

**Academic Year 2013**

**Fall Entrance**

**Academic Year 2014**

**Spring Entrance**

# **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 Program for Foreign Students**

### **Admission Information**

#### **I About the Program**

##### **1. Outline**

The Japanese Language Program 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 designed for both those who have the goal of enrolling in undergraduate or graduate courses at Japanese universities and those who simply want to improve their Japanese language ability (including exchange students from partner universities abroad). The language module consists of two courses designed so that students can study Japanese according to their individual goals and proficiency level.

##### **2. Course Duration**

The amount of time required to complete this course is one year. However, enrollment by semester (to obtain a level certification) may also be possible. The maximum length a student may be enrolled is two years.

##### **3. Enrollment and Semesters**

- ( 1 ) Enrollment can be made in either 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 Program for Foreign Students consists of two courses. The first is the General Japanese Course in which students can learn Japanese in its many forms. The second is the Graduate School Course which focuses on improving the skills necessary to enter Graduate School and for further research after entering. Students can choose either course according to their individual goals and proficiency level. However, the level which students are placed in will be decided by a placement test that all students must take upon enrolling in the program. As a general rule, students complete one level during a semester and progress to the next level in the second semester. However, if the student does not earn a grade satisfactory to show that they have obtained enough knowledge to proceed to the next level they will be required to repeat their current level in the second semester. Repeating the same level is allowed only once.

- ( 1 ) Program Completion Requirements

A student who completes one year of classes, meets the attendance requirements each semester, and obtains the 'Level Certification' for their class is deemed to have completed the prescribed level for the program. A program completion certificate will be issued to those who fulfill these requirements.

- ( 2 ) Course Modules and Credits

**A. General Japanese Course**  
**【Lower Beginner Level N5】**

Subject	Module	Credit (compulsory)	Credit (elective)	Level Certification Requirements
Japanese Language	General Japanese 5 Listening Comprehension 5 Writing 5 Kanji and Vocabulary 5	15 1 2 1		Obtaining a total of 20 credits (19 in 'Japanese Language', 1 in Society and Culture) and passing the final examination.
Society and Culture	Understanding Japan 5	1		
<b>Total</b>		<b>20</b>		

**【Upper 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	15 1 2 1		Obtaining a total of 20 credits (19 in 'Japanese Language', 1 in Society and Culture) and passing the final examination.
Society and Culture	Understanding Japan 4	1		
<b>Total</b>		<b>20</b>		

**【Lower 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		Obtaining a total of 20 or more credits (15 in 'Japanese Language A', and 5 or more in 'Japanese Language B',
Japanese Language B	Kanji and Vocabulary 3		1	
Society and Culture	Understanding Japan 3		1	

Examination Preparation	*JLPT N2		3	'Society and Culture' or 'Examination Preparation' and passing the final examination.
	*JLPT N1		3	
	**EJU (Japanese)		2	
	**EJU (Japan and the World)		1	
	**EJU (Science, Math)		1	
<b>Total</b>		<b>15</b>	12	

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

### 【Upper Intermediate N2】

Subject	Module	Credit (compulsory)	Credit (elective)	Level Certification Requirements
Japanese Language A	General Japanese 2	5		Obtaining a total of 20 or more credits (15 in 'Japanese Language A', and 5 or more in 'Japanese Language B', 'Society and Culture' or 'Examination Preparation') and passing 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 / Presentation Project 2		2	
Examination Preparation	*JLPT N2		3	
	*JLPT N1		3	
	**EJU (Japanese)		2	
	**EJU (Japan and the World)		1	
	**EJU (Science, Math)		1	
<b>Total</b>		<b>15</b>	13	

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- **\*\*EJU: Examination for Japanese University Admission for International Students**

