

# Asia University

## Intensive Japanese Course

### General Entrance Examination Guide

### for April 2024

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#### **Contact Information for Inquiries**

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Asia University

5-8 Sakai, Musashino-shi, Tokyo, JAPAN 180-8629

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## 1. About the Intensive Japanese Course

Established in 1954, Asia University Intensive Japanese Course is one of the pioneering education programs for international students that are offered by private universities in Japan. For 70 years since its inception, the Intensive Japanese Course has developed and improved its original Japanese teaching method.

It is a one-year intensive course that is designed to allow students to learn the Japanese and English communication skills that are essential for them to receive university education in Japan.

|         |   |
|---------|---|
| Class A | Class A is for the Japanese learners that have passed the Japanese Language Proficiency Test N3. Those placed in this class will aim to enroll at university or graduate school, or transfer into university as a third-year student. |
| Class B | Class B is for the Japanese learners that have passed the Japanese Language Proficiency Test N4. Those placed into this class will aim to enroll at university.   |

## 2. Capacity & Eligibility

### (1) Capacity

30 students

### (2) Eligibility

An individual is eligible to apply if its nationality is not Japanese and it meets one of the criteria as specified in ① through ⑥ below as well as all of the corresponding criteria as specified in [Note 1] through [Note 4] below.

- ① an individual that has completed 12 years of school education outside Japan or is expected to complete it by March 31, 2024
- ② an individual with a qualification equivalent to ① above that has passed the academic competency examination in a foreign country, certifying that it is comparable to an individual that has completed 12 years of school education in the country, or is expected to pass such examination by March 31, 2024
- ③ an individual with a qualification equivalent to ① above that has completed a school education program equivalent to high school in a foreign country and also completed a preparatory education program (or a similar program provided by a training facility) that is specified by the Minister of Education, Culture, Sports, Science and Technology in Japan, or is expected to complete such programs by March 31, 2024
- ④ an individual with a qualification equivalent to ① above that has completed a school program equivalent to high school in a foreign country that is specified by the Minister of Education, Culture, Sports, Science and Technology in Japan, or is expected to complete such program by March 31, 2024

- ⑤ an individual that has obtained the International Baccalaureate certification, the Abitur certification, the Baccalaureate certification, or the GCEA certification, or is expected to obtain any of these certifications by March 31, 2024
- ⑥ an individual that meets any of the Japanese proficiency criteria as specified below:
  - a. N4 or N3 of the Japanese Language Proficiency Test (JLPT)
  - b. score of 350 or higher points on the D-E level Test of Practical Japanese (J.TEST)
  - c. Level 3 of the NAT-TEST

[Note 1] Of the 12 years of school education, the total number of years spent by the individual attending an elementary and/or secondary education school(s) in Japan may not exceed two years and the high school that the individual graduated from must be in a foreign country.

[Note 2] The individual may not have previously been enrolled at a university or junior college in Japan (excluding enrollment as a non-degree student, auditing student, and language course student).

[Note 3] Of the 12 years of school education, the total number of years spent by the individual attending a non-Japanese-curriculum school in Japan that is equivalent to elementary or secondary education in Japan may not exceed two years.

[Note 4] If the individual is currently enrolled at another intensive language program at a different university or a Japanese language school in Japan, the length of enrollment at the program or school as of March 31, 2024 may not exceed one year.

\*The purpose of the Intensive Japanese Course is to provide Japanese language education that is necessary for students to receive university education in Japan. Therefore, if you already have passed the N1 or N2 Japanese Language Proficiency Test (JLPT) or have Japanese proficiency equivalent to the JLPT N1 or N2 level, it is recommended that you directly apply for the undergraduate program of your choice at Asia University instead of the Intensive Japanese Course.

### 3. Admission Schedule

|   | Dates  |
|---|--|
| Application Period  | September 1 (Fri) - October 13 (Fri)*, 2023<br>*Effective postal marking |
| Announcement of 1 <sup>st</sup> Screening Results             | October 27 (Fri), 2023   |
| 2 <sup>nd</sup> Screening / Interview Period                  | November 6 (Mon) - November 17 (Fri), 2023                               |
| Final Result Announcement (2 <sup>nd</sup> screening results) | December 4 (Mon), 2023   |
| Enrollment Period   | December 4 (Mon) - December 15 (Fri)*, 2023<br>*Effective postal marking |

## 4. Application Documents & Procedures

### (1) Application documents

<Note> All certification documents and photos included in the application must be issued or taken within the past three months.

