

FY 2019

Special Japanese Language Course

# Application Guidelines

For Additional Application Information

1. Office of Special Japanese Language Course  
Meikai University, Akemi 1-chome,  
Urayasu-shi, Chiba Prefecture 279-8550  
Tel: 047-355-6918, Fax: 047-355-5183  
E-mail: [bekka@meikai.ac.jp](mailto:bekka@meikai.ac.jp)
2. Office Hours  
Weekdays: 9:00 a.m. to 12:00 p.m. and 1:00 to 4:00 p.m.

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## Forms

- Forms prescribed by Meikai University
  - (a) Meikai University Special Japanese Language Course application form
  - (b) Health certificate
  - (c) Letter of personal guarantee
  - (d) Payment plan for expenses (to be submitted by Special Japanese Language Course applicants applying in Japan)
- Forms prescribed by the Ministry of Justice
  - (a) Application for Certificate of Eligibility (completed by the applicant)
  - (b) Resume (for certificate application; for students)
  - (c) Agreement to pay expenses

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# 1

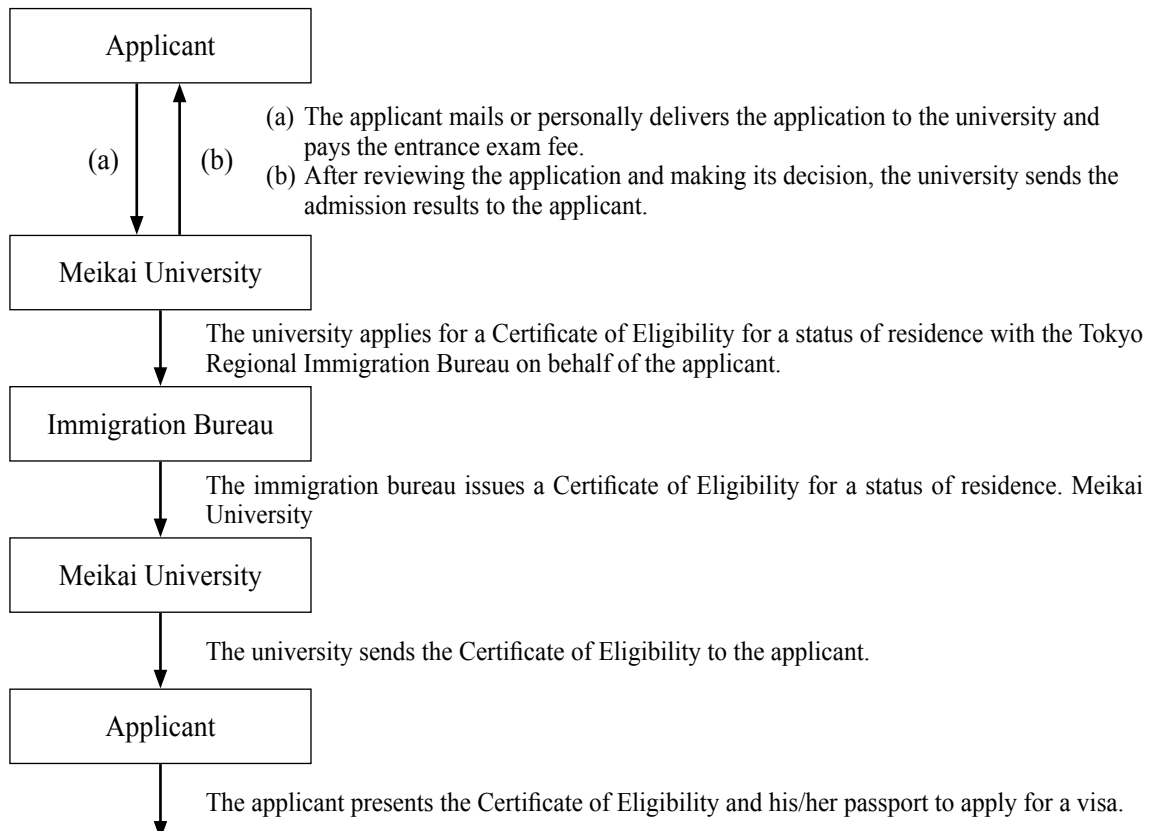
## Schedule (from Application to Admission)

