

# 2019 (October Admission) Ochanomizu University Admission Guidelines for Self-Supporting International Research Students

Self-supporting international research students aim to conduct research under the guidance of an accepting instructor as nonregular students of Ochanomizu University.

## 1. Accepting Faculties and Graduate Schools

### (1) Faculty

Faculty	Academic Divisions and Programs
Faculty of Letters and Education	<ul style="list-style-type: none"> <li>• Liberal Arts and Humanities (Philosophy, Ethics, and Art History; Comparative History; Geography and Environmental Studies (tentative))</li> <li>• Languages and Culture (Japanese Language and Literature; Chinese Language and Culture; English Language and Culture; French Language and Culture)</li> <li>• Human and Social Sciences (Sociology; Educational Sciences; Child Studies (tentative))</li> <li>• Performing Arts (Dance and Dance Education; Music Expression)</li> <li>• Global Studies for International Cooperation</li> </ul>
Faculty of Science	<ul style="list-style-type: none"> <li>• Mathematics • Physics • Chemistry • Biology • Information Sciences</li> </ul>
Faculty of Human Life and Environmental Sciences	<ul style="list-style-type: none"> <li>• Nutrition and Food Sciences • Human-Environmental Sciences • Human Life Studies (Social Sciences and Family Studies; Cultural Historical Studies)</li> <li>• Psychology</li> </ul>

### (2) Graduate School of Humanities and Sciences

#### ① Master's Program

Divisions	Departments
Division of Comparative Studies of Societies and Cultures	<ul style="list-style-type: none"> <li>• Japanese Language and Literature • Asian Languages, Literatures, and Cultures • English and French Languages, Literatures, and Cultures • Applied Japanese Linguistics • Philosophy</li> <li>• History and Art History • Cultural and Historical Studies • Dance • Music</li> </ul>
Division of Human Developmental Sciences	<ul style="list-style-type: none"> <li>• Educational Science • Psychology • Developmental and Clinical Psychology • Applied Sociology/Sociology and Social Policies • Child Studies</li> </ul>
Division of Gender and Social Sciences	<ul style="list-style-type: none"> <li>• Social and Family Policies • Geography and Environmental Studies • Gender Development Studies</li> </ul>
Division of Life Sciences	<ul style="list-style-type: none"> <li>• Biological Sciences • Human-Environmental Sciences • Food and Nutritional Sciences</li> <li>• Genetic Counseling</li> </ul>
Division of Advanced Sciences	<ul style="list-style-type: none"> <li>• Mathematics • Physics • Chemistry and Biochemistry • Computer Science</li> </ul>
Cooperative Major in Human Centered Engineering	

#### ② Doctoral Program

Program	Area of Study
Division of Comparative Studies of Societies and Cultures	<ul style="list-style-type: none"> <li>• Japanese Studies in a Global Perspective • Language, Literature, and Culture • Comparative Social Studies • Arts and Representational Studies</li> </ul>
Division of Human Developmental Sciences	<ul style="list-style-type: none"> <li>• Educational Science • Psychology • Developmental and Clinical Psychology • Applied Sociology/Sociology and Social Policies • Child Studies</li> </ul>
Division of Gender and Social Sciences	<ul style="list-style-type: none"> <li>• Interdisciplinary Gender Studies</li> </ul>
Division of Life Sciences	<ul style="list-style-type: none"> <li>• Biological Sciences • Human-Environmental Sciences • Food and Nutritional Sciences</li> <li>• Genetic Counseling</li> </ul>
Division of Advanced Sciences	<ul style="list-style-type: none"> <li>• Mathematics • Physics • Chemistry and Biochemistry • Computer Science</li> </ul>
Cooperative Major in Human Centered Engineering	

## 2. Application Qualifications

Applicants must fulfill all of the following criteria (1) to (3):

- (1) Possess the qualifications corresponding to the acceptance categories ① to ③ below
- (2) Be an individual who holds (or expects to obtain) a student visa (or a visa that can be converted to a student visa) pursuant to the Immigration Control and Refugee Recognition Act
- (3) Be a female of non-Japanese nationality

### ① Undergraduate Students

- 1) Individuals who have graduated or expect to graduate from a four-year university (i.e., who hold or expect to be awarded an undergraduate degree)
- 2) Individuals who have earned a bachelor degree pursuant to Article 104 of the School Education Act
- 3) Individuals who have completed sixteen years of school education in a foreign country or those who have had what is equivalent to it.

