

Information for AO Foreign Admission (English)

April 2014 Admission

This **Admission Guideline** covers the following topics:

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ADMISSION QUOTA

Josai International University's Department of International Exchange Studies in the Faculty of International Humanities admits 120 applicants for admission mostly in April and some in September. Of the 120 admissions for the year, the Department will admit between 20 to 30 applicants through the AO Foreign Admission (English) category.

ADMISSION QUALIFICATIONS

Applicants must have the following qualifications for admission.

Educational and other requirements

(1) Strong desire to study in the Department

(2) Appropriate academic backgrounds (one of any)

- Completed or are scheduled to complete a 12-year education curriculum outside Japan by the application date, or the equivalent level of education designated by the Minister of Education, Culture, Sports, Science and Technology of Japan.
- Hold one of any diplomas such as International Baccalaureate, Abitur, and Baccalaureat diplomas.
- Completed a program in an international school in Japan accredited by the Minister of Education, Culture, Sports, Science and Technology of Japan.

(3) 18 years or older before the entrance to the program

Language Proficiency Requirements

TOEIC 600, TOEFL iBT 61 (PBT 500) or the equivalent scores

ASSESSMENT PROCESS

The assessment process involves a document assessment and a face-to-face (for applicants living in Japan) or a telephone interview (for applicants living overseas) in English.

APPLICATION SCHEDULE

Important notes:

* All the application documents must reach the Admissions Office by the application deadline.

** Both successful and unsuccessful applicant will be informed of the result by mail within one week after this date.

** Applicants must complete all the entry procedures including payment of entry fees by this date. Failure to meet the deadline may cause the cancellation of an applicant's admission unless s/he has requested special permission to postpone the procedure for valid reasons.

April 2014 admission:

Application from abroad

Application deadline *	Interview	Document Assessment	Notification of Result by Post **	Deadline for Completion of Entry Procedures***
5 December	6 – 13 December	15 December	20 December	9 January, 2014

Application from Japan

Application deadline *	Interview	Document Assessment	Notification of Result by Post **	Deadline for Completion of Entry Procedures***
6 November	7 – 15 November	16 November	22 November	3 December
18 January, 2014	20- 28 January, 2014	29 January, 2014	4 February, 2014	14 February, 2014
4 March, 2014	5 – 7 March, 2014	8 March, 2014	15 March, 2014	24 March, 2014

LISTS OF APPLICATION DOCUMENTS

Important notes:

1. **Application documents submitted cannot be returned under any circumstances. Original certificates may be returned if a written request is included together with the application documents.**
2. **The contents of the application documents cannot be changed after their submission.**
3. **Any falsified documents will result in the cancelling of an application.**

	Documents	Description
1	Application Form (designated PDF form)	The photo should be 4cm x 3cm without frame, taken within 3 months prior to the application. Please complete the form in the language you have indicated in the application form page 1.
2	Receipt of Application Fee	10,000 yen (Foreign applicants residing overseas) 35,000 yen (Foreign applicants residing in Japan)
3	Admission Essay	Please use the form provided.
4	Original Physical Examination Certificate	Please use the form provided.
5	Two Original Letters of Recommendation (Please print two copies of the form provided)	One Letter of Recommendation must be from the applicant's supervisor at university. The other can be from a university professor, a language school teacher or an employer. <ul style="list-style-type: none"> ● Applicants should submit letters written, signed and sealed by the referees, and mail together with the application documents. ● The recommendation letters and all the required certificates must be translated if the language used isn't Japanese or English.
6	Original college or university graduation certificates	Copies cannot be accepted.

