

# 2019

# NAGOYA GAKUIN UNIVERSITY / INSTITUTE FOR JAPANESE STUDIES

## Application Procedures for Fee-Paying Students

### [1.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 or university.
2. Proficiency in English or Japanese must be demonstrated in one of the following four 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-PBT 470 (or TOEFL-iBT 52 or TOEFL-CBT 150) or above
  - D) TOIEC : 500 or above
  - E) IELTS : 4.5 or above

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 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.

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

※ After finishing this IJS course, if the applicant wishes to enter our Undergraduate Program, Preferably she/he should have N2 of Japanese Language Proficiency Test. In case of Graduate Programs, preferably she/he should have N1.

### [2.APPLICATION SCHEDULE]

	Period	Application Period	Selection	Announcement of Result	Deadline for Admission Procedures
Enroll in April	1	Oct 22 to Nov 30, 2018	Screening of Application materials	Dec 20, 2018	Jan 12, 2019
	2	Jan 8 to Feb 15, 2019 <For residents in Japan only>		Mar 1, 2019	Mar 8, 2019
Enroll in September	1	Apr 8 to May 10, 2019		May 31, 2019	Jun 14, 2019

- All application materials must be submitted by post. Applications that arrive after the application deadline will not be processed.

- Results will be mailed on the day of announcement. We don't respond the question about the result by telephone and e-mail.
- For a successful applicant, transfer ¥160,000 to our bank account and submit required documents informed from us.

### **[3.ADMISSION DATES]**

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

<Enroll in April> Entrance ceremony: April 1, 2019 / Orientation: March 28 – April 3, 2019 (mandatory)

<Enroll in September>

Entrance ceremony: Sept 6, 2019 (TBD) / Orientation: Sept 12, 2019 (mandatory)

### **[4.NUMBER OF STUDENTS ACCEPTED]**

30 students, including exchange students.

### **[5.APPLICATION DOCUMENTS]**

- 1) Check List (**FORM 0**) \*Either Japanese Form or English Form
  - 2) Completed Application Form (**FORM 1**) Photo attached.
  - 3) Information sheet on previous Japanese language study(**FORM 2**)
  - 4) 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.)
  - 5) Certificate of Health (**FORM 5**) by a qualified physician.
  - 6) Certificate of Graduation from the last attended college/school, or Certificate of Attendance from the college presently attending
  - 7) Official transcript of academic record from the college/school last attended (An original transcript issued within the last 6 months)
  - 8) Official transcript of academic record from a Japanese language institution if the applicant is currently attending one.
  - 9) 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) An official document verifying the relationship to the applicant
    - b) Pledge signed by the supporter (**FORM 6**)
    - c) 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.
- 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)

10) Six ID photographs (1.6 in X 1.2 in) No color copying

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.)

11) Official document verifying Japanese or English Language Proficiency (See 3-2)

12) Photo-copy of passport and valid visa for Japan (Only for applicants currently residing in Japan).

13) Receipt of the remittance sheet (**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 6), 7) and 9) need notarization.
- \* Once application documents are submitted, they cannot be returned to the applicant.

### **[6.APPLICATION FEE]**

Please pay ¥10,000 (ten thousand yen in Japanese currency) during the application period 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
- ◆Account Holder : Educational foundation Nagoya Gakuin University  
Chair of the Board Yoshio Inden
- ◆Address of NGU: 2-4-45, Taiho, Atsuta-ku,Nagoya 456-8612 Japan  
<From Overseas>
- ◆Swift Code : NAGOJPJN
- ◆Account Number: 115-3456701  
<From Japanese Domestic>
- ◆Account Type: Savings Account
- ◆Account Number: 3456701

### **[7.ADMISSION PROCEDURES]**

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.

#### Remarks

1. In any case, the documents submitted and the application fee will not be returned.
2. If you cancel to enroll after you finish the registration, the initial registration fee will not be returned.
3. Your personal information will be used only for the purpose within the limits of our university's guideline.

## **[8.HOUSING]**

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

Facilities	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
Public Apartment House	Approximately ¥50,000	Plus key-money and deposit about ¥200,000 & utility fees

## **[9.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 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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