

ASAHI UNIVERSITY 2024

2024年度 学生募集要項

# 留学生別科 日本語研修課程

Admissions Guide to Japanese Language  
and Culture Course (for Entrance in 2024)

## The Mission of Asahi University

The mission of Asahi University is foster individuals who are rich in sociality and creativity, which are two important elements to open up the international society in the future, and rich in universal human intelligence common to all people.

### About Sociality

The idea of co-existence of human beings faces many problems to be solved, such as a problem of global resource and environment, a labor problem in the aging society, a problem of international economy in advanced countries, and problem of social economy in developing countries. To deal with such problems and to promote prosperity and happiness of human being, Asahi University aims to foster such individuals who have international sense and sociality, and respect harmony.

### About Creativity

Thanks to the dramatic development of science and technology, the human being has obtained material wealth, but this development of science and technology must contribute to the formation of well-round character as well. To harmonize the progress of advanced science and the formation of well-round character, the human being needs to use the creative wisdom.

To attain this goal, Asahi University promotes specialized and comprehensive education and researches with the interdisciplinary cooperation of natural science, human and social science, and other arts.

### About Human Intelligence

As we face the age of highly advanced industrial and information society, our style of living and values has been drastically changing. While we enjoy the sound development of science and technology, we must also control the runaway of such development. In this respect, Asahi University strives to foster new human intelligence to boost humanity as universal ideal to all mankind, to establish individuality, and to construct a harmonious international future society in which human rights and freedom are respected.

## Asahi University's Mission and Goal

Asahi University respects the meanings of the Basic Act of Education and the School Education Act, and aims at the following targets in accordance with the provisions of the Laws.

- 1) Doing educational research on the theory and application of general education, special arts, and sciences, and fostering human resources with intellectual and moral culture.
- 2) In quest of knowledge widely all over the world, aiming at international exchanges of education and scientific research and attaining the purpose of advanced education, thus making improvement in arts, sciences, and culture and contributing to the development of society.

## About Personal Information Protection

### Outline

We fully realize the importance of personal information in the highly telecommunication society. We will follow the laws and norms applicable to protect relevant personal information, and we will handle such information duly and appropriately.

### Definition of Personal Information

Personal Information is defined in Article 2 of the Japanese Act on the Protection of Personal Information.

### Using Personal Information

Personal information submitted in accordance with application requirements is used only for the purpose of executing procedures related to the entrance examination (application, execution, announcement of examination results, admission), pre-entrance study, and school registration.

### Disclosure of Results of Entrance Examinations

We cannot disclose personal information involved in results of entrance examinations in principle. If do so, it will not be beneficial to our university operations.

### Contact Location

If you have any question concerning this, please contact us at the following division:

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Admission and Public Section,  
Asahi University  
1851, Hozumi, Mizuho City, Gifu Prefecture 501-0296  
TEL 058-329-1088 FAX 058-329-1089

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# Admissions Process

## 1 Purpose of Japanese Language and Culture Course

Founded in 2001, the Asahi University Japanese Language and Culture Course aims to teach enough Japanese language to international students who desire to study at undergraduate course of our university and graduate schools in Japan.

This course offers a variety of selective courses such as “Japanese Studies” and “Basic Education” as well as a compulsory course “Japanese Language.” Through these courses, international students can improve understanding of Japanese culture and society to have a fulfilling life in Japan.

Asahi University has the institution of recommending JCLP students rising to undergraduate, aiming at passing the entrance examination of spring and autumn.

## 2 Number of student enrollment and schedule from application to enrollment

### The number of student enrollment is 60

※ However, give priority to admitting students entering school in April.

Term	April Enrollment
Period of Application	September 4, 2023 (Mon.) ~ September 22, 2023 (Fri.) (Needed to arrive by the closing date.)
Screening	[Applicants in Japan] Documents, Interview <October 27, 2023 (Fri.)> [Applicants from abroad] Documents
Announcement of Successful Applicants	November 10, 2023 (Fri.)
Enrollment Deadline	December 1, 2023 (Fri.)
Entrance Ceremony	April 2, 2024 (Tue.)

Term	September Enrollment
Period of Application	April 1, 2024 (Mon.) ~ April 19, 2024 (Fri.) (Needed to arrive by the closing date.)
Screening	[Applicants in Japan] Documents, Interview <May 24, 2024 (Fri.)> [Applicants from abroad] Documents
Announcement of Successful Applicants	May 31, 2024 (Fri.)
Enrollment Deadline	June 21, 2024 (Fri.)
Entrance Ceremony	September 19, 2024 (Thu.)

# Application Procedures

## 1 Applicant Requirements

Applicants must meet the following requirements (1), (2), (3).

- (1) Those who are 18 years of age or more and have completed a 12-year school education course outside Japan (including those who are near completion by March 31, 2024 for April enrollment and by August 31, 2024 for September enrollment) or equivalent, as recognized by the Minister of Education, Culture, Sports, Science and Technology, Japan. Please contact us if 11-year course is normal in your county; the requirement above might be satisfied depending on the county (as recognized by MEXT) or the type of school.
- (2) Those who have entered Japan having their passports, or a certification issued by their government's diplomatic offices and can acquire College Student status.
- (3) Those who can submit any of the following levels of test certificates to prove having a Japanese language proficiency above a certain level (or those who have not taken any of these tests yet but are planning to take any and able to submit a certificate of having learned Japanese for 150 hours or more)

	Name of the test	Score	Executing organization
1	Japanese-Language Proficiency Test	N5 (Grade 4) or higher	Japan Educational Exchange and Services and The Japan Foundation
2	BJT Business Japanese Proficiency Test / JLRT Listening and Reading Comprehension Test (written test)	300 points or higher	The Japan Kanji Aptitude Testing Foundation
3	J.TEST (Test of Practical Japanese)	Certified Level F or higher, or 250 points or higher in the E-F Level Test	Gobun Kenkyusya Co., Ltd.
4	Japanese Language NAT-TEST	Level 5 (former Level 4) or higher	Senmon Kyoiku Publishing Co., Ltd.
5	Standard Test for Business Japanese	350 points or higher	Applied Japanese Language Education Association
6	TOPJ Practical Japanese Language Proficiency Test	"Beginner A" or higher	The Asian Foundation for International Scholarship Interchange
7	J-cert (Certificate of Japanese as a Foreign Language)	Beginner or higher	Japan International Human capital Development Organization
8	JLCT (Japanese Language Capability Test)	JCT1, JCT2, JCT3, JCT4 or JCT5	JCLT Japanese Language Capability Test
9	Practical Japanese Communication Exam Bridge (PJC Bridge)	A+, A-, B+, B-, C+ or C-	Certify Inc.
10	JPT (Japanese Proficiency Test)	315 points or higher	The JPT Japan Executive Committee

