

2024 (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"> • Liberal Arts and Humanities (Philosophy, Ethics, and Art History; Comparative History; Geography and Environmental Studies) • Languages and Culture (Japanese Language and Literature; Chinese Language and Culture; English Language and Culture; French Language and Culture, Applied Japanese Linguistics) • Human and Social Sciences (Sociology; Educational Sciences; Child Studies (tentative)) • Performing Arts (Dance and Dance Education; Music Expression) • Global Studies for International Cooperation
Faculty of Science	• Mathematics • Physics • Chemistry • Biology • Information Sciences
Faculty of Human Life and Environmental Sciences	<ul style="list-style-type: none"> • Nutrition and Food Sciences • Human Life Studies (Social Sciences and Family Studies; Cultural Historical Studies) • Psychology
Faculty of Transdisciplinary Engineering	• Human-Centered Engineering • Humanities Data Engineering

(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"> • Japanese Language and Literature • Asian Languages, Literatures, and Cultures • English and French Languages, Literatures, and Cultures • Applied Japanese Linguistics • Philosophy • History and Art History • Cultural and Historical Studies • Dance • Music
Division of Human Developmental Sciences	• Educational Science • Psychology • Developmental and Clinical Psychology • Applied Sociology/Sociology and Social Policies • Child Studies
Division of Gender and Social Sciences	
Division of Life Sciences	• Biological Sciences • Food and Nutritional Sciences • Genetic Counseling
Division of Advanced Sciences	• Mathematics • Physics • Chemistry and Biochemistry • Computer Science
Cooperative Major in Human Centered Engineering	

② Doctoral Program

Program	Area of Study
Division of Comparative Studies of Societies and Cultures	• Japanese Studies in a Global Perspective • Language, Literature, and Culture • Comparative Social Studies • Arts and Representational Studies
Division of Human Developmental Sciences	• Educational Science • Psychology • Developmental and Clinical Psychology • Applied Sociology/Sociology and Social Policies • Child Studies
Division of Gender and Social Sciences	• Interdisciplinary Gender Studies
Division of Life Sciences	• Biological Sciences • Food and Nutritional Sciences • Genetic Counseling
Division of Advanced Sciences	• Mathematics • Physics • Chemistry and Biochemistry • Computer Science
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 (Note 1)
- (3) Be a female of non-Japanese nationality (Note 2)

① Undergraduate Students ※falls under any one of the following categories 1) to 3)

- 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) ※falls under any one of the following categories 1) to 2)

- 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) ※falls under any one of the following categories 1) to 2)

- 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

(Note 1)

If you are a permanent resident, spouse of a Japanese national, spouse of a permanent resident, or a long-term resident, please consult with us before applying.

(Note 2)

In keeping with the school's mission of "being a place where all women motivated to learn can realize their dream", Ochanomizu University will accept people who wish to study at a women's university based on their gender identity, beginning with the incoming April 2020 class. For those whose gender identity differs from the record on their family register or passport, we can provide, in advance, information and guidance regarding the use of an alias name, locker rooms, etc. to help the student after the school begins. Please contact the Admissions Division at least one month ahead of the application period (April 30, 2024).

Additionally, we ask the applicant to complete our Notification Form and submit it with a copy of the passport.

Although the eligibility to apply will be verified, this process will not put the applicant at any disadvantage for the admission decision.

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.

4. Application Procedures

Note: You must obtain preliminary acceptance from your preferred accepting instructor before applying.

Read very carefully (1) in “**8. Special Instructions**” and “*How to Contact an Instructor”, and do as instructed to contact your instructor.

(1) Application Materials

	Document	Notes
1	Admission application	<ul style="list-style-type: none"> • Application form: Download the form from the university website, complete it in Japanese, and submit it. (Do not submit handwritten applications, since these can be difficult to read.) • Submitting application data: Use the following file name: “2024 October Research Student Application (○○○)” where ○○○ is the name of the applicant. • Your current address, other mailing address and home country contact info: <ol style="list-style-type: none"> ① Current address (現住所): The address where you are residing at the time of application <u>Enter an address where you can receive notifications from the university between early August 2024 and the end of September 2024, such as your admission results and enrollment acceptance letter.</u> 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. 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. ③ Other Mailing address (その他送付先): 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).” <p>Notes:</p> <ol style="list-style-type: none"> 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. 2. The university will not be responsible for admission notifications that are undelivered because the address provided was incorrect. <ul style="list-style-type: none"> • “Name of Instructor” (教員氏名): Fill out this section upon after contacting the desired instructor and obtaining preliminary acceptance. See Section (1) of 8. Special Instructions for more information on preliminary acceptance by an instructor. Note: Please be aware that your application will be rejected if you complete this field without preliminary acceptance by an instructor.
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"> 1. Please note that neither originals nor copies of an actual diploma will be accepted. 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. <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. (Note: You must submit the original document.)</p>

