Student Application Requirements
Foreign Student Department
Bunkyo University
2022

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[Spring Semester Admission (April) Application/Procedure Schedule]
Overseas Application (Persons residing outside of Japan)

Please have your advisor complete all procedures <u>other than</u> the Application for Certificate of Eligibility.

Application period: September 15th (Wed) to September 29th (Wed), 2021 **Refer to pages 4-6**

Please prepare all the "Documents Required for Application" listed on page 5 and either bring them to the International Affairs Section during the application period or post them to the University so that they arrive during the application period. (*1)

Screening: Mid-to-late October 2021 **Refer to page 7**

[1] Document screening (Applicants will be screened based on the submitted documents. The University may conduct a conversational skill assessment via international phone call or the like depending on your Japanese language ability.)

November 6th (Sat), 2021

[2] Advisor interview test (Only for those applicants who have passed document screening.)

Notification of Acceptance/Rejection: November 12th (Fri), 2021 **Refer to page 7**

The notification of acceptance/rejection will be sent to your advisor.

Primary procedures: November 22nd (Mon) to November 26th (Fri), 2021 **Refer to page 8**

Please pay the admission fee using one of the following methods (*1):

【International wire transfer】Pay through the payment system specified by the University.

【Domestic wire transfer】[1] Transfer to the bank account specified by the university or [2] pay in person at the University.

The University will apply for issuance of a "Certificate of Eligibility" on your behalf after confirming payment of your admission fee.

Proxy application for Certificate of Eligibility: Mid-December 2021

Issuance of your "Certificate of Eligibility" by the Regional Immigration Bureau: Between late January and early February 2022 (estimate)

The University will contact your advisor upon receiving your COE.

Please note that your COE could be issued before or after the period stated above.

Secondary procedures: After issuance of the "Certificate of Eligibility" **Refer to page 8**

Please pay the tuition fee and training fee using one of the following methods (*1):

【International wire transfer】Pay through the payment system specified by the University.

【Domestic wire transfer】[1] Transfer to the bank account specified by the University or [2] pay in person at the University.

⬇

The University will hand over your "Certificate of Eligibility" and "Certificate of Admission" to your advisor after confirming payment of the above-stated fees.

⬇

Please receive the necessary documents from your advisor and apply for issuance of a visa as soon as possible.

Arrival in Japan: Late March 2022

Please come to Japan promptly after the issuance of your visa.

You will need to present your "passport," "Certificate of Eligibility" and "Certificate of Admission" to obtain a landing permit.

Your "Certificate of Admission" will be revoked if you are unable to come to the University by the expiration date stated in your "Certificate of Admission."

(*1) For details about the payment method, please contact the Foreign Student Department.

***Please contact the University before applying for admission if you are residing outside of Japan and hold a Permanent Resident, Long-Term Resident or Dependent visa, etc.**

[Spring Semester Admission (April) Application/Procedure Schedule]
Domestic Application (Persons residing in Japan)

Please complete all procedures yourself or have your advisor do so.

Application period: February 14th (Mon) to February 19th (Sat), 2022 **Refer to pages 4-6**

Please prepare all the "Documents Required for Application" listed on page 5 and either bring them to the International Affairs Section during the application period or post them to the University so that they arrive during the application period. (*1)

Screening: February 26th (Sat), 2022 **Refer to page 7**

An interview test with you and your advisor will be conducted on the above-mentioned date following document screening.

Notification of Acceptance/Rejection: March 4th (Fri), 2022 **Refer to page 7**

The notification of acceptance/rejection will be sent to your advisor.

Procedures: March 9th (Wed) to March 15th (Tue), 2022 **Refer to page 8**

You will be handed your "Certificate of Admission" and "Documents Required for Admission" at the International Affairs Section.

Please pay the admission fee, tuition fee and training fee using one of the following methods (*1):

【International wire transfer】Pay through the payment system specified by the University.

【Domestic wire transfer】[1] Transfer to the bank account specified by the University or [2] pay in person at the University.

(*1) For details about the payment method, please contact the Foreign Student Department.