## 2 Other Important Information

- (1) Applicants must inform us about your application record of the past for Certificate of Eligibility to Immigration Bureau.
- (2) We do not accept any applications except during the application period.
- (3) We cannot accept any applications with uncompleted documents.
- (4) When any fraud or false is found in your application documents at a later date, your admission of entrance will be cancelled.
- (5) The submitted application documents will not be returned for whatever reason.
- (6) Applicants may be requested to submit additional documents if necessary.
- (7) You cannot apply to our courses if you were enrolled in another institution of Japanese language education within Japan for more than one year.
- (8) Graduates who learn JCLP (Japanese culture and language program) in Japan can't apply it.

### 3 Application Documents

Please attach the Japanese translation (official seal stamped) certified by a public agency or an education agency to documents prepared in a language other than Japanese (Notarization is needed for the translation prepared by a private translation company).

#### A Documents to be prepared by the applicant

Document		Remarks
1	Application for admission (university-specified form)	Please fill out the form in the applicant's own handwriting, either in Japanese or in English. (Be sure to attach your photo.) <ul style="list-style-type: none"> <li>• Applicants who study in specialist school, community college, university, graduate school and who work in enterprises please submit your school attendance certificate or certificate of employment.</li> <li>• Applicants who come to Japan for experience, please attach specific purpose of coming to Japan.</li> <li>• The students who have graduated for more than 5 years please attach the study abroad reasons book written on another piece of paper.</li> </ul>
2	Japanese Learning Background (university-specified form)	Please submit the Japanese learning certification issued by Japanese learning institution. <b>Attach a copy of the test certificate for each test, as shown in the "Applicant Requirements (3)" on page 3.</b>
3	Graduation Certificate (original) or Graduation Letter of the Final School	For Chinese applicants, certificated document issued by a Chinese notary office and its Japanese translation are required. <ul style="list-style-type: none"> <li>• Note: Please submit the copy of graduation certificate in time after graduation when you are expected to graduate.</li> </ul>
4	Transcript of the Final School	Please submit your transcript for all academic years in the school and Japanese translation of the transcript. (For Chinese applicants, certificated document issued by a Chinese notary office and its Japanese translation are required.) <ul style="list-style-type: none"> <li>• Note: Please submit the copy of attainment certificate in time after graduation when you are expected to graduate.</li> </ul>
5	Photos of Applicant (five)	They must be taken within 3 months before the application date (4 cm by 3 cm) Upper front body, without hat, against plain background. Write your name and nationality on the back.
6	Declaration Note for Certificate of Eligibility Grant Application (university-specified form)	Please fill out in the applicant's own handwriting either in Japanese or in English. <b>Please fill out without any errors; the University will make application on behalf of you according to the documents you submit. If you have a passport, submit a copy of the page containing your name, date of birth, nationality, gender, and photograph. If you have an immigration history of entering or leaving Japan, also submit a copy of the page with your immigration stamps. Individuals living outside of Japan who do not have a passport must submit a copy of an identification issued by the government or public agency equivalent to the government.</b>
7	Health Certificate (university-specified form)	Please submit a certificate issued within 3 months before the application date.
8	Oath and Personal Reference Guarantee	

#### B Documents to be prepared by bearer of expenses

( I ) When the applicant's parents or family members will send money for school and living expenses from outside Japan

Document		Remarks
1	Pledge Written by the Sponsor (University-specified form)	Please make out in sponsor's (payer's) own handwriting.
2	Certificate of Bank Balance	Submit a bank certificate balance in sponsor's (payer's) own name, with the amount available in school and living expenses. Explanatory statement including the history of fund formation noted in the certificate of bank balance, and deposit and withdrawal statement for the past three years or a copy of the bank book. The original of certificate of deposit and duplicate of the receipt need to be submitted for China's admission application.
3	Certificate of Employment or Vocational Certificate	Submit an Employment Certificate indicating the location of the company and the name of the representative. If you are a company owner or proprietor, a copy of the "Registration Certificate," the business license or other document which indicates the sponsor (payer) name and the company name.
4	Salary Certificate	Submit documentary evidence supporting sponsor's (payer's) personal income for past 3 years.
5	Certificate of tax payment	Please submit the personal certification materials of tax payment for past 3 years which can certify the payer (remitter) himself.
6	Documentary evidence supporting a parent-child relationship or kinship	Please submit the authentic act copied from Birth Certificate, or Family Registration and Japanese translation file.

(II) When a Japan resident will pay the school and living expenses for the student

Document		Remarks
1	Pledge Written by the Sponsor (university-specified form)	Please sign after filling out in sponsor's own handwriting.
2	Documentary Evidence Supporting Annual Income of the Sponsor for Expenses	Submit one of following documents.
	① Certificate of Municipal & Prefectural Inhabitants Tax	Must state the amount of income and the number of dependent relatives
	② Tax Payment Certificate issued by the tax authorities	(No.1) and (No.2)

(III) If the applicant will pay the school and living expenses by him or herself

Document		Remarks
1	Certificate of Bank Balance	Submit a certificate of bank balance in applicant's own name, with the amount of available in school and living expenses.
2	Salary Certificate or Tax payment Certificate	Submit documentary evidence supporting the applicant's personal income.
3	Certificate related Scholarship Benefits	When you receive a scholarship, submit documentary evidence supporting the amount of money and the period of payment.

#### C Others

- ① Be sure to make photocopies of all the application documents before submission and keep them because submission of their copies might be required at your visa application you would make at Japanese Embassy, etc. after admitted. Please be sure to fill in it with black ink pen or blue ink pen (you must not use pencil or ball-point pen whose words are eliminable to fill in).
- ② **The application form can't be copied double-sided; it can only be copied single-sided.**
- ③ **Please attach Japanese translation to any document not written in Japanese.**
- ④ Documents issued only within past 3 months are acceptable (within past 6 months if issued outside Japan).
- ⑤ If you download a certificate from a website, the school's approval seal has to be put before submission.
- ⑥ The university will apply "Certificate of Eligibility for a Status of Residence" to Nagoya Regional Immigration Bureau on behalf of successful applicants. Please be informed that we will submit some of your application documents for the above application if necessary.
- ⑦ We have no responsibility if your "Certificate of Eligibility for a Status of Residence" is not issued by the Ministry of Justice, which is the responsible authorities.