### 【Lower Advanced N1】

Subject	Module	Credit (compulsory)	Credit (elective)	Level Certification Requirements
Japanese Language A	General Japanese 1	5		Obtaining a total of 20 or more credits (15 in 'Japanese Language A', and 5 or more in 'Japanese Language B', 'Society and Culture' or 'Examination Preparation') and passing the final 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 Phenomenon/ Presentation Project 1		2	
Examination Preparation	*JLPT N2		3	
	*JLPT N1		3	
	**EJU (Japanese)		2	
	**EJU (Japan and the World)		1	
	**EJU (Science, Math)		1	
<b>Total</b>		<b>15</b>	16	

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### 【Upper Advanced N1S】

Subject	Module	Credit (compulsory)	Credit (elective)	Level Certification Requirements
Japanese Language A	General Japanese 1S	5		Obtaining a total of 20 or more credits (15 in 'Japanese Language A', and 5 or more in 'Japanese Language B', 'Society and Culture' or '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 Essay Writing		1 3	
Society and Culture	The Modern Phenomenon/ Presentation Project 1		2	

Examination Preparation	*JLPT N2		3	Preparation') and passing the final examination.
	*JLPT N1		3	
	**EJU (Japanese)		2	
	**EJU (Japan 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 Reading 1 (thesis/essay)	2		Obtaining a total of 20 or more credits (17 in 'Japanese Language', and 3 or more in 'Society and Culture', 'Research Guidance' or 'Examination Preparation') and passing the final examination.
	Technical Reading 2 (reports/statistical data)	1		
	Technical Reading 3 (books)	1		
	Technical Expression (vocabulary, grammar, writing style, composition)	2		
	Technical Writing 1 (reports, resumes)	1		
	Technical Writing 2 (research design)	1		
	Technical Writing 3 (research papers)	3		
	Technical Listening 1 (lectures)	1		
	Technical Listening 2 (news/commentary)	1		
	Technical Listening 3 (live broadcasts)	1		
	Technical Oral Expression 1 (discussion/debate)	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 (Graduate School)		1	
Examination Preparation	**EJU (Japanese)		2	
	**EJU (Japan and the World)		1	
	**EJU (Science, Math)		1	
<b>Total</b>		<b>17</b>	<b>6</b>	

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

## 5. Daily timetable

Classes are held from Monday to Friday from 9:00. Level N5 and N4 classes end at 14:00. Elective classes for those in levels N3 to N1S and the Graduate School Course are held during the fifth session (14:10-15:10). Ending times for these levels will depend on the courses each student selects.

<b>Session 1</b> (60 min.)	Break	<b>Session 2</b> (60min.)	Break	<b>Session 3</b> (60min.)	Lunch	<b>Session 4</b> (60min.)	Break	<b>Session 5</b> (60min.)
<b>9:00-10:00</b>	10min.	<b>10:10-11:10</b>	10min.	<b>11:20-12:20</b>	40min.	<b>13:00-14:00</b>	10min.	<b>14:10-15:10</b>

## II Admission Information

### **1. Number of places offered**

There are 120 spots available for the year, including spots for exchange students from partner universities.

### **2. Admission requirements**

- (1) Those that have completed more than 12 years of formal education.
- (2) Students with similar academic competency as high school graduates.
- (3) Those who **have** passed the Japanese Language Proficiency Test N5 (J-TEST F-level and NAT-TEST level 4 also qualify) or **have studied the Japanese language for more than 150 hours**.
- (4) Those who wish to enter the Graduate School Course must be graduates of either a 3 or 4 year university/college, and as a general rule have passed the Japanese Language Proficiency Test N1.

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

### **3. How to apply**

#### **1. Submission of Application**

**Submission of application documents should be made from:**

**April 15 – July 12, 2013 (for enrollment in Fall 2013)**

**September 24 – December 13, 2013 (for enrollment in Spring 2014)**

**\*Please ask us about the deadline for domestic applicants.**

If sending documents by post, the full set of documents should be sent by EXPACK500 (domestic mail) or EMS (international mail). The submitted documents must arrive during the specified period shown above. Applications will not be accepted outside these designated periods. Applicants are not informed of document arrival. If necessary please use a tracking service to confirm that your application has arrived on time.

