

# **Overseas Selection for International Students**

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

**Graduate School of Environmental and Life Science**

**(Master'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
Social Engineering and Environmental Management	A Few
Biological and Human Environment	A Few
Sustainability of Resources	A Few
Science for Bioresources	A Few
Science for Bio-Production	A Few

### II Eligibility for Application

Those to whom all the following provisions are applicable:

1. Those to whom any of the following items is applicable, or are expected to be applicable by September 2022.
  - (1) Have graduated from a Japanese university
  - (2) Have been awarded a bachelor's degree under the provisions of paragraph (7) of Article 104 of the School Education Law (Law No.26 of 1947)
  - (3) Have completed a 16-year course of school education in a foreign country
  - (4) Have completed a 16-year course of school education in a foreign country by taking class subjects in Japan through a correspondence course offered by an educational institution in the country
  - (5) Are deemed to have academic ability equal to or greater than that of a university graduate through an individual admission eligibility screening by the Graduate School and who have reached the age of 22.
  - (6) Have been awarded a degree equivalent to a bachelor's degree by completing a course of study at a foreign university or other foreign school (only those that have been evaluated by a person certified by the relevant foreign government or relevant organization for the overall status of its education and research activities, etc., or those that are separately designated by the Minister of Education, Culture, Sports, Science and Technology as equivalent there to) with a duration of three years or more (including the completion of a course in Japan through the completion of class subjects in correspondence courses offered by a school in a foreign country and the completion of a course at an educational facility designated in the school education system of the foreign country as specified in the preceding item).
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 by the time of enrollment 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.

5. Those who have passed a selection process, such as scholarship and training systems, made by public organizations at home and abroad, or those who have prior approval from your prospective supervisor.

Note 1. “Those who are deemed to have academic ability equal to or greater than that of a university graduate through an individual admission eligibility screening by the Graduate School” specified in item 5 of Provision 1 of II Eligibility for Application refers to applicants who passed the document screening that the Graduate School provides as the screening of the eligibility for application. (See III Individual Admission Eligibility Screening in Eligibility for Application.)

Note 2. We withdraw permission for admission for those who applied as a prospective degree holder but 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 of II Eligibility for Application includes 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 June, 2022.

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

For those applicants for admission who fall under item 5 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 address in IV-3 (P.3) by the deadline stated in Provision 1.

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

Enrollment	Submission Period
<b>October 2022 Enrollment</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	Submit a list of research achievements or a research plan/ progress report relevant to the field of study that you wish to pursue at the Graduate School of Environmental and Life Science, summarizing in a document in any form.
〈3〉 Academic Transcript (of last completed education)	Submit a transcript issued by the president of the last school from which you graduated.
〈4〉 Graduation Certificate (of last completed education)	Submit a graduation certificate issued by the president of the last school from which you graduated.

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

Note 2. The documents 〈1〉 mentioned above should be submitted using the forms prescribed by the Graduate School of Environmental and Life Science, in principle. However, using any forms containing the necessary matters other than the prescribed forms may be allowed only when the Graduate School of Environmental and Life Science permits.

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

### 2. Application Period

Enrollment	Application Period
<b>October 2022 Enrollment</b>	June 23, 2022 to July 6, 2022

### 3. Address for Submission of Documents

Division • Department	Address for Submission
Division of Social Engineering and Environmental Management	Admission Section, Faculty of Environmental Science and Technology Okayama University 3-1-1, Tsushima-naka, Kita-ku, Okayama 700-8530, Japan
Division of Biological and Human Environment Department of Human Ecology	
Division of Sustainability of Resources	
Division of Biological and Human Environment Department of Environmental Ecology	Admission Section, Faculty of Agriculture Okayama University 1-1-1, Tsushima-naka, Kita-ku, Okayama 700-8530, Japan
Division of Science for Bioresources	
Division of Science for Bio-Production	

#### 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 the Graduate School of Environmental and Life Science</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 it, write your nationality, name and the name of major desired on the back of the photograph.</p>
<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>Paying for Entrance Examination Fees  <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>Payment for Entrance Examination Fee website  <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>Refund of Entrance Examination Fee</p> <p>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.</li> </ul>
<p>〈3〉 (Prospective) Graduation Certificate from University</p>	<p>Submit a certificate issued by the university from which you graduated (or will graduate).</p>
<p>〈4〉 Transcript of University</p>	
<p>〈5〉 Copy of Papers Submitted</p>	<ul style="list-style-type: none"> <li>a) Abstract of bachelor's thesis or an equivalent research paper (in English)</li> <li>b) List of research achievements after earning the bachelor's degree and one or two representative papers related to them (if applicable).</li> </ul>
<p>〈6〉 Research Plan Document</p>	<p>Use the form prescribed by the Graduate School of Environmental and Life Science.</p>
<p>〈7〉 Document Certifying English Language Ability (TOEIC<sup>®</sup>, TOEFL-iBT<sup>®</sup>, etc.)</p>	<p>When you have not taken TOEIC<sup>®</sup>, TOEFL-iBT<sup>®</sup>, or other tests, submit a certificate of English ability issued by the university, etc. from which you graduated.</p>
<p>〈8〉 Copy of Passport, or Copy of Family Registry or Certificate of Citizenship in Home Country</p>	<p>Submit a copy of the page which can confirm the names of the passport and the dates of birth, etc.</p> <p>When not possessing the passport, please submit the certificate which is acquired copy of the family register or citizen membership, etc. in your home country.</p>
<p>〈9〉 (Two kinds of) Letters of Recommendation Addressed to the President</p>	<p>Use the form prescribed by the Graduate School of Environmental and Life Science.</p> <p>Please check the description on each form for the person who to prepare the letter of recommendation.</p>
<p>〈10〉 Document Confirming Success in Selection by Public Organizations at Home and Abroad</p>	<p>As prescribed in II -5 of eligibility for application, those who have passed a selection process, such as scholarship and training systems, made by public organizations at home and abroad, submit a (copy of) letter of acceptance, notification of employment, etc.</p>
<p>〈11〉 Letter of Acceptance by Prospective Supervisor</p>	<p>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 your prospective supervisor.</p>

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 〈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 to the selection of entrants.

However, regarding entrants, we use their personal information written on the application form, including the 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 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>July 29, 2022</b>

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 notified 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>	<b>September 16, 2022 to September 20, 2022</b>

## 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, you may apply for the 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.

For 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.:

Division • Department	Contact address for inquiry
Division of Social Engineering and Environmental Management  Division of Biological and Human Environment Department of Human Ecology  Division of Sustainability of Resources	Admission Section, Faculty of Environmental Science and Technology E-mail : pgg8420@adm.okayama-u.ac.jp
Division of Biological and Human Environment Department of Environmental Ecology  Division of Science for Bioresources  Division of Science for Bio-Production	Admission Section, Faculty of Agriculture E-mail : qgg8286@adm.okayama-u.ac.jp

(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: housing@cc.okayama-u.ac.jp (Dormitory) istudent@cc.okayama-u.ac.jp (Scholarship)
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