

## 2018 Nanzan University Screening Procedures for International Student Admissions

— APRIL ENTRY —

### 1. Nanzan University's 3 policies

At Nanzan University, with the motto of "For Human Dignity," all faculties and departments have a Diploma Policy (covering the conferring of degrees), a Curriculum Policy (covering the content and implementation of educational programs), and an Admissions Policy (covering the enrollment of students). These three policies for all faculties and departments are available on the following webpage:

<http://www.nanzan-u.ac.jp/Dept/policy.html> (Only in Japanese)

### 2. Name of department and available places

Department of Policy Studies, Faculty of Policy Studies

A limited number of places are available.

### 3. Applicant qualifications

Applications for admission as an international student to the undergraduate program of Nanzan University shall be accepted subject to the fulfilment of the following conditions:

1. The applicant shall be a foreign national whose education has primarily been undertaken overseas and shall be in possession of a valid passport or other such official travel documentation that will allow entry to Japan subject to the acceptance of an offer of admission to the University or shall already have been granted entry to Japan. One of the following shall also apply:
  - ① As a rule, the applicant shall have completed or shall be expected to have completed twelve years of school education overseas as of 31 March 2018. The applicant who meets either of the following requirements shall be recognized as equivalent to the above:
    - (a) The applicant who shall have passed the official verification examination, conducted in the foreign country where he/she was educated, that proves the academic ability equivalent to completion of twelve years of school education, and shall have reached the age of 18 by 1 April 2018.
    - (b) The applicant who shall have graduated from a school which corresponds to secondary school in Japan completing at least eleven years of regular school education, and shall have obtained qualifications for entry to university in that country. (\*)
      - (\*) Please be sure to inquire Office of the Center for International Affairs in advance in case your applicant qualification comes under 1①(b).
  - ② The applicant shall be recognized by the University as having fulfilled the equivalent of the conditions set out in ① above.
  - ③ The applicant shall meet any of the following criteria:
    - (a) The applicant shall have obtained the International Baccalaureate Diploma awarded by the International Baccalaureate Organization (IBO) and shall have reached the age of 18 by 1 April 2018.

- (b) The applicant shall have obtained the qualification of Abitur at a level that satisfies university entry requirements in the Federal Republic of Germany and shall have reached the age of 18 by 1 April 2018.
  - (c) The applicant shall have obtained the qualification of baccalauréat at a level that satisfies university entry requirements in the Republic of France and shall have reached the age of 18 by 1 April 2018.
  - (d) The applicant shall have passed at least two subjects of the GCE (General Certificate of Education) Advanced level that satisfies university entry requirements in the United Kingdom of Great Britain and Northern Ireland, and shall have reached the age of 18 by 1 April 2018.
2. The applicant shall be studying English at secondary school if not a native speaker of English.

#### 4. Documents for submission

- (1) Photograph card, student admissions card, admissions procedures fee card. (cf. Form 1)  
N.B. Photographs should have been taken within three months of application, should show the full face and shoulders, and should have the applicant's name and the department applied to clearly indicated on the back. Four identical photographs (4 cm high x 3 cm wide) are required.
- (2) Application form, to be completed by the applicant. (cf. Form 2)
- (3) Certificate of senior high school graduation (or successful completion of equivalent secondary education) or official statement indicating that graduation or successful completion is expected, to have been issued within six months of application.
- (4) A transcript of the applicant's grades for each year of senior high school or the equivalent thereof. Proof that the applicant is currently studying the English language if not a native speaker of English.
- (5) If the applicant has studied Japanese, a transcript of the applicant's grades.
- (6) Financial statement and bank statement. (cf. Form 3)  
\* Please provide proof of capability to pay the cost of studying in Japan, eg. bank statement or income statement etc. from the person providing financial support. [Minimum balance required in the account: 1.3 million yen]
- (7) Two copies of a confidential reference. (cf. Form 4)
- (8) Two essays on prescribed topics, written in Japanese or English. (cf. Forms 5 & 6)
- (9) Details of extracurricular activities undertaken and documentary evidence in support thereof where an applicant has taken active part in specific extracurricular activities such as volunteer work, internships, speech contests, or individual research projects. (cf. Form 7)
- (10) Admissions procedures fee: 14,000 Japanese yen.  
(Remittance checks in yen to be made payable to Nanzan University)
- (11) The enclosed envelope for the return of the student admissions card, with the applicant's name and postal address filled in.
- (12) The enclosed address label (for attachment to the letter of notification), with the applicant's name and postal address filled in.

