



城西国際大学
JOSAI INTERNATIONAL UNIVERSITY

Japanese Studies Program

Spring 2025 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 learn proactively to attain their goals, who wish to become active members of the international community and, who can envision the future needs of human resources.
2. Can learn in cooperation with others and solve problems while seeking the cooperation of others.
3. Can develop and grow in a different culture or community while promoting mutual understanding with others.

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	October 11 – October 18	November 2	November 18	November 25
Domestic 2	November 22 – November 29	December 14	December 24	January 7, 2025
Domestic 3	February 13 – February 25, 2025	March 7	March 17	March 21

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

APPLICATION REQUIREMENTS

Applicants need to meet all of the following requirements 1-6.

1. An individual is eligible to apply if his/her nationality is not Japanese and he/she meets one of the criteria as specified in a. through d.
 - a. Completion of 12 or more years of schooling, whether in Japan or abroad ⁽¹⁾ (including those expected to have been completed by the end of March 2025) but with enrollment in a junior or senior high school under the Japanese educational system of less than 4 years in total.
 - b. Holding of a qualification equivalent to “a.” having completed or expecting to have completed, by the end of March 2025, a high school course at a special training college (limited to those that meet the criteria specified by the Minister of Education, Culture, Sports, Science and Technology (MEXT), including a minimum of three years of study) on or after the date specified by MEXT.
 - c. Holding of a qualification equivalent to “a.” having passed the high school equivalency examination in accordance with the high school equivalency examination regulations (including those who passed the university entrance qualification examination in accordance with the former regulations) or expecting to pass the examination by the end of March 2025.
 - d. Recognized by JIU as having academic ability equivalent, or superior, to that of a high school graduate through an individual screening of eligibility (application), and who have reached 18 years of age by the end of March 2025.

(1) Including individuals who have completed 12 years of study at an international school accredited by an international accreditation body (WASC, ACSI, CIS) and those who have obtained one of the international university entrance qualifications (International Baccalaureate, GCEA level, Abitur, etc.) in a foreign country.
2. Individuals should be able to demonstrate sufficient enthusiasm to enter JIU’s undergraduate or graduate programs.
3. Individuals must have sufficient financial support to cover all expenses while abroad to include but not limited to, tuition fees, travelling costs, and living expenses expected to be incurred during their period of study and stay in Japan.
4. Individuals currently enrolled at a Japanese language education institution in Japan can not apply if the length of enrollment has already exceeded one year by the time of enrollment into JIU’s Japanese Study Program.
5. Individuals who do not have a history of having been denied a Certificate of Eligibility on a previous application.
6. Japanese Language Proficiency
 - i) Applications for the Japanese Language Course: Individuals must have obtained the results of an official Japanese language test equivalent to the Japanese Language Proficiency Test (JLPT) N5, or equivalent Japanese language proficiency.
 - ii) Applications for the Japanese Culture Course: Individuals must have obtained the results of an official Japanese language test equivalent to the Japanese Language Proficiency Test (JLPT) N3, or equivalent Japanese language proficiency.

* In the case of individuals who have a physical or mental illness, disability, allergy or other condition that requires special consideration during the entrance examination or during the course of study, the Japanese Studies Program Office will need to determine the suitability of the university's facilities and support systems to accommodate the applicant’s condition(s). In such a case applicants are required to inform the JSP Office prior to remitting the application fee.

** Individuals who hold dual foreign and Japanese nationality are required to notify the JSP Office in advance.

APPLICATION FEES

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

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.

LIST OF APPLICATION DOCUMENTS

Applicants are required to submit the following documents according to the "Application Procedures" on p. 5.

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 Documents Check Sheet	Use this sheet to check all documents have been gathered.
2	Application Form (Designated form A)	Use the form provided by the University. ※Type directly onto the form, submit in Excel file
3	Certificate of application fees payment	Submit the certificate of application fees payment with other documents.
4	Physical Examination Certificate (Designated form B)	Visit a medical institution and submit a medical certificate completed using the University's prescribed form.
5	Letter of Recommendation (Designated form C)	Use the form provided by the University. The form must be signed and have a seal affixed.
6	Plan of Study or Research (Designated form D)	Use the form provided by the University. The form must be written by applicant in Japanese.
7	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.
8	Academic transcripts from the most recent academic institution	
9	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.
10	Japanese Language Proficiency Test results	If any of the examinations have been taken, provide certificates or notices of results issued by the corresponding institutions.
11	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.
12	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".
13	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.
14	Income Certificate of the financial supporter	The certificate should show annual income of the financial supporter for the past 3years at minimum.
15	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.
16	Copy of passport	Submit a copy of the page showing your name, nationality, photo, and a copy of all pages showing your entry history into Japan.
17	Application for Certificate of Eligibility ^(a)	Use the form provided by the University. ※Type directly onto the form, submit in Excel file
18	Curriculum Vitae ^(a)	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
19	Photo	7 photographs, 4cm[length] x 3cm[width], front upper body, with no cap, no background
20	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)

(a) For applicants applying in Japan, there is no need to submit documents 17 and 18.

※ Under some circumstances documents other than those listed above may be requested.

APPLICATION PROCEDURES

STEP1: Applicants submit all the application documents in PDF (except for documents 2 and 17 in Excel) format (A4 size) to bekka@jiu.ac.jp

at least one week before the start of the application period.

STEP2: After submitting the application documents, applicants will receive email confirmation. This email will detail any amendments that may be required to the application. After checking this email, send the application documents (**original copies**) indicated on page 4 by registered mail (such as EMS, DHL, FedEx) to arrive at the JSP office by the deadline stated in the Admissions Schedule (page 1).

STEP3: Upon receipt of the application documents (original copies) we will issue and send an examination confirmation form.

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, March 17 (Fri.) 2025.

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 March 24 (Mon.) 2025 will receive a refund of the tuition fees and other fees paid, excluding the non-refundable "Admission Fee".