

## **[Exchange students]**

\*Exchange Students are international students from partner universities with an exchange agreements with our university.

### **A. Center for Japanese Language and Culture (Japanese Studies Program)**

**Form Download** <https://www.aasa.ac.jp/institution/international/en/program/cjlc/application.html>

1. Application Form for Admission (Form 1)
2. Background in Japanese Language Study (Form 2)
3. Statement of Purpose (Form 3)
4. Statement of Future Plans (Form 4)
5. Letter of Academic Recommendation (Form 5)
6. Certificate of Health (Form 6)
7. Declaration of Financial Support (Form 7)
8. Sworn Statement (Form 8)
9. Application for Certificate of Eligibility \* Japanese government official form

### **B. Non-Degree Undergraduate Program**

**Form Download** <https://www.aasa.ac.jp/institution/international/en/program/course/>

1. Application Form for Admission
2. Letter of Academic Recommendation
3. Background in Japanese Language Study
4. Course Registration Request Form for Non-Degree students
5. Certificate of Health
6. Declaration of Financial Support
7. Sworn Statement
8. Application for Certificate of Eligibility \*Japanese government official form

### **A+B. Supplementary certificates/documents**

1. Official Transcript of all records of home university
2. Certificate of Enrollment
3. Copy of passport \* If the applicant has visited Japan before, please include a copy that shows the status of stay and the dates of entry and departure along with the passport number page.
4. Four ID photographs (4 X 3cm) \* Digital photo is NOT acceptable
5. Financial documents to prove the applicant's or applicant's supporter's financial ability  
e.g. personal bank statements, employment certificates, scholarship award certificates
6. (For Non-Degree undergraduate program only) Proof of language proficiency  
Japanese-taught program: Copy of the score report of the Japanese Language Proficiency Test  
English-taught program: Copy of the score report of TOEFL or IELTS

**Application Information**

Application Requirements	<p>The applicant must fulfill the following conditions.</p> <p>(1) The applicant must have completed twelve years of formal education and be eligible to enter university, or the equivalent.</p> <p>(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.</p>
Enrollment Limit	30 students including exchange students
Selection Criteria	<p>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.</p> <div data-bbox="395 745 1141 887" style="border: 1px solid black; padding: 10px; text-align: center;"> <p>Application &amp; Application Fee (10,000yen) Deadline</p> <p><b>Wednesday, April 15th, 2020</b></p> </div> <p>[Notes]</p> <ol style="list-style-type: none"> <li>1. Only applications that meet the following conditions will be valid. <ul style="list-style-type: none"> <li>– All documents are received by the above deadline.</li> <li>– The application fee is paid by the above deadline.</li> <li>– Applications are sent by registered mail or express courier service (proof of delivery is recorded).</li> </ul> </li> <li>2. Applications will not be accepted at the University office.</li> <li>3. Enrollment from the Spring Semester is not being offered (excluding exchange students from partner institutions).</li> <li>4. Exchange students from partner institutions do not need to pay the application fee.</li> </ol>
Notification of Selection Results	<p>Successful applicants will receive notice of their selection by mail within 6 weeks (scheduled for end of May) of the application deadline. Please note that the university does not accept inquiries relating to acceptance or rejection, or provide reasons for its decision.</p>

## Steps from application to entrance (For overseas applicants)

●Prospective Student	●Aichi Shukutoku University
<p>①Submission of application documents</p> <p>Sending: Payment of <b>Application Fee</b> (<b>Deadline : Wednesday, April 15</b>)</p> <p>[Successful Applicant]</p> <p>④Filling in and sending the following documents</p> <ul style="list-style-type: none"><li>• <b>Confirmation of Enrollment</b></li><li>• <b>Letter of Pledge</b></li><li>• <b>Application for Certificate of Eligibility</b></li><li>• <b>Resume/C.V</b></li></ul> <p>(<b>Deadline : Friday, June 5, 2020</b>)</p> <p>⑤Sending: Payment of <b>Initial Payment</b> (120,000yen) (<b>Deadline : Wednesday, June 8, 2020</b>)</p> <p>⑧Receiving the <b>Certificate of Admission</b></p> <p>⑫Receiving the <b>Certificate of Eligibility</b> (scheduled from around end of July to beginning of August)</p> <p>⑬Applying for the <b>college students visa</b> to the Japanese Embassy or consular office near you. You need following documents to apply.</p> <ul style="list-style-type: none"><li>• Certificate of Eligibility</li><li>• Passport</li><li>• Certificate of Admission</li></ul> <p>⑭After obtaining the visa, contact the university</p> <div data-bbox="140 1989 643 2134" style="border: 1px solid black; padding: 5px;"><p>Center for Japanese Language and Culture Aichi Shukutoku University E-mail: <a href="mailto:cjlc@asu.aasa.ac.jp">cjlc@asu.aasa.ac.jp</a> FAX: +81-(0)52-783-1590</p></div> <p>⑮Preparing for entry to Japan</p>	<p>②Document screening</p> <p>*When necessary, we may arrange an interview for applicants currently residing in Japan.</p> <p>③Sending the <b>Announcement of the results</b></p> <p>⑥Confirmation of the documents and the initial payment</p> <p>⑦Sending the <b>Certificate of Admission</b></p> <p>⑨Applying to the immigration office for the <b>Certificate of Eligibility</b>  (within 1 to 2 months)</p> <p>⑩<b>Certificate of Eligibility</b> to be issued</p> <p>⑪Sending the <b>Certificate of Eligibility</b></p>

