

October 2017 Admission

Okayama University

Graduate School of Humanities and Social Sciences

(Master's Course)

Student Application Requirements for Overseas Special
Admission Examination for International Exchange Students

Okayama University

Graduate School of Humanities and Social Sciences

Contact: Okayama University, Graduate School of Humanities and Social Sciences,
Student Affairs Office

Location: Tsushima Naka, Kita-ku, Okayama City, Okayama ken 700-8530 Japan

FAX: 81-86-251-7350

Email: ggg7372@adm.okayama-u.ac.jp

Admissions, curriculum and degrees awarded at the Okayama University Graduate School of Humanities and Social Sciences

The Okayama University Graduate School of Humanities and Social Sciences is an interdisciplinary graduate school consisting of master's and doctorate courses, which is based on our undergraduate schools; Faculty of Letters, Faculty of Law, and Faculty of Economics . The master's course offers four majors: Socio-Cultural Sciences, Comparative Socio-Cultural Sciences, Public Policy Sciences, and Organizational Management Sciences. These programs cover the whole field of the humanities and social sciences.

The Okayama University Graduate School of Humanities and Social Sciences, one of Western Japan's leading research institutions, conducts academic research and education in accordance with international standards. Our goal is to foster capable and talented people with a high degree of specialization, a broad view, and a profound sense of humanity. In addition, through links with various regional entities including local governments and corporations, our institution serves as a graduate school contributing to the region in the aspects of its culture, society and economy.

(1) Admissions

In the Master's course, we provide interdisciplinary education covering a variety of fields through a program of advanced research. The goal is to train professional people and researchers to have extensive knowledge in the fields of literature, law, and economics, who have excellent thoughts. Our graduates can develop their observation and insight skills, understand diversity and global culture, and respond flexibly to social change.

In the Master's-level Organizational Management Sciences and Regional Public Policy Management courses, we particularly welcome individuals who strive to acquire more advanced management skills to benefit organizations, as appropriate to specific organizations such as enterprises and government and municipal offices.

(2) Curriculum

The Master's course has been organized and developed to offer a multidisciplinary, comprehensive and interdisciplinary educational system which has continuity with the basic education provided at undergraduate schools such as the Faculty of Letters, Law , and Economics. In particular, the Organizational Management Sciences and Regional Public Policy Management courses have been structured to include field experience in the public sector and in local business.

(3) Academic Degrees

The Master's degree is awarded to candidates who have conducted research in the fields of culture, science, literature, law, economics, public policy studies and business administration = MBA Masters, meeting quality standards established by the Graduate School. By the time they graduate, students must have acquired advanced academic knowledge, the ability to carry out research on specific issues at an advanced level, and the ability to consider and conduct to cope with various problems.

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Overseas Special Admission Examination for International Exchange Students: Features, etc.

In the Overseas Special Admission Examination for International Exchange Students for the Graduate School of Humanities and Social Sciences (Master's Course), admission applicants do not need to come to Japan for the admission examination. Applicants can take the examination while residing outside Japan.

1. Number to be admitted

Faculty	Major	Number of admissions
Graduate School of Humanities and Social Sciences (Master's Course)	Socio-Cultural Basics Sciences	A few people
	Comparative Socio-Cultural Sciences	
	Public Policy Sciences	
	Management Sciences in Organization	

2. Application Qualifications

A person for whom any of the following apply

1. A person for whom any of the following apply

- ① Person who completed a 16 year course in school education in a foreign country, or a person who expects to complete it by September 2017
- ② Person who, by this school's individual admission qualification screening, is found to have academic ability in this field which is at least equal to that of a person who graduated from a university, and who will reach age 22 by September 2017
- ③ Person who completed a 15 year course of school education in a foreign country, and is found to have obtained excellent marks in a unit determined by a graduate school

2. Person who graduated from or who expects to graduate by September 2017 from a partner university which has an exchange agreement with Okayama University, or from a school which has an exchange agreement with this graduate school, the Faculty of Letters, Faculty of Law or the Faculty of Economics

3. Person who obtained Level 1 or N1 of the Japanese Language Proficiency Test

4. Foreigner who lives outside Japan, and who cannot travel to Japan to take the admission examination (excluding people who have Japan citizenship or who have obtained permanent residency in Japan)

(Note 1) For people who will apply by application qualification 1-② or 1-③, application qualification screening will be done before they apply.

