

Overseas Selection for International Students

Application Guidelines for Enrollment in October 2022 and April 2023

Graduate School of Natural Science and Technology

(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.gnst.okayama-u.ac.jp/en/about_us/admission_policy/

I. Admission Quota

Division	Enrollment	Quota
Molecular Sciences	October 2022	A Few
	April 2023	A Few

II. Eligibility for Application

Those to whom all the following provisions are applicable or are expected to be applicable by September 2022 (by March 2023 for applicants of April 2023 Enrollment).

- (1) Have completed a 16-year course of school education in a foreign country.
- (2) Receive a bachelor's degree from the university that has an agreement on Memorandum of Understanding with Okayama University or Graduate School of Natural Science and Technology.
- (3) 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).
- (4) 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.

III. 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 Natural Science and Technology 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 Division of Molecular Science, Graduate School of Natural Science and Technology, please visit the Website of the Division of Molecular Science, Graduate School of Natural Science and Technology below:

https://www.gnst.okayama-u.ac.jp/en/divisions/mc-division_mole_en

<http://chem.okayama-u.ac.jp/english/staff.html>

- (2) Pay the entrance examination fee after having obtained the approval by the prospective supervisor.
- (3) Send all the documents for application by mail to arrive no later than each date stated in "2 Application Period".

2. Application Periods

Application Period	May 9, 2022 to May 20, 2022
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3. Address for Submission of Documents

Office for the Registrar and Student Support
Faculty of Science
Graduate School of Natural Science and Technology
Okayama University
3-1-1, Tsushima-naka, Kita-ku, Okayama 700-8530, Japan

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 cases, attach a document (in any form) with the date of name change and the new and the former name written personally by the applicant.
- (6) 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. Documents Required for Application

Documents Required for Application	Remarks
〈1〉 Application for admission Curriculum Vitae (CV) Photograph	Use the forms prescribed by Graduate School of Natural Science and Technology. 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”.
〈2〉 Entrance Examination Fee	30,000 yen (A transfer fee is required separately.) Pay examination fees according to the instruction for “Paying for Entrance Examination Fees” on page 6 by 17:00 (Japan time) on the last day of the application period. Print the “Entrance Examination Fees Certificate”, then paste it onto its designated location of “Payment Details”. Refund of Entrance Examination Fee The entrance examination fee paid is not refundable for any reason, except in the following cases: a) Entrance examination fee was paid, but application was not made (application documents were not submitted or not accepted.)

	b) Entrance examination fee was accidentally paid twice.
〈3〉 (Prospective) Graduation Certificate from University Transcript of University	Submit certificates issued by the university from which you graduated (or will graduate) .
〈4〉 Document Certifying English Language Ability (TOEFL®, TOEFL iBT®, etc.)	A copy of Document Certifying English Language Ability issued after May 1st, 2020. Please submit the original of the document after admission. It will be returned after confirmation. When you have not taken TOEFL®, TOEFL iBT® or other tests, submit a certificate of English ability issued by the graduate school, etc. from which you graduated.
〈5〉 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.
〈6〉 (Two kinds of) Letters of Recommendation Addressed to the President	Use the form prescribed by Graduate School of Natural Science and Technology.
〈7〉 Letter of Acceptance by Prospective Supervisor	Use the form prescribed by Graduate School of Natural Science and Technology, and submit a copy of the letter written by a prospective supervisor at Graduate School of Natural Science and Technology.

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 〈7〉. (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.

IV. Methods for Selection of Entrants

Selection of entrants shall be made based on document screening and interview, and pass or failure is determined.

The interview will be conducted mainly concerning the applicant's research plan.

If necessary, we will pose questions to assess English language ability during the interview.

The interview may be exempted by document examination.

Date	Examination Category	Time
June 3, 2022	Interview	11:00 a.m. (Japanese time)

Note 1: The date and time of the interview above might be changed after applicants are contacted. The interview will be done using Skype, etc. The details including the procedure, etc. will be announced from the prospective supervisor via an e-mail.

V. Announcement of Successful Applicants

June 24, 2022

A letter of acceptance and others will be sent to successful applicants themselves dated the day of the announcement described above.

VI. 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:

For Enrollment in October 2022 To July 26, 2022

For Enrollment in April 2023 To November 22, 2022

VII. 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)

※ 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.

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 facsimile or e-mail.

