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I Admission Quota

Division	Quota
Environmental Science	A Few
Agricultural and Life Science	A Few

Note 1: The admission quota of each division shows the number of applicants who will be selected through screening for advancement.

II Application Guidelines for Entrance Examination (Time of Enrollment: April 2018)

1 Eligibility for Application

Those to whom any of the following items is applicable, or is expected to be applicable by March 2018.

- (1) Have a master's or professional degree.
- (2) Have been awarded a degree equivalent to a master's degree or professional degree abroad.
- (3) Have taken a correspondence course of education provided by a foreign school in Japan and have been awarded a degree equivalent to a master's or professional degree.
- (4) Have completed a program in Japan provided by an educational institution that is positioned as having graduate programs under the relevant foreign education system and which is designated separately by the Japanese Minister of Education, Culture, Sports, Science and Technology, and who have been awarded a degree equivalent to a master's or professional degree.
- (5) Have completed the program at United Nations University and have been awarded a degree equivalent to a master's degree.
- (6) Have completed a curriculum at a foreign school, an educational institution that has received the designation under item (4), or the United Nations University, who have passed an examination or a screening equivalent to those stipulated in Article 16-2 of Standards for the Establishment of Graduate Schools, and who are deemed to have academic ability equivalent to or greater than that of a master's degree holder.
- (7) Are designated by the Minister of Education, Culture, Sports, Science and Technology.
- (8) Are deemed to have academic ability equal to or greater than that of a master's or professional degree holder by the Graduate School through an individual admission eligibility screening and who have reached the age of 24 years.

Note 1. Applicants who are expected to complete a master's program or master's course at Okayama University in March 2018 must apply following **"III Guidelines for Screening for Advancement"** (described on p.9).

Note 2. Those who "(A)re designated by the Minister of Education, Culture, Sports, Science and Technology" specified in item (7) above refers to applicants who meet any of the following conditions, and who have the experience of engaging in research in a university or research institution for more than 2 years after graduation or completion of university or other institution, with research achievements, such as published books, academic papers, academic lectures, academic reports, or patents, which are considered to be equivalent to or higher than a master's thesis. (It is necessary to apply Application Eligibility Screening. See **"2 Application Eligibility Screening"**.)

1) Those who graduated from a university.

2) Those who have completed 16 years of school education in a foreign country or who have completed 16 years of school education in Japan by taking a correspondence course of education provided by a foreign school.

Note 3. Those who "(A)re deemed to have academic ability equal to or greater than that of a master's or professional degree holder by the Graduate School through an individual admission eligibility screening" specified in the item above refers to applicants who have passed an academic proficiency test (written and oral examinations) and an interview that the Graduate Schools provides as the screening of the eligibility for application after document screening. (It is necessary to apply Application Eligibility Screening. See **"2 Application Eligibility Screening"**.) However, when an applicant's ability can be confirmed based on the documents submitted, the applicant will be exempted from the written examination. The date, method, and other information related to the academic ability test and the interview will be assigned to cases individually.

2 Application Eligibility Screening

For those applicants who fall under **item (7) or (8)** specified in the previously described **"1 Eligibility for Application"**, we conduct application eligibility screenings before application. The applicants must submit the following documents to the Graduate School Section, Academic Affairs Division, Graduate School of Environmental and Life Science during each period.

Acceptance Period of Documents for Application Eligibility Screening

Acceptance Period	February 7, 2018 to February 9, 2018
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Documents Required for Application Eligibility Screening

Documents Required for Application	Remarks
〈1〉 Form of Eligibility for Application	Use the forms prescribed by the Graduate School of Environmental and Life Science.
〈2〉 Record of Academic Performance	Use the form prescribed by the Graduate School of Environmental and Life Science. (Briefly describe objective findings from research results relevant to the field of major.) For academic papers, attach an offprint or a copy. In the case of presentations, attach a summary or an abstract for research presentations.
〈3〉 Certificate of Research Participation	Use the form prescribed by the Graduate School of Environmental and Life Science. (The form must be completed by the institution with which the applicant is affiliated.)
〈4〉 Academic Transcript (of last completed education)	Submit a transcript issued by the president of the final school from which the applicant graduated.

