

The following is a list of documents required for application. All the documents must be in one set and posted in the designated envelope.

Documents	Notes
(1) Application Form (入学志願書)	<ul style="list-style-type: none"> <li>Use the form provided; complete in Japanese and attach a photograph taken within the last 3 months.</li> </ul>
(2) Resume (CV) (履歴書)	<ul style="list-style-type: none"> <li>Use the form provided; complete in Japanese.</li> </ul>
(3) Medical Check Form (健康診断書)	<ul style="list-style-type: none"> <li>Use the form provided; must be issued within the 3 months preceding the date of application.</li> </ul>
(4) Applicant Card (志願票)	<ul style="list-style-type: none"> <li>Left-most part of the exam-fee payment slip</li> <li>※ attach a photograph (taken within the last 3 months); check that card is receipt-stamped by a bank.</li> </ul>
(5) Transcript (成績証明書) (high school in your home country)	<ul style="list-style-type: none"> <li>must be original document issued by the high school or relevant institution whence you last graduated (if not the original, please provide a certificate of authenticity)</li> <li>no older than 6 months from the date of issue</li> <li>※ attach a Japanese translation of the document</li> </ul>
(6) Certificate of Graduation (卒業証明書) (high school in your home country)	<ul style="list-style-type: none"> <li>must be original document issued by the high school or relevant institution whence you last graduated (if not the original, please provide a certificate of authenticity)</li> <li>no older than 6 months from the date of issue</li> <li>※ attach a Japanese translation of the document</li> </ul>
(7) Score Report of EJU (日本留学試験成績通知書) or JLPT (日本語能力試験認定結果書)	<ul style="list-style-type: none"> <li>an original document showing your EJU or JLPT test results within the last 2 years.</li> <li>※ the report will be returned to you on the day of the entrance examination.</li> </ul>
(8) Note of Planned Graduation and Transcript from your language school, etc. (日本語学校等の修了(見込み) 証明書及び成績証明書)	<ul style="list-style-type: none"> <li>Required only for those who are or have been enrolled in a Japanese language school or technical school (either document must include attendance record)</li> </ul>
(9) Certificate of Foreign Registration (外国人登録済証明書)	<ul style="list-style-type: none"> <li>also known as “Proof of Information Details in Foreign Registration” (外国人登録原票記載事項証明書)</li> <li>※ issued by your local city/ward/town office</li> </ul>
(10) Reference (a letter of recommendation) from your Principal (学校長推薦書)	<ul style="list-style-type: none"> <li>Required only for those who are applying exclusively to Japan University of Economics, and have relevant letter from Principal of graduating school to this effect.</li> </ul>

For further information and inquiries, please contact 国際交流センター, the International Center.

JUE International Center: 092-921-9827 (direct)

## From Application to Enrolment

① Fill in and post the Application Form	<ul style="list-style-type: none"> <li>• Complete the form carefully; post it with all other documents.</li> <li>• Pay the examination fee (bank-transfer) <b>using the slip provided.</b></li> </ul>
② Receive the Exam Card (受験票)	<ul style="list-style-type: none"> <li>• The Exam Card (受験票) will be posted to you as soon as we have received your Application Form and Examination Fee.</li> </ul>
③ After the Entrance Examination	<p>The following documents will be posted to you after the examination</p> <ul style="list-style-type: none"> <li>• Notice of Examination Result 「合格(合否)通知」</li> <li>• Information on Enrolment Procedure 「入学手続案内」 (for those who have passed)</li> <li>• Payment Slip for Tuition and Admission Fee 「学納金および委託徴収金の振込用紙」 (for those who have passed)</li> </ul>
④ Enrolment	<p>The following <b>must be submitted/paid</b> upon your enrolment.</p> <p>(1) Information on Enrolment Procedure</p> <ul style="list-style-type: none"> <li>• Emergency Contacts (domestic)</li> <li>• Information on Funding 「経費支弁届」</li> <li>• Pledge declaration 「誓約書」</li> <li>• Residence Information 「住所届」 (if applicable)</li> <li>• Dorm Application Form 「学生寮申込書」 (if applicable)</li> <li>• Notice of Declination of Admission 「入学辞退届」 (if applicable) (along with)</li> <li>• Photograph sheet</li> <li>• Payment slip</li> </ul> <p>(2) Tuition and Admission Fee</p>
⑤ Change your Eligibility Status (if applicable)	<p>Upon completion of enrolment, you will receive an Admission Permit 「入学許可書」 which will be <b>posted to you at the end of February</b>.</p> <p>If you wish to change your eligibility status, visit your local Immigration Bureau with the permit. (for those who passed February and March exams, a permit will be sent upon completion of enrolment)</p> <p>※ <b>You cannot change your eligibility status with a 「合格通知書」</b></p>
⑥ First day at JUE	<p>There is an orientation on enrollment and class registration. Please bring the following, <b>or you will NOT receive your Student Card 「学生証」 and Certificate of Enrolment 「在学証明書」</b>.</p> <ul style="list-style-type: none"> <li>• “Proof of Information Details in Foreign Registration” (外国人登録原票記載事項証明書)</li> <li>• Copies of both sides of your Foreign Registration Card (外国人登録証明書)</li> <li>• A copy of your passport Passport page showing photograph landing permission page with a seal of your status and period of your 「留学」 stay</li> <li>• Certificate of Residence 「住民票」 (or a copy of Residency Record 「戸口簿」, etc.)</li> </ul>

※The list of required documents may be subject to change under certain circumstances.