

**Student Application  
Requirements  
Foreign Student Department  
Bunkyo University  
2017**

## Table of Contents

Application Dates and Procedure: Overseas Application 【Spring Semester Admission (April)】	1
Application Dates and Procedure: Domestic Application 【Spring Semester Admission (April)】	2
Application Dates and Procedure: Overseas Application 【Fall Semester Admission (September)】	3
1. Number of Students .....	4
2. Application Requirements .....	4
3. Application Procedure .....	4
Application Materials Required .....	5
Documents Attached to the Oath for Payment of Expenses .....	6
4. Notes on Application Documents .....	7
5. Admission Process .....	7
6. Enrollment Registration .....	7
7. Fees .....	8
8. Other Expenses .....	8
9. Refund Policy .....	9
10. Scholarships .....	9
Application Documents .....	10
Application for Admission .....	12-15
Certificate of Health .....	16
Advisor's Agreement .....	18
Oath for Payment of Expenses (Tuition and Living Expenses) - Japanese .....	20-21
Oath for Payment of Expenses (Tuition and Living Expenses) - Chinese .....	22-23
Oath for Payment of Expenses (Tuition and Living Expenses) - English .....	24-25
Oath for Payment of Expenses (Tuition and Living Expenses) - Korean .....	26-27
Questionnaire on Payment of Expenses .....	28

# Overseas Application

## [Application Dates and Procedure of Spring Semester(April)]

All of the procedure except application for a Certificate of Eligibility shall be done by the applicant's advisor.

Bunkyo University will apply for a Certificate of Eligibility for the applicant, by submitting a five-page application form designated by the Immigration Bureau.

**Application Period:** Mon.October3, 2016 – Mon. October24, 2016(See p.4)  
The advisor must bring application materials and complete application at the office of the Foreign Student Department during the period, or applications must be postmarked on or before October24.

**Selection:** Late October – early November 2016 (See p.7)  
- Application Review (Speaking ability may be tested on the phone.)  
Sat. November 5, 2016  
- Interview with the Advisor

**Admission Decision:** Sat. November 12, 2016 (See p.7)  
Notification of admission decision will be sent to the advisor.

**Registration 1:** Sat. November 19, 2016 – Sat. November 26, 2016 (See p.7)  
Admission fee paid  
When the payment is confirmed, the university will apply for a Certificate of Eligibility on behalf of the applicant.

**Application for a Certificate of Eligibility:** around mid-December 2016

**Certificate of Eligibility issued by the Immigration Bureau:** around late January 2017  
The university will contact the advisor.


**Registration 2:** Early February 2017  
Tuition and Training fee paid  
↓  
Certificate of Eligibility and Certificate of Admission issued  
↓  
Visa application to the Embassy of Japan in the applicant's country

**Arrival in Japan:** around late March 2017  
Please arrive in Japan promptly after the visa is issued.  
Please note that the applicant's passport, Certificate of Eligibility, and Certificate of Admission will be required for landing permission.  
\*If the applicant does not arrive at the university by the expiry date on the Certificate of Admission, the admission offer will be withdrawn.

## **Domestic Application**

### **[Application Dates and Procedure of Spring Semester(April)]**

All of the procedure shall be done by the applicant or his/her advisor.



**Application Period: Fri. February 24, 2017– Thur. March 2, 2017 (See p.4)**

The advisor must bring application materials and complete application at the office of the Foreign Student Department during the period, or applications must be postmarked on or before March 3.

**Selection: Sat. March 4, 2017 (See p.7)**

- After application review, the university will have an interview with the applicant and his/her advisor.

**Admission Decision: Sat. March 11, 2017 (See p.7)**

Notification of admission decision will be sent to the advisor.

**Registration: Sat. March 18, 2017 –Thur. March 23 (See p.7)**

Admission fee, Tuition, Training fee paid

After the payment is completed at the University's Accountant Section, please receive the Certificate of Admission at the office of the Foreign Student Department.

## Overseas Application

### [Application Dates and Procedure of Fall Semester(September)]

All of the procedure except application for a Certificate of Eligibility shall be done by the applicant's advisor.

Bunkyo University will apply for a Certificate of Eligibility for the applicant, by submitting a five-page application form designated by the Immigration Bureau.

**Application Period:** Sat. April 22, 2017– Wed. May 17, 2017 (See p.4)

The advisor must bring application materials and complete application at the office of the Foreign Student Department during the period, or applications must be postmarked on or before May 14.

