



Josai University

Josai University Guidelines for Japanese Studies Program Applicants

FY2025 [for foreign applicants]

Japanese Culture Program

Japanese Language Program

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(University) <https://www.josai.ac.jp>

(Japanese Studies Program) <https://www.josai.ac.jp/bekka/>



History

In April 1988, we established special courses on Japanese culture in the International Cultural and Educational Center of Josai University to deepen mutual recognition and understanding of today's world and Japan. We changed these courses in April 1990, putting in place the current Japanese Studies Program.

Programs

<<Japanese Culture Program>> 1-year program

This program was opened for foreign students seeking to become internationally-minded people with an understanding of the society and culture of Japan. Intensive special courses are offered to learn about the Japanese society and culture.

Classes are taught by teachers with respective areas of expertise. Many graduates find successful careers in the global community or go on to graduate schools and other institutes both inside and outside Josai University.

<<Japanese Language Program>> 1-year program

This program is aimed at providing people wishing to attend universities and vocational schools in Japan with opportunities to study Japanese in a systematic way as well as to acquire the fundamental skills required to learn under the Japanese-based curriculum. Classes use audiovisual education equipment and are taught by experts of Japanese language education.

Admission policy

Based on the spirit of establishing our university, we offer the Japanese Culture Program and Japanese Language Program for people seeking to acquire the abilities and skills that are fundamental in contributing to the international society. These programs are intended for those who:

<<Japanese Culture Program>>

- Have initiative and willingness to understand and study foreign cultures
- Have motivation to address problems of modern society
- Look to upgrade communication and data processing skills

<<Japanese Language Program>>

- Hope to study at Japanese higher education institutions
- Want to learn and use academic Japanese skills
- Have initiative and willingness to study foreign cultures

Contents

Programs and number of students / Application requirements / Application procedure	p.1
Examination schedule	p.2
Application fee / How to apply / Cautions about application documents	pp.3, 4
Application documents	pp.5, 6
Bank account to which the application fee is to be paid from abroad	p.7
Screening methods / Announcement of screening results	p.8
Entrance registration	p.9
Payment of tuition and other fees in Japan / Bank account	p.10
Payment of tuition and other fees from abroad / Remittance method	p.11
Declining an admission offer and getting a refund of the tuition and other fees / Handling of personal information	p.12

[Programs and number of students]

Programs	Number of students
Japanese Culture Program	20
Japanese Language Program	50

[Application requirements]

Applicants must be those who:

Have completed 12 years of school education overseas or are recognized as being equivalent to this qualification and who are designated by the Minister of Education, Culture, Sports, Science and Technology.

<<Japanese Culture Program>>

Have passed the Japanese Language Proficiency Test N2 or are recognized as having equivalent or greater Japanese proficiency (by taking at least 600 hours of classes).

* There is no limit to the amount of time spent in studying at Japanese language schools in Japan.

<<Japanese Language Program>>

Have passed the Japanese Language Proficiency Test N5 or are recognized as having equivalent or greater Japanese proficiency (by taking at least 150 hours of classes).

* Applicants must be those who have studied less than a year at a Japanese language school in Japan before being admitted to Josai University.

[Application procedure]

Application period: See page 2.

How to apply: See page 3.

Application documents: See page 5-6

<Caution to take before submitting your application> If any of the following applies to you, inform us before submitting your application.

* Inform us if you have had your request for a certificate of resident eligibility turned down in the past.

Advance screening will be conducted before the start of the application period (in case of a new foreign entrant).

* If you have any physical or mental condition such as disease, disability or allergy that requires special consideration when you take entrance examinations or study at the university, consult with the Entrance Examination Office before paying the application fee so that a discussion can be held beforehand about whether it is possible to provide assistance in terms of the university's curriculum, support system, facilities, etc.

[Examination schedule]

○ Entrance examinations in spring

Applicants living abroad

	Application period	Screening date	Date of sending the pass-fail notice	Deadline for the entrance registration
1st stage	September 4 (Wed) to October 3 (Thur) 2024	October 11 (Fri)	October 17 (Thur)	November 6 (Wed)
2nd stage	October 21 (Mon) to November 20 (Wed) 2024	November 28 (Thur)	December 4 (Wed)	December 18 (Wed)

○ Entrance examinations in autumn

Applicants living abroad

	Application period	Screening date	Date of sending the pass-fail notice	Deadline for the entrance registration
1st stage	March 17 (Mon) to April 16 (Wed) 2025	April 24 (Thur)	April 28 (Mon)	May 16 (Fri)
2nd stage	April 17 (Thur) to May 14 (Wed) 2025	May 23 (Fri)	May 28 (Wed)	June 13 (Fri)

<Caution>

- * The application desk may be closed according to the university's schedule. Check in advance by phone or other means if the application desk is open.
- * All the dates indicated in the guidelines are according to Japan time.