〈5〉 Graduation Certificate (of last completed education)	Submit a graduation certificate issued by the president of the final school from which the applicant graduated.
〈6〉 Qualifications and Licenses	Submit copies of licenses relevant to the field of major that might be of some help for assessing proficiency. (Make A4-sized photocopies with brief explanations.)

Note. Forms 〈1〉 – 〈3〉 are attached to the end of the submission documents.

For additional details related to the application eligibility screening, see Notes 2 and 3 in “**1 Eligibility for Application.**”

3 Application of Persons with Disabilities

Applicants with disabilities might need special considerations when taking examinations and classes. Consult with us in the way described below before application.

Have a consultation as early as possible, considering the time necessary to inform you of the results of the consultation and take necessary measures based on special considerations.

Deadline of Consultation	February 9, 2018
Method of Consultation	Request a “Form of Preliminary Consultation for Application”, and consult with a doctor’s medical certificate and (for only those who have been issued) a copy of the handbook for people with disabilities.
Request to: Consult with:	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 Phone: 086-251-8576

4 Application Procedures

1. How to Apply

Applicants must submit all the document described in “5. Documents Required for Application” below during the acceptance hours (8:30–17:00) in “2. Application Periods.”

2. Application Period

Application Period	February 28, 2018 to March 1, 2018
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When sending the documents by mail, they must be sent by “Registered, Express Mail”. Write “Enc. Application Form for Doctoral Program of Graduate School of Environmental and Life Science” in red on the envelope and send it to arrive no later than each date stated in the **Application Period** above.

Applicants must contact a prospective supervisor as early as possible before application to consult about research content, etc.

3. Address for Submission

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
 Phone: 086-251-8576

4. Notes on Application

- (1) No change shall be permitted after submission in terms of the contents of the submitted documents.
- (2) No document shall be returned for any reason after the application documents are accepted.
- (3) Application with incomplete application documents or shortage of entrance 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 name (Surname and first name), which differs from the name written on the application form, are usable. However, in such cases, attach a document (in any form) that the date of name change and the new name are written personally by the applicant.

5. Documents Required for Application

Documents Required for Application	Remarks
〈1〉 Application for Admission, Curriculum Vitae (CV) and Admission Ticket for the Examination	Fill out necessary items on the forms prescribed by Graduate School of Environmental and Life Science personally by the applicant.
〈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 for Admission” and the “Admission Ticket for Examination.” Before affixing, write the name of the intended major course of study and your name on the back of the photographs.
〈3〉 Entrance Examination Fee 30,000 yen (A transfer fee is required separately.)	The entrance examination fee must be paid using the attached “Transfer Slip for Entrance Examination Fee” from a window of financial institutions, including JP banks and post offices (<u>ATM cannot be used</u>). Glue a “Certificate of Transfer for Entrance Examination Fee” on the prescribed space (the column bottom of Admission Ticket for Examination). Refund of Entrance Examination Fee The entrance examination fee paid is not refundable for any reason, except in the following cases: <ol style="list-style-type: none"> a) Entrance examination fee was paid, but application was not made (or application documents were not submitted or accepted.) b) Entrance examination fee was paid twice by mistake. c) Those applicants who are Monbukagakusho sponsored students need not pay the entrance examination fee, in principle. However, for cases

	<p>in which the period of their scholarship ends by March 31, 2018, the payment of the entrance examination fee is required.</p> <p>When the extension of the scholarship period is approved, the entrance examination fee will be refunded.</p>
〈4〉 Transcript of Faculty	Submit a certificate issued by the president of the university or the dean of the faculty from which you graduated.
〈5〉 Transcript of Graduate School	Submit a certificate issued by the president or the dean of the graduate school from which you graduated.
〈6〉 (Prospective) Completion Certificate	Submit a certificate issued by the master's program (master's course) or the professional graduate school from which you completed.
〈7〉 Theses	<p>Submit one of the following:</p> <p>a) For master's degree holders with a master thesis, a "copy of the master's thesis" and an "Abstract of Thesis (of approx. 2,000 words using the form prescribed by Graduate School of Environmental and Life Science)."</p> <p>b) For applicants who are expected to complete a master's program, who are master's degree holders without a master thesis, or who apply under item (6), (7) or (8) of "1 Eligibility for Application", a "Report of Progress (of approx. 2,000 words using the form prescribed by the Graduate School of Environmental and Life Science)."</p> <p>Attach other materials such as research publications, if any.</p>
〈8〉 Research Planning Sheet	Use the form prescribed by Graduate School of Environmental and Life Science.
〈9〉 Curriculum Vitae (CV) and Certificate of Research Participation	With regard to those who will fall under item (2) or (3) of "1 Eligibility for Application" , the years of curriculum and the history of research must be confirmed. Submit the form prescribed by Graduate School of Environmental and Life Science after filling out necessary items.
〈10〉 Pertaining to the Qualifying Examination	Those who will apply under item (6) of "1 Eligibility for Application" must submit a "Pertaining to the Qualifying Examination" (see an example of the format) issued by the president of the university (or the graduate school) that conducted the screening and its accompanying documents.
〈11〉 Envelope for Sending the Admission Ticket for the Examination	Put the label stated below in 〈12〉 Sticker of Address (for mailing an admission ticket for examination) and 362 yen worth of stamps on the designated envelope.
〈12〉 Sticker of Address	Fill out the necessary items.