## 4 Application Fee :

**20,000yen** (Please send money after all application documents have been prepared.)

- (1) Remittances within Japan  
Please send the application fee from your convenient financial institution (excluding post office) by bank transfer to our bank account specified in (3) below no later than the application deadline. And the transfer certification of fee which can certify the money has been remitted is stamped by on the reverse of the application. **The fee charged for cash transfer should be borne by each applicant.**
- (2) Remittances from outside of Japan
  - ① Transfer the application fee of 20,000 yen (Japanese Yen) to a designated account under **the name of the applicant. The fee charged for the cash transfer should be borne by each applicant. We will pay the fee charged at a bank in Japan for the cash transfer from each applicant.**
  - ② Paste a copy of the transfer certification of application fee stamped by on the reverse of the application.
  - ③ Keep the receipt for application fee as your proof. (No need to submit)

- (3) Application Fee transfer account  
Transfer to : The Ogaki Kyoritsu Bank, Hozumi Branch  
(Address : 632-2 Beppu, Mizuho, Gifu. 501-0222 JAPAN)  
Deposit Item : Ordinary deposit  
Account-number : 86596  
The Recipient's : Asahi University educational foundation  
Account Name  
SWIFT code : OGAKJPJT

(4) The application fee, once paid, will not be refunded for any reason.

## 5 How and Where to Submit to your Application

First, ensure that all application documents have been completed. Next, contact Admissions and Public Relations, Asahi University by e-mail. (You will receive a response within one week. If you do not receive a response, inquire by telephone). Then, transfer the application fee to the designated account by the designated date. Enclose all application documents in an envelope and mail it during the application period (must be received at the university by the deadline) or bring it to the Admissions and Public Relations office in person.

### (1) By mail

- ① If posting in Japan, send it by recorded delivery.
- ② If posting from outside of Japan, send by international mail such as Express Mail Service (EMS).
  - \* We will not hold responsibility for problems with mail delivery.
  - \* Be sure to keep copies of documents you submit with you.

### (2) Directly bringing into the Admissions and Public Relations

Monday to Friday 9:00~16:00 Saturday 9:00~12:00  
Closed on Sundays, public holidays.

### (3) Where to Submit your Application

Admission and Public Relations, Asahi University 1851 Hozumi, Mizuho-city, Gifu Prefecture 501-0296  
TEL (058) 329-1088  
E-mail nyuusi@alice.asahi-u.ac.jp

# Selection

## 1 Screening

Selection will be done on the basis of application documents. An interview will be held for applicants in Japan.

## 2 Announcement of Successful Applicants

We will notify you (or the Japanese language teaching institution that plays a coordinating role) of your acceptance or non-acceptance into the Course by written document to be mailed to applicant.  
We cannot answer any inquires, except for the above, such as telephone.

# Enrollment

Accepted applicants should submit required documents, pay tuition and fees, and complete the enrollment procedures according to the posted "enrollment guidance" by the enrollment deadline mentioned below.

## 1 Enrollment Deadline

Each enrollment deadline in April and September is set out in the "enrollment information", which will be delivered to accepted students.

## 2 Tuition and Fees

### (1) Tuition and Fees

#### ① "One-year Course"

Term		Enrollment (April/September)	Second Term	Total
Payment Period		Enrollment Period	(Students Enrolled in April) : September	—
Expenses Items			(Students Enrolled in September) : April	
School Expenses	Admission Fee	100,000 yen	—	100,000 yen
	Tuition	225,000 yen	225,000 yen	450,000 yen
Other Costs	Student Insurance Fee	3,500 yen	—	3,500 yen
Total		328,500 yen	225,000 yen	553,500 yen

※Teaching-materials expense (approx. 10,000 yen per semester) is not included in the tuition fee.

#### ② "One-year-and-a-half Course"

Term		Enrollment (April/September)	Second Term	Third Term	Total
Payment Period		Enrollment Period	(Students Enrolled in April) : September	(Students Enrolled in April) : April	—
Expenses Items			(Students Enrolled in September) : April	(Students Enrolled in September) : September	
School Expenses	Admission Fee	100,000 yen	—	—	100,000 yen
	Tuition	225,000 yen	225,000 yen	225,000 yen	675,000 yen
Other Costs	Student Insurance Fee	3,500 yen	—	1,750 yen	5,250 yen
Total		328,500 yen	225,000 yen	226,750 yen	780,250 yen

※Teaching-materials expense (approx. 10,000 yen per semester) is not included in the tuition fee.

### (2) How to pay Tuition and Fees

#### ① Remittance in Japan

With our specified transfer form filled out completely, transfer the application fee from your convenient financial institution no later than the enrollment deadline.

**The fee charged for the cash transfer should be borne by each applicant.**

#### ② Remittance from outside of Japan

Remit the school expenses and fees (328,500 yen) to our designated account under the name of the applicant no later than the date of the enrollment deadline.

**The fee charged for cash transfer should be borne by each applicant. We will pay the fee charged at a bank in Japan for the cash transfer from each applicant.**

#### ③ Tuition and fees transfer account

Transfer to : The Ogaki Kyoritsu Bank, Hozumi Branch  
 (Address : 632-2 Beppu, Mizuho, Gifu. 501-0222 JAPAN)  
 Deposit Item : Ordinary deposit  
 Account-number : 86596  
 The Recipient's : Asahi University educational foundation  
 Account Name  
 SWIFT code : OGAKJPJT



### 3 Required Documents

(1) 2 documents to confirm the eligibility to stay in Japan ..... 1 of each

- ① A copy of Passport
- ② A copy of resident card (two sides)

※When you applying from outside of Japan, take the necessary procedures soon after your entry to Japan and submit the above 3 documents no later than the entrance ceremony day.

Applicants living in Japan should submit these required documents no later than the enrollment deadline. **In case of any changes in your residential status, period of stay, and address after submitting the above document, you should resubmit renewals as soon as possible.**

(2) "Oath and Personal Reference Guarantee" sent along with "Enrollment Guidance" to successful applicants.

