

Academic Year 2012

Fall Entrance

Academic Year 2013

Spring Entrance

Information

**Japanese Language Program
for Foreign Students
Admission Information**

Center for Japanese Language Education

Japanese Language Program for Foreign Students

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Mejiro University Center for Japanese Language Education

Japanese Language Course for Foreign Students

Admission Information

I About the Course

1. Outline

The Japanese Language Course for Foreign Students is an intensive course for studying the Japanese language, offered by the Center for Japanese Language Education at Mejiro University. This course is for those who aim to enroll in undergraduate or graduate courses at Japanese universities or those who want to improve their Japanese language ability (including exchange students from partner universities abroad). The language modules consists of two courses so students can study Japanese according to their individual purposes and proficiency.

2. Course Duration

This is a one-year course. However, enrollment by semester (and to obtain a level certification) may be possible. The maximum length of enrollment is two years.

3. Enrollment and Semesters

(1) Enrollment can be made either in April or September.

(2) There are no classes on the following days .

Saturday, Sunday, national holidays, summer holidays, winter holidays, end of academic year holidays and other days designated by the university.

4. Course Description

The Japanese Language Course for Foreign Students consists of two courses. The first is the General Japanese Course which students can learn Japanese in its many forms. The second is the Graduate School Course which enhances the students' ability to enter Graduate School and for further research in the Graduate School. Students can choose their course according to their individual purposes and proficiency. A placement test during enrolment will decide the course and the class students should take. As a general rule, students complete one level during a semester and progress to the next level in the second semester. If the student, however, fails the test for the next level at the end of the semester, he or she cannot proceed to the next level. Repeating the same level is allowed only twice.

(1) Course Completion Requirements

A student who completes the course in one year, attends most of the classes in each semester and obtains the 'Level Certification' is deemed to have completed the prescribed level of the course. Course completion certificate will be issued to those who fulfill the requirements.

(2) Course Modules and Credits

A.General Japanese Course

【Beginner Level N4】

Subject	Module	Credit (compulsory)	Credit (elective)	Level Certification Requirements
Japanese Language	General Japanese 4 Listening Comprehension 4 Writing 4 Kanji and Vocabulary 4	1 5 1 2 1		To obtain more than a total of 20 credits (19 for 'Japanese Language', 1 for Society and Culture) and to pass the final examination.
Society and Culture	Understanding Japan 4	1		
Total		2 0		

【First Intermediate N3】

Subject	Module	Credit (compulsory)	Credit (elective)	Level Certification Requirements
Japanese Language A	General Japanese 3 Listening Comprehension 3 Writing 3 Reading Comprehension 3 Oral Expression 3 Grammar 3	5 2 2 2 2 2 3		To obtain more than a total of 20 credits (15 for 'Japanese LanguageA', more than 5 from 'Japanese Language B' or 'Society and Culture' or 'Examination Preparation') and to pass the final examination.
Japanese Language B	Kanji and Vocabulary 3		1	
Society and Culture	Understanding Japan 3		1	
Examination Preparation	*JLPT N2 *JLPT N1 **EJU (Japanese) **EJU (Japanese and the world) **EJU (Science, Math)		3 3 2 1 1	
Total		15	12	

- * JLPT: Japanese Language Proficiency Test
- **EJU: Examination for Japanese University Admission for International Students

【Second Intermediate N2】

Subject	Module	Credit (compulsory)	Credit (elective)	Level Certification Requirements
Japanese Language A	General Japanese 2	5		To obtain more than a total of 20 credits (15 for 'Japanese LanguageA', more than 5 from 'Japanese Language B' or 'Society and Culture' or 'Examination Preparation') and to pass the final examination.
	Listening Comprehension 2	2		
	Writing 2	2		
	Reading Comprehension 2	2		
	Oral Expression 2	2		
	Grammar 2	2		
Japanese Language B	Kanji and Vocabulary 2		1	
Society and Culture	The Modern Phenomenon 2		2	
Examination Preparation	*JLPT N2		3	
	*JLPT N1		3	
	**EJU (Japanese)		2	
	**EJU (Japanese and the world)		1	
	**EJU (Science, Math)		1	
Total		15	13	

- * JLPT:Japanese Language Proficiency Test
- **EJU:Examination for Japanese University Admission for International Students

【First Advanced N1】

Subject	Module	Credit (compulsory)	Credit (elective)	Level Certification Requirements
Japanese Language A	General Japanese 1	5		To obtain more than a total of 20 credits (15 for 'Japanese LanguageA', more than 5 from 'Japanese Language B' or 'Society and Culture' or 'Examination
	Listening Comprehension 1	2		
	Writing 1	2		
	Reading Comprehension 1	2		
	Oral Expression 1	2		
	Grammar 1	2		
Japanese Language B	Kanji and Vocabulary 1 Essay Writing		1 3	
Society and Culture	The Modern Phenomenon1		2	

