Kobe University Interdisciplinary Master Program (KIMAP) in Management

Web Application Process

The screens in this explanation may differ slightly from the actual screens due to changes in specifications and other factors.

March 2026

Graduate School of Business Administration

Kobe University

目次

1．My Page Registration

• Please access the Kobe University Graduate School Online Application Site

https://e-apply.jp/ds/kobe-u/

• Press the [My Page registration] button.

• Enter the email address to be used for registration and review "How we handle personal information," press [I agree.], and then Press the [Send a temporary registration email] button.
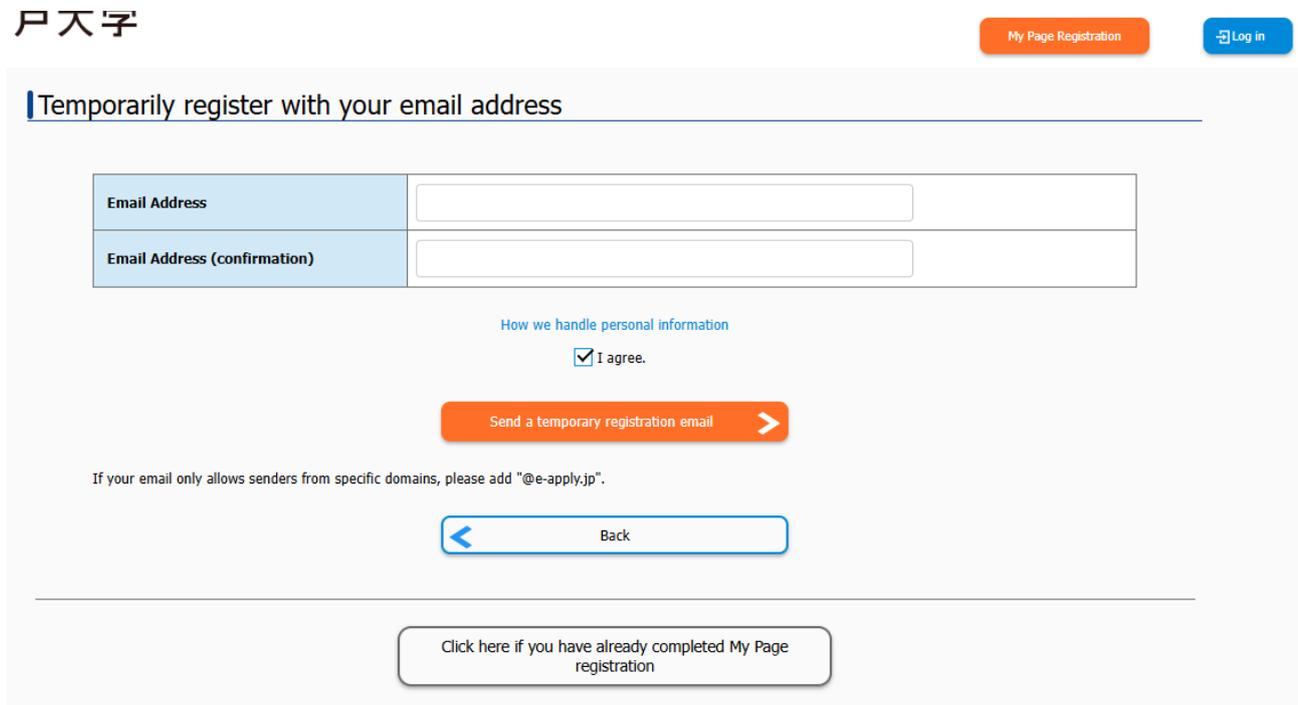
・When the following screen appears, a Japanese email titled "【神戸大学】マイページへ本登録のご案内" will be sent to the registered email address from no-reply@e-apply.jp.
Please check the information for provisional registration.

戸大学

My Page Registration   Log in

The temporary registration email has been sent

Your registration has still not been completed.
An email asking you to proceed with your registration has been sent to the entered email address.

Please check the content of the email and complete the registration procedures before the expiration date.

Go to login page

Click here if you have already completed My Page registration

・Access the full registration URL provided in the body of the "【神戸大学】マイページへ本登録のご案内" email, enter the login information (email address and password) from the email into the login screen and login.

戸大学

My Page Registration   Log in

Log in

Email Address	
Password	

Log in

Forgot password?

Click here if you have not completed My Page registration

Back

• Set a new password and press the [Next] button.