# Center for Japanese Language and Culture, Aichi Shukutoku University

## Notes on Application Procedures <Fall 2020 — Spring 2021>

Application Forms	<ol style="list-style-type: none"><li>1. Application Form for Admission (Form1)</li><li>2. Background in Japanese Language Study (Form2)</li><li>3. Statement of Purpose (Form3)</li><li>4. Statement of Future Plans (Form4)</li><li>5. Letter of Academic Recommendation (Form5)</li><li>6. Certificate of Health (Form6)</li><li>7. Declaration of Financial Support [Japanese, English, Chinese] (Form7)</li><li>8. Proof of Financial Means to Live in Japan</li><li>9. Sworn Statement (Form8)</li><li>10. Certificate of Graduation/ Official Transcripts</li><li>11. Copy of Passport (if applicable)</li><li>12. Copy of Visa and Resident Card (if applicable)</li><li>13. 4 copies of photographs (4cm vertical ×3cm horizontal)</li><li>14. Application Fee 10,000yen</li></ol>
I . Important Notes for Applicant	<ul style="list-style-type: none"><li>• <b>Submitted documents will not be returned.</b></li><li>• Applications containing false information will be considered invalid.</li><li>• Application documents that fail to follow specified procedures will be considered as <u>invalid</u>.</li><li>• Please use appropriate forms supplied for the documents marked with an asterisk(☆).</li><li>• Please write all documents <u>in Japanese or English</u>. Documents written in a language other than Japanese and English must have a certified Japanese or English translation attached to the original. <u>Application documents must be completed by the applicant himself / herself</u> except for the Letter of Academic Recommendation (Form5), the Certificate of Health (Form6), and the Declaration of Financial Support (Form7). Applications filled out by someone other than the applicant <u>will be automatically rejected</u>.</li></ul> <p>☆ (1) Application Form for Admission (Form1)</p> <ul style="list-style-type: none"><li>• Please make sure to fill all 4 sheets of the excel file.</li><li>• Please write in either Japanese or English</li><li>• All correspondence from our university will be sent to the applicant's present address, so make sure to write the full address clearly.</li></ul> <p>☆ (2) Background in Japanese Language Study (Form2)</p> <ul style="list-style-type: none"><li>• Please give an accurate and truthful evaluation because selection is not based on your Japanese language study background.</li></ul> <p>☆ (3) Statement of Purpose (Form3)</p> <ul style="list-style-type: none"><li>• <b><u>The applicant himself/herself must fill in this form.</u></b></li><li>• Please write in detail and fill all the space allotted.</li><li>• 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.</li></ul>

- ☆ (4) Statement of Future Plans (Form4)
  - **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.
- ☆ (5) Letter of Academic Recommendation (Form5)
  - **The signature and date must be handwritten by the recommender.**
  - 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) Certificate of Health (Form6)
  - A certified physician must fill in this form. The certificate should be issued within the last 3 months of the date of your application.
- ☆ (7) Declaration of Financial Support [Japanese, English, Chinese] (Form7)
  - **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:	①A certificate of balance of the applicant's bank account. ②Official letter or statement from your scholarship sponsor indicating your name, the period of your scholarship, and the amount awarded (if applicable) ③Official 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:	①Official 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.) ②A document to certify the relationship between the applicant and the applicant's financial supporter ③Declaration of Financial Support completed by the financial supporter.
If someone residing in Japan supports the applicant:	①Official 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.) ②A certificate of residence of the supporter listing all household members. ③Declaration of Financial Support completed by the financial supporter.

[Notes]

- 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 (Form8)

- **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 2020	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

**Wednesday, April 15, 2020**

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 allocation documents.
- If you are applying within Japan, pay with a fixed amount postal note (*Teigaku Kogawase*).

**(Note)**

- 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

	<p>6) Purpose of remittance: Application fee</p> <p>7) Message: Fill in the Applicant's Name</p> <p>* Be sure to fill in the Applicant's Name in the Message column.</p> <p><b>(Notes)</b></p> <ul style="list-style-type: none"> <li>· <del>We do not accept bank checks.</del></li> <li>· 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.</li> </ul>																		
<p>II . Admission Procedure and Costs</p>	<p>Upon receiving the notification of acceptance, successful applicants must pay a portion of the tuition of 100,000 yen and the admission fee of 20,000 yen by the stated deadlines. These payments are non-refundable.</p> <p>Tuition and Other Fees for 2020-2021</p> <table border="1" data-bbox="331 734 1449 981"> <thead> <tr> <th>Deadline</th> <th>June 3, 2020</th> <th>October 15, 2020</th> <th>May 15, 2021</th> </tr> </thead> <tbody> <tr> <td rowspan="3">Item</td> <td>Admission Fee    ¥20,000</td> <td>Tuition Fee            ¥255,000</td> <td>Tuition Fee            ¥355,000</td> </tr> <tr> <td>Tuition Fee        ¥100,000</td> <td>Facilities and Equipment Fee    ¥20,000</td> <td>Facilities and Equipment Fee    ¥20,000</td> </tr> <tr> <td></td> <td>Security Deposit            ¥30,000</td> <td></td> </tr> <tr> <td>Total</td> <td>¥ 120,000</td> <td>¥ 305,000</td> <td>¥ 375,000</td> </tr> </tbody> </table>	Deadline	June 3, 2020	October 15, 2020	May 15, 2021	Item	Admission Fee    ¥20,000	Tuition Fee            ¥255,000	Tuition Fee            ¥355,000	Tuition Fee        ¥100,000	Facilities and Equipment Fee    ¥20,000	Facilities and Equipment Fee    ¥20,000		Security Deposit            ¥30,000		Total	¥ 120,000	¥ 305,000	¥ 375,000
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<p>III . Obtaining Visa and Entry to Japan</p>	<p>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. <del>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.</del></p>																		

~ Please contact us if you have any inquiries. ~

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

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