

岡 山 大 学 歯 学 部

研究生（外国人留学生）出願要項

Dental School, Okayama University  
Research Student (International Student)  
Application Guidebook

2 0 2 3

岡 山 大 学 歯 学 部

Dental School, Okayama University

## 1 出 願 資 格

次の各号のいずれかに該当する者とする。

- (1) 大学を卒業した者
- (2) 教授会において前号と同等の学力があると認めた者。

研究生の在学期間は、1年以内とする。

研究のため在学期間を超えて引き続き在学しようとする者は、在学期間延長願を提出しなければならない。

在学期間延長の願い出があったときは、1年以内の範囲でその在学期間の延長を許可することがある。

## 2 出 願 時 期

入学月の前々月25日までに、主任教授を経て大学院医歯薬学総合研究科等学務課教務グループ歯学部担当で所定の手続きを行うものとする。

- \* 入学時期は、各月の1日付けとする。
- \* 受入れが許可された場合、学長発行の『受入承諾書』の交付は、4週間程度かかります（自国での査証申請にも時間がかかるので、余裕をもって出願すること）。

## 3 出 願 手 続

以下の書類等を取り揃え、大学院医歯薬学総合研究科等学務課教務グループ歯学部担当へ提出すること。

- (1) 研究生入学願（様式1） 1部
- (2) 履歴書（様式2） 1部

## **1 Eligibility Requirements**

Applicants must be one of the following

- An individual who has graduated university
- An individual with the same level of academic ability as the above, as determined by faculty

A research student is enrolled for up to 1 year.

If a student wishes to extend his or her enrollment to continue his or her research, he or she must submit an 'Application for Extension of the Enrollment Period'.

If such an application is submitted, the student may be permitted to extend his or her enrollment for up to 1 more year.

## **2 Timing of application**

Application procedures will be completed through a professor via the Dental School Office, Academic Affairs Section, Graduate School of Medicine, Dentistry and Pharmaceutical Sciences, Okayama University by the 25<sup>th</sup> of 2 months prior to admission.

- \* Admission starts on the 1<sup>st</sup> of every month
- \* It takes about 4 weeks to issue an 'Acceptance Letter' when a student is admitted. (It will also take time for you to apply for a visa in home country, so please prepare your application well in advance.)

## **3 Application Procedures**

Prepare the following documents and submit them to the Dental School Office, Academic Affairs Section, Graduate School of Medicine, Dentistry and Pharmaceutical Sciences, Okayama University.

- ( 1 ) Application for Admission as a Research Student (Form 1)
- ( 2 ) Curriculum Vitae (Form 2)

(3) 卒業証明書

1 部

- \* 英語以外の外国語で書かれたものには、その日本語訳または英語訳を添付
- \* 中国の大学の上記書類は、CHSIから直接岡山大学へ送付された学位認証報告書(英文)及び学歴認証報告書(英文)に限り有効です。両方の提出が必要です。発行されない場合は、入学許可を取り消します。また、学生本人が岡山大学に提出した認証報告書は無効となり、入学許可を取り消します。  
認証手続は、  
i : <http://www.chsi.com.cn/xlcx/rhsq.jsp>にアクセスしネット上で申請,  
ii : 結果の送付先として岡山大学歯学部メールアドレス(mag6627@adm.okayama-u.ac.jp)を入力の手続が完了しないと認証報告書が岡山大学へ届きませんので注意してください。

(4) 成績証明書

1 部

- \* 英語以外の外国語で書かれたものには、その日本語訳または英語訳を添付

(5) 研究内容要旨及び研究計画書(様式3, 1,000字程度)

1 部

- \* 英語以外の外国語で書かれたものには、その日本語訳または英語訳を添付

(6) 語学力を証明する資料(下記のうちいずれか一つ)

- ・ 日本語能力試験N2以上の合格通知書 (写し) 1 部
- ・ TOEFL・iBTの61点以上の成績通知書 (写し) 1 部
- ・ TOEFL・ITPの500点以上の成績通知書 (写し) 1 部
- ・ TOEIC L&Rの590点以上の成績通知書 (写し) 1 部
- ・ IELTS(overall score)の5.5以上の成績通知書 (写し) 1 部
- \* 上記書類を提出できない場合は、上記と同程度の語学能力があると判断した根拠を記した書面(指導教授及び1名以上の歯学部教務委員会教務委員が面談を行うことにより作成)を提出し、別途審議する。なお、母国語が英語の場合は提出不要とする。

( 3 ) Diploma

\*The one written in other than Japanese/English must be accompanied by a Japanese or English translation.

