



# J.F. Oberlin University Institute for Japanese Language and Culture (Japanese Language Program)

## Application Guidelines for Admission in Spring 2020

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Inquiries and postal address for documents:

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### 1. From Application to Enrollment

Schedule	Activity
August 26 (Mon.) to October 11 (Fri.), 2019	Apply online and pay the application fee (*contact the Institute's inquiries point if you are unable to apply online or pay online)
Submission of online application to October 25 (Fri.), 2019	Submit application documents and documents for the application for Certificate of Eligibility
Confirmation of payment of application fee to November 8 (Fri.), 2019	Selection *Screening of application documents and online interview
November 15 (Fri.), 2019	Notification of results *The Institute sends successful applicants a letter of admission and enrollment forms by e-mail
November 15 (Fri.) to November 25 (Mon.), 2019	Pay enrollment and tuition fees *Successful applicants send the Institute the enrollment forms by e-mail
Middle of December, 2019	Application for Certificate of Eligibility *The Institute applies on students' behalf
Early February to middle of March, 2020	The Institute sends Certificate of Eligibility and enrollment approval
Early February to middle of March, 2020	Apply for a visa in your home country
Late March, 2020	Arrive in Japan

## 2. Courses and Features

J. F. Oberlin University Institute of Japanese Language and Culture (“the Institute”) offers an ideal preparatory education for non-Japanese students wishing to study in Japan. The standard course is one year in duration, but completion in six months (one semester) is also possible if you are accepted to another educational institution in Japan (in which case tuition for the second semester is refunded). The following four courses of study are offered.

### A. Graduate School Admission Course

This course is designed for international students who wish to enter a graduate school in Japan. Students acquire the Japanese language skills required for their future studies as well as essential specialized knowledge. (Completion of the Japanese Language Proficiency Test N1 level is desirable.)

### B. Undergraduate Transfer Course

This course is designed for international students who wish to enter a Japanese university undergraduate degree program at third year level. Students acquire the Japanese language skills required for studies at third and fourth year undergraduate level as well as essential specialized knowledge. (Completion of the Japanese Language Proficiency Test N2 level is desirable.)

### C. University Admission Course:

This course is designed for international students who wish to enter a Japanese university undergraduate degree program at first year level. The aim of the course is to provide students with sufficient Japanese language and other academic skills to pass university examinations as well as to achieve high scores on the Examination for Japanese University Admission for International Students (EJU) and pass level N1 of the Japanese Language Proficiency Test.

### D. Special Japanese Language Course

This is a short-term Japanese language course designed for applicants who are current undergraduate or graduate students and who intend to pursue research in Japan. (Graduate students must submit a research plan.)

The Institute has a number of distinguishing features:

- (1) Applications are accepted irrespective of the proposed field of study after leaving the Institute.
- (2) Extensive counseling on further study options is provided in addition to academic guidance.
- (3) Students can (under certain conditions) enroll in undergraduate courses offered at J. F. Oberlin University and receive academic transcripts upon completion. Credits earned in such courses can be transferred in the event that students go on to enroll in a degree program at J.F. Oberlin University.
- (4) Students can use campus facilities in the same way as regular undergraduate students.
- (5) Students have ample opportunities to interact with undergraduate and graduate students and other international students studying at J.F. Oberlin University

## 3. Course Capacity and Eligibility

### (1) Number of applicants accepted in each intake

60 (intakes are in spring and fall; total of 120 applicants accepted each year)

### (2) Eligibility to apply

- (1) Applicants must have completed 12 years of formal education outside Japan and be aged 18 or over at the time of enrollment. (Standard years of formal education and other circumstances vary from country to country: please contact the Institute if unsure)
- (2) Applicants must have Japanese language proficiency equivalent to at least N5 on the Japanese Language Proficiency Test <sup>\*1</sup> or be able to obtain proof from their educational institution that the Japanese language course they completed most recently comprised at least 150 hours of study time.
- (3) Applicants must be intending to pursue further study or research and demonstrate sufficient academic motivation.
- (4) Applicants must not have completed more than one year of study at another Japanese language education institution in Japan prior to enrolling in the Institute.
- (5) Applicants must have the financial means to meet all essential costs of studying in Japan.
- (6) Applicants must never have had an application for status of residence in Japan rejected.

\*1: Japanese language test score equivalency table (it is desirable for applicants to have obtained at least one of these)

Name	Score or number of hours
Japanese Language Proficiency Test	N5
NAT-TEST	Level 5
J TEST	F Level
Japanese language study hours	150 hours