<Note> Each document that is not in the Japanese or English language must be accompanied by a Japanese or English translation bearing the signature of the translator.

| Required Documents |   | Applicability   | Descriptions   |
|--------------------|---|---|--|
| 1                  | Application form<br>(five pages)  | All applicants  | Use the form specified by Asia University *The applicant must fill out the form in Japanese and attach its identification photo (it may not be filled out by another individual).  |
| 2                  | Photocopies of Diplomas and Graduation Certificates   | All applicants  | (1) a photocopy of the high school diploma and a photocopy of the diploma from the last school completed<br>(2) a graduation certificate issued by the high school and a graduation certificate issued by the last school completed (originals)<br>*If the applicant has not yet graduated from high school at the time of filing the application, s/he must submit a certificate of expected graduation issued by the high school instead.  |
|                    |   | Applicants that have graduated from university, junior college, specialized training college, etc.      | (1) a photocopy of the diploma issued by the last school completed<br>(2) a graduation certificate issued by the last school completed (original)  |
| 3                  | Transcript  | All applicants  | A high school transcript in which the applicant's grades from all of the years are indicated (original)<br>*1: The transcript must indicate what the perfect score is (100 points, 150 points, etc.).<br>*2: The transcript must indicate for each foreign language class taken what the language is.<br>*3: If the applicant did not study English in high school and unable to indicate its English grade in the transcript, s/he must instead submit a certificate of its English proficiency such as a score report of the TOEFL, IELTS, TOEIC, etc. |
|                    |   | Applicants that attended university or other educational institutions after graduating from high school | A transcript issued by the last school completed, in which the applicant's grades from all of the years are indicated (original)   |
| 4                  | Certificate of Japanese proficiency<br>*At least one of the types of certification listed on the right must be submitted.   | All applicants  | A "JAPANESE-LANGUAGE PROFICIENCY TEST CERTIFICATE OF RESULT AND SCORES " for N4 or N3 issued by the Japanese Language Proficiency Test (JLPT) (original)<br>*N1, N2, and N5 are excluded.  |
|                    |   |   | A photocopy of the J-TEST D-E level score report indicating that the applicant scored 350 or higher points   |
|                    |   |   | A photocopy of the Level 3 NAT-TEST certificate and a score report   |
| 5                  | The documents as specified in a. through d. below related to the financial sponsor<br>Each document that is not in the Japanese or English language must be accompanied by a Japanese or English translation bearing the signature of the translator. |   |  |
|                    | a. Certificate of Employment  | All applicants  | If the financial sponsor is an employee of a company, etc., please submit a certificate of employment.<br>If the financial sponsor is an officer of a company, etc., please submit a certified copy of the company's corporate register, etc.<br>If the financial sponsor is a proprietor, please submit its business license, etc.<br>*Please submit one of the certificates as described above that applies.   |

|   |  |                |  |
|---|--|----------------|--|
|   | b. Certificate of Income   | All applicants | A certificate of income indicating the financial sponsor's income and a certificate of taxation (from the previous year)<br>*If the applicant is a national of China, Bangladesh, Mongolia, Myanmar, Vietnam, Nepal, or Sri Lanka, the above documents must be submitted covering the previous three years instead of one. |
|   | c. Certificate of Deposit Balance  | All applicants | It must be in the financial sponsor's name.  |
|   | d. Documentary proof of the relationship between the applicant and the financial sponsor | All applicants | A certified copy of the family register indicating all members of the household<br>*If the financial sponsor is not a family member or relative of the applicant, please submit a document explaining the reason for the financial sponsorship (any format).   |
| 6 | Proof of examination fee remittance  | All applicants | A copy of the Flywire receipt or bank remittance statement, etc.<br>*For payment instructions, please see [1. Entrance examination fee and course fees] on P.17.   |

## (2) Application Procedures

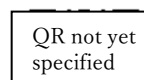
When applying for the Course, it is **necessary to complete the web-based application process and also send in the required paper-based documents**. Please follow the step-by-step application instructions provided below.

