



# J. F. Oberlin University Institute for Japanese Language and Culture (Bekka) Application Guide Fall 2024

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### Notes on Class Operation for the 2024 Academic Year

The method of conducting classes may be subject to change due to the COVID-19 situation.

## 1. Application Period and Schedule.

	#1	#2
		* Only for applicants who have active visas
Internet Application※	March 30 to April 17, 2024	July 1 to July 10, 2024
Deadline for application documents	April 24, 2024	July 17, 2024
Web Interview ※※	May 1, 2024	July 24, 2024
Announcement of acceptance	May 13, 2024	July 31, 2024
Deadline for enrollment procedures	May 20, 2024	August 7, 2024

※ You will receive the documents' format after completion of the internet application.  
※※Web interview may not be necessary as a result of document screening.

## 2. Courses and Characteristics

J. F. Oberlin University Institute for Japanese Language and Culture (Bekka) is one of the most ideal preparatory institutions for international students who wish to study in Japan. The standard course of study is one year, but can be completed in half a semester (one term) if the student decides to continue on to higher education. The maximum attendance is 4 semesters. There are four courses of study.

A certificate of completion is awarded to students who have been enrolled in the program for at least one year and have acquired 26 credits.

### A. Graduate School Preparatory Course:

This course is designed for international students who wish to enter graduate school to acquire the Japanese language skills necessary for studying in graduate school and to learn necessary specialized terminology. (It is preferable for applicants to have passed JLPT N1).

### B. University Transfer Course

This course is designed for international students to acquire the Japanese language skills necessary for to transfer into the third or fourth year of university as well as learn necessary specialized terminology for their majors. (It is preferable for applicants to have passed JLPT N2).

### C. University Preparatory Course

This course is designed for international students who wish to enter a university in their first year of study, with the goal of acquiring Japanese language and other academic skills at the university entrance examination level, as well as achieve a high score on the Examination for Japanese University Admission for International Students (EJU) and JLPT N1.

### D. Special Course for Japanese Language Study:

This short-term course is designed for those who are currently enrolled in a university or graduate school and wish to study Japanese for research purposes in Japan (graduate school students are required to submit a research plan).

#### (The main features of this Institute)

- (1) Applicants may specialize in any field of higher education.
- (2) Thorough guidance is provided not only for study but also for higher education.
- (3) Students can take courses at J. F. Oberlin University and have transcripts issued. Credits earned will be recognized by J.F. Oberlin University if the student advances to the next stage of education. \*There are some conditions for enrollment, and fees other than tuition for the separate course will be charged.
- (4) Students can use on-campus facilities and equipment in the same way as university students.
- (5) There are many opportunities to interact with university, graduate and international students.

## 3. Number of Applicants and Application Requirements

#### (1) Number of applicants

60 students (120 students per year in spring and fall)

#### (2) Application Requirements

- ① Applicants must have completed 12 years of study in a foreign country and be at least 18 years of age at the time of admission to the university.  
(Please contact us individually as circumstances differ from country to country, such as designated period of study, etc.).
- ② Japanese language proficiency must be equivalent to JLPT N3 or higher (\*1).
- ③ Applicants must have sufficient motivation to study for the purpose of pursuing higher education or research.
- ④ The period of enrollment at other Japanese language institutions in Japan must not exceed one year prior to enrollment at this Institute.
- ⑤ The applicant must have the ability to pay the expenses necessary for studying in Japan.
- ⑥ Have no history of non-issuance of Certificate of Eligibility.
- ⑦ Applicants must not have graduated from a vocational school, university, or graduate school in Japan.  
\*Please contact us if you graduated from a Japanese high school.

\*1 Obtained at least one of the following.

Test	Qualification
JLPT	N3
JLPT	Took N2 and scored 54 or higher
EJU Japanese (excluding description)	150 or higher
J.TEST	Level D-E 500 or higher
JPT	430 or higher
NAT-TEST	Level 3
J-CAT *2	200 or higher

\*2 J-CAT scores are valid only for exams conducted by J. F. Oberlin University.

\*3 Exams taken within the last two years are preferred.

