

2019–2020 Application Guide

Aichi Shukutoku University

Center for Japanese Language and Culture

To Applicants,

The Center for Japanese Language and Culture at Aichi Shukutoku University was founded in 1992 with the mission to provide students with knowledge of the Japanese language so that it can be used with confidence on various occasions and for various purposes. Students enrolled in our Japanese studies program are expected to acquire comprehensive Japanese language skills that are not limited to preparation for tests and university entrance exams.

Our program is not appropriate for those who wish only to improve certain skills to achieve good results on the Japanese Language Proficiency Test and other tests. Please take a moment to understand this policy before you apply.

Director, Center for Japanese Language and Culture
Aichi Shukutoku University

Application Information

Application Requirements

The applicant must fulfill the following conditions.

- (1) The applicant must have completed twelve years of formal education and be eligible to enter university, or the equivalent.
- (2) The applicant must have achieved grades of at least 75 points on a 100 point scale, or a 2.75 GPA on a 4.00 scale, at their last educational institution.

Enrollment Limit

30 students including exchange students

Selection Criteria

Admission decision will be made on the basis of the applicant's submitted documents. However, when necessary, we may arrange an interview for applicants currently residing in Japan.

Application & Application Fee (10,000 yen) Deadline

Friday, April 26th, 2019

[Notes]

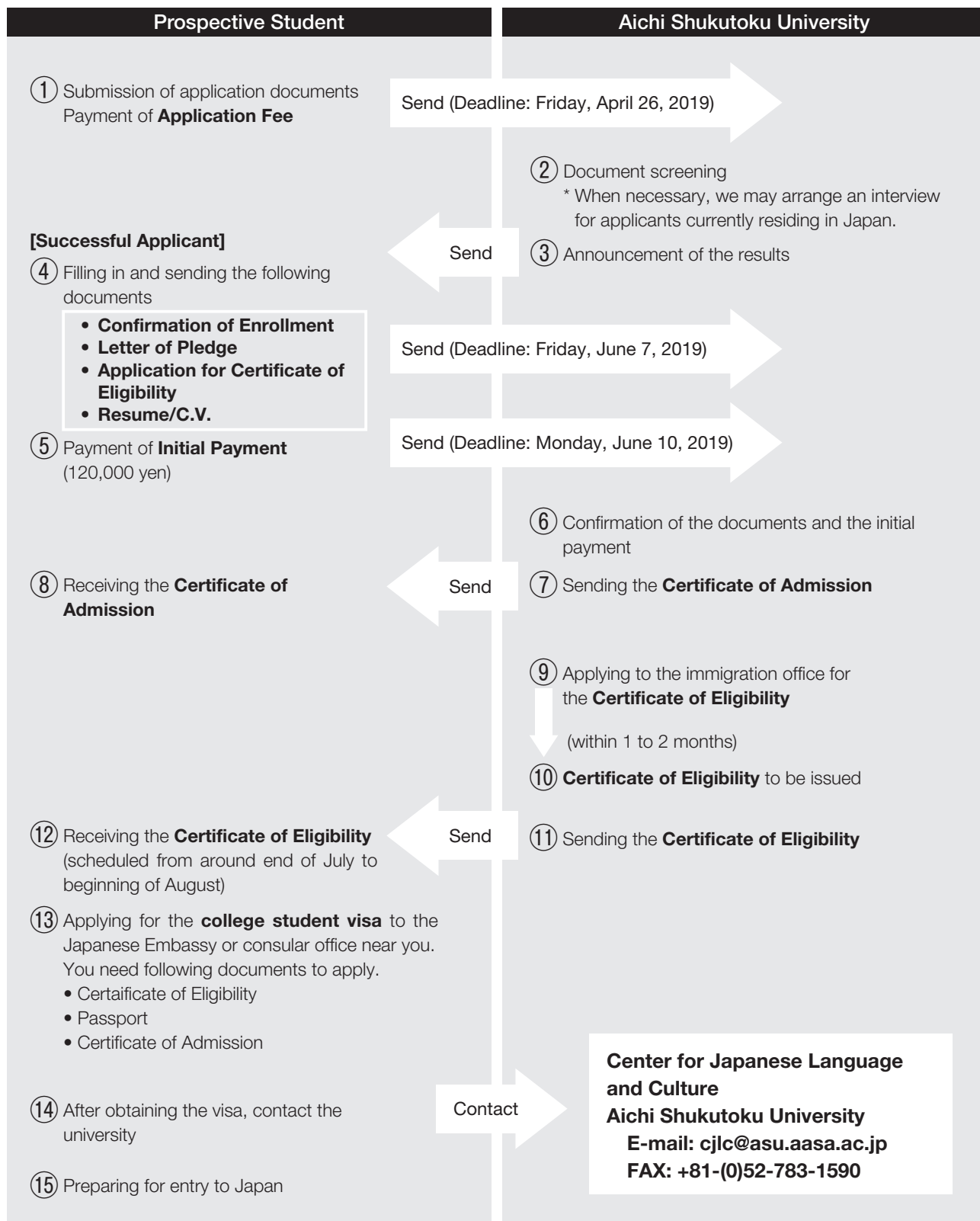
1. Only applications that meet the following conditions will be valid.
 - All documents are received by the above deadline.
 - The application fee is paid by the above deadline.
 - Applications are sent by registered mail or express courier service (proof of delivery is recorded).
2. Applications will not be accepted at the University office.
3. Enrollment from the Spring Semester is not being offered (excluding exchange students from partner institutions).
4. Exchange students from partner institutions do not need to pay the application fee.

