

For enrollment in April 2012

Application Guide for International Students Admission of Japanese Language Course

Privacy Policy

Please note that personal information on your application documents that were submitted at the time of your application, such as your name and address, shall be used for the following:

1. Sending an examination card, a letter of notification, and a set of documents required for the enrollment procedures;
2. Providing information necessary for successful applicants to start campus life including information about lodgings;
3. Producing various statistical materials in which individuals are not identified; and
4. Applying for a Certificate of Eligibility (university will submit an application on behalf of the applicants).

1. Introducing Kinki University Japanese Language Course

The Kinki University Japanese Language Course is a preparatory course that mainly provides Japanese and English language education to international students who want to enter a Japanese university (mainly Kinki University). As a general rule, students taking the Japanese Language Course are able to use the university's library or other facilities for study purposes, like general students of the university. This means that this course is ideal for international students wishing to use the campus to prepare for the entrance exams of Kinki University. If you pass the entrance examination for international students, which is offered the first period (November) and second period (February of the following year), or other exams while taking the Kinki University Japanese Language Course, you may enter an undergraduate or graduate school of the University.

To be admitted to the course, an applicant must have passed the Level N4 of the Japanese Language Proficiency Test or present an official transcript from such an educational institution as the Japanese language school attended to prove that the applicant has the Japanese language ability equivalent to the above mentioned grade or higher.

2. Entrance examination schedule (First selection and Second selection)

Category	Residence status	Application period	Selection methods	Announcement of examination result
First selection	Applicants residing outside Japan	Monday, November 14 to Friday, November 25, 2011	Assessment on the basis of the application documents	Friday, December 9, 2011
	Applicants residing in Japan			
Second selection	Applicants residing in Japan	Tuesday, January 10 to Tuesday, January 17, 2012		Wednesday, February 1, 2012

*Those who are staying in Japan under a 'Temporary Visitor' status of residence shall not be regarded as residing in Japan.

3. Application procedures

(1) How to apply

After transferring the appropriate amount for the entrance examination fee, the applicant or contact person living in Japan shall bring all application documents to the International Student Center, Higashi-Osaka Campus. In principle, applications by mail shall not be accepted. If neither the applicant nor contact person in Japan can bring the application documents to the Center in person due to the distance, contact the International Student Center of the university to obtain permission to mail the documents. The application must arrive by the end of the application period.

(2) Entrance examination fee: 20,000 yen

Applicants must fill out the entrance examination fee remittance form (Form B) provided by the university and use this to transfer the appropriate amount in "Japanese yen" by "telegraphic transfer" from a banking institution in Japan (excluding the Japan Post Bank) (remittance from abroad is not allowed). Be sure to keep the receipt (Form B).

As a general rule, once application documents and entrance examination fees (including various expenses such as a bank transfer fee, etc.) are received, they will not be returned to applicants.

(3) Reception office: Inquiries may be directed to the

International Student Center Higashi-Osaka Campus, 1st Floor of Building No.11

3-4-1 Kowakae, Higashi-Osaka City, Osaka 577-8502 Japan

Tel (Main) :06-6721-2332

(From abroad: (Int'l Dial Code) + 81 6- 6721-2332) ext. 2862-2865, 2875-2877

Fax : 06-6729-2387

(From abroad: (Int'l Dial Code) + 81 6-6729-2387)

E-mail :isc@itp.kindai.ac.jp

Office hours :Mon. to Fri. 10:00a.m. to 4:00p.m.

Sat. 10:00a.m. to 12:00p.m. (closed on Sundays and national holidays)

4. Requirements for applicants

- (1) Applicants need to be non-Japanese and have completed (or will have completed by March 2012) 12 years of school education outside Japan.
- (2) As a general rule, applicants must be eligible to obtain or renew a 'college student' status as provided for under Japan's Immigration Control and Refugee Recognition Act after being accepted into the university.
*Applicants wondering whether they can acquire or renew their residential status after passing and entering the Kinki University Japanese Language Course should contact the Immigration Bureau in Japan for additional information prior to submitting the application for entrance to the University.
- (3) Applicants who have, in principle, at least six months of education in the Japanese language at the time of application (it is irrelevant whether they have learned Japanese inside or outside of Japan) have Japanese language skills at the level required to pass the Level N4 of the Japanese Language Proficiency Test.
- (4) Applicants who have previously been enrolled in any other Japanese language institution in Japan for over one year in the past cannot apply for the course.
- (5) Applicants who have passed the Level N1 of Japanese Language Proficiency Test cannot apply for the course.