### 4 Other Important Information

(1) We cannot accept uncompleted documents.

(2) **When any fraud or false is found in your enrollment documents at a later date, your admission of entrance will be cancelled.**

(3) In the case where you don't finish all your enrollment procedures after the enrollment deadline, you are regarded as having withdrawn from the admission into our University.

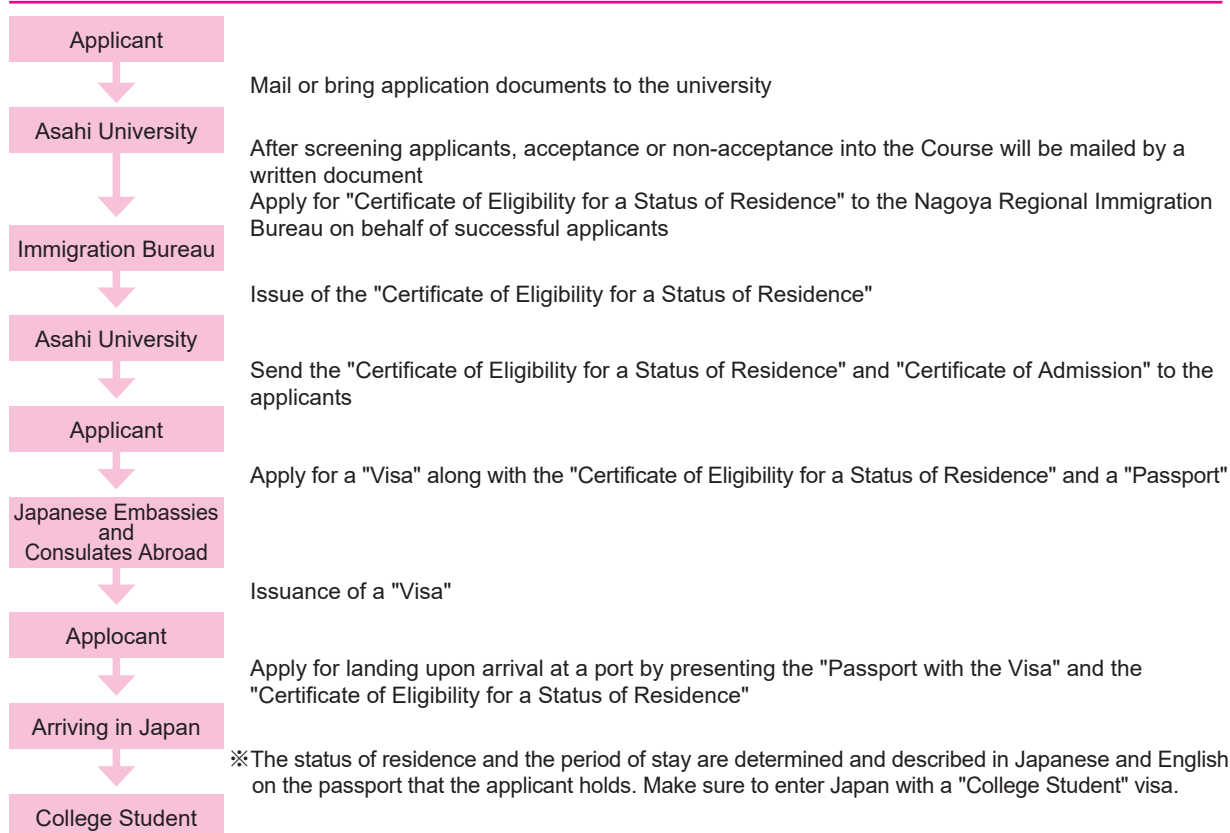
(4) The tuition and fees are non-refundable except as follows: Your Certificate of Eligibility is not issued by the Japanese authorities or you are not permitted to leave your country.

(5) **Any delay of your enrollment procedures should be informed us during the enrollment period. We cannot accept any delay unless you inform us of the reason before the enrollment deadline.**

# Entry into Japan with "Certificate of Eligibility for a Status of Residence"

You need to have a "Certificate of Eligibility for a Status of Residence" and a "Visa" to enter Japan for the purpose of study. We will file applications for "Certificate of Eligibility for a Status of Residence" which is needed to obtain a "visa" at the Nagoya Regional Immigration Bureau on behalf of successful applicants. When you don't have a passport, you should get one according to the process of your country soon after you are notified of your acceptance into our Course. Each applicant already living in Japan should pursue the necessary procedures to change the status of residence, the period of stay, or the address, if necessary.

## Process Chart from Application to Entrance into Japan



### 【 Date of Arrival in Japan 】

New students must arrive in Japan before the following date respectively; otherwise they will not have sufficient days of attendance required for regular examinations.

- April enrollment : April 15
- September enrollment : October 15

# Annual Events for Asahi University

## Japanese Language and Culture Course (JLCC) Students

April	May	June	July	August	September
Entrance ceremony in spring 1st semester class start	New student welcome party	1st semester midterm exam Off-campus training EJU (*2)	JLPT (*1) 1st semester final exam	Summer vacation	Completion ceremony in fall Entrance ceremony in fall 2nd semester class start
October	November	December	January	February	March
Asahi Festival New student welcome party	EJU (*2)	2nd semester midterm exam JLPT (*1)		2nd semester final exam	Completion ceremony in spring

For \*1 and \*2, refer to page 11.

## Life Information

### 1 Housing

After enrolling at the university, you are required to live in a dormitory designated by the university.

Furniture and fixtures in dormitory rooms (All rooms are single occupancy):

Desk, chair, bed, refrigerator, air conditioner, bathroom and toilet, curtain, futon bedding set

\*Shared washing machine

Dormitory fees and other expenses at entry

Rent 30,000 X 3 mon.	90,000 yen
Management fee (one time)	10,000 yen
Futon bedding set	5,000 yen
Total	105,000 yen

Pay monthly rent of 30,000 yen at the Service Section in Asahi University Bldg. No. 3 from the 4th month.

Utility expenses (gas and water) are to be paid by each student

Living expenses, including rent and utilities, will be approximately 70,000 to 100,000 yen per month.

### 2 Scholarship

Scholarship is available for JLCC students who achieved specially excellent results in the first semester following the entrance into JLCC and are physically and mentally in good health, having a good character.