## 4. Application Documents

		Application Documents	○All applicants △If applicable		Notes
		*Send <b>originals</b> by international post to arrive at the Institute by October 25, 2019. *Submitted documents will not be returned to applicants, regardless of outcome. *Certificates must have been issued on or after August 1, 2019, and be in the original language	Latest educational credentials		*Please submit original certificates that show the name of the issuing institution, the responsible department, the institution's address and telephone number, and the name of person providing the certification. *Certificates in languages other than Japanese or English must be accompanied by a translation into Japanese or English (there is no standard format and any translator is acceptable).
			Graduates	Current Students	
1	Applicant	ID photographs (5)	○	○	5 identical photographs, taken within the last six months. 4cm high x 3cm wide, head and shoulders, front-on, no headwear, plain background. Write your name, date of birth, and country/region on the back of each one.
2		Application Forms (Forms 1-4)	○	○	• Fill out the forms in Excel on your PC then print them out. • For Form 3 (statement of purpose), write approximately 500-600 characters, as concretely as possible. *See the sample
3		Academic Transcripts (other than Japanese language schools)	○	○	Submit transcripts showing grades and credits awarded for all courses at all year levels. *If you have studied in Japan (for less than 1 year), submit a Certificate of Attendance and Academic Transcript from your school in Japan. *Currently students need to submit full transcripts upon graduation.
4		• Copy of Graduation Certificate • Proof of prospective graduation	Copy of Graduation Certificate	Proof of prospective graduation	Current students need to submit a copy of their Graduation Certificate upon graduation.
5		Students from China (excluding Hong Kong, Macau, Taiwan, etc.) • Student Record verification report • National College Entrance Examination (Gaokao) verification report • High School Graduation Examination (Huikao) verification report	△ (either one)	△ (either one)	A : China Higher Education Student Information (CHSI) B : China Academic Degrees and Graduate Education Information Submit either A or B (digital certificates are accepted) *If you have taken the Gaokao, submit the verification report for the Gaokao. *If you have not taken the Gaokao, submit a verification report for Student Record or High School Graduation Examination.
6		Copy of statement of results from Japanese Language Proficiency Test, Examination for Japanese University Admission for International Students (EJU), J. TEST, etc. (or if no official tests have been taken, proof of Japanese language studies from a Japanese language education institution)	○	○	Official tests of Japanese language proficiency: Submit a copy of the report showing your overall result and marks.  (Proof of Japanese language studies [日本語学習証明書]) • Must be produced and issued (in Japanese) by the Japanese language education institution you attended. • Must include your name, date of birth, gender, period of enrollment, whether studies are completed or ongoing, attendance record, and attitude to studies. *Not required if you studied Japanese on an ongoing basis in junior/senior high school and/or university and have an Academic Transcript.
7		Passport copy	○	○	• Submit a copy of the photo page of your currently valid passport. *If you have previously resided in Japan with "Student" status of residence, submit a copy of the status of residence sticker and stamp showing dates of entry and departure. *If you do not yet have a passport, please obtain one as soon as you can: it is required in order to apply for a visa to come to Japan.
8		Statement of Financial Support	○	○	• Fill out the form in Excel on your PC then print it out. • Be sure to have your financial provider sign the form <b>by hand</b> . *See the sample (but complete the form based on your own means of financial support).
9		Certification of familial relationship	○	○	Submit certification issued by a public authority *This is needed as proof of your relationship with your financial provider.
10		Proof of bank balance	○	○	Submit proof of your financial provider's bank account balance of at least 1.5 to 2 million yen. *Preferably, the balance should be in a term deposit of six months to one year.
11		Proof of employment and income	○	○	• Submit documents showing the financial provider's name, date of birth, gender, date of employment, position, and income for the past three years (monthly salary, bonuses, taxes paid, etc.). *Company proprietors should submit a copy of their official company registration *Sole proprietors should submit a copy of their business permit

\*Forms 1 to 4 are specified by the Institute.

\*Application fee: Pay when you apply online, after confirming that you are eligible to apply.

\*Interview slip: To be notified on MyPage. Please check the page when results are announced.

\*Contact address/postal address for documents: If there is any change after registering your address when you apply online, please update your address via MyPage.

\*Interview format: Interviews will be conducted web camera (PC or smartphone) or telephone.

\*Notification of results: You will be notified of the outcome of your application via MyPage.

\*Entrance fee and tuition: Payment information will be provided at the time of enrollment.

\*Enrollment documents: Medical Examination Form and Address Information Form are in formats specified by the Institute. Further information will be provided at the time of enrollment.

## 5. Payment of Application and Tuition Fees

	Payment Deadline
Application fee: 15,000 yen	October 11 (Fri.), 2019
Entrance fee: 100,000 yen	November 25 (Mon.), 2019
Tuition: 500,000 yen	

The application fee, entrance fee and tuition are payable by credit card.

The application fee must be paid at the time of application. Payment details for the entrance fee and tuition will be provided at the time of enrollment. (Please contact us if you are unable to apply because your credit card is not accepted by the Institute.)

Tuition will be refunded to successful applicants who withdraw their enrollment by the day before the date of entrance. The entrance fee will not be refunded under any circumstances (not even if you are unable to obtain a certificate of eligibility or visa). If your certificate of eligibility has been issued, you must return your certificate of eligibility before your tuition can be refunded.

## 6. Selection Process and Results

In principle, applicants will be selected on the basis of a screening of application documents and an online interview.

Successful applicants will be notified via MyPage at 10:00 a.m. on the day of notification of results.

The Institute does not respond to inquiries regarding results or selection processes. Successful applicants will be sent a notification of acceptance by e-mail, with documentation on enrollment and arrival in Japan attached.

Japanese Language Program, J.F. Oberlin University Institute for Japanese Language and Culture:

[http://www.obirin.ac.jp/japanese\\_extension/](http://www.obirin.ac.jp/japanese_extension/)