

Graduate School of Business Administration
Kobe University
Special Entrance Examination
PhD Program
Web Application Process

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

September 2026

Graduate School of Business Administration

Kobe University

目次

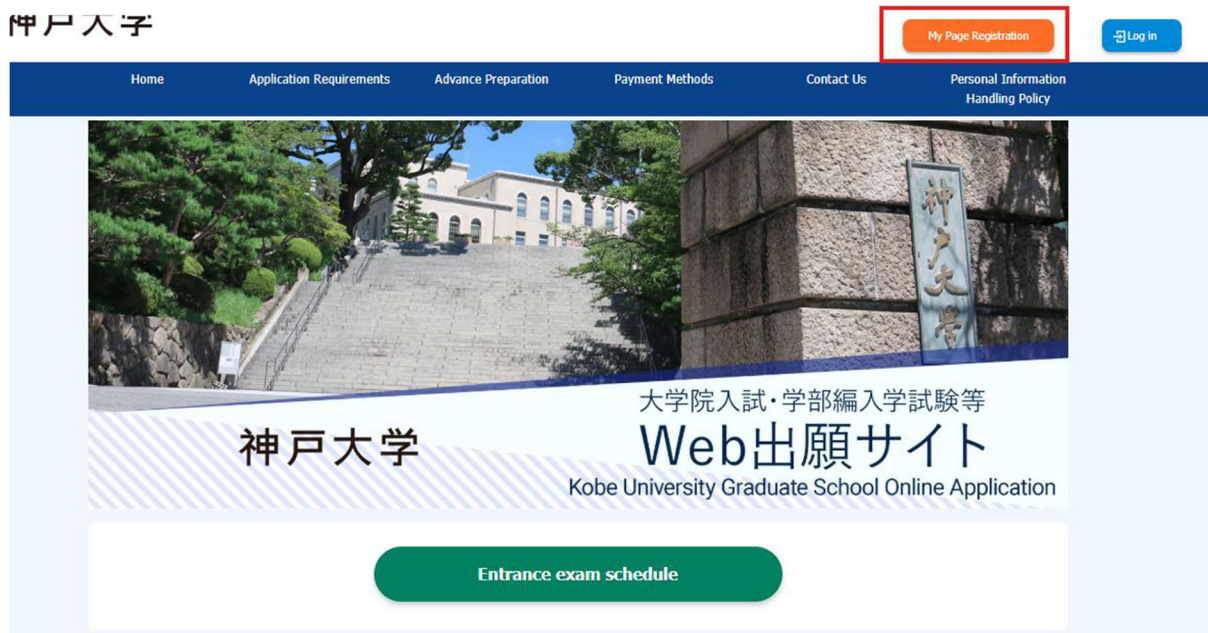
1. My Page Registration	1
2. Online Application Registration Process	6
① Advance Preparation	6
② Log in to the Web Application Site	7
③ Select graduate /undergraduate	9
④ Entrance exam / important notes	10
⑤ Chosen school	11
⑥ Application Information.....	12
1) Applicant Information	12
2) Nationality	14
3) Current Address, etc.	15
4) Emergency Contact Information (in Japan)	16
5) University information (Undergraduate program) (Including Expected Graduation)	17
6) Graduate School information (Master's Program) (Including Expected Completion)	18
7) Current Employer Information	19
8) Application Information	19
9) Academic background.....	20
10) Employment record	22
11) Qualifications, awards, or licenses	22
12) Please upload file(s) (if necessary)	23
13) Privacy Policy	24
⑦ Confirm application contents.....	25
⑧ Application complete	26
⑨ Payment selection	27
3. Submission of Application Documents	28
① Download the “Application Address Sheet (出願用宛名用紙)”	28
② Submission of application documents.....	30