\*As for Chinese universities, only Credentials Report of Degree in English and Verification Report of Qualification Certificate in English sent directly from CHSI to Okayama University is valid. You need to submit both of them. If the Report is not issued at CHSI, your permission for admission will be withdrawn.

And if you submit the Report to Okayama University by yourself, it becomes invalid and your permission for admission will be withdrawn

Procedure;

i . Access to (<http://www.chsi.com.cn/xlcx/rhsq.jsp>), and apply.

ii . Input an e-mail address ([mag6627@adm.okayama-u.ac.jp](mailto:mag6627@adm.okayama-u.ac.jp)) as the destination of the Report.

( 4 ) Official Transcript

\*The one written in other than Japanese/English must be accompanied by a Japanese/ English translation.

( 5 ) Summary of Research Content or Research Plan (Form 3, about 450 words)

\*The one written in other than Japanese/English must be accompanied by a Japanese/ English translation.

( 6 ) Required Documentation of Language Proficiency (Any of the Documents)

- Notification of passing Level N2 or higher of the Japanese Language Proficiency Test (copy)
- Notification of a score of 61 or higher on the TOEFL/iBT (copy)
- Notification of a score of 500 points or higher on the TOEFL/ ITP (copy)
- Notification of a score of 590 or higher on the TOEIC L&R (copy)
- Notification of a score of 5.5 or higher (overall score) on the IELTS (copy)

\*If an applicant cannot submit any of the above documents, the applicant needs to submit a written document attesting that the applicant has the same level of language proficiency as mentioned above (prepared by an interview with the supervising professor and one or more members of an academic affairs committee of the Dental School). The University will make a determination about the applicant's language proficiency at a later date. If the applicant's native language is English, submission of this document is not required.

(7) 研究承諾書(様式4, 出願時もしくは入学時において在職中の者に限る)

1 部

(8) 出身大学等連絡先(様式5)

1 部

\* 日本国内の大学出身の場合は、提出不要です。

(9) 写真(縦4.0cm×横3.0cm, 履歴書貼付用, 裏面に氏名記載)

1 枚

(10) パスポートの写し

\* パスポートの名前, 生年月日等が確認できるページの写しを提出してください。

(11) 検定料 9,800 円 (予定額)

納入方法 入学検定料 9,800 円の支払には, 入学検定料支払サイト(<https://e-apply.jp/n/okayama-payment-eng>)にて登録が必要です。別紙「入学検定料支払の流れ」に従い, コンビニエンスストア, クレジットカード, ネットバンキング, ペイジー対応銀行 ATM のいずれかでお支払ください。(振込手数料が別途必要です。) 支払確認後に, 「入学検定料支払証明書」を印刷し, 点線で切り取った後, 様式1「研究生入学願」に貼付し提出してください。

#### 4 選考

志願者の学力, 履歴, 人物及び修学に必要な日本語能力等を歯学部教務委員会において選考し, 教授会で合格者を決定する。

( 7 ) Letter of Acceptance as a Research Student (Form 4/ only for individuals who are employed at the time of application or admission)

( 8 ) Contact Details for the University You Are/Have Graduated from (Form 5)

\*If you are a graduate of a university in Japan, you do not need to submit this form.

( 9 ) Photo (4.0cm×3.0cm, for CV (Form2), write your full name on the back)

(10) Copy of Passport

\* Please submit a copy of the page showing your name and birthdate.