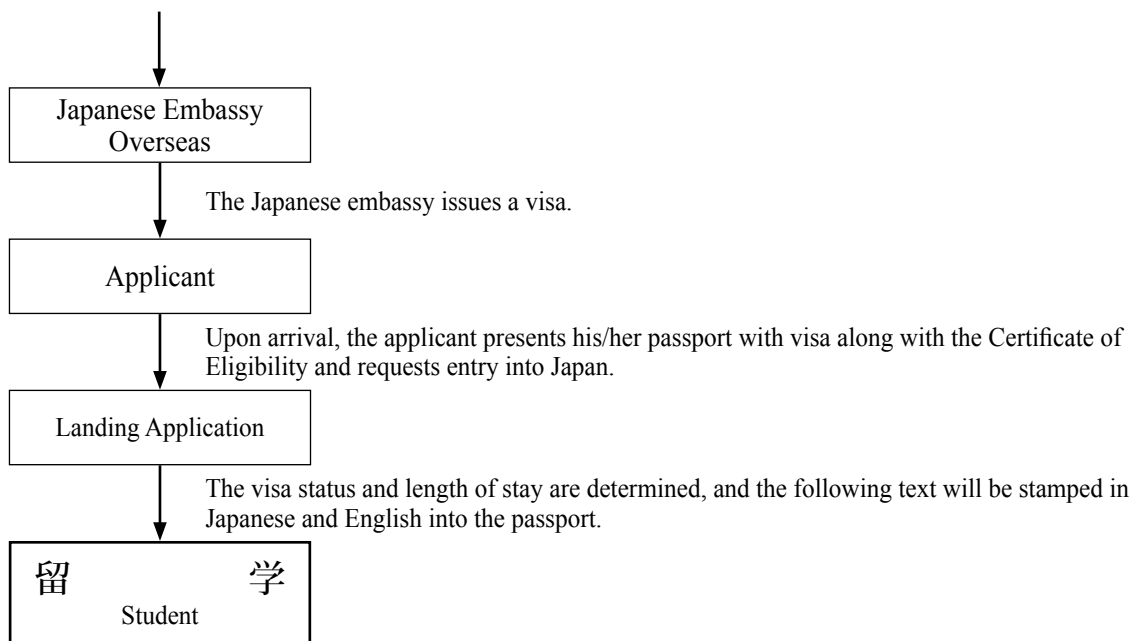
Category	Spring Enrollment			Fall Enrollment	
	Schedule A Applicants overseas and in Japan	Schedule B Applicants overseas and in Japan	Schedule C Applicants in Japan	Schedule D Applicants overseas and in Japan	Schedule E Applicants overseas and in Japan
Admission Capacity	40			25	
Application Period	Sep. 18 (Tue.) through Oct. 12 (Fri.), 2018	Nov. 5 (Mon.) through 30 (Fri.), 2018	Feb. 12 (Tue.) through 25 (Mon.), 2019	Apr. 4 (Thu.) through 19 (Fri.), 2019	May 20 (Mon.) through Jun. 7 (Fri.), 2019
Notification of Acceptance	Oct. 23 (Tue.), 2018	Dec. 11 (Tue.), 2018	Mar. 5 (Tue.), 2019	May 9 (Thu.), 2019	Jun. 18 (Tue.), 2019
Admission Procedure Period	Oct. 24 (Wed.) through Nov. 2 (Fri.), 2018	Dec. 12 (Wed.) through 25 (Tue.), 2018	Mar. 6 (Wed.) through 15 (Fri.), 2019	May 10 (Fri.) through 20 (Mon.), 2019	Jun. 19 (Wed.) through 28 (Fri.), 2019
Entrance Ceremony	Early April 2019 (scheduled)			Mid-September 2019 (scheduled)	

# 2

## Process Flow: From Application to Arrival in Japan

To enter Japan for educational purposes, the individual must obtain a Certificate of Eligibility for a status of residence and a visa. Meikai University will complete procedures to apply for a Certificate of Eligibility for a status of residence, which is needed to enter Japan, with the Tokyo Regional Immigration Bureau on behalf of any newly admitted student. The procedures that international students will need to follow, from admission to entry into Japan, are outlined below:





Note: Be sure to enter Japan on a “Student” visa.