(Note 2) People who do not have Japanese citizenship are people expected able to obtain the "College Student" status of residence established in the Immigration Control and Refugee Recognition Act, after admission to the graduate school

(Note 3) A person who applies while expecting to complete the course (graduate), but cannot complete the course (graduate) by September 2017, shall have their graduate school admission cancelled.

3. Application Qualification Screening

(1) Application Qualification Screening Method

For people who apply by application qualification 1-② or 1-③, application qualification screening will be done before they apply.

Such an admission applicant should post the application documents described in (4) below to the application

address written in (3) below via Express Mail Service (EMS), so that they are sure to arrive within the application reception period.

(2) Application Documents Reception Period

By Friday March 17, 2017 (Must arrive)

On the front of the envelope, write in red “Graduate School of Humanities and Social Sciences Master’s Course Overseas Special Admission Examination for International Exchange Students Application Qualification Screening Documents Inside”, and post it by Express Mail Service (EMS).

Address: 3-1-1 Tsushima Naka, Kita-ku, Okayama City, Okayama-ken 700-8530 Japan
Okayama University, Graduate School of Humanities and Social Sciences,
Student Affairs Office

(3) Application Address

3-1-1 Tsushima Naka, Kita-ku, Okayama City, Okayama-ken 700-8530 Japan
Okayama University, Graduate School of Humanities and Social Sciences,
Student Affairs Office

(4) Application Documents

- ① Admission Examination Application Qualification Approval Screening Request (official form)
- ② Personal History (official form)
- ③ Research Results Table (official form) or Research History Report (Free format) (About 2,000 words)
- ④ Certificate of graduation (expected) from final school
- ⑤ Certificate of marks from final school

* All application documents must be originals (for documents ④ and ⑤, only if submission of originals is impossible, we will copy them when received, and return them)

(5) How to Obtain Application Documents

Obtain the application qualification screening application documents from the web site of Okayama University, Graduate School of Humanities and Social Sciences (see URL below)

URL <http://www.okayama-u.ac.jp/user/hss/admission/index.html>

(6) Approval Method

Done by document screening.

(7) Screening Results

The applicant will be notified of the inspection result around Friday, April 7, 2017, by Express Mail Service (EMS). Submitted documents will not be returned for any reason.

People whose application qualifications are accepted should perform the application procedure in accordance with 4 (Application Procedure). Certificates etc already submitted in advance screening are not required to be

resubmitted during the application procedure.

4. Application Procedure

(1) Application Method

Admission applicants should post the application documents etc described in (5) below to the application documents address, via Express Mail Service (EMS) so they are sure to arrive within the application period.

(2) Application Period

From Wednesday, April 19, 2017 until Wednesday, May 10, 2017 (Must arrive)

(3) Application Documents Address

3-1-1 Tsushima Naka, Kita-ku, Okayama City, Okayama-ken 700-8530 Japan
Okayama University, Graduate School of Humanities and Social Sciences,
Student Affairs Office

(4) Application Warnings

- ① Changes in the content written in application documents etc are not accepted after application.
- ② After application documents are received, they will not be returned for any reason.
- ③ It will not be accepted if there are deficiencies in application documents, or if there is an insufficient admission inspection fee.
- ④ If there was false information in the contents written in the application documents etc, the admission can be cancelled even after entering university, so be careful.

(5) Application Documents, etc.

