

Application Guideline 2007/2008 for Intensive Japanese Language Program at Tokyo-Satellite Campus

I. General

1. Admission Policy

Wakkanai Hokusei Gakuen University, International Student Center at Tokyo-Satellite Campus invites applications for Intensive Japanese Language Course from competent candidates who are willing to gain advanced knowledge in Information Technology after getting acquainted with Japanese culture and developing Japanese language proficiency.

2. Number of Applicants

	October Intake (For 2007 October Admission)	April Intake (For 2008, April Admission)
Number of Applicants	A few	A Few

3. Application Eligibility

Applicants must fulfill any one of the following requirements:

1. Applicants must either have completed 12-years of school education by the time of application or expected to complete the specified education by March 31, 2007 OR has completed the equivalent of 12 years of school education as approved by the Ministry of Education, Culture, Sports, Science and Technology;
2. Have the ABITUR recognized as a qualification for enrolling in universities in Japan by the ministry of education, sports and Technology (Monkasho) of Japan.
3. Be at least 18 years of age on Mar. 31, 2007; and if University recognizes the scholastic attainment of the applicant is as per the University entrance requirement or the above.

Note:

1. Applicants who are affiliated with any other International Student Center and learning Japanese Language for a year or more can not enter in our International Student Center for

the study of the same.

2. To be eligible for the application of eligibility certificate, JLPT 4 level or above is required.

4. Guarantor and Financial Sponsor

Both the Japanese residents and foreign citizens are eligible to be the Guarantor/Sponsor of the candidate.

The guarantor owes responsibility concerning all conduct of the candidate during his/her study period. Also, the guarantor/sponsor owes the responsibility for all the expenses of the candidate. In addition, the guarantor/sponsor is required to guide the candidate in order to obey the law of Japan and the regulations of Wakkanai Hokusei Gakuen University and to not get involved in the activity other than the study purpose.

5. Application Deadline

For October, 2007 Intake: June 15, 2007

For April, 2008 Intake: December 7, 2007.

6. Application Submission

Applications should be mailed in the following address. All the application documents must reach to our office by the final day of the application period.

A. In case of submission from Japan

Please use registered Express mail delivery service

B. In the case of submission from outside Japan.

Please use fastest and reliable mail services such as (EMS) etc.

Postal Address:

Wakkanai Hokusei Gakuen University
International Department
Zip: 097-0013
Hokkaido, Wakkanai-shi, Wakabadai 1 chome, 2290-28
Japan

7. Application Fee and Payment Procedure

Application Fee: JPY 10,000

The application fee remitted to our administration will not be reimbursed for any reason.

A. In case of remitting from Japan

Please use the prescribed form of receipt provided in the application package.

Please remit application fee using any one of the following accounts.

Please bear the charges required for remittance yourself.

Please paste the "Receipt of payment" with the stamp of handling bank in a specified place of the application form.

We do not refund the application fee for any reason.

The remitter's name should be same as that of Applicant's name.

Payment details

Alternative 1: Using Bank	Name of Bank: Wakkanai Shinyo Kinko (Main Branch) Saving Account (A/C): 1164478 Name of Beneficiary: Wakkanai Hokusei Gakuen University, President Maruyama Fujio Address: Wakkanai Hokusei Gakuen University, Wakabadai 1-2290-28, Wakkanai-shi Hokkaido, Japan 〒 097-0013 Tel: +81-162-32-7511
Alternative 2: Using Post Office	Account No: 02790-7-93788 Name of Subscriber: Wakkanai Hokusei Gakuen University

B. In case of remitting from outside Japan

While remitting from overseas' financial institutions, a total of 12,500 JPY comprised of application fee 10,000 JPY plus the handling commission of Mizuho Bank Ltd. (Japan) amounting to 2,500 JPY should be remitted as per the following instructions. Please enclose the copy of the remittance receipt with the application package.

Furthermore, the remitting bank might levy an extra commission at your side. In such case, all the extra charge should be paid in addition to 12,500 JPY. The handling commission may vary from bank to bank; however, normally it will be around 20-30 US dollars. Please confirm ahead regarding such amount of charge with your bank. Your application will not be proceeded unless you remit total application fee.

