

## 2020 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) Students corresponding to any of the following points.
  - ① Those who have completed 12 years of formal education within a foreign country. (completion of less than 12 years of formal education requires students to also have completed an equivalency course at a preparatory institution)
  - ② Those who are 18 years old and above that have passed a 12-year formal education equivalency examination in a foreign country.
  - ③ Those who completed a course designated as Ministry of Education, Culture, Sports, Science and Technology for more than 11 years in a foreign country
  - ④ In Japan, those who have completed a foreign school designated as foreign high school equivalent and have reached 18 years of age.
  - ⑤ Those who completed their education at an overseas education facility that is recognised as being the equivalent to a high school level.
  - ⑥ Those who have acquired Baccalaureate, International Baccalaureate, Abitur, or GCEA accreditation for university enrollment.
  - ⑦ Those who have completed 12 years of education at an international accredited educational institution (WASC, CIS, ACSI).
- (2) Must have a reliable Japanese guarantor.
- (3) Japanese language ability to be able to attend lectures carried out in Japanese.

(Note1) Please be sure to refer to P.1 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 15<sup>th</sup> 2019

2<sup>nd</sup> Examination - Friday, February 7<sup>th</sup> 2020

Both tests 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 18<sup>th</sup> 2019

2<sup>nd</sup> Examination - Monday, February 10<sup>th</sup> 2020

Notification will **only** be sent by mail. 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 - 2019 Friday, November 1<sup>st</sup> - Monday, November 11<sup>th</sup>

2<sup>nd</sup> Examination - 2020 Thursday, January 9<sup>th</sup> – Tuesday, February 4<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 2020 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> - 2019 Monday, November 18<sup>th</sup> - Friday, December 20<sup>th</sup>
- 2<sup>nd</sup> - 2020 Monday, February 10<sup>th</sup> - Saturday, February 29<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)

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### **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 Tuesday, March 24<sup>th</sup> 2020.

### **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 Tuesday, March 31<sup>st</sup> 2020, 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 2020) has been introduced

**Examination Date:** Saturday, July 25<sup>th</sup> 2020

**Application Period:** Tuesday, July 7<sup>th</sup> ~ Tuesday, July 21<sup>st</sup> 2020

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

For further details please contact the admissions office.