Notification of Selection Results

Successful applicants will receive notice of their selection by mail within 6 weeks (scheduled for beginning of June) of the application deadline. Please note that the university does not accept inquiries relating to acceptance or rejection, or provide reasons for its decision.

* It may take a little for applicants to receive notification depending on the country or region in which they live.

Steps from application to entrance (For overseas applicants)



Center for Japanese Language and Culture, Aichi Shukutoku University

Notes on Application Procedures <Fall 2019 – Spring 2020>

Application Forms

- (1) Application Form for Admission (Form 1)
- (2) Statement of Purpose (Form 2)
- (3) Statement of Future Plans (Form 3)
- (4) Certificate of Health (Form 4)
- (5) Letter of Academic Recommendation (Form 5)
- (6) Background in Japanese Language Study (Form 6)
- (7) Declaration of Financial Support [Japanese, English, Chinese] (Form 7)
- (8) Proof of Financial Means to Live in Japan
- (9) Sworn Statement (Form 8)
- (10) Certificate of Graduation / Official Transcripts
- (11) Copy of Passport (if applicable)
- (12) Copy of Visa and Resident Card (if applicable)
- (13) 4 copies of photographs (4cm vertical x 3cm horizontal)
- (14) Application Fee 10,000 yen

I. Important Notes for Applicant

- **Submitted documents will not be returned.**
 - Applications containing false information will be considered invalid.
 - Application documents that fail to follow specified procedures will be considered as invalid.
 - Please use appropriate forms supplied for the documents marked with an asterisk (☆).
 - Please write all documents in Japanese or English. Documents written in a language other than Japanese and English must have a certified Japanese or English translation attached to the original. Application documents must be completed by the applicant himself / herself except for the Certificate of Health (Form 4), the Letter of Academic Recommendation (Form 5), and the Declaration of Financial Support (Form 7)). Applications filled out by someone other than the applicant will be automatically rejected.
 - Please use the "Application Checklist" to make sure all necessary documents are included prior to submitting your application.
- ☆(1) Application Form for Admission (Form 1)
- Please write in either Japanese or English.
 - All correspondence from our university will be sent to the applicant's present address, so make sure to write the full address clearly.
- ☆(2) Statement of Purpose (Form 2)
- **The applicant himself/herself must fill in this form.**
 - Please write in detail and fill all the space allotted.
 - Feel free to write in your native language, but make sure to attach a certified Japanese or English translation. The translation should cover your statement thoroughly.
- ☆(3) Statement of Future Plans (Form 3)
- **The applicant himself / herself must fill in this form.**
 - Please write in detail and fill all the space allotted.
 - Feel free to write in your native language, but make sure to attach a certified Japanese or English translation. The translation should cover your statement thoroughly.
- ☆(4) Certificate of Health (Form 4)
- A certified physician must fill in this form. The certificate should be issued within the last 3 months of the date of your application.
- ☆(5) Letter of Academic Recommendation (Form 5)
- The letter must be from a person who is qualified to comment on the applicant's learning abilities and academic records. If you have taken Japanese language courses, ask your Japanese instructor to write the letter. Make sure to send the recommendation letter directly to the Center for Japanese Language

