

Application for Non-Degree Student 2019
Discovery Program for Global Learners at Okayama University

1 Application Requirements:

Applicants must (a) have sufficient English language proficiency to complete university courses taught in English and (b) satisfy one of the following requirements:

- (1) Have graduated or be scheduled to graduate from a secondary education institution (for example, a three- or six-year high school or equivalent) in Japan.
- (2) Have completed 12 years of education abroad.

2 Period: 6 months or 1 year (study period may be extended upon application).

3 Application Process:

(1) Applicants must obtain permission to take courses from the relevant instructors. Please contact instructors to set up an interview in advance. Once the instructor grants their approval, ask them to sign or stamp the application form.

(2) Application Materials:

- a) Completed application form or application form for extension (designated form).
Please attach a statement of intent in English (no fixed format, typed on one A4 paper).
- b) Certificate of graduation or statement certifying expected graduation date (not required when applying for extension).
- c) Official transcripts (not required when applying for extension).
- d) Written consent of the principal or supervisor (if currently working or attending school) (no fixed format, one A4 paper).
- e) ID photo (3cm x 2.4cm in size)
- f) Application Fee: 9,800 JPY
- g) Self-addressed stamped envelope; required for notifying applicants about the result of the application (Nagagata #3 (235mm x 120mm in size), 84 JPY stamp attached)

(3) Payment of Application Fee:

Applicants who satisfy one of the following requirements do not need to pay the application fee:

- a) Currently attending Okayama University as a Non-Degree Student and wish to apply for extension. This includes Non-Degree Students currently taking courses offered by other faculties.
* Submit a certificate of enrollment (if applicable).
- b) Have simultaneously applied for courses offered by other faculties.
* Submit a certificate of enrollment or a receipt proving payment of the application fee (if applicable).

(4) Application Period:

April Admission: Monday, February 18, 2019 to Thursday, February 21, 2019.

* Applicants who apply during this period for the 1st and 2nd term may apply simultaneously for the 3rd and 4th term as well.

October Admission: Monday, August 19, 2019 to Friday, August 23, 2019.

* Applicants may apply for courses offered in 3rd and 4th term only.

(5) Mailing Address for Submission of Application Materials:

Discovery Program for Global Learners, Okayama University

2-1-1 Tsushima-naka, Kita-ku, Okayama 700-8530, JAPAN

Phone: (086) 251-7915 (domestic call) / +81-86-251-7915 (international call)

4 Application Result and Enrollment Guide

Application results and/or the enrollment guide will be sent by post.

5 Admission and Tuition Fee:

(1) Admission Fee: 28,200 JPY(estimated)

The admission fee must be paid when completing the admission process (i.e. before enrollment).

(2) Tuition Fee: 14,800 JPY per credit (estimated)

An invoice will be sent after enrollment.

*The tuition fee and payment method are subject to change. If the tuition fee is revised at the time of admission or during the enrollment period, the new tuition fee will be applied.

6 Others

(1) Incomplete applications will not be accepted.

(2) Once received, application materials - including the application fee - will not be returned for any reason.

(3) Application documents and personal information will be treated confidentially.

However, the personal information of successful applicants will be disclosed to other staff or departments within the university for administrative purposes upon enrollment; for example, the student affairs system and the student administration office.

(4) Applicants may not apply for two or more courses offered on the same day and period if applying as a Non-Degree Student. This includes courses offered by other faculties.