[Application fee]

25,000 yen

Payment method: Have a person acting on your behalf purchase certificate stamps at Josai University or make a remittance from abroad (to the bank account indicated on page 7).

<Cautions>

- * The costs necessary for the remittance from abroad (remittance fee, receiving fee, etc.) must be borne by the applicant.
- * When making a remittance, ensure that the remitter's name is known to the university staff.
- * The applicant will be disqualified if the application fee becomes insufficient when the remittance fee is deducted.
- * When the application documents are brought by a person acting on your behalf, the fee may be paid by purchasing certificate stamps on the day of submission.
(The fee may be paid in cash or electronically.)

[How to apply]

Application documents must be submitted to the application desk of the Entrance Examination Office or sent by postal mail (make sure that your application documents arrive by the application deadline).

<<When sending application documents by postal mail from abroad>>

Send to: Josai University Entrance Examination Office

1-1 Keyakidai, Sakado-shi, Saitama-ken, JAPAN, 350-0295

TEL: +81-49-271-7711

<<When submitting application documents to the application desk of the Entrance Examination Office>>

Submit to: Entrance Examination Office, Josai University at 1-1, Keyakidai, Sakado-shi, Saitama-ken, 350-0295 Japan

The application documents will be accepted: Between 9:00 and 11:00 and between 12:30 and 17:00 (not accepted on Saturdays, Sundays and national holidays)

[Cautions about application documents]

- Every certificate you submit must be one written in your native language or English and within 3 months from the date of issuance.
- In principle, every certificate you submit must carry the title and name of the person who issued the certificate, the name, location and phone number of the organization that issued the certificate, and a signature (or seal).
- The application documents and the application fee will not be returned.
- If there is any application document that can be issued only once, the original document will be returned.
- You may be asked to submit additional documents other than those shown in the list of application documents.

- You will be disqualified if any submitted document contains false information.
- You cannot make changes to the submitted documents.
- When sending application documents from abroad by postal mail, use EMS or other service that provides traceability.
- Regarding the submitted documents, we may contact you, a person mentioned in any of those documents, the organization that issued a certificate, etc. by phone or other means to ask about their contents.
- If a document you are submitting does not match any of the listed application documents, consult with the Japanese Studies Program Office.

<<Contact>> Japanese Studies Program Office: bekka@josai.ac.jp / +81-49-271-7791

[Application documents]

The documents marked with (*) are required by Josai University and must be downloaded from the Japanese Studies Program website of the university.

(1) Documents to be submitted by the applicant

	Documents to be submitted	Notes
1	Identification photo (4 copies of the same photo)	•4 cm in height and 3 cm in width •The photo must be one taken within 3 months prior to application and showing the upper body of the applicant facing front without a hat against a white or other pale-colored background. •Attach one of the copies to the application form.
2	Application form (*)	•Fill out the form in your own handwriting.
3	Students from abroad investigation (*)	Form specified by Josai University
4	Purpose of going abroad to study (*)	Form specified by Josai University
5	Physical examination certificate (*)	Form specified by Josai University
6	Passport (Copy; passport holder only)	Personal status history page and all other pages used
7	Graduation certificate (original document and its copy)	Graduate certificate of the school from which the applicant graduated most recently. In the case of a book-type certificate, submit the copies of its cover and other relevant pages.
8	Academic transcript (original document and its copy)	Academic transcript of the school from which the applicant graduated most recently ○ If you are an examinee of China's National College Entrance Examination (Gao Kao), submit the certificate showing the earned score as well.
9	Degree certificate (original document and its copy) or academic credentials report (original document and its copy)	•If you are a graduate from a junior college, university or graduate school, submit your original degree certificate. •If you are still in school, submit your graduation letter or enrollment certification. ○ If you are a graduate from a school in China, you may submit the original of your academic credentials report (CHSI or CDGDC).
10	Certificate of Japanese education background (original)	•If you are a graduate from a Japanese language school, submit documents proving your: ① attendance rate (indicating the total hours of study), ② academic performance and ③ graduation (completion) or prospective graduation (completion). •If you are a graduate from an institute other than a Japanese language school or have studied by yourself, submit the separate form "Japanese education background (*)."
11	Certificate of Japanese language ability (original document and its copy)	Certificate or score report Submit one of the following: JLPT, BJT, J.TEST, NAT-TEST. STBJ, TOPJ, J-cert, JLCT, PJC Bridge and JPT.
12	Certificate of attorney (*)	Submit this document if a person other than the applicant submits and/or receives the documents on the behalf of the applicant.
13	Certificate of employment of the applicant	Submit this document if the applicant is employed when submitting the application.