7	<p>Original academic transcripts from all high schools and universities (if applicable) attended</p>	<p>Copies cannot be accepted.</p> <ul style="list-style-type: none"> ● If transcripts are not written in Japanese or English, certified translations must be submitted. ● The transcript should show all the grades from the schools attended. <p>If possible, transcripts should have official seals.</p>
8	<p><i>Applicants of non-native English speakers only:</i> Proof of English Proficiency</p>	<p>Please use the form provided</p>
9	<p>Personal record</p>	<p>Please use the form provided</p>
10	<p>Statement of Financial Support</p>	<p>Please use the form provided</p>
11	<p><i>Applicants residing abroad only:</i> A Copy of Passport</p>	
12	<p><i>Applicants residing abroad only:</i> Personal Records for Immigration</p>	<p>Please use the form provided</p>
13	<p><i>Applicants residing abroad only:</i> Application for Certificate of Eligibility (COE)</p>	<p>In order to enter Japan as a university student, an applicant must submit an application for COE designated by the Immigration Bureau of Ministry of Justice of Japan. JIU will submit the COE application to the Immigration Bureau on behalf of the applicant. After the official COE is issued and mailed to the applicant, the applicant must apply for a Student Visa at the Japanese Embassy or Consulate in their own country by her/ himself.</p>
14	<p><i>Applicants residing in Japan only:</i> A copy of Certificate of Residency</p>	<p>Please visit the Citizens Affairs Division of the City Hall in the city you currently reside in order to have one printed for you.</p>

ADDITIONAL DOCUMENTS CONCERNING TUITION EXEMPTION

1	Application for tuition exemption	Please use the form provided.
2	A copy of documents verifying the relationship of guarantor to the applicant.	<p>Ex) A copy of the birth certificate (if a guarantor is a parent) or a proof of legal guardianship.</p> <p><i>For applicants from China:</i> Please present a certified letter of relatives issued by government and municipal offices</p>
3	<p><i>Applicants from China only:</i></p> <p>A copy of Residency Record</p>	Please present copies of pages indicating current address, the name of the guarantor (a financial provider), and an applicant's name. Please make sure that the copies are the most updated version.
5	Official certificate of guarantor's employment	Present attach the official certificate which indicates the name, address, and telephone number of the institution, and the duration of working experience.
6	<p><u>One</u> of the followings:</p> <p>A) Official certificate of Guarantor's bank balance</p> <p>B) Copies of the bank book</p> <p>C) Official certificate of financial supporter's annual income</p>	<p>A) Please submit a signed and stamped declaration from the guarantor's bank, certifying the actual balance in the account as of the most recent possible date prior to the date of the application.</p> <p>B) Copies of the pages that show the bank balance and the origin of the funds (e.g. own income, inheritance, donation from family relatives and stipend from organization etc.)</p> <p>C) Please attach the official certificate showing the annual income of the latest year</p>

MAILING ADDRESS OF APPLICATION

In Japanese	In English
〒283-8555 千葉県東金市求名（ぐみょう）1番地 城西国際大学 入試・広報センター	Center for Admissions and Public Relations Josai International University 1 Gumyo, Togane-city Chiba, 283-8555 Japan*

* For an applicant living abroad, please send your application by a registered airmail or courier service such as EMS, DHL, FedEx or OCS.

FEES

Application Fee

Application fee *	Foreign applicants residing overseas ONLY**
35,000 yen	10,000 yen

Please take the extra charge of the bank transfer fee into consideration.

Payment methods

From Japan: Please use the enclosed bank transfer form.

From abroad: Please contact admissions office.

Academic and additional fees for April 2014

Discount upon entrance:

1. Foreign applicants who are from JIU's sister schools and applying from abroad are exempted from the admission fee.

2. Partial tuition discount for foreign applicants (30 % tuition discount)

A foreign applicant who does not receive any financial aids such as a tuition waiver or a scholarship upon application, and will study at JIU under a student visa will be given a 30 percent discount on one's tuition. The tuition indicated here is already a reduced price.