Note: The presence or absence of the qualification for application is reviewed based on the submitted application documents. All submitted application documents and the entrance examination fee are returned when a person is not granted admission as a result of the review.

5. Number of students

admitted: 30

6. Selection methods

- (1) Selection will be conducted based on the submitted application documents.
- (2) As the need arises, an applicant and/or guarantor may be called for confirmation or required to have an interview.
- (3) The acceptance or rejection of an application will take into account all of the factors above.

7. About a guarantor

- (1) If you want to apply for or enter the Kinki University Japanese Language Course, you need one guarantor.
- (2) A guarantor must be someone who can promptly and reliably make contact with the applicant and the International Student Center of the university. Also, a guarantor must be the one who earns one's own living, guarantees fidelity of an enrollee during the stay in Japan, and fulfills the responsibility of the guarantor. Accordingly, a student is not qualified to become a guarantor.
- (3) In principle, it is not permissible for one person to become a guarantor for more than one student.

8. Curriculum details

- (1) Classes: Classes are divided into two classes depending on the level of a student's Japanese language proficiency.
Class A: Students who have passed Level N3 and N4 of the Japanese Language Proficiency Test or have equivalent Japanese language skills
Class B: Students who have passed Level N2 of the Japanese Language Proficiency Test or have equivalent Japanese language skills
- (2) Course details
In the Japanese Language Course, a student learns Japanese grammar, kanji, and vocabulary for one year, aiming at the mastery of four skills (reading textbooks, listening to lectures, writing reports, and presenting ideas) necessary for campus life at Kinki University. In addition, the classes on how to take entrance examinations (for Kinki University in particular) and Japanese conversation classes shall also be provided.
Since students in the course aim to enter a Japanese university (Kinki University in particular) the following academic year, the course also offers the common subjects, English and Japanese Affairs (the study of Japanese history, culture, and politics), as preparation for the entrance examinations they will face.
- (3) Study terms
One year from April.
- (4) Completion conditions
Students who complete the following requirements will be granted certification attesting to their completion of this course: Students must be registered students, complete all subjects, and pass the completion examination after one-year enrollment in the Kinki University Japanese Language Course.
It is also necessary that students satisfy the attendance requirements. Students whose attendance is inadequate will not be eligible to pass.
- (5) Acceptance into Kinki University
If students who have completed this course wish to go on to undergraduate schools or graduate schools at Kinki University, they must take the entrance examination for international students or other exams. In addition, students applying for graduate schools must have bachelor degrees. Students going on to graduate or undergraduate schools at Kinki University after completion of the Japanese Language Course will be granted a deduction of 50,000 yen from enrollment fees owing on entering their course.
- (6) Course calendar (planned)

1st semester		2nd semester	
April	Opening ceremony Orientation Placement test Start of first semester Health examinations	September	Start of 2nd semester
May	Extracurricular activities	November	Entrance examination for international students at Kinki University (Undergraduate schools and Graduate schools) University festival Anniversary of the university's founding
July	1st semester final examinations	December	Winter holidays
August	Summer holidays	January	Start of second semester
		February	Completion examinations Entrance examination for international students at Kinki University (Undergraduate schools and Graduate schools)
		March	Course graduation ceremony

9. Tuition fees and other expenses (for the 2012 academic year)

Enrollment fee	50,000 yen
Tuition fee	670,000 yen (335,000 yen for the first semester, 335,000 yen for the second semester)
Student health insurance fee	6,500 yen
Year total	726,500 yen (Total at the time of enrollment procedures 391,500 yen)

- * (1) Students should set aside roughly an additional 10,000 yen to purchase textbooks after entering this course.
- (2) Tuition fees (for the second semester) must be paid in October.