Examination Preparation	*JLPT N2		3	Preparation') and to pass the final examination.
	*JLPT N1		3	
	**EJU (Japanese)		2	
	**EJU (Japanese and the world)		1	
	**EJU (Science, Math)		1	
Total		15	16	

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【First Advanced N1S】

Subject	Module	Credit (compulsory)	Credit (elective)	Level Certification Requirements
Japanese Language A	General Japanese 1S	5		To obtain more than a total of 20 credits (15 for 'Japanese Language A', more than 5 from 'Japanese Language B' or 'Society and Culture' or 'Examination Preparation') and to pass the final examination.
	Listening Comprehension 1S	2		
	Writing 1S	2		
	Reading Comprehension 1S	2		
	Oral Expression 1S	2		
	Grammar 1S	2		
Japanese Language B	Kanji and Vocabulary 1S		1	
	Essay Writing		3	
Society and Culture	The Modern Phenomenon 1		2	
Examination Preparation	*JLPT N2		3	
	*JLPT N1		3	
	**EJU (Japanese)		2	
	**EJU (Japanese and the world)		1	
	**EJU (Science, Math)		1	
Total		15	16	

- * JLPT:Japanese Language Proficiency Test
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B. Graduate School Course

Subject	Module	Credit (compulsory)	Credit (elective)	Level Certification Requirements
Japanese Language	Technical Reading1 (thesis essay)	2		To obtain a total of more than 20 credits (17for 'Japanese Language', more than 3 from 'Society and Culture' or 'Research Guidance' or 'Examination Preparation') and to pass the final examination.
	Technical Reading 2 (reports)	1		
	Technical Reading 3 (books)	1		
	Technical Expression (vocabulary, grammar, style of writhing, composition)	2		
	Technical Writing 1 (reports, resumes)	1		
	Technical Writing 2 (research design)	1		
	Technical Writing 3 (research reports)	3		
	Technical Listening 1 (lectures)	1		
	Technical Listening 2 (news)	1		
	Technical Listening 3 (broadcasting)	1		
	Technical Oral Expression 1 (debates)	1		
	Technical Oral Expression 2 (communication skills)	1		
	Technical Oral Expression 3 (presentations)	1		
Society and Culture	The Modern Sociocultural Phenomenon		1	
Research Guidance	Career Design		1	
Examination Preparation	**EJU (Japanese)		2	
	**EJU (Japanese and the world)		1	
	**EJU (Science, Math)		1	
Total		17	6	

● * JLPT:Japanese Language Proficiency Test

● **EJU:Examination for Japanese University Admission for International Students

5. Daily timetable

Classes are held from Monday to Friday. The fifth session (14:50-15:50) is an option for those who select specific classes.

Session 1 (60 min.)	Break	Session 2 (60min.)	Break	Session 3 (60min.)	Break	Session 4 (60min.)	Break	Session 5 (60min.)
10:10-11:10	10min.	10:10-11:10	10min.	11:20-12:20	10min.	13:00-14:00	10min.	14:10-15:10

II Admission Information

1. Number of places offered

The Intensive Japanese Language Course for Foreign Students is open for 120 students, including exchange students from partner universities. 40 student places are available for each semester for fall 2012 and spring 2013.

2. Admission requirements

- (1) Those who have completed more than 12 years of formal education.
- (2) Students with similar academic competency as graduates from high school.
- (3) Those who **have** passed the Japanese Language Proficiency Test, N5 (J-TEST F-level and NAT-TEST level 4 is regarded as the same Japanese ability) or **studied Japanese language for more than 300 hours**

* Those who have already enrolled at another Japanese language teaching organization in Japan for more than one year (duration counted until the day of enrollment into this course) are not permitted to apply.

* Those who have failed to obtain the Certificate of Eligibility in the past are not permitted to apply.

3. How to apply

Submission of Application

Submission of the Application Form should be made:

April 16, 2012 – July 6, 2012 (for fall semester enrollment)

September 18, 2012 – December 7, 2012 (for spring semester enrollment)

***Please ask us about the deadline for the domestic applicants.** If sending by post, the full set of documentation should be sent by EXPACK500 (inland posting) or EMS (overseas posting). The submission must be completed during the specific period shown above. Applications will not be accepted outside the designated period. Applicants are not informed of document arrival. Please trace the documents by postal service.

