

**JOSAI INTERNATIONAL UNIVERSITY**  
**School of Japanese Language and Culture**

**Guide for Admission of International Students**

**Japanese Language Program**

**Japanese Culture Program**

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# I. Overview of School of Japanese Language and Culture, Josai International University

## AIMS AND OBJECTIVES

### Japanese Language Course (preparatory course for undergraduate & graduate school)

This course provides students headed for fulltime study at a Japanese university with the necessary Japanese language skills to enable them to understand the content of lectures more fully.

### Japanese Culture Studies Course (preparatory course for graduate & undergraduate school)

This program provides students with sufficient understanding of Japanese culture and business norms as well as Japanese language skills to ensure their success in faculty coursework or in the graduate school.

## NUMBER OF PLACES AVAILABLE

Course	Month of registration	Number of students admitted	Total
Japanese Language Program	April	30 students	60 students
	September	30 students	
Japanese Culture Program	April	10 students	20 students
	September	10 students	

## PROGRAM COMPLETION PERIOD

The Japanese Studies Program requires one year to complete. JIU operates on a semester system.

Month of registration	Start of program	Completion
April	April	March
September	September	August

## GRADUATION REQUIREMENTS

Required credits for graduation for each program.

Japanese Language Program	37 credits
Japanese Culture Program	33 credits

## II Guide for Admission of International Students (Registration in Japan, Registration from Abroad)

	Registration in Japan	Registration from Abroad
Location for registration	Josai International University (refer to page 8)	We will contact applicants individually.
Application procedure	1) Application materials review	1) Application materials review
	2) Japanese writing	2) Japanese writing
	3) Interview (including Japanese language oral exam)	3) Interview with applicants
	*In extraordinary circumstances, we may be able to reschedule application interviews. We will contact applicants individually in that event.	
Application fees	10,000 yen Application fee to be paid through the post office	Application fee (10,000 yen) to be paid with an international postal money order or an international remittance check payable to "Josai International University" together with your application documents.
Timetable for applications	See our web site.	

## APPLICATION REQUIREMENTS

- (1) Applicants have completed or will complete a minimum of 12 years of formal school education.
- (2) Applicants are qualified to enter college-level education institutions by standard examinations. For those whom their countries do not have corresponding examinations, satisfactory final high school academic results will be considered.
- (3) Applicants will have demonstrated enthusiasm for entering JIU's undergraduate or post-graduate programs.
- (4) Applicants will have financial support sufficient to cover overseas studying expenses including but not limited to, tuition, travelling costs, and living expenses, that will be incurred during their period of study and stay in Japan.
- (5) Japanese Language Program applicants must have Japanese language ability equivalent to JPLT N5 or have completed 150 hours of Japanese language education. Japanese Culture Program applicants must have Japanese language ability equivalent to JPLT N3 or have completed 450 hours of Japanese language education.
- (6) Applicants who are currently studying in a Japanese language education institution should not apply if the studying period is over one year by the time of JIU enrollment.

## APPLICATION PROCEDURE

- (1) Once submitted, application materials and examination fees cannot be returned. Changes in description after an application is submitted are not accepted. Original copies of transcripts and graduation certificates will be returned to applicants.
- (2) Any application documents not written in Japanese should include a Japanese translation.
- (3) **False information will result in the cancellation of an application.**
- (4) If the examination admission card has not reached the examinee one week prior to the entrance examination date, the examinee should contact the office at JIU  
Josai International University: Tel. 0475-55-8859 (local) Tel. +81-475-55-8859 (overseas)

## ADMISSION ANNOUNCEMENT

Successful applicants will be notified by post and will receive documentation necessary for entrance registration (unsuccessful applicants will also be notified). **Examination results will not be posted at JIU nor will they be furnished by telephone inquires.**

## ENTRANCE REGISTRATION

- (1) Tuition fee payment  
Successful applicants should transfer the amount specified using the JIU designated transfer order form prior to the entrance registration deadline. Failure to complete registration may result in admission refusal.
- (2) Documents for registration  
Applicants should send the following documents by post prior to the deadline for entrance registration :  
Student information sheet/written pledge (signed or with affixed seal and including photo)  
Registration form (signed or with affixed seal)  
Applicants must complete all entrance registration procedures to be admitted.

