

III. Guidelines for Screening for Advancement

(Time of Advancement: April 2023)

III-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.

III-2. Application Procedures, Methods for Screening for Advancement

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 for advancement must submit all the documents described "6) Documents Required for Application" to the "V Address for Submission of Documents / Inquiries" **no later than each date stated in the Application Periods.** **(No examination fee is needed. Do not transfer it by mistake.)**

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

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 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- (4) Please note carefully that admission might be withdrawn even after advancement if the contents of the submitted documents are found to include false entries.

6) Documents Required for Application

Documents Required for Application	Remarks
〈1〉 Application for Admission, Curriculum Vitae (CV), Admission Ticket for the Examination and Photograph	Fill out necessary items on the forms prescribed by Graduate School 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〉 Prospective Completion Certificate	Submit a certificate issued by the master’s program (master’s course)
〈4〉 Report of Research Progress	Use the form (approx. 2 pages) prescribed by the Graduate School.
〈5〉 Research Planning Sheet	Please prepare approx. 2 pages using the form prescribed by Graduate School.
〈6〉 Sticker of Address	Fill out the necessary items.
〈7〉 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">• <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)
〈8〉 Copy of Passport	

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 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.

	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”.