戸入子

Register

Email Address

Email Address	██████████████████████████

Password

New Password **Required**	(half-width characters)
	Please use 12 to 32 characters, including at least one upper-case letter, one lower-case letter, one number, and one symbol. The accepted half-width symbols are @.! $*+-/=? ^_`~
New Password (confirmation) **Required**	(half-width characters)
	Please enter once again to confirm.

Next >

戸入子

• Enter the information in [Applicant Information] and press the [Next] button.

Applicant Information

*If there is no distinction between family name and first name, enter full-width spaces in the applicable fields of "Name (Kana)" and "Name (Kanji)", and enter half-width hyphen in the applicable field of "Name (English)".

Name (Kanji) Required	FAMILY NAME [　　] FIRST NAME [　　] If you cannot enter Name (Kanji), please enter the same as in Name (English).	
Name (Kana)	FAMILY NAME [　　] MIDDLE NAME [　　] FIRST NAME [　　] Middle name is optional. If you cannot enter "Name (Kana)", please enter ロッコウ (FAMILY NAME) and タロウ (FIRST NAME) (Copy and paste.)	
Name (English)	FAMILY NAME [　　] MIDDLE NAME [　　] FIRST NAME [　　] FAMILY NAME ex) KOBE / MIDDLE NAME ex) Rokko / FIRST NAME ex) Taro	
Gender Required	○ Male ○ Female	
Birthday Required	[　　] / [　▼] / [　▼] Please enter in the Western calendar.	

Next

Back

Item Name		Remarks
Name (Kanji)	Required	If you cannot enter ″Name (Kanji)″, please enter the same as ″Name (English)″.
Name (Kana)		
Name (English)	Required	
Gender	Required	
Birthday	Required	

• When the confirmation screen appears, verify that the entered information is correct and press the [Register] button.

Confirm entry

Email Address

Email Address	████████████████████████████

Password

New Password	********************************
New Password (confirmation)	********************************

Personal Information

Applicant Information ⌃

Name (Kanji)	████████████████████████
Name (Kana)	████████████████████████
Name (English)	████████████████████████
Gender	████████████████████████
Birthday	████████████████████████

[Register]

• When the "Your registration has been completed." screen appears, your My Page registration is complete.

Your registration has been completed.

[Go to My Page]

2. Online Application Registration Process

① Advance Preparation

・Please prepare in advance the documents for [Web submission] among the application documents listed in the application guideline. This will be used in the application registration process.

Documents to Submit：[Web submission]

※For details of the application documents, please refer to the application guidelines.

Item Name	Remarks
A digital photo that clearly shows your face	Prepare a clear picture data of your upper body, without wearing a hat and facing forward, that was taken within 3 months prior to submission. The face photo data (jpeg, png, bitmap, gif) can be up to 2 MB. Upload the face photo data on the Application Information page of the Web Application Site. ※The facial photograph data will be used on the examination admission ticket and for identity verification on the day of the exam. If the photograph has been edited or altered to the extent that it is not possible to confirm that it is the same person, you may not be allowed to continue taking the examination.
Research Plan	Please use the Graduate School's designated format. Upload the PDF File to the Web Application Site [File Upload 1] category.
Previous Research Output or Documented Proof of Basic Scholastic Abilities	Applicants must submit their major research outputs which show their potential research capability (up to 3 items): examples include a copy of graduation thesis, copies of term reports, copies of presentation slides, copies of GMAT/GRE scores, etc. Upload the PDF File to the Web Application Site [File Upload 2] [File Upload 3] [File Upload 4] category. *Please prepare and attach your own translation (English or Japanese) for research papers or related documents in languages other than English or Japanese.

Certificate of Residence or Copy of Residence Card (Foreigners only)	Foreign applicants residing in Japan should submit an official document indicating their Japanese residency status as issued by the head of their residential city/ward/town/village, such as a Copy of Resident Record (must be issued within the past 30 days). A photocopy of both sides of Residence Card is acceptable. *If you live overseas at the time of application, you must submit a copy of your passport. Upload the PDF File to the Web Application Site [File Upload 5] category.
Others: Proof of Japanese Proficiency	A copy of the Japanese Language Proficiency (JLPT) scores report is acceptable. (not compulsory) Upload the PDF File to the Web Application Site [File Upload 6] category.
Examination Fee	JPY 30,000 Payment Method: Please make the payment through the online application site. ＊Payment processing fees should be borne by the payer. International students on a MEXT Scholarship international students are required to submit a Certificate of their MEXT Scholarship in place of the application fee. Upload the PDF File to the Web Application Site [File Upload 7] category.