1. My Page Registration

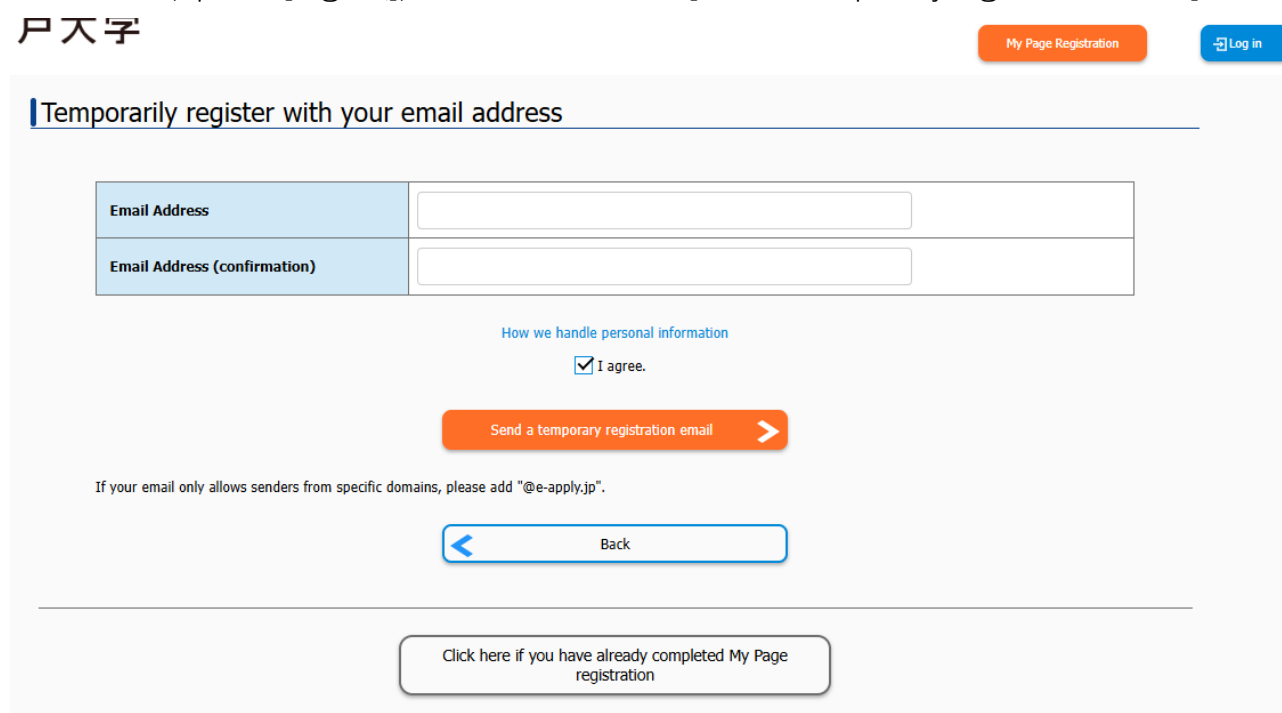
- Please access the Kobe University Graduate School Online Application Site

<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.

戸入子

[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.

戸入子

[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

[Log out](#)

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



- 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 FIRST NAME MIDDLE 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 FIRST NAME MIDDLE 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
Photograph	Please upload your photographs (JPG, PNG, BMP, or HEIC format) must show your full face, without a hat, and be taken within the past three months. *Modified photos may not be used.
Master' s or MBA Thesis	Please refer to the application Procedure.
Research Plan	Please prepare the document using the designated form provided by this graduate school and save it as a PDF file.
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.
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.

- Check in advance the computer environment required for the Web application from the “Advance Preparation” page of the Web application site.