If you do not pay the application fee after sending your application documents, or if your application documents are post-marked past the specified application deadline or do not reach the admissions office even if you pay the entrance examination fee, your application cannot be accepted.

### ① Web Registration (Asia University Intensive Japanese Course application system)

Please register on the webpage linked here (Create an Account).→

\*QR will be available by August 31



### ② Preparing the Application Documents

a. Download the application form (five pages) from this link. → → → → → → →

\*QR will be available by August 31



b. The **applicant itself** must fill out the application form **in Japanese by handwriting** using a **black ballpoint pen**.

c. Arrange the rest of required certification documents.

d. Remit the application fee. Prepare a copy of the remittance request form.

### ③ Web-based Application (Asia University Intensive Japanese Course Application System)

a. Have your registered account ready on the application system. Then enter information in all the required sections accurately.

b. Upload the image files of the required photo, certification documents, etc.

c. After following all the instructions above, be sure to click the submit (提出) button.

#### 4. Sending the Application Documents

Next, you must mail in your application documents as instructed below during the specified application period by EMS, etc.

◆Application period: September 1 - October 13, 2023

(The date indicated in the postal marking must be within this period)

\*The application period cannot be extended.

◆Send to: Asia University International Center

5-8 Sakai, Musashino-shi, Tokyo, JAPAN 180-8629

◆Phone: +81-422-36-3255

◆Email: bekka@asia-u.ac.jp

#### 5. Screening & Result Announcement

##### (1) Screening

◆1st Screening

Applicants are reviewed based on the application documents they submit to Asia University.

◆2nd Screening

The applicants that have passed the 1<sup>st</sup> screening (document review) are interviewed online.

<Notes>

\*No answers can be provided to inquiries made about the screening process.

\*Once the application documents are submitted and the application fee is paid, they may not be returned or refunded under any circumstances.

\*Policy on the handling of personal information

The information contained in the submitted documents will be handled with utmost caution as important personal information. For this purpose, a third-party contractor may be hired to partially outsource to it the task of entrance examination application reception and operation due to operational needs.

In this case, Asia University will properly manage the contractor in order to ensure that all personal information is handled properly.

Asia University or the contractor may contact any parties indicated in the application documents as contact details, certificate issuers, etc. for information verification purposes.

##### (2) Admission Announcement

The University will send its pass/fail decision to **each applicant's email address** on the specified announcement date.

① 1<sup>st</sup> Screening Result (announcement date: October 27, 2023)

Each applicant that passed will be notified of the 2<sup>nd</sup> screening schedule.

② 2<sup>nd</sup> Screening Result (announcement date: December 4, 2023)

Each applicant admitted will also receive the enrollment guidance.

<Notes>

• No answers can be provided to inquiries made on screening results.

- ・ If you do not receive the result notification past the announcement date, please contact Asia University International Center immediately.

## 6. Application Fee & Course Fees

### (1) Entrance examination fee

JPY 20,000

Payment due: October 13 (Fri), 2023 23:59 (Japan Time)

### (2) Payment procedure

Please pay the fee using either of the methods as specified in ① and ② below.

- ① Payment by Flywire (school fee payment intermediary system for international students)
- ② Payment by remittance to the University's specified bank account from a bank account in Japan in JPY.

① To use Flywire (school fee payment intermediary system for international students), please follow the instructions provided in a. through g. below.

- a. Access the following URL or QR code.

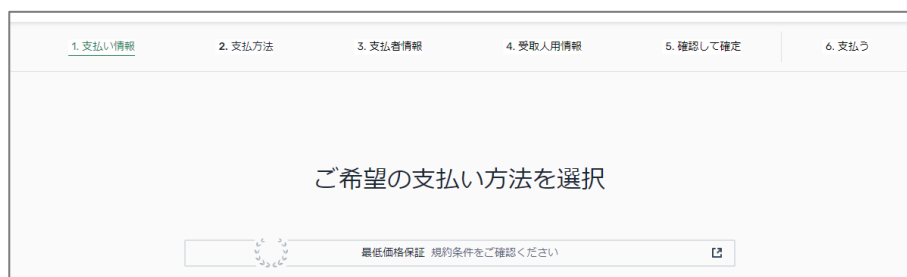
URL : <https://payment.flywire.com/pay/payment>



- b. Select the country from which the payment is being made. Then enter the amount (20,000) that will be received by Asia University.



