

To students who will graduate or complete their studies this year

We ask all graduates of this year to register a report on their career paths after graduation/completion of studies (employment, higher education, etc.) . Please be sure to enter the information as soon as you have decided on your career path. We appreciate your cooperation.

## ■ How to log in to the Kyushu University Career and Employment Support System - page 1



<https://www2.kyujin-navi.com/GAKUGAI/login/saml/sso/gakunin>

\*Enter your SSO-KID and password to log in.

## ■ Career Report Registration (**Mandatory**) ... pages 2 to 5

The data will be used for the Basic School Survey conducted by 文部科学省 (the Ministry of Education, Culture, Sports, Science and Technology), and for various survey statistics. We highly appreciate your understanding and cooperation.

## ■ Job Hunting Experience Registration (**Optional**) – page 6

We would like to ask you a favor to share your experience in the “Activity Experience” section of the report, to provide advice for lower-grade students who are about to begin job hunting activities. Your experience will help your juniors in their job search. Personal information will not be disclosed, so please share your information as much as you can.

### 【Important】

- It takes about 5 to 10 minutes to complete.
- Please note that you cannot temporarily save your answers in the middle of the questionnaire. Please fill out the entire form at once and select “Register”.
- \*If you need to change the choice of your career path after submitting the report, please start from the beginning to input your new information. The report will be confirmed with the information you put at last.
- Please prepare in advance, the address of the working place or school where you will join after graduation. You will need it to answer some questions on the report.
- **This system uses Google translation. There is a possibility that the questions may be translated incorrectly, which are different from the actual meaning. We highly recommend that you answer the questions by referring to the manuals provided in both Japanese and English.**

# Kyushu University Career and Employment Support System Career Report Registration Operation Manual

## How to log in to the Kyushu University Job and Career Support System

### Kyushu University Job and Career Support System

<https://www2.kyujin-navi.com/GAKUGAI/login/saml/sso/gakunin>

Enter your SSO-KID and password to log in.



Upon accessing the URL, you will be asked to select the name of institution (organization) you belong. Select **"Kyushu University"** and login with your SSO-KID.

When you log in for the first time, the Terms of Use will be displayed. After reviewing them, please select **"I agree"**.

Kyushu University Job and Career Support System TOP page

\*The login URL for the Kyushu University Career and Employment Support System is also available on the university website.

TOP>Campus Life > Careers & Employment > How to use Job and Career Support System

## Career Report Registration

If you have already decided on a career path after graduation or completion of your studies, please register the "**Career Report (Mandatory)**" and the "**Job-hunting experience (Optional)**" on the Kyushu University Jon and Career Support System.

We will utilize the results of survey such as the employment rate and decision rate based on the data in various surveys, and plan future career support programs at Kyushu University. The data will never be disclosed in a way that identifies any individual. It would be greatly appreciated if you could cooperate with us.

### 【Purpose of Using Personal Information】

- (1) Management of information on career paths after graduation, completion and leaving school.
- (2) Provision of guidance and employment information to current students, and creation and management of employment-related information.
- (3) Sharing information to university PR magazines, up-coming events, requests for fund-raising, etc.
- (4) Provision of necessary information to the Kyushu University Student Supporters' Association and the Kyushu University Alumni Association (including each member alumni organization).
- (5) Other work related to the administration and management of the university.

**Employment**  
Employment in companies, civil servants, teachers, self-employment/entrepreneurship, JSPS Postdoctoral Fellowships, fixed-term researchers, post-doctoral positions, etc. (including a return to a previous job)  
\*Temporary staff, academic researchers, part-time lecturers, etc. are "**Employment**".  
※Clinical interns are "**Others** (other than employment or higher education)".

**Further education**  
Go on to universities, graduate schools, junior colleges, vocational schools, and the schools other than graduate schools in Japan or abroad.

**Others**  
Other paths (neither employment nor Further Education.) such as...  
**Clinical resident**, preparing for higher education, doing job-hunting, waiting for results, planning to take certification exam, family situation, giving a birth, schools outside MEXT jurisdiction (prep school, aviation academy, etc.), etc.

# Career Path (1): "Employment (including civil servants and teachers)"

Select a career path category.