- Recipients of Asahi University Japanese Language and Culture Course Scholarship  
50,000 yen/month (for 6months)

# Insurance and Medical Care

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## 1 National Health Insurance

Foreigners who stay in Japan for 3 months or longer are obliged to buy Japanese National Health Insurance (NHI). The insured who gets medical care and/or prescription of medication only has to pay 30% of the actual medical cost because of the support of NHI system for the remaining 70% of the cost.

## 2 Medical care cost support system (a system unique to Asahi University)

Students who get medical care in Asahi University Medical and Dental Center located on campus and apply for a refund thereafter may get a refund of the total cost paid at the facility for the medical care covered by NHI. Even if students get medical care not covered by NHI, 50% of the total cost paid at the facility may be refunded.

This medical care cost support is applicable to the medical care given to Asahi University students (including JLCC students) in any of the following three medical facilities of Asahi University:

- Asahi University Medical and Dental Center
- Asahi University Hospital
- PDI Dental Clinic at Gifu

# Information of Japanese-Language Proficiency Test and other exam

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After enrollment, JLCC students take the following examinations to check their achievement in Japanese language learning.

- Japanese-Language Proficiency Test (JLPT) (\*1)  
To be taken every July and December. Required test fee: 7,500 yen (as of April 1, 2023)
- Examination for Japanese University Admission for International Students (EJU) (\*2)  
To be taken every June and November. Required test fee: 10,000 yen for 1 subject of Japanese language learning; or 18,000 yen for 2 or more subjects (as of April 1, 2023).

# 書類チェック表

## Document Checklist

国籍・地域

志願者氏名

Nationality/Region \_\_\_\_\_

Name of Applicant \_\_\_\_\_

同封した書類等の確認のため必要箇所に√印をつけてください。(日本語以外で作成されている書類には、必ず日本語訳をつけてください。)

Please check the "enclosed" boxes of the documents you enclosed and make sure they are correct.

(Documents prepared in a language other than Japanese must be submitted with a Japanese translation.)

A 入学志願者本人が用意する書類 Documents to be prepared by the new student		同封 Enclosed	事務確認欄 (記入しないこと) Official Use (leave blank)
記入例→ Example→		✓	
1	入学願書【本学所定用紙】 Application for Admission (University-specified form)		
2	日本語学習歴【本学所定用紙】 Japanese Learning Background (University-specified form) 日本語能力試験N5(日本語学習時間150時間)相当以上の日本語能力を有することを証明できる書類 A Copy of a Japanese capability of at least JLPT N5 (150 hours of Japanese learning time)		
3	最終出身学校(高等教育機関)の卒業証明書または卒業見込み証明書 Graduation Certificate or Graduation Letter of the Final School (high school or higher educational institution, etc.) 最終出身学校(高等教育機関)の卒業証明書または卒業見込み証明書の日本語訳 ※公的機関または教育機関の証明(公印は押されている)による日本語訳をつけてください。 (民間の翻訳会社による翻訳には公証が必要です。) Japanese Translation of Graduation Certificate or Graduation Letter of the Final School (high school or higher educational institution, etc.) ※Please attach the Japanese translation (official seal stamped) certified by a public agency or an education agency (Notarization is needed for the translation prepared by a private translation company).		
4	最終出身学校(高等教育機関)の成績証明書 Final School (high school or higher educational institution, etc.) Transcript 最終出身学校(高等教育機関)の成績証明書の日本語訳 ※公的機関または教育機関の証明(公印は押されている)による日本語訳をつけてください。 (民間の翻訳会社による翻訳には公証が必要です。) Japanese Translation of the Final School (high school or higher educational institution, etc.) Transcript ※Please attach the Japanese translation (official seal stamped) certified by a public agency or an education agency (Notarization is needed for the translation prepared by a private translation company).		
5	写真【5枚】 Photos (five pieces)		
6	在留資格認定証明書交付申請に係る申告票【本学所定用紙】 およびパスポートの写しと身分証明書の写し Declaration Note for Authorization of Resident Eligibility Grant Application (university-specified form) and Copy of Passport and ID		
7	健康証明書【本学所定用紙】 (裏面に入学検定料振込通知書または振込受付証明書の写しを貼付してください。) Health Certificate (university-specified form) (Paste a copy of the cash transfer notification (or certification) of application fee on the reverse.)		
8	誓約書・身元保証書【本学所定用紙】 Oath and Personal Reference Guarantee		

B 経費支弁者に用意してもらう書類 Documents to be prepared by bearer of expenses		同封 Enclosed	事務確認欄 (記入しないこと) Official Use (leave blank)
	記入例→ Example→	✓	
1	経費支弁書【本学所定用紙】 Pledge Written by a Sponsor (university-specified form)		
(I) 国外から学費・生活費を送金する場合 When the school and living expenses are transferred from outside Japan			
	預金残高証明書の原本(中国の場合は存款証明(原本)及び存単(コピー)) Bank Balance Certificate (The original of certificate of deposit and duplicate of the receipt need to be submitted for China's admission application.)		
	経費支弁者の在職証明書又は職業証明書 Employment Certificate or Vocational Certificate of the Sponsor for Expenses		
	経費支弁者の給与支払証明書および納税証明書 (Salary Certificate and Tax Payment Certificate of the Sponsor for Expenses)		
	親子関係、親族関係証明の公証書(出生証明書、戸籍一覽) Notarized Documentary Evidence Supporting a Parent-child Relationship or Kinship (Birth Certificate and Family Registration)		
(II) 日本在住者が学費・生活費を支弁する場合 When a resident in Japan will pay the school and living expenses for the student			
2	年間所得額証明書 Documentary Evidence Supporting Annual Income 市町村県民税証明書もしくは税務署発行の納税証明書 Certificate of Municipal & Prefectural Inhabitants Tax, or Tax Payment Certificate Issued by the Tax Authorities		
(III) 志願者本人が学費・生活費を支弁する場合 When the applicant will pay the school and living expenses by him or herself			
	預金残高証明書 Bank Balance Certificate		
	給与支払証明書又は納税証明書 Salary Certificate or Tax Payment Certificate		
	奨学金の給付に関する証明書 Certificate Related Scholarship Benefits		

# 朝日大学留学生別科入学願書

Application for Admission to Asahi University Japanese Language and Culture Course

※入学願書は志願者本人が日本語または英語で記入してください。

※Applications should be written either in Japanese or in English.

