



Japan University of Economics
Fukuoka Campus
School of Japanese Language

Guidelines for Applicants
2022

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Japan University of Economics: School of Japanese Language

Admission Guide for 2022

1 Overview of the course

(1) Purpose

The School of Japanese Language is designed for international students who wish to enroll at Japan University of Economic or at another university in Japan. The course aims to provide the knowledge of Japanese language, affairs and culture based on the founding spirit of the University and the philosophy of educational research.

(2) Courses and Duration

The School has two kinds of course: a one-year course and an 18-month course.

The one-year course is divided into 2 semesters which begins in April and ends the following March. The 18-month course is divided into 3 semesters which begins in September and ends March of the next fiscal year. Applicants in N5 level starts in September and ends in March of the following year (18-month course). Applicants in N4 level starts in April and ends in March of following year (12-month course). The course for the N3 level applicants or the students who wish to move to N3 level after completing beginner and upper beginner levels starts in April (as Spring semester course).

If there is a particular reason deemed necessary for their education, the extension of the enrollment period may be accepted after an examination of the student's attendance, grades and other relevant circumstances. However, the period of attendance at school (including Japanese language institutions in Japan) cannot be over 2 years in total.

2 Quota

Entry	April entry	September entry
Quota	30 students	30 students

3 Entrance Qualifications

Applicants are required to meet all of the following conditions:

- (1) Those who have a foreign nationality and reach 18 years of age by April 1st in 2022(for April entry) or by September 1st in 2022 (for September entry).
- (2) Those who have a certificate of completion for 12 years education outside Japan (or expect to complete such education before entering the program), or those who have completed (or expect to complete) the equivalent of a high school education in overseas educational facilities which are appointed by the Ministry of Education, Culture, Sports, Science and Technology of Japan, or those who have passed the university entrance qualification examination outside Japan or have the qualifications for admission.
- (3) Those who have passed N5 or above level of JLPT (Japanese-Language Proficiency Test) held by JEES (Japanese Educational Exchanges and Services) and Japan Foundation, those who completed more than a total of 150 hours of Japanese language study, or those who are recognized as having the equivalent qualification.

4 Method of Selection

The selection is made on the basis of the application documents. In addition, an interview towards applicants may be held if the university considers it necessary. The location of the interview will be decided at a later date.

5 Application Period

	Application period	Notification of Results	Deadline for all the procedure
April entry	February 1 st , 2022- February 21 st , 2022.	February 28th, 2022	March 11 th 2022
September entry	April 1st 2022 – May 31 st , 2022	June 17 th , 2022	July 15 th , 2022

6 Mailing Address

Japan University of Economics (JUE) 日本経済大学
School of Japanese Language 日本語別科
3-11-25 Gojo, Dazaifu-shi Fukuoka, 818-0197, Japan
Tel: 092-922-5131
Fax 092-921-9831

7 Application Fee and Method of Payment

Application Fee ¥10,000.

* Make sure that the currency is in Japanese Yen and the transaction charges should be paid by the applicant. When the remittance is made from abroad, the transaction charge is also required by the intermediate bank and the Japanese bank.

*The method of payment is shown as following.

Name of bank: THE NISHI-NIPPON CITY BANK, LTD. Main Office 010

Address of bank: 3-1-1 Hakata Ekimae, Hakata-ku, Fukuoka-shi, Fukuoka, Japan, 812-0011

Telephone number of bank: 092-441-2222

SWIFT CODE: NISIJPJT

Account Type: Ordinary Account (Savings Account)

Account Number: 1775371

Account Holder : Gaku) Tsuzukiikueigakuen (学校法人都築育英学園)

Address of university: 3-11-25 Gojo, Dazaifu-shi, Fukuoka, Japan 818-0125

*Paying cash at the reception of the university will not be accepted.

8 Application Notes

(1) Notes on creating documents

- ① Applicants can either type their responses into all the relevant documents unless it states that they must be handwritten. Those applicants that chose to submit hand-written responses must fill out the form with a black ballpoint pen.
- ② You are not allowed to use correction fluid, correction tape, or an erasable pen.