**Selection:** mid May – late May 2017 (See p.7)

- Application Review (Speaking ability may be tested on the phone.)  
Sat. May 27, 2017
- Interview with the Advisor

**Admission Decision:** Sat. June 3, 2017 (See p.7)

Notification of admission decision will be sent to the advisor.

**Registration 1:** Wed. June 7, 2017 – Tues. June 13, 2017 (See p.7)

Admission fee paid

When the payment is confirmed, the university will apply for a Certificate of Eligibility on behalf of the applicant.

**Application for a Certificate of Eligibility:** around mid-June 2017

**Certificate of Eligibility issued by the Immigration Bureau**

The university will contact the advisor.

**Registration 2:** Late July 2017

Tuition paid



Certificate of Eligibility and Certificate of Admission issued



Visa application to the Embassy of Japan in the applicant's country

**Arrival in Japan:** Fri.September 1,2017- Mon.September 4,2017

Please arrive in Japan promptly after the visa is issued.

Please note that the applicant's passport, Certificate of Eligibility, and Certificate of Admission will be required for landing permission.

\*If the applicant does not arrive at the university by the expiry date on the Certificate of Admission, the admission offer will be withdrawn.

# 1. Number of Students Up to 40 students (Overseas application: 40 students, Domestic application: a few students)

## 2. Application Requirements

Applicants must fulfill the following four requirements.

- (1) Have a foreign nationality.
- (2) A person who has completed at least 12-years school education in his/her home country or meets any of the following items.
  - Spring semester enrollment(April):A person who is expected to complete it by March,2017
  - Fall semester enrollment(September):A person who is expected to complete it by July, 2017
- (3) Possess at least a score of 100 points on the Japanese as a Foreign Language of the Examination for Japanese University Admission for International Students (EJU), or N5 (former Level 4)of the Japanese Language Proficiency Test, or E or F level of the J.TEST of Practical Japanese. If none of the tests above are held in the applicants' country, they are required to possess equivalent Japanese skills.
- (4) Have an advisor in Japan. (If not, please contact the university.)

**\*Advisor:** a person who will assist the applicant from application procedure to his/her life in Japan. The applicant's sponsor, family, relative, or acquaintance may become his/her advisor as long as all the following requirements are fulfilled.

- A resident of Japan (Any nationality, age, or gender). Students not accepted.
- Will complete all the application and admission procedure, and if any, other required procedure on behalf of the applicant.
- Knows the applicant well personally and officially.
- Will advise or counsel the applicant regarding problems in his/her life after his/her admission is approved.

## 3. Application Procedure

- (1) Application submission

Bring the application documents to the office or send them by the deadline. If the application is sent by mail, it must be postmarked on or before the closing date below for overseas application, or arrive not later than the closing date for domestic application.

Type	Application Period		Submitted by
Overseas application	Mon. October 3, 2016 – Mon. October 24, 2016 (Spring semester admission)	Sat. April 22,2017- Wed. May 17,2017 (Fall semester admission)	The advisor
Domestic application	Fri. February 24, 2017 – Thur. March 2,2017		The applicant or his/her advisor

- (3) Office hours

Monday – Friday: 9:30 – 11:00, 12:30 – 15:00    Saturday: 9:30 – 11:30

\*Sunday and holiday: Closed

Phone: 048-974-8811 (Foreign Student Department: ext. 1351)

- (4) Submitted to:

Bunkyo University Koshigaya Campus (the office of the Foreign Student Department, 1<sup>st</sup> floor of Bldg No. 10)

- (5) Payment method of the application fee (JPY10,000)

When bringing an application to the office: Pay the fee in Japanese yen on application.

When mailing an application: Enclose a copy of the payment receipt with application after bank transfer.

