

J. F. Oberlin University

Institute for Japanese Language and Culture
(Japanese Extension)



J. F. OBERLIN

Spring 2010 Application Procedures

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Contact Information

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For details on application and remittances, our university, our program, dormitories, etc., please refer to the supplement on application documents.

1 . 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 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 three courses:

A. 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.

B. 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.

C. University Admission Course

This course is designed for applicants who wish to enter a Japanese university as freshmen. The aims of the course are 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 the first level of the Japanese Language Proficiency Test.

Our program has the following four 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 have ample opportunities to meet and exchange information with undergraduate, graduate and other exchange students at J. F. Oberlin University.

2 . Number of Students to be Admitted and Admission Requirements

(1) Number of students to be admitted:

120 annually (60 students in each of spring and autumn semesters)

(2) Admission requirements:

To meet minimum admissions requirements all applicants must:

Be of non-Japanese nationality (except for permanent residents or long term residents) and be over 18 years of age upon entrance to university;

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 beginning of the program.

Each applicant for the following programs must:

A. Graduate School Admission Course

(a) Have graduated from a university or junior college (three years) before beginning study at the Institute (In case of graduation from a three-year-junior college, you will be examined in advance.)

(b) Have passed the 1st level or higher of the Japanese Language Proficiency Test or have equivalent Japanese language ability. (Applicants who use *kanji* daily need only to have passed the 2nd level of the JLPT.)

B. Undergraduate Transfer Course

(a) Have completed his/her sophomore year at university or graduated from junior college before beginning study at the Institute.

(b) Have passed the 2nd level or higher of the Japanese Language Proficiency Test or have equivalent Japanese language ability. (Applicants who use *kanji* daily need only to have passed the 3rd level of the JLPT.)

C. University Admission Course

(a) have completed 12 years of regular academic study and are qualified to enter university in their home countries, or have equivalent qualifications; or been certified by the Minister of Education, Culture, Sports, Science and Technology as having academic credentials equivalent to a Japanese high-school diploma.

(b) Have passed the 3rd level or higher of the Japanese Language Proficiency Test or have equivalent Japanese language ability. (Applicants who use *kanji* daily need only to have passed the 4th level of the JLPT.)

3 . Application Procedures

Pre entry	08/19/09 (Wed.) to 10/13/09 (Tue.)
Remit application fee and mail application documents	<u>Must arrive no later than 10/20/09 (Tue.) 5P.M.</u>
Announcement of acceptance/rejection (online only)	Announcement is scheduled for posting at 10:00 A.M. on 11/20/09 (Fri.)
Mailing of notification of acceptance/rejection	Notifications are mailed on 11/20/09 (Fri.)
Remit tuition fees	<u>Must arrive no later than 12/07/09 (Mon.)</u>
Apply for Certificate of Eligibility and visa	Mid -December 2009 to Mid-March 2010
Enter Japan and attend entrance ceremony	End of March 2010

Please download preliminary application form from our website and send it to us by FAX to request application documents. Submit the preliminary application form as soon as possible for preparation of application documents.

4 . Application Documents

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, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15 and 16 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. Application form (fill in neatly in your own handwriting).
2. Certificate of graduation from last school attended (high school and/or college/university) / Certificate of expected graduation (for applicants in their final year of university). *1
3. Copy of diploma from last school attended, which you received at graduation / Certificate of enrollment (for applicants who are currently enrolled in school).
4. Transcript from last school attended / Transcript from present school (for currently enrolled students).
5. Copy of passport / Copy of official ID card (for applicants who do not currently have passports). *2
6. Written oath of defrayal.
7. Defrayer's copies of 2-3 years' account bankbook etc. *3
8. Defrayer's and applicant's copies of family register (All pages of a household)
9. Personal history (fill in neatly in your own handwriting).
10. Letter of recommendation (an official document which must be filled out and signed personally by the principal or a professor at your school).
11. Certificate of Japanese language ability (must be filled out by a Japanese language instructor who currently teaches you) / Copy of score reports for the EJU, Japanese Language Proficiency Test, etc. (if you have taken these tests, submit your scores).
12. Proof of remittance (admission fee). *4
13. Certificate of health (use the designated form, which must be filled out by a medical doctor).
14. Address of notification (for independent applicants only).
15. Assignments for assessment: Japanese Composition 1: "Self Introduction" / Japanese Composition 2: "What I would Like to Do in Japan" / Cassette tape, MD or CD-R containing recording of your recitation of the above two Japanese compositions / Plan for Study and Examinations. *5
16. Checklist of application documents (include the checklist together with your application documents).

*Note 1: Examples: Students currently attending university:

An applicant who is a 3rd-year university student should submit:

Certificate of graduation from high school

An applicant who is a 4th-year university student should submit:

Certificate of graduation from high school + Certificate of expected graduation from university

*Note 2: Submit an A4-size copy of the page showing your name, passport number, picture, and date of birth. Applicants without a passport are requested to apply for one immediately as it is necessary in order to remit tuition and apply for a visa, etc. In case you have no official ID, submit a copy of your student ID card or employee ID card, etc.

*Note 3: Account bankbook etc. should clarify the circumstances of ON payment. After the notification of acceptance/rejection has been mailed, the applicant's financial guarantor(s) must submit documents certifying his/her bank account balance (minimum of around ¥3 million), certificates of annual income and employment, etc.

*Note 4: 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.

*Note 5: Japanese Compositions and the Plan for Study and Examinations should be written in your own handwriting, on the manuscript paper supplied by our Institute. Use a commercial cassette tape, MD or CD-R. (We cannot accept 'Micro cassette'.)

5 . Expenses and Remittance

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

1. Admission fee: ¥15,000Must arrive no later than 10/20/09 (Tue.)
2. Entrance fee: ¥100,000.....Must arrive no later than 12/07/09 (Mon.)
3. Tuition: ¥500,000.....Must arrive no later than 12/07/09 (Mon.)

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	Saving 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 オウピリンガクエン リジチョウ サウトヨシ

Expenses will not be refunded after payment except in the following cases, 1 and 2.

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 by the deadline (12/18/09 Fri. 5 P.M.) 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 him/her, or his/her admission will be cancelled after notification; no tuition (entrance fee and tuition) will 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 ¥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 may also be requested.

On the date of notification, 10:00 A.M. on 11/20/09 (Fri.), 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. In addition, successful applicants will be sent immigration- and matriculation-related documents.