

# Musashino University

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Japanese Language Program for International Students

## Admission / Application Guidelines

### Application Period

Entrance in April 2018:

Wednesday, November 1, 2017 – Thursday, November 30, 2017

Entrance in October 2018:

2018: Friday, June 1, 2018 – Friday, June 29, 2018

#### Privacy Policy

Please be aware in advance that addresses, names and other personal information filled out in this application procedure will only be used for conducting examinations, administering school a school register and creating statistics (individuals are not specified at all).

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# Admission Guidelines

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## ■ About Japanese Language Program for International Students

Japanese Language Program for International Students offered at Musashino University is a 1-year length (for entrance in April) or 1-and-half-year length (for entrance in October) preparatory Japanese course for international students planning to enter Japanese university to acquire skills and knowledge required for succeeding in an undergraduate and a graduate level of study in Japan.

This program aims to enter Japanese universities' courses for international students.

## ■ Course Description

### ① Tracking system

We adopt a tracking system for our Japanese Language Program, meaning that students are separated into different classes based on academic abilities and Japanese language skills and they can learn fast with an appropriate level of education.

### ② Classes

In this Japanese Language Program, we will focus on grammar and vocabulary according to essential four parts (Reading, Listening, Writing and Speaking) which you will need upon fulfilling a university life in Japan. Also, there are some classes to learn required knowledge to live in Japanese society.

### ③ The period required for graduation

Entrance in April: One year from April / Entrance in October: One and half year from October

However, some students may be required to take extra classes. In this case, two years in total will be the maximum length.

### ④ Requirements for graduation

Certificates of graduation will be granted to those who have completed all subjects in this program and have met a minimum score in the final examination. If your days of attendance are not sufficient, you may not be allowed to graduate.

### ⑤ Entering a graduate school

You will be required to take an entrance examination for foreign students once you have decided to enter a graduate school of Musashino University. This is limited to those students who hold a bachelor's degree. This procedure is same for those who intend to enter a graduate school of different universities.

# Admission Guidelines

## ⑥ Program schedule

| Schedule |                | Entrance in April 2018   | Entrance in October 2018   |
|----------|----------------|--|--|
| 2018     | April          | Entrance to Japanese Language Program for International Students                         |  |
|          | May            |  |  |
|          | June           | The first Examination for Japanese University Admission for International Students 2018  |  |
|          | July-September |  |  |
|          | October        |  | Entrance to Japanese Language Program for International Students                         |
|          | November       | The second Examination for Japanese University Admission for International Students 2018 |  |
|          | December       | The second round of examination given independently by each private university           |  |
| 2019     | January        | The second round of examination given independently by each public university            |  |
|          | February       |  |  |
|          | March          | Graduating from Japanese Language Program for International Students                     |  |
|          | April          | Entrance to University   |  |
|          | May            |  |  |
|          | June           |  | The first Examination for Japanese University Admission for International students 2019  |
|          | July-October   |  |  |
|          | November       |  | The second Examination for Japanese University Admission for International Students 2019 |
|          | December       |  | The second round of examination given independently by each private university           |
| 2020     | January        |  | The second round of examination given independently by each public university            |
|          | February       |  |  |
|          | March          |  | Graduating from Japanese Language Program for International Students                     |
|          | April          |  | Entrance to University   |

