

II. Application Guidelines for Entrance Examination

(Time of Enrollment: April 2023)

II-1 Eligibility for Application, Application Eligibility Screening, Application of Persons with Disabilities

1. Eligibility for Application

Those to whom any of the following items is applicable, or is expected to be applicable by March 2023.

- (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 taken a correspondence course of education provided by a foreign school in Japan and have been awarded a degree equivalent to a master's or professional degree.
- (4) Have completed a program in Japan provided by an educational institution that is positioned as having graduate programs under the relevant foreign education system and which is designated separately by the Japanese Minister of Education, Culture, Sports, Science and Technology, and who have been awarded a degree equivalent to a master's or professional degree.
- (5) Have completed the program at United Nations University and have been awarded a degree equivalent to a master's degree.
- (6) Have completed a curriculum at a foreign school, an educational institution that has received the designation under item (4), or the United Nations University, who have passed an examination or a screening equivalent to those stipulated in Article 16-2 of Standards for the Establishment of Graduate Schools, and who are deemed to have academic ability equivalent to or greater than that of a master's degree holder.
- (7) Are designated by the Minister of Education, Culture, Sports, Science and Technology.
- (8) Are deemed to have academic ability equal to or greater than that of a master's or professional degree holder by the Graduate School through an individual admission eligibility screening and who have reached the age of 24 years.

Note 1: Applicants who are expected to complete a master's program or master's course at Okayama University in March 2023 must apply following **"III Guidelines for Screening for Advancement"**.

Note 2: Those who "are designated by the Minister of Education, Culture, Sports, Science and Technology" specified in item (7) above refers to applicants who meet any of the following conditions, and who have the experience of engaging in research in a university or research institution for more than 2 years after graduation or completion of university or other institution, with research achievements, such as published books, academic papers, academic lectures, academic reports, or patents, which are considered to be equivalent to or higher than a master's thesis. (It is necessary to apply Application Eligibility Screening. See **"2 Application Eligibility Screening"**.)

1) Those who graduated from a university.

2) Those who have completed 16 years of school education in a foreign country or who have completed 16 years of school education in Japan by taking a correspondence course of education provided by a foreign school.

Note 3: Those who "are deemed to have academic ability equal to or greater than that of a master's or professional degree holder by the Graduate School through an individual admission eligibility screening" specified in the item above refers to applicants who have passed an academic proficiency test (written and oral examinations) and an interview that the Graduate Schools provides as the screening of the eligibility for application after document screening. (It is necessary to apply Application Eligibility Screening. See **"2 Application Eligibility Screening"**.) However, when an applicant's ability can be confirmed based on the documents submitted, the applicant will be exempted from the written examination.

The date, method, and other information related to the academic ability test and the interview will be assigned to cases individually.

2. Application Eligibility Screening

For those applicants who fall under **item (7) or (8)** specified in the previously described “**1 Eligibility for Application**”, we conduct application eligibility screenings before application.

For additional details related to the Eligibility for Application item (7) or (8), see Notes 2 and 3 in “1 Eligibility for Application.”

1) How to obtain the forms for Application Eligibility Screening

Please obtain the forms for submission by requesting them by mail or distributing them over the “V Address for Submission of Documents / Inquiries”.

(Please refer to the “V Address for Submission of Documents / Inquiries”, (2) How to request application documents by mail.)

Some of the forms can be downloaded from our website.

2) How to submit documents required for Application Eligibility Screening

The applicants must submit the documents required for the application eligibility screening specified in Provision 5 to “V Address for Submission of Documents / Inquiries” by no later than each last date stated in the “(3) Acceptance Period of Documents for Application Eligibility Screening”.

In case you submit documents directly to the counter	The acceptance hour is 8:30–17:00. *Except Saturday, Sunday, National holidays and 12:00 to 13:00 of each day
In case you submit documents by mail	Documents must be sent by “ Registered, Express Mail ”. Write “ Enc. Documents for Application Eligibility Screening for Doctoral Program of Graduate School of Environmental, Life, Natural Science and Technology ” in red on the envelope.

3) Acceptance Period of Documents for Application Eligibility Screening

April 2023 Enrollment (January Application)	December 15, 2022 to December 16, 2022
April 2023 Enrollment (February Application)	January 17, 2023 to January 18, 2023

4) Address for Submission of Documents

Please submit all documents required to “V Address for Submission of Documents / Inquiries”.