#### **2. Mailing address and office hours**

Center for Japanese Language Education, International Exchange Services Group, Meiji 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

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

The office is not open on weekends and national holidays.

### **4. Application Documents**

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



**1. Application Form (university specified form 1)**

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

**2. Japanese Language Proficiency Evaluation (university specified form 2)**

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

**3. The pass notification and grade transcript from the Japanese Language Proficiency Test N5 or higher, or an academic transcript from a school at which you have studied Japanese for over 150 hours.**

Please submit one of the following documents. (1) A copy of the pass notification and grade transcript for JLPT N5 or higher. (2) A copy of the pass notification and grade transcript for the J-TEST F-level or NAT-TEST Level 4. (3) An academic transcript from the school at which you studied Japanese.

**4. Personal statement explaining why you want to enter this program (university specified form 3)**

**5. Health Certificate (university specified form 4)**

**6. Certificate of Graduation from last school attended**

**7. Academic transcript from last school attended**

**8. Photocopy of Passport/Certificate of Residence or copy of Residence Card (Domestic Applicants Only)**

**(1) Applicants who live outside of Japan**

A copy of the passport page 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 another form of identification issued by the relevant government or organization with similar status).

Those who have stayed in Japan for more than one month on a 'short stay' visa must provide the reason for the stay.

**(2) Applicants who live in Japan**

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

Additionally, please send your Certificate of Residence or a copy of both sides (front and back) of your Residence Card on an A4 (letter size) paper.

**9. Photos**

Five photos (color photographs, 4cm x 3cm, taken within the last three months, 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 necessary documents for 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 of defrayal and statement explaining the background of the payer'** (**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 with proof of relationship)
- (3) If the applicant is to receive scholarship funds
- Certificate of 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 of defrayal and statement explaining the background of the payer'** (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 return 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 return with reception stamp).
  - ④ Certificate of residence
  - ⑤ If the payer is a relative of the applicant, please provide a document certifying the relationship (family registration or official certificate with proof of relationship). 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 (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 guarantor may be a family member, etc. living in the applicant's home country or a resident of Japan. In the case that a Japanese resident (preferably someone living in Tokyo) is willing to become your guarantor please choose this person over someone in your home country.

#### **12. Contact Information Report (university specified form 7)**

All notifications, forms, and formalities will be sent to the address written on this form. Please write only one address.

For addresses in Japan please write in Japanese. For foreign addresses please write in the language of that country or in English.

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

Not required for applicants who currently live in Japan.

**14. Application for Certificate of Eligibility ( university specified form 9)**

Not required for applicants who currently live in Japan.

**15. Screening fee receipt (university specified form 10)**

Please affix the screening fee receipt as confirmation of payment.

**【Notes】**

- (1) Documentation will not be returned to applicants.
- (2) Applications 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 (letter) size.
- (4) Applicants (as well as other applicable persons, schools, organizations, etc.) may be contacted to confirm the application details provided.

**5. Admission screening fee and payment method**

- (1) The admission screening fee of 15,000 yen must be paid into the designated bank account at the start of the application process.
- (2) Bank charges applied to money transfers are to be paid by the applicant. For international transactions, fees may be charged by both the bank at which the transfer is made as well as the receiving bank in Japan. Please be sure to include the money for these charges in your transfer. The total amount of 15,000 yen must arrive in the designated bank account for your application to be processed.
- (3) **Please note that the admission screening fee is non-refundable regardless of the result of your application.**

**【Method of payment】**

Mode of remittance	Wire transfer 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.
<b>【From overseas】</b>	
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) Applicants from overseas: Screening via application documents only.

(2) Applicants who currently live in Japan: Screening via application documents and interview.

※ A guarantor who lives in Japan may also be interviewed.

