

Admissions for Academic Year 2017 Autumn (October)

Admissions for Academic Year 2018 Spring (April)

Kansai University of International Studies

Japanese Language Course

Guidelines for Application

Kansai University of International Studies

Japanese Language Course



To applicants for the Japanese Language Course:

Atsushi Hamana, PhD
President
Kansai University of International Studies

Kansai University of International Studies (KUIS) was established in 1998 with the aim of fostering “truly international individuals” able to assume an effective role in the 21st century. As expressed by the word “International” in the name, nurturing people who can actively participate on the global stage has long been the focus of our university in the form of our educational philosophies.

In recent years, amidst rapid change in society, innovative modifications have also been promoted in the economic sphere. While our environment has become ever more international, there is a pressing need for individuals possessed of a global perspective unconfined by typical boundaries or specific economic regions to play a more active role. Our ambition is to be a place of inspired learning, cultivating compassionate and highly creative students with the ability to act from a global perspective under our educational philosophy as a university with a key role in the 21st century.

KUIS is underpinned by its three faculties, namely the Faculty of Human Sciences, Faculty of Education, and Faculty of Health Sciences. About 1,900 students work hard to contribute to society in the 21st century. About 100 overseas students from Asia and further afield are enrolled on campus, and they study together with our Japanese students.

With the university as its parent organization, the Kansai University of International Studies (KUIS) Japanese Language Course was established in October 2014. We are offering a course for foreign students seeking to attend a university or graduate school in Japan so that they can master the Japanese language skills required for such studies.

We expect all foreign students admitted to the KUIS Japanese Language Course to master Japanese, and to benefit from higher education at the university to earn a degree with specialist knowledge in each educational and research area, as well as contribute to international exchange.

Educational Philosophies of KUIS

KUIS strives to be a center of inspired learning, nurturing compassionate and highly creative students with the ability to act from a global perspective.

- 1. Self-disciplined individuals:** Be strict on yourself, and always strive to do your best.
- 2. Individuals who contribute to society:** Be both creative and proactive.
- 3. Spiritually enriched citizens of the world:** Cooperate with others, wherever they are from, for your mutual development.

Application Guidelines

■ Admissions timing, course length, and enrolment duration

- October 2017(Autumn Semester) and April 2018 (Spring Semester)
- This is a one-year course with a maximum enrolment period of two years.

■ Capacity: 30 students for each semester

■ Campus: Miki Campus

■ Selection method

Applications are screened, with interviews held if necessary. All admission decisions are made based on the overall evaluation.

■ Application period, date, time, and place for selection, and deadline for admission procedure

Admission	Application		Application period	Interview	Announcement of application results	Deadline for payment of academic fees
Oct.	1 st	Overseas/ Within Japan	Wed., May 10 - Fri., Jun. 9, 2017	You will be contacted separately as necessary.	Wed., July.5	Wed., Jul. 19
	2 nd	Within Japan only	Fri., Jul. 28 - Thu., Aug. 17, 2017		Wed., Sept. 6	Fri., Sept. 15
Apr. 2018	1 st	Overseas/ Within Japan	Wed., Sept.13Fri., Oct. 6, 2017	You will be contacted separately as necessary.	Wed., Oct. 25	Fri., Nov. 17
	2 nd	Overseas/ Within Japan	Fri., Oct. 20- Mon., Nov. 20, 2017		Fri., Dec. 15	Mon., Dec. 25
	3 rd	Within Japan only	Fri., Jan. 26- Wed., Feb. 14, 2018		Wed., Mar. 7	Fri., Mar. 16

* Insurance fee is annual amount.

■ Eligibility for application

The following three conditions must be satisfied.

1. Individuals must have completed the 12-year school curriculum overseas, or demonstrate equivalent academic ability as approved by the president of KUIS.
2. Individuals must have passed grade N5 or a higher grade of the Japanese Language Proficiency Test, or demonstrate Japanese language skill equivalent to such level (qualified for J-TEST grade F or higher), or have certifiably spent 150 hours or more learning Japanese.
3. Individuals must be eligible to apply for residency status in Japan, such as “overseas study” or “living with family,” and be able to enter the university by the due date.

* Individuals who have previously been rejected when applying for a Certificate of Eligibility for Resident Status may not reapply.

Notes

- After application documents are submitted, they are checked and screened for application eligibility. If as a result of said screening, the person is deemed ineligible to apply, they cannot take the admissions test. In this case, the application documents that have been submitted will be returned.
- In the event that an “Acceptance” notification is sent out after taking the admissions test, if the description in the submitted application documents or other documents are found to contain falsehoods, the “Acceptance” notification will be voided, even after entering the university.

