

Guidelines for Application to the 2017 Master's Program

I. Admissions

1. Division, Department

Yes: With the entrance examination

Division	Department	International Students Admissions	
		August	February
Comparative Studies of Societies and Cultures	Japanese Language and Literature	–	Yes
	Asian Languages, Literature, and Cultures	–	Yes
	English and French Languages, Literatures, and Cultures	–	Yes
	Applied Japanese Linguistics	–	Yes
	Philosophy	–	Yes
	History and Art History	–	Yes
	Cultural and Historical Studies	–	Yes
	Dance	–	Yes
	Music	–	Yes
Human Developmental Sciences	Educational Science	–	Yes
	Psychology	–	Yes
	Developmental Clinical Psychology	–	Yes
	Applied Sociology	–	Yes
	Child Studies	–	Yes
Gender and Social Sciences	Social and Family Policies	Yes	Yes
	Geography and Environmental Studies	Yes	Yes
	Gender and Development Studies	–	Yes
Life Sciences	Biological Sciences	<u>Yes</u>	Yes
	Human-Environmental Sciences	<u>Yes</u>	Yes
	Food and Nutritional Sciences	<u>Yes</u>	Yes
	Genetic Counseling	Yes	Remark (Note 2)
Advanced Sciences	Mathematics	<u>Yes</u>	Yes
	Physics	<u>Yes</u>	Yes
	Chemistry and Biochemistry	<u>Yes</u>	Yes
	Computer Science	<u>Yes</u>	Yes

Note 1: October enrollment is available only for the following departments with underscored Yes.

The Division of Life Sciences : Department of Biological Sciences
 Department of Human-Environmental Sciences
 Department of Food and Nutritional Sciences

The Division of Advanced Sciences: Department of Mathematics
 Department of Physics
 Department of Chemistry and Biochemistry
 Department of Computer Science

Students enrolling in October will affiliate with a division/department for the 2016 school year (April–March) and will complete classes for the 2016 school year. Also note that students will request a supervisor from the 2016 list of instructors in charge.

Please note that applicants for the October entry cannot switch to the April entry after successfully being accepted.

Note 2: The February admissions for the Genetic Counseling Department will be accepted only when the August admissions do not fulfill the quota. Holding or non-holding of the February admissions will be announced by Wednesday, November 30, 2016, on the bulletin board located at the south gate of the university, or on the university website. (<http://www.ao.ac.jp/>)

* Please refer to the program overview for the Cooperative Major in Human Centered Engineering for information on the entrance examination.

2. Schedule for Examination, Application Period, and Announcement of Successful Applicants

Category	Exam Date (Note 1)	Application Period (Note 2)	Announcement of Successful Applicants
International Students Admissions	Aug. 18 (Thu.) to Aug. 19 (Fri.), 2016	Jul. 19 (Tue.) to Jul. 21 (Thu.), 2016	12:00 on Aug. 26 (Fri), 2016
	Feb. 3 (Fri.) to Feb. 4 (Sat.), 2017	Dec. 16 (Fri.) to Dec. 22 (Thu.), 2016	17:00 on Feb. 10 (Fri), 2017

Note 1: The schedule of examination (timetable) may differ according to division/department. Refer to the application guidelines for each division/department for more details.

Note 2: Depending on the categories of applications, there may be a separate application period for pre-application qualification screening. Refer to page 51, eligibility for more details.

Note 3: Application documents **must arrive at the university by 17:00 on the final day of the application period.** However, the university will accept the late arrival of application packages if they are postmarked by post office in Japan before the final day of the application period.

(1) Application Method

Put all required application documents in one envelope designated by the university, and send it by registered express mail. **Applications will be accepted only when sent by registered express mail.**

Mail to: Admissions Division, Ochanomizu University, 2-1-1 Otsuka, Bunkyo-ku, Tokyo 112-8610

- [1] The required documents may differ according to division/department. Refer to the application guidelines for each division/department for more details.
- [2] The name of applying division/department must be indicated in the space provided on the designated envelope.
- [3] The examination admission ticket, together with a guide for test and location, will be mailed to the applicants about two weeks after the final day of the application period.
- [4] When submitting a graduation diploma issued in a maiden name, etc. please write an explanation on the certification of graduation using available white space: e.g., "Named changed to [new last name] upon marriage."
- [5] Incomplete application packages will not be accepted. Please ensure that all necessary information and documents are included. Once the application package is accepted, under no circumstances will Ochanomizu University accept changes or return the application documents.
- [6] The university reserves the right to withdraw an offer of a place, or terminate a student's enrollment if it discovers subsequently that the student has given false information in the application.
- [7] Except in the following cases, the paid-up application screening fee will not be refunded for any reason.
 - The applicant remitted the application screening fee, but did not send the application documents to the university, or her application was not accepted by the university.
 - The applicant duplicated remittance by mistake or remitted more than the application screening fee.
 The application screening fee can be refunded upon request from the applicant for one of the above reasons. Please contact the Admissions Division of Ochanomizu University by Friday, March 17, 2017. (The applicant who did not show up at the examination will not be refunded.)

(2) Screening Method

Applicants will be screened based on written, oral, and practical examinations, together with submitted documents including academic transcripts. Refer to the application guidelines for each division/department for more details.

(3) Announcement of Successful Applicants

The examinee numbers of successful applicants will be posted on the bulletin board located at the south gate of the university. An acceptance letter will be sent by express mail to the address of mailing label (included in the application documents) of the successful applicants on the day of the announcement. The examinee numbers of successful applicants will be also posted on the university website. (<http://www.ao.ocha.ac.jp/>). The university will not respond to telephone inquiries about the results of individual applicants.

(4) Academic Fees (Enrollment Fee and Tuition)

[1] Enrollment fee 282,000 yen (tentative)

[2] Tuition for half a year 267,900 yen (one year 535,800 yen) (tentative)

If the tuition is revised at the time of entry or during the school year, the new tuition will be applied from the time of revision. At the time of enrollment, in addition to the above enrollment fee and tuition, additional expenses such as disaster and

accident insurance for student education and research are needed.

Note: The students of the Genetic Counseling Department of the Life Science program will be additionally required to bear genetic counseling practice training fees when they obtain the certification of genetic counselor.

(5) Enrollment Procedures

[1] April 2017 Enrollment

The enrollment procedure documents of the successful applicants in the August 2016 examination will be mailed in the middle of February 2017. Regarding the successful applicants in the Genetic Counseling Department, however, the enrollment procedure documents will be mailed only to those who submitted the enrollment pledge form in advance by a specified date. The enrollment pledge form will be sent to the successful applicants together with the acceptance letter.

The enrollment procedure documents to the successful applicants in the February 2017 examination will be mailed together with the acceptance letter.

[2] October 2016 Enrollment

The enrollment procedure documents will be mailed together with the acceptance letter.

Note 1: Once enrollment procedure is made, enrollment fee will not be refunded, even if the enrollment is canceled later.

Note 2: The examination admission ticket will be also required for the enrollment procedure. Be careful not to lose it.

(6) Scholarship, Enrollment Fee Waiver, Tuition Waiver, Student Dormitories, etc.