and Culture, or included it your application package in a sealed envelope. Unsealed recommendation letters will be considered as invalid.

- ☆(6) Background in Japanese Language Study (Form 6)
 - Please give an accurate and truthful evaluation because selection is not based on your Japanese language study background.
- ☆(7) Declaration of Financial Support [Japanese, English, Chinese] (Form 7)
 - This form should be written by the person making the declaration.
 - Use either Japanese, English or Chinese form.
 - If you write this form in Chinese, make sure to attach either a Japanese or English translation.
- (8) Proof of Financial Means to Live in Japan
 - All financial documents must be original and dated within 3 months of your application submission. We do not accept copies of these documents.

If the applicant support himself/herself:	<ul style="list-style-type: none"> ① A certificate of balance of the applicant's bank account. ② Official letter or statement from your scholarship sponsor indicating your name, the period of your scholarship, and the amount awarded (if applicable) ③ Official letter or statement from your student loan sponsor indicating your name, the period of your loan, and the amount given. (if applicable)
If the applicant's parent(s) or guardian(s) support the applicant:	<ul style="list-style-type: none"> ① Official financial documents of the supporter. (Please submit two of these four documents: 1. a certificate of balance of the supporter's bank account, 2. a certificate of the supporter's tax payment, 3. a certificate of the supporter's income, 4. a certificate of the supporter's employment.) ② A document to certify the relationship between the applicant and the applicant's financial supporter ③ Declaration of Financial Support completed by the financial supporter.
If someone residing in Japan supports the applicant:	<ul style="list-style-type: none"> ① Official financial documents of the supporter. (Please submit two of these four documents: 1. a certificate of balance of the supporter's bank account, 2. a certificate of the supporter's tax payment, 3. a certificate of the supporter's income, 4. a certificate of the supporter's employment.) ② A certificate of residence of the supporter listing all household members. ③ Declaration of Financial Support completed by the financial supporter.

[Notes]

- Documents written in a language other than Japanese and English must be accompanied by a Japanese or English translation.
- The amount on documents should be in either Japanese yen, US dollars or Chinese yuan.
- We may ask the applicant to submit additional documents when it is considered as necessary.

To Applicants of Chinese Nationality (except Taiwan and Hong Kong nationals)

- Documents issued in China must be accompanied by a notarial deed attached to the original.
- Please submit a copy of Deposit Slip along with your certificate of balance.

- ☆(9) Sworn Statement (Form 8)
 - **The applicant himself / herself must fill in this form.** Application without the sworn statement is invalid.
- (10) Certificate of Graduation / Official Transcripts
 - Please do not send your diploma, but send a certificate of graduation issued by your school with an official seal or signature.
 - If you have taken any Japanese language courses in Japan, you are required to submit official transcripts from the school you attended.
 - Official transcripts must include or be accompanied by evaluation criteria.

To Applicants of Chinese Nationality (except Taiwan and Hong Kong nationals)

- Documents issued in China must be accompanied by a notarial deed attached to the original.