10. Application documents

Right column of each table: ○ calls for submission, × does not call for submission, △ calls for submission if available

Document to be submitted	Special remarks	Living outside of Japan	Living inside of Japan
① Application form (Special Kinki University form A)	① Applicants themselves shall fill out this form and affix their signature. ② One color photo, taken within three months of the application date, shall be pasted on the application form (4(H)cmX3(W) cm).	○	○
② Application card (Special Kinki University form B)	Fill in the necessary information in the bold-line boxed area of this card, and pay the entrance examination fee by means of a bank transfer.	○	○
③ Certificate of Japanese Language Proficiency Test and the results notification	Applicants who have passed Level N2 or N3, N4 of the Japanese Language Proficiency Test shall submit the originals and the copies of this certificate and the report of their results. The originals are inspected and then returned to the applicant.	△	△
④ Notification of the results of the Examination for Japanese University Admission for International Students (EJU)	Any person who took the EJU shall submit the original and a copy of the notification of the results of the EJU. The original will be returned after confirmation.	△	△
⑤ Certificate of Japanese language education (Special Kinki University form C) [For applicants residing outside Japan]	Applicants shall ask for a submission of a certificate of Japanese language education at the educational institution at which they studied (or are currently studying) the Japanese language, using Form C prescribed by the university.	○	×
⑥ Certificate of completion (or prospective completion) or certificate of enrollment from the Japanese language school/college, etc. currently attending. [For applicants residing in Japan]	In the event that you cannot submit the certificate of prospective completion, submit a certificate of enrollment. The document shall be prepared just before the application. Applicants who have already completed the course or curriculum shall submit a certificate of completion.	×	○
⑦ Official transcript and certificate of attendance from the Japanese language school or college, etc. currently attending. [For applicants residing in Japan]	The submission must be on the form prescribed by the school, in which the grades, attendance rate, and remarks from the supervising teacher are included, and was prepared just before the application.	×	○
⑧ Certificate of graduation or prospective graduation certificate of the last school attended in your home country	① Only original certificates issued within six months before the application date shall be submitted. ② As a substitute for the said certificate, applicants can submit an original and a copy of a diploma. After the original is inspected, it shall be returned to the applicant. ③ In the event that certificates/diplomas written in a language other than Japanese, English or Chinese are to be submitted, applicants must submit the Japanese or English translations of the said documents thereto.	○	○
⑨ Official transcript from the last school attended in your home country	① Only original certificates, showing the results for all subjects taken during the period of attendance for every grade separately and having been issued within six months before the application date, shall be submitted. ② In the event that the original cannot be surrendered, a copy may be submitted. The original will be inspected. ③ In the event that certificates written in a language other than Japanese, English or Chinese are to be submitted, applicants must submit the Japanese or English translations of said documents thereto.	○	○
⑩ Certificate of health (Special Kinki University form D)	Certificates must have been issued within three months of the application date.	○	○
⑪ Approval document by a guarantor (Special Kinki University form E)	① To be submitted only if the guarantor is not the applicant's parents. ② Guarantor's identification documents (e.g. Certificate of employment) .	If applicable	
⑫ Copy of passport [For applicants residing outside Japan only]	Applicants shall submit copies of the pages in the passport clearly showing their name, passport number, and photo. No submission is necessary if the passport has not been obtained at the time of application	△	×
⑬ Certificate of Registered Matters on Alien Registration [For applicants residing inside Japan only]	The certificate can be obtained at the city office or the ward office, where the applicant has submitted an alien registration. The certificate must be the one issued within three months of the application date.	×	○
⑭ Composition (Special Kinki University form F)	The composition shall be handwritten and include the purpose for applying to the Kinki University Japanese Language Course and the career desired after the completion of the course, (400 words in Japanese)	○	○
⑮ Address sticker (Special Kinki University form G)	Applicants residing in Japan shall enter your home address. Applicants residing outside Japan shall enter the address of the contact person.	○	○
⑯ Necessary documents to apply for the issuance of the "Certificate of Eligibility" [For applicants residing outside Japan only]	When you want to make a deputy application at the university, please submit the documents from pp. 19-20, 11. (1), (2), and (3). When you want to make an application at the university by yourself, please submit the documents from pp. 19-20, 11. (3).	○	×
⑰ Documents that can certify the applicant's ability to pay [For applicants residing inside Japan only]	Please submit the documents from pp. 19-20, 11. (3), except for the Oath for Payment of Expenses Form.	×	○

* All the application documents shall be very carefully filled out with a black ink ball-point pen.

