

2024 Nanzan University Screening Procedures for International Student Admissions by Recommendation

DESIGNATED EDUCATIONAL INSTITUTIONS

— 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:

<https://www.nanzan-u.ac.jp/Menu/hoshin/policy.html> (Only in Japanese)

2. Name of department and available places

Department of Policy Studies, Faculty of Policy Studies

The number of places available for admission is as prescribed in the "Agreement on the Recommendation of Students" concluded between Nanzan University and the individual institution.

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. Either of the following shall also apply:
 - (1) As a general rule, those who have completed 12 years of formal education in a foreign country by 31 March 2024 or those who expect to do so, or those judged by the Minister of Education Culture, Sports, Science & Technology to have reached the equivalent level.
 - (2) The applicant is recognized by the University as having fulfilled the equivalent of the conditions set out in (1) above.
2. The applicant shall have a strong motivation to study in the Department of Policy Studies and shall be committed to accepting an offer of admission in the event that the application is successful.
3. The applicant shall be recommended personally by the head of the educational institution in accordance with the provisions of the "Agreement on the Recommendation of Students" concluded between Nanzan University and the individual institution.

4. Documents for submission

- (1) Photograph card, student admissions 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.
- (5) A letter of recommendation from the head of the applicant's educational institution.
- (6) Financial statement and bank statement. (cf. Form 3)
 - * Please provide proof of capability to pay the cost of studying in Japan, e.g. bank statement or income statement etc. from the person providing financial support.
- (7) Copy of passport (a copy of the pages showing your photograph, name and passport number)
 - * Please submit a copy of the documents valid at the time of the examination.

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 your high school, an embassy or other such government office.**
- * **As a general rule, we request that you submit originals for all of the documents required for application. If only one original exists, please submit a copy after having it verified by your school of origin as a certified copy that accurately represents the original.**
- * Documentation submitted during the application process may be used for reference purposes for supervision and guidance after entrance procedures have been completed.

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

- * An Official Score Report of the Test of English as a Foreign Language (TOEFL) administered by the Educational Testing Service (ETS). (The Official Score Report is issued by the testing agency directly to Nanzan University. Please quote the University's TOEFL Institution Code (9477) for direct dispatch to the University.)
- * A grade evaluation certificate for any nationally recognized examinations necessary for university entry in the applicant's home country. A sample list of such qualifications is indicated in the table below.

Sample list of recognized qualifications according to country

1	China	An official score of the Chinese University Entrance Examination (全国普通高等学校入学考試)
2	South Korea	An official score of the College Scholastic Ability Test(大学修学能力試験)
3	Indonesia	An official score of the Ujian Masuk Perguruan Tinggi Negeri
4	Malaysia	An official score of the STPM (Sijil Tinggi Persekolahan Malaysia)
		An official score of the MICSS Unified Examination (華文獨中統一考試) administered by United Chinese School Committees' Association of Malaysia (馬來西亞華校董事連合會總會)
5	Singapore	Official scores for the GCE Advanced Level examinations administered by the Singaporean Government
6	Thailand	An official score of the national entrance examination (WEE)

7	Hong Kong	Official scores for the HKHLE (Hong Kong Higher Level Examination)
		Official scores for the HKALE (Hong Kong Advanced Level Examination)
		Official scores for the HKDSE (Hong Kong Diploma of Secondary Education)
8	Taiwan	An Official score of the Universities and Colleges Joint Entrance Examination (大学入学考試)
9	United States of America	An official score of the Scholastic Assessment Tests (SAT) administered by the College Board (CB)
10	United Kingdom	Official scores for five subjects (two of which shall be at A Level) of the General Certificate of Education (GCE)
11	France	A score evaluation certificate for the Baccalauréat
12	Germany	A score evaluation certificate for the Abitur
13	Australia and New Zealand	A score evaluation certificate for a standardized test administered by the government
14	Others	A score evaluation certificate for a final test of the International Baccalaureate (IB)
		In the case of any country where a standardized test other than those mentioned above is conducted, a score evaluation certificate for a recognized test shall suffice.
		A transcript of the applicant's results in the Examination for Japanese University Admission for International Students (EJU) administered by the Japan Student Services Organization (JASSO).
		A transcript of the applicant's results in the Japanese Language Proficiency Test administered by the Japan Educational Exchanges and Services.

5. Admissions procedures fee

The fee is 14,000 Japanese yen (International students sponsored by the Kōenkai and the Kojima are exempt from paying admissions procedures fee).

6. Period for submission of documents

All necessary documentation must be submitted between Monday, 23 October and Monday, 30 October 2023. (Applications will not be accepted after 30 October.)

- (1) Documentation shall be sent by registered mail addressed to Office of the Center for International Affairs at Nanzan University by the head of the educational institution.
- (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 13:00 Japan Standard Time (GMT +0900) on Friday, 1 December 2023 (follow the links from the Japanese home page via <https://www.nanzan-u.ac.jp>).
- (2) Notification of results shall be sent by post to the head of each educational institution 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 Friday, 8 December to Thursday, 14 December 2023. (Mail must be postmarked no later than 14 December.)
- (2) Documents required for admissions procedures shall be enclosed with the letters of notification sent out on Friday, 1 December 2023.
- (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 2024 are as follows:

Fee category (All amounts in Japanese yen)	Payments due at time of admissions procedures	Payments due in fall semester
Admission fee ⁽¹⁾	0	---
Tuition fee ⁽¹⁾	0	0
Education enhancement fee ⁽²⁾	60,000	60,000
Parents Assoc. joining fee ⁽³⁾	0	---
Parents Assoc. fees ⁽³⁾	0	0
Totals	60,000	60,000
Totals for 2024	120,000	

- *1 International students sponsored by the Kōenkai and the Kojima are exempt from paying admission and tuition fees.
- *2 International students sponsored by the Kōenkai and the Kojima are exempt from paying 50% of the education enhancement fees.
- *3 International students sponsored by the Kōenkai and the Kojima are exempt from paying enrollment and membership fees for the Kōenkai.

Notes

1. The level of student fees to be paid for and beyond the 2025 academic year is subject to change.
2. In addition to what is indicated on the chart above, there is also student insurance and 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. 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.

10. Handling of personal information

The name, address, and other personal information provided at the time of application to enroll will be used in the implementation of entrance examinations, announcement of success in acceptance, enrollment procedures and other relevant matters, plus as reference material for guidance after enrollment.

Some of these will be carried out by companies contracted by Nanzan University (hereafter referred to as contractors) to fulfil these duties. All or part of the personal information that you have provided will be forwarded to the contractors to allow them to fulfil their duties.

Personal information data that has been statistically processed so as to prevent identification of the individual will be used as survey and research material designed to assist selection of students for enrollment by the University.

Thank you for your understanding.