College or graduate school graduates	A certificate of graduation and official transcripts of academic records issued by the school you attended
Applicants currently enrolled in a college or graduate school	A certificate of enrollment and official transcripts of academic records issued by the school you are currently enrolled
Secondary school / high school graduates	A certificate of graduation and official transcripts of academic records issued by the school you attended
Applicants currently enrolled in a secondary school / high school and expect to graduate by August in 2019	A certificate of expected graduation and official transcripts of academic records issued by the school you are currently enrolled *

* Successful applicants are required to submit a copy of either their graduation certificate or diploma following graduation from high school.

(11) Copy of Passport (if applicable)

- If you already have a passport, submit a copy of your passport's picture page that shows your face, name, and signature.
- If you have visited Japan in the past, include a copy that shows the status of stay and the dates of entry and departure as well.

(12) Copy of Visa and Resident Card (if applicable)

- If you are currently residing in Japan, it is required to submit a copy of your visa granted and a copy of your Resident Card.

(13) Four Passport Photographs (4 cm vertical × 3 cm horizontal)

- All photographs must be identical, taken within 3 months, full-faced, and taken on the same day.

(14) Application Fee 10,000 yen

- You must make a payment using either one of two methods specified below by the application deadline. Application fee is non-refundable under any circumstances.

Application & Application Fee (10,000 yen) Deadline

Friday, April 26th, 2019

① **International Postal Money Order in Japanese Yen (Preferred method of payment)**

- Please make an international postal money order with a face value of 10,000 Japanese yen if you are applying from abroad. The name of the recipient should be the 'Center for Japanese Language and Culture, Aichi Shukutoku University'. Please send the international postal money order to Aichi Shukutoku University by mail along with your application documents.
- If you are applying within Japan, pay with a fixed amount postal note (*Teigaku Kogawase*).

(Notes)

- All payments should be made in Japanese Yen. We cannot accept international postal money orders in foreign currencies. Failure to pay the application fee by the appropriate application deadline using the above mentioned methods will invalidate your application.

② **Bank Transfer**

- Please refer to the account information below and pay the application fee of ¥10,000. The applicant is responsible for all handling charges. Make sure to send us exactly ¥10,000 after the handling fees are deducted. Please consult your bank at the time of transfer for more information about the charges.
- If you pay by bank transfer from overseas, you must enclose a photocopy of the application for remittance with the rest of your application documents. The payment must be processed under the name of the applicant.

- 1) Remittance method: Telegraphic transfer
- 2) Method of payment: Advise and Pay
- 3) Handling charges: Remitter
- 4) Amount to be remitted: Application fee of ¥10,000
- 5) Beneficiary
 - Bank Name: MUFG Bank, Ltd., Hoshigaoka Branch
 - Account name: Gakko Hojin Aichi Shukutoku Gakuen (Daigakuguchi)
 - Address: 9, 2-chome, Katahira, Nagakute, Aichi, JAPAN
 - Phone: (0561)62-4111
 - Account number: Ordinary Account 1570568
 - SWIFT Code: BOTKJPJT
 - Bank address: 14-25 Motomachi, Hoshigaoka, Chikusa-ku, Nagoya, Aichi, JAPAN
 - Bank phone number: 052-781-6326
- 6) Purpose of remittance: Application fee
- 7) Message: Fill in the Applicant's Name
 - * Be sure to fill in the Applicant's Name in the Message column.

(Notes)

- We do not accept bank checks.
- Applications will not be accepted until payment of the entrance examination fee has been confirmed. Please take the number of days required to make an overseas transfer into consideration before transferring the payment.

II. Admission Procedure and Costs

Upon receiving the notification of acceptance, successful applicants must pay a portion of the tuition of ¥100,000 and the admission fee of ¥20,000 by the stated deadlines. These payments are non-refundable.