# Application Guidelines

| <b>Number of Students to be Admitted</b> | Entrance in April 2018 : 20 students<br>Entrance in October 2018 : 30 students  |  |                          |  |                    |                             |                      |   |                                     |                           |                                    |                           |                      |  |                            |  |                    |                      |                      |                                     |                                     |                      |                                    |                       |                      |  |
|--|---|--|--------------------------|--|--------------------|-----------------------------|----------------------|---|-------------------------------------|---------------------------|------------------------------------|---------------------------|----------------------|--|----------------------------|--|--------------------|----------------------|----------------------|-------------------------------------|-------------------------------------|----------------------|------------------------------------|-----------------------|----------------------|--|
| <b>Eligibility Requirements</b>          | <p>① You are not currently Japanese citizen and have completed or scheduled to complete 11 years or more of education curriculum outside Japan by March, 2018 in the case of Entrance in April and by September, 2018 in the case of Entrance in October.</p> <p>② You are recognized as having or exceeding the equivalent academic abilities shown in ①.</p> <p>③ You are eligible to acquire a resident status of “Student” in Japan issued by “Immigration Control and Refugee Recognition Act”.</p> <p>④ You are considered to be having or exceeding the required Japanese language skills (N2 level for entrance in April and N5 level for entrance in October) at the time of application. Please contact a local office about proving your Japanese language skill.</p> <p><u>If you are an applicant for entrance in April and are considered to be exceeding a certain level of Japanese language skill, you may enter to Japanese Language Program in July 2018.</u></p> <p>* If you are unsure of whether you are eligible to acquire or renew the status of residence of “College Student” in Japan, you are advised to contact a local office.</p> <p>* You are advised to contact a local office if you have ever stayed in Japan for more than one year for the purpose of attending educational institutions such as a language school.</p> <p>* We will examine your eligibility for this admission based on submitted application documents. We will return all submitted documents and the screening fee to those who are considered not to meet the eligibility requirements. In this case, the commission fees associated with sending back the screening fee are to be covered by the applicants.</p>   |  |                          |  |                    |                             |                      |   |                                     |                           |                                    |                           |                      |  |                            |  |                    |                      |                      |                                     |                                     |                      |                                    |                       |                      |  |
| <b>Admission timeline</b>                | <table border="1"> <thead> <tr> <th colspan="2" data-bbox="304 1238 794 1272">【Entrance in April 2018】</th> </tr> </thead> <tbody> <tr> <td data-bbox="304 1272 794 1328">Start of admission</td> <td data-bbox="794 1272 1458 1328">Wednesday, November 1, 2017</td> </tr> <tr> <td data-bbox="304 1328 794 1384">Application deadline</td> <td data-bbox="794 1328 1458 1384">No later than Thursday, November 30, 2017</td> </tr> <tr> <td data-bbox="304 1384 794 1440">The second round of the examination</td> <td data-bbox="794 1384 1458 1440">Sunday, December 10, 2017</td> </tr> <tr> <td data-bbox="304 1440 794 1496">Announcement of admission decision</td> <td data-bbox="794 1440 1458 1496">Monday, December 18, 2017</td> </tr> <tr> <td data-bbox="304 1496 794 1552">Enrollment procedure</td> <td data-bbox="794 1496 1458 1552">Monday, December 18, 2017 to Friday, December 22, 2017</td> </tr> <tr> <th colspan="2" data-bbox="304 1585 794 1619">【Entrance in October 2018】</th> </tr> <tr> <td data-bbox="304 1619 794 1675">Start of admission</td> <td data-bbox="794 1619 1458 1675">Friday, June 1, 2018</td> </tr> <tr> <td data-bbox="304 1675 794 1731">Application deadline</td> <td data-bbox="794 1675 1458 1731">No later than Friday, June 29, 2018</td> </tr> <tr> <td data-bbox="304 1731 794 1787">The second round of the examination</td> <td data-bbox="794 1731 1458 1787">Sunday, July 8, 2018</td> </tr> <tr> <td data-bbox="304 1787 794 1843">Announcement of admission decision</td> <td data-bbox="794 1787 1458 1843">Monday, July 16, 2018</td> </tr> <tr> <td data-bbox="304 1843 794 1899">Enrollment procedure</td> <td data-bbox="794 1843 1458 1899">Monday, July 16, 2018 to Friday, July 20, 2018</td> </tr> </tbody> </table> |  | 【Entrance in April 2018】 |  | Start of admission | Wednesday, November 1, 2017 | Application deadline | No later than Thursday, November 30, 2017 | The second round of the examination | Sunday, December 10, 2017 | Announcement of admission decision | Monday, December 18, 2017 | Enrollment procedure | Monday, December 18, 2017 to Friday, December 22, 2017 | 【Entrance in October 2018】 |  | Start of admission | Friday, June 1, 2018 | Application deadline | No later than Friday, June 29, 2018 | The second round of the examination | Sunday, July 8, 2018 | Announcement of admission decision | Monday, July 16, 2018 | Enrollment procedure | Monday, July 16, 2018 to Friday, July 20, 2018 |
| 【Entrance in April 2018】                 |   |  |                          |  |                    |                             |                      |   |                                     |                           |                                    |                           |                      |  |                            |  |                    |                      |                      |                                     |                                     |                      |                                    |                       |                      |  |
| Start of admission                       | Wednesday, November 1, 2017   |  |                          |  |                    |                             |                      |   |                                     |                           |                                    |                           |                      |  |                            |  |                    |                      |                      |                                     |                                     |                      |                                    |                       |                      |  |
| Application deadline                     | No later than Thursday, November 30, 2017   |  |                          |  |                    |                             |                      |   |                                     |                           |                                    |                           |                      |  |                            |  |                    |                      |                      |                                     |                                     |                      |                                    |                       |                      |  |
| The second round of the examination      | Sunday, December 10, 2017   |  |                          |  |                    |                             |                      |   |                                     |                           |                                    |                           |                      |  |                            |  |                    |                      |                      |                                     |                                     |                      |                                    |                       |                      |  |
| Announcement of admission decision       | Monday, December 18, 2017   |  |                          |  |                    |                             |                      |   |                                     |                           |                                    |                           |                      |  |                            |  |                    |                      |                      |                                     |                                     |                      |                                    |                       |                      |  |
| Enrollment procedure                     | Monday, December 18, 2017 to Friday, December 22, 2017  |  |                          |  |                    |                             |                      |   |                                     |                           |                                    |                           |                      |  |                            |  |                    |                      |                      |                                     |                                     |                      |                                    |                       |                      |  |
| 【Entrance in October 2018】               |   |  |                          |  |                    |                             |                      |   |                                     |                           |                                    |                           |                      |  |                            |  |                    |                      |                      |                                     |                                     |                      |                                    |                       |                      |  |
| Start of admission                       | Friday, June 1, 2018  |  |                          |  |                    |                             |                      |   |                                     |                           |                                    |                           |                      |  |                            |  |                    |                      |                      |                                     |                                     |                      |                                    |                       |                      |  |
| Application deadline                     | No later than Friday, June 29, 2018   |  |                          |  |                    |                             |                      |   |                                     |                           |                                    |                           |                      |  |                            |  |                    |                      |                      |                                     |                                     |                      |                                    |                       |                      |  |
| The second round of the examination      | Sunday, July 8, 2018  |  |                          |  |                    |                             |                      |   |                                     |                           |                                    |                           |                      |  |                            |  |                    |                      |                      |                                     |                                     |                      |                                    |                       |                      |  |
| Announcement of admission decision       | Monday, July 16, 2018   |  |                          |  |                    |                             |                      |   |                                     |                           |                                    |                           |                      |  |                            |  |                    |                      |                      |                                     |                                     |                      |                                    |                       |                      |  |
| Enrollment procedure                     | Monday, July 16, 2018 to Friday, July 20, 2018  |  |                          |  |                    |                             |                      |   |                                     |                           |                                    |                           |                      |  |                            |  |                    |                      |                      |                                     |                                     |                      |                                    |                       |                      |  |

