

**2017**  
**Guidelines for Entrance**  
**Examination for Japanese Program**

---

---

**Japanese**  
**Program**

**岡山理科大学**  
**Okayama University of Science**

# From Application to Entrance

## [Applicants]

## [University]

Questions about Studying Abroad

(University Contact: International Affairs Office)

- The office can respond to inquiries in Chinese, English and Korean.

Submission of Application Documents

- Students must pay the entrance examination fee by wire transfer and send applications, enclosed forms and related documents by either registered express mail, EMS, etc. Application, enclosed forms and documents to be prepared by the applicant are included in this brochure. All submissions not received by Okayama University of Science on or before the application deadline date will be rejected. Corrections and/or resubmission are allowed during the application period ONLY. Because it takes several days for applications to be received from overseas, it is advisable that students prepare and submit documents as far in advance as possible to allow time for corrections and resubmissions.



Acceptance and Examination of Application Documents

University Contact: Admissions and Public Relations Department

Receipt of Examination Admission Card

Please bring to the Examination site.



Sending Examination Admission Card

University Contact: Admissions and Public Relations Department

- An examination admission card will be sent by mail.

Entrance Examination (Interview, etc.)

- Entrance Examination Assessment: academic ability examination (mathematics, Japanese: 60 minutes), and interview (about 15 minutes)
- For examinations conducted overseas, an academic ability examination and interview may be conducted via the Internet.

Confirmation of pass or fail result

If you passed the examination



Acceptance Announcements

- Successful candidates, will be sent an admission notice and a guide for entrance.

Enrollment Procedures

Successful candidates are required to carry out two following procedures.

Procedure 1  
Submission of documents, including written commitment, etc. Applicants requiring a student visa must submit a Certificate of Eligibility request form.

Procedure 2  
Students shall transfer the entrance fee, tuition (for spring semester) and exchange rate handling fee by the deadline date.

Students who wish to reside in a dormitory designated by the university shall be required to submit the application documents and pay the deposit.



Confirmation and Enrollment Procedures

OUS Contact: Admissions and Public Relations Department, Student Affairs Office

Students who have not obtained a student visa, the University will submit an application for a Certificate of Eligibility to the Immigration Bureau.  
(OUS Contact: Student Affairs Office)

Students who have not obtained a student visa, OUS will notify the results of application for a Certificate of Eligibility to the recommending school or the applicant.

Students who wish to reside in the international student dormitory or a private apartment which OUS provides as an institutional guarantee (both Japanese and international students live together), will be notified separately.

(OUS Contact: Student Affairs Office)

OUS will send the following documents to those who complete the second procedures.

(OUS Contact: Student Affairs Office)

- Materials to be sent:
  - ① Admission Notice
  - ② Original of a Certificate of Eligibility (only for those who have not obtained a student visa)

Applicants who have obtained a student visa must fill out an application for change or renewal of visa status



Obtaining or Extending a Student Visa

- Students who have not obtained a student visa must submit an application for an entry visa to the Embassy and Consulate General of Japan in his or her own country.
- Students who have obtained a student visa must fill out an application for change or renewal of the visa.

Support related to Student Visa

(OUS Contact: Student Affairs Office)

Arrival in Japan and Entrance into the University

- If an entry visa is not issued by the deadline, students may not be admitted.

Support for Arrival in Japan and Entrance to the University

(OUS Contact: Student Affairs Office)

- Overseas residents must arrive in Japan by the end of March.
- Entrance Ceremony will be held on Monday, April 3 and orientation will be held before and after the Ceremony. (Details will be made available at a later date.)

# Okayama University of Science, Intensive Japanese Language Program (IJLP)

## 1 Purpose

The IJLP is an educational course annexed to Okayama University of Science (OUS). Its general purpose is to teach the Japanese language to international students who desire to study at OUS but have not attained a sufficient level of proficiency to comprehend lectures to deepen their understanding of Japanese culture.