(2) Notes of application

- ① Since the application documents will be delivered to the Immigration Bureau when applying for Certificate of Eligibility, please prepare them carefully.
- ② Unless stated otherwise, please submit all document as originals.
- ③ All application forms should be issued in the last 3 months. Make sure that the address and contact information (phone number, etc.) of the issuing authorities are listed.
- ④ If there is any defective document, the application will not be acceptable. Therefore, please confirm that all of the documents are prepared without any mistakes and submit by post. We may contact the certificate authority.
- ⑤ Applications cannot be accepted if they reach us after the deadline indicated in section 5.
- ⑥ If documents are written in a language other than Japanese, it is the applicant's responsibility to attach a Japanese translation. The Japanese translation documents or other free style documents should be printed on A4 size, or pasted on an A4 size mount.
- ⑦ Use the same name and date of birth as the applicant's passport when the applicant completes certificates and application documents.
- ⑧ Once received the application fee cannot be refunded no matter what reason you have. Submitted applications will not be returned except original Certificate of Graduation or other original certificates which cannot be reissued again.

9 Required Forms

	Required documents	Notes
1	Prescribed Application Form (prescribed Form 1)	The applicant should fill out all sections of the form in Japanese correctly. Applicants can either type their responses, however handwritten signature is necessary.
2	Resume (prescribed Form 2)	Applicants can either type their responses, however handwritten signature is necessary.
3	Medical Examination Form (prescribed Form 3)	
4	Certificate of (expected) Graduation issued by the Educational Institution attended	See page 10 for required documents.
5	Transcripts of Grades issued by the Educational Institution attended (Original)	The applicant should submit the grades from each of his/her school years with the issue date and the signature of the person in charge of publishing the document or with the certification mark. The applicants who are registered in their current university should submit a Certificate of Transcripts of Grades issued by the high school and a Certificate of

		Transcript (credit acquired) from their current university.
6	Certificate of Enrollment (Original)	Certificate of Enrollment is required if the applicant is studying in a higher education institution (such as junior college, college, or graduate school) or a Japanese language school when applying.
7	Certificate of Attendance (Original)	Please provide a certificate of attendance (clearly stating your official attendance rate) from your current educational institute or that most recently attended.
8	Certificate of Proficiency in Japanese (with at least one of the documents in the following list) (Original)	<p>① Certificate of Proficiency in Japanese (N5 level or above) of JLPT (Japanese Language Proficiency Test hosted by Japanese Educational Exchanges and Services and the Japan Foundation) and JLPT Certificate of Result and Scores.</p> <p>* Please submit the photocopies of your Admission Ticket if your results are not released yet when you apply for the program.</p> <p>② Notice of Results in Japanese of “Examination for Japanese University Admission for International Students hosted by JASSO (Japan Student Services Organization).</p> <p>③ “Certificate of Proficiency in Japanese” (prescribed Form 4) If the applicant cannot submit ① or ②, the university prescribed form for “Certificates of Proficiency in Japanese” is also permitted.</p> <p>* A Japanese instructor, a diplomatic or consular official of the Japanese government etc., or someone who can certify the applicant’s Japanese proficiency, should complete this form.</p>
9	Identification Documents (all relevant documents should be submitted)	<p><For those who live outside of Japan when applying></p> <p>① Photocopies of the family register (family registry or Certificate of Registration) If the applicant is from China, the photocopies of the family register (or of temporary residence permit if the residing address is different from the one in the family register) should be enclosed.</p> <p>② Photocopies of ID or passport The applicant who has a passport should submit the photocopies of the pages in which the name of the applicant and all previous records of entry into and departure from Japan appear.</p> <p><For those who live in Japan when applying></p> <p>① Photocopies of Residence Card and passport The applicant should submit the photocopies of both sides of Residence Card and the pages in which the name of the applicant and the visa information appear.</p> <p>② A copy of the residence certificate A copy of the residence certificate, in which the nationality, the status of residence, the period of stay and the number of Residence Card are stated, should be submitted.</p>
10	4 Identification Photographs	<p>The photographs (in size 4cm×3cm) must be taken within the last month in full color, showing full front face, upper body and without headwear. If any part of your hair or face in the photograph is carelessly trimmed off, it cannot be used any longer. Furthermore, same photographs are required.</p> <p>Glue one photo on the application form and enclose the other three photos with the application. Write name and your</p>