# Application Guidelines

|                               |  |
|-------------------------------|--|
| <b>Selection methods</b>      | <p>You will be screened based on your application documents. Successful applicants in the first round will be invited to the second round of the examination. If you hold an excellent score of the standardized test/ university entrance qualification examination of your home country, you may be admitted to this program without any further test.</p> <p>* You may be asked for your confirmation or for interviews.<br/> * Based on the comprehensive evaluation above, we will announce the admission results on the internet and will send out the required documents for enrolment procedure to successful applicants.</p>  |
| <b>Application Procedures</b> | <p>A) How to apply<br/> Please complete “Application for Japanese Language Program Admission (Document A)”, “Essay (Document B)” and other required documents.<br/> Please submit all required documents and designated documents such as identification documents listed in “Application Documents” of this guideline to a local office (see below for address) directly or by postal service.</p> <p>* All documents must reach us no later than the designated application deadline. Even if the payment of screening fee is made by the designated deadline, the application will be withdrawn unless all documents reach us.<br/> * We do not accept application documents submitted later than the application deadline in any case.<br/> * “Entrance in October” might be updated to ONLINE admission.</p> <p>B) Payment of screening fee<br/> Screening fee: 25,000 JPY<br/> *The total amount of tuition fee might be changed with the exchange rate if you pay it overseas. Please contact our local office for the accurate amount.</p> <p>&lt; Bank Account Information &gt;<br/> - China -<br/> OFFICEWISE (SHANGHAI) CO., LTD _Bank Of China Shanghai Xinzha Rd. Branch 455959235803<br/> -Hong Kong -<br/> WISE JAPAN EDUCATION CO., LTD _Hang Seng Bank 771-367430-883<br/> -Taiwan -<br/> OFFICE WISE CO., LTD _Mega International Commercial Bank Chengzhong Branch 01709251632<br/> -Malaysia -<br/> WISE JAPAN EDUCATION SDN.BHD. _ Malayan Banking Berhad KL Sentral Branch 514712412279<br/> -Japan -<br/> If you prefer to transfer to us in Japan, please contact our Japan Office for the Bank Account Information.</p> |

# Application Guidelines

< Where to submit the application documents >

- CHINA -

Sheng ai dasha 24F Caoxibei Rd., 88 , Xuhui-qu, Shanghai city, 200041, CHINA

TEL : +86-21-5204-9715

- HONGKONG -

605, Nanyang plaza, 57 hungto road, Kwun Tong, Kowloon, HongKong

TEL : +852-3153-1433

- TAIWAN -

ROOM2,6F., No.2, Sec. 1, Kaifeng St., Zhongzheng Dist., Taipei City 100, Taiwan (R.O.C.)

TEL : +886-2-2331-0110

- MALAYSIA -

Level 1, Block D'Aman Ria, No 3, Ara Jaya, Jalan PJU 1a/41, Ara Damansara, 47301 Petaling Jaya, Selangor, Malaysia

TEL : +60-16-643-1077

- Japan -

1-6-5, Shibadaimon, Minato-ku, Tokyo, JAPAN

TEL : + 81-3-5776-7228

C) Important notice

We are totally not responsible with the delay upon postal troubles. Please make sure to send the required documents by post well in advance.

# Application Guidelines

## Application Documents

○: Required for all applicants, △: Submit If you hold one

| Documents to be Submitted   | Notices   | Required (○/△)             |                                    |
|---|---|----------------------------|------------------------------------|
|   |   | At the time of application | At the time of enrolment procedure |
| ① Application for Japanese Language Program Admission (Document A)  | To be filled out by the applicant<br>With a color identification photo (size specified in the application)<br>The photo should be taken within 3 months of the time of application  | ○                          |                                    |
| ② Essay (Document B)  | This essay should be written in Japanese (maximum 400 words) and should include reasons for application and how you are planning to utilize what you learn in this program in the future.<br>The original document written within 6 months of the time of application should be submitted.  | ○                          |                                    |
| ③ Proof of Japanese language skill  | Original and copied documents should be submitted (the original document to be returned).<br>* Students applying for admission of entrance in April must submit this document.<br><br>There is no minimum requirement, however competitive applicants may have:<br>“N2-level on Japanese Language Proficiency Test (JLPT)”<br>“C-level on Test of Practical Japanese (J.TEST)”<br>“Score of 200 on Japanese Computerized Adaptive Test (J-CAT)” | △                          |                                    |
| ④ Certificate of University Entrance Qualification Examination/ Standardized Test taken in a home country | Original and copied documents should be submitted (the original document to be returned).   | △                          |                                    |
| ⑤ Results of Examination for Japanese University Admission for International Students (EJU)               | Original and copied documents should be submitted (the original document to be returned).   | △                          |                                    |
| ⑥ Results of Examination for Japanese University Admission for International Students (EJU)               | This should be issued within 3 months of the time of application.   |                            | ○                                  |
| ⑦ University Deputy Application Form (Document D)   | This is a written oath to a university upon deputy application related to acquiring Visa.   |                            | ○                                  |
| ⑧ Proof of graduation from high school  | Instead of proof of graduation, applicants may submit the original copy of and a copy of a graduation certificate (the original document to be returned).<br><br>This should be submitted with a Japanese translation.  |                            | ○                                  |
| ⑨ A final transcript from high school   | The original document with all transcripts of attended years should be submitted. This should be issued within 6 months of the time of application<br><br>This should be submitted with a Japanese translation.   |                            | ○                                  |
| ⑩ Copy of Passport photo page   | Submit the copy of the passport photo page with clear name and face photo.  |                            | ○                                  |
| ⑪ Forms required for Certificates of Eligibility (COE) for Resident Status                                | Please submit required documents specified in Page 9 “Documents Related to Application for Certificate of Eligibility (COE)” of this guideline.   |                            | ○                                  |

