

JOSAI INTERNATIONAL UNIVERSITY
School of Japanese Language and Culture

Guide for Admission of International Students

Japanese Culture and Business Program

Japanese Language Program

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

PURPOSE

Japanese Culture and Business 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.

Japanese Language Course (preparatory course for under-graduate & graduate school)

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

NUMBER OF STUDENTS ADMITTED TO EACH OF THE PROGRAM

Course	Students registered for	Number of students admitted	Total
Japanese Culture and Business Program	April	10 students	20 students
	September	10 students	
Japanese Language Program	April	30 students	60 students
	September	30 students	

PROGRAM COMPLETION PERIOD

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

Students registered for	Entrance	Completion
April	April	March
September	September	September

GRADUATION REQUIREMENTS

Required credits for graduation from each program.

Japanese Culture and Business Program	33 credits
Japanese Language Program	37 credits

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

	Registration in Japan	Registration from Abroad
Exam location	Josai International University (refer to page 8)	We will contact applicants individually.
Number of students admitted	Japanese Culture and Business Program Apr. ~ Sept. 10 students Japanese Language Program Apr. ~ Sept. 30 students	
Exam 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 exam interviews. We will contact applicants individually in that event.	
Exam schedule	Applicants are requested to report to the exam room by 10:20 AM	*We will contact applicants individually.
	10:20 AM Arrival (Location to be posted on JIU Bulletin Board)	
	10:40 ~ 11:40AM Japanese Writing Examination	
	12:40 ~ Interview	
Exam fees	10,000 yen Please pay examination fee at a post office.	Please send examination fee (10,000 yen) in an international postal money order or an international remittance check payable to "Josai International University" together with your application documents.
Timetable	See the attached sheet.	

APPLICATION REQUIREMENTS

Japanese Culture and Business Course (preparatory course for graduate school)

Applicants (with less than one-year residence in Japan) who have completed (or are expected to complete) a minimum of 12 years formal education outside Japan and who have more than 300 hours of Japanese language study outside Japan (which is equivalent to Japanese Language Proficiency Test Level 3) or who JIU recognizes as having attained the equivalent standard in the past one year.

*It is strongly recommended that applicant's guarantor and financial supporter are the same person.

Japanese Language Course (preparatory course for under-graduate school)

Applicants (with less than one-year residence in Japan) who have completed (or are expected to complete) a minimum of 12 years formal education outside Japan and who have more than 150 hours of Japanese language study outside Japan (which is equivalent to Japanese Language Proficiency Test Level 5) or who JIU recognize as having attained the equivalent standard during the past year.

*It is strongly recommended that applicant's guarantor and financial supporter are the same person.

APPLICATION PROCEDURE

- (1) Once submitted application materials and examination fees cannot be returned. Changes in description after the 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 the application.
- (4) If the examination admission card has not reached the examinee one week prior to the the entrance examination date, the examinee should contact the office at JIU.

Josai International University: Tel: 0475-55-8859 (Japan) 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 sealed and including photo)

Registration form (signed or sealed)

Five Photos

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	Initial Registration Fee	150,000	
	Tuition Fee	300,000	
	Facilities Fee	100,000	
	Mutual Cost for Parents' Supporting Party	9,000	Hospitalization insurance premium
	Alumni Fee	10,000	
Total		569,000	

