

Application Guidebook for Intensive Japanese Language Program, Takushoku University Fall Admission (September)

**Intensive Japanese Language Program Office,
Takushoku University**

(1F Bunkyo Campus F-Building)

1-7-1 Otsuka, Bunkyo-ku, Tokyo 112-0012 Japan International
Education Center

Call: +81-(0)3-3947-8079 FAX: +81-(0)3-3947-8017

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Process from application to entrance

1 Application, Payment of Entrance Examination Fee

A guarantor residing in Japan must submit application documents directly to the school. After payment of the Entrance Examination Fee (JPY 10,000) at a bank, the examinee's number will be given.

* An application will not be accepted unless all the required documents are included.



2 Document Screening

Application Document Screening



3 Interview

Guarantor Interview (Tokyo)



4 Announcement of the Results

The screening results will be mailed to the guarantor.



5 Payment of Admission Fee

Admission fees (JPY 125,000) must be paid into a designated bank account by the specified date.

6 Application for Issuance of the Certificate of Eligibility for Residence Status

The university will apply by proxy to the Tokyo Regional Immigration Bureau for a Certificate of Eligibility for Residence Status in early/mid-June.



7 Mailing of the Certificate of Eligibility for Residence Status

After the Certificate of Eligibility for Residence Status is issued in August, the university will mail it along with school admission slips to the guarantor.

* Please note that screening may take additional time in some cases.



8 Application for Student Visa at the Japanese Embassy

The applicant must bring the Certificate of Eligibility for Residence Status and school admission permits to his/her local Japanese Embassy or Japanese Consulate (the Friendship Association in Taiwan) and apply for a Student Visa.



9 Arrival in Japan, University Registration

Enter Japan after obtaining your student visa. By Friday, September 2, 2022, complete registration procedures at the school and pay the tuition fee (JPY 252,500 for the semester) at a bank.

* The procedure above is different from that of the applicants who live in Japan.

1. Number of Students to be Admitted

30 students

2. Term of Study

1 year * It is possible to request 6-month extensions for further study. The maximum period of study, including extensions, will be 2 years.
(An internal review is required before each extension is granted.)

3. Requirements for Application

- (1) Persons who have completed a 12-year school curriculum outside Japan or have academic ability equal to or surpassing that of students who have completed a 12-year school curriculum (Republic of Korea's high school equivalence test, etc.), including persons who are expected to graduate by August 2022.
- (2) Persons who are 18 years of age at the time of entrance.
- (3) Persons who have passed the Japanese-Language Proficiency Test N5 or higher or other official examination, or persons who have at least 150 hours of Japanese language education at the time of application.
- (4) Persons who have studied English.
- (5) Persons who have a guarantor residing in Japan.
- (6) Persons who already have a status of residence such as "student", "family resident", "spouse", "permanent resident", or "settlement" must meet the conditions (1) to (5) listed above and the following conditions ① and ②.
 - ① Persons with a status of residence "Student" is limited to those who enrolled at Takushoku in September 2021 or after.
 - ② Persons enrolled in Japanese language schools must have a "Certificate of Anticipated Degree" or "Permission for Withdrawal" from the school.

* Persons who meet any of the following conditions are not eligible to apply:
Those who have illegally stayed in Japan previously or those who have relatives who have illegally stayed in Japan previously.

4. Entrance Examination Fee JPY 10,000

- (1) Please pay the Entrance Examination Fee (JPY 10,000) at a bank teller window using the payment slip that will be provided after reception of application documents.
- (2) Please submit the receipt to the office after payment of the Entrance Examination Fee. An applicant examinee's number will be issued.
- (3) Once the Entrance Examination Fee has been paid, it is not refundable for any reason regardless of the result.

5. Application Method

A guarantor residing in Japan must submit the application documents directly to the Intensive Japanese Language Program Office.

[Application Place] Intensive Japanese Language Program Office, Takushoku University
(1F Bunkyo Campus F-Building)
1-7-1 Otsuka, Bunkyo-ku, Tokyo 112-0012 Japan International Education Center
Call: +81-(0)3-3947-8079 FAX: +81-(0)3-3947-8017
E-mail: bekka@ofc.takushoku-u.ac.jp URL: //www.takushoku-u.ac.jp

| Application Period | | Applicants |
|--------------------|------------------------------------|-------------------------------|
| 1st | Tue. April 5 — Mon. April 18, 2022 | Residing overseas or in Japan |
| 2nd | Mon. April 25 — Mon. May 16, 2022 | Residing overseas or in Japan |
| 3rd | Wed. June 1 — Fri. June 17, 2022 | Residing in Japan only |

Weekdays: 9:30 — 11:00, 12:30 — 16:00
Saturdays: 9:30 — 12:00

- *1. On Sundays, national holidays, and other holidays designated by the university, applications will not be accepted.
2. Please refrain from coming to the campus by car.

