

2024

NAGOYA GAKUIN UNIVERSITY  
INSTITUTE FOR JAPANESE STUDIES

## Application Procedures for Students Studying at Private expense

### **【1.ADMISSION REQUIREMENTS】**

Applicants must have completed 12 years of regular school education in countries other than Japan.

\*[Note] Those who do not meet the above application qualification condition are not eligible for selection.

\*\*Those who have been enrolled in other Japanese educational institutions for more than one year after coming to Japan are not eligible to apply.

### **【2.REQUIREMENTS FOR SELECTION】**

1. Proficiency in English or Japanese must be demonstrated in one of the following five ways:
  - A) Japanese Language Proficiency Test: N4 or above for April admission, N2 or above for September admission
  - B) Examination for Japanese University Admission for International Students (Japanese): 200 or above for April admission, 250 or above for September admission
  - C) TOEFL-iBT 52 or above
  - D) TOEIC: 500 or above
  - E) IELTS : 4.5 or above
2. A cumulative GPA (Grade Point Average) of 3.0 or higher on the 4.0 scale would be desirable.
3. At least one year of experience at a college/university level institution is preferable.

\*Please be advised that the applicants who got admission from NGU in the categories C), D) & E) mentioned above must be sufficiently proficient in Japanese as below by the day of 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.

\*\*After finishing this IJS course, if the applicant wishes to enter our Undergraduate Program, preferably she/he should have N1 of Japanese Language Proficiency Test. In case of Graduate programs, preferably she/he should have N1. (After finishing the IJS course, a recommendation-based special entrance examination system for Nagoya Gakuin University Graduate Programs is available.

Please contact us for detailed information)

### 【3.APPLICATION SCHEDULE】

|                     | Period | Application Period                                    | Selection                          | Announcement of Result | Deadline for Admission Procedures |
|---------------------|--------|---|------------------------------------|------------------------|-----------------------------------|
| Enroll in April     | 1      | Oct 16 to Nov 24, 2023                                | Screening of Application materials | Dec 15, 2023           | Jan 5, 2024                       |
|                     | 2      | Jan 3 to Feb 9, 2024<br><For residents in Japan only> |                                    | Feb 23, 2024           | Mar 1, 2024                       |
| Enroll in September | 1      | Apr 1 to May 3, 2024                                  |                                    | May 24, 2024           | Jun 7, 2024                       |

- Application materials must be submitted via both email and by post based on the documents. Please check section 5 below. Applications that arrive after the application deadline will not be processed.
- Results will be mailed on the day of announcement. We don't respond to inquiries about results by telephone and e-mail.
- For successful applicants, remit the initial registration fee of ¥160,000 to our bank account and submit required documents.

### 【4.ADMISSION DATES】

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

#### <Enroll in April>

Orientation (mandatory): From the end week of March to the first week of April 2024 (TBD)

Entrance ceremony: April 1<sup>st</sup>, 2024(TBD)

<Enroll in September> Orientation (mandatory): in the second week of September,2024 (TBD)

### 【5.NUMBER OF STUDENTS ACCEPTED】

Typically, only 1-3 privately funded students are accepted per year.

### 【6.APPLICATION DOCUMENTS】

#### [Online/via email]

- 1) Complete the application form via **Microsoft FORMS**  
<https://forms.office.com/r/yYE683Dhq7>  
for **FORM 1**.
- 2) Information sheet on previous Japanese language study and others (**FORM 2-1 to 2-7**)
- 3) **Digital photograph** with a file size of 1MB or less (Color, clear, sharp and in focus full-face photo with no hat on, taken within 3 months of application, in front of a plain white or light-colored background. Computer-generated photos are not acceptable.)
- 4) **Passport copy** and a **copy of valid visa for Japan** (Visas are required only for applicants currently residing in Japan) in digital file.



\*Please submit 2), 3) and 4) via email to [kouryuu-center@ngu.ac.jp](mailto:kouryuu-center@ngu.ac.jp)