Particulars	Amount (In JPY)	And	The service charge of your bank (e.g. \$20- \$30)
Application Fee	10,000		
Handling charge for Mizuho Bank Ltd, Japan	2,500		
Total	12,500 + Handling Charge Of your bank		

For Reference

Please remit as per the following details:

Mode of payment: Telegraphic Transfer

Charge of paying bank: On payee's account

Amount: Please refer the above table(Please confirm with the remitting bank for additional charges if any)

Name of Beneficiary's Bank	The Mizuho Bank,Ltd.
Name of Branch	Yotsuya Branch
A/C No.	1997674
Beneficiary	Wakkanai Hokusei Gakuen Educational Foundation Wakkanai Hokusei Gakuen University Tokyo-Satellite Campus
Purpose of remittance	Application fee
Message to payee if any	Name of Applicant
Bank details of Yotusya Branch	
Bank Code	0001
Branch Code	036
Address	〒160-0004 Tokyo-to Sinjyuku-ku, Yotsuya, 3-3-1
Swift Code	MHBKJPJT

Deadline for remittance (From both domestic and International):

October Intake (2007): 2007/06/14 (Thursday)

April Intake (2008): 2007/12/06 (Thursday)

8. Precautionary note during application

If the documents are in languages other than English or Japanese, please also submit an authorized translation of the same.

All certificates must be original or attested by authorized person. The copies are not accepted.

The applicants from China are required to submit the documents in the form of notarization book.

Application will be rejected if any discrepancy or incompleteness is found in the documents. Even after the success in the result of the candidate, if any false information is found in the documents, it will lead to the rejection of the entrance procedure.

Even after candidate's successful admission, if any false information is found in the documents, it will lead to his/her immediate dismissal.

9. Application Materials

Please keep all the copies of the documents with you which are required during application process.

9.1. Application Form (Prescribed form provided by our University)

Applicants themselves must fill out the application form accurately.

9.2. Application Fee Payment Receipt

Please attach at the given space in the application form

9.3. Health Certificate (Prescribed form provided by our University)

The form must be filled out by a doctor. The X-ray test of your chest must be taken within 6 months.

9.4. Certificate of Kinship (Family registration book)

Please submit the proof of identity such as citizenship certificate or the copy of family registration book.

Please submit the original or Certified True Copy of the document.

All certificates should be written either in Japanese or in English. Certificates with languages other than the above mentioned must be attached with the translation of English or Japanese (Translation from the applicant's school is preferable).

When the certificate is not issued in English or in Japanese both from the graduate school and the government of home country, please prepare the translation by yourself and attach with the statements from the embassy or competent agency at your home country stating that that the translation is correct.

9.5. Certificate of graduation/Academic records or transcripts—Applicants from China must submit with notarization book.

Please submit as per the following instruction. Certificates must be either original or certified true copy.

When the final academic background is a Senior High school

(Applicant who is not graduated from high school at the time of application)

Expected certificate of Graduation.

Transcripts of higher secondary school (Submit the transcripts of all the years attended)

High school graduation is the condition for admission, so you must show the graduation certificate by the date of entrance ceremony.

Applicant who has graduated from Senior High school

Graduation certificate from higher secondary school

Transcript of high school (Submit the transcripts of all the years attended)

When the final academic background is a higher education institution such as University or alike

Applicant who is attending such institution

Graduation certificate from Senior High school

Transcript of Senior High school (Submit the transcripts of all the years attended)

Transcript of school attended (Submit the transcripts of all the years attended)

Certificate of Enrollment of current school

Candidate who has graduated from higher secondary school and have obtained Bachelor's Degree

Original or attested certificate of diploma received

The original or true certified copy of graduation certificate from the past school.

