

IV. Common Issue for General Entrance Examination and Screening for Advancement

IV-1 Documents Required for Application, Issue of Admission Ticket for Examination, Announcement of Successful Applicants

1. Documents Required for Application

Please submit all the documents marked with ● for the examination category you wish to apply for by the Application Periods.

The required documents may differ depending on the applicable eligibility for application, so please read the remarks carefully.

Documents Required for Application	Remarks	General Entrance Examination	Screening for Advancement
(1) Application for Admission, Curriculum Vitae (CV), Admission Ticket for the Examination and Photograph	<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>	●	●
(2) Entrance Examination Fee	<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 5:00 p.m. 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. 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.elst.okayama-u.ac.jp/wp-content/uploads/2023/03/pay_ippan_eng.pdf</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 “Address for Submission of Documents / Inquiries”.</p> <p>[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 (or application documents were not submitted or accepted.) b) Entrance examination fee was paid twice by mistake. c) 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>	●	

Documents Required for Application	Remarks	General Entrance Examination	Screening for Advancement
(2) Entrance Examination Fee (continued from previous page)	<p>[Those Applicants Who are Monbukagakusho Scholarship Students] Those applicants who are Monbukagakusho scholarship students need not pay the entrance examination fee, in principle. However, for cases in which the period of their scholarship ends by March 31, 2025 (or in case of October 2024 enrollment, by September 30, 2024), 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.</p> <p>[Entrance Examination Fee Exemption] Okayama University offers entrance examination fee exemption for those who fell under the Disaster Relief Law after April 2023 to reduce financial burden and secure an opportunity for advancement.</p>	●	/
(3) Transcript of Faculty	Submit a certificate issued by the president of the university or the dean of the faculty from which you graduated.	●	/
(4) Transcript of Graduate School	Submit a certificate issued by the president or the dean of the graduate school from which you graduated.	●	●
(5) (Prospective) Completion Certificate	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.	●	●
(6) Theses	Submit one of the following: 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) Report of Research Progress	Please prepare approx. 2 pages using the form prescribed by Graduate School.	/	●
(8) Research Planning Sheet	Please prepare approx. 2 pages using the form prescribed by Graduate School.	●	●
(9) Pertaining to the Qualifying Examination	Only 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.	●	/
(10) Envelope To Send Admission Ticket for the Examination	Only those who will apply for the course of Planetary Materials Science are required to write the applicant's name, address and postal code clearly on the designated envelope and affix a stamp for 344 yen (*). This will be used to send the admission ticket. *Postal charges can be revised. Please check the Japan Post's postage list and put a stamp of a "within 25 g" of "standard size postal item" plus the express delivery fee.	●	●
(11) Sticker of Address	Fill out the necessary items.	●	●

Documents Required for Application	Remarks	General Entrance Examination	Screening for Advancement
(12) 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) *If you have an alias, please submit the "<u>Original copy of Residence certificate</u> (issued by the city of the municipality)". • <u>A copy of passport</u> (the page with your name, nationality, and photo) <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) 	●	●
(13) Copy of Passport			

Note 1: Documents <1>, <3>, <4>, <5>, <6>, <7>, <8> and <9> 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

[Applicants Except Those Who Are Applying for The Course of Planetary Materials Science]

Please receive your admission ticket for the examination from your prospective supervisor directly on the oral examination day.

Those who take Screening for Advancement and were told that they are exempted from oral examination, please receive the ticket from your prospective supervisor by the Contact Due Date described in “**2. Methods for Screening for Advancement**” of **III-2**.

[Applicants of The Course of Planetary Materials Science Only]

The admission ticket for the examination in the “Envelope To Send Admission Ticket for the Examination” will be sent on the day following the last day of the application period (or the day after a holiday).

3. Announcement of Successful Applicants

Successful applicants will be announced on a bulletin board.