## 2 Features

- (1) OUS offers education exchange agreements with 71 schools and educational institutions in 19 countries to enhance education and research.
- (2) Okayama University of Science offers classes in the Faculties of Science, Engineering, Informatics, Biosphere-Geosphere Science and Education, and Graduate Schools of Science, Engineering, Informatics and Biosphere-Geosphere Science.  
Students have many options in their selection of fields of study and research.
- (3) The IJLP will improve Japanese language proficiency by reviewing basic grammar.
- (4) OUS has staff who speak Chinese, English and Korean, and supports international students through counseling for daily living such as assistance with immigration and residence procedures, illnesses and future career goals.
- (5) All international students are required to take the Japanese Language Proficiency Test. The IJLP assists students in the application procedure and preparation.
- (6) OUS provides opportunities to participate in Japanese speech contests, cultural exchange activities with local residents and one-day training, etc.

## 3 Resident Status

Students enrolled in the IJLP must obtain student visas.

\*For renewal of resident status after completion, it is necessary to obtain a certificate of acceptance after passing the examination.

## 4 Completion

Classes start in April and the Program lasts for one year. One academic year is divided into spring and autumn semesters. Students are granted a Certificate of Completion after one year of study and obtaining 40 or more credits.

## 5 Classes and Credit Hours

IJLP classes are offered 3 - 4 times a week, Monday - Friday from 9:10 to 16:30. One credit is equivalent to 90 minutes of classroom time. Extra classes may be offered (from 16:35) for additional language support.

Students will participate in occasional Saturday and Sunday excursions around Japan as part of their classwork.

○ Classes offered:

Classes	Credits	Classes	Credits
Japanese I (Sentence Patterns and Grammar A)	4	Japanese V (Composition A)	2
Japanese I (Sentence Patterns and Grammar B)	4	Japanese V (Composition B)	2
Japanese II (Listening Comprehension A)	2	Japanese VI (Reading A)	2
Japanese II (Listening Comprehension B)	2	Japanese VI (Reading B)	2
Japanese II (Listening Comprehension C)	2	Japanese VI (Reading C)	2
Japanese III (Conversation A)	2	Japanese VII (Test Preparation A)	4
Japanese III (Conversation B)	2	Japanese VII (Test Preparation B)	4
Japanese IV (Kanji, Vocabulary A)	2	Information Science	2
Japanese IV (Kanji, Vocabulary B)	2	General Study	2
Japanese IV (Kanji, Vocabulary C)	2		

\* Subjects and content may change depending on circumstances.

## Maximum Number of Students Admitted (Target)

Number of Students admitted: 60

## Application Qualification

Students who are not Japanese nationals, but satisfy all of the following conditions:

- (1) has successfully completed – or expect to complete by 31 March 2017 – a 12-year academic program in a foreign country and approved by the Minister of Education, Culture, Sports, Science and Technology.
- (2) can obtain an “Overseas Education Visa” under the Immigration Control and Refugee Recognition Act, or has an immigration status such as “permanent resident” and “fixed domicile resident.”
- (3) has Japanese language Proficiency at N5 Level of the “Japanese Language Proficiency Test” or equivalent\* sponsored by Japan Educational Exchanges and Services and desires to enter a university.

\* “Japanese Language Proficiency Test” Level N5 (previously Level 4) is equivalent to completing the first half of an elementary Japanese course and the student is required to have studied Japanese at least six months to one year.

○Qualification is determined by submitted documents. Documents will be returned to students deemed as incomplete or illegible.

◎If it has been proven that a student falsified or given false information, application will be invalidated even after acceptance, and entrance will be denied.

## Examination Schedule

Examination Category	Application Period* <sup>1</sup>	Examination Date	Acceptance Announcement	Examination Sites
Term I	Thursday, July 21, 2016 ~ Thursday, August 4, 2016 (must be received)	Saturday, September 3, 2016	Friday, September 16, 2016	Overseas Liaison Office OUS Campus OUS-designated sites
Term II	Thursday, November 3, 2016 ~ Thursday, November 17, 2016 (must be received)	Saturday, December 10, 2016	Monday, December 19, 2016	

## Selection Method

Document screening; written and oral Japanese language examinations (60 min.).

