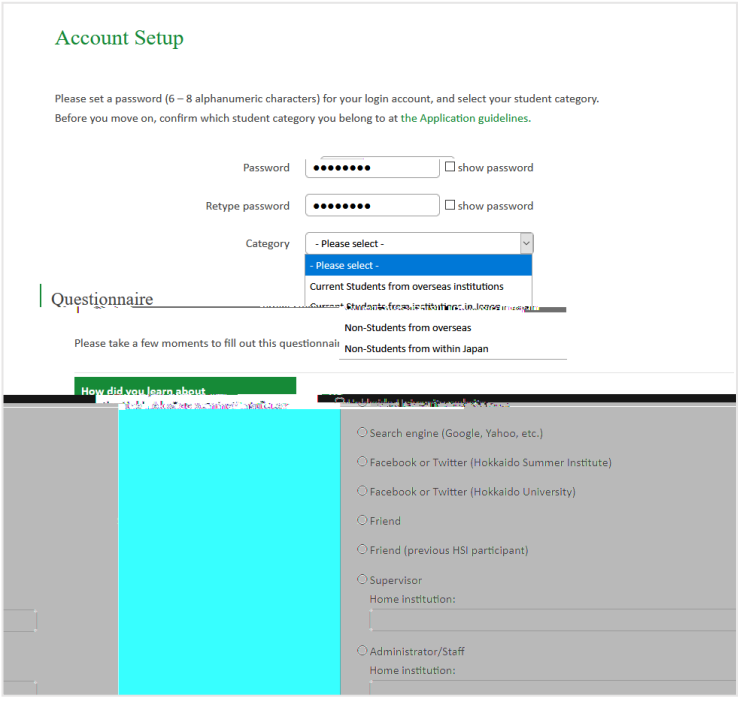
3) Your facial photo [JPEG file]

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.

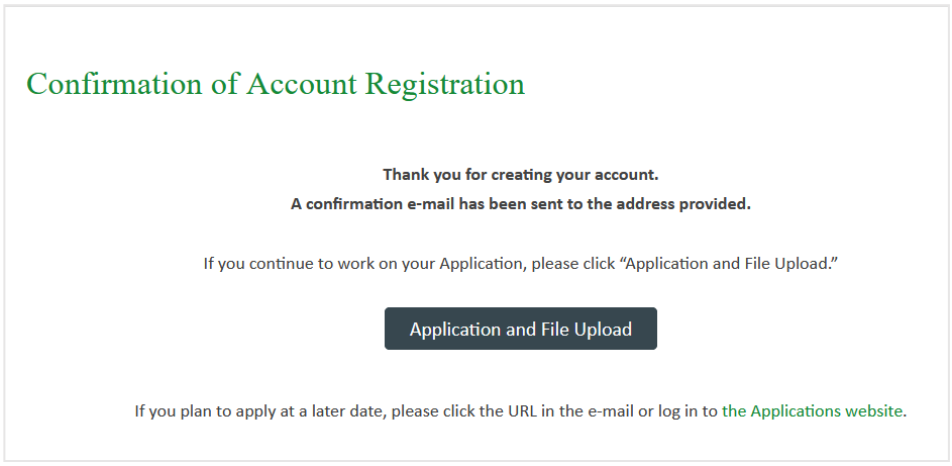


Set your password.

Choose your category.

