



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

2014 Application Procedures

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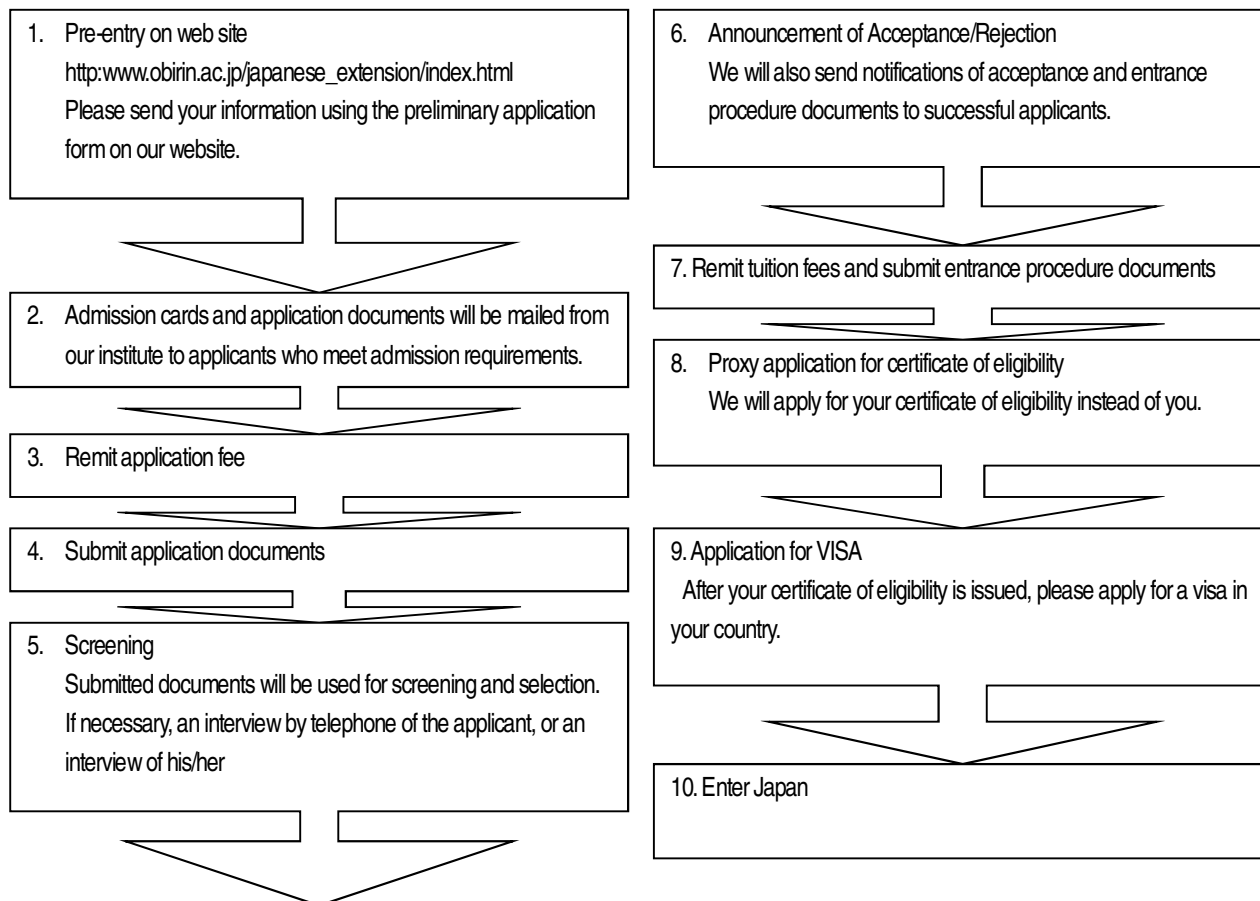
Contact Information

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 TEL: Weekdays from 9:00 a.m. to 5:00 p.m. (GMT+9:00) / FAX: 24 hour

For details on application and remittances, please refer to the supplement on application documents.

1. Application Procedures

For students beginning in 2014 April	Items	For students beginning in 2014 September
2013 August 22 (Thu.)–October 22 (Tues.).	Pre-entry on web site	2014 February 20 (Thu.)–April 22 (Tues.).
October 22 (Tues.)	Remit application fee and mail application documents	2014 April 30 (Wed.)
November 12 (Tues.)	Announcement of acceptance/rejection / Mailing of notification of acceptance/rejection	2014 May 13 (Tues.)
December 10 (Tues.)	Entrance procedures / Remit tuition fees / Mailing of documents for certificate of eligibility	2014 June 17 (Tues.)
2014 beginning of February to mid of March	Mailing of certificate of eligibility and entrance permission	2014 end of July to end of August
2014 Beginning of February to mid of March	Apply for visa	2014 end of July to end of August
2014 end of March to beginning of April	Enter Japan	2014 beginning of September



2. Courses and Characteristics

J. F. Oberlin University Institute of Japanese Language and Culture is the ideal preparatory educational institution for non-Japanese students who would like to study in Japan. The standard time required for graduation is one year. If you pass the entrance exam of a Japanese university before starting your second semester, you can leave our institute after the first semester (six months), in which case tuition for the following term will be refunded.