・Check in advance the computer environment required for the Web application from the "Advance Preparation" page of the Web application site.
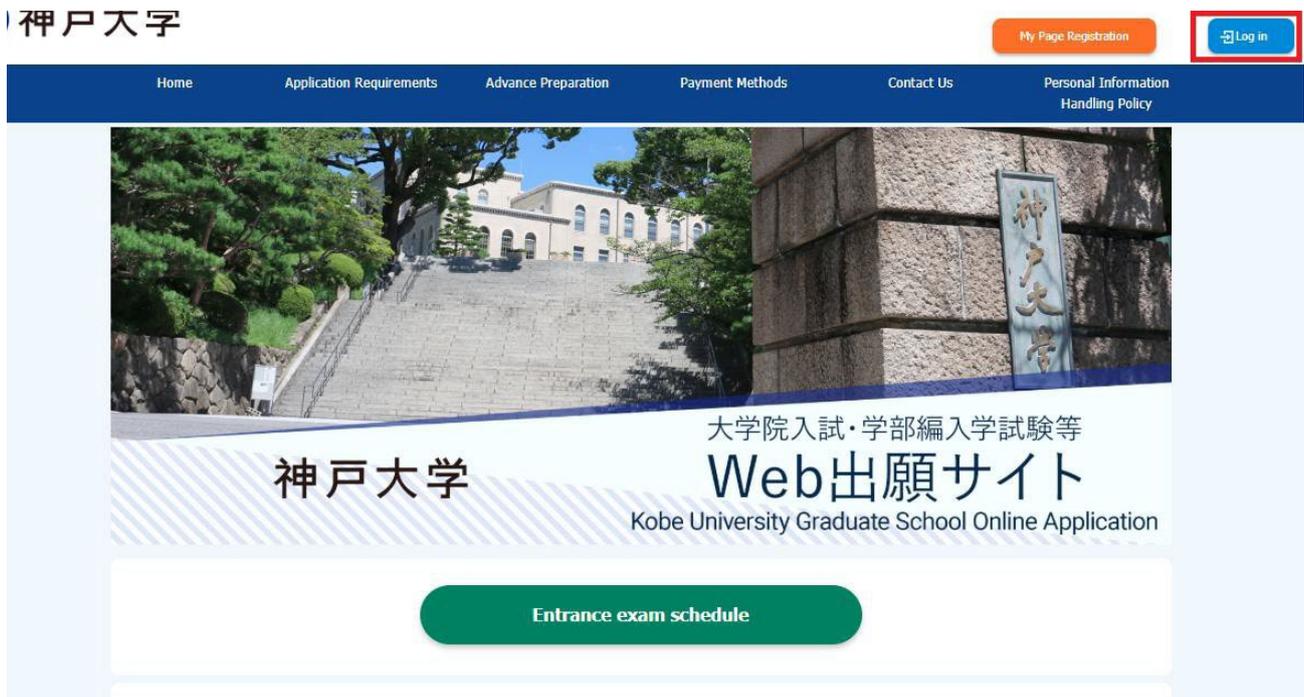
https://e-apply.jp/ds/kobe-u/public/preparation

② Log in to the Web Application Site

• Access to Kobe University Graduate School Online Application
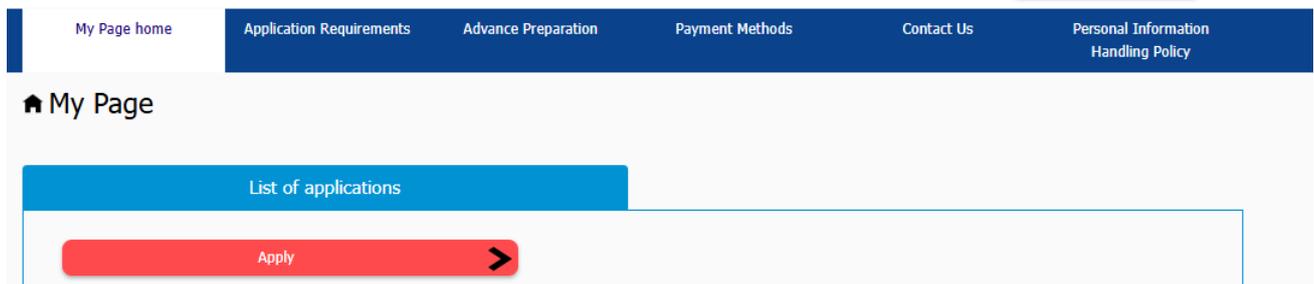
https://e-apply.jp/ds/kobe-u/

• Change language to "English" if necessary

• Press the [login] button

• Enter the e-mail address and password registered in advance in "1. My Page Registration" and press the [Login] button.