Transcript of higher education (Submit the transcripts of all the years attended)

Candidate who has obtained degree of higher education but not Bachelor's Degree

Certificate of graduation from senior high school

Transcripts from senior high school (Submit transcripts of all the years attended)

The original or certified true copy of Graduation Certificate from the past school

Transcript of higher education (Submit the transcripts of all the years attended)

9.6. Certification of Japanese Language Proficiency

This certificate must be filled out by a Japanese language instructor who can appropriately evaluate the Japanese language capability of the applicant.

Applicant who has taken the Japanese language Proficiency test level 4 or above are required to submit the copy of the score and admission card of the examination. Applicant who has taken Examination for Japanese University Admission for International Students (EJU) are required to submit the copy of score report and also the copy of admission card of the examination.

9.7. Cassette tape with your self introduction in Japanese Language (CD, MD and CD-R except the micro-cassettes are also acceptable)

Self Introduction

What kind of plan do you have after entering University?

What kind of plan do you have after completing your entire study in Japan?

9.8. Proposed Plan of Study (Prescribed form provided by our University)

This form must be written by the applicant in Japanese.

9.9. Financial Support Documents

Please provide as per the following:

A. If the sponsor is from their home country

Please provide all the credentials mentioned below in **No** , **and** in the name of Sponsor.

Bank Balance Certificate (Certificate from a reliable bank that can remit the foreign currency)

If the applicant is scheduled to return his/her home country after completing the study in our University, the required balance is total tuition fees of the candidate and the expenses for his/her living (Approx. 100,000JPY per month). If the candidate is planning to join Master's degree, the balance certificate should cover the total expenses of his/her study at our University plus the cost of his/her study after the graduation.

Employment Certificate: Applicants from China should append the notarization certificate (indicating the income for past 3 years)

The employment certificate should include the Candidate's total income during his/her employment period. If the sponsor is the owner of the company, please provide the corporate profile along with company's registration certificate

Certificate of tax payment. Applicants from China should append the notarization certificate (For past three years)

Please submit the certificate of tax payment history of the sponsor.

Sponsor Letter (Prescribed form provided by our University)

Please write in detail on how you will cover the expenditures of the candidate. Please also provide the reason of your support.

Certificate of kinship (Family registration book)

Please submit the certificate of kinship by which the identification of the sponsor can be perceived.

- ★ Documents must be originals or certified true copies
- ★ All the documents must either be in Japanese or be appended with English translation.
- ★ When the certificate is not issued in English or in Japanese from home country government, please prepare the translation by yourself and attach with the statements from the embassy or competent agency at your home country stating that that the translation is correct.

Relationship certificate between the applicant and the sponsor: Applicant from China must submit with notarization book.

B. If the sponsor is resident of Japan

If the sponsor is also the guarantor of the applicant, please provide a single copy of the documents mentioned in **No** , **and** below.

Certificate of Employment (For past 3 years)

If the sponsor owns a business, please attach the registration certificate or business license or the attested copy of final tax returns/or year-end tax adjustment

Certificate of Income (For past 3 years)

If the sponsor is employee of company or civil servant, please submit the certificate of tax adjustment. For others, please submit the certificate at which the annual income is specified

Resident Card

If the sponsor is foreign citizen, please include the certificate of align registration history.

Sponsor Letter (Prescribed form provided by our University)

Please write in detail why and how you are supporting the applicant.

C. In the case of self-funding

※ **The documents No and are required to be in the name of applicant**

Bank balance certificate (Certificate from a reliable bank that can remit foreign currencies). Please submit the original certificates.

If the applicant is scheduled to return to his/her home country after completing the study in our University, the required balance is total tuition fees of the candidate and his/her living expenses(Approx. 100,000JPY per month). If the candidate is planning to join Master's Program, the balance certificate should cover the total expenses of his/her study at our University plus the cost of his/her study after the graduation.

Employment Certificate: Applicants from China should append the notarization certificate (Indicating the income of past 3 years)

The employment certificate should include the total income during his/her employment. If the sponsor is the owner of the company, please provide the corporate profile along with company registration certificate

Certificate of tax payment: Applicants from China should append the notarization certificate (For past three years)

Please submit the certificate of tax payment of the sponsor.

Sponsor Letter (Prescribed form provided by our University)

Please write in detail why and how you are supporting the applicant.

