



城西国際大学
JOSAI INTERNATIONAL UNIVERSITY

Japanese Studies Program

Fall 2024 Admissions Guide

Introduction

- This guidebook contains all the necessary information for the application process and the admission procedure. Please read the entire document carefully from the beginning. Please read all the necessary sections and be very careful not to make any mistakes.
- Please use a black ballpoint pen for the application documents that need to be completed. Do not write in the column marked "※".

Personal Information Protection Law

※ In accordance with the implementation of the "Personal Information Protection Law", JIU has reconfirmed how it uses and manages individual students' personal information within the university and is working to manage this personal information with the utmost care.

The information provided in the documents submitted for the entrance examination will be used as follows:

1. To prepare materials related to the entrance examination.
2. To contact successful applicants and those who have been admitted to JIU.
3. To prepare a list of new students and, following admission, a list of students who have been admitted to JIU.
4. To notify the applicant's school (former school) of the results of the entrance examination, and any other necessary information, when considered necessary for educational purposes.

In some cases, parts of the above operations may be outsourced to contractors. In such cases, we will select a contractor who has experience and understanding of the laws regarding personal information protection and how to correctly handle such information.

Foundation Spirit

Character building through learning.

Educational Philosophy

Character building as human beings living in the international society.

The Purpose of the Japanese Studies Program

The JIU Japanese Studies Program aims to cultivate a foundation of human resources who can contribute to the international community, and can contribute to the development of human culture at large, by providing training in Japanese language and Japanese culture to international students, while also offering interdisciplinary education for students to understand their relevance to other countries, in order to realize the founding spirit of Josai International University.

Admission Policy - The JIU Japanese Studies Program is actively seeking applicants who:

1. Can envision the type of human resources that will be needed in the future, who wish to become active members of the international community, and who can proactively learn in order to attain their goals.
2. Can work toward solving problems while seeking the cooperation of others, and who can learn with others in cooperation.
3. Can expand and deepen their activities while promoting mutual understanding with others, and have the interest and motivation to live in a different culture or community.

ENROLLMENT CAPACITY

Course	Enrollment Capacity	Course term
Japanese Language Course	30 students (April / September)	1 year
Japanese Culture Course	10 students (April / September)	1 year

ADMISSION SCHEDULE

	Application Period	Screening	Application Results Announced	Enrollment Procedures
Domestic 1 Overseas	May 27 – June 4, 2024 Deadline for e-mail pre-confirmation: May 20	June 15	June 24	July 5
Domestic 2	June 24 – July 2, 2024 Deadline for e-mail pre-confirmation: Jun 17	July 13	July 22	July 31

※All application documents must be received during this period. Applications received after the Application Period cannot be considered.

※E-mail your application documents in PDF (or Excel) format to bekka@jiu.ac.jp at least one week before the start of the application period. Please read carefully the application procedures on p. 4.

APPLICATION REQUIREMENTS

● Applicants must meet all of the following requirements 1 to 6:

1. Applicants must have completed or will complete a minimum of 12 years of formal school education. Applicants who are qualified to enter college-level education institutions by standard examinations.
2. For those students whose countries do not conduct corresponding examinations, satisfactory final high school academic results will be considered.
3. Applicants should demonstrate sufficient enthusiasm for entering the University's undergraduate or graduate programs.
4. Applicants must have sufficient financial support to cover overseas studying expenses including but not limited to, tuition fees, travelling costs, and living expenses, which will be incurred during their period of study and stay in Japan.
5. Japanese Language Course applicants must have sufficient Japanese Language ability equivalent to JLPT N5 level. Japanese Culture Course applicants must have Japanese Language ability equivalent to JLPT N3 level.
6. Applicants who are currently studying in a Japanese Language education institution should not apply if the period of study has already exceeded one year by the time of enrollment at the University (JIU).

