

Table of Contents

I Admission Quota	
II Application Guidelines for Entrance Examination	1
Time of Enrollment: October 2019/ April 2020	
III Guidance for Screening for Advancement	10
Time of Advancement: October 2019/ April 2020	

I Admission Quota

Division	Quota
Environmental Science	22
Agricultural and Life Science	20
Total	42

Note 1: The admission quotas presented above are for FY 2020 (April 2020) enrollment. Applications of new and advancing students for April 2020 enrollment will be accepted three times a year.

Note 2: Each division course of study will accept a small number of applications as new and advancing students for October 2019 enrollment.

Note 3: 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: October 2019/ April 2020)

1 Eligibility for Application

Those to whom any of the following items is applicable, or is expected to be applicable by March 2020 (or in case of October 2019 enrollment, by September 2019).

- (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 September 2019/ March 2020 must apply following **“III Guidelines for Screening for Advancement”** (described on p. 10).

Note 2. “Those who are 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 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” 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

Entrance Examination for October 2019 Enrollment	July 1, 2019 to July 2, 2019
Entrance Examination for April 2020 Enrollment (First Submission Period)	
Entrance Examination for April 2020 Enrollment (Second Submission Period)	December 19, 2019 to December 20, 2019
Entrance Examination for April 2020 Enrollment (Third Submission Period)	February 5, 2020 to February 6, 2020

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	Entrance Examination for October 2019 Enrollment	July 2, 2019
	Entrance Examination for April 2020 Enrollment (First Submission Period)	
	Entrance Examination for April 2020 Enrollment (Second Submission Period)	December 20, 2019
	Entrance Examination for April 2020 Enrollment (Third Submission Period)	February 6, 2020
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: 086-251-8011	

4 Application Procedures

1. How to Apply

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

2. Application Period

Entrance Examination for October 2019 Enrollment	August 1, 2019 to August 2, 2019
Entrance Examination for April 2020 Enrollment (First Submission Period)	
Entrance Examination for April 2020 Enrollment (Second Submission Period)	January 30, 2020 to January 31, 2020
Entrance Examination for April 2020 Enrollment (Third Submission Period)	February 26, 2020 to February 27, 2020

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: 086-251-8011
--

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.

<p>〈2〉 Photograph</p>	<p>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.</p>
<p>〈3〉 Entrance Examination Fee</p>	<p>30,000yen (A handling fee is required separately)</p> <p>Please refer to “Paying for Entrance Examination Fees” below and pay the entrance examination fee by 17:00 on the last day of the application period on “Payment for Entrance Examination Fee website”.</p> <p>After confirming the payment of the entrance examination fee, print "Certificate of Entrance Examination Fee Payment" and attach it to the prescribed section of the prescribed form.</p> <p>Also note that you can pay Entrance Examination fee from one month before the application period.</p> <p>Paying for Entrance Examination Fees http://www.gels.okayama-u.ac.jp/en/alumni/gels_dtest_youkou_top_en.html</p> <p>Payment for Entrance Examination Fee website https://e-apply.jp/n/okayama-payment-eng</p> <p>If you could not pay by the payment method above, contact Graduate School Section, Academic Affairs Division, Graduate School of Natural Sciences.</p> <p>Refund of Entrance Examination Fee The entrance examination fee paid is not refundable for any reason, except in the following cases:</p> <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 in which the period of their scholarship ends by March 31, 2020 (or in the case of October 2019 Enrollment, by September 30, 2019), the payment of the entrance examination fee is required. When the extension of the scholarship period is approved, the entrance examination fee will be refunded. d) Those to whom the entrance examination fee exemption described below is applicable paid the entrance examination fee and completed the prescribed application procedures because the acquisition of certificates within the application period was difficult.

	Entrance examination fee exemption Okayama University offers entrance examination fee exemption for those who fell under the Disaster Relief Law after April 2018 to reduce financial burden and secure an opportunity for advancement.
〈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	Submit one of the following: 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)." 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)." Attach other materials such as research publications, if any.
〈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〉 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 and the selection of Cross-School Flex BMD Course.

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.

Entrance Examination for October 2019 Enrollment	Around August 6, 2019
Entrance Examination for April 2020 Enrollment (First Submission Period)	
Entrance Examination for April 2020 Enrollment (Second Submission Period)	Around February 4, 2020
Entrance Examination for April 2020 Enrollment (Third Submission Period)	February 27, 2020

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.

(1) Entrance Examination for October 2019 Enrollment and for April 2020 Enrollment (First Submission Period)

Date	Examination Category	Time	Place of Examination
August 26, 2019	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 August 21, please inquire to the office in charge (P. 9).

(2) Entrance Examination for April 2020 Enrollment (Second Submission Period)

Date	Examination Category	Time	Place of Examination
February 10, 2020	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 February 5, please inquire to the office in charge (P. 9).

(3) Entrance Examination for April 2020 Enrollment (Thied Submission Period)

Date	Examination Category	Time	Place of Examination
February 28, 2020	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 February 27, please inquire to the office in charge (P. 9).

7 Announcement of Successful Applicants

Successful applicants will be announced on a bulletin board.

Entrance Examination	Date	Place of Bulletin Board
Entrance Examination for October 2019 Enrollment	10:00 a.m. on September 6, 2019	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)
Entrance Examination for April 2020 Enrollment (First Submission Period)		
Entrance Examination for April 2020 Enrollment (Second Submission Period)	10:00 a.m. on February 28, 2020	
Entrance Examination for April 2020 Enrollment (Third Submission Period)	10:00 a.m. on March 6, 2020	

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.

October 2019 Entrants: September 17, 2019 to September 18, 2019

April 2020 Entrants: March 13, 2020 to March 16, 2020

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) Study Assistance

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

(3) 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.).

(4) A supporting system to extend your study period for doctoral course

This supporting system is designed that students, who are unable to complete their course within the standard doctoral study period for 3 years due to circumstances such as work schedule, can extend the study period to a maximum of 6 years. The student can apply extension for 4 years, 5 years, or 6 years and plan to complete the course within the permitted period.

With this system, you can study in our doctoral course in this graduate school during extended your study period permitted with tuition fee for 3 years. This tuition fee will be divided into permitted period and you will pay accordingly.

In addition, after applying this supporting system, early completion will not be permitted.

Details will be announced at the entrance procedure.

(5) 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: 086-251-8011

Fax: 086-251-8580

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

E-mail: agf8576@adm.okayama-u.ac.jp