Tuition and Other Fees for 2019-2020

Deadline	June 10, 2019	October 15, 2019	May 15, 2020
Item	Admission Fee ¥20,000 Tuition Fee ¥100,000	Tuition Fee ¥255,000 Facilities and Equipment Fee ¥20,000 Security Deposit ¥30,000	Tuition Fee ¥355,000 Facilities and Equipment Fee ¥20,000
Total	¥120,000	¥305,000	¥375,000

III. Obtaining Visa and Entry to Japan

Classes at the Center for Japanese Language and Culture normally start at late September. Those who are admitted to the program have to enter Japan to attend the orientations held at the middle of September. In the case that you cannot enter Japan within two weeks from the start of classes due to delays in obtaining the visa, we will have to ask you to withdraw your admission.

Please contact us if you have any inquiries.

**Center for Japanese Language and Culture
Aichi Shukutoku University**

23, Sakuragaoka, Chikusa-ku, Nagoya, Aichi 464-8671 JAPAN
Phone: +81-(0)52-783-1590 Fax: +81-(0)52-783-1578

Application Checklist

Please use this checklist to make sure that you have completed necessary application documents.
We do not return any documents under any circumstance once submitted.

Documents	Notes	✓
Application Form for Admission (Form 1)	Your photograph must be attached.	
	All sections must be filled in.	
	It is written in either Japanese or English.	
	Your current address must be provided in full.	
	Your phone number includes the area code.	
	In the section of education background, you list all schools you attended from primary school.	
	In the section of education background, you count the total number of years of formal education from primary school.	
Statement of Purpose (Form 2)	Was it completed by the applicant themselves?	
	It is written in either Japanese or English.	
	If it is written in another language, you must attach a Japanese or English translation.	
	Your name and the date are properly written.	
Statement of Future Plans (Form 3)	Was it written by the applicant themselves?	
	It is written in either Japanese or English.	
	If it is written in another language, you must attach a Japanese or English translation.	
Certificate of Health (Form 4)	Your name and the date are properly written.	
	Was it prepared by the applicant themselves?	
Letter of Academic Recommendation (Form 5)	It has been issued by a certified physician within the past 3 months.	
	It has the doctor's signature or seal at the bottom of the certificate.	
Background in Japanese Language Study (Form 6)	It must be sealed properly.	
	It is from a Japanese instructor if you have taken Japanese courses in the past. (if applicable)	
Declaration of Financial Support (Form 7)	It is filled in completely.	
	Was it written by the applicant themselves?	
	If it is written in Chinese, you must attach a Japanese or English translation.	
Proof of Financial Means to Live in Japan	The person providing financial support must fill in this form.	
	It is filled in completely.	
	It is written in either Japanese or English.	
	If it is written in another language, you must attach a Japanese or English translation.	
Sworn Statement (Form 8)	All documents should have been issued within the past 3 months.	
	All documents must be original.	
4 copies of photographs (4 cm vertical x 3 cm horizontal)	Bank statements including deposit balance certificates that are issued in China must have a deposit slip attached.	
	It is filled in completely.	
Certificate of Graduation / Official Transcripts	Was it signed by the applicant themselves?	
	Four photographs are 4 cm vertical x 3 cm horizontal in size.	
	It is written in either Japanese or English.	
	If it is written in another language, you must attach a Japanese or English translation.	
	This should be a certificate of graduation, not the original diploma.	
Application Fee 10,000 yen	All documents should have been issued within the past 6 months.	
	All documents must be original.	
	Your official transcripts include evaluation criteria.	
	You have paid exactly 10,000 yen after all handling charges are deducted.	

<For applicants who already have the following>

Copy of Passport	Your passport must be valid.	
	The copy of your passport must show your picture, name, and signature.	
	If you have visited Japan in the past, include a copy that shows the status of stay and the dates of entry and departure.	
Copy of Visa and Resident Card (Copy of both sides)	Your visa and Resident Card (Alien Registration Card) must be valid.	
	The copies of your visa and Resident Card (Alien Registration Card) must show your identity and validity of your visa.	