

# **Overseas Selection for International Students**

## **Application Guidelines for Enrollment in April 2019**

**Graduate School of Environmental and Life Science**

**(Doctor'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

Division	Quota
Environmental Science	A Few
Agricultural and Life Science	

### II Eligibility for Application

Those to whom all the following provisions are applicable:

1. Those to whom the following items are applicable, or are expected to be applicable by March 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 completed the program at United Nations University and have been awarded a degree equivalent to a master's degree.
  - (4) Are deemed to have academic ability equal to or greater than that of a master's degree holder by the Graduate School and who have reached the age of 24.
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 after being enrolled 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.

Note 1. "Those who are deemed to have academic ability equal to or greater than a master's degree holder by the Graduate School" specified in item 4 of Provision 1 refers to applicants who passed the document screening that the Graduate School provides as the screening of the eligibility for application. (See III Individual Screening of Eligibility for Admission in Eligibility for Application.)

Note 2. We withdraw permission for admission for those who applied as a prospective degree holder but who failed to be awarded the degree by March 2019.

Note 3. Those “who live outside Japan and are unable to come to Japan to take their entrance examinations” specified in Provision 2 include 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 January, 2019.

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

For those applicants for admission who fall under item 4 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 each deadline stated in Provision 1.

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

<b>Submission Period</b>	November 5, 2018 to November 6, 2018
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#### 2. Documents Required for Admission Eligibility Screening

〈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.) With regard to academic papers, attach an offprint or a copy and attach a summary or 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. (Make A4-sized photocopies with brief explanations.)

Note1. All of the documents mentioned above must be prepared in English, in principle. (When English is not your native language, attach English translations.)

## IV 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 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 the approval by the prospective supervisor. (Except those who are exempted from the payment.)
- (3) Send all the documents for application by mail to arrive no later than each date stated in “2 Application Period”.

### 2. Application Periods

<b>Application Period</b>	November 22, 2018 to December 12, 2018
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### 3. Address for Submission of Documents

Graduate School Section Academic Affairs Division Graduate School of Natural Science and Technology Okayama University 3-1-1, Tsushima-naka, Kita-ku, Okayama 700-8530, Japan
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### 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 name, which differs from the name written on the application form are useful. However, in such case, attach a document (in any form) with the date of name change and the new and the former name, which are written personally by the applicant.

## 5. Documents Required for Application

Documents Required for Application	Remarks
<p>〈1〉 Application for admission Curriculum Vitae (CV)</p>	<p>Use the forms prescribed by Graduate School of Environmental and Life Science.</p>
<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.” Before affixing, write your nationality, name and the name of major desired on the back of the photograph.</p>
<p>〈3〉 Entrance Examination Fee</p> <p>30,000 yen (A transfer fee is required separately.)</p>	<p><b>Payment from inside Japan</b> 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><b>Payment from outside Japan</b> 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><b>Refund of Entrance Examination Fee</b> The entrance examination fee paid is not refundable for any reason, except in the following cases:</p> <ul style="list-style-type: none"> <li>a) Entrance examination fee was paid, but application was not made (application documents were not submitted or not accepted.)</li> <li>b) Entrance examination fee was accidentally transferred twice.</li> <li>c) Those applicants who are Japanese-government sponsored students need not pay the entrance examination fee, in principle. However, in the case in which the period of their scholarship ends by March 31, 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.</li> </ul>
<p>〈4〉 Graduation Certificate and Transcript of University</p>	<p>Submit a certificates issued by the university from which you graduated.</p>

〈5〉 (Prospective) Completion Certificate and Transcript of Graduate School	Submit a certificates issued by the graduate school which you graduated (or will graduate).
〈6〉 Papers Submitted	a) Master's thesis or an equivalent research paper (in English) b) List of research achievements after earning the Master's degree and one or two representative papers of them.
〈7〉 Research Plan Document	Use the form proscribed by 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 graduate school, 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 of passport which can confirm the name, the date of birth, etc.. If 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 Graduate School of Environmental and Life Science.
〈11〉 Letter of Acceptance by Prospective Supervisor	Use the form prescribed by Graduate School of Environmental and Life Science, and submit a copy of the letter written by a prospective supervisor at Graduate School of Environmental and Life Science.

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**, except 〈11〉. (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 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 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

<b>Enrollment April 2019</b>	January 25, 2019
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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 informed separately by your supervisor with a letter of acceptance.

### 2. Period of Admission Procedures

The period of admission procedures has been scheduled as follows:

March 13, 2019 to March 14, 2019

## VIII Other

### 1. Admission Fee and Tuition Fee (Applicable only for self-supporting international students. Foreign-government sponsored students need not to 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, then you may apply for 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.

In 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 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 E-mail: agf8576@adm.okayama-u.ac.jp
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- (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
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### [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

Note1. Make sure that the payment of the application fee is made in Japanese yen, that all bank charges and fees are paid by the applicant, and that the amount remitted to the University is the exact amount of 30,000 yen. When the full entrance examination fee of 30,000 yen has not been paid, we do not accept your application.

Note2. The entrance examination fee. Must be paid by the end of the application period. Please note carefully that the confirmation of overseas remittance takes several days.

Note3. Submit a copy of the request for overseas remittance with a receipt stamp or sign of the bank with your application documents.