Notes:

3. For applicants who enter JIU in September are exempted from the freshman seminar fees.

*** Please take the bank transfer fee into consideration upon the tuition payment through international bank transfer.**

**** Foreign applicants from JIU's sister universities or applying from abroad are eligible to apply for an exemption of the first- year accommodation fees except utility costs. The selection takes place before the entrance to JIU. This exemption is not applicable from the second year on.**

	First Year			From Second Year on	
Academic Fees (yen)	First semester (April - Sep.)	Second semester (Oct. - March)	Total	Total	
Payment Deadline:	Deadline of Entrance Procedure	The end of October		Payment is made twice a year. (Please check ※)	
Admission Fee 1	(300,000)	---	(300,000)	---	
Tuition 2	269,500	269,500	539,000	Same as the first- year payments	
Facility Fee	---	240,000	240,000	300,000 yen in the first semester every year	
Subtotal	569,500	509,500	1079,000	---	
Additional Fees (yen)					
Mutual Aid Fee	9,000	---	9,000	Same as the first- year payments	
Student Association Fee	5,000	---	5,000	Same as the first- year payments	
Freshman Seminar fees 3	10,000	---	10,000	---	
Alumni association fee	10,000	---	10,000	40,000 yen in the final year	
Academic Society fee	3,000	---	3,000	Same amount in the first semester every year	
Subtotal	37,000	---	37,000	---	
Total Fees (yen)	606,500	509,500	1,116,000	2nd / 3rd year	856,000
				4th year	896,000

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From Second Year on	First semester (April - Sep.)	Second semester (Oct. - March)	Total
Payment Deadline:	The end of April	The end of October	
2nd / 3rd year	586,500	269,500	856,000
4th year	626,500	269,500	896,000

PROCEDURE FOR ENROLLMENT

Enrollment procedures are completed according to the following steps.

(1) Acceptance packages will be mailed to an applicant after the date of decision notice dispatch. An applicant must transfer academic and additional fees to JIU's bank account as well as mail all the acceptance packages back to JIU admissions office by the deadline of entrance procedure.

(2) After the above procedures have been completed and it is confirmed by JIU, enrolment documents such as the Letter of Acceptance and documents regarding a visa application will be mailed to an applicant. Then an applicant apply for a student visa at the local Consulate/ Embassy of Japan (if an applicant lives abroad).

FINANCIAL AID

Students can apply for the following financial aids after being accepted to JIU, but are only given to those selected applicants.

1. Mizuta Scholarship Program

(Scholarship of 150,000 yen per person is granted to outstanding students)

Mizuta Scholarship is awarded to one graduate student, who holds the highest GPA, from each department. This scholarship was named after Mikio Mizuta, the founder of Josai University Educational Corporation, to commemorate his legacy.

2. Female Leadership Scholarship/ Noriko Mizuta Scholarship

(Up to 300,000 yen tuition discount)

Female Leadership Scholarship is aimed at cultivating leadership skills in female students who can play an active role globally and deal with issues in the modern society.

3. Teaching Apprenticeship Tuition Reduction/ Exemption Program

(Partial tuition discount)

Teaching Apprenticeship is a program designed for graduate students who plan to pursue a career in teaching. This is a program where graduate students assist faculty members in undergraduate classes.)

4. Teaching Assistant Program (a 30 % waiver on tuition)

Teaching assistantships (TA) are available for some courses. A partial tuition waiver is given to the selected TAs. Applicants must submit their resume or curriculum vitae (CV) that shows work experience and personal achievements.

5. Work Study Program (WSP) (On-campus employment)

Graduate students have a chance to work for administrative positions.

Tuition Discount for International Students (30 % tuition discount)

International students who do not receive any financial aid such as a tuition waiver or a scholarship upon application and study at JIU under a student visa will be given a 30 percent tuition discount. Information about other financial aid is available from the Center for International Education.

**1st year accommodation fee discount for International Students
(Applicable to an application from abroad)**

Foreign applicants from JIU's sister universities or applying from abroad are eligible to apply for an exemption of the first- year accommodation fees except utility costs. The selection takes place before the entrance to JIU. This exemption is not applicable from the second year on, and applicants applying for the Department of Business Design and International Administration in the department of humanities cannot apply this scholarship.

Note:

The above information is as of 2012 and the contents are subject to change.