## 1. 志願者情報

### Applicant Information

氏名 Name	姓 (Family Name)	名 (First Name Middle Name)		写真 4cm×3cm Photo 4cm×3cm  Paste your full faced photo taken within the past 3 months. Describe your full name in block on the reverse.	
	カタカナ (Phonetic Reading in Katakana)				
	漢字 (In Chinese Characters)				
	ローマ字 (In Roman Letters)				
国籍・地域 Nationality/Region					
生年月日 Date of Birth	年 (Year)	月 (Month)	日 (Day)	年齢 Age	歳 Years old
性別 Sex	<input type="checkbox"/> 男 Male	<input type="checkbox"/> 女 Female	配偶者の有無 Marital Status	<input type="checkbox"/> 未婚 Single	<input type="checkbox"/> 既婚 Married
出生地 Place of Birth					
住所 Address	※書類を送付しますので正確に記入してください。(日本語または英語のみ) ※We will send the documents to you. So please fill them out accurately (either in Japanese or in English).				
電話 Tel			携帯 Mobile		
ファックス Fax			E-mail		
旅券 Passport	番号 (Number)	有効期限 (Date of expiration)	年 (Year)	月 (Month)	日 (Day)
入学希望コース Entrance Course	<input type="checkbox"/> 1年 One-year <input type="checkbox"/> 1年半 One-year and half				

## 2. 緊急連絡先

### Emergency Contact

(注) 父親や母親またはこれに代わる方を記入してください。

Note: Write your father, mother, or alternative.

氏名 Name			出願者との関係 Relationship of the applicant	
年齢 Age		住所 Address		
電話 TEL			ファックス FAX	
携帯 Mobile			E-mail	

3. 家庭状況

Family Background

氏名 (Name)	続柄 (Relationship)	生年月日 (Date of Birth)	職業 (Occupaiton)	住所 (Address)
	父 (Father)	年 月 日 (Y) (M) (D)		
	母 (Mother)	年 月 日 (Y) (M) (D)		
		年 月 日 (Y) (M) (D)		
		年 月 日 (Y) (M) (D)		
		年 月 日 (Y) (M) (D)		
		年 月 日 (Y) (M) (D)		

※不備書類等の連絡先、通知文書を送付の際の連絡先となりますので、正確に記入してください。

※Fill out accurately, we will contact you at the address or numbers given above when necessary.

4. 学歴

Educational Background

(注) 必ず小学校から始めて、通学したすべての学校を記入してください。

Note:List all the schools you have attended in chronological order, starting with elementary education.

	学校名 Name of the School	在籍状況 Enrollment status	在学期間 Period of attendance	学位 Diploma or Degree
①小学校 Elementary School	学校名(Name) 所在地(Location)		( ) , ( ) 年 Year, 月 Month, から to, ( ) , ( ) 年 Year, 月 Month,	年 Year
②中学校 Junior high School	学校名(Name) 所在地(Location)		( ) , ( ) 年 Year, 月 Month, から to, ( ) , ( ) 年 Year, 月 Month,	年 Year
③高等学校 Senior high School	学校名(Name) 所在地(Location)	<input type="checkbox"/> 卒業(Graduated) <input type="checkbox"/> 卒業予定(Expected to graduate)	( ) , ( ) 年 Year, 月 Month, から to, ( ) , ( ) 年 Year, 月 Month,	年 Year
④大学 University	学校名(Name) 所在地(Location)	<input type="checkbox"/> 卒業(Graduated) <input type="checkbox"/> 在学中(In school) <input type="checkbox"/> 中退(Withdrawal) <input type="checkbox"/> 休学中(Temporary absence) <input type="checkbox"/> 卒業予定(Expected to graduate)	( ) , ( ) 年 Year, 月 Month, から to, ( ) , ( ) 年 Year, 月 Month,	年 Year <input type="checkbox"/> 有 Yes <input type="checkbox"/> 無 No
⑤大学院 Graduate School	学校名(Name) 所在地(Location)	<input type="checkbox"/> 卒業(Graduated) <input type="checkbox"/> 在学中(In school) <input type="checkbox"/> 中退(Withdrawal) <input type="checkbox"/> 休学中(Temporary absence) <input type="checkbox"/> 卒業予定(Expected to graduate)	( ) , ( ) 年 Year, 月 Month, から to, ( ) , ( ) 年 Year, 月 Month,	年 Year <input type="checkbox"/> 修士 Master <input type="checkbox"/> 博士 Doctor
⑥その他 Other Institution	学校名(Name) 所在地(Location)	<input type="checkbox"/> 卒業(Graduated) <input type="checkbox"/> 在学中(In school) <input type="checkbox"/> 中退(Withdrawal) <input type="checkbox"/> 休学中(Temporary absence) <input type="checkbox"/> 卒業予定(Expected to graduate)	( ) , ( ) 年 Year, 月 Month, から to, ( ) , ( ) 年 Year, 月 Month,	年 Year
以上を通算した全学校教育修学年数 (Total of the schooling years mentioned above)		年 (Years)		



5. 日本語学習歴

Japanese Language Educational Background

(なければ、「無」を記入してください。)(If there is none, fill in 'N/A')

学校名 Name of School	学校住所 Address of School	在学期間 Period of Attendance	総学習時間 Total Hours
		( )年 year, ( )月 month から to ( )年 year, ( )月 month	
		( )年 year, ( )月 month から to ( )年 year, ( )月 month	
日本語能力試験 Japanese Language Proficiency Test		級合格 level passed _____ points	<input type="checkbox"/> 未受験 Never Taken
実用日本語検定 (J.Test) Test of Practical Japanese (J.Test)		級合格 level passed _____ points	<input type="checkbox"/> 未受験 Never Taken
日本語NAT-TEST The Japanese Language NAT-TEST		級合格 level passed _____ points	<input type="checkbox"/> 未受験 Never Taken
その他 Others			

6. 職歴・その他 (学校卒業から今日までの経緯、兵役も記入してください。)

Occupational Experience (List all the jobs you have held up to and including the present, including military service)

職場名 Name of Company or Employer	所在地 Location	職務内容 Type of Work	期間 Period of Employment
			年 月 Year Month ~ 年 月 Year Month
			年 月 Year Month ~ 年 月 Year Month
			年 月 Year Month ~ 年 月 Year Month
			年 月 Year Month ~ 年 月 Year Month

7. あなたはどのようにして朝日大学を知りましたか。

How did you know Asahi University?

