

***EPOK 2008-2009***  
***Exchange Program Okayama***

**APPLICATION PACKAGE**

(Use this sheet as the cover of the package.)

Date (year /month/ day): \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Home University: \_\_\_\_\_

This application should be sent as a complete package containing all the following documents.

**Check List**      (Put a tick in the boxes provided.)

- 1)  A completed EPOK application form
- 2)  A completed proposal for Independent Study (if necessary)
- 3)  Two recommendation letters written by faculty members/staff of the home institution. The letters should be written in either Japanese or English. [Use the attached form]
- 4)  A transcript of the applicant's academic record from their home university
- 5)  A completed Certificate of Health [Use the attached form]
- 6)  A completed Application for Certificate of Eligibility
- 7)  A completed "Certificate of Enrollment of the Applicant for JASSO Short-term Student Exchange Promotion Program (Inbound) Scholarship" (Form 2-3) [For applicants who wish to apply for the JASSO Scholarship]
- 8)  4 passport size (4 cm x 3 cm) photos taken within 3 months including the ones attached on your application [Write your name on the back of each photo]
- 9)  A copy of the page with your name, date of birth etc. written in your valid passport
- 10)  A TOEFL/TOEIC score record [For applicants from non-English speaking countries]

This application package should be submitted to the office responsible for student exchange at the applicant's home university.

This should reach Short-term Student Exchange Program Section, International Student Office, Student Support Division, Okayama University no later than 1st February 2008 for enrollment in April 2008, and 11th April 2008 for enrollment in October 2008.

***EPOK 2008-2009***  
***Exchange Program Okayama***

**APPLICATION**

**NOTE:**

- This application should be typewritten or written in block letters.
- Proper nouns should be written in full, no abbreviations.

Paste your photograph  
(4 × 3 cm), taken within  
the last 3 months.  
Write your name on the  
back.

**1. Name (as it appears on your valid passport)**

\_\_\_\_\_

Family name                      First name                      Middle name

\_\_\_\_\_

Name in Chinese characters (if applicable)

**2. Home Institution**

\_\_\_\_\_

University                      Faculty/Department                      Major

Entrance \_\_\_\_\_                      Expected Date of Completion \_\_\_\_\_

Year                      Month                      Year                      Month

Current School Year     undergraduate 1 2 3 4     postgraduate 1 2 3 4 5

**3. Nationality** \_\_\_\_\_

**4. Sex**     Male     Female

**5. Date of birth**    19 \_\_\_\_\_

Year                      Month                      Day

**6. Place of birth** \_\_\_\_\_

**7. Marital status**     Single     Married

If applicable, do you intend to bring your spouse and/or children to Japan?     Yes     No

**8. Current mailing address**

\_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**9. Permanent address**

\_\_\_\_\_ Tel: \_\_\_\_\_

**10. Mailing address to which Certificate of Eligibility should be sent**

\_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**11. Emergency Contact**

Name in full: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**12. Educational background** (beginning from the last high school you attended)

Institution	Name and location of institution	Major field of study	Entrance		Completion	
			Year	Month	Year	Month
High school		_____				
College/ University						

**13. Language proficiency** (Evaluate your level and put a tick where appropriate.)

Language	Excellent	Good	Fair	Poor	None
Japanese					
English					
(Others)					

Indicate your TOEFL/TOEIC score unless you come from an English speaking country. Please note that other exam results will not be acceptable. You are required to attach an official TOEFL/TOEIC certificate to your application.

\_\_\_\_\_

**14. Do you wish to take Independent Study?**  Yes  No

Independent Study is to conduct/participate in a research project on a specific theme or to study a specific subject/topic, related to a student's major field of study. Students individually pursue this course under the supervision of a particular professor of Okayama University in both cases. Please note, however, that there is a chance that an applicant is not able to pursue the particular theme due to the limited human resources of the university. In such cases, those students may need to either change their theme or decide not to take Independent Study.

