

2016

- INSTITUTE FOR JAPANESE STUDIES - NAGOYA GAKUIN UNIVERSITY

Application Procedures

Note Before completing the documents, please check our Admission Requirements.

- 1)** Applicants must have completed 12 years of regular school education in countries other than Japan and have at least one year of experience at a college/university level institution. Preferably, the applicant's GPA should be above 3.0 at the most recently attended college/university.
- 2)** Proficiency in English or Japanese must be demonstrated in one of the following four ways:
 - ① Japanese Language Proficiency Test: N4 or above for April admission, N2 or above for September admission
 - ② Examination for Japanese University Admission for International Students (Japanese): 200 or above for April admission, 250 or above for September admission
 - ③ TOEFL-PBT 470 (or TOEFL-iBT 52 or TOEFL-CBT 150) or above
 - ④ TOIEC : 500 or above
 - ⑤ IELTS : 4.5 or above

Please be advised that the applicants who got admission from NGU in the categories ③、④、⑤ mentioned above must be sufficiently proficient in Japanese as below by the day of the entrance to NGU.

- a) be able to read and write Hiragana and Katakana
- b) be familiar with elementary Kanji through reading introductory textbooks such as "Basic Kanji Book" Vol.1, Bonjinsha Co.

—Application Schedule for 2016—

	Period	Application Period	Selection	Announcement of Result	Deadline for Admission Procedures
Enroll in April	1	October 6 to December 1, 2015	Screening of Application materials	Dec 22, 2015	Jan 15, 2016
	2	January 8 to February 19, 2016 For residents in Japan only		Mar 4, 2016	Mar 10, 2016
Enroll in Sept	1	April 4 to May 13, 2016		May 27, 2016	Jun 10, 2016
		Documents accepted only by mail. Must be postmarked by the deadline date.		Results will be mailed.	Transfer ¥160,000 to our bank account and submit required documents

Entrance ceremony

Enroll in April : April 1 (Fri.)

Enroll in September : September 13 (Tue.)

INSTITUTE FOR JAPANESE STUDIES NAGOYA GAKUIN UNIVERSITY 2016 APPLICATION PROCEDURES

1 ADMISSION DATES

Completion of the Institute's program of studies requires one year.

April Admission : April 1, 2016

September Admission : September 13, 2016

2 NUMBER OF STUDENTS ACCEPTED

30 students, including exchange students.

3 ADMISSION REQUIREMENTS

- 1) Applicants must have completed 12 years of regular school education in countries other than Japan and have at least one year of experience at a college/university level institution. Preferably, the applicant's GPA should be above 3.0 at the last attended college/university.
- 2) Proficiency in English or Japanese must be demonstrated in one of the following four ways:
 - ① Japanese Language Proficiency Test: N4 or above for April admission, N2 or above for September admission
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4 NECESSARY APPLICATION DOCUMENTS

- 1) Completed Application Form (FORM 1)
- 2) Certificate of Graduation from the last attended college/school, or Certificate of Attendance from the college presently attending
- 3) Official transcript of academic record from the college/school last attended (An original transcript issued within the last 6 months)
- 4) Official transcript of academic record from a Japanese language institution if the applicant is currently attending one.
- 5) Information sheet on previous Japanese language study (FORM 2)
- 6) Two letters of recommendation (FORM 3) from college professors, employers or others familiar with your background.
- 7) Certificate of Health (FORM 4) by a qualified physician.
- 8) Financial Evidence (Please choose one from three choices; ①~③)

- ① Original documents(e.g. an account balance statement issued by your financial institution) verifying enough funds(more than ¥1,000,000) for one-year to study in Japan.
- * If a parent or other family member may act as the applicant's financial supporter, please ensure that the following documents are submitted:
- 1) An official document verifying the relationship to the applicant
 - 2) Pledge signed by the supporter (**FORM5**)
 - 3) An official document verifying supporter's occupation and proof of annual Income.
- ② Scholarship document showing sufficient funds and the scholarship period.
- ③ Loan document showing sufficient funds and the loan period.
- ④ In case a guarantor living in Japan supports the applicant, the documents below are needed.
- 1) Letter of Guarantee (**FORM6 #1 and #2**)
 - 2) Guarantor's Certificate of residential tax payment (Jyuminzei-nozeishomeisho) or tax payment which shows the amount of total income (Shotokuzei-nozeishomeisho)
 - 3) Guarantor's certificate of office employment (Zaishoku-shomeisho) or Registration certificate of the company (Tokibo-tohon)
- 9) Six ID photographs (1.6 in X 1.2 in)
Clear, sharp and in focus full-face photo with no hat on. (Taken in front of a plain white or light-colored background)
*Computer-generated photos are not acceptable.
- 10) Official document verifying Japanese or English Language Proficiency (See 3-2)
- 11) Photo-copy of passport and valid visa for Japan (Only for applicants currently residing in Japan).

Remarks :

- *Official documents from China 2, 3 and 8 need notarization.
- *Certificates of Graduation from the most recent attended college/school, or Certificates of Attendance from the college presently attending, a notarized copy must be submitted. The original should be submitted when the successful candidate receives an acceptance notice. If this document is not received, this may result in cancellation of admission.
- *Once application documents are submitted, they cannot be returned to the applicant except for the original 2.

5 APPLICATION FEE (Non-refundable under any circumstances)

Please pay ¥10,000 (ten thousand yen in Japanese currency) in the bank account as follows,

- ◆Currency : Japanese Yen (JPY)
- ◆Amount : ¥ 10,000 plus both commission of your bank and Japanese bank
- ◆Beneficiary Bank : Nagoya Bank
Branch : Rokubanchou
- ◆Swift Code : NAGOJPJN
- ◆Account Number: 115-3456701
- ◆Account Holder : Educational foundation Nagoya Gakuin University
Chair of the Board Kenji Sueyasu
- ◆Address of NGU: 1-25, Atsuta-Nishimachi, Atsuta-ku,Nagoya 456-8612 Japan

6 Fees for students admitted in 2016

Details of payment methods and its deadline will be sent along with notification of acceptance.

	Initial registration fee	Upon Entrance	Second Semester
Tuition	¥160,000	¥160,000	¥320,000

As soon as the university has confirmed the receipt of the above payment, the Certificate of Admission will be sent to the applicant.

7 HOUSING

IJS students are basically required to live in designated facilities to study Japanese language and culture.

	Yen per month	note
Nagoya Campus	¥30,000 or ¥35,000	Utilities Included. Security deposit : ¥5,000 Linens are available for purchase : ¥7,000
NGU Seminar House Annex	¥27,000 to ¥38,000	Very close to the campus. Utilities Included. Girls only. Deposit required : ¥5,000
Off campus dorm	¥40,000	Board and lodging. Utilities costs and subway costs required
Public Apartment House	Approximately ¥50,000	Plus key-money and deposit about ¥200,000 & utility fees

8 OTHERS

- ① NGU will apply for the Certificate of Eligibility for overseas applicants who need visa.
(Japanese residents must go through the necessary procedure by yourself.)
- ② Unsuccessful applicants should refrain from reapplying within a year after the first apply.
- ③ NGU has the scholarship system for privately-financed IJS students.
- ④ Submitting incomplete or false information in the above required documents will result in the cancellation of admission.

Inquiry & Application

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