(1) Inquiry about application, major field, and supervisor, etc.:

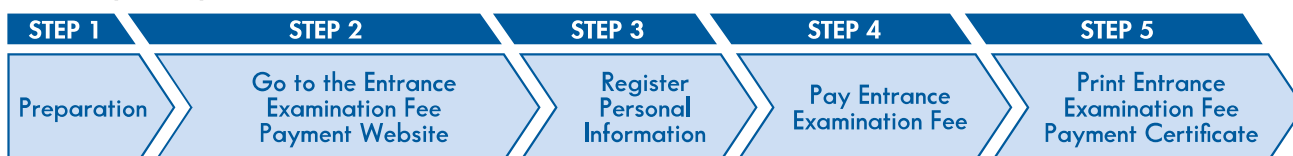
Office for the Registrar and Student Support
Faculty of Science
Graduate School of Natural Science and Technology,
Okayama University
3-1-1, Tsushima-naka, kita-ku Okayama 700-8530, Japan
Fax: +81-86-251-7777 (from overseas)
Fax: 086-251-7777 (from inside Japan)
E-mail: igx7778@adm.okayama-u.ac.jp

(2) Inquiry about scholarship, accommodation, etc.:

International Affairs Department
International Student Division
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

Paying for Entrance Examination Fees

The steps to pay for your entrance examination fees are as follows.



STEP 1 **Preparation**

Make sure you have a computer, printer, etc. that are connected to the Internet.
(Smartphones and tablets are not recommended.)

STEP 2 **Go to the Entrance Examination Fee Payment Website**

From the website or from the university's official website

<https://e-apply.jp/n/okayama-payment-jpn>

<https://e-apply.jp/n/okayama-payment-eng>

<https://www.okayama-u.ac.jp/tp/admission/index.html>

STEP 3 **Register Personal Information**

Make sure to look over the steps and precautions, then follow the directions on the screen to enter your information.

(1) Entrance exam, Graduate School, etc.

(2) Check to see you have received the tester email

Click the button to send the tester email and check the email address you registered to make sure you have received it. Then, place a check in the "Email Confirmed" box under your email address.

(3) Personal information (name, address, etc.)

(4) Complete registration

Write your 12-digit receipt number here

Make sure to write down or otherwise keep your 12-digit receipt number. You will need it to confirm your personal information and to access the file for your entrance examination fee payment certificate.

(5) Entrance examination fee payment methods

- Convenience store
- Pay-easy compatible bank ATM
- Online banking
- Credit card

(6) Entrance examination fee payment certificate (for illustrative purposes)

Payment Details

Directions

- Click along the bottom line of the "Confirmation of Entrance Exam Payment" at the left, and read it with Application Form. Please refer to the application guidelines for more details.
- Keep the rest of the paper until you receive the examination certificate.
- Examination fee is not refundable, even under the special conditions mentioned in the application guidelines.
- If you have any questions regarding the entrance examination, please contact the inquiry address mentioned in the application guidelines.

If you selected "Convenience store" or "Pay-easy compatible bank ATM" as your payment method, write down the number that is provided to you after the selection of the payment method, then go to a convenience store or Pay-easy compatible bank ATM to make your payment within the prescribed payment period.

A confirmation email will be sent to you after you complete your registration. If you have restrictions on your inbox, make sure to authorize our domain name (@e-apply.jp). Be aware that the confirmation email may accidentally be sent to your Spam box.

! Make sure the information you enter is correct, as you will not be able to revise/change any of this information after registration is complete. You may, however, re-register the correct information and "revise" the information this way, as long as it is before you have made the actual payment. Be aware that if you chose to pay with your credit card, the payment will be made as soon as you register your personal information.

STEP

4



Pay Entrance Examination Fee

*[3] and [4] apply only to payments made within Japan.

1 Pay with Credit Card

Select this payment method when registering your personal information, and make your payment.

Accepted Credit Cards

VISA, Master, JCB, AMERICAN EXPRESS, MUFG Card, DC Card, UFJ Card, NICOS Card



Payment complete after registration of personal information

2 Pay through Online Banking

After registering your personal information, you will be taken directly to your bank's payment page. Follow the directions on the screen to make your payment.

*The bank account you use must allow for online banking.

Complete payment via the bank payment page

3 Pay at the Convenience Store

Write down or otherwise keep the number that is provided to you after you register your personal information, and use that number to make the payment at a convenience store.