If you wish to take Independent Study, you are required to fill in the Proposal of Independent

Study. It will be assumed that you will NOT take Independent Study if you do not attach the proposal to your application, even if you answered “yes” to the question above.

### 15. Financial Source and Support

- Do you wish to apply for the JASSO scholarship?  Yes  No
- If you ticked ‘Yes’, will you still apply for EPOK if your JASSO application is not successful?  
 Yes  No

### 16. Overseas Experience

- Have you ever lived abroad?  Yes  No
- If yes, write the name of the countries and the period of stay in each country.

1) \_\_\_\_\_ year(s) month(s)  
Country Period

2) \_\_\_\_\_ year(s) month(s)  
Country Period

### 17. Passport Information

Number: \_\_\_\_\_ Date of issue: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Year Month Day

Issuing authority: \_\_\_\_\_ Date of expiry: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Year Month Day

### 18. Desired Study Period

- 2008 April ~ 2008 August  2008 April ~ 2008 September
- 2008 April ~ 2009 March  2008 October ~ 2009 March
- 2008 October ~ 2009 August  2008 October ~ 2009 September

Applicants intending to complete EPOK at the end of the spring semester, applicants may choose either August or September to return home according to the starting date of the following semester of their home institution.

Applicants from Australia should contact the person responsible to negotiate their late registration at their home institution to negotiate their late registration before applying for EPOK. Those applicants should specify the date that they wish to leave Japan if they must return to their home institution before completing EPOK.

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**Please note that there may be a chance that applicants are not able to change their study period after applying for the JASSO scholarship.**

**19. Write your study/work plan after returning home upon completion of EPOK.**

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**20. Write the reasons for applying to EPOK. If more space is needed, use a separate sheet (approximately 250 words).**

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**Certification**

I hereby certify that my statements on this application are correct and complete to the best of my knowledge, and understand that any willfully false statement is sufficient cause for rejection of the application, or if I have been admitted to EPOK, for dismissal from the program.  
I also certify that once I am successfully enrolled in the program, I should comply with the rules and the regulations of Okayama University.

**Date:** \_\_\_\_\_ **Signature of Applicant:** \_\_\_\_\_

## Proposal for Independent Study

1. **Name:** \_\_\_\_\_

2. **Home Institution:** \_\_\_\_\_

3. **Major Field of Study:** \_\_\_\_\_

In order for applicants to be assigned the most appropriate supervisor according to their interests, applicants need to give the names of possible supervisors after searching the directories of the university home page. Take the following procedure to enter the Faculty Member Information:

- 1) <http://www.okayama-u.ac.jp/>
- 2) Find the site “English”
- 3) Find “Faculty Member Information”
- 4) Click “Enter”
- 5) Enter keywords related to your interests, such as Japanese History, Biomedicine, or Mechanical Engineering etc., and click “Search”
- 6) Read the faculty members’ research interests and/or titles of their papers to find possible supervisors.

Once applicants find names of possible supervisors, they may find more detailed information on the researchers by looking at the “Guide for Faculties and Graduate Schools” on the home page. Please note that most detailed information is provided in Japanese and applicants may be only able to find information written in English when their research has been written in the same.

**4. Give the names of possible supervisors and their faculties.**

- |          |                    |
|----------|--------------------|
| 1) _____ | _____              |
| Name     | Faculty/Department |
| 2) _____ | _____              |
| Name     | Faculty/Department |
| 3) _____ | _____              |
| Name     | Faculty/Department |

**NB** Assistants are not entitled to be a supervisor.

**5. Specify the theme of Independent Study that you wish to pursue at Okayama University.**

Please note that there is a chance that an applicant is not able to pursue the particular theme due to the limited human resources of the university.

\_\_\_\_\_

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**6. List the courses related to the theme that appears in the transcript of the applicant.**

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

**7. Describe how you would implement Independent Study. If more space is needed, use a separate sheet (approximately 150 words).**

**For further information on Independent Study, please contact:**

Ai TAKAHAMA,  
EPOK Coordinator,  
International Student Center,  
Okayama University, Japan  
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