6. Qualification of Guarantors

- (1) Persons who are 20 years of age or older and can take responsibility for helping with the student's daily life and studies until the end of the course.
- (2) Persons who reside in or near Tokyo (persons who can visit the school if necessary [for guarantor interviews or other reasons]).
- (3) Foreign citizens are acceptable.

* Applicants without a guarantor should consult with the Intensive Japanese Language Program Office.

7. Application Documents

Applicants from the People's Republic of China need to check the attached Notes and the attached Additional Materials for Applicants from the People's Republic of China.

Applicants residing in Japan need to check the attached FY 2022 Application Document for Applicants Residing in Japan.

Attach a Japanese translation for certificates issued in other languages.

| Documents to be submitted by the Applicant | | |
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| Documents to be submitted | | Important points |
| 1 | Application for Admission (designated form) | The form must be filled out by the applicant in Japanese. (Forms filled out by those other than the applicant are not acceptable.) [If the applicant cannot fill in the form in Japanese, Japanese translations should be attached.] |
| 2 | Certificate of Graduation or Certificate of Expected Graduation | Original and copy of certificate of graduation from the last school attended. (The original will be returned after it is used to verify the copy. Please keep the original in Japan until the Certificate of Eligibility for Residence Status is issued.) Those who have graduated from a school in China must also submit a CHESICC 学歴証明書 (Verification Report) and 成績認証報告書 (Report of Student Record) |
| 3 | Academic Transcript | ① Academic transcripts for each academic year for the last school attended. ② If English is not included, please also submit certificates of English language education. |
| 4 | Certificate of Japanese Language Proficiency | Either ① or ② below. |
| | | ① Document certifying the applicant has Japanese language proficiency equivalent to Japanese Language Proficiency Test N5 or higher. Provide the original and a copy of the original testing/results notification from JLPT, J.TEST, NAT-TEST, BJT, STBJ, TOPJ, J-cert, JLCT, PJC Bridge, JPT. |
| | | ② Document(s) certifying the applicant has studied Japanese more than 150 hours at a Japanese language education institution. The document(s) must include the learning period (number of class hours and number of years), textbooks used, attendance record, and performance evaluation. |
| | | * Persons who have studied in Japan need to submit a certificate of attendance and grades. |
| 5 | Certificate of Health (designated form) | Please be sure to undergo chest x-rays. * Clearly specify any medical conditions. |
| 6 | Photograph (color) (4 cm long × 3 cm wide) | ① Six identical photos taken within the last three months. ② Please write the applicant's nationality and name on the back of each photo. ③ Please attach one of the six photos to the application for admission. |
| 7 | Copy of Passport | Only passport holders need to submit. In addition to the biodata page, include a copy of all pages with an entry/exit stamp. (Applicants who have two passports or more must submit the above information for all passports.) |
| 8 | Proof of Current Identity | ① Certificates of employment, school certificates, or the like. ② <i>Juminhyo</i> resident register (for those living in Japan) |

| Documents from the Guarantor | | |
|--|--|---|
| Documents to be submitted | | Important points |
| 9 | Letter of Guarantee (designated form) | The form must be filled out by the guarantor. (Forms filled out by those other than the guarantor are not acceptable.) |
| 10 | Certificate of Employment | For students, school reference. |
| 11 | Certificate of Residence | * One that does not have My Number listed on it. |
| Documents from the Financial Supporter | | |
| 12 | Letter of Guarantee to Pay Expenses (designated form) | To be filled in and signed (or sealed) by the person who will cover your living expenses and signed |
| 13 | Certificate of Employment | Any of the following a) - c): a) Certificate of employment (if employed at a company) b) Certified copy of corporate registration (if a corporate executive) c) Certificate of business permit (if self-employed) |
| 14 | Documents to Certify Income & Taxation certificate | ① Proof of income, taxation certificate, etc. that establish the applicant's income for the past one year. Note: Withholding tax slips are not acceptable. ② Applicants residing in Japan need to submit proof of income or a certificate of bank balance for the previous year. |
| 15 | Certificate of Bank Deposit | * Be careful of due dates for term deposits, etc. |
| 16 | Document(s) demonstrate the structure of funds for the deposit balance | Document(s) supporting the structure of the deposit balance (e.g., photocopy of bank statement for the past one year, certificate of sale for real estate, certificate of stock holdings) |
| 17 | Documents to Certify the Relationship with the Applicant | ① Family register for all members of the household (residence certificates if the financial supporter resides in Japan) or the like. ② If a distant relative, the financial supporter needs to prepare and submit proof of relationship and family tree (certification of relationship). ③ For Korea, (the householder's) certificate of familial relationship registration and (own) basic certificate. ④ For China, an official document to certify kinship (original document) and a copy of the hukou residency. Note: A Certificate of Residence without My Number listed on it. |