The university accepts the applications for the student loan offered by Japan Student Services Organization (JASSO) and other student loan and scholarship offered by local governments and private organizations. In addition, as a proprietary scholarship, Ouinkai Research Award (reservation-base scholarship for the undergraduate students advancing to higher education) is available. This scholarship is to provide financial support after the enrollment for the university undergraduate students wishing to advance to higher education.

Other student support systems, such as enrollment fee waiver, tuition waiver, or collection postponement are available. Refer to the university website for more details.

- Scholarship and student loan for international student: <http://www-w.ao.ocha.ac.jp/intl/studyjp/en/campuslife/fees-funding/>
- Enrollment fee, tuition waiver, and collection postponement: <http://www.ocha.ac.jp/campuslife/info/exemption.html>
- Student dormitories: <http://www.ocha.ac.jp/campuslife/lodgings/index.html>

Please contact the Student and Career Support Division or the International Affairs Division for more details.

Scholarships for international students, Phone: 03-5978-5143, E-mail: ryugai@cc.ocha.ac.jp

Enrollment fee and tuition waiver and student dormitory, Phone: 03-5978-2646, E-mail: gakusei@cc.ocha.ac.jp

3. Eligibility

[International Students Admissions] An applicant must be a female who (a) does not hold Japanese citizenship, (b) falls under any one of the following categories (1) to (8), and (c) either possesses, or is able to obtain a Status of Residence of “College Student” according to the Immigration Control and Refugee Recognition Act.

*** Note that the October enrollment is available only for the specified courses with applicants for general admissions, working people admissions, and foreign student admissions. In such a case, the date mentioned below (March 31, 2017) should be read “September 30, 2016”.**

- (1) A person who graduated (or will graduate by March 31, 2017) from a university.
- (2) A person who received (or will receive by March 31, 2017) a bachelor's degree in accordance with Paragraph 4, Article 104 of the School Education Act.
- (3) A person who completed (or will complete by March 31, 2017) 16 years of formal education in a foreign country.
- (4) A person who received (or will receive by March 31, 2017) a degree while being in Japan through a distance education program at an overseas school that would be considered as completing 16 years of formal education in that country.
- (5) A person who received (or will receive by March 31, 2017) a bachelor's degree from a foreign university with a formal location in Japan (limited to degrees that would be considered as completing 16 years of formal education in that country) that is also recognized by the Minister of Education, Culture, Sports, Science and Technology as an educational institution offering courses of that foreign university.
- (6) A person who completed (or will complete by March 31, 2017) the specialized curriculum of an advanced vocational school (limited to schools with programs of four years or more that has also met other standards set by the Minister of Education, Culture, Sports, Science and Technology).
- (7) A person who is designated by the Minister of Education, Culture, Sports, Science and Technology (Ministry of Education Notification No. 5 of 1953).
- (8) A person who is recognized through screening at the applicable graduate school at Ochanomizu University as having academic abilities equivalent to or above a university graduate and who will be at least 22 years of age on March 31, 2017.

Note 1: The university in category (1) refers to Japanese universities as defined in the School Education Act. Eligibility under category (3) is determined on the basis of whether the applicant completed 16 years of formal education in a foreign country or not.

Note 2: Foreign students who graduated from a Japanese high school should apply through general admissions.

* People wishing to take the entrance examination under categories (2) through (8) above should inquire in advance at the Admissions Division before applying.

Applicants wishing to take the entrance examination under categories (8) must undergo a pre-application qualification screening.

Applicants under category (8) are those who graduated from institutions such as a junior college, technical college, or vocational school, or a Japan branch school of a foreign university that does not fall under (5) or (6), and therefore are considered as not graduated from university (i.e., not conferred a bachelor's degree). An applicant who skipped completion of an undergraduate program but completed a master's degree corresponds to category (8). Those who have graduated from self-study program in China also fall under category (8).

(1) Pre-application Qualification Screening

[1] Application Period for Pre-application Qualification Screening

August Examination : Monday, June 27, and Tuesday, June 28, 2016 [mail must arrive]

February Examination: Thursday, November 24, and Friday, November 25, 2016 [mail must arrive]

Note: Application documents must arrive at the university by 17:00 on the final day of the application period. **However, the university will accept the late arrival of application packages, if they are postmarked by post office in Japan before the final day of the application period.**

[2] Application Documents for Pre-application Qualification Screening

Application Documents for Pre-application Qualification for the Applicants under category (8)

In addition to the application documents requested by each division/department, the following documents must be submitted. Do not include the examination fee remittance and return envelope.

A. Department details (subjects, department guideline, and syllabus offered by the applicant's enrolled school)

B. Performance statement (attach a copy of research performance related to specialization.)

[3] Announcement of Result of Screening

August Examination : The result will be informed by mail by Friday, July 8, 2016.

February Examination: The result will be informed by mail by Wednesday, December 7, 2016.

A person who passed the pre-application qualification screening shall transfer the examination fee (30,000 yen) and mail the examination fee transfer payment slip (for submission to the university) or payment voucher and return envelope within the prescribed application period.

(2) Preliminary Consultation if the consideration for examination is needed

Applicants who have mental or physical disabilities and need special consideration for examination or schooling should contact the Admissions Division before the application period for pre-application qualification screening. The consultation may be made by using any of the following methods of telephone, facsimile, or electronic mail.

In addition, if an accident or the like after the application forced the applicant to require special consideration for examination or schooling, immediately contact the Admissions Division for consultation.

In such a case, a medical certificate may be requested. It should be noted, however, that the university has the right to grant or reject requests, depending on the content.

4. Use of Personal Information and Test Results

(1) Personal information obtained by the university, such as name, address, academic performance and learning situation, will be used within the scope necessary to conduct business related to academic affairs after enrollment (student affairs and learning guidance), student support (health management, tuition waiver, scholarship selection), and tuition fees.

(2) Personal information used for admissions, such as test results, will be used within the scope necessary to conduct business related to matters such as the improvement of examination, research and analysis of applicants.

5. Notice Regarding Entrance Examinations

Starting with the 2018 school year (from April 2018), division/department will change as follows.

● For the Philosophy Department in the Comparative Studies of Societies and Cultures Division, scores of 49 or below on the Japanese language examination for international students are considered a fail (except exemptions).

● For the Food and Nutritional Sciences Department in the Life Sciences Division, the general examination and the entrance examination for international students, English abilities will be judged based on the TOEIC or TOEFL score. Marks will be

allocated as follows.

	Foreign language examination	Major Subject examination		Oral examination
	The results of tests approved by the university (TOEIC or TOEFL) will be used.	Choose from General Chemistry, Physiology/Biochemistry or Food and Nutrition Science		Explain the research you did for your graduation, your future research plans, etc.
(Mark allocation)	External test results will be converted to an equivalent score (100 points = perfect score)	Basic (mandatory): 160 points Option: 240 points	Specialty total: 400 points	A, B, C, or D

6. Inquiries for application and examination

Admissions Division, Ochanomizu University,

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

Phone: 03-5978-5697 (weekdays 09:00-17:00, closed on Saturdays, Sundays and holidays)

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

II. International Students Admissions Details

○ Comparative Studies of Societies and Cultures (February examination only)

Admitting Departments	
Japanese Language and Literature	Philosophy
Asian Languages, Literatures, and Cultures	History and Art History
English and French Languages, Literatures, and Cultures	Cultural and Historical Studies
Applied Japanese Linguistics	Dance
	Music

(1) Application Documents (Items 1–8 for all applicants and items 9–12 where applicable.)