	Date and Time	Place of Bulletin Board
October 2024 Enrollment	September 6, 2024 10:00 a.m.	The bulletin board in front of the office of Graduate School Section, Academic Affairs Division, Graduate School of Environmental, Life, Natural Science and Technology, Okayama University (1F, Building No. 1, School of Engineering)
April 2025 Enrollment (1st Application Period)		
April 2025 Enrollment (2nd Application Period)	February 28, 2025 10:00 a.m.	

Note 1: The examinee numbers of successful applicants will be announced on the bulletin board. A “Notification of Admission Decision” and other related documents will be sent to successful applicants dated on the day of the announcement.

Note 2: After the announcement on the bulletin board, the examinee numbers of successful applicants will be posted on the webpage.

<https://www.elst.okayama-u.ac.jp/admission/nyugakushiken/result/>

Note 3: We will never under any circumstances respond to inquiries by phone, etc. concerning passing or

failing the examination.

IV- 2. Enrollment Procedures

1) Method of Procedures

Successful applicants will be accepted into the program after having completed the enrollment procedures. Details will be separately informed to successful applicants later.

2) Period of Enrollment Procedures

The period of enrollment procedures has been scheduled as follows. Successful applicants will be informed about details later.

October 2024 Entrants	September 18, 2024 to September 19, 2024
April 2025 Entrants	March 13, 2025 to March 14, 2025

IV-3. Other

1) Enrollment Fee and Tuition Fee

Enrollment fee: 282,000 yen (expected amount)

***Applicants who took SCREENING FOR ADVANCEMENT: No Enrollment fee is needed.**

Tuition fee: 267,900 yen (for half a year); 535,800 yen (for a year) (expected amount)

*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

We have many systems for study assistance: enrollment fee exemption, enrollment fee postponement, tuition fee exemptions, and scholarships.

3) Day/Evening Course System

Graduate School of Environmental, Life, Natural Science and Technology applies the special provision for educational methods (Day/Evening Course System) stipulated in Article 14 of Standards for Establishment of Graduate Schools to make it easier for students who work during class hours to take courses. We provide classes and research guidance not only during the day, but also during evenings (and Saturdays, summer and winter vacations, etc.). Details and necessary procedure will be informed after enrollment.

4) System for Extending the Period of Registration

This system is designed that Doctor's Course students, who are unable to complete their course within the standard doctoral study term (3 years) due to circumstances such as work schedule, can complete a previously scheduled and extended course period over a certain period of time beyond the standard term. If you are permitted, you can complete the course by paying tuition fee of standard study term (for 3 years). Details will be announced at the entrance procedure.

5) Distance Learning Scholarship for Working Students of Graduate School Doctor's Course

This scholarship is for working students who do not receive any financial support from their companies, etc. for their study, and those who have a distance of 50 km or more to Okayama University from either their place of work or home, where the distance to Okayama University is shorter, and also those who will enroll (or advance to) the University in April with excellent grades.

For details on eligibility and application procedures, please refer to the following webpage.

<https://www.elst.okayama-u.ac.jp/admission/nyugakushiken/support/>

6) Security Export Control Regulations of Okayama University

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 (including Japanese students receiving scholarships from outside Japan). 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.

<https://www.meti.go.jp/policy/anpo/englishpage.html>

7) Emergency Warning or Weather Warnings

The entrance examination day and the start time may be postponed in case of Emergency Warning or Weather Warnings. Therefore, please check the website of the Graduate School before the examination.

https://www.elst.okayama-u.ac.jp/admission/nyugakushiken/shikenbi_henkou/

8) Privacy Policy

The submitted application documents and the personal information contained in them will be used for the operations related to the selection of entrants / advancing students.

The personal information such as name, gender, date of birth, current address, and school attended will also be used as registration data for the basic student information in the university's Academic Affairs system.

In addition, the personal information of the examinee's number and name of successful applicants will also be used for the operations of the University's tuition fee credit management administration system and tuition fee exemption administration system.

Also, the applicant's entrance examination score and academic transcript may be used in the academic evaluation process for the deferment of entrance fee postponement and other services in case of applications for enrollment fee exemption, deferment of enrollment fee postponement, tuition fee exemption, and Japan Student Services Organization (JASSO) scholarships.