

2018 Guideline for Application
for International Students
(April Enrollment)

Minor Course of “Science and Technology
for Global Leaders”
Graduate School of
Humanities and Sciences

Fostering long-term creativity and innovation with science and
technology disciplines based on Ochanomizu sprit “*Migakazuba*”
in the next generation of global leaders

Leading Graduate School Promotion Center

Ochanomizu University

1. Number of students to be admitted

A few students

2. Eligibility for application

1) Individuals expecting to enroll in the following Master's major courses in April 2018, or individuals enrolled in the following Master's major courses in October 2017.

- Division of Life Sciences

Department of Biological Sciences

Department of Human-Environmental Sciences

Department of Food and Nutritional Sciences

Department of Genetic Counseling

- Division of Advanced Sciences

Department of Mathematics

Department of Physics

Department of Chemistry and Biochemistry

Department of Computer Science

2) Individuals who will pursue doctoral studies in the course.

3. Selection Process

Schedule for February examination

	Date	Time	Venue
Application	February 19 to March 5, 2018		
Examination (Interview, Presentation)	March 13, 2018	to be instructed separately	Ochanomizu University, Tokyo, Japan
Results announcement	March 15, 2018	At noon (Tentative)	Our website

4. Application Process

Mail or hand in the application documents (see chapter "6.

Documents”) to Leading Graduate School Promotion Center.

i) Postal mail

The documents should be posted by registered airmail or courier services to the address in iii).

Application submitted by e-mail is not accepted.

ii) Hand in

The documents should be enclosed in an envelope and brought to the address in iii) between 9:30 am to 16:00 pm from February 19 to March 5, 2018. (Except for Saturdays and Sundays)

iii) Address:

Leading Graduate School Promotion Center, Ochanomizu University

Room 601 Graduate School of Humanities & Sciences Building,
2-1-1 Otsuka, Bunkyo-ku, Tokyo, 112-8610 Japan

Tel +81-3-5978-5775

iv) Campus map

<http://www.ocha.ac.jp/en/access/index.html>

5. Examination fee

Not required.

*For information regarding the fees related to the major courses, please refer to Guidelines for Application to Master’s Program, Graduate School of Humanities and Sciences, published by Ochanomizu University.

6. Documents

	Documents	Remarks
1	Curriculum Vitae	Fill in the Application Form No. 1
2	Description Sheet	Fill in the Application Form No. 2
3	Proposal for Projected Based Team Study (PBTS)	Fill in the Application Form No. 3
4	Evaluation Sheet	Use Application No. 4 The signee must seal the document firmly.
5	Academic Transcript of grades	The official transcript of records issued by universities or other educational institutions where the applicant has obtained or is expecting to obtain her last educational degree.
6	TOEFL/ TOEIC Official Scores	<p>Submit a copy of TOEFL / TOEIC or other equivalent English test scores to attach to Application Form No. 1. Note that the score of the tests is valid only if issued after January 1, 2016. Read the following instructions.</p> <p><TOEFL></p> <p>Submit a copy of Test Taker Score Report or Official Score Report. If these had not been yet sent, you can submit an online view print of your score from the official website. We do not accept the scores taken by the TOEFL ITP: Institutional Testing Program.</p> <p><TOEIC></p>

		Submit a copy of TOEIC Official Score Certificate with the photo printed. We do not accept the scores taken by the TOEIC IP: Institutional Testing Program.
7	Application	Write in Application Form No. 5
8	ID photo & Examination ticket	Paste two ID photos size 4 x 3.5 cm (Digital photos are not accepted) that had been taken within the past three months from the date of application.

Note 1) Incomplete application package will not be considered.

- 2) Once the application package is accepted, we will not accept any changes or return of the application documents.
- 3) The ID photo & Examination ticket will be sent by email.
- 4) We reserve the right to withdraw an offer of a place or terminate a student's enrollment if it subsequently determined that the student has provided false information in the application.

7. Examination

Presentation about the proposal for PBTS (10 minutes) and individual interview.

8. Results

The successful applicant's number will be posted on our website on March 15th (12:00).

We will not respond inquiries of the results by telephone or e-mail.

URL: <http://leading.dc.ocha.ac.jp/leading/>

9. Enrollment procedure

Successful applicants must prepare the required enrollment documents and submit it to us. No charge for additional enrollment, tuition or any

related matters for entering this minor course.

Note: Enrollment in the major Master's course is a separate procedure.

Follow the instruction given through the enrollment procedure documents.

10. Scholarship

The scholarship may be provided to the graduate students who have been selected for this minor course and recognized for academic excellence. For the duration of the Master's program, approximately 170,000 yen, and for the Doctoral program, approximately 200,000 yen per month will be awarded (until the end of 2019 academic year). For details, please refer to the *Guideline for the scholarship in the Program for Leading Graduate Schools at Ochanomizu University* at

http://leading.dc.ocha.ac.jp/leading/en/wp-content/uploads/2014/12/ScholarshipGuidelinesEn_20141226.pdf

The number of successful applicants of recipients for the scholarship will be announced on March 15, 2018 on our webpage.

11. Use of personal information and test results

- 1) Personal information provided to us, such as name, address, academic details etc., will be used for the scope in relation to result announcement, enrollment procedure, and business related to academic affairs after enrollment, only for this minor course.
- 2) Personal information used for admissions such as test results, will be used within the scope necessary to conduct business related matters such as the improvement of examination procedure and content, research and assessment of applicants.

12. Inquiries for application and examination

Leading Graduate School Promotion Center, Ochanomizu University
Room 601 Graduate School of Humanities & Sciences Building
2-1-1 Otsuka, Bunkyo-ku, Tokyo, 112-8610 Japan
Tel +81-3-5978-5775 Fax +813-5978-5781

Email: leading-ocha@cc.ocha.ac.jp

(Open weekdays 9:00-17:00, closed on Saturday, Sunday and legal holidays)