

Asia University

Intensive Japanese Course Application Guide for April, 2012



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1. Intensive Japanese Course & Classes

The course, which was established in 1954, is a pioneer of international education programs among Japanese universities. Over the 55 years since its establishment, the Intensive Japanese Course (IJC) has developed unique Japanese teaching methods and the number of students has grown annually. The one-year IJC at Asia University is intended to prepare students to enter regular Japanese university courses by developing overall Japanese and English competencies.

The Three Levels of Classes:

Class A	A is for students who graduated from university or junior college whose Japanese proficiency is higher than Level N2 of the Japanese Language Proficiency Test. The goal is to enable students to enter graduate school or to transfer to the 3 rd year student in the undergraduate program. (For those who have finished at least 16 years of education in their country.)
Class B	B is for students whose Japanese proficiency is equivalent to Level N3 of Japanese Language Proficiency Test. The goal is to enable students to study in a regular course at a Japanese university or junior college.
Class C	C is for students whose Japanese proficiency is equivalent to Level N4 of Japanese Language Proficiency Test. The goal is to enable students to study in a regular course at a Japanese university or junior college.

2. Entrance & Eligibility

1) Entrance

Primary Selection: 60 Students

Secondary Selection: Several Students (specifically for current residents of Japan)

2) Eligibility

Any individual that meets any one of the conditions labeled a-c, meets condition d, and either or both condition e or f is eligible to apply to Asia University's Intensive Japanese Course.

- a) Holds citizenship other than Japanese; has completed no less than 12 years of regular schooling; and is eligible to enter a university within their home country.
- b) Holds citizenship other than Japanese; has completed or will complete by March 31, 2012 a preparatory course for the purpose of entering a Japanese university, which follows the official guidelines set by the minister of Education, Culture, Sports, Science and Technology.
- c) Holds citizenship other than Japanese; holds the International Baccalaureate (IB), granted by International Baccalaureate Office based on the Swiss civil code, or plans to attain it by March 31, 2012.
- d) Has not studied for a total of two or more years at Japanese primary and/or secondary school; and/or has never been enrolled in a Japanese university, junior college, or professional trade school.
- e) Is able to prove ability of Japanese Proficiency Test Level N4 or more than 250 points on levels E-F on the J-Test.
- f) Have studied Japanese language at a recognized language school or class for 150 hours or more (Please note that having JLPT or J-TEST proficiency is preferred).

* The Intensive Japanese Course was established mainly for the study of basic Japanese language. Therefore, if one's Japanese skills exceed the level of this program (Japanese Proficiency Test Level N1 or the former Level 1), you may be recommended by the university for further study at the regular university or junior college level. It is also possible that a high Japanese level will result in not being accepted to the Intensive Japanese Course. (except those who want to enter graduate school or transfer to the 3rd year of an undergraduate program)

* The secondary selection is aimed at students that are currently studying in Japan, but cannot have studied for more than one year at another Japanese university's language course or a Japanese language institution by March 31 2012.

3. Application Process & Timeline Flowchart

Primary Selection

Application

- Applications Due: October 21, 2011
- Application documents must be sent by registered mail.

Application Results

- Results Mailed on: November 7, 2011

Entrance Procedure

- Payment and Application Information must be received by November 22, 2011

University Admission Certificate Issued

- Once Asia University has confirmed your payment, a University Admission Certificate will be issued and sent to you.

Certificate of Eligibility Issued

- Apply for the Certificate of Eligibility
- Apply for the student visa

Secondary Selection

Application

- Applications Due: February 6, 2012
- Application documents must be sent by registered mail.

Application Results

- Results Mailed on: February 15, 2012

Interviews

- February 20, 2012 (for those who passed the document screening)

Interview Results

- Mailed on February 23, 2012

Entrance Procedure

- Payment and Application Information must be received by March 2, 2012

University Admission Certificate Issued

- Once Asia University has confirmed your payment, a University Admission Certificate will be issued and sent to you.

Certificate of Eligibility Issued

- Apply for extension of period of stay
- Apply for change of status of residence

The entrance ceremony will take place on **April 1, 2012**.
Asia University is looking forward to your arrival!