D. In the case of Scholarship

Please provide the certificate of scholarship specifying the amount received.

9.10. Documents related to Guarantor

A. If the guarantor is from the home country of the applicant

Letter of Guarantee (Prescribed form provided by our University)

Details of Guarantorship (Prescribed form provided by our University)

B. If the guarantor is resident of Japan

If the guarantor is also the sponsor of the applicant, please provide a single copy of the documents mentioned below in No. , and .

Certificate of Employment (For past 3 years)

If the guarantor owns a business, please attach the registration certificate or business license or the attested copy of final tax returns/or year-end tax adjustment

Certificate of Income (For past 3 years)

If the sponsor is employee of company or civil servant, please submit the certificate of tax adjustment. For others, please submit the certificate at which the annual income is specified

Certificate of Residence

If the guarantor is a foreign national, please include alien registration history.

Letter of Guarantee (Prescribed form provided by our University)

Details of Guarantorship (Prescribed form provided by our University)

9.11. Photograph

Six photographs (Size: 4.cm × 3 cm) are required to be submitted. Attach one photograph in the designated place of the Application Form. Enclose the other five photographs in your application documents. The photographs must be taken within three months of application procedure. Please also write your name on the back.

9.12. Copy of passport

Provide the copy of the page having your photograph and the history of entering Japan if any.

9.13. Representative Request Form for the “Certificate of Eligibility” (Only those who wish to request University to act as his/her representative)

You may request our University to act as your representative for the submission of Application in the Immigration Bureau of Japan. Please read the explanation given at section II below under the title of “Applying for certificate of eligibility”.

10. Selection procedure and result announcement

10.1. Method of Selection

The selection will be made based upon the submitted materials. However, University may undergo with the following procedure as per the requirement

10.1.1. Interview and Examination of applicants

For those who are residing in Japan: We will inquire through telephone regarding the Japanese Language proficiency.

Note: Applicants may be asked to come to the University as per required.

For those who are not in Japan: Confirmation of the Japanese language proficiency of the applicant will be made through telephonic conversation.

10.1.2 Interview with guarantor/financial sponsor

For those who are residing in Japan: We will inquire through telephone regarding the intent of support.

Note: Guarantors/Financial sponsors may be asked to come to the University as per required

For those who are not residing in Japan: We will inquire through telephone regarding the intent of support.

Note: Please response only either by applicant or the sponsor regarding the above interview. Applicants/Sponsor/Guarantors may require to come to the University as per needed when requested by the University.

10.2. Result Announcement

Date of Announcement

For October Intake 2007: July 13, 2007.

For April Intake 2008: January 11, 2008

Note: We will notify the result announcement directly to the applicant

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11. Admission Procedure and Tuition fees

For the successful applicants, we will send the notification of acceptance along with documents of admission and its procedure. Please complete the application by the stipulated

deadline.

11.1. Admission fee

Please remit the admission fee at the time of your admission process.

Remittance		At the time of Admission	Spring	Autumn	Total
Period		Unit: In JPY	Unit: In JPY	Unit: In JPY	
Particulars		Unit: In JPY			
Cumulative Expenses	Admission Fees	100,000			100,000
	Tuition Fees		200,000	200,000	400,000
Total		100,000			50,000
Other Expense	Insurance for Educational Incidents and Fire				
			950		950
Grand Total		100,000	200,950	200,000	500,950

While remitting to the University account directly from overseas' financial institutions, a total of 10,000 JPY comprised of admission fee plus the handling commission of Mizuho Bank Ltd. Japan (additional amount of 3,000 JPY or more please confirm at your bank) should be remitted by the specified deadline to which the amount must be confirmed transferred.

Furthermore, the remitting bank (such as Bank of America etc) might levy an extra commission at your side. In such case, please bear the extra charge also. The handling commission may vary from bank to bank; so please confirm during remitting, however, normally it will be around 20-30 US dollars. If there is the lack in the payment, a necessary procedure to acquire certificate of eligibility will not be done.

