



Procedure to Obtain Consent from a Faculty Member (Prospective Supervisor) of Okayama University (OU) for Graduate School/Scholarship Application

Prospective students who wish to apply for graduate school admission and scholarship(s) are required to obtain unofficial consent from a prospective supervisor in advance. Please, follow the procedure below:

1. Consider:
 - Which academic level do you want to study, such as undergraduate course (UGC), Master course (MC), Doctor course (DC), Japanese language course, etc.?
 - What/which academic area do you want to study?
 - What is your future career goal?

2. Go to the website of OKAYAMA University:
 - Find your prospective supervisor in the field of your interest.
 - OU Homepage: http://www.okayama-u.ac.jp/index_e.html
 - Search for Academic Staffs: <http://sorlan.cc.okayama-u.ac.jp/search?m=home&l=en>

3. Fill out the following forms (1) ~ (3) in either English or Japanese:

(To obtain these forms, please access our website.)

 - (1) “First Contact Sheet”
 - (2) “CURRICULUM VITAE”
 - (3) “Plans for Study in Japan”

In the form (3), you are required to describe the following (no more than two A4 pages):

 - What you want to study (Study Plan for UGC, or Research Plan for MC and DC)
 - Career after graduation

4. Send an email with attachments (Forms (1), (2) and (3) mentioned above) to the prospective supervisor directly.

In your email:

 - Specify your study/research interest and prospective supervisor
 - Inquire whether or not your study/research interest is consistent with the research field of the prospective supervisor; and, if their consent can be obtained for graduate school admission/scholarship application

Example of email subject line:

“Inquiry related to application for graduate school/scholarship for xxxxxxxx Project”

5. Wait for a response from the prospective supervisor for about one week:

If you do not get a response from the prospective supervisor after one week, send an email again and inform that you have not heard from them. Meanwhile, also send an email to [the relevant office in charge](#).

Documents to be prepared:

- First Contact Sheet for Study Abroad in Japan [Form (1)]
- CURRICULUM VITAE [Form (2)]
- Plans for Study in Japan [Form (3)]

	
OU Homepage	Search for Academic Staffs

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OKAYAMA UNIVERSITY

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