### ② Graduate School Students (Master's Program)

- 1) Individuals who have completed or expect to complete a master's program (i.e., who hold or expect to be awarded a master's degree)
- 2) Individuals who have been awarded a degree equivalent to a master's degree in a foreign country

### ③ Graduate School Students (Doctoral Program)

- 1) Individuals who have completed or expect to complete a doctoral program (i.e., who hold or expect to be awarded a doctoral degree, or who have been enrolled in a doctoral program for a period of time exceeding the standard term and have left the university after earning the prescribed number of academic credits)
- 2) Individuals who have been awarded a degree equivalent to a doctoral degree in a foreign country

## 3. Research Period

This refers to a period of six months or one year within the academic year in which the student was accepted for admission (to be determined in consultation with the student's preferred accepting instructor). However, the research period for those admitted in October shall be no longer than six months.

Students that need to continue their research in the following academic year may apply for an extension if they are maintaining the same research topic under the same accepting instructor. The total length of all research periods including past admission as a research student may not exceed two years. Even in this case, the period will not be automatically renewed. The student must apply for an extension.

If you apply for a research period extension through the end of September, please be aware that if your plans change and you wish to continue your research from October, you will be treated the same as a new applicant.

#### 4. Application Procedures

Note: You must obtain preliminary acceptance from your preferred accepting instructor before applying.  
 Use the instructor directory provided on the website below and communicate with your preferred instructor directly via e-mail. Be sure to attach your resume and research plan to your e-mail. You may be asked to provide additional materials as needed by the instructor to make a decision regarding your acceptance.

URL: <http://www.ao.ocha.ac.jp/information/kyouin/index.html>

##### (1) Application Materials

	Document	Notes
1	Admission application	<ul style="list-style-type: none"> <li>• Application form: Download the form from the university website, complete it in Japanese, and submit it. (Do not submit double-sided or handwritten applications, since these can be difficult to read.)</li> <li>• Submitting application data: In addition to submitting the printed version of the application form as noted above, <b><u>you must send a digital version as an e-mail attachment by the application deadline to the International Section at the e-mail address below:</u></b>            Use the following file name and subject line:            “2019 October Research Student Application (○○○)” where ○○○ is the name of the applicant.            E-mail: ryunai@cc.ocha.ac.jp</li> <li>• Your current address, other mailing address and home country contact info:               <ol style="list-style-type: none"> <li>① Current address (現住所): The address where you are residing at the time of application  <b><u>Enter an address where you can receive notifications from the university between the middle of July 2019 and the end of September 2019, such as your admission results, enrollment acceptance letter and Certificate of Eligibility.</u></b> Check to ensure that your address is correct and has all necessary information, including any house or apartment number, apartment complex name, and postal code.</li> <li>② E-mail address: Enter an e-mail address you check regularly            Note: If you enter your e-mail address incorrectly, you may not receive important communications from the university. Check to ensure that your address is correct.</li> <li>③ <b>Other Mailing address (その他送付先):</b> If you would like to have materials sent to other mailing address, please fill in this field. (Addresses may be in Japan or abroad.)            If you would like to have materials sent to a proxy acting on your behalf in Japan, provide the name of that proxy. State it as “Proxy Name (for Applicant Name).”</li> </ol> </li> </ul> <p>Notes:</p> <ol style="list-style-type: none"> <li>1. If your current address or other mailing address is the same as your home country contact, please enter “same as above” in the home country contact field.</li> <li>2. The university will not be responsible for admission notifications that are undelivered because the address provided was incorrect.</li> </ol> <ul style="list-style-type: none"> <li>• “Approval/disapproval of research field” (研究分野の適否): Have the instructor who offered you preliminary acceptance complete this field when you meet for an interview. You may also fill out this section upon after obtaining permission from the instructor. See <b>section (1) of 8. Special Instructions</b> for more information on preliminary acceptance by an instructor.</li> </ul> <p>Note:</p> <p>Please be aware that your application will be rejected if you enter “適 (Approved)” in this field without preliminary acceptance by an instructor.</p>