4. Application Procedures

1) Application Documents

Documents to be Submitted from the Applicant		Important Points
1	Intensive Japanese Course Application Form & Outline of Study Abroad Form (3 pages total)	<ol style="list-style-type: none"> 1) The applicant must complete the forms by themselves. (You cannot have someone write it for you). 2) If it has been more than 5 years since you have last graduated, please enclose a one page report stating clearly your detailed plans for studying Japanese and what you plan to do after completion of the course (A4 size, any format).
2	Diploma Copy & Original Certificate of Graduation	<ul style="list-style-type: none"> - Graduates of a Four-Year College/University: <ol style="list-style-type: none"> 1) A copy of your diploma. 2) Certificate of graduation (original – not copy): University graduates must submit certificates of graduation from their university. - Graduates of High School, Technical Colleges, Vocational Schools, etc: <ol style="list-style-type: none"> 1) A copy of your high school and other diplomas. 2) Certificate of graduation from your high school and any other schools (original – not copy).
3	Original Certified Transcripts	<ul style="list-style-type: none"> - Graduates of a Four-Year College/University: Original (not copy) certified transcripts indicating grades received for each year of school must be submitted. - Graduates of High School, Technical Colleges, Vocational Schools, etc: Original (not copy) certified transcripts indicating grades received for each year of school must be submitted. Include transcripts from high school and any other schools attended after high school. <p>* Note whether the grade system based on a top score of 100 or 150. * If one of the subjects/courses is listed as a foreign language, please indicate which language was studied.</p>
4	Original Certificate of Japanese Language Studies	<ol style="list-style-type: none"> 1) It must be officially issued by a Japanese language institute (including a Japanese school) you currently go to or went to in the past. 2) The following information must be included in the certificate. <ul style="list-style-type: none"> • Certificate NO. • Name • Gender • Birthday • Duration of study • Class hours (per week) • Total study hours up to the present • Textbook • Grade (or score) • Attendance rate
5	Certificate of Japanese Proficiency	<ol style="list-style-type: none"> 1) Notification of results for JLPT Level N4 or higher 2) Result form for J-TEST <p>* Only documents listing the name of the applicant will be accepted.</p>
6	Copy of Applicants Passport	<ol style="list-style-type: none"> 1) The applicant must be the passport holder. 2) All pages in which your name, photo, birth date, gender, signature, passport number, and date and place of issue are indicated. 3) All pages which show the Japanese Immigration Stamp and your status if any.
7	2 Passport-sized Photos (4cmx3cm, without hat)	<ol style="list-style-type: none"> 1) The photos may be in either black and white or color. 2) The photos must be taken within 3 months before the date of submission. 3) The photos must include applicant's name and nationality written on the back.
8	Copy of the Family Register	Copy of the family register*If the information on the family register does not coincide with the academic documents submitted, please be sure to correct the family register before applying.
9	Application for Certificate of Eligibility Forms (Enclosed 3 pages)	<ol style="list-style-type: none"> 1) Complete the forms according to the samples included. 2) Make sure to complete all three forms and attach a photo as instructed.
10	Other	<ol style="list-style-type: none"> 1) If you had been denied issuance of a Certificate of Eligibility or entry to Japan by the Immigration Bureau in the past, please notify us of this fact and the reasons for this with a short explanation. In addition, please provide us with the documents to prove that there is no longer a problem for your eligibility to enter Japan at this time. 2) If you have a history of entering Japan, please notify us of it with a short explanation. Dates of entry and departure, and the reasons for each entry must be indicated.
11	Application Fee	See page 10 for more detailed information.