- ① Admission Application / Personal History (official form)
- ② Graduation (expectation) certificate of attended university
- ③ Marks certificate of attended university
- ④ Research plan (About 1,000 words) (official form)
- ⑤ Certificate of Level 1 or N1 of the Japanese Language Proficiency Test
Test sponsored by Japan Educational Exchanges and Services, and Japan Foundation
- ⑥ Photo (Taken within the last 3 months, 4cm high, 3cm wide, upper body, facing front, no hat, write name on back side, and attach it to the designated place on the admission application)
- ⑦ Admissions Inspection Fee: 30,000 yen (bank transfer fee is also required)

If applying from outside Japan

The 30,000 yen (Japanese yen) admission inspection fee must be paid by bank transfer, in accordance with the requirements below; submit a copy of the foreign remittance request. If a separate fee is charged at the transferring bank outside Japan, it must be paid at that bank in addition to the above amount.

Remittance type: Wire transfer

Payment method: Advice payment

Paying bank fee: Paid by sender

Remittance amount: 30,000 yen

Entrance examination fees are shown in Japanese yen. Please note that bank transfer fees must be paid by the applicant. We ask that remittances be made in exact amounts.

Remittance purpose: University admission inspection fee

Recipient

Recipient bank: The Chugoku Bank, Ltd. (Swift code: CHGKJPJZ)

Branch: Houkaiin Branch

Recipient bank address: 2-5-22, Yamatomachi, Kita-ku, Okayama 700-0808 Japan

Recipient bank telephone: +81-86-224-7105

Recipient account number: 104-00-1797911

Recipient: Okayama University

Recipient address: 1-1-1, Tsushima-Naka, Kita-ku, Okayama 700-8530 Japan

Recipient telephone: +81-86-252-1111

- ⑧ Recommendation letter from the current university (attended university) (official form)
 - ⑨ Documents which this graduate school deems necessary (voluntary submission)
 - Graduation thesis (dissertation) or similar research paper, and outline of graduation thesis (dissertation) (About 1,000 words)
 - Research results, etc.
- * All application documents must be originals (for documents ②, ③ and ⑤, we will return them after copying)

(Note 1) Admission inspection fees already paid by bank transfer will not be returned for any reason. However, cases ① through ③ below are exceptions.

- ① Admission inspection fees were paid by bank transfer, but the application documents etc were not submitted
- ② Admission inspection fees were paid by bank transfer, but the application was not received
- ③ Admission inspection fees were mistakenly paid by bank transfer twice

(Note 2) Among the above documents, for those documents prepared in a foreign language, attach translations into Japanese or English language. However, for application documents ⑨ Graduation thesis (dissertation) or similar research paper, a Japanese or English language translation is not required.

(6) Admission Application Academic Advisor Box

This box is for you to write in, to help us understand in advance the number of advisors desired, so we can arrange our guidance system. When writing this, refer to

<http://www.okayama-u.ac.jp/user/hss/information/index.html>

(7) How to Obtain Application Documents

Obtain the application documents from the web site of Okayama University, Graduate School of Humanities and Social Sciences (see URL below).

URL <http://www.okayama-u.ac.jp/user/hss/admission/index.html>

(8) Handling of Personal Information

Submitted application documents etc and written personal information is used in work concerning admission candidate selection.

However, personal information on admittees written on application forms, such as name, sex, date of birth, current address and attended school, is used as registration data in the school basic information of our academic affairs system.

And personal information (examination number and name) about people accepted is also used in our tuition receivables management operations system and tuition exemption operations system.

If there is an application for admission fee exemption, application for admission fee collection postponement, application for tuition exemption, application for a Japan Student Services Organization scholarship etc, then the applicant's admission examination results and academic marks certificates may be used in the academic ability evaluation process concerning operations such as admission fee collection postponement.

5. Notification of Examination Number

(1) The examination number will be sent to the email address written on the Admission Application, around Monday, May 15, 2017.

If it does not arrive, contact the email or fax below.