1	Application Form, Examination Admission Ticket, Photo Ticket	[University's designated form] Affix two photos (identical photos in 5 x 4 cm size taken within three months) on the designated space.
2	Certificate of Graduation or Certificate of Expected Graduation	Official letter from the dean or rector of the graduated institution. <u>(Both copies of certificate and original diploma are not acceptable. Applicants who have the diploma only must submit a certification by a public institution attached to the diploma.)</u>
3	Research Plan	Applicants must submit a summary of their purpose of overseas study, specialty of their research plan, and future plans in Japanese in 1,000 characters [in the university's designated form].
4	Academic Transcript	Original transcript issued by the dean or rector of the graduated university (copies are not acceptable).
5	Copy of Resident Register	For applicants who are living in Japan at the time of application, please submit a copy of the resident register <u>showing the Status of Residence</u> . Other foreign nationals should submit a copy of the passport details page (the page showing the name, date of birth, sex and nationality).
6	Confirmation of Payment of Examination Fee (Examination Fee) (Note 1)	30,000 yen Applicants must pay the fee by bank transfer or a payment at a convenience store . [Bank transfer] Applicants must pay the fee by bank transfer at a financial institution other than JP Bank . (The transfer fee shall be borne by the applicant.) The name of the applicant must be the name of remitter. After the payment, remove the receipt part of the transfer slip (marked as "B. 納入済票" in Japanese) and affix it to the designated space on the Confirmation of Payment of Examination Fee. [Payment at a convenience store] Applicants must pay at either Seven-Eleven, Lawson, Family Mart, Circle K-Thanks, or Ministop stores only. Refer to page 72, of the Ochanomizu University Guide to Payment of Examination Fee at a Convenience Store, for steps on how to pay the examination fee. (The service fee is the responsibility of the applicant.) Following payment, take the receipt part of the payment slip (marked as "収納証明書" in Japanese) and affix it to the designated space on the Confirmation of Payment of Examination Fee. * <u>In principle, the fee is not required for international students on Japanese government scholarships, provided that an applicant has applied to extend the period of scholarship payments by applying to study at Ochanomizu University.</u> In such cases, the applicant should also provide the Mombukagakusho Scholarship Student Certificate.
7	Return Envelope	The applicant's name and address must be written on the envelope and 402 yen in stamps affixed (92 yen postage + 310 yen for recorded delivery).
8	Mailing Label	The university will mail the letter of acceptance. Use an address by which the university can contact the applicant.

(Additional Documents where applicable)

9	Graduation Thesis (only for applicants to the applicable departments) (Note 2)	Applicants for the departments of "Asian Languages, Literatures and Cultures", "English and French Languages, Literatures, and Cultures", "Philosophy", "History and Art History", "Cultural and Historical Studies", or "Dance", and "Music" must submit either their graduation thesis or alternative research achievements. Applicants who do not have alternative research achievements must indicate so in their application documents. If the thesis is written in a language other than Japanese, a summary in Japanese or English together with original thesis must be submitted. Applicants for the Music department who did a musical performance in lieu of a thesis must submit the title(s) of the performed piece(s).
10	Research Report (only for applicants to the applicable departments)	Applicants for the Japanese Language and Literature and the Applied Japanese Linguistics departments must submit a summary of their graduation theses or research achievements after graduation in Japanese in 1,000 characters [in the university's designated form]. <u>This requirement does not apply to applicants to other departments.</u>
11	TOEFL or IELTS scorecard (Applicants for the Cultural and Historical Studies only)	Applicants for the Cultural and Historical Studies department must submit a scorecard of TOEFL or an IELTS score certificate. The test date should be within two years before the date of examination of the university (refer to Note 3 for the exception). This requirement does not apply to applicants to other departments. Refer to Note 4 for more details on the submission of each scorecard.
12	JLPT Level N1 or Level 1 certificate (the required applicants only) (Note 5)	Level N1 or Level 1 certificate (Japanese-Language Proficiency Test Certificate of Result and Scores) from Japan Educational Exchanges and Services (JEES) or the Japan Foundation (IAJ in Taiwan). Please provide the original certificate. Copies are not accepted.

Note 1: If possible, Applicants who reside in foreign countries should remit the examination fee from within Japan with help from an individual living in Japan. If it is necessary to directly transfer from overseas, arrange the remittance in Japanese yen by instructing both bank charges in and out of Japan (to pay remitter bank and remittee bank) are on the account of the applicant. Arrange the full amount of examination fee to be received by the university within the application period.

[Bank reference for overseas remittance]

Bank name: The Bank of Tokyo-Mitsubishi UFJ, Ltd.
Branch: Head Office
Address: 2-7-1, Marunouchi, Chiyoda-ku, Tokyo, Japan
Beneficiary: Ochanomizu University
Account No.: 7876401
SWIFT Code: BOTKJPJT

Note 2: An applicant who is graduating from a university and preparing graduation thesis for the submission deadline later than the application period (after Thursday, December 22, 2016), must write the thesis title and the submission deadline on a cover sheet and include it in the application documents. The full-scale original graduation thesis must be sent by registered express mail, arriving at the university by Friday, January 20, 2017. The university accepts the documents postmarked Thursday, January 19, 2017. If the submission deadline of graduation thesis is later than Friday, January 20, 2017, the applicant must submit the thesis as of Thursday, January 19, 2017, arriving at the university by Friday, January 20, 2017. The university accepts the documents postmarked Thursday, January 19, 2017.

Note 3: Native English-speaking applicants are not required to submit the TOEFL/IELTS.

Applicants who completed and graduated from a university or graduate school conducting all courses in English are not required to submit the TOEFL/IELTS. (However, if the official language of the country where the university exists is not English, the university's certificate certifying that they conduct all courses in English must be submitted.)

Note 4: [Procedure to submit a TOEFL scorecard]

Only the scorecards for TOEFL-PBT and TOEFL-iBT will be accepted. Applicants must submit the original and copy of the Examinee Score Record sent to the applicants from the Educational Testing Service (ETS).

[Procedure to submit an IELTS scorecard]

Only the scorecards for IELTS academic module will be accepted.

Applicants must submit the original and copy of the Test Report Form of IELTS test.

Note 5: Applicants who submitted the JLPT Level N1 or Level 1 certificates (copies are not acceptable) in the application documents will be exempted from the Japanese language examination of the university. The applicants who do not submit the above certificate by the application deadline must take Japanese languages examination.

Refer to the website of Japan Educational Exchanges and Services (JEES) [info.jees-jlpt.jp/certificate/] to learn how to obtain the certificate.

Note 6: Application documents prepared in a languages other than Japanese or English must be accompanied by Japanese translations.