### < Notes >

- All application documents should be written clearly with a black pen.
- Unless specified in the table above, documents are not to be returned. Please make a copy of documents before submission.
- For a seal, you may not use a rubber stamp. Please use an official name seal.
- We may withdraw your entrance even after acceptance to this admission if there is any false information in your application documents.

# Application Guidelines

|  |  |
|--|--|
| <b>Announcement of Application Results</b> | <p>On the day of announcement, we will send the application results to applicants by post. Also, for successful applicants, we will send the letter of acceptance and all documents required for enrolment procedure.</p>  |
| <b>Enrolment Procedure</b>                 | <p>A) Enrolment procedure<br/>         After paying for admission fee, please submit all required documents to a local office of Musashino University.</p> <p>&lt; Bank Account Information &gt;</p> <p>- China -<br/>         OFFICEWISE (SHANGHAI) CO., LTD _Bank Of China Shanghai Xinzha Rd. Branch 455959235803</p> <p>-Hong Kong -<br/>         WISE JAPAN EDUCATION CO., LTD _Hang Seng Bank 771-367430-883</p> <p>-Taiwan -<br/>         OFFICE WISE CO., LTD _Mega International Commercial Bank Chengzhong Branch 01709251632</p> <p>-Malaysia -<br/>         WISE JAPAN EDUCATION SDN.BHD. _ Malayan Banking Berhad KL Sentral Branch 514712412279</p> <p>-Japan -<br/>         If you prefer to transfer to us in Japan, please contact our Japan Office for the Bank Account Information.</p> <p>&lt; Where to submit the application documents &gt;</p> <p>- CHINA -<br/>         Sheng ai dasha 24F Caoxibei Rd., 88 , Xuhui-qu,Shanghai city, 200041, CHINA<br/>         TEL : +86-21-5204-9715</p> <p>- HONGKONG -<br/>         605,Nangyang plaza,57 hungto road,Kwun Tong, Kowloon,HongKong<br/>         TEL : +852-3153-1433</p> <p>- TAIWAN -<br/>         ROOM2,6F., No.2, Sec. 1, Kaifeng St.,Zhongzheng Dist., Taipei City 100, Taiwan (R.O.C.)<br/>         TEL : +886-2-2331-0110</p> <p>- MALAYSIA -<br/>         Level 1, Block D'Aman Ria, No 3, Ara Jaya, Jalan PJU 1a/41, Ara Damansara, 47301 Petaling Jaya, Selangor,Malaysia<br/>         TEL : +60-16-643-1077</p> <p>- Japan –<br/>         1-6-5, Shibadaimon, Minato-ku, Tokyo, JAPAN<br/>         TEL : + 81-3-5776-7228</p> <p>B) Period of enrolment procedure<br/>         Entrance in April 2018: Monday, December 18, 2017 to Friday, December 22,2017<br/>         Entrance in October 2018: Monday, July 16, 2018 to Friday, July 20, 2018</p> |