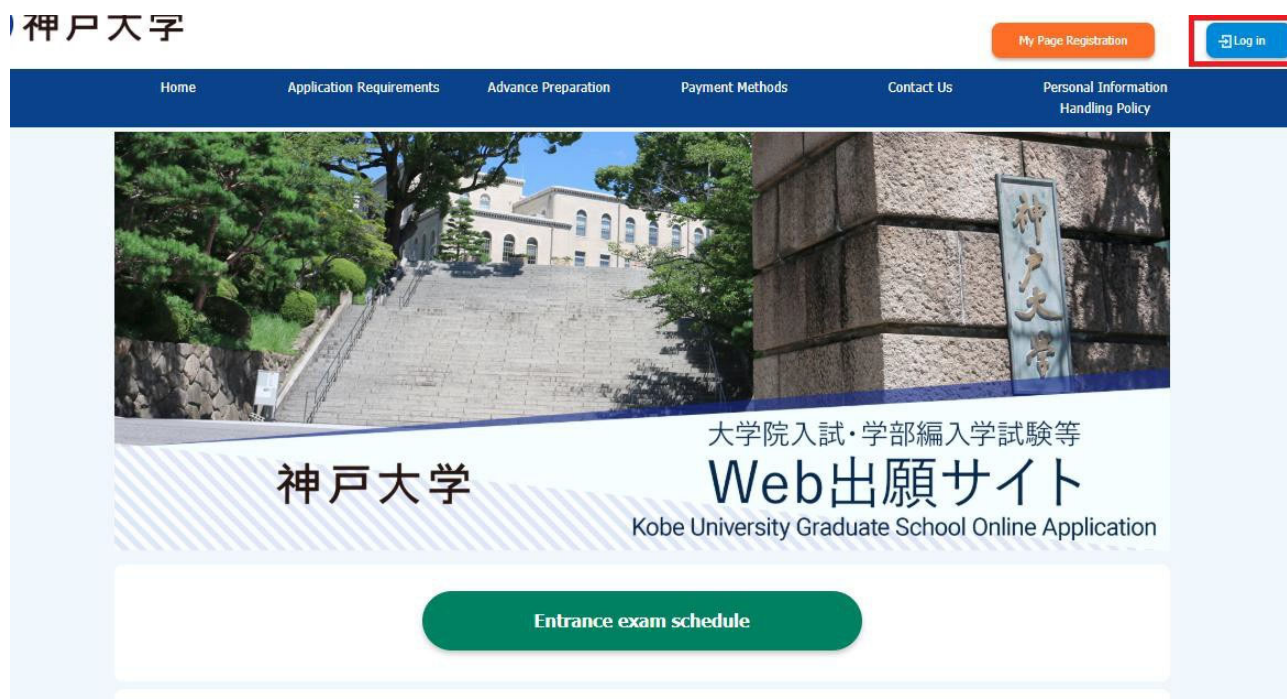
<https://e-apply.jp/ds/kobe-u/public/preparation>

② Log in to the Web Application Site

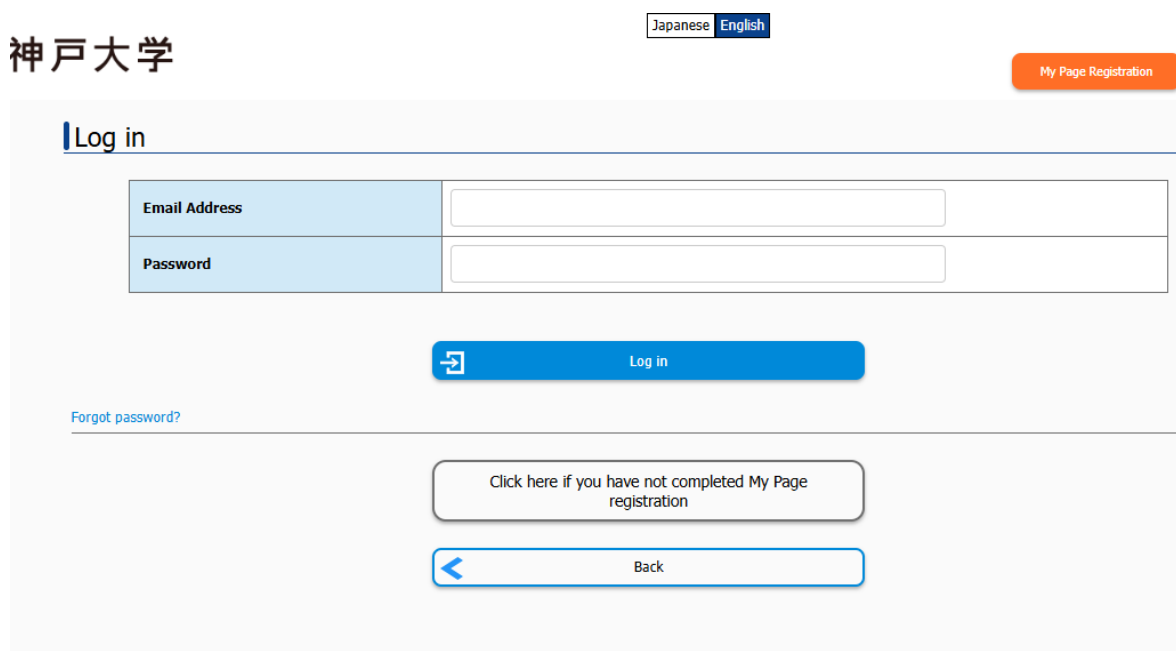
- Access to Kobe University Graduate School Online Application