・Press the [Apply] button

My Page home	Application Requirements	Advance Preparation	Payment Methods	Contact Us	Personal Information Handling Policy

🏠 **My Page**

List of applications
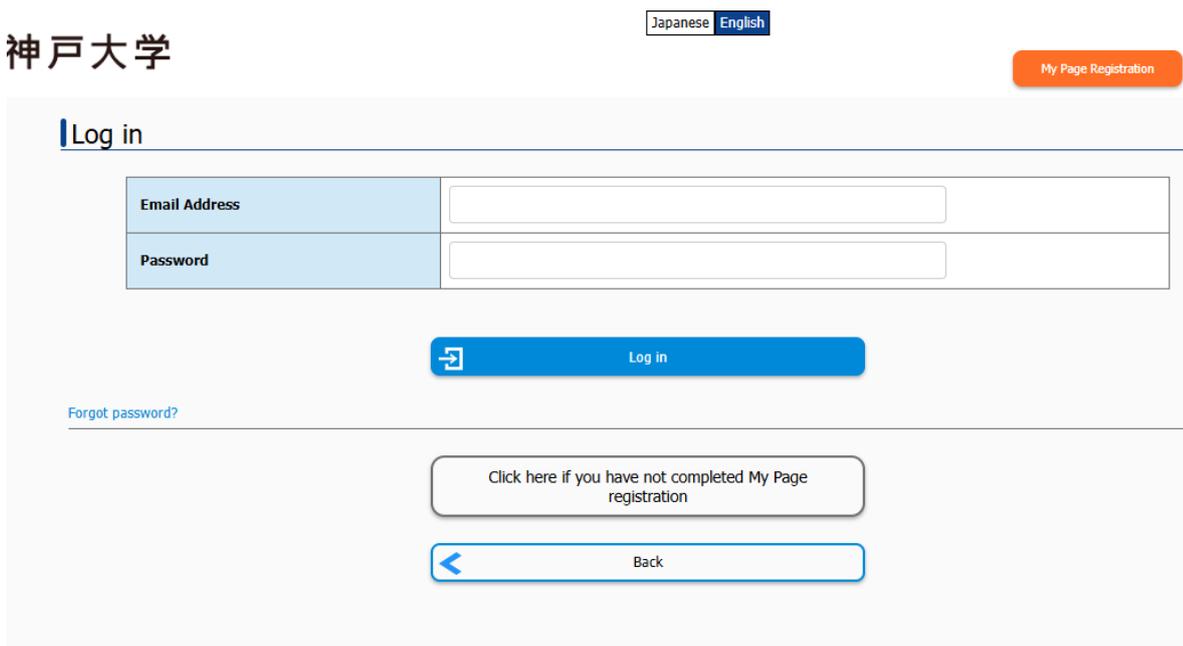
Apply ❯

Note: The application process can only be completed on the subsequent screens during the application period. If it is outside the application period, cannot be accessed.

③ Select graduate /undergraduate

During the application period, "Graduate School of Business Administration（Master's Program）" will appear on the "Select graduate /undergraduate" screen. So, select it and press the [Next] button.

④ Entrance exam / important notes

Select the examination classification "Graduate School of Business Administration Kobe University-Kobe University Interdisciplinary Master Program(KIMAP) in Management " you wish to apply for and press the [Next] button.

Go to My Page home

①	②	③	④	⑤	⑥
Select graduate / undergraduate	**Entrance exam / important notes**	Chosen school	Application Information	Confirm application information	Application complete	Payment

Admission exam selection / Notes

Please select the admission exam you wish to apply for and click the Next button.

Admission exam selection

Examination Classification	☑ Graduate School of Business Administration Kobe University-Kobe University Interdisciplinary Master Program(KIMAP) in Management

Next ❯

⑤ Chosen school

・In the ″Chosen school″ selection screen, please select "Department of Business Administration ".

• Please confirm that the desired educational research field is correct, and then press the [Next] button. （If you are a Japanese Government （MEXT） Scholarship Student at the time of application, please select ″ am a Japanese Government （MEXT） Scholarship Student ″ and then press the [Next] button. Additionally, you will need to submit a document proving your status as a Japanese Government （MEXT） Scholarship Student as part of your application documents.）

⑥ Application Information

・Please enter your application information on the ″Application Information″ screen.