Documentation to be Submitted from the Financial Guarantor		Notifications
1	Certificate/ Proof of Employment	Please submit one of the following: a) Certificate of Employment (For those employed by a company, etc.) b) Copy of Corporate Registration (For those who are a board member of a company, etc.) c) Business Licence (For those whom are self-employed)
2	Proof of Income	- Documentation that shows income received, such as a certificate of tax payment or taxation certificate (covering an entire past year) - Include 3 years worth of documentation if the applicants nationality is one of the following countries: China, Bangladesh, Mongolia, Myanmar, Vietnam, Nepal, or Sri Lanka.
3	Official Proof of guarantor's financial standing	Official proof of guarantor's financial standing (official bank statement, copy of bankbook, certified letter from financial institution, etc.)
4	Documentation Proving the Relationship With the Applicant	a) The complete family register of the household. * Ensure that the address on the documentation includes the country b) In China, "lineage relation" documentation is acceptable. c) If the relationship is not familial, a short explanation is sufficient. There is no need to have an "official" type of documentation.

2) Application Procedures

- a) All Documents to be submitted must be completed with a black ballpoint pen or other pen.
- b) If you cannot provide the following materials in Japanese, be sure to inclose a translation. Have the translator sign on the documents.
- c) All requested documents must be printed or created within 3 months of the due date, and must clearly indicate the month, date, and year that they were printed or created.
- d) The information contained within the requested documents must match those of the forms to be completed by the applicant.
- e) If any information found within the requested documents or forms to be completed by the applicant are found to be false, this will result in rejection from the program even if the applicant has already been accepted into the program or has received their university admission certificate. In addition, the application fee will not be refunded.
- f) All application documents for Primary Selection must be received by the International Center - International Student Services Division by October 21, 2011, or February 6, 2012 for Secondary Selection. Please send all requested documents together by either registered mail or EMS (We will only accept documents sent by post).

Please mail the application to the address below:

Asia University International Center - International Student Services Division
5-24-10 Sakai, Musashino, Tokyo, Japan 180-8629
Tel: 81-422-36-4087 Fax: 81-422-36-4869
E-mail: bekka@asia-u.ac.jp

5. Screening & Selection

1) Screening

Screening will be based only on the application documents. Questions regarding the screening process will not be answered.

* Any submitted documents will not be returned to the applicant for any reason.

*[Disclaimer Regarding Personal Information]

Any personal information disclosed will be treated with the utmost confidentiality. Any contact information included on documentation submitted may be used to contact the source to check the validity of the contents.

2) Selection results

Results will be sent out directly from the university on the date noted. You should receive them within about 3 days if you reside in Japan, or about 1 week if you live outside of Japan.

*Please do not contact us to inquire about the results.

Primary Selection Application results mailed on: November 7, 2011

Secondary Selection Application results mailed on: February 15, 2012 (planned)

& Interview results will be available: February 23, 2012 (planned).

6. Application Fee & Course Fee

Application Fees

Japanese Postal Money Order or Japanese Bank Drafts from a Japanese Bank	¥20,000
Bank drafts issued in Japanese yen by financial institutions other than Japanese Banks	¥25,500
Bank Drafts issued in U.S. Dollars, by financial institutions other than Japanese banks	US \$230

<NOTICE>

- 1) The application fee must be paid in the form of a money order or bank draft (check), which must be sent by mail together with all the application materials.
- 2) In the case of a bank draft (cheque), please make the order payable to [ASIA UNIVERSITY]
- 3) We will NOT accept any other form of payment (IE. Cash, direct bank deposits)
- 4) Fees must be paid with a single money order or bank draft. Multiple money orders will not be accepted.
- 5) The submitted application fee will not be refunded regardless of whether the applicant is accepted or not.

Course Fees (Academic Fees)

Projected Course Fees for the 2012 Academic Year:

Admission Fee	¥130,000
Tuition Fee	¥460,000
Activities Fee	¥50,000
Student Insurance Membership Fee	¥500
Student Insurance Union Dues	¥3,500
Total	¥644,000

<NOTICE>

- 1) Deadline - Primary Selection: Friday, November 22, 2011
- Secondary Selection: Wednesday, March 2, 2012 (planned)
- 2) Note that all fees must be paid in a single payment. They cannot be paid in installments.
- 3) Once paid, fees are not refundable. This also applies to those who withdraw from the course before completion.
- 4) If for some reason the Certificate of Eligibility cannot be issued, the Admission Fee and Tuition Fee will be returned to the applicant at their own expense.