## 3 Application

### 1. Application Requirements

- (1) Individuals who have completed 12 years of ordinary school education or the equivalent
- (2) In addition to (1), individuals are required to have 150 hours or more of Japanese-language training (and preferably have passed N5 or higher of the Japanese-Language Proficiency Test, Level F or higher of the J. TEST, or Level 5 or higher of the NAT-TEST).

Note: Those who live in areas where Chinese characters are not used as part of the language (i.e., outside of China, Taiwan, or South Korea) are required to have passed N4 of the Japanese-Language Proficiency Test.

- (3) If an individual attending a Japanese-language educational institution in Japan applies for admission, (2) is not necessary. However, his/her grades and attendance rate at that institution need to meet established standards (generally meaning that the applicant should have passing grades [60% or higher] with an attendance record of 90% or higher).

Notes: 1. Individuals who have spent more than one year enrolled in a Japanese-language educational institution in Japan are not eligible to apply.

2. Individuals who are in Japan on a short-term (tourist) visa will not be recognized as applicants applying from within Japan.

### 2. Application Materials

- (1) Documents to be provided by the applicant

	Application Materials	Instructions
1	Meikai University Special Japanese Language Course application form	This form is to be completed by the applicant.
2	Diploma or certificate of graduation (or expected graduation) from the applicant's high school	Be sure to submit the original. (It will be returned at a later date.) Notarization is not needed.
3	High school transcript	A document showing the applicant's grades for each school term needs to be submitted.
4	Four photos (4 cm high × 3 cm wide)	Photos need to be in full color, glossy, taken from the front, with no hat or background, and taken within the past three months.
5	Passport copy (if you have a valid passport)	<ul style="list-style-type: none"> <li>• Submit a copy of the page showing applicant's name, nationality, passport number, issuing date, and photo.</li> <li>• If you apply from Japan, please also submit a copy of the page displaying your landing permission sticker.</li> </ul>

6	For new arrivals to Japan only	A document showing the applicant's Japanese-language ability (a or b)	a. A certificate showing the test results of a Japanese-language exam, such as the Japanese-Language Proficiency Test, needs to be submitted. (It will be returned at a later date.) b. A document showing the applicant's Japanese-language proficiency issued by a Japanese-language educational institution needs to be submitted.
7		Application for a Certificate of Eligibility for a status of residence	The prescribed form issued by the Ministry of Justice is to be completed by the applicant.
8		Resume (for certificate application; for students)	The prescribed form issued by the Ministry of Justice is to be completed by the applicant. If section 13 of the resume form, in which you need to write the reason for applying, is completed in any language other than Japanese, a Japanese translation of that text must be attached.
9		Health certificate	Please use the prescribed form issued by Meikai University.
10	For applicants applying in Japan only	Transcript from a Japanese-language educational institution	A document showing the applicant's Japanese grades, attendance rate up to the month prior to applying to Meikai University (based on the total number of class hours), and period of enrollment needs to be submitted.
11		Copy of residence record ( <i>juminhyo</i> )	Submit a document showing your visa status and length of stay (one that does not list your My Number [individual number]).
12		Payment plan for expenses	Provide details on how the expenses will be covered.

- Notes:
- Individuals who have graduated or expect to graduate from a university (or junior college) should submit their certificates of graduation (or expected graduation) or diploma, and transcripts.
  - Currently enrolled students should submit enrollment certificates and transcripts from the schools in which they are enrolled.
  - Provide contact information for the school you graduated from in your country (telephone number, fax number, and address).
  - Chinese applicants must submit copies of all pages of the family registry of the applicant and all of his/her family members.