(2) Screening Method

Examination Schedule Department	Feb. 3 (Fri.), 2017			Feb. 4 (Sat.)
	Foreign language (Note 1) 09:30 to 11:00	Major subject 12:30 to 14:30	Japanese language	Oral examination and practical examination From 10:00
Japanese Language and Literature		Japanese Language and Literature	Japanese (Note 3) 15:30 to 16:30	Oral examination
Asian Languages, Literatures, and Cultures		Chinese Language and Literature		
English and French Languages, Literatures, and Cultures (English special course)	One language selected from English, German, or French (No dictionary)	English, English Linguistics and English and American (English-language) Literature		
English and French Languages, Literatures, and Cultures (French language and culture special course)		French and French-language Literature and Cultures		
Applied Japanese Linguistics		Applied Japanese Linguistics		
Philosophy	One language selected from English, German, or French (No dictionary)	One subject selected from Philosophy or Ethics		
History and Art History	One language selected from English, German, French, or Chinese (No dictionary) (Note 2)	One subject selected from Japanese History, Asian History, Western History, and Art History, which the applicants will specialize in. Applicants for the Western Art History in the Art History course must sit for a foreign language examination, selecting from one language from English, Germany, or French. (The applicants can select their mother language.) (No dictionary)		
Cultural and Historical Studies		Two subjects selected from History of Japanese Costume, History of Western Costume, Comparative Cultures, and Folkloristics		
Dance		Dance Science		
Music	English (No dictionary)	Musicology and music theory (including English question) (No dictionary)		

Note 1: Applicant's mother language is acceptable.

Note 2: Applicants for the History and Art History department who select either Japanese History or Japanese and Eastern Art History will be exempted from the foreign language examination. Applicants who select Western Art History will be tested their foreign language skills not through an independent foreign language examination, but through our university special examination.

Note 3: Applicants who submitted the JLPT Level N1 certificates in the application documents will be exempted from the Japanese language examination of the university. The eligible applicants must check the box in the application form to be exempt from the Japanese language examination.

(Point allocation)

Examination Department	Japanese language	Foreign language	Major subject	Oral examination	Notes
Japanese Language and Literature, Asian Languages, Literatures, and Cultures	100 points Applicants with a score of 49 points or below will be rejected (except those exempted applicants)	—	100 points	100 points	Comprehensive evaluation is based on major subjects and oral examinations.
English and French Languages, Literatures, and Cultures	100 points Applicants with a score of 49 points or below will be rejected (except those exempted applicants)	100 points Applicants with a score of 49 points or below will be rejected.	100 points	100 points	
Applied Japanese Linguistics	100 points Applicants with a score of 49 points or below will be rejected (except those exempted applicants)	—	100 points	100 points	
Philosophy (Ethics)	100 points	100 points	200 points		Comprehensive evaluation is based on foreign language, major subject and oral examinations.
Philosophy (Philosophy)	100 points Applicants with a score of 49 points or below will be rejected (except those exempted applicants)				
History and Art History	100 points Applicants with a score of 49 points or below will be rejected. (Except those exempted applicants)	A, B, or C C will be rejected.	100 points		Applicants who select Japanese History, Japanese and Eastern Art History will be exempted from the foreign language examination. Foreign language skills of the applicants who select Western Art History will be tested not by an independent foreign language examination, but will be tested during specialty examination. Comprehensive evaluation is based on foreign language, Japanese language, major subject and oral examinations.
Cultural and Historical Studies	100 points Applicants with a score of 49 points or below will be rejected (except those exempted applicants)	The score of the university's designated external examination will be converted to a 100-point scale. Applicants with a score of 49 points or below will be rejected.			
Dance	100 points Applicants with a score of 49 points or below will be rejected (except those exempted applicants)	—	100 points		
Music	100 points Applicants with a score of 49 points or below will be rejected (except those exempted applicants)	100 points Applicants with a score of 49 points or below will be rejected.	100 points		Comprehensive evaluation is based on major subject, oral and practical examinations.

○ **Human Developmental Sciences (February examination only)**

Admitting Department	
Educational Science Psychology Developmental and Clinical Psychology	Applied Sociology Child Studies

(1) Application Documents

1	Application Form, Examination Admission Ticket, and Photo Ticket	[University's designated form] Affix two photos (identical photos in 5 x 4 cm size taken within three months) on the designated space.
2	Certificate of Graduation or Certificate of Expected Graduation	Official letter from the dean or rector of the graduated institution. <u>(Both copies of certificate and original diploma are not acceptable. Applicants who have the diploma only must submit a certification by a public institution attached to the diploma.)</u>
3	Graduation Thesis	Graduation thesis (Note 1) or an alternative to show the research achievement. If the thesis is written in a language other than Japanese, a summary in Japanese or English together with the original thesis must be submitted. <Remarks for each department> Educational Science : If there is no graduation thesis, an alternative to show the research achievement must be submitted. Psychology : If there is no graduation thesis, an alternative to show the research achievement must be submitted. If neither is available, a letter describing so must be submitted. Developmental and Clinical Psychology: If there is no graduation thesis, an alternative to show the research achievement must be submitted. Applied Sociology : Referring to the admission policy, a graduation thesis, equivalent or higher must be submitted (written in more than 18,000 characters in Japanese). Child Studies : There is no restriction on the discipline of the graduation thesis. If there is no graduation thesis, an alternative to show the research achievement or the research readiness (on child studies written in more than 6,000 characters in Japanese) must be submitted.
4	Research Report	[In the university's designated form] A summary in about 2,000 characters must be submitted.
5	Research Plan	[In the university's designated form] A summary of research plan at the graduate school within 1,600 characters must be submitted.
6	Academic Transcript	Original transcript issued by the dean or rector of the graduated university (copies are not acceptable).
7	Copy of Resident Register	For applicants who are living in Japan at the time of application, please submit a copy of the resident register <u>showing</u> the Status of Residence. Other foreign nationals should submit a copy of the passport details page (the page showing the name, date of birth, sex and nationality).
8	Confirmation of Payment of Examination Fee (Examination Fee) (Note 3)	30,000 yen Applicants must pay the fee by bank transfer or a payment at a convenience store . [Bank transfer] Applicants must pay the fee by bank transfer at a financial institution other than JP Bank . (The transfer fee shall be borne by the applicant.) The name of the applicant must be the name of remitter. After the payment, remove the receipt part of the transfer slip (marked as "B. 納入済票" in Japanese) and affix it to the designated space on the Confirmation of Payment of Examination Fee. [Payment at a convenience store] Applicants must pay at either Seven-Eleven, Lawson, Family Mart, Circle K-Thanks, or Ministop stores only. Refer to page 72, of the Ochanomizu University Guide to Payment of Examination Fee at a Convenience Store, for steps on how to pay the examination fee. (The service fee is the responsibility of the applicant.) Following payment, take the receipt part of the payment slip (marked as "収納証明書" in Japanese) and affix it to the designated space on the Confirmation of Payment of Examination Fee.

		* <u>In principle, the fee is not required for international students on Japanese government scholarships, provided that an applicant has applied to extend the period of scholarship payments by applying to study at Ochanomizu University.</u> In such cases, the applicant should also provide the Mombukagakusho Scholarship Student Certificate.
9	Return Envelope	The applicant's name and address must be written on the envelope and 402 yen in stamps affixed (92 yen postage + 310 yen for recorded delivery).
10	Mailing Label	The university will mail the letter of acceptance. Use an address by which the university can contact the applicant.

Note 1: An applicant who is graduating from a university and preparing graduation thesis for the submission deadline later than the application period (after Thursday, December 22, 2016), must write the thesis title and the submission deadline on a cover sheet and include it in the application documents. The full-scale original graduation thesis must be sent by registered express mail, arriving at the university by Friday, January 20, 2017. The university accepts the documents postmarked Thursday, January 19, 2017. If the submission deadline of graduation thesis is later than Friday, January 20, 2017, the applicant must submit the thesis as of Thursday, January 19, 2017, arriving at the university by Friday, January 20, 2017. The university accepts the documents postmarked Thursday, January 19, 2017.