**Select your career path from employment, further education, or other, and register your decided career path.**

- Employment (including civil servants and teachers) **▲**  
Please select your career category
- Enterprise
- Civil servant
- Faculty teachers**
- Self-employed/Start-up
- Japan Society for the Promotion of Science
- Postdoctoral Fellow

Search for a company. If you cannot find it, please be careful of misspellings and try to search by the shorten version of the company name (omitting the legal entity). If you choose "JSPS" or "Postdoctoral Fellow", please search the name of institution you will belong to.

Company name search

Company name (Kana)  
No legal entity such as a company or a licensee is required.

Company Name  
Company Name

Search Criteria  
 Search containing  
 Search from the beginning

search

Return to previous screen

Select the company you wish to register from the list and click "Register with a company selected from the list".  
 If there is no company in the results, select "Create and register an unlisted company".  
 \*Please be aware of the company with the same name, and choose carefully the right one with the correct address and industry classification.

Company Name  Co., Ltd.

Head Office Location

Industry Classification Construction: Housing

Company Name  Co., Ltd.

Head Office Location

Industry Classification

Showing 1 to 17 of 17 results

Register with a company selected from the list

Create and register an unlisted company

Return to previous screen

Fill in the fields displayed and select "Registration" to complete the report.

**Career path decision**

Career Destination

Destination Name

Hiring branch name, department, etc.

Hiring branch name, department, etc. (up to 35 full-width characters)

Head Office Location

Postal code

TEL

**Career Path Details**

Career category (required)  
Enterprise

Employment status  
Unselected

(Required)  
\*Please select if you are a fixed-term employee (work equivalent to that of a regular employee), a fixed-term employee (work not equivalent to that of a regular employee), a temporary worker (work equivalent to that of a regular employee), or a temporary worker (work not equivalent to that of a regular employee).

Job type (required)  
Please select a job group  
Unselected

Please select your occupation  
Unselected (Required)

Work location (planned)  
prefectures Unselected

municipalities  
municipalities

\*Please enter the name of your city, ward, town, or village if you know it. (20 characters or less)

Decision date (offer date)  
Unselected Year Unselected Month PAGE TOP ▲

Address after graduation (required)  
Please enter your address after graduation. If you have not yet decided where you will live after graduation, please enter the address of the place you plan to return to.  
Please enter your address after graduation. If you have not (up to 30 full-width characters)

Email address after graduation (required)  
Please enter an email address that you can use even after graduation.  
Please enter an email address that you can use even after (up to 30 full-width characters)

Post-graduation cooperation (required)  
After graduation, we plan to use email addresses and other information to conduct a stakeholder survey to incorporate the opinions of graduates and use them to improve education, etc. We ask for your cooperation in using email addresses.  
 agree  
 Disagree

Scroll and enter each item. All fields marked (required) must be filled in.

**Activity Experiences**

Please enter information about your experience in the activity report, such as exam information, advice for lower-grade students, etc. (optional)  
 \*See page 6 for details.

Documents requested to be submitted  
 resume  
 certificate

Number of characters (up to 500 full-width characters)

Once you have entered all the information, please click "Register" once.

Registration

Return to previous screen

Scroll and enter each item. All fields marked (required) must be filled in.

When you complete the registration, "Career path decided" will be displayed in the menu.

Select your employment status. Except for permanent employees (regular employees), please answer the questions regarding the duration of employment and type of work.

- Permanent employees (regular employees)
- Fixed-term employees (same duties as regular employees)
- Fixed-term employees (not the same as regular employees)
- Temporally workers (work equivalent to that of regular employees)
- Temporally workers (not performing the same duties as regular employees)

- More than 1 year and 30-40 hours per week. (Full-time)
- More than 1 year and less than 30 hours per week (Part-time).
- More than 1 month but less than 1 year.
- Less than 1 month.

Select "to be decided" if your work location is not yet confirmed. If you have selected a country outside Japan, please enter the name of the country in the city/town/village.

If undecided, please enter the address of the place you plan to return to. (For international students, please enter the address of the place where you stay when you return to your home country)

Please enter an email address other than your basic student email.

If you need to change the choice of your career path after submitting the report, please start from the beginning to input your new information. The report will be confirmed with the information you input at last.

## ■ Career Path (2) Go on further education

Select a career path category.