## [By Post]

- 1) Check List (**FORM 0**) \*Either a Japanese Form or an English Form
  - 2) Two kinds of recommendation letters (**FORM 3 & FORM 4**) from college professors, employers or others familiar with your background. (Must be placed in a sealed envelope.)  
\*FORM 3 and FORM 4 should be written by two different persons.
  - 3) Certificate of Health (**FORM 5**) by a qualified physician. (Issued within 3 months from the time of submission of application documents)
  - 4) **Certificate of Graduation** from the last attended college/school, or **Certificate of Attendance** from the college presently attending
  - 5) **Official transcript** of academic record from the college/school last attended (An original transcript issued within the last 6 months)
  - 6) Official transcript of academic record from a Japanese language institution, if the applicant is currently attending one.
  - 7) **Financial Evidence** (Please choose one from three choices; ①～③)
    - ① Certificate of bank balance statement issued by the 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:
      - a) Written pledge signed by the supporter in the prescribed form (**FORM 6**)
      - b) An official document verifying the relationship to the applicant
      - c) An official document verifying supporter's occupation (Issued within 3 months from the time of submission of application documents)
      - d) Proof of annual income of the supporter (Issued within 3 months from the time of submission of application documents)
    - ② Scholarship document showing sufficient funds and the scholarship period.
    - ③ Loan document showing sufficient funds and the loan period.
- In case a guarantor living in Japan supports the applicant, the documents below are needed.
- a) Letter of Guarantee (**FORM 7**)
  - b) Guarantor's Certificate of residential tax payment (源泉徴収票)  
or tax payment which shows the amount of total income (納税証明書)
  - c) Guarantor's certificate of office employment (在籍証明書) or  
Registration certificate of the company (登記簿謄本)
- 8) Official document verifying Japanese or English Language Proficiency
  - 9) Receipt of the remittance for application fee (**FORM 8**)

## Remarks

- \* 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.
- \* Official documents from China 4) Certificate of Graduation or Certificate of Attendance, 5) Official Transcript and 7) Financial Evidence need notarization.
- \* Once application documents are submitted, they cannot be returned to the applicant.

## 【7.APPLICATION FEE】

Please remit the amount of ¥10,000 (ten thousand yen in Japanese currency) for application fee during the application period to the bank account of following information. Applicants are responsible for any transfer/wire fees incurred in addition to the ¥10,000 payment and ¥10,000 should be deposited into our bank account in Japanese yen. If we cannot confirm your payment by the end of application period, your application becomes invalid.

- ◆Currency : Japanese Yen (JPY)
- ◆Amount : ¥ 10,000 plus both commission of your bank and Japanese bank
- ◆Beneficiary Bank : Nagoya Bank  
Branch: Rokubanchou
- ◆Account Holder : Educational foundation Nagoya Gakuin University  
Chair of the Board Yoshio Inden
- ◆Address of NGU: 2-4-45, Taiho, Atsuta-ku, Nagoya 456-0062 Japan
- ◆Remittance Purpose: Application Fee

\*Fill in the name of the applicant in the contact information column. (If this is not done, we may not know the name of the remitter. Then there may be delay in processing your payment.)

<From Overseas>

- ◆Swift Code : NAGOJPJN
- ◆Account Number: 115-3456701

<From Japanese Domestic>

- ◆Account Type: Savings Account
- ◆Account Number: 3456701

## 【8.ADMISSION PROCEDURES】

Admission procedures will be sent along with the notification of acceptance.

The initial registration fee should be remitted to the same bank account as the application fee by the deadline given in the admission procedures.

|         | 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.

### Remarks

1. In all cases, the documents submitted, and the application fee will not be returned.
2. If you cancel enrollment after you finish the registration, the initial registration fee will not be returned.
3. Your personal information will be kept confidential and will be used only for the purpose within the limits of our university's guidelines.

## 【9.HOUSING】

On-campus dormitory is basically for the exchange students from partner universities only. However, if there's sufficient room, you may be able to reside in the dormitory so please contact us. We can also introduce you to the public dormitory for international students.

| Facilities                             | Yen per month         | Note   |
|--|-----------------------|--|
| Seminar House<br>(On-campus dormitory) | ¥30,000 or ¥35,000    | On Campus Utilities Included.<br>Administrative Fee: ¥5,000<br>Linens are available for purchase: about ¥8,000                             |
| NGU Seminar House Annex                | ¥27,000 to ¥38,000    | Very close to the campus. Utilities Included. Girls only.<br>Administrative Fee: ¥5,000<br>Linens are available for purchase: about ¥8,000 |
| Public Apartment House                 | Approximately ¥50,000 | Plus key-money and deposit about ¥200,000 & utility fees   |

## 【10.OTHERS】

- ① NGU will apply for the Certificate of Eligibility for overseas applicants who need visa.  
(Japanese residents must go through the necessary procedure without NGU assistance.)
- ② Unsuccessful applicants should refrain from reapplying within a year after the first apply.
- ③ NGU has the scholarship program for IJS students.
- ④ Submitting incomplete or false information in the above required documents will result in the cancellation of admission.

### Inquiries & Applications to:

**INSTITUTE FOR JAPANESE STUDIES - NAGOYA GAKUIN UNIVERSITY**

**2-4-45 Taiho Atsuta-ku Nagoya 456-0062 JAPAN**

Tel +81-52-678-4093 / Fax +81-52-682-6824

E-mail [kouryuu-center@ngu.ac.jp](mailto:kouryuu-center@ngu.ac.jp)

Website <http://www.ngu.jp/faculty/university/ryugakusei/index.html>