

HEALTH AND ACCIDENT INSURANCE

For the safety and welfare of our international students, Nanzan requires all full-time students to join the Japan National Health Insurance (JNHI) program and the Accident Insurance for Student Education and Research scheme.

Japan National Health Insurance

The program is administered through local government and funded by participants' premiums, with subsidies from both the national and prefectural governments. Premiums vary, depending on such factors as the applicant's annual income and the number of dependents, with the minimum being approximately ¥48,000 per year. International students, however, may apply for a reduction of the premium at the time of application by declaring that they have not received any income during the previous year. The maximum rate of reduction is 70%. The JNHI policy covers 70% of the cost of general medical and dental care and hospitalization, depending on where the insured resides and the policies of the local government there.

Nanzan University does not operate a student health insurance program of its own, but by enrolling in the JNHI program, students can cover 70% of the cost of most medical and dental care during their stay in Japan.

Japanese health facilities generally do not accept foreign insurance policies in lieu of payment, so all fees for treatment and hospitalization must be paid in cash, in full, before discharge from the hospital.



Students covered by foreign policies are required to pay for all services immediately and to apply for reimbursement later from their particular insurance scheme. Those students, in addition to an applicable health insurance policy, must have sufficient funds available for their immediate use in case hospitalization becomes necessary.

as a result of accidents that occur while engaged in education or research at the University or while commuting to school facilities or when in transit between school facilities.

Specific and bilateral exchange agreements require all exchange students to enrol in the JNHI and the Accident Insurance for Student Education and Research in addition to whatever overseas health insurance programs the students have already enrolled for. In addition, exchange students must take out medical evacuation and repatriation of remains coverage.

The JNHI and the Accident Insurance for Student Education and Research requirements are extended to all CJS students.

Accident Insurance for Student Education and Research

All CJS students are required to join the Accident Insurance for Student Education and Research scheme. This insurance covers bodily injury or damage caused



APPLICATION PROCEDURES

ADMISSIONS CRITERIA

Applicants must:

i) as a minimum, have completed 12 years of formal schooling (elementary and secondary education) or the equivalent and possess all the qualifications required for admission to a college/university in their home country;

ii) be sufficiently proficient in either English or Japanese to carry out everyday tasks and understand class instructions;

iii) have a cumulative grade point average of 3.0 (B) or better on a 4.0 scale or its equivalent;

iv) pass a selection interview with the Director or a Dean, to be scheduled after preliminary evaluation of the application dossiers (although the interview may be waived at the Director's discretion for those residing abroad);

v) secure a strong recommendation from their referees or Japanese language instructor if they have previously studied Japanese.

Meeting the above standards is not in itself a guarantee of admission, since the Center receives such a large number of applications. Priority is thus given to the following applicants:

- 1) exchange students coming from institutions with which Nanzan University has concluded an official agreement;
- 2) those who have completed a college-level Japanese course with superior achievement;
- 3) those who have already been awarded scholarships or sponsorships;
- 4) those who are currently enrolled in a college or university.

Students with physical disabilities

The Center welcomes academically qualified students with physical disabilities. However, applicants should note that although the Center's classrooms and language laboratories are equipped to satisfy the requirements of students with physical disabilities, the Center's accommodation is not yet equipped to meet the special needs of the wheelchair-bound and the semi-ambulatory. The Center plans to meet these special needs in the future. **Those with special needs must declare any physical disabilities in their applications and contact the Center regarding their needs.**



NECESSARY DOCUMENTS FOR APPLICATION

Applicants must submit the following documentation. All materials must be written in English or Japanese. Please refer to the application packet for detailed information concerning application materials.

- 1) **A completed application form.**
- 2) **An essay written personally by the applicant.**
- 3) **Official transcripts of academic records from all universities/colleges attended, accompanied by an explanation of the grading system.**
- 4) **Two completed Confidential Reference Forms.**
- 5) **A completed Information Sheet on Japanese Language Study.**
- 6) **A non-refundable application fee (international applicants: US\$100/ domestic applicants: ¥10,000)**

7) **A completed Financial Evidence Form**

8) **A completed Medical Information Form**

9) **A copy of the information page of your passport, if available.**

10) **Six recent full-face photographs (4 × 3 cm or 1.6 × 1.2 in.).**

11) **A completed Accommodation Application Form (for students requesting accommodation) or Accommodation Questionnaire (for students not requesting accommodation).**

Applications will be received during the periods noted below. All documents for application must be sent by mail. Those brought in person will not be accepted. Only applications that are complete and reach the Center by the deadline will be considered at the Center's committee meeting.