## Required Materials

	Required material	Overseas Application (OA)	Domestic Application (DA)	Remarks
1	Application for Admission	✓	✓	The form on pp.12-15 must be filled out by the applicant.
2	Graduation/ Certificate(s)	✓	✓	Graduation certificate(s) to certify the applicant's educational background (from high school to higher education institute last attended) *1
3	Transcript(s)	✓	✓	OA: Transcript(s) (for each year from high school to higher education institute last attended) *2
				DA: Student of a Japanese language institute – a transcript and a letter of attendance from the institute required as well as the transcript(s) mentioned above
4	Proof of Japanese Language Proficiency	✓	✓	Certificate of any of the tests specified in Section 2 "Application Requirements"
5	Certificate of Health	✓	✓	The form on p.16 must be filled out by a public medical institution within three months before application.
6	Advisor's Agreement	✓	✓	The form on p.18 must be filled out by the applicant's advisor.
7	Passport Photocopy	(✓)	✓	OA: Photocopy of all pages except blank pages (Passport holder only)
				DA: Photocopy of all pages except blank pages
8	Document to verify the applicant's current status	✓	✓	OA: Student - Certificate of enrollment Jobholder – Certificate of employment
				DA: Student of a Japanese language institute –Certificate of enrollment and Certificate of (expected) completion/Letter of transfer approval Jobholder – Certificate of employment
9	Photos	✓	✓	5 photos (one of which should be attached to the Application for Admission) - All same photos of 4cm (H) x 3cm (W) - The applicant's nationality and name on the back - Clear photo including a full face and uncovered head, front view with a plain background and no distracting shadows - Taken within 3 months before application
10	Oath for Payment of Expenses (Tuition and Living Expenses)	✓	(✓)	OA: Use an applicable language version of the forms on pp.20 – 27. Also attach supporting documents on p.6.
				DA: Prepare supporting documents on p.6 in case they are required.
11	Questionnaire on Payment of Expenses		✓	Fill out the form on p.28. Also attach supporting documents on p.6 as needed.
12	Certificate of Residence		✓	Certificate of Residence issued by the applicant's local government. Present Resident Card on application.
13	Application Fee	✓	✓	JPY 10,000 in cash

✓: Required    (✓): May be required

©Documents except 5, 6, 12, 13 are required to apply for Certificate of Eligibility.

\*1. China: Present the original copy of the Diploma.

\*2. China: The result of the General Examination for Senior High School Graduation is required. The verification with the score of the National Higher Education Entrance Examination is required if the applicant's education institute last attended is high school and he/she has taken the exam.

\*If 5 or more years have passed since graduating from the education institute last attended, the applicant must attach his/her detailed resume and an essay with the reason to study in Japan.

\*Japanese translation must be attached to documents in other languages.

## Documents Attached to the Oath for Payment of Expenses

Material	Sponsor		
	Resident of Japan	Overseas Resident	Applicant / Scholarship
Certificate of Deposit Balance	Required only if other proof of ability to pay expenses cannot be provided.	Issued by a bank to certify the deposit balance of the sponsor's account. If money is transferred from China, the Chinese official certificate of deposit balance must be attached.	Issued by a bank to certify the deposit balance of the applicant's account.
Certificate of Employment	The period of employment must be included. Corporate manager – a certified copy of registration Sole proprietor – a copy of tax return	The period of employment must be included. Sole proprietor – a copy of business license with supporting documents on annual income, sales profit, and tax payment certificate etc.	Applicant – Issued by the applicant's corporate / organization. Scholarship – N/A
Income Verification**	N/A	Issued by the sponsor's corporate / organization to verify his/her income for the last 3 years.	Applicant – Issued by the applicant's corporate / organization to verify his/her income for the last 3 years. Scholarship – N/A
Passbook**	A copy of the records in the sponsor's passbook for the last 3 years	A copy of the records in the sponsor's passbook for the last 3 years	A copy of the records in the applicant's passbook for the last 3 years
Taxation Certificate	Issued by the sponsor's local government, specifying his/her gross income. Corporate manager – a copy of tax return Certificate of tax deducted not accepted.	N/A	N/A
Certificate of Residence	All family members living together included. Foreign national resident – a copy of the sponsor's-Resident Card also attached.	N/A	N/A
Certificate of Relationship	To certify the relationship (kinship if the sponsor is the applicant's family or relative) of the sponsor and the applicant.	A document to certify the relationship of the sponsor and the applicant, which is equivalent to Japanese certificate of residence or a copy of family register. Must be an authentic document to certify the kinship. China – a copy of all pages of household register issued by the Ministry of Public Security required	N/A
Scholarship Award Certificate	N/A	N/A	The awarding organization, amount and period awarded must be specified. Document(s) with the scholarship details should be attached.