* Because we cannot return the submitted application documents even though an applicant may request them from us later, those applicants should keep the copies of all the documents in advance.

* As for a seal, a rubber stamp such as a shachihata is not acceptable.

* If the educational background, educational career in the Japanese language, nationality, or the contents of any of the submitted application documents are proved to be false or misleading at some future date, the applicant's enrollment in the university shall be canceled even if the enrollment procedures have been completed after the applicant has passed the entrance examinations.

11. Application for obtaining a "Certificate of Eligibility"

Right column of each table: ○ calls for submission, × does not call for submission

Documents to be submitted	Important notices	In case of proxy application	Personal application	Applicant living in Japan
(1) University Deputy Application Form (Special Kinki University form H)	The form must be filled in by both the applicant and the guarantor with signatures and seals attached.	○	×	×
(2) Documents pertaining to the applicant	Please submit "Documents pertaining to the applicant" in the list below.	○	×	×
(3) Documents to prove the ability to pay tuition fees and living expenses	Please submit "Documents to prove the ability to pay tuition fees and living expenses" in the list below. It is classified from (a) to (d) according to who becomes a financial sponsor	○	○	○ *Except for the Oath for Payment of Expenses Form.

*All the certificates to be submitted must be those that were issued within six months of the application date.

*For a document that cannot be submitted, please attach the reason.

*Others: The university may ask an applicant to submit a document (certificate), as needed.

Documents pertaining to the applicant

Documents to be submitted	Important notices	Japanese translation
Application form to issue Certificate of Eligibility (Form prescribed by the Immigration Service)	This must be filled in by the applicant. Attach one color photograph	×
CV (Form prescribed by the Immigration Service)	This must be filled in and signed by the applicant.	○
Admission to the university (Original)	This shall be issued by the university after the completion of the procedure to enter the university	×
Certificate of graduation from the last school you attended (Original)		○
Document to prove Japanese language ability (Original)	Document to prove the applicant has the Level N4 or higher of the Japanese Language Proficiency Test	○

Documents to prove the ability to pay tuition fees and living expenses

(a) For applicants themselves paying tuition fees and living expenses

Documents to be submitted	Important notices	Japanese translation
Bank account statement in the applicant's name showing the current balance (Original)	Chinese students should present a Certificate of Deposit (original) and a copy of the Foreign Currency Deposit Receipt (a color photocopy is preferable).	×
Documents to prove the applicant's annual income (Original)	Chinese students should present documents proving their income over the previous three years (issued by the employer) and a certificate of tax payments (issued by the employer).	○
Proof of scholarships (Original)		○
Proof of occupation of the applicant (Original)	Chinese students should present a certificate of employment together with a notarized document by an official notary public.	○

*All documents other than the bank account statement showing the current balance in the deposit and savings (Certificate of Deposit/Foreign Currency Deposit Receipt) shall be accompanied by a Japanese translation.

(b) For applicants receiving a remittance for payment of tuition fees and living expenses from family members or relatives located in their home country