- c. As the payment options appear, make your selection.



- d. Enter the payer information. All the sections marked by asterisks (\*) must be filled in.

### 支払人の情報

① カード名義人/口座保有者の情報をご入力ください。

(\*) は必須入力欄

Eメール \*

名前 (ローマ字) \*

Middle name ミドルネーム

名字 \*

Address 1 / 住所 1 \*

Address 2 / 住所 2

City 市区町村 \*

State/Province/Region 州 / 県 / 領域

郵便番号

+ 86 電話番号 \*

☐ お支払い状況についてテキスト通知を受け取る

- e. Enter the applicant's name, date of birth, and email address.

In each of the sections entitled payment code (納入コード) and student registration number (学籍番号), enter <IJC2024>.

### Asia Universityへの情報

(\*) は必須入力欄

学生の情報

名 \*

姓 \*

生年月日 \*

メールアドレス \*

納入コード \*

学籍番号 \*

- f. Check the processing status and make sure the payment is completed <振込完了>.

ステータス ● 支払先への振込完了 支払 ID FWJ562268475 ?

フライワイヤーへのご送金

フライワイヤー University (JPY) 受領

CNY574.00 ① 弊社手数料を含む

¥20,000

人

フ

人

お支払いが完了しました。



- g. At the bottom of the screen, there is a payment receipt download (支払い受領書をダウンロード) button, so press it to download. After printing out the receipt, upload it along with the rest of the application documents to the web-based application system. Then, include it in the mail package that you submit to the University.

- ② If you wish to pay the fee by remittance from a bank account in Japan in JPY, please remit the amount to the bank account as specified below.

|                                   |   |
|-----------------------------------|---|
| Bank Name                         | 三菱 UFJ 銀行 (MUFG Bank)                         |
| Branch Name                       | 武蔵境支店 (Musashisakai Branch)                   |
| Account Type                      | 当座 (Current )                                 |
| Account Number                    | 9000052                                       |
| Account Holder                    | (学) 亜細亜学園 ( <i>Gakkouhoujin Ajia Gakuen</i> ) |
| Account Holder's Name in Katakana | アジアガクエン ( <i>Ajia Gakuen</i> )                |
| Remitting Party                   | IJC2024 <i>Applicant's Name</i> *1            |

\*1. In the remitting party section, enter “IJC2024 *Applicant's name (in English)*.”  
(Example) “IJC2024 ASIA TARO”

Once the remittance is completed, please prepare a digital file of the transaction statement

or receipt in the PDF or other format, and upload it to the web-based application system, and submit it.

Then mail in a copy of the statement, etc. with the rest of the application documents.

## (2) Course fees (tuition and expenses)

◆ Academic year 2023 figures (JPY) The cost of textbooks is included.

|  |                |
|--|----------------|
| Admission fee                              | 130,000        |
| Tuition (annual)                           | 460,000        |
| Student training fee                       | 50,000         |
| Students health insurance registration fee | 500            |
| Students health insurance society fee      | 3,500          |
| <b>TOTAL</b>                               | <b>644,000</b> |

### <Notes>

- ① **Payment due date: December 15 (Fri), 2023**
- ② Please pay the total amount in a lump sum. It cannot be paid in instalments.
- ③ Once the payment is made, it cannot be refunded. In addition, no fund is available if the student cancels its enrollment partway through the academic term.
- ④ If any false information or forgery is found in any of the documents submitted by an applicant, the applicant's application eligibility, admission decision, or enrollment status will be revoked. In this case, the application fee, course fees, application documents, etc. will not be refunded or returned.
- ⑤ If an applicant that is admitted is unable to have its Certificate of Eligibility (在留資格認証明書) or visa issued, its course fees will be refunded with the remittance fee being charged to the applicant. Its admission decision will also be cancelled.

\*As for the course fee payment method, detailed instructions will be provided to all admitted applicants.