(11) Application Charge (9,800 yen ,tentative amount)

Method of payment:

Registration on the following website is required for the payment of the entrance examination fee of 9,800 yen:

<https://e-apply.jp/n/okayama-payment-eng>

Following the instructions of the flow for attachment “Paying for Entrance Examination Fees”, please select a payment method from either paying at a convenience store, with credit card, through online banking, or using “Pay-easy” compatible bank ATM. (Bank transfer fee is required separately.)

After the payment is confirmed, please print out the Certificate of Entrance Examination Fee Payment, cut out the certificate along the dotted line, and affix it to the “Application for Admission as a Research Student (Form 1)” before submission.

#### **4 Selection**

An academic affairs committee of the Dental School will screen applicants based on their academic ability, career, character, and level of Japanese ability needed to study in Japan, and the faculty will then decide which applicants are successful.

## 5 入学料及び授業料の納付

(1) 入 学 料            84,600 円 (予定額)

納入期間    入学月の前月 25 日～末日

納入方法    大学院医歯薬学総合研究科等会計課予算・決算担当 (管理棟 2 階) まで現金持参の上, 納入下さい。

(2) 授 業 料        月額 29,700 円 (予定額)

区 分	納入金額	納 入 期 限		
		4月入学者	5～9月入学者	左記以外の入学者
前半期分	月額×在籍月数	4月末日	入学月の末日	—
後半期分	月額×在籍月数	10月末日	10月末日	入学月の末日

納入方法    大学より振込依頼書が送付されますので, 納入期限までに最寄りの金融機関からお振込下さい。  
(振込手数料: 本人負担)

※納入期限の翌月の末日において納付しない者については, 除籍となりますので, ご注意下さい。

授業料納入に関する照会先:

大学院医歯薬学総合研究科等会計課

予算・決算担当 (管理棟 2 階)

TEL: 086-223-7151 (内線 7533)



## 5 Payment of Admission Fee and Tuition

( 1 ) Admission Fee:84,600 yen (tentative amount)

Payment period: from the 25<sup>th</sup> to the final day of the month prior to admission  
Method of payment: Please pay in cash at the Accounting Affairs Division, Graduate School of Medicine, Dentistry, and Pharmaceutical Sciences, Okayama University (Admission Office Building, 2<sup>nd</sup> floor)

( 2 ) Tuition 29,700 yen/month (tentative amount)

Classification	Amount of Payment	Deadline to pay		
		Admission in April	Admission from May to September	Admission at some other time
The first term	Monthly amount × Months enrolled	End of April	Final day of month of admission	—
The second term	Monthly amount × Months enrolled	End of October	End of October	Final day of month of admission

Method of payment: A money transfer form will be sent to successful applicants. Please transfer the aforementioned amount from your nearest financial institution prior to the deadline. (Money transfer fee: Paid by the applicant)

\*A student who has not paid required fees by the end of the month after they are due will be dis-enrolled.

Contact for payment of tuition :

Accounting Affairs Division, Graduate School of Medicine, Dentistry and Pharmaceutical Sciences, Okayama University (Admission Office Building, 2<sup>nd</sup> floor)

TEL : + 8 1 - 8 6 - 2 2 3 - 7 1 5 1 (extension 7533)

---

## 歯学部研究生に関する照会先

〒700-8525 岡山市北区鹿田町2丁目5番1号  
岡山大学大学院医歯薬学総合研究科等学務課  
教務グループ歯学部担当

TEL 086-235-6627 (直通)

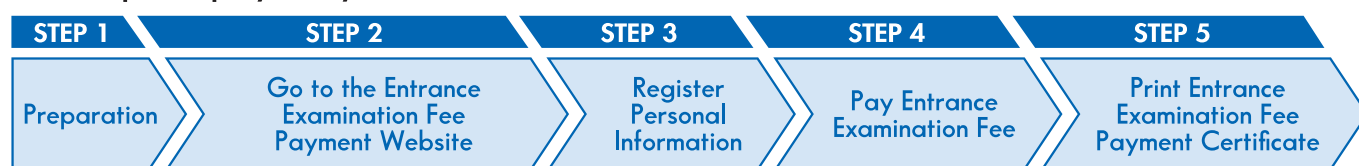
## Contact Info

Academic Affairs Section, Dental School Office  
Graduate School of Medicine, Dentistry, and Pharmaceutical Sciences,  
Okayama University  
2-5-1, Shikata-cho, Kita-ku, Okayama City, Okayama Prefecture 700-8525, Japan  
TEL: +81-86-235-6627

---

# Paying for Entrance Examination Fees


The steps to pay for your entrance examination fees are as follows.