***Note that you are unable to apply for admission to the University if you have been studying at another Japanese language education institution over a year or more with the resident status of "Student".**

[Fall Semester Admission (September) Application/Procedure Schedule]
Overseas Application (Persons residing outside of Japan)

Please have your advisor complete all procedures <u>other than</u> the Application for Certificate of Eligibility.

Application period: April 11th (Mon) to April 23rd (Sat), 2022 **Refer to pages 4-6**

Please prepare all the "Documents Required for Application" listed on page 5 and either bring them to the International Affairs Section during the application period or post them to the University so that they arrive during the application period. (*1)

Screening: Mid-to-late May 2022 **Refer to page 7**

[1] Document screening (Applicants will be screened based on the submitted documents. The University may conduct a conversational skill assessment via international phone call or the like depending on your Japanese language ability.)

May 21st (Sat), 2022

[2] Advisor interview test (Only for those applicants who have passed document screening.)

Notification of Acceptance/Rejection: May 27th (Fri), 2022 **Refer to page 7**

The notification of acceptance/rejection will be sent to your advisor.

Primary procedures: May 31st (Tue) to June 7th (Tue), 2022 **Refer to page 8**

Please pay the admission fee using one of the following methods (*1):

【International wire transfer】Pay through the payment system specified by the University.

【Domestic wire transfer】[1] Transfer to the bank account specified by the University or [2] pay in person at the University.

The University will apply for issuance of a "Certificate of Eligibility" on your behalf after confirming payment of your admission fee.

Proxy application for Certificate of Eligibility: Mid-June 2022

Issuance of your "Certificate of Eligibility" by the Regional Immigration Bureau: Early-to-mid August 2022 (estimate)

The University will contact your advisor upon receiving your COE.

Please note that your COE could be issued before or after the period stated above.

Secondary procedures: After issuance of the "Certificate of Eligibility" **Refer to page 8**

Please pay the tuition fee using one of the following methods (*1):

【International wire transfer】Pay through the payment system specified by the University.

【Domestic wire transfer】[1] Transfer to the bank account specified by the University or [2] pay in person at the University.

⬇

The University will hand over your "Certificate of Eligibility" and "Certificate of Admission" to your advisor after confirming payment of the above-stated fee.

⬇

Please receive the necessary documents from your advisor and apply for issuance of a visa as soon as possible.

Arrival in Japan: Early September 2022

Please come to Japan promptly after the issuance of your visa.

You will need to present your "passport," "Certificate of Eligibility" and "Certificate of Admission" to obtain a landing permit.

Your "Certificate of Admission" will be revoked if you are unable to come to the University by the expiration date stated in your "Certificate of Admission."

(*1) For details about the payment method, please contact the Foreign Student Department.

***Please contact the University before applying for admission if you are residing outside of Japan and hold a Permanent Resident, Long-Term Resident or Dependent visa, etc.**

1. Number of Students **Up to 40 students (Overseas application: 35 students, Domestic application: a few students)**

2. Application Requirements

Applicants must fulfill the following four requirements.

(1) Possess 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, 2022

・Fall semester enrollment (September): A person who is expected to complete it by July, 2022

(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 F level of the J.TEST of Practical Japanese, or Japanese NAT-TEST Level 5.

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 the application process to his/her university 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 who can speak Japanese, regardless of nationality. (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 in via postal mail by the deadline. If the application is sent by postal mail, it must reach the office no later than the closing date.

(2)

Type	Application Period		Submitted by
Overseas application	Wed.September15, 2021 – Wed.September29, 2021 (Spring semester admission)	Mon. April 11, 2022– Sat. April 23, 2022 (Fall semester admission)	The advisor
Domestic application	Mon. February 14, 2022– Sat. February19, 2022		The applicant or his/her advisor

(3) Office hours

Monday – Friday: 9:30 – 11:00, 12:30 – 16:00 Saturday: 9:30 – 11:30 *Sunday and holiday: Closed
Phone: +86-48-974-8811 (Foreign Student Department, International Affairs Section, 1st floor of Building No.11)

(4) Submitted to: Bunkyo University Koshigaya Campus (International Affairs Section,)

(5) Payment method of the application fee (JPY 10,000)

Make a payment of the fee during the application period after preparing the necessary documents for application. Bank charges are to be borne by the remitter if it is paid by bank transfer.