# Application Guidelines

|  | <p>C) Notes</p> <ul style="list-style-type: none"> <li>· Please follow the “School expenses and other fees” below when applying enrollment procedure.</li> <li>· If you miss the deadline, you are no longer able to proceed to next step. Also, if you did not make a payment within the period specified above, we would withdraw your acceptance.</li> <li>· The total amount of tuition fee might be changed with the exchange rate if you pay it oversea. Please contact our local office for the accurate amount.</li> <li>· We are not able to return the admission fee once the payment has been completed.</li> <li>· We may withdraw your entrance if there is any false information in your documents for entrance.</li> <li>· We will not take responsibility of the situations if all required documents do not reach admission center by the submission deadline.</li> </ul>   |                           |         |  |   |   |  |                                       |   |                           |         |   |   |  |   |   |   |
|--|--|---------------------------|---------|--|---|---|--|---------------------------------------|---|---------------------------|---------|---|---|--|---|---|---|
| <p><b>Documents Related to Application for Certificate of Eligibility (COE)</b></p>              | <p>① University Deputy Application Form (Document D)<br/>*Please submit this form with signature and seal when an applicant chooses deputy application.</p> <p>② Documents related to an applicant</p> <table border="1" data-bbox="304 969 1481 1361"> <thead> <tr> <th>Documents to be submitted</th> <th>Notices</th> </tr> </thead> <tbody> <tr> <td>Application for Certificates of Eligibility (COE)<br/>(Document designated by Immigration Office)</td> <td>Applicants should fill out this form by themselves.<br/>With a color photo attached.</td> </tr> <tr> <td>Curriculum vitae<br/>(Document designated by Immigration Office)</td> <td>Applicants should fill out this form by themselves.<br/>With a signature.</td> </tr> <tr> <td>The original copy of admission permit</td> <td>Issued by Musashino University after completion of enrolment procedure.</td> </tr> </tbody> </table> <p>* All documents should be submitted with a Japanese translation.</p> <p>③ Statement of financial resources</p> <p>(a) When applicants make a payment by themselves</p> <table border="1" data-bbox="304 1503 1481 2056"> <thead> <tr> <th>Documents to be submitted</th> <th>Notices</th> </tr> </thead> <tbody> <tr> <td>The original copy of the applicant’s bank statement (Color document is desirable)</td> <td>The original copy of certificate of account balance and a copy of a bank passbook of deposit account should be submitted.</td> </tr> <tr> <td>Documents to prove applicant’s annual income (the original copy to be submitted)</td> <td>Please submit an income certificate and certificates of tax payments of the past 3 years.<br/>* If an applicant is Chinese, those certificates may be issued by a company.</td> </tr> <tr> <td>Documents to prove applicant’s job status (the original copy to be submitted)</td> <td>Please submit a certificate of employment.<br/>* If an applicant is Chinese, please submit a certificate of employment and notarized document.</td> </tr> </tbody> </table> <p>* All documents should be submitted with a Japanese translation.</p> | Documents to be submitted | Notices | Application for Certificates of Eligibility (COE)<br>(Document designated by Immigration Office) | Applicants should fill out this form by themselves.<br>With a color photo attached. | Curriculum vitae<br>(Document designated by Immigration Office) | Applicants should fill out this form by themselves.<br>With a signature. | The original copy of admission permit | Issued by Musashino University after completion of enrolment procedure. | Documents to be submitted | Notices | The original copy of the applicant’s bank statement (Color document is desirable) | The original copy of certificate of account balance and a copy of a bank passbook of deposit account should be submitted. | Documents to prove applicant’s annual income (the original copy to be submitted) | Please submit an income certificate and certificates of tax payments of the past 3 years.<br>* If an applicant is Chinese, those certificates may be issued by a company. | Documents to prove applicant’s job status (the original copy to be submitted) | Please submit a certificate of employment.<br>* If an applicant is Chinese, please submit a certificate of employment and notarized document. |
| Documents to be submitted  | Notices  |                           |         |  |   |   |  |                                       |   |                           |         |   |   |  |   |   |   |
| Application for Certificates of Eligibility (COE)<br>(Document designated by Immigration Office) | Applicants should fill out this form by themselves.<br>With a color photo attached.  |                           |         |  |   |   |  |                                       |   |                           |         |   |   |  |   |   |   |
| Curriculum vitae<br>(Document designated by Immigration Office)                                  | Applicants should fill out this form by themselves.<br>With a signature.   |                           |         |  |   |   |  |                                       |   |                           |         |   |   |  |   |   |   |
| The original copy of admission permit  | Issued by Musashino University after completion of enrolment procedure.  |                           |         |  |   |   |  |                                       |   |                           |         |   |   |  |   |   |   |
| Documents to be submitted  | Notices  |                           |         |  |   |   |  |                                       |   |                           |         |   |   |  |   |   |   |
| The original copy of the applicant’s bank statement (Color document is desirable)                | The original copy of certificate of account balance and a copy of a bank passbook of deposit account should be submitted.  |                           |         |  |   |   |  |                                       |   |                           |         |   |   |  |   |   |   |
| Documents to prove applicant’s annual income (the original copy to be submitted)                 | Please submit an income certificate and certificates of tax payments of the past 3 years.<br>* If an applicant is Chinese, those certificates may be issued by a company.  |                           |         |  |   |   |  |                                       |   |                           |         |   |   |  |   |   |   |
| Documents to prove applicant’s job status (the original copy to be submitted)                    | Please submit a certificate of employment.<br>* If an applicant is Chinese, please submit a certificate of employment and notarized document.  |                           |         |  |   |   |  |                                       |   |                           |         |   |   |  |   |   |   |

# Application Guidelines

(b) When applicants' relatives in their national origin make a payment.

| Documents to be submitted   | Notices  |
|---|--|
| Statement of financial resources<br>(Document designated by Immigration Office)                       | The relative should fill out and sign this form.   |
| The original copy of the payer's bank statement   | The original copy of certificate of payer's account balance and a copy of a bank passbook of deposit account should be submitted.  |
| Documents to prove the payer's annual income (the original copy to be submitted)                      | Please submit an income certificate and certificates of tax payments of the past 3 years.<br>* If the payer is Chinese, those certificates may be issued by a company.                       |
| Documents to prove the payer's job status (the original copy to be submitted)                         | Please submit a certificate of employment.<br>* If the payer is Chinese, please submit a certificate of employment and notarized document.   |
| Documents to prove the kinship between the payer and an applicant (the original copy to be submitted) | This may be a certificate of family register. If an applicant is Chinese, notarized document and a copy of the certificate of family register should be submitted. (Color copy is desirable) |

\* All documents should be submitted with a Japanese translation.