5) Documents Required for Application Eligibility Screening

Documents Required for Application	Remarks
⟨1⟩ Form of Eligibility for Application	Use the forms prescribed by the Graduate School.
⟨2⟩ Record of Academic Performance	Use the form prescribed by the Graduate School. (Briefly describe objective findings from research results relevant to the field of major.)
⟨3⟩ Offprint or a copy of academic papers etc.	Submit the following papers etc. on the achievement listed in ⟨2⟩ Record of Academic Performance. For academic papers: attach an offprint or a copy. In the case of presentations: attach a summary or an abstract for research presentations.
⟨4⟩ Certificate of Research Participation	Use the form prescribed by the Graduate School. (The form must be completed by the institution with which the applicant is affiliated.)
⟨5⟩ Academic Transcript (of last completed education)	Submit a transcript issued by the president of the final school from which the applicant graduated.
⟨6⟩ Graduation Certificate (of last completed education)	Submit a graduation certificate issued by the president of the final school from which the applicant graduated.

Note. Documents ⟨1⟩, ⟨2⟩, ⟨4⟩, ⟨5⟩, and ⟨6⟩ must be submitted in original. For documents⟨5⟩ and ⟨6⟩, a copy of the original document verified by the issuer is acceptable.

6) Result of the Eligibility Screening

The result of the eligibility screening will be notified through your prospective supervisor on the following dates..

April 2023 Enrollment (January Application)	January 25, 2023 (to be determined)
April 2023 Enrollment (February Application)	February 1, 2023 (to be determined)

3. Application of Persons with Disabilities

Applicants with disabilities might need special considerations when taking examinations and classes. Consult with us in the way described below before application.

Have a consultation as early as possible, considering the time necessary to inform you of the results of the consultation and take necessary measures based on special considerations.

Deadline of Consultation	April 2023 Enrollment (January Application)	December 16, 2022
	April 2023 Enrollment (February Application)	January 18, 2023
Method of Consultation	Request a “Form of Preliminary Consultation for Application”, and consult with a doctor’s medical certificate and (for only those who have been issued) a copy of the handbook for people with disabilities.	
Request to: Consult with:	Please request or consult with the “V Address for Submission of Documents / Inquiries”	

II-2. Application Procedures, Methods for Selection of Entrants

1. Application Procedures

Applicants must contact a prospective supervisor as early as possible before application to consult about research contents, etc.

1) How to obtain the forms for Application

Please obtain the forms for submission by requesting them by mail or distributing them over the “V Address for Submission of Documents / Inquiries”.

(Please refer to the “V Address for Submission of Documents / Inquiries”, (2) How to request application documents by mail.)

Some of the forms can be downloaded from our website.

2) How to Apply

Applicants must submit all the document described in “(6) Documents Required for Application” to “V Address for Submission of Documents / Inquiries” **no later than each last date stated in the Application Periods.**

In case you submit documents directly to the counter	The acceptance hour is 8:30–17:00. *Except Saturday, Sunday, National holidays and 12:00 to13:00 of each day
In case you submit documents by mail	Documents must be sent by “ Registered, Express Mail ”. Write “ <u>Enc. Documents for Application Eligibility Screening for Doctoral Program of Graduate School of Environmental, Life, Natural Science and Technology</u> ” in red on the envelope.

3) Application Periods

April 2023 Enrollment (January Application)	January 26, 2023 to January 27, 2023
April 2023 Enrollment (February Application)	February 10, 2023 to February 13, 2023

4) Address for Submission of Documents

Please submit all documents required to “V Address for Submission of Documents / Inquiries”.

5) 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 or shortage of entrance 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 (surname and first name), which differs from the name written on the application form are usable. However, in such cases, attach a document (in any form) that the date of name change and the new name are written personally by the applicant.

6) Documents Required for Application

Documents Required for Application	Remarks
<p>〈1〉 Application for Admission, Curriculum Vitae (CV), Admission Ticket for the Examination and Photograph</p>	<p>Fill out necessary items on the forms prescribed by Graduate School personally by the applicant.</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” 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.</p>
<p>〈2〉 Entrance Examination Fee</p>	<p><u>30,000yen (A handling fee is required separately)</u></p> <p>Please refer to “Paying for Entrance Examination Fees” below and pay the entrance examination fee by 17:00 on the last day of the application period on “Payment for Entrance Examination Fee website”.</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>Also note that you can pay Entrance Examination fee from <u>one month before</u> the application period.</p> <p>Paying for Entrance Examination Fees https://www.gnst.okayama-u.ac.jp/en/admission/gnst_dtest_youkoutop_en/</p> <p>Payment for Entrance Examination Fee website https://e-apply.jp/n/okayama-payment-eng</p> <p>If you could not pay by the payment method above, contact “V Address for Submission of Documents / Inquiries”.</p> <p style="text-align: right;">【continue to next page】</p>