		nationality on the back of all photographs.
11	Certificate of Employment	Certificate of employment is required if the applicant has a job at the time of application. (Issuing date, address of issuing authority, name, position, contents of duties, and staff tenure should be stated clearly.) Note that the applicant should submit the certificate of employment for their latest job.
12	History of residency in Japan	This is for applicants that have resided in Japan previously (e.g. technical intern trainees, exchange students, and family visa visitors). Those applicants should provide details related: i) the status of your previous visa; ii) the reason you left Japan; iii) the work or/study activities undertaken after leaving Japan; iv) how your previous stay in Japan relates to your planned visit this time.
13	Application for Certificate of Eligibility (Form 5)	All Application for Certificate of Eligibility should type details in the excel document provided. This should then be printed out and included in the application.
14	Certificates on Payment	
	i. For the applicants who are supplying the funds themselves (including supplying part of the funds)	<p>① Bank Account Balance Statement of the applicant The balance statement should be issued by a bank and be in a currency, such as Japanese Yen or US dollar, which can be remitted to Japan.</p> <p>② Photocopies of the applicant's savings passbook All photocopies of the savings passbook in which the history of banking in the last year is clearly recorded are required. *The savings passbook that can show income is preferred.</p> <p>③ Documents on the deposit ability of the applicant:</p> <ul style="list-style-type: none"> • Certificate of Yearly Income or Tax Payment Certification over the last 3 years) in which the total annual income is stated. • Certificate of Employment (issuing date, address of issuing authority, name, position, contents of duties, and staff tenure should be stated clearly.) • The confirmation document on the activities beyond the permitted Status of Residence: • The photocopies of "Permission to engage in activity other than that permitted under the status of residence previously granted" or the seal/stamp on the passport. <p>④ Certificate of Payment of a Scholarship The certificate should be submitted when the applicant is taking a scholarship or has decided to accept one.</p>
	ii. In case where a family member or a relative of the applicant supplies the expenses by sending money from the applicant's own country.	<p>① Certificate for Expenses Payment (prescribed Form 6) Certificate for Expenses Payment should be filled out by the sponsor in his/her own handwriting.</p> <p>② Bank Account Balance Statement of the sponsor The balance statement should be issued by a bank and be in a currency, such as Japanese Yen or US dollar, which can be remitted to Japan.</p> <p>③ A hand written explanation of the main incomings and outgoings for their bank account (prescribed Form 7). This should be signed by the applicant's sponsor.</p> <p>④ Photocopies of the sponsor's savings passbook All photocopies of the savings passbook in which the history of banking in the last 3 years is clearly recorded are required. Write a description of</p>

		<p>how you have obtained the current property on a separate sheet (e.g., details of the deposits and withdrawals).</p> <p>*The savings passbook that can show income is preferred.</p> <p>⑤ Certificate of Yearly Income or Tax Payment Certification (through the last 3 years)</p> <ul style="list-style-type: none"> • Only Tax Payment Certification (through the last 3 years) is required if the sponsor is a sole proprietor. <p>⑥ Certificate of Employment (or business permit / certified copy of corporate registration)</p> <ul style="list-style-type: none"> • If the sponsor is an employee of a company, he/she should submit the certificate of employment. (Issue date, address of issuing authority, name, position, contents of duties, and staff tenure should be stated clearly.) • If the sponsor is a proprietor or a corporate operator, he/she should submit the business permit or the certified copy of corporate registration in which the names of the sponsor and the company should be stated. <p>⑦ Documents which prove the sponsor's relationship with the applicant The official document which proves the sponsor's relationship with the applicant and immediate family structure, such as a copy of the family register, resident card or public certification of kinship, etc.</p>
<p>iii. In case where the sponsor, who is supplying the expenses, lives in Japan.</p>		<p>① Certificate for Expenses Payment (prescribed Form 6) Certificate for Expenses Payment should be filled out by the sponsor in his/her own handwriting. (※Registered seal should be used.)</p> <p>② Bank Account Balance Statement of the sponsor</p> <p>③ A hand written explanation of the main incomings and outgoings for their bank account (prescribed Form 7). This should be signed by the applicant's sponsor.</p> <p>④ Photocopies of the sponsor's savings passbook All photocopies of the savings passbook in which the history of banking in the last 3 years is clearly recorded. Write a description of how you have obtained the current property on a separate sheet (e.g., details of the deposits and withdrawals).</p> <p>*The savings passbook that can show the income is preferred.</p> <p>⑤ Certificate of Yearly Income or Tax Payment Certification (through the last 3 years) Documents that can prove the total annual income in the last 3 years. Submit one of the following documents: resident's tax, income tax, a copy of one's income tax return, or certificate of tax deducted.</p> <p>⑥ Certificate of Employment (submit one of the following documents)</p> <ul style="list-style-type: none"> • If the sponsor is an employee of a company, he/she should submit the certificate of employment. (Issuing date, address of issuing authority, name, position, contents of duties, and staff tenure should be stated clearly.) • If the sponsor is a proprietor of a company, he/she should submit the copy of the duplicate of his/her income tax return. • If the sponsor is a corporate operator, he/she should submit the certified copy of corporate registration in which the names of the sponsor and the company should be stated. <p>⑦ The residence certificate of the sponsor (with all family members stated)</p> <p>⑧ Documents which prove the sponsor's relationship with the applicant In the case where the sponsor is a relative of the applicant, a document which proves the sponsor's relationship with the applicant, such as a copy of family register, resident card or public certification of kinship, should</p>