<p>-----</p> <p>-----</p> <p>-----</p> <p>-----</p>
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# 経費支弁書

## Pledge Written by the Sponsor

朝日大学 学長 殿

To: The president of Asahi University

志願者氏名 Name of Applicant	性別 Sex	男 Male	・ /	女 Female
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生年月日 Date of Birth	年 Year	月 Month	日 Day	国籍・地域 Nationality/Region
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私は、この度、上記の者の朝日大学在籍中の経費支弁者になりましたので、  
下記のとおり経費支弁の引受け経緯を説明するとともに、経費支弁について誓約します。

I hereby become the sponsor for the person above while he/she is a student of Asahi University and am explaining the background for becoming the sponsor and declaring about the payment of the cost as follows.

### 記

#### 1. 経費支弁の引受け経緯

(申請者の経費の支弁を引き受けた経緯及び申請者との関係について具体的に記載してください。)

Describe the background of becoming the sponsor

(the reasons to become the applicant's sponsor and the relationship with the applicant in a tangible way.)

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#### 2. 経費支弁内容

Details of cost payment

私 \_\_\_\_\_ は、上記の者の朝日大学在籍中について、下記のとおり経費支弁することを誓約します。  
また、上記の者が在留期間更新許可申請を行う際には、送金証明書又は本人名義の預金通帳(送金事実、経費支弁事実が記載されたもの)の写し等で、生活費等の支弁事実を明らかにする書類を提出します。

I (name) \_\_\_\_\_ declare to pay the cost concerning the above mentioned person's stay in Asahi University as follows. Also, when the above mentioned person make an application for renewal of the period of stay, I will submit the documents to prove the payment for living costs such as the copy of remittance certificate or a bank book under my name (where the fact of remittance and cost payment is recorded).

(1) 学費 (半年ごと・年間) Tuition: (Half-yearly / Yearly)	円 yen	(2) 生活費 (月額) Living cost: (Monthly amount)	円 yen
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(3) 支払方法 (送金・振込等支弁方法を具体的にお書きください)

Method of Payment (Write down actual paying method such as remittance, transfer etc.)

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#### 3. 経費支弁者について

Information of Sponsor

経費支弁者氏名 Name of Sponsor	年収 Annual Income
----------------------------	---------------------

住所 Present Address	電話番号 Phone Number
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職業 (勤務先の名称) Occupation (Place of employment)	勤務先電話番号 Phone Number
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志願者との関係

Relationship with the applicant

日付 Date	年 Year	月 Month	日 Day	氏名(署名) Name(Signature)
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# 在留資格認定証明書交付申請に係る申告票

## Declaration Note for Authorization of Resident Eligibility Grant Application

この書類を元に、名古屋出入国在留管理局に在留資格認定証明書の交付申請を行います。虚偽のないよう、記入してください。

According to the form, the university will apply for Authorization of Resident Eligibility to Nagoya Regional Immigration Bureau on behalf of the student. Complete it correctly without any errors.

1. 氏名 姓 名  
Name Family Name Given Name

2. 査証申請予定地 (母国でビザ申請する都市名)  
Intended place to apply for Visa(Name of the city where you apply for a visa in your home country)

3. 日本への過去の入国歴 有・無 ( 回) 直近の出入国歴 年 月 日 ~ 年 月 日  
Have you previously entered Japan Yes・No ( Times) Most recently Year Month Day ~ Year Month Day

4. 「在留資格認定証明書」の申請歴  
Have you ever applied for an Authorization of Resident Eligibility?

在留資格認定証明書の申請歴 Have you ever applied for a Certificate of Eligibility	在留資格申請時期 Application Date for the Residence Status	申請した入国管理局 Japanese Immigration Bureau you applied	在留資格 Residence status	交付／不交付 Issued/Denied	入国年月日／出国年月日 Date of Entry, Date of Departure
<input type="checkbox"/> 無 No	年 月 year month		<input type="checkbox"/> 就学 Precollege Student	<input type="checkbox"/> 交付 ( 年 月 日) Issued year/month/day	入国 Entry  年 月 日 year/month/day
<input type="checkbox"/> 有 Yes			<input type="checkbox"/> 留学 College Student	<input type="checkbox"/> 不交付 ( 年 月 日) Denied *1 year/month/day	
			<input type="checkbox"/> 家族滞在 Dependent	<input type="checkbox"/> 取下げ ( 年 月 日) Withdrawal year/month/day	出国 Departure  年 月 日 year/month/day
			<input type="checkbox"/> 短期滞在 Temporary Visitor	<input type="checkbox"/> 不使用 Not used	
			<input type="checkbox"/> その他 ( Others )		

※1 「在留資格認定証明書」不交付であった場合は、下記に理由を記入してください。  
If you have been denied by Authorization of Resident Eligibility enter the reason below.  
理由: Reason: \_\_\_\_\_

5. 強制退去又は出国命令による出国の有無  
Do you have the experience of deportation or being ordered to leave the country?  無 No  有 Yes  
上記で「有」を選択した場合 回数 \_\_\_\_\_ 回 直近の送還歴 \_\_\_\_\_ 年 月 日  
If there is the time of choosin "Yes" Number of times The last time of deportation experience year month day

6. 犯罪を理由とする処分を受けたことの有無 (日本国外を含む)  
Have you ever been subjected to punishment because of criminal matters (including in Japan)?  
 無 No  有 Yes ( 内容: \_\_\_\_\_ )

7. 経歴(直近5年の職歴及び学歴(高等学校卒業以降のものに限る)を記入)  
Personal history(Work experience and educational background for the last 5 years (limited to those after graduating from senior high school))

始期 Start	終期 Finish	経歴 Personal history	始期 Start	終期 Finish	経歴 Personal history
年 Year	月 Month	年 月 Year Month	年 Year	月 Month	年 月 Year Month

8. 日本国内に親族(父・母・兄弟姉妹・配偶者)などがいる場合は記入してください(勤務先・通学先は必ず日本語で書いてください)。  
Fill out if you have relatives (father, mother, siblings, and spouse) in Japan.

