

# **Overseas Selection for International Students**

## **(Draft) Application Guidelines for Enrollment in October 2017**

**Graduate School of Environmental and Life Science**

**(Master's Course)**

**OKAYAMA UNIVERSITY**

## Policy for acceptance of admitted students

The goal of the Graduate School of Environmental and Life Science is to ensure the harmonious and sustainable coexistence of humankind and nature, and realize a society where safety, peace, comfort and abundance are assured. In order to achieve this, we have developed a new interdisciplinary field that incorporates environmental sciences and agricultural sciences, and designed education and research curricula that provide an ideal balance between advanced specialization including medical and social sciences, and interdisciplinary comprehensiveness. To further these efforts, the Graduate School actively promotes the communication and exchange between different disciplines. This consequently develops graduates who can adaptively address environmental issues from different perspectives and resolve various problems concerning the environment and life sciences, with a wealth of general knowledge and highly specialized abilities.

The Graduate School is seeking students with the rich liberal education, sense of ethics and specializations required to contribute to the sustainable development of civilization, and the strong desire to acquire a superior academic specialization in the scientific knowledge necessary to further investigate the sustainable development of the global environment and the life phenomena. We accept both domestic and international applicants, in accordance with the results of various entrance examination methods.

### I Admission Quota

Major	Quota
Social Engineering and Environmental Management	A Few
Biological and Human Environment	
Sustainability of Resources	
Science for Bioresources	
Science for Bio-Production	

### II Eligibility for Application

Those to whom all the following provisions are applicable:

1 Those to whom any of the following items is applicable, or are expected to be applicable by September 2017.

- (1) Have graduated from a Japanese university
- (2) Have been awarded a bachelor's degree under the provisions of paragraph (4) of Article 104 of the School Education Law (Law No.26 of 1947)
- (3) Have completed a 16-year course of school education in a foreign country
- (4) Have completed a 16-year course of school education in a foreign country by taking class subjects in Japan through a correspondence course offered by an educational institution in the country
- (5) Are deemed to have academic ability equal to or greater than that of a university graduate through an individual admission eligibility screening by the Graduate School and who have reached the age of 22.

2 Those who are foreign citizens who live outside Japan and who are unable to come to Japan to take their entrance examinations (except citizens and permanent residents of Japan).

3 Those who are expected to obtain a visa status of "Student" stipulated in the Immigration Control and Refugee Recognition Act by the time of enrollment in the Graduate School.

4 Those who were recommended by the schools from which they graduated as being particularly excellent in both personality and academic ability.

5 Those who have passed a selection process, such as scholarship and training systems, made by public organizations at home and abroad.

Note 1: Those who “(A)re deemed to have academic ability equal to or greater than that of a university graduate through an individual admission eligibility screening by the Graduate School” specified in item 5 of Provision 1 of II Eligibility for Application refers to applicants who passed the document screening that the Graduate School provides as the screening of the eligibility for application. (See III Individual Admission Eligibility Screening in Eligibility for Application.)

Note 2: We withdraw permission for admission for those who applied as a prospective degree holder but failed to be awarded the degree by September 2017.

Note 3: Those “who live outside Japan and are unable to come to Japan to take their entrance examinations” specified in Provision 2 of II Eligibility for Application includes people who are staying in Japan at the time of application but depart from Japan because their duration of stay expires by the end of June, 2017.

For more details, please contact Graduate School Section, Academic Affairs Division, Graduate School of Natural Sciences (E-mail: agf8576@adm.okayama-u.ac.jp).

### III Individual Admission Eligibility Screening in Eligibility for Application

For those applicants for admission who fall under item 5 of Provision 1 specified in the previously described II Eligibility for Application, we conduct individual admission eligibility screenings for the approval of admission eligibility before application. The applicants must submit the documents required for the admission eligibility screening specified in Provision 2 to the Graduate School Section, Academic Affairs Division, Graduate School of Natural Sciences by the deadline stated in Provision 1.

#### 1 Submission Period of Documents for Admission Eligibility Screening

May 29, 2017 (Mon.) to May 31, 2017 (Wed.)
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#### 2 Documents Required for Admission Eligibility Screening

(1) Application Form and Record for Approval of Application Eligibility	Use the forms prescribed by the Graduate School of Environmental and Life Science.
(2) Research Achievement or Research Plan/ Progress Report	Submit a list of research achievements or a research plan/ progress report relevant to the field of study that you wish to pursue at the Graduate School of Environmental and Life Science, summarizing in a document in any form.
(3) Academic Transcript (of last completed education)	Submit a transcript issued by the president of the last school from which you graduated.
(4) Graduation Certificate (of last completed education)	Submit a graduation certificate issued by the president of the last school from which you graduated.

Note 1: All documents mentioned above must be prepared in English, in principle. (When English is not your native language, attach English translations.)