Note 2: Applicants for **the Applied Sociology development** who have a scorecard or grade of TOEIC, TOEFL, IELTS, or STEP tests shall submit a copy of such scorecard. The test date should be within two years before the date of examination of the university.

Note 3: If possible, Applicants who reside in foreign countries should to remit the examination fee from within Japan with help from an individual living in Japan. If it is necessary to directly transfer from overseas, arrange the remittance in Japanese yen by instructing both bank charges in and out of Japan (to pay remitter bank and remittee bank) are on the account of the applicant. Arrange the full amount of examination fee to be received by the university within the application period.

[Bank reference for overseas remittance]

Bank name: The Bank of Tokyo-Mitsubishi UFJ, Ltd.

Branch: Head Office

Address: 2-7-1, Marunouchi, Chiyoda-ku, Tokyo, Japan

Beneficiary: Ochanomizu University

Account No.: 7876401

SWIFT Code: BOTKJPJT

Note 4: Application documents prepared in a languages other than Japanese or English must be accompanied by Japanese translations.

(2) Screening Method

Examination Schedule Department	Feb. 3 (Fri.), 2017		Feb. 4 (Sat.)
	Foreign language 09:30 to 11:30	Major subject 13:00 to 15:00	
Educational Science	English (A paper dictionary can be brought in.) * An electronic dictionary is not allowed.	Three subjects, including one for the applicants' specialty, selected from Educational Thought, Educational History, Educational Sociology, Educational Development Theory, and Teaching Methods and Curriculum Theory	Oral examination From 10:00 Applicants orally explain the graduation thesis or research plan.
Developmental and Clinical Psychology		Developmental Clinical Psychology	
Applied Sociology		Applied Sociology	
Child Studies		Essay examination and terminology regarding Childcare Science, Pedology, Developmental Psychology, Sociology, Pedagogy, and Behavioral Science. (Note)	
(Point allocation)	100 points	100 points	A, B, C or D

Note: Applicants must refer to the website of the Child Studies Department.

(<http://www.dc.ocha.ac.jp/m/human/child-childcare/ao.html>)

Examination Schedule Department	Feb. 3 (Fri.), 2017		
	Foreign language 09:30 to 11:30	Major subject 13:00 to 15:00	Oral examination From 16:00
Psychology	English (A paper dictionary can be brought in.) * An electronic dictionary is not allowed.	One subject selected from Developmental Psychology, Cognitive Psychology, Social Psychology, Clinical Psychology, and Educational Psychology, which the applicants will specialize in (the discipline of desired advising teacher).	Applicants orally explain about the graduation thesis or research plan.
(Point allocation)	100 points	100 points	A, B, C or D

○ Gender and Social Sciences

Admitting Department
Social and Family Policies (August examination and February examination)
Geography and Environmental Studies (August examination and February examination)
Gender and Development Studies (February examination only)

(1) Application Documents (3 is to be submitted by all applicants taking the August entrance examination. 4 is to be submitted by all applicants taking the February entrance examination.)

1	Application Form, Examination Admission Ticket, and Photo Ticket	[University's designated form] Affix two photos (identical photos in 5 x 4 cm size taken within three months) on the designated space.
2	Certificate of Graduation or Certificate of Expected Graduation	Official letter from the dean or rector of the graduated institution. <u>(Both copies of certificate and original diploma are not acceptable. Applicants who have the diploma only must submit a certification by a public institution attached to the diploma.)</u>
3	Research Paper (for the August entrance examination)	Submit a compilation of your research results to date. (For Social and Family Policies, up to 10,000 Japanese characters; for Geography and Environmental Studies, at least 4,000 Japanese characters) Two copies are required, even for Ochanomizu students about to graduate.
4	Graduation Thesis (for the February entrance examination)	Applicants <u>including those who are graduating from Ochanomizu University</u> must submit the graduation thesis (Note 1). Applicants who do not have graduation thesis must submit an alternative paper to explain the research achievement. In both cases, <u>2 copies must be submitted</u> . If the thesis is written in a language other than Japanese, a summary in Japanese together with the original thesis must be submitted.
5	Research Report	[In the university's designated form] A summary within 1,600 character must be submitted.
6	Research Plan	[In the university's designated form] A summary of research plan at the graduate school within 1,600 characters must be submitted.
7	Academic Transcript	Original transcript issued by the dean or rector of the graduated university (copies are not acceptable).
8	Copy of Resident Register	For applicants who are living in Japan at the time of application, please submit a copy of the resident register <u>showing the Status of Residence</u> . Other foreign nationals should submit a copy of the passport details page (the page showing the name, date of birth, sex and nationality).
9	Confirmation of Payment of Examination Fee (Examination Fee) (Note 3)	30,000 yen Applicants must pay the fee by bank transfer or a payment at a convenience store . [Bank transfer] Applicants must pay the fee by bank transfer at a financial institution other than JP Bank . (The transfer fee shall be borne by the applicant.) The name of the applicant must be the name of remitter. After the payment, remove the receipt part of the transfer slip (marked as "B. 納入済票" in Japanese) and affix it to the designated space on the Confirmation of Payment of Examination Fee. [Payment at a convenience store] Applicants must pay at either Seven-Eleven, Lawson, Family Mart, Circle K-Thanks, or Ministop stores only.

		Refer to page 72, of the Ochanomizu University Guide to Payment of Examination Fee at a Convenience Store, for steps on how to pay the examination fee. (The service fee is the responsibility of the applicant.) Following payment, take the receipt part of the payment slip (marked as "収納証明書" in Japanese) and affix it to the designated space on the Confirmation of Payment of Examination Fee. * <u>In principle, the fee is not required for international students on Japanese government scholarships, provided that an applicant has applied to extend the period of scholarship payments by applying to study at Ochanomizu University.</u> In such cases, the applicant should also provide the Mombukagakusho Scholarship Student Certificate.
10	Return Envelope	The applicant's name and address must be written on the envelope and 402 yen in stamps affixed (92 yen postage + 310 yen for recorded delivery).
11	Mailing Label	The university will mail the letter of acceptance. Use an address by which the university can contact the applicant.

Note 1: An applicants who is graduating from a university and preparing graduation thesis for the submission deadline later than the application period (after Thursday, December 22, 2016), must write the thesis title and the submission deadline on a cover sheet and include it in the application documents. The full-scale original graduation thesis must be sent by registered express mail, arriving at the university by Friday, January 20, 2017. The university accepts the documents postmarked Thursday, January 19, 2017. If the submission deadline of graduation thesis is later than Friday, January 20, 2017, the applicant must submit the thesis as of Thursday, January 19, 2017, arriving at the university by Friday, January 20, 2017. The university accepts the documents postmarked Thursday, January 19, 2017.

Note 2: Applicants for **the Geography and Environmental Studies Department and the Gender Development Studies Department** who have a scorecard or grade of TOEIC, TOEFL, IELTS, or STEP tests shall submit a copy of such scorecard. The test date should be within two years before the date of examination of the university.