1) Applicant Information

If there is no distinction between the family name and first name, enter full-width spaces in the applicable fields of ″Name (Kana)″ and ″Name (Kanji)″, and enter a half-width hyphen in the applicable field of ″Name (English)″

Applicant Information ⌃

*If there is no distinction between family name and first name, enter full-width spaces in the applicable fields of "Name (Kana)" and "Name (Kanji)", and enter half-width hyphen in the applicable field of "Name (English)" .

Face Photo **Required**	* Please upload the face photo data (jpeg, png, bmp, heic format). Please prepare a clear picture of your upper body, without wearing a hat and facing forward, that was taken within 3 months prior to submission. ➕ Select picture ›
Name (Kana)	FAMILY NAME ▉ MIDDLE NAME FIRST NAME ▉ Middle name is optional. If you cannot enter "Name (Kana)", please enter ロッコウ (FAMILY NAME) and タロウ (FIRST NAME) (Copy and paste.)
Name (Kanji) **Required**	FAMILY NAME ▉ FIRST NAME ▉ If you cannot enter "Name (Kanji)", please enter the same as "Name (English)".
Name (English)	FAMILY NAME ▉ MIDDLE NAME FIRST NAME ▉ FAMILY NAME ex) KOBE / MIDDLE NAME ex) Rokko / FIRST NAME ex) Taro

Item Name		Remarks
Face Photo	Required	Please upload the face photo data (jpeg, png, bmp, heic format). Please prepare a clear picture of your upper body, without wearing a hat and facing forward, that was taken within 3 months prior to submission. ※The facial photograph data will be used on the examination admission ticket and for identity verification on the day of the exam. If the photograph has been edited or altered to the extent that it is not possible to confirm that it is the same person, you may not be allowed to continue taking the examination.
Name (Kana)		
Name (Kanji)	Required	If you cannot enter "Name (Kanji)", please enter the same as "Name (English)".
Name (English)	Required	
Former surname, if any		
Gender	Required	
Birthday	Required	
Email Address	Required	
Student Number	Required for Kobe University students and graduates	If you are a current or former student of Kobe University and have a Kobe University student ID number, please enter it in the student ID number field.

2) Nationality

Item Name		Remarks
International Student	Required	
Type of current visa	–	If you are residing or staying in Japan based on a residence status, please select your residence status.
Scholarship Information (For International Students Only)	–	If you are an international student with scholarship information, please enter the scholarship information.

3) Current Address, etc.

※ This information will be used as the contact information for entrance exams, notification of acceptance, and the mailing address for enrollment procedure documents.

Current Address, etc.	^
Postal Code(if you reside in Japan)	[ ] - [ ] [Search address]
Prefecture(if you reside in Japan)	Please select ▼
Street Address [Required]	[ ]
City / State / Province [Required]	[ ]
Country	[ ]
Telephone Number	052 - 789 - 5111 If you do not have a Japanese telephone number, leave it blank.
Mobile Number [Required]	090 - 1234 - 5678 If you do not have a Japanese mobile phone number, please enter "000" "0000" "0000".

Item Name		Remarks
Postal Code(if you reside in Japan)	–	For those residing in Japan, this field is required. If you are outside Japan, it is not necessary to fill in this field.
Prefecture(if you reside in Japan)	–	For those residing in Japan, this field is required. If you are outside Japan, it is not necessary to fill in this field.
Street Address	Required	
City / State / Province	Required	
Country	–	
Telephone Number	–	If you do not have a Japanese telephone number, leave it blank.
Mobile Number	Required	If you do not have a Japanese mobile phone number, please enter "000" "0000" "0000".

4) Emergency Contact Information (in Japan)

Enter the information for someone other than yourself.

※If you are residing outside of Japan at the time of application and do not have an emergency contact within Japan, you do not need to fill in this information.

Emergency Contact Information (in Japan)

Enter the information for someone other than yourself.

Name (Kana)	FAMILY NAME	
	MIDDLE NAME	
	FIRST NAME	
	Middle name is optional.	
	If you cannot enter "Name (Kana)", please enter ロッコウ (FAMILY NAME) and タロウ (FIRST NAME) (Copy and paste.)	
Name (Kanji or English)	FAMILY NAME FIRST NAME	
Mobile Number	___ - ___ - ___	
	If he/she does not have a Japanese mobile phone number, please enter "000" "0000" "0000".	
Email-Address		
Relationship		

Item Name		Remarks
Name (Kana)	-	
Name (Kanji or English)	-	
Mobile Number	-	
Email-Address	-	
Relationship	-	Please enter a relationship with the applicant.

5) University information (Undergraduate program) (Including Expected Graduation)
Please enter the name of the university you graduated from. (The screen and item descriptions are examples for those expected to graduate from the Business Administration, Kobe University.)