- Pay at the cash register
- Pay using in-store self-service system



Loppi

FamiPort

Club Station

4 Pay Using Pay-easy Compatible Bank ATM

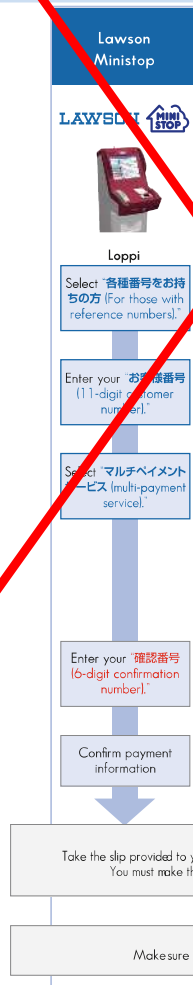
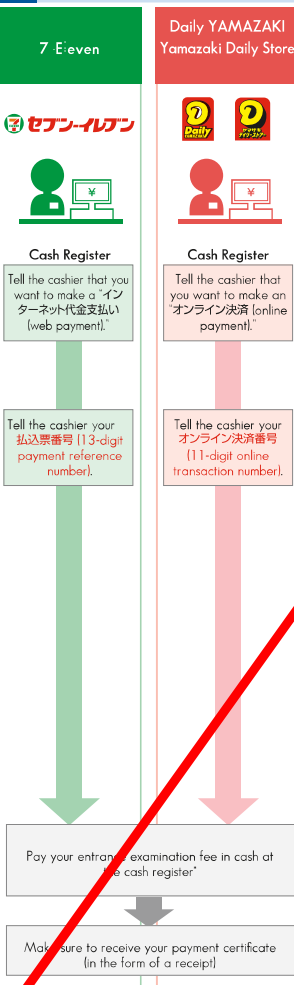
Write down or otherwise keep the number that is provided to you after you register your personal information. Take the number with you to a Pay-easy compatible bank ATM, and follow the directions on the screen to make the payment.



*Accepted banks are listed on the page where you selected your payment method.

Enter the necessary information according to the instructions on the system/ATM, check that the information is correct, then pay your entrance examination fee.

3 Convenience Store



4 Bank ATM



*Use your cash card if using a Japan Post Bank/bank ATM and making a cash payment of over 100,000 yen. The maximum for cash payments at convenience stores is 300,000 yen.

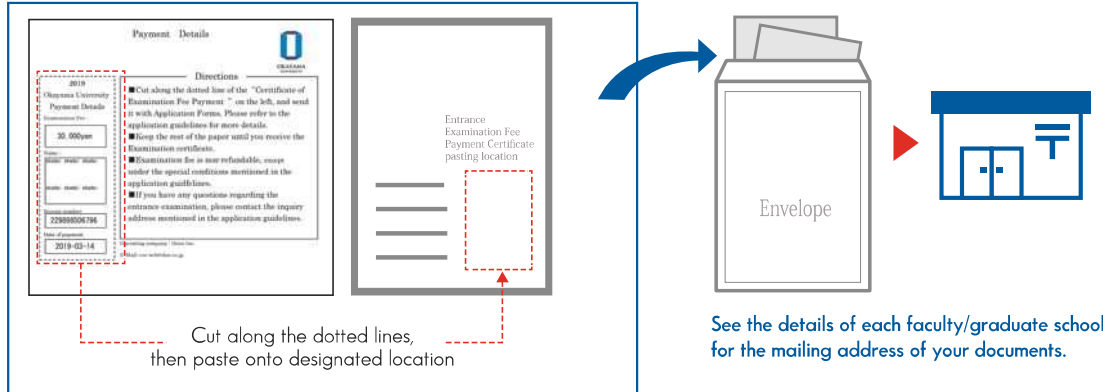
STEP

5



Print Entrance Examination Fee Payment Certificate

After registering your personal information, download and print the file provided to you after you pay your entrance examination fee. Cut along the dotted lines to get your entrance examination fee payment certificate, then paste it onto its designated location on the form. Send this document, along with all other application documents, via "書留・速達郵便 (registered express mail)" at the post office, within the application period. *See the details of each faculty/graduate school for application deadlines.



Payment Complete

Note

Your application will be deemed complete only when you have sent us the required documents (as listed for each faculty/graduate school) and the entrance examination fee payment certificate.
Your application is NOT complete after you have registered your information.

Payments can be made 24/7. The deadline for registering your personal information and paying your entrance examination fee is 5:00 P.M. (JST) on the last day of the application period (business hours differ according to convenience store, ATM, etc.). Make sure to send the necessary documents via postal mail within the period prescribed by each faculty/graduate school. Try to complete your application well in advance of the deadline.