## PAYMENT FOR TUITION AND OTHER FEES

		Item	Fee(Jpn ¥)	Remarks
Fees due at entrance registration	Academic Fees	Initial Registration Fee	150,000	
		Tuition Fee	400,000	
		Facilities Fee	100,000	
	Other Fees	Parental support	9,000	Hospitalization insurance premium
		Alumni Fee	10,000	
Total			669,000	

## CANCELLATION OF REGISTRATION AND REFUND OF FEES

Applicants should contact School of Japanese Language and Culture (Bekka) office immediately by phone if they wish to cancel their registration after the completion of initial registration procedures. A "Cancellation of Registration" form will be sent to the applicant.

Applicants are requested to complete "Cancellation of Registration" form and sign or seal affix their, send it back to us by registered mail together with "Certificate of Eligibility" and "Confirmation of Enrollment". Applicants who go through the prescribed cancellation procedure before the deadline for personal reasons will receive a refund except for "Initial registration fee". Applicants with discloseable reason should receive a refund as described in "Payment for tuition and other fees".

\*Please refer to the attached regarding deadline for "Cancellation of Registration" form and date of refund.

## DOCUMENTS NECESSARY FOR APPLICATION

	The application form and supporting documents	Japan applicant	Overseas applicant	Remarks
1	Application Form (JIU School mode A)	<input type="radio"/>	<input type="radio"/>	1) Photo (Taken within 3 months prior to application date, showing upper body, with no hat/cap, and no background. Print your name and the course chosen on the back of the photo.) 2) Please refer to the "Important Notes" at the bottom of this checklist when completing the application form and supporting documents.
2	Physical Examination Certificate (JIU School mode B)	<input type="radio"/>	<input type="radio"/>	1) Use the form provided by the university.
3	Letter of Recommendation (JIU School mode C)	<input type="radio"/>	<input type="radio"/>	1) Use the form provided by the university. The form must be signed and have a seal affixed.
4	Plan of Study or Research (JIU School form D)	<input type="radio"/>	<input type="radio"/>	1) Use the form provided by the university. 2) The form must be filled out in Japanese.
5	Graduation certificate or prospective graduation document of the last school attended in home country	<input type="radio"/>	<input type="radio"/>	1) Provide original copy of graduation certificate. 2) If prospective graduation document is submitted, original copy of graduation certificate shall be presented to the university soon after receipt.
6	Transcript from the last school attended in home country	<input type="radio"/>	<input type="radio"/>	1) Provide original copy.
7	Certificate of Attendance	<input type="radio"/>	<input type="radio"/>	1) Submit only if you are still attending school while applying to the university.
8	History of Japanese language studies	<input type="radio"/>	<input type="radio"/>	<ul style="list-style-type: none"> <li>● For applicants in Japan</li> <li>1) Submit all the transcripts from schools attended in Japan.</li> <li>● For applicants from overseas</li> <li>1) Submit school certificates with school name, period of study, and total number of study hours.</li> </ul>
9	Attendance Percentage Certificate	<input type="radio"/>	<input type="radio"/>	1) Submit attendance percentage certificate from all the schools attended in Japan.
10	Results from Japanese language proficiency test or overseas study examinations.	<input type="radio"/>	<input type="radio"/>	1) If any of the examinations have been taken, provide certificates or notices of results issued by the corresponding institutions.
11	Certificate of resident registration	<input type="radio"/>		1) Submit a certificate from the local ward office in the city or district where you reside.
12	Letter of Guarantee (JIU School mode E)	<input type="radio"/>	<input type="radio"/>	1) Use the form provided by the university. 2) The form must be completed, signed and seal affixed by the guarantor. 3) Being a guarantor, requires bearing full responsibility for the applicant while he/she is attending the university (including but not limited to all the expenses incurred by the applicant in relation to the study at the university, and as the contact person in case of emergencies.)