Documents to be submitted	Important notices	Japanese translation
Oath for Payment of Expenses form (Form prescribed by the Immigration Service)	This must be filled in and signed by the financial sponsor.	○
Bank account statement in the financial sponsor's name outside Japan showing the current balance (Original)	Chinese students should present a Certificate of Deposit (original) and a copy of the Foreign Currency Deposit Receipt (a color photocopy is preferable).	×
Documents to prove annual income of the financial sponsor outside Japan (Original)	Chinese students should present documents proving their income over the previous three years (issued by the employer) and a certificate of tax payments (issued by the employer).	○
Copy of bank passbook in the financial sponsor's name [Only those students whose nationalities are Chinese, Myanmar, or Bangladesh]	For the period covering the previous one to two years (at least for one whole year)	×
Proof of the occupation of the financial sponsor outside Japan (Original)	Chinese applicants shall present a certificate of employment (original) together with a notarized document by an official notary public. Or a notarized document of the certificate of authority for the business notarized by an official notary public if the financial benefactor is self-employed.	○
Documents to prove kinship with applicants (Original)	An extract of the family register or its equivalent. Chinese applicants shall submit a notarized document by an official notary public together with a copy of the certificate of family composition (a color photocopy is preferable).	○

*All documents other than the bank account statement showing the current balance in the deposit and savings (Certificate of Deposit/Foreign Currency Deposit Receipt), bank passbook, and Certificate of Family Register, shall be accompanied by a Japanese translation.

(c) For applicants receiving a remittance for payment of tuition fees and living expenses from family members or relatives located outside their home county.

Documents to be submitted	Important notices	Japanese translation
Oath for Payment of Expenses form (Form prescribed by the Immigration Service)	This must be filled in and signed by the financial sponsor.	○
Bank account statement showing the current balance in the name of the financial sponsor's residing outside the applicant's home country (Original)		×
Documents proving the annual income in the name of the financial sponsor residing outside the applicant's home county (Original)		○
A copy of a bank passbook in the name of the financial sponsor residing outside the applicant's home country		×
Document proving the occupation of the financial sponsor residing outside The applicant's home country (original)		○
Documents proving the actual status of residence of the financial sponsor residing outside the applicant's home county.		○
Documents proving the relationship of the financial sponsor residing outside the home country to the applicant	An extract of the family register or its equivalent. Chinese applicants shall submit a notarized document by an official notary public.	○

*All documents other than the bank account statement showing the current balance and bank passbook shall be accompanied by a Japanese translation.

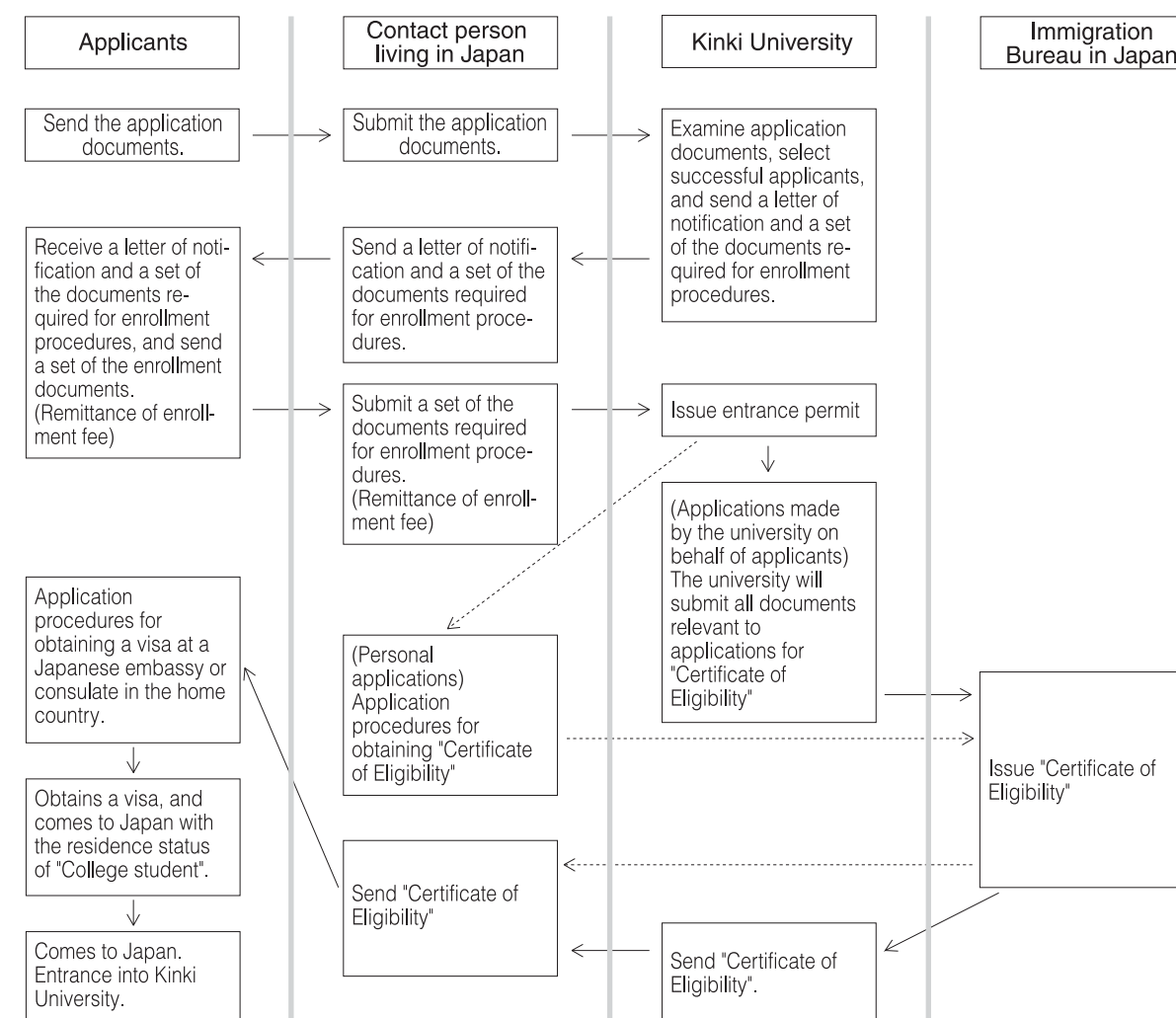
(d) When other than the applicants residing in Japan pays tuition fees and living expenses.