(2) Documents to be provided by the guarantor (required if the applicant is a new arrival in Japan)

Documents		Instructions
1	Letter of personal guarantee (prescribed form issued by Meikai University)	This letter is to be completed, signed, and stamped by the guarantor.
2	Certificate of employment	Company employees need to provide certificates of employment. If the guarantor is self-employed, he/she will need to provide a copy of a certified copy of his/her business registration or, if his/her business is not registered, a copy of his/her last filed income tax return.
3	Address certificate	Please submit one of the following:
	(a) If the guarantor is an individual living in Japan	Copy of residence record (one that does not list your My Number [individual number])
	(b) If the guarantor is an individual living outside Japan	Copy of the guarantor's family registry showing his/her address

Note: Qualifications for serving as a guarantor are as follows:

- A guarantor is generally a parent of the applicant because the guarantor is responsible for ensuring that the applicant obeys all rules while enrolled at the Special Japanese Language Course of Meikai University and must be someone who will be responsible for all issues related to the applicant's identification and study-abroad expenses.

(b) An adult family member or friend who has established a household separate from that of the applicant may serve as a guarantor if he/she can fulfill the responsibilities listed in item (a).

(c) It does not matter whether or not the guarantor resides in Japan.

(3) Documents to be provided by the financial provider (the person responsible for the applicant's expenses; required if the applicant is a new arrival in Japan)

(a) If the applicant's parents or other relatives are going to send money from abroad to cover the applicant's academic and living expenses

Documents		Instructions
1	Agreement to pay expenses (prescribed form issued by the Ministry of Justice)	This form is to be completed by the applicant's financial provider.
2	Bank balance certificate	A certificate showing the balance of the financial provider's account at a bank or other financial institution and a copy of his/her bank passbook for the past three years showing the accumulation of his/her assets need to be submitted. Chinese financial providers are to provide copies of their bankbooks showing their fixed-term deposits as well.
3	Certificate of employment or occupation	A certificate of employment (showing the address of the company and the name of the company's representative) needs to be submitted. If the financial provider is a company manager or self-employed, he/she will need to provide a certified copy of his/her business registration.
4	Wage certificate, tax payment certificate, etc.	Please submit a document certifying the personal income of the financial provider (for the past three years). <input type="radio"/> Chinese financial providers should submit tax payment certificates.
5	Document verifying the parent-child or other family relationship	A document verifying the applicant's familial relationship to the financial provider needs to be submitted. <input type="radio"/> Chinese financial providers should submit official documents certifying their familial relationships to the applicants and copies of all pages of their family registers.

(b) If a resident of Japan is paying the applicant's academic and living expenses

Documents		Instructions
1	Agreement to pay expenses (prescribed form issued by the Ministry of Justice)	This form is to be completed by the applicant's financial provider.
2	Bank balance certificate	A certificate showing the balance of the financial provider's account at a bank or other financial institution needs to be submitted. Please submit materials (a copy of the financial provider's bank passbook) clearly showing how that balance was accumulated.
3	Certificate of employment or occupation	A certificate of employment (showing the address of the company and the name of the company's representative) needs to be submitted. If the financial provider is a company manager or self-employed, he/she will need to provide a certified copy of his/her business registration.
4	Certificate of the financial provider's annual income	Please submit one of the following:
	(a) Certificate of municipal resident's tax	Document showing total income and dependent family members (for the past three years)
	(b) Tax payment certificate issued by the tax office	Certificate types 1 and 2 for the past three years

5	Document verifying the parent-child or other family relationship	A copy of residence record of the financial provider (one that does not list the My Number [individual number]) and a document verifying his/her family relationship to the applicant needs to be submitted. Chinese financial providers should provide official certificates indicating their family relationships to the applicants.
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(c) If the applicant is responsible for his/her own academic and living expenses

Documents		Instructions
1	Bank balance certificate	A certificate showing the balance of the applicant's account at a bank or other financial institution and a copy of his/her bank passbook for the past three years showing the accumulation of his/her assets need to be submitted. Chinese applicants are to provide copies of their bankbooks showing their fixed-term deposits as well.
2	Wage certificate, tax payment certificate, etc.	Please submit a document verifying your income.
3	Certificate related to any scholarship received	If you have received a scholarship, you will need to submit a document indicating the amount received and the period of the scholarship.