	The application form and supporting documents	Japan applicant	Overseas applicant	Remarks
13	Statement of Financial Responsibility (JIU School for F)	○	○	<p>1) Use the form provided by the university.</p> <p>2) The form must be completed, signed with affixed seal by the financial supporter.</p> <p>3) Circumstances for undertaking as the financial supporter and means of payments have to be stated specifically. A translated copy in Japanese is required.</p> <p>* No translation is required if the statement is completed in Japanese or English.</p>
14	Certifying documents for relationships between applicant and the financial supporter	○	○	<p>1) Submit certified copy of resident registration.</p> <p>2) If applicant is from the People's Republic of China, a copy of family relationship certificate issued by governmental office is required.</p> <p>3) A translated copy in Japanese is required.</p>
15	Copy of Residency Record * Only for applicants from the People's Republic of China	○	○	<p>● <b>For applicants in Japan</b></p> <p>1) Those from the People's Republic of China have to submit a copy of the Residency Record, which contains particulars on the applicant, the applicant's present address and the financial supporter.</p> <p>● <b>For applicants from overseas</b></p> <p>1) Submit a copy of Resident Record as above.</p>
16	Copy of applicant's bank passbook	○		<p>1) Copy of pages that show records of all remittances from the financial supporter.</p>
17	Proof of Remittance from financial supporter	○		<p>● For financial supporter from overseas</p> <p>1) Copies of international remittance statements from financial institution (for remittances received during the past one year.)</p> <p>● For financial supporter in Japan</p> <p>1) Copy of bank receipts for money transfer to the applicant.</p>
18	Financial supporter's bank balance certificate	○	○	<p>1) Submit saving balance certificate issued by the financial institution of the financial supporter.</p> <p>2) If the financial supporter is from the People's Republic of China, a certified copy of Deposit Certificate (Fixed deposit for 6 months or above) is required.</p>
19	Employment Certificate of the financial supporter	○	○	<p>1) The employment certificate should contain the financial supporter's period of employment, employer's legal name, and employer's address and telephone number.</p> <p>2) A translated copy in Japanese is required.</p>



	The application form and supporting documents	Japan applicant	Overseas applicant	Remarks
20	Income Certificate of the financial supporter	○	○	<ul style="list-style-type: none"> <li>● For financial supporter from overseas</li> <li>1) The certificate should show annual income of the financial supporter for the past 3 years at minimum.</li> <li>2) A translated copy in Japanese is required.</li> <li>● For financial supporter in Japan</li> <li>1) Original copies of withholding tax statements, inhabitant tax statements that shows the total earnings, or income tax payment certificates are required for the past 3 years. One or two of the mentioned copies are required for each year.</li> </ul>
21	Part Time Job Income Certificate	○		<ul style="list-style-type: none"> <li>1) Certificate should contain part time job income for a three-month period. Generally, income earned during the past year should be provided if possible.</li> <li>2) The certificate is not required if the applicant does not have a part time job.</li> </ul>
22	Application for Certificate of Eligibility		○	1) Use the form provided by the university.
23	Resume		○	1) Use the form provided by the corresponding program at the university.
24	Copy of passport	○	○	<ul style="list-style-type: none"> <li>1) A copy is required from all who have a passport.</li> <li>2) Copies of all pages that record entry to Japan are required.</li> </ul>
25	Photo	○	○	3cm x 4cm (7)