* If your application documents are written in a language other than Japanese, attach a Japanese translation (signed by the translator).

(2) Documents to be submitted by the financial supporter

	Documents to be submitted	Notes
1	Financial support statement (*)	Form specified by Josai University
2	Document proving the relationship between the financial supporter and the applicant	<ul style="list-style-type: none">• This document is not necessary if the applicant is the financial supporter.• Document verified by a public organization (certificate of kinship, resident certificate or other similar document)
3	Certificate of deposit balance and documents proving the sources of income over the past 1 year	Documents showing how the deposit balance has been achieved (copies of the bank books, etc.)
4	Document proving profession	<ul style="list-style-type: none">• Certificate of employment if the financial supporter is a corporate worker• Copy of the operating license, business registration certificate, etc. if the financial supporter is a self-employed individual• Copy of the company register if the financial supporter is a board member of a company or other organization
5	Document proving income	• Document issued by a public organization showing the income, earnings and income tax amounts in the past 3 years
6	Household register (all pages)	If you are a Chinese national, submit copies of all the pages of the household register for your entire family (make sure that the register contains the latest information).

*** If your application documents are written in a language other than Japanese, attach a Japanese translation (signed by the translator).**

[Bank account to which the application fee is to be paid from abroad]

Bank Name	SUMITOMO MITSUI BANKING CORPORATION
Branch Name	SAKADO BRANCH
Branch Address	3-1, MIDORI-CHO, SAKADO-CITY, SAITAMA-PREF, JAPAN
SWIFT code	SMBCJPJT
Remittee Account Number	058-3249220
Remittee Name Remittee Address Remittee phone Number	JOSAI UNIVERSITY 1-1, KEYAKIDAI, SAKADO-CITY, SAITAMA-PREF, JAPAN (Accounting Office) +81-49-271-7717
Remarks	•Write "APPLICATION FEE." •In the Remitter's Name section, put your examinee number before your name.

[Screening methods]

Applicants are screened through paper screening, written examination, and interview.

* Internet video calling service is used for the written examinations and interviews.

- Flow of screening -

1. Download video call software (e.g., ZOOM) in advance.



2. The applicant is notified in advance by e-mail about the interview start time and other details.



3. On the day before the screening, check your Internet connection.



4. On the day of the screening, have yourself ready 5 minutes before the examination, with your examination admission card, writing instruments and paper at hand.

* If you will be in Japan on the day of the screening, notify us in advance.

[Announcement of screening results]

Screening results will be announced by postal mail and on the website.

(1) Sending of a pass-fail notice

A pass-fail notice and a set of entrance registration-related documents will be sent to each successful applicant or their representatives on the day of sending the pass-fail notice. A pass-fail notice will also be sent to unsuccessful applicants or their representatives.

* We will not respond to any queries about screening results by phone, mail or other means.

(2) Information to be announced on the website

The examinee numbers of successful applicants will be posted on the Josai University website.

Numbers will be shown: From 10:00 to 17:00 Japan time on the day the screening results are announced

URL of the website: <https://admission.josai.ac.jp/>



[Entrance registration]

Complete the steps of ① and ② below by the deadline for the entrance registration.

① **Lump-sum payment of the tuition and other fees of 629,000 yen (The remittance and receiving fees must be borne by the applicant.)**

Payment in Japan: Bank account (page 10)

Payment from abroad: Remittance method (page 11)

② **Submission of the documents for entrance registration**

Submit all the documents for entrance registration to the Entrance Examination Office of Josai University.

* After the certificate of resident eligibility (COE) is granted, the admission permit will be issued.

<<Caution about the certificate of resident eligibility (COE)>>

Whether to grant a certificate of resident eligibility is decided by the Ministry of Justice. We will not be held responsible for denial of the certificate. If you fail to have a certificate of resident eligibility granted, perform the necessary procedure as instructed in "Declining an admission offer and getting a refund of the tuition and other fees" on page 12.