STEP  
1  
✓

## Preparation

Make sure you have a computer, printer, etc. that are connected to the Internet.  
(Smartphones and tablets are not recommended.)




STEP  
2  
✓  
✓

## Go to the Entrance Examination Fee Payment Website

From the **website** or from the **university's official website**


<https://e-apply.jp/n/okayama-payment-jpn>  
<https://e-apply.jp/n/okayama-payment-eng>  
<https://www.okayama-u.ac.jp/tp/admission/index.html>



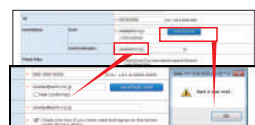
STEP  
3  
✓  
✓  
✓

## Register Personal Information

Make sure to look over the steps and precautions, then follow the directions on the screen to enter your information.




(1) Entrance exam, Graduate School, etc.

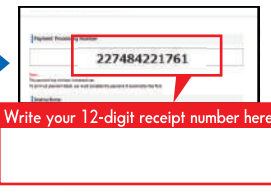


(2) Check to see you have received the tester email

Click the button to send the tester email and check the email address you registered to make sure you have received it. Then, place a check in the 'Email Confirmed' box under your email address.




(3) Personal information (name, address, etc.)



(4) Complete registration

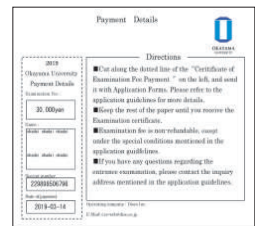
**Write your 12-digit receipt number here**

*Make sure to write down or otherwise keep your 12-digit receipt number. You will need it to confirm your personal information and to access the file for your entrance examination fee payment certificate.*



(5) Entrance examination fee payment methods

- Convenience store
- Pay-easy compatible bank ATM
- Online banking
- Credit card



(6) Entrance examination fee payment certificate (for illustrative purposes)

**If you selected "Convenience store" or "Pay-easy compatible bank ATM" as your payment method, write down the number that is provided to you after the selection of the payment method, then go to a convenience store or Pay-easy compatible bank ATM to make your payment within the prescribed payment period.**

A confirmation email will be sent to you after you complete your registration. If you have restrictions on your inbox, make sure to authorize our domain name (@e-apply.jp). Be aware that the confirmation email may accidentally be sent to your Spam box.



Make sure the information you enter is correct, as you will not be able to revise/change any of this information after registration is complete. You may, however, re-register the correct information and "revise" the information this way, as long as it is before you have made the actual payment.  
**Be aware that if you chose to pay with your credit card, the payment will be made as soon as you register your personal information.**



## Pay Entrance Examination Fee

\*[3] and [4] apply only to payments made within Japan.

### 1 Pay with Credit Card

Select this payment method when registering your personal information, and make your payment.

Accepted Credit Cards

VISA, Master, JCB, AMERICAN EXPRESS, MUFG Card, DC Card, UFJ Card, NICOS Card



Payment complete after registration of personal information

### 2 Pay through Online Banking

After registering your personal information, you will be taken directly to your bank's payment page. Follow the directions on the screen to make your payment.

\*The bank account you use must allow for online banking.

Complete payment via the bank payment page

### 3 Pay at the Convenience Store

Write down or otherwise keep the number that is provided to you after you register your personal information, and use that number to make the payment at a convenience store.