## ○ Important Notes

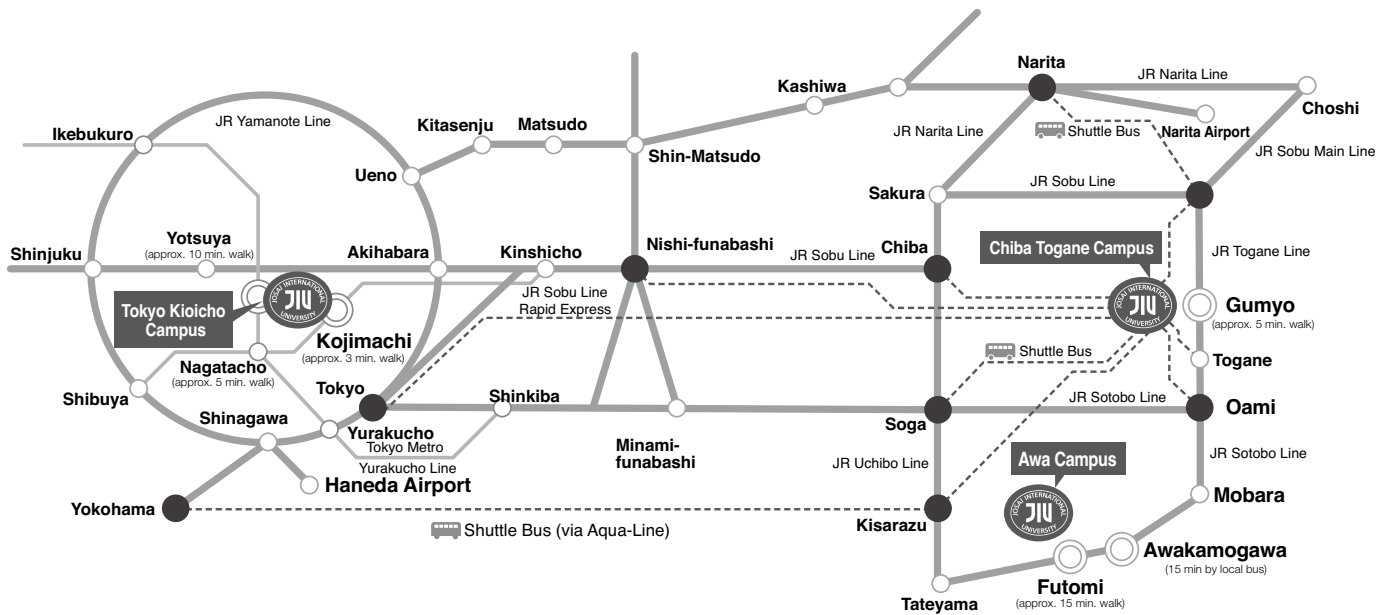
- (1) Depending upon circumstances, the applicant might be required to submit other documents in addition to the above.
- (2) For certifying documents issued by overseas institutions, a Japanese translated copy is required unless the document is written in either Japanese or English.
- (3) Application form and supporting documents must be completed in Japanese (except for the Statement of Financial Responsibility and the Letter of Guarantee.)
- (4) If any information provided on the application documents is incorrect or false, the applicant will be denied admission.
- (5) Originals of supporting documents for the application that cannot be reissued by the corresponding institutions will be returned to the applicant after authentication.

# <Josai International University> Exam Location

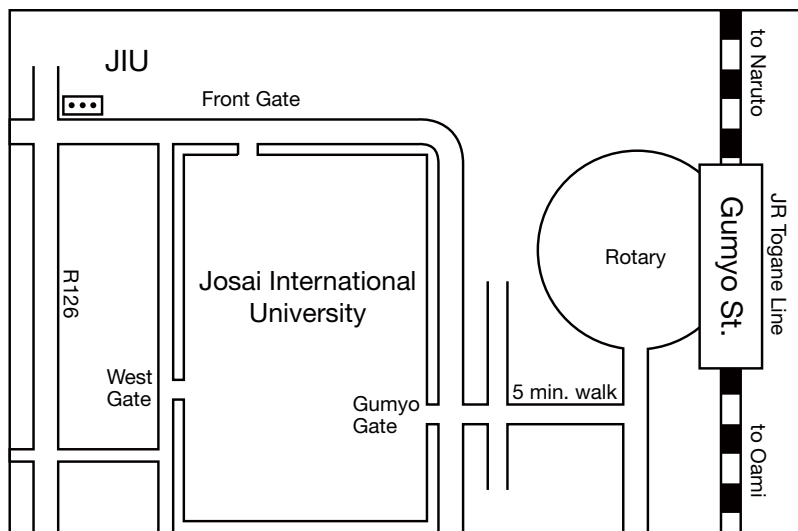
## Exam Location : Josai International University

1 Gumyo, Togane-shi, Chiba-ken 283-8555 Phone.+81-475-55-8859 (Japanese Studies Program)

### Transportation



### ROAD ACCESS AROUND JIU



# MEMO

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城西国際大学