

II. Application Guidelines for General Entrance Examination

(Time of Enrollment: October 2024 or April 2025)

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 September 2024 (or in case of April 2025 enrollment, by March 2025) .

- (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 September 2024 / March 2025 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) 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

The forms for submission are distributed at the “Address for Submission of Documents / Inquiries”.

Please obtain them by requesting by mail or coming to the “Address for Submission of Documents / Inquiries”. Please refer to the “Address for Submission of Documents / Inquiries”, [2] How to Request the Forms for Application / Forms for Application Eligibility Screening.

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 the “4) Documents Required for Application Eligibility Screening” to “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	Acceptance hour: 8:30 a.m.–5:00 p.m. *Except Saturday, Sunday, National holidays
In case you submit documents by mail	Documents must be sent by “ Registered, Express Mail ”. Write “ Enc. Documents for Application Eligibility Screening for Doctor’s Course of Graduate School of Environmental, Life, Natural Science and Technology ” in red on the envelope.

3) Acceptance Period of Documents for Application Eligibility Screening

October 2024 Enrollment	June 27, 2024 to June 28, 2024
April 2025 Enrollment (1st Application Period)	
April 2025 Enrollment (2nd Application Period)	December 12, 2024 to December 13, 2024

4) Documents Required for Application Eligibility Screening

Documents Required for Application Eligibility Screening	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.

5) Result of the Eligibility Screening

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

October 2024 Enrollment	July 24, 2024 (to be determined)
April 2025 Enrollment (1st Application Period)	
April 2025 Enrollment (2nd Application Period)	January 22, 2025 (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	October 2024 Enrollment	June 28, 2024
	April 2025 Enrollment (1st Application Period)	
	April 2025 Enrollment (2nd Application Period)	December 13, 2024
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 "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.
 *Please send an e-mail to “Address for Submission of Documents / Inquiries” if you do not know the contact information of the faculty member.

1) How to Obtain the Forms for Application

The forms for submission are distributed at the “Address for Submission of Documents / Inquiries”. Please obtain them by requesting by mail or coming to the “Address for Submission of Documents / Inquiries”. Please refer to the “Address for Submission of Documents / Inquiries”, [2] How to Request the Forms for Application / Forms for Application Eligibility Screening. Some of the forms can be downloaded from our website.

2) How to Apply

Applicants must submit all the document described in “5) Documents Required for Application” to “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	Acceptance hour: 8:30a.m.–5:00 p.m. *Except Saturday, Sunday, National holidays
In case you submit documents by mail	Documents must be sent by “ Registered, Express Mail ”. Write “ <u>Enc. Documents for Application Eligibility Screening for Doctor’s Course of Graduate School of Environmental, Life, Natural Science and Technology</u> ” in red on the envelope.

3) Application Periods

October 2024 Enrollment	July 31, 2024 to August 1, 2024
April 2025 Enrollment (1st Application Period)	
April 2025 Enrollment (2nd Application Period)	January 27, 2025 to January 28, 2025

4) 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) Please attach English or Japanese translations when certificates required for application are in languages other than English or Japanese.
- (6) 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.
- (7) If you have an alias, please write your name on your residence certificate, not your alias, on all documents required for application.

5) Documents Required for Application

Documents Required for Application are listed on “IV Common Issue for General Entrance Examination and Screening for Advancement”, 1 Documents Required for Application.

2. 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	Contact Due Date
October 2024 Enrollment	August 22, 2024	August 13, 2024
April 2025 Enrollment (1st Application Period)		
April 2025 Enrollment (2nd Application Period)	February 7, 2025	February 3, 2025

Notes to Applicants Except Those Who Are Applying for The Course of Planetary Materials Science:

1. Place and time of examination will be announced by your prospective supervisor.
2. The Oral Examination Date above might be changed after applicants are contacted.
3. If no information about the date, time, or place of the oral examination has been received by the contact due date, please inquire to “Address for Submission of Documents / Inquiries”.

Note Only to Applicants of The Course of Planetary Materials Science:

The oral examinations of the course of Planetary Materials Science will be conducted online, so the applicants of the course of Planetary Materials Science do not have to come to the University to take the oral examination. Details will be informed after the application is received.