● Japanese proficiency

Japanese Language Course :

JLPT above N5 / NAT TEST above Level 5 / TOPJ above Elementary A / J.TEST above Level F or over Level FG score 250 / J-CERT above Elementary Level / JLCT(JCT1~5)

Japanese Culture Course :

JLPT above N3 / NAT TEST above Level 3 / J.TEST over Level DE score 500

● Transfer from overseas: 15,500 yen (※Application fee = 10,000 Yen. Bank transfer fees in Japan = 5,500 Yen)

APPLICATION FEES

● Transfer within Japan: 10,000 yen (※Please pay bank transfer fees yourself)

<Beneficiary Name> Chiba Bank Ltd.

<Branch Name> Togane Branch SWIFT code: CHBAJPJT

<Beneficiary Account Number> 2 3 4 7 5 9 1

<Beneficiary Name> Josai International University

<Bank address> 15-1 Higashi-Iwasaki, Togane City, Chiba 283-0068 JAPAN TEL: 0475-54-1151

※Please note that once the application fee has been paid, no changes can be made to the application details and the application fee cannot be returned. Please make sure to confirm the details of your application before payment.

SELECTION PROCEDURES

1. Document screening
2. Evaluation of essay
3. Interview

※For applicants without official test results, their Japanese language proficiency will also be checked during the interview.

LIST OF APPLICATION DOCUMENTS

Applicants are required to submit the following documents according to the "Application Procedures" on p. 4. **All documents must be submitted with Japanese or English translations if the originals are in other languages.** Please click here for the Application Form <https://www.jiu.ac.jp/bekka/admissions/>

	Application documents	Remarks
1	Application Form (Designated form A)	Use the form provided by the University. ※Type directly onto the form, submit in Excel file
2	Certificate of application fees payment	Submit the certificate of application fees payment with other documents.
3	Physical Examination Certificate (Designated form B)	Visit a medical institution and submit a medical certificate completed using the University's prescribed form.
4	Letter of Recommendation (Designated form C)	Use the form provided by the University. The form must be signed and have a seal affixed.
5	Plan of Study or Research (Designated form D)	Use the form provided by the University. The form must be written by applicant in Japanese.
6	Graduation certificate or Certificate of Expected Graduation from the most recent academic institution	Provide the original copy. If the Certificate of Expected Graduation is submitted, the original copy of Graduation certificate must be provided to the University as soon as it is received.
7	Academic transcripts from the most recent academic institution	
8	History of Japanese Language Studies and Attendance Percentage Certificate	①Submit the original transcripts and attendance percentage certificate from the Japanese institution. ②Certificate must contain the certifying institution's name, together with the address and telephone number of that institution, the period of study and the total number of study hours completed.
9	Japanese Language Proficiency Test results	If any of the examinations have been taken, provide certificates or notices of results issued by the corresponding institutions.
10	Statement of Financial Support and Guarantor's Contact (Designated form E)	①Use the form provided by the University. The form must be completed, signed with affixed seal by the financial supporter. ②Being a guarantor requires bearing full responsibility for the applicant while he / she is attending the University (Including the contact person in case of emergencies). ③Circumstances for undertaking as the financial supporter and method of payments must be stated specifically.
11	Certifying documents for relationships between applicant and the financial supporter	①Submit certified copies of residency and resident registration. ②If applicant is from the People's Republic of China, please submit "Notarial Certificate", "Household Registration".
12	Employment Certificate of the financial supporter	The employment certificate should contain the financial supporter's period of employment, employer's legal name, and employer's address and telephone number.
13	Income Certificate of the financial supporter	The certificate should show annual income of the financial supporter for the past 3years at minimum.
14	Financial supporter's savings bank balance certificate	①Submit saving bank balance certificate (original) issued by the financial institution of the financial supporter. If the financial supporter is from the People's Republic of China, a certified copy of Deposit Certificate (Fixed deposit for 1 year) is required. ② Submit a copy of a bank book or other documents that can show evidence of the origin of the funds indicated in the deposit balance.
15	Copy of passport	Copies of all pages that record entry to Japan are required
16	Application for Certificate of Eligibility	Use the form provided by the University. ※Type directly onto the form, submit in Excel file
17	Curriculum Vitae	Use the form provided by the University. It must be hand written by the applicant. "Reasons for study" at page 2 must be written in Japanese
18	Photo	7 photographs, 4cm[length] x 3cm[width], front upper body, with no cap, no background
19	Essay	The length of the essay should be 400 words or more for the Japanese language Course. On the other hand, 800 words or more for Japanese Culture Course.
For applicants in Japan, please also submit the following documents		
1	Certificate of Residence	Submit the original document issued by the municipal office
2	Copy of residence card	Submit copy of the residence card (both sides)