**\*\* Applicants of the following nationalities are required to submit the information for the last 3 years; China, Myanmar, Bangladesh, Mongolia, Vietnam, Sri Lanka, Nepal.  
For applicants of other nationalities, the information for the last 1 year is required.**



## 4. Notes on Application Documents

- (1) If the person to fill out the documents is clearly specified, that instruction must be followed. No other person is allowed to fill out the documents.
- (2) When a copy of a certificate is submitted, the original copy must be presented on application.
- (3) Certificates issued in Japan must be the ones issued within the last 3 months, and that issued overseas must be the ones issued within the last 6 months. The certificate of health, however, must be issued within the last 3 months for both cases.
- (4) Japanese translation must be attached to documents in other languages.
- (5) Certificates issued by educational institutes, corporate, or any other organizations must be prepared using a proper form with a letterhead specifying the organization's name, location, phone number, and e-mail address.
- (6) For the item "Education Background" in the Application for Admission, if the age and/or period of enrollment does not comply with the education standards in the country, official documents such as a letter of reason, an age of enrollment certificate, and a study period certificate must be attached.
- (7) If there is a blank period in the applicant's background, he/she is required to attach a letter of reason explaining the blank period.
- (8) If the applicant has failed to acquire a Certificate of Eligibility before, he/she is required to attach a letter explaining the reason.
- (9) For documents prepared in China, unofficial documents (e.g. a document equivalent to Japanese certificate of residence) must be made authenticated before submitted.
- (10) All the materials submitted will not be returned for any reason.
- (11) Application will not be accepted with incomplete documents.

## 5. Admission Process

Type		Selection Process	Interview	Admission Decision
Overseas Application	Spring semester Admission(April)	-Application review	Sat. November 5, 2016	Sat. November 12, 2016
	Fall semester Admission(September)	-Speaking ability test* -Interview with the advisor	Sat. May 27, 2017	Sat. June 3, 2017
Domestic Application	Spring semester Admission(April)	-Application review -Interview with the applicant and his/her advisor	Sat. March 4, 2017	Sat. March 11, 2017

**6. Enrollment Registration** For more information, please refer to the information on admission procedure sent to successful applicants.

Type		Period for Registration		Fee	Registered by
Overseas Applicants	Spring semester Admission(April)	Registration 1	Sat. November 19, 2016– Sat. November 26, 2016	Admission fee	The advisor
		Registration 2	Early February 2017 (after a Certificate of Eligibility is issued)	Tuition Training fee	
	Fall semester Admission(September)	Registration 1	Wed. June 7, 2017– Tues. June 13, 2017	Admission fee	
		Registration 2	Late July 2017 (after a Certificate of Eligibility is issued)	Tuition	
Domestic Applicants	Spring semester Admission(April)	Period for Registration	Sat. March 18, 2017– Thur. March 23, 2017	Admission fee Tuition Training fee	The applicant or his/her advisor

※Failing to register during the above period shall be treated as cancelled.

**7. Fees**

Item	Fee for Academic Year 2017
Admission Fee	JPY 100,000
Tuition Fee	JPY 450,000
Training Fee	JPY 20,000
Total	JPY 570,000

\*Above fees must be paid in full during the specified registration period. The tuition fee, however, may be accepted in two installments as follows.

Installment payment of the tuition and due dates				
	On registration		After admission	
Spring semester Admission(April)	Half tuition and training fee	JPY 245,000	Rest of the tuition by the end of September	JPY 225,000
Fall semester Admission(September)	Half tuition	JPY 225,000	Rest of the tuition and training fee by next April	JPY 245,000

## 8. Other Expenses

- (1) Student comprehensive insurance: approx. JPY 10,000  
Books and study materials: approx. JPY 25,000
- (2) National Health Insurance: approx. JPY 13,000 (the amount may vary among municipalities)
- (3) Initial expenses: approx. JPY 180,000 – 200,000 (incl. rent, utility bills, meals and other living expenses)
- (4) Monthly expenses: approx. JPY 80,000 (incl. rent and other living expenses)

## 9. Refund Policy

### [Withdraw admission offer / Cancel admission]

Admission will be automatically withdrawn in the following case (1). Admission fee will be refunded if necessary procedures are taken during the set period.

- (1) Certificate of Eligibility not issued

Admission will be automatically withdrawn in the following case (2) as well. All the fees except admission fee will be refunded after advisor takes necessary procedures by submitting a designated form with the Certificate of Eligibility and the Certificate of Admission.

- (2) The applicant's visa not issued

### [Decline admission]

For details, please see the registration information sent to successful applicants.

## 10. Scholarships

Bunkyo University will grant a scholarship to selected students who will be enrolled in the university as undergraduates or graduate students after their study at the Foreign Student Department. The grant amount will be announced in the closing ceremony.