Further education  
 Please select your career category ▲

- Kyushu University Graduate School
- Other graduate schools (within Japan)
- Other graduate schools (outside Japan)
- Kyushu University (undergraduate)
- Other universities (departments) \*Only in Japan
- Junior college (main course) \*Only in Japan
- University/Junior college (specialized course) \*Only in Japan
- University/Junior college (special course) \*Only in Japan

Other universities (undergraduate) in Japan.

University/ Junior college (short-term course) in Japan.

If undecided, please enter the address of the place you plan to return to. (For international students, please enter the address of the place where you stay when you return to your home country)

Please enter an email address other than your basic student email.

**Career Category**

Kyushu University Graduate School

\*Please select this option if you are employed and planning to continue your studies.

Unselected

Unselected

**Decision date**

Unselected Year Unselected Month

Unselected Day

**Career destination (required)**

Career destination (furigana)

(up to 50 characters)

**Name of destination (required)**

Destination name

(30 full-width characters or less, 60 half-width characters or less for half-width/alphabetic characters)

\*Please enter your full-width, official name.  
 \*If you are a clinical trainee, please enter the name and address of your career destination as the place where you plan to work.  
 \*If you are going on to graduate school, please enter (for example) ●● University, Graduate School, ●● Graduate School, ●● Course (or major/field).

**Location of your destination (required)**

Postcode

TEL

TEL

(Example: 052-XXX-XXXX)

**Industry Classification**

Unselected

**Job Type**

Unselected

**Address after graduation (required)**

Please enter your address after graduation. If you have not yet decided where you will live after graduation, please enter the address of the place you plan to return to.

Please enter your address after graduation. If you have not

(up to 30 full-width characters)

**Email address after graduation (required)**

Please enter an email address that you can use even after graduation.

Please enter an email address that you can use even after (

(up to 30 full-width characters)

**Post-graduation cooperation (required)** PAGE TOP ▲

After graduation, we plan to use email addresses and other

**Name of current company (required)**

If you are employed, please enter the name of the company you are employed at.

If you are employed, please enter the name of the compan

(up to 30 full-width characters)

Once you have entered all the information, please click "Register" once.

Registration

Return to previous screen

If you are a working student, please select "Further Education and Employment".

If you selected "Further Education and Employment", please select your employment status.

- Regular employee (including entrepreneurship)
- Non-regular employee: More than 1 year and 30-40hours per week. (Full-time)
- Non-regular employee: More than 1 year and less than 30hours per week. (part-time) or less than 1 year
- Non-regular employee: Less than 1 month.
- Others.

Please provide the official name of the school. If you are entering graduate school, please also list the name of your major and field of study.

<Example>

Graduate School of ●● University, Master's Course, ●● Major Field of Study

If you are entering a graduate school of Kyushu University, please enter "Graduate School of ○○, ○○ Course" (see attached sheet).

If the university you plan to attend has several campuses in the country, please indicate the location of the campus you will be attending. If the above is not known, please provide a representative address and contact information.

<Example> Kyushu University

Please refer to the attached sheet and provide the official name.

The location of each campus is different, so please refer to the attached sheet.

For working students who chose " Further Education and Employment", please list the industry, job title, and name of the company where you are employed.

When you complete the registration, "Career path decided" will be displayed in the menu.

If you need to change the choice of your career path after submitting the report, please start from the beginning to input your new information. The report will be confirmed with the information you input at last.

## ■ Career Path (3) Others (other than employment/ further education)

Select a career path category.

Please check the following before selecting a career path.

■ If you have already found a job or enrolled in a school, this does not apply to "other career paths". Please select either "Employment" or "Further education".

■ If you are preparing for a national certification examination, select "Preparing for employment" and mention it in the "Supplementary information" section.

■ If you are a clinical resident, please enter the place where you plan to work in the "Career Destination" section.

■ Other (other than employment/further education) ▲  
Please select your career category

- Preparing for employment (no job decided yet, job hunting in Japan)
- Preparing for employment (no job decided yet, job hunting in home country)
- Preparing for employment (no job decided yet, job hunting in a third country)
- Preparing for further education (no school has been decided yet, preparing for entrance exams in Japan)
- Preparing for further education (no school decided yet, preparing for entrance exams in home country)
- Preparing for further education (no school decided yet, preparing for entrance exams in a third country)
- Clinical trainee
- others

\*If you want to change a course you have already registered, please re-register the new course.

