

# **Overseas Selection for International Students**

## **Application Guidelines for Enrollment in October 2022**

**Graduate School of Environmental and Life Science**

**(Doctor's Course)**

**OKAYAMA UNIVERSITY**

## Policies for Graduate Education (Diploma Policy, Admission Policy, Curriculum Policy)

Please refer to the following website about the Policies for Graduate Education

[https://www.gels.okayama-u.ac.jp/profile/3\\_policy\\_en.html](https://www.gels.okayama-u.ac.jp/profile/3_policy_en.html)

### I Admission Quota

Division	Quota
	October 2022
Environmental Science	A Few
Agricultural and Life Science	A Few

### 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 September 2022
  2.
    - (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 September 2022.

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 July, 2022.

### 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

Enrollment		Submission Period
<b>October 2022 Enrollment</b>	<b>First Submission Period</b>	May 9, 2022 to May 10, 2022
	<b>Second Submission Period</b>	May 25, 2022 to May 26, 2022

2. Documents Required for Admission Eligibility Screening

Documents Required for Admission Eligibility Screening	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.) 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.)

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

Note 2. Documents <1>, <2>, <3>, <4>, and <5> must be submitted in ORIGINAL. For documents <4> and <5>, a copy of the original document verified by the issuer is acceptable.

Note 3. The result of the Admission Eligibility Screening will be notified through your prospective supervisor.

Enrollment		Date of notification of screening result
<b>October 2022 Enrollment</b>	<b>First Submission Period</b>	May 25, 2022
	<b>Second Submission Period</b>	June 22, 2022

## 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:  
<https://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

	Enrollment	Application Periods
<b>October 2022 Enrollment</b>	<b>First Application Period</b>	May 27, 2022 to June 6, 2022
	<b>Second Application Period</b>	June 23, 2022 to July 6, 2022

### 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
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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
〈1〉 Application for admission Curriculum Vitae (CV)	Use the forms prescribed by Graduate School of Environmental and Life Science. 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>〈2〉 Entrance Examination Fee</p>	<p>30,000yen (handling fees will be charged separately)</p> <p>Please refer to “Paying for Entrance Examination Fees” below and pay the entrance examination fee by 17:00 (Japan time) on the last day of the application period on “Payment for Entrance Examination Fee website”.</p> <p>In addition, please be sure to choose "Credit Card" for payment method. Other payment methods cannot use from overseas.</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><b>Paying for Entrance Examination Fees</b>  <a href="https://www.gels.okayama-u.ac.jp/up_load_files/freetext/kenteiry/oversea_eng.pdf">https://www.gels.okayama-u.ac.jp/up_load_files/freetext/kenteiry/oversea_eng.pdf</a></p> <p><b>Payment for Entrance Examination Fee website</b>  <a href="https://e-apply.jp/n/okayama-payment-eng">https://e-apply.jp/n/okayama-payment-eng</a></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><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 September 30, 2022, , 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>〈3〉 University</p>	<p>Graduation Certificate</p>	<p>Submit certificates issued by the university from which you graduated.</p>
	<p>Transcript</p>	

〈4〉 (Prospective) Graduate School	Completion Certificate	Submit certificates issued by the graduate school which you graduated (or will graduate).
	Transcript	
〈5〉 Copy of 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 (if applicable).
〈6〉 Research Plan Document		Use the form prescribed by Graduate School of Environmental and Life Science.
〈7〉 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.
〈8〉 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.
〈9〉 Letters of Recommendation Addressed to the President	Form 1	Use the form prescribed by Graduate School of Environmental and Life Science.
	Form2	Check the description on each form for the person who to prepare the letter of recommendation.
〈10〉 Letter of Acceptance by Prospective Supervisor		Contact to your prospective supervisor at Graduate School of Environmental and Life Science to prepare the document. Submit a copy of the letter written by a prospective supervisor

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.

Note 3. Documents <1>, <3>, <4>, <6>, and <9> must be submitted in ORIGINAL. For documents<3> and <4>, a copy of the original document verified by the issuer is acceptable.

The previously described documents **must be prepared in English**, except 〈10〉. (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

Enrollment		Date of Announcement
<b>October 2022 Enrollment</b>	<b>For the First Application Period</b>	June 24, 2022
	<b>For the Second Application Period</b>	July 29, 2022

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:

Enrollment	Period of Admission Procedures
<b>October 2022 Enrollment</b>	September 16, 2022 to September 20, 2022

## 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, 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. Security Export Control System

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. 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 Environmental and Life Science Okayama University E-mail: <a href="mailto:agf8576@adm.okayama-u.ac.jp">agf8576@adm.okayama-u.ac.jp</a>
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- (2) Inquiry about scholarship, dormitory, etc.:

International Affairs Department 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: <a href="mailto:housing@cc.okayama-u.ac.jp">housing@cc.okayama-u.ac.jp</a> (Dormitory) <a href="mailto:istudent@cc.okayama-u.ac.jp">istudent@cc.okayama-u.ac.jp</a> (Scholarship)
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