## 4. Application Documents

	Application documents	○All applicants △Applicable persons only		How to submit	Japanese translation	Note
	*Excel data should be emailed to the Institute as an attachment. (PDF data is not acceptable. Input only where possible. Please do not convert the data to other formats.) *Certificates must be emailed to the institute as PDF attachments. *Submitted documents will not be returned regardless of whether they are accepted or not. *Certificates must be issued within the last 3 months and written in the applicant's native language.	last educational background				*Please prepare an original certificate that includes "name of issuing institution," "department," "address and telephone number of issuing institution," and "name of issuer." *For languages other than Japanese, please attach a Japanese translation. <Any format and translator are acceptable. >
		graduates	In students			Although you may attach the data to your application, we may ask you to submit the original, so please keep the original in a safe place.
1	photo	○	○	Data. Email attachment (jpg format)	-	4 cm (H) x 3 cm (W), no hat or cap, upper body, frontal view, no background, white background, taken within 6 months.
2	Resume (Form1,Form2)	○	○	Data. Email attachment	Need (Excel Data. Email attachment)	Type the information in an Excel file.
3	Reason of your application (Form3)	○	○	Data. Email attachment	Need (Excel Data. Email attachment)	Please write about 500 to 600 characters, and be specific. If you can write in Japanese, you may submit the document in Japanese only. For details, please refer to the "Examples" sent by e-mail after your entry.
4	Preliminary memo (Form4)	○	○	Data. Email attachment	Need (Excel Data. Email attachment)	Type the information in an Excel file. *Please make sure that there are no discrepancies with the materials submitted by the payer.
5	Official Transcript (Excluding Japanese language schools)	○	○	Data. Email attachment	Need (Word Data. Email attachment)	Please submit a copy that includes grades and credits for all grades and subjects. * Applicants who have studied in Japan (for less than one year) should also submit a certificate of attendance and a transcript from the school in which you were enrolled. *Current students must also submit a final transcript of all grades after graduation.
6	Copy of diploma Certificate of expected graduation	Copy of diploma	Certificate of expected graduation	Data. Email attachment	Need (Word Data. Email attachment)	Current students must also submit a copy of their diploma after graduation. Students who graduated from a four-year university in China must also submit a copy of their degree.
7	China Certificate of Academic Background (Only for those who have attended or graduated from a high school or equivalent educational institution in mainland China)	△	△	Data. Email attachment	No need for Japanese translation if English text is available	【仅限中国大陆高等学校或相当于同教育机关的在学生・毕业生】 请在中国教育部「中国高等教育学生信息网（学信网）」( <a href="https://www.chsi.com.cn/">https://www.chsi.com.cn/</a> ) 开具『毕业证明』或『在学证明』。
8	【Japanese Language Public Examination】 JLPT,J.TEST,NAT-TEST,EJU, etc.	○	○	Data. Email attachment	No need	【Japanese Language Public Examination】 Please submit a copy of your grades and scores.
9	Photocopy of passport	○	○	PDF Data. Email attachment	No need	* Please submit a photocopy of the photo page of your valid passport. *If you have entered Japan in the past with "Student" status, please also submit a copy of the visa and the stamp page of the date of entry/departure. *If you do not have a passport, please obtain one as soon as possible, as you will need it when applying for a visa in your home country.
10	Statement of expenditure	○	○	Excel Data. Email attachment	Need (Excel Data. Email attachment)	* Type the information in an Excel file and print it out. *Please make sure to sign the name of the financial sponsor in your own handwriting. For details, please refer to the "Examples" that will be sent to you by e-mail after your entry.
11	Notarized relative relationship statement	○	○	PDF Data. Email attachment	Need (Word Data. Email attachment)	Please submit the documents issued by a public institution. *This is a certificate that lists the relationship between the applicant and the financial sponsor.
12	certificate of balance	○	○	PDF Data. Email attachment	No need	Certificate of bank balance equivalent to 1.5 to 2 million yen of the person responsible for paying expenses *The freezing period should be 6 months to 1 year.

\*Additional documents other than those listed above may be required depending on nationality and region. In such cases, the Institute will inform you of the required documents after you have completed the application and payment of the application fee. (Additional documents: list of family members of the financial supporter, documents that prove the family structure of the financial supporter, certificate of employment, income and tax certificates (for the past 3 years), documents that prove the financial formation process (for the past 3 years), etc.)

※[Forms 1-4] and [Reimbursement Form] are designated by the institute. After the application and payment of the application fee are completed, the institute will send an e-mail to the applicant.

## 5. Payment of Application Fee and Tuition Fee

Application Fee	JPY 15,000
Student Service Fee	JPY 30,000
Admission Fee	JPY 100,000
Tuition (1 semester)	JPY 250,000

Payment of the application fee and tuition must be made by credit card. The application fee is paid at the time of application and other fees will be informed separately at the time of admission.

If you do not have a credit card that is accepted by the Institute, please contact us for details.

Only the tuition fee will be refunded if the student completes the declination procedure by Monday, September 2. The enrollment fee and student service fee is not refundable under any circumstances even if the Certificate of Eligibility or visa is not issued. If a student must cancel after the Certificate of Eligibility is issued, tuition will be refunded after the Certificate of Eligibility is returned to the Institute.

## 6. How to Apply

Please enter the application form and pay the application fee from the "Internet Application" page on the website. Once the application fee has been paid, changes to the application details and refunds of the application fee cannot be made in principle.

Please make sure to confirm the details of your application before making payment.

## 7. Selection Procedure and Notification of Results

However, interviews may not be necessary as a result of the document screening.

We are unable to respond to particular questions regarding the screening results.

Successful applicants will be notified by e-mail which will also include the "Admission Procedure Guidelines" as an attachment.

## 8. Certificate of Eligibility

In order to enter Japan as an International student, it is necessary to obtain a "Student" visa. Our Institute will act as your representative and apply for the issuance of a "Certificate of Eligibility" to the Immigration Service Agency of Japan on your behalf. It takes one to two months from the time of application to receive the "Certificate of Eligibility." The applicant will be notified of the result of the application.

After receiving the "Certificate of Eligibility," the applicant applies for a visa at the Japanese Embassy or Consulate General of Japan in the country or region where he/she resides.

## Contact

Office of International Programs

J. F. Oberlin University

Website : [https://www.obirin.ac.jp/japanese\\_extension/](https://www.obirin.ac.jp/japanese_extension/)

Address : 3758 Tokiwa-machi, Machida-shi, Tokyo 194-0294

Email : [rywx@obirin.ac.jp](mailto:rywx@obirin.ac.jp)

Phone: 042-797-5419 (Weekdays 9:00~17:00 – Japan standard time)