Please keep the remittance receipt safe. In the case of admission refusal, this receipt will be required at the time of refunding the tuition fees.

Note: Please remit the tuition fee of the first semester after the beginning of the semester by the specified date.

11.2. Admission Periods

For October 2007 intake: 16th July, 2008 – 3rd August, 2007

For April 2008 intake: 14th January, 2008 – 1 February, 2008

12. Declining Admission

If your application for a Certificate of Eligibility is not successful or if you decide to enter another University even after the completion of admission procedure, please submit your notification to us by the dates specified below. Your Tuition Fees, except for the application Fee, will be refunded to you.

For 2007 October entrance: 21st September 2007

For 2008 April entrance: 21st March 2008

As enough time is required for the procedure please apply well in advance. For those applicants, we will send necessary document and procedure for the entrance refusal and the tuition fee refund.

II. Applying for “Certificate of Eligibility” (Please read carefully before applying)

In order to receive a 'College Student' resident status and reside in Japan, you must obtain the “Certificate of Eligibility” which can be submitted after receiving the “Certificate of Acceptance”

If the applicant is currently residing in Japan

For Applicant holding a 'Pre-college Student' visa, please apply for a 'Change of Residence Status' at the Immigration Office.

If you are a spouse of a Japanese national or permanent resident of Japan, etc., there is no requirement to change the visa status. However, in these cases applicant may not receive certain privileges that are given to those on a "College Student" visa.

For any other status than the above mentioned, please consult with the immigration office.

If the applicant is residing outside Japan

Application to obtain the Certificate of Eligibility will be submitted to the immigration bureau Japan after receiving the enrollment certificate of the University. Please apply to

the embassy at your home country for visa processing with this eligibility certificate along with the enrollment certificate and other necessary documents. Please follow the instructions below.

Application for Certificate of Eligibility

After receiving the Enrollment Certificate, application for this certificate will be processed. This application can be submitted by the applicants themselves or by the representative. If the applicants can not submit on their own please follow the instructions below whereby the representative of the applicant can apply on behalf of the applicant.

Qualified Representatives	Where to Apply
Wakkanai Hokusei Gakuen University	✧ Application for Wakkanai Main campus should be submitted at Sapporo Regional Immigration Office ✧ And, applications for Tokyo-Sattellite campus should be submitted at Tokyo Immigration Bureau.
Financial Sponsor or Guarantor Living in Japan	
Relatives of applicants living in Japan	

A. Representative Application by Wakkanai Hokusei Gakuen University

Qualification to act as representative

International students desiring to enter our University can request University to act as their representative for the submission of application if any of the following conditions is fulfilled.

1. Those who have sufficient fund to pay for all expenses during their period of study and explained such detail in the prescribed form provided by University
2. Those who have received a scholarship which support the entire expenses during their period of study.

Request procedure to be representative

Submit the prescribed form of “Representative Application” if you wish our University to act as your representative. However, our University has authority to decide whether to act on your behalf. In case of rejection, either for Certificate of Eligibility or for the reason of denial to act as representative, no objections from the applicants will be accepted.

Steps of applying to be representative

1. Please apply for admission as instructed in the notification of result
2. After completing admission procedure, representative application will be made
3. If the certificate of eligibility is issued from the immigration, certificate of enrollment will be sent to the applicants. For unsuccessful applicants only the result will be sent.

Necessary Documents	Cautionary note
Representative Application	Please use the prescribed form provided by our University
Application for Certificate of Eligibility	Please submit the completed application form after the admission procedure is finished.
One Photograph (4cm × 3cm)	Front faced head & shoulders without headwear and having plain background. This photograph is already included during the time of application (6 pieces)

Note: Additional documents that proves the expenditure payment ability of the financial sponsor may be requested as per the policy of Immigration Bureau of Japan.

B. Representative Application by - Sponsor Resident in Japan or the Relative Resident in Japan.

Applications for a Certificate of Eligibility made by a sponsor or relative should be made at their local Immigration Office or at the Immigration Bureau Tokyo. Inquiries about the necessary documents and procedure should be made to the Immigration Office.