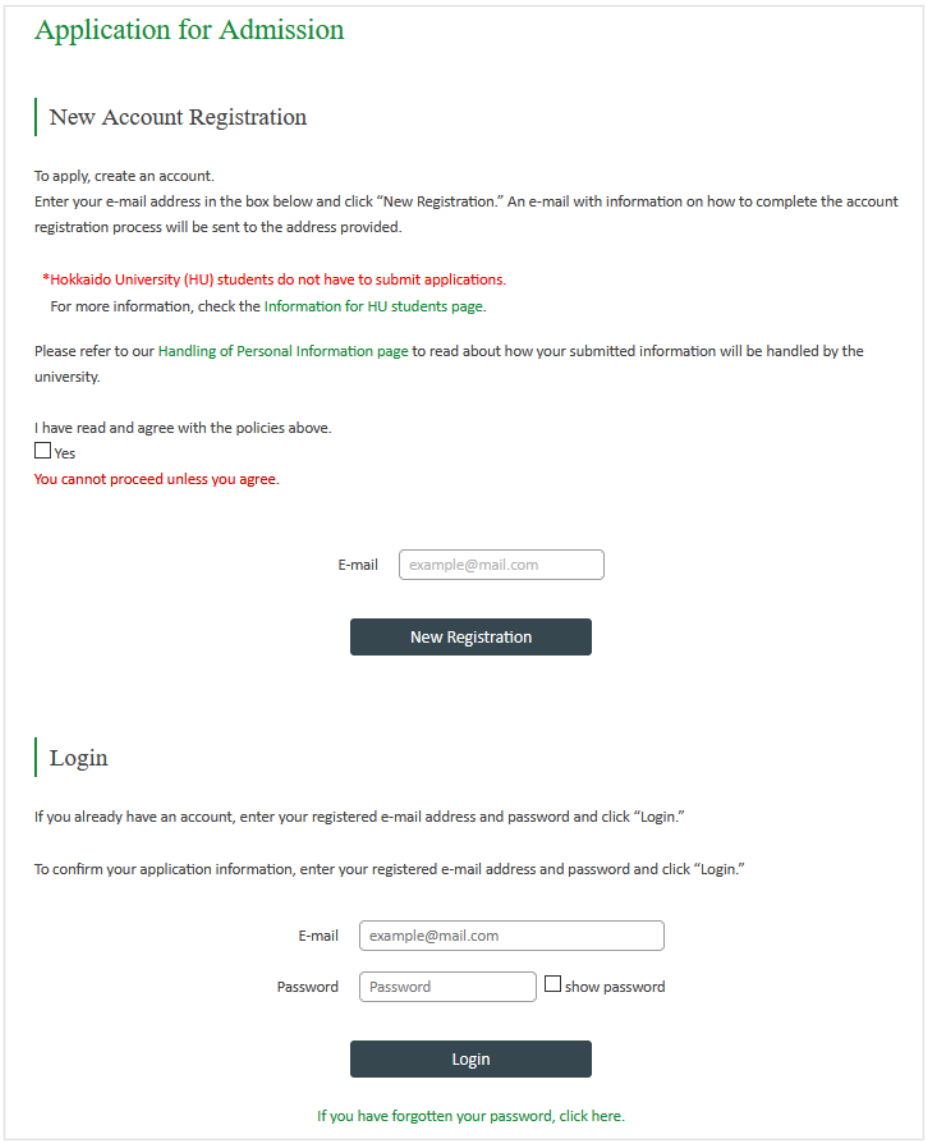
Answer the questionnaire.

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



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



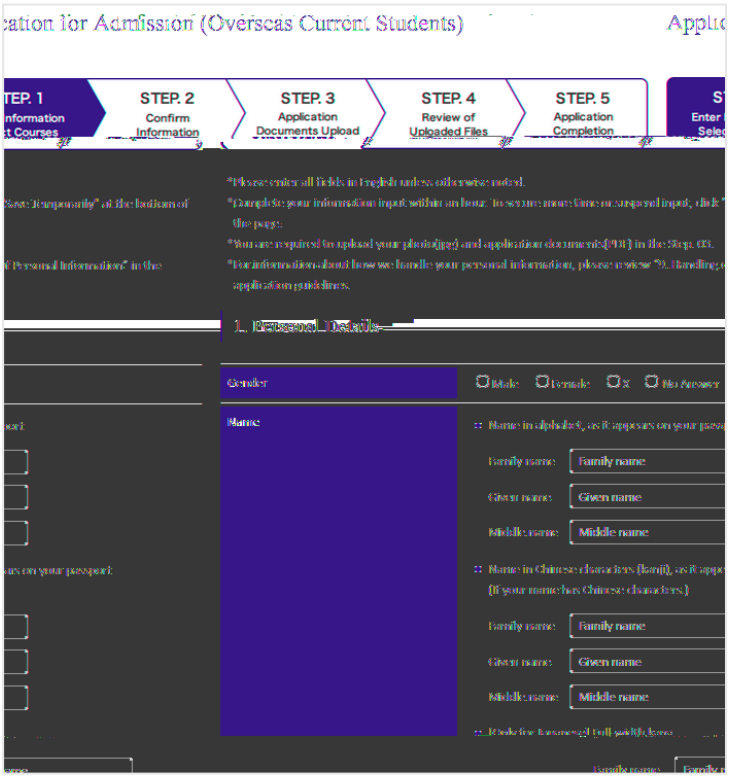
Log in by your registered e-mail address and pw.

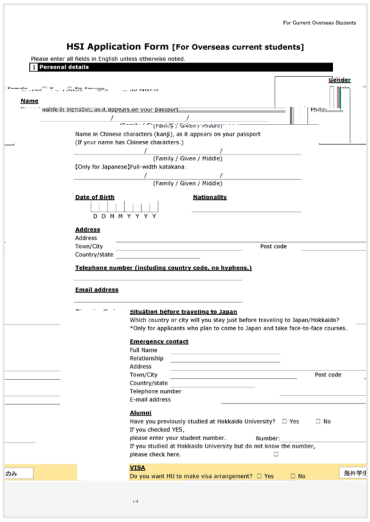
After completing your application, you can confirm your application information by logging in here.