(4) Other

- (a) If the form is completed in a language other than Japanese, Chinese, or English, it must be accompanied by a Japanese translation.
- (b) Meikai University will apply for a Certificate of Eligibility for a status of residence, which is needed to enter Japan, with the Tokyo Regional Immigration Bureau on behalf of any newly admitted student. Please be aware that this means that the university will submit necessary documents contained in the applicant's application materials to the immigration bureau.

3. Entrance Exam Fee

¥ 20,000

Be sure to pay this fee during the application period.

(1) If paying the fee by credit card

If you apply online, you can pay the entrance exam fee of ¥20,000 by credit card (Visa, Master Card, JCB, American Express, Diners Club, China UnionPay, or PayPal)

(2) If sending the fee from within Japan

(a) If you send your application materials by mail, transfer the fee via electronic transfer from the nearest branch of your financial institution (excluding post offices). Be sure your name is on the transfer.

If you bring your application to the office in person, you will be required to pay the fee in cash at the counter of the office.

(b) Bank transfer fees are the responsibility of the applicant.

(c) After completing the transfer, affix a copy of the validated portion of the transfer slip to your application materials.

(d) Be sure to keep the original validated portion in a safe place.

(3) If sending the fee from overseas

(a) Transfer the ¥20,000 entrance exam fee to the designated bank account and be sure your name is on the transfer.

(b) Remittance fees are the responsibility of the applicant. (Fees are charged both in the applicant's country and in Japan.)

(c) After completing the transfer, affix a copy of the validated portion of the transfer slip (or an equivalent document verifying the transfer) to your application materials.

(4) Entrance exam fees are to be paid into the following account:

Bank name	Mizuho Bank, Ltd.	みずほ銀行
Branch	Nishikasai Branch	西葛西支店
Branch no.	561	
Bank address	5-6-2 Nishikasai, Edogawa-ku, Tokyo 163-0088, Japan	〒 163-0088 日本国東京都江戸川区西葛西 5-6-2
Account name	Meikai University	ガク) メイカダイガク
Account type	Savings account	普通預金
Account no.	1315529	
SWIFT code	MHCBJPJT	

(5) Once paid, entrance exam fees will not be refunded for any reason.

#### 4. Application Procedures

Gather all application materials (documents to be provided by the applicant, documents to be provided by the guarantor, and documents to be provided by the financial provider), place them in an envelope, and submit them either by mail (must be received by the deadline) or in person during the application period to the Office of Special Japanese Language Course.

##### (1) Applying online

Go to Meikai University's online application page (<https://meikai.applyjapan.com/>) and follow the instruction on the screen to input the necessary information. After that, download forms for immigration procedures, etc. from the application guideline page. Fill in the forms and mail them to the Special Japanese Language Course office.

##### ■ Application procedure

<b>Step 1</b> Set up your ID and password	Access the website ( <a href="https://meikai.applyjapan.com/">https://meikai.applyjapan.com/</a> ) and set up the ID and password for your web-based application. Keep your ID and password until the selection results are announced.
<b>Step 2</b> Fill out your web application form and pay your entrance exam fee online	Fill out the web application form using your ID and password Pay the entrance exam fee with a credit card (Visa, Mastercard, JCB, Amex, Diners Club, Union Pay) or through PayPal.
<b>Step 3</b> Download the required documents	Download the checklist of documents to send and other documents required and fill them in.
<b>Step 4</b> Submit your application	Put all your application documents in an envelope and mail them.

(2) Bringing applications to the office in person (Applicants living in Japan should bring their applications to the office in person.)

- Office hours are as follows (if you bring in your applications on a Saturday, please call in advance and make an appointment.):  
Weekdays: 9:00 a.m. to 12:00 noon and 1:00 to 4:00 p.m.
- Entrance exam fees should be paid in cash at the counter of the office.



- (3) Sending applications to the office by mail
  - (a) If sending applications from within Japan, please use simplified registered mail.
  - (b) If sending applications from overseas, please use EMS delivery.