■ Application documents

- Forms designated by KUIS are enclosed when the application forms are requested, or they can be downloaded and printed out from the KUIS website.
- Use a black or blue ballpoint pen to fill in the forms.
- Forms filled out in pencil cannot be accepted.
- All application documents to be submitted must be completed in Japanese or English unless otherwise specified.
- Documents and certificates must be submitted within three months of issue.
 - * The following details must be provided for any Japanese translation.
 - Translation date
 - Translator’s name
 - Translator’s affiliation, and its address and telephone number
 - Official seal of the affiliation

No.	Application documents	Notes
1	Admission Application Form (KUIS Form 1)	Please fill in this form as designated by KUIS. The applicant's name as printed on his/her passport (including romanizations) must be accurately entered by the applicant themselves in Japanese or English, with a frontal head-and-shoulders (without any hat) photo [size: 4×3cm (H×W)] taken within the last three months attached in the specified section. (* Permission for admission may be canceled if the application form is filled in by anyone other than the applicant.)
2	Application Rationale (KUIS Form 2)	Please fill in this form as designated by KUIS.
3	Letter of Commitment (KUIS Form 3)	Please fill in the necessary fields on the front side of the form in Japanese, and on the reverse side in the applicant's native language. This is to be signed by hand and affixed with a seal by the applicant themselves and by the guarantor.
4	Statement of Financial Support (KUIS Form 4)	This is a document to demonstrate the ability to pay the necessary expenses for study in Japan. * Documents and certificates, etc. prepared in any language other than Japanese must have a translation into Japanese attached. * Applicants already resident in Japan should please contact us separately for application documents.
5	Letter of Guarantee (KUIS Form 5)	This KUIS-designated form is to be filled in by the personal guarantor, and signed by hand with a seal affixed in the field for seal by the applicant themselves and by the guarantor. * The guarantor must be at least twenty years old and employed such that they can shoulder responsibility for all of the applicant's personal and financial matters for the duration of the Japanese Language Course. If there are potential guarantors in both the home country and Japan, please prioritize the one resident in Japan.
6	Certificate of Health (KUIS Form 6)	A health check must be undergone within three months prior to the application, and please then submit a health certificate (validated with the seal of the medical institution) prepared by the medical institution attended.
7	Graduation certificate (expected) or certificate of enrolment of the final academic record / Certificate of attendance from a Japanese language school	Please submit the original copy of the graduation certificate issued by the highest academic institution that the applicant graduated from in the home country. The original copy will be confirmed and returned to the applicant. Please also submit certificates issued by other schools that the applicant graduated from or will be graduating from. * If you have previously attended a Japanese language school, please submit a certificate of attendance.
8	Academic transcript of the highest academic institution that the applicant graduated from / Academic transcript from a Japanese language school	Please submit the original copy of the academic transcript issued by the highest academic institution that the applicant graduated from in the home country. * If you have previously attended a Japanese language school, please submit your academic transcript.

9	Documents attesting to sponsor's ability to pay expenses	<p>Documentation attesting to the ability to cover all expenses required to study in Japan. (The following four items must be submitted.)</p> <ul style="list-style-type: none"> - Employment certificate / income certificate of the sponsor - Tax payment certificate for the sponsor (issued by the local tax office) - Documentation demonstrating the sponsor's financial status (issued by the local tax office or income certificate) - Proof of sponsor's deposit (original or copy of Certificate of Deposit Balance) <p>Please also submit any appropriate certification documents other than the above.</p>
10	Documents attesting to relationship with sponsor	<p>Attestation to relationship between applicant and sponsor.</p> <p>Copy of residency record (including record for parents and all siblings, color version is preferable.)</p> <p>* Original of notarization is acceptable.</p>
11	Certificate of Japanese Proficiency (KUIS Form 7)	<p>Please submit the applicant's certificate for passing the Japanese Language Proficiency Test at grade N5 or higher, or an academic transcript attesting to a minimum of 150 hours study at a Japanese language educational institution.</p> <p>If not possible, one of the following must be submitted:</p> <ul style="list-style-type: none"> - Certificate of Japanese language proficiency or JLPT score report, or copy of equivalent certificate of Japanese language proficiency. - Certificate issued by a Japanese language educational institution or other party who can officially attest to the applicant's Japanese language proficiency.
12	Copy of passport and residency certificate, or copy of residency card (for applicants in Japan)	<p>(1) Applicants resident abroad (outside Japan)</p> <ul style="list-style-type: none"> - Copy of passport including the pages on which the applicant's name and embarkation/disembarkation records are printed. (If a passport is not owned, copy of an identification document issued by the government or an equivalent organization is acceptable.) <p>(2) Applicants resident in Japan</p> <ul style="list-style-type: none"> - Copy of passport including the pages on which the applicant's name and eligibility to reside in Japan and duration of stay are printed. - Please provide a copy of the residence certificate or both sides (front and back) of the residence card on A4 paper.
13	Photographic ID	<p>Write the applicant's name on the back of five photos (front-facing color photos taken within the last three months of the head and shoulders without any hat [size: 4×3cm (H×W)]). Attach one to the Admission Application Form, and submit the other four photos in an envelope.</p> <p>* These are used to apply for a Certificate of Eligibility for Resident Status.</p>
14	Notification of Contact Address (KUIS Form 8)	<p>All procedural documentation including notification of admission decision will be sent by KUIS to the applicant at the contact address (only one location) entered on this form. Please ensure that the address is carefully written in Japanese if in Japan, or in English if overseas.</p>