**Applications for 2010 Fall Semester:
March 1 – 31, 2010**

Deadline: March 31, 2010

**Applications for 2011 Spring Semester:
August 1 – 31, 2010**

Deadline: August 31, 2010

APPLICATION PROCEDURES

NOTICE OF ADMISSION

It takes approximately six weeks after receipt of applications to process and submit them to the Center's committee. After the committee has reached a conclusion, each applicant is notified in writing regarding the results of the decision. Immigration procedures are then initiated for successful applicants. **Documents necessary for the issuing of visas are mailed to successful applicants approximately one month before the start of classes.**

SPRING SEMESTER APPLICATIONS

In the spring semester, the lowest-level Japanese language course offered is Intensive Japanese 300. Intensive Japanese 200 is not offered. **Thus, only applicants who have studied Japanese in a college-level course, with a minimum of 120 contact hours and to the equivalent of Intensive Japanese 200, can be considered for admission for the spring semester.** For further information, please contact the Center.

PART-TIME STATUS APPLICATIONS

Since priority for admission is given to full-time applicants, applications for part-time status at the Center are only considered subject to places being available on the program. Before submitting an application, applicants are requested to contact the Center to confirm space availability. **The deadlines for part-time applications are 30 June for the 2010 fall semester and 31 October for the 2011 spring semester.** In all cases, applications must be submitted by mail. Those brought in person will not be accepted.



IMMIGRATION PROCEDURES AND PAYMENT OF FEES

CERTIFICATE OF ELIGIBILITY AND STUDENT VISA

A certificate of eligibility for the resident status of "college student" is required in order to obtain a student visa. The procedure for the issuing of a Certificate of Eligibility and the subsequent application for a visa is as outlined below.

After due consideration of each application by the Center's selection committee, successful applicants are informed of their acceptance onto the Center's program subject to confirmation by the applicant. Upon receiving confirmation of enrolment from the applicant, the Center files an application for a Certificate of Eligibility, which is issued by the Japanese Ministry of Justice through the Nagoya Immigration Bureau. Subject to receipt of fees in full (see below), the Center sends the Certificate of Eligibility to the applicant (or, as is the case with some exchange/sponsored students, to their home university or other institution) by registered mail immediately after the certificate is received from the Immigration Bureau.

It takes a minimum of six weeks from receipt of application for the Nagoya Immigration Bureau to issue the Certificate of Eligibility. Thus, the certificate is mailed, together with an official letter of admission, approximately one month before the start of semester. Application for the visa should then be carried out at a Japanese embassy or consulate by presenting a valid passport, the official letter of admission, and the Certificate of Eligibility.

Please note that if students enter Japan with a visa other than a "college student" visa, or with a visa exemption privilege, they may be requested to leave Japan to change their visa status. Any such appli-

cations to change resident status to that of "college student" are dealt with on an individual basis.

PAYMENT OF FEES

With the exception of exchange and sponsored students, students must, after confirmation of enrolment, remit an advance deposit to cover tuition, housing, and other fees that are due for the duration of study at the Center. Self-financed students are required to remit the sum of ¥1,272,580 to cover fees for one year of study, or ¥631,290 to cover fall semester fees, or ¥691,290 to cover spring semester fees. Exchange students, on the basis of the terms of the exchange agreement, are required to remit an advance deposit covering the housing fee, security deposit, and accident insurance. Please note that unless such fees have been received in full, the Center will not issue the Certificate of Eligibility, which is necessary for visa application.

All students are required to pay the housing fees in advance. Regardless of the kind of accommodation or whether accommodation is arranged or not, ¥60,000 per month is charged. Refunds on an individual basis are carried out in accordance with university refund procedures, which are explained during the orientation prior to the start of the program.

At the end of the term of study, any unused portion of the advance deposit is refunded to the student upon completion of the necessary procedures.

If a student, after paying the advance deposit, should decide to withdraw from the Center program, any funds placed on deposit will be refunded following the University's refund policies, minus a ¥30,000 cancellation fee and a ¥20,000 admission fee.

Details explaining the payment procedures are sent to all students directly or through their home or sponsoring institutions upon confirmation of enrolment.