## Examination Sites

Okayama University of Science, Kake Educational Institution Overseas Offices and Shanghai Office  
Examination sites: Okayama University of Science, China (Beijing, Shanghai, Nanjing, Chongqing), South Korea, Sri Lanka, Myanmar, Vietnam (Hanoi, Ho Chi Minh), Nepal, Malaysia, Islamic Republic of Pakistan, Australia, Iran and Indonesia

The Examination Committee will start interviewing students after receiving all applications. Students will be notified of time and date.

Written and oral examinations may be conducted via Internet (Skype, etc.) at overseas forums.

# Application Procedures

## 1. Application Forms

- The forms in the table below are required.
- Forms [1] – [6], are included in this brochure.
- Documents [7] – [13] must be prepared by applicants ([7] through [11] are required by all applicants).

	Application Documents	Notes
Forms included in this brochure	[ 1 ] Application Form [Form i – iii]	Applicant must fill out forms in his/her own handwriting using block letters. Write name in Roman alphabet as entered in your passport along with katakana. Write your current address, telephone number (mobile) along with that of an emergency contact. (The examination admission card and admission notice will be sent to your current address.)
	[ 2 ] Mission [Form iv] <b>Note 1)</b>	Applicants must hand-write his/her purpose statement in Japanese in accordance under the titles "Reasons for Applying to the IJLP at Okayama University of Science" and "Plan after completion of Japanese Program".
	[ 3 ] Questionnaires about Japanese Study [Form v]	Applicant must fill in his or her Japanese study history and self-assessment in own handwriting.
	[ 4 ] Certificate of Japanese Learning Record [Form vi]	For applicants who have studied at a Japanese language school. Ask a Japanese language teacher and the person responsible at school, etc., to enter (enter in Japanese)
	[ 5 ] Certificate of Health [Form vii] <b>Note 1)</b>	Foreign residents only and must be filled out three (3) months of the date of issuance. If the same items are recorded, a hospital form shall be accepted.
	[ 6 ] Affidavit of Financial Support [Form viii-ix]	Must be filled out by guardian, etc., (financial supporter). Indicates consent to financially support the applicant during study in Japan. Signature and seal shall be affixed.
Documents to be prepared by applicants	[ 7 ] Documents certifying the ability of financial support <b>Note 1)</b>	Document (1) and (2) of the financial supporter must be submitted. Document (3) required in some cases. Certificate of employment: statement verifying employment status of financial supporter (original) Income statement: statement of income of the financial supporter (original) Deposit balance statement: statement of deposit balance in the bank, etc., in the name of the financial supporter (original)
	[ 8 ] Graduation Diploma or certificate of expected graduation <b>Note 1), Note 2)</b>	Graduation diploma or certificate of expected graduation from a 12-year education program (original). Students with high academic standing or should submit a copy of his or her graduation diploma or certificate of expected graduation (original).
	[ 9 ] Official Transcripts of Academic Records <b>Note 1), Note 2)</b>	Official junior and senior high school transcripts (original).
	[10] Copy of receipt from wire transfer of entrance examination fee	Copy of receipt issued by the financial institution proving completed transfer.
	[11] Copy of photo ID	Identification of student such as a passport or an ID card
	[12] Copy of household	Student from China only. Submit a copy on all family members.
	[13] Document certifying Japanese language proficiency	Please submit documents certifying Japanese language proficiency such as the "Japanese Language Proficiency Test" and/or the "BJT Business Japanese Proficiency Test."

**Note 1)** If documents [2], [5], [7], [8], and [9], are filled out in a language other than Japanese, please submit a Japanese translation.

**Note 2)** If only one original of the graduation diploma and transcripts are available, a copy issued and certified by the attended school or academic institution may be accepted in place of the original.

**Note 3)** Diplomas, certificates and transcripts submitted to OUS will not be returned, except in circumstances when a certified copy is not available – such as that indicated in Note 2) – in which case, said documents will be returned.

### [Important Note regarding the Application]

Any defects (misspellings conflicting dates, etc.) found on applications will require re-submissions which must also meet application deadlines; therefore it would be advisable to submit them as early on during the Application Period as possible. Submissions and re-submission of application and accompanying documents will not be accepted after the deadline date.

## 2. Entrance Examination Fee

### [1] Entrance Examination Fee

Type of Entrance Examination	Examination Fee
Japanese Program	¥6,000

¥6,000 must be wire transferred to Okayama University of Science.