2	Certificate of Graduation (Completion)	<p>Submit an original certificate of graduation (completion) or certificate of expected graduation (completion).</p> <p>Notes:</p> <ol style="list-style-type: none"> <li>1. Please note that neither originals nor copies of an actual diploma will be accepted.</li> <li>2. If you have completed a graduate school program, you must also submit that university's certificate of graduation. If your previous school cannot issue a certificate, you may submit a copy of your diploma that has been stamped with the official school seal.</li> </ol> <p>If you have yet to graduate, you may submit a certificate of expected graduation (completion) upon applying, and should then submit a certificate of graduation promptly after you graduate.</p> <p>(Note: You must submit the original document.)</p>
3	<p>Online Verification Report of Higher Education Qualification Certificate (English version)</p> <p>(Issued by the China Higher Education Student Information and Career Center)</p>	<p>If you have graduated from a Chinese university, you must submit an Online Verification Report of Higher Education Qualification Certificate (English version). <b><u>You may request this document from the China Higher Education Student Information and Career Center (<a href="http://www.chsi.com.cn/en">http://www.chsi.com.cn/en</a>).</u></b></p> <p>(Please refer to Sample on our website.)</p> <p>It takes some time for this report to be issued, so be sure to request the document well in advance. If you do not submit this document, your application will not be accepted for consideration.</p> <p>If you have not yet graduated, however, you do not need to submit this document at the time of application. However, you must submit it promptly upon graduation.</p> <p>(Note: You must submit a printed hard copy.)</p>
4	Academic transcript	<p>Submit a transcript of the most recent institution you have graduated from. (As far as possible, Japanese or English version.)</p> <p>If you have not yet graduated, please submit your most recent transcript at the time of application. You must submit an official transcript promptly upon graduation.</p> <p>(Note: You must submit the original document.)</p>
5	Letter of recommendation	<ul style="list-style-type: none"> <li>• A4 size, any format</li> <li>• <b><u>This letter must be written by your academic advisor or the faculty chair of the university from which you graduated.</u></b> Recommendation letters from Japanese-language school instructors will not be accepted.</li> <li>• Letters written in any language other than Japanese or English must be accompanied by a Japanese translation.</li> </ul> <p>(Note: You must submit the original document.)</p>
6	Research plan	<ul style="list-style-type: none"> <li>• A4 size, any format</li> <li>• Prepare a statement of up to one thousand Japanese characters indicating your purpose for studying abroad, a description of your research, your future research plans, and other relevant information.</li> </ul>
7	Certificate of Japanese Language Proficiency	<p>Please submit one of the following:</p> <ul style="list-style-type: none"> <li>• Japanese Language Proficiency Test Certified Results and Scores Certificate or Japanese Language Proficiency Test Official Results</li> <li>• Japanese-language proficiency certificate issued by your previous university</li> <li>• A copy of your language school transcript if enrolled in a Japanese-language school</li> </ul> <p>(Please submit an original or present a copy after showing the original to an administrator)</p>

8	Letter of personal guarantee	<ul style="list-style-type: none"> <li>• Use the prescribed form, which can be downloaded from the university website.</li> <li>• A guarantor is expected to guarantee an applicant will abide by the Japanese Law and University regulations and does not have responsibility for any fees.</li> <li>• Your guarantor must be a relative, friend or acquaintance that lives in Japan who is also a financially independent adult. A pension recipient may still qualify as a guarantor as long as they can support themselves financially. (Neither Japanese nor international students may not act as guarantors.)</li> <li>• <b><u>If your guarantor is a foreign individual you must also submit a copy of his/her residence record (<i>juminhyo</i>).</u></b> (Which your guarantor can obtain at his/her local city office.)</li> <li>• If you do not know anyone in Japan, you may ask an instructor at a Japanese-language school or someone else whom you can always reach.</li> <li>• If you cannot identify someone to serve as your guarantor, you may not apply for admission.</li> </ul> <p>(Note: You must submit the original document.)</p>
9	Copy of residence record ( <i>juminhyo</i> )	You must submit this if you are living in Japan.

(2) Application Period: June 3 to 10, 2019

(Weekdays from 9:00 to 5:00 p.m. ONLY)

(3) How to apply: You (or your proxy) should submit your application in person. You should also submit the “Admission Application” both in printed sheet and data by mail. Use the following file name and subject line: “2019 October Research Student Application (○○○)” where ○○○ is the name of the applicant.

**Note:**

1. If there is any problem with your documents, they will not be accepted. Be sure to check your application materials thoroughly before applying.
2. Because we must check your documents at the time of receipt, applications received via postal mail from either within Japan or abroad will absolutely NOT be accepted.
3. Unless there is any problem with your data, we will not reply on your e-mail individually.
4. The documents sent in advance before applying cannot be checked. If there is any question, please contact us about that point.

(4) Submission Address: International Student Section, International Affairs Division, Ochanomizu University  
ryunai@cc.ocha.ac.jp  
(same as in **section 9. Contact Info** below)

(5) Application Fee:

- ① Amount: ¥9,800
- ② Payment method: Payments may only be made via bank transfer from a Japanese account. If you are overseas and plan to apply through a proxy, **your proxy must transfer the money in your name from his/her Japanese bank account.** You will be given the bank account number for payments when your application is accepted.
- ③ Payment deadline: Monday June 17, 2019

**5. Selection Process**

Applicants will be selected based on the attached selection criteria, and final admission decisions will be made at a faculty meeting.

