

2010 INSTITUTE FOR JAPANESE STUDIES - NAGOYA GAKUIN UNIVERSITY

APPLICATION PROCEDURES FOR EXCHANGE STUDENTS

—Application Schedule —

Application period		Selection	Announcement of result	Deadline for Admission Procedures	Date of enrollment
Enroll in April	October 14 to December 4	By documents only	December 17	January 22	April 1
Enroll in September	March 1 to April 28		May 21	June 11	September 1
Documents accepted via our sister schools. Must be post marked by the deadline date.			Mail the result to the sister school	Submit required documents	

1 NECESSARY APPLICATION DOCUMENTS

- 1) Completed Application Form (FORM1)
- 2) Certificate of Attendance from the college presently attended
- 3) Official transcript of academic record from the college/school last attended
- 4) Information sheet on previous Japanese language study (FORM2)
- 5) Two letters of recommendation (FORM3) from college professors, employers or others familiar with your background.
- 6) Certificate of Health (FORM4) by a qualified physician.
- 7) Evidence of adequate financial support (please choose one from four choices: ①-③)
 - ① In the case an applicant or his/her parent is to provide financial support:
 - * A bank statement showing enough funds for one-year study in Japan (date of maturity should be before the planned date of study in Japan)
 - * In case of parental support, the following documents are necessary:
 - 1) Certificate of birth (showing both applicant's and parents' names)
 - 2) Pledge to send money (FORM5)
 - * In the case a financial supporter is working, the following documents are necessary:
 - 1) Certificate of employment
 - 2) Certificate of yearly income
 (If you use a Chinese bank, please obtain an original bank statement with Japanese Yen or U.S. Dollars which specifies that your money can be transferred to other countries)
 - ② Scholarship document showing sufficient funds and the scholarship period
 - ③ Loan document showing sufficient funds and the loan period
- 8) Six photographs (40mm x 30mm)

In addition to one photo attached to the application form, five photos are necessary.

9) Photo-copy of passport and valid visa for Japan (Only for applicants currently residing in Japan).

2 CONDITIONS TO APPLY

We require the following Japanese language proficiency for entering exchange students

- ① be able to read and write Hiragana and Katakana;
- ② know the basic 100 kanjis(BASIC KANJI BOOK VOL.1, Bonjinsha Co.)

3 HOUSING

	Yen per month	
Nagoya Campus	30,000 or 35,000	Including utilities. Plus deposit ¥10,000
NGU Seminar House Annex	27,000 to 40,000	Very close to the campus. Including utilities. Plus deposit ¥10,000
NGU tie-up Housing	40,000	Board and lodging. Extra utilities
Public Apartment House	Approximately 50,000	Plus key-money and deposit about ¥200,000 & utility fees

If a student who reserves Private dormitory accommodations cancels within one month of the arrival date, he or she will be charged 3 months penalty (which is 120,000 yen) .

4 LIVING EXPENSE

- Housing (see the above)
 - Food expenses Approximately 1,000 yen / day
 - Transportation (In case of living off-campus) Approximately 800 yen / day
 - Personal expenses Approximately 20,000 yen / month
- * We provide a short-term loan (Maximum 50,000 yen / time / month)

5 OTHERS

- ① NGU will apply for the Certificate of Eligibility, which is necessary for getting a visa.
- ② If a student hopes to apply for the JASSO Scholarship program, please ask us for the application forms.

Inquiry INSTITUTE FOR JAPANESE STUDIES - NAGOYA GAKUIN UNIVERSITY

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