<p>〈2〉 Entrance Examination Fee (continued from previous page)</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"> a) Entrance examination fee was paid, but application was not made (or application documents were not submitted or accepted.) b) Entrance examination fee was paid twice by mistake. c) Those applicants who are Monbukagakusho sponsored students need not pay the entrance examination fee, in principle. However, for cases in which the period of their scholarship ends by March 31, 2023, 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. d) Those to whom the entrance examination fee exemption described below is applicable paid the entrance examination fee and completed the prescribed application procedures because the acquisition of certificates within the application period was difficult. <p>Entrance examination fee exemption</p> <p>Okayama University offers entrance examination fee exemption for those who fell under the Disaster Relief Law after April 2021 to reduce financial burden and secure an opportunity for advancement.</p>
<p>〈3〉 Transcript of Faculty</p>	<p>Submit a certificate issued by the president of the university or the dean of the faculty from which you graduated.</p>
<p>〈4〉 Transcript of Graduate School</p>	<p>Submit a certificate issued by the president or the dean of the graduate school from which you graduated.</p>
<p>〈5〉 (Prospective) Completion Certificate</p>	<p>Submit a certificate issued by the master’s program (master’s course) or the professional graduate school from which you completed. Those who have completed master’s program at a graduate school of university abroad, submit a certificate that confirms the degree you have been awarded.</p>
<p>〈6〉 Theses</p>	<p>Submit one of the following:</p> <ul style="list-style-type: none"> a) For master’s degree holders with a master thesis, a “copy of the master’s thesis” and an “Abstract of Thesis (of approx. 2 pages using the form prescribed by Graduate School).” b) For applicants those who other than a), a “Report of Research Progress (of approx. 2 pages using the form prescribed by the Graduate School).” Attach other materials such as research publications, if any.

〈7〉 Research Planning Sheet	Please prepare approx. 2 pages using the form prescribed by Graduate School.
〈8〉 Pertaining to the Qualifying Examination	Those who will apply under item (6) of “II-1 1 Eligibility for Application” must submit a “Pertaining to the Qualifying Examination” (see an example of the format) issued by the president of the university (or the graduate school) that conducted the screening and its accompanying documents.
〈9〉 Sticker of Address	Fill out the necessary items.
〈10〉 Copy of Residence Card (both sides) or Original copy of Residence certificate	<p>If you are not a Japanese citizen, please submit following documents for the purpose of confirmation of nationality, name, etc.</p> <p>○Person who lives in Japan</p> <ul style="list-style-type: none"> • <u>A copy of both sides of the residence card</u> or <u>Original copy of Residence certificate</u> (issued by the city of municipality. The status of residence and residence must be specified) • <u>A copy of passport</u> (the page with your name, nationality, and photo)
〈11〉 Copy of Passport	<p>○Person who lives outside Japan</p> <ul style="list-style-type: none"> • <u>A copy of passport</u> (the page with your name, nationality, and photo)

Note 1: Documents <1>, <3>, <4>, <5>, <7>, and <8> must be submitted in original. For documents<3> - <5>, a copy of the original document verified by the issuer is acceptable.

Note 2: Applicants who were confirmed to be eligible for application in the application eligibility screening need not submit certificates from <3> - <5>.

2. 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. When hoping for mailing, please inquire to “V Address for Submission of Documents / Inquiries”.

April 2023 Enrollment (January Application)	Around January 31, 2023
April 2023 Enrollment (February Application)	Around February 16, 2023

3. Methods for Selection of Entrants

Selection of entrants shall be made comprehensively based on the results of an oral examination and document review. The oral examination will be conducted mainly concerning the applicant's master's thesis and research plan document. If necessary, we will pose questions to assess English language ability (or Japanese language ability for international students) during the oral examination.

	Oral Examination Date	Due date
April 2023 Enrollment (January Application)	February 8, 2023	February 3, 2023
April 2023 Enrollment (February Application)	February 17, 2023	February 16, 2023

Note 1: Place and time of examination will be announced by your prospective supervisor.

Note 2: The Oral Examination Date above might be changed after applicants are contacted.

Note 3: If no information about the date, time, or place of the oral examination has been received by the due date, please inquire to "V Address for Submission of Documents / Inquiries".