続柄 Relationship	氏名 Name	生年月日 Date of Birth	国籍・地域 Nationality/Region	勤務先名称・通学先名称 Place of Employer/School	在留カード番号 Residence Card number 特別永住者証明書番号 Special Permanent Resident Certificate number	同居予定 Live together or not
		年 月 日 year/month/day				
		年 月 日 year/month/day				

9. パスポート又は身分証明書のコピーを添付してください。  
Submit copy of passport or ID

10. 申請内容の確認のため、直接連絡をすることがあります。志願者本人のメールアドレスを記入してください。  
We might directly contact you to confirm the content of application. Please fill out the applicant's email address.  
E-mail: \_\_\_\_\_

# 健康証明書

## HEALTH CERTIFICATE

志願者氏名

Name of Applicant

性別

Sex

生年月日

Date of Birth

検診年月日

Date of Examination

1 計測

Measurement

身長

Height

cm

体重

Weight

kg

2 視力

Eye Sight

裸眼

Without Glasses

矯正

Correction

色覚異常の有無

Color Blindness

3 聴力

Hearing

右

Right

右

Right

左

Left

左

Left

4 血圧

Blood Pressure

m/Hg

~

m/Hg

5 脈拍

Pulse Rate/ min

/min

6 胸部X線検査

Chest X-ray

施行日

Date

所見

Findings

7 検尿

Urinalysis

施行日

Date

蛋白質

Protein

血尿

Occult Blood

ブドウ糖

Glucose

鏡検所見

Microscopic

8 総括的健康状態 (○を付けること)

General state of physical condition (Circle the appropriate one)

優

Excellent

良

good

可

Fair

不良

Poor

9 今後引き続き又はさらに精密な検査あるいは治療を必要とする場合は必要事項を記入すること。

If there is any need for further and/or follow-up observation and/or treatment, specify.

10 家族病歴に特記すべき事項があれば記入すること。

If there is any significant matter in family medical history, specify.

11 備考

Remarks

医療機関名

Name of Medical Facility

医師名

Signature of Physician

医療機関所在地

Address of Medical Facility

診断日

Date of Report

# 誓約書・身元保証書

受験番号

## Oath and Personal Reference Guarantee

記入日 年 月 日

[DATE]

朝日大学長 殿

To: President Asahi University

〈本人〉

- 私は、貴大学留学生別科日本語研修課程に入学を許可された上は、学則及び別科規程等諸規則並びに教育方針・指導方針等を固く守り、学生としての本分に反しないことを誓います。また、日本国の法律と規則を遵守し、在留資格外の活動を行いません。これに違背した場合は、いかなる処分を受けても異議のないことを誓約いたします。
- 私は、貴大学留学生別科日本語研修課程が私の個人情報(学籍、履修、成績等)を取り扱うに当たっては、修学指導上の目的において身元保証人に対し開示することに同意いたします。

Applicant:

- I solemnly swear that, if I am permitted to enroll in the Japanese Language and Culture Course at Asahi University, I will faithfully fulfill my obligations as a student, strictly abiding by all applicable regulations, including the University Regulations and the regulations of the Japanese Language and Culture Course, as well as the educational and guidance policies of the University. I further swear that I will strictly abide by the laws and regulations of Japan and will refrain from engaging in any activities not permitted by my status of residence in Japan.  
I further swear that, if I violate my oath as above, I will have no objection to any penalty arising as a result of said violation.
- I agree that the Japanese Language and Culture Course at Asahi University can disclose my personal information (school registration, course completion history, grades, etc.) to the Guarantor during the course of my education and guidance.

本人署名

Name of applicant \_\_\_\_\_

本人現住所

Address of applicant \_\_\_\_\_

〈身元保証人〉

私は、上記の者が貴大学留学生別科日本語研修課程に在学中、上記の誓約を守らせ、これに反する在学中の行為について、身元保証人である私が責任を負うとともに、学費・諸納付金及び本人が貴大学に対して負担する故意又は過失による賠償金については、本人と連帯して支払い、貴大学にご迷惑をおかけしないことを保証いたします。

Guarantor:

I guarantee that, during the Applicant's attendance of the Japanese Language and Culture Course at Asahi University, I will hold the Applicant to his/her oath as above; that, as Guarantor of the Applicant, I will take responsibility for any violations of said oath during the Applicant's attendance of said Japanese Language and Culture Course, and will jointly pay tuition and other costs and any reparations arising from any actions by the Applicant that impose a burden upon Asahi University or any losses caused by the Applicant to Asahi University; and that the Applicant will cause no trouble or inconvenience to Asahi University.

身元保証人署名 \_\_\_\_\_

Name of Guarantor

本人との関係 \_\_\_\_\_

Relationship to the Applicant

生年月日(西暦) \_\_\_\_\_ 年 月 日

Date of birth

国籍 \_\_\_\_\_

Nationality

職業 \_\_\_\_\_

Type of business

身元保証人現住所 \_\_\_\_\_

Address of Guarantor

電話 \_\_\_\_\_ ( )

Telephone number

勤務先名称 \_\_\_\_\_

Place of employment

勤務先 電話 \_\_\_\_\_ ( )

Telephone number

【注意事項】

- 身元保証人は、父、母、独立の生計を営む成年者とします。
- 住所欄は記入時の住所を記入してください。
- 学費・諸納付金及び賠償金の極度額は、以下のとおり、留学生別科規程で定められた学費(入学金を除く。)を限度とします。  
1年コース極度額(学費):45万円 1年半コース極度額(学費):67万5千円
- 別科規程等諸規則は大学公式ホームページから確認することができます。

Notes:

- The Guarantor must be a parent or guardian of the Applicant or a person commensurate therewith and is an adult conducting an independent livelihood.
- In the Address of Guarantor space, please indicate your address at the time of writing.
- The amount of reparations of tuition and other costs, if any, is limited to tuition payable by the student as determined by the Japanese Language and Culture Course as below.  
One-year Course : ¥450,000 One-year-and-a-half Course : ¥675,000
- The regulations of the Japanese Language and Culture Course and other regulations can be confirmed on the official website of Asahi University.



朝日大学 入試広報課

〒501-0296 岐阜県瑞穂市穂積1851

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**FAX** 058-329-1089

✉ [nyuusi@alice.asahi-u.ac.jp](mailto:nyuusi@alice.asahi-u.ac.jp)