Documents to be submitted	Important notices
Oath for Payment of Expenses form (Form prescribed by the Immigration Service)	This must be filled in and signed by the financial sponsor.
Documents to prove financial sponsor's income	(1) Either the bank account statement showing the current balance (original) or a copy of the bank passbook. (2) The taxation certificate of the inhabitant's tax (Original) or a document verifying income (Original) and a certificate of tax payment (Original) *The document to prove income and the certificate of tax payment shall cover the period of the previous one year. A single document covering the contents of the two documents is also accepted. Both of (1) and (2) must be submitted.
Document proving the relationship between the applicant and the financial sponsor	For Chinese applicants, a notarized document by an official notary republic and the Japanese translation shall be submitted if any one of the applicant's relatives residing in Japan will pay the tuition fees and living expenses. If the financial sponsor is a Japanese who is not a relative of the applicant, a document proving the relationship to the applicant is not required. In that case, a document explaining the reason for assuming the responsibility for payment of expenses shall be submitted.
The financial sponsor's resident card (Original)	The resident card to be submitted should list the names of all household members. If the financial sponsor is a foreigner living in Japan, a certificate of registered matters on alien registration (Original) should be submitted.
Proof of the financial sponsor's occupation (Original)	The original of certificate of employment issued by the employer should be submitted. If the financial sponsor is self-employed, the tax return (duplicate copy) should be submitted. If the sponsor operates a business or is a company officer, a certified copy of the register of the company (original) should be submitted.

Important notices

- ① The university can only apply for a Certificate of Eligibility with "College student" status on behalf of applicants.
- ② Applicants should ensure that all certificates to be submitted in principle have been issued within six months.
- ③ The financial sponsor can be a person different from the guarantor.
- ④ The submitted documents are up-to-date as of June 2011. They are subject to change.

12. Flow of Procedures for "Certificate of Eligibility" and Procedures for Entering Japan



13. Announcement of examination results

- (1) On the day the examination results are announced, a letter of notification about the examination results shall be sent by express mail to the applicants. For all successful applicants, a set of documents required for enrollment procedures shall be enclosed.
- (2) Kinki University will not enter into any correspondence by telephone or mail with applicants regarding examination results.