Delivery address and office hours

The office, Center for Japanese Language Education, International Exchange Services Group, Mejiro University / 目白大学 国際交流サービスグループ

4-31-1, Nakaochiai, Shinjuku-ku, Tokyo, Japan 161-8539/ 〒161-8539 東京都新宿区中落合 4-31-1

Tel: +81-3-5996-3201

Opening hours: 9:30 – 11:00 and 13:00 – 16:00 (Monday - Friday)

The office is not open on weekends and national holidays.

4. Necessary documentation for application

Unless otherwise stated, please complete the forms in Japanese. Documents and Certifications completed in another language should be translated into Japanese.

1. Application Form (the university specified form 1)

The form must be completed by the applicant him/herself in Japanese. Please complete all boxes accurately and carefully. The admission may be rejected if the application form is completed by someone other than the applicant.

2. Japanese language proficiency (the university specified form 2)

This form is to be completed by the applicant's Japanese language institution or a Japanese teacher.

3. The notification and grade transcript of Japanese Proficiency Test N5 or the academic transcript from Japanese Language School attendance.

Please submit one of the following documents. (1) A copy of the pass notification and grade transcript for JLPT N5. (2) A copy of the pass notification and grade transcript of the J-TEST F-level or NAT-TEST Level 4. (3) The academic transcript from attendance at a Japanese Language School.

4. Personal statement explaining why you want to study Japanese here (the university specified form 3)

5. Health Certificate (the university specified form 4)

6. Graduation Certificate of last attended school

7. Academic Transcript from last attended school

8. Photocopy of Passport and Certificate for Foreign Residents' Registration

- (1) Applicants who live outside Japan

A copy of the page of the passport which shows the applicant's name as well as all pages showing records of entry into and exit from Japan (Those who do not have a passport can substitute it with another form of identification issued by the relevant government or organization with similar status).

Those who have stayed in Japan more than one month with 'short stay' status must provide the reason for the stay.

- (2) Applicants who live in Japan

A copy of pages of the passport which show the applicant's name, visa status and visa expiry date.

Certificate for Foreign Residents' Registration issued by a municipal office which shows visa status and expiry date. Please note that Meiji University does not accept a copy of the Foreign Residents' Registration card.

9. Photos

Five photos (five color photographs, 4cm x 3cm, taken within three months of the application, frontal view with no hat or cap). Please write your name on the reverse side of each photo. One photo is to be affixed to the application form and the other four enclosed in an envelope.

10. Documentation certifying capability to pay academic and living costs

***Please ask us about the documents for the domestic applicants.**

- (1) If the applicant is self-sufficient

- ① Proof of the balance of the applicant's bank account which shows at least the sum of the academic fees for one year + monthly living cost (100,000 yen) x 12 months, which also must be transferable to Japan.
 - ② Certificate of employment
 - ③ Certificate of annual income
- (2) If the applicant is to receive funds sent from home
- ① **'Oath to defray expenses and statement explaining the background of the payer' (the university specified form 5)** completed by the payer (the person who is to send the funds). If the form is to be completed in a language other than Japanese or English, please attach a Japanese translation.
 - ② Proof of the balance of the payer's bank account which shows at least the sum of the academic fees for one year + monthly living cost (100,000 yen) x 12 months, which also must be transferable to Japan.
 - ③ Certificate of employment
 - ④ Certificate of annual income
 - ⑤ Document to prove the relationship between the applicant and the payer (one of the following; family registration, resident registration or official certificate of proof of relation)
- (3) If the applicant is to receive scholarship
Certificate for scholarship grant with amount, duration and granting authority clearly stated.
- (4) If the applicant is to receive funds from a payer living in Japan
- ① **'Oath to defray expenses and statement explaining the background by the payer' (the university specified form 5)** completed by the payer.
 - ② Taxation certificate with aggregate income shown (one of the following: local inhabitant tax, income tax or a copy of the final tax returns or tax withholding statement).
 - ③ Certificate of employment (if the payer is self-employed, please provide one of the following: certified copy of register, business license or a copy of the final tax returns with reception stamp).
 - ④ Certificate of residence (if the payer is a foreign national please provide Foreign Residents' Registration Certificate).
 - ⑤ If the payer is a relative of the applicant, please provide a document certifying the relationship (family registration or official certificate of proof of relation). If the payee is an acquaintance or a friend of the applicant, please provide a statement explaining the relationship with the applicant.

11. Oath of guarantor (the university specified form 6)

The guarantor must be an adult who is financially solvent and able to take responsibility for the applicant's personal and financial matters during his/her stay in Japan as a student of this course. The preferable guarantor is a resident of Tokyo who is willing to take abovementioned responsibility.

12. Contact Information Report (the university specified form 7)

All notifications, forms, and entrance formalities will be sent to the address completed on the form.

13. Certificate of Eligibility Representative Application Request Form (the university specified form 8)

Applicants who live in Japan need not provide this.