**6. Notification of Admission Results**

Selection results will be sent via postal mail to the mailing address indicated on your application form in mid July 2019. (Via simple registered mail if you are living in Japan, and via EMS if you are overseas.)

In the address field of the application form, be sure to enter an address, telephone number and e-mail address where the university will definitely be able to reach you in mid July. Inquiries regarding acceptance status will not be answered.

**7. Enrollment Procedures**

Pay your enrollment fee by the deadline the university has set. Details will be provided when you receive your acceptance notification.

(1) Enrollment Fee

- ① Amount: ¥84,600 (transfer funds into the bank account indicated when you receive your acceptance

- notification)
- ② Payment deadline: Early August 2019 (tentative). (Details will be provided when you receive your acceptance notification.) If you do not pay your enrollment fee by the deadline, your enrollment will be invalidated.
- (2) Submit proxy application materials for your Certificate of Eligibility (only required for overseas applicants)  
Send the materials necessary for your Certificate of Eligibility proxy application by the deadline indicated.
  - (3) Enrollment Acceptance Certificate
    - ① If you have paid the enrollment fee above, you will be issued an Enrollment Acceptance Certificate. It will be sent to you around two weeks after the payment deadline.
    - ② If you do not pay the enrollment fee by the deadline, your enrollment will be invalidated. If you wish to withdraw your enrollment, please inform your accepting instructor.
  - (4) Sending the Certificate of Eligibility (only required for overseas applicants)  
If you are accepted, the materials needed for your proxy application will be enclosed. The Certificate of Eligibility issued to you by the Tokyo Immigration Bureau will be sent to you from the university. It will be sent to you by two weeks before the start of enrollment.
  - (5) Obtain a visa (if applicable)  
Using the Certificate of Eligibility received, obtain a visa at an overseas Japanese embassy or consulate.
  - (6) If you are living in Japan, change or renew your visa status  
If you are living in Japan under any other visa status than a student visa, you must convert to a student visa promptly upon enrollment. You can do change or renewal procedures at the Tokyo Immigration Bureau using your notification of acceptance and your Enrollment Acceptance Certificate as your verifying documents.
  - (7) Tuition (after arriving Japan)
    - ① Amount (per semester): ¥173,400 (transfer funds into the bank account indicated when you receive your acceptance notification)
    - ② Payment deadline: October 1-31, 2019 (tentative). (Details will be provided when you receive your acceptance notification.)

## 8. Special Instructions

- (1) Before completing the application procedures, be sure to contact the Ochanomizu University instructor that you would like to advise you on your research via e-mail and obtain preliminary acceptance from that instructor. If you apply without obtaining preliminary acceptance from an instructor, your application will be rejected.

### How to Contact an Instructor

Using the online instructor directory indicated below, search for an instructor who is conducting research in a field similar to your own. Upon identifying your preferred instructor, contact that instructor directly via e-mail and ask if he/she would be willing to give you preliminary acceptance.

Note: When contacting an instructor, be sure to provide (1) your resume and (2) a research plan (Word or PDF file) as attachments. The instructor may ask you to provide additional materials as needed to make a decision regarding your acceptance.

### Instructor Directory

<http://www.ao.ocha.ac.jp/information/kyouin/index.html>

- (2) If there is any problem with your application materials, your application will not be accepted. Materials received will not be returned to you.
- (3) Once paid, your application fees, enrollment fees and tuition fees will not be refunded for any reason whatsoever. Even if your application is deemed unacceptable due to some problem with the materials after the fee has been paid, the fee will not be refunded.
- (4) Certificates and other documents submitted will not be returned.
- (5) You are not permitted to live in the university's student dorms. You must search for your own housing, and the university will not provide any mediation or support services for finding an apartment or other housing.
- (6) Researchers may not apply for any scholarships the university offers.
- (7) You are responsible for paying the transfer fees associated with the application fee, enrollment fee, and

tuition fee payments, as well as any processing fees incurred as a result of funds sent from overseas.

(8) In Japan, the standard length of study visas for non-regular students (non-matriculated students, research students, auditing students, etc.) is two years. Since approval by the Immigration Bureau becomes more difficult if you stay for a long period as a non-regular student, please plan your studies in Japan carefully.

**9. Contact Info**

2-1-1 Otsuka, Bunkyo-ku, Tokyo 112-8610

International Student Section, International Affairs Division, Ochanomizu University Student Center 3F

Tel: 03-5978-5143

E-mail: [ryunai@cc.ocha.ac.jp](mailto:ryunai@cc.ocha.ac.jp)