8. Notices concerning application documents

- (1) We will not accept application documents if they are not prepared.
- (2) A4 size paper (210 mm × 297 mm; the same size as the application for admission) should be used for all supporting documents wherever possible.
- (3) Please be sure to fill out all documents completely and properly, including the application for admission. If there is nothing to enter, please enter “無し(None)” or draw an oblique line “/.”
- (4) Please do not add explanations or comments to original documents. Please add them to the attached sheet if necessary.
- (5) Please be sure to use letterhead paper (special form on which the organization name, address, telephone number, fax number, e-mail address, and the like are printed) for certificates issued by institutions and organizations such as schools and companies.
- (6) In the case of documentary evidences that are written in a language other than Japanese, a Japanese translation should be appended.
- (7) If submitting a copy of a document, please copy the document on A4 size paper with one-sided printing (double-sided printing not acceptable).
- (8) All certificates should be issued within the last three months.
- (9) When submitting the photography of a document, please submit the copy too.
- (10) If financial supporters residing in Japan are guarantors, as well, only one copy of an overlapped document can be submitted.
- (11) Submitted documents will be returned. Please make a photocopy of the submitted documents for your records.
- (12) An application may be rejected if false or contradictory statements are found. If a false statement is discovered after admission, measures such as expulsion may be taken.

9. Screening

A guarantor interview (in Tokyo) will be offered only to applicants who have successfully passed the document screening.

| Application | Guarantor interview | Notification of acceptance or failure | Deadline for payment of admission fee |
|-------------|---------------------|---------------------------------------|--|
| 1st | Thu. April 28, 2022 | Mon. May 9 | Wed. May 18 |
| 2nd | Thu. May 26, 2022 | Thu. June 2 | Tue. June 14 |
| 3rd | At any time | Within one week after the interview | Within one week after the announcement of the result |

- *1. The guarantor will be notified by mail about the interview time and place.
- 2. The guarantor will be mailed the screening results.
- 3. Persons who have successfully passed the screening must pay admission fees (JPY 125,000) by the designated date. If the admission fee is not paid, the acceptance will be cancelled.
- 4. An online interview may be conducted to confirm Japanese abilities, etc.

10. Registration & Visa Procedures

- (1) Admission to the Intensive Japanese Language Program allows the applicant to apply for “Student” visa status.
To acquire a Certificate of Eligibility for Residence Status, the university will apply by proxy to the Tokyo Regional Immigration Bureau.
In some cases, it may take several months from proxy application to issuance.
- (2) After issuance of the Certificate of Eligibility for Residence Status, the university will send it along with school admission permits to the guarantor.
* The guarantor sends necessary documents by Express Mail Service (EMS), etc., taking care that the documents are not misplaced. The Certificate of Eligibility for Residence Status and the school admission slip will not be reissued. Please be sure to make a copy of these documents before sending.
- (3) The applicant needs to apply for a Student Visa at the Japanese Embassy or Japanese Consulate General in his/her country.
- (4) Please enter Japan immediately after obtaining a student visa. The deadline for registration procedures is Friday, September 2, 2022.
Applicants who fail to complete the registration procedures by the above deadline are considered to have declined the offer of admission, and the offer may be cancelled as a result.
- (5) Regardless of the reason (including a delay in the issue of the Certificate of Eligibility from the Tokyo Regional Immigration Bureau or a delay in acquisition, etc. of the student visa in the applicant's home country), failure to take the necessary enrollment procedures by Friday, October 14, 2022 will result in cancellation of the student's admission to Takushoku University.

| Admission fee | Tuition fee |
|--------------------|--|
| JPY 125,000 | When registering at the school (fall semester) JPY 252,500 |
| | Spring semester JPY 252,500 |
| Total: JPY 630,000 | |

*The transfer payment request form for the spring semester (tuition fee of JPY 252,500) will be provided to the student during the spring semester. Please pay by the deadline.

- *1. The university will issue school admission permits to applicants who reside in Japan upon payment of the admission fee. Since the permit shall not be reissued, please be sure to make a copy of it. Please contact us for instructions if you need to extend a current student visa or change visa status.
- 2. If an applicant has received notification from the Tokyo Regional Immigration Bureau that the Certificate of Eligibility for Residence Status cannot be issued, or an application to renew (change) the Status of Residence is denied, admission will be rescinded.
- 3. Refund of admission fee: Admission fee will be refunded only to persons who have received notification that the Certificate of Eligibility for Residence Status cannot be issued and completed necessary procedures by Wednesday, November 30, 2022.
- 4. When a Certificate of Eligibility for Residence Status is not issued, the university will not file a second time for the same application round.

Handling of Personal Information

In view of the importance of personal information protection, Takushoku University shall adhere to the laws concerning personal information protection, relevant acts, and the standards of guidelines compiled by the Ministry of Education, Culture, Sports, Science and Technology. In addition, we have established regulations concerning the protection of personal information in order to handle personal information appropriately.

To confirm the contents of the application documents submitted by an applicant, we may contact certificate issuers or schools that the applicant has attended.