【International wire transfer】Pay through the payment system specified by the University.

【Domestic wire transfer】[1] Transfer to the bank account specified by the University; submit a copy of the payment report after bank transfer. [2] Pay in person at the University; Pay the fee at the international Affairs Section, 1st floor of Building No.11.

[Documents Required for Application]

	Required document / certificate	Overseas recruitment	Domestic recruitment	Remarks	Japanese translation
1	Application for admission	○	○	The form on page 12-15, to be filled out by the applicant.	×
2	Certificate of graduation	○	○	"Certificate of graduation" or diploma from school last graduated (Original). (*1)	○
3	Certificate of enrollment	△	△	Submit if you are enrolled in a high school or university, etc. at the time of your application. If you are enrolled at a Japanese language school in Japan, then please submit a certificate of enrollment at that school.	○
4	Certificate of employment	△	△	Submit if you are employed at the time of your application.	○
5	Proof of Japanese language proficiency	○	○	Certificate of the results of any of the tests listed under eligibility for applicants (page 4) (Original).	×
6	Health certificate	○	○	Use the form on page 20. A certificate issued by a public medical institution within the past 3 months.	×
7	Advisor consent form	○	○	The form on page 22, to be filled out by your advisor.	×
8	Copy of your passport	△	○	For those who have a passport. A copy of the photo/data page and all pages that have been stamped.	×
9	Copy of your residence card	×	○	A copy of both sides of the card (front/back) * If your advisor is a foreign resident, then please also submit a copy of his/her residence card.	×
10	Copy of your residence certificate (Juminhyo)	×	○	A copy of your residence certificate (Juminhyo) listing all members of your household (without "My Number")	×
11	Photographs	○	○	5 photographs (one of which is to be affixed to your application for admission) ・4 cm (length) × 3 cm (width) ・All photographs must be identical. Write your nationality and name on the back of each photograph. ・The photographs must be taken within 3 months of your application. Specifications: Upper body shot, facing forward, not wearing a hat, nothing in the background.	×
12	Oath for Payment of Expenses	○	○	・Use the form in your language from page 24. ・Attach the document on page 6.	○
13	Application fee	○	○	Please pay 10,000 yen (Japanese yen) for the application fee. (Bank transfer or in person payment at the University) For details about the payment method, please contact the Foreign Student Department.	—

Legend: ○: Required; △: May be required; ×: Not required

***1. If you have graduated from a Chinese university (including junior college), then please submit the original diploma authentication report issued by the "China Higher-education Information and Student Information (CHSI)" or "China Academic Degrees and Graduate Education Development Center (CDGDC)" when possible. Alternatively, submit a printout of the authentication report screen page.**

***2. If you have graduated from a Chinese high school and will take the National College Entrance Examination (Gaokao), then please submit the original diploma authentication report issued by the "China Academic Degrees and Graduate Education Development Center (CDGDC)" when possible. Alternatively, submit a printout of the authentication report screen page.**

***If more than 5 years have passed since you last graduated, then please attach a detailed "resume" covering your experience from after graduation to the present or a "statement of reasons" for your desire to study.**

***Please be sure to attach a Japanese translation if your certificates are written in a language other than Japanese.**

***Please note that required documents are subject to change according to the notice from Tokyo Regional Immigration Bureau.**

[Documents attached to the Oath for Payment of Expenses]

