

V. Address for Submission of Documents / Inquiries

Graduate School Section
Academic Affairs Division
Graduate School of Environmental, Life, Natural Science and Technology,
Okayama University
3-1-1, Tsushima-naka, kita-ku Okayama 700-8530, Japan

Phone: 086-251-8011 • 8810
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The office hour is 8:30–17:00.

(Except Saturday, Sunday, National holidays and 12:00 to 13:00 of each day)

(1) Inquiries by e-mail should include with the following information

- 1) Name
- 2) Name of the Faculty and University (Current affiliation or you have graduated/completed)
- 3) Contact e-mail address
- 4) Area of specialization you are currently studying
- 5) Degree(s) you hold
- 6) Field of study(department) and name of faculty member(s) with whom you wish to consult
- 7) Description of consultation (please be specific)

* Please specify which course of study (Master's Course/Doctor's Course) you are applying to.

(2) How to request application documents by mail

- 1) Write “Request for Application Documents of Graduate School of Environmental, Life, Natural Science and Technology, Doctoral Program” in red on the envelope surface.
- 2) Please enclose the following things with the envelope;
 - A stamped and self-addressed envelope. (Stamp:140yen, Envelope size:240mm×332mm)
 - A memo written your contact (phone number and e-mail address), name of your prospective professor who has accepted / will accept and your nationality.
- 3) Send the envelope with all submissions to the office in charge.
Please note that the mailing address is limited to Japan. (No shipping to foreign countries)