15	Original payment form for admissions test fee and financial institution's payment slip	<p>Use the "Payment slip (domestic)" to make payment at any post office in Japan for applicants who pay the admissions test fee in Japan. Then attach the validated "Payment receipt" to KUIS Form 9, and submit them.</p> <p>* We recommend that the applicant retain a copy of the "Payment receipt" for themselves.</p> <p>Applicants who pay the admissions test fee from overseas should attach a copy of the payment slip from the financial institution through which the money was transferred to KUIS Form 9, and submit them.</p>
16	Others	<p>* Employed applicants should submit a certificate of employment.</p> <p>Submit a copy of the applicant's passport (if held), and documents stating a full record of his/her stay in Japan with descriptions in Japanese, if he/she has stayed or is staying in Japan.</p>

*** Note concerning application documents**

A Japanese or English translation prepared by an approved body must be attached in the event that application documents are prepared in any language other than Japanese or English.

* Please note the following concerning submitted documents:

- (1) Documents that are submitted will not be returned for any reason.
- (2) Only documents that are fully prepared by the application deadline will be accepted.
- (3) All documentation should be prepared on A4 (210×297 mm) paper as far as possible.
- (4) The applicant, person who filled in the form, and/or any party who issued certificates, etc. may be contacted by telephone or such like to confirm the details of documents submitted.
- (5) The applicant is responsible for retaining a full set of copies of the application documents.

■ Handling of personal information

Information provided in application documents will only be used for KUIS admissions test-related procedures and immigration bureau formalities.

Copies of application documents and information provided may be submitted to the immigration bureaus via KUIS upon request by the immigration bureaus. This serves as prior notification of the fact, and the applicant's signature on the Admissions Application Form will constitute acceptance of such.

Instructions on completing the form

- * Use a black ink pen (ballpoint or fountain pen) to fill in the documents. Forms filled out in pencil will not be accepted.
- * The applicant's name and date of birth must be written on the back of each photo.
- * The guarantor and sponsor must both sign the relevant forms themselves and affix their seal. Documents without the signature or seal of the person concerned are not officially accepted.

Other matters

- * Except for the original graduation certificates, application documents once submitted are not generally returned, even if admission is rejected.
- * Documents other than the above may need to be submitted if requested by the immigration bureau for any reason. In such instance, they must be submitted as soon as possible.

■ **Address for submission of applications**

- Office for the Japanese Language Course,
Miki Campus, Kansai University of
International Studies
- 1-18 Aoyama Shijimicho Miki, Hyogo
673-0521
- Tel.: +81-794-84-3610 (direct dial to
Center for Global Education)
- E-mail: bekka@kuins.ac.jp

■ **Admissions test fee**

¥15,000

■ Admissions test fee payment method

Admissions test fee must be paid within the period from one week before the start of acceptance of applications until the application deadline for applicants from both Japan and overseas. Please note that admissions test fees once paid are not refunded. The payment method for each case is described as follows.

Payment from Japan

Fill in the payment form designated by KUIS (the name of the applicant must be entered), and make payment at the local post office.

Payment from overseas

When making payment from overseas, transfer the fee plus any bank handling charges imposed by banks in Japan in Japanese yen to the following account.