(c) When applicants' relatives who live abroad make a payment.

| Documents to be submitted  | Notices  |
|--|--|
| Statement of financial resources<br>(Document designated by Immigration Office)                          | The relative should fill out and sign this form.   |
| The original copy of the relative's bank statement   | The original copy of certificate of payer's account balance and a copy of a bank passbook of deposit account should be submitted.  |
| Documents to prove the relative's annual income (the original copy to be submitted)                      | Please submit an income certificate and certificates of tax payments of the past 3 years.<br>* If the payer is Chinese, those certificates may be issued by a company.                       |
| Documents to prove the relative's job status   | Please submit a certificate of employment.<br>* If the payer is Chinese, please submit a certificate of employment and notarized document.   |
| Documents to prove residence of the relative   |  |
| Documents to prove the kinship between the relative and an applicant (the original copy to be submitted) | This may be a certificate of family register. If an applicant is Chinese, notarized document and a copy of the certificate of family register should be submitted. (Color copy is desirable) |

\* All documents should be submitted with a Japanese translation.

# Application Guidelines

| (d) When others who live in Japan make a payment.   |   |
|---|---|
| Documents to be submitted   | Notices   |
| Statement of financial resources<br>(Document designated by Immigration Office)   | The money payer should fill out and sign this form.   |
| Documents to prove the money payer's income   | ① Either the original copy of bank statement or a copy of deposit passbook AND<br>② Either the original copy of certificate of residential tax, or the original copies of income certificate and certificate of tax payment<br>* Income certificate and certificate of tax payment should contain 1-year record.<br>Both ① and ② are required.  |
| Documents to prove the relationship between the money payer and an applicant  | If an applicant is Chinese and the money payer is a relative who lives in Japan, please submit notarized document and the Japanese translation of it. If the money payer is not a relative to an applicant and lives in Japan, no documents to prove the relationship is required. However, in this case, please submit a written statement of the reasons why the money payer makes a payment. |
| Copy of certificate of residence  | Submit the certificate of residence which includes all people living in the same household.   |
| Documents to prove the money payer's job status   | Original copy of Certificate of Employment issued by a company for which he/she is working.<br>In the case of self-employment, please submit a copy of the tax return.<br>In the case that the money payer is a company manager or a director, please submit a copy of corporate registration.  |
| <p>&lt; Important notices &gt;</p> <ul style="list-style-type: none"> <li>· Deputy application can be used only for residential status of "Student".</li> <li>· All certificates should be issued within 6 months of the time of application</li> <li>· Documents to be submitted are subject to change.</li> <li>· If there are any documents that you are unable to submit, please write a statement of reasons.</li> <li>· Musashino University may ask for submission of certificates where necessary.</li> </ul> |   |

# Application Guidelines

| Flowchart;<br>Admission<br>to Entrance     | MUSASHINO UNIVERSITY   |   |   | IMMIGRATION OFFICE                            |
|--|--|---|---|---|
|  | APPLICANT  | A LOCAL OFFICE  | OFFICE in JAPAN   |   |
|  | Submit application documents by post   | Receive all required documents  | Document screening (The first round)  |   |
|  | Receive the results of the first round   | Notification of results of the first round                              | Pass the document screening (The first round)   |   |
|  | Entrance examination   | Mark examination papers   | Admission decision  |   |
|  | Receive the letters and documents  | Send the letters and documents to applicants                            | Issue letters of acceptance with documents for enrolment procedure                            |   |
|  | Fill out required documents, send them back to a local office and pay for admission fee  | Receive all required documents and admission fee for entrance procedure | Receive all required documents and admission fee for entrance procedure                       |   |
|  | Receive admission permit   | Send Receive admission permit   | Issue admission permit and apply for certificate of eligibility for resident status as deputy | Examining the eligibility for resident status |
|  | Apply for visa at Japanese Embassy   | Send the certificate of eligibility for resident status                 | Send the certificate of eligibility for resident status                                       | Approve resident status                       |
|  | Receive visa at Japanese Embassy   |   |   |   |
|  | Immigrate to Japan as status of "Student"  |   |   |   |
|  | Entrance to Musashino University   |   |   |   |
| <b>Announcement of Application Results</b> | On the day of announcement, we will send the application results to applicants by post. Also, for successful applicants, we will send the letter of acceptance and all documents required for enrolment procedure. |   |   |   |