Applicants who were confirmed to be eligible for application in the application eligibility screening need not submit certificates from (4)–(6).

6. Purpose of Use of Personal Information

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

However, regarding entrants, we use their personal information written on the application form, including 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 the systems for tuition fee debt management and tuition fee exemption at Okayama University.

When application for admission fee exemption, postponement of admission fee collection, tuition fee exemption, or scholarships such as those of Japan Student Services Organization 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.

5 Issue of Admission Ticket for Examination

Admission tickets for examination will be sent to your prospective supervisor around date stated below. Please receive it from your prospective supervisor.

Enrollment April 2018	Around March 1, 2018
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6 Methods for Selection of Entrants

Selection of entrants shall be made comprehensively based on the results of an oral examination and document review.

The oral examination will be conducted mainly concerning the applicant's master's thesis and research plan document.

If necessary, we will pose questions to assess English language ability (or Japanese language ability for international students) during the oral examination.

Date	Examination Category	Time	Place of Examination
March 2, 2018	Oral Examination	9:30 a.m. –	A prospective supervisor will notify applicants of the location later.

Note 1. The date and time of the oral examination above might be changed after applicants are contacted.

Note 2. If no information about the date, time, or place of the oral examination has been received by March 1, please inquire to the office in charge (P. 8).

7 Announcement of Successful Applicants

Successful applicants will be announced on a bulletin board.

Date	Place of Bulletin Board
10:00 a.m. on March 8, 2018	The bulletin board in front of the office of Graduate School Section, Academic Affairs Division, Graduate School of Environmental and Life Science, Okayama University (1F, Building No. 1, Faculty of Engineering)

Note 1: The examinee numbers of successful applicants will be announced on the bulletin board. A letter of acceptance and other materials will be sent directly to successful applicants dated on the day of the announcement.

Note 2: After the announcement on the bulletin board, the examinee numbers of successful applicants will be posted on the homepage (<http://www.gels.okayama-u.ac.jp/admission/index.html>).

Note 3: We will never under any circumstances respond to inquiries by phone, etc. concerning passing or failing the examination.

8 Admission Procedures

(1) Method of Admission Procedures

Successful applicants will be accepted into the program after having completed the admission procedures. Details will be separately informed to successful applicants later.

(2) Period of Admission Procedures

The period of admission procedures has been scheduled as follows. However, successful applicants will be informed about details later.

April 2018 Entrants: March 15, 2018 to March 16, 2018

9 Other

(1) Admission Fee and Tuition Fee

Admission fee: 282,000 yen (expected amount)

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

※ 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.

In addition, a premium for Personal Accident Insurance for Students Pursuing Education and Research, etc. will be needed as an additional expense.

(2) Day/Evening Course System

Graduate School of Environmental and Life Science applies the special provision for educational methods (Day/Evening Course System) stipulated in Article 14 of Standards for Establishment of Graduate Schools to make it easier for students who work during class hours to take courses. We provide classes and research guidance not only during the day, but also during evenings (and Saturdays, summer and winter vacations, etc.).

(3) Study Assistance

We have many systems for study assistance: admission fee exemptions, admission fee collection postponement, tuition fee exemptions, and scholarships.

- (4) If there is anything unclear about application, please inquire to the office in charge below.

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

Phone: 086-251-8576

Fax: 086-251-8580

URL of Graduate School of Environmental and Life Science: <http://www.gels.okayama-u.ac.jp/>