Note 2: The documents (1) mentioned above should be submitted using the forms prescribed by the Graduate School of Environmental and Life Science, in principle. However, using any forms containing the

necessary matters other than the prescribed forms may be allowed only when the Graduate School of Environmental and Life Science permits. For more details, please contact Graduate School Section, Academic Affairs Division, Graduate School of Natural Sciences (E-mail: gf8576@adm.okayama-u.ac.jp).

## VI Application Procedures

### 1 How to Apply

Applicants must complete all the procedures described in items (1) through (3) below:

(1) Before preparing documents for application, applicants must directly contact a prospective supervisor at Graduate School of Environmental and Life Science by means such as email, consult about research and education after enrollment, obtain approval to take the examination, and receive a copy of “Letter of Informal Acceptance by Prospective Supervisor”. With regard to prospective supervisors at Graduate School of Environmental and Life Science, please visit the Website of the Graduate School of Environmental and Life Science below:

<http://www.gels.okayama-u.ac.jp/en/profile/index.html>

(2) Pay the entrance examination fee after having obtained approval from the prospective supervisor.

(Except those who are exempted from payment.)

(3) Send all the documents for application by mail to arrive no later than the date stated in “2 Application Period”.

### 2 Application Period

June 29, 2017 (Thur.) to July 12, 2017 (Wed.)
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### 3 Address for Submission of Documents

Graduate School Section  
 Academic Affairs Division  
 Graduate School of Environmental and Life Science  
 Okayama University  
 3-1-1, Tsushima-naka, Kita-ku, Okayama 700-8530, Japan

### 4 Notes on Application

(1) No change shall be permitted after submission in terms of the contents of the documents submitted.

(2) No document shall be returned for any reason after the application documents are accepted.

(3) Application with incomplete application documents or shortage of examination fee shall not be accepted.

(4) Please note carefully that admission might be withdrawn even after enrollment if the contents of the submitted documents are found to include false entries.

(5) Certificates issued under the former surname (first name), which is different from the name written on the application form, are useful. However, in such cases, attach a document (in any form) for which the date of surname (first name) change and the new surname (first name) are written personally by the applicant.

### 5 Documents Required for Application

Documents Required for Application	Remarks
(1) Application Form and CV	Use the forms prescribed by the Graduate School of Environmental and Life Science

(2) Photograph	Affix a photograph (4 cm long × 3 cm wide, upper body, no headwear, facing forward, taken within the three months before application) on the prescribed space on the “Application Form”. Before affixing it, write your nationality, name and the name of major desired on the back of the photograph.
(3) Entrance Examination Fee	<p>30,000 yen (A transfer fee is required separately.)</p> <p>(Payment from inside Japan) The entrance examination fee must be paid using the prescribed “Transfer Slip for Entrance Examination Fee” from a window of financial institutions, including JP banks and post offices (ATM cannot be used). You must submit a “Certificate of Transfer for Entrance Examination Fee”.</p> <p>Please ask Graduate School Section, Academic Affairs Division, Graduate School of Natural Sciences for the “Transfer Slip for Entrance Examination Fee”.</p> <p>(Payment from outside Japan) Pay the fee by bank transfer referring to “How to Pay Entrance Examination Fee” on page 8 and submit a copy of request for foreign remittance.</p> <p>Refund of Entrance Examination Fee The entrance examination fee paid is not refundable for any reason, except in the following cases: a) Entrance examination fee was paid, but application was not made (or application documents were not submitted or accepted.) b) Entrance examination fee was accidentally transferred twice. c) Those applicants who are Japanese-government sponsored students need not pay the entrance examination fee, in principle.</p>
(4) (Prospective) Graduation Certificate from University	Submit a certificate issued by the university from which you graduated.
(5) Transcript of University	Submit a certificate issued by the university from which you graduated.
(6) Papers Submitted	<p>a) Abstract of bachelor’s thesis or an equivalent research paper (in English)</p> <p>b) List of research achievements after earning the bachelor’s degree and one or two representative papers related to them.</p>
(7) Research Plan Document	Use the form prescribed by the Graduate School of Environmental and Life Science.

(8) Document Certifying English Language Ability (TOEIC®, TOEFL-iBT®, etc.)	When you have not taken TOEIC®, TOEFL-iBT®, or other tests, submit a certificate of English ability issued by the university, etc. from which you graduated.
(9) Copy of Passport, or Copy of Family Registry or Certificate of Citizenship in Home Country	Submit a copy of the page which can confirm the names of the passport and the dates of birth, etc.. When not possessing the passport, please submit the certificate which is acquired copy of the family register or citizen membership, etc. in your home country.
(10) (Two kinds of) Letters of Recommendation Addressed to the President	Use the form prescribed by the Graduate School of Environmental and Life Science.
(11) Letter of Informal Acceptance by Prospective Supervisor	Use the form prescribed by the Graduate School of Environmental and Life Science, and submit a copy of the letter written by your prospective supervisor at Graduate School of Environmental and Life Science.
(12) Document Confirming Success in Selection by Public Organizations at Home and Abroad	Submit a (copy of) letter of acceptance, notification of employment, etc.