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

## 7. Acceptance notice

The results of the fall semester screening will be sent to the address provided on the Contact Information Report by post in mid-July, and the results of the spring semester screening in mid-December. Mejiro University does not accept inquiries regarding screening results 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) are to be paid by the date indicated in the acceptance letter (usually within two weeks of receiving the letter).

Upon confirming the remittance, Mejiro University, in place of the accepted student, will apply for the 'Certificate of Eligibility' as the student's proxy. The 'Certificate of Eligibility' is necessary in order to obtain a student visa to study in Japan. As soon as the university receives 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

Students of this program will enter Japan under the visa status of "College Student". This status expires after one year. Please apply for a student visa with the 'Certificate of Eligibility' and the 'University Admission Letter' at your nearest Japanese diplomatic establishment. Applicants who currently live in Japan must extend their existing student visa or alter the eligibility status of their current visa.

## **10. Academic fees**

【unit: Japanese yen】

	Admission Fee	Tuition	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 in the case that the student fails to obtain the 'Certificate of Eligibility' or is refused a visa by the relevant authority.
- (2) The tuition fee does not include the cost of textbooks or other study materials.

## **11. Cancellation of admission**

- (1) Admission to Mejiro University will be cancelled if a student fails to obtain the 'Certificate of Eligibility' or is refused a visa by the relevant authority. In this case Mejiro University will refund the paid academic fees.
- (2) Mejiro University will cancel admission if any false statements are 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 period of time. Applicants are requested to carefully consider their student life in Japan when applying.

### **Accommodation**

【University Dormitories】

The dormitories are located adjacent to the university campus. Rent includes electricity, water, gas and internet, making them more reasonably priced than private Tokyo apartments. There are also live-in caretakers in the dormitories so safety is guaranteed.

#### **1. Towa International Dormitory I (male students)**

1 minute to the West Gate of the university campus

Entrance fee: 40,000 yen

Rent: 43,000 yen/month (electricity, water, gas and internet included)

Room type: single room

Communal areas: kitchen, dining room, showers, bathroom, laundry room.

Room furnishings: bed, desk, chair, closet, bookshelf, desk lamp, air-conditioner, garbage box, shoe shelving.

#### **2. Towa International Dormitory II (female students)**

1 minute to the Front Gate of the university campus

Opened in September, 2009

Entrance fee: 40,000 yen

Rent: 45,000 yen/month (electricity, water, gas and internet included)

Room type: single room

Communal areas: kitchen, dining room, showers, laundry room.

Room furnishings: bed, desk, chair, closet, bookshelf, desk lamp, air-conditioner, garbage box, shoe shelving, bathroom.

### **3. Towa International Dormitory III (female students)**

1 minute to the North Gate of the university campus

Opened in September, 2011

Entrance fee: 40,000 yen

Rent: 41,000- 45,000 yen/month (electricity, water, gas and internet included)

\*Rent amount differs depending on room size.

Room type: room share (3 residents per unit, private bedrooms)

Communal areas (shared between 3 residents): Bathroom, shower, washing machine, dryer, kitchen, dining room.

Room furnishings: bed, desk, chair, closet, bookshelf, desk lamp, air-conditioner, garbage box, shoe shelving.

**\* Dormitory room allocation is based on availability and all dorm placements will be decided by the university.**

**\* Students are required to pay four months' rent in advance when entering the dormitory.**

#### **【Affiliate Dormitory】**

Rikko Kaikan – Roughly 30 mins by train and foot from Mejiro University (Seibu Line Ekoda Station)

Entrance fee: 30,000 yen

Rent: From 43,000 yen/month (Electricity, gas and internet **not** included)

Room type: All single rooms

Communal areas: kitchen, shower room, laundry room (shower and washing machines coin operated)

Room furnishings: bed, desk, closet, air conditioner, telephone, TV socket

#### **【Privately owned apartments】**

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