5. Where to Submit Application Materials

Meikai University Special Japanese Language Course  
Akemi 1 Urayasu-shi, Chiba-ken 279-8550 Japan

6. Important Notes When Applying

- (1) If you have ever applied for a Certificate of Eligibility for a status of residence and been denied, you are not eligible to apply for admission.
- (2) All application materials submitted should have been issued within the past three months.
- (3) Applications will not be accepted either before or after the designated application period.
- (4) Incomplete documents will not be accepted.
- (5) If your academic background, Japanese-language training history, place of origin, or any other information in your application materials is found to be false, your admission will be revoked.
- (6) Once submitted, applications will not be returned for any reason.
- (7) Some applicants may be asked to submit additional documents not included in the standard application materials.

Also, please note that personal information provided in relation to the procedures outlined in these application guidelines will not be used for any purpose other than screening applicants, submitting applications to the Immigration Bureau on the applicant's behalf, and communicating with the applicant and his/her financial provider or personal guarantor.

## 4

### Selection

1. Selection Method

Students will be selected based on their application materials.

2. Notification of Admission or Rejection

Admission results will be mailed to applicants.

Inquiries from applicants regarding their admission statuses will not be answered

## 5

### Enrollment Procedures

Enrollment information guidebooks will be sent to applicants who are accepted. The guidebooks describe enrollment procedures that need to be completed during the prescribed enrollment period.

1. Enrollment Forms and Payments of Academic Fees, Etc.

- (1) Letter of commitment and letter of enrollment guarantee (prescribed form issued by the university)

(2) Payment of academic fees, etc.

(a) Fee amounts (annual)

Category	Enrollment Procedures	Second Semester	Total
Admission Fee	¥ 100,000	—	¥ 100,000
Tuition	¥ 250,000	¥ 250,000	¥ 500,000
Personal Accident Insurance for Students Pursuing Education and Research	¥ 650	—	¥ 650
Total	¥ 350,650	¥ 250,000	¥ 600,650

Note: The costs of books and materials are not included in tuition.

(b) Payment deadlines

Category	Spring Admission			Fall Admission		Amount
	Schedule A	Schedule B	Schedule C	Schedule D	Schedule E	
Enrollment Deadline	Nov. 2, 2018	Dec. 25, 2018	Mar. 15, 2019	May 20, 2019	Jun. 28, 2019	¥ 350,650
Second Semester Payment Deadline	Oct. 31, 2019			Apr. 30, 2020		¥ 250,000

(3) Methods of payment for academic fees, etc.

(a) If sending funds from within Japan

Take the university's prescribed transfer request form and some form of identification to your nearest financial institution (excluding post offices) and transfer your payment by the enrollment deadline. Bank transfer fees are the responsibility of the applicant.

(b) If sending funds from overseas

Send the ¥ 350,650 in academic fees, etc., to the designated account by the enrollment deadline. Be sure your name is on the transfer. (Detailed information on the designated account will be provided during the enrollment procedure period.) Remittance fees are the responsibility of the applicant.

(4) Bank balance certificate or equivalent document from the applicant's financial provider (to be submitted only by successful applicants living in Japan)

2. Important Notes regarding Enrollment Procedures

- (1) Incomplete documents will not be accepted.
- (2) If any information on your enrollment documents is found to be false, your admission will be revoked.
- (3) If enrollment procedures are not completed by the deadline, the applicant will be treated as having rejected the offer of admission.
- (4) Once paid, academic fees and other payments will not be refunded for any reason except the denial of an application for a Certificate of Eligibility for a status of residence or other circumstances that prevent the applicant from entering Japan.
- (5) If there is a possibility that you will not be able to complete enrollment procedures on time for any reason, be sure to inform the university before the enrollment deadline. After the deadline, the university does not accept any request for a deadline extension.
- (6) Those who receive offers of admission should bring their admission letters, passports, residence card, and national health insurance cards to the Office of Special Japanese Language Course of the university by March 31, 2019, for spring admission or by September 6, 2019, for fall admission.