14. Application form for Certificate of Eligibility of Residency in Japan (the university specified form 9)

Applicants who live in Japan need not provide this.

15. 'Screening fee receipt' (the university specified form 10)

Please affix the screening fee receipt as payment confirmation.

【Note】

- (1) Documentation will not be returned to applicants.
- (2) Application will not be accepted unless full documentation as indicated above is provided by the end of the submission period.
- (3) Document copies should be A4 size.
- (4) Applicants maybe contacted to confirm application details provided, in addition to their school and references.

5. Admission screening fee and paying method

- (1) The admission screening fee of 15,000 yen must be paid into the designated bank account at the start of the admission process.
- (2) Bank charges on money transfer are to be paid by the applicant. For an international transaction, a bank handling fee is required by a Japanese bank. Please include the designated fee when paying for the admission screening.
- (3) **Please note that the admission screening fee is non-refundable regardless of the result.**

【Method of payment】

Mode of remittance	Cable remittance in yen, with bank fee paid by the applicant
Bank Name	三菱東京UFJ銀行 東京東中野支店 普通預金 0031353
/Account No	
Account Holder	学校法人目白学園 ガク) メジロガクエン
Name of the payer	Please make sure the name of the payer is the name of the applicant.
【From overseas】	
Bank Name	The Bank of Tokyo-Mitsubishi UFJ, Ltd (bank code:0005)
Swift Code	BOTKJPJT
Branch Name	Higashi-nakano branch (branch code:152)
Branch address	4-4-11 Higashi-nakano, Nakano-ku,Tokyo 164-0003 JAPAN
Account No	0031353 (ordinary account or "Futsuu")
Account Holder	Mejiro Gakuen

6. Screening process

- (1) Applicant from overseas: Screening via application documents only.
- (2) Applicant who already lives in Japan: Screening via application documents and interview.
※A guarantor who lives in Japan may be interviewed.

The date and place of the interview will be notified after the submission closing date.

7. Acceptance notice

The result of the fall semester screening will be sent to the address provided on the Contact Information Report by post in middle July. The result of the spring semester screening will be sent to the address provided on the Contact Information Report by post in middle December. Mejiro University does not accept queries regarding screening result or acceptance criteria by telephone.

8. Enrollment process

The admission fee, tuition fee and the other costs including insurance (a total of 346,340 yen) to be paid by the date (usually within two weeks of receiving the acceptance letter) indicated in the acceptance letter.

On confirming the remittance, Mejiro University, in place of the accepted student, will apply for the 'Certificate of eligibility of residency in Japan' as a proxy, as shown in the form described in 4-11 as 'university proxy applicant' from the Japanese immigration authority. In order to obtain the student visa, applicants need the 'Certificate of eligibility of residency in Japan'. As soon as we receive the certificate, it will be forwarded to the applicant with the 'University Admission Letter' and accommodation guide.

※ Admission to Mejiro University will be cancelled if all necessary procedures are not completed and received by the due date.

9. Visa

The student of the course enters Japan with the status 'eligible to reside in Japan'. The status expires after one year. Please apply for a student visa with the 'Certificate of eligibility of residency in Japan' and the 'University Admission Letter' at the nearest Japanese diplomatic establishment. Applicants who already live in Japan must extend the existing student visa or alter the eligibility status of their visa.

10. Academic fees

【unit: Japanese yen】

	Admission fee	Tuition fee	Insurance	Total
Semester 1	50,000	295,000	1,340	346,340
Semester 2	-----	295,000	-----	295,000
Total	50,000	590,000	1,340	641,340

(1)

Academic fees once paid are non-refundable, except when the student fails to obtain the 'Certificate of eligibility of residency in Japan' or is refused a visa by the relevant authority.

(2) The tuition fee does not include the cost of study materials, including textbooks.

11. Cancellation of admission

(1) Admission to Mejiro University is cancelled if a student fails to obtain the 'Certificate of eligibility of residency in Japan' or is refused a visa by the relevant authority. In this case Mejiro University will refund the paid academic fees.

(2) The University will cancel the admission if any false statement is found in the application documents. In this case Mejiro University will not refund the paid academic fees.

12. Class attendance after enrollment

The University will expel students who are absent from class for a considerable time. Applicants are requested to carefully consider their student life in Japan when applying.

Accommodation

【Privately owned flats】

Apartment rent is very expensive in Tokyo. Rent of an en-suite room near the university costs 60,000 yen per month and it is customary to pay five to six months rent as security deposit and fees at the time of the contract.

【University contracted private student dormitories】

Privately established and university contracted student dormitories provide shared rooms with shared bathrooms and kitchens and self-catered. Furnished with basic facilities. Detailed information will be sent to applicants accepted into Mejiro University.