Okayama University, Graduate School of Humanities and Social Sciences,

Student Affairs Office

FAX: 81-86-251-7350

Email: ggg7372@adm.okayama-u.ac.jp

(2) The examination number is needed for the acceptance announcement and admission examination information disclosure request, so store it carefully.

6. Admission Examination Method and Admittee Selection Method

Inspection is done using application documents, and acceptance or rejection is decided.

Points allocation: Document screening 100 points

7. Announcement of People Accepted

13:00 Wednesday, June 7, 2017

On the web site of Okayama University, Graduate School of Humanities and Social Sciences, the examination numbers of people accepted are posted, and notification letters are sent to people accepted. We will handle no inquiries by phone, etc about acceptance or rejection.

8. Admission Procedure

(1) Admission Procedure Method

Details will be described in the Admissions Guide sent along with the notification of passing the examination.

(2) Admission Procedure Period

Details will be written in the Admissions Guide sent along with the notification of passing the examination.

9. Admission Examination Information Disclosure

(1) People Subject to Disclosure

People who take the Overseas Special Admission Examination for International Exchange Students for October 2017 admission, Okayama University, Graduate School of Humanities and Social Sciences, Master's Course

(2) Disclosure Details

- ① That person's own examination results
- ② Results information of people who passed (Results information of people who passed (highest points, lowest points). However, if less than 5 people passed, then this will not be disclosed.)

(3) How to Request Disclosure

Attach the notification of examination number to the Admission Examination Information Disclosure Request Form (official form), and during the Disclosure Request Period in (4) below, the person who took the examination submits this form to the Student Affairs Office, Graduate School of Humanities and Social Sciences. The Admission Examination Information Disclosure Request Form is obtained from the web site of the Graduate School of Humanities and Social Sciences.

URL <http://www.okayama-u.ac.jp/user/hss/admission/index.html>

3-1-1 Tsushima Naka, Kita-ku, Okayama City, Okayama-ken 700-8530 Japan

Okayama University, Graduate School of Humanities and Social Sciences,
Student Affairs Office

(4) Disclosure Request Period

These disclosure requests can be received from Monday October 2 to Tuesday October 31, 2017 (excluding Saturdays, Sundays and holidays) from 9:00 to 17:15. Requests which arrive by post on or after Wednesday November 1, 2017 can be received if they have a postal stamp indicating Tuesday October 31, 2017 or earlier.

(5) Disclosure Method

After the Admission Examination Information Disclosure Request Form is received, when the notification has been prepared, it will be promptly disclosed (sent).

However, if there are deficiencies in the submitted Admission Examination Information Disclosure Request Form or procedures, there will be no disclosure (or revision will be requested) in some cases.

10. Other

(1) Admission Fee and Tuition

Admission Fee: 282,000 yen (planned amount)

Tuition (annual): 535,800 yen (planned amount)

* If these change when you enter the university or while you are enrolled in the university, the new amounts will be applied starting from when they were applied.

(2) Scholastic Assistance

As part of scholastic assistance, there is a system for admission fee exemption or collection postponement, tuition exemption and scholarships.

(3) Inquiries

Inquiries about this student admission process can be sent to the fax or email below.

① Inquiries about application, major, academic advisor, etc.

3-1-1 Tsushima Naka, Kita-ku, Okayama City, Okayama-ken 700-8530 Japan

Okayama University, Graduate School of Humanities and Social Sciences,

Student Affairs Office

(FAX: 81-86-251-7350)

(Email: ggg7372@adm.okayama-u.ac.jp)

② Inquiries about scholarships, housing, etc.

3-1-1 Tsushima Naka, Kita-ku, Okayama City, Okayama-ken 700-8530 Japan

Okayama University, Center for Global Partnerships and Education,

Services for International Students and Scholars

(FAX: 81-86-252-7079)

(Email: dde7600@adm.okayama-u.ac.jp)