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

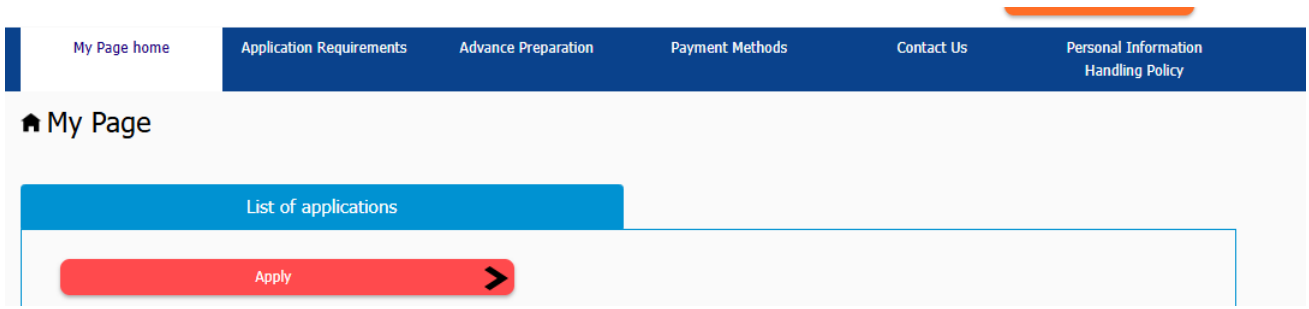
- Change language to “English” if necessary
- Press the [login] button



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



- Press the [Apply] button



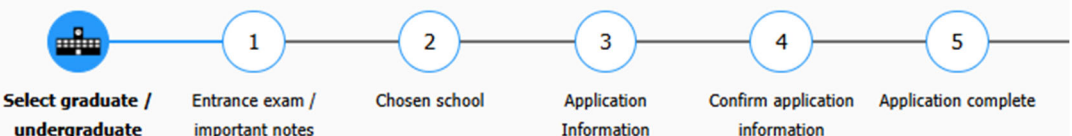
The screenshot shows the 'My Page' section of the Kobe University application portal. At the top is a dark blue navigation bar with links: 'My Page home', 'Application Requirements', 'Advance Preparation', 'Payment Methods', 'Contact Us', and 'Personal Information Handling Policy'. Below this, the 'My Page' header is followed by a blue tab labeled 'List of applications'. Under this tab, there is a large red button with the text 'Apply' and a right-pointing arrow.

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 (Doctoral Program))” will appear on the “Select graduate /undergraduate” screen. So, select it and press the [Next] button.

[Go to My Page home](#)



Select graduate / undergraduate

Please enter the information for your chosen school and press Next.