**Career Category**  
Preparing for employment (no job decided yet, job hunting in Japan)

**Decision date**  
Unselected Year Unselected Month  
Unselected Day

**Career Destination** ←  
Career destination (furigana)  
(up to 50 characters)

**Destination Name**  
Destination name  
(30 full-width characters or less, 60 half-width characters or less for half-width/alphanumeric characters)  
\*Please enter your full-width, official name.  
\*If you are a clinical trainee, please enter the name and address of your career destination as the place where you plan to work.  
\*If you are going on to graduate school, please enter (for example) ●● University, Graduate School, ●● Graduate School, ●● Course (or major/field).

**Destination Location** ←  
Postcode  
prefectures  
Unselected

**address**  
Unselected

**Address after graduation (required)** ←  
Please enter your address after graduation. If you have not yet decided where you will live after graduation, please enter the address of the place you plan to return to.  
Please enter your address after graduation. If you have not  
(up to 30 full-width characters)

**Email address after graduation (required)** ←  
Please enter an email address that you can use even after graduation.  
Please enter an email address that you can use even after graduation.  
(up to 30 full-width characters)

**Post-graduation cooperation (required)**  
After graduation, we plan to use email addresses and other information to conduct a stakeholder survey to incorporate the opinions of graduates and use them to improve education, etc. We ask for your cooperation in using email addresses.  
 agree  
 Disagree

**Supplementary information on career paths after graduation** ←  
Please enter any additional information regarding your career path after graduation.  
Please enter any additional information regarding your career path after graduation.  
(up to 30 full-width characters)

Once you have entered all the information, please click "Register" once.

Registration  
Return to previous screen PAGE TOP ▲

If you are a clinical resident, please enter the place where you plan to work in the "Career Destination (Name) and Destination Location (Address)" section.

If undecided, please enter the address of the place you plan to return to. (For international students, please enter the address of the place where you stay when you return to your home country)

Please enter an email address other than your basic student email.

Please provide any additional information about your current situation.

For those who selected "Others" in the career category and whose address after graduation has not yet been determined, please let us know where you will be after graduation or completion of your studies.  
<Example>  
"In Japan", "home country" or "third country"

When you complete the registration, "Career path decided" will be displayed in the menu.

If you need to change the choice of your career path after submitting the report, please start from the beginning to input your new information. The report will be confirmed with the information you input at last.

# Register your "Job Hunting Experience"

When you select "Employment", you can input your "Job Hunting Experience" for that company. In order to share your job hunting experience with lower-grade students, we encourage you to register not only your job hunting experience at the company you have decided to work for, but also at the other companies you have applied to! (optional)

Select "Register your Job Hunting Experience."

The screenshot shows a grid of icons for various services. The icon for 'Register your job hunting experience' is highlighted with a red box. Other icons include 'Search for jobs', 'Career preference registration', 'Reservations for support events', 'Individual (group) interview reservations', 'Career report registration', 'Internship (self-application)', and 'Search for job hunting experiences'.

Select the career path category for which you are applying.

The screenshot shows a list of career categories: Enterprise, Civil servant, Faculty, Self-employed/Start-up, Japan Society for the Promotion of Science, and Postdoctoral Fellow. The 'Enterprise' option is selected and highlighted with a red box.

Fill in the fields displayed and select "Register" to complete the registration of your job hunting experience.

The screenshot shows the 'Where to apply' form with fields for Career Destination, Destination Name, Hiring branch name, department, etc., Head Office Location, Postal code, and TEL. A red box highlights the 'Career Destination' field.

Scroll down and enter each item. Fields marked (required) must be filled in.

The screenshot shows the 'Career Path Details' form with fields for Career category (required), Employment status, Job type (required), Work location (planned), and Pass/fail result (required). Annotations include: 'Please select a pass/fail result' pointing to the Pass/fail result field, and 'Please enter your exam record in the activity experience' pointing to the Activity Experiences section.

When registering a new application, go to "Register New Job Hunting Experience". Once you have registered an application, it will be added to the list.

The screenshot shows the 'Register your job hunting experience' page with a button for 'Register a new job hunting experience' highlighted in a red box. Below it is the 'Current registration status' section with a 'Content confirmation' button highlighted in a red box.

Search for the company to which you are applying. If you cannot find it, please be careful of misspellings and try to search by the shorten version of the company name (omitting the legal entity).

The screenshot shows the 'Company name search' form with fields for Company name (Kana), Company Name, and Search Criteria. A red box highlights the 'Company name (Kana)' field.