<① Breakdown of the tuition and other fees>

Payment due date	Category	Amount to be paid
At the time of entrance registration	Entrance fee (Entrance application fee)	200,000 yen
	Tuition	320,000 yen
	Facilities and equipment expenses	100,000 yen
	Parents' supporting association fee (*)	9,000 yen
Total		629,000 yen

* The parents' supporting association fees are used to cover accident insurance premiums and other similar costs.

* In addition, students must pay for textbooks.

<② Documents for entrance registration>

	Documents to be submitted	Notes
1	Newly-enrolled student management card	Documents will be sent along with the pass-fail notice. Fill in the necessary information to the documents. The applicant and his or her parents must affix a seal or signature at designated places of the pledge and the registration form for parents' supporting association.
2	Health management card	
3	Student ID issuance slip	
4	Pledge	
5	Registration form for parents' supporting association	

* Invalid documents (including those that fail to arrive by the deadline) will not be accepted.

* If you are unable to enter Japan by the time classes start, we may rescind your admission.

[Payment of tuition and other fees in Japan] Bank account

Bank name	Sumitomo Mitsui Banking Corporation
Branch name	Sakado Branch
Remittee's account type and number	(Savings account) 3249220
Remittee name	Josai University
Cautions	In the Remitter's Name section, put your examinee number before your name.

[Payment of tuition and other fees from abroad] Remittance method

① Payment from abroad

Access the website of Global Pay for Students, which is the international money transfer service of Convera Japan Co., Ltd., and make the payment according to on-screen instructions. It may take some time before the university receives the money you transfer. Be sure to make the payment well before the deadline.

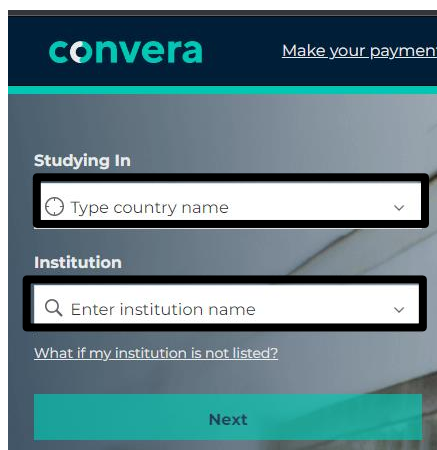
Website of the Global Pay for Students international money transfer service of Convera Japan Co., Ltd.

URL <https://students.convera.com/geo-buyer/josaiacjp#!/>

QR code for the URL



Top page of the Josai University website → Student life → Tuition and other fees
→ Tuition payment using the international money transfer service



[Cautions]

On the top page, choose the options shown below.

Type country name → **Japan**

Enter institution name → **Josai University**

* In the Student ID Number or Examinee's Number field, enter your examinee number.

* If you choose "Bank Transfer" as the payment method, complete the money transfer at your local bank by the deadline for the entrance registration. Be sure to keep the remittance receipt.

② About the service

URL https://www.josai.ac.jp/media/Pay_your_student_fees_easily_with_Convera_JP.pdf

QR code for the URL



③ About the input method

URL <https://www.josai.ac.jp/media/HowtomakeatuitionpaymenttoJOSAIUNIVERSITY.pdf>

QR code for the URL



* If you cannot make the payment using Global Pay for Students, contact Josai University.

[Declining an admission offer and getting a refund of the tuition and other fees]

1. When declining an admission offer for a public reason

If you are declining an admission offer for a public reason, the tuition and all other fees, including the entrance fee, will be refunded.

This applies if a certificate of resident eligibility is not issued after you apply to the Tokyo Regional Immigration Services Bureau.

2. When declining an admission offer for a private reason

If you submit the documents for the procedure to decline the admission offer by the deadline shown below, the tuition and other fees, except the entrance fee, will be refunded.

	Deadline	Refund date
Spring	16:00, March 31 (Mon) 2025	After April 9 (Wed) 2025
Autumn	16:00, August 29 (Fri) 2025	After September 8 (Mon) 2025

* In either case, submit detailed procedure documents separately. Refund in cash, by money orders, etc. is not available.

* You must pay the handling fees incurred when the tuition and other fees are remitted (refunded) overseas.

[Handling of personal information]

The name, address and other personal information you provide when submitting your application will be used for the entrance examinations (application processing and examination execution), the announcement of screening results, the entrance registration and other tasks involved in these processes (e.g., delivery of requests, information, etc.). The provided personal information will not be used for any other purposes.