		<p>be submitted. In the case where the sponsor is an acquaintance or a friend, a detailed explanatory note proving the relationship with the applicant should be submitted.</p> <p>⑨ Proof of personal seal registration</p>
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10 Purpose of Use

All personal information will be only used for the entrance election procedure and for admission after the entrance.

11 Entrance Procedures

(1) Payment of Application Fee and Tuition

Successful applicants need to transfer the amount of the money needed to be paid at the entrance to the prescribed bank account before the deadline for all of the procedures (described in section 5).

Once received, the admission fee cannot be refunded, except in the case where the Certification of Eligibility is denied. In this case, the admission will be canceled and the received admission fee, the tuition and other payment collection fee will be refunded.

① Payment method and amount

Please refer to the calculation chart below. Admission will be denied if the payment is not made before the deadline.

One year course

(Denomination YEN)

	At the time of admission	Beginning of Second semester	Total
Admission fee	200,000		200,000
Tuition fee	200,000	200,000	400,000
Other payment collection	40,000		40,000
Total	440,000	200,000	640,000

* Other payment collection includes: Personal Accident Insurance for Students Pursuing Education and Research (“Gakkensai”) for 1 year 1,000 yen, off-site experience and training fee 39,000 yen

18 months course

(Denomination YEN)

	At the time of admission	Beginning of the Second semester	Beginning of the Third semester	Total
Admission fee	200,000			200,000

Tuition fee	200,000	200,000	200,000	600,000
Other payment collection	40,000			40,000
Total	440,000	200,000	200,000	840,000

* Other payment collection includes: Personal Accident Insurance for Students Pursuing Education and Research (“Gakkensai”) for 2 years 1,750 yen, off-site experience and training fee 38,250 yen

② Remittance

Name of bank: THE NISHI-NIPPON CITY BANK, LTD. Gojo Branch 305

Address of bank: 3-2-14 Gojo Dazaifu-shi, Fukuoka, Japan, 818-0125

Telephone number of bank: 092-922-5166

SWIFT CODE: NISIJPJT

Account Type: Ordinary Account (Savings Account)

Account Number: 3048571

Account Holder : Gaku) Tsuzukiikueigakuen (学校法人都築育英学園)

Address of university: 3-11-25 Gojo, Dazaifu-shi, Fukuoka, Japan 818-0125

* Attention: this account is different from the one listed on section 7.

* Paying cash at the reception of the university will not be accepted.

* Make sure that the currency is in Japanese Yen and the transaction charges should be paid by the applicant.

* When the remittance is made from abroad, the transaction charge is also required by the intermediate bank and the Japanese bank.

(2) Application for a Visa

① The university will apply for a Certificate of Eligibility by proxy on your behalf and will send the Certificate of Eligibility to the applicant’s address or their representatives once it is permitted. The applicant should take the Certificate of Eligibility, Admission Permit and other necessary documents to the local Japanese Embassy or Japanese Consulate to apply for the visa.

② Permission for the Certificate of Eligibility is granted by the Ministry of Justice, and the permission for the visa is granted by the Ministry of Foreign Affairs. The university takes no responsibility if such permission is not granted.

③ If you have a history of not being granted a Certificate of Eligibility in the past, you will not be granted another Certificate of Eligibility until the reason for the previous rejection is eliminated.

(3) About Declining Admission into the Program

If applicants decline admission into the program after finishing the admission procedures, the received tuition and other payment collection fees will be refunded if applicants fill out the Notification of Declining Admission (prescribed form) and return it before March 26th, 2022 (for April entry) and August 25th, 2022 (for September entry). If the procedures below are not finished by the specified date, the received admission fee, tuition and other payment collection fee cannot be refunded.

Procedure for Declining Admission

- ① Submission of Notification of Declining Admission
- ② Returning Notification of Acceptance
- ③ Returning Residence Card

12 Students Accommodation

Students at the Japan University of Economics are accommodated in our modern, comfortable dormitories (all single rooms). There are two dormitories, one on the Fukuoka Campus and the other 15 minutes away via a free shuttle bus.