# Application Guidelines

|   |   |                                   |  |                                  |             |                |            |         |   |   |            |       |   |       |   |                                     |  |                                  |             |                |            |         |   |   |            |       |   |       |   |
|---|---|-----------------------------------|--|----------------------------------|-------------|----------------|------------|---------|---|---|------------|-------|---|-------|---|-------------------------------------|--|----------------------------------|-------------|----------------|------------|---------|---|---|------------|-------|---|-------|---|
| <b>Decline of Entrance</b>  | <p>If an applicant wishes to decline the entrance after completion of enrolment procedure, please submit “statement of declining entrance and receiving already-paid school expenses”. We are able to return the school expenses except admission fee.</p> <p>Around one week after the submission of “statement of declining entrance and receiving returning school expenses”, an applicant is to receive a receipt. Please contact us in the case of non-arrival of the receipt. (Contact details are specified in page 14)</p> <p>We will contact you later about the dates of sending back school expenses.</p>  |                                   |  |                                  |             |                |            |         |   |   |            |       |   |       |   |                                     |  |                                  |             |                |            |         |   |   |            |       |   |       |   |
| <b>School Expenses and Other Fees</b>   | <table border="1"> <tr> <td colspan="2" data-bbox="309 510 1485 546"> <b>【 Entrance in April 2018 】</b> </td> </tr> <tr> <td data-bbox="309 546 743 600">Admission fee (Registration fee)</td> <td data-bbox="743 546 1485 600">200,000 JPY</td> </tr> <tr> <td data-bbox="309 600 743 654">Processing Fee</td> <td data-bbox="743 600 1485 654">35,000 JPY</td> </tr> <tr> <td data-bbox="309 654 743 719">Tuition</td> <td data-bbox="743 654 1485 719">1,000,000 JPY (2018 Spring semester 500,000 JPY and 2018 Fall semester 500,000 JPY)</td> </tr> <tr> <td data-bbox="309 719 743 882">Musashino University Japanese Language Program for International Students Insurance for Students and Children</td> <td data-bbox="743 719 1485 882">13,000 JPY</td> </tr> <tr> <td data-bbox="309 882 743 947">Total</td> <td data-bbox="743 882 1485 947">1,248,000 JPY (Total amount to be paid at the time of enrolment procedure: 748,000 JPY)</td> </tr> <tr> <td data-bbox="309 947 743 1140">Notes</td> <td data-bbox="743 947 1485 1140">           * Separate fees of 30,000 JPY are to be charged for buying study materials such as textbooks after entrance to this program.<br/>           * Payment for 2018 Spring semester is to be made at the time of enrolment procedure and payment for 2018 Fall semester is to be made by August 10, 2018         </td> </tr> <tr> <td colspan="2" data-bbox="309 1162 1485 1198"> <b>【 Entrance in October 2018 】</b> </td> </tr> <tr> <td data-bbox="309 1198 743 1252">Admission fee (Registration fee)</td> <td data-bbox="743 1198 1485 1252">200,000 JPY</td> </tr> <tr> <td data-bbox="309 1252 743 1305">Processing Fee</td> <td data-bbox="743 1252 1485 1305">35,000 JPY</td> </tr> <tr> <td data-bbox="309 1305 743 1370">Tuition</td> <td data-bbox="743 1305 1485 1370">1,500,000 JPY (2018 Fall semester 500,000 JPY, 2019 Spring semester 500,000 JPY and 2019 Fall semester 500,000 JPY)</td> </tr> <tr> <td data-bbox="309 1370 743 1534">Musashino University Japanese Language Program for International Students Insurance for Students and Children</td> <td data-bbox="743 1370 1485 1534">18,000 JPY</td> </tr> <tr> <td data-bbox="309 1534 743 1599">Total</td> <td data-bbox="743 1534 1485 1599">1,753,000 JPY (Total amount to be paid at the time of enrolment procedure: 753,000 JPY)</td> </tr> <tr> <td data-bbox="309 1599 743 1814">Notes</td> <td data-bbox="743 1599 1485 1814">           * Separate fees of 45,000 JPY are to be charged for study materials such as textbooks after entrance to this program.<br/>           * Payment for 2018 Fall semester is to be made at the time of enrolment procedure, payment for 2019 Spring semester is to be made by March 10, 2019 and payment for 2019 Fall semester is to be made by August 10, 2019.         </td> </tr> </table> | <b>【 Entrance in April 2018 】</b> |  | Admission fee (Registration fee) | 200,000 JPY | Processing Fee | 35,000 JPY | Tuition | 1,000,000 JPY (2018 Spring semester 500,000 JPY and 2018 Fall semester 500,000 JPY) | Musashino University Japanese Language Program for International Students Insurance for Students and Children | 13,000 JPY | Total | 1,248,000 JPY (Total amount to be paid at the time of enrolment procedure: 748,000 JPY) | Notes | * Separate fees of 30,000 JPY are to be charged for buying study materials such as textbooks after entrance to this program.<br>* Payment for 2018 Spring semester is to be made at the time of enrolment procedure and payment for 2018 Fall semester is to be made by August 10, 2018 | <b>【 Entrance in October 2018 】</b> |  | Admission fee (Registration fee) | 200,000 JPY | Processing Fee | 35,000 JPY | Tuition | 1,500,000 JPY (2018 Fall semester 500,000 JPY, 2019 Spring semester 500,000 JPY and 2019 Fall semester 500,000 JPY) | Musashino University Japanese Language Program for International Students Insurance for Students and Children | 18,000 JPY | Total | 1,753,000 JPY (Total amount to be paid at the time of enrolment procedure: 753,000 JPY) | Notes | * Separate fees of 45,000 JPY are to be charged for study materials such as textbooks after entrance to this program.<br>* Payment for 2018 Fall semester is to be made at the time of enrolment procedure, payment for 2019 Spring semester is to be made by March 10, 2019 and payment for 2019 Fall semester is to be made by August 10, 2019. |
| <b>【 Entrance in April 2018 】</b>   |   |                                   |  |                                  |             |                |            |         |   |   |            |       |   |       |   |                                     |  |                                  |             |                |            |         |   |   |            |       |   |       |   |
| Admission fee (Registration fee)  | 200,000 JPY   |                                   |  |                                  |             |                |            |         |   |   |            |       |   |       |   |                                     |  |                                  |             |                |            |         |   |   |            |       |   |       |   |
| Processing Fee  | 35,000 JPY  |                                   |  |                                  |             |                |            |         |   |   |            |       |   |       |   |                                     |  |                                  |             |                |            |         |   |   |            |       |   |       |   |
| Tuition   | 1,000,000 JPY (2018 Spring semester 500,000 JPY and 2018 Fall semester 500,000 JPY)   |                                   |  |                                  |             |                |            |         |   |   |            |       |   |       |   |                                     |  |                                  |             |                |            |         |   |   |            |       |   |       |   |
| Musashino University Japanese Language Program for International Students Insurance for Students and Children | 13,000 JPY  |                                   |  |                                  |             |                |            |         |   |   |            |       |   |       |   |                                     |  |                                  |             |                |            |         |   |   |            |       |   |       |   |
| Total   | 1,248,000 JPY (Total amount to be paid at the time of enrolment procedure: 748,000 JPY)   |                                   |  |                                  |             |                |            |         |   |   |            |       |   |       |   |                                     |  |                                  |             |                |            |         |   |   |            |       |   |       |   |
| Notes   | * Separate fees of 30,000 JPY are to be charged for buying study materials such as textbooks after entrance to this program.<br>* Payment for 2018 Spring semester is to be made at the time of enrolment procedure and payment for 2018 Fall semester is to be made by August 10, 2018   |                                   |  |                                  |             |                |            |         |   |   |            |       |   |       |   |                                     |  |                                  |             |                |            |         |   |   |            |       |   |       |   |
| <b>【 Entrance in October 2018 】</b>   |   |                                   |  |                                  |             |                |            |         |   |   |            |       |   |       |   |                                     |  |                                  |             |                |            |         |   |   |            |       |   |       |   |
| Admission fee (Registration fee)  | 200,000 JPY   |                                   |  |                                  |             |                |            |         |   |   |            |       |   |       |   |                                     |  |                                  |             |                |            |         |   |   |            |       |   |       |   |
| Processing Fee  | 35,000 JPY  |                                   |  |                                  |             |                |            |         |   |   |            |       |   |       |   |                                     |  |                                  |             |                |            |         |   |   |            |       |   |       |   |
| Tuition   | 1,500,000 JPY (2018 Fall semester 500,000 JPY, 2019 Spring semester 500,000 JPY and 2019 Fall semester 500,000 JPY)   |                                   |  |                                  |             |                |            |         |   |   |            |       |   |       |   |                                     |  |                                  |             |                |            |         |   |   |            |       |   |       |   |
| Musashino University Japanese Language Program for International Students Insurance for Students and Children | 18,000 JPY  |                                   |  |                                  |             |                |            |         |   |   |            |       |   |       |   |                                     |  |                                  |             |                |            |         |   |   |            |       |   |       |   |
| Total   | 1,753,000 JPY (Total amount to be paid at the time of enrolment procedure: 753,000 JPY)   |                                   |  |                                  |             |                |            |         |   |   |            |       |   |       |   |                                     |  |                                  |             |                |            |         |   |   |            |       |   |       |   |
| Notes   | * Separate fees of 45,000 JPY are to be charged for study materials such as textbooks after entrance to this program.<br>* Payment for 2018 Fall semester is to be made at the time of enrolment procedure, payment for 2019 Spring semester is to be made by March 10, 2019 and payment for 2019 Fall semester is to be made by August 10, 2019.   |                                   |  |                                  |             |                |            |         |   |   |            |       |   |       |   |                                     |  |                                  |             |                |            |         |   |   |            |       |   |       |   |