3. Online Application

STEP1 Enter information/ Select Courses

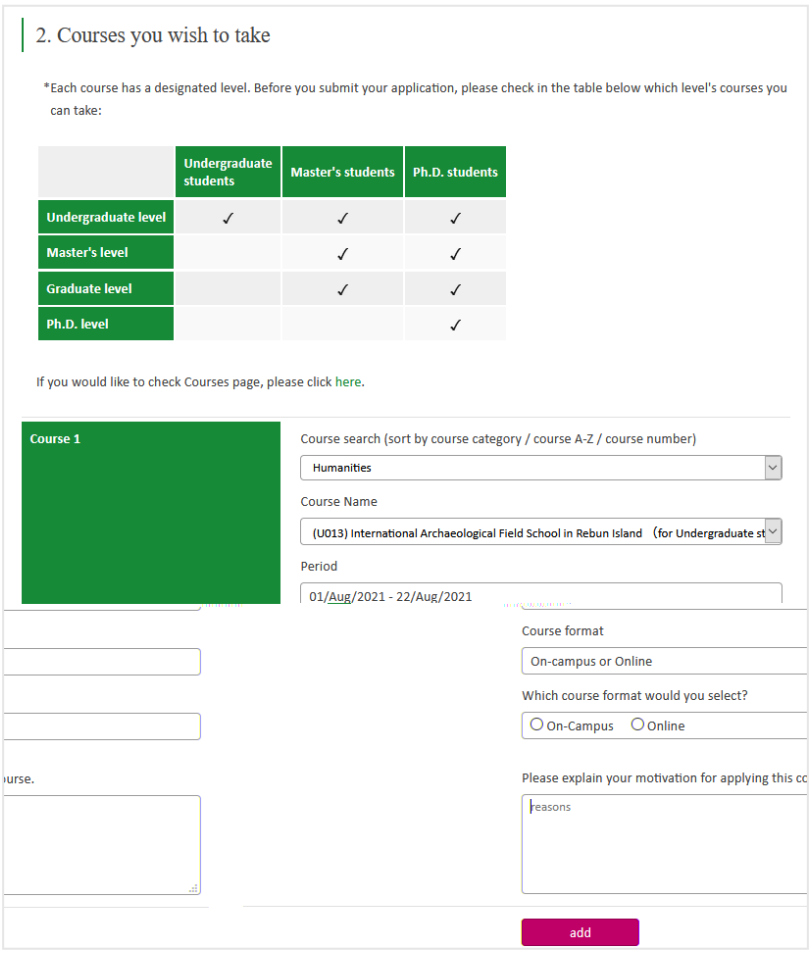
Transcribe your application information of your data entry form in each field on the application webpage [STEP1.] Complete your information input within an hour. To secure more time or suspend your input, click "Save Temporarily" at the bottom of the webpage.





Enter(Transcribe) your application details in each field.