Select graduate / undergraduate

☐ Graduate School of Economics (Master's Program)
☒ Graduate School of Business Administration (Doctoral Program)
☐ Faculty of Business Administration

Next >

④ Entrance exam / important notes

Select the examination classification “Graduate School of Business Administration Kobe University-Special Entrance Examination PhD Program” 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

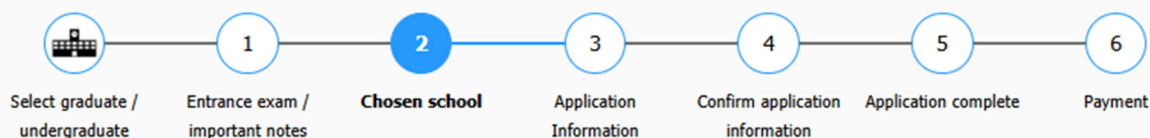
Examination Classification	☒ Graduate School of Business Administration Kobe University-Special Entrance Examination PhD Program
-----------------------------------	---

Next >

⑤ Chosen school

- In the “Chosen school” selection screen, please select “Department of Business Administration”.

[Go to My Page home](#)



Chosen school

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

Graduate School of Business Administration Kobe University-Special Entrance Examination PhD Program

Department to which you applied

Graduate School of Business Administration (Doctoral Program) [Clear](#)

☒ Department of Business Administration

Application Fee Exemption Eligibility (e.g., MEXT Scholarship)

Declaration of Fee Exemption Eligibility

☐ I am eligible for an application fee exemption (e.g., MEXT Scholarship).

Applicants eligible for an application fee exemption include those funded by the Japanese Government (MEXT Scholarship) or other government-sponsored or equivalent scholarship programs.

Examination fee
total

Next



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)	Required	If you cannot enter "Name (Kana)", please enter the same as "Name (English)".
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

Nationality
^

International Student	Required	Please select ▼
Type of current visa		☐ Student visa ☐ Permanent resident ☐ None ☐ Others Please select one applicable option.
Scholarship Information (For International Students Only)		☐ Japanese Government (MEXT) scholarship students ☐ Foreign government-sponsored students ☐ Others Please select one applicable option.

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		
City / State / Province		
Country		
Telephone Number	052 789 5111 If you do not have a Japanese telephone number, leave it blank.	
Mobile Number	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)	<table style="width: 100%;"> <tr> <td style="width: 50%;">FAMILY NAME</td> <td style="width: 50%;">FIRST NAME</td> </tr> <tr> <td> </td> <td> </td> </tr> </table>	FAMILY NAME	FIRST NAME		
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.)

University information (Undergraduate program) (Including Expected Graduation)
^

Enter the information that qualifies for application.

Country of School (if outside Japan)	Please select ▼
University category	National ▼
Name of University	Kobe University
Faculty	Business Administration
Department	Business Administration
Graduation / Completion (Expected) Date	2024 / 03 ▼ year/month
Graduation / Completion (Expected) Classification	Graduation/Completion ▼
Degree	Bachelor of Business Administration

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 ▼
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
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.	
Research topic after enrollment	 Number of characters entered: 0 Please enter within 300 characters.
Prospective academic supervisor (First Choice)	氏名 (ふりがな) / Name

Item Name		Remarks
Research topic after enrollment	-	
Prospective academic supervisor (First Choice)	Required	Please refer to the “List of GSBA faculty members” on the website and enter the name of a faculty member who is marked with a O under “Supervision.”

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	Ex) 3 (years)
University	Required	Ex) Kobe University, Faculty of Business Administration, Department of Business Administration
Country of School (if outside Japan)	-	
Admission	Required	Ex) 2020/04
Graduation	Required	Ex) 2024/03
Length of attendance	Required	Ex) 4 (years)
Degree (Expected)	Required	Ex) Bachelor of Business Administration
Graduate school	Required	Ex) Graduate School of Business Administration Kobe University, Master's Program
Country of School (if outside Japan)	-	
Admission	Required	Ex) 2024/04
Graduation	Required	Ex) 2026/03
Length of attendance	Required	Ex) 2
Degree (Expected)	Required	Ex) Master of Arts in Business Administration

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)

Please upload file(s) (if necessary) ^

Attention: Please be sure to check the application guidelines for the faculty/graduate school you are applying to, and upload all required documents (only those in the specified format).