# Application Guidelines

|                        |  |
|------------------------|--|
| <b>Living Expenses</b> | The living expenses including residence and food in Japan are expected to be around 100,000 JPY per month (this does not include school expenses). Please be prepared for paying living expenses by consulting with parents well before immigration.   |
| <b>Dormitories</b>     | If applicants wish, this course offers a dormitory.<br>The cost is expected to be around 200,000 JPY at the time of moving-in, and 70,000 JPY/month. The dormitory contains double rooms and does not have meal plans.   |
| <b>Inquiry</b>         | <p>&lt; OFFICE &gt;<br/> - CHINA -<br/> Sheng ai dasha 24F Caoxibei Rd., 88 , Xuhui-qu,Shanghai city, 200041, CHINA<br/> TEL : +86-21-5204-9715<br/> - HONGKONG -<br/> 605,Nangyang plaza,57 hungto road,Kwun Tong, Kowloon,HongKong<br/> TEL : +852-3153-1433<br/> - TAIWAN -<br/> ROOM2,6F., No.2, Sec. 1, Kaifeng St.,Zhongzheng Dist., Taipei City 100, Taiwan (R.O.C.)<br/> TEL : +886-2-2331-0110<br/> - MALAYSIA -<br/> Level 1, Block D'Aman Ria, No 3, Ara Jaya, Jalan PJU 1a/41, Ara Damansara, 47301 Petaling Jaya, Selangor,Malaysia<br/> TEL : +60-16-643-1077<br/> - JAPAN –<br/> 1-6-5, Shibadaimon, Minato-ku, Tokyo, JAPAN<br/> TEL : +81-3-5776-7228</p> |