Note 3: If possible, Applicants who reside in foreign countries should to remit the examination fee from within Japan with help from an individual living in Japan. If it is necessary to directly transfer from overseas, arrange the remittance in Japanese yen by instructing both bank charges in and out of Japan (to pay remitter bank and remittee bank) are on the account of the applicant. Arrange the full amount of examination fee to be received by the university within the application period.

[Bank reference for overseas remittance]

Bank name: The Bank of Tokyo-Mitsubishi UFJ, Ltd.
Branch: Head Office
Address: 2-7-1, Marunouchi, Chiyoda-ku, Tokyo, Japan
Beneficiary: Ochanomizu University
Account No.: 7876401
SWIFT Code: BOTKJPJT

Note 4: Application documents prepared in a languages other than Japanese or English must be accompanied by Japanese translations.

(2) Screening Method

[August examination]

Social and Family Policies

Examination Schedule Department	Aug. 18 (Thu.), 2016		Aug. 19 (Fri.)
	Foreign language 09:30 to 11:30	Short essay 13:00 to 15:00	Oral examination From 10:00
Social and Family Policies	English (Applicants can only use dictionaries provided by the university.)		
(Point allocation)	100 points	100 points	A, B, C or D

Geography and Environmental Studies

Examination Schedule Department	Aug. 18 (Thu.), 2016	
	Foreign language 09:30 to 11:30	Oral examination From 13:00
Geography and Environmental Studies	English (Applicants can only use dictionaries provided by the university.) The questions are associated with Geography and Environmental Studies.	
(Point allocation)	100 points	A, B, C or D

[February examination]

Examination Schedule	Feb. 3 (Fri.), 2017		Feb. 4 (Sat.)	
	Foreign language 09:30 to 11:30	Major subject 13:00 to 15:00		
Department				
Social and Family Policies	English (Applicants can only use dictionaries provided by the university.)	Two questions in which one must be from the department one is applying to must be selected.		Oral examination From 10:00 Applicants orally explain about the graduation thesis or research plan.
Geography and Environmental Studies				
Gender and Development Studies				
(Point allocation)	150 points	Major subject I 100 points	Major subject II 100 points	A, B, C or D

Note: Contact the head teacher (mizuno.isao@ocha.ac.jp) for any further inquiry.

○ **Life Sciences (August examination and February examination)**

Admitting Department	
Biological Sciences	Human-Environmental Sciences
Food and Nutritional Sciences	[Genetic Counseling]*

* The February examination for the Genetic Counseling Department will be held only when the August examination does not fulfill the quota. The decision on holding or non-holding of the February admissions will be posted by Wednesday, November 30, 2016, on the bulletin board located at the south gate of the university and the university website. (<http://www.ao.ocha.ac.jp/>)

(1) Application Documents (Items 1–7 for all applicants, and items 8 and 9 where applicable.)

1	Application Form, Examination Admission Ticket, and Photo Ticket	[University's designated form] Affix two photos (identical photos in 5 x 4 cm size taken within three months) on the designated space.
2	Certificate of Graduation or Certificate of Expected Graduation	Official letter from the dean or rector of the graduated institution. <u>(Both copies of certificate and original diploma are not acceptable. Applicants who have the diploma only must submit a certification by a public institution attached to the diploma.)</u>
3	Academic Transcript	Original transcript issued by the dean or rector of the graduated university (copies are not acceptable). However, applicants for the Genetic Counseling department must submit all academic transcripts of universities graduated from and graduate schools up to date.
4	Copy of Resident Register	For applicants who are living in Japan at the time of application, please submit a copy of the resident register showing the Status of Residence. Other foreign nationals should submit a copy of the passport details page (the page showing the name, date of birth, sex and nationality).
5	Confirmation of Payment of Examination Fee (Examination Fee) (Note 2)	30,000 yen Applicants must pay the fee by bank transfer or a payment at a convenience store . [Bank transfer] Applicants must pay the fee by bank transfer at a financial institution other than JP Bank . (The transfer fee shall be borne by the applicant.) The name of the applicant must be the name of remitter. After the payment, remove the receipt part of the transfer slip (marked as "B. 納入済票" in Japanese) and affix it to the designated space on the Confirmation of Payment of Examination Fee. [Payment at a convenience store] Applicants must pay at either Seven-Eleven, Lawson, Family Mart, Circle K-Thanks, or Ministop stores only. Refer to page 72, of the Ochanomizu University Guide to Payment of Examination Fee at a Convenience Store, for steps on how to pay the examination fee. (The service fee is the responsibility of the applicant.) Following payment, take the receipt part of the payment slip (marked as "収納証明書" in Japanese) and affix it to the designated space on the Confirmation of Payment of Examination Fee.

		* <u>In principle, the fee is not required for international students on Japanese government scholarships, provided that an applicant has applied to extend the period of scholarship payments by applying to study at Ochanomizu University.</u> In such cases, the applicant should also provide the Mombukagakusho Scholarship Student Certificate.
6	Return Envelope	The applicant's name and address must be written on the envelope and 402 yen in stamps affixed (92 yen postage + 310 yen for recorded delivery).
7	Mailing Label	This is necessary for the university to mail the letter of acceptance. Use an address by which the university can contact the applicant.

Item 8 is required only for applicants to the Human-Environmental Sciences department as well as the Food and Nutritional Sciences department only. Item 9 is required only for applicants to the Genetic Counseling department.

8	A Scorecard of TOEIC, TOEFL or IELTS (applicants for the Human-Environmental Sciences department and the Food and Nutritional Sciences department only.)	Human-Environmental Sciences : A scorecard of TOEIC public test (Listening/Reading), TOEFL, or IELTS. Food and Nutritional Sciences : A scorecard of TOEIC public test (Listening/Reading) or TOEFL. The test date should be within two years before the date of examination of the university. Refer to Note 2 for more details on the submission of each scorecard
9	Statement of purpose (Applicants for the Genetic Counseling department only)	Applicants for the Genetic Counseling department must submit a statement summarizing (1) the reason for waiting to become a genetic counselor, (2) quality necessary for a genetic counselor and self-evaluation of their own personality, and (3) their goals in the future within about 2,000 characters in Japanese. (Free format using a PC)

Note 1: If possible, Applicants who reside in foreign countries should remit the examination fee from within Japan with help from an individual living in Japan. If it is necessary to directly transfer from overseas, arrange the remittance in Japanese yen by instructing both bank charges in and out of Japan (to pay remitter bank and remittee bank) are on the account of the applicant. Arrange the full amount of examination fee to be received by the university within the application period.

[Bank reference for overseas remittance]

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Beneficiary: Ochanomizu University
Account No.: 7876401
SWIFT Code: BOTKJPJT

Note 2: [Procedure to submit a TOEIC scorecard] (for the Human-Environmental Sciences department and the Food and Nutritional Science department)

Only the scorecards for TOEIC (Listening/Reading) will be accepted. Submit the original of the Official Score Certificate. The August examination accepts scorecards up to the 211st TOEIC (held on Sunday, June 26, 2016). If the original official score certificate is not ready by the submission deadline of application, enclose the copy of the TOEIC public test admission ticket, and send the original official score certificate by registered express mail arriving at the university by Friday, July 29, 2016.