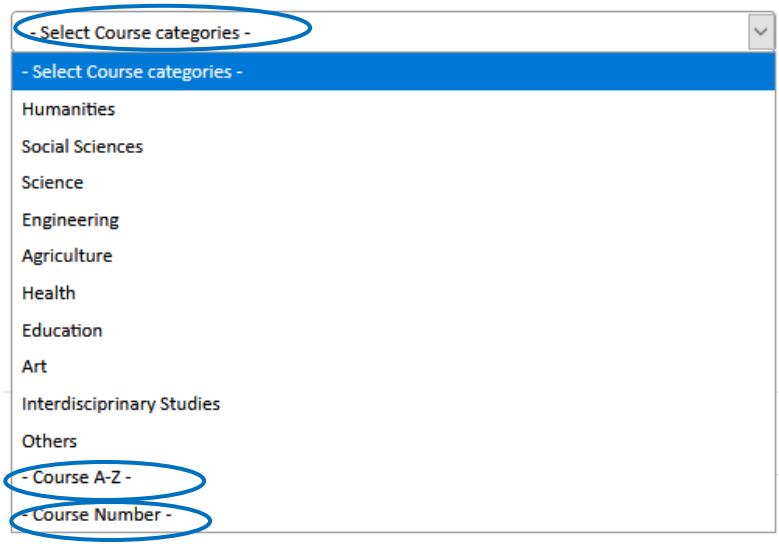
Course selection



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

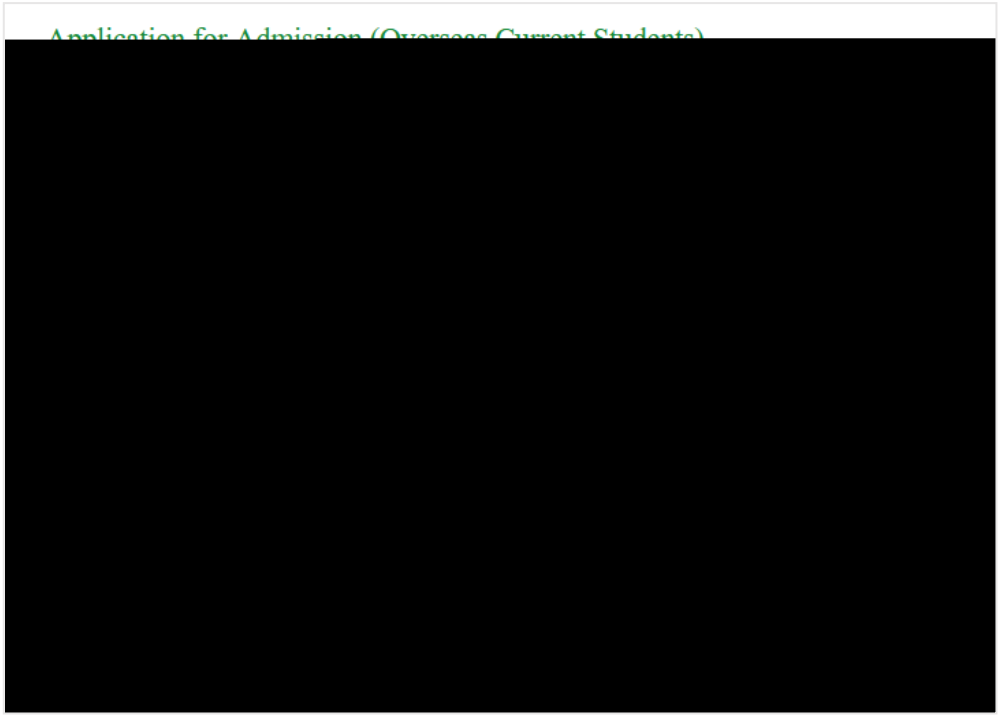


Note:
Some courses are not open to Non-student applicants.
Check the available course list for Non-student applicants on the application guidelines webpage.

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]

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.

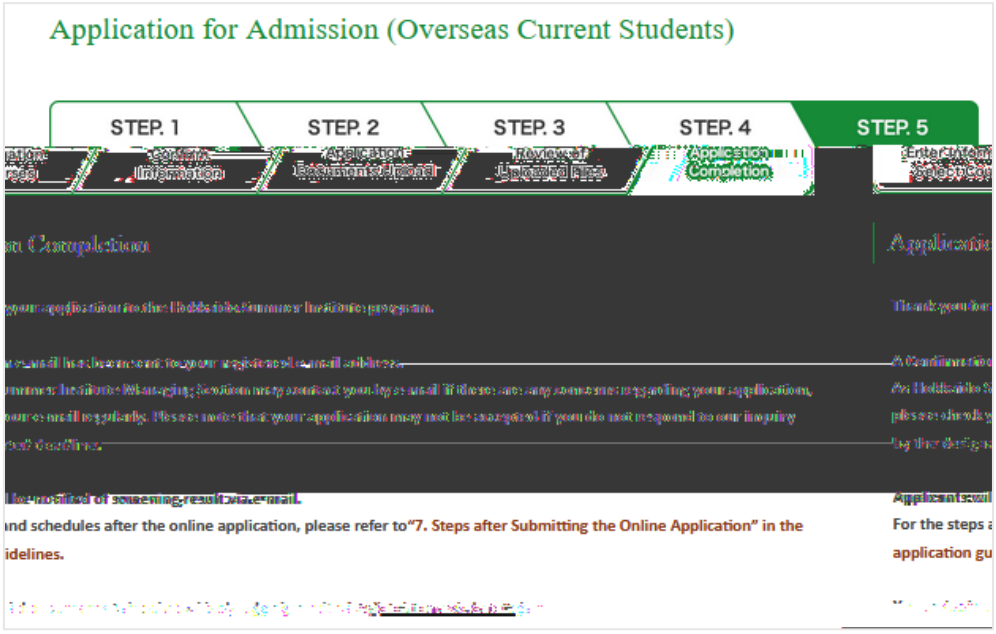
Please ensure that;
-Your application documents **are written in English.**

(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 certificat**

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.