	Required document	Details
1	Document certifying the relationship between the financial supporter and the applicant	Document certifying the relationship between the financial supporter and the applicant issued by a public institution. If your financial supporter is a family member or a relative, **then family relation certificate and birth certificate. (*1)** (Not required if the applicant is self-supported.)
2	Certificate of bank balance	Certificate of bank balance in the name of the financial supporter issued by a financial institution (Original)
3	Document certifying your financial supporter's occupation (*2)	**[1] If your financial supporter is a company employee** Certificate of employment (Original) which lists the following matters: [1]-1. Name, address and contact details of employer; [1]-2. working hours; [1]-3. job description; and [1]-4. position/job title. **[2] If your financial supporter is operating a business** Document certifying the operation of a business issued by a public institution **such as a copy of the business permit and business registration, etc.** **[3] If your financial supporter is a company executive, etc.** **Copy of corporate registration** issued by a public institution. And the original certificate of employment if the financial supporter is not listed as an officer on the copy of corporate registration, etc. **[4] If your financial supporter does not correspond to any of the above** Document certifying the financial supporter's occupation issued by a public institution.
4	Proof document for the funding process over the past year	**Copy of bank passbook entries or account activity statements, etc. for the past year.** That can show the process through which your financial supporter formed the amount stated in the "certificate of bank balance" in 2.
5	Document certifying your financial supporter's income over the past year (*2)	**[1] If your financial supporter is not residing in Japan** **Income certificates for the past year.** (That state the amount of total income and net income after deduction of taxes, etc.) **[2] If your financial supporter is residing in Japan** **Certificates of tax payment/income certificates (Nozei Shomeisho / Kazei Shomeisho) for the past year.**

◎ **Please contact the University separately if you will support yourself with a scholarship.**

◎ **Please be sure to attach a Japanese translation if your documentation is written in a language other than Japanese.**

***1. Please contact the University if your financial supporter is not a family member or relative.**

***2. Please contact the University if your financial supporter is retired, unemployed or corresponds to "[4] If your financial supporter does not correspond to any of the above" in 3.**

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) All the submitted materials will not be returned for any reason.
(3) Application will not be accepted with incomplete documents.
(4) Japanese translation must be attached to documents in other languages.
(5) The originals must be presented when applying if copies of certificates are submitted.
(6) Certificates must be issued within the last 3 months.
(7) 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.
(8) 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.
(9) 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.
(10) If the applicant has failed to acquire a Certificate of Eligibility before, he/she is required to attach a letter explaining the reason.
(11) For documents prepared in China, unofficial documents (e.g. a document equivalent to Japanese certificate of residence) must be made authenticated before submitted.

5. Admission Process

Type		Selection Process	Interview	Admission Decision
Overseas Application	Spring semester Admission (April)	【Step1】 -Application review *The examination result is notified via mail or E-mail. 【Step2】 -Interview with the advisor *Only advisor whose applicant has passed the step 1.	Sat. November 6, 2021 * Time designated in examinee card	Fri. November 12, 2021
	Fall semester Admission (September)		Sat. May 21, 2022 * Time designated in examinee card	Fri. May 27,2022

Type		Selection Process	Interview	Admission Decision
Domestic Application	Spring semester Admission (April)	-Application review -Interview with the applicant and his/her advisor	Sat. February 26, 2022 * Time designated in examinee card	Fri. March 4, 2022

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	Mon. November 22, 2021– Fri. November 26, 2021	Admission fee	The advisor
		Registration 2	After issuance of the Certificate of Eligibility	Tuition Training fee	
	Fall semester Admission (September)	Registration 1	Tue. May 31, 2022– Tue. June 7, 2022	Admission fee	
		Registration 2	After issuance of the Certificate of Eligibility	Tuition	
Domestic Applicants	Spring semester Admission (April)	Period for Registration	Wed. March 9, 2022– Tue. March 15, 2022	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 2022
Admission Fee	JPY 100,000
Tuition Fee	JPY 460,000
Training Fee	JPY 20,000 ※
Total	JPY 580,000

※Training fee might be changed.

※Tuition fee must be paid in two installments as follows.

Installment payment of the tuition and due dates				
	On registration		After admission	
Spring semester Admission (April)	Half the tuition and training fee	JPY 250,000	Rest of the tuition by the end of September	JPY 230,000
Fall semester Admission (September)	Half the tuition	JPY 230,000	Rest of the tuition and training fee by next April	JPY 250,000

8. Other Expenses

(1) Books and study materials: approx. JPY 20,000
(2) National Health Insurance: approx. JPY 12,000 (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

[Refund of Application Fee]

After paying Application Fee, it's non-refundable for any reason.

[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 the admission fee will be refunded after advisor completes the 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.

Note that this scholarship is granted **ONLY** for the students enrolling in April who graduate from the Foreign Student Department in March of the same year.