The February examination accepts scorecards up to the 216th TOEIC (held on Sunday, December 11, 2016). If the original official score certificate is not ready by the submission deadline of application, enclose the copy of the TOEIC public test admission ticket, and send the original official score certificate by registered express mail arriving at the university by Tuesday, January 17, 2017.

[Procedure to submit a TOEFL scorecard] (for the Human-Environmental Sciences department and the Food and Nutritional Science department)

Only the scorecards for TOEFL-PBT and TOEFL-iBT will be accepted. Applicants must submit the original and copy of the Examinee Score Record sent to the applicants from the Educational Testing Service (ETS).

[Procedure to submit an IELTS scorecard] (for the Human-Environmental Sciences department only)

Only the scorecard for IELTS academic module will be accepted. Applicants must submit the original and copy of the Test Report Form of IELTS test.

Note 3: Application documents prepared in a language other than Japanese or English must be accompanied by Japanese translations.

(2) Screening Method

Biological Sciences

Examination Schedule Department	Aug. 18 (Thu.), 2016	Aug. 19 (Friday)
	Feb. 3 (Fri.), 2017	
Biological Sciences	Foreign language 09:30 to 11:00 Examination regarding biological sciences in English (No dictionary)	Oral examination August examination <Day 1> From 12:00, <Day 2> From 10:00 February examination From 13:00 Applicants must orally answer the assignment regarding biological sciences, to be separately announced. Applicants have about 8 minutes for presentation and can use a document camera or digital overheads only. The test time assigned to an individual applicant is about 20 minutes including presentations and question-and-answer sessions. Applicants must submit summary of the presentation (on an A4 size sheet within 800 characters) to the test supervisor before starting the foreign language examination. <u>The assignment for the August and February examinations will be announced on Thursday, June 30, and Wednesday, November 30, 2016 respectively on the following website.</u> The applicants who cannot browse the website must request the Admissions Division for the assignment by sending a letter, describing the request for the mailing of the assignment of the oral examination for the Biological Sciences course of the Life Sciences division, and enclosing in it a return envelope with an 82 yen postage stamp attached it. http://www.ao.ocha.ac.jp/
(Point allocation)	100 points	100 points

Note: It is desirable that applicants shall consult the desired advising teacher in advance. Contact Ms. Rumi Kondo, Associate Professor (e-mail:kondo.rumi@ocha.ac.jp) for any further inquiry.

Human-Environmental Sciences

Examination Schedule Department	Aug. 18 (Thu.), 2016	
	Feb. 3 (Fri.), 2017	
Human-Environmental Sciences	Major subject 09:30 to 11:30 Applicants select the issues from the field of Human-Environmental Sciences.	Oral examination From 13:00 Applicants orally explain the graduation thesis or research plan in the future.
(Point allocation)	Basic 100 points Optional 100 points	Specialty total 200 points A, B, C or D

Note 1: It is desirable that applicants should consult the desired advising teacher in advance. Refer to the website of the Human-Environmental Sciences course (<http://www.eng.ocha.ac.jp>).

Note 2: Contact Professor Matsura (Phone: 03-5978-5769, e-mail: matsura.shuji@ocha.ac.jp) for any inquiry about desired adviser teachers or research theme.

Food and Nutritional Sciences

Examination Schedule Department	Aug. 18 (Thu.), 2016	
	Feb. 3 (Fri.), 2017	
Food and Nutritional Sciences	Major subject 09:30 to 12:00 Applicants must select questions in the fields of General Chemistry, Physiological and Biochemical, as well as Food and Nutrition Sciences.	Oral examination From 13:00 Applicants orally explain the graduation thesis or research plan in the future.
(Point allocation)	Basic (mandatory) 80 points Optional 120 points	Specialty total 200 points A, B, C or D

Note: Applicants should contact the desired advising teacher in advance. Refer to the website of the Nutrition and Food Sciences (<http://www.hles.ocha.ac.jp/food/index.html>) for any inquiry about desired adviser teachers or research theme.

Genetic Counseling

The decision on holding or non-holding of the February admissions of the Genetic Counseling department will be posted by Wednesday, November 30, 2016, on the bulletin board located at the south gate of the university and the university website (<http://www.ao.ocha.ac.jp/>).

Examination Schedule Department	Aug. 18 (Thu.), 2016			Aug. 19 (Fri.)	
	Feb. 3 (Fri.), 2017				
Genetic Counseling	Basic subject examination regarding genetic counseling (the basic matters of genetics, counseling theory, life and medical ethics), short essay 09:30 to 12:30 (The test duration is not separated by each subject.)			August examination <Day 2> From 10:00 February examination From 14:00	
				Applicants must orally answer the assignment regarding genetic counseling to be separately announced. Applicants have about 8 minutes for the presentation and can use a PC projector for power point. Other items (time, summary submission, etc.) and the announcement of assignment are the same as the oral examination of the Biological Sciences course described in the previous pages. To request the list by mail, applicants must write on the front of the envelope the request for the mailing of the assignment of the oral examination for the Genetic Counseling course of the Life Sciences division. Applicants must submit a summary of the presentation (A4 size sheet within 800 characters in Japanese) to the test supervisor before starting the writing examination.	
(Point allocation)	Foreign language 100 points	Basic subjects 100 points	Short essay 100 points	200 points	

Note: Applicants for the Genetic Counseling department should refer the website of the course (<http://www.dc.ocha.ac.jp/m/life/gccourse/coursemenu/index.html>).

Inquiry: Responsible teacher of the department, Professor Hironao Numabe (Phone: 03-5978-5587, e-mail: numabe.hironao@ocha.ac.jp)

○Advanced Sciences (August examination and February examination)

Admitting Department	
Mathematics	Physics
Chemistry and Biochemistry	Computer Science

(1) Application Documents (Items 1–7 for all applicants, and items 8 - 10 where applicable.)

1	Application Form, Examination Admission Ticket, and Photo Ticket	[University's designated form] Affix two photos (identical photos in 5 x 4 cm size taken within three months) on the designated space.
2	Certificate of Graduation or Certificate of Expected Graduation	Official letter from the dean or rector of the graduated institution. <u>(Both copies of certificate and original diploma are not acceptable. Applicants who have the diploma only must submit a certification by a public institution attached to the diploma.)</u>
3	Academic Transcript	Original transcript issued by the dean or rector of the graduated university (copies are not acceptable).
4	Copy of Resident Register	For applicants who are living in Japan at the time of application, please submit a copy of the resident register showing the Status of Residence. Other foreign nationals should submit a copy of the passport details page (the page showing the name, date of birth, sex and nationality).
5	Confirmation of Payment of Examination Fee (Examination Fee) (Note 1)	30,000 yen Applicants must pay the fee by bank transfer or a payment at a convenience store .