◇ KUIS's designated bank in Japan

- Bank : Sumitomo Mitsui Banking Corporation
- Branch : Midorigaoka Branch
- Account holder : Kansai University of International Studies
- Account number : 3720341 (Ordinary Account/Savings Account)
- SWIFT code : **SMBCJPJT**
- Address : 1-18 Aoyama, Shijimi-cho, Miki-shi, Hyogo Prefecture, Japan
- Tel. : 0794-85-2288

Notes

- Enter the applicant's name as the remitter's name.
- Bank handling charges to transfer funds from abroad are the applicant's responsibility.
- Receipts for money paid with the stamp of the financial institution concerned must be retained until the admissions test process is complete.

■ Announcement of application results

Application results will be informed to the applicant's address as described in the "Contact address for notifications" submitted by the applicant regardless of acceptance or rejection. Please be aware that results cannot be given over the telephone or in response to any other query, etc. Inquiries by telephone or e-mail, etc. cannot be answered.

■ Academic fees and admission procedure

The following procedure should be completed by the specified due date. Confirm the procedure details using the admission procedure documents enclosed with acceptance notifications. If the admission procedure is not completed by the due date, the admission acceptance will be revoked.

(1) Funds required for admission, including academic fees

Annual academic fees to be paid for students entering in fiscal 2017 and 2018

Item	Amount to be paid		
	Initial year		Annual amount
	Entry in April (for April to September)	October (for October to March)	
	Entry in October (for October to March)	April (for April to September)	
Admission fee	¥100,000	—	¥100,000
Academic fee	¥300,000	¥300,000	¥600,000
Insurance fee	¥10,240	—	¥10,240
Total	¥410,240	¥300,000	¥710,240

Notes

- Please note that the insurance fee for overseas students may be different.
- Textbooks, etc. will be charged for separately.

(2) Payment to be made at the admissions procedure stage

Admission and academic fees must be paid to complete the admissions procedure. The total amount of money to be paid for the admission procedure and by the due date is as follows. Individuals who pass the admissions test must complete the admission procedure by the specified due date. Individuals will be notified of the details of the payment amount and method, etc. for the admission procedure in writing.

A “Certificate for Admission” will be issued as confirmation as soon as the admission procedure has been completed.

Admission timing	Payment deadline		Payments (e.g. academic fees) due
Oct. 2017	Overseas/ Within Japan	Wed., Jul. 19	¥410,240 (Admission, half-year academic fees, and insurance fees)
	Within Japan	Fri., Sept. 15	
Apr. 2018	Overseas/ Within Japan	Fri., Nov. 17	
	Overseas/ Within Japan	Mon., Dec. 25	
	Within Japan	Fri., Mar. 16	

* If no payment is made by the due date without prior notice, acceptance for admission may be rescinded assuming the applicant has no intention to accept the admission offer.

(3) Declination of admission after completing the admission procedure

If an offer of admission needs to be declined for unavoidable circumstances after completing the admission procedure, please contact the Office for the Japanese Language Course, and we will send out the Declination of Admission Form. If your Certificate of Eligibility for Resident Status or student visa have not been issued, return the original Certificate of Admission and the original Certificate of Eligibility for Resident Status (if issued) to KUIS for a refund of payments such as academic fees minus any bank fees required for repayment. However, if you decline admission for other personal reasons, these payments will be returned less the admission fee minus any bank fees required for repayment.

If you decline admission, the original Certificate of Eligibility for Resident Status will be returned to the Immigration Bureau, and so subsequent reapplication is not possible even if requested.

In addition, once an entry visa has been issued, no refunds are possible under any circumstances for any payments such as academic fees that have already been paid.

Moreover, if you delay your arrival in Japan or commencement of classes for your own personal reasons, then academic fees, etc. will not be refunded for the period in which you missed classes.

Notes

- The Ministry of Justice issues the Certificate of Eligibility for Resident Status. KUIS accepts no responsibility in the event such certificate is not issued for any reason.
- Please do not hesitate to contact the KUIS Office for Japanese Language Course for any inquiries regarding application.

■ Contact for inquiries

Office for the Japanese Language Course, Miki Campus, Kansai University of International Studies
1-18 Aoyama Shijimicho Miki, Hyogo 673-0521
Tel.: +81-794-84-3610 (direct dial to Center for Global Education)
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**1-18 Aoyama Shijimicho Miki, Hyogo 673-0521, Tel. 0794
84-3610 Fax. 0794 84-3562**

**Website: <http://www.kuins.ac.jp/kuinsHP/en/>
<http://www.kuins.ac.jp/kuinsHP/ch/>**