Name of accommodation	Oxford House (for female)	Cambridge House (for male)
Access	5 minutes' walk from the university	15 minutes away via free shuttle bus
Eligibility	Students at Japan University of Economics (Fukuoka Campus)	
Facilities	Residential Rooms	Desk, chair, bookshelf, bed shoe box, shower and toilet, wardrobe, air-conditioning. * You can rent linen (17,000 yen per year).
	Community area	Dining, Community Bath, Laundry (not free of charge), vending machine.
Meal	Breakfast and dinner except Sundays	

Initial Costs	150,000 yen (paid as the first payment)
Monthly payment	40,000 yen

* Fees are subject to change.

* Students for this course (Fukuoka Campus only) are expected to stay at the student accommodation except for those who live with their family or relatives in Japan.

Requirements of Certificate of Graduation and Transcripts of Grades

Location of the Educational Institution	Status when applying	Documents you should submit
Countries other than China	For people who have graduated from a university	① Certificate of Graduation issued by the university (original) ② Certificate of Transcript of Grades issued by the university (original) ③ Certificate of Enrollment (original) (for those who are still studying in graduate schools) ④ Certificate of Graduation issued by the high school (original) (for Nepalese and Vietnamese) ⑤ Transcripts of Grades issued by the high school (original) (for Nepalese and Vietnamese) * For Sri Lankan, educational certificates from elementary school, and transcripts of G.C.E.O/L Exams (A-level) are required.
	For people who are still on the register of their universities	① Certificate of Graduation issued by the high school (original) ② Certificate of Transcripts of Grades issued by the high school (original) ③ Certificate of Enrollment (original) * For Sri Lankan, educational certificates from elementary school, and transcripts of G.C.E.O/L Exams (A-level) are required.
	For people who have graduated from a high school without entering university	① Certificate of Graduation issued by the high school (original) ② Certificate of Transcripts of Grades issued by the high school (original) * For Sri Lankan, educational certificates from elementary school, and Transcripts of G.C.E.O/L Exams (A-level) are required if applicants have taken the exams.
	For people who are still on the register of their high school	① Certificate of Expected Graduation issued by the high school (original) ② Certificate of Transcripts of Grades issued by the high school (original) * After passing the examination, the applicant should submit the original Certificate of Graduation and Certificate of Transcripts of Grades. * For Sri Lankan, educational certificates from elementary school, and transcripts of G.C.E.O/L Exams are required.
China	For people who have graduated from a university	① Photocopies, including the cover, of Certificate of Graduation issued by the university ② Transcript of Grades issued by the university (original) ③ Verification Report of Higher Education Qualification Certificate * 1 ④ Verification Report of China Higher Education Student's Academic Transcript * 2 ⑤ Certificate of Enrollment (original) (for those who are still studying in graduate schools)
	For people who are still on the register of their universities	① Photocopies, including the cover, of Certificate of Graduation issued by the high school ② Transcripts of Grades issued by the high school (original) ③ Certificate of Enrollment (original)
	For people who have graduated from a high school without entering university	① Photocopies, including the cover, of Certificate of Graduation issued by the high school ② Transcripts of Grades issued by the high school (original) ③ Verification Report of Higher Education Qualification Certificate * 1 ④ Verification Report of China National College Entrance Examination Scores, or Verification Report of China High School Academic Proficiency Test (Huikao) Results for those who didn't take College Entrance Examination * 1
	For people who are still on the register of their high school	① Certificate of Expected Graduation issued by the high school (original) * 2 ② Transcripts of Grades issued by the high school (original) * 2

* 1 For applicants who are from China and have not finished 12-year education or entered into any colleges after graduating from high schools, Verification Reports issued by CHSI (China Higher Education Student Information and Career Center) are required. When applying for Verification Reports on the website of CHSI, please choose English version and send the report directly to the Admissions Office of JUE (kokusaibu@fk.jue.ac.jp). Note that you need print out the webpage which has the information that your application has been received, and submit them with other application documents together to JUE. Only the report sent directly from the issuing authority CHSI can be accepted. The report will be invalid if the applicant or agent of the applicant brings it directly to our Admissions Office.

* 2 After passing the examination, the applicant should submit the photocopies (including covers) of Certificate of Graduation, and Transcript of Grades (original).

Japan University of Economics

Fukuoka Campus

3-11-25 Gojo, Dazaifu-shi, Fukuoka 818-0197, Japan
School of Japanese Language and Culture

TEL : +81-(0)92-920-5131

FAX : +81-(0)92-921-9831

WEB : <http://www.jue.ac.jp/>

Email : kokusaibu@fk.jue.ac.jp