3	Online Verification Report of Higher Education Qualification Certificate (English version) (Issued by the China Higher Education Student Information and Career Center)	If you have graduated from a Chinese university, you must submit an Online Verification Report of Higher Education Qualification Certificate (English version). <u>You may request this document from the China Higher Education Student Information and Career Center (http://www.chsi.com.cn/en).</u> (Please refer to Sample on our website.) 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. 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.
4	Academic transcript	Submit a transcript of the most recent institution you have graduated from. (If not written in Japanese or English, a Japanese translation should be provided.) 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. (Note: You must submit the original document.)
5	Letter of recommendation	<ul style="list-style-type: none"> • A4 size, any format • <u>This letter must be written by your academic advisor or the faculty chair of the university from which you graduated or are currently enrolled.</u> Recommendation letters from Japanese-language school instructors will not be accepted. • Letters written in any language other than Japanese or English must be accompanied by a Japanese translation. (Note: You must submit the original document.)
6	Research plan	<ul style="list-style-type: none"> • A4 size, any format • 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.
7	Certificate of Japanese Language Proficiency	Please submit one of the following: <ul style="list-style-type: none"> • Japanese Language Proficiency Test Certified Results and Scores Certificate or Japanese Language Proficiency Test Official Results • Japanese-language proficiency certificate issued by your previous university • A copy of your language school transcript if enrolled in a Japanese-language school (Please submit an original or present a copy after showing the original to an administrator)
8	Copy of residence record (<i>juminhyo</i>)	You must submit this if you are living in Japan.

(2) Application Period: May 31 to June 7 2024 ※No delay is acceptable

(3) How to apply:

1. You should upload the following documents to be submitted from the weblink below.

<https://link.directcloud.jp/0NCSJ7gGvp>

- ① PDF data with all the application materials in one file
- ② “Admission Application” data in Excel format.

When submitting the above data, the file name should be titled:

“2024 October Research Student Application (○○○)” where ○○○ is the name of the applicant.

2. After uploading is complete, you should report to the International Affairs Division (inbound-application@cc.ocha.ac.jp) by e-mail.

Note:

1. We will not accept the application uploaded after the deadline.
2. If there is any problem with your documents, they will not be accepted. Be sure to check your application materials thoroughly before applying.
3. Unless there is any problem with your data, we will not reply to your e-mail individually.

4. The documents sent in advance before applying cannot be checked. If there are any questions, please contact us about those points.

5. (For successful applicants only) You must post all the application materials stated that “You must submit the original document” in section 4 (1) soon after you receive the application result. Details will be informed to successful applicants separately. If the original documents cannot be verified or are found to be false, the acceptance of the applicant will be cancelled.

(4) Application Fee:

① Amount: ¥9,800

② Payment method: Payments may only be made via bank transfer from a Japanese or overseas bank account. You will be given the bank account number for payments after your application is accepted.

③ Payment deadline: Mid-June , 2024 (Details will be announced separately.)

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 by e-mail in mid-July 2024. (The hard copy of selection results will be sent via postal mail to the mailing address indicated on your application form along with the Enrollment Acceptance Certificate. (Via simple registered mail if you are living in Japan, and via EMS only if you need the certificate for visa application and you are living 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 between late August and the end of September. 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: Mid-August 2024 (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.

Even if you are a domestic resident, if you will not be enrolled at your current institution until September 2024, your visa will expire upon completion of your studies/work at your current institution. Since the University will not be able to guarantee a college student visa until after October 1, 2024, the student will need to leave Japan and either obtain a new Certificate of Eligibility, extend their current visa status, or change to another status of residence that will allow them to remain in Japan until the end of September.

(3) Enrollment Acceptance Certificate

① If you have paid the enrollment fee above, you will be issued an Enrollment Acceptance Certificate.

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)

(For those who submitted proxy application materials for the Certificate of Eligibility) If you are accepted, the Certificate of Eligibility issued to you by the Tokyo Regional Immigration Services 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 Regional Immigration Services 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, 2024 (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 which matches your own.
Instructor Directory: <https://researchers2.ao.ocha.ac.jp/search?m=home&l=ja>
<https://www.ao.ocha.ac.jp/information/kyouin/index.html>
 - Upon identifying your preferred instructor, contact the International Affairs Division (ryunai@cc.ocha.ac.jp) the name of your instructor and attach (1) your resume and (2) a research plan (Word or PDF file). Make sure you protect your resume with the password below.
Password: 202410research
 - The International Affairs Division shall send your email to your instructor, then you may start directly contacting them via e-mail and ask if he/she would be willing to give you preliminary acceptance. The instructor may ask you to provide additional materials as needed to make a decision regarding your acceptance.
- (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