		<p>[Bank transfer] Applicants must pay the fee by bank transfer at a financial institution other than JP Bank. (The transfer fee shall be borne by the applicant.) The name of the applicant must be the name of remitter. After the payment, remove the receipt part of the transfer slip (marked as "B. 納入済票" in Japanese) and affix it to the designated space on the Confirmation of Payment of Examination Fee.</p> <p>[Payment at a convenience store] Applicants must pay at Seven-Eleven, Lawson, Family Mart, Circle K-Thanks, or Ministop stores only. Refer to page 72, of the Ochanomizu University Guide to Payment of Examination Fee at a Convenience Store, for steps on how to pay the examination fee. (The service fee is the responsibility of the applicant.) Following payment, take the receipt part of the payment slip (marked as "収納証明書" in Japanese) and affix it to the designated space on the Confirmation of Payment of Examination Fee.</p> <p>* <u>In principle, the fee is not required for international students on Japanese government scholarships, provided that an applicant has applied to extend the period of scholarship payments by applying to study at Ochanomizu University.</u> In such cases, the applicant should also provide the Mombukagakusho Scholarship Student Certificate.</p>
6	Return Envelope	The applicant's name and address must be written on the envelope and 402 yen in stamps affixed (92 yen postage + 310 yen for recorded delivery).
7	Mailing Label	The university will mail the letter of acceptance. Use an address by which the university can contact the applicant.

Item 8 and 9 are required only for applicants to the Computer Science department. Item 10 is required only for applicants to the Chemistry and Biochemistry department as well as Computer Science department.

8	Research Report (Applicants for the Computer Science department only.)	[In the university's designated form] Applicants for the Computer Science department must submit a summary in about 1,600 characters. Applicants for other courses are not required to submit the same.
9	Research Plan (Applicants for the Computer Science department only.)	[In the university's designated form] Applicants for the Computer Science department must submit a summary of research plan at the graduate school in about 1,600 characters. Applicants for other courses are not required to submit the same.
10	A Scorecard of TOEIC or TOEFL (Applicants for the Chemistry and, Biochemistry Department and Computer Science Department only.)	Applicants for the Chemistry and Biochemistry department and Computer Science department must submit a scorecard (with a photograph) of TOEIC public test (Listening/Reading) or TOEFL. The test date should be within two years before the date of examination of the university. Refer to Note 2 for more details on the submission of each scorecard.

Note 1: If possible, Applicants who reside in foreign countries should remit the examination fee from within Japan with help from an individual living in Japan. If it is necessary to directly transfer from overseas, arrange the remittance in Japanese yen by instructing both bank charges in and out of Japan (to pay remitter bank and remittee bank) are on the account of the applicant. Arrange the full amount of examination fee to be received by the university within the application period.

[Bank reference for overseas remittance]

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Address: 2-7-1, Marunouchi, Chiyoda-ku, Tokyo, Japan
Beneficiary: Ochanomizu University
Account No.: 7876401
SWIFT Code: BOTKJPJT

Note 2: [Procedure to submit a TOEIC scorecard]

Only the scorecards for TOEIC (Listening/Reading) will be accepted. Submit the original of the Official Score Certificate. The August examination accepts the scorecards up to the 211st TOEIC (held on Sunday, June 26, 2016). If the original official score certificate is not ready by the submission deadline of application enclose the copy of the TOEIC public test admission ticket, and send the original official score certificate by registered express mail arriving at the university by Friday, July 29, 2016.

The February examination accepts scorecards up to the 216th TOEIC (held on Sunday, December 11, 2016). If the original official score certificate is not ready by the submission deadline of application, enclose the copy of the TOEIC public test admission ticket, and send the original official score certificate by registered express mail arriving at the university by Tuesday, January 17, 2017.

[Procedure for submitting a TOEFL scorecard]

Only the scorecards for TOEFL-PBT and TOEFL-iBT will be accepted. Applicants must submit the original and copy of the Examinee Score Record sent to the applicants from the Educational Testing Service (ETS). Applicants for **the Computer Science department only** can submit a TOEFL-ITP test score sheet conducted by the university

(with description of "Name of Institution: Ochanomizu University") instead of the above scorecard.

Note 3: Application documents prepared in a languages other than Japanese or English must be accompanied by Japanese translations.

(2) Screening Method

Mathematics

Examination Schedule / Department	Aug. 18 (Thu.), 2016	
	Feb. 3 (Fri.), 2017	
Mathematics	General and basic education courses (calculus, linear algebra)	Oral examination
	09:30 to 11:30	From 13:00
(Point allocation)	100 points	100 points

Note 1: Applicants must state their desired preference in order from the following subject of Math A, Math B, and Math C.

[Math A] Professor	Hideyuki Majima,	Differential equation theory
Lecturer	Kiyoko Furuya,	Evolution equation theory, Partial differential equation theory
Assistant Professor	Makoto Yamashita,	Operator algebra theory, Non-commutative geometry
[Math B] Professor	Kouji Yokogawa,	Algebraic geometry
Associate Professor	Mariko Hagita,	Discrete mathematics
Lecturer	Mitsuko Horie,	Algebraic number theory
[Math C] Professor	Kazumi Tsukada,	Differential geometry
Professor	Isao Nakai,	Topology, Web geometry
Associate Professor	Masahito Toda,	Geometric analysis
Associate Professor	Kiyoshi Ohba,	Topology

Note 2: Applicants must contact the desired advising teacher in advance.

Physics

Examination Schedule / Department	Aug. 18 (Thu.), 2016		Aug. 19 (Fri.)
	Feb. 3 (Fri.), 2017		
Physics	Test for basic subjects regarding Physics (4 questions)	Test for advanced subjects regarding Physics (2 questions selected from 4 questions)	Oral examination
	09:30 to 12:30	13:30 to 15:30	August examination <Day 2> From 10:00 February examination From 16:30
(Point allocation)	100 points each for four questions 400 points	150 points each for two questions 300 points	A, B, or C

Chemistry and Biochemistry

Examination Schedule / Department		Aug. 18 (Thu.), 2016	Aug. 19 (Fri.)
		Feb. 3 (Fri.), 2017	
Chemistry and Biochemistry	Foreign language	Specialized subjects (Four questions selected from five questions, one each from the fields of Physical chemistry, Inorganic chemistry, Organic chemistry, Biochemistry, and Analytical chemistry)	Oral examination
	The score of the university's designated external examination will be used.	09:30 to 12:30	August examination <Day 2> From 10:00 February examination From 13:30
(Point allocation)	The score of the university's designated external examination will be converted to a 100-point scale.	100 points each for four questions 400 points	A, B, or C

Note 1: Applicants must contact the desired advising teacher in advance.

Note 2: Use of calculator is not allowed.

Computer Science

Examination Schedule Department		Aug. 18 (Thu.), 2016	Aug. 19 (Fri.)
		Feb. 3 (Fri.), 2017	
Computer Science	Foreign language	Basic subjects (Note 1)	Oral examination (Note 2)
	The score of the university's designated external examination will be used.	09:30 to 12:00	August examination : <Day 1> From 13:00 <Day 2> From 10:00 February examination : From 13:00
(Point allocation)	The score of the university's designated external examination will be converted to a 100-point scale.	200 points	A, B, C or D

Note 1: Applicants must take Basic Mathematics and Basic Information as basic subjects. The contents of Basic Mathematics and Basic Information shall be equivalent to the core curriculum for the first-year and second-year students in the information-type faculties.

Note 2: Oral examination includes some questions regarding specialized subjects.

Note 3: Timetable of the oral examination will be announced by the lunch break of the first day of examination.

Note 4: Obtainable teaching license, whether information or mathematics, depends on the specialty of selecting advising teacher. Therefore, applicants who wish to obtain the license must contact the teachers in advance.

Note 5: Applicants must contact the desired advising teacher in advance.