Our Institute offers the following four courses:

Graduate School Admission Course

This course provides preparatory education for international students who wish to enter a Japanese graduate school. Students enrolled in this course will acquire Japanese language skills needed for their future studies as well as specialized knowledge appropriate to their fields.

Undergraduate Transfer Course

This course provides preparatory education for international students who wish to transfer to a Japanese university as juniors. Students enrolled in this course will acquire Japanese language skills needed for their future studies as well as specialized knowledge appropriate to their fields.

University Admission Course

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

Special Japanese Language Course

This is a short-term study course designed for applicants who are current undergraduate or graduate students and who intend to pursue study or research in Japan. (Applicants must submit Plan for Study and Research.)

Our program has the following five characteristics:

1. Applicants are accepted irrespective of the field of study they wish to pursue upon completion of our course.
2. In addition to Japanese language instruction, we also offer extensive counseling on undergraduate and graduate school options.
3. Students of our institute who meet certain requirements can enroll for credit (and be issued transcripts) in courses at the university level.
4. Students can use facilities at J. F. Oberlin University as regular university students.
5. Students have ample opportunities to meet and exchange information with undergraduate, graduate and other exchange students at J. F. Oberlin University.

3. Number of Students to be Admitted and Admission Requirements

Number of students to be admitted: 120 annually (60 students each in spring and autumn semesters)

To meet minimum admissions requirements all applicants must:

- Be of non-Japanese nationality and be over 18 years of age upon entrance to university; permanent residents and long-term residents of Japan, no matter what their nationality is, are not eligible;
- Have received an average grade of 80% or the equivalent in high school or university, etc.;
- Have the financial means to study in Japan;
- Be willing and motivated to pursue further study or research;
- Have completed less than one year of previous study in Japan prior to the beginning of the program.

There are additional admission requirements for each course:

Graduate School Admission Course

- Applicants must have graduated from a four-year university or three-year junior college (In case of graduation from a three-year junior college, you will be examined in advance, if you take the entrance exam of J.F. Oberlin University Graduate Division.)
- Applicants must have passed level N1 or higher of the Japanese Language Proficiency Test or have been judged by the Institute for Japanese Language and Culture to have equivalent Japanese language ability. (Applicants who use *kanji* daily need only to have passed level N2 of the JLPT.)

Undergraduate Transfer Course

- Applicants must have completed his/her sophomore year at university or graduated from junior college before beginning study at the Institute.
- Applicants must have passed level N3 or higher of the Japanese Language Proficiency Test or have been judged by the Institute for Japanese Language and Culture to have equivalent Japanese language ability. (Applicants who use *kanji* daily need only to have passed level N4 of the JLPT).

University Admission Course

- Applicants must have completed 12 years of regular academic study and be qualified to enter university in their home countries, or have equivalent qualifications; or have been certified by the Minister of Education, Culture, Sports, Science and Technology as having academic credentials equivalent to a Japanese high-school diploma.
- Applicants must have passed level N4 or higher of the Japanese Language Proficiency Test or have been judged by the Institute for Japanese Language and Culture to have equivalent Japanese language ability. (Applicants who use *kanji* daily need only to have passed level N5 of the JLPT.)

Special Japanese Language Course

- Applicants must have passed level N5 or higher of the Japanese Language Proficiency Test or have been judged by the Institute for Japanese Language and Culture to have equivalent Japanese language ability; or
- Applicants must be current undergraduates or graduate students.
- Applicants must intend to pursue study or research in Japan.

*Corresponding Levels of New and Old Tests

N1: approximately the same level as the old level 1. N2: approximately the same level as the old level 2. N3: positioned at a level bridging the old level 2 and level 3. N4: approximately the same level as the old level 3. N5: Approximately the same level as the old level 4.

