

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

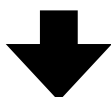
E-mail: bekka@ofc.takushoku-u.ac.jp URL: [//www.takushoku-u.ac.jp](http://www.takushoku-u.ac.jp)



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.



2 Document Screening

6 Application for the Certificate of Eligibility for Residence Status

The university will apply by proxy to the Immigration Bureau for a Certificate of Eligibility for Residence Status in late June.



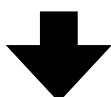
7 Issuance of the Certificate of Eligibility for Residence Status

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



3 Interview

Guarantor Interview (Tokyo)



4 Announcement of the Results

The screening results will be mailed to the guarantor.

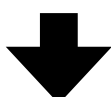
8 Application for Visa at the Japanese Embassy

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 visa.



9 Arrival in Japan, University Registration

Please enter Japan after obtaining the visa. By Mon. September 3, 2018, please complete registration procedures at the school and pay school expenses (JPY 505,000) at a bank.



5 Payment of Admission Fee

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

* 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

September 2018 (Entrance) - March 2020 (Completion)

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 2018.
- (2) Persons who are 18 years of age at the time of entrance.
- (3) Persons who have passed the Japanese-Language Proficiency Test N5 (formerly Level 4) 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 have visa "student", "family resident", "spouse", "permanent resident", and "settlement" visas must meet the conditions (1) to (5) listed above and the following conditions ① and ②.
 - ① Persons who have student visa is limited to those who entered after April 2018.
 - ② Persons entered in Japanese language schools must have a "Certificate of Anticipated Degree" or "Transfer Eligibility" 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 be refundable for any reason regardless of the result.

5. Application Method

A guarantor residing in Japan needs to 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	Mon. April 9 — Fri. April 20, 2018	Residing overseas or in Japan
2nd	Mon. May 7 — Fri. May 25, 2018	Residing overseas or in Japan
3rd	Mon. June 11 — Thur. July 12, 2018	Residing in Japan only

Weekdays: 9:30 a.m. — 12:00 p.m. , 2:00 p.m. — 4:00 p.m.

Saturdays: 9:30 a.m. — 12:00 p.m.

- *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 till 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

If the applicants are from the People's Republic of China, they need to check the attached Notes and attached Materials for Applicants from the People's Republic of China.

If the applicants are residing in Japan, they need to check the attached Application Document for Applicants Residing in Japan 2018.

Documents to be submitted by the Applicant				
Documents to be submitted		Important points		Japanese translation ○=Necessary to submit ×=Not necessary to submit
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	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.)		○
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	The Japanese-Language Proficiency Test (JLPT) N5 (formerly Level 4) or higher	Original and copy of the notification and grade transcript of the JLPT.	○
		Others	Documents to certify that the applicant has achieved a level equivalent to the N5(formerly level 4) or higher of JLPT • Official notification of the results of official examination such as Examination for Japanese University Admission for International Students (EJU), J.TEST, Japanese NAT-TEST, etc. • Documents to certify that the applicant has studied Japanese language more than 150 hours at Japanese language educational institutions, (documents containing information on learning periods <learning hours and years>, textbooks used, attendance rates, and 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.		×
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. (Applicants who have two passports or more must submit copies of 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	Japanese translation ○=Necessary to submit ×=Not necessary to submit
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		×
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 Income certificate and taxation certificate, etc. that establish income for the past one year. (Examples: copy of bank passbook pages, certificate of sale for real estate, certificate of stockholdings.) However, the Immigration Bureau requires applicants from China, Myanmar, Bangladesh, Mongolia, Vietnam, Sri Lanka, and Nepal to prepare the necessary documentary proof for the past three years. ② Certificates of tax deducted are not acceptable. ③ If the applicants reside in Japan, they need to submit certification of income certification or Bank deposit (last year).	○
15	Certificate of Bank Deposit		×
16	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.	○

8. Notices concerning application documents

- (1) A4 size paper (210mm × 297mm; the same size as the application for admission) should be used for all documents.
- (2) 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 “/.”
- (3) Please do not add explanations or comments to original documents. Please add them to the attached sheet if necessary.
- (4) 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.
- (5) In the case of documentary evidences that are written in a language other than Japanese, a Japanese translation should be appended.
- (6) If submitting a copy of a document, please copy the document on A4 size paper with one-sided printing (double-sided printing not acceptable).
- (7) All certificates should be issued within the last three months.
- (8) When submitting the photography of a document, please submit the copy too.
- (9) If financial supporters residing in Japan are guarantors, as well, only one copy of an overlapped document can be submitted.
- (10) No submitted documents will be returned.
- (11) If falsified or contradictory statements are found in submitted documents, admission will not be granted. If found after admission, students will be expelled.

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	Thur. May 10, 2018	Fri. May 11	Fri. May 18
2nd	Thur. June 7, 2018	Fri. June 8	Fri. June 15
3rd	At any time	Within one week after the interview	Within one week after the announcement of the result

- *1. The interview time and place will be notified by mail to the guarantor.
- 2. The result of screening will be notified by mail to the guarantor.
- 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.

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 Immigration Bureau.
It generally takes about 2 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 applicant through the guarantor.
* Please send necessary documents by Express Mail Service (EMS), and take care so that the contents are not missing. The Certificate of Eligibility for Residence Status and the school admission slip will not be reissued. Please be sure to copy them.
- (3) The applicant needs to apply for a visa at the Japanese Embassy or Japanese Consulate General in his/her country.
- (4) Please enter Japan immediately after obtaining a visa. The deadline for registration procedures is Mon. September 3, 2018.
Applicants who fail to complete the registration procedures by the above deadline are considered to have declined the offer of admission and the admission will be revoked.

Admission fee	Tuition fee		Student Activity fee
JPY 125,000	Timing of registration procedure (Annual)	JPY 475,000	JPY 30,000
	Semiannual	JPY 237,500	JPY 15,000
Total: JPY 882,500			

*The transfer payment request form for the above half year (tuition fees and student activity fee: JPY 252,500) will be provided during the first half of the course. Please pay by the deadline.

- *1. If necessary, 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. If an applicant needs to extend his or her visa or change visa status, please go to the Immigration Bureau.
- 2. If the applicants have received from the Immigration Bureau notification that the Certificate of Eligibility for Residence Status cannot be issued, they are not eligible to obtain a visa and the admission will be automatically revoked.
- 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 have completed necessary procedures by Tue. September 25, 2018.

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.