CANCELLATION OF REGISTRATION AND REFUND OF FEES

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

Please complete "Cancellation of Registration" form and sign or seal it, 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 by the deadline with personal reason will receive the refund except "Initial registration fee". Applicants with discloseable reason should receive refund prescribed 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 form A)	<input type="radio"/>	<input type="radio"/>	1) Photo (Taken within 3 months prior to application date, shows 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 while completing the application form and supporting documents.
2	Physical Examination Certificate (JIU School form B)	<input type="radio"/>	<input type="radio"/>	1) Use the form provided by the university.
3	Letter of Recommendation (JIU School form C)	<input type="radio"/>	<input type="radio"/>	1) Use the form provided by the university. The form must be signed and stamped.
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"> ● For applicants in Japan 1) Submit all the transcripts from schools attended in Japan. ● For applicants from overseas 1) Submit school certificates with school name, period of study, and total number of study hours.
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"/>	<input type="radio"/>	1) Submit certificate issued by local ward office in the city or district where you reside.
12	Letter of Guarantee (JIU School form E)	<input type="radio"/>	<input type="radio"/>	1) Use the form provided by the university. 2) The form must be completed, signed and stamped by the guarantor. 3) Being a guarantor, subject the same to bear 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 form F)	○	○	1) Use the form provided by the university. 2) The form must be completed, signed and stamped by the financial supporter. 3) Circumstances for undertaking as the financial supporter and means of payments have to be stated specifically. A translated copy in Japanese is required. * No translation is required if the statement is completed in Japanese or English.
14	Certifying documents for relationships between applicant and the financial supporter	○	○	1) Submit certified copy of resident registration. 2) If applicant is from the People's Republic of China, a copy of family relationship certificate issued by governmental office is required. 3) A translated copy in Japanese is required.
15	Copy of Residency Record * Only for applicants from the People's Republic of China	○	○	●For applicants in Japan 1) Those from the People's Republic of China have to submit a copy of the Residency Record, which contains particulars on the applicant's present address, the applicant, and the financial supporter. ●For applicants from overseas 1) Submit a copy of Resident Record as above, and a photo of the original document.
16	Copy of applicant's bank passbook	○		1) Copy of pages that show records of all remittances from the financial supporter.
17	Proof of Remittance from financial supporter	○		●For financial supporter from overseas 1) Copies of international remittance statements from financial institution (for remittances received during the past one year.) ●For financial supporter in Japan 1) Copy of bank receipts for money transfer to the applicant.
18	Financial supporter's bank balance certificate	○	○	1) Submit saving balance certificate issued by the financial institution of the financial supporter. 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.
19	Copy of financial supporter's bank passbook	○	○	1) Copies of all the pages of bank passbook in which the process of savings accumulation to the balance amount as certified by the financial institution on the bank balance certificate. ●If the financial supporter is from the People's Republic of China 1) The copies as well as photos of the bank passbook pages as mentioned above are required.
20	Employment Certificate of the financial supporter	○	○	1) The employment certificate should contain the financial supporter's period of employment, employer's legal name, and employer's address and telephone number. 2) A translated copy in Japanese is required.

	The application form and supporting documents	Japan applicant	Overseas applicant	Remarks
21	Income Certificate of the financial supporter	○	○	<p>●For financial supporter from overseas</p> <p>1) The certificate should show annual income of the financial supporter for the past 3 years at minimum.</p> <p>2) A translated copy in Japanese is required.</p> <p>●For financial supporter in Japan</p> <p>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 or the mentioned copies are required for each year.</p>
22	Part Time Job Income Certificate	○		<p>1) Certificate should contain part time job income for a three-month period minimum. Generally, income earned during the past year should be provided if possible.</p> <p>2) The certificate is not required if the applicant does not have a part time job.</p>
23	Application for Certificate of Eligibility		○	1) Use the form provided by the university.
24	Resume		○	1) Use the form provided by the corresponding program at the university.
25	Copy of passport	○	○	<p>1) A copy is required from all who have a passport.</p> <p>2) Copies for all pages that recorded entry to Japan are required.</p>

○Important Notes

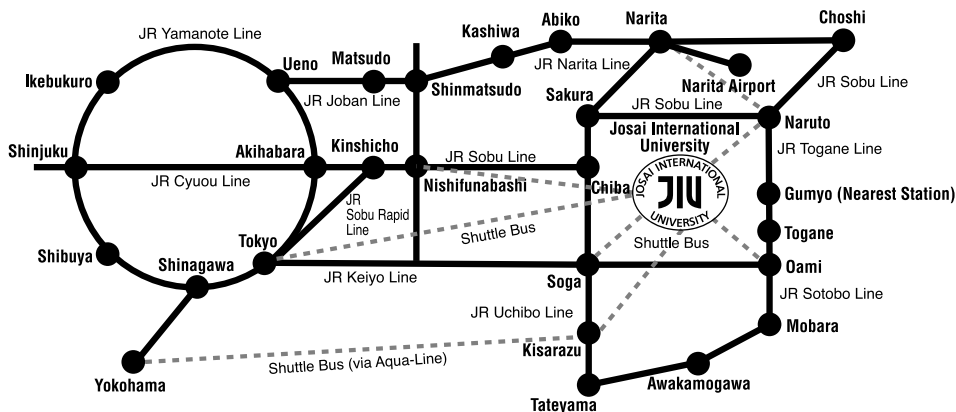
1	Depending upon circumstances, the applicant might be required to submit other documents in addition to the above.
2	For certifying documents issued by overseas institutions, a Japanese translated copy is required unless the document is written in either Japanese or English.
3	Application form and supporting 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 shall not 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 (School of Japanese Language and Culture)

