

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.

