

### III Guidelines for Screening for Advancement (Time of Advancement: October 2022/ April 2023)

#### 1 Eligibility for Application

Okayama University Students who are expected to complete the master's program or masters' course at the graduate school by March 2023 (or in case of October 2022 advancement, by September 2022).

#### 2 Application Procedures

##### 1. How to Apply

Applicants for advancement must submit all the "Documents Required for Application" during the Application Periods below.

(No examination fee is needed. Do not transfer it by mistake.)

Please note that Applicants must obtain application documents, etc. directly by the office in charge or by mail (page 17). Some application documents can be downloaded from the website.

Applicants for advancement must, in advance, contact a prospective supervisor who will teach after advancement.

##### 2. Application Periods

<b>Examination for October 2022 Advancement</b>	August 1, 2022 to August 2, 2022
<b>Examination for April 2023 Advancement</b>	

If you submit application documents directly to the counter, the acceptance hour is as following; 8:30–17:00 during the "Application Period". (Except Saturday, Sunday, National holidays and 12:00 to 13:00 of each day) 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 shall not be accepted.
- (4) Please note carefully that admission might be withdrawn even after advancement if the contents of the submitted documents are found to include false entries.

## 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. 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.
〈2〉 Transcript of Graduate School	Submit a certificate issued by the master’s program (master’s course)
〈3〉 Report of Research Progress Report	Use the form (approx. 2,000 words) prescribed by the Graduate School of Environmental and Life Science
〈4〉 Research Planning Sheet	Use the form prescribed by Graduate School of Environmental and Life Science.
〈5〉 Sticker of Address	Fill out the necessary items.
〈6〉 Copy of Residence Card (both side) or Original copy of Residence Certificate	If you are not a Japanese citizen, please submit following documents for the purpose of confirmation of nationality, name, etc. <ul style="list-style-type: none"> <li>• A copy of both sides of the residence card or Original copy of Residence Certificate (issued by the city of municipality. The status of residence must be specified)</li> <li>• A copy of passport (the page with your name, nationality, and photo)</li> </ul>
〈7〉 Copy of Passport	

## 6. Purpose of Use of Personal Information

Application documents submitted and personal information written on them are used for affairs related the selection of advancement and the selection of Cross-School Flex BMD Course.

However, regarding advancing students, 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 exemption at Okayama University.

When application for 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 tuition fee exemption.

### 3 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.

<b>Examination for October 2022 Advancement</b>	Around August 4, 2022
<b>Examination for April 2023 Advancement</b>	

### 4 Methods for Screening for Advancement

Selection of advancing students shall be made in a comprehensive manner on the basis of results of an oral examination and document screening.

The oral examination will be conducted mainly concerning the applicant's progress report of research and the research plan document.

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

When an applicant's ability can be fully assessed by document screening, etc., the applicant's oral examination might be omitted.

#### (1) Examination for October 2022 Advancement and for April 2023 Advancement

Date	Examination Category	Time	Place of Examination
August 22, 2022	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 17, please inquire to the office in charge (P. 17).

### 5 Announcement of Successful Applicants

Successful applicants will be announced on a bulletin board.

Examination	Date	Place of Bulletin Board
Examination for October 2022 Advancement	10:00 a.m. on September 7, 2022	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)
Examination for April 2023 Advancement		

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 (<https://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.

## 6 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 2022 Entrants: September 16, 2022 to September 20, 2022

April 2023 Entrants: March 13, 2023 to March 14, 2023

## 7 Other

(1) Admission Fee and Tuition Fee

No Admission fee is needed.

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: tuition fee exemptions, and scholarships.

(3) Distance Learning Scholarship for Working Students of Graduate School Doctor's Course

This scholarship is for working students who do not receive any financial support from their companies, etc. for their study, and those who have a distance of 50 km or more to Okayama University from either their place of work or home, where the distance to Okayama University is shorter (hereinafter referred to as "the commuting place"), and also those who will enroll (or advance to) the University in April with excellent grades.

Please check following website for more details of eligibility requirements and application procedures

URL; [https://www.gels.okayama-u.ac.jp/admission/gels\\_scholarship.html](https://www.gels.okayama-u.ac.jp/admission/gels_scholarship.html)

(4) Okayama University has established the "Security Export Control Regulations of Okayama University"

under the Security Export Control System based on the "Foreign Exchange and Foreign Trade Act (FEFTA)", and conducts strict screening when accepting foreign students. If you are subjected to this regulation or FEFTA, you may not be accepted or your desired research activities may be restricted.

For details concerning the Security Export Control System in Japan, please refer to the following website.

URL; <https://www.meti.go.jp/policy/anpo/englishpage.html>

(5) The entrance examination day and the start time may be postponed in case of Emergency Warning or

Weather Warnings. Therefore, please check the website of the Graduate School before the examination.

URL; [https://www.gels.okayama-u.ac.jp/admission/shikenbi\\_henkou.html](https://www.gels.okayama-u.ac.jp/admission/shikenbi_henkou.html)

- (6) How to request application documents by mail
- 1) Write “Request for Application Documents of Graduate School of Natural Science and Technology, Doctoral Program” in red on the envelope surface.
  - 2) Please enclose the following things with the envelope;
    - A stamped and self-addressed envelope. (Stamp: 210yen, Envelope size:240mm×332mm)
    - A memo written your contact (phone number, e-mail address), name of your prospective professor who has accepted / will accept and your nationality.
  - 3) Send the envelope with all submissions to the office in charge.  
Please note that the mailing address is limited to Japan. (No shipping to foreign countries)
- (7) If there is anything unclear about application, please inquire to the office in charge below.

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Phone: 086-251-8011  
Fax: 086-251-8580  
URL of Graduate School of Environmental and Life Science: <https://www.gels.okayama-u.ac.jp/>  
E-mail: [agf8576@adm.okayama-u.ac.jp](mailto:agf8576@adm.okayama-u.ac.jp)