Transportation



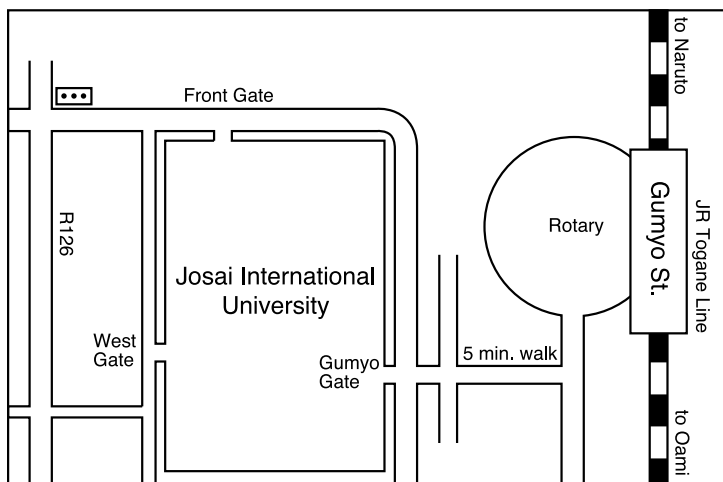
ACCESS TO JIU CAMPUS

Train: JR lines to Oami (Sotobo Line) or Naruto (Sobu Line) stations, change to JR Togane Line, get off at Gumyo Sta. JIU is 5 min. on foot from Gumyo Sta.

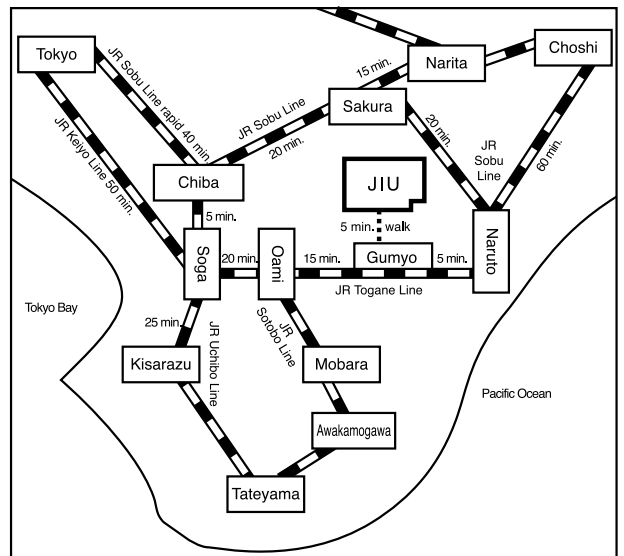
Car: JIU is approx. 20 min. from Togane Interchange (Chiba-Togane Toll Road).

Shuttle Bus: A shuttle bus service is available from each of the following stations:
JR Tokyo, JR Yokohama (via Aqua-Line, JR Kisarazu), JR Nishifunabashi, Keisei Narita (via JR Naruto), JR Soga and JR Oami.

ROAD ACCESS AROUND JIU



TRAIN TIMES TO JIU



*Buy a return ticket to Gumyo Sta. (JR Togane Line)

*Shuttle bus times: JR Tokyo Sta. (90 min.), JR Yokohama Sta. (100 min.), Keisei Narita Sta. (50 min.), JR Soga Sta. (40 min.), JR Oami Sta. (20 min.) and JR Naruto Sta. (10 min.).

MEMO



城西國際大學