• Pay at the cash register



• Pay using in-store self-service system

Loppi

LAWSON



FamiPort

FamilyMart

Club Station

Seicomart

### 4 Pay Using Pay-easy Compatible Bank ATM

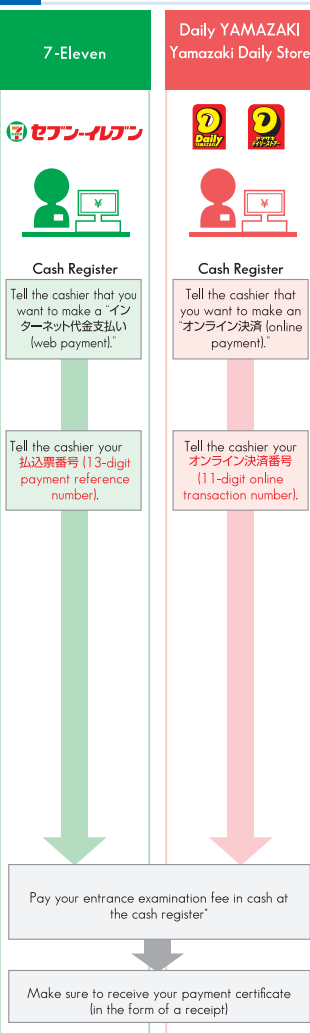
Write down or otherwise keep the number that is provided to you after you register your personal information. Take the number with you to a Pay-easy compatible bank ATM, and follow the directions on the screen to make the payment.



\*Accepted banks are listed on the page where you selected your payment method.

Enter the necessary information according to the instructions on the system/ATM, check that the information is correct, then pay your entrance examination fee.

#### 3 Convenience Store



#### 4 Bank ATM



\*Use your cash card if using a Japan Post Bank/bank ATM and making a cash payment of over 100,000 yen. The maximum for cash payments at convenience stores is 300,000 yen.

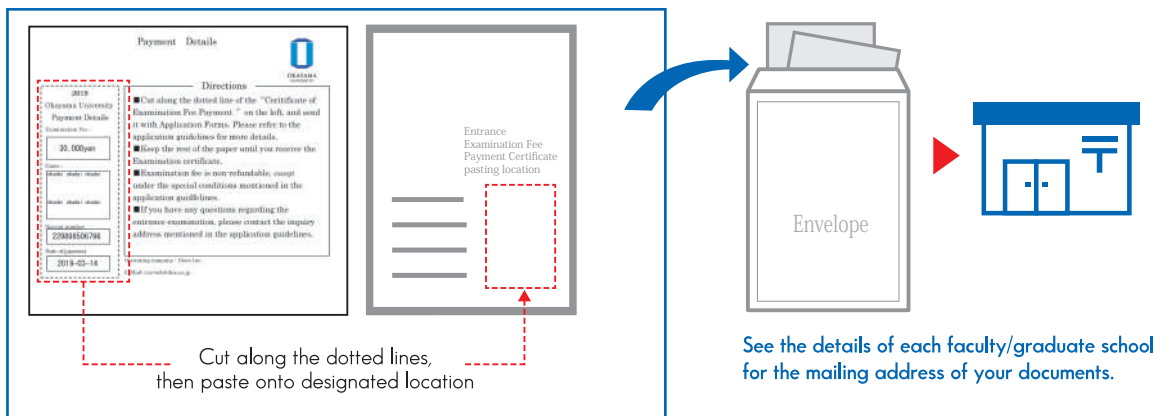
## STEP

# 5



## Print Entrance Examination Fee Payment Certificate

After registering your personal information, download and print the file provided to you after you pay your entrance examination fee. Cut along the dotted lines to get your entrance examination fee payment certificate, then paste it onto its designated location on the form. Send this document, along with all other application documents, via “書留・速達郵便 (registered express mail)” at the post office, within the application period. \*See the details of each faculty/graduate school for application deadlines.



## Payment Complete

### Note

Your application will be deemed complete only when you have sent us the required documents (as listed for each faculty/graduate school) and the entrance examination fee payment certificate. Your application is NOT complete after you have registered your information.

Payments can be made 24/7. The deadline for registering your personal information and paying your entrance examination fee is 5:00 P.M. (JST) on the last day of the application period (business hours differ according to convenience store, ATM, etc.). Make sure to send the necessary documents via postal mail within the period prescribed by each faculty/graduate school. Try to complete your application well in advance of the deadline.