Please note the following:

- \* Documents prepared in any language other than English or Japanese shall be accompanied by an English or Japanese translation certified by an embassy or other such government office.
- \* Documentation submitted during the application process may be used for reference purposes for supervision and guidance after entrance procedures have been completed.

The applicant specified below should submit the following documents together with (1) ~ (12):

- Those who meet admission criteria 1①(b)  
Certificate which verifies a passing grade in the official examination in the country in question.
- Those who meet admission criteria 1③(a)  
A copy of the International Baccalaureate certificate and an academic transcript covering the final examinations for six subjects.
- Those who meet admission criteria 1③(b)  
A copy of your certificate proving your qualification to enter a normal university.
- Those who meet admission criteria 1③(c)  
A copy of the Baccalauréat certificate and an academic transcript.
- Those who meet admission criteria 1③(d)  
Your GCE grades certificate (that verifies that the applicant has passed at least two subjects).
- The applicant who has other certificates for university entrance such as SAT, GCE, etc.  
An original test results  
\*Nanzan University's registration code is 3067 when directly sending SAT score.

In addition to the documents stipulated above, please submit the following, where applicable, for internal reference purposes:

- \* A transcript of the applicant's results in the Examination for Japanese University Admission for International Students (EJU).
- \* Results of any TOEFL or IELTS examinations taken.
- \* A score evaluation certificate for a standardized test for university entrance administered by the government.

## **5. Admissions procedures fee**

The fee is 14,000 Japanese yen (non-refundable).

(Remittance checks in yen to be made payable to Nanzan University)

## **6. Period for submission of documents**

All necessary documentation must be submitted between Wednesday, 1 November and Wednesday, 8 November 2017. (Applications will not be accepted after 9 November.)

- (1) Documentation shall be sent by registered mail addressed to Office of the Center for International Affairs at Nanzan University.
- (2) Please note that any documents sent to the University will not be returned.

## **7. Screening procedures**

Screening shall be carried out on the basis of the documents submitted.

## **8. Announcement of results**

- (1) A list of the examination registration numbers of successful applicants shall be posted to the Nanzan University main Japanese Web site from 1 p.m. Japan Standard Time (GMT +0900) on Friday, 1 December 2017 (follow the links from the Japanese home page via <http://www.nanzan-u.ac.jp>).
- (2) Notification of results shall be sent by post to the applicant on the day of the announcement of results as indicated in (1) above.
- (3) Nanzan University is not in a position to respond to direct inquiries regarding entrance examination results as a matter of policy.

## 9. Admissions procedures

- (1) The period for the carrying out of admissions procedures is from Monday, 4 December to Friday, 8 December 2017. (Mail must be postmarked no later than 8 December.)
- (2) Documents required for admissions procedures shall be enclosed with the letters of notification sent out on Friday, 1 December 2017.
- (3) Please note carefully that unless the necessary procedures are completed during this period, qualification for admission to the University shall be forfeited.
- (4) Student fees for 2018 are as follows:

Undergraduates	At time of enrollment	Fall Semester	Total
Policy studies	764,000 yen	464,000 yen	1,228,000 yen

### Notes

1. The level of tuition fees beyond the 2019 academic year is subject to an annual review that takes into account external factors such as the consumer price index, the University's plans for improving the conditions under which education and research are carried out and the economic situation in general.
2. In addition to what is indicated on the chart above, there is also student insurance, the Kōenkai enrollment fee and membership semester fee plus various costs related to the Alumni Association to be paid. Please refer to the "Enrollment Guidelines" provided for successful applicants to confirm the specific amounts to be paid.
3. Tuition fees and facilities fees are subject to a 50% reduction in the case of international students recognized by the University as being self-financed or as having an affiliation with a Catholic monastic institution or similar institution.
4. Applicants residing overseas who will pay student fees from outside Japan are required to pay 3,000 yen as an overseas remittance bank handling fee.

Please direct all mail and any inquiries to:

Office of the Center for International Affairs

Nanzan University

18 Yamazato-cho, Showa-ku, Nagoya 466-8673, Japan

Phone: +81 (52) 832-3123

Fax : +81 (52) 832-5490

E-mail: [intl-office@nanzan-u.ac.jp](mailto:intl-office@nanzan-u.ac.jp)

<http://www.nanzan-u.ac.jp/>

Office Hours: Monday to Friday, 09:00~17:00 (GMT +0900)