Select the company you wish to register from the list and select "Register with a company selected from the list". If there is no company in the results, select "Create and register an unlisted company".

The screenshot shows a list of companies with details like Company Name, Head Office Location, and Industry Classification. The 'Register with a company selected from the list' button is highlighted in a red box.

You can check and change your registered experiences from the "Content confirmation" page. If you change the contents, please be sure to "Register" again.

Once the registration is completed, it will be added to the "Current Registration Status". You can review or modify the content at any time.

学府/Undergraduate Schools		課程/the Course		
人文科学府/Graduate School of Humanities		修士課程 /Master's Course	博士(後期)課程 /Latter Doctoral Course (3 years)	
地球社会統合科学府/Graduate School of Integrated Sciences for Global Society		修士課程 /Master's Course	博士(後期)課程 /Latter Doctoral Course (3 years)	
人間環境学府/Graduate School of Human-Environment Studies		修士課程 /Master's Course	博士(後期)課程 /Latter Doctoral Course (3 years)	専門職学位課程 /Professional Degree Program
法学府/Graduate School of Law		修士課程 /Master's Course	博士(後期)課程 /Latter Doctoral Course (3 years)	
法務学府/Law School (Professional Graduate School)		専門職学位課程 /Professional Degree Program		
経済学府/Graduate School of Economics		修士課程/ Master's Course	博士(後期)課程 /Latter Doctoral Course (3 years)	専門職学位課程 /Professional Degree Program
理学府/Graduate School of Science		修士課程 /Master's Course	博士(後期)課程 /Latter Doctoral Course (3 years)	
数理学府/Graduate School of Mathematics		修士課程 /Master's Course	博士(後期)課程 /Latter Doctoral Course (3 years)	
システム生命科学府/Graduate School of Systems Life Sciences		一貫制博士課程 /Five-Year Doctoral Course		
医学系学府/Graduate School of Medical Sciences	(医科学専攻 /Master Course in Graduate School of Medical Sciences)	修士課程 /Master's Course		
	(医学専攻 /Department of Medical Sciences)	博士課程 /Doctoral Course		
	(保健学専攻 /Master Course in Graduate School of Health Sciences)	修士課程 /Master's Course	博士(後期)課程 /Latter Doctoral Course (3 years)	
	(医療経営・管理学専攻 /Department of Health Care Administration and Management)	専門職学位課程 /Professional Degree Program		
歯学府/Graduate School of Dental Science	(歯学専攻/Department of Dental Science)	博士課程 /Doctoral Course		
	(口腔科学専攻/Department of Oral Science)	修士課程 /Master's Course		
薬学府/Graduate School of Pharmaceutical Sciences	(創薬科学専攻/Department of Clinical Pharmacy)	修士課程 /Master's Course	博士(後期)課程 /Latter Doctoral Course (3 years)	
	(臨床薬学専攻/Department of Medical Sciences)	博士課程 /Doctoral Course		
工学府/Graduate School of Engineering		修士課程 /Master's Course	博士(後期)課程 /Latter Doctoral Course (3 years)	
芸術工学府/Graduate School of Design		修士課程 /Master's Course	博士(後期)課程 /Latter Doctoral Course (3 years)	
システム情報科学府/Graduate School of Information Science and Electrical Engineering		修士課程 /Master's Course	博士(後期)課程 /Latter Doctoral Course (3 years)	
総合理工学府/Interdisciplinary Graduate School of Engineering Sciences		修士課程 /Master's Course	博士(後期)課程 /Latter Doctoral Course (3 years)	
生物資源環境科学府/Graduate School of Bioresource and Bioenvironmental Sciences		修士課程 /Master's Course	博士(後期)課程 /Latter Doctoral Course (3 years)	
統合新領域学府/Graduate School of Integrated Frontier Sciences		修士課程 /Master's Course	博士(後期)課程 /Latter Doctoral Course (3 years)	
マス・フォア・イノベーション連携学府/Joint Graduate School of Mathematics for Innovation		修士課程 /Master's Course	博士(後期)課程 /Latter Doctoral Course (3 years)	

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【筑紫キャンパス / Chikushi Campus】 〒816-8580 春日市春日公園6-1 / 6-1 Kasuga-koen Kasuga-Shi, Fukuoka, Japan 816-8580  
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