4. Application Documents

Required application documents are as follows. Should we need further information, we will contact you directly. Application documents are not returned regardless of the result. Application documents 1, 5, 6, 7 and 8 will be sent to qualified applicants only. The certificates must be dated no more than three months before application and should be in the original language of issuance. *1

1. Application form (filled in neatly in your own handwriting)
2. Transcript from last school attended / Transcript from present school (for currently enrolled students)
3. Application for credentials report of Higher Education Qualification Certificate (only from Chinese applicants who have graduated from university. Please refer to the supplement on application documents.) *2
4. Application for credentials report of National College Entrance Examination (only from Chinese applicants who have graduated from normal high school. Please refer to the supplement on application documents.) *2
5. Copy of score reports for the EJU, Japanese Language Proficiency Test, J-test or other official Japanese language test (If you have taken these tests, submit your scores.)
6. Proof of remittance (admission fee) *3
7. Address of notification
8. Checklist of application documents (include the checklist together with your application documents)

*Note 1: After the notification of acceptance has been mailed, applicants must submit a copy of the diploma from the last school they attended, (i. e., the document which they received at graduation).

Applicants who are currently enrolled in school must submit a certificate of enrollment. Applicants who have graduated from university must submit a copy of their diploma (i. e., Bachelor's degree.), a

copy of their passport, copies of the defrayer's and applicant's family register, a certificate of Japanese language ability, and a certificate of health. Each successful applicant's financial guarantor(s) must submit documents certifying his/her bank account balance (around 1.5–2 million Japanese yen, including how the money was accumulated) as well as a copy of a deed to a house or similar and certificates of annual income and employment. If the guarantor and the applicant are related, a notarized copy of the family register must also be submitted. Please prepare these documents beforehand. Further information about these documents which applicants must submit after the notification of acceptance can be found in the application documents supplement.

*Note 2: Please apply for these documents through the Ministry of Education, and when the Ministry informs you of your application number, please relay that information to us. The documents will be sent directly to the Institute, not to you.

*Note 3: Attach a copy of the proof of remittance you received from the bank or other financial institution when submitting the admission fee. Keep the original copy for yourself. In case the remittance is sent from within Japan, ask the person who pays it either to mail us proof of remittance or else to bring it in directly.

5. Expenses and Remittance

The remittance deadline is strictly enforced. Please remit in Japanese yen via bank transfer.

	Deadline	
	For students beginning in 2014 April	For students beginning in 2014 September
Admission fee: ¥15,000	2013 October 29 (Tues.)	2014 April 30 (Wed.)
Entrance fee: ¥100,000	2013 December 10 (Tues.)	2014 June 17 (Tues.)
Tuition: ¥500,000		

Remitting from overseas

Bank	Sumitomo Mitsui Banking Corporation
Branch	Machida Branch
Address	Haramachida 6-3-8, Machida-shi, Tokyo, Japan 194-0013
TEL	042-728-1131
Account Name	Gakko Hojin Obirin Gakuen, Rijicho, Satow Toyoshi
Account Number	Savings Account 6887855
Swift Code	SMBCJPJT

Remitting from Japan

Bank	銀行名	三井住友銀行
Branch	支店名	町田支店
Bank address	銀行住所	〒194-0013 東京都町田市原町田 6-3-8
Kind of account	預金種別	普通口座
Account Number	口座番号	6887855
Account Name	口座名義	学校法人 桜美林学園 理事長 佐藤東洋士
Account Name (Katakana)	カナ名義	ガッコウホウジン オウビリンガクエン リジチョウ サトウトヨシ

Fees and tuition will not be refunded after payment except in the following cases:

1. If you are denied permission to enter Japan after applying for a Certificate of Eligibility, your entrance fee and tuition will be refunded and our Institute will be responsible for paying the remittance/handling fee of the bank in Japan.
2. Only tuition will be refunded to successful applicants who decline the Institute's offer of admission before we initiate procedures for obtaining a Certificate of Eligibility. In this case, applicants are responsible for paying the remittance/handling fees of banks both in Japan and overseas. (If forged documents are submitted, we will reject the applicant, or his/her admission will be cancelled. Entrance fee and tuition will not be refunded.)

If you are sending money from within Japan, the remittance/handling fee is inexpensive and the procedure is simple. If we receive less than the full amount of ¥15,000, your application will not be considered.

6. Screening and Selection Procedures and Announcement of Acceptance/Rejection

Submitted documents will all be used for screening and selection. If necessary, an interview of the applicant, or an interview by telephone of the applicant, or an interview of his/her guarantor/adviser in Japan, etc., may also be requested.

On the date of notification, at 10:00 a.m., the application ID numbers of successful applicants only will be posted on our website (<http://www.obirin.ac.jp/>). We will also send notifications of acceptance/rejection by regular mail. Under no circumstances can we respond regarding the results of your application or the criteria used for selection. In addition, successful applicants will be sent immigration- and matriculation-related documents.