- Transfer charge must be paid separately from the examination fee.
- Payments from abroad require an additional ¥5,000 to cover wire transmission service charge.
- For more details, follow [2] below.

### [2] Payment Method

Transfer the following amount to the bank account below.

Sending from abroad     **¥11,000** (including exchange rate handling fee of ¥5,000)

Sending from Japan     **¥ 6,000**

#### [Account to be transferred]

振込銀行：三菱東京UFJ 銀行 岡山支店 口座名：岡山理大入試口 (オカヤマリダイ イニユウシクグチ) 預金種目：普通 口座番号：3529256	Bank Name : The Bank of Tokyo-Mitsubishi UFJ Limited Branch : Okayama Branch Branch No : 741 Address : 1-1 Heiwa-cho, Kita-ku Okayama 700-0827 Japan Telephone : +81 86 222 6711 A/C Name : Okayama Ridai Nyushiguchi A/C No. : 3529256 A/C Address : 1-1 Ridai-cho, Kita-ku Okayama 700-0005 Japan
---	---

- The service charge will be covered by the applicant sending payments from abroad. Any deduction from the transfer amount will result in a nonpayment that will place a HOLD on all registration procedures including the Entrance Examination. Confirm that you are sending ¥11,000 if sending from overseas.
- A service charge of ¥6,000 is required for conversion to Japanese yen at a Japanese bank. If the Examination Fee becomes insufficient as a result of the service charge deduction, the applicant will not be able to take the Entrance Examination due to the HOLD. Please confirm that the service charge will be covered. Any excess left over from the transaction will be returned to the applicant on a later date.
- If the Examination Fee received by Okayama University of Science is insufficient, the applicant will not be able to take the Entrance Examination. Any outstanding amount may be received ONLY during the application period. **Payments sent after the deadline will not be accepted.** Entrance Examination Fee is non-refundable.

## Announcement of Successful Applicants and Entrance Procedures

### 1. Announcement of Successful Applicants

Entrance examination results will be sent by mail to all applicants. Those who have passed the examination, will also receive enrollment instructions.

### 2. Entrance Procedures

Failure to complete enrollment by the deadline date, will result in a withdrawal from the University.

#### ● Summary of Procedures

- [1] The Certificate of Eligibility request application will be submitted during the first procedure along with all other documents.
- [2] OUS will prepare the Certificate of Eligibility request application for overseas residents.
- [3] OUS will notify applicants of the results of the application and the deadline date of the second procedure to the appropriate school or applicant (foreign residents).
- [4] The entrance fee and tuition (for spring semester) must be paid during the second procedure.
- [5] **Enrollees wishing to reside in the international student dormitory or a private apartment which the University provides as an institutional guarantee, will be notify separately.**
- [6] OUS will send a Certificate of Acceptance to those who successfully completed the procedure 2. Enrollees residing overseas will also be sent the Certificate of Eligibility.

#### ● Deadline Date of Entrance Procedures

Entrance Examination Category	Deadline date for first procedure (must be served)	Deadline date of secondary procedure (must be paid)
Term I	Thursday, December 1, 2016	<b>Applicants with a visa:</b> by 31 Mar 2017  <b>Applicants without a visa:</b> within 2 weeks of issuance of Certificate of Eligibility. Applicants receiving the certificate 2 weeks or later will be notified of the deadline date. If less than 2 weeks, the due date shall be 31 Mar 2017.
Term II	Wednesday, January 18, 2017	

#### ● IMPORTANT

Students will not be enrolled if entry visa is not issued by the deadline date.

## Entrance fee, tuition, etc.

(Unit: yen)

Entrance fee	Tuition		Total
	Spring semester	Autumn semester	
50,000	350,000	350,000	750,000

Transfers from overseas, must send an additional ¥5,000 to cover the exchange rate handling fee.

\*¥30,000 (including classroom fee of ¥10,000) must be collected for textbook charges prior to admissions.

Any remaining amount will be refunded at the end of the academic year.

\*Failure to make payment of entrance fee and tuition (spring and autumn semesters) by the deadline date will result in refusal of admission.