Item Name		Remarks
Country of School (if outside Japan)	-	
University category	-	Ex) National
Name of University		Ex) Kobe University
Faculty		Ex) Business Administration
Department		Ex) Business Administration
Graduation / Completion (Expected) Date		Ex) 2024/03
Graduation / Completion (Expected) Classification		Ex) Graduation/Completion
Degree		Ex) Bachelor of Business Administration

6) Graduate School information (Master's Program) (Including Expected Completion)
Enter the information that qualifies for application.
(The screen and item descriptions are examples for those expected to graduate from the Graduate School of Business Administration, Kobe University.)

Graduate School information (Master's Program) (Including Expected Completion)

Enter the information that qualifies for application.

Country of School (if outside Japan)	Please select
University category	National
Name of University	Kobe University
Graduate School	Graduate School of Business Administration
Program/Department	Master's program
Graduation / Completion (Expected) Date	2026 / 03 year/month
Graduation / Completion (Expected) Classification	Graduation / Completion (Expected) Clas
Degree	Master of Arts in Business Administration

Item Name		Remarks
Country of School (if outside Japan)	-	
University category	-	Ex) National
Name of University	Required	Ex) Kobe University
Graduate School	Required	Ex) Graduate School of Business Administration
Program/Department	Required	Ex) Master's program
Graduation / Completion (Expected) Date	Required	Ex) 2026/03
Graduation / Completion (Expected) Classification	Required	Ex) Graduation / Completion (Expected)
Degree		Ex) Master of Arts in Business Administration

7) Current Employer Information

If you are currently employed, please enter your employment information.

Current Employer Information	
Enter the information that qualifies for application.	

Company name	
Department	
Address	
Telephone number	078 - 789 - 5111
Number of years worked (current position)	
Number of years worked (total)	

8) Application Information

Application Information	
Enter the information that qualifies for application.	

Japanese Language Proficiency	日本語能力試験N1 点数「●●」受験日「YYYY年MM月DD日」／JLPT N1 Score: ●● Date of Examination: YYYY/MM/DD
English proficiency	TOEIC/TOEFL/IELTS 点数「●●」受験日「YYYY年MM月DD日」／TOEIC/TOEFL/IELTS Score: ●● Date of Examination: YYYY/MM/DD

Item Name		Remarks
Japanese Language Proficiency	–	optional
English proficiency	Required	by Post

9) Academic background

Please enter your academic background.

For individuals who have received education in Japan from primary through higher education	The Primary Education (Elementary School) and Secondary Education (Junior High School) sections may be omitted.
For individuals who have received education outside of Japan	Enter all of your education, beginning with Primary Education (Elementary School).

(Note) For each educational background, please enter the number of years of study (standard duration) rather than the actual number of years attended.
Example in Japan: High school: 3 years, University: 4 years, Master's program: 2 years.

Academic background (For individuals who have received education in Japan from primary through higher education, the Primary Education (Elementary School) and Secondary Education (Junior High School) sections may be omitted.)

Elementary school	
Country of School (if outside Japan)	Please select
Admission	/ ▼ year/month
Graduation	/ ▼ year/month
Length of attendance	year(s)
Junior high school	
Country of School (if outside Japan)	Please select

(The input items for "Academic Background".)

Item Name		Remarks
Elementary school		
Country of School (if outside Japan)		
Admission		year/month
Graduation		year/month
Length of attendance		year(s)
Junior high school		
Country of School (if outside Japan)		
Admission		year/month
Graduation		year/month

Length of attendance		year(s)
High school	Required	
Country of School (if outside Japan)	–	
Admission	Required	Please enter the enrollment date of your high school.
Graduation	Required	Please enter the graduation date of your high school.
Length of attendance	Required	例：3（years）
University	Required	Ex) Kobe University, Faculty of Business Administration, Department of Business Administration
Country of School (if outside Japan)	–	
Admission	Required	例：2020/04
Graduation	Required	例：2024/03
Length of attendance	Required	例：4 (years)
Degree (Expected)	Required	例：Bachelor of Business Administration
Graduate school	–	
Country of School (if outside Japan)	–	
Admission	–	
Graduation	–	
Length of attendance	–	
Degree (Expected)	–	

10) Employment record

If you have any work experience, please enter it in the ˝Work Experience˝ section.

Note: Information about part-time jobs or temporary work is not required.