Note 1: All documents to be submitted must be prepared in the same size (preferably A4 size) and be typewritten.

Note 2: We do not accept documents that are incomplete, not written completely and accurately, or which are received after the deadline for submission.

The previously described documents must be prepared in English (or in Japanese). (When English is not your native language, attach English translations.)

#### 6 Purpose of Use of Personal Information

Application documents submitted and personal information written on them are used for affairs related to the selection of entrants.

However, regarding entrants, we use their personal information written on the application form, including the name, gender, date of birth, current address, and schools graduated from, as registry data for basic student information in the academic affairs system at Okayama University.

In addition, successful applicants' personal information, examinee number and name (kanji/ kana), are used for clerical systems for tuition fee debt management and tuition fee waiver at Okayama University.

When application for admission fee waiver, postponement of admission fee collection, tuition fee waiver, or various scholarships was made, the applicant's entrance examination results and academic transcript might be used to handle academic ability judgment related to affairs such as postponement of admission fee collection.

## V Methods for Selection of Entrants

Selection of entrants shall be made based on document screening and pass or failure is determined.

## **VI Announcement of Successful Applicants**

July 28, 2017 (Fri.)

A letter of acceptance and others will be sent to successful applicants themselves dated on the day of the announcement described above.

## **VII Admission Procedures**

### (1) Method of Admission Procedures

Details will be notified separately by your supervisor with a letter of acceptance.

### (2) Period of Admission Procedures

The period of admission procedures has been scheduled as follows:

September 19, 2017 (Tue.) to September 20, 2017 (Wed.)

## **VIII Other**

1 Admission Fee and Tuition Fee (Applicable only for self-supporting international students. Foreign-government sponsored students must pay.)

Admission fee: 282,000 yen (expected amount)

Tuition fee: 267,900 yen (for half a year); 535,800 yen (for a year)

\* When the amount was revised at the time of admission or while at school, the new amount will be applied from the time of the revision.

### 2 Study Assistance

For self-supporting international students, we have systems as part of study assistance: admission fee waiver, postponement of admission fee collection, tuition fee waiver, and various scholarships.

If your academic achievement, income, etc. meet the requirements, you may apply for the admission fee waiver, postponement of admission fee collection, and tuition fee waiver and have a full or half waiver.

When your academic achievement, income, etc. meet the requirements, you may apply for various scholarships and receive scholarship benefits.

### 3 Notes

It is recommended that international students have sufficient knowledge of the climate, weather, and customs of Japan as well as the situation of the university in advance before coming to Japan.

Education and research activities will be conducted mainly in Japanese language. Consult with your desired supervisor in advance if you wish to have guidance in English.

For everyday life, you will need Japanese language skills. It is also desired that candidates have studied Japanese language.

Okayama University has a Japanese language course for international students. Please take the course if you like.

4 For more details about the application, please contact the following offices in writing or by e-mail.

(1) Inquiry about application, major field, and supervisor, etc.:

Graduate School Section  
Academic Affairs Division  
Graduate School of Natural Sciences  
Okayama University  
3-1-1, Tsushima-naka, Kita-ku, Okayama 700-8530, Japan  
Fax: +81-86-251-8580 (from overseas)  
Fax: 086-251-8580 (from inside Japan)  
E-mail: agf8576@adm.okayama-u.ac.jp

(2) Inquiry about scholarship, accommodation, etc.:

Center for Global Partnerships and Education  
Okayama University  
2-1-1, Tsushima-naka, Kita-ku, Okayama 700-8530, Japan  
Fax: +81-86-252-5022 (from overseas)  
Fax: 086-252-5022 (from inside Japan)  
E-mail: housing@cc.okayama-u.ac.jp

### [How to Pay the Entrance Examination Fee]

(Payment from overseas to Japan)

Transfer the entrance examination in accordance with the following:

Type of Remittance	Telegraphic transfer
Payment Method	Advice and pay
Remittance Charge	Paid by the remitter
Amount to be Remitted	30,000 yen (JPY) ※The bank charge is borne by the applicant.
Purpose of Remittance	Entrance examination fee
Remitter Bank	THE CHUGOKU BANK, LTD. (Swift code: CHGKJPJZ)
Name of Branch	HOUKAIIN BRANCH
Address of Remitter Bank	2-5-22, Yamatocho, Kita-ku, Okayama 700-0808, JAPAN
Account Number of Recipient	104-00-1797911
Name of Recipient	OKAYAMA UNIVERSITY
Address of Recipient	1-1-1, Tsushima-naka, Kita-ku, Okayama 700-8530, JAPAN

Notes:

(1) The bank charge must be borne by the applicant. Make sure to pay a foreign exchange fee to our account separately from the entrance examination fee of 30,000 yen. When the full entrance examination fee of 30,000 yen has not been paid, we do not accept your application.

(2) The examination fee must be received within the application period. Please note carefully that the confirmation of overseas remittance takes several days.

(3) Submit a copy of the request for overseas remittance with a receipt stamp or sign of the bank with your application documents.