

## 2018 International Student Entrance Applicants

### 1 Recruiting Faculties

[Science of Living Department] ..... small number of applicants  
[English Department] ..... small number of applicants

### 2 Application Requirements

For female students fitting the following criteria.

- (1) Foreign nationals who are 18 years of age as of March 31<sup>st</sup> 2018
- (2) Must have a reliable Japanese guarantor.
- (3) Japanese language ability to be able to attend lectures carried out in Japanese.
- (4) Those who have or will have completed 12 years of formal education within their own country by March 31<sup>st</sup> 2018, or those having equivalent scholastic abilities.

(Note1) Please be sure to refer to P.7 of the Application Guide

(Note2) Before applying please be sure to contact our Admissions Information Department to ensure you pass the above criteria.

### 3 Examination Dates (Which one to take is up to each individual student)

1<sup>st</sup> Examination – Friday, November 17<sup>th</sup> 2017

2<sup>nd</sup> Examination – Friday, February 9<sup>th</sup> 2018

Both test are the same and consist of a short essay and an interview.

8:40	Seated in the examination room
8:50 ~ 8:55	Exam explanation
9:00 ~ 10:00	「Short essay」 (to be answered in Japanese)
10:20 ~	「Interview」 (conducted in Japanese)

### 4 Place of Examination

Both examinations will be conducted here

Area	Place	Address	Ph. No.
Kagoshima City	Kagoshima Immaculate Heart College Campus	4 Chome-22-1 Toso, Kagoshima-shi	099-253-2677

### 5 Announcement of Results

1<sup>st</sup> Examination – Monday, November 20<sup>th</sup> 2017

2<sup>nd</sup> Examination – Tuesday, February 13<sup>th</sup> 2018

Notification will **only** be sent by mail to the applicant, you cannot receive your results on campus or over the phone.

## 6 Application Period (must arrive at the college by these dates)

- 1<sup>st</sup> Examination – 2017 Wednesday, November 1<sup>st</sup> – Monday, November 13<sup>th</sup>  
2<sup>nd</sup> Examination – 2018 Thursday, January 11<sup>th</sup> – Tuesday, February 6<sup>th</sup>

Please use the special attached envelope.

Applications can also be handed directly on campus on weekdays between 9:00 – 16:00 and Saturdays before 12:00. (Closed Sundays and public holidays)

## 7 Application Forms

Forms		Instructions
1	International studies application	Two forms to be filled out by the applicant
2	Reference	An official form will be given to you. To be filled out by the head of your most recent school or employment supervisor. You must submit the original, copies will not be accepted. (*1)
3	Academic transcript from most recently graduated education institution.	Must be from the head of your most recent school. You must submit the original, copies will not be accepted. (*1, 2)
4	Graduation certificate (includes pending graduation) from most recently graduated education institution	Must be from the head of your most recent school. You must submit the original, copies will not be accepted. (*1)
5	Certificate of health	Records of a health check from a public medical institution
6	Statement of purpose	A specific form to be filled out by the applicant
7	Examination admissions form (Tag A)	A two sided specific form given by the school (*3)
8	Photograph	Please attach a passport sized photo (*3)
9	Envelope for results report	Please include a self addressed envelope

※ Please send by post using the special attached envelope.

- (\*1) If in a language other than Japanese or English please attach an official translation done by a 3<sup>rd</sup> party (i.e. A public notary or diplomatic institution)  
(\*2) If the grades are listed using letters or numbers, such as (A · B · C · D · E) or (1 · 2 · 3 · 4 · 5) please include a explanation of the evaluation standard  
(\*3) Please consult the 2018 Applications Guide

### Entrance Examination Fee

The fee for taking the entrance examination is 28,000 yen and can to be paid by bank transfer or on campus. There are no refunds for untaken examinations.

When paying on campus please specify this on forms A · B · C and hand it into the Budget and Accounts Division, open weekdays between 9:00 – 16:00 and Saturdays before 12:00. (Closed Sundays and public holidays)

## 8 Enrollment Procedures

- (1) After passing the examination who must complete the enrollment procedures within the time blocks below.

1<sup>st</sup> – 2017 Monday, November 20<sup>th</sup> – Friday, December 15<sup>th</sup>

2<sup>nd</sup> – 2018 Tuesday, February 13<sup>th</sup> – Wednesday, February 28<sup>th</sup>

If being done directly on campus, weekdays between 9:00 – 16:00 and Saturdays before 12:00. (Closed Sundays and public holidays)

-----

### Enrollment Fees and Tuition Payment Method

For the first enrollment block payment can be made all at once or in two installments. Please choose which when completing the enrollment procedures. Payment for those in the second enrollment block must be made all at once.

#### ▪ Full Payment

Enrollment fees as well as the first semester's tuition must be paid in full when enrolling

#### ▪ 2 Step Payment

Enrollment fees can be paid for at the time of enrollment and the first semester's tuition is to be paid by Friday, March 23<sup>rd</sup> 2018.

### Notes

1. Refunds cannot be made.
2. If these fees are not paid by the set date the entrance examination pass will be made invalid.
3. If a newly enrolled student decides to withdraw from entering the school before 5pm Saturday, March 31<sup>st</sup> 2018 the tuition, minus the enrollment fees, will be refunded.
4. Further details about the enrollment procedures can be found in the enrollment guide attached to the announcement of results.

### (2) Official Documents to be Submitted after Acceptance

1. Letter of commitment  
- Please use the form provided.
2. A copy of your Foreign Residence Card  
If you do not have a Foreign Residence Card you may submit a copy of your certificate of eligibility or departure permission from your home country.
3. Letter of Guarantor  
Please use the specific form given by the school.  
(note)  
The guarantor must be a Japanese citizen living in the country that will act as a guarantor for the international student's financial and personal affairs until their graduation.
4. School tuition payment receipt.

All this information and further details can be found in the enrollment guide attached to the announcement of results.

## **Fall Entrance Examination (For International Students)**

A fall entrance examination for international students (entrance September 2018) has been introduced.

**Examination Dates:** Saturday, July 28th 2018

**Application Period:** Tues. July 10th 2018 ~ Tues. July 24th 2018

\* Please note that some students may require 3 years to graduate.

For further details please contact the admissions office.