Employment record	
Name of employer 1	
Position	
Period of employment	☐ / ▾ ~ ☐ / ▾ year/month
Job description	
Name of employer 2	
Position	
Period of employment	☐ / ▾ ~ ☐ / ▾ year/month
Job description	
Name of employer 3	

11) Qualifications, awards, or licenses

If there are applicable items, please enter them.

Qualifications, awards, or licenses	
Date	☐ / ▾ / ▾ year/month/date
Item	
Date	☐ / ▾ / ▾ year/month/date
Item	

12) Please upload file(s) (if necessary)

Item Name		Remarks
Academic Transcript	Not Required	No need to upload. Please submit the original document **by Post**.
Certificate of Graduation/Completion (Expected)	Not Required	No need to upload. Please submit the original document **by Post**.
File Upload 1	Required	Upload your Research Plan as a PDF File to [File Upload 1].
File Upload 2	Required	Upload your Previous Research Output or Documented Proof of Basic Scholastic Abilities as a PDF File to [File Upload 2].
File Upload 3	–	If anything else, Upload your Previous Research Output or Documented Proof of Basic Scholastic Abilities as a PDF File to [File Upload 3].

File Upload 4	–	If anything else, Upload your Previous Research Output or Documented Proof of Basic Scholastic Abilities as a PDF File to [File Upload 4].
File Upload 5	Foreigners only	Upload your Certificate of Residence or Copy of Residence Card as a PDF File to [File Upload 5]. *If you live overseas at the time of application, please submit a copy of your passport.
File Upload 6	–	Your Proof of Japanese Proficiency, if any, Upload as a PDF file to [File Upload 6].
File Upload 7	–	–
File Upload 8	–	–

13) Privacy Policy

Read and agree to our Personal Information Handling Policy and then click
[I agree.].

⑦ Confirm application contents

・Please Review the ″Confirm Application Contents″ screen to ensure that the application content you have entered is correct.

　After pressing ″Your application form (for review)″, you will be able to press the ″Register″ button.

Note: ″Your application form (for review)″ cannot be used as an application document.

Confirm application contents

Please confirm your application contents.

Application form

Display a sample of your application form and confirm that the contents are complete.

📄 Your application form (for review)

Chosen school

Graduate School of Agricultural Science—Kobe Global Graduate Program for Agricultural Science (Doctoral Program) Internal admissions (Starting in April) TermI

Please upload file(s) (if necessary)

Academic Transcript	
Certificate of Graduation/Completion (Expected)	
File Upload 1	
File Upload 2	
File Upload 3	

Privacy Policy

Privacy Policy	I agree.

Register

◁ Back

⑧ Application complete

Your application registration will be completed on the "Application Complete" screen.
If there are no mistakes, please click the Pay button.

	1	2	3	4	5	6
Select graduate / undergraduate	Entrance exam / important notes	Chosen school	Application Information	Confirm application information	**Application complete**	Payment

Application complete

Thank you for your application.

Reception No.

██████████

Procedures

Click on the Pay button to proceed with your payment.

If you are scheduled to receive a scholarship that will cover the examination fee,
and you are therefore not required to pay the fee yourself (or are unsure whether you need to pay it),
please make sure to contact the admissions office of the relevant faculty or graduate school by email before making the payment.

[Pay]

[Go to My Page home]

⑨ Payment selection

Please make your payment by the following payment due date using your preferred payment method.

(Note) Please make the payment by the deadline. If the payment is not completed, the "Application for Admission" will not appear on your My Page.

Go to My Page home

	1	2	3	4	5	6
Select graduate / undergraduate	Entrance exam / important notes	Chosen school	Application Information	Confirm application information	Application complete	**Payment**

Payment selection

Please make your payment by the following payment due date using your preferred payment method.
Please note that your application will be automatically canceled if you do not pay within the payment deadline.

Payment details

Payment due date	2026/04/14 16:59

3．Submission of Application Documents

① Download the "Application Address Sheet（出願用宛名用紙）".

- Once "2．Online Application Registration Process" is completed, the status in the upper right corner of the entrance exam you are applying for will change to ″Application submitted (no payment required)″ on your "My Page". Additionally, you will be able to download the ″Application Form″.
  <u>Please print the ″Application Address Sheet（出願用宛名用紙）″ on the third page of the application form.</u>

🏠 My Page

List of applications

Apply ▸

Application submitted (no payment required)

| Applied :	
Reception No. :	
Examination Classification :	Graduate School of Agricultural Science－Kobe Global Graduate Program for Agricultural Science (Doctoral Program) Internal admissions (Starting in April) TermⅠ (Graduate School of Agricultural Science (Doctoral Program))

📄 Application form

• Sample of the ″Application Address Sheet（出願用宛名用紙）″

Please paste the documents into a square 2-size envelope, enclose the documents marked "Submission in paper" in the "Documents to Submit" section of the application guideline, and send it by registered express mail by the end of the application period.

（ sample ）

速達

6 5 7
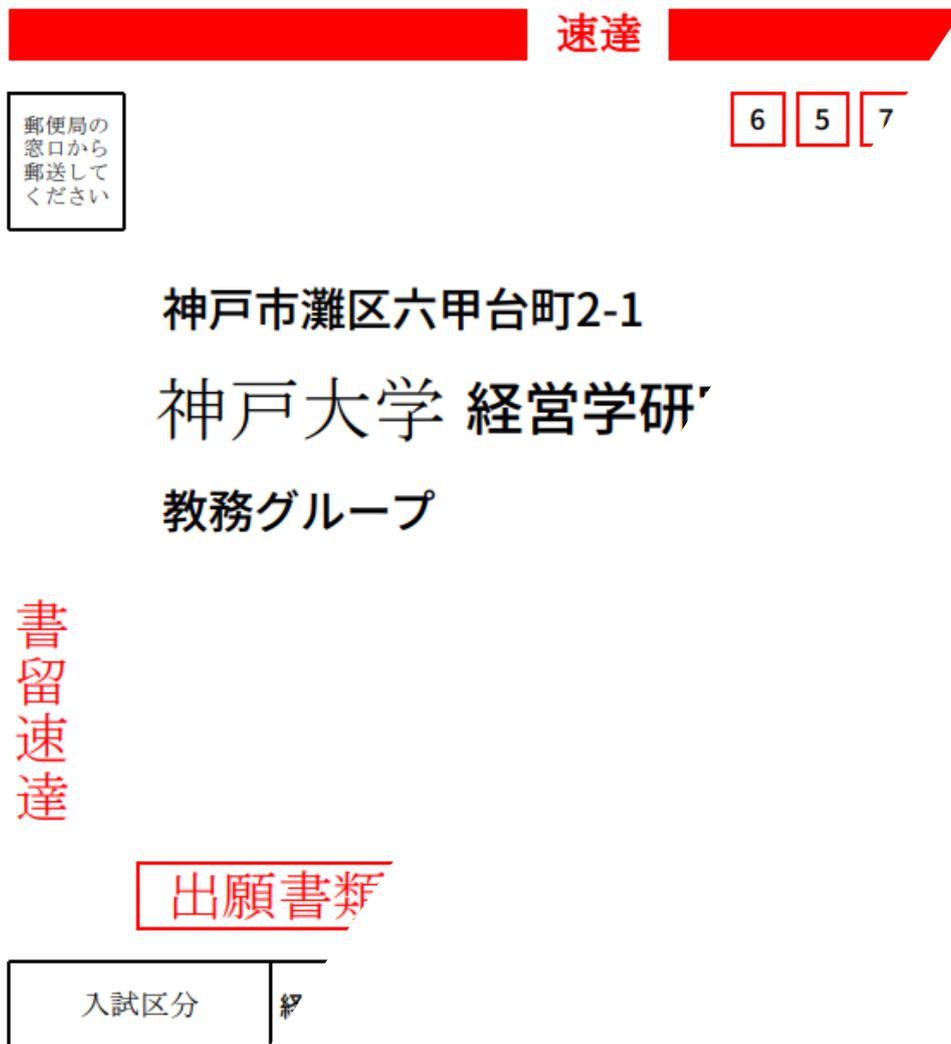
郵便局の
窓口から
郵送して
ください

神戸市灘区六甲台町2-1

神戸大学 経営学研

教務グループ

書留速達

出願書類

入試区分   紹

② Submission of application documents

 • After completing the web application registration, print the ″Application Address Sheet from the third page of the ″Application Form″ in color and attach it to the envelope. Send the paper documents marked with ″[Submission in paper] ″ by registered express mail within the application period.

【Documents to Submit： Submission in paper】

Please be sure to check the application guidelines for detailed information on the application documents.

Item Name	Remarks
Academic Transcript	Submit an original transcript issued by the president (or dean) of the university from which you graduated.
Certificate of Graduation or Expected Graduation	Submit an original certificate of graduation or expected graduation issued by the president (or dean) of the graduate school from which you graduated. If you graduated from a foreign university, you must also submit a certificate for your bachelor' s degree (e.g., a copy of your diploma).
Applicant Evaluation Form	
Documented Proof of English Proficiency	