

2016 Guideline for Application for International Students

Minor Course of “Science and Technology
for Global Leaders”

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

Approximately 15 students per year

2. Eligibility for application

1) Individuals expecting to enroll in the following Master's major courses in April 2016. Those applying in February examination for any of the Master's major courses listed below master's program can apply to the "Science and Technology for Global Leaders" minor course.

- 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

Selection examination is held twice a year, in February for April enrollment and in August (tentative) for October enrollment.

Schedule for February examination

	Date	Time	Venue
Application	Feb. 2 – 16, 2016		
Examination	Feb. 22 / 23, 2016	30 minutes between 9-17(to be announced)	Ochanomizu University, Tokyo, Japan
Results announcement	Feb. 29, 2016		Our website http://www-w.cf.ocha.ac.jp/leading/

4. Application Process

Mail or hand in the application documents (see listed under “6. Documents”) to the 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 the envelope and brought to the address in iii) and iv) between 9:30 am to 16:00 pm from February 3 to February 15 in 2016. (Except for February 6, 7, 11, 13, 14)

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 +813-5978-5775

iv) Campus map

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

5. Examination fee

None

*For information regarding 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.

Further contact: Admission Division, Ochanomizu University

e-mail: nyushi@cc.ocha.ac.jp

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</p> <p>Note that the score of the tests is valid only if issued after March 1, 2014. 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> <p>Submit a copy of TOEIC Official</p>

		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) 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

Individual interview and 10 minutes of presentation (about PBTS proposal)

8. Results

The successful applicant's number will be posted on our website at <http://www-w.cf.ocha.ac.jp/leading/>

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

Instruction regarding admission and related documents will be sent to the postal address provided in the Application Form of the successful applicants.

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 chosen 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. For details, please refer to the *Guideline for the scholarship in the Program for Leading Graduate Schools at Ochanomizu University* at http://www-w.cf.ocha.ac.jp/leading/en/wp-content/uploads/2014/12/ScholarshipGuidelinesEn_20141226.pdf

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 +813-5978-5775 Fax +813-5978-5781
Email: leading-ocha@cc.ocha.ac.jp
(Open weekdays 9:00-17:00, closed on Saturday, Sunday and legal holidays)