※Documents other than the above application documents may be requested depending on the situation.

ASSIGNMENT WRITING

Choose one of the topics below and write an essay in Japanese.

The length of the essay should be 400 words or more for the Japanese language Course.

On the other hand, 800 words or more for Japanese Culture Course.

Themes (Choose one):

A : 「私が興味を持っている日本の文化」

B : 「日本人に紹介したい私の国の文化」

C : 「私の趣味について」

Note: The essay must be written by applicant. If the applicant's Japanese level is inconsistent with the essay, it will be invalidated.

APPLICATION PROCEDURES

STEP1: E-mail your application documents in PDF (or Excel) format to bekka@jiu.ac.jp at least **one week before the start of the application period.**

STEP2: After submitting the application form in PDF, you will receive a confirmation by e-mail.

We will e-mail you, informing whether or not you have incomplete documentation. After you checked the message from us, send the **application documents (original copies)** in order of the list on page 3 by registered mail (such as EMS, DHL, FedEx) to our office. ※Must arrive by the stated deadline

STEP3: Once we confirm that the application documents have been submitted, we will send you an application voucher.

Mailing address : Josai International University Japanese Studies Program Office

1 Gumyo, Togane City, Chiba 283-8555 JAPAN TEL: +81-475-55-8859

Note:

- Once submitted, application materials and examination fees cannot be returned. Original copies of transcripts and graduation certificates will be returned to applicants.
- False information will result in the cancellation of the application.

NOTIFICATION OF RESULTS

Successful applicants will be notified by postal mail and shall receive documentation necessary for enrollment procedures. Unsuccessful applicants will also be notified. Please note that enquiries about the results are not accepted.

ENROLLMENT PROCEDURES

1. Academic and Other Fees for Admission :

To make a payment you can use an international payments platform 『Global Pay for Students』

2. Enrollment documents :

- ① Student information sheet / written pledge (signed or with affixed seal)
- ② Parents' Supporters' Association Registration form (signed or with affixed seal)

Note: Be sure to complete the enrollment procedures within the specified period. We will not accept any enrollment procedure fees paid or any documents submitted after the specified period.

ACADEMIC AND OTHER FEES FOR ADMISSION

	Category		Fee (Yen)
Payment in one lump sum before the deadline of the Enrollment Procedures	ACADEMIC FEES	Admission Fee	150,000
		Tuition Fee	400,000
		Facilities Fee	100,000
	OTHER FEES	Parents' Supporters' Association Fee	9,000
		Alumni Association Fee	10,000
Total Fees			669,000

※In addition to the above payments, textbook fees are required.

WITHDRAWAL OF ENROLLMENT AND REFUND OF FEES

Applicants wishing to withdraw their application after completing the enrollment procedures, must contact the Japanese Studies Program's Office by 13:00, August 19th (Mon.) 2024.

Applicants are requested to complete the "Enrollment Declination" form, sign the form or affix their seal to it, and return it to the Office by e-mail or other means.

Applicants who complete the prescribed enrollment declination procedure before August 26th (Mon.) 2024 will receive a refund of the tuition fees and other fees paid, excluding the non-refundable "Admission Fee".