14. Enrollment procedures

(1) Procedures

After transferring the appropriate amount for the enrollment procedure fee, the applicant or contact person living in Japan shall bring the enrollment procedure documents to the International Student Center, Higashi-Osaka Campus. In principle, applications by mail will not be accepted.

If neither the applicant nor contact person in Japan can bring them to the Center in person due to distance, contact the International Student Center of the university.

(2) Schedule of enrollment procedures

Category	Period of time for enrollment procedures	Payment method for enrollment procedure fee
First selection	Friday, December 9, 2011 to Friday, January 13, 2012	Enrollment procedure fee 391,500 yen *The amount for the enrollment procedure fee is subject to change. ① Fill out the remittance form prescribed by the university and transfer the appropriate amount from a banking institution in Japan. Make sure that the remittance is in Japanese yen and is made by telegraphic transfer. (remittance from abroad is not allowed). ② Be sure to send the money with the name of the person who has passed the entrance examination. A remittance made in a name that differs from the one who has been admitted by the university will not be accepted. ③ Payment shall be made in a lump sum only.
Second selection	Wednesday, February 1 to Friday, February 17, 2012	

(3) Important notices concerning the application procedure

- After transferring the appropriate
- ① An applicant cannot transact the enrollment procedure when the period for enrollment procedure has expired. Also, the permission shall be cancelled if no payment is made within the period for enrollment procedure, as we judge that the applicant has no intention of entering the university.
 - ② Once the enrollment procedure documents and the admission fee are accepted, they cannot be returned to the applicant.
 - ③ If any documents submitted by the applicant for enrollment procedures are proved to contain false information, the applicant's enrollment in the university shall be canceled.
 - ④ For cash transfers of tuition that exceed 100,000 yen, please use the financial institution's teller with a document confirming the identity of the person making the transfer (driver's license, health insurance card, or passport, etc.) in addition to the specified payment request slip.

(4) Issuance of entrance permit

- ① As soon as the enrollment procedures are completed, the university will issue an entrance permit.
- ② This entrance permit has a limited term of validity. If the successful applicant does not enroll before the expiration date as indicated on the permit, due to failure to obtain a passport or visa or for any other reason, entrance permission will be denied.

15. Cancellation of enrollment

- (1) Applicants who decide to cancel enrollment (as well as have the tuition fee and other expenses refunded) after completing all enrollment procedures must complete the cancellation procedures by 5:00p.m., Saturday, March 31, 2012 (not later than the deadline). Only applicants who complete the cancellation procedure shall have their tuition fee and other expenses refunded less the enrollment fee. (Money cannot be sent overseas)
- (2) To apply for enrollment cancellation, applicants must fill out and submit the "Request for refund of tuition and other expenses" form and other forms as required and prescribed by the university.
- (3) Successful applicants living outside of Japan who fail to obtain a "Certificate of Eligibility" will have their enrollment fees, tuition fees, and other fees returned. Successful applicants who fail to enter Japan in spite of obtaining a "Certificate of Eligibility" will have their tuition fees and other fees less enrollment fees returned. In such instances, contact person living inside of Japan shall be requested to submit the "Request for refund of tuition and other expenses" form and other forms as required and prescribed by the university.
- (4) Obtaining and submitting of the form for enrollment cancellation is at the International Student Center.
- (5) Application for enrollment cancellation cannot be accepted after the deadline.
- (6) The refunded tuition fee and other expenses shall be paid through a bank transfer by the end of April.

16. Living expenses

In general, it is expected that students need around 120,000 yen per month for living expenses, excluding tuition fees. We do not recommend that students find part-time jobs since this will interfere with their studies. It is absolutely essential for applicants to prepare enough money to live on in Japan, or consult guarantors beforehand so that they will not experience financial worries while studying at Kinki University.

17. Results pertaining to entrance examinations for the Kinki University Japanese Language Course in 2011 (Total of First Selection and Second Selection)

(Unit: persons)

Category	Breakdown	Applicants	Successful applicants	Enrollments		
				Male	Female	Total
Applicants residing outside Japan		2	2	1	1	2
Applicants residing in Japan		9	9	5	2	7
Total		11	11	6	3	9

(As of April 1, 2011)