File Upload 1	Select file Maximum 10MB Only files in the following formats can be uploaded: .pdf, .xlsx
File Upload 2	Select file Maximum 10MB Only files in the following formats can be uploaded: .pdf, .xlsx
File Upload 3	Select file Maximum 10MB Only files in the following formats can be uploaded: .pdf, .xlsx

Item Name		Remarks
File Upload 1 【Master' s or MBA Thesis】	Required	Please refer to the application Procedure.
File Upload 2 【Research Plan】	Required	Please prepare the document using the designated form provided by this graduate school and save it as a PDF file.
File Upload 3 【Certificate of Residence or Copy of Residence Card】	Foreigner s only	Please refer to the application Procedure.

13) Privacy Policy

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

Privacy Policy

Privacy Policy

Required

Please read and agree to our Personal Information Handling Policy below and then click [I agree.].

[Personal Information Handling Policy](#)

☒ 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) Term I

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

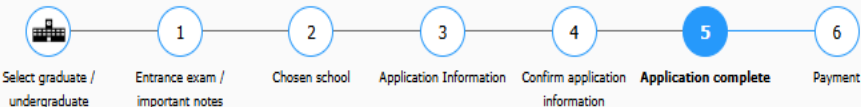


Back

⑧ Application complete

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

[Go to My Page home](#)



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		
-------------------------	--	--

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”.

Please print the “Application Address Sheet (出願用宛名用紙)” on the third page of the application form.

List of applications

Apply

Application submitted (paid)

Paid :	
Reception No. :	
Examination Classification :	Graduate School of Business Administration Kobe University-Special Entrance Examination PhD Program (Graduate School of Business Administration (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					
郵便局の 窓口から 郵送して ください	6 5 7 8 5 0 1				
神戸市灘区六甲台町2-1 神戸大学 経営学研究科 教務グループ					
書留速達					
出願書類在中					
入試区分	経営学研究科-博士課程後期課程(特別推薦入試) PhD Program (Special Entrance Examination)				
研究科/学部	経営学研究科 博士課程後期課程				
志願者	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; padding: 5px;">住所</td> <td style="background-color: black; width: 80%;"></td> </tr> <tr> <td style="padding: 5px;">氏名</td> <td style="background-color: black;"></td> </tr> </table>	住所		氏名	
住所					
氏名					

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.

* Please note that even if you have completed the online application registration, if the required documents do not arrive within the application period, your application will be considered incomplete.

* If, due to applying from a distant location or for other reasons, you anticipate that the required documents may not arrive within the application period if mailed after completing the Web application registration, you may send them directly to the designated mailing address listed in the Application Guidelines (Graduate School of Business Administration Kobe University) without using the “Application Address Sheet”. Please make sure to send the documents well in advance.

【Documents to Submit : Submission in paper】

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

Item Name	Remarks
Letter of Recommendation from a Faculty Member of Our Graduate School	Submit a letter of recommendation written by a faculty member of the Graduate School of Business Administration, Kobe University. No specific format is required. The faculty member must attach his/her signature and seal the envelope.
Academic Transcript (Master’ s degree)	Submit an original transcript issued by the president (or dean) of the graduate school from which you graduated.
Certificate of Graduation (Master’ s degree)	Submit an original certificate of graduation issued by the president (or dean) of the graduate school from which you graduated.
Academic Transcript (Bachelor’ s degree)	Submit an original transcript issued by the president (or dean